



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
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www.reedsburgwi.gov

COMMON COUNCIL AGENDA  
MONDAY, AUGUