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

# COMMON COUNCIL AGENDA
## MONDAY, JUNE 26, 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 June 12, 2017.
B. Approve Operator's License (New) – Alisha Johnson – Location: Viking Liquor.
C. Approve Operator's License (New) – Jessica Ewers-Bass – Location: 2nd Street Market.
D. Approve Operator's License (New) – Sidney Minor – Location: Kwik Trip 839.
E. Approve Operator's Licenses (Renewal) – Shane Schmidt: Location: United Coop Store.
F. Approve Parade/Special Events Permit – RAHS Student Council: RAHS Home Coming Parade – Date: October 6, 2017. Time: 1pm – 1:15pm, Location: Main Street – Downtown.

Ordinance Committee Review:

G. Reconsider Approve or Operator's License (Renewal) – Ryan Rott, Location – Corner Pub.
H. Approve/Deny Operator's License Application - Jamie McCullick – Just 1.
I. Approve/Deny Operator's License Application – Amber Schell – Travel Plaza/Mobil.
J. Approve/Deny Operator's License Application – Benn Trodahl – Reedsburg Pizza Hut.

**II. MAYOR PROCLAMATIONS OR PRESENTATIONS:**

A. Proclamation: Celebrate Homeownership in Reedsburg – June 28, 2017.
B. Presentation: Administration, Municipal Court, CDBG

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

A. Ordinance: Certify Municipal Court Bond Schedule.
B. Ordinance and Utility Commission: 2nd Reading and hold public hearing on Ordinance 1842-17. Amendment to Charter Ordinance Chapter 1.103 - Reedsburg Utility Commission.
C. Ordinance: 2nd Reading and hold public hearing on Ordinance 1843-17. Amendment to Chapter 14 adding Chapter 14.03 Application of Wisconsin Administrative Building and National Codes – Specifically Code SPS 327 to the list of statutes the City Administers.
D. Public Works: Introduction, 1st Reading set public hearing for July 10, 2017 on Ordinance 1847-17. Establish No Parking–On North Dewey South of 19th Street. Amend Chapter 7 adding Section 7.08(2) jj.
E. Ordinance: Introduction, 1st Reading set public hearing on for July 10, 2017 on Ordinance 1848-17. Establish Reedsburg Arts Committee. Amend Chapter 2, minor text adjustments, chapter numbering, and adding Section 2.07.

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F. Public Works: Approve/Deny West Main Street Retaining Wall: Budget Amendment Resolution 4290-17.

## IV. GENERAL BUSINESS:

A. CMAR Report. Resolution 4291-17
B. Lakeside/Skinner Certified Survey Map (CSM) Resolution 4292-17

## V. OFFICE OF THE MAYOR:

A. Appointment: Jason Schulte, Airport Commission
B. Appointment: Brett Solverson, Airport Commission
C. Upcoming Community Events

## VI. COMMITTEE AND STAFF REPORTS:

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

## VII. CITY ADMINISTRATOR REPORTS:

A. Reedsburg Utility Commission - 2016 Audit – Board Report (City Treasurer)
B. Bi-Monthly City Administrator Report

## VIII. COMMENTS REGARDING UPCOMING CIVIC EVENTS:

## XIII. ADJOURN

**Posted: June 22, 2017**

Last Resolution: 4292-17 Last Ordinance: 1848-17

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
# June 12, 2017

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

Absent: Brandt Werner

Others Present: Jacob Crosetto, Brian Duvalle, Timothy Becker, Steve Zibell, Matt Scott, Sue Ann Kucher, Derek Horkan, Brett Schuppner, Citizens, Press.

Mayor Estes called the regular session of the Common Council to order at 7:02 pm. in the Common Council Chambers.

**Approve Consent Agenda:** Consisting of minutes from the Council meetings held on May 22 and June 1; Bills for May 2017; and 2017-2018 Operator's, Cigarette, and Amusement Licenses.

**Motion: Craker, Second: Schulte. Motion carried 8-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES, AND COMMISSIONS:

A. Ordinance: 2nd Reading and public hearing on Ordinance 1844-17. Amendment to Chapter 12.01 (11) and (12) - Intoxicating Liquor and Fermented Beverages–Carry-Out Hours & Closing Hours.
   a. **Motion by Peterson with a second from Craker to approve Ordinance 1844-17. Motion carried 8-0.**

B. Ordinance: 2nd Reading and public hearing on Ordinance 1845-17. Amendment to Chapter 12.01 (16) – Allowing underage functions provided they comply with regulations.
   a. **Motion by Heuer with a second from Braunschweig to approve Ordinance 1845-17. Motion carried 8-0.**

C. Finance: Webb Fund Request: Boys and Girls Club Request for $18,731.98.
   a. **Motion by Moon with a second from Gargano to approve the request in the amount of $18,731.98 from the "city side" of the Webb Fund. Motion carried 8-0.**

GENERAL BUSINESS

A. Introduction, 1st reading and setting public hearing on Substitute - Ordinance 1846-17 for July 10, 2017. Amendment to Municipal Code Chapter 2 – Converting Reedsburg Utility Commission to Reedsburg Utility Committee.
   a. **Motion by Knudsen with a second from Craker to set public hearing on Ordinance 1846-17.**

   **Mayor Estes committed this ordinance to the Ordinance Committee per City Rules of Procedure (City Code Chapter 2.07 (12)(b)).**

B. Approve/Deny Resolution 4288-17 A Resolution to Discontinue Ridgeview Drive.

   a. **Motion by Craker with a second from Knudsen to approve the intention of the discontinuance and set hearing for July 24, 2017. Motion carried 8-0.**

C. Approve/Deny Resolution 4289-17 A Resolution of the Common Council to designate a "Plan Coordinator" and authorize the termination of the ICMA-RC Money purchase and 457 Plans.

   a. **Motion by Gargano with a second from Braunschweig to approve Resolution 4289-17. Motion carried 8-0.**

D. Approve/Deny 2017 Farmers Market Fees. The City Administrator requests the City Council to waive the Farmers Market fees for 2017.

   a. **Motion by Peterson with a second from Heuer approve waiving the vendor fees for the Farmers Market 2017 Season. Motion carried 8-0.**

**Motion to adjourn by Schulte with a second from Braunschweig. Motion carried 8-0.**

**Meeting adjourned at 7:27 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 # | 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 (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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Johnson | Alisha | N | alisha.johnson114@gmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 25508 Pliner Ln | Hillsboro, | WI | 54634 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608-604-8942 | | Richland Center, WI | W | F | 5'4" | 160 | Blonde | Blue |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | Viking Liquer / Schreiber | Pam Coy 608-524-6108 |

Other names, aliases or birth dates ever used

Alisha Coy

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Richland Center, WI | Birth | 18 |
| Hillsboro, WI | 18 | Current |
| | | |
| | | |
| | | |

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 17th 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? |
|---|---|---|---|---|
| | NA | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

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

**Application must be notarized.**

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

Subscribed and sworn before me

This 1st day of June, 2017

Pamela K. Cory
Notary Public

Alisha John
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 of with the Reedsburg Police Department

☐ Files indicate that subject has the attached Criminal Arrest Record

[signature]
Reedsburg Police Department Authorized Signature

6/6/17
Date

SERVERlicense.com

# Wisconsin Responsible Beverage Seller Training

## Alisha Johnson

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

Date of Completion: 06/02/2017

Kelly Bailey

Authorized Signature

ServerLicense.com is approved by the Wisconsin Department of Revenue and fully complies with statutes 125.04 and 125.17. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

# 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 # 3245 | 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 (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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Ewers - Bass | Jessica | A | jbass@rsd.K12.wi.us |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 401 Charles st | Reedsburg | WI | 53959 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608 393-3201 | / / | Eau Claire WI | W | F | 5'9" | 220 | Bro | Bro |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | 2nd Street Market | Bill weis or Craig Stovey 6085244533 |

Other names, aliases or birth dates ever used

Jessica A Ewers

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Lime Ridge WI | 1998 | 1999 |
| Lime Ridge WI | 2001 | 2002 |
| | | |
| | | |

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 17th 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? |
| 2015 | main st | inattentive driving | NO | NO |
| 2012? | Reedsburg | Seat belt ticket | NO | NO |
| | | None | | |
| | | | | |
| | | | | |

**Application must be notarized.**

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

Subscribed and sworn before me
This 13th day of June, 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 of with the Reedsburg Police Department
☐ Files indicate that subject has the attached Criminal Arrest Record

[signature]
Reedsburg Police Department Authorized Signature

6/13/17
Date

Rserving®
PROFESSIONAL
Server Certification
CORPORATION

**Responsible Serving of Food and Alcohol**

# Wisconsin Responsible Serving

This certificate confirms that

# Jessica A Ewers-Bass

has successfully passed the Rserving Wisconsin Responsible Serving course of study and has demonstrated at least the minimum skill level and knowledge necessary to act as a responsible alcohol server. This course complies with Wisconsin Statutes 125.04, 125.17, and 134.66.

AUTHENTIC

Certificate #: PSCC10000283524
Award Date: 05-15-2017
Expiration Date: 05-14-2019

To verify this certificate, go to Rserving.com/verify.

Robert V Graham
Robert Graham, PSCC Director

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

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

| Office Use Only | License # 3598 | Provisional # | Fee Is Non-Refundable |
|---|---|---|---|

**Filling out your application**

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- 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 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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Minor | Sidney | J | bubblesdeexplorer@gmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 1661 19th St. Apt. 312 | Reedsburg | WI | 53959 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608-495-1400 | [illegible] | Fridley, MN | White | F | 5'7" | 130 | Blonde | Blue |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | Kwik Trip 839 | Brian |

Other names, aliases or birth dates ever used: Na

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Reedsburg, Wisconsin | 2009 | Present |
| | | |
| | | |
| | | |

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

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

## Arrest and Conviction Record

| | | |
|---|---|---|
| Since your 17th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses) | ☐ Yes | X No |
| As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor? | ☐ Yes | X No |
| Have you ever been convicted by a military court-martial? | ☐ Yes | X No |
| Have you ever been convicted of disorderly conduct that involved violence against another person? | ☐ Yes | X No |

**Continue on Reverse Side**

## List Any Pending Criminal Charges, Citations or Tickets

| Year | Location | Charge | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|---|---|---|---|---|
| | | | | |
| | NA | | | |
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## List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

| Year | Location | Charge | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|---|---|---|---|---|
| | NA | | | |
| | | | | |
| | | | | |
| | | | | |
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**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 7th day of June, 2017

Anita M. Young
Notary Public

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 of with the Reedsburg Police Department

☐ Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Authorized Signature

6-9-17
Date

# WISCONSIN
# SELLER / SERVER CERTIFICATION

**Trainee Name:** Sidney Minor
**Date of Completion:** 03/04/2017

**School Name:** 360training.com, Inc.
**Certification #** WI-54266

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

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66

learn2 serve

Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

☐ New ☒ Renewal ☐ Provisional - $15.00 ☒ Operator Fee - $50.00 PD 4-20-17 ☐ Operator Fee - $25.00 *[eff. July of even-numbered years]*

| **Office Use Only** | **License #** 3497 | **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 (CCAP *may not provide a comprehensive list of ALL arrests and convictions*).

**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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Schmidt | Shane | C | sunchevilgw@yahoo.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 145 N. Park St. | Reedsburg | WI | 53959 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608-495-9173 | | Madison, WI | W | M | 6'0 | 225 | Brown | Hazel |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | United Coop C-Store | Derreck Winkler 608-524-6115 |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Gilbert, Mesa, Arizona | 1992 | 1994 |
| Madison, Barboo, Wisconsin | 1994 | 2004 |
| Reedsburg, Wisconsin | 2004 | Present |
| | | |

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 17th 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? |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |

## 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? |
|---|---|---|---|---|---|
| 1991 | Portage, | WI | Speeding, x 2 | no | no |
| 2000? | Madison, | WI | 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 7th day of Apr. 1, 20 17

Mary Beth Schade

Notary Public

MARY BETH SCHADE NOTARY PUBLIC STATE OF WISCONSIN

My Commission expires 11-10-17

Applicants Signature

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 of with the Reedsburg Police Department

☐ Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Authorized Signature

6/8/17
Date

**CITY OF REEDSBURG**
134 S. LOCUST ST. • PO BOX 490
REEDSBURG, WI 53959
PHONE 608-524-6404 • FAX 608-524-8458

Non-Refundable Fee: $61.00
3017

# PARADE / SPECIAL EVENT PERMIT APPLICATION

Organization: RAHS Student Council

Contact Name: Matt Smuksta Phone: (608) 768-8928 ext. 1224

Address: 1100 S. Albert Ave. (RAHS)

On-Site Manager: Matt Smuksta Phone: (608) 495-2786 (cell)

Address: 1100 S. Albert Ave.

*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: Fri., Oct. 6, 2017

Start Time: 1:00 pm End Time: 1:15 pm

## *Special Event*

General Description: RAHS Homecoming Parade

Location: Downtown Main St

Number & Type of Participants: (i.e. Artists at Art Fair; Tables at Flea Market) Approx. 20 units including RAHS Marching Band, flatbed trucks, floats, and convertibles.

## *PARADE*

Assembly Area: 100-200 blocks Clark St and West Ave. Assembly Time: 12:45 pm

Starting Point: Main St. and West Ave. Ending Point: Park St. and 2nd St.

Route: East on Main St., north on Park St.

Number, Type and Size of Units: (Use reverse side if necessary) See attached page – 2017 lineup will be similar to 2016 lineup.

Applicant Signature: [signature] Date Submitted: June 15, 2017

Date Approved: Date Fee Paid: 06-15-17

# 1.024933

# 2016 Homecoming Parade Lineup (canceled due to flooding)

RAHS Band
Volleyball - flatbed
Boys Soccer - flatbed
Football - flatbed
Dance Team - flatbed
Drama Club - flatbed
Girls Golf float
Cross Country - walking/running w/rope
Freshmen Class float
Sophomore Class float
Junior Class float
Senior Class float
Convertibles:

1. Frosh Court convertible - 4 students
2. Soph. Court convertible - 4 students
3. Junior Court convertible - 4 students
4. Senior Court convertible - 4 students
5. Senior Court convertible (2) + foreign exchange (2) - 4 students
6. Foreign Exchange convertible - 4 students
7. Senior King and Queen (corvette) - 2 students

19 units total.

Directions: Trucks and floats should line up facing east along the street running from HWY 23/Albert Ave. toward Millennium Field beginning at 12:30pm. Once students are in place and everyone is ready, around 12:45pm we will move toward the beginning of the parade route by taking HWY 23/Albert Ave. north.

Convertibles and floats will then take a right onto Clark Street where they can wait until they begin the parade route. The RAHS band will gather on West Ave. Large flatbed trailers can gather in the far right lane of Main St. between Kwik Trip and West Ave.

The parade will follow the "traditional" route. The parade will run east on Main St. from the corner of Main St. and West Ave. to the corner of Main St. and Park St. It will then turn left or north on to Park St. The parade concludes at the corner of 2nd Street and Park Street. Drivers should keep a safe distance between floats and can return to RAHS as they see fit after the parade.

Connect With Reedsburg

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

May 23, 2017

Ryan,

On May 22, 2017 at the City Ordinance Committee Meeting, the Committee voted to deny your application for an Operator License.

The denial to renew is pursuant to Guideline 2 of The City of Reedsburg Policy Guidelines stating that any individual who *is "convicted of any federal or state law or local ordinance...for any offense within the last five (5) years in the following subcategories... '(c) Drug-related offenses including, but not necessarily limited to, any offense involving the sale or possession of narcotics or other controlled substances.'"*

Based on City Guidelines, you are prohibited from being issued a license until June 13, 2020, barring any other violations that could affect your ability to be licensed.

Additionally, pursuant to City Ordinance 12.01(4)(E), the application fee of $50.00 shall be forfeited and retained by the City.

If you have any questions, please feel free to call City Hall at 608-524-6404.

Sincerely,

Jacob Crosetto
City Clerk-Treasurer

CITY OF
REEDSBURG
POLICE DEPARTMENT
200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

TIMOTHY M. BECKER
CHIEF OF POLICE

April 24, 2017

To: David Moon, Chair
City of Reedsburg Ordinance Committee

From: Timothy M. Becker
Chief of Police

Re: Operator's License Application – Ryan Rott

I received an application for an operator's permit from Ryan Rott. Prior to submission to the Ordinance Committee, I perform a background investigation to determine if the applicant qualifies within the City's accepted guidelines.

Mr. Rott has the following convictions:

| Charged | Offense | Convicted |
|---|---|---|
| 5/13/2015 | Possession of Marijuana | 6/12/2015 |

Guideline 2: The City of Reedsburg Policy Guidelines prohibits the issuance of an Operator's License to anyone who has been "*convicted of any federal or state law or local ordinance...for any offense within the last five (5) years in the following subcategories...: (c) Drug-related offenses including, but not necessarily limited to, any offense involving the sale or possession of narcotics or other controlled substances,*". *(emphasis added)*

Mr. Rott was smoking marijuana in his vehicle during his lunch break at Seats, Inc. Rott initially lied to the responding officers and then consented to a search of his property. Officers located marijuana in his backpack. Rott admitted to then re-entering the Seats building and being subjected to a drug test by Human Resources, which he failed. Rott was "walked out" of Seats at that point.

Based on the City Guidelines, Mr. Rott would be prohibited from being issued a license until June 13, 2020, barring any other violations that could affect his ability to be licensed.

DENIED AT CRED - MAY 22, 2017.

# 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 # | 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 (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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Rott | Ryan | R | Rhino1494@hotmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 204 E. Main St Apt 209 | Reedsburg | WI | 53959 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608 415 8463 | [illegible] | Manston, WI | W | M | 6'2" | 270 | B | B |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| WI | Corner Pub | Pete Peterson (608) 524-8989 |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Baraboo | 1/12 | 6/12 |
| LaValle | 6/12 | 2/13 |
| Reedsburg | 2/13 | Current |
| | | |

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 17th 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? |
|---|---|---|---|---|
| 7 [redacted] | Hwy H | overdue registration | no | no |
| 7 [redacted] | BP in Reedsburg | overdue registration | no | no |
| | | | | |
| | | | | |
| | | | | |

**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? |
|---|---|---|---|---|
| 5/13/15 | G2-Syr | 6/12/15 15-5834 | | |
| 15 | Reedsburg | Possession (Misdemeanor) | 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 6th day of April, 2017

Kathleen M Wolleing
Notary Public

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 of with the Reedsburg Police Department
- ☐ Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Authorized Signature

4-13-17
Date

## Anita Young

**From:** Anita Young
**Sent:** Thursday, April 13, 2017 10:57 AM
**To:** 'rhino1494@hotmail.com'
**Subject:** Ordinance Meeting Monday, May 22nd @ 6:00 pm City Hall

Hi Ryan,

I was asked to send you an email to let you know you will need to appear at the Ordinance meeting on Monday, May 22nd at 6:00 p.m. at Reedsburg City Hall regarding your operator's license renewal.

Thanks,

Anita Young, Deputy Clerk-Treasurer
City of Reedsburg
134 South Locust Street
Reedsburg, WI 53959
Phone: 608-768-3349
Email: ayoung@ci.reedsburg.wi.us

## Anita Young

**From:** Anita Young
**Sent:** Monday, May 22, 2017 12:05 PM
**To:** 'Pete Peterson'
**Subject:** Reminder - Ordinance Meeting for two of your employees

Reminder that Peter Peterson III and Ryan Rott need to attend the Ordinance Meeting this evening at 6:00 pm at City Hall for Operator's renewal.

Thanks,

Anita Young, Deputy Clerk-Treasurer
City of Reedsburg
134 South Locust Street
Reedsburg, WI 53959
Phone: 608-768-3349
Email: ayoung@ci.reedsburg.wi.us

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TIMOTHY M. BECKER
CHIEF OF POLICE

May 26, 2017

To: David Moon, Chair
City of Reedsburg Ordinance Committee

From: Timothy M. Becker
Chief of Police

Re: Operator's License Application – Jamie McCullick

I received an application for an operator's permit from Ms. McCullick. Prior to submission to the Ordinance Committee, I perform a background investigation to determine if the applicant qualifies within the City's accepted guidelines.

