

COMMON COUNCIL AGENDA  
MONDAY, APRIL 24, 2017  
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 April 10, 2017.
- B. Approve Operator's License (New) – for Matthew Jokiel – Badger Bar.
- C. Approve Operator's License (New) – for Alison Rab – Walgreens.
- D. Approve Operator's License (New) – Brooke Stumpf – Viking Village.
- E. Approve Operator's License (New) – Brianna Kirk – Corner Pub.
- F. Approve Operator's License (New) – Michelle Herritz – Walgreens.
- G. Approve Operator's License (New) – Shari Layton – Walgreens.
- H. Approve Special Events Permit – Butterfest Arts & Craft Fair – Date: June 17, 2017 Time: 6am – 5pm, Location: Reedsburg City Park.
- I. Approve Temporary Class B – Retailers Licenses: Butterfest – Reedsburg Jaycees – Date: June 14-18, 2017, Location: Jaycee's Building and Grandstand Demo area.
- J. Approve Temporary Class B – Retailers Licenses: Reedsburg Jaycees Hunter's Night Out – Date: November 4, 2017, Location: Jaycee's Building.
- K. Approve Amusement License – Reedsburg Butterfest LTD – Date: June 13-19, 2017, Location: Nishan Park.
- L. Approve Temporary Class B – Retailers Licenses: Reedsburg Festivals LTD - Date: June 13-18, 2017, Location: Nishan Park.
- M. Mayoral Appointments to Boards, Committees and Commissions.

**II. MAYOR PROCLAMATIONS OR PRESENTATIONS:**

- A. Proclamation: Urban Forestry Council Award – 2017 – (Letter)
- B. Proclamation: Arbor Day 2017 – April 28, 2017
- C. Approve Resolution: 4281-17 - Recognition of International Migratory Bird Day
- D. Update on Design Reedsburg (Brian Duvall)
- E. Presentation: Parks and Recreation Department

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

- A. 1<sup>st</sup> reading, setting Public Hearing for May 8, 2017 for Ordinance 1842-17 (Ordinance regulating use of the public right-of-way).
- B. Ordinance Committee: Charter Ordinance: 2<sup>nd</sup> Reading, Public Hearing for April 24, 2017 under Ordinance 1840-17. An Ordinance to change the number of Reedsburg Airport Commissioners from three to five.
- C. Public Works Committee: Waste Water Treatment Plant – Aeration Upgrade Bids

- D. Public Works Committee: E3 Lighting Project: Library, Police Department, Fire Department and City Shops.
- E. Plan Commission: Development Agreement - Viking Estates Apartments - Amendment

**IV. GENERAL BUSINESS:**

- A. FY 2017 - 1<sup>st</sup> Quarter Financial Report: City Clerk-Treasurer
- B. Approve/Deny Resolution 4282-17 – Authorizing the Sauk County Humane Society to Sell Dog Licenses on Behalf of the City of Reedsburg

**V. CLOSED SESSION:**

**A. Motion to go into Closed Session:**

Consider going into per section 19.85(1)(e), Wisconsin Statutes, to consider deliberation or negotiation of the sale of public properties, for competitive and bargaining reasons.

1. Consideration of Resolution #4283-17 - 19<sup>th</sup> Street Project
2. Consideration of Resolution #4284-17 - Dessa Rain Project

**B. Motion to come out of Closed Session (if needed):**

Action taken from Closed Session (if needed).

**VI. OFFICE OF THE MAYOR:**

- A. Coming Community Events

**VII. COMMITTEE AND STAFF REPORTS:**

Airport Commission	Community Development Authority
Finance Committee	Historic Preservation Commission
Ordinance Committee	Library Commission
Parks and Recreation Committee	Personnel Committee
Plan Commission	Public Works Committee
Utility Commission	Other Commission or Committees or Boards

**VIII. CITY ADMINISTRATOR REPORTS:**

- A. Bi-Monthly City Administrator Report

**IX. COMMENTS REGARDING UPCOMING CIVIC EVENTS:**

**XIII. ADJOURN**

**Posted: April 20, 2017**

Last Resolution: 4277-17

Last Ordinance: 1842-17



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  
April 10, 2017

Present: Mayor Dave Estes; Aldermen Bill Finnegan, Dave Moon, Mike Gargano, Jason Schulte, Calvin Craker, Phil Peterson, Jim Heuer, Dave Knudsen, and Brandt Werner.

Absent: None

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

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

**Approve Consent Agenda:** Consisting of minutes from the Council meeting held on March 27, 2017; Bills for March 2017; Operators License for Downing – Thirsty Beaver; Temporary Class “B”/Class “B” Reedsburg Revitalization Organization. Event: Reedsburg Uncorked Wine Walk. Date: April 28, 2017 Locations: 13; Approve Organization/LLC for an Alcohol Beverage License (Seller): Location: Shopko Hometown 618, 115 East Main Street, Reedsburg WI; and Approve Special Events Permit – Butterfest – Date June 17, 2017 Time: 10 am – 12 noon, Locations Hwy 23-33, Starting at North Pine, Turning North at Webb.

**Motion: Heuer, Second: Finnegan. Motion carried 9-0.**

OFFICE OF THE MAYOR

Appointment: Jeff Herschleb to Art in Public Places Committee

**Motion Knudsen, seconded by Schulte. Motion carried 9-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES, AND COMMISSIONS:

**Personnel and Finance Committees**

- A. Approve/Deny Resolution 4276-17 (From Personnel) - Park and Recreation Dept. Wage Adjustment.
  - a. **Motion: Gargano, Second: Heuer to approve Resolution 4276-17. Motion carried 8-1, with Craker voting nay.**
- B. Approve/Deny Resolution 4277-17 (From Personnel) - Police Dept. Supervision Wage Adjustment.
  - a. **Motion: Peterson, Second: Finnegan to approve Resolution 4277-17. Motion carried 9-0.**
- C. Approve/Deny Resolution 4278-17 (From Finance) - Mayoral Annual Compensation Adjustment.
  - a. **Motion: Heuer, Second: Gargano to approve Resolution 4278-17, as proposed by Finance Committee. Motion carried 9-0.**
- D. Approve/Deny Resolution 4279-17 (From Personnel) - City Admin. Supplemental Pension Plan.
  - a. **Motion: Werner, Second: Schulte to approve Resolution 4279-17. Motion carried 9-0.**

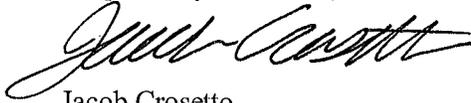
GENERAL BUSINESS

- A. Discuss and consider changing the name of Willow Park – Park Rename Request.  
a. **Motion: Craker, Second: Heuer to approve the name change of Willow Park to be known as Sorom Park. Motion carried 9-0.**

**Motion to adjourn: Finnegan, seconded: Moon. Motion carried 9-0.**

**Meeting adjourned at 7:34 pm**

Respectfully submitted,



Jacob Crosetto  
City Clerk-Treasurer

# 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 # 2017003571    
 Provisional # 2017003571    
**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>Jokiell</u>	First Name <u>Matthew</u>	M.I. <u>J</u>	E-Mail Address <u>Mjjokiell@gmail.com</u>
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Residence: Street Address <u>W4198 Costigan Rd</u>	City <u>Lyndon Station</u>	State <u>WI</u>	Zip <u>53944</u>
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Phone <u>608 548 0922</u>	Date of Birth	Birth Place (City, State) <u>Baraboo WI</u>	Race <u>White</u>	Sex <u>M</u>	Height <u>5'6"</u>	Weight <u>170</u>	Hair <u>Brown</u>	Eyes <u>Brown</u>
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Driver's License Number (State & Number)	Place of Employment <u>Badger Bar</u>	Contact Person & phone number <u>Tara Hagen (608) 575-5690</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:
<u>Lyndon Station WI</u>	<u>2007</u>	<u>Present</u>
<u>Prairie Du Chien WI</u>	<u>2002</u>	<u>2007</u>
<u>Lyndon Station WI</u>	<u>1999</u>	<u>2002</u>
<u>Mauston WI</u>	<u>1998</u>	<u>1999</u>

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 checked="" 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?

**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?
2008	Juneau	operating while Revoked (2nd)	No	No
2007	Grant	operating while Revoked	No	No
2007	Sauk	operating while suspended	No	No
2006	Grant	operating while suspended	No	No
2005	Grant	speeding	No	No

**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 4th day of April, 2017

Klaudia M. Woblenig  
 Notary Public

Matthew J. Schulz  
 Applicants Signature

My Commission expires 1-14-18

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

4.4.17  
 Date

# Serving Alcohol Operator License

matthew jokiell

has successfully completed the course

Wisconsin Alcohol Seller-Server

License Code

I7qH6zKBLm

Verify online at  
servingalcohol.com

Serving Alcohol Inc.

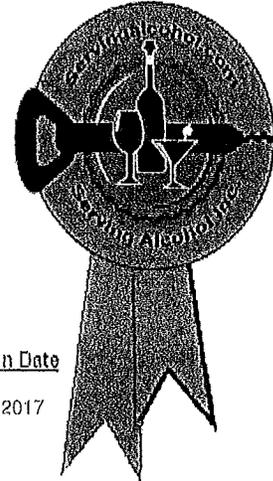
APPROVED BY THE STATE OF WISCONSIN SS-125.04; PROVIDER TRAINING IN COMPLIANCE WITH SS-134.66; STUDENT ACKNOWLEDGED UNDERSTANDING OF SS-134.88: Restrictions on sale or gift of cigarettes or tobacco products; that state law prohibits selling tobacco products to any person under the age of 18; and failure to comply with these restrictions may result in a citation.

PER SON S COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES:

- \* CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- \* OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR
- \* RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATIONS
- \* DETERMINE THAT PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION AS TO THEIR AGE
- \* ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

Certification Date

Mar 30th, 2017



**VALID FOR 2 YEARS**

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Wisconsin Bartender License

Name: matthew jokiell

Certification Date: Mar 30th, 2017

Certificate Code: I7qH6zKBLm

Verify Online: servingalcohol.com

Complies with: SS-125.04 SS-134.66

SERVING ALCOHOL INC

VALID FOR 2 YEARS

# 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 # 2017003570    
 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.**
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- 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.
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- 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>Rab</u>	First Name <u>Alison</u>	M.I. <u>K</u>	E-Mail Address <u>akrab01@gmail.com</u>
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Residence: Street Address <u>628 E Main St.</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>479-1022</u>	Date of Birth	Birth Place (City, State) <u>Middleboro MA</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>5'5</u>	Weight <u>195</u>	Hair <u>BR</u>	Eyes <u>BL</u>
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Driver's License Number (State & Number)	Place of Employment <u>Walgreens</u>	Contact Person & phone number <u>Cory Schmidt</u>
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Other names, aliases or birth dates ever used  
Blomgren Delgado Salefski

Cities and States lived in since age 18, including where you now reside:	From:	To:
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<u>St. Petersburg FL - 1988-1989 / St. Petersburg 1993-1994 / Sadorus IL 2002-2003</u>		
<u>Largo, FL - 1989-1990 / Decatur IL 1994-1995 / Bement IL 2001-2002</u>		
<u>St. Petersburg FL - 1990-1992 / Bement IL 1995-2000 / Bement IL 2004-2010</u>		
<u>Lodi, FL 1992-1993 / Monticello IL 2000-2001 / Ivesdale IL 2003-2004</u>		

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

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

Reedsburg 2015 - Present    
 Cazenovia WI 2010-2011  
LaValle WI 2011-2012  
Hillpoint WI 2012-2015

**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?

**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?

**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 4th day of April, 2017

*Sharon M. Wohling*  
Notary Public

*Alison K Paul*  
Applicants Signature

My Commission expires 1-14-18

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

4-4-17  
Date

# Wisconsin Responsible Beverage Seller Training

**Alison Rab**

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL79363

Date of Completion: 01/19/2017



Authorized Signature

# 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 # 2017003572    
 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.
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**Review of your application**

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- 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>Stumpf</u>	First Name <u>Brooke</u>	M.I. <u>A</u>	E-Mail Address <u>brookeamber7512@gmail.com</u>
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Residence: Street Address <u>E7703 N Reedsburg Rd</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>608-617-0345</u>	Date of Birth .....	Birth Place (City, State) <u>Madison, WI</u>	Race <u>White</u>	Sex <u>F</u>	Height <u>5'5</u>	Weight <u>150</u>	Hair <u>brown</u>	Eyes <u>brown</u>
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Driver's License Number (State & Number) <u>_____</u>	Place of Employment <u>Viking Village</u>	Contact Person & phone number <u>Stacy Nachreiner 608-524-8716</u>
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Other names, aliases or birth dates ever used  
None

Cities and States lived in since age 18, including where you now reside:	From;	To;
<u>Portage, WI</u>	<u>1997</u>	<u>2011</u>
<u>Cambria, WI</u>	<u>2011</u>	<u>2015</u>
<u>Reedsburg, WI</u>	<u>2015</u>	<u>-</u>

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?
		N/A		

**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?
		N/A		
'15		FFS - Seatbelt		

**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 2017 day of March, 2017

Pamela K. Coy  
Notary Public

Brooke Stummoff  
Applicants Signature

My Commission expires 8-17-18

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

4.12.17  
Date

# Wisconsin Responsible Beverage Seller Training

**B Brooke Stumpf**

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL80024

Date of Completion: 02/20/2017

*Kelly Bailey*

Authorized Signature

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New     Renewal

<sup>PA 4-7-17</sup> Provisional - \$15.00

Operator Fee - \$50.00

<sup>PA 4-7-17</sup> Operator Fee - \$25.00  
[eff. July of even-numbered years]

**Office Use Only**    License #    Provisional #    3573    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.
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- 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>Kirk</u>	First Name <u>Brianna</u>	M.I. <u>O</u>	E-Mail Address
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Residence: Street Address <u>211 North St.</u>	City <u>Loganville</u>	State <u>WI</u>	Zip <u>53943</u>
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Phone <sup>608</sup> <u>415-0569</u>	Date of Birth <u>11/27/91</u>	Birth Place (City, State) <u>Kenosha WI</u>	Race <u>C</u>	Sex <u>F</u>	Height <u>5FT</u>	Weight <u>130</u>	Hair <u>Red</u>	Eyes <u>Blue</u>
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Driver's License Number (State & Number) <u>W620-0749-1927-00</u>	Place of Employment <u>Corner Pub</u>	Contact Person & phone number <u>Pete, 415-2611</u>
--	--	--

Other names, aliases or birth dates ever used  
Breezy

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Wisconsin</u>	<u>1991</u>	<u>2017</u>

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident	From:	To:
<input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> 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)	Yes	No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	Yes	No
Have you ever been convicted, by a military court-martial?	Yes	No
Have you ever been convicted of disorderly conduct that involved violence against another person?	Yes	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			
12		No license		
14-15		No Ins, Speed, No Ins, No Lic., Registration		

**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 7<sup>th</sup> day of April, 2017

Anita M. Young  
Notary Public

[Signature]  
Applicants Signature

My Commission expires 11-03-17

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

4.12.17  
Date

# OPERATOR'S LICENSE

NO. AD16-8

\$ 30.00

WHEREAS, The local governing body of the (City—Town—Village) of Loganville  
County of Sauk, Wisconsin, has, upon application duly made, granted and authorized  
the issuance of an "Operator's" License to Brianna Kirk

AND WHEREAS, the said applicant has paid to the treasurer the sum of \$ 30.00 as required by local  
ordinances and has complied with all requirements necessary for obtaining a license:

Now Therefore, An "Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and  
local ordinances, is hereby issued to said applicant.

For the period ending June 30, 2017

(Corporate Seal)

Given under my hand and the corporate seal of  
the (City—Town—Village) of Loganville  
County of Sauk, State of Wisconsin,  
this 21<sup>st</sup> day of JUNE, 2016  
Norma Vavra  
Clerk

## 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 # 3575    
 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>Herritz</u>	First Name <u>Michelle</u>	M.I. <u>L</u>	E-Mail Address <u>Marleybrand:0923@gmail.com</u>
-----------------------------	-------------------------------	------------------	---

Residence: Street Address <u>1137 Clark St - <del>Madison</del></u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
--	--------------------------	--------------------	---------------------

Phone <u>(608) 415-3031</u>	Date of Birth	Birth Place (City, State) <u>Reedsburg, WI</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>5'4"</u>	Weight <u>120</u>	Hair <u>Brown</u>	Eyes <u>Brown</u>
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Driver's License Number (State & Number)	Place of Employment <u>Walgreens</u>	Contact Person & phone number <u>Cory 524-1228</u>
--	---	---

Other names, aliases or birth dates ever used  
None

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Reedsburg WI</u>	<u>3/17</u>	<u>Now</u>
<u>La Jolle WI</u>	<u>12/95</u>	<u>3/17</u>

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 checked="" type="checkbox"/> Yes	<input 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?

**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?
2015	Reedsburg	OWI	Yes	NO

**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 10<sup>th</sup> day of Nov, 2017

Amity M. Young  
Notary Public

Michelle Henry  
Applicants Signature

My Commission expires 11-03-17

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

MB  
Reedsburg Police Department Authorized Signature

4.13.17  
Date

# Wisconsin Responsible Beverage Seller Training

**Michelle Herritz**

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL78946

Date of Completion: 12/31/2016

*Kelly Bailey*

Authorized Signature

# 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 # 2017003574    
 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>Lahton</u>	First Name <u>Shari</u>	M.I. <u>M</u>	E-Mail Address <u>Sharilahton61@gmail.com</u>
----------------------------	----------------------------	------------------	--

Residence: Street Address <u>2701 E. Main St Lot 2</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>(608) 279-9988</u>	Date of Birth .....	Birth Place (City, State) <u>Madison, WI</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>5'3"</u>	Weight <u>200</u>	Hair <u>BR</u>	Eyes <u>BR</u>
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Driver's License Number (State & Number) <u>WI .....</u>	Place of Employment <u>Walgreens</u>	Contact Person & phone number <u>Cory Schmidt 524-1228</u>
---	---	---

Other names, aliases or birth dates ever used  
Shari Stetz

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Black Earth, WI</u>	<u>2000</u>	<u>2015</u>
<u>Mazomanie, WI</u>	<u>1990</u>	<u>2000</u>

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?

**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?

**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 10<sup>th</sup> day of April, 2017

Charleen Muehling  
 Notary Public

Travis Layton  
 Applicants Signature

My Commission expires 1-14-18

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

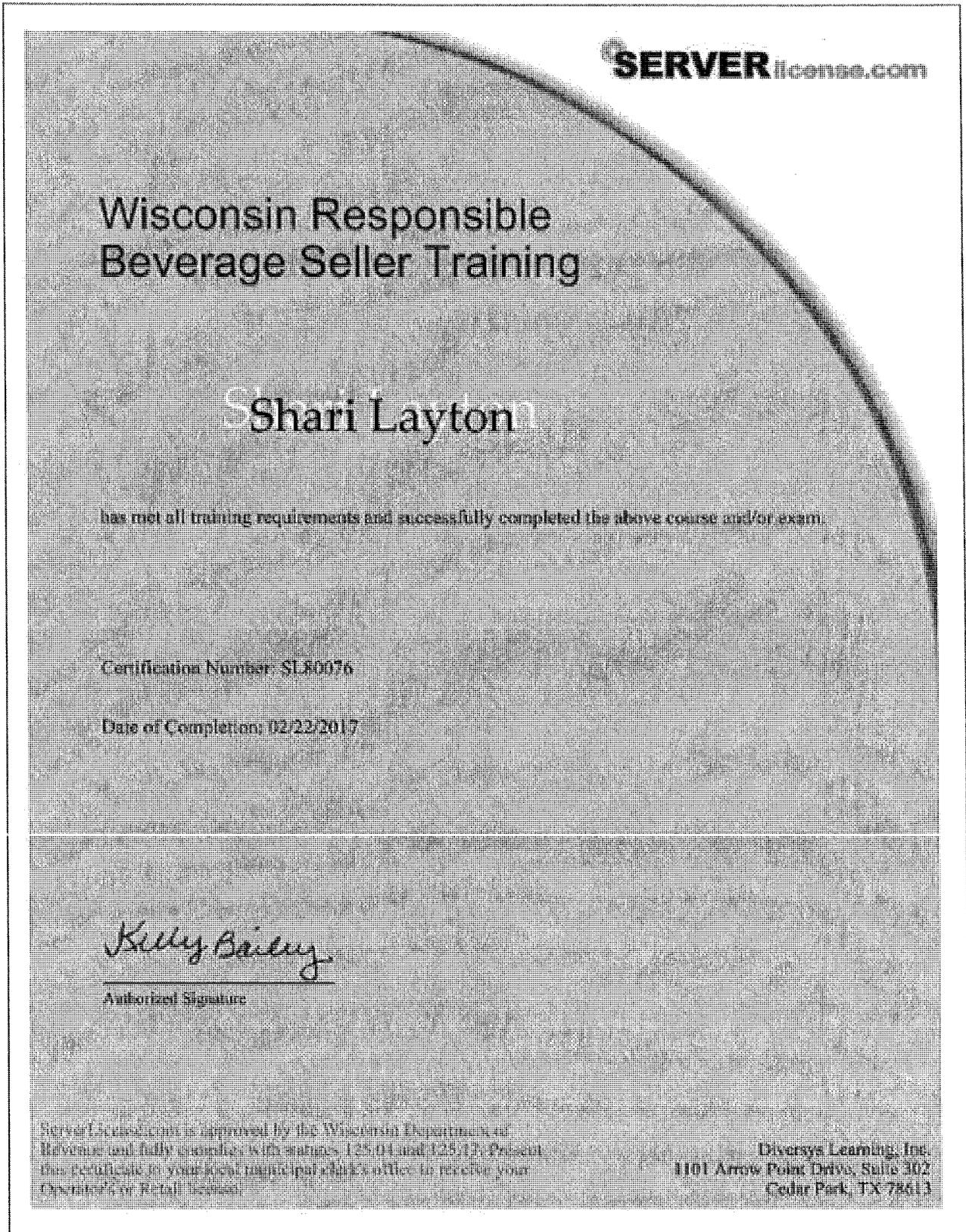
**To be filled out by the Reedsburg Police Department**

- 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

MB  
 Reedsburg Police Department Authorized Signature

4.11.17  
 Date

File name SHARI\_LAYTON\_g1676022217061554\_page\_1.jpg [Download](#)  
File size ~57 KB



PARADE / SPECIAL EVENT PERMIT APPLICATION

Organization: Reedsburg Butterfest  
Contact Name: Mary Vethe Phone: 534-6852  
Address: 2045 Sunset Dr. Reedsburg, WI  
On-Site Manager: Mary Vethe Phone: same as above  
Address: same as above

*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: Sat, June 17, 2017  
Start Time: 6:00 A.M. End Time: 5:00 P.M.

We will also do some setup Friday, June 16, 7:00-8:00 P.M.

**Special Event**  
General Description: Butterfest Art: Craft Fair  
Location: Reedsburg City Park

Number & Type of Participants: (i.e. Artists at Art Fair; Tables at Flea Market)  
Approx. 30-40 vendors with tables and/or pop-up tents

**PARADE**

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

Applicant Signature: Mary Vethe Date Submitted: 4-6-17  
Date Approved: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

\* A check for \$61.00 will be sent separately after the Butterfest meeting tonight.

201700958 <sup>pd</sup> ✓

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: April 10, 2017

Town  Village  City of REEDSBURG

County of SAUK

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6/14/17 and ending 6/18/17 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Reedsburg Jaycees

(b) Address P.O. Box 111 Reedsburg, WI 53959  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Kyle Peterson E5593 Old Ironston Rd, Reedsburg, WI 53959  
 Vice President Matt Tourdot Ableman Rd Reedsburg, WI 53959  
 Secretary Kara Imhoff 5238A Bodendien Rd. Reedsburg, WI 53959  
 Treasurer Kayla McDonough 712 Vine St. Reedsburg, WI 53959

(g) Name and address of manager or person in charge of affair: Kyle Peterson  
E5593 Old Ironston Rd, Reedsburg, WI 53959

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 1403 Viking Drive, Reedsburg, WI 53959

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Part of the building, Grandstand Demo Area

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Jaycee Building, Grandstand Demo Area

**3. Name of Event**

(a) List name of the event Butterfest

(b) Dates of event 6/14/17 - 6/18/17

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Kayla McDonough 4/10/17  
(Signature/date)

Reedsburg Jaycees  
(Name of Organization)

Officer [Signature] 4-10-17  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4-11-17

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

Cust # 2329

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: April 10, 2017  
 County of SAUK

Town  Village  City of REEDSBURG

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11/4/17 and ending 11/4/17 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Reedsburg Jaycees

(b) Address P.O. Box 111 Reedsburg, WI 53959  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_  
 (d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:  
 President Kyle Peterson E 5593 Old Ironston Rd, Reedsburg, WI 53959  
 Vice President Matt Tourdot Ablaman Rd, Reedsburg, WI 53959  
 Secretary Kara Imhoff 92381A Bodendien Rd, Reedsburg, WI 53959  
 Treasurer Kayla McDonough 712 Vine St. Reedsburg, WI 53959

(g) Name and address of manager or person in charge of affair: Kyle Peterson  
E 5593 Old Ironston Rd, Reedsburg, WI 53959

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 1403 Viking Drive Reedsburg, WI 53959  
 (b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Part of building  
 (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Jaycees side of building

**3. Name of Event**  
 (a) List name of the event Hunter's Night Out  
 (b) Dates of event 11/4/17

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Reedsburg Jaycees  
(Name of Organization)

Officer Kayla McDonough 4/10/17 Officer \_\_\_\_\_  
(Signature/date) (Signature/date)

Officer [Signature] 4-10-17 Officer \_\_\_\_\_  
(Signature/date) (Signature/date)

Date Filed with Clerk 4-11-17 Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. \_\_\_\_\_

# Application to Maintain and Operate Amusements and Games

City of Reedsburg

To the Honorable Mayor and Common Council  
of the City of Reedsburg, Wisconsin:

I (we) hereby apply for a license to maintain and operate pin-ball machines, shuffle boards, music boxes or any form of game operated for profit, under Ordinance No. 415 in the City of Reedsburg, Wisconsin.

<u>No.</u>	<u>Ownership</u>	<u>Ttl. Amount</u>
_____ Shuffle boards	_____ @ \$5.00	\$ _____
_____ Pin-ball Machines	_____ @ \$5.00	\$ _____
_____ Music boxes	_____ @ \$5.00	\$ _____
_____	MR EDS MAGICA MIDWAY @	125 <sup>00</sup>
_____	_____ @	_____
_____	_____ @	_____

This application is for the period from <sup>June 13, 17</sup> ~~July 1, 20 17~~, to <sup>June 19, 17</sup> ~~June 30, 20 18~~.

For the location Nishan Park Street.

REEDSBURG Betterfest LTD  
(Applicant)

By: [Signature]

Signature

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4/13/17

Town  Village  City of REEDSBURG

County of SAUK

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning JUNE 13 17 and ending JUNE 19 17 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name REEDSBURG FESTIVALS

(b) Address P.O. Box 61 REEDSBURG WI 53959  
(Street)  Town  Village  City

(c) Date organized 1970

(d) If corporation, give date of incorporation 1970

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:  
 President ROGER MIEDEN E 7237 S OAK CREST DR REEDSBURG WI  
 Vice President \_\_\_\_\_  
 Secretary MARY VETHE 2045 SUNSET DR REEDSBURG WI  
 Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: CINDY ELLETT  
S 2967 FAIRWAY DR REEDSBURG WI 53959

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number VIKING DR NISHAN PARK

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? YES + GRANDSTAND

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: JC BEER GARDEN IN GRANDSTAND NORTH END of Park  
Butterfest office

**3. Name of Event**

(a) List name of the event REEDSBURG Butterfest

(b) Dates of event JUNE 13 2017 thru JUNE 18<sup>th</sup> 2017

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer \_\_\_\_\_ (Signature/date) REEDSBURG Butterfest LTD  
(Name of Organization)  
 Officer [Signature] (Signature/date)

Officer \_\_\_\_\_ (Signature/date) Officer \_\_\_\_\_ (Signature/date)

Date Filed with Clerk 4-17-17 Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. 1958

Pd

## Mayoral Appointments (04/20/2017):

Citizen Members to be Approved on 4/24/2017	Name:
Ambulance Committee, Citizen, 3 year term, 2017-2020	Wayne Ballweg
City Plan Commission, Citizen, 3 year term 2017-2020	Charlie Backeberg
City Plan Commission, Citizen, 3 year term 2015-2018	Josh Bernien
CDA, Citizen, 4 year term 2017-2021	Adam Kaney
CDA, Citizen, 4 year term 2017-2021	Heidi Feller
CDBG Committee, Citizen, 3 year term 2017-2020	Cheryl Newlun
CDBG Committee, Citizen, 3 year term 2017-2020	Adam Kaney
Finance Committee, Citizen, 2 year term 2017-2019	Don Hull
Historic Pres. Commission, Citizen, 3 year term 2017-2020	Jeannine Mueller
Industrial Development Commission, Citizen, 3 year term 2017-2020	Blaine Albert
Industrial Development Commission, Citizen, 3 year term 2017-2020	Jay Brunken
Library Board, Citizen, 3 year term 2017-2020	Heidi Feller
Library Board, Citizen, 3 year term 2017-2020	Tom Geimer
Ordinance Committee, Citizen, 3 year term 2017-2020	Tom Seamonson
Parks & Rec Committee, Citizen, 3 year term 2017-2020	Aaron Bauer
Public Safety Committee, Citizen, 3 year term 2017-2020	Matt Smuksta
Public Works Committee, Citizen, 2 year term 2017-2019	Tom Seamonson
Reedsburg Area Development Council, Citizen, 3 year term 2017-2020	Wayne Farber
Room Tax Commission, Motel Owner, 1 year term 2017-2018	Lorraine Longan
Room Tax Commission, Citizen, 1 year term 2017-2018	Lisa Jernander
Room Tax Commission, Citizen, 1 year term 2017-2018	Lynn Severson
Room Tax Commission, Citizen, 1 year term 2017-2018	Peggy Albert
Reedsburg Utility Commission, Citizen, 5 year term 2016-2021	Mike Glick **
Zoning Board of Appeals, Citizen, 3 year term 2017-2020	Tom Seamonson

\*\* Denotes Appointment from October that was not done at that time



# Wisconsin Urban Forestry Council

January 5, 2016

Stephen Compton, Interim City Administrator  
134 South Locust Street  
PO Box 490  
Reedsburg, WI 53959

Dear Stephen,

Congratulations! It gives us great pleasure to announce that your community's dedication to improving the educational and recreational value of your urban natural areas and involving multiple and diverse community groups will be recognized by the Wisconsin DNR Urban Forestry Council with the **2017 Project Partnership Award** for the Popple Trail Invasive Species Removal in Webb Park!

The 2017 award winners will be announced during the awards luncheon at the WAA/DNR Annual Urban Forestry Conference. The luncheon will be held from 12:00-1:30 pm on Tuesday, February 21 at the KI Convention Center, 333 Main Street, Green Bay, WI. You (or your designated representative) are cordially invited to attend this luncheon as our guest. If additional members connected to this project are interested in attending this event, they will need to register through Sara and cover the luncheon fee (\$25). If you are interested in attending any conference sessions that day, we can include a one-day registration. You can see the full conference information here: <http://www.waa-isa.org/events-programs/annual-conference/>

After the ceremony, the awards will be publicized through several venues including a DNR press release and feature article in the WDNR *Wisconsin Urban Forestry* newsfeed. Until that time, please refrain from publicizing this award.

Please respond to Sara Minkoff, Urban Forestry Council Liaison at [saraminkoff@wisconsin.gov](mailto:saraminkoff@wisconsin.gov), or (608) 264-6039, as soon as possible regarding your attendance at the event on February 21 or with any questions. We also request that you send Sara several digital photos of the project including partner organizations to be used in a presentation at the conference and on our website.

Please identify an additional venue where one of our Urban Forestry Council members can present your award plaque at an event of your choice in your community. We will work with you to select a council member to attend.

Once again, congratulations to you for your outstanding community project! For more information about our awards, see <http://dnr.wi.gov/topic/urbanforests/awards.html>.

We look forward to seeing you at the luncheon and recognizing your community's achievements.

Sincerely,

J. M. Treu

Kristin Gies and Jeff Treu  
Wisconsin Urban Forest Council Awards Committee

*The Wisconsin Urban Forestry Council serves as a statewide voice for critical issues impacting urban & community forests and is appointed by the Secretary of the Wisconsin Department of Natural Resources. Composed of representatives of green industry organizations, state agencies, municipal arborists, non-profits and other partners, the Council is charged with advising the Department of Natural Resources (DNR) on the best ways to preserve, protect, expand and improve Wisconsin's urban and community forests.*

101 S. Webster Ave. PO Box 7921 Madison, WI 53707 (608)267-0568

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Jill Johnson, *USDA Forest Service*  
Sara Minkoff, *DNR UFC Liaison*  
Jeff Roe, *DNR UF Team Leader*  
Brian Wahl, *DNR Regional Coordinator*

**RESOLUTION**  
**Recognizing International Migratory Bird Day**

FILE NO. 4281-17

**Whereas**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; *and*

**Whereas**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; *and*

**Whereas**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; *and*

**Whereas**, public awareness and concern are crucial components of migratory bird conservation; *and*

**Whereas**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations; *and*

**Whereas**, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; *and*

**Whereas**, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, *and*

**Whereas**, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action;

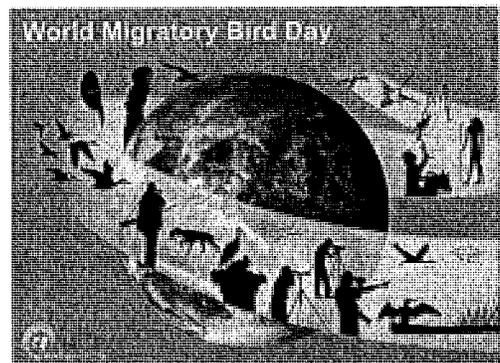
**Now, Therefore, Be It Resolved**

**THAT THE CITY OF REEDSBURG DOES HEREBY RECOGNIZE**  
**MAY 13, 2017 as International Migratory Bird Day**

in the City of Reedsburg, and urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large. Dated this 24<sup>th</sup> day of April in the year 2017.

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

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



**STAFF REPORT**

**AGENDA ITEM:** III-A

**To:** Ordinance Committee  
**Prepared By:** Brian Duvalle, Planning/Building  
**Thru:** Stephen P. Compton, City Administrator  
**Date of Meeting:** April 24, 2017

**Subject: Proposed ROW Ordinance**

**UPDATE**

The ordinance was altered to allow for either a one-time permit (e.g. cell tower) or an annual permit (e.g. RUC, Charter, etc). It also distinguishes between an administrative permit versus a committee reviewed permit regarding their fees.

**BACKGROUND AND REQUEST**

Here is a summary from Brett Schuppner, who approached the City about addressing this issue:

*This was a topic the Anita Gallucci presented at a Municipal Wholesale Power Group meeting I attended. I brought information back for Brian Duvalle to consider. Communities, as close by as Wisconsin Dells, are already experiencing similar tower/pole installation requests in the ROW, specifically the downtown strip area.*

*These towers/poles can be quite large (+5' in diameter), so when placed in the ROW they fill up the tree bank between the curb and walk. This doesn't allow space for other utilities (above or below ground), and creates vision, snow removal, and maintenance issues.*

*The main recommendation I got out of her presentation was to amend or adopt a generic (nondiscriminatory) ROW ordinance with setback and fall zone requirements for structures placed in the ROW. We may also want to consider an application/permitting process.*

*RUC's concerns or questions regarding such a ROW ordinance:*

- 1. Would existing structures in the ROW be grandfathered, and can they be maintained and replaced?*
- 2. Would street lights be exempted from curb setback requirements, since they typically are placed close to the curb?*
- 3. Could setback requirements be considered that allow the placement of 2' and less diameter poles? For example, 66' ROW with 41' street and 5' sidewalk would have approximately 7' wide tree banks. If the setbacks from curb and walk were 2', that would leave a 3' width available for poles. On a 37' wide street, the tree bank could be 9' with a 5' envelope for structures.*
- 4. If you went with 3' setbacks to be more restrictive, would there be a conditional use permit process to allow for a new distribution line feeds if required?*
- 5. Currently, we are not planning on any new overhead distribution feeder (600A circuits) lines. The trend has been to bury more of the local distribution lines. We are having an electric system needs study completed this spring. That should identify if we need any additional feeder circuits. Another scenario would be if there would be a significant development on the outskirts of the City that would require a new feeder circuit to serve.*

Attorney Joe Hasler's comments, who drafted the proposed ordinance:

*Wis Dells has been approached by WITN/Mobility which asserts the right to use city ROW free of charge just like any other public utilities. WITN proposes to 'densify' its network by installing a 120' transport tower in Downtown Dells and small cell boosters. I will send you the current draft of a short form agreement.*

*Does Reedsburg have a ROW ordinance & procedure?*

*The key is to make sure that WITN is not treated different than other ROW users.*

*For what it's worth – I think League WI Municipalities has dropped the ball on this. We are using 1916 state law to regulate 2016 technology. And not getting paid.*

## **ANALYSIS**

What this issue basically means is that cell towers can supposedly be placed in the tree bank or other ROW areas, no different than electric, water, sewer, etc. Therefore we need an ordinance that can oversee such installations should the matter ever arise. The only regulation we have currently is in the zoning ordinance. It simply requires Plan Commission review for any new essential service.

This ordinance attempts to regulate the ROW for all utility users (RUC, Charter, Frontier, etc). There would be an annual registration fee and a permit fee. The permit fee could be an annual one (e.g. routine RUC work in ROW) or a board review permit (e.g. cell tower).

## **FINANCIAL IMPACT**

NA

## **STAFF RECOMMENDATION**

This ordinance has been recommended by Plan Commission and Ordinance Committee. To my knowledge, RUC is OK with it too.

## **ATTACHMENTS:**

Proposed ROW Ordinance

ORDINANCE NO. 1841-17

**AN ORDINANCE AMENDMENT TO ADD A CHAPTER TO THE MUNICIPAL CODE  
REGULATING USE OF THE PUBLIC RIGHT-OF-WAY**

The Common Council of the City of Reedsburg, Sauk County, do hereby ordain as follows:

SECTION 1: PURPOSE:

The purpose of this Amendment to City of Reedsburg Code § Chapter 42 is to regulate use of the public ROW by the Reedsburg Utility Commission and private utility companies

SECTION II: PROVISIONS ADDED:

City of Reedsburg Code Chapter 42 is hereby added by this Ordinance.

SECTION III: PROVISIONS AS AMENDED:

See attached ordinance.

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 IV: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE:

This is a Charter Ordinance and shall take effect sixty (60) days after its passage and publication, unless within sixty (60) days a referendum petition shall be filed as provided in Section 66.0101, Wis. Stats., in which even this Ordinance will not take effect unless submitted to a referendum and approved by a majority of the electors voting thereon.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 42.

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

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David G. Estes, Mayor

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Jacob Crosetto Clerk/Treasurer

1st Reading and Set Public Hearing (3/13/2017) at Council: April 24, 2017  
Public Hearing Noticed: May 4, 2017  
2nd Reading at Council/Public Hearing: May 8, 2017  
Published, Enactment Date: May 18, 2017

CITY OF WISCONSIN     )  
COUNTY OF SAUK        )

I hereby certify that the foregoing ordinance is a true, correct and complete copy of an ordinance duly and regularly passed by the Common Council of the City of Reedsburg on the \_\_\_\_ day of May , 2017 and that said resolution has not been repealed or amended, and is now in full force and effect.

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

\_\_\_\_\_  
City Clerk - Treasurer

**CHAPTER 42**  
**RIGHT-OF-WAY**

- 42.01 FINDINGS.
- 42.02 PURPOSE.
- 42.03 DEFINITIONS.
- 42.04 ADMINISTRATION.
- 42.05 REGISTRATION FOR RIGHT-OF-WAY OCCUPANCY.
- 42.06 REGISTRATION INFORMATION.
- 42.07 REGISTRATION FEE.
- 42.08 REVIEW OF AN APPLICATION FOR RIGHT-OF-WAY USER REGISTRATION.
- 42.09 PERMIT TO OCCUPY/EXCAVATE IN RIGHT-OF-WAY REQUIRED.
- 42.10 OCCUPY/EXCAVATION PERMIT FEE.
- 42.11 RIGHT-OF-WAY REPAIR/RESTORATION.
- 42.12 INSPECTION.
- 42.13 ONGOING MANAGEMENT FEES.
- 42.14 COMPLIANCE WITH OTHER LAWS.
- 42.15 REVOCATIONS, SUSPENSIONS, REFUSALS TO ISSUE OR EXTEND PERMITS.
- 42.16 WORK DONE WITHOUT A PERMIT.
- 42.17 LOCATION OF FACILITIES.
- 42.18 RELOCATION OF FACILITIES.
- 42.19 INTERFERENCE WITH OTHER FACILITIES DURING MUNICIPAL CONSTRUCTION.
- 42.20 ABANDONED FACILITIES.
- 42.21 RESERVATION OF REGULATORY AND POLICE POWERS.
- 42.22 SEVERABILITY.
- 42.33 PENALTY.

**42.01 FINDINGS.**

- (1) In the exercise of governmental functions the City has priority over all other uses of the public rights-of-way. The City desires to anticipate and minimize the number of obstructions and excavations taking place to regulate the placement of facilities in the rights-of-way to ensure that the rights-of-way remain available for public services and are safe for public use, and to ensure that facilities are timely maintained, supported, protected or relocated to accommodate reconstruction or repairs. The taxpayers of the City bear the financial burden for the upkeep, maintenance and reconstruction of the rights-of-way and a primary cause for the early and excessive deterioration of its rights-of-way is the frequent use and excavation by persons who locate facilities therein.
- (2) The City finds increased use of the public rights-of-way and increased costs to the taxpayers of the City and that these costs are likely to continue into the foreseeable future.
- (3) The City finds that delays by occupants of the rights-of-way in maintaining, supporting, protecting or relocating facilities, if they affect public construction projects, have the potential to significantly increase public works projects costs borne by the taxpayers.
- (4) The City finds that occupancy and excavation of its rights-of-way causes costs to be borne by the City and its taxpayers, including but not limited to:
  - (A) Administrative costs associated with public right-of-way projects, such as registration, permitting, inspection and supervision, supplies and materials.
  - (B) Management costs associated with ongoing management activities necessitated by public rights-of-way users.
  - (C) Repair or restoration costs to the roadway associated with the actual excavation into the public right-of-way.
  - (D) Degradation costs defined as depreciation caused to the roadway in terms of decreased useful life, due to excavations into the public rights-of-way.

**42.02 PURPOSE.**

- (1) Based on the foregoing facts, the City enacts this ordinance relating to administration of and permits to excavate, obstruct and/or occupy the public rights-of-way. This ordinance imposes reasonable regulations on the placement and maintenance of equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies.
- (2) The purpose of this ordinance is to provide the City a legal framework within which to regulate and manage the public rights-of-way, and to provide for the recovery of the costs incurred in doing so. This ordinance provides for the health, safety and welfare of the residents of the City as they use the right-of-way of the City, as well as to ensure the structural integrity of the public rights-of-way.

**42.03 DEFINITIONS.**

- (1) “Applicant.” Any person requesting permission to excavate, obstruct and/or occupy a right-of-way.
- (2) “City.” The City of Reedsburg, Wisconsin, a Wisconsin municipal corporation.
- (3) “Degradation.” The decrease in the useful life of the paved portion of the right-of-way, excluding the sidewalk right-of-way, caused by an excavation of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation did not occur.
- (4) “Department.” The Department of Public Works of the City.
- (5) “Emergency.” A condition that: 1. poses a clear and immediate danger to life or health, or of a significant loss of property; or 2. requires immediate repair or replacement in order to restore service to a customer.
- (6) “Excavate.” To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.
- (7) “Facilities.” All equipment owned, operated, leased or subleased in connection with the operation of a service or utility service, and shall include but is not limited to poles, wires, pipes, cables, underground conduits, ducts, manholes, vaults, fiber optic cables, lines and other structures and appurtenances.
- (8) “In”, when used in conjunction with "right-of-way". Over, above, within, on or under a right-of-way.
- (9) “Local Representative.” A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this Section.
- (10) “Occupy.” To dwell or reside above, on, in, or below the boundaries of the public rights-of-way.
- (11) “Obstruct.” To place any object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.
- (12) “Permittee.” Any Person to whom a permit to use, occupy, excavate or obstruct a Right-of-Way.
- (13) “Person.” Corporation, company, association, firm, partnership, limited liability company, limited liability partnership and individuals and their lessors, transferees and receivers.
- (14) “Public Utility.” As defined in Wis Stats 196.01(5). (14)
- (15) “Registrant.” Any person who has registered with the City to have its facilities located in any right-of-way.
- (16) “Repair.” To perform construction work necessary to make the right-of-way useable for travel according to Department specifications, or to restore equipment to an operable condition.
- (17) “Restore or Restoration.” The process by which an excavated right-of-way and surrounding area, including pavement and foundation is reconstructed, per Department specifications.
- (18) “Right-of-Way.” The surface and space above and below an improved or unimproved public roadway, highway, street, bicycle lane and public sidewalk in which the City has an interest, including other dedicated rights-of-way for travel purposes.

**42.04 ADMINISTRATION.**

The Director of Public Works or designee is responsible for the administration of the rights-of-way, and the related permits and ordinances.

**42.05 REGISTRATION FOR RIGHT-OF-WAY OCCUPANCY.**

- (1) Each person who has, or seeks to have, facilities located in any right-of-way shall register with the Department and pay the fee set forth in City fee schedule. Registration will consist of providing application information and paying a registration fee.
- (2) No person may construct, install, maintain, repair, remove, relocate or perform any other work on, or use any equipment or any part thereof in any right-of-way unless that person is registered with the Department.
- (3) Nothing herein shall be construed to repeal or amend the provisions of a City ordinance regulating constructing sidewalks or driveways or other similar activities. Persons performing such activities shall not be required to obtain any permits under this Chapter.

**42.06 REGISTRATION INFORMATION.**

The information provided to the Department at the time of application shall include, without limitation:

- (1) Each registrant's name, Diggers Hotline registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.
- (2) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.
- (3) Reason for and a clear description of the proposed work, use, structure, or obstruction, and the exact location of said work, use, structure or obstruction.
- (4) The requested dates and hours of work or placement of obstruction;
- (5) Other local, state or federal approvals, if necessary;
- (6) A Certificate of insurance.
- (7) If the registrant is a corporation, an LLC or LLP, a copy of any certificate required to be filed under Wisconsin Statutes as recorded and certified by the Department of Financial Institutions.
- (8) A copy of the registrant's certificate of authority from the Wisconsin Public Service Commission or other applicable state or federal agency, if the person is lawfully required to have such certificate from said commission or other state or federal agency.
- (9) Sufficient evidence of the following health, welfare, and safety concerns:
  - (A) City infrastructure shall remain fully operational and it shall not be disturbed or altered unless permitted by the City;
  - (B) Drainage shall not be affected in the location; and
  - (C) The placement of any structure or obstruction shall not present a safety concern, with the construction site being sufficiently lit (if applicable) or fenced and guarded (if applicable).
- (10) Execution of an indemnification agreement in a form prescribed by the Department.

- (11) The registrant shall keep all of the information listed above current at all times by providing to the Department information as to changes within fifteen (15) working days following the date on which the registrant has knowledge of any change.

**42.07 REGISTRATION FEE.**

The Department shall charge an annual Registration Fee, as specified in the city fee schedule (\$60) to recover the costs incurred by the City for processing and updating registration information.

**42.08 REVIEW OF AN APPLICATION FOR RIGHT-OF-WAY USER REGISTRATION.**

- (1) Applicant shall have a non-exclusive use of the premise.
- (2) Granting the request shall not contribute to public expense.
- (3) Applicant's use of the premise shall be in compliance with all local, state, or federal laws, and, applicant shall obtain all permits required by local, state, or federal authorities required for the use of the premises.
- (4) Applicant shall not install any utility lines, equipment and/or facilities on private property without written consent of the owner, and shall verify parcel boundaries. Easement/access agreements shall be obtained for any City parcels not part of public rights-of way.
- (5) A Right-of-Way User Registration shall not be construed as a waiver of the applicant's obligation to comply with other or more restrictive City ordinances.
- (6) City infrastructure shall not be disturbed or altered unless otherwise permitted, and shall remain visible, accessible and operational. Any City infrastructure damaged shall be immediately reported to the Department of Public Works, be repaired to City standards and timeframe, and inspected and approved by the Public Works Department at the expense of the applicant.
- (7) Any construction, reconstruction, improvements or restoration of the public right-of-way after disturbance shall be consistent with City standards and all public rights-of-way shall be restored to their original condition upon completion of the work, activities, or installation, unless otherwise permitted.
- (8) Drainage shall not be adversely affected due to the installation of any utility lines, structures, equipment or facilities.
- (9) Placement of obstructions during installation and all work and activities shall:
  - (A) Not present a public safety concern;
  - (B) Be sufficiently lit at night (if required by permit) so as to be in full view of the public from all directions;
  - (C) Be fenced or guarded (if required by permit) in a manner which insures public safety; and
  - (D) Be consistent with any limitations and conditions set forth in the approval.
- (10) The applicant shall indemnify and hold the City harmless for any loss/liability, claims, or damage to any person or property arising from:
  - (A) Applicant's installation, maintenance and/or operation under the approved registration;

- (B) Vandalism;
- (C) Interruption in any service from any cause; and
- (D) Fire, water, rain, snow, steam, sewerage, gas or odors, from any source.

**42.09 PERMIT TO OCCUPY/EXCAVATE IN RIGHT-OF-WAY REQUIRED.**

- (1) Occupancy/Excavation Permit Required. Except as otherwise provided in this Section or other provisions of the Ordinances of Reedsburg, no person shall occupy or excavate any right-of-way without first having obtained a permit from the Department. A copy of any permit issued under this Section shall be made available at all times by the Permittee at the indicated work site and shall be available for inspection by the Department upon request.
- (2) Occupy/Excavation Permit Application. Application for a permit shall be made to the Department. Permit applications shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:
  - (A) Registration with the Department as required by this Section.
  - (B) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all existing and proposed facilities that are part of applicant's proposed project.
  - (C) Payment of all money due to the City for applicable permit fees, unpaid fees or costs due for prior excavations; or any loss, damage, or expense suffered by the City because of applicant's prior excavations of the rights-of-way or any emergency actions taken by the City.

**42.10 OCCUPY/EXCAVATION PERMIT FEE.**

- (1) Occupy/Excavation Permit Fee shall be established by the Department in an amount sufficient to recover the costs incurred by the City. This fee shall recover administrative and inspection costs, as well as degradation costs should the permittee choose to repair rather than restore the right-of-way. Payment of said fees shall be collected prior to issuance of the permit. However, the Director of Public Works may, with the advice and consent of the Common Council, establish a fee collection process from governmental agencies and private utilities in order to expedite the permitting system and recognize that certain excavations are deemed emergencies.
- (2) Waiving of Fees. Fees shall not be waived unless the work involved is a direct result of the Director of Public Work's demand that a structure owned by a utility be removed or relocated or unless waived by the Common Council on appeal.
- (3) Fee Schedule. **The minimum fee for each excavation or for constructing any building, pole or other structure shall be seventy five (\$75). Or if Plan Commission and/or Public Works Committee review is required under the Municipal Code, the fee is two hundred (\$200) for each request. An annual permit may also be requested for a fee of two hundred (\$200). An annual permit would cover minor or routine work done in the ROW and does not include work requiring Commission and/or Committee review.** Excavation permits for

utility work in new subdivisions and within the limits of public works projects, where the work is undertaken prior to the installation of pavement, shall only be charged the minimum fee. The fee for a permit issued after commencing work, except in cases of emergency as determined by the Engineer, shall be double the fees set forth herein, This permit fee shall be in addition to any forfeiture provided elsewhere in this ordinance.

- (4) For those permit applications which provide for a substantial undertaking of excavation within the public right-of-way attended by disruption of the general public and traffic, the Director of Public Works is authorized to assess the actual cost of the City employee's time engaged in the review and inspection of the anticipated work multiplied by a factor determined by the respective department to represent the City's cost for statutory expense, benefits, insurance, sick leave, holidays, vacation and similar benefits, overhead and supervision, said factor not to exceed 2.0, plus the cost of mileage reimbursed to City employees which is attributed to the work, plus all consultant fees associated with the work at the invoiced amount plus ten percent (10%) for administration.
- (5) City Exemption. The City and its contractors shall not pay degradation fees for excavations due to general government functions.
- (6) Permit fees paid for a permit that the Department has revoked are not refundable.

**42.11 RIGHT-OF-WAY REPAIR/RESTORATION.**

- (1) The Permittee shall be required to repair the public right-of-way to Department specifications, subject to inspection and acceptance by the Department, and to pay a degradation fee unless the Permittee elects to restore the right-of-way. In addition to repairing its own work, the Permittee must repair the general area of the work, and the surrounding areas, including the paving and its foundations, to the specifications of the Department. The Department shall inspect the area of the work and accept the work when it determines that proper repair has been made, per specifications of the Department.
- (2) Guarantees. The Permittee guarantees its work and shall maintain it for thirty-six (36) months following its completion. During this period it shall, upon notification from the Department, correct all work to the extent necessary, using the method required by the Department. Said work shall be completed within ten (10) calendar days of the receipt of the notice from the Department, not including days during which work cannot be done because of circumstances constituting force majeure.
- (3) Failure to Repair/Restore. If the Permittee fails to repair/restore the right-of-way in the manner and to the condition required by the Department, or fails to satisfactorily and timely complete all work required by the Department, the Department at Its option may do such work. In that event the Permittee shall pay to the City, within thirty (30) days of billing, the cost of repairing/restoring the right-of-way.
- (4) Degradation. The general formula for computing the degradation fee shall be the cost per square yard for street overlay and seal coat multiplied by the appropriate depreciation rate for that street multiplied by the area of the patch. The area of the patch shall be calculated by

adding one foot to each side of the actual street cut. Degradation fee schedule is available upon request from the Director of Public Works.

- (5) Restoration in Lieu of Repair and Degradation. The Permittee may elect to restore the excavation and surrounding pavement in lieu of repair and a degradation fee. The restoration shall be in accordance with the Standard Specifications for Public Works Construction and the plans and specifications of the Department.

#### **42.12 INSPECTION.**

- (1) Notice of Completion. When the work under any permit hereunder is begun and completed, the Permittee shall notify the Department.
- (2) Site Inspection. Permittee shall make the work site available to the Department and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of work.
- (3) Authority of Department. At the time of inspection, the City may order the immediate cessation of any work which poses a threat to the life, health safety or well-being of the public. The City may issue an order to the registrant or Permittee for any work that does not conform to the applicable City standards, conditions or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the registrant or Permittee shall present proof to the Department that the violation has been corrected. If such proof has not been presented within the required time, the Department may revoke the permit.

#### **42.13 ONGOING MANAGEMENT FEES.**

The cost of trimming trees around facilities is an ongoing cost to the City. The specific cost will be determined and a fee to offset those costs may be assessed in the future.

#### **42.14 COMPLIANCE WITH OTHER LAWS.**

Obtaining a permit to excavate and/or occupy the right-of-way does not relieve Permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by any other City, County, State, or Federal rules, laws or regulations. A permittee shall comply with all requirements of local, state and federal laws. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

#### **42.15 REVOCATIONS, SUSPENSIONS, REFUSALS TO ISSUE OR EXTEND PERMITS.**

- (1) The Department may refuse to issue a permit or may revoke, suspend or refuse to extend an existing permit if it finds any of the following grounds:
  - (A) The applicant or Permittee is required to be registered and has not done so;

- (B) Issuance of a permit for the requested date would interfere with an exhibition, celebration, festival or other event;
  - (C) Misrepresentation of any fact by the applicant or Permittee;
  - (D) Failure of the applicant or Permittee to maintain required bonds and/or insurance;
  - (E) Failure of the applicant or Permittee to complete work in a timely manner;
  - (F) The proposed activity is contrary to the public health, safety or welfare;
  - (G) The extent to which right-of-way space where the permit is sought is available;
  - (H) The competing demands for the particular space in the right-of-way;
  - (I) The availability of other locations in the right-of-way or in other rights-of-way for the facilities of the Permittee or applicant;
  - (J) The applicability of ordinances or other regulations of the right-of-way that affect location of facilities in the right-of-way;
- (2) Discretionary Issuance. The Department may issue a permit where issuance is necessary (a) to prevent substantial economic hardship to a customer of the Permittee or applicant, or (b) to allow such customer to materially improve its utility service, or (c) to allow the Permittee or applicant to comply with state or federal law or City ordinance or an order of a court or administrative agency.
- (3) Appeals. Any person aggrieved by a decision of the Department revoking, suspending, refusing to issue or refusing to extend a permit may file a request for review with the City Board. A request for review shall be filed within ten (10) days of the decision being appealed. Following a hearing, the City Board may affirm, reverse or modify the decision of the Department.

**42.16 WORK DONE WITHOUT A PERMIT.**

- (1) Emergency Situations. Each registrant shall immediately notify the City by verbal notice on an emergency phone number provided by the City of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Within two business days after the occurrence of the emergency the registrant shall apply for the necessary permits, pay the fees associated therewith and otherwise fully comply with the requirements of this Chapter.
- (2) If the City becomes aware of any emergency regarding a registrant's facilities, the Department may attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. The City may take whatever action it deems necessary to protect the public safety as a result of the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.
- (3) Non-Emergency Situations. Except in an emergency, any person who, without first having obtained the necessary permit, excavates a right-of-way must subsequently obtain a permit, and shall in addition to any penalties prescribed by ordinance, pay double the normal fee for said permit, pay double all the other fees required by this Chapter or other Chapters of the General

Ordinances of the City of Random Lake, deposit with the Department the fees necessary to correct any damage to the right-of-way and comply with all of the requirements of this Chapter.

**42.17 LOCATION OF FACILITIES.**

- (1) Undergrounding. Unless in conflict with state or federal law, except when existing aboveground facilities are used, the installation of new facilities and replacement of old facilities shall be done underground or contained within buildings or other structures in conformity with applicable codes.
- (2) Limitation of Space. The Department may prohibit or limit the placement of new or additional facilities within the right-of-way if there is insufficient space to accommodate all of the requests of persons to occupy and use the right-of-way. In making such decisions, the Department shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but may prohibit or limit the placement of new or additional facilities when required to protect the public, health, safety or welfare.

**42.18 RELOCATION OF FACILITIES.**

- (1) A registrant must, promptly and at its own expense, permanently remove and relocate its facilities in the right-of-way whenever the City, acting in its governmental capacity, requests such removal and relocation. If requested, the registrant shall restore the right-of-way.
- (2) Notwithstanding the foregoing, a person shall not be required to remove or relocate its facilities from any right-of-way which has been vacated in favor of a non-governmental entity unless and until the reasonable costs thereof are first paid to the person therefore.

