



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

COMMON COUNCIL AGENDA  
MONDAY, FEBRUARY 26, 2018  
REEDSBURG CITY HALL COUNCIL CHAMBERS  
7:00 P.M.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

THE COUNCIL WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COUNCIL BY MEMBERS OF THE PUBLIC. THE COUNCIL WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.

**I. CONSENT AGENDA:** (one motion to approve all Consent items)

- A. Approve minutes from the Council meeting held on Feb. 12, 2018.
- B. Approve - Chamber of Commerce – Webb Fund Request.
- C. Approve - Parade / Special Event Permit Application: Reedsburg Vets Fest: April 14, 2018.
- D. Operator's Licenses (New) – Brooke Meichus - Location: Brewsters Lanes.
- E. Operator's Licenses (New) – Dawson Daniels - Location: Kwik Trip #838.
- F. Operator's Licenses (Renewal – Shane Mueller - Location: Kwik Trip #838.

**II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:**

- A. Library - DPI Annual Report

**III. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:**

- A. Planning Commission: Approve/Deny Resolution 4319-18 – A resolution approving Certified Survey Map (CSM) dividing parcels for compliance with state law and conforming to existing zoning.
- B. Approve/Deny: 2<sup>nd</sup> reading and hold Public Hearing for Ordinance 1860-18 an ordinance changing the zoning for 345 North Dewey Avenue from R-3 to R-1.
- C. Approve/Deny: 2<sup>nd</sup> reading and holding Public Hearing for Ordinance 1861-18 an ordinance amending Conditional Uses (CUP) and Zoning Variances.
- D. Approve/Deny: 2<sup>nd</sup> reading and holding Public Hearing for Ordinance 1862-18 an ordinance amending I-4 Business Center Zone architectural requirements.
- E. By Motion – Approve/Deny: Introduction, 1<sup>st</sup> reading and setting Public Hearing for March 26, 2018 for Ordinance 1864-18 an ordinance approving rezoning of parcels from B-3 to B-2.
- F. Ordinance Committee: Introduction, 1st reading and setting Public Hearing for March 26, 2018 for Ordinance 1865-18 an ordinance amending Chapter 34 for parades and special events.

- G. RICDC: Approve/deny – Reedsburg Hardwoods and Meister Log & Lumber Expansion–Memorandum of Understanding
- H. RICDC: Approve/deny – Award Water Line Bids – Sharratts Warehouse Project

#### IV. GENERAL BUSINESS:

- A. City Web Site – 2018 Refresh Project
- B. 2017 4<sup>th</sup> Quarter Financial Report (Unaudited)

#### V. CITY ADMINISTRATOR REPORTS:

- A. Monthly City Administrator Report.

#### VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS: (2<sup>nd</sup> Meeting of the Month)

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Ordinance Committee (2<sup>nd</sup> Meeting – Held Prior to CC)

Airport Commission	Ethics Committee *
Arts Committee	Room Tax Commission *
Community Development Authority	Reedsburg Arts Committee *
Historical Preservation Commission	Reedsburg Industrial Commercial Dev. Commission*
Park and Recreation Committee	Public Safety Committee *
Plan Commission	Police and Fire Commission *
Public Works Committee	Zoning Board *
Utility Commission	Room Tax Commission *

“\*” Report out at City Council meeting following most recently held Authority, Commission, Committee or Board meeting.

#### VII. OFFICE OF THE MAYOR:

- A. Upcoming Community Events
- B. Alderman Round Table – Closing Comments

#### VIII. ADJOURN

**Posted: February 22, 2018**

Last Resolution: 4319-18

Last Ordinance: 1865-18



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

# City of Reedsburg Meeting of the Common Council February 12, 2018

Present: Mayor Dave Estes; Aldermen Craig Braunschweig, David Moon, Jason Schulte, Calvin Craker, Phil Peterson, Jim Heuer, Dave Knudsen, and Brandt Werner.

Absent: Mike Gargano

Others Present: Stephen Compton, Jacob Crosetto, Brian Duvall, Timothy Becker, Matt Scott, Sue Ann Kucher, Jim Gerlach, Derek Horkan, Citizens, Press.

Mayor Estes called the regular session of the Common Council to order at 7:00 p.m. in the Common Council Chambers.

**Approve Consent Agenda:** consisting the minutes from the Council meeting held on January 22, 2018, January 2018 Bills, January 2018 Building Permit Report, Temporary Class B/Class B Retailers License for Sacred Heart Athletics Association – Sacred Heary Brat Feed – April 21, 201 at 545 N. Oak Street, and operator's licenses for Gibeaut and Hach.

**Motion: Craker, Second: Heuer to approve the consent agenda. Motion carried 8-0.**

#### MAYOR PROCLAMATIONS, PRESENTATIONS, AND APPOINTMENTS:

- A. Appointment: Jeff Seering, City representative to Friend of the Baraboo River.
- B. Appointment: Adam Kaney, Board of Zoning Appeals.
  - a. **Motion: Peterson, Second: Knudsen to approve both appointments with one vote. Motion carried 8-0.**

#### RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Planning Commission:
  - a. Approve/Deny Resolution 4311-18 – Certified Survey Map (CSM).
    - i. **Motion: Moon, Second: Schulte to approve Resolution 4311-18 as presented. Motion carried 8-0.**
  - b. By Motion – Approve/Deny: Introduction, 1st reading and set public hearing for March 12, 2018. Ordinance 1856-18 an ordinance rezoning and Certified Survey Map for Reedsburg Area Medical Center property and North Park.
    - i. **Motion: Heuer, Second: Braunschweig to set the public hearing on Ordinance 1856-18 for March 12, 2018 at 7:00 p.m. Motion carried 8-0.**
- B. Ordinance Committee: Approve/Deny: 2nd reading and hold Public Hearing for Ordinance 1858-18 an ordinance amending section 2.01 section (4) Committee Reports.
  - a. **Motion: Werner, Second: Heuer to approve Ordinance 1858-18 as presented. Motion carried 8-0.**
- C. Ordinance Committee: Approve/Deny: 2nd reading and hold Public Hearing for Ordinance 1859-18 an ordinance amending section 9.05 adding section (G).
  - a. **Motion: Peterson, Second: Schulte to approve Ordinance 1859-18 as presented.**

**Motion carried 8-0.**

- D. Park and Recreation Committee: Approve/Deny: 2nd reading hold Public Hearing for Ordinance 1863-18 an Ordinance amending Chapter 3 - Impact Fees for Capital Projects.
  - a. **Motion: Heuer, Second: Craker to approve Ordinance 1863-18 with the inclusion of "seasonal" with regards to employee housing. Motion carried 8-0.**
  
- E. Personnel Committee: Approve/Deny Educational Assistance (Policy 307) for Joshua T. Benson.
  - a. **Motion: Schulte, Second: Peterson to approve the Educational Assistance request as presented. Motion carried 8-0.**
  
- F. Public Works Committee: Approve/Deny recommendation of Public Works Committee and Staff to continue with the Clean Water Fund loan application.
  - a. **Motion: Peterson, Second: Craker to approve the continuation of the Clean Water Fund Loan application. Motion carried 8-0.**

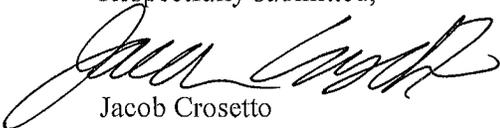
GENERAL BUSINESS:

- A. Approve/Deny receipt of bids for new Plow Truck: 1. Truck Country and 2. LaFarge Center. Award purchase of new Plow Truck for Public Works Department to LaFarge Truck Center in the amount of \$83,549.80.
  - a. **Motion: Werner, Second: Peterson to approve the bid from LaFarge Truck Center in the amount of \$83,549.80. Motion carried 8-0.**

**Motion to adjourn by Moon with a second from Knudsen. Motion carried 8-0.**

**Meeting adjourned at 7:36 p.m.**

Respectfully submitted,



Jacob Crosetto  
City Clerk-Treasurer

# APPLICATION FORM

## WEBB FUND

Submit application to: City of Reedsburg  
134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959  
(608) 524-6404 FAX (608)524-8458 [cityhall@ci.reedsburg.wi.us](mailto:cityhall@ci.reedsburg.wi.us)

Please allow a minimum of 60 days for processing of application.

Name of applicant: Kristine Koenecke, Executive Director

Organization: Reedsburg Area Chamber of Commerce

Federal ID Number: 39-1174890 Phone No. 524-2850 Fax No. 524-5392

Tax status of applicant (corporation, charity, governmental body, etc.) \_\_\_\_\_

501(C)(6)

Street Address: 240 Railroad St Mailing Address: PO Box 142

City, State, Zip Reedsburg WI 53959

### DESCRIPTION OF THE PROJECT

Describe in detail the proposed project (attach additional sheets if necessary): \_\_\_\_\_

Please see attached

\_\_\_\_\_

\_\_\_\_\_

Location of Project (projects must be in the City limits) \_\_\_\_\_

Please see attached

\_\_\_\_\_

How will the project recognize the contribution from the Webb Fund? \_\_\_\_\_

Please see attached

\_\_\_\_\_

How will the project benefit the city of Reedsburg? \_\_\_\_\_

Please see attached

\_\_\_\_\_

**PROJECT BUDGET**

Webb Fund Grant Amount Requested: \$ 2,500.00 . Please attach a copy of your proposed budget. Include all resources needed for this project including labor and indicate who will be responsible.

Will applicant receive any additional funds (grants, donations, entrance fees, etc.)? If yes, please explain how, when or where additional funds will be received.

No additional funds will be received.

Name and address of person responsible for accounting for the funds?

Kristine Koenecke, Reedsburg Area Chamber of Commerce

240 Railroad Street, Reedsburg, WI 53959

**Please provide a timetable for completion of this project including when you wish to receive funding: (see attached policies)**

Please see attached sheet.

I declare that I have read the above application and that it is a true, correct, and complete statement of the intended use of the requested funds.

Applicant's Name: Kristine Koenecke, Executive Director

Signature: *Kristine Koenecke* Date: 1-15-18

Email Address: ed@rucls.net

Date received by City Clerk: Jan 17, 2018 JC

Disposition: Forward to Bureau

## **Description of the Project**

**Describe in detail the proposed project:** Although I was not looking for anything like this, last summer I drove past a small decorative metal train engine and a large old-fashioned metal bicycle with the big front tire and the small back tire. (Photos attached). The train was originally priced at \$5,000.00 and the bicycle was priced at \$300.00 plus tax and delivery. Both pieces were very unique and well suited to serve as decorative art pieces in front of the depot, but while the Chamber could not afford to even consider purchasing the train, I did end up negotiating on the bike and got the tax and delivery for free, and will have the bike placed when the weather breaks in Spring of 2018.

Fortunately, the price on the train has now been reduced to \$2,500.00, plus an additional \$200.00 for the tax and delivery. I am requesting Webb Funds to purchase the train so that it can be permanently placed in front of the Depot, where it would be showcased for many years to come.

**Location of Project (project must be in the City limits):** The train would be placed in front (the north side) of the Chicago-Northwestern Railroad Depot (home of the Reedsburg Area Chamber of Commerce), and east of the entrance on the mulched area. The location of the building is 240 Railroad Street, Reedsburg.

### **How will the project recognize the contribution from the Webb Fund?**

The train is made of metal, so we could easily attach a metal plate to it that would recognize the contribution from the Webb Fund.

**How will the project benefit the City of Reedsburg?** As is common in most communities, the Chamber of Commerce is the place where most visitors stop to pick up information or to learn more about what they can do while in the area, so it is important that it be an exceptionally friendly, clean, professional and welcoming environment. While it is not uncommon for people to stop in to learn more about local festivals and events, we are also the trailhead to the "400" State Trail, which has about 45,000 users each year. Additionally, we also attract many train enthusiasts because many depots across the country have been taken down or have fallen down, but our beautiful 1905 depot is in excellent condition and is on both the State of Wisconsin and National Register of Historic Places. The Reedsburg Area Chamber of Commerce welcomes an average of 12,000 – 15,000 people inside annually, and while the interior décor receives daily compliments, the proposed train would really enhance the outside of the building, which typically is just decorated with flower pots. The train would also add a memorable and fun photo opportunity location for people when they visit the depot, and the size, color and material of the train would be a great addition to our front entrance area and would also complement the neighboring places around the depot.

**Please provide a timeline for completion of this project including when you wish to**

**receive funding:** When I drove by the train last week and saw it still sitting in the lot, I called the business owner to find out if the price on the train had changed, and that is when I learned that she had reduced the price by half. At that time I explained what I had hoped to do with requesting the Webb Funds and so I asked if she would be willing to put the train on "Hold" since it was now winter. I did not commit to buy the train and made that clear to her, because it would not be appropriate for the Chamber to spend that kind of money on a decorative art piece, nor do we have the funds to do so. We have a very small budget for our decorative landscaping needs each year, and until last year when I purchased the bike, it had only been spent on filling flower pots.

Regarding the timeline for completion (installation) of the project, we have many events happening at the depot after the 15<sup>th</sup> of May, and with the trail being groomed and ready for riders by May 1<sup>st</sup>, I would make sure that once the ground thawed and the weather improved, that installation would occur as early as possible, but by mid - May at the latest.

**Funds requested:** I am requesting \$2,500.00. With regard to the policy that the requesting organization contribute 25% of the cost, I am asking consideration for the following:

When I first mentioned my idea about applying for Webb Fund money to purchase the train at a price of \$5,000.00 to my Board of Directors, they gave me immediate approval to do so, but I held off, hoping that patience would pay off and the price would drop when the temperature did. Although I would have been very disappointed if the train would have been sold before I made the request, I really felt that the price was too high, and I didn't feel comfortable making the request to the City at that price. I know there is a lot of talent, time and money involved in creating unique pieces such as the train and I know that others have asked for a lot more and been awarded, but I have a great respect for all of the things the Webb Fund has provided over the years, and felt it was just too much to ask for or to expect, especially for just something beautiful and interesting, but not functional.

Even at the greatly reduced rate, the 25% contribution requirement of the \$2,500.00, which is \$625.00, is money that I really don't feel the Chamber can afford to spend on a non-essential item such as this train. However, I am hoping that some consideration will be given to the money that the Chamber paid previously on the bicycle (\$300.00) and also the \$200.00 that we could pay now toward the tax and delivery fee of the train if approved. We would also pay for the materials and labor to install and secure both pieces which I think could cost as much as the remaining \$125.00 difference, so if the total of those combined costs (\$625.00) could serve as our 25% contribution, it would certainly improve our ability to utilize Webb Funds if approved. Your consideration of our contribution requirement would be greatly appreciated if you decide to approve the request for Webb Funds. Thank you.

### PARADE / SPECIAL EVENT PERMIT APPLICATION

Organization: Reedsburg Vet Fest (Reedsburg Running Club Inc)  
Contact Name: Brenda Siemandel Phone: 983-2662  
Address: 14053 St. Hwy 58 Cazenovia WI 53924

On-Site Manager: Brenda Siemandel Phone: 983-2662 or 495-1701  
Address: 14053 St. Hwy 58 Cazenovia WI 53924

*If the parade or special event is to be conducted by or for any person other than the applicant, the applicant for such permit shall file with the Clerk a communication in writing from the person proposing to hold the parade or special event authorizing the applicant for the permit on his behalf.*

Date of Parade/Event: April 14 2018  
Start Time: 7:30AM - Registration End Time: 2: pm - Clean up time

#### Special Event

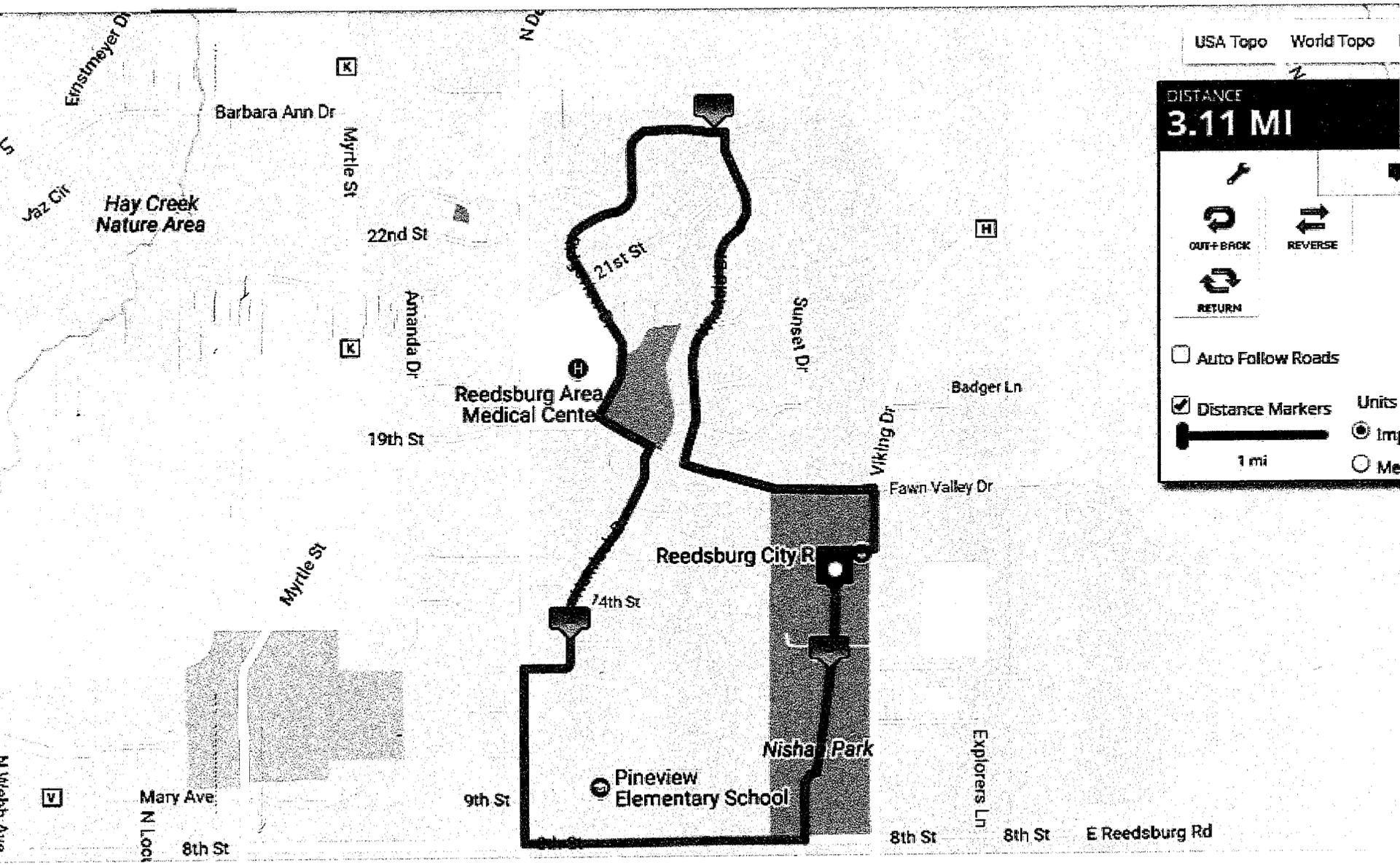
General Description: Running & Walking Event  
Location: Nishan Park - Lions/Jaycees Building  
Number & Type of Participants: (i.e. Artists at Art Fair; Tables at Flea Market) \_\_\_\_\_  
There will be runners and walkers and last years event was  
780 participants (2017 year)

#### PARADE - NO

Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_  
Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_  
Route: \_\_\_\_\_  
Number, Type and Size of Units: (Use reverse side if necessary) \_\_\_\_\_

Applicant Signature: Brenda M. Siemandel Date Submitted: 2-13-18  
Date Approved: \_\_\_\_\_ Date Fee Paid: 2-14-18

OK Route



USA Topo World Topo

DISTANCE  
**3.11 MI**

Navigation controls including icons for:  
- Key (Map Settings)  
- OUT+BACK (Out and Back)  
- REVERSE (Reverse Direction)  
- RETURN (Return to Start)

Auto Follow Roads

Distance Markers:  Distance Markers  
Units:  
 Imp (Imperial)  Me (Metric)  
Scale bar: 1 mi



## Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New   
  Renewal   
  Provisional - \$15.00   
  Operator Fee - \$50.00   
  Operator Fee - \$25.00  
*[eff. July of even-numbered years]*

**Office Use Only**   
 License # 2018003655   
 Provisional # 2018003655   
 Fee Is Non-Refundable

**Filling out your application**

- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (CCAP may not provide a comprehensive list of ALL arrests and convictions).