Ms. McCullick has the following convictions:

| Charged | Offense | Convicted |
|---|---|---|
| 10/23/15 | Possession of Marijuana | 11/13/15 |
| 10/23/15 | Possession of Drug Paraphernalia | 11/13/15 |
| 10/23/15 | Possession Alcohol | 11/13/15 |

Guideline 2: The City of Reedsburg Policy Guidelines prohibits the issuance of an Operator's License to anyone who has been "*convicted of any federal or state law or local ordinance...for any offense within the last five (5) years in the following subcategories...: (c) Drug-related offenses including, but not necessarily limited to, any offense involving the sale or possession of narcotics or other controlled substances,*". *(emphasis added)*

Ms. McCullick was involved in a park-after-hours call and was found to be in possession of the following:

*1 glass multicolored pipe w/residue in the bowl destroyed per department SOP*
*1 green grenade shaped marijuana grinder destroyed per department SOP*
*1 clear glass bong stem destroyed per department SOP*
*1 glass bong w/residue destroyed per department SOP*
*1 bottle of Malibu brand rum destroyed per department SOP*
*1 bottle of Smirnoff brand vodka destroyed per department SOP*
*1 bottle of Phillips brand vodka destroyed per department SOP*
*1 bottle Fleishman's brand vodka destroyed per department SOP*
*1 can Four brand malt beverage destroyed per department SOP*

Based on her background investigation, Ms. McCullick would be eligible for an Operator's License on **November 14, 2020.**

# 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 # | 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 (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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| McCullick | Jamie | L | jloumcc@gmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 317 Union St. | LaValle | WI | 53941 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608-415-9414 | | Baraboo, WI | W | F | 5'8" | 200 | B | B |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | Just 1 | Dennis Ryzek 608-524-0808 |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| La Crosse, WI | 2014 | 2016 |
| | | |
| | | |
| | | |

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 17th 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? |
|---|---|---|---|---|
| 2015 | Reedsburg | Pos. use of drug para | no | no |
| 2015 | Reedsburg | Pos. use of THC | no | no |
| 2015 | Reedsburg | Attempt to procure ~~[illegible]~~ alcohol | no | no |
| | | | | |
| 2015 | | Speeding ticket | 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 24 day of May, 2017

Anita M. Young

Notary Public

Jamie [illegible]

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 of with the Reedsburg Police Department
- ☐ Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Authorized Signature

Date

# WISCONSIN

# SELLER / SERVER CERTIFICATION

**Trainee Name:** Jamie McCullick

**Date of Completion:** 03/18/2016

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

**Certification #** WI-36650

I, _____

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

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66

learn2 serve

Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149

CITY OF
REEDSBURG
POLICE DEPARTMENT
200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

TIMOTHY M. BECKER
CHIEF OF POLICE

May 26, 2017

To: David Moon, Chair
City of Reedsburg Ordinance Committee

From: Timothy M. Becker
Chief of Police

Re: Operator's License Application – Amber Schell

I received a renewal application for an operator's permit from Amber Schell. Prior to submission to the Ordinance Committee, I perform a background investigation to determine of the applicant qualifies within the City's accepted guidelines.

Ms. Schell has the following convictions:

| | |
|---|---|
| **11/10/12** | **Possession of THC (Marijuana)** |
| **11/26/12** | **OWI 1st Offense** |
| **12/14/12** | **OWI 2nd Offense** |
| **09/09/13** | **OWI 3rd Offense** |

Guideline 2: The City of Reedsburg Policy Guidelines prohibits the issuance of an Operator's License to anyone who has been convicted of "drug related offenses including, but not necessarily limited to, the sale or possession of narcotics or other controlled substances…" within the past five years.

Guideline 5: Any applicant who is a habitual law offender will not be eligible for an alcohol beverage license. A habitual law offender shall include, but not necessarily limited to, an applicant, other than an applicant for a retail license, who has been convicted of, or charged with, 4 or more violations of any rule, ordinance, statute or law, within the 5 years before the most recent application, the circumstances of which violations substantially relate to the licensed activity.

Based on the City Guidelines, Ms. Schell would be prohibited from being issued a license until November 11, 2017, barring any other violations that could affect her ability to be licensed. She was granted a license by this Committee in February 2017.

# 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 # 3557 | 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 (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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Schell | Amber | J | amberjschell@gmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| 129 N. Oak St | Reedsburg | WI | 53959 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 608-852-1360 | 7-8-90 | baraboo, WI | | | | | | |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| S400-0109-0748-09 | Travel Plaza / Mobil | Anne, 608-524-0888 |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Reedsburg WI | Current | |
| LaVelle, WI | 2011 | 2012 |
| Wonewoc, WI | 2009 | 2010 |
| | | |

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 17th 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? |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**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? |
|---|---|---|---|---|
| 2010 | | underage | yes | yes |
| 2012 | | OWI | yes | NO |
| 2011 | | OWI | yes | NO |
| 2012 | | OWI | yes | NO |
| 2012 | | Possession | 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 22 day of May, 2017

APRIL JOHNSON-ORR
Notary Public
State of Wisconsin

Notary Public

Applicants Signature

My Commission expires May, 9, 2020

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 of with the Reedsburg Police Department
- ☐ Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Authorized Signature

Date

CITY OF
REEDSBURG
POLICE DEPARTMENT
200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

TIMOTHY M. BECKER
CHIEF OF POLICE

June 26, 2017

To: David Moon, Chair
City of Reedsburg Ordinance Committee

From: Timothy M. Becker
Chief of Police

Re: Operator's License Application – Benn Trodahl

I received an application for an operator's permit from Benn Trodahl. Prior to submission to the Ordinance Committee, I perform a background investigation to determine if the applicant qualifies within the City's accepted guidelines.

Mr. Trodahl has the following convictions:

| Charged | Offense | Convicted |
|---|---|---|
| 7/8/2015 | Possession of THC | No Contest/Guilty |
| 7/8/2015 | Possession of Drug Paraphernalia | No Contest/Guilty |

Guideline 2: The City of Reedsburg Policy Guidelines prohibits the issuance of an Operator's License to anyone who has been *"convicted of any federal or state law or local ordinance...for any offense within the last five (5) years in the following subcategories...: (c) Drug-related offenses including, but not necessarily limited to, any offense involving the sale or possession of narcotics or other controlled substances,". (emphasis added)*

Mr. Trodahl was arrested in Wisconsin Dells for possessing marijuana (THC) and possessing drug paraphernalia (metal one-hitter pipe). Also located was a hypodermic needle from which Mr. Trodahl advised he injected heroin earlier. The arresting officer had noted that Trodahl appeared to be under the influence of heroin. Later the officer located a bindle with approximately ½ gram of heroin. Trodahl was not charged with that possession.

Based on the City Guidelines, Mr. Trodahl would be prohibited from being issued a license until July 9, 2020, barring any other violations that could affect his ability to be licensed.

# 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 # | Provisional # | Fee Is Non-Refundable |
|---|---|---|---|

**Filling out your application**

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- Your application will not be processed until you deal with outstanding warrants.
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**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 | First Name | M.I. | E-Mail Address |
|---|---|---|---|
| Trodahl | Benn | C | bctrodahl@gmail.com |

| Residence: Street Address | City | State | Zip |
|---|---|---|---|
| S867 Strawbridge Rd | Wonewoc | WI | 53968 |

| Phone | Date of Birth | Birth Place (City, State) | Race | Sex | Height | Weight | Hair | Eyes |
|---|---|---|---|---|---|---|---|---|
| 715 316 2022 | | Reedsburg, WI | White | M | 6'1 | 230 | Bl | Bl |

| Driver's License Number (State & Number) | Place of Employment | Contact Person & phone number |
|---|---|---|
| | Reedsburg Pizza Hut | Carl Walz |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From: | To: |
|---|---|---|
| Green Bay | 2008 | 2012 |
| Mauston | 2015 | 2016 |
| Wonewoc | 2016 | 2017 |
| | | |

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 17th 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? |
|---|---|---|---|---|
| 2014 | Wis Dells Walgreens | Possession + paraphenalia | Yes | NO |
| 2015 ~~2014~~ | Reedsburg | OVI 1st | Yes | Yes |
| 15 | | Fail to Seatbolt | | |
| 15 | | Fail obey Signal | | |
| 15 | RPD | Para. - DISM. 2/15/15 | | |

**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 30th day of May, 2017

Darlene M Wohling
Notary Public

B. T[illegible]
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 of with the Reedsburg Police Department
- ☐ Files indicate that subject has the attached Criminal Arrest Record

_____ Reedsburg Police Department Authorized Signature

_____ Date

# Proclamation

## *Recognizing*

## June 28, 2017

## Celebrate Homeownership in Reedsburg!

*Presented this 26th day of June 2017*

WHEREAS, Habitat for Humanity of Wisconsin River Area celebrates 30 years of service to Sauk, Columbia, and Iowa counties; and

WHEREAS, since its founding in the 1980's, through all of its programs and resources, Habitat for Humanity of Wisconsin River Area has assisted in placing over 70 families in simple, decent, and affordable housing; and

WHEREAS, Habitat for Humanity of Wisconsin River Area successfully combines a community-based neighborhood revitalization model with public and private finance focused on making neighborhood-based redevelopment feasible and attractive; and

WHEREAS, Habitat for Humanity of Wisconsin River Area seeks to work in partnership with all people to eliminate substandard housing in our area; and

Now, therefore, I, Dave Estes, Mayor of the City of Reedsburg, do hereby proclaim June 28th 2017 as:

## Homeownership in Reedsburg!

## USDA Funded - Grove Street Ground Breaking

**In Witness Thereof,** I have hereunto set my hand and cause the seal of the City of Reedsburg to be affixed this 26th day of June in the year 2017.

_____

David Estes,
Mayor, City of Reedsburg

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

**STAFF REPORT** **AGENDA ITEM:** III-A

**To:** Mayor
Common Council
Ordinance Committee

**Prepared By:** Tim Becker, Chief of Police
**Thru:** Stephen P. Compton, City Administrator
**Date of Meeting:** June 26, 2017

**Subject:** **Certify Municipal Court Bond Schedule**

## BACKGROUND AND REQUEST

The Ordinance Committee and Common Council are being requested to certify the Municipal Court Bond Schedule, as required in City Code 9.10.

## ANALYSIS

Reedsburg City Code 9.10 authorizes the Chief of Police to set/change the bond schedule with the approval of the City Council and attestation of the Chief of Police and City Clerk. The bond schedule, after a comprehensive review, is unchanged with the exception of adding 9.05(1)(CC) Representations Depicting Nudity at a fine of $350 plus costs.

## STAFF RECOMMENDATION

Staff recommends approval of the presented Municipal Bond Schedule.

## ATTACHED:

City Code Ordinance 9.10 Bond Schedules

2017 Municipal Court Bond Schedule

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

**9.10 BOND SCHEDULES**

A certified copy of bond schedules for the offenses set forth in this chapter shall be adopted and approved with the text as part of this ordinance and shall bear upon its face the attestation of the Clerk and the Chief of Police and shall be available to the public in the office of the Chief of Police. Changes thereafter to the bond schedule shall not be effective until entered and attested on the certified copy. Changes in the bond schedule shall be made by the Chief of Police with the approval of the Council. All approved changes shall be incorporated into the bond schedule and shall be available for public inspection

# City of Reedsburg Municipal Court - Bond Schedule

5/22/2017



| Ord. # | Description | Deposit | PA | Muni ( | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| 7.25 | Snowmobiling within City Limits | $25.00 | $6.50 | $38 | $10 | $13.00 | $92.50 |
| 7.26 | Operate 2/3 Wheeled vehicles W/I City Limits | $25.00 | $6.50 | $38 | $10 | $13.00 | $92.50 |
| 7.32(2) | Dynamic Braking Device (Jake Brake) | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| 7.33 | ATVs Prohibited Adopt 23.33(2m) - (13) | State Bond Book | | | | | |
| 9.01(3) | Attempt | Same as Offense | | | | | |
| 9.01(4) | Party to a Crime | Same as Offense | | | | | |
| **9.02(1)** | **Offenses Against Bodily Security State Laws Adopted*** | | | | | | |
| (a) | Battery | $225.00 | $58.50 | $38 | $10 | $13 | $344.50 |
| (b) | Abuse to Children | $225.00 | $58.50 | $38 | $10 | $13 | $344.50 |
| ( c) | Battery to a Peace Officer | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (d) | Injury by Negligent Use of a Firearm | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (e) | False Imprisonment | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| **9.03(1)** | **Offenses Against Public Safety and Welfare State Laws Adopted** | | | | | | |
| (a) | Possession of a Controlled Substance WITD* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (b) | Unlawful Possession of Machine Gun/Firearm* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| ( c) | Negligent Operation of Motor Vehicle* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (d) | Negligent Handling of Burning Materials | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (e) | Unsafe Burning of Buildings | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (f) | Interfere/Fail to Assist Fireman | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (g) | False Alarms/Interfere with Fireman | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (h) | Reckless Use of a Weapon | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (i) | Possession of Pistol by Juvenile | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (j) | Carry Concealed Weapon | $250.00 | $65.00 | $38 | $10 | $13 | $376.00 |
| (k) | Possession of a Switchblade Knife | $250.00 | $65.00 | $38 | $10 | $13 | $376.00 |
| (l) | Conduct Regardless of Life | $500.00 | $130.00 | $38 | $10 | $13 | $691.00 |
| (m) | Placing Objects in Edibles | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (n) | Hazing | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (o) | Transport Uncased/Loaded Firearm in MV | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (p) | Hampering Emergency Call* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| **9.03(2)** | **Firearms and Ammunition - Discharge, Possession and Sale** | | | | | | |
| (a) | Discharge and Carrying | $125.00 | $32.50 | $38 | $10 | $13 | $218.50 |
| (b) | Possession of Ammo by Juvenile | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| ( c) | Sale of Weapons/Ammo by Juvenile | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (d) | Accompanied by Parent Required | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (e) | Hunting w/i City w/o Special Permit | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| **9.03(3)** | **Throwing or Shooting Objects Prohibited** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.03(4)** | **Sale and Discharge of Fireworks Prohibited** | | | | | | |
| (a) | Private Use and Sale | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| (b) | Permit and Indemnity Bond Required | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| **9.03(5)** | **Blasting without Official Permission** | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| **9.03(6)** | **Possession of Tobacco Products by Juvenile** | $25.00 | $6.50 | $38 | $10 | $13 | $92.50 |
| **9.03(7)** | **Sell/Give Tobacco Products to Juvenile** | $25.00 | $6.50 | $38 | $10 | $13 | $92.50 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

# City of Reedsburg Municipal Court - Bond Schedule

5/22/2017



| Ord. # | Description | Deposit | PA | Muni | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| **9.04 (1)** | **Offenses Against Public and Private Property - State Laws Adopted** | | | | | | |
| (a) | Criminal Damage to Property | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (b) | Arson* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| ( c) | Arson with the Intent to Defraud | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (d) | Placing Combustible Material* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (e) | Molotov Cocktail* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (f) | Burglary* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (g) | Entry to Locked Vehicle | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (h) | Possession of Burglary Tools* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (i) | Criminal Trespass to Land | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (j) | Criminal Trespass to Dwelling | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (k) | Theft - First Offense | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (l) | Defraud Innkeeper | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (m) | Operate M/V without Owner's Consent* | $300.00 | $78.00 | $38 | $10 | $13 | $439.00 |
| (n) | Issue Worthless Check | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (o) | Remove/Damage Encumbered/Real Property | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (p) | Robbery* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (q) | Receive Stolen Property | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| ( r) | Receive Stolen Property from Child | $300.00 | $78.00 | $38 | $10 | $13 | $439.00 |
| (s) | Alter Property ID Markings | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (t) | Forgery* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (u) | Credit Card Crimes* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (v) | Obtain Telecommunications by Fraud | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (w) | Retail Theft/Shoplifting | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| **9.04(7)** | **Harassment of Police Animals** | $175.00 | $45.50 | $38 | $10 | $13 | $281.50 |
| | Cause Injury | Felony | | | | | |
| | Cause Death | Felony | | | | | |
| **9.04(3)** | **Littering Prohibited** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.04(4)** | **Unlawful Trespass On Private Property** | | | | | | |
| (a) | Unlawful Trespass without Permission | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (b) | Permit Animal to Trespass | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| ( c) | Enter/Remain in Posted Lot | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.04(5)** | **Loitering Prohibited** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.04(6)** | **Deposit Trash Private Dumpster** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

# City of Reedsburg Municipal Court - Bond Schedule

5/22/2017



| Ord. # | Description | Deposit | PA | Muni ( | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| **9.05(1)** | **Offenses Against Public Peace - State Laws Adopted** | | | | | | |
| (a) | Disorderly Conduct | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (b) | Bomb Scares | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| ( c) | Unlawful Assembly* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (d) | False Swearing* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (e) | Contribute to Delinquency of a Minor | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (f) | Refuse to Aid Officer* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (g) | Resist/Obstruct an Officer | $175.00 | $45.50 | $38 | $10 | $13 | $281.50 |
| (h) | Escape* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (i) | Impersonate Peace Officer* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (j) | Interfere with Child Custody* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (k) | Tamper with Public Notice/Notice* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (l) | Wis. Organized Crime Control Act* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (m) | Mistreating Animals | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (n) | Dog/Cat Abduction | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (o) | Fail to Provide Food/Water to Confined Animal | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (p) | Fail to Provide Proper Shelter to Animal | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (q) | Animals Neglected/Abandoned | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| ( r) | Lewd/Lascivious Conduct | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (s) | Prostitution* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (t) | Patronizing Prostitute* | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (u) | Pandering | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| (v) | Gambling | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (w) | Permit Gambling on Premises | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| (x) | Commercial Gambling | $250.00 | $65.00 | $38 | $10 | $13 | $376.00 |
| (y) | Unlawful Use of Telephone | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (z) | Harassment | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (AA) | Disobedient Witnesses | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (BB) | Unlawful Use of Computerized Communication | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (CC) | Representations Depicting Nudity* (adopt 942.09(1) | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| **9.05(2)** | **Noises Disturbing the Public Peace** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| (a) | Make or Assist | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(3)** | **Juvenile Drinking Offenses** | | | | | | |
| (a) | Furnishing Alcohol to Minors | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(4)** | **Possession of False Identification** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

# City of Reedsburg Municipal Court - Bond Schedule

5/22/2017



| Ord. # | Description | Deposit | PA | Muni | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| **9.05(5)** | **Possess or Attempt to Procure Alcohol/Minor** | | | | | | |
| | First Offense | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| | Second Offense | $60.00 | $15.60 | $38 | $10 | $13 | $136.60 |
| | Third Offense | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| | Fourth Offense | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| | Fifth Offense | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| **9.05(6)** | **Possession of Controlled Substances/Paraphernalia** | | | | | | |
| (b) | Possession of Con. Substance not Listed Below | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| ( c) | Possession/Use of Marijuana (THC) | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (d) | Possession/Use of Cocaine/Cocaine Base | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (e) | Possession/Use of LSD | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (f) | Possession/Use of Drug Paraphernalia | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (g) | Manufacture/Delivery of Drug Paraphernalia | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (h) | Delivery of Drug Paraphernalia to Juvenile | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (i) | Advertisement of Drug Paraphernalia | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(7)** | **Consume Alcohol in Motor Vehicle on HWY** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(8)** | **Assisting in Escape of Prisoner** | $350.00 | $91.00 | $38 | $10 | $13 | $502.00 |
| **9.05(9)** | **Obscene Language and Sexual Conduct Prohibited** | | | | | | |
| (a) | Language - words, sounds, gestures | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| (b) | Obscene - language or conduct | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(10)** | **Curfew** | $10.00 | $2.60 | $38 | $10 | $13 | $73.60 |
| | Parent Responsibility | $10.00 | $2.60 | $38 | $10 | $13 | $73.60 |
| **9.05(11)** | **Disorderly Conduct with Motor Vehicle** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(12)** | **Loud and Unnecessary Noise Prohibited** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(13)** | **Obedience to Officers** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(14)** | **Obstructing Streets/Sidewalks** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(15)** | **Unauthorized Presence on School Property** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

# City of Reedsburg Municipal Court - Bond Schedule

5/22/2017



| Ord. # | Description | Deposit | PA | Muni | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| **9.05(16)** | **Keeping Specific Animals w/l 75' of Dwelling** | $25.00 | $6.50 | $38 | $10 | $13 | $92.50 |
| **9.05(17)** | **Cruelty to Wildlife** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.05(18)** | **Open Cisterns, Wells, Basements, Excavations** | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| **9.05(19)** | **Abandoned Refrigerators/Airtight Structures** | $25.00 | $6.50 | $38 | $10 | $13 | $92.50 |
| **9.05(20)** | **Posting Bills Prohibited** | $10.00 | $2.60 | $38 | $10 | $13 | $73.60 |
| **9.05(21)** | **Go-Carts to be Equipped with Mufflers** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(22)** | **Parks and Playgrounds - Regulations** | | | | | | |
| (a) | Damage Grass, Flowers, Trees, etc. | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| (b) | Damage Buildings, Fountains, Structures | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| © | Liquor/Loitering 11pm - 6am | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| (d) | Loitering Webb Park Sundown to Sunup | 50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| (e) | Glass Alcohol Container in Park | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(23)** | **Keeping of Bees Prohibited** | 50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(24)** | **Urinate in Public** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **9.05(25)** | **Harboring or Assisting Runaway** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **9.06** | **Habitual Truancy - Mandatory Appearance** | $500.00 | $130.00 | $38 | $10 | $13 | $691.00 |
| **11.17** | **Use Tobacco Products within 20 feet of School** | $25.00 | $6.50 | $38 | $10 | $13 | $92.50 |
| **12.01** | **Adopts ss125 Wis Statutes** | | | | | | |
| 12.01(1) | Juvenile Drinking | | | | | | |
| | First Offense | $30.00 | $7.80 | $38 | $10 | $13 | $98.80 |
| | Second Offense | $60.00 | $15.60 | $38 | $10 | $13 | $136.60 |
| | Third Offense | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| | Fourth Offense | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| | Fifth Offense | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| | **Underage Drinking** | | | | | | |
| | First Offense | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| | Second Offense | $200.00 | $52.00 | $38 | $10 | $13 | $313.00 |
| | Third Offense | $300.00 | $78.00 | $38 | $10 | $13 | $439.00 |
| | Fourth Offense | $400.00 | $104.00 | $38 | $10 | $13 | $565.00 |
| | Fifth Offense | $500.00 | $130.00 | $38 | $10 | $13 | $691.00 |
| **12.01** | **Continued...** | | | | | | |
| | ID Card Violations (17 - 20 yoa) | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| | ID Card Violations (Under 16 yoa) | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

## City of Reedsburg Municipal Court - Bond Schedule



| Ord. # | Description | Deposit | PA | Muni ( | Jail | Crime Lab | Total |
|---|---|---|---|---|---|---|---|
| **(7)(g)(3)** | **Underage on Licensed Premises** | $100.00 | $26.00 | $38 | $10 | $13 | $187.00 |
| **(12)( c)** | **Open After Hours** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **(14)(b)** | **Open Intoxicants off of Licensed Premises** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **(14)(e)** | **Throwing Containers** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| **12.015(1)** | **Nude Dancing Prohibited** | $150.00 | $39.00 | $38 | $10 | $13 | $250.00 |
| **29.10(1)** | **Animal at Large** | $35.00 | $9.10 | $38 | $10 | $13 | $105.10 |
| **29.12(1)** | **Dog in Park** | $35.00 | $9.10 | $38 | $10 | $13 | $105.10 |
| **29.15(1)** | **Barking Dog** | $35.00 | $9.10 | $38 | $10 | $13 | $105.10 |
| **29.18(1)** | **Removal of Animal Defecation Required** | $35.00 | $9.10 | $38 | $10 | $13 | $105.10 |
| **38.08** | **Sex Offender Domicile/Child Safety Zone** | $250.00 | $65.00 | $38 | $10 | $13 | $376.00 |
| **39.06** | **Second-Hand Dealer Permit Violation** | | | | | | |
| | **First Offense** | $50.00 | $13.00 | $38 | $10 | $13 | $124.00 |
| | **Second Offense** | $500.00 | $130.00 | $38 | $10 | $13 | $691.00 |

**Parking Violations (Misc):**

| | |
|---|---|
| Wrong Side - Winter Parking | $10.00 |
| Overparked __ Hour Zone | $10.00 |
| Double Parked | $10.00 |
| No Parking 9pm-6am Overwidth | $10.00 |
| Parking Where Official Sign Posted | $10.00 |
| Parking Against Traffic | $10.00 |
| Yelllow Zone | $10.00 |
| No Parking 2am-6am | $10.00 |
| Fire Hydrant | $10.00 |
| Handicapped | $50.00 |
| Parking on Sidewalk | $10.00 |
| Lockout | $10.00 |

*Normally charged as State crime. If only "preponderance of evidence" exists, submit to Municipal Court

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:** III-B

**To**: Ordinance Committee and City Council
**By:** Stephen P. Compton, City Administrator
**Date of Meeting**: July 26, 2017 [Introduction, 1st Reading May 22, 2017]
**Subject:** Utility Commission – Charter Ordinance Revision Ord: 1842-17

## BACKGROUND AND REQUEST

The Reedsburg Utility Commission is requesting changes to the Ordinance creating the Utility Commission. Information from the Utility General Manager was discussed with the City Administrator about 2007 adjustments to City Charter Ordinance creating the Utility Commission. These changes were not brought forward. The Introduction, 1st Reading were held May 22, 2017.