**42.19 INTERFERENCE WITH OTHER FACILITIES DURING MUNICIPAL CONSTRUCTION.**

- (1) When the City performs work in the right-of-way and finds it necessary to maintain, support, shore or move the registrant's facilities, the City shall notify the local representative. The registrant shall meet with the City's representative within twenty-four (24) hours and coordinate the protection, maintenance, supporting and/or shoring of the registrant's facilities. The registrant shall accomplish the needed work within seventy-two (72) hours unless the City agrees to a longer period.
- (2) In the event that the registrant does not proceed to maintain, support, shore, or move its facilities, the City may arrange to do the work and bill the registrant, said bill to be paid within thirty (30) days.

**42.20 ABANDONED FACILITIES.**

- (1) Discontinued Operations. A registrant who has determined to discontinue its operations in the City must either:

- (A) Provide information satisfactory to the Department that the registrant’s obligations for its facilities under this Section have been lawfully assumed by another registrant; or
- (B) Submit to the Department a proposal and instruments for dedication of its facilities to the City. If a registrant proceeds under this clause, the Village may, at its option:
  - (1) Accept the dedication for all or a portion of the facilities; or
  - (2) Require the registrant, at its own expense, to remove the facilities in the right-of-way at ground or above ground level; or require the registrant to post a bond or provide payment sufficient to reimburse the City for reasonable anticipated costs to be incurred in removing the facilities. However, the registrant who has unusable and abandoned facilities in any right-of-way shall remove it from that right-of-way within two years, unless the Department waives this requirement.
- (2) Abandoned Facilities. Facilities of a registrant who fails to comply with this section, and which for two (2) years, remains unused shall be deemed to be abandoned. Abandoned facilities are deemed to be a nuisance. In addition, to any remedies or rights it has at law or in equity the City may are its option:
  - (A) Abate the nuisance,
  - (B) Take possession of the facilities, or
  - (C) Require removal of the facilities by the registrant, or the registrant’s successor in interest.
- (3) Public Utilities. This section shall not apply to a public utility, as defined by Section 196.01(5) Wis. Stats, that is required to follow the provision of Section 196.81, Wis. Stats.

**42.21 RESERVATION OF REGULATORY AND POLICE POWERS.**

The City, by the granting of a permit to excavate, obstruct and/or occupy the right-of-way, or by registering a person under this Chapter does not surrender or in any extent lose, waive, impair, or lessen the lawful powers and rights, which it has now or maybe hereafter granted to the City under the Constitution and statutes of the State of Wisconsin to regulate the use of the right-of-way by the permittee; and the permittee by its acceptance of a permit to excavate, obstruct and/or occupy the right-of-way or of registration under this Chapter agrees that all lawful powers and rights, regulatory powers, or police power, or otherwise as are or the same may be from time to time vested in or reserved to the City, shall be in full force and effect and subject to the regulatory and police powers of the City to adopt and enforce general ordinances necessary to the safety and welfare of the public and is deemed to agree to comply with all applicable general law, and ordinances enacted by the City pursuant to such powers.

**42.22 SEVERABILITY.**

If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**42.33 PENALTY.**

Any person who violates this ordinance or fails to comply with the provisions of this ordinance shall be subject to a forfeiture of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500). Each day such violation or failure to comply continues shall be considered a separate offense.

**STAFF REPORT**

**AGENDA ITEM:** III-B

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**To:** Mayor and City Council

**Prepared By:** Steve Zach, City Attorney and Stephen P. Compton, City Administrator

**Date of Meeting:** April 24, 2017 [Introduction – March 27, 2017]

**Subject:** Changing the number of Airport Commissioner from three to five. Ordinance 1840-17

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**BACKGROUND**

That the City Council review, discuss and consider changing the number of Airport Commissioners: Charter Ordinance No.1840-17, amending the Reedsburg Municipal Code.

**ANALYSIS**

By statute, the Airport Commissioners number of positions and term of office is set at three and for a period of six years by the current City Ordinance..

**1.106 AIRPORT COMMISSION**

- (1) The Airport Commission is created pursuant to Wis. Stat. sec. 114.11. The commission shall have three members. One of the commissioners shall be a member of the Common Council who shall serve so long as the person is a member of the council. Two of the commissioners shall be appointed by the mayor, subject to confirmation by the Common Council. The mayor shall designate the chair of the commission.
- (2) Authority. The commission shall have the complete and exclusive control and management over the airport owned by the City of Reedsburg, subject to the provisions of the Wisconsin statutes.

To amend this ordinance, a change to the City Ordinance will accomplish such revision. That process is as follows:

1. A 2/3 vote of the common council is required for passage;
2. The charter ordinance shall not be immediately effective but shall take effect no sooner than 60 days after its passage and publication;
3. The charter ordinance is subject to petition for referendum; and
4. If no petition is filed within the 60 days, the charter ordinance shall then become effective unless a later date is specified in the legislation.

As an alternative to council passage of the charter ordinance, the council may, by a majority vote, place the proposal before the voters in a referendum. Sec. 66.0101(7), Stats. sec. 66.0101,

An interoffice memorandum from Administrator Dave Waffle indicated in 1998 the City revised the number of Airport Commission and re-created the three-person commission with six-year terms. The Council also debated if the Airport Commission should continue to have members who live outside of the city limits but inside the school district. The City Council did not approve the change and two members terms ended and was replaced by new Commissions for a six year term.



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

## **FINANCIAL IMPACT**

There is no financial impact.

## **STAFF RECOMMENDATION**

On March 27, 2017 the Ordinance Committee approved the draft ordinance and the City Council received the introduction and set the public hearing for April 24, 2017. This action will change the Airport Commissioners from three (3) to five (5) with adjusted staggered appointment terms as other commissions.

Attachment:  
Ordinance 1840-17

### **Actions:**

Mar. 27, 2017: Staff Report: Introduction to Ordinance Committee

Mar. 27, 2017: Introduction 1<sup>st</sup> Reading, Setting Public Hearing Apr. 24, 2017 – City Council

Apr. 24, 2017: 2<sup>nd</sup> Reading, Public Hearing – City Council

60-day waiting period: Jun. 23, 2017. If no protest, enrolled as Active Charter Ordinance on June 24, 2017

ORDINANCE NO. 1840-17

**A CHARTER ORDINANCE AMENDMENT CHANGING THE  
NUMBER OF AIRPORT COMMISSIONERS FROM THREE TO FIVE**

The Common Council of the City of Reedsburg, Sauk County, do hereby ordain as follows:

SECTION 1: PURPOSE:

The purpose of this Amendment to City of Reedsburg Code § 1.106 is to increase the number of Commissioners on the Airport Commission from three (3) to five (5), to bring it in compliance with state law, and to provide for staggered terms.

SECTION II: PROVISIONS AMENDED:

City of Reedsburg Code section 1.106 is amended by this Ordinance.

SECTION III: PROVISIONS AS AMENDED:

City of Reedsburg Code Section 1.106 is amended to read:

**1.104 1.106 AIRPORT COMMISSION**

- (3) The Airport Commission is created pursuant to Wis. Stat. § 114.14. The Commission shall have ~~three~~ **five (5)** members. ~~Two (2)~~ **One** of the Commissioners shall be members of the Common Council who shall serve for the duration of their respective Common Council term. . ~~Three~~ **Two** of the Commissioners shall be appointed by the Mayor to staggered terms. Their term shall be three years subject to a shorter period of appointment if necessary to establish the staggered terms. The Commission shall elect its Chair and a Secretary..

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 IV: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE:

This is a Charter Ordinance and shall take effect sixty (60) days after its passage and publication, unless within sixty (60) days a referendum petition shall be filed as provided in Section 66.0101, Wis. Stats., in which even this Ordinance will not take effect unless submitted to a referendum and approved by a majority of the electors voting thereon.



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www.reedsburgwi.gov

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 1.

Dated this 24th day of April, 2017.

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

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

INTRODUCED:  
PUBLISHED:  
PASSED:

CITY OF WISCONSIN     )  
COUNTY OF SAUK        )

I hereby certify that the foregoing ordinance is a true, correct and complete copy of an ordinance duly and regularly passed by the Common Council of the City of Reedsburg on the 24<sup>th</sup> day of April, 2017 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 24<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
City Clerk - Treasurer



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## STAFF REPORT

AGENDA ITEM: III-C

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**To:** Mayor and Common Council  
**Prepared By:** Steven Zibell, Public Works  
**Through:** Stephen P. Compton, City Administrator  
**Date of Meeting:** April 24, 2017

**Subject: WWTP Blower Project Bids**

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### BACKGROUND AND REQUEST

Blower Project bids.

\$1,600,000 was budgeted for this project in account 20-527000-04

### ANALYSIS

Bid opening was on 4/06/17 and the low bid (\$1,768,549) from Wapasha Construction Company was recommended. See attached bid tab and recommendation letter from Town and Country Engineering.

We plan on using cash on hand for this project in 2017. We are planning on taking a cleanwater fund loan to reimburse our cash but we wouldn't close until February of 2018. We also have an opportunity to receive more principal forgiveness if we wait until 2018 to close. We are currently working with the DNR, our auditors and financial consultant to determine what are best options are.

### STAFF RECOMMENDATION

Public Works Committee and staff recommend approval and award of the contract to Wapasha Construction Company.

Attachment:  
Bid Tab, Recommendation Letter.

Project: 2017 Wastewater Improvements – WWTP Aeration Upgrade; City Of Reedsburg  
 Engineer's Project No RD 35 Bid Deadline: April 6, 2017 at 2:00 A.M. local time

Contractor's Name:	Wapasha Construction Co., Inc. Winona, WI	Staab Construction Corp Marshfield, WI
Base Bid Price (lump sum)	\$1,498,000.00	\$1,496,201.00
Allowance Total (Spec Section 01020)	\$224,999.00	\$224,999.00
Supplemental Bid Items (Schedule B total)	\$45,550.00	\$51,800.00
<b>TOTAL</b>	<b>\$1,768,549.00</b>	<b>\$1,773,000.00</b>

**Schedule A - Equipment Bid Items**

Spec No.	EQUIPMENT ITEM	Base Bid Manuf/Sup	Engineer Designated		Optional Alternate		Engineer Designated		Optional Alternate	
			Manuf/Sup	Amount	Manuf/Sup	Amount	Manuf/Sup	Amount	Manuf/Sup	Amount
16480/16481	MCC/VFD	Allen Bradley	Cutler-Hammer	n/a		n/a	Cutler-Hammer	n/a		n/a
16900	System Integrator	L.W. Allen	IPS, Automatic Systems	n/a		n/a	IPS, Automatic Systems	n/a		n/a

**Schedule B - Supplemental Bid Items**

Item	Description	Unit	Quantity	Unit Price	Cost	Unit Price	Cost
B-1	Structural Excavation	CY	250	\$11.00	\$2,750.00	\$34.00	\$8,500.00
B-2	Trench Excavation	CY	200	\$11.00	\$2,200.00	\$40.00	\$8,000.00
B-3	Structural Fill	CY	100	\$23.00	\$2,300.00	\$25.00	\$2,500.00
B-4	Breaker Run	CY	50	\$26.00	\$1,300.00	\$36.60	\$1,830.00
B-5	Reinforced Concrete	CY	20	\$320.00	\$6,400.00	\$450.00	\$9,000.00
B-6	Asphalt Pavement	SY	400	\$36.50	\$14,600.00	\$32.00	\$12,800.00
B-7	Helical Pier H1 Installation	VF	20	\$31.00	\$620.00	\$33.00	\$660.00
B-8	Helical Pier H2 Installation	VF	180	\$26.00	\$4,680.00	\$27.00	\$4,860.00
B-9	Helical Pier H3 Installation	VF	100	\$107.00	\$10,700.00	\$36.50	\$3,650.00
<b>Schedule B Bid Totals</b>					\$45,550.00		\$51,800.00

**Schedule C - Subcontractor Listing**

Subcontracted Work	Company Name	Company Name
Site Work	TJ's Excavating	Staab Construction
Concrete	Wapasha Construction	Staab Construction
Process Piping	TJ's Excavating	Staab Construction
Plumbing		
Electrical	E-Con	E-Con \$482,000
HVAC	Pointon	Pointon - \$25,000

**Schedule D - Helical Pier Information**

Helical Pier Subcontractor		Midwest Drilled Foundry
Total Cost for All Installed Piers	\$46,215.00	\$45,000.00
Pier Type H1 – 5T Capacity		
Pier Diameter (inches)	2 7/8 round shaft	2 7/8 round shaft
Depth of Each Pier (Feet)	30' - 0"	30' - 0"
Pier Type H2 – 10T Capacity		
Pier Diameter (inches)	2 7/8 round shaft	2 7/8 round shaft
Depth of Each Pier (Feet)	40' - 0"	40' - 0"
Pier Type H3 – 15T Capacity		
Pier Diameter (inches)	3½	3½ round shaft
Depth of Each Pier (Feet)	50' - 0"	50' - 0"

April 10, 2017

City of Reedsburg  
134 S. Locust Street  
Reedsburg, WI 553959

Attention: Mr. Steve Zibell

Subject: Analysis of Bids and Recommendation for Award  
Reedsburg WWTP Aeration Upgrade  
Bid Deadline: April 6, 2017, 2:00 p.m.

Dear Mr. Zibell:

The purpose of this letter is to summarize the bid results that were received during the bid opening for the proposed aeration upgrade at the wastewater treatment facility, and to provide support information to be used for selecting the lowest, responsive bidder for the project. Project work includes the construction of a new process building, modifications to existing wastewater and aeration piping, electrical power distribution and process controls upgrade.

Only two bid submittals were received after five general contractors had taken out plans and specifications for the proposed work. A total of thirty-five sets of plans and specifications were distributed for the bid. A tabulation of the bids is attached and a summary is presented below.

<b>Contractor</b>	<b>Total Base Bid</b>	<b>Difference</b>
Wapasha Construction Company Winona, MN	\$1,768,549	
Staab Construction Corporation Marshfield, WI	\$1,773,000	0.25%

A pre-bid cost estimate completed in September 2016 showed that the base bid cost for the project should have been expected to be about \$1,616,000, but additional work was added to the project after the date that estimate was made. In addition we've seen an escalation in construction costs for other projects of this type over the past year that also most likely factored into the higher bid costs.

Each of the two contractors submitting a bid provided the necessary documentation required by the instruction to bidders including a completed and signed bid proposal form, a statement of qualifications, and a bid bond.

The two bids were very close in cost, a separation of only \$4,451, which seems to indicate that the plans and specifications were clear and bidders were bidding on the same recognized work. There were no deducts offered for equipment alternatives by either bidder on the bid proposal form, therefore this does not factor into the bid evaluation. Each bidding contractor is utilizing the services of Midwest Drilled Foundations for installation of the pier foundation for the building therefore neither has a distinct advantage with regards to this specialized work.

Both of the bidding contractors are considered qualified contractors with adequate experience with project similar in scope to that proposed for the Reedsburg facility. The low base bid was received from Wapasha Construction Company from Winona, Minnesota, a company that completed the most recent upgrade at the Reedsburg wastewater treatment facility back in 2014.

From Town & Country's recent experience with Wapasha Construction Company, Inc. on other projects we feel they have the requisite capacity to competently undertake and complete the project. Because they are the low, responsive bidding contractor, I recommend that the bid be awarded to them for the total contract cost of \$1,768,549 that will include the listed allowance items and the supplemental bid items of Schedule B.

If you have any questions, please feel free to contact me.

Very truly yours,  
TOWN & COUNTRY ENGINEERING, INC.

Michael K. Cullen, P.E.  
Principal



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## STAFF REPORT

AGENDA ITEM: III-D

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**To:** Mayor and Common Council  
**Prepared By:** Steven Zibell, Public Works  
**Through:** Stephen P. Compton, City Administrator  
**Date of Meeting:** April 24, 2017

**Subject: Contract with E3 Lighting**

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### BACKGROUND AND REQUEST

I have been working with E3 lighting that we did a project with two years ago about changing over more of our lights to LED. They have done an inventory and looked at all of our buildings. I did mention we didn't plan on this project so we would need approvals before moving forward.

\$25,000 non-budgeted.

Possibly use money budgeted for the Fire Department Roof.

Account 75-517100-03 has \$200,000 for roof. Should have approximately \$90,000 in excess.

### ANALYSIS

See attachments from E3. As stated above if we want to do this project I would recommend using funds from our Capital Improvement Fund. This is a turnkey contract similar to what we did with them two years ago. E3 will take care of the contracts and all the grant applications.

### STAFF RECOMMENDATION

Public Works Committee and staff recommend approval and award of contract to E3.

Attachment:  
E3 Attachements

# Proposal

3/29/2017



WI: 608-637-2499  
MN: 612-888-9599

504 C East Decker Street  
Viroqua, WI 54665

e3lighting.com

your LED expert

Prepared For: **City of Reedsburg**

Sites: **Library, Fire Station, Police Station, Streets Shop.**

Contact: **Steve Zibell**  
**608-415-0445**

## PROJECT SUMMARY

The proposed LED solutions are designed to last up to 80,000 hours and up to a 10 year parts warranty and a 1 year full labor warranty (see project details below). With E3's LED solutions the light output will be the same or better than the existing technologies while providing a **50%** reduction in usage.

## GOALS & BENEFITS

- E3's Turn Key LED retro-fit service includes: Guaranteed and prepaid incentives, energy analysis, product selection and installation, lamp and ballast recycling, with financing options.
- Premium lighting provides a reliable, clean, and safe environment for your customers and employees.
- Strong ROI: Significantly reduces operating expenses.

## INVESTMENT SUMMARY

—Net Project Cost*	<b>\$24,716</b>	\$200,000.00
—Return On Investment (10 Year)	<b>717%</b>	\$150,000.00
—IRR	<b>73.9%</b>	\$100,000.00
—Simple Payback (years)	<b>1.45</b>	\$50,000.00
—Total Savings (NPV, 5% discount)	<b>\$153,271</b>	\$0.00
- Energy (10 Year)	<b>\$98,908</b>	-\$50,000.00
- Replacement Costs (10 Year)	<b>\$54,363</b>	
—First year total savings:	<b>\$17,100</b>	
- Energy	<b>\$11,035</b>	
- Replacement Costs	<b>\$6,065</b>	

### Total Savings



**6 month Cost of Wait \$8,550**

## Cashflows if project is financed

### Projected Cash Flow (assumes 0% down payment)

Rate	Term	Annual Savings	Annual Payments	Annual Cash Flow	Energy Only Annual Cash Flow
4.00%	3 year	\$18,146	\$8,757	\$9,390	\$2,953
4.00%	5 year	\$18,702	\$5,462	\$13,239	\$6,606
4.00%	7 year	\$19,279	\$4,054	\$15,225	\$8,387
4.00%	10 year	\$20,191	\$3,003	\$17,188	\$10,027

\* Incentives are valid if project is installed before Dec 20, 2017

3/29/2017



PROJECT DETAILS				Warranty (Years)	
Quantity	Location	Description	Proposed	Labor	Product
148	Library, Throughout	3L T-8 (4 are dimmable)	ESL-TiK-24-P-44W-2L-F40	1	10
31	Library, Throughout	2' 3L T-8	ESL-T8-2-F40-DQC1-10W-3L	1	10
10	Library, Throughout	2' 3L 2G11	ESL-T8-2-F40-DQC1-10W-3L	1	10
23	Library, Throughout	8" Recessed Can	ESL-CCR-R8-25W-140	1	7
3	Library, Throughout	4' 2L T-8	ESL-Ti-4-S-15W-2L-F40	1	10
3	Library, Throughout	4' 2L T-8	ESL-Ti-4-S-15W-1L-F40	1	10
4	Library, Throughout	4L 32w PL Chandelier	4L ESL-A21-16W-340 w/adapter	1	5
20	Library, Throughout	42w Mogule CFL Uplight	ESL-CL-28W-240M	1	5
1	Library, Entry Cabinet	3L 2' T12	ESL-T8-6-F40-DQC1-30W-1L	1	10
4	Fire Station Offices et	4L T-12 to 2L tLED	ESL-Ti-4-P-22W-2L-F40	1	10
62	Fire Station Offices et	4' 2L T-8 to 2L tLED	ESL-Ti-4-P-13W-2L-F40	1	10
5	Fire Station Offices et	4' 2L T-8 to 1L tLED	ESL-Ti-4-P-22W-1L-F40	1	10
19	Fire Station Offices et	2L 60w A19	ESL-A19-9.5W-240	1	5
4	Police Station, Ext. Sc	1L 2G11 40w	ESL-2G11-17-F40-DQC1-15W-1L	1	5
16	Police Station, Ext. 8"	50w HPS	ESL-CCR-R8-25W-150	1	5
7	Police Station, Ext. Po	400w HPS	ESL-MUR-120W-350	1	10
2	Police Station, Ext. Fla	70w HPS	E-GL4S03C2 w slipfitter	1	5
1	Police Station, Int. Ch	6L 2G11 40w	ESL-2G11-22-F40-DQC1-15W-1L	1	5
24	Police Station, Int. 8"	2L 26w PL	ESL-CCR-R8-25W-150	1	5
2	Police Station, Int. Scd	1L 32w PL Sconce	ESL-PL-9W-40-G24Q	1	10
43	Police Interior	4' 2L T-8 Troffer	ESL-Ti-4-P-13W-2L-F40	1	10
10	Police Interior	4' 3L T-8 Bi Level	ESL-Ti-4-S-13W-3L-F40 Bi Level	1	10
17	Police Interior	4' 3L T-8 Dimmable	ESL-Ti-4-S-13W-3L-F40 Dimmabl	1	10
49	Police Interior	4' 3L T-8	ESL-Ti-4-S-13W-3L-F40 Bi Level	1	10
6	Police Interior Bath	6" Recessed Can 75w	ESL-CCR-R56-15W-140	1	5
4	Police Interior Bath	2' 1L T8	ESL-T8-2-F40-DQC1-10W-1L	1	10
4	Police Interior	2' 2L T8	ESL-T8-2-F40-DQC1-10W-2L	1	10
8	Police Interior	4' 1L T8	ESL-Ti-4-S-13W-1L-F40	1	10
9	Streets Shop	4L 4' T5	ESL-TiHO-K24-P-120W-4L-F50	1	10
12	Streets Shop	6L T8 Highbay	ESL-TiHO-4-P-30W-4L-F40	1	10
2	Streets Shop	4' 4L T-12	ESL-Ti-4-S-15W-2L-F40	1	10
10	Streets Shop	4' 2L T-12	ESL-Ti-4-S-15W-2L-F40	1	10
9	Streets Shop	2L 8' T12	ESL-TiHO-4-P-30W-2L-F50	1	10
9	Streets Shop	4L 4' T8	ESL-Ti-K24-P-60W-4L-F50	1	10

**PROPOSAL TOTALS**

Total Project Cost*	\$69,710.93
Focus on Energy Incentive*	-\$10,836.48
Utility Bonus Incentive	-\$9,158.48
SEO Grant	-\$25,000.00

Proposed Cost after Incentives	\$24,715.96	Reduction in Cost	<b>65%</b>
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30% of your out of pocket due prior to start of project \$17,662.33

Owner's Rep Signature: \_\_\_\_\_

Owner's Rep Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

E3 Coalition Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* This Proposal assumes there are no pre-existing electrical issues.

\*Product warranties are set by the manufacturers.

\*e3 progress bills on a monthly basis.

\* Incentives are valid if project is installed before Dec 20, 2017

**STAFF REPORT**

**AGENDA ITEM:** III-E

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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:** April 24, 2017

**Subject: Viking Apartments amended Development Agreement**

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**BACKGROUND AND REQUEST**

The property was approved for annexation and rezoning to R-3 in 2016. The Plan Commission approved their site plan in August 2016 with a condition of an approved CSM to address easements and streets. The proposed CSM and development agreement were approved by Council on 3/13/17.

**ANALYSIS (UPDATED)**

The previously approved agreement was requested to be amended by the developer. The changes, which do not change the substance of the agreement, include a resolution and recording with the Register of Deeds once the public improvements are completed. The developer will also provide a 20% letter of credit for the one year time period following the installation of the improvements.

- Provide extension of Cottontail Ln (Street A) to the west for a second access point to the property.
- Provide a stub and right-of-way on the east side for snowplowing and a future street.
- Developer and City will install the street, curb and gutter. Developer will pay up to \$105,000 with the remainder to be assessed to the south side lot along Street A, labeled on the CSM as Lot 2.
- Utility easements have been verified by RUC.

**FINANCIAL IMPACT**

Costs to install streets gutter, and sidewalk will be reimbursed through billing the developer and assessing the adjacent lot on the south side of Street A.

**STAFF RECOMMENDATION**

The Plan Commission recommends approval. Attorney Joe Hasler and DPW Steve Zibell have also reviewed and approved the changes.

**CC:** Amended development agreement

## Development Agreement

This Agreement is by and between the following parties:

- The City of Reedsburg, a Wisconsin Municipal Corporation (City)
- Premier Reedsburg, LLC, a Wisconsin Limited Liability Company (Premier)

### RECITALS

- A. Premier is under contract to acquire certain real estate in the City of Reedsburg, Sauk County, Wisconsin as described in Exhibit A attached; i.e. Lot One (1) of proposed Sauk County Certified Survey Map (Lot 1).
- B. Premier intends to acquire Lot 1 and to develop the property as a 72 unit multi-family apartment complex consisting of six (6), twelve (12) unit buildings with improvements (the project).
- C. Attached as Exhibit B is the development plan for the Premier project to be known as Viking Drive Estates.
- D. This Agreement delineates the respective rights and responsibilities of the parties in connection with the project.

### AGREEMENT

1. Premier. Premier shall:
  - (a) Obtain at its cost professional engineering services from a firm approved by the City, which approval shall not be unreasonably withheld or delayed, for the design, construction, inspection and engineering oversight ("Engineering Services") of the construction of the sanitary sewer, water main, storm sewer, and roadway improvements, including sidewalks, curb and gutter, to serve the project within the public right-of-

ways and easements ("Public Improvements") within the areas as shown on Exhibit B. Plans and specifications for the Public Improvements shall be submitted to and approved by the City Engineer before any construction of the Public Improvements is commenced.

- (b) Allow City personnel access to the construction site for periodic and final inspection and oversight of water main and sanitary sewer testing.
- (c) Satisfy all obligations to the City required by the Parks and Recreation Committee before any construction of the Public Improvements is commenced, including the payment of the Park Fee which shall not exceed the sum of \$400.00 per unit. The Park Fee shall be due and payable at the time of the issuance of a building permit for each building contemplated under this Agreement.
- (d) Pay the appropriate water impact (\$663 per 5/8" or 3/4" meter) and sewer connection fees (\$4,000.00 per building) at the time of a building permit application.
- (e) Provide a surety bond or letter of credit to the City for a period of one year after completion of construction in the amount of twenty percent (20%) of the estimated cost of the Public Improvements to guarantee workmanship and materials of construction and to save the City harmless from any cost to repair or replace the improvements. This must be provided to the City before any construction of the Public Improvements is commenced.
- (f) Indemnify and hold harmless the City against all liabilities, claims and demands including defense costs for personal injury or property damage

arising out of or caused by any act or omission of the Premier, its contractors, subcontractors, agents or employees, or arising in or about the project at any time from the date of this Agreement until final completion of construction. The Premier shall use proper care in the performance of its work so as not to cause damage to any adjacent property, and the Premier shall indemnify and hold the City harmless from any liabilities, claims or demands for damage to such adjoining or adjacent property during construction and one year after completion.

- (g) Require all contractors engaged in construction of Public Improvements to indemnify the City and provide insurance coverage's and liability limits that are established by the City. The Premier shall also require contractors engaged in the construction of this development to maintain a current certificate of insurance on file with the City Clerk.
- (h) Obtain and comply with all applicable government permits including, without limitation, excavation, construction site erosion control and storm water discharge
- (i) Supply to the City a final set of as-built plans along with water main and sanitary sewer test results within 30 days after completion of construction.
- (j) Comply with all requirements of the Reedsburg Utility Company commencing before and after the construction and maintenance of the public infrastructure improvements.

3. Streets/Curbs & Gutter.

- (a) Proposed Street A shall be designed 40 feet back of curb to back of curb with 24" curb & gutter. Premier shall, at Premier's sole cost and expense, build the street up to top of gravel grade (12" minimum of crushed aggregate base course) with all underground improvements necessary. All survey staking shall be the responsibility of the Premier, including curb and gutter 3' offset stakes. Premier will be responsible for landscaping the North side of the street and the City will landscape the South side. This work shall be completed by August 1, 2017, provided that the City shall have completed the construction of Proposed Street A by November 17, 2017. In the event that the City has not completed the construction of Proposed Street A by November 17, 2017, the landscaping to be completed within a reasonable time, weather permitting, of the City's completion of Proposed Street A.
- (b) Proposed Street B shall be designed 40 feet back of the curb to back of curb with 24" curb and gutter. Premier shall build the street up to top of gravel grade (12" minimum of crushed aggregate base course) with all underground improvements necessary. All survey staking shall be the responsibility of the Premier including curb and gutter 3' offset stakes. Proposed Street B may be designed with a short stub going east, enough for emergency vehicles to turn around and snow storage. The Premier will be responsible for landscaping on the West and North side of the street and the City will landscape the East and South side. This work shall be completed by August 1, 2017 provided that the City shall have completed the construction of Proposed Street B by November 17, 2017.

In the event that the City has not completed the construction of Proposed Street B by November 17, 2017, the landscaping to be completed by the Premier shall be completed within a reasonable time, weather permitting, of the City's completion of Proposed Street B.

- (c) The City will install 24" curb & gutter along with 3.5" of asphalt for Proposed Street A at a cost not to exceed \$30,500.00. Premier will be assessed an amount equal to 50% of the cost of the curb, gutter and asphalt for Proposed Street A, not to exceed \$15,250.00, which assessment will be billed and payable by Premier within Ninety (90) days of Premier's receipt of an invoice from the City. In the event that the City's costs for the curb & gutter for Proposed Street A exceed \$30,500.00, the City shall be solely responsible for all excess costs.
- (d) The City will install 24" curb & gutter along with 3.5" of asphalt for Proposed Street B at a cost not to exceed \$9,700.00. Premier will be assessed an amount equal to the cost of the curb, gutter and asphalt for Proposed Street B, not to exceed \$9,70.00, which assessment will be billed and payable by Premier within Ninety (90) days of Premier's receipt of an invoice from the City. In the event that the City's costs for the curb & gutter for Proposed Street B exceeds \$9,700.00, the City shall be solely responsible for all excess costs.