**Review of your application**

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- Meetings of the Ordinance Committee are open to the public.

Last Name <u>Meichus</u>	First Name <u>Brooke</u>	M.I. <u>P</u>	E-Mail Address <u>bmeichus@gmail.com</u>
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Residence: Street Address <u>341 N. Willow St.</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>6084159160</u>	Date of Birth -	Birth Place (City, State) <u>Baraboo, WI</u>	Race <u>White</u>	Sex <u>F</u>	Height <u>5'4"</u>	Weight <u>125</u>	Hair <u>blonde</u>	Eyes <u>blue</u>
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Driver's License Number (State & Number) -	Place of Employment <u>Brewsters Lanes</u>	Contact Person & phone number <u>Julie Bill</u> <u>608524-2276</u>
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Other names, aliases or birth dates ever used  
N/A

Cities and States lived in since age 18, including where you now reside: <u>Reedsburg, WI</u>	From: <u>Infant</u>	To: <u>adult</u>
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	From:	To:
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Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident

U.S. Citizen   
  Alien   
  Temporary Resident (employment number )

**Arrest and Conviction Record**

Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Continue on Reverse Side**

**List Any Pending Criminal Charges, Citations or Tickets**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
NA	NA	NA		

**List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	NA			

**Application must be notarized.**

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me

This <sup>13</sup> Tuesday of Feb, 2018

Doreen M. Working  
Notary Public

Brooke Meekes

Brooke Meekes  
Applicants Signature

My Commission expires 1-18-22

Approved by the Common Council on \_\_\_\_\_

Initials \_\_\_\_\_

**To be filled out by the Reedsburg Police Department**

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

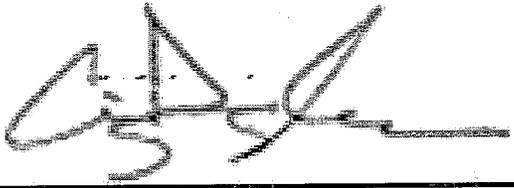
MS  
Reedsburg Police Department Authorized Signature

2/15/18  
Date

# WISCONSIN SELLER / SERVER CERTIFICATION

**Trainee Name:** Brooke Meichus  
**Date of Completion:** 12/29/2016

**School Name:** 360training.com, Inc.  
**Certification #** WI-51388

I, 

certify that the above named person  
successfully completed an approved  
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



**Corporate Headquarters**  
1303 Burnet Rd., Suite 100  
Austin, Texas 78727  
P: 800-447-1149

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New    
  Renewal    
  Provisional - \$15.00    
  Operator Fee - \$50.00    
  Operator Fee - \$25.00  
Pd 2-12-18
[eff. July of even-numbered years]

Office Use Only    
 License # 2018003650 Provisional # \_\_\_\_\_    
Fee Is Non-Refundable

**Filling out your application**

- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (CCAP may not provide a comprehensive list of ALL arrests and convictions).

**Review of your application**

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- Meetings of the Ordinance Committee are open to the public.

Last Name <u>Daniels</u>	First Name <u>Dawson</u>	M.I. <u>R</u>	E-Mail Address <u>Dawson1999@hotmail</u>
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Residence: Street Address <u>208 Dessa Rain Dr.</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>608-477-2128</u>	Date of Birth -	Birth Place (City, State) <u>Canton IL</u>	Race <u>W</u>	Sex <u>M</u>	Height <u>6'0</u>	Weight <u>180</u>	Hair <u>Brown</u>	Eyes <u>Blue</u>
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Driver's License Number (State & Number) <u>WI</u>	Place of Employment <u>Kwik Trip # 838</u>	Contact Person & phone number <u>Dawson 608-477-2128</u>
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Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident

U.S. Citizen    
  Alien    
  Temporary Resident (employment number )

**Arrest and Conviction Record**

Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

**List Any Pending Criminal Charges, Citations or Tickets**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
		None		

**List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
17		Refrs.		
17		None		

**Application must be notarized.**

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me

This 22<sup>nd</sup> day of January 2018

Anita M. Young  
Notary Public

Dawnelle D.

Applicants Signature

My Commission expires 11-03-21

Approved by the Common Council on \_\_\_\_\_ Initials \_\_\_\_\_

**To be filled out by the Reedsburg Police Department**

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

[Signature]  
Reedsburg Police Department Authorized Signature

2/14/18  
Date

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# WISCONSIN

## SELLER / SERVER CERTIFICATION

**Trainee Name:** Dawson R Daniels

**School Name:** 360training.com, Inc.

**Date of Completion:** 08/25/2017

**Certification #** WI-65942



I, \_\_\_\_\_  
certify that the above named person  
successfully completed an approved  
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Learn2  
serve

Corporate Headquarters

13801 Band Rd., Suite 100

Austin, Texas 78727

P: 800-442-1148

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New    
 **Renewal**    
 Provisional - \$15.00    
 **Operator Fee - \$50.00**    
 Operator Fee - \$25.00  
Pd 2/12/18
[eff. July of even-numbered years]

**Office Use Only**    
 License # 3054    
 Provisional # \_\_\_\_\_    
**Fee Is Non-Refundable**

- Filling out your application**
- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
  - This application must be filled out accurately and completely.
  - If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
  - If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
  - Your application will not be processed until you deal with outstanding warrants.
  - You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (CCAP may not provide a comprehensive list of ALL arrests and convictions).
- Review of your application**
- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
  - If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
  - If you are asked to appear but choose not to do so, your application may be denied.
  - Meetings of the Ordinance Committee are open to the public.

Last Name <u>Mueller</u>	First Name <u>Shane</u>	M.I. <u>M</u>	E-Mail Address <u>ShaneMueller8@Gmail.com</u>
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Residence: Street Address <u>476 Russell St</u>	City <u>Baraboo</u>	State <u>WI</u>	Zip <u>53913</u>
--	------------------------	--------------------	---------------------

Phone <u>608 408 8717</u>	Date of Birth .....	Birth Place (City, State) <u>Menomonee Falls WI</u>	Race <u>Caucasian</u>	Sex <u>M</u>	Height <u>5'7"</u>	Weight <u>304</u>	Hair <u>Brown</u>	Eyes <u>Blue</u>
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Driver's License Number (State & Number)	Place of Employment <u>RwikTrip #838</u>	Contact Person & phone number <u>Kris Lee 524 3112</u>
--	---	---

Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Menomonee Falls WI</u>	<u>2005</u>	<u>2006</u>
<u>Green Bay WI</u>	<u>2006</u>	<u>2008</u>
<u>Pulaski WI</u>	<u>2008</u>	<u>2009</u>
<u>Green Bay WI</u>	<u>2009</u>	<u>2011</u>
<u>Sussex WI</u>	<u>2011</u>	<u>2012</u>
<u>Menomonee Falls WI</u>	<u>2012</u>	<u>2013</u>
Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident	<u>Portage WI</u>	<u>2013</u>
<input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> Temporary Resident (employment number)	<u>Baraboo WI</u>	<u>2016</u>
		<u>2012</u>

Arrest and Conviction Record		
Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

**List Any Pending Criminal Charges, Citations or Tickets**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	None			

**List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	None			

**Application must be notarized.**

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me

This 12<sup>th</sup> day of January, 2018

Anita M Young

Notary Public

Shawn Walker  
Applicants Signature

My Commission expires 11-03-21

Approved by the Common Council on \_\_\_\_\_

Initials \_\_\_\_\_

**To be filled out by the Reedsburg Police Department**

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

[Signature]  
Reedsburg Police Department Authorized Signature

2/14/18  
Date

**CITY OF BARABOO**

**Operator LICENSE**

**License No. 2016.350**

**\$ 87.00**

WHEREAS, the local governing body of the City of Baraboo, County of Sauk, Wisconsin, has upon application duly made, granted, and authorized the issuance of an "Operator License" to

**Shane M Mueller**

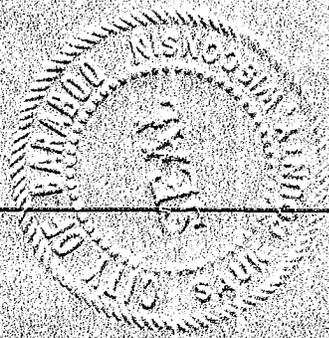
AND WHEREAS, the applicant has paid to the Treasurer the sum required by local ordinances and has complied with all requirements necessary for obtaining a license.

NOW, THEREFORE, a license for Operator, pursuant to Wisconsin State Statutes, and local ordinances, is hereby issued to the above named applicant.

**FOR THE PERIOD FROM 10/7/2016 TO 6/30/2018.**

*Cheryl M. Hise*

\_\_\_\_\_  
City Clerk-Finance Director



**STAFF REPORT**

**AGENDA ITEM:** III-A

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To: Mayor and Common Council

Prepared By: Brian Duvalle, Planning and Building

Thru: Stephen P. Compton, City Administrator

Date of Meeting: February 26, 2018

Subject: **RAMC/Ridgeview Heights CSM; Resolution 4319-18**

---

**BACKGROUND AND REQUEST**

**APPLICANT:** Vierbicher Associates

**LOCATION:** 1101 21<sup>st</sup> St; Parcel #s1930-01, 1930-02

**ZONING:** R-3 Residential

**PROPOSED LAND USE CHANGE:** Certified Survey Map (CSM)

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** CSM to divide existing parcels (see attached preliminary survey).

**ANALYSIS**

According to Vierbicher, there is a State requirement that limits the individual acreage of how much these LLCs can own. Dividing the parcel this way will allow them to be in compliance. The lot line setbacks will conform to existing zoning requirements.

**STAFF RECOMMENDATION**

The Plan Commission recommends approval.

**FINANCIAL IMPACT**

N/A

**ATTACHMENTS**

Resolution 4319-18, CSM Application

RESOLUTION

(Certified Survey Map – RAMC/Ridgeview Heights – Parcel #s1930-01, 1930-02)

File No. 4319-18

Resolved, that the Certified Survey located in the City of Reedsburg is hereby approved by the Common Council of the City of Reedsburg.

STATE OF WISCONSIN)  
COUNTY OF SAUK )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 26<sup>th</sup> day of February, 2018, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 27<sup>th</sup> day of February, 2018.

---

Jacob Crosetto  
City Clerk

Revised 6/17

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
Fax: 608-524-8458  
bduvalle@ci.reedsburg.wi.us

APPLICANT: VIERBICHER

ADDRESS: 400 VIKING DR CITY: REEDSBURG STATE: WI

ZIP: 53959 PHONE: 608-768-4903 FAX: 608-524-8218

E-MAIL: sdls@vierbiches.com

PROPERTY OWNER: (if different from Applicant) RIDGEVIEW HEIGHTS

LOCATION: 1101 21ST STREET PARCEL #: 276-1930-0100  
2110 RIDGEVIEW DRIVE 276-1930-0200  
276-1930-01200  
276-2583-00000

**LAND USE REQUEST**

(Please describe one or more as applicable - attach extra pages/maps if necessary)

- Certified Survey Map (CSM): \_\_\_\_\_
- Conditional Use Permit: \_\_\_\_\_  
For *CONDITIONAL USE PERMIT* requests, also answer "A & B" on back page.
- Preliminary Plat: \_\_\_\_\_ Final Plat: \_\_\_\_\_ Name of Plat: \_\_\_\_\_
- Rezoning - From: \_\_\_\_\_ To: \_\_\_\_\_
- Site Plan Review: (See "B" on back page) \_\_\_\_\_
- Zoning Appeal / Interpretation: \_\_\_\_\_
- Zoning Variance: \_\_\_\_\_  
For *VARIANCE* requests, also answer "C" on back page.
- Other: \_\_\_\_\_

**AFFIDAVIT**

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes.

[Signature] 01/22/18  
Applicant Signature / Date

[Signature] 1-23-18  
Owner Signature / Date

Extraterritorial Committee Date: \_\_\_\_\_  
Plan Commission Date: \_\_\_\_\_  
Board of Zoning Appeals Date: \_\_\_\_\_  
City Council Action & Date: \_\_\_\_\_

Account #10-461500-00

**The applicant or representative MUST ATTEND the meeting.**

G:\wpnet\Zoning - Planning\Land Use Appl.doc

Conditional Use \$153	_____
Cond. Use-Agriculture \$400	_____
Variance \$112	_____
Zone Change \$200	_____
C.S.M. \$171	<u>X</u>
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Mapping Fee \$61/parcel in plat	_____
Comp Plan Amend \$200	_____
Date Paid	<u>1-30-18</u>
Receipt #	<u>11.000170</u>

# CERTIFIED SURVEY MAP No.

ALL OF LOT 1, SAUK COUNTY CERTIFIED SURVEY MAP NO. 5398 & ALL OF LOT 1, SAUK COUNTY CERTIFIED SURVEY MAP NO. 3403, LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 02, TOWNSHIP 12 NORTH, RANGE 04 EAST, CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN

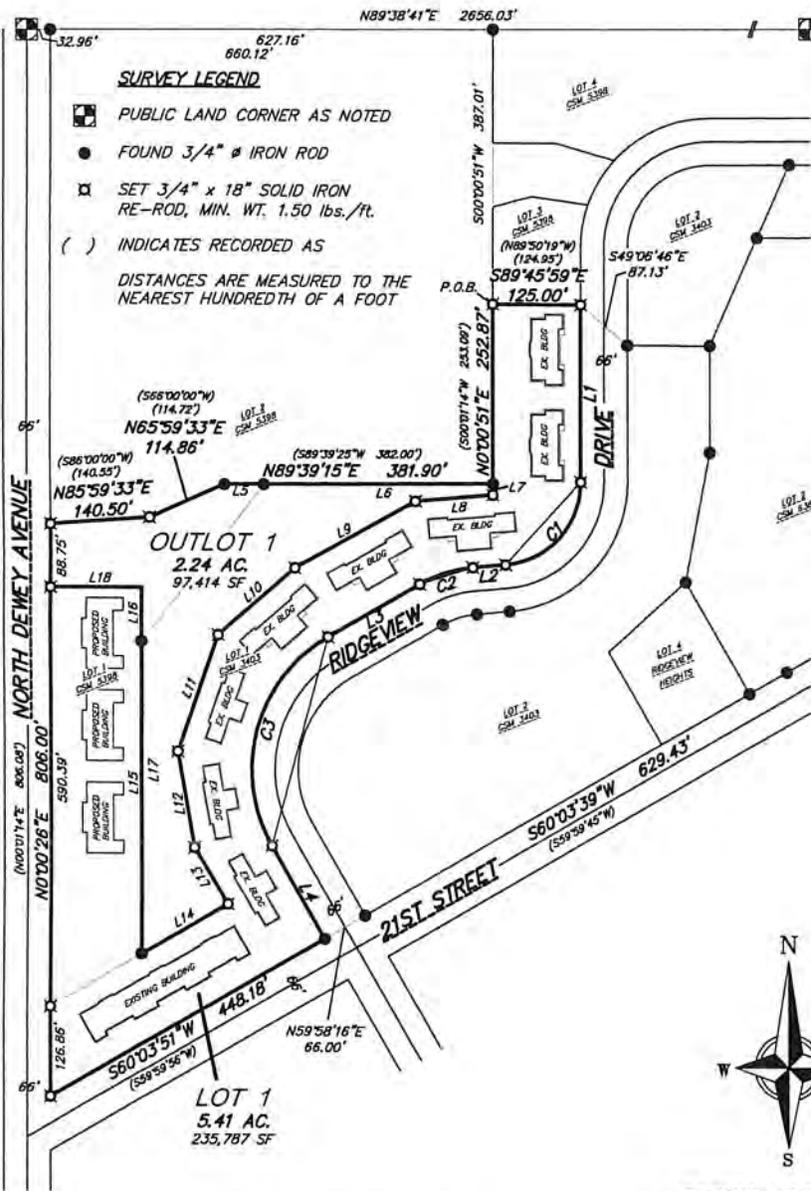


NW CORNER SECTION 2 T12N, R4E 1-1/4" IRON ROD VERIFIED TIES

NE 1/4 CORNER SECTION 2 T12N, R4E 2" IRON PIPE VERIFIED TIES

### SURVEY LEGEND

- PUBLIC LAND CORNER AS NOTED
  - FOUND 3/4" Ø IRON ROD
  - SET 3/4" x 18" SOLID IRON RE-ROD, MIN. WT. 1.50 lbs./ft.
  - ( ) INDICATES RECORDED AS
- DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT



### NOTE:

ALL EXISTING EASEMENT AS SHOWN ON CSM #3403, CSM #5398 AND THE PLAT OF RIDGEVIEW HEIGHTS ARE TO REMAIN. NO NEW EASEMENTS ARE CREATED AS PART OF THIS SURVEY.

BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 02, MEASURED AS BEARING N89°38'41"E

02 May 2017 - 2:06p R:\Ridgeview Heights\170052 N Dewey Duplex\CADD\Ridgeview.2017 CSM.dwg by: sdb

**vierbicher**  
planners | engineers | advisors  
REEDSBURG - MADISON - PRAIRIE DU CHIEN  
999 Fouler Drive, Suite 201 Madison, Wisconsin 53717  
Phone: (608) 828-0332 Fax: (608) 828-0330

PN: 170052  
DATE: 04/14/2017  
REV:  
Drafted By: sdis  
Checked By: mlon

SURVEYED FOR:  
Ridgeview Heights  
Independent Living  
Corporation  
2090 Ridgeview Drive  
Reedsburg, WI 53959

C.S.M. No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Vol. \_\_\_\_\_ Page \_\_\_\_\_

**SHEET  
1 OF 3**

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

ALL OF LOT 1, SAUK COUNTY CERTIFIED SURVEY MAP NO. 5398 & ALL OF LOT 1,  
SAUK COUNTY CERTIFIED SURVEY MAP NO. 3403, LOCATED IN THE NW 1/4 OF THE  
NW 1/4 OF SECTION 02, TOWNSHIP 12 NORTH, RANGE 04 EAST,  
CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE

I, Scott F. Diechler, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land located in Lot 1, Sauk County Certified Survey Map No. 5398 and in Lot 1, Sauk County Certified Survey Map No. 3403, located in the Northwest Quarter of the Northwest Quarter, Section 02, T12N, R4E, City of Reedsburg, Sauk County, Wisconsin, described as follows:

Commencing at the Northwest Corner of said Section 02; thence N89°38'41"E along the North line of said Section 02, 660.12 feet to the northeast corner of Lot 2, Sauk County Certified Survey Map No. 5398; thence S00°00'51"W along the East line of said Lot 2, CSM #5398, 387.01 feet to the Northwest corner of Lot 1, Sauk County Certified Survey Map No. 3403 and the Point of Beginning; thence S89°45'59"E along the North line of said Lot 1, CSM #3403, 125.00 feet to the westerly right-of-way line of Ridgeview Drive; thence S00°00'28"W along said westerly right-of-way of Ridgeview Drive, 249.46 feet to the beginning of a curve to the right having a radius of 117.00 feet and a central angle of 85°04'10"; thence southwesterly, 173.72 feet along the arc of said curve and westerly right-of-way line of Ridgeview Drive, the long chord of which bears S42°32'33"W, 158.19 feet; thence S85°04'38"W along said westerly right-of-way line of Ridgeview Drive, 46.83 feet to the beginning of a curve to the left having a radius of 183.00 feet and a central angle of 25°01'36"; thence southwesterly, 79.93 feet along the arc of said curve and westerly right-of-way line of Ridgeview Drive, the long chord of which bears S72°33'50"W, 79.30 feet; thence S60°03'02"W along said right-of-way line of Ridgeview Drive, 150.00 feet to the beginning of a curve to the left having a radius of 216.00 feet and a central angle of 90°00'00"; thence southwesterly, 339.29 feet along the arc of said curve and westerly right-of-way line of Ridgeview Drive, the long chord of which bears S15°03'02"W, 305.47 feet; thence S29°56'58"E along said westerly right-of-way of Ridgeview Drive, 149.92 feet to the northerly right-of-way line of 21st Street; thence S60°03'51"W, along said northerly right-of-way of 21st Street, 448.18 feet to the easterly right-of-way line of North Dewey Avenue; thence N00°00'26"E along said easterly right-of-way of North Dewey Avenue, 806.00 feet to the southwest corner of Lot 2, CSM #5398; thence N85°59'33"E along the South line of said Lot 2, CSM #5398, 140.50 feet; thence N65°59'33"E along said South line of Lot 2, CSM #5398, 114.86 feet; thence N89°39'15"E along said South line of Lot 2, CSM #5398, 381.90 feet; thence N00°00'51"E along the East line of said Lot 2, CSM #5398, 252.87 feet to the Point of Beginning.

Containing 7.65 acres more or less.

That such plot is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made.

That I have made such survey and land division by the direction of Ridgeview Heights Independent Living Corporation, owner of said lands, according to the description furnished.

That I have fully complied with the requirements of Chapter 236.34 of the Wisconsin State Statutes, Chapter A-E 7 of the Wisconsin Administrative Code and the City of Reedsburg Subdivision Regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Scott F. Diechler, PLS-2605  
Vierbicher Associates, Inc.

### LINE TABLE

LINE	DISTANCE	BEARING	DISTANCE	BEARING
L1	249.46	S00°00'28"W	(249.73)	(S00°03'27"E)
L2	46.83	S85°04'38"W		(S85°00'43"W)
L3	150.00	S60°03'02"W		(S59°59'07"W)
L4	149.92	S29°56'58"E	(149.91)	(S30°00'53"E)
L5	56.32	N89°39'15"E	(56.53)	(S89°39'25"W)
L6	325.58	N89°39'15"E	(325.47)	(S89°39'25"W)
L7	15.53	N00°00'51"E		
L8	110.30	N85°05'17"E		
L9	195.41	N61°09'26"E		
L10	144.79	N49°08'12"E		
L11	174.00	N18°53'43"E		
L12	137.32	N09°51'06"W		
L13	92.24	N30°42'19"W		
L14	139.79	N59°59'34"E		
L15	440.02	S00°00'19"W	(440.11)	(S00°00'12"W)
L16	75.47	S00°00'19"W		
L17	515.49	S00°00'19"W		
L18	129.66	S89°59'38"E		

### CURVE DATA

CURVE	RADIUS	DELTA	ARC L.	CHORD BRG.	CHORD L.	RECORDED AS CHORD BRG.
C1	117.00	85°04'10"	173.71	S42°32'33"W	158.19	(S42°28'38"W)
C2	183.00	25°01'36"	79.93	S72°33'50"W	79.30	(S72°29'55"W)
C3	216.00	90°00'00"	339.29	S15°03'02"W	305.47	(S14°59'07"W)

**vierbicher**  
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN  
999 Fuller Drive, Suite 201 Madison, Wisconsin 53717  
Phone: (608) 822-0332 Fax: (608) 822-0330

PN: 170052  
DATE: 04/14/2017  
REV:  
Drafted By: sds  
Checked By: mlon

SURVEYED FOR:  
Ridgeview Heights  
Independent Living  
Corporation  
2090 Ridgeview Drive  
Reedsburg, WI 53958

C.S.M. No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Vol. \_\_\_\_\_ Page \_\_\_\_\_

**SHEET**  
**2 OF 3**

02.May.2017 - 2:11 p R:\Ridgeview Heights\170052 N Dewey Duplex\CADD\Ridgeview\2017 CSMA.dwg by: jdb



**STAFF REPORT**

**AGENDA ITEM:** III

To: City Council  
By: Brian Duvalle, Planning/Building  
Through: Stephen P. Compton, City Administrator *SPC*  
Date of Meeting: February 26, 2018

**Subject: Rezoning 345 N Dewey Ave – ORD 1860-18 (2<sup>nd</sup> Reading)**

**BACKGROUND AND REQUEST**

This parcel is owned by Habitat who would like to build two single-family houses rather than one duplex. The R-1 zone would allow for two separate lots as compared to R-2 or R-3.

APPLICANT: Habitat for Humanity of WI River Area

LOCATION: 345 N Dewey Ave; parcel #1183

CURRENT ZONING: R-3 Residential

PROPOSED LAND USE CHANGE: Rezoning to R-1 Residential

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Rezoning request to change the current R-3 Residential zone to R-1 Residential zone. The R-1 zone has a smaller minimum parcel size standard than R-3.

SURROUNDING LAND USES:

- North – Residential
- West – Residential
- South – Residential
- East – Industrial

SURROUNDING ZONING:

- North – R-2 Residential
- West – R-2 Residential
- South – R-2 Residential
- East – I-1 Light Industrial

TOPOGRAPHY: Slopes down to SW

STREET R.O.W./TRAFFIC/ACCESS: 66' ROW, corner of N Dewey Ave and 4<sup>th</sup> St

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – 2<sup>nd</sup> Reading of Ordinance 1860-18.**

Attachments: Ordinance 1860-18, map

Calendar of Actions:

1 <sup>st</sup> Reading at Council:	January 22, 2018
Public Hearing Noticed:	February 1, 2018 & February 8, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	February 26, 2018
Published, Enactment Date:	March 8, 2018

**ORDINANCE NO. 1860-18**  
**(Zoning Change – 345 North Dewey Ave)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to rezone 345 North Dewey Ave from R-3 Residential to R-1 Residential to allow for two separate parcels.

SECTION II: PROVISION AMENDED.

The zoning map for the City of Reedsburg as set forth in the official map provided for in the Ordinances for the City of Reedsburg is hereby permanently amended so as to zone the territory listed below in the manner set forth below.

SECTION III: PROPERTIES

Parcel #276-1183-00000 – 345 North Dewey Ave, Reedsburg, Wisconsin.

A property map may be obtained or accessed from the City Clerk at Reedsburg City Hall, 134 S. Locust St, Reedsburg, WI; (608) 524-6404; [www.reedsburgwi.gov](http://www.reedsburgwi.gov).

SECTION IV: PERMANENT ZONING.

Parcel #276-1183-00000 is hereby zoned R-1 Residential.

SECTION V: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION VI: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VII: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VIII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 26<sup>th</sup> day of February 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1<sup>st</sup> Reading at Council:

January 22, 2018

Public Hearing Noticed:

February 1, 2018 & February 8, 2018

2<sup>nd</sup> Reading at Council/Public Hearing:

February 26, 2018

Published, Enactment Date:

March 8, 2018



City of Reedsburg GIS

DISCLAIMER: The City of Reedsburg does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 69'

CITY OF REEDSBURG

134 S. Locust Street  
 PO Box 490  
 Reedsburg, WI 53959  
 608-524-6404

Print Date: 1/5/2018

**STAFF REPORT**

**AGENDA ITEM:** III-C

To: City Council  
By: Brian Duvalle, Planning/Building  
Through: Stephen P. Compton, City Administrator  
Date of Meeting: February 26, 2018



**Subject: Zoning Amendment for Conditional Uses (CUP) and Zoning Variances –  
ORD 1861-18 (2<sup>nd</sup> Reading)**

**BACKGROUND AND REQUEST**

This ordinance is proposed:

1. To require a Class 2 Notice for CUPs.
2. To further define 'substantial evidence' and 'hardship'.
3. To modify the standards for variance approval.
4. To permit Use variances, which are currently prohibited.

**ANALYSIS**

These changes are based on a new state law (2017 Assembly Bill 479 / 2017 Wisconsin Act 67; Date of Publication: November 28, 2017). This law covered such topics as CUP review, variance review, non-conforming structures/uses and others. However in my review of it, I believe that the only amendments needed to the zoning ordinance are those listed above, and we are in compliance with the rest of the law's requirements. The language in the proposed amendment was taken from the law itself or the summary in the Assembly Bill. The Class 2 Notice will require an increased Plan Commission deadline and a review of the fee schedule.

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

The Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – 2<sup>nd</sup> Reading of Ordinance 1861-18.**

Attachments: Ordinance 1861-18

Calendar of Actions:

1st Reading at Council:	January 22, 2018
Public Hearing Noticed:	February 1, 2018 & February 8, 2018
2nd Reading at Council/Public Hearing:	February 26, 2018
Published, Enactment Date:	March 8, 2018

**ORDINANCE NO. 1861-18**  
**(Amendment of Conditional Use Permit and Zoning Variance Regulations)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to amend certain regulations for Conditional Use Permits and Variances based on recently adopted state law.

SECTION II: PROVISIONS AMENDED.

City of Reedsburg Code Section 17.13 is hereby amended by this Ordinance.

**17.13 CONDITIONAL USES**

- (1) Review and Approval. The Plan Commission shall review all proposed conditional uses. ~~Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under Ch. 985, the city shall hold a public hearing on the application.~~ In granting a conditional use, the Plan Commission may prescribe conditions that it deems to be necessary to fulfill the purpose and intent of the Ordinance. Such conditions may include special landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, deed restrictions, highway access restrictions, increased yards, parking requirements or any condition related to the standards below. Pre-application conferences, amendments, expiration dates, and reapplications of Conditional Use Permits shall follow the same standards as Site Plan Reviews. ~~The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are, or will be, satisfied, and must demonstrate such satisfaction by substantial evidence. The city must demonstrate that its decision to approve or deny the permit is supported by substantial evidence. Public testimony alone is not substantial evidence and cannot be the sole basis for the commission to deny a conditional use permit. "Substantial evidence" means evidence of such convincing power that reasonable persons would accept it in support of a conclusion. Substantial evidence does not include public comment that is based solely on personal opinion, uncorroborated hearsay, or speculation. Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance. In determining its findings, the Plan Commission shall take into account:~~

City of Reedsburg Code Section 17.07 is hereby amended by this Ordinance.

17.07(2)(B) Variances. The Board of Appeals is authorized under current law to authorize a variance from the terms of the zoning ordinance. A "use" variance grants permission for a use that is not permitted by the zoning ordinance and an "area" variance relaxes restrictions on dimensions, such as setback, frontage, height, bulk, density, and area. To grant a variance, the Board of Appeals must find four things:

1. The variance will not be contrary to the public interest.
2. Substantial justice will be done by granting the variance.
3. The variance is needed so that the spirit of the ordinance is observed.
4. Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.

~~To vary or adapt the strict application of any of the requirements of this ordinance in the case of exceptionally irregular, narrow, shallow or steep lots, or other exceptional physical conditions, whereby such strict application would result in practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building involved, but in no other case. In granting any variance, the Board of Appeals shall prescribe any conditions that it deems to be necessary or desirable. However, no variance in the strict application of any provision of this Ordinance shall be granted by the Board of Appeals unless it finds:~~

1. ~~That there are special circumstances or conditions, fully described in the findings, apply to the~~

land or building for which the variance is sought, which circumstances or conditions are peculiar to such land or buildings and do not apply generally to land or buildings in the neighborhood, and that circumstances or conditions are such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of such land or building.

2. That, for reasons fully set forth in the findings, the granting of the variance is necessary for the reasonable use of the land or building and that the variance as granted by the Board is the minimum variance that will accomplish this purpose.
3. That the granting of the variance will be in harmony with the general purpose and intent of this ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare. In addition to considering the character and use of adjoining buildings and those in the vicinity, the Board, in determining its finding, shall take into account the number of persons residing or working in such buildings or upon such land and traffic conditions in the vicinity.

(C) Prohibited Use. Except as specifically provided, no action by the Board of Appeals shall have the effect of permitting, in any district, uses prohibited in such district.

(C) Variance Hardship. A property owner bears the burden of proving "unnecessary hardship" by demonstrating either of the following:

1. For an area variance, that strict compliance with a zoning ordinance would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with the zoning ordinance unnecessarily burdensome.
2. For a use variance, that strict compliance with a zoning ordinance would leave the property owner with no reasonable use of the property in the absence of a variance. In both situations, the property owner bears the burden of proving that the unnecessary hardship is based on conditions unique to the property, rather than personal considerations, and that the unnecessary hardship was not created by the property owner.

### SECTION III: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

### SECTION IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

### SECTION V: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

### SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 26<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1<sup>st</sup> Reading at Council:  
Public Hearing Noticed:  
2<sup>nd</sup> Reading at Council/Public Hearing:  
Published, Enactment Date:

January 22, 2018  
February 1, 2018 & February 8, 2018  
February 26, 2018  
March 8, 2018

**STAFF REPORT**

**AGENDA ITEM:** III-D

**To:** City Council  
**By:** Brian Duvalle, Planning/Building  
**Through:** Stephen P. Compton, City Administrator   
**Date of Meeting:** February 26, 2018

**Subject: Zoning Amendment for I-4 Business Center zone – ORD 1862-18 (2<sup>nd</sup> Reading)**

**BACKGROUND AND REQUEST**

This ordinance as proposed would drop the exterior architectural requirements from 50% on a front façade to 25%. It would also exempt accessory buildings from this requirement.

**ANALYSIS**

An accessory building was proposed at Renegade. During the review it was discussed that this building would need to incorporate the same 50% exterior building requirements as the principal building. It was believed by the Plan Commission and RICDC that this was not the intent of the ordinance. Don Lichte and Kurt Muchow provided input and recommendations to this proposed amendment.

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

The Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – 2<sup>nd</sup> Reading of Ordinance 1862-18.**

Attachments: Ordinance 1862-18

Calendar of Actions:

1 <sup>st</sup> Reading at Council:	January 22, 2018
Public Hearing Noticed:	February 1, 2018 & February 8, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	February 26, 2018
Published, Enactment Date:	March 8, 2018

**ORDINANCE NO. 1862-18**  
**(Amendment to Business Center Building Material Requirements)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to amend the requirements for building materials in the I-4 Business Center zone. The current 50% rule was deemed too strict by the RICDC and Plan Commission.