**Commission Members:** The members of the Reedsburg Utility Commission are listed below:

| Commission Member | Term * |
|---|---|
| Jim Heuer, Alderman | Term of Office |
| Mike Gargano, Alderman | Term of Office |
| Mike Glick | Oct. 2021 * |
| Amy Reine | Oct. 2017 * |
| James Krueger | Oct. 2017 (Appointed June 1, 2017) |

The Term of Office is established in the Wisconsin State Statutes as follows:

66.0805 Management of municipal public utility by commission. (1) Except as provided in sub. (6), the governing body of a city shall, and the governing body of a village or town may, provide for the nonpartisan management of a municipal public utility by creating a commission under this section. The board of commissioners, under the general control and supervision of the governing body, shall be responsible for the entire management of and shall supervise the operation of the utility. The governing body shall exercise general control and supervision of the commission by enacting ordinances governing the commission's operation. **The board shall consist of 3, 5 or 7 commissioners. (2) * The commissioners shall be elected by the governing body for a term, <u>beginning on the first day of October, of as many years as there are commissioners,</u> except that the terms of the commissioners first elected shall expire successively one each year on each succeeding first day of October. (3) The commission shall choose a president and a secretary from its membership. The commission may appoint and establish the compensation of a manager.**

An additional allowance must be made to meet the section below related to the City Clerk-Treasurer::

(4) (a) The governing body of the city, village or town may provide that departmental expenditures be audited by the commission, and if approved by the president and secretary of the commission, **<u>be paid</u>**

**by the city, village or town clerk and treasurer as provided by s. 66.0607; that the utility receipts be paid to a bonded cashier appointed by the commission, to be turned over to the city, village or town treasurer** at least once a month; and that the commission have designated general powers in the construction, extension, improvement and operation of the utility. Actual construction work shall be under the immediate supervision of the board of public works or corresponding authority.

## ANALYSIS

Changes being presented in the City Council under Charter Ordinance Chapter 1.103 are presented for discussion, feedback and comment by the City Council, Utility Commission, City Administrative Staff and Utility Commission Staff.

## FINANCIAL IMPACT

NA

## STAFF RECOMMENDATION

Review the draft Charter Ordinance, hear input from members, and provide director to the City Administrator for additional analysis as needed.

Action: 2nd Reading and hold public hearing.

## ATTACHMENTS:

Calendar of Actions:

May 22, 2017: Staff Report: Introduction to Ordinance Committee
May 22, 2017: Introduction 1st Reading, Setting Public Hearing June 26, 2017 – City Council
June 26, 2017: 2nd Reading, Public Hearing – City Council
Sixty Day Waiting: Aug. 25, 2017 if no protest enrolled as Active Charter Ordinance Aug. 25, 2017

Organization Chart – Reporting Relationships
Ordinance 1842-17 – 2nd Revised Chapter 1.103 – Reedsburg Utility Commission Charter Ordinance

City of Reedsburg
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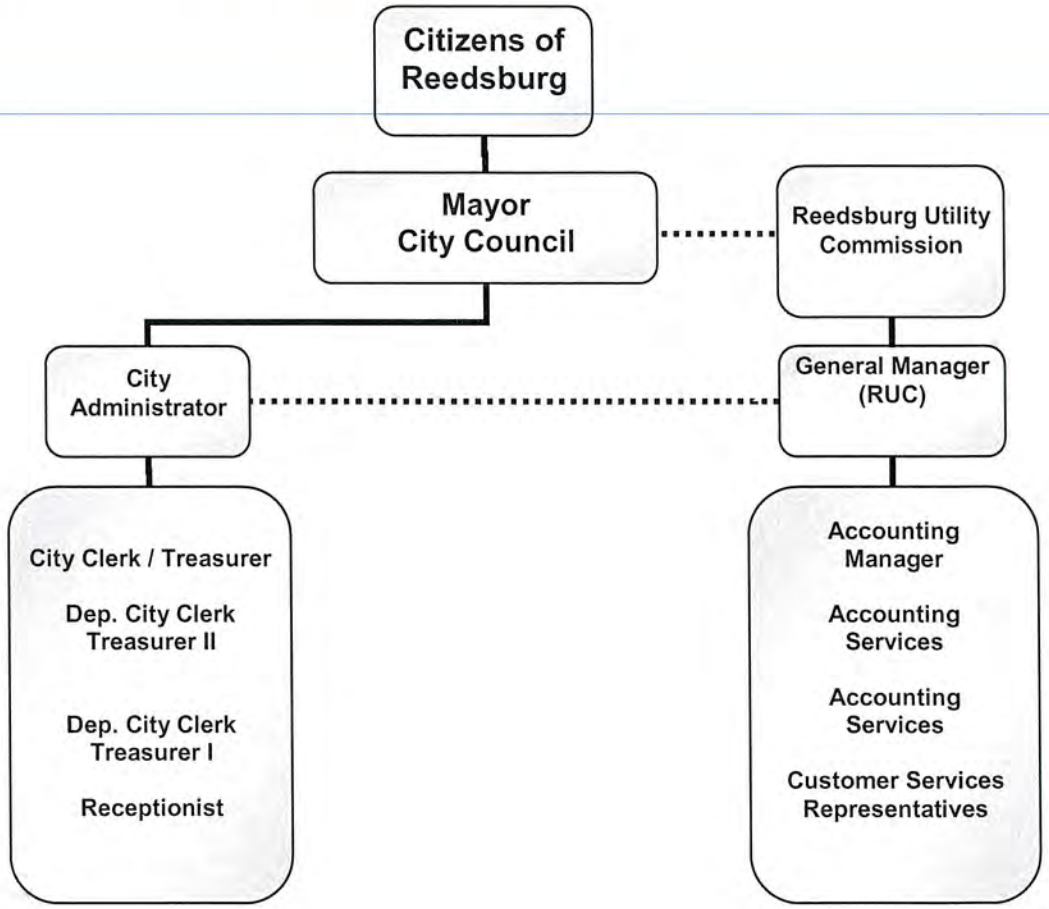

ORDINANCE NO. 1842-17 ~~1412-99~~

(CITY OF REEDSBURG CHARTER ORDINANCE
~~CREATING A COMMUNICATIONS UTILITY WITHIN THE CITY)~~REPEALING AND RECREATING UTILITY COMMISSION ORDINANCE)

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

SECTION 1: FINDINGS AND PURPOSE.

Pursuant to Wis. Stat. ~~See~~§. ~~66.01.~~66.0101, the City of Reedsburg hereby exercises its Constitutional home rule authority of Article XI, Section 3. of the Wisconsin Constitution and makes the following finding of facts and amends its charter as indicated herein.

A. The City has determined to create a municipal Communications Utility within the City, which shall be responsible to plan, acquire, construct, extend, improve, maintain, operate, lease, dispose of, regulate and manage a communications system to be constructed within the City in order to provide, among other things, telephone, communications, data, Internet, news, cable television, video and information services. The Communications Utility of the City shall be under the jurisdiction of the ~~Communications~~ Utility Commission and may exercise all powers necessary or desirable to effect its purposes.

B. The City hereby finds that the creation and operation of a Communications Utility, with the responsibilities and powers as specified above, are matters of local affairs and government within the meaning of Article XI, Section 3 of the Wisconsin Constitution and Wis. Stat. ~~Sec. 66.01.~~§ 66.0101. It is hereby found that a communications system will provide public benefits by providing for the continued growth and economic development of the City of Reedsburg and is, thereby, in the best interests of the City of Reedsburg and within our local affairs and government. The City hereby further finds that a City-owned communications system is in the public interest as a means of facilitating the provision of telephone, communications, data, Internet, news, cable television, video and information services to the City and its departments, the school district and the public generally within the City of Reedsburg and surrounding areas.

C. To the extent that any provisions of Chapter 62 or 66 of the Wisconsin Statutes could be interpreted as limiting the ability of the City of Reedsburg to create such a Communications Utility, the City of Reedsburg hereby declares that those provisions shall not apply to the City of Reedsburg.

**DRAFTER'S NOTE:** This is a Charter Ordinance pursuant to Wis. Stat. ~~sec. 66.01.~~§ 66.0101. It requires a two-thirds vote of the Common Council. The ordinance is not effective until 60 days after its passage and publication. If within the 60 days a petition signed by electors of the city or village equal to not less than 7% of the votes cast for governor at the last general election is filed in the clerk's office, the charter ordinance must be submitted to a referendum and approved by a majority of the electors who voted before it becomes effective.

SECTION II: CODE SECTION REPEALED AND RE-CREATED.

A. City of Reedsburg Code ~~Sec.~~§ 1.103 is repealed.

B. City of Reedsburg Code ~~Sec. 1.103~~§ 1.103 is re-created.

SECTION III: CODE SECTION AS RE-CREATED.

City of Reedsburg Code ~~Sec.~~§ 1.103 is re-created as follows:

1.103 Utility Commission.

(1) (a) Municipal Utilities. The City of Reedsburg operates the following municipal utilities: electric, water, sanitary sewer, storm sewer, and communications utilities.

(b) The electric, water and communications utilities shall be under the jurisdiction of the Reedsburg Utility Commission, except as may be otherwise provided in the City of Reedsburg Code of Ordinances.

(2) Membership. The Utility Commission shall consist of 2 officers of the City and ~~three~~3 citizens, appointed by the Mayor subject to confirmation of the Council, for terms of 5 years, commencing on October 1, in the year of the appointment, provided the Mayor shall stagger the initial appointments so that ~~upon expiration of such appointments 1 member shall be appointed annually for a term of 2 years~~the terms of the Commissioners first elected shall expire successively one each year on each succeeding first day of October. A vacancy shall be created in the office occupied by a member of the common council when the person ceases to be a member of the Council. Vacancies shall be filled by appointment by the Mayor, which appointments shall be subject to confirmation of the Council.

(3) ~~Eligibility. No person shall be eligible for membership on the Commission who sells supplies and materials directly to the Commission or for use by the municipal utilities.(4)~~ Organization. The Commission shall organize by choosing from among its members a President and Secretary~~(5~~ and shall appoint a Utility Clerk who shall perform the duties of a bonded cashier, shall keep accurate books and accounts of utility revenues and expenses, and shall perform such other duties as the Commission shall from time to time direct. The Utility Clerk, before taking office, shall give a bond for the faithful performance of the duties of the office in such amount as the Utility Commission shall direct.

(4) Compensation. Commission members shall receive such compensation as shall be agreed upon by the Commission and the Council, and the Commission shall fix the compensation to be paid to the Secretary.

(~~6~~5) Powers and Duties.

(a) Method and Duties. The Commission shall have the entire charge, management and direction of all municipal utilities not placed under the jurisdiction of the ~~Board of~~ Public Works~~,~~ Committee subject only to the general control and supervision of the Council, with such general

control and supervision being exercised through the enactment and amendment of this Ordinance, and to the jurisdiction of the State Public Service Commission.

(b) Employees and Consultants. The Commission may employ a manager or superintendent of utilities and may fix his compensation. The City Engineer may be employed as a superintendent or manager and his salary as such shall be fixed from time to time by agreement of the Commission and Council. The Commission may employ other necessary employees and fix their compensation. The Commission also may employ the services and fix the compensation of such other agents or consultants as the Commission deems necessary or convenient for the operation and management of the utilities under its jurisdiction.

(c) Rules. The Commission may make all necessary rules governing its own proceedings and the government of the electric, water and communications utilities and all other municipal utilities under its jurisdiction.

(d) Construction Work and Construction Contracts. Utility construction work shall be under the immediate supervision of the Commission and all other Public Works construction under the supervision of the Public Works Committee. The Commission shall have full authority to let bids and enter into construction contracts in the name of the City, provided that such contracts are necessary or convenient to the management and operation of the municipal utilities under the Commission's jurisdiction.

(e) Other Contracts. The Commission shall have full authority to enter into other contracts in the name of the City, including but not limited to contracts to purchase and sell electrical power and fuel, sell potable water and purchase and sell communications services provided that such contracts are necessary or convenient to the management and operation of the municipal utilities under the Commission's jurisdiction.

(f) Purchase and Sale of Real Estate. The Commission shall have full authority to acquire and sell interests in real estate in the name of the City as may be necessary or convenient to the management and operation of the municipal utilities under the Commission's jurisdiction.

(g) Other Powers. The Commission shall have such other powers as are necessary or convenient to the management and operation of all municipal utilities not placed under the supervision of the Public Works Committee, and the City intends that the Commission shall have full authority respecting such utilities unless the authority is specifically withheld by statute.

(~~7~~6) Utility Funds and Accounts. Utility funds shall be handled by the ~~Treasurer~~Utility Clerk in a separate account. The funds of the electric, water and communications utilities and all other municipal utilities under the Commission's jurisdiction shall be maintained in separate accounts. No funds shall be transferred to the ~~City Treasurer~~General Fund except in accordance with Wis. Stat. ~~sec. 66.069(1)(c~~§ 66.0811(1) and (~~d~~2).

(~~8~~7) Recordings and Proceedings.

(a) The Commission shall keep books of account as prescribed by the Public Service Commission of Wisconsin, which shall be public records.

(b) The Secretary shall keep the minutes of the previous proceedings of the Commission and shall report semiannually to the Council giving a brief summary of the condition of the utilities and the manner in which funds are allocated. The Secretary shall provide members of the Council with copies of the minutes of the Utility Commission on a monthly basis.

~~(9) Expenditures and Receipts. Expenditures of all municipal utilities under the jurisdiction of the Utility Commission shall be audited by the Commission and if approved shall be paid by the Treasurer upon warrants signed by the President and Secretary of the Commission. Receipts of any municipal utility placed under the jurisdiction of the Public Works Committee shall be paid to the City Treasurer.~~8) Utility Expenses. Utility departmental expenditures shall be audited monthly and when approved, a voucher schedule shall be prepared and certified to the City Clerk by the Commission President and Secretary that the claims listed therein have been authorized for payment. There shall be further certifications on the schedule whether or not funds are available for payment of the claims as listed. Order checks shall then be prepared by the Utility and entered upon the books of the Utility, after which they shall be signed by the Commission President and the City Clerk, as provided by Wis. Stat. § 66.0607(4).

(9) Utility Receipts. Utility funds shall be separately accounted for by the municipal utilities under the Commission's jurisdiction.

(10) Facsimile Signatures. Checks issued on the ~~utility account~~Utility accounts may be signed by ~~the~~ facsimile ~~signatures of the Mayor and President of the Utility Commission~~signature.

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 VI: CONFLICTING PROVISIONS REPEALED.

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

SECTION VII: EFFECTIVE DATE.

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

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

Carl H. StolteDavid Estes, Mayor

David R.

WaffleStephen Compton, City Administrator

INTRODUCED: January 11, 1999
PUBLISHED: March 11, 1999
PASSED: February 22, 1999

STATE 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 22nd day of February, 1999 , 2017 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 23rd day of February, 1999. , 2017.

Jacob Crosetto, City Clerk

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

## STAFF REPORT

## AGENDA ITEM: III-C

**To**: Ordinance Committee and City Council
**Prepared By**: Brian Duvalle, Planning and Building
**Thru**: Stephan P. Compton, City Administrator
**Date of Meeting**: June 26, 2017 [Introduction, 1st Reading May 22, 2017 – Ord./ City Council]

**Subject**: Adopt Administrative Code Chapter SPS 327 – Camping Units – Ord. 1843-17

### BACKGROUND AND REQUEST

The State adopted a new code that requires municipalities to adopt Wisconsin Administrative Code Chapter SPS 327 for the regulation of camping units.

### ANALYSIS

The code was part of 2015 Wisconsin Act 49. Any new camping unit built from here on out is required to meet this code. Currently Reedsburg does not have any existing or proposed camping units.

### FINANCIAL IMPACT

None

### STAFF RECOMMENDATION

Staff recommends approving Ordinance 1843-17 amending Section 14.03 by adding 'SPS 327' to the list of state and federal codes we administer.

Action: 2nd Reading and hold Public Hearing on June 26, 2017

Calendar of Actions:

May 22, 2017: Staff Report: 1st reading before to Ordinance Committee
May 22, 2017: Introduction 1st Reading, Setting Public Hearing June 26, 2017 – City Council
June 26, 2017: 2nd Reading, Public Hearing – City Council
Published, Enactment Date: July 6, 2017

**Attachment**
Ordinance 1843-17

ORDINANCE NO. 1843-17

# AN ORDINANCE AMENDMENT TO ADD SPS 327 FOR THE REGULATION OF CAMPING UNITS

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 14.03 will add the Administrative Code Chapter SPS 327 to the list of state and federal codes the City Administers.

SECTION II: PROVISIONS AMENDED:

City of Reedsburg Code Chapter 14 is hereby amended by this Ordinance.

SECTION III: PROVISIONS AS AMENDED:

## 14.03 APPLICATION OF WISCONSIN ADMINISTRATIVE BUILDING CODE AND NATIONAL CODES

The following State and national Codes, as amended from time to time, are hereby adopted by the municipality and become a part of this ordinance used to govern the construction of one- and two- family, commercial, industrial and institutional buildings within the boundaries of the City of Reedsburg; Wisconsin Administrative Code, SPS Chapters, 305, 316, 320-325, **327,** 360-366, and 381- 387; Wis. Stats. Ch. 101; International Building Code (IBC); ANSI A117.1; Americans Disability Act (ADA) barrier free chapters 1-10; National Electric Code (NEC); National Fire Protection Act (NFPA) chapters 13, 13d, 13r, 20, 24, 25 and 70.

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

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 14.

Dated this ___ day of June, 2017.

_____ _____

David G. Estes, Mayor Jacob Crosetto Clerk/Treasurer

| | |
|---|---|
| 1st Reading and Set Public Hearing (6/26/2017) at Council: | May 22, 2017 |
| Public Hearing Noticed: | June 22, 2017 |
| 2nd Reading at Council/Public Hearing: | June 26, 2017 |
| Published, Enactment Date: | July 6, 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 26th day of June, 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

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

**STAFF REPORT** **AGENDA ITEM:** III-D

**To**: Ordinance and Common Council
**Prepared By**: Steven Zibell, Public Works
**Through:** Stephen P. Compton, City Administrator
**Date of Meeting**: June 26, 2017

**Subject: Introduction, 1st Reading set public hearing for July 10, 2017**
**No Parking on North Dewey south of 19th Street: Ordinance 1847-17**

## BACKGROUND AND REQUEST

Requests have been made by citizens to look at this intersection for a possible four way stop or something to help with safety.

## ANALYSIS

After research it was determined a four-way stop isn't warranted and the committee felt it may create more problems with traffic flow due to the hospital driveways. During the Public Works meeting Zibell and a few other members thought it may help to remove parking on Dewey south of 19th Street since there has been noticeably more parking in this area. Zibell thought it was an issue when cars park close to the intersection and create a vision problem. Public works has recommended removing parking along both sides of N. Dewey 50 feet south of 19th Street from the crosswalk.