- 4. Sanitary Sewer/Water/Storm Water /Sidewalks. The Premier shall install at its expense and provide to the City the following:

- (a) A 20-foot sanitary sewer easement from Cottontail Lane to the north property line of Lot 1 and install an 8" sanitary sewer to the property line.
- (b) State approved detention and infiltration of storm water runoff according to the City Stormwater Ordinance.
- (c) An 8" watermain loop per Reedsburg Utility specifications through Proposed Street A west and connect to an existing watermain along the west side of C.T.H. "H" Viking Drive. As shown on Exhibit A.
- (d) Sidewalk shall be installed along the north side of Proposed Street A and connect the existing sidewalk along the northwest corner of Lot 17 of Heritage Valley Subdivision. Sidewalk shall be installed along the west side of Retzlaff Drive extended from Lot 12 of Heritage Valley Subdivision. Sidewalk along the north side of the Proposed Street B right-of-way should be installed if lands to the east are developed. Sidewalks may be installed after the project is completed but must be completed within five (5) years. This is a continuing responsibility and obligation of Premier and, if not fulfilled, will be a special assessment against the project property. The sidewalk shall be installed consistent with City specifications.

5. City. Reedsburg shall:

- (a) Review and approve construction plans for the Public Improvements.
- (b) Perform periodic inspection of the installation of the public improvements during construction and final inspection upon completion of construction and request by the Premier as provided below.

- (c) Provide oversight of water main and sewer main testing done by the Premier.
- (d) The City recognizes and acknowledges that the Development will be an active construction site. The City will indemnify and hold Premier harmless from any and all activities of the City, its agents and employees, arising from or related to the City's periodic and final inspection and oversight of the water main and sanitary sewer testing.

6. General Provisions.

(a) The Developer shall, upon completion of all of the public improvements, unconditionally, and without charge to the City, grant, convey and fully dedicate the same to the City, its successors and assigns, forever, free and clear of all liens and encumbrances whatsoever, together with (without limitation because of enumeration) all land, mains, conduits, pipes, lines, plant machinery, equipment, appurtenance which may in any way be a part of or pertain to such public improvements, together with any and all necessary easements for access thereto. The purpose of this Section is to dedicate Liberty Avenue and public utilities.

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(b) Following completion of all of the public improvements and the tender of the dedication by the Developer, the City Engineer shall forthwith report completion of the improvements to the Public Works Committee and Common Council. If the City Engineer reports the public improvements to be acceptable, the City may thereupon accept such dedication of the public improvements. The City Clerk shall provide Developer with a certified copy of the Common Council resolution(s) accepting said public improvements hereunder which the Developer

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~~may record with the Sauk, Washington County Register of Deeds to evidence  
Developer's compliance with this Agreement.~~

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~~(c) The City shall have the right to connect or integrate other utility facilities with  
the facilities provided for hereunder, without payment or award to, or consent of  
Developer.~~

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~~(d) The Developer agrees to guarantee all public improvements installed by  
the Developer against defects in materials or workmanship which appear within a  
period of one year from the date of acceptance by the City and shall pay for any  
damages resulting therefrom to City property. Prior to their acceptance by  
the City, and for a period of one year thereafter, the Developer shall be responsible  
to repair or replace all public improvements and facilities installed by the  
Developer, and appurtenances thereof, which the City Engineer reasonably  
determines to be defective.~~

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~~Upon the acceptance by the City of the public improvements, the Developer shall  
provide the City a letter of credit (the "Letter of Credit") to guaranty the  
replacement or repair of the public improvements in an amount equal to  
\$ \_\_\_\_\_ (20% of the cost of the public improvements, which cost is  
believed to be \$105,000.00). The City shall promptly notify the Developer of any  
public improvements or appurtenances related thereto which the City Engineer  
reasonably determines to be defective. In the event that the Developer fails to  
promptly undertake and complete the necessary repairs, the City may draw on  
this letter of credit to complete the repairs that are not completed by the  
Developer. The Letter of Credit shall be maintained by the Developer for a~~

period of one-year after the acceptance by the City of the public improvements. At the end of the one-year period, the City shall promptly return the Letter of Credit to the Developer or as directed by the Developer.

~~(a) — Not earlier than one year after completion of construction and the submission of the required test results and as-built plans to the City — Engineer, Premier shall request in writing that the public — improvements be finally inspected by the City and transferred to the City — for its perpetual ownership and maintenance. Said request will include written lien waivers from all persons and entities providing materials or labor for the design, construction and testing of the Public Improvements. The City Engineer will notify Premier in writing within 21 days after~~

~~receipt of Premier's if the City accepts the public improvements or if there are reasons why it cannot accept the improvements at that time. Premier shall remedy the reasons for rejection within 60 days and provide the City with written verification that the reasons for rejection have been remedied. Should Premier fail for whatever reason to apply to the City for acceptance of the public improvements as provided herein, the City may, not sooner than two years after completion of construction of the Public Improvements, notify Premier in writing that it is assuming ownership and maintenance of said Public Improvements and Premier waives any right to claim ownership after the date of said written notice.~~

~~(e)~~ (b) The rights and obligations contained in this document are non-assignable without written approval of both parties.

- (f) This Agreement represents the complete agreement of the parties and may be amended only by a writing signed by both parties.
- (g) In the event that any single term of this document is found to be illegal or unenforceable, the remaining terms of the document shall be given full force and effect by the court.
- (h) The terms and conditions of this Agreement shall be governed by the laws of the State of Wisconsin and in the event of a dispute, venue shall lie for all parties in Sauk County Circuit Court.
- (i) Notwithstanding anything aforesaid to the contrary, the obligations of Premier hereunder are conditions upon Premier's acquisition of Lot 1. In the event that Premier shall not acquire Lot 1, this Agreement shall terminate and shall be of no further force or effect.

\*The remainder of this page is intentionally left blank.\*

**City of Reedsburg**

Dated: \_\_\_\_\_

\_\_\_\_\_

By: David Estes, Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Jacob Crosetto, Clerk/ Treasurer

**Premier Reedsburg, LLC**

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Calvin M. Akin, Sole Member

Field Code Changed



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

**STAFF REPORT**

**AGENDA ITEM:** IV - A

**To:** Mayor and Common Council

**Prepared By:** Jacob Crosetto, City Clerk-Treasurer

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

**Date of Meeting:**

**Subject:** 2017 25% Budget – First Quarter Report (Jan. to Mar. 2017)

**BACKGROUND:**

The purpose of this report is to provide the City Council with a status of the FY 2017 Operating Budget at the 25% 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.

**FY 2017 25% BUDGET STATUS:**

The 2017 Budget Performance Report is a report covering a three month period from January 1, 2017 to end of March 2017. Revenues are tracking higher than budgeted and actual expenses typically occur lower than budgeted. Most of this is because the city collects the majority of the tax levy within the first 3 months of the year. Operating Revenue from economically sensitive sources such as property tax levy's and intergovernmental funds indicate the economy continues in a positive direction. In addition, increased activity regulation and compliance have led to higher revenues than projected. Staff continues to monitor all of these revenue sources on a regular basis to ensure that projections are valid for the budgeted fiscal year.

**General Fund Revenue Table:**

General Funds	2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
General Fund Revenue					
Taxes	\$ 4,035,732.41	\$ 1,008,933.10	\$ 10,986,732.01	\$ 9,977,798.91	
Intergovernmental Revenues	\$ 1,320,358.00	\$ 126,710.00	\$ 168,012.38	\$ 41,302.38	
Regulation and Compliance	\$ 382,910.00	\$ 95,727.50	\$ 133,739.63	\$ 38,012.13	
Public Charges for Services	\$ 132,510.00	\$ 33,127.50	\$ 10,875.00	\$ (22,252.50)	
Intergovernmental Charges	\$ 83,950.00	\$ 20,987.50	\$ 21,922.00	\$ 934.50	
Public Improvement Revenues	\$ 5,800.00	\$ 1,450.00	\$ 1,865.00	\$ 415.00	
Other General Revenues	\$ 35,048.00	\$ 8,762.00	\$ 48,778.80	\$ 40,016.80	
Commercial Revenues	\$ 36,195.40	\$ 9,048.85	\$ 4,899.56	\$ (4,149.29)	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 6,032,503.81</b>	<b>\$ 1,304,746.45</b>	<b>\$ 11,376,824.38</b>	<b>\$ 10,072,077.93</b>	<b>188.59%</b>

As you can see, the tax section is highlighted. This is currently the total amount of tax collections (personal property and real estate) for the year. The number is closer to \$3MM for general property. These funds are being reviewed by the Clerk-Treasurer to be journaled to the correct revenue sources. We expect to be receiving the majority of the of the first quarter payments for State and County in the next two weeks.



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**General Fund Expense Table:**

General Fund Expense					
General Government	\$ 1,180,418.36	\$ 295,104.59	\$ 395,658.52	\$ (100,553.93)	
Public Safety	\$ 3,083,258.26	\$ 770,814.57	\$ 675,105.38	\$ 95,709.18	
Health and Social Services	\$ 150.00	\$ 37.50	\$ -	\$ 37.50	
Public Works	\$ 1,100,552.96	\$ 275,138.24	\$ 301,485.24	\$ (26,347.00)	
Leisure Activities	\$ 534,517.69	\$ 133,629.42	\$ 83,973.61	\$ 49,655.81	
Conservation and Development	\$ 182,606.52	\$ 45,651.63	\$ 38,237.42	\$ 7,414.21	
Public Service Enterprises	\$ 20,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	
Misc. Expenses	\$ 6,000.00	\$ 1,500.00	\$ 228.44	\$ 1,271.56	
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>\$ 6,107,503.79</b>	<b>\$ 1,526,875.95</b>	<b>\$ 1,494,688.61</b>	<b>\$ 32,187.34</b>	<b>24.47%</b>

Actual expenses to budgeted expenses are running slightly under budget of the 25% mark for the general fund as a whole. The City Clerk-Treasurer and City Administrator slight changes with the mid-year budget review in the coming months. The Clerk-Treasurer continues to work on the Cost Allocation Plan (CAP) to look for additional savings.

**Enterprise Fund Revenue and Expense Table:**

Enterprise Funds		2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
<b>Enterprise Fund Revenue</b>						
20	Waste Water	\$ 3,037,000.00	\$ 759,250.00	\$ 785,493.22	\$ (26,243.22)	
21	Solid Waste	\$ 402,500.00	\$ 100,625.00	\$ 2,063.50	\$ 98,561.50	
23	Storm Water	\$ 525,000.00	\$ 131,250.00	\$ 131,247.29	\$ 2.71	
41	Taxi Cab	\$ 203,000.00	\$ 50,750.00	\$ 15,775.00	\$ 34,975.00	
42	Airport	\$ 134,605.72	\$ 33,651.43	\$ 9,759.75	\$ 23,891.68	
<b>TOTAL ENTERPRISE FUND REVENUE</b>		<b>\$ 4,302,105.72</b>	<b>\$ 1,075,526.43</b>	<b>\$ 944,338.76</b>	<b>131,187.67</b>	<b>21.95%</b>
<b>Enterprise Fund Expense</b>						
20	Waste Water	\$ 6,272,501.64	\$ 1,568,125.41	\$ 360,441.95	\$ 1,207,683.46	
21	Solid Waste	\$ 402,500.00	\$ 100,625.00	\$ 92,791.19	\$ 7,833.81	
23	Storm Water	\$ 665,000.00	\$ 166,250.00	\$ 54,969.14	\$ 111,280.86	
41	Taxi Cab	\$ 204,350.00	\$ 51,087.50	\$ 27,229.69	\$ 23,857.81	
42	Airport	\$ 130,374.74	\$ 32,593.69	\$ 42,774.61	\$ (10,180.93)	
<b>TOTAL ENTERPRISE FUND EXPENSE</b>		<b>\$ 7,674,726.38</b>	<b>\$ 1,918,681.60</b>	<b>\$ 578,206.58</b>	<b>1,340,475.02</b>	<b>7.53%</b>

Actual enterprise revenue is tracking slightly lower than budgeted by just over \$130K. However, actual expenses to budgeted expenses are way under budget. We expect these funds to balance out during the busier summer months. The Public Works Director consistently reviews these fund. The Taxi Cab Fund is used to manage the Federal Grant for operation and capital expenses for the shared Taxi Service. Revenue is slightly low at this time period and is but only because of the timeframe in which the payments are submitted to the City. The funds are there, just not yet received. Expenditures are at 7.53% of total budget.



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**Special Funds Revenue and Expense Table:**

	Special Funds	2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
<b>Special Funds Revenue</b>						
11	CDA	\$ -	\$ -	\$ 970.00	(970.00)	
30	Debt Service	\$ 1,758,160.94	\$ 439,540.24	\$ 643,895.72	(204,355.49)	
56	Library Fund (Operations)	\$ 677,337.66	\$ 169,334.42	\$ 270,269.89	(100,935.48)	
90	Room Tax Commission	\$ 87,500.00	\$ 21,875.00	\$ 11,592.92	10,282.08	
93	Community Aid Fund (CD)	\$ 60.00	\$ 15.00	\$ 29.99	(14.99)	
94	Nishan Park Ballfield & Concession Impro.	\$ 2,000.00	\$ 500.00	\$ -	500.00	
96	Rescue Funds (Fire)	\$ 50,000.00	\$ 12,500.00	\$ -	12,500.00	
<b>TOTAL SPECIAL FUND REVENUE</b>		<b>\$ 2,575,058.60</b>	<b>\$ 643,764.65</b>	<b>\$ 926,758.52</b>	<b>(282,993.87)</b>	<b>35.99%</b>
<b>Special Funds Expense</b>						
11	CDA	\$ -	\$ -	\$ 1,733.48	(1,733.48)	
30	Debt Service	\$ 1,758,160.94	\$ 439,540.24	\$ 1,360,387.56	(920,847.33)	
56	Library Fund (Operations)	\$ 680,390.52	\$ 170,097.63	\$ 138,648.19	31,449.44	
90	Room Tax Commission	\$ 87,500.00	\$ 21,875.00	\$ 19,749.07	2,125.93	
93	Community Aid Fund (CD)	\$ 60.00	\$ 15.00	\$ -	15.00	
94	Nishan Park Ballfield & Concession Impro.	\$ 749.97	\$ 187.49	\$ -	187.49	
96	Rescue Funds (Fire)	\$ 50,000.00	\$ 12,500.00	\$ -	12,500.00	
<b>TOTAL SPECIAL FUND EXPENSE</b>		<b>\$ 2,576,861.43</b>	<b>\$ 644,215.36</b>	<b>\$ 1,520,518.30</b>	<b>(876,302.94)</b>	<b>59.01%</b>

Within special funds, it is important to note CDA budget. This is currently being reviewed by the Clerk-Treasurer and a resolution will be brought forward during the mid-year adjustment process. There just needs to be budgeted amounts added. The Room Tax money is tracking lower than expected, but we expect to recoup the funds in the summer with the hotels are busier. For debt service, we expect some large changes with the payments being made over the next few months, however much of this will be balanced by transfers from the RUC to account for their debt. The process has also begun to refinance bonds in 2017.