SECTION II: PROVISIONS AMENDED.

City of Reedsburg Code Section 17.32(7) is hereby amended by this Ordinance.

17.32 REEDSBURG BUSINESS CENTER -- I-4 ZONING DISTRICT

(7)(D) Building Materials:

1. The exterior walls of each **principal** building shall be constructed of durable, permanent architectural materials that are compatible with park-like standards established by the existing buildings, detention ponds, decorative lighting and other landscape features.
2. ~~At least fifty percent (50%) of the front facade and street side(s) facades shall incorporate brick, stone, architectural block, architectural concrete panels, architectural wood and/or glass into their design. Front facade materials shall be continued for not less than twenty (20) feet on each side from the front surface. Un-faced concrete block, structural concrete and the like shall not be permitted without the prior written approval of the Industrial Development Commission. All buildings shall be sited on the lot to present their desirable face to the street and, where possible, should be related to buildings on adjoining lots.~~

**At least twenty five percent (25%) of the front facade and street side(s) facades of the office portion of the principal building shall incorporate brick, stone, architectural block, architectural concrete panels, architectural wood and/or glass into their design. Front facade materials shall be continued for not less than twenty (20) feet on each side from the front surface. The non-office portion of the building, such as light manufacturing, assembly, and storage, shall consist of architectural metal block, tilt-up concrete panels or similar materials designed to be compatible with color and design theme of the office portion of the building. Un-faced concrete block, structural concrete and the like shall not be permitted without the prior written approval of the Industrial Development Commission**

- (L) Accessory Structures: Accessory structures are permitted with the approval of the Industrial Development Commission. Such structures shall be setback from front building line and otherwise meet the same setback requirements as the primary structure. ~~Building materials, Colors and roof lines shall be consistent with **primary principal** building.~~

SECTION III: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 26<sup>th</sup> day of February, 2018.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

1<sup>st</sup> Reading at Council:

January 22, 2018

Public Hearing Noticed:

February 1, 2018 & February 8, 2018

2<sup>nd</sup> Reading at Council/Public Hearing:

February 26, 2018

Published, Enactment Date:

March 8, 2018

**STAFF REPORT**

**AGENDA ITEM:** III-E

**To:** City Council  
**By:** Brian Duvalle, Planning/Building  
**Through:** Stephen P. Compton, City Administrator   
**Date of Meeting:** February 26, 2018

**Subject: Rezone 1048 East Main St & 128/132 South Dewey Ave – ORD 1864-18 (1<sup>st</sup> Reading)**

**BACKGROUND AND REQUEST**

The Plan Commission has approved a site plan for a Casey's General Store. As part of that project, two of the four existing parcels are zoned B-3 which does not permit gas stations. Therefore a condition of the site plan approval is to rezone those two parcels to B-2. Similar parcels along this area of E Main St are zoned B-2. The rezoning would conform with the Comp Plan.

APPLICANT: Arc Design Resources on behalf of Casey's Marketing Co.

LOCATION: 1048 East Main St & 128/132 South Dewey Ave; Parcel #s 1304 & 1305

ZONING: B-2 Business

PROPOSED LAND USE CHANGE: Rezoning

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider proposed rezoning from B-3 to B-2 for 1048 E Main St and 128 S Dewey Ave.

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – 1<sup>st</sup> Reading of Ordinance 1864-18 and schedule public hearing for 3/26/18.**

Attachments: Ordinance 1864-18, map

Calendar of Actions:

1st Reading at Council:	February 26, 2018
Public Hearing Noticed:	March 8, 2018 & March 15, 2018
2nd Reading at Council/Public Hearing:	March 26, 2018
Published, Enactment Date:	April 5, 2018

**ORDINANCE NO. 1864-18**  
**(Zoning Change – 1048 East Main St & 128/132 South Dewey Ave)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to rezone the described properties to B-2 Business Outer to accommodate a new development.

SECTION II: PROVISION AMENDED.

The zoning map for the City of Reedsburg as set forth in the official map provided for in the Ordinances for the City of Reedsburg is hereby permanently amended so as to zone the territory listed below in the manner set forth below.

SECTION III: PROPERTY ZONING

Parcel #276-1305-00000 – 1048 E. Main St, Reedsburg, Wisconsin, is hereby zoned B-2 Business Outer  
Parcel #276-1304-00000 – 128/132 S. Dewey Ave, Reedsburg, Wisconsin, is hereby zoned B-2 Business Outer

A property map may be obtained or accessed from the City Clerk at Reedsburg City Hall, 134 S. Locust St, Reedsburg, WI; (608) 524-6404; [www.reedsburgwi.gov](http://www.reedsburgwi.gov) .

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 26<sup>th</sup> day of March 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1<sup>st</sup> Reading at Council:  
Public Hearing Noticed:  
2<sup>nd</sup> Reading at Council/Public Hearing:  
Published, Enactment Date:

February 26, 2018  
March 8, 2018 & March 15, 2018  
March 26, 2018  
April 5, 2018

Revised 1/12

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
Fax: 608-524-8468  
bduvalle@ci.reedsburg.wi.us

**APPLICANT:** Arc Design Resources, Inc on behalf of Casey's Marketing Company (purchaser)

**ADDRESS:** 5291 Zenith Parkway **CITY:** Loves Park **STATE:** IL

**ZIP:** 61111 **PHONE:** (815) 484-4300 **FAX:** \_\_\_\_\_

**E-MAIL:** ldowning@arcdesign.com

**PROPERTY OWNER:** (if different from Applicant) Norma Rossing

**LOCATION:** 1048 E. Main Street **PARCEL #:** 276-1305-00000

**LAND USE CHANGE REQUESTED**

(Please describe one or more as applicable – attach extra pages/maps if necessary)

**Conditional Use Permit:** \_\_\_\_\_

For *CONDITIONAL USE PERMIT* requests, also answer "A" on the opposite side.

**Zoning Variance:** \_\_\_\_\_

For *VARIANCE* requests, also answer "B" on the opposite side.

**Zone Change (Rezoning) - From:** B-3 **To:** B-2

**Certified Survey Map (C.S.M.):** \_\_\_\_\_

**Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

**Flood Plain Zone Change: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Comprehensive Plan Amendment:** \_\_\_\_\_

**Other:** Site Plan Review

**AFFIDAVIT**

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes.

Yund 11-22-18

Applicant Signature / Date

Norma Rossing 11-5-18

Owner Signature / Date

Extraterritorial Committee Date: \_\_\_\_\_

Plan Commission Date: \_\_\_\_\_

Board of Zoning Appeals Date: \_\_\_\_\_

City Council Action & Date: \_\_\_\_\_

Account #10-481600-00

**The applicant or representative MUST ATTEND the meeting.**

C:\Users\kwilt\CITYHALL\Desktop\Land Use Appl.doc

Conditional Use \$153	_____
Cond. Use-Agriculture \$400	_____
Variance \$112	_____
Zone Change \$200	<u>X</u>
C.S.M. \$171	_____
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Mapping Fee \$61/parcel	_____
in C.S.M./plat	_____
Comp Plan Amend \$200	_____
Date Paid	<u>11-23-18</u>
Receipt #	<u>1021117</u>



**City of Reedsburg GIS**

DISCLAIMER: The City of Reedsburg does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 69'

**CITY OF REEDSBURG**

134 S. Locust Street  
 PO Box 490  
 Reedsburg, WI 53959  
 608-524-6404

Print Date: 2/13/2018

**STAFF REPORT**

**AGENDA ITEM:** III-F

To: Mayor, Common Council and Ordinance Committee  
By: Timothy M. Becker, Chief of Police  
Through: Stephen P. Compton, City Administrator *SPC*  
Date of Meeting: February 26, 2018 [Introduced to Ordinance - January 22, 2018]

**Subject: Special Events/Parade Ordinance & Application -- ORD. 1865-18 (1<sup>st</sup> Reading)**

**BACKGROUND AND REQUEST**

The Ordinance Committee and Common Council are being requested to adopt Chapter 34 as it relates to Special Events & Parades and the accompanying Special Event/Parade application.

**ANALYSIS**

Reedsburg City Code Chapter 34 currently outlines the requirements of individuals, organizations and promoters to obtain a permit before they can use city streets and public property. Chapter 34 already exists with antiquated language. Rather than attempt to address each individual issue that would need amending, the entire Chapter was rewritten. The most significant changes are that the approval process has been placed with City staff instead of the Common Council, leaving the Ordinance Committee and the Common Council as avenues for appeal. Currently these permits are generally placed on the Consent Agenda and have little if any discussion by Council. In the new version, City staff, i.e. Police, DPW, Parks, would conduct a joint review and streamline this process. If disagreement occurs, the permit can be placed on the agendas of Ordinance Committee and Common Council for appeals of staff decision. Another difference is a refundable deposit requirement to help insure compliance with the ordinance. Currently, there exists no monetary incentive to replace or return borrowed City equipment. We have, in the past, lost or had destroyed signs, cones, barricades and other equipment from this "borrowing". With the new ordinance we will require a "refundable deposit" that could be used to help fund missing or damaged equipment. Obviously, the deposit would be returned if all equipment is returned, undamaged. There also exists a provision that would permit the City to charge for use of City personnel. This is in place to discourage the use of City personnel but also to provide appropriate reimbursement to the City so City funding is not used to subsidize the event.

**STAFF RECOMMENDATION**

After review by Police, DPW, Parks and the City Clerk's Office, staff recommends adoption of Chapter 34 and the accompanying application for Special Events/Parades.

**ATTACHED:**

Ordinance 1865-18 - Chapter 34 & Application

**Actions:**

1 <sup>st</sup> Reading at Council:	February 26, 2018
Public Hearing Noticed:	March 8, 2018 & March 15, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	March 26, 2018
Published, Enactment Date:	April 5, 2018

**ORDINANCE NO. 1865-18**  
**(Adding Chapter 34 to the Municipal Code for Parades and Special Events)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to create Chapter 34 regarding Parades and Special Event Permits.

SECTION II: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION III: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this or other municipal ordinances on parades or special events are hereby repealed.

SECTION IV: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION V: PART OF CODE:

This Ordinance creates City of Reedsburg Code, Chapter 34.

Dated this 12<sup>th</sup> day of March 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1<sup>st</sup> Reading at Council:

February 26, 2018

Public Hearing Noticed:

March 6, 2018 & March 9, 2018

2<sup>nd</sup> Reading at Council/Public Hearing:

March 12, 2018

Published, Enactment Date:

March 26, 2018

## CHAPTER 34

### SPECIAL EVENTS & PARADES

- 34.01 Purpose
- 34.02 Definitions
- 34.03 Permit Required
- 34.04 Application
- 34.05 Exemptions
- 34.06 Application Review
- 34.07 Representation at Meeting
- 34.08 Action on Application
- 34.09 Appeal of Permit Denials
- 34.10 Permit Fee
- 34.11 Neighborhood Events
- 34.12 Insurance
- 34.13 Indemnification
- 34.14 Cleanup Requirement
- 34.15 Refundable Deposit
- 34.16 Termination of Permit & Special Event
- 34.17 Emergency Revocation
- 34.18 Reedsburg Chamber of Commerce
- 34.19 Penalties

## CHAPTER 34

## 34.01 PURPOSE

This Chapter is enacted to regulate and control the use of streets and public property to insure that the health, safety and general welfare of the public and the good order of the City is protected and maintained. The City's authority to regulate streets and public property is contained in the Wisconsin Statutes, including, but not limited to, Sec. 349.185, Wis. Stats.

## 34.02 DEFINITIONS

As used in this Chapter:

- (1) Processions, parades, runs, walks, marathons, bicycle races, block parties, and similar activities have their usual and customary usage.
- (2) "Highways" and "streets" have the meanings set forth in Wis. Stats. § 340.01, and also include alleys (as defined in Sec. 340.01, Wis. Stats.) and areas owned by the City of Reedsburg which are used primarily for pedestrian or vehicular traffic.
- (3) "Neighborhood Event" includes any planned gathering to take place in a residential location such as a residential street or cul-de-sac. Examples include neighborhood or residential block parties and estate sales or auctions.
- (4) "Special Event" means any planned event on a highway or street in the City of Reedsburg or on property owned by the City of Reedsburg, including, but not limited to: processions, parades, runs, walks, marathons, bicycle races, block parties, transient or temporary public entertainment, festivals or celebrations, estate sales or auctions, political gatherings or events, and events requiring the issuance of a Temporary Class "B" alcohol license. A Special Event includes a "*Neighborhood Event*".
- (5) "Transient or temporary public entertainment" is one to which the public may gain admission by payment of an admission charge. A transient or temporary public entertainment includes shows, circuses, exhibitions, carnivals, or other traveling entertainment venues.
- (6) "Person" means any natural individual, sole proprietorship, group, entity, organization, partnership, association, corporation, or limited liability company.

## 34.03 PERMIT REQUIRED

No person may hold a Special Event on a highway or street in the City of Reedsburg or on property owned by the City of Reedsburg without first obtaining a Special Event Permit from the City.

- (1) The Chief of Police has the authority to issue a Special Event Permit for a Neighborhood Event. Said permits shall be exempt from the fee as required in Section

34.10 and may be exempt from insurance as required in Section 34.12 herein. Issuance of a Special Event Permit for a Neighborhood Event or other Special Event defined herein shall not require obtaining separate Street Use Permit.

(2) All other Special Event Permits shall be subject to review and approval by the City Administrator upon review by the Chief of Police, City Clerk, Director of Public Works, Fire Chief and Director of Parks & Recreation (Departmental Review), subject to subsection 34.06 below.

(3) The City of Reedsburg reserves the authority, in its sole discretion, to refer any Special Event Permit application to the Ordinance Committee or the Common Council for review and approval. The Ordinance Committee decision is subject to appeal to the Common Council pursuant to 34.09.

#### 34.04 APPLICATION

A person seeking to hold a Special Event shall file an application with the City Clerk on the form provided by the City Clerk. The application shall be filed at least forty-five (45) days before the Special Event. No application shall be considered that is filed fifteen (15) days or less from the date of the Special Event. The application shall contain the following information:

- (1) The name, address and telephone number of the applicant or applicants.
- (2) If the Special Event is to be conducted for, on behalf of, or by an organization or company, the name, address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.
- (3) The name, address and telephone number of the person or persons who will be responsible for operating the Special Event.
- (4) The proposed use, described in detail, for which the Special Event Permit is requested.
- (5) The date(s) and duration of time during which the Special Event is to occur.
- (6) An accurate description of the portion(s) of the street(s) or property to be used.
- (7) The applicant shall indicate if the Special Event requires complete, partial, or no closure of any streets.
- (8) A map of the Special Event, including the street(s)/property to be used, the route of the event, and the placement of any tents, facilities, or equipment.
- (9) The approximate number of persons who will attend the Special Event.
- (10) Any other information that the City deems necessary or appropriate.

#### 34.05 EXEMPTIONS

A Special Event Permit is not required for assembling or movement of a funeral procession or military convoy. A Special Event, including a parade, sponsored by an agency of the federal, state or local government, acting in its governmental capacity within the scope of its authority, may be required to obtain a Special Event permit; however, the agency may be exempt from the permit fee and insurance requirements contained in this Chapter. A permit is not required if the person/entity is involved in a long-term lease of City property, i.e. Lion's/Jaycees Building or RACA Building, or short-term rental of Park Shelter/RACA Building.

#### 34.06 APPLICATION REVIEW

If the City Clerk determines that the Special Event Permit application is complete, the City Clerk shall forward the application to the City Administrator, who in turn, may refer the application to the Chief of Police, Director of Public Works, Fire Chief and Director of Parks & Recreation for review (Departmental Review). If the Departmental Review determines that members of the Fire, Parks & Recreation, Police or Public Works Departments must assist with setup, operation, clean-up or be available to staff the Special Event, the applicant shall pay a deposit as established in the Fee Schedule. The City Administrator may require the applicant to provide additional information in support of the application if the Departmental Review deems the additional information necessary for review purposes.

#### 34.07 REPRESENTATION AT MEETING

The Departmental Review of the application may require a meeting or meeting(s) with applicant representative(s). If the Special Event Permit application is to be reviewed, initially or on appeal, by the Ordinance Committee or the Common Council, the applicant shall attend the meeting or meetings at which the application is considered by either of these bodies. The applicant may be asked to provide additional information at the meeting or meetings.

#### 34.08 ACTION ON APPLICATION

The City Administrator and the individuals of the Departmental Review, the Ordinance Committee, or the Common Council shall consider the following factors when deciding whether to grant a Special Event Permit:

- (1) How vehicular traffic may be affected by the Special Event, including the effect, if any, of construction projects in and around the City.
- (2) When the Special Event is scheduled to be held and the duration of the event, particularly if the event is scheduled between the hours of 10:00 p.m. and 7:00 a.m.
- (3) Whether sufficient supervision will be provided to reasonably assure orderly conduct by the attendees.

- (4) Whether the location, facility or City has adequate resources to accommodate the event.
- (5) Whether the Special Event is primarily for private or commercial economic gain, unless the event is an estate sale or auction.
- (6) Whether the Special Event will negatively affect the health, safety or general welfare of the public, including, but not limited to, the movement of police, fire, or emergency vehicles within the City.
- (7) Whether the operation of the Special Event violates any federal or state law or City ordinance. The City Administrator, Ordinance Committee, or the Common Council may deny a Special Event Permit application if, in their discretion, it is determined that one or more of the factors identified above warrant denial of the application. Further, the City Administrator, the Ordinance Committee, or the Common Council may place conditions on the approval of a Special Event Permit application. If a Special Event Permit is granted, the permittee shall comply with all conditions placed on the Permit, if any, and with all applicable federal and state laws and City ordinances and regulations.

#### 34.09 APPEAL OF PERMIT DENIALS

If a Special Event Permit application is denied by the City Administrator, the applicant may appeal the denial to the Ordinance Committee by filing a request with the City Clerk within five (5) business days of the receipt of the application denial. The Ordinance Committee shall consider the appeal and make a recommendation to the Common Council to sustain or overturn the decision to deny the permit, or send the application back to the City Administrator with direction for further review of the application. In each instance, the Common Council shall consider the recommendation of the Ordinance Committee within fifteen (15) days of the Committee recommendation if it's decision is appealed to the Common Council. If a Special Event Permit application is denied by the Common Council, there is no further appeal.

#### 34.10 PERMIT FEE

Each application for Special Event Permit shall be accompanied by a fee per the City Fee Schedule. Applications that are filed less than forty-five (45) days before the Special Event are subject to a double application fee, which shall be paid before the application is considered. Further, an application for a Special Event that is not a Neighborhood Event shall be subject to a Special Event fee, pursuant to the City Fee Schedule or fees specified in a written agreement between the applicant and the City. The Deposit shall be returned to the applicant upon completion of the Special Event less any costs the City incurs in the actual assistance during setup, operation, clean-up and/or staffing required by the City. Additionally, costs to restore or repair damage to facilities and property owned by the City as a result of the Special Event shall be deducted from the Deposit. Any remaining balance shall be returned to the applicant within ten (10) days of the completion of the Special Event along with an itemized listing of any deductions. If the amount of the Deposit is insufficient to cover such City incurred expenses, the

City shall invoice the applicant for the remaining balance. The fees referenced in the preceding sentence are intended to cover costs the City incurs relating to the Special Event.

#### 34.11 NEIGHBORHOOD EVENTS

Each application for a Special Event Permit for a Neighborhood Event shall include a petition designating the proposed area of the street to be used and the time for such use. The petition shall be signed by adult residents from not less than seventy-five percent (75%) of the households on the portion of the street designated for the proposed use. The petition shall be verified and shall be submitted in substantially the following form:

*PETITION FOR SPECIAL EVENT PERMIT*

*We, the undersigned residents of the \_\_\_\_\_ hundred block of \_\_\_\_\_ Street in the City of Reedsburg, hereby consent to the \_\_\_\_\_ recreational or business use of this street between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, the \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for the purpose of \_\_\_\_\_. We also hereby consent to the City of Reedsburg granting a Special Event Permit for use of the portion of the street identified above for the use identified, and do hereby agree to abide by any conditions that the City of Reedsburg places on the Special Event Permit. We further understand that the Permit will not be granted for longer than twelve (12) hours, and agree to remove from the street before the end of the Special Event all equipment, vehicles, and other personal property placed or driven thereon during the Special Event.*

*We designate \_\_\_\_\_ as the responsible person or persons who shall apply for a Special Event Permit.*

#### 34.12 INSURANCE

An applicant for a Special Event Permit may be required to furnish the City Clerk with a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Clerk, and covering any and all liability or obligations that may result from the Special Event, including any and all activities and operations by the applicant and the applicant's employees, agents, or contractors, including worker's compensation coverage in accordance with Chapter 102 of the Wisconsin Statutes. The certificate shall be written in comprehensive form and shall protect the applicant and the City against all claims arising out of the Special Event, including, but not limited to, any act or omission of the applicant and the applicant's employees, agents, or contractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of One Million Dollars (\$1,000,000.00) or such other insurance limits as deemed adequate by the City. The certificate of insurance (and any required endorsements) shall name the City of Reedsburg as an Additional Insured and must be submitted to the City Clerk at least five (5) days before the Special Event is to occur. The City **HIGHLY RECOMMENDS** every event provide Tenant Users Liability Insurance Protection (TULIP) for the duration of their Special Event and/or Parade. These policies can be purchased from any reputable insurance broker.

#### 34.13 INDEMNIFICATION

The applicant shall indemnify, defend and hold harmless the City of Reedsburg and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Special Event.

#### 34.14 CLEANUP REQUIREMENTS

The applicant shall return the site to the condition that existed before the Special Event occurred within twenty-four (24) hours of the completion of the event. The City may require the applicant to provide a deposit in an amount to be determined by the City to insure that the site is adequately restored. If this event involves the use of Police "No Parking" signs, those signs are to be removed and returned immediately after the event has ended.

#### 34.15 REFUNDABLE DEPOSIT

As previously discussed in 34.10, if the Special Event/Parade would require the use of City equipment such as, but not limited to, barricades, traffic cones, traffic vests, signage, etc., the City shall require the organizer to provide a refundable deposit at the time of the request. That deposit shall be refunded when all City equipment is returned to the Police Department or other applicable City Department, in working order within 24 hours. The City may charge actual costs above the deposit amount to replace or repair equipment that is returned in disrepair or not returned at all.

#### 34.16 TERMINATION OF PERMIT AND SPECIAL EVENT

A Special Event may be immediately terminated, and the Special Event Permit revoked, while the event is in progress, if the Chief of Police or his or her designee determine that the health, safety or general welfare of the public, including participants at the event, is endangered by activities generated as a result of the event, or if the Special Event has violated any conditions placed on the event in the Permit, or if the Special Event has violated any City ordinances.

#### 34.17 EMERGENCY REVOCATION

The Chief of Police or his or her designee may revoke a Special Event Permit that has already been issued if the Chief of Police or Fire Chief or his or her designee determine that revocation is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis for the issuance of the Permit.

#### 34.18 REEDSBURG CHAMBER OF COMMERCE

The Common Council recognizes the quasi-governmental nature of the Reedsburg Chamber of Commerce and requires one (1) Special Events & Parades permit annually (calendar year) from the Chamber where the Chamber is the primary, predominant sponsor of the Special Events & Parade. The Chamber representative shall complete a permit application for each individual event or one permit per series of similar events (i.e. one permit for Concerts in the Park).

#### 34.19 PENALTIES

Any person who violates any provisions of this Chapter shall be subject to a penalty as provided in Section 34.16 of this Code. Additionally, failure to comply with any provisions of this Chapter may result in the withholding of approval on any subsequent permit applications for this or other permits required by the City.

**STAFF REPORT**

**AGENDA ITEM:** III-G

**To:** Mayor and Common Council

**Prepared By:** Don Lichte, Chairman: Reedsburg Industrial and Commercial Dev. Commission  
Kurt Muchow, Technical Assistant: Reedsburg Industrial and Commercial Dev. Commission

**Through:** Stephen P. Compton, City Administrator *SL*

**Date of Meeting:** February 26, 2018

**Subject:** Reedsburg Hardwoods and Meister Log & Lumber Co. Expansion

**BACKGROUND:**

Reedsburg Hardwoods and Meister Log & Lumber are proposing to expand their Reedsburg facility resulting in an increase in tax base of \$316,000 and creation of 11 new jobs. The expansion is only feasible if they are able to obtain the 5.6 acre parcel south of the railroad tracks from the City as shown on Attachment A. The project includes construction of a hardwood dry kiln, a 12,000 sf lumber storage warehouse, an all-weather surface log storage yard, and a private driveway railroad crossing. The project will increase rail usage from 70 to 90 rail cars per year. The total project cost = \$1,425,000.

In conjunction with the proposed expansion project, the City will sell the 5.6 acre parcel for \$1.00. The City's previous development costs for the 5.6 acre parcel have been funded by TID No. 3 and No. 4. In addition, the City shall provide a \$19,680 direct business assistance grant to the business, plus expend \$15,500 in soft costs. The new expenditures will be funded with TID No. 9 increment.

See Attachment A for a Project Summary, Location Map, Schedule and TIF Analysis.  
See Attachment B for the Memorandum of Understanding.

**ANALYSIS / FINANCIAL IMPACT:**

Attachment A includes a project cost summary and TIF Analysis. The City's new development cost of \$35,180 will be repaid with TIF Increment generated by this project in a six year period starting in 2021. The project is projected to generate \$91,975 of surplus TIF increment over the life of TID No. 9. Current Budget includes no funding for this project. The previous development cost associated with the 5.6 acre parcel has been funded by TID No. 3 and No. 4.

**STAFF RECOMMENDATION:**

RICDC recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny a Memorandum of Understanding with Reedsburg Hardwoods and Meister Log & Lumber Co.**

**ATTACHMENTS:**

- Attachment A: Project Summary, Location Map, Schedule & TIF Analysis
- Attachment B: Memorandum of Understanding

**Attachment A – Project Summary, Location Map, Timeline and TIF Analysis**

**Reedsburg Hardwoods and Meister Log & Lumber Project Summary  
 Reedsburg Industrial Park (TID No. 9)  
 February 14, 2018**

**I. BUSINESS PROJECT SUMMARY**

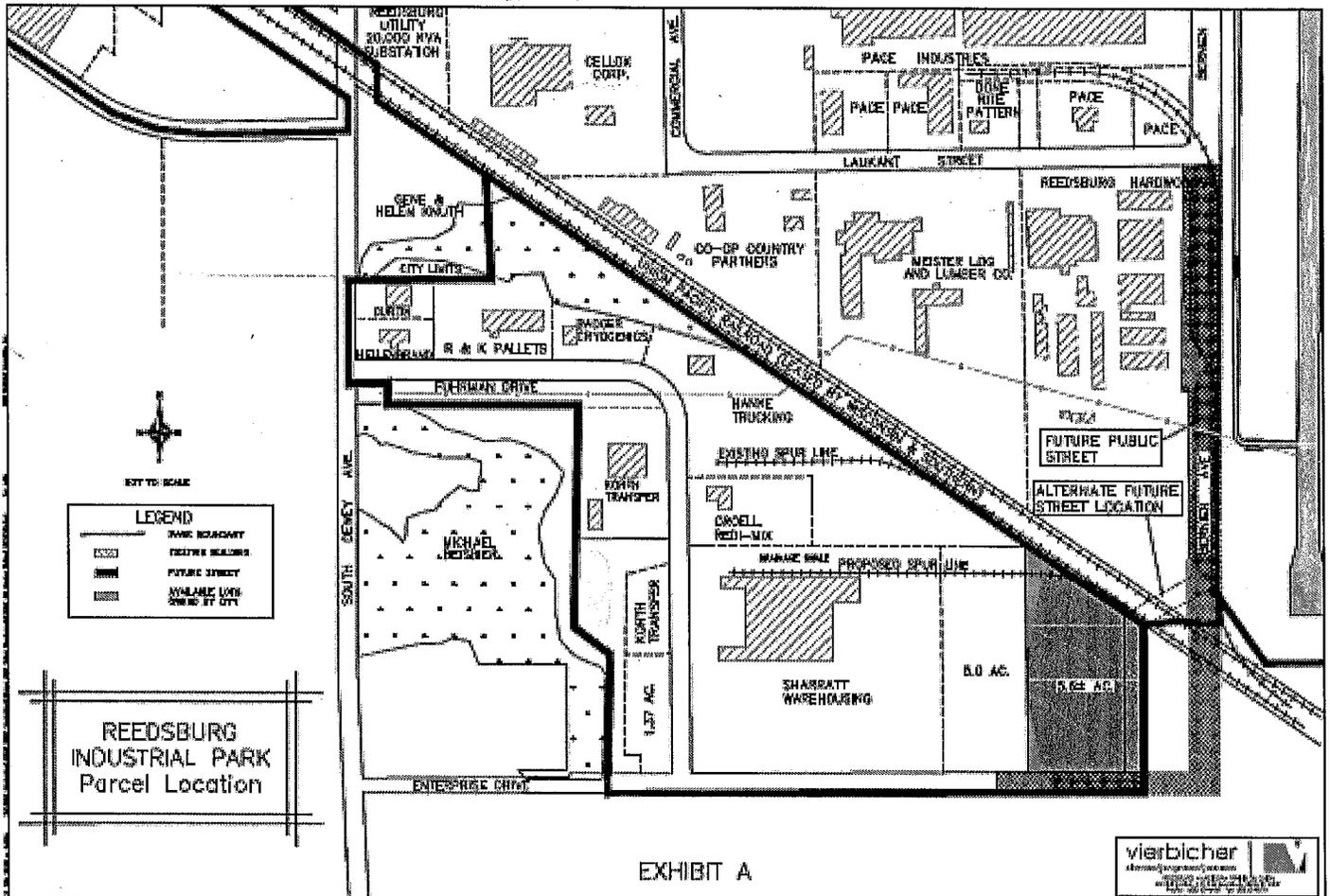
- A. Parcel Size** = 5.6 acres (See Exhibit A)
- B. Proposed Expansion**
  - 1. Construct a hardwood dry kiln (Increase kiln capacity by 25%) – Estimated cost = \$800,000
  - 2. Construct a 12,000 sf lumber storage warehouse – Estimated cost = \$325,000  
(Proposed location will require a variance from the parking lot setback)
  - 3. Construct a paved log storage yard on the 5.6 acre parcel – Estimated cost = \$200,000
  - 4. Construct a private driveway railroad crossing – Estimated cost = \$100,000
  - 5. Increase rail usage from 70 to 90 rail cars per year
  - 6. Total project cost = \$1,425,000
  - 7. Increase in real estate tax base = \$316,000 (80% of construction + \$56,000 land)
- C. Job Creation** = 11 FTEs by Dec. 31, 2019
- D. Project Schedule** (See Exhibit C):

**II. CITY DEVELOPMENT COST & FINANCIAL ANALYSIS**

- A. City Development Costs**
  - 1. Previous Dev. Cost of 5.6 Acre Parcel (Paid by TID No. 3 & TID No. 4) ... = \$ 112,000\*
  - 2. New Development Costs\*\*
    - a. Up-Front Direct Business Assistance Grant ..... = \$ 19,680
    - c. Capitalized Interest & Borrowing Costs..... = \$ 2,500
    - d. Soft Costs (Legal, TID, CSM, Land Transfer, Consultant, etc.) = \$ 15,500
    - e. Subtotal New City Development Costs..... = \$ 37,680\*\*
  - 3. Total City Development Costs ..... = \$ 149,680

\*Note: The previous development costs are paid by TID No. 3 and surplus funds from TID No. 4.  
 \*\*Note: These expenditures will be obligated in 2018. Funds will be borrowed using G.O. Debt.
- B. City TIF Financial Summary**
  - 1. Land sale proceeds = \$ 1.00
  - 2. Projected TIF increment revenue thru life of TID No. 9 = \$135,103 (See Exhibit D)
  - 3. City development costs to be financed, = \$37,680 (Items above marked with \*\*)
  - 4. Projected TIF debt service cost = \$43,128 (See Exhibit E)
  - 5. Projected TID debt term = 8 years (1<sup>st</sup> two years capitalized interest) (See Exhibit E)
  - 6. Projected TID No. 9 Surplus thru life of TID No. 9 = \$91,975 (See Exhibit F)
- C. Strategic Benefit to the City**
  - 1. Expansion of an existing business.
  - 2. Increase in rail usage which will help to ensure viable rail service in future.
  - 3. Relative low number of new jobs during a time when the labor market is very tight.
  - 4. Good return on the City's investment with acceptable risk.
- D. Security Provided to City by Developer**
  - 1. Guarantee TIF Revenue as shown on Exhibit D.
  - 2. 1st Position Real Estate Mortgage on 5.6 acres until warehouse is constructed.
  - 3. Property Insurance with City named as additional insured.

## Exhibit A: Location Map



**Exhibit C: Project Schedule**

Milestone	Approximate Date
<b>2018 Entitlements (MOU, Development Agreement, CSM &amp; Land Transfer)</b>	
RICDC Memorandum of Understanding & Variance Approval	02/21/2018
Council Memorandum of Understanding Approval	02/26/2018
Council Approval to Allow Developer to Store Logs & Construct Berm on 5.6 Acre Parcel	02/26/2018
Plan Commission CSM Approval	03/13/2018
Zoning Board of Appeals Zoning Variance Consideration (Warehouse & Parking Lot)	03/20/2018
Council CSM Approval	03/26/2018
Council Development Agreement Approval	03/26/2018
Council Land Sale / Transfer Approval	03/26/2018
<b>2018 Entitlements ( Site Plan &amp; Stormwater for Rail Crossing &amp; Log Yard)</b>	
Plan Commission Site Plan Approval	04/10/2018
City Engineer Stormwater Approval	04/10/2018
<b>2019 Entitlements ( Site Plan &amp; Stormwater for Warehouse)</b>	
Plan Commission Site Plan Approval	04/10/2019
City Engineer Stormwater Approval	04/10/2019
<b>Developer Project Implementation</b>	
Property Closing and Transfer	03/30/2018
Dry Kiln Construction Completion	06/30/2018
Log Storage Yard & Earthen Berm Completion	12/31/2018
Railroad Driveway Crossing Completion	12/31/2018
Lumber Storage Warehouse Completion	12/31/2019

**Exhibit D - Tax Increment ProForma**

**City of Reedsburg**

**Reedsburg Hardwoods and Meidter Log & Lumber**

**2/14/2018**

**Assumptions**

Base Value	Equalized
Tax Rate	0.02489 For County, Village, Technical College, and School District
Property Appreciation Rate	0.00% For Existing Construction
Annual Change in Tax Rate	0.00%
Construction Inflation Rate	0.00% For New Construction After 2017 & 2018

Year	Previous Valuation	Inflation Increment	TIF Increment		Total Valuation	Cumulative Increment	TIF Tax Rate*	TIF Revenue
			Construction	Pers Prop				
2016	\$0	\$0			\$0	\$0	0.02489	\$0
2017	\$0	\$0	\$0	\$0	\$0	\$0	0.02489	\$0
2018	\$0	\$0	\$56,000	\$0	\$56,000	\$56,000	0.02489	\$0
2019	\$56,000	\$0	\$260,000	\$0	\$316,000	\$316,000	0.02489	\$0
2020	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$1,394
2021	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2022	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2023	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2024	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2025	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2026	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2027	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2028	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2029	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2030	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2031	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2032	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2033	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2034	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2035	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2036	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
2037	\$316,000	\$0	\$0	\$0	\$316,000	\$316,000	0.02489	\$7,865
<b>Total</b>		<b>\$0</b>	<b>\$316,000</b>	<b>\$0</b>				<b>\$135,103</b>

Exhibit E - Debt Service Plan						
City of Reedsburg						
Reedsburg Hardwoods and Meidter Log & Lumber						
Total TID Indebtedness						
2/14/2018						
Principal:		\$37,680		Project Cost:		\$35,180
Interest Rate:		4.00%		Finance Fees:		\$514
Term (Years):		8		Interest Earned:		\$0
# of Principal Payments:		6		Capitalized Interest:		\$3,014
Date of Issue:		6/1/2018		Total TID Cost of Loan:		\$43,128
Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2016	0	\$0	\$0	\$0	\$0	\$0
2017	0		\$0	\$0	\$0	\$0
2018	0		\$0	\$0	\$0	\$0
2019	0	\$37,680	\$0	\$1,507	\$1,507	\$0
2020	0	\$37,680	\$0	\$1,507	\$1,507	\$0
2021	1	\$37,680	\$5,681	\$1,507	\$7,188	\$0
2022	2	\$31,999	\$5,908	\$1,280	\$7,188	\$0
2023	3	\$26,091	\$6,144	\$1,044	\$7,188	\$0
2024	4	\$19,947	\$6,390	\$798	\$7,188	\$0
2025	5	\$13,557	\$6,646	\$542	\$7,188	\$0
2026	6	\$6,911	\$6,911	\$276	\$7,188	\$0
2027	9	\$0	\$0	\$0	\$0	\$0
2028	10	\$0	\$0	\$0	\$0	\$0
2029	11	\$0	\$0	\$0	\$0	\$0
2030	12	\$0	\$0	\$0	\$0	\$0
2031	13	\$0	\$0	\$0	\$0	\$0
2032	14	\$0	\$0	\$0	\$0	\$0
2033	0	\$0	\$0	\$0	\$0	\$0
2034	0	\$0	\$0	\$0	\$0	\$0
2035	0	\$0	\$0	\$0	\$0	\$0
2036	0	\$0	\$0	\$0	\$0	\$0
2037	0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>			\$37,680	\$8,462	\$46,142	\$0

Exhibit F - Tax Increment Cash Flow									
City of Reedsburg									
Reedsburg Hardwoods and Meidter Log & Lumber									
2/14/2018									
Year	Beginning Balance	Revenues			Expenses			Annual Surplus (Deficit)	Balance After Surplus to Principal
		Capital Interest & Debt Reserve	TIF Revenues	Interest Income	Total Revenues	Debt Service	Annual TIF Payment		
2016	0	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0
2019	0	3,014	0	0	3,014	1,507	0	1,507	1,507
2020	1,507	0	1,394	0	1,394	1,507	0	(113)	1,393
2021	1,393	0	7,865	0	7,865	7,188	0	677	2,071
2022	2,071	0	7,865	0	7,865	7,188	0	677	2,748
2023	2,748	0	7,865	0	7,865	7,188	0	677	3,425
2024	3,425	0	7,865	0	7,865	7,188	0	677	4,103
2025	4,103	0	7,865	0	7,865	7,188	0	677	4,780
2026	4,780	0	7,865	0	7,865	7,188	0	677	5,457
2027	5,457	0	7,865	0	7,865	0	0	7,865	13,323
2028	13,323	0	7,865	0	7,865	0	0	7,865	21,188
2029	21,188	0	7,865	0	7,865	0	0	7,865	29,053
2030	29,053	0	7,865	0	7,865	0	0	7,865	36,918
2031	36,918	0	7,865	0	7,865	0	0	7,865	44,784
2032	44,784	0	7,865	0	7,865	0	0	7,865	52,649
2033	52,649	0	7,865	0	7,865	0	0	7,865	60,514
2034	60,514	0	7,865	0	7,865	0	0	7,865	68,379
2035	68,379	0	7,865	0	7,865	0	0	7,865	76,245
2036	76,245	0	7,865	0	7,865	0	0	7,865	84,110
2037	84,110	0	7,865	0	7,865	0	0	7,865	91,975
<b>Total</b>		<b>3,014</b>	<b>135,103</b>	<b>0</b>	<b>138,117</b>	<b>46,142</b>	<b>0</b>		

Other Expenses include: Administration Costs and Organizational Costs.



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

**Attachment B – Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Midwest Hardwood Corporation dba Reedsburg Hardwoods and Meister Log & Lumber Co.**

**And The**

**City Of Reedsburg, Wisconsin**

Reedsburg Hardwoods and Meister Log & Lumber Co. (Developer) is proposing to expand their existing facilities in Reedsburg's Industrial Park. This Memorandum of Understanding (MOU) is intended to summarize the commitments of the Developer and City of Reedsburg (City). These commitments will be formalized in a Development Agreement which will be executed by the Developer and City. For purposes of this Memorandum of Understanding, Reedsburg Hardwoods and Meister Log & Lumber Co. are commonly referred to as Developer.

**WITNESSETH:**

Whereas, the Developer is contemplating expanding their existing facilities in Reedsburg's Industrial Park resulting in the creation of new tax base and new jobs; and

Whereas, the facility expansion is only feasible if the Developer is able to obtain additional land from the City; and

Whereas, the City recognizes the importance of growing the local economy and working cooperatively with business to help facilitate business expansion;

Whereas, the City recognizes the economic benefits created by the proposed project is good for the citizens of Reedsburg; and

Whereas, it has been concluded that it is in the City's best interest to have this project be implemented in Reedsburg.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

**I. Developer Agreement**

1. Purchase the parcel of land identified on Exhibit A from the City for one dollar (\$1.00). The parcel size is approximately 5.6 acres.
2. Construct and operate a new hardwood dry kiln within the schedule shown on Exhibit C. The new dry kiln will increase the Developer's Reedsburg facilities kiln capacity by 25%.
3. Construct a 12,000 square foot lumber storage warehouse and parking lot within the schedule shown on Exhibit C. The warehouse is proposed to be located approximately 40 feet from the street right-of-way and the parking lot approximately 5 feet from the public street right-of-way. The proposed parking lot setback will require a variance from the City's Zoning Ordinance. To mitigate the reduced setbacks, Developer

agrees to install an attractive company sign on the front of the building and maintain as much green space as possible.

4. Construct a private driveway crossing of the Wisconsin & Southern Railroad to connect the existing parcel to the 5.6 acre parcel purchased as part of Section I. 1 above. The private drive will be constructed within the schedule shown on Exhibit C.
5. Construct and operate a log storage yard on the 5.6 acre parcel purchased as part of Section I.1 above. The log storage yard shall have an all weather surface of either crushed aggregate stone or asphalt pavement.
6. Construct an eight foot high wood fence or earthen berm along the west and south property lines of the 5.6 acre parcel to screen the log yard from the public right of way and the industrial lots to the west. The fence or berm shall be constructed within the schedule shown on Exhibit C and shall be properly maintained by regular painting or mowing.
7. Expend approximately \$1,425,000 toward the facility expansion, which is broken down as follows:
  - a. \$325,000 for real estate improvements (warehouse)
  - b. \$800,000 for manufacturing equipment (dry kiln and related equipment)
  - c. \$100,000 for the railroad crossing
  - d. \$200,000 for log yard improvements (gravel/blacktop surface, screening fence or earthen berm)
8. Increase the equalized taxable value of real estate on the parcel by \$316,000 by December 31, 2019, which is equal to 80% of the real estate construction costs, plus \$56,000 for the equalized value of the 5.6 acre parcel.
9. Generate a minimum of \$7,900 of additional annual tax increment revenue, with the first full payment being in 2021.
10. Create 11 new full time equivalent jobs by December 31, 2019.
11. Develop a storm water management system on the parcel to meet the requirements of state and federal storm water regulations and apply for all necessary permits.
12. Expand the use of the Wisconsin Southern Railroad to transport product to and from the facility. The estimated rail usage will increase from 70 cars per year (existing rail traffic) to 90 cars per year by December 31, 2020.
13. Developer acknowledges the City will construct a city street in the future from Bernien Street south along the Developer's east property line, cross the railroad tracks and connect to the east end of Enterprise Drive as shown on Exhibit A. Said street construction will be funded by the City. In the event the City is unable to obtain a right-of-way from the owner of the property located east of the 5.6 acres parcel, Developer agrees to grant a 66 foot wide right-of-way along the east property line of the 5.6 acre parcel for the future City street, as shown on Exhibit A as the alternative street location.
14. Obtain all necessary permits and approvals. Comply with all local, state, and federal requirements. Developer shall be responsible to pay all permit fees and City impact and connection fees.
15. Submit a site plan and building plan for the City to review and approve.
16. Execute a Development Agreement between the City and Developer as stipulated in Section IV.

17. Developer shall not seek a reduction of property tax assessment during the term of this agreement.
18. Any costs expended by the Developer will be exclusive to the Developer and will not be a cost of the City.

## **II. City of Reedsburg Agreement**

1. Sell the parcel of land identified on Exhibit A to the Business for one dollar (\$1.00). The parcel size is approximately 5.6 acres. The estimated value of the parcel is \$112,000, or \$20,000 per acre.
2. Using TID No. 9 funds, the City shall provide a Direct Business Assistance grant in the amount of \$19,680.00 to be used toward the construction of the private railroad driveway crossing.
3. Provide a Certified Survey Map of the parcel.
4. Provide Title Insurance for the parcel and pay for land transfer costs.
5. Accept and process the Zoning Variance application incorporating the conditions included in item 1.3.
6. Any money expended exclusively by the City for this project will not be reimbursed by the Developer.

## **III. Security**

1. Insurance. The Developer shall maintain insurance on the Parcel, in an amount not less than the full insurable value of the improvements, for fire, casualty, and external damage coverage and shall name the City as an additional insured, for the term of this Agreement. The City shall be in a subordinate position to any bank and/or other lender (collectively, the "Lender") providing construction or long-term financing for the Facility or to the Developer. A copy of an insurance binder or certificate of insurance demonstrating compliance with this Section shall be submitted to the City within thirty (30) days after commencement of construction at the Facility. Thereafter, the Developer shall provide the City with written evidence of compliance with this Section on an annual basis. In the event the improvements on the Parcel are damaged or destroyed before the City has totally recovered its expenditures for this project, the proceeds from the insurance shall be payable to the Developer, and subject to the Lender's requirements, shall be applied toward either (a) the reconstruction of the improvements so destroyed or damaged, or (b) the then outstanding unpaid principal balance of the City's loan taken out to fund the City's Development Costs. The parties agree that solely for purposes of this Agreement, the amount of the City's Development Cost is \$149,680, which is comprised of \$112,000 land value + \$19,680 TIF Direct Business Assistance Grant + \$18,000 of soft costs (capitalized interest, survey, legal, title insurance, consultants, etc).
2. First Position Real Estate Mortgage. The parties acknowledge and agree that the Tax Increment received by the City from TID No. 9 is intended to be sufficient to pay the City those sums which the City has incurred in the acquisition and development of the Development Site. The parties agree that solely for purposes of this Agreement, the amount the City considers attributable to the Development Site is \$149,680 ("City Upfront Development Cost"). The City Upfront Development Costs includes the items summarized in Section III.1 above.
3. It is specifically agreed by and between the parties hereto that the City shall have a first position real estate mortgage against the parcel to guarantee the Developer shall convey the parcel back to the City in the event the Developer does not implement the proposed facility expansion. Said conveyance shall be free and clear of all liens and encumbrances. The first position real estate mortgage shall be in the amount of \$149,680, which is equal to the City Upfront Development Cost. It is also specifically agreed by and between the parties hereto that the City shall subordinate to the first mortgage lenders once

construction is started and funds are disbursed by the lender. Upon completion on the facility expansion, the Real Estate Mortgage shall be in a subordinate security position to the first mortgage lenders, but shall remain against the parcel for the term of the Agreement. Mortgage shall be satisfied and the claim to property released upon completion of construction of building referred to in Section 1, item 3.

4. **Guaranteed Tax Increment Revenue.** During the term of this Agreement, the Developer shall generate at least \$7,900 of additional annual tax increment revenue with the first full payment being in 2021. For purposes of this agreement, the existing real estate and personal property taxes payable in 2018 generated by the Developer's existing facilities is \$112,150. In the event the actual tax increment revenue payment is less than the amount specified, Developer shall pay to City annually a sum equal to the difference between the amount specified and the actual tax revenue. The payments shall be made by the Developer to the City and shall continue annually until the expiration date of this Agreement. If the Developer fails to make the payment upon the written demand of the City, the City shall add the amount owed by the Developer to the real estate tax bill for the Development Site. In no event shall this paragraph be interpreted to allow the Developer to pay less than the legally established annual property tax levied against the property which may be in excess of the guaranteed minimum amount established above; nor shall the Developer be relieved of its responsibility to pay such taxes levied after termination of this Agreement.

#### **IV. Acknowledgements & Contingencies**

The parties to this MOU acknowledge the commitments included in this document are preliminary and are subject to change as the project scope is finalized. The parties also acknowledge the following contingencies:

1. Approval by the Reedsburg Industrial & Commercial Development Commission, Reedsburg Plan Commission and the Reedsburg Common Council.
2. The term of the Development Agreement will be July 11, 2036, or the termination date of TID No. 9, whichever comes first.

Both parties mutually understand the City and/or Developer will execute a development agreement. This MOU will expire once both parties sign a development agreement or on March 31, 2018, whichever comes first. The terms stated herein constitute the entire agreement between the Developer and City. The City and the Developer must agree to any amendment to this agreement in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on:

\_\_\_\_\_, 2018.



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

**For the Reedsburg Industrial and Commercial Development Commission**

\_\_\_\_\_  
Donald H. Lichte, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For the City of Reedsburg**

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Stephen Compton, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For Reedsburg Hardwoods, Inc & Meister Log & Lumber Co.**

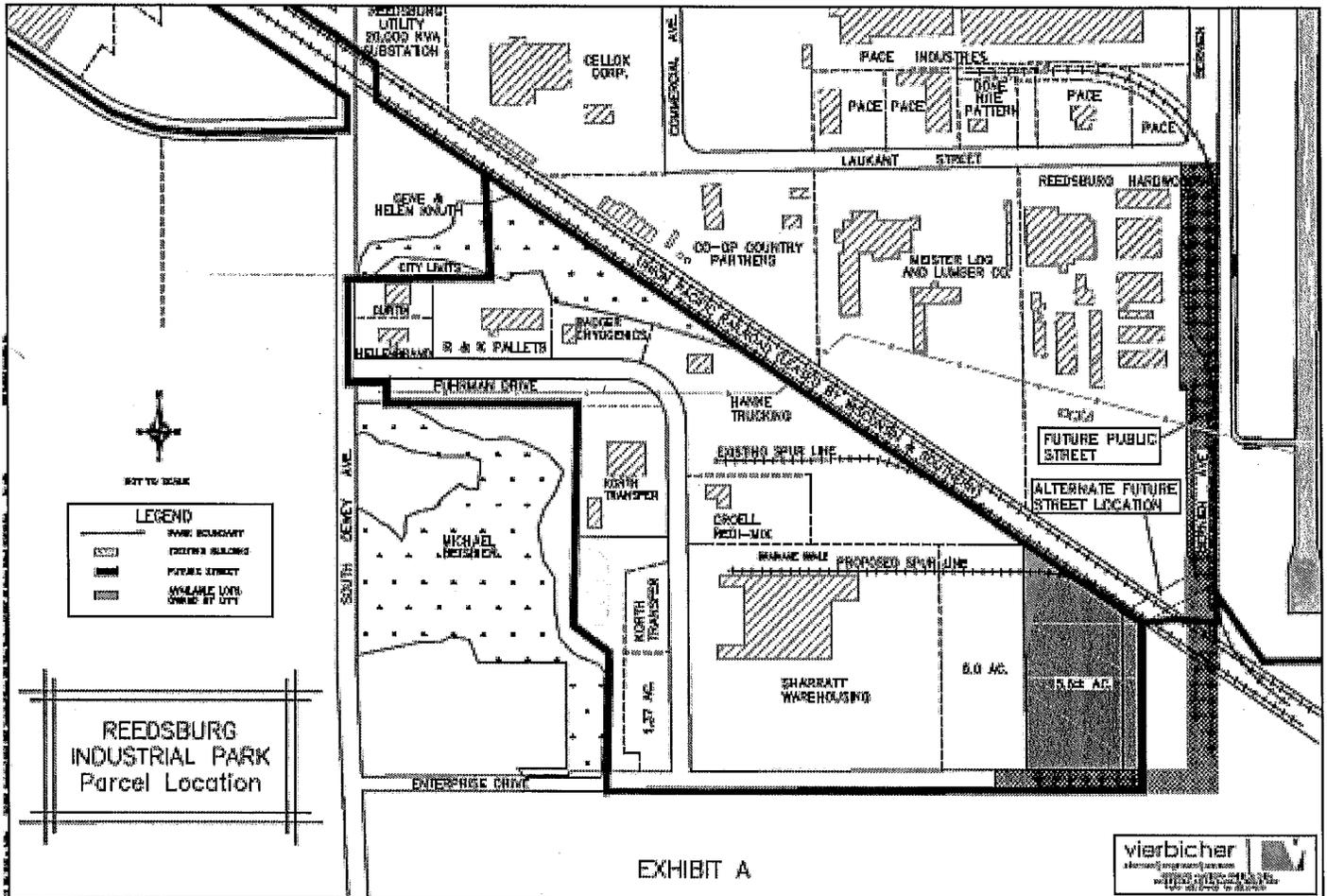
\_\_\_\_\_  
Member

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Exhibit A - Project Location Map



**Exhibit C – Project Schedule**

Milestone	Approximate Date
<b>2018 Entitlements (MOU, Development Agreement, CSM &amp; Land Transfer)</b>	
RICDC Memorandum of Understanding & Variance Approval	02/21/2018
Council Memorandum of Understanding Approval	02/26/2018
Council Approval to Allow Developer to Store Logs & Construct Berm on 5.6 Acre Parcel	02/26/2018
Plan Commission CSM Approval	03/13/2018
Zoning Board of Appeals Zoning Variance Consideration (Warehouse & Parking Lot)	03/20/2018
Council CSM Approval	03/26/2018
Council Development Agreement Approval	03/26/2018
Council Land Sale / Transfer Approval	03/26/2018
<b>2018 Entitlements ( Site Plan &amp; Stormwater for Rail Crossing &amp; Log Yard)</b>	
Plan Commission Site Plan Approval	04/10/2018
City Engineer Stormwater Approval	04/10/2018
<b>2019 Entitlements ( Site Plan &amp; Stormwater for Warehouse)</b>	
Plan Commission Site Plan Approval	04/10/2019
City Engineer Stormwater Approval	04/10/2019
<b>Developer Project Implementation</b>	
Property Closing and Transfer	03/30/2018
Dry Kiln Construction Completion	06/30/2018
Log Storage Yard & Earthen Berm Completion	12/31/2018
Railroad Driveway Crossing Completion	12/31/2018
Lumber Storage Warehouse Completion	12/31/2019



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**STAFF REPORT**

**AGENDA ITEM:** III-H

**To:** Mayor and Common Council

**Prepared By:** Kurt Muchow, Technical Assistant Reedsburg Industrial and Commercial Development Commission (RICDC)

**Through:** Stephen P. Compton, City Administrator

**Date of Meeting:** February 26, 2018

**Subject:** Sharratt Warehouse – Water Line – Tax Increment District Assistance

**BACKGROUND**

On September 25, 2017 the City Council approved a Development Agreement for the financing of the “Warehouse” in the industrial park. The City’s Tax Increment Financing (TIF) funds and a Board of Commissioner of Public Lands loan were authorized for the project. Action undertaken are listed below:

- A. Disposition Development Agreement approved with Sharratt Warehouse & Development LLC - Resolution 4307-17.
- B. Resolution 4308-17 approved to authorize the City Clerk–Treasurer to complete and file a Board of Commissioner of Public Lands application for \$1,335,000 confirming the commitment to the Warehouse Development. Authorize the Mayor and City Clerk – Treasurer to sign loan documents including the Interfund Loan Agreement between the General fund and TIF9. The agreement will return the Business Assistance Grant funds (\$930,000) provided to the developer prior to the closing of the FY 2017 Budget. Upon receipt of the loan proceeds they will be placed into the Tax Increment District #9 Fund. These funds will only be used for the Warehouse Project costs.
- C. Action approved the sale and closing of the City property and transfers of ownership the funds for the Business Assistance Grant will be placed into an escrow account.

The city through financing provided a \$930,000 direct business assistance, up to \$145,00 for ten (10) years, water pipe line at an estimated expenses \$275,000, soft costs of \$50,000, and capitalized interest and bonding costs of \$80,000 under the Development Agreement.

**ANALYSIS / FINANCIAL IMPACT:**

Has current Capital Improvement Plan contains funding for water line of \$275,000. The water line was bid and the results are that the cost of the water line is estimated to exceed the current project costs by \$61,907

The 2018 Capital Improvement Budget was approved and has the following funds identified for the Warehouse Project. The estimated Water Line was approved \$275,000.



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APPROPRIATIONS					
TAX INCREMENT, ENTERPRISE PROJECTS				2018	
		South Bernien Street (Support Warehouse Project)			\$275,000
TIF 9		75	543269-03	Street New/Reconstruction/Design, ROW	\$0
TIF 9		75	543269-03	Traffic Signal Poles, Electronics.	\$0
TIF 9		75	543220-03	Sewer Collection Mains	\$0
TIF 9		75	543223-03	Stormwater Infrastructure	\$0
TIF 9	RUC AR	75	543400-03	Water Infrastructure	\$275,000

Greg Johnson, Ehlers has reviewed and updated the "Cash Flow" projections for project.

It is believed the project will generate annually \$312,550 in available tax increment funds. These funds will provide the necessary funding for the repayment of the Board of Commissioner of Public Lands loan, the pay as you go (Paygo) annual amount and can also be used to assist with additional funding for a water line.

Adjustment to the CIP Project:

The bids for the water main were opened on February 22, 2018. The low bid was \$309,257.00. Adding the engineering cost of \$27,650, the updated project cost for the water main loop is \$336,907, which is \$61,907 more than the budgeted amount.

CIP APPROPRIATIONS -- Adjusted for 2018					
TAX INCREMENT, ENTERPRISE PROJECTS				February 2018	
		South Bernien Street (Support Warehouse Project)			\$336,907
TIF 9		75	543269-03	Street New/Reconstruction/Design, ROW	\$0
TIF 9		75	543269-03	Traffic Signal Poles, Electronics.	\$0
TIF 9		75	543220-03	Sewer Collection Mains	\$0
TIF 9		75	543223-03	Stormwater Infrastructure	\$0
TIF 9	RUC AR	75	543400-03	Water Infrastructure	\$336,907

To best serve the project the Capital Improvement Funds (Fund 75) will pay for the additional installation of the water line project at a cost of \$61,907 to be refunded from the TIF 9 (Fund 69) over a five (5) year period.

The Reedsburg Utility Commission will manage the Water Line project. This is a request from the Reedsburg Utility Commission seeking approval for additional TIF 9 funding assistance on the Sharratt Warehouse Project.

**STAFF RECOMMENDATION**

Approve the 2018 additional costs in the Capital Improvement Fund – 75 supported by TIF 9. Authorize TID 9 to repay the Capital Improvement Fund over a five-year period.

**ATTACHMENTS:**

- A. Water Line - Bid Tab

BID TABULATION

Reedsburg Utility Commission-Industrial Park Water Main Loop

ENGINEER'S PROJECT # : 170331

Bid Open February 22, 2018 at 10:00 am

vierbicher  
planners engineers advisors



Apparent Low Bid

Reedsburg Utility Commission-Industrial Park Water Main Loop				A-1 Excavating, Inc.		Allen Steele Co., Inc.		Badger Environmental & Earthworks, Inc.		LASAR Construction, LLC		Gerke Excavating, Inc.	
Bid Item Number	Item Description	Units of Measure	Estimated Quantity	Unit Cost	Total Amount	Unit Cost	Total Amount	Unit Cost	Total Amount	Unit Cost	Total Amount	Unit Cost	Total Amount
<b>General</b>													
1	Mobilization	LS	1	\$20,000.00	\$ 20,000.00	\$20,000.00	\$ 20,000.00	\$16,000.00	\$ 16,000.00	\$12,000.00	\$ 12,000.00	\$16,500.00	\$ 16,500.00
2	Performance & Payment Bonds	LS	1	\$2,000.00	\$ 2,000.00	\$4,714.00	\$ 4,714.00	\$4,800.00	\$ 4,800.00	\$6,500.00	\$ 6,500.00	\$5,000.00	\$ 5,000.00
<b>Subtotal - General</b>				<b>\$</b>	<b>22,000.00</b>	<b>\$</b>	<b>24,714.00</b>	<b>\$</b>	<b>20,800.00</b>	<b>\$</b>	<b>18,500.00</b>	<b>\$</b>	<b>21,500.00</b>
<b>Water Main Loop</b>													
3	Clear Stone Tracking Pad	EA	2	\$400.00	\$ 800.00	\$800.00	\$ 1,600.00	\$300.00	\$ 600.00	\$500.00	\$ 1,000.00	\$1,265.00	\$ 2,530.00
4	Silt Fence	LF	690	\$1.00	\$ 690.00	\$2.00	\$ 1,380.00	\$2.50	\$ 1,725.00	\$2.00	\$ 1,380.00	\$2.00	\$ 1,380.00
5	Temporary Traffic Control	LS	1	\$400.00	\$ 400.00	\$800.00	\$ 800.00	\$2,500.00	\$ 2,500.00	\$750.00	\$ 750.00	\$905.00	\$ 905.00
6	Clearing and Grub	LS	1	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$3,000.00	\$ 3,000.00	\$1,500.00	\$ 1,500.00	\$2,865.00	\$ 2,865.00
7	Sawcut Asphalt	LF	216	\$2.00	\$ 432.00	\$3.00	\$ 648.00	\$3.00	\$ 648.00	\$2.00	\$ 432.00	\$3.30	\$ 712.80
8	Remove Existing Asphalt	SY	326	\$2.00	\$ 652.00	\$2.31	\$ 753.06	\$2.50	\$ 815.00	\$3.00	\$ 978.00	\$5.50	\$ 1,793.00
9	Base Aggregate Dense - 1 1/4" (6" Thick)	TON	280	\$16.00	\$ 4,480.00	\$16.35	\$ 4,578.00	\$16.00	\$ 4,480.00	\$13.00	\$ 3,640.00	\$21.55	\$ 6,034.00
10	Base Aggregate Dense - 3" (6" Thick)	TON	100	\$15.00	\$ 1,500.00	\$16.35	\$ 1,635.00	\$17.00	\$ 1,700.00	\$13.00	\$ 1,300.00	\$22.40	\$ 2,240.00
11	HMA Pavement - 3.5"	TON	55	\$124.00	\$ 6,820.00	\$133.42	\$ 7,338.10	\$147.32	\$ 8,102.60	\$115.00	\$ 6,325.00	\$150.00	\$ 8,250.00
12	Water Main - 12" D.I. Class 52	LF	1815	\$59.00	\$ 107,085.00	\$59.53	\$ 108,046.95	\$73.00	\$ 132,495.00	\$80.00	\$ 145,200.00	\$80.60	\$ 146,289.00
13	Water Main - 12" D.I. Class 52 (Poly wrapped)	LF	595	\$61.00	\$ 36,295.00	\$63.04	\$ 37,508.80	\$70.00	\$ 41,650.00	\$84.00	\$ 49,980.00	\$78.25	\$ 46,558.75
14	Water Main - TR Flex Locking Joint D.I.P.	LF	234	\$73.00	\$ 17,082.00	\$85.08	\$ 19,908.72	\$101.50	\$ 23,751.00	\$112.00	\$ 26,208.00	\$100.30	\$ 23,470.20
15	Water Main Casing Pipe 24"	LF	210	\$395.00	\$ 82,950.00	\$248.80	\$ 52,248.00	\$317.00	\$ 66,570.00	\$275.00	\$ 57,750.00	\$335.00	\$ 70,350.00
16	Connect to Existing Water Main	EA	2	\$1,683.00	\$ 3,366.00	\$3,431.05	\$ 6,862.10	\$1,200.00	\$ 2,400.00	\$1,500.00	\$ 3,000.00	\$1,150.00	\$ 2,300.00
17	Water Main - 6" D.I. (2 hydrant Leads)	LF	30	\$54.00	\$ 1,620.00	\$43.10	\$ 1,293.00	\$100.00	\$ 3,000.00	\$50.00	\$ 1,500.00	\$65.85	\$ 1,975.50
18	Hydrant	EA	2	\$3,653.00	\$ 7,306.00	\$4,217.08	\$ 8,434.16	\$4,350.00	\$ 8,700.00	\$4,500.00	\$ 9,000.00	\$3,715.00	\$ 7,430.00
19	Pipe Bollards	EA	6	\$300.00	\$ 1,800.00	\$564.96	\$ 3,389.76	\$500.00	\$ 3,000.00	\$300.00	\$ 1,800.00	\$450.00	\$ 2,700.00
20	Gate Valves - 12"	EA	3	\$3,085.00	\$ 9,255.00	\$2,959.48	\$ 8,878.44	\$2,800.00	\$ 8,400.00	\$3,000.00	\$ 9,000.00	\$2,890.00	\$ 8,670.00
21	Gate Valves - 6"	EA	2	\$1,226.00	\$ 2,452.00	\$1,257.00	\$ 2,514.00	\$1,250.00	\$ 2,500.00	\$1,600.00	\$ 3,200.00	\$1,160.00	\$ 2,320.00
22	Styrofoam Insulation (per sheet)	EA	3	\$60.00	\$ 180.00	\$120.00	\$ 360.00	\$100.00	\$ 300.00	\$50.00	\$ 150.00	\$260.00	\$ 780.00
23	Restoration W/Seed, Mulch, & Fertilizer	SY	9200	\$0.01	\$ 92.00	\$1.89	\$ 17,388.00	\$1.70	\$ 15,640.00	\$1.75	\$ 16,100.00	\$1.50	\$ 13,800.00
<b>Subtotal - Water Main Loop</b>				<b>\$</b>	<b>287,257.00</b>	<b>\$</b>	<b>287,564.09</b>	<b>\$</b>	<b>331,976.60</b>	<b>\$</b>	<b>340,193.00</b>	<b>\$</b>	<b>353,353.25</b>
<b>TOTAL -RUC-Industrial Park Water Main Loop</b>				<b>\$</b>	<b>309,257.00</b>	<b>\$</b>	<b>312,278.09</b>	<b>\$</b>	<b>352,776.60</b>	<b>\$</b>	<b>358,693.00</b>	<b>\$</b>	<b>374,853.25</b>

**STAFF REPORT**

**AGENDA ITEM:** IV - A

**To:** Mayor, Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen Compton, City Administrator *MC*  
**Date of Meeting:** February 26, 2018

**Subject:** City Website Refresh

**BACKGROUND AND REQUEST**

In 2017, the Common Council approved \$7,000 from the Capital Equipment budget for the refresh of the City's website in 2018. The City Clerk-Treasurer and staff have approached GovOffice (the current website host) to do this update and the proposal is below.

**ANALYSIS**

The current website, while it was updated within the last 5 years, lacks some modern features that have since become standards for accessibility and user friendliness. Some of these include a responsive web design, meaning they tailor to a variety of devices like phones, tablets, and desktops. This has become especially important as smartphone and tablet use has increase 33% and 42% respectively just over the past 4 years. Now, 68% of people use their smartphones to access the internet and 45% of people use their tablets.

The attached proposal includes two drafts and two revisions of the design and layout, custom font treatments, styling of promotional boxes, social media and weather integration, favorite and linked icons for mobile devices, and a new advanced footer. The site will also feature an image slider like the one we have currently, as well as a notifications banner that allows for the City to communicate alerts, reminders, and announcements on any page of the site. In additional to the aesthetic changes, their team of content professionals will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of usability and information architecture for professional, Responsive website designs. City staff in the administrative department will be tasked with purging dated content and links in order to streamline the process. All of this will be done using a mockup site that will not alter the current site in any way, so there is no service interruption to the users of the current website.

While GovOffice does not guarantee a particular date, they do guarantee to be as efficient as possible and will give us a reasonable target date after the first few design consultations. Additionally, GovOffive guarantees that no content—text, images, documents, and the like—that resides on the Client's existing website will be lost in the transition from the current design to the new design; The City will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process; and the amount of the Client's Annual Service Package (for website hosting, maintenance of servers, and toll-free technical support) will not increase as result of implementation of the new, customized Web design.

**FINANCIAL IMPACT**

The total impact is \$7,995. The additional \$995 will be absorbed into the Internal Service Fund, Fund 80, as this is general fund information technology.

**STAFF RECOMMENDATION**

Staff is recommending that the Council approve the project and add the additional \$995 for this Web Site project.

Attachments:  
GovOffice Proposal



## Quotation for Design Service

Today's Date February 13, 2018

Prepared By Mike Chaloupka, Sales Representative

**Total Project Charge** \$7995

**Name of Client** City of Reedsburg, Wisconsin

**Web Address** reedsburg.govoffice.com

**Contact Person** Jacob Crosetto

**Contact Person Phone** 608-768-3346

**Contact Person E-mail** jcrosetto@ci.reedsburg.wi.us

### Progressive Level Responsive Website Design (RWD) Package—\$7995

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and a unique color scheme that matches the Client's branding
- Custom font treatment for title graphic and slogan field
- Custom font treatment (may be Google Fonts) for section titles, promotion titles, and sidebar titles throughout the website
- Styling of Content Promotions Boxes on homepage (optional to use)
- Social media icons include Facebook, Twitter, Pinterest, YouTube, and Instagram
- Favicon (favorites icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Advanced footer may include custom color and/ or an image such as official logo

Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system, the style or function of Search, or the style of the social media icons (optional to use).

### Image Slider

The Image Slider will be programmed to appear on the homepage only. It will support up to 5 images uploaded by the Client on its administrative website. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider.

Images within the Auto Image Slider may be linked to an internal or external Web page and may be captioned.

**GovOffice, A Division of Avenet LLC**

2112 Broadway Street NE, Suite 250 Minneapolis, MN 55413  
Phone: 612-617-5700 Fax: 612-617-5701 [www.govoffice.com](http://www.govoffice.com)

## Film Strip + Icons

The Film Strip feature will be styled and programmed to appear on the homepage only of the Responsive design and include development of up to 10 Icons for use within the Film Strip.

Sizing and the number of Icons within the Film Strip that will appear at one time (without arrowing backward or forward) will depend on the width capacity and the professional judgment of the graphic designer.

The Icons will be uploaded to the Film Strip by GovOffice by way of the Homepage Setup. Each Icon may be linked to any interior page or to any external Web page and may be activated/ deactivated as the Client wishes.

## Advanced Notifications Banner

The Client's design will be programmed to include a Notifications Banner for the purpose of communicating alerts, reminders, announcements, etc. A Notifications Banner may be added to any section or sub-section of the website and be activated only if a Notification has been created and turned on in the administrative website.

The banners will be a solid bar that sports one color and features a close out button. Notifications may be a line of text (either hyperlinked or not), and while there is no limit to the number of notifications posted at a time, it is suggested that the number of active notifications be kept to a minimum in the interest of usability by website visitors.

## Local Weather Integration

The Local Weather Integration feature is a feed from the National Weather Service website at [weather.gov](http://weather.gov). The linked display will show the current temperature and weather condition and be programmed to appear in the header of each page.

On tablets and smartphones the screen will be shrunk, and the desktop navigation menu will switch to a mobile menu (☰). At that point the weather feed will move from the header area of the website to the navigation menu.

## Process of Progressive Level Responsive Website Design Package

This project will be a 2 draft, 2 revision process whereby the GovOffice Design Team will create up to two drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to two rounds of revision before asking for final approval.

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## Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 200 pages (currently 191 per the 2017 Q4 report) according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

Next a test site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make revisions. These exchanges will continue until the navigation menu on the test site meets the Client's approval. Upon approval, the navigation menu restructure as shown on the test site will be built on the live website.

## Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars and/ or Promotions Boxes to display related links, text, and Images
- Uploading and arranging up to 5 images within the Auto Image Slider
- Uploading and arranging the Icons within the Film Strip feature

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2112 Broadway Street NE, Suite 250 Minneapolis, MN 55413  
Phone: 612-617-5700 Fax: 612-617-5701 [www.govoffice.com](http://www.govoffice.com)

# GOV OFFICE

## Guarantees

1. No content—text, images, documents, and the like—that resides on the Client’s existing website will be lost in the transition from the current design to the new design.
2. The Client will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process.
3. The amount of the Client’s Annual Service Package (for website hosting, maintenance of servers, and toll-free technical support) will not increase as result of implementation of the new, customized Web design.

## Timeline

GovOffice strives to complete each client’s custom design project to meet a reasonable target date for deployment and as efficiently as possible, but we do not guarantee deployment by or on any date.

## Payment Terms

Full payment is due within 60 days of signature of this Quotation.

By signing below, you acknowledge that you have read, understand, and agree to the contents of this *Quotation for Design Service*.

Date \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Signature \_\_\_\_\_

Upon agreement to the Quotation for Design Service, please sign and e-mail all pages to [mike@govoffice.com](mailto:mike@govoffice.com).  
The Contact Person then will receive a confirmation e-mail with the next steps.

GovOffice, A Division of Avenet LLC  
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**STAFF REPORT**

**AGENDA ITEM: IV-B**

**To:** Mayor and Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen P. Compton, City Administrator *MC*  
**Date of Meeting:** February 26, 2018  
**Subject:** Report – Fiscal Year 2017 Unaudited Financials

**BACKGROUND:**

The purpose of this report is to provide the City Council with a status of the FY 2017 Operating Budget at the 100% point, including an overview of revenue and expenditures. This report also includes a brief discussion of the City’s current year General Fund Reserve, Enterprise and Other Funds. Bear in mind that these numbers are **unaudited**.

**FY 2017 100% BUDGET STATUS:**

The 2017 Budget Performance Report is a report covering January 1, 2017 through the end of the year (December 31, 2017). Revenues tracked higher than budgeted and actual expenses typically occur lower than budgeted (less that of the Debt Service, skewing the numbers). Operating revenue from economically sensitive sources such as property tax levies, and intergovernmental funds indicate the economy continues in a positive direction. In addition, increased activity in the Planning/Building Department has led to higher revenues for Building Permits, Trade Fees (Electrical and Plumbing) than projected.

**General Fund Revenue Table**

General Funds	2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
General Fund Revenue				
Taxes	\$ 4,035,732.41	\$ 4,052,956.04	\$ 17,223.63	
Intergovernmental Revenues	\$ 1,320,358.00	\$ 1,248,235.08	\$ (72,122.92)	
Regulation and Compliance	\$ 382,910.00	\$ 499,956.51	\$ 117,046.51	
Public Charges for Services	\$ 132,510.00	\$ 127,483.80	\$ (5,026.20)	
Intergovernmental Charges	\$ 83,950.00	\$ 83,822.00	\$ (128.00)	
Public Improvement Revenues	\$ 5,800.00	\$ 5,634.00	\$ (166.00)	
Other General Revenues	\$ 35,048.00	\$ 71,312.78	\$ 36,264.78	
Commercial Revenues	\$ 36,195.40	\$ 88,070.46	\$ 51,875.06	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 6,032,503.81</b>	<b>\$ 6,177,470.67</b>	<b>\$ 144,966.86</b>	<b>102.40%</b>

Actual revenue to budgeted revenue is 2.40% percent higher as property taxes were fully collected during the first two quarters and state and federal aid monies were received in the fourth quarter. The state of Wisconsin, overall, saw a decrease in intergovernmental revenues, which is evident above. Building permits in 2017 were nearly double the estimate as a result of new construction including the warehouse project and new apartment complexes. The municipal court fees came in nearly 10% higher than expected, a trend we’ve seen over the last 4 years. Lastly, we saw a small increase in insurance dividends, yet another trend we’ve seen in the past few years.



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**General Fund Expense Table:**

General Fund Expense	2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
General Government	\$ 1,210,918.36	\$ 1,150,437.38	\$ (60,480.98)	
Public Safety	\$ 3,057,928.26	\$ 3,016,752.56	\$ (41,175.70)	
Health and Social Services	\$ 150.00	\$ 5,000.00	\$ 4,850.00	
Public Works	\$ 1,100,552.96	\$ 1,018,194.52	\$ (82,358.44)	
Leisure Activities	\$ 534,517.69	\$ 509,659.55	\$ (24,858.14)	
Conservation and Development	\$ 180,606.52	\$ 164,141.37	\$ (16,465.15)	
Public Service Enterprises	\$ 20,000.00	\$ 16,000.00	\$ (4,000.00)	
Debt Service (Misc./Tax Writeoffs)	\$ 37,000.00	\$ 19,977.36	\$ (17,022.64)	
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>\$ 6,141,673.79</b>	<b>\$ 5,900,162.74</b>	<b>\$ (241,511.05)</b>	<b>96.07%</b>

Actual expenses to budgeted expenses ran 3.93% under budget by all general fund departments. FY 2017 was the first detailing an entire year with the part-time City Administrator and full-time City Clerk-Treasurer positions. City Administrator presented mid-year adjustments to bring the General Fund budget back into line watching for compliance to the State Expenditure Restraint program. There was also continued savings from public safety with retirements and vacancies and public works savings in wages and fringes due to a mild winter. Also as a result of the mild winter, the utilities usage for buildings on the City Hall campus was nearly 21% under budget.

**Enterprise Fund Revenue and Expense Table:**

Enterprise Funds	2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
<b>Enterprise Fund Revenue</b>				
20 Waste Water	\$ 3,037,000.00	\$ 3,166,268.94	\$ 129,268.94	
21 Solid Waste	\$ 402,500.00	\$ 407,282.21	\$ 4,782.21	
23 Storm Water	\$ 525,000.00	\$ 525,253.89	\$ 253.89	
41 Taxi Cab	\$ 203,000.00	\$ 239,321.66	\$ 36,321.66	
42 Airport	\$ 134,605.72	\$ 124,514.43	\$ (10,091.29)	
<b>TOTAL ENTERPRISE FUND REVENUE</b>	<b>\$ 4,302,105.72</b>	<b>\$ 4,462,641.13</b>	<b>160,535.41</b>	<b>103.73%</b>
<b>Enterprise Fund Expense</b>				
20 Waste Water	\$ 4,672,501.64	\$ 4,157,609.59	\$ (514,892.05)	
21 Solid Waste	\$ 402,500.00	\$ 393,065.54	\$ (9,434.46)	
23 Storm Water	\$ 665,000.00	\$ 766,920.66	\$ 101,920.66	
41 Taxi Cab	\$ 204,350.00	\$ 268,161.32	\$ 63,811.32	
42 Airport	\$ 130,374.74	\$ 127,671.31	\$ (2,703.43)	
<b>TOTAL ENTERPRISE FUND EXPENSE</b>	<b>\$ 6,074,726.38</b>	<b>\$ 5,713,428.42</b>	<b>(361,297.96)</b>	<b>94.05%</b>

Actual Sewer Revenue to budgeted revenue was 3.73% percent higher than budgeted. Actual Expenses to budgeted expenses came out 5.95% under what was expected. The Public Works Director reviewed these funds in the second and third quarter and made appropriate adjustments, which led to such a savings. The Taxi Cab Fund is used to manage the Federal Grant for operation and capital expenses for the shared Taxi Service. Revenue lagged for the year and is being reviewed by the City Administrator and Clerk-Treasurer moving into a new RFP year. There were also capital purchases (two new vans) that affected the overall expenses for the shared ride service. In 2017, it is also important to note that the Airport existed in a new fund, fund 42. As you can see, the revenue over expense was only a small loss of just over \$3,000, however having the airport in this funds helps to shield the general fund from such a loss. We expect this loss to correct itself in 2018 as fuel sales are trending higher than expected and cost of fuel has remained relatively stable. Overall, there was roughly \$500,000 in savings versus what was expected.



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**Special Funds Revenue and Expense Table:**

Special Funds	2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
<b>Special Funds Revenue</b>				
11 Community Development Authority	\$ -	\$ 108,833.17	108,833.17	
30 Debt Service	\$ 1,755,160.94	\$ 10,978,308.52	9,223,147.58	
40 CDBG	\$ -	\$ -	-	
56 Library Fund (Operations)	\$ 677,337.66	\$ 703,532.77	26,195.11	
90 Room Tax Commission	\$ 87,500.00	\$ 95,076.09	7,576.09	
94 Nishan Park Ballfield & Concession Impro.	\$ 2,000.00	\$ 751.49	(1,248.51)	
<b>TOTAL SPECIAL FUND REVENUE</b>	<b>\$ 2,521,998.60</b>	<b>\$ 11,886,502.04</b>	<b>9,364,503.44</b>	<b>471.31%</b>
<b>Special Funds Expense</b>				
11 Community Development Authority	\$ -	\$ 85,091.12	85,091.12	
30 Debt Service	\$ 1,758,160.94	\$ 10,858,958.95	9,100,798.01	
40 CDBG	\$ -	\$ 16,268.81	16,268.81	
56 Library Fund (Operations)	\$ 680,390.52	\$ 684,634.80	4,244.28	
90 Room Tax Commission	\$ 87,500.00	\$ 83,335.50	(4,164.50)	
94 Nishan Park Ballfield & Concession Impro.	\$ 749.97	\$ -	(749.97)	
<b>TOTAL SPECIAL FUND EXPENSE</b>	<b>\$ 2,526,801.43</b>	<b>\$ 11,728,289.18</b>	<b>9,201,487.75</b>	<b>464.16%</b>

Within special funds, it is important to note the changes from debt service (Fund 30). These numbers reflect the bond refinancing (Series A and B), thus skewing the numbers substantially vs. what was budgeted in FY17. You will also note that Room Tax is both over in revenue. The Room Tax Commission drafted new rules in late 2016 to ensure that the commission is solvent and able to help the most amounts of people. The Library had very healthy income in 2017, netting approximately \$18.9K for the year. The CDA fund has also been more active. The City Administrator and Clerk-Treasurer have further refined this budget for 2018.

**Trust Funds Revenue and Expense Table**

Trust Funds	2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
<b>Trust Funds Revenue</b>				
49 Popple Trail Fiduciary Fund	\$ 1,000.00	\$ -	(1,000.00)	
91 Webb Fund	\$ 47,634.62	\$ 45,961.62	(1,673.00)	
92 Mannigal Fund	\$ -	\$ -	-	
<b>TOTAL TRUST FUND REVENUE</b>	<b>\$ 48,634.62</b>	<b>\$ 45,961.62</b>	<b>(2,673.00)</b>	<b>94.50%</b>
<b>Trust Funds Expense</b>				
49 Popple Trail Fiduciary Fund	\$ 1,000.00	\$ -	(1,000.00)	
91 Webb Fund	\$ 57,000.00	\$ 27,731.98	(29,268.02)	
92 Mannigal Fund	\$ -	\$ -	-	
<b>TOTAL TRUST FUND EXPENSE</b>	<b>\$ 58,000.00</b>	<b>\$ 27,731.98</b>	<b>(30,268.02)</b>	<b>47.81%</b>

The Webb Fund performed decently in 2017, but still came in just under \$2,000 below expected. The expenses were nearly \$30,000 lower than budgeted due to lack of applications. In 2018, with the Fed changes and stock market continuing to grow, we expect returns to be slightly better than last year.



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**TIF, Capital Equipment and Improvement Projects Fund Revenue and Expense Table:**

Capital Projects		2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
<b>Capital Projects Revenue</b>					
63	Tax Increment District 63	\$ 109,211.15	\$ 129,183.00	\$ 19,971.85	
64	Tax Increment District 64	\$ 390,429.63	\$ 389,934.00	\$ (495.63)	
65	Tax Increment District 65	\$ 76,998.72	\$ 74,186.00	\$ (2,812.72)	
66	Tax Increment District 66	\$ 140,654.20	\$ 512,994.38	\$ 372,340.18	
67	Tax Increment District 67	\$ 16,821.00	\$ 16,923.98	\$ 102.98	
68	Tax Increment District 68	\$ 80,072.17	\$ 71,118.49	\$ (8,953.68)	
69	Tax Increment District 69	\$ -	\$ -	\$ -	
70	Capital Equipment	\$ 482,000.00	\$ 517,331.77	\$ 35,331.77	
75	Capital Improvement Programs	\$ 2,524,000.00	\$ 1,127,289.89	\$ (1,396,710.11)	
<b>TOTAL CAPITAL PROJECTS REVENUE</b>		<b>\$ 3,820,186.87</b>	<b>\$ 2,838,961.51</b>	<b>\$ (981,225.36)</b>	<b>74.31%</b>
<b>Capital Projects Expense</b>					
63	Tax Increment District 63	\$ 37,990.00	\$ 52,331.00	\$ 14,341.00	
64	Tax Increment District 64	\$ 231,584.19	\$ 119,439.06	\$ (112,145.13)	
65	Tax Increment District 65	\$ 44,880.00	\$ 43,782.23	\$ (1,097.77)	
66	Tax Increment District 66	\$ 230,104.19	\$ 207,017.69	\$ (23,086.50)	
67	Tax Increment District 67	\$ 16,915.00	\$ 16,985.00	\$ 70.00	
68	Tax Increment District 68	\$ 88,580.00	\$ 31,855.56	\$ (56,724.44)	
69	Tax Increment District 69	\$ 5,930.00	\$ 30,755.62	\$ 24,825.62	
70	Capital Equipment	\$ 460,140.00	\$ 542,919.89	\$ 82,779.89	
75	Capital Improvement Programs	\$ 665,450.00	\$ 1,166,553.77	\$ 501,103.77	
<b>TOTAL CAPITAL PROJECTS EXPENSE</b>		<b>\$ 1,781,573.38</b>	<b>\$ 2,211,639.82</b>	<b>\$ 430,066.44</b>	<b>124.14%</b>

The above table includes all of the Capital Improvement Funds in one location. For all funds in this section 74.31% of revenue budgeted was collected and 124.14% was expensed. The Public Works Director and the City Administrator are developing a specific Capital Project reporting for future use by the Public Works Committee and City Council. The City Administrator and Clerk-Treasurer are also working to review the TIFs for 2018. TIF 6 revenue tracked significantly higher, however this is due to the loan proceeds from the \$500L BCPL pass-through loan for the Walnut Street Flats project. The payments on this loan are not set to start until 2019, further helping with the City's cash flow. The CIP budget shows that it is severely under budget on revenue; however, this is not worrisome as this is because of a DNR grant which is now expected in 2018. Additionally, it is important to note that we did qualify for expenditure restraint in 2017 and expect to receive payment in July of 2018.



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**Non-Major Funds Revenue and Expense Table:**

Non-Major Funds		2017 Budget Approved	2017 100% Actual	2017 100% Actual minus Budget	Variance
<b>Non-Major Funds Revenue</b>					
25	Sidewalk Repair/ADA Barrier	\$ 10,250.00	\$ 7,400.26	\$ (2,849.74)	
43	Subdividers Fund (Impact Fees)	\$ 5,126.44	\$ 54,460.07	\$ 49,333.63	
45	Drug Education	\$ 2,000.00	\$ 5,954.22	\$ 3,954.22	
48	Community Recreation Programs	\$ 5,000.00	\$ 9,675.00	\$ 4,675.00	
50	Historic Preservation	\$ 16,300.00	\$ 6,650.00	\$ (9,650.00)	
52	Fireworks Fund	\$ 20,966.79	\$ 22,155.53	\$ 1,188.74	
<b>TOTAL NON-MAJOR FUND REVENUE</b>		<b>\$ 59,643.23</b>	<b>\$ 106,295.08</b>	<b>46,651.85</b>	<b>178.22%</b>
<b>Non-Major Funds Expense</b>					
25	Sidewalk Repair/ADA Barrier	\$ 10,000.00	\$ 3,821.97	\$ (6,178.03)	
43	Subdividers Fund (Impact Fees)	\$ -	\$ -	\$ -	
45	Drug Education	\$ 2,000.00	\$ 5,081.57	\$ 3,081.57	
48	Community Recreation Programs	\$ 7,500.00	\$ 35,153.91	\$ 27,653.91	
50	Historic Preservation	\$ 5,000.00	\$ 402.62	\$ (4,597.38)	
52	Fireworks Fund	\$ 14,972.48	\$ 22,091.75	\$ 7,119.27	
<b>TOTAL NON-MAJOR FUND EXPENSE</b>		<b>\$ 39,472.48</b>	<b>\$ 66,551.82</b>	<b>27,079.34</b>	<b>168.60%</b>

Within the Non-Major Funds, the Community Recreation programs drew much more revenue than was expected, similarly was the Fireworks Fund. On the expense side, the sidewalk repair and recreation program expenses both came in well under budget. Community Recreation programs came in roughly \$27,000 over budget and this was a result of a Saputo Grant expenses from the donation we received in 2016. Additionally, the Disconsin group expended \$10,000 from the Webb Fund in 2017 that was actually received in December of 2016.

**ANALYSIS:**

The City's outlook after 2017 year is very encouraging due to planned expenditure reductions and increased revenues. This report includes a number of recommended budget adjustments that were made since the mid-year budget update. Overall, the City is substantially above on revenue. We expect this trend to continue, especially after conscious debt refinancing. When looking at the General Fund specifically, the fund had gains of approximately \$277,000, which is very close to 2016's gains.

**STAFF RECOMMENDATION:**

Staff is recommending that the Council receive and file this unaudited report with the expectation the Clerk-Treasurer will bring back the final audited numbers in Summer of 2018.

**ATTACHMENTS:** None.