## FINANCIAL IMPACT

Cost would be minimal for two signs and paint.

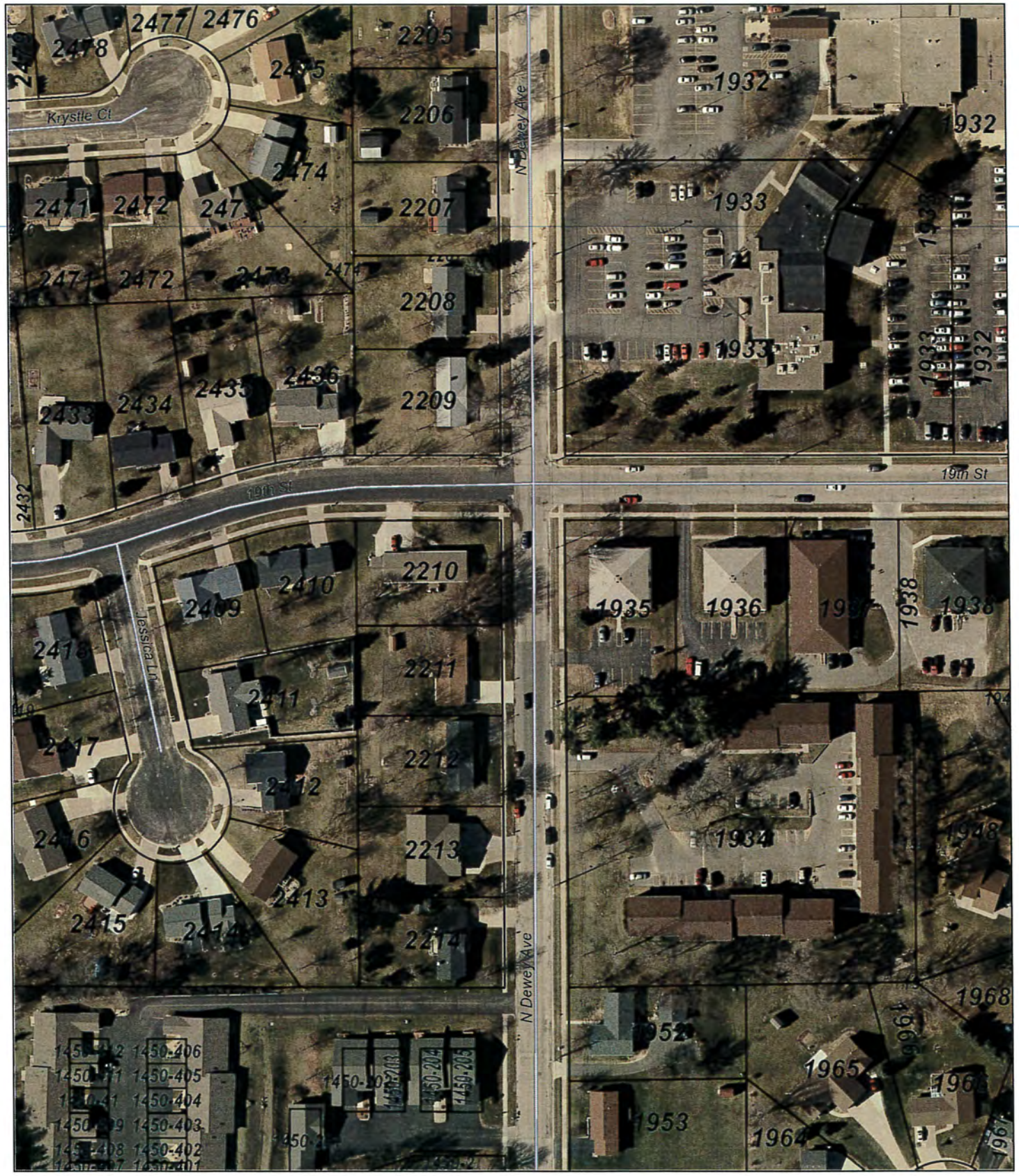
## STAFF RECOMMENDATION

Public Works Committee and staff recommend moving forward.
Action: Introduction, 1st Reading, set public hearing for July 10, 2017.

**Attachments**
Overhead Map
Ordinance 1847-17

Calendar of Actions:

| Action: | Regular Ordinance |
|---|---|
| Introduction, 1st Reading, Set Public Hearing: | June 26, 2017 |
| Public Hearing - Noticed | July 3, 2017 |
| 2nd Reading at Council/Public Hearing: | July 10, 2017 |
| Published, Enactment Date: | July 27, 2017 |




## City of Reedsburg GIS

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

SCALE: 1" = 139'

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

Print Date: 4/11/2017

ORDINANCE NO. 1847-17

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

SECTION I: PURPOSE

This ordinance establishes a "No Parking Zone" in the following location: On the east and west sides of North Dewey Avenue fifty (50) feet south of the intersection with 19th Street.

SECTION II: PROVISIONS REPEALED AND CREATED.

City of Reedsburg Code Section 7.08(2)(jj) is created.

SECTION III: PROVISION AS CREATED.

City Code sec. 7.08(2)(jj) is created as follows:

(jj) On the east and west sides of North Dewey Avenue fifty (50) feet south of the intersection with 19th Street.

SECTION IV: VALIDITY:

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

SECTION V: CONFLICTING PROVISIONS REPEALED:

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

SECTION VI: EFFECTIVE DATE:

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

SECTION VII.

This ordinance becomes part of City of Reedsburg Code Chapter 7.

David G. Estes, Mayor

Jacob Crosetto, City Clerk-Treasurer

First Reading: June 26, 2017
Public Hearing Noticed: July 3, 2017
Public Hearing: July 10, 2017
Published: July 27, 2017

May 16, 2017

City of Reedsburg
134 South Locust Street, P.O. Box 490
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Ph. 608-524-6404 Fax. 608-524-8458
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**STAFF REPORT** **AGENDA ITEM:** III-E

**To**: Ordinance Committee, Common Council
**By:** Stephen P. Compton, City Administrator
**Date of Meeting**: June 26, 2017

**Subject: Reedsburg Arts Committee (RAC) Creation - Ordinance 1848-17**

## BACKGROUND AND REQUEST

The Common Council approved a temporary committee (Arts in Public Places – AIPP) in January 2017 to create a policy for the display, installation, removal and acquisition of public art. The Council later approved the Arts in Public Places policy on May 22, 2017.

The intent of the action of the City Council was to approve the Arts policy and send to ordinance the task to craft committee language. The Arts in Public Places Committee members acknowledged they would be willing to serve on a new committee. New ordinance language must be developed for the Municipal Code.

## ANALYSIS

Under the adopted policy, the RAC would be an advisory committee to the Mayor and City Council. The RAC shall meet quarterly, or as needed.

The RAC shall have seven members appointed by the Mayor with approval of the Council who reside or have a business in the city. Members shall be appointed to staggered term of three years. Members who do not reside in the City limits and own a business in Reedsburg but reside in the Reedsburg School District Boundary may be appointed to RAC. Draft Chapter 2.07 language has been developed and has been placed in the attached ordinance document.

Some minor ordinance language changes were added to the Chapter 2: chapter numbering, chapter section 2.01 (4) Committee Reports and chapter 2.05 Ordinance Committee.

## FINANCIAL IMPACT

NA

## STAFF RECOMMENDATION

Approve item on June 26, 2017. Introduction and 1st reading of Ordinance 1848-17. Set the public hearing for July 10, 2017.

## ATTACHMENTS:

Ordinance 1848-17 (Chapter 2.07)
Arts in Public Places Policy approved on May 22, 2017.

ORDINANCE NO. 1848-17

# CHAPTER 2

## THE GOVERNING BODY


2.01 Common Council Committees
2.02 Finance Committee
2.03 Parks and Recreation Committee
2.04 Public Works Committee
2.05 Ordinance Committee
2.06 Personnel Committee
2.07 Reedsburg Arts Committee
2.08 Vacant
2.09 Vacant
2.10 ~~2.07~~ Rules of Procedure

## 2.01 COMMON COUNCIL COMMITTEES

(1) Committees. The following shall constitute the standing advisory committees of the Common Council:

(A) Finance

(B) Parks and Recreation

(C) Public Works

(D) Ordinance

(E) Personnel

(F) Reedsburg Arts

(2) Appointments. Subject to any specified terms set forth herein, all appointments to committees shall be made by the Mayor and confirmed by the Common Council at the annual organizational meeting of the council. Unless otherwise specified, the Mayor shall designate the chair of each committee. All appointments begin on May 1st of each year.

(3) Residency. Non-residents of the City of Reedsburg may not serve on city boards, commissions and/or committees unless specifically appointed to non-resident positions by the respective governing body.

(4) Committee Reports. Each committee to which any matter shall be referred shall report thereon at the next regular meeting. Such report shall be placed onto the consent agenda ~~read~~ by the clerk and after action thereon shall be filed.

## 2.02 FINANCE COMMITTEE

(1) The Finance Committee shall have six members. The members of the Finance Committee shall be the chairs of the Planning Commission, the Public Works Committee, the Personnel Committee and the Parks and Recreation Committee. In the event that one council member holds multiple chair positions, the mayor shall appoint such other members of the council as are necessary to provide for four council representatives on the Finance Committee. There shall also be two members of the public who shall serve staggered terms of three years.

(2) The committee shall provide oversight of the financial affairs of the city and advise the mayor, council and city staff, accordingly. Among the functions to be performed by the committee are:

(A) Review and recommend bills to be paid by the council.

(B) Review and recommend the level and type of financing appropriate for long-term capital needs.

(C) Review and recommend the annual operating budget and level of taxation.

(D) Provide oversight of the taxi service contract.

(E) Provide and recommend health, workers' compensation, property and liability insurance policies as well as make recommendations regarding claims against the city.

## 2.03 PARKS AND RECREATION COMMITTEE

(1) The Parks and Recreation Committee shall have five members. Three of the members shall be members of the Common Council appointed annually, and two of the members shall be members of the public who shall serve staggered terms of three years. *(Rev. 05-24-04)*

(2) The committee shall have those powers specified in Wis. Stat. sec. 27.08, shall oversee the parks, recreation and forestry functions of the city and provide advice to the mayor, the council and city staff. The committee shall review the annual operating budgets, capital improvement projects and major equipment purchases for the activities within its purview.

**2.04 PUBLIC WORKS COMMITTEE**

(1) The Public Works Committee shall have five members. Three of the members shall be members of the Common Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.

(2) The committee shall advise the mayor, the council and the city staff regarding the construction, maintenance and operation of streets, bridges, storm sewers, sanitary sewers, wastewater treatment plant, municipal buildings and other related city facilities. The committee will also review the annual operating budget, capital improvement projects and major equipment purchases for the departments within its purview. The committee shall also monitor the city's compliance with the Americans with Disabilities Act.

**2.05 ORDINANCE COMMITTEE**

(1) The Ordinance Committee shall have five members. Three of the members shall be members of the Common Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.

(2) The committee shall review and recommend the issuance and renewal of liquor-related licenses. The committee shall serve as the appeals committee as may be directed by city statute related to permits and licenses.

(3) Review and recommend new or amended ordinances and perform such other related functions as assigned by the mayor and council.

**2.06 PERSONNEL COMMITTEE**

(1) The Personnel Committee shall have five members. Three of the members shall be members of the City Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.

(2) The committee shall advise the mayor, council and city staff regarding the personnel policies and procedures of the city; except that the committee shall not direct or manage the activities of any member of the city staff.

(3) The committee shall recommend labor negotiation strategies and objectives, and recommend contract settlement terms to the mayor and council, and members will participate on bargaining teams for labor negotiations as assigned by the chair of the committee. The committee may also function as an appellate body depending upon the grievance procedures of specific labor contracts.

(4) The committee shall review the performance evaluations prepared by the city administrator of department heads and make recommendations to the mayor and council regarding compensation of non-represented employees.

(5) The committee shall review and recommend changes in the organizational structure and job descriptions for the city and shall perform such other functions as assigned.

## 2.07 REEDSBURG ARTS COMMITTEE

(1) The Reedsburg Art Committee shall have seven voting members who reside or have a business in the City. Three members of the public shall serve staggered terms of three years and three members shall be appointed for the opposite terms period. (Initial member appointments may be reduced to help with the transition time creation of the committee)

(2) The Reedsburg Arts Committee shall be an advisory committee to the mayor and council to carry out the "Arts in Public Places – Policy" as approved by the City Council. The Reedsburg Arts Committee shall strive to create a long range strategic Arts plan and complete the refinement of the Arts in Public Places policy.

(3) The Reedsburg Arts Committee shall supervise and recommend expenditures of the 1% Art in Public Places Funding as approved annually by the City Council. The Arts Committee may seek grant funds for special Art placement in public places. Awarded grants must be approved by the mayor and council.

**2.08 Vacant (Revision 6-2017)**

**2.09 Vacant (Revision 6-2017)**

## 2.10 ~~2.07~~ RULES OF PROCEDURE

(1) Organization Meeting. Following a regular City election, the new Council shall meet on the third Tuesday of April. A President of the Council shall be chosen at this time from among the aldermen by majority vote.

(2) Regular Meetings. The regular meetings of the Common Council shall be held at the Council Chambers at 7:00 p.m. on the second and fourth Mondays of each month except when such day is a legal holiday, when such meeting shall be held at the time determined by the Council. *(Rev. 09-24-12)*

(3) Special Meetings *(Rev. 2-11-02)*

(a) Special meetings shall be held at such times as the Mayor or a majority of the Council direct.

(b) Notice of a special meeting may be given by any of the following methods at least twenty-four (24) hours before the meeting. *(Rev. 07-07-13)*

(i) By written notice delivered personally to a council member.

(ii) By a telephone call to a council member. If the member has a telephone answering device, a message may be left with a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.

(iii) By facsimile transmission to a council member. The facsimile transmission shall contain a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.

(iv) By electronic transmission, commonly known as e-mail, to a council member. The e-mail message shall include a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.

(c) The notice given, whatever the form, shall state the matters to be considered at the special meeting and, a copy of the meeting agenda shall be posted at least twenty-four (24) hours prior to the meeting. *(Rev. 07-07-13)*

(d) The persons who give notice of a special meeting as set forth above shall provide a sworn affidavit stating the form of the notice, the time of delivery and the time of confirmation, if any, which notice shall be retained by the City for at least two (2) years.

(e) The City of Reedsburg, pursuant to Wis. Stats. Sec. 61.01(01), hereby elects not to be governed by the meetings provisions of Wis. Stat. sec. 62.11(2). *(Rev. 07-07-13)*

(4) Call To Order. The Mayor, or in his absence, the President of the Council, shall take the chair at the hour appointed, call the members of the Council to order, and may at the instance of any
2 members, order the attendance of absentees. In the absence of the Mayor and President of the Council, any member may call the Council to order, and thereupon the Council shall appoint a Chairman to preside at such meeting.

(5) Quorum. Two-thirds of the membership of the Council shall constitute a quorum for the transaction of business, although a lesser number may adjourn. The Mayor shall not be counted in determining a quorum. *(Rev. 07-07-13)*

(6) Order of Business. At all regular meetings the order of business shall be determined by the Mayor. *(Rev. 07-07-13)*

(7) Conduct of Meetings. Meetings of the Council and committees shall be open to the public except as provided in Sec. 19.85, Wis. Stats. No member shall leave a meeting of the Council or a committee without leave of absence under penalty of $5.00 for each offense. The Council may punish by fine members or other persons for disorderly behavior. *(Rev. 07-07-13)*

(8) Duties of Presiding Officer.
(a) The presiding officer shall decide all questions of order subject to appeal to the Council. (b) The Presiding Officer shall preserve order. If any member violates any of these rules, the presiding officer shall, or any member may, call him to order, in which case he will immediately sit down and be silent unless permitted to explain. A member called to order may appeal to the Council.

(9) Motions.

(a) To Be Reduced to Writing. Every motion or proposition except privileged motions shall be reduced to writing by the Clerk.

(b) When Before Council. When a motion is made and seconded, it shall be before the Council and shall be stated by the presiding officer or, if in writing, shall be delivered to the Clerk and read by him previous to debate.

(c) Withdrawal. After a motion is stated by the presiding officer or read by the Clerk, it shall not be withdrawn except by consent of the Council.

(d) When a Question is Before Council. When a question is before the Council, no motion shall be received except to adjourn, to lay on the table the previous question, to refer to committee, or to amend, which motions shall have precedence in the order in which made.

(10) Questions.

(a) Form of. All questions shall be put in this form: "As many as are of the opinion (as the case may be) say Aye; contrary, No."

(b) Speaking On. When a member is about to speak to a question or make a motion, he shall rise and respectfully address the presiding officer, and the presiding officer shall pronounce the name of the member entitled to the floor; and the member shall confine his remarks to the question under consideration.

(c) Limitation on Speaking. No member shall speak more than twice on any question, no more than 10 minutes at any one time without leave of a majority of the members present, expressed by a rising vote, and the same rule shall be observed in Committee of the Whole.

(d) Putting Previous Question. When previous question shall be put in these words: "Shall the main question be now put?" It shall be admitted on demand of 2 members and, until decided, shall preclude all further amendment or debate of the main question but shall not preclude pending amendments from being put before the main question.

(e) Division of Question. The presiding officer may direct or any member may call for a division of the question when the same will admit thereof.

(11) Voting.

(a) By Mayor. The Mayor shall not be counted in determining whether a majority or other proportion of the Council has voted for a proposition and he shall not vote except in the case of a tie.

(b) Confirmation of Appointments. A majority of all the members shall be necessary for confirmation. In case of a tie, the Mayor shall have a casting vote as in other cases.

(c) Ayes and Noes. A vote by ayes and noes shall be required on any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability against the City or any fund thereof. In addition, any member may require a vote by the ayes and noes. All such votes shall be recorded in the journal.

(d) Members Required to Vote. Every member present when a question is put shall vote unless the Council shall excuse him.

(e) Reconsideration. Any member who voted in the majority may have reconsideration of the vote at the same or the next succeeding regular meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.

(f) Explanation of Vote. No member may explain his vote during the calling of ayes and noes. However, he may explain the reason for his dissent from the vote of the majority and have such reasons entered on the journal.

(12) Ordinances.

(a) Upon introduction of an ordinance, a public hearing shall be held at a time and date to be set by the Council. If no date is set, the hearing shall be held at the first available Council meeting after the meeting in which the ordinance is introduced. A notice of the public hearing shall be published once in the official newspaper. The ordinance shall receive its second reading at the public hearing. At such time as it is adopted, it shall be published pursuant to state statute. *(Rev. 07-07-13)*

(b) Any ordinance upon introduction may be referred to committee by the presiding officer or upon motion of the council.

(13) Petitions, Etc. All petitions, memorials, resolutions, and other communications shall be in writing, with a brief statement of their contents endorsed upon them together with the name of the member presenting the same. All petitions shall be presented by the presiding officer and the contents briefly explained. Petitions shall thereupon be referred to a committee.

(14) Claims. No claims shall be allowed unless itemized. Claims shall be examined and certified to be correct by a committee of the Council and reported to and audited by the Council.

(15) Suspension of Rules. Any rule hereunder may be suspended by a 2/3 vote of the members present.

(16) Alteration of Rules. Any of the rules hereunder may be altered or amended by a 2/3 vote of all the members of the Council.

(17) Robert's Rules of Order. When not otherwise covered by these rules of procedure, Robert's Rules of Order revised shall govern.

(18) Agenda. An agenda shall be prepared for all meetings of the City Council by the City Administrator. The City Administrator shall advise the Mayor, of the items included on the agenda. An item may be placed on the agenda by the City Administrator, Mayor, or any other Council member. An item recommended for placement on an agenda may be removed from the agenda by the Mayor. If the Mayor removes an item from the agenda, the item shall be restored to the agenda upon the request of two or more Council members.

SECTION VII.

This ordinance becomes part of City of Reedsburg Code Chapter 2.

Dated this Day of , 2017.

David G. Estes, Mayor

Jacob Crosetto Clerk/Treasurer

| | |
|---|---|
| 1st Reading at Council: | June 26, 2017 |
| Public Hearing Noticed: | July 3, 2017 |
| 2nd Reading at Council/Public Hearing: | July 10, 2017 |
| Published, Enactment Date: | July 18, 2017 |

# Reedsburg
# Art in Public Places
# Policy

# Table of Contents

1. Introduction
    1.1. What is Public Art?
    1.2. Why Public Art?
    1.3. Types of Public Art
2. The Reedsburg Arts Commission (RAC)
    2.1. Vision
    2.2. Mission
    2.3. Goals
3. Public Art Guidelines
    3.1. Public Art Guidelines
    3.2. Temporary Art Exhibits
    3.3. Procedures for Approved
    3.4. Deaccession & Relocation of Artwork

Appendix: Types of Public Art

## 1. Introduction

Guidelines have been created to oversee the public display of art and to serve as a road-map for future decisions related to public art in Reedsburg. The guidelines also provide an understanding of what constitutes public art and the aesthetic, economic and cultural benefits of it.

### 1.1 What is Public Art?

Public Art is any work of art or element of design that is sited in or on public city places (parks, buildings, right of ways, etc.) for people to experience.

### 1.2 Why Public Art?

Public art has the power to energize public spaces, promote community engagement and transform everyday places into attractive and meaningful environments. Public art can help a community to create a "sense of place," by developing its unique identity.

Public art is part of our history, part of our evolving culture and our collective memory; it reflects and reveals our society and adds meaning to our cities. Public art is intended to attract attention and in doing so it provides aesthetic beauty, cultural interpretation, education, inspiration, and general improvement to the civic environment. Public art provokes thought, stimulates conversation, and/or inspires movement.

Public art can also be a highly effective way of driving economic revitalization and can increase the overall personal satisfaction and attachment to a place. Therefore, public art will enhance the livability and vibrancy of Reedsburg which will result in a stronger, healthier community. It will also work to attract and retain a dynamic, diverse and entrepreneurial demographic for improved economic development.

### 1.3 Types of Public Art (See Appendix):

Public art can include a wide variety of media, ranging from static sculptures to live performance.

## 2. The Reedsburg Arts Commission (RAC)

The Reedsburg Arts Commission (RAC) is responsible for implementing the Art in Public Places Policy in Reedsburg. RAC is a volunteer advisory board that works to help the arts, culture and humanities grow and thrive in the City of Reedsburg. Along with supporting art and cultural initiatives, the RAC promotes strategic arts planning and develops guidelines for City funding of public art.

### 2.1 Vision

Reedsburg integrates culture and creativity into the public sphere. This invigorates the community by inviting interaction and participation, inspiring a sense of discovery, stimulating cultural

awareness, and encouraging development to further Reedsburg's reputation as a unique place to visit and a desireable place to live.

### 2.2 Mission

In order to enrich the lives of both citizens and visitors, the Reedsburg Arts Commission integrates public art considerations into city planning, services, design and infrastructure. RAC offers a comprehensive approach on public art and reviews and recommends projects under the City's Capital Improvement "Funding for the Arts" program. RAC will also be a resource to other committees and organizations to help integrate art and arts funding into new projects.

### 2.3 Goals:

- Increase public awareness, appreciation, and contribution of public art
- Promote an understanding of the economic value of the arts to the community
- Increase cultural tourism and grow Reedsburg's reputation as an arts destination
- Build capacity and cooperation between public and private sectors, artists, local and regional arts organizations, members of the creative economy and community members
- Foster artistic creativity in the community and broaden public participation in the planning and creation of public artworks
- Ensure artistic integrity by recognizing the creative rights of artists and involving artists directly in concept, design and creation of artworks.
- Broaden the role of the artist in the community

## 3. Public Art Guidelines

### Objectives

To provide guidelines by which proposed public art will be evaluated.

### 3.1 Guidelines

Note: These guidelines are a dynamic, working document that will be reviewed periodically by the RAC and amended as needed.

Proposed public art shall be reviewed by the RAC. Recommendations will be requested from affected boards, commissions, organizations, and associations when appropriate. Updates to City Council will be given as needed. Temporary art may be approved directly by affected committees if they comply with RAC Guidelines. Appeals will be heard by the City Council as needed.

<u>Proposed public art will be evaluated on the following:</u>

- Artistic Quality. The strength of the artist's concept, vision and execution of the artwork.
- Artistic Merit. The extent to which the project deepens and extends the arts' value, including the ability to foster new connections and to exemplify creativity and innovation.
- Context. The architectural, historical, geographical, geological, and socio-cultural context of the site where the artwork will be installed or displayed.
- Structural Soundness. The resistance to theft, vandalism, weathering, and/or excessive maintenance or repair costs.
- Public Safety. Artwork shall not present a hazard to public safety.
- Diversity. A range of style, scale, and exploratory as well as established art forms.
- Feasibility. Evidence of the artist's ability to successfully complete the work as proposed including: project budget, timeline, artist's experience, soundness of materials, and zoning, construction, and design guidelines.
- Donor conditions. If applicable.

Other Considerations:

- Unrestricted monetary donations to help fund public art will be accepted at any time. Donations with conditions or restrictions such as use for acquisition of a specific artwork or theme will be reviewed and accepted in accordance with this policy, and declined if the conditions or restrictions are not approved.
- If applicable, loaned artwork can be purchased if there is sufficient public support to acquire it via public fundraising, City Funding for the Arts Program, or City Council action.

### 3.2 Temporary Art Exhibits

**Objectives**

To provide guidelines for the temporary exhibit of artwork.

**Guidelines**

- Temporary art is artwork exhibited for 6 months or fewer.
- Temporary public art installations do not require the approval of RAC. Proposals for temporary public art may be brought before and reviewed directly by the affected committee responsible for the proposed site. Committees will follow the guidelines established by the RAC to guide their decision-making process. At their discretion, committees may request RAC review of any proposal.
- A written agreement between the artist and responsible committee will be required.

### 3.3 Guidelines for Accepted Artwork

**Objectives:** To provide guidelines for accepted art proposals.

- After the decision is made, the artist is informed and a contractual agreement is drafted setting forth the length of the loan and other terms such as location, maintenance requirements, insurance, value of artwork, installation and removal responsibility, payment schedule and other conditions pertinent to the agreement.
- Artwork may be declined at the discretion of the City Council consistent with the criteria in the public art policy guidelines.

### 3.4 Deaccession & Relocation of Artwork

**Objectives**

To provide guidelines for the relocation or withdrawal of City owned artwork.

**Guidelines**

Deaccessioning and Relocating should be applied by RAC only after careful evaluation including input from interested parties. Appeals may be directed to City Council.

Deaccessioning and Relocating of artwork may be considered for one or more of the following reasons:

- The condition or security of the artwork cannot be reasonably guaranteed in its present location.
- The art work presents a public safety risk.
- The artwork is damaged and repair is not feasible.
- Significant changes in the use, character or actual design of the site require a re-evaluation of the artwork's relationship to the site.
- The artwork requires excessive maintenance or has failures of design or workmanship.
- The artwork no longer meets the mission and goals of the Public Art Policy.
- A more suitable location for the artwork has been proposed.
- Note: All accepted donated works become part of the City art collection and, as such, may be relocated.

Procedures for possible deaccessioning or relocation of artwork shall be initiated by a majority vote of the RAC, affected committee, or direction from the City Council.

**Procedures for deaccessioning or relocating of artwork**:

- Review of any restriction which may apply to the specific work.
- Assessment of options for storage or disposition of artwork, which may include sale, trade, return to the artist, or gift.

- Analysis of reasons for deaccessioning/relocating. The RAC may seek additional information regarding the artwork from the public, the artist, local arts agencies, art galleries, curators, appraisers, or other professionals prior to making a decision.

**Appendix: Types of Public Art**

The table below is a general representation of various types of public art. These categories are not mutually exclusive and not necessarily controlled by the Reedsburg Arts Commission.

| Category | Description | Examples |
|---|---|---|
| **Functional** | The primary purpose is functional or utilitarian, and serves a purpose in the public realm. It could be an embellishment of an object or a piece created entirely by the artist. | Benches, bicycle racks, bus shelters, fences, and gates. |
| **Object (or sculpture)** | Freestanding, physically independent of other site elements. Can consist of a variety of materials, including metals, wood, concrete, fiberglass, landscape, glass, etc. | **Reedsburg Examples:**<br>Ruminant |
| **Integrated** | Fully incorporated into the design of a larger project or existing element in the community. The process is often collaborative; artists work with design professionals to create and install a work of art. | Bridges, retaining walls, walkways and buildings.<br><br>**Reedsburg Examples:**<br>Community First relief (private) |
| **Interpretive** | Primary purpose is educating the public. The artwork might be self-explanatory or require a panel explaining the project. | **Reedsburg Examples:**<br>Millie Zantow Memorial in Harvest Park |
| **Monument** | A statue, building, or other structure created to commemorate a famous or notable person or event. | Monuments are typically cast in or sculpted from granite, bronze, or marble.<br><br>**Reedsburg Examples:**<br>Veteran's Memorial, Bicentennial Spire, Main St. meridian |

| | | |
|---|---|---|
| **Murals** | A painting or other work of art created or mounted on a wall, often with messages unique to the area. | **Reedsburg Examples:** Corner Pub's Hops Mural (private), Blue Wing Mural, Post office mural |
| **Sensory Art** | Appeals to the senses - visual, auditory, touch, or a combination of these. Often a crowd pleaser, drawing people to the area. | Water fountains have auditory and visual features that enliven a space. Llighting has been popular as an art form in public spaces. |
| **Digital** | A technologically based public art form where technology becomes an essential part of the creative and/or presentation process. | Videos projected on the exterior walls of buildings. |
| **Temporary, Performances, Events, or Festivals** | Art projects shown for a specified period of time. Events/performances that occur in public places. Temporary art creates possibilities for experimentation without long-term obligation, and for topics or forms that might not hold up well over time. Temporary projects allow for revolving pieces of artwork, creating a dynamic place and encouraging return visits. | Temporary art projects can be in virtually any form.<br><br>**Reedsburg Examples:**<br>City Park Sculptures, Fermentation Fest, Reedsburg Players, Reedikulus Art Crawl, CAL Center Performances, Concerts in the Park |
| **Serial art** | A collection of artworks that reflect meaning through their relationship to one another. | Can be installed in succession, delineating paths and borders, or can be presented as an installation of multiple objects. |

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

## STAFF REPORT

## AGENDA ITEM: III-F

**To**: Mayor and Common Council
**Prepared By**: Steven Zibell, Public Works
**Through:** Stephen P. Compton, City Administrator
**Date of Meeting**: June 26, 2017

**Subject: West Main Street Retaining Wall – Resolution 4290-17**

### BACKGROUND AND REQUEST

West Main Street retaining wall is in need of repair due to failure. Wall was built in the 1990's by the State during the reconstruction of West Main Street. Over the years we have tuck pointed the joints and rebuilt one small section. This last winter with all the rain and freeze/thawing we have noticed more shifting of the sidewalk and the wall is leaning past vertical. Request to rebuild most of this wall with a similar look and color. Funding could possibly come from the Storm water utility fund.

### ANALYSIS

Bid proposals will be looked at by Public Works on June 21st and they will make a recommendation to the Council. Zibell will present their action to the Council.

### FINANCIAL IMPACT

Current Fund Balance: $422,649
Budgeted in Transfer Out funds to CIP 23-595075-03 = $0.00
Would need to amend this account and add $150,000
The Project will be established in the Capital Improvement Fund.

### STAFF RECOMMENDATION

This should be completed this year due to safety reasons otherwise if we wait until next year I would recommend closing down this sidewalk until we can repair the wall.
Action: Approve Budget Amendment Resolution 4290-17

### Attachments

Resolution 4290-17
Pictures
Bid Proposal

# RESOLUTION NO. 4290-17
# RESOLUTION TO AUTHORIZE AMENDMENT TO THE 2017 BUDGET

**WHEREAS**, Resolved, by the Common Council of the City of Reedsburg, Sauk County, Wisconsin:

That the following budget amendments are authorized for the budget year 2017:

| Expenditure | Amendment | Budgeted | Balance |
|---|---|---|---|
| *23-5595075-03* | *$150,000* | *$422,649* | *$272,649* |

**These funds will be transferred to the Capital Improvement Project Fund as contributed capital and a new project will be established.**

Amended Transfer Out To Capital Improvement Program Expenditures: **$150,000.00**

**ADOPTED** on this 26nd day of June, 2017.

_____
David G. Estes, Mayor

_____
Jacob Crosetto, City Clerk-Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4290-17, dated June 26, 2017.

Date Passed: June 26, 2017

Vote: _____

LICHTE
INSURANCE
PARKING
IN REAR

# ADVERTISEMENT FOR BID PROPOSALS

City of Reedsburg West Main Street Retaining Wall Project
Reedsburg, Wisconsin

Sealed Bid Proposals for the construction of the following:

Remove existing wall and sidewalk as marked in the field. Install a pre-formed concrete block wall according to manufacturer specifications or propose a poured in place masonry wall. Wall face must be similar look and texture as existing wall along with color. All miscellaneous materials shall be included to complete the work including landscaping, seeding mulch, sidewalk and any other miscellaneous work to complete the project. Work under this Contract shall also include disposal of all construction demolition material as necessary, restoration of the work area, and other miscellaneous items in conformance with the Contract Documents. Bid proposals will be received by the City of Reedsburg, 134 South Locust Street, P.O. Box 490, Reedsburg, Wisconsin, 53959, until 1:30 p.m. local time, June 15, 2017, and then at said office publicly opened and read aloud.

All Bid Proposals shall be placed in an opaque envelope addressed to City of Reedsburg, 134 South Locust Street, P.O. Box 490, Reedsburg, WI 53959, and shall be labeled "Bid for West Main Street Retaining Wall Project" and incorporate the name and address of the Bidder on the outside of the envelope.

The Bid Documents may be examined at the City of Reedsburg, 134 South Locust Street, P.O. Box 490, Reedsburg, WI 53959.

Copies of the Bidding Documents may be obtained only from the issuing office, City Hall, City of Reedsburg.

A Pre-bid meeting is mandatory on June 9th, 2017 at 1:30 pm.
Meeting will take place at job-site, corner of W Main Street and West Avenue.

The Contractor shall be required to pay not less than the minimum wage rate as established by law.

The City of Reedsburg reserves the right to waive any informality and to reject any or all Bids. The letting of the work described herein is subject to the provisions of Sections 62.15, 66.29 and 66.293, Wisconsin Statutes.

Dated this _____ day of _____, 2017

_____
Steven T. Zibell, City Engineer/DPW

T AND M GENERAL CONTRACTORS INC.
COMMERCIAL INDUSTRIAL

Concrete Work / Metal Buildings / Architectural Metal Work / Crane Service
230 King St. Reedsburg, Wi 53959 / Ph 608-524-4417 / Fax 608-524-1404
www.tmgeneralcontractors.com

Proposal To:

| | | | |
|---|---|---|---|
| Nm: | City of Reedsburg | Date | 06/15/17 |
| | | Ph. | |
| St: | 134 S. Locust St | Fax | |
| | | Cell | |
| City: | Reedsburg Wi. 53959 | email | |
| Attn: | Steve Ziebell | P.O.# & f.n. West side retaining wall | |

MATERIALS & SPECIFICATIONS:

Install approx. 318 LF w/ 5 returns using the London Boulder retaining wall system.
Wall to be installed according to manufacturers design and installation procedures.
Removal of exsiosting wall.
Removal of existing sidewalk
Installation of new sidewalk.
All disturbed areas of site will be repaired.
Materials for the coloring of individual stones is included labor is not.

Estimated project cost **$142,000.00**

**SCHEDULE OF PAYMENTS**

| | | |
|---|---|---|
| Down Payment Required before material ordered or project starts | 40% | $56,800.00 |
| Progress Payment due upon completion of | 30% | $42,600.00 |
| Final payment due upon completion of job. | 30% | $42,600.00 |

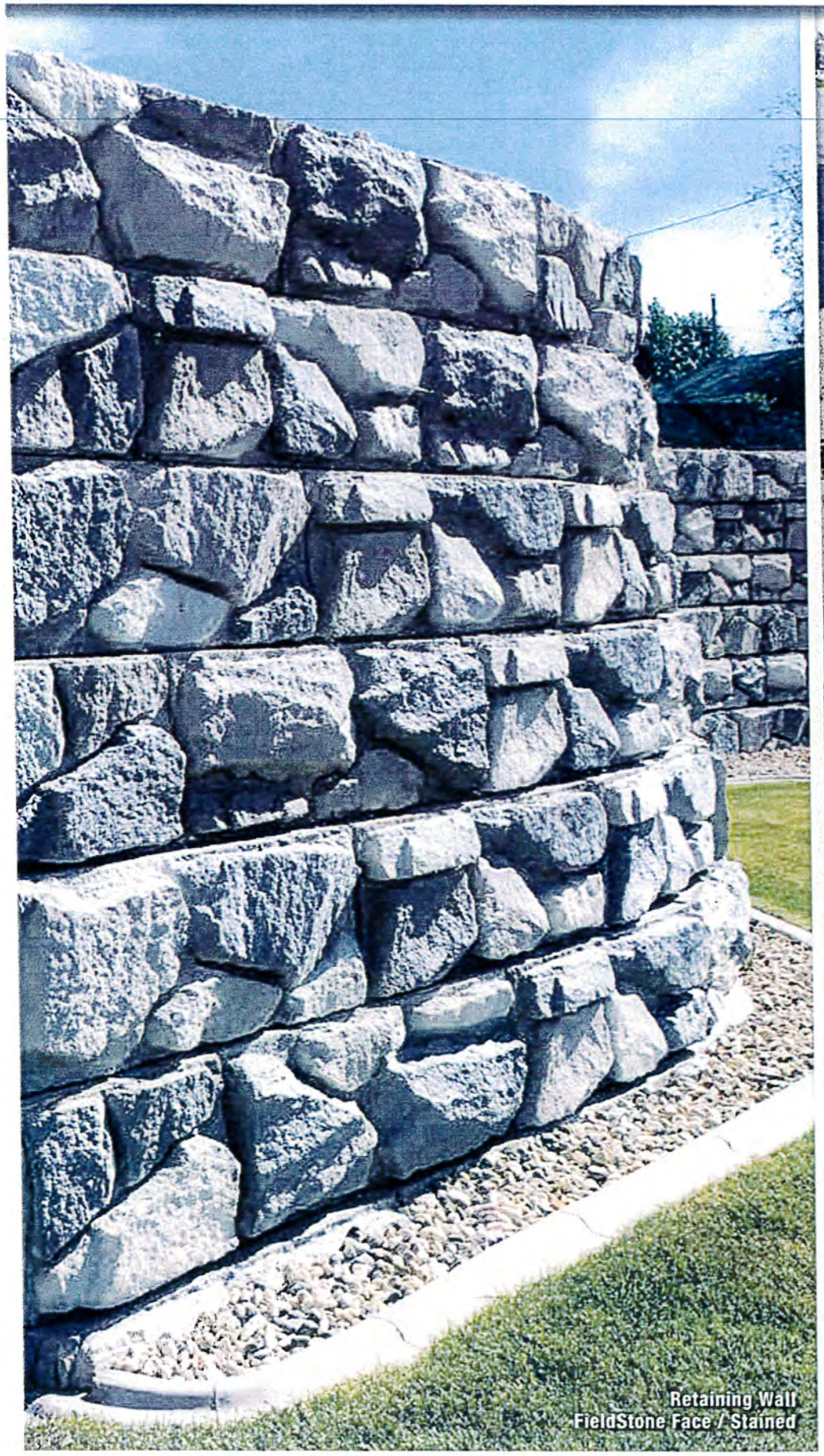
Delay of timely payments will result in delay of work activities.
All payments are due UPON RECEIPT OF INVOICE.
A FINANCE CHARGE computed by the "periodic rate" of 1-1/2% per month or 18% annual rate

LondonBoulder™

Where Strength Meets Style

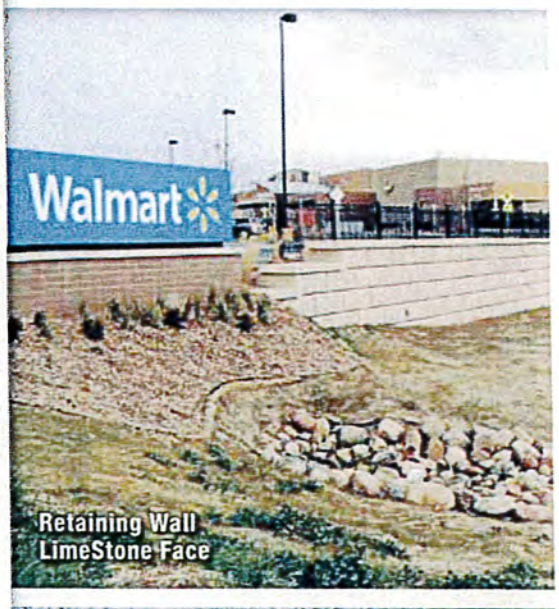
BIG BLOCK

# PRODUCT GUIDE

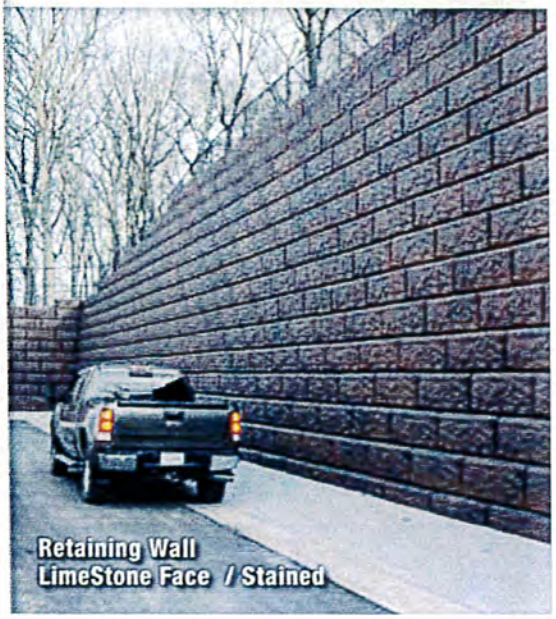


Retaining Wall
FieldStone Face / Stained

Retaining Wall
LimeStone Face




Retaining Wall
LimeStone Face



Retaining Wall
LimeStone Face / Stained

**LondonBoulder combines the natural aesthetics of boulder walls with the proven strength and reliability of traditional segmental retaining wall units.**

Compliment your design with any of our 3 available face textures: LimeStone, FieldStone or CobbleStone. Add a finishing touch of stain to turn a plain wall into a work of art. With LondonBoulder the possibilities are endless. Contact your LondonBoulder sales representative today for more details.

LB42™

- 38"- 42" deep blocks
- Multiple setbacks
- Multiple face textures
- Two sided walls
- Free standing wall
- 7 different blocks

### LB42 - 42" Full Boulder

| | |
|---|---|
| Dimensions: | 48" x 18" x 42" |
| Weight: | 2160 lbs. |
| Sq. Ft. / Block: | 6 sq. ft. |

### LB42 - 90 Degree Return

| | |
|---|---|
| Dimensions: | 48" x 18" x 24" |
| Weight: | 1600 lbs. |
| Sq. Ft. / Block: | 9 sq. ft. |

### LB42 - Left Cap Corner

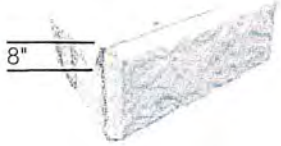
| | |
|---|---|
| Dimensions: | 24" x 18" x 34" |
| Weight: | 660 lbs. |
| Sq. Ft. / Block: | 3 sq. ft. |

### LB42 - Right Cap Corner

| | |
|---|---|
| Dimensions: | 24" x 18" x 34" |
| Weight: | 660 lbs. |
| Sq. Ft. / Block: | 3 sq. ft. |

### LB42 - Cap Boulder

| | |
|---|---|
| Dimensions: | 48" x 18" x 38" |
| Weight: | 1260 lbs. |
| Sq. Ft. / Block: | 6 sq. ft. |




### LB42 - 1/2 Block

| | |
|---|---|
| Dimensions: | 24" x 18" x 38" |
| Weight: | 900 lbs. |
| Sq. Ft. / Block: | 3 sq. ft. |

### LB42 - 6" Cap Kit

| | |
|---|---|
| Dimensions: | 6" x 40" x 34" |
| Weight: | 740 lbs. |
| Sq. Ft. / Block: | 1.7 sq. ft. |

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

## STAFF REPORT

**AGENDA ITEM:** IV-A

**To**: Mayor and Common Council
**Prepared By**: Steven Zibell, Public Works
**Through:** Stephen P. Compton, City Administrator
**Date of Meeting**: June 26, 2017

**Subject: WWTP Compliance Maintenance Annual Report (CMAR) Resolution 4291-17**

## BACKGROUND AND REQUEST

Annual CMAR required DNR report. This needs to be approved by the Common Council as a resolution.

## ANALYSIS

We continue to be downgraded for influent loadings and our sludge storage. Staff is currently working on solutions to these issues. After our blower project is complete we will be looking at a possible off-site storage facility.

## FINANCIAL IMPACT

N/A

## STAFF RECOMMENDATION

Public Works Committee recommends approving the resolution.
Action: Approve Resolution 4291-17

### Attachments

Resolution 4291-17
Compliance Maintenance Annual Report (CMAR

RESOLUTION
CMAR – Wastewater Treatment Plant

FILE NO. 4291-17

WHEREAS, the City of Reedsburg operates a Wastewater Treatment Facility; and

WHEREAS, the Compliance Maintenance Annual Report was reviewed by the City Council and attached to this Resolution; and

WHEREAS, City of Reedsburg has set forth the following actions necessary to maintain effluent requirement contained in the WPDES Permit:

(a) Reaffirm our commitment to operator certification upgrading.
(b) Knowing that the Treatment Plant operates 24 hours a day, 7 days a week, we commend our State Certified Treatment Plant Operators for thorough planning, innovative and cost-efficient approaches to the collection, treatment and recycling of effluent and bio-solids.
(c) Review bio-solids storage facility and evaluate design capacity. Review B. O. D. of the plant influent and industrial users for accuracy and that sampling is representative of the waste received.
(d) Phosphorus – Plan on upgrading blower capacity and efficiency.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Reedsburg, Sauk County, Wisconsin that the City informs the Wisconsin Department of Natural Resources that the above actions were taken by the Common Council of the City of Reedsburg.

**ADOPTED** on this 26nd day of June, 2017.

_____
Dave Estes, Mayor

_____
Jacob Crosetto, City Clerk - Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4291-17, dated June 26, 2017.

Date Passed: June 26, 2017

Vote: _____

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings
1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

| Outfall No. 701 | Influent Monthly Average Flow, MGD | x | Influent Monthly Average (C)BOD Concentration mg/L | x | 8.34 | = | Influent Monthly Average (C)BOD Loading, lbs/day |
|---|---|---|---|---|---|---|---|
| January | 1.6911 | x | 462 | x | 8.34 | = | 6,523 |
| February | 1.9103 | x | 411 | x | 8.34 | = | 6,548 |
| March | 2.3950 | x | 316 | x | 8.34 | = | 6,319 |
| April | 2.2405 | x | 360 | x | 8.34 | = | 6,718 |
| May | 2.0812 | x | 432 | x | 8.34 | = | 7,498 |
| June | 1.9611 | x | 436 | x | 8.34 | = | 7,133 |
| July | 1.8408 | x | 376 | x | 8.34 | = | 5,769 |
| August | 2.1468 | x | 372 | x | 8.34 | = | 6,664 |
| September | 3.1279 | x | 262 | x | 8.34 | = | 6,847 |
| October | 2.5175 | x | 259 | x | 8.34 | = | 5,447 |
| November | 2.3254 | x | 310 | x | 8.34 | = | 6,017 |
| December | 2.2674 | x | 331 | x | 8.34 | = | 6,258 |

2. Maximum Monthly Design Flow and Design (C)BOD Loading
2.1 Verify the design flow and loading for your facility.

| Design | Design Factor | x | % | = | % of Design |
|---|---|---|---|---|---|
| Max Month Design Flow, MGD | 2.65 | x | 90 | = | 2.385 |
| | | x | 100 | = | 2.65 |
| Design (C)BOD, lbs/day | 6331 | x | 90 | = | 5697.9 |
| | | x | 100 | = | 6331 |

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

| | Months of Influent | Number of times flow was greater than 90% of | Number of times flow was greater than 100% of | Number of times (C)BOD was greater than 90% of design | Number of times (C)BOD was greater than 100% of design |
|---|---|---|---|---|---|
| January | 1 | 0 | 0 | 1 | 1 |
| February | 1 | 0 | 0 | 1 | 1 |
| March | 1 | 1 | 0 | 1 | 0 |
| April | 1 | 0 | 0 | 1 | 1 |
| May | 1 | 0 | 0 | 1 | 1 |
| June | 1 | 0 | 0 | 1 | 1 |
| July | 1 | 0 | 0 | 1 | 0 |
| August | 1 | 0 | 0 | 1 | 1 |
| September | 1 | 1 | 1 | 1 | 1 |
| October | 1 | 1 | 0 | 0 | 0 |
| November | 1 | 0 | 0 | 1 | 0 |
| December | 1 | 0 | 0 | 1 | 0 |
| Points per each | | 2 | 1 | 3 | 2 |
| Exceedances | | 3 | 1 | 11 | 7 |
| Points | | 6 | 1 | 33 | 14 |
| **Total Number of Points** | | | | | **54** |

**54**

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

● Yes Enter last calibration date (MM/DD/YYYY) 2016-10-12

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

| Septic Tanks | Holding Tanks | Grease Traps |
|---|---|---|
| ● Yes | ● Yes | ○ Yes |
| ○ No | ○ No | ● No |

5.2 Did you receive septage at your faclity? If yes, indicate volume in gallons.

Septic Tanks

● Yes 72,387 gallons

○ No

Holding Tanks

● Yes 2,359,390 gallons

○ No

Grease Traps

○ Yes gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance wasn't affected by these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

● Yes

○ No

If yes, describe the situation and your community's response.

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

The dairies here in town had some high BOD and Phosphorus loadings last year that made plant operations difficult at times. We continually work with the industries in town and explore options that are the best for them and the treatment plant.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

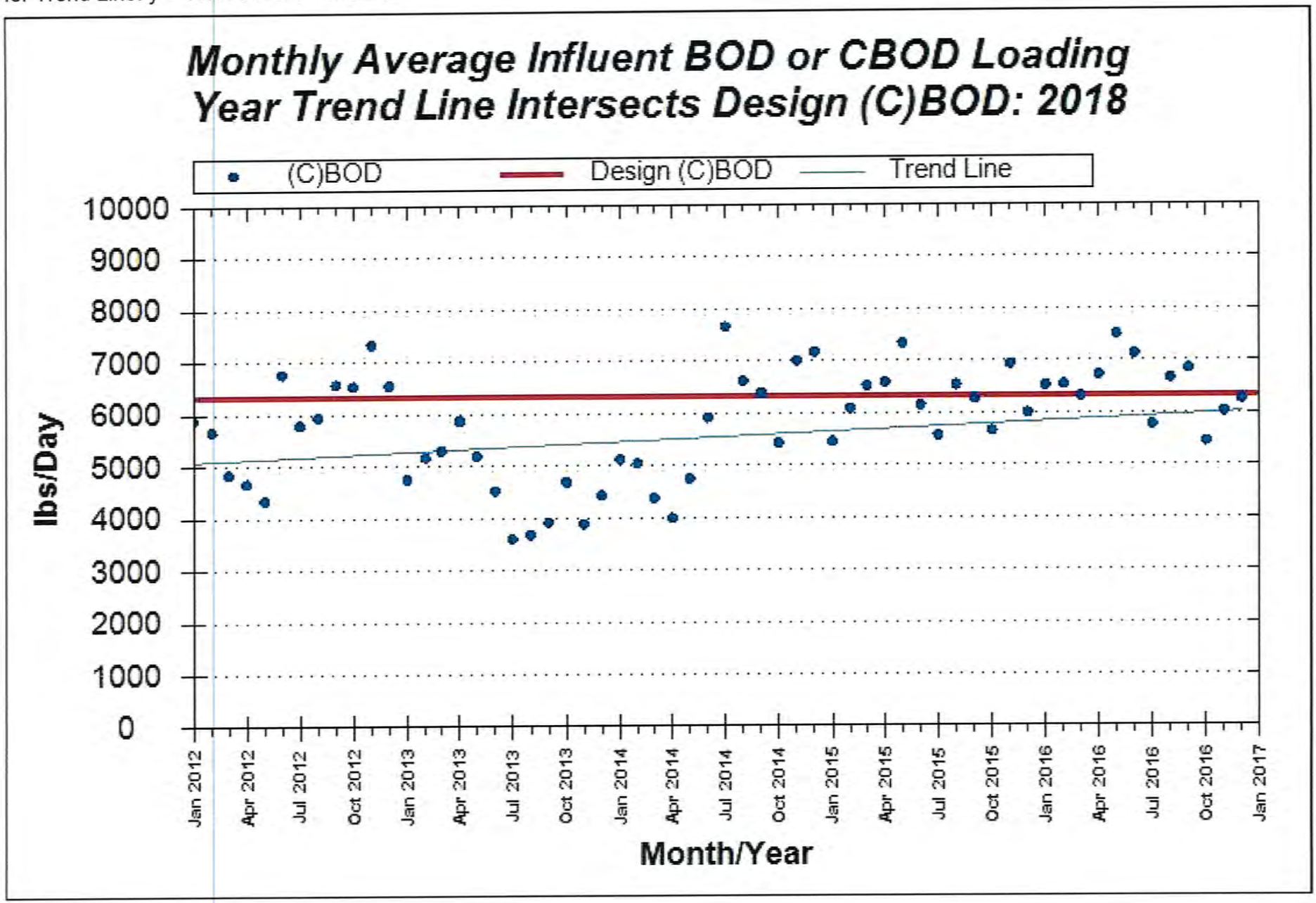
- ● Yes
- ○ No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

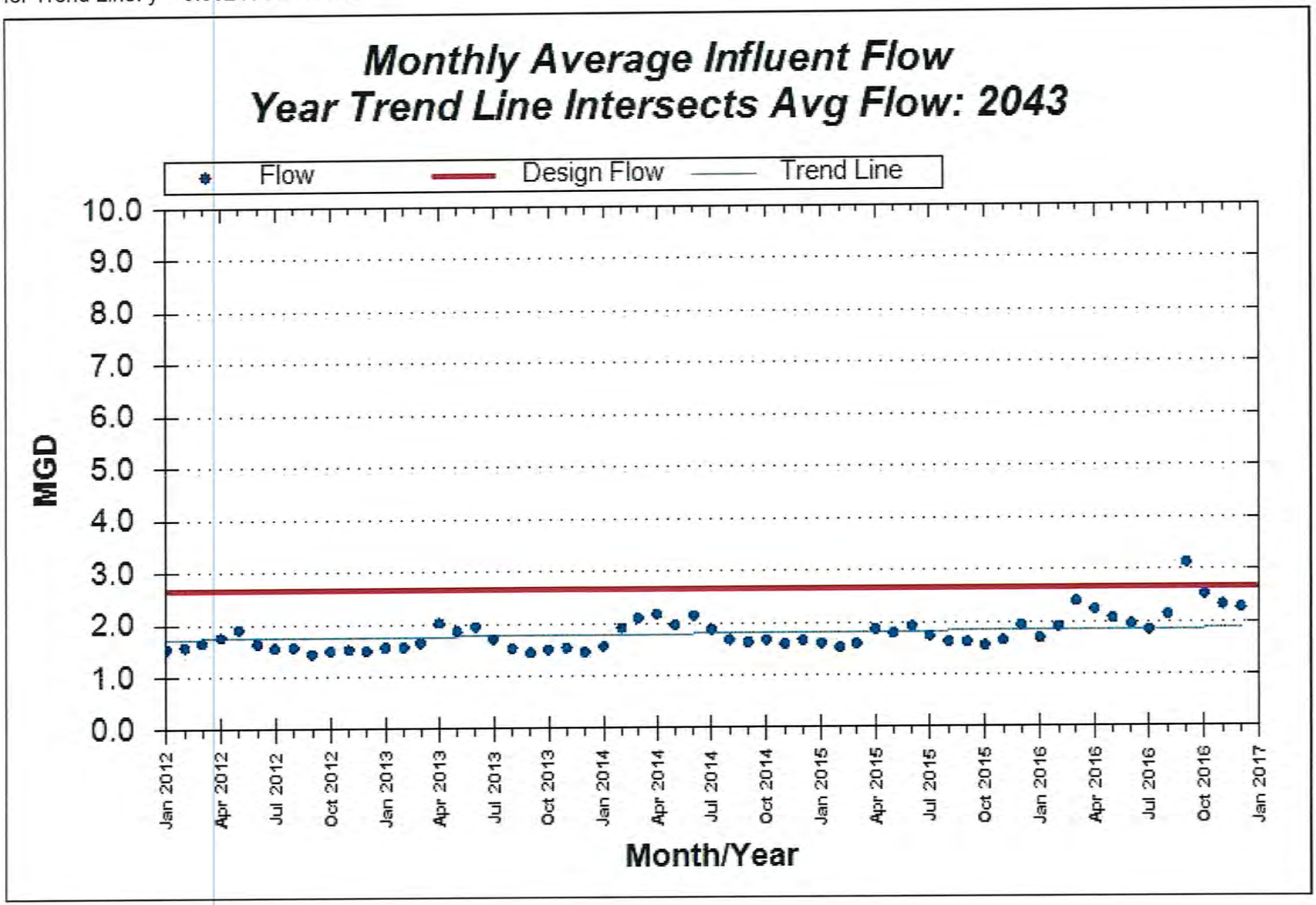
We take leachate from Grede foundry a couple times a week. This waste has been tested and doesn't affect plant performance.

| | |
|---|---|
| **Total Points Generated** | 54 |
| **Score (100 - Total Points Generated)** | 46 |
| **Section Grade** | **F** |

**Reedsburg Wastewater Treatment Facility**
Linear equation uses 2004 - 2016 CMAR data
for Trend Line: y = 15.806316 x + 5083.84



**Reedsburg Wastewater Treatment Facility**
Linear equation uses 2004 - 2016 CMAR data
for Trend Line: y = 0.002464 x + 1.72



# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit > 10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|---|---|---|---|---|---|---|
| January | 30 | 27 | 7 | 1 | 0 | 0 |
| February | 30 | 27 | 9 | 1 | 0 | 0 |
| March | 30 | 27 | 5 | 1 | 0 | 0 |
| April | 30 | 27 | 5 | 1 | 0 | 0 |
| May | 30 | 27 | 7 | 1 | 0 | 0 |
| June | 30 | 27 | 7 | 1 | 0 | 0 |
| July | 30 | 27 | 9 | 1 | 0 | 0 |
| August | 30 | 27 | 11 | 1 | 0 | 0 |
| September | 30 | 27 | 6 | 1 | 0 | 0 |
| October | 30 | 27 | 4 | 1 | 0 | 0 |
| November | 30 | 27 | 6 | 1 | 0 | 0 |
| December | 30 | 27 | 8 | 1 | 0 | 0 |
| * Equals limit if limit is <= 10 | | | | | | |
| Months of discharge/yr | | | | 12 | | |
| Points per each exceedance with 12 months of discharge | | | | | 7 | 3 |
| Exceedances | | | | | 0 | 0 |
| Points | | | | | 0 | 0 |
| **Total number of points** | | | | | | **0** |

**0**

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ● Yes — Enter last calibration date (MM/DD/YYYY): 2016-10-12
- ○ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Last year we had high phosphorus coming into the plant and a couple heavy rain events that put the plant over flow capacity.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

○ Yes

● No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

○ Yes

● No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

○ Yes

○ No

● N/A

Please explain unless not applicable:

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit >10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance | |
|---|---|---|---|---|---|---|---|
| January | 30 | 27 | 8 | 1 | 0 | 0 | |
| February | 30 | 27 | 8 | 1 | 0 | 0 | |
| March | 30 | 27 | 6 | 1 | 0 | 0 | |
| April | 30 | 27 | 5 | 1 | 0 | 0 | |
| May | 30 | 27 | 5 | 1 | 0 | 0 | |
| June | 30 | 27 | 6 | 1 | 0 | 0 | |
| July | 30 | 27 | 10 | 1 | 0 | 0 | |
| August | 30 | 27 | 10 | 1 | 0 | 0 | |
| September | 30 | 27 | 6 | 1 | 0 | 0 | |
| October | 30 | 27 | 4 | 1 | 0 | 0 | |
| November | 30 | 27 | 5 | 1 | 0 | 0 | **0** |
| December | 30 | 27 | 6 | 1 | 0 | 0 | |
| * Equals limit if limit is <= 10 | | | | | | | |
| Months of Discharge/yr | | | | 12 | | | |
| **Points per each exceedance with 12 months of discharge:** | | | | | **7** | **3** | |
| Exceedances | | | | | 0 | 0 | |
| Points | | | | | 0 | 0 | |
| **Total Number of Points** | | | | | | **0** | |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

| Outfall No. 001 | Monthly Average NH3 Limit (mg/L) | Weekly Average NH3 Limit (mg/L) | Effluent Monthly Average NH3 (mg/L) | Monthly Permit Limit Exceedance | Effluent Weekly Average for Week 1 | Effluent Weekly Average for Week 2 | Effluent Weekly Average for Week 3 | Effluent Weekly Average for Week 4 | Weekly Permit Limit Exceedance |
|---|---|---|---|---|---|---|---|---|---|
| January | 17 | | .253333333 | 0 | | | | | |
| February | 17 | | .331538462 | 0 | | | | | |
| March | 22 | | .247857143 | 0 | | | | | |
| April | 28 | | .243333333 | 0 | | | | | |
| May | | | | | | | | | |
| June | 18 | | .242142857 | 0 | | | | | |
| July | 14 | | .781666667 | 0 | | | | | |
| August | 14 | | 1.731333333 | 0 | | | | | |
| September | 23 | | .279166667 | 0 | | | | | |
| October | 17 | | .207692308 | 0 | | | | | |
| November | 22 | | .234285714 | 0 | | | | | |
| December | 17 | | .851666667 | 0 | | | | | |

| | |
|---|---|
| Points per each exceedance of Monthly average: | 10 |
| Exceedances, Monthly: | 0 |
| Points: | 0 |
| Points per each exceedance of weekly average (when there is no monthly averge): | 2.5 |
| Exceedances, Weekly: | 0 |
| Points: | 0 |
| **Total Number of Points** | **0** |

**0**

NOTE: Limit exceedances are considered for mothly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

| Outfall No. 001 | Monthly Average phosphorus Limit (mg/L) | Effluent Monthly Average phosphorus (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance |
|---|---|---|---|---|
| January | 1 | 0.4 | 1 | 0 |
| February | 1 | 0.4 | 1 | 0 |
| March | 1 | 0.3 | 1 | 0 |
| April | 1 | 0.4 | 1 | 0 |
| May | 1 | 0.4 | 1 | 0 |
| June | 1 | 0.4 | 1 | 0 |
| July | 1 | 0.5 | 1 | 0 |
| August | 1 | 1.5 | 1 | 1 |
| September | 1 | 0.4 | 1 | 0 |
| October | 1 | 0.7 | 1 | 0 |
| November | 1 | 0.5 | 1 | 0 |
| December | 1 | 0.4 | 1 | 0 |
| Months of Discharge/yr | | | 12 | |
| **Points per each exceedance with 12 months of discharge:** | | | | **10** |
| Exceedances | | | | 1 |
| **Total Number of Points** | | | | **10** |

**10**

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

We added ferric to help capture the excess phosphorus in the system and increased wasting to get it out. We also stayed in contact with the dairies in town to have them reduce phosphorus loadings if possible.

| | |
|---|---|
| **Total Points Generated** | 10 |
| **Score (100 - Total Points Generated)** | 90 |
| **Section Grade** | **B** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☒ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 005 - CLASS B SLUDGE

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Arsenic | | 41 | 75 | | | | | | | | | | | | | | 0 | 0 |
| Cadmium | | 39 | 85 | | | | | | | | | | | | | | 0 | 0 |
| Copper | | 1500 | 4300 | | | | | | | | | | | | | | 0 | 0 |
| Lead | | 300 | 840 | | | | | | | | | | | | | | 0 | 0 |
| Mercury | | 17 | 57 | | | | | | | | | | | | | | 0 | 0 |
| Molybdenum | 60 | | 75 | | | | | | | | | | | | | 0 | | 0 |
| Nickel | 336 | | 420 | | | | | | | | | | | | | 0 | | 0 |
| Selenium | 80 | | 100 | | | | | | | | | | | | | 0 | | 0 |
| Zinc | | 2800 | 7500 | | | | | | | | | | | | | | 0 | 0 |

Outfall No. 004 - CLASS A SLUDGE

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Arsenic | | 41 | 75 | | | 2.1 | | 2.2 | | | | <1.7 | | | 1.2 | | 0 | 0 |
| Cadmium | | 39 | 85 | | | .19 | | .18 | | | | <.12 | | | <.085 | | 0 | 0 |
| Copper | | 1500 | 4300 | | | 237 | | 71.4 | | | | 102 | | | 48.1 | | 0 | 0 |
| Lead | | 300 | 840 | | | 6 | | 6 | | | | 7.2 | | | 5.5 | | 0 | 0 |
| Mercury | | 17 | 57 | | | .063 | | .048 | | | | .051 | | | .061 | | 0 | 0 |
| Molybdenum | 60 | | 75 | | | 1.5 | | 2.2 | | | | 2.7 | | | 2.3 | 0 | | 0 |
| Nickel | 336 | | 420 | | | 9.2 | | 6.6 | | | | 9 | | | 8.1 | 0 | | 0 |
| Selenium | 80 | | 100 | | | 1.1 | | 1.6 | | | | <4.1 | | | 3.2 | 0 | | 0 |
| Zinc | | 2800 | 7500 | | | 210 | | 95.5 | | | | 159 | | | 127 | | 0 | 0 |

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- ● 0 (0 Points)
- ○ 1-2 (10 Points)
- ○ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- ○ Yes

- ○ No (10 points)
- ● N/A - Did not exceed limits or no HQ limit applies (0 points)
- ○ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- ● 0 (0 Points)
- ○ 1 (10 Points)
- ○ > 1 (15 Points)

**0**

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- ○ Yes (20 Points)
- ● No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

N/A

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

| | |
|---|---|
| Outfall Number: | **004** |
| Biosolids Class: | A |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2016 - 03/31/2016 |
| Density: | 0 |
| Sample Concentration Amount: | MPN/G TS |
| Requirement Met: | Yes |
| Land Applied: | No |
| Process: | Alkaline Stabilization |
| Process Description: | Sludge is heated to 158 degrees. |

| | |
|---|---|
| Outfall Number: | **004** |
| Biosolids Class: | A |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 04/01/2016 - 06/30/2016 |
| Density: | 0 |
| Sample Concentration Amount: | MPN/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Alkaline Stabilization |
| Process Description: | Lime is added to the sludge and heated to 158 degrees. |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

| | |
|---|---|
| Outfall Number: | **004** |
| Biosolids Class: | A |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 07/01/2016 - 09/30/2016 |
| Density: | 0 |
| Sample Concentration Amount: | MPN/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Alkaline Stabilization |
| Process Description: | Sludge is heated to 158 degrees F. |

| | |
|---|---|
| Outfall Number: | **004** |
| Biosolids Class: | A |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 10/01/2016 - 12/31/2016 |
| Density: | 0 |
| Sample Concentration Amount: | MPN/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Alkaline Stabilization |
| Process Description: | Sludge is heated to 158 degrees |

**0**

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

| | |
|---|---|
| Outfall Number: | **004** |
| Method Date: | 03/31/2016 |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |
| Requirement Met: | Yes |
| Land Applied: | No |
| Limit (if applicable): | |
| Results (if applicable): | |

| | |
|---|---|
| Outfall Number: | **004** |
| Method Date: | 06/30/2016 |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | |
| Results (if applicable): | |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

| | |
|---|---|
| Outfall Number: | **004** |
| Method Date: | 09/30/2016 |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | |
| Results (if applicable): | |

| | |
|---|---|
| Outfall Number: | **004** |
| Method Date: | 12/31/2016 |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | |
| Results (if applicable): | |

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

**0**

6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

- ○ >= 180 days (0 Points)
- ○ 150 - 179 days (10 Points)
- ○ 120 - 149 days (20 Points)
- ● 90 - 119 days (30 Points)
- ○ < 90 days (40 Points)
- ○ N/A (0 Points)

6.2 If you checked N/A above, explain why.

**30**

7. Issues

7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

We are currently still short on sludge cake storage onsite. We are exploring other options for storage at this time including building a new building or possible interest from an outside firm to use sludge in composting operation.

| | |
|---|---|
| **Total Points Generated** | 30 |
| **Score (100 - Total Points Generated)** | 70 |
| **Section Grade** | **D** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

- ● Yes
- ○ No

If No, please explain:

Could use more help/staff for:

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

- ● Yes
- ○ No

If No, please explain:

2. Preventative Maintenance

2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?

- ● Yes (Continue with question 2)
- ○ No (40 points)

If No, please explain, then go to question 3:

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?

- ● Yes
- ○ No (10 points)

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

- ● Yes
  - ○ Paper file system
  - ● Computer system
  - ○ Both paper and computer system
- ○ No (10 points)

**0**

3. O&M Manual

3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?

- ● Yes
- ○ No

4. Overall Maintenance /Repairs

4.1 Rate the overall maintenance of your wastewater plant.

- ○ Excellent
- ● Very good
- ○ Good
- ○ Fair
- ○ Poor

Describe your rating:

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017

Reporting For: **2016**

We do a really good job keeping up with equipment maintenance and preventing breakdowns that disrupt the plant.

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ● Yes (0 points)
- ○ No (20 points)

Name: CHRIS L KLEINSCHMIT

Certification No: 34792

**0**

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

| Sub Class | SubClass Description | WWTP | OIC | | |
|---|---|---|---|---|---|
| | | **Advanced** | OIT | Basic | Advanced |
| A1 | Suspended Growth Processes | X | | | X |
| A2 | Attached Growth Processes | X | | | X |
| A3 | Recirculating Media Filters | | | | |
| A4 | Ponds, Lagoons and Natural | | | | |
| A5 | Anaerobic Treatment Of Liquid | | | | |
| B | Solids Separation | X | | | X |
| C | Biological Solids/Sludges | X | | | X |
| P | Total Phosphorus | X | | | X |
| N | Total Nitrogen | | | | |
| D | Disinfection | X | | | X |
| L | Laboratory | X | | | X |
| U | Unique Treatment Systems | | | | |
| SS | Sanitary Sewage Collection | X | NA | NA | NA |

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)

- ● Yes (0 points)
- ○ No (20 points)

**0**

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☒ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

**0**

4. Continuing Education Credits

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

| | |
|---|---|
| 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?<br>OIT and Basic Certification:<br>○ Averaging 6 or more CECs per year.<br>○ Averaging less than 6 CECs per year.<br>Advanced Certification:<br>● Averaging 8 or more CECs per year.<br>○ Averaging less than 8 CECs per year. | |

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Financial Management

1. Provider of Financial Information

Name: Jacob Crosseto

Telephone: 608-524-6404 (XXX) XXX-XXXX

E-Mail Address (optional):

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points)
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2016

- ● 0-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

**0**

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2016

- ● 1-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

| | | |
|---|---|---|
| **3.2.1 Ending Balance Reported on Last Year's CMAR** | | $ 1,515,041.77 |
| 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) | + | $ 0.23 |
| 3.2.3 Adjusted January 1st Beginning Balance | | $ 1,515,042.00 |
| 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) | + | $ 164,302.00 |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 50,460.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 1,628,884.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

We performed a trickling filter upgrade and replaced some heaters in building 10.

3.3 What amount should be in your Replacement Fund? $ 1,628,844.00 **0**

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.
- ○ No

| Project # | Project Description | Estimated Cost | Approximate Construction Year |
|---|---|---|---|
| 1 | Blower upgrade and miscellaneous equipment | 1,600,000 | 2017 |

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations: 8

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

| | Electricity Consumed (kWh) | Natural Gas Consumed (therms) |
|---|---|---|
| **January** | 5,858 | 125 |
| **February** | 8,713 | 113 |
| **March** | 9,532 | 66 |
| **April** | 9,783 | 50 |
| **May** | 9,753 | 20 |
| **June** | 8,555 | 1 |
| **July** | 7,581 | 2 |
| **August** | 6,857 | 2 |
| **September** | 8,708 | 1 |
| **October** | 11,042 | 7 |
| **November** | 9,816 | 28 |
| **December** | 9,618 | 111 |
| **Total** | **105,816** | **526** |
| **Average** | **8,818** | **44** |

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

We plan on installing more VFD drive pumps and more energy efficient pumps as we do repairs/reconfiguration.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

**TREATMENT PLANT: Total Power Consumed/Month**

| | Electricity Consumed (kWh) | Total Influent Flow (MG) | Electricity Consumed/ Flow (kWh/MG) | Total Influent BOD (1000 lbs) | Electricity Consumed/ Total Influent BOD (kWh/1000lbs) | Natural Gas Consumed (therms) |
|---|---|---|---|---|---|---|
| **January** | 144,072 | 52.42 | 2,748 | 202.21 | 712 | 2,755 |
| **February** | 127,512 | 55.40 | 2,302 | 189.89 | 672 | 1,479 |
| **March** | 147,936 | 74.25 | 1,992 | 195.89 | 755 | 1,509 |
| **April** | 145,176 | 67.22 | 2,160 | 201.54 | 720 | 291 |
| **May** | 163,944 | 64.52 | 2,541 | 232.44 | 705 | 6 |
| **June** | 152,904 | 58.83 | 2,599 | 213.99 | 715 | 5 |
| **July** | 148,488 | 57.06 | 2,602 | 178.84 | 830 | 5 |
| **August** | 176,640 | 66.55 | 2,654 | 206.58 | 855 | 5 |
| **September** | 165,600 | 93.84 | 1,765 | 205.41 | 806 | 150 |
| **October** | 137,448 | 78.04 | 1,761 | 168.86 | 814 | 734 |
| **November** | 130,272 | 69.76 | 1,867 | 180.51 | 722 | 2,547 |
| **December** | 135,792 | 70.29 | 1,932 | 194.00 | 700 | 3,224 |
| **Total** | **1,775,784** | **808.18** | | **2,370.16** | | **12,710** |
| **Average** | **147,982** | **67.35** | **2,244** | **197.51** | **751** | **1,059** |

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

We will be adding more energy efficient blowers this year, installing some more VFD drives and continue to add energy efficient pumps when possible.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- ● No
- ○ Yes

If Yes, how is the biogas used (Check all that apply):

- ☐ Flared Off
- ☐ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- ○ No
- ● Yes

☒ Entire facility

Year: 2016

By Whom: Focus on Energy

Describe and Comment:

Focus on Energy came to the plant and performed an energy audit in 2016. They then provided a report with suggestions on how to lower electric use.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017

Reporting For: **2016**

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Prevent overflows and backups, complete sewer cleaning and root removal on 50% of sewer lines, inspect 50% of manholes annually and enforce sewer ordinances.

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☐ Internal and external lines of communication responsibilities
- ☐ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer ordinace chapter 13

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2005-08-27

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 | Reporting For: **2016**

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
☒ A description of routine operation and maintenance activities (see question 2 below)
☒ Capacity assessment program
☐ Basement back assessment and correction
☐ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
☒ Construction, Inspection, and Testing
☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

☒ Responsible personnel communication procedures
☒ Response order, timing and clean-up
☐ Public notification protocols
☒ Training
☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis
☐ Sewer System Evaluation Survey (SSES)
☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
☐ Lift Station Evaluation Report
☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

| | | |
|---|---|---|
| Cleaning | 80 | % of system/year |
| Root removal | 80 | % of system/year |
| Flow monitoring | 1 | % of system/year |
| Smoke testing | 0 | % of system/year |
| Sewer line televising | 1 | % of system/year |
| Manhole inspections | 2 | % of system/year |
| Lift station O&M | 1 | # per L.S./year |
| Manhole rehabilitation | 1 | % of manholes rehabbed |
| Mainline rehabilitation | 1 | % of sewer lines rehabbed |
| Private sewer inspections | 0 | % of system/year |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

| | | |
|---|---|---|
| Private sewer I/I removal | 0 | % of private services |
| River or water crossings | 2 | % of pipe crossings evaluated or maintained |

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

| | |
|---|---|
| 47.95 | Total actual amount of precipitation last year in inches |
| 34 | Annual average precipitation (for your location) |
| 50 | Miles of sanitary sewer |
| 8 | Number of lift stations |
| 0 | Number of lift station failures |
| 0 | Number of sewer pipe failures |
| 0 | Number of basement backup occurrences |
| 0 | Number of complaints |
| 2.209 | Average daily flow in MGD (if available) |
| 3.128 | Peak monthly flow in MGD (if available) |
| 0.360 | Peak hourly flow in MGD (if available) |

3.2 Performance ratios for the past year:

| | |
|---|---|
| 0.00 | Lift station failures (failures/year) |
| 0.00 | Sewer pipe failures (pipe failures/sewer mile/yr) |
| 0.04 | Sanitary sewer overflows (number/sewer mile/yr) |
| 0.00 | Basement backups (number/sewer mile) |
| 0.00 | Complaints (number/sewer mile) |
| 1.4 | Peaking factor ratio (Peak Monthly:Annual Daily Avg) |
| 0.2 | Peaking factor ratio (Peak Hourly:Annual Daily Avg) |

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

| | Date | Location | Cause | Estimated Volume (MG) |
|---|---|---|---|---|
| 0 | 09/21/2016 11:00:00 PM - 09/23/2016 11:00:00 AM | TFO - Effluent Channel Structure | Rain | 0.0120 - 0.0120 |
| 1 | 09/22/2016 4:45:00 AM - 09/22/2016 5:45:00 AM | TFO - Secondary wetwell | Rain | 0.01 - 0.01 |

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurences in the future?

We installed bigger breakers on our secondary pumps so they won't trip out in the future.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ● Yes
- ○ No

If Yes, please describe:

We had some extremely heavy rains last year the were able to enter the sewer system.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ● Yes
- o No

If Yes, please describe:

The high rain events that took place last year made it hard to treat the waste stream at times when flows were higher than design resulting in lower detention times.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

This year we had more do to heavy rains and water backups in the streets. This water then entered the sewer system instead of the storm water system.

5.4 What is being done to address infiltration/inflow in your collection system?

Replacement of sewer lines during street reconstruction.

| | |
|---|---|
| **Total Points Generated** | 0 |
| **Score (100 - Total Points Generated)** | 100 |
| **Section Grade** | **A** |

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Grading Summary

WPDES No: 0020371

| SECTIONS | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|---|---|---|---|---|
| Influent | F | 0 | 3 | 0 |
| BOD/CBOD | A | 4 | 10 | 40 |
| TSS | A | 4 | 5 | 20 |
| Ammonia | A | 4 | 5 | 20 |
| Phosphorus | B | 3 | 3 | 9 |
| Biosolids | D | 1 | 5 | 5 |
| Staffing/PM | A | 4 | 1 | 4 |
| OpCert | A | 4 | 1 | 4 |
| Financial | A | 4 | 1 | 4 |
| Collection | A | 4 | 3 | 12 |
| **TOTALS** | | | **37** | **118** |
| **GRADE POINT AVERAGE (GPA) = 3.19** | | | | |

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

# Compliance Maintenance Annual Report

**Reedsburg Wastewater Treatment Facility**

Last Updated: 6/12/2017 Reporting For: **2016**

## Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Influent Flow and Loadings: Grade = F

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = B

Biosolids Quality and Management: Grade = D

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
**G.P.A. = 3.19**

| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|---|---|---|
| | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE | LETTER GRADE |
| INFLUENT LOADINGS | A | A | A | A | A | D | A | C | **D** | **F** |
| EFFLUENT QUALITY: BOD | A | A | A | A | C | A | A | A | **A** | **A** |
| EFFLUENT QUALITY: TSS | B | A | A | A | C | A | A | A | **A** | **A** |
| EFFLUENT QUALITY: AMMONIA | A | A | A | A | A | A | A | A | **A** | **A** |
| EFFLUENT QUALITY: P | F | D | F | C | F | C | F | A | **D** | **B** |
| BIOSOLIDS MGT | A | A | A | A | A | A | A | D | **D** | **D** |
| PREV. MAINTENANCE, STAFFING | A | A | A | A | A | A | A | A | **A** | **A** |
| OPERATOR CERTIFICATION | C | C | C | A | A | A | A | C | **A** | **A** |
| FINANCIAL MANAGEMENT | A | A | A | A | A | A | A | A | **A** | **A** |
| COLLECTION SYSTEM | A | B | A | A | A | A | A | A | **A** | **A** |
| GRADE POINT AVERAGE | 3.49 | 3.62 | 3.62 | 3.84 | 2.86 | 3.59 | 3.68 | 3.24 | **3.11** | **3.19** |

| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|---|---|---|
| | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS | SECTION POINTS |
| INFLUENT LOADINGS | 3 | 0 | 0 | 0 | 0 | 3 | 3 | 28 | **37** | **0** |
| EFFLUENT QUALITY: BOD | 0 | 0 | 0 | 0 | 20 | 40 | 0 | 0 | **0** | **40** |
| EFFLUENT QUALITY: TSS | 10 | 0 | 0 | 0 | 20 | 20 | 0 | 0 | **0** | **20** |
| EFFLUENT QUALITY: AMMONIA | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 0 | **0** | **20** |
| EFFLUENT QUALITY: P | 50 | 30 | 80 | 20 | 90 | 6 | 40 | 0 | **30** | **9** |
| BIOSOLIDS MGT | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 30 | **30** | **5** |
| PREV. MAINTENANCE, STAFFING | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | **0** | **4** |
| OPERATOR CERTIFICATION | 20 | 20 | 20 | 0 | 0 | 4 | 0 | 20 | **0** | **4** |
| FINANCIAL MANAGEMENT | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | **0** | **4** |
| COLLECTION SYSTEM | 0 | 10 | 0 | 0 | 0 | 12 | 0 | 0 | **0** | **12** |
| TOTALS | 83 | 60 | 100 | 20 | 130 | 133 | 43 | 78 | **115** | **118** |

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

**STAFF REPORT** **AGENDA ITEM:** IV-B

**To**: Mayor and Common Council
**Prepared By**: Brian Duvalle, Planning and Building
**Thru**: Stephen P. Compton, City Administrator
**Date of Meeting**: June 26, 2017

**Subject: Lakeside/Skinner CSM: Resolution 4292-17**

## BACKGROUND AND REQUEST

There is an agreement between Lakeside Foods and Skinner Transportation to divide part of the existing Lakeside property and sell to Skinner.

## ANALYSIS

There is an existing building that crosses the proposed lot line. This building is to be razed as part of the overall sale and CSM.

## FINANCIAL IMPACT

NA

## STAFF RECOMMENDATION

The Plan Commission recommends approval.

**Attachments**
Resolution 4292-17
Application, CSM

RESOLUTION
(Proposed Lakeside/Skinner CSM – Parcel #s 2084-1 & 2084-2)

File No. 4292-17

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

STATE OF WISCONSIN)
COUNTY OF SAUK )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 26th day of June, 2017, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 27th day of June, 2017.

_____
City Clerk

Revised 1/12

## City of Reedsburg Land Use Application

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

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

**APPLICANT:** Blakeslee Land Surveying LLC

**ADDRESS:** 1228 E. Main St **CITY:** Reedsburg **STATE:** WI

**ZIP:** 53959 **PHONE:** 524-0402 **FAX:** _____

**E- MAIL:** bsurvey@rucls.net

**PROPERTY OWNER:** (if different from Applicant) Lakeside Foods Inc.

**LOCATION:** 555 VeteransDDrive **PARCEL #:** 276-2084-10000

### LAND USE CHANGE REQUESTED

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

- ☐ **Conditional Use Permit:** _____

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

- ☐ **Zoning Variance:** _____

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

- ☐ **Zone Change (Rezoning) - From:** _____ **To:** _____
- ☒ **Certified Survey Map (C.S.M.):** Lakeside foods freezer plant and warehouse split
- ☐ **Preliminary Plat:** ____ **Final Plat:** ____ **Name of Plat:** _____
- ☐ **Flood Plain Zone Change: From:** _____ **To:** _____
- ☐ **Comprehensive Plan Amendment:** _____
- ☐ **Other:** _____

*AFFIDAVIT*

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

Richard T. Blakeslee 05/30/17 John C Kennedy 5-31-17

**Applicant Signature / Date** **Owner Signature / Date**

**Extraterritorial Committee Date:** _____
**Plan Commission Date:** _____
**Board of Zoning Appeals Date:** _____
**City Council Action & Date:** _____

Account #10-461500-00

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

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

| | |
|---|---|
| Conditional Use $153 | |
| Cond. Use-Agriculture $400 | |
| Variance $112 | |
| Zone Change $200 | |
| ~~C.S.M. $171~~ | |
| Subdivision Plat $610 | |
| - w/ Stormwater Plan $100 | |
| Flood Plain Zone $189 | |
| Mapping Fee $61/parcel in C.S.M./plat | |
| Comp Plan Amend $200 | |
| Date Paid | |
| Receipt # | |

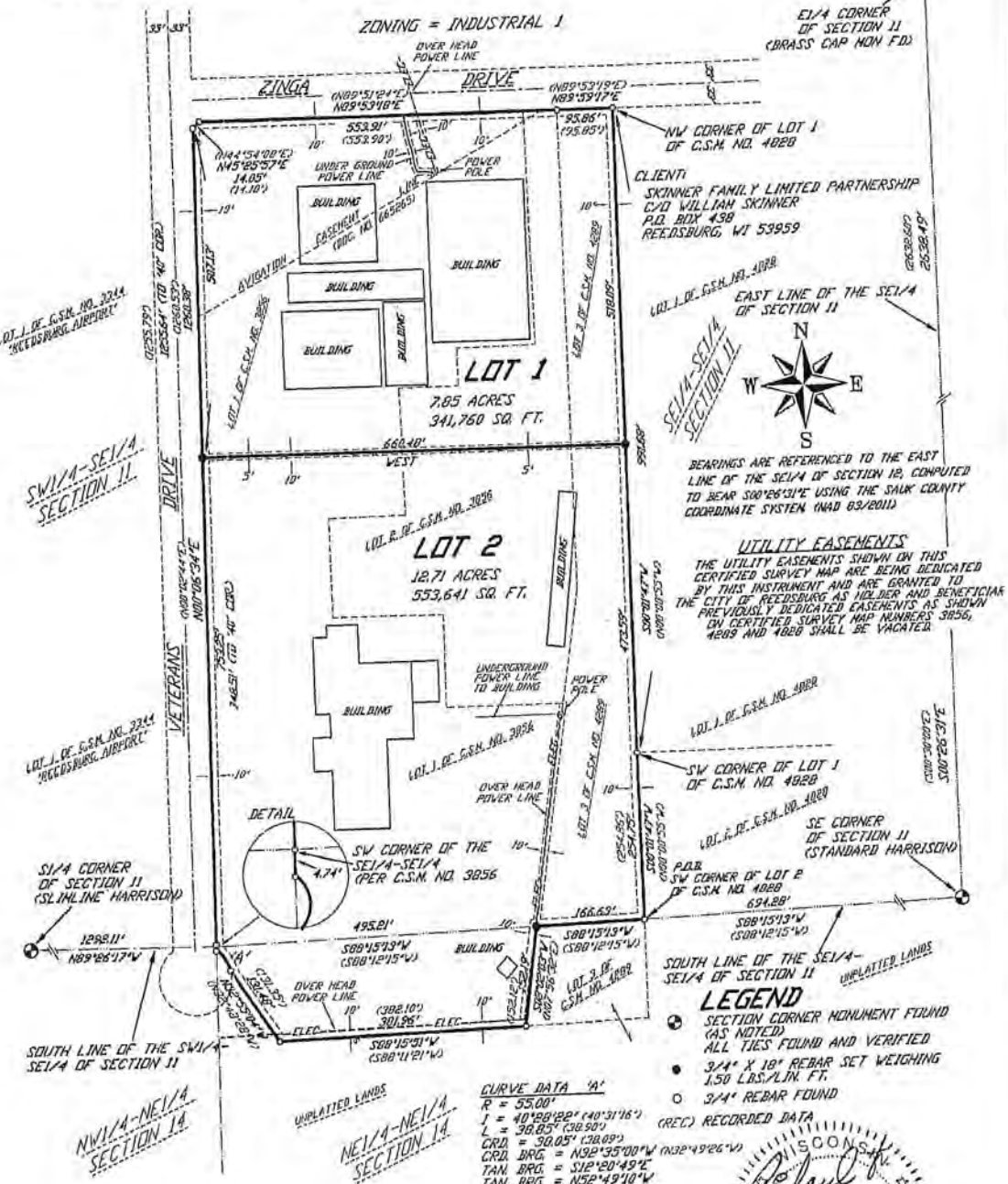
pd ✓ 06-01-17

BLAKESLEE LAND SURVEYING
1228 E. MAIN STREET
REEDSBURG, WI 53959
(608) 524-0402



# SAUK COUNTY CERTIFIED SURVEY MAP NO. _____

A PARCEL OF LAND BEING DESCRIBED AS LOTS 1 AND 2 OF SAUK COUNTY CERTIFIED SURVEY MAP NUMBER 3856 AND A PART OF LOT 3 OF SAUK COUNTY CERTIFIED SURVEY MAP NUMBER 4289, LOCATED IN THE SE1/4-SE1/4 OF SECTION 11 AND THE THE NE1/4-NE1/4 OF SECTION 14, T12N, R4E, CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN




FIELD WORK COMPLETED ON MAY 30, 2017

05-30-2017
DATE

RICHARD T. BLAKESLEE
PROFESSIONAL LAND SURVEYOR S-161

## SURVEYOR'S CERTIFICATE

I, Richard T. Blakeslee, Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land being described as Lots 1 and 2 of Sauk County Certified Survey Map Number 3856 and a part of Lot 3 of Sauk County Certified Survey Map Number 4289; located in the SE1/4-SE1/4 of Section 11 and the NE1/4-NE1/4 of Section 14, T12N, R4E, City of Reedsburg, Sauk County, Wisconsin; being more fully described as follows:

Commencing at the Southeast corner of Section 11; thence S88°15'13"W, 694.28 feet along the South line of the SE1/4-SE1/4 of Section 11 to the Southwest corner of Lot 2 of Sauk County Certified Survey Map Number 4828, said point being the point of beginning; thence continuing along the aforesaid South line S88°15'13"W, 166.63 feet to a point on the Westerly line of Lot 3 of Sauk County Certified Survey Map Number 4289; thence S08°02'03"W, 152.19 feet along the aforesaid Westerly line to the Southwest corner of the aforesaid Lot 3; thence S88°15'51"W, 381.96 feet along the Southerly line of Lot 1 of Sauk County Certified Survey Map Number 3856 to the Southwest corner thereof; thence N32°55'04"W, 131.48 feet along the Southwesterly line of the aforesaid Lot 1 to a point on the cul-de-sac of Veterans Drive and is located on a curve to the left, having a central angle of 40°28'22" and a radius of 55.00 feet; thence Northwesterly, 38.85 feet along the arc of the curve, the long chord of which bears N32°35'00"W, 38.05 feet; thence N00°06'34"E, 1260.38 feet along the Westerly line of Lot 1 of Sauk County Certified Survey Map Number 3856 to a Northwest corner thereof; thence N45°25'57"E, 14.05 feet along a Northwesterly line of the aforesaid Lot 1 to a Northwest corner thereof; thence N89°53'18"E, 553.91 feet along the Northerly line of Lots 1 and 2 of Sauk County Certified Survey Map Number 3856 to the Northeast corner of the aforesaid Lot 2; thence N89°59'17"E, 95.86 feet along a Northerly line of Lot 3 of Sauk County Certified Survey Map Number 4289 to the Northwest corner of Lot 1 of Sauk County Certified Survey Map Number 4828; thence S00°01'47"W, 991.68 feet along the Westerly line of the aforesaid Lot 1 to the Southwest corner thereof; thence S00°01'47"W, 254.75 feet along the Westerly line of Lot 2 of Sauk County Certified Survey Map Number 4828 to the point of beginning.

Said parcel contains 20.56 acres, more or less, and is subject to the utility easements as dedicated and shown on this survey. Said parcel is also subject to an avigation easement as shown on Document Number 665265.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, and the City of Reedsburg Subdivision Regulations. Also that this map is in compliance with Chapter A.E. 7 of the Administrative Code of the State of Wisconsin to the best of my knowledge and belief in surveying, dividing and mapping the same.

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

That I have preformed such Certified Survey under the direction of Skinner Family Limited Partnership, 2020 East Main Street, Reedsburg, WI, purchaser of Lot 1 of this Certified Survey Map and Lakeside Foods Incorporated, PO Box 1327, Manitowoc, WI, current owner of said lands.

06-01-2017
Date

WISCONSIN RICHARD T. BLAKESLEE REEDSBURG WI 3/30/17 PROFESSIONAL LAND SURVEYOR

Richard T. Blakeslee
Professional Land Surveyor S-1614

## COMMON COUNCIL RESOLUTION

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

_____ Approved_____
Date Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Reedsburg.

_____ Approved_____
Date Administrator

## OWNERS CERTIFICATE OF DEDICATION

Lakeside Foods Incorporated, as owner, do hereby certify that they have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this map. Lakeside Foods Incorporated does further certify that the Certified Survey is required by s.236.10 or 236.12 to be submitted to the following for approval or rejection: The City of Reedsburg.

_____

State of Wisconsin:
Sauk County:

Personally came before me this _____ day of _____, 2017, Lakeside Foods Incorporated to me known to be the person who executed the foregoing instrument and acknowledged that they have executed the foregoing instrument.

_____
Notary Public; Sauk County, Wisconsin.

My commission expires _____.

06-01-2017
Date

WISCONSIN
RICHARD T
BLAKESLEE
S-1614
REEDSBURG
WIS.
PROFESSIONAL LAND SURVEYOR
5/30/17

Richard T. Blakeslee
Professional Land Surveyor S-1614

## Citizen Participation Packet/Application

Dear Mayor and Members of the City Council, Date: 5-9-2017
I am a City of Reedsburg resident and interested in serving on the following boards, commissions or committees.

Please place a "X" in the box for the committees for which you are interested:

| Committees | X |
|---|---|
| **Airport Commission** – manages the Reedsburg Airport | X |
| **Block Grant Committee** – provides housing and small business loans | |
| **Board of Review** – considers appeals of property assessments | |
| **Board of Zoning Appeals** – considers hardship variances to the Zoning and Building Codes | |
| **City Plan Commission** – plans and manages the growth and development of the City and extraterritorial areas | |
| **Community Development Authority** – economic development body of the City, works on redevelopment of properties for economic development | |
| **Ethics Committee** – advise employees and elected officials about application of the ethics code | |
| **Finance Committee** – review bills, set financial policies | |
| **Historic Preservation Committee** – advise the Mayor and City Council regarding historic properties | |
| **Industrial Development Commission** – direct development of Reedsburg's Industrial areas | |
| **Library Board** – manage the library | |
| **Ordinance Committee** – advise the Mayor and City Council about new laws and review applications for various licenses | |
| **Parks and Recreation Committee** – advise on the operation of park, recreation and forestry programs | |
| **Personnel Committee –** set personnel policies, participate in labor negotiations | |
| **Police and Fire Commission** – civil service body for the Police and Fire Departments | |
| **Public Safety Committee** – advises the Mayor and Common Council on matters regarding the Police, Fire, Ambulance and Emergency Management Departments | |
| **Public Works** – advise the Mayor and City Council about streets, sidewalks, wastewater treatment plant and other facilities | |
| **Room Tax Commission** – manage the room tax funds for tourism promotion and development | |
| **Utility Commission** – manages the water, electrical & telecommunications utility | |

**Name:** BRIT SOLVERSON **Telephone:** 563 581 2036

**Address:** 1511 HUNTINGTON PARK DR, **Reedsburg, WI 53959** **Email:** bsolverson@gmail.com

**Qualifications/Special Interest:** FORMER A/P MGR

**Return this application to:**

**Mayor's Office**
**City of Reedsburg**
**134 S. Locust St., PO BOX 490**
**Reedsburg, WI 53959-0490**

For more information call City Hall 608-524-6404 or email us at cityhall@ci.reedsburg.wi.us

jjc/citizen app

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

# MEMORANDUM

**DATE:** June 20, 2017
**TO:** Common Council
**FROM:** Jacob Crosetto, City Clerk-Treasurer
**CC:** Terri Gher, Accounting Manager (RUC); Brett Schuppner, General Manager (RUC)
**RE:** 2016 Audit of the Reedsburg Utility Commission

---

On June 19, 2017, the Reedsburg Utility Commission was presented their 2016 audit by Baker Tilly Virchow Krause, LLP. This memo serves as an update and report to the Common Council on the audit and findings of the Baker Tilly Virchow Krause, LLP.

**Electric kWh's Sold**

| | 2015 | 2016 |
|---|---|---|
| Residential | 36,314 | 36,758 |
| General | 11,608 | 11,632 |
| Small Power | 16,837 | 16,501 |
| Large Power | 36,837 | 36,236 |
| Industrial | 47,841 | 47,153 |
| Large Industrial | 106,193 | 92,451 |
| Street Lights | 966 | 962 |
| Total | 256,596 | 241,693 |

In 2016, the utility saw a 6% decrease in total kWh's sold as a result of a decrease in consumption of large industrial customers.

**Electric Rate of Return**

| | 2015 | 2016 |
|---|---|---|
| Average Net Investment Rate Base | $ 11,926,471 | $ 11,486,849 |
| Authorized Return | 5.25% | 5.25% |
| Authorized Operating Return | $ 626,140 | $ 603,060 |
| Actual Operating Income - Regulatory Basis | $ 872,131 | $ 1,579,957 |
| Actual Return | 7.31% | 13.75% |
| Difference | $ 245,991 | $ 976,897 |

Rate of return is a key indicator of financial results in any regulated utility. Any growth in plant requires that rates cover the cost of providing service and the current authorized rate is 5.25%. As you can see, the utility performed 2.06% and 8.5% above the rate of return for 2015 and 2016 respectively, showing strong financial position.

City of Reedsburg
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## Electric Debt Coverage

| | 2015 | 2016 |
|---|---|---|
| Operating Revenues | $ 24,632,904 | $ 24,072,281 |
| Investment and Misc. Expenses | $ 224,963 | $ 185,432 |
| Less: O&M Expenses | $ (22,267,214) | $ (21,096,476) |
| Computed Net Earnings | $ 2,590,653 | $ 3,161,237 |
| Subsequent Year Revenue | | |
| Bond Debt Service | $ 535,455 | $ 538,725 |
| Coverage Factor | 1.25 | 1.25 |
| Required Net Earnings | $ 669,319 | $ 673,406 |
| Difference | $ 1,921,334 | $ 2,487,831 |
| Coverage | 4.84 | 5.87 |

Bond resolutions require that earnings from the electric system be 1.25 times the revenue bond annual debt service. The electric utility met the requirement with 4.84 and 5.87 times the requirement in 2015 and 2016 respectively.

## Electric Utility Net Position vs. Net Plant

| | 2015 | 2016 |
|---|---|---|
| Investment in Capital Assets | $ 10,474,496 | $ 10,245,461 |
| Net Property, Plant, and Equipment | $ 13,355,526 | $ 12,652,387 |
| Percent of Net Plant Funded by Equity | 78% | 81% |
| Percent of Net Plant Funded by Debt | 22% | 19% |

Normal utility targets for financing capital improvements is 50% or more equity and 50% or less debt in order to keep related debt to a manageable level, allow for less aggressive seeking rate relief, and keep options available for unanticipated expenses. The percent of net plant funded by equity is 78% and 81% in 2015 and 2016 respectively. The percent of net plant funded by debt is 22% and 19% in 2015 and 2016 respectively.

## Water Gallons Sold (000)

| | 2015 | 2016 |
|---|---|---|
| Residential | 131,648 | 128,998 |
| Multifamilty | 29,446 | 30,929 |
| Commercial | 107,587 | 109,138 |
| Industrial | 382,737 | 386,868 |
| Public Authority | 18,556 | 22,148 |
| Total | 669,974 | 678,081 |

In 2016, the utility saw increased consumption by each class except residential. There was no change in rates in 2016 and the 1% increase was due to an increase in consumption.

City of Reedsburg
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Ph 608-524-6404 Fax 608-524-8458
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## Water Rate of Return

| | 2015 | 2016 |
|---|---|---|
| Net Investment Rate Base | $5,009,896 | $4,988,408 |
| Authorized Return | 5.75% | 5.75% |
| Authorized Operating Return | $ 288,069 | $ 286,833 |
| Actual Operating Income - Regulatory Basis | $ 369,166 | $ 456,707 |
| Actual Return | 7.37% | 9.16% |
| Difference | $ 81,097 | $ 169,874 |

Rate of return is a key indicator of financial results in any regulated utility. Any growth in plant requires that rates cover the cost of providing service and the current authorized rate is 5.75%. As you can see, the utility performed 1.62% and 3.41% above the rate of return for 2015 and 2016 respectively, showing strong financial position.

## Water Debt Coverage

| | 2015 | 2016 |
|---|---|---|
| Operating Revenues | $ 1,595,752 | $ 1,640,362 |
| Less: O&M Expenses | $ (817,462) | $ (784,102) |
| Computed Net Earnings | $ 778,290 | $ 856,260 |
| Subsequent Year Revenue | | |
| Bond Debt Service | $ 219,953 | $ 216,844 |
| Coverage Factor | 1.25 | 1.25 |
| Required Net Earnings | $ 274,941 | $ 271,055 |
| Difference | $ 503,349 | $ 585,205 |
| Coverage | 3.54 | 3.95 |

Bond resolutions require that earnings from the electric system be 1.25 times the revenue bond annual debt service. The water utility met the requirement with 3.54 and 3.95 times the requirement in 2015 and 2016 respectively.

## Water Utility Net Position vs. Net Plant

| | 2015 | 2016 |
|---|---|---|
| Investment in Capital Assets | $ 8,093,259 | $ 8,123,921 |
| Net Property, Plant, and Equipment | $ 9,678,417 | $ 9,543,163 |
| | | |
| Percent of Net Plant Funded by Equity | 84% | 85% |
| Percent of Net Plant Funded by Debt | 16% | 15% |

Normal utility targets for financing capital improvements is 50% or more equity and 50% or less debt in order to keep related debt to a manageable level, allow for less aggressive seeking rate relief, and keep options available for unanticipated expenses. The percent of net plant funded by equity is 84% and 85% in 2015 and 2016 respectively. The percent of net plant funded by debt is 16% and 15% in 2015 and 2016 respectively.

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## Communications Utility Revenue and Customers

| Revenue | 2015 | 2016 | Customers | 2015 | 2016 |
|---|---|---|---|---|---|
| Internet | $1,829,296 | $1,998,851 | Internet | 3,155 | 3,736 |
| Cable | $1,864,917 | $1,864,917 | Cable | 3,249 | 3,469 |
| Telephone | $1,257,306 | $1,257,306 | Telephone | 2,239 | 2,059 |
| Total | $4,951,519 | $5,121,074 | Total | 8,643 | 9,264 |

As the communications utility has gained customers, revenues have increased in a similar trend with the exception of telephone. As more customers disconnect their landlines in preference to cell phones, growth has remained minimal, even though the utility continues to expand territory. Telephone revenues saw their second consecutive year of declining revenues that was offset by increased revenues in internet and cable.

## Communications Debt Coverage

| | 2015 | 2016 |
|---|---|---|
| Operating Revenues | $ 5,105,680 | $ 5,136,880 |
| Investment and Misc. Expenses | $ 968 | $ 5,412 |
| Less: O&M Expenses | $ (3,168,746) | $ (3,198,065) |
| Computed Net Earnings | $ 1,937,902 | $ 1,944,227 |
| Subsequent Year Revenue | | |
| Bond Debt Service | $ 221,539 | $ 221,539 |
| Coverage Factor | 1.25 | 1.25 |
| Required Net Earnings | $ 276,924 | $ 276,924 |
| Difference | $ 1,660,978 | $ 1,667,303 |
| Coverage | 8.75 | 8.78 |

Bond resolutions require that earnings from the electric system be 1.25 times the revenue bond annual debt service. The electric utility met the requirement with 8.75 and 8.78 times the requirement in 2015 and 2016 respectively.

## Water Utility Net Position vs. Net Plant

| | 2015 | 2016 |
|---|---|---|
| Investment in Capital Assets | $ 5,262,437 | $ 5,041,043 |
| Net Property, Plant, and Equipment | $21,938,745 | $21,377,438 |
| | | |
| Percent of Net Plant Funded by Equity | 24% | 23.6% |
| Percent of Net Plant Funded by Debt | 76% | 76.4% |

Normal utility targets for financing capital improvements is 50% or more equity and 50% or less debt in order to keep related debt to a manageable level, allow for less aggressive seeking rate relief, and keep options available for unanticipated expenses. The percent of net plant funded by equity is 24% and 23.6% in 2015 and 2016 respectively. The percent of net plant funded by debt is 76% and 76.4% in 2015 and 2016 respectively.

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Ph 608-524-6404 Fax 608-524-8458
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## Utilities Unrestricted Funds on Hand

| | 2015 | 2016 |
|---|---|---|
| Funding Benchmark | | |
| Estimated Monthly Revenues | $2,611,195 | $ 2,570,695 |
| Investment in ATC | $2,249,948 | $ 2,418,226 |
| Actual Unrestricted Funds on Hand | $7,544,525 | $10,628,275 |
| Months Billings on Hand - Without ATC | 2.89 | 4.13 |
| Months Billings on Hand - WithATC | 3.75 | 5.08 |

A utility should maintain funds to cover its operations in a normal business operation cycle (i.e. quarterly, monthly) plus a contingency. In addition, utilities should have available an amount equal to one year's capital improvements. These funding levels facilitate budgeting since there will be less concern for business cycle fluctuations.

In 2016, the utilities cash on hand continued to improve and be above the minimum recommendation of two months cash on hand. This increase in cash position can be attributed to efficiency of operations and increase in collectability.