**Trust Funds Revenue and Expense Table:**

	Trust Funds	2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
<b>Trust Funds Revenue</b>						
49	Popple Trail Fiduciary Fund	\$ 1,000.00	\$ 250.00	\$ -	\$ 250.00	
91	Webb Fund	\$ 47,634.58	\$ 11,908.65	\$ 25,245.08	(13,336.44)	
95	Webb Trust Investment Fund	\$ 15,000.00	\$ 3,750.00	\$ -	\$ 3,750.00	
92	Mannigal Fund	\$ 75.00	\$ 18.75	\$ -	\$ 18.75	
<b>TOTAL TRUST FUND REVENUE</b>		<b>\$ 63,709.58</b>	<b>\$ 15,927.40</b>	<b>\$ 25,245.08</b>	<b>(9,317.69)</b>	<b>39.63%</b>
<b>Trust Funds Expense</b>						
49	Popple Trail Fiduciary Fund	\$ 1,000.00	\$ 250.00	\$ -	\$ 250.00	
91	Webb Fund	\$ 57,000.00	\$ 14,250.00	\$ -	\$ 14,250.00	
95	Webb Trust Investment Fund	\$ 75,000.00	\$ 18,750.00	\$ -	\$ 18,750.00	
92	Mannigal Fund	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL TRUST FUND EXPENSE</b>		<b>\$ 133,000.00</b>	<b>\$ 33,250.00</b>	<b>\$ -</b>	<b>33,250.00</b>	<b>0.00%</b>

The Webb Fund is performing well in 2017, despite the market. We will be receiving one more interest checks, so it should be expected that the numbers will be closer to what is budgeted for the year. On the expense side, the Webb Fund is substantially under budgeted expenses due to lack of applications for the year thus far.



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

Capital Projects		2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
Capital Projects Revenue						
63	Tax Increment District 63	\$ 109,211.15	\$ 27,302.79	\$ -	\$ 27,302.79	
64	Tax Increment District 64	\$ 390,429.63	\$ 97,607.41	\$ -	\$ 97,607.41	
65	Tax Increment District 65	\$ 76,998.72	\$ 19,249.68	\$ -	\$ 19,249.68	
66	Tax Increment District 66	\$ 140,654.20	\$ 35,163.55	\$ -	\$ 35,163.55	
67	Tax Increment District 67	\$ 16,821.00	\$ 4,205.25	\$ -	\$ 4,205.25	
68	Tax Increment District 68	\$ 93,750.00	\$ 23,437.50	\$ -	\$ 23,437.50	
69	Tax Increment District 69	\$ -	\$ -	\$ -	\$ -	
70	Capital Equipment	\$ 480,650.00	\$ 120,162.50	\$ 1,203.20	\$ 118,959.30	
75	Capital Improvement Programs	\$ 2,524,000.00	\$ 631,000.00	\$ 891.00	\$ 630,109.00	
<b>TOTAL CAPITAL PROJECTS REVENUE</b>		<b>\$ 3,832,514.70</b>	<b>\$ 958,128.68</b>	<b>\$ 2,094.20</b>	<b>\$ 3,830,420.50</b>	<b>0.05%</b>
Capital Projects Expense						
63	Tax Increment District 63	\$ 37,990.00	\$ 9,497.50	\$ -	\$ 9,497.50	
64	Tax Increment District 64	\$ 231,584.19	\$ 57,896.05	\$ -	\$ 57,896.05	
65	Tax Increment District 65	\$ 44,880.00	\$ 11,220.00	\$ 1,847.49	\$ 9,372.51	
66	Tax Increment District 66	\$ 230,104.19	\$ 57,526.05	\$ 14,525.85	\$ 43,000.20	
67	Tax Increment District 67	\$ 16,915.00	\$ 4,228.75	\$ -	\$ 4,228.75	
68	Tax Increment District 68	\$ 88,580.00	\$ 22,145.00	\$ 26,161.47	\$ (4,016.47)	
69	Tax Increment District 69	\$ 5,930.00	\$ 1,482.50	\$ -	\$ 1,482.50	
70	Capital Equipment	\$ 526,140.00	\$ 131,535.00	\$ 279,865.88	\$ (148,330.88)	
75	Capital Improvement Programs	\$ 665,450.00	\$ 166,362.50	\$ 36,248.00	\$ 130,114.50	
<b>TOTAL CAPITAL PROJECTS EXPENSE</b>		<b>\$ 1,847,573.38</b>	<b>\$ 461,893.35</b>	<b>\$ 358,648.69</b>	<b>\$ 1,488,924.69</b>	<b>19.41%</b>

The above table includes all of the Capital Improvement Funds in one location. You will notice that the TIFs have not received any funds for the year; however, as noted above, the taxes will still be journaled into these funds. The Clerk-Treasurer is awaiting guidance from the audit team as to determine the proper times to allocate the funds into the capital accounts from the general tax received accounts. Similarly with the general CEP funds as well.



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

	Non-Major Funds	2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
<b>Non-Major Funds Revenue</b>						
25	Sidewalk Repair/ADA Barrier	\$ 10,250.00	\$ 2,562.50	\$ -	\$ 2,562.50	
43	Subdividers Fund (Impact Fees)	\$ 5,126.44	\$ 1,281.61	\$ 811.02	\$ 470.59	
40	Community Dev. Block Grant	\$ -	\$ -	\$ -	\$ -	
45	Drug Education	\$ 2,000.00	\$ 500.00	\$ 2,580.00	\$ (2,080.00)	
48	Community Recreation Programs	\$ 5,000.00	\$ 1,250.00	\$ 2,140.00	\$ (890.00)	
50	Historical Preservation and Cultural Arts	\$ 16,300.00	\$ 4,075.00	\$ 6,650.00	\$ (2,575.00)	
52	Fireworks Fund	\$ 20,966.79	\$ 5,241.70	\$ 1,826.00	\$ 3,415.70	
	<b>TOTAL NON-MAJOR FUND REVENUE</b>	<b>\$ 59,643.23</b>	<b>\$ 14,910.81</b>	<b>\$ 14,007.02</b>	<b>903.79</b>	<b>23.48%</b>
<b>Non-Major Funds Expense</b>						
25	Sidewalk Repair/ADA Barrier	\$ 10,250.00	\$ 2,562.50	\$ -	\$ 2,562.50	
43	Subdividers Fund (Impact Fees)	\$ -	\$ -	\$ -	\$ -	
40	Community Dev. Block Grant	\$ -	\$ -	\$ -	\$ -	
45	Drug Education	\$ 2,000.00	\$ 500.00	\$ 1,052.27	\$ (552.27)	
48	Community Recreation Programs	\$ 7,500.00	\$ 1,875.00	\$ 7,407.00	\$ (5,532.00)	
50	Historical Preservation and Cultural Arts	\$ 5,000.00	\$ 1,250.00	\$ -	\$ 1,250.00	
52	Fireworks Fund	\$ 14,972.48	\$ 3,743.12	\$ 6,309.50	\$ (2,566.38)	
	<b>TOTAL NON-MAJOR FUND EXPENSE</b>	<b>\$ 39,722.48</b>	<b>\$ 9,930.62</b>	<b>\$ 14,768.77</b>	<b>(4,838.15)</b>	<b>37.18%</b>

Within the Non-Major Funds, the sidewalk repair is both under revenue and under expense for the 72% mark of the fiscal year. Work will begin in the summer and balance this out. You'll also notice the CDBG is highlighted; this is under review from the Clerk-Treasurer and correct budget amounts will be brought before the Council in the summer.

**ANALYSYS:**

	2017 Budget Approved	2017 25% Budget	2017 25% Actual	2017 25% Budget Minus Actual	Variance
<b>TOTAL CITY REVENUE:</b>	<b>\$ 16,865,535.64</b>	<b>\$ 4,216,383.91</b>	<b>\$ 13,289,267.96</b>	<b>(9,072,884.05)</b>	<b>78.80%</b>
<b>TOTAL CITY EXPENSE:</b>	<b>\$ 18,379,387.46</b>	<b>\$ 4,594,846.87</b>	<b>\$ 3,966,830.95</b>	<b>628,015.92</b>	<b>21.58%</b>
<b>Difference</b>	<b>\$ (1,513,851.82)</b>	<b>\$ (378,462.96)</b>	<b>\$ 9,322,437.01</b>	<b>\$ (9,700,899.97)</b>	<b>57.21%</b>

The City's outlook at 25% of the year is encouraging due to planned expenditure reductions and increased revenues. The revenue would appear to be massive, but as noted above, that is because of the taxes being collected in the first three months. We expect this to smooth itself out after the summer.

**STAFF RECOMMENDATION:**

Staff is not recommending any action by the Council at this time.

**STAFF REPORT**

**AGENDA ITEM:** IV-B

**To:** Mayor and Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen Compton, City Administrator  
**Date of Meeting:** April 24, 2017

**Subject: Authorizing the Sauk County Humane Society to Become a Collecting Official to Issue Dog Licenses on Our Behalf**

**BACKGROUND AND REQUEST**

On April 7, 2017, the City Clerk-Treasurer was contacted by Sauk County Corporation Counsel with a request to allow the Sauk County Humane Society to be able to sell licenses on our behalf.

**ANALYSIS**

Wisconsin State Statute 174.05 requires that a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall annually, or on or before the date the dog becomes 5 months of age, pay the dog license tax and obtain a license. The minimum dog license tax imposed by the State of Wisconsin is \$3 for a neutered male dog or spayed female dog, upon presentation of evidence that the dog is neutered or spayed, and \$8 for an unneutered male dog or unspayed female dog, or one-half of these amounts if the dog became 5 months of age after July 1 of the license year.

Sauk County Ordinance 27.05 requires that each neutered male dog or spayed female dog pay \$5, while each unneutered male dog or unspayed female dog pays \$10.

The City of Reedsburg currently charges \$15 for each neutered male dog or spayed female dog and \$20 for each unneutered male dog or unspayed female dog. The profit for each is retained by the City. If the Humane Society is authorized, the City of Reedsburg still receives their share of any additional tax that we have levied, despite the Humane Society being the entity that actually sold the license. Therefore, the financial impact is not a concern.

In order to authorize the Humane Society to issue licenses for our municipality, Wis. Stat. 174.065(1) requires that the municipality adopts either an ordinance or resolution authorizing such an action.

Offering residents an additional location at which to obtain dog licenses will offer more convenience to residents since the Humane Society has expanded hours, as well as facilitating prompt retrieval of strays to achieve legal



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compliance at the time of retrieval. Increased dog license revenues can also help to minimize the tax levy burden of operating the animal shelter.

## **FINANCIAL IMPACT**

Minimal. The Humane Society will collect \$.50 per tag sold, reducing to the profit of the City from \$10.00 to \$9.50 per tag.

The City already budgets \$150 in expenses for the Humane Society, so we expect that the fees will cancel out.

For frame of reference, the City sold 610 tags in 2016, even if the Humane Society sold 10% of all tags, or 61, the impact would be \$30.50, well under the \$150 we already have budgeted.

## **STAFF RECOMMENDATION**

Staff is recommending that the Council pass the attached resolution.

ATTACHMENT:  
Resolution 4282-17

CC: Tim Becker, Chief of Police

**RESOLUTION**  
**AUTHORIZING THE SAUK COUNTY HUMANE SOCIETY TO SELL**  
**DOG LICENSES ON BEHALF OF THE CITY OF REEDSBURG**

**Whereas**, the Sauk County Humane Society provides animal shelter and humane officer duties within the County of Sauk; *and*

**Whereas**, dogs within the county are currently unlicensed, it is expected that if the Sauk County Humane Society sells dog licenses at the Animal Shelter it could increase revenue to the City of Reedsburg, and thereby defray the cost of operating the Animal Shelter while increasing the number of licensed dogs, thus contributing to the health, safety and welfare of the community; *and*

**Whereas**, it would be in the best interest of the City of Reedsburg to authorize the sale of dog licenses at the Animal Shelter by the Sauk County Humane Society; *and*

Now, therefore, be it resolved, by the Common Council of Reedsburg, Sauk County, Wisconsin:

That the Sauk County Humane Society is hereby authorized to sell dog licenses as prescribed by Sauk Co. Code ch. 27 and Wis. Stat. ch. 174; and with the understanding that such authority shall cease at such time as the Sauk County Humane Society is no longer the provider of animal shelter services to Sauk County; and with the further understanding that such authority may be terminated by [Town/Municipality] at any time.

For consideration by the City of Reedsburg on April 24, 2017.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

**RESOLUTION  
AUTHORIZING THE CITY TO ENTER INTO A LAND PURCHASE AGREEMENT  
WITH GREGORY SCHMIDT REVOCABLE TRUST ("SCHMIDT")**

**Whereas**, the City intends during the summer of 2017 to straighten a portion of 19<sup>th</sup> Street east of North Dewey Avenue and to the south of Reedsburg Area Medical Center; and

**Whereas**, Schmidt owns land the City desires to acquire for said street straightening project; and

**Whereas**, Schmidt has agreed or will agree to the attached Land Purchase Agreement; and

**Whereas**, it is in the City's best interest to enter into said Land Purchase Agreement with Schmidt to facilitate the City's 19<sup>th</sup> Street construction project:

**NOW, THEREFORE**, be it resolved by the Common Council of Reedsburg, Sauk County, Wisconsin

That the terms of the Land Purchase Agreement with Schmidt are hereby approved and the Mayor and City Clerk are hereby authorized to execute said Land Purchase Agreement on behalf of the City.

For consideration by the City of Reedsburg on April 24, 2017.

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

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

**RESOLUTION  
AUTHORIZING THE CITY TO ENTER INTO A DEVELOPMENT AGREEMENT WITH  
ERNSTMAYER LAND COMPANY ("ERNSTMAYER")**

**Whereas**, Ernstmeyer owns undeveloped lots in the 15<sup>th</sup> Addition to Ernstmeyer Acres in the City; and

**Whereas**, the City's interests are furthered by the development of said lots; and

**Whereas**, Ernstmeyer is willing to transfer other property to the City in exchange for the City installing a roadway to service the lots pursuant to the attached Development Agreement; and

**Whereas**, it is in the City's best interest to enter into said Development Agreement with Ernstmeyer to facilitate the City's expansion of buildable lots and the increased tax base realized therefrom, and to acquire the property transferred by Ernstmeyer:

**NOW, THEREFORE**, be it resolved by the Common Council of Reedsburg, Sauk County, Wisconsin

That the terms of the Development Agreement are hereby approved and the Mayor and City Clerk are hereby authorized to execute said Development Agreement on behalf of the City.

For consideration by the City of Reedsburg on April 24, 2017.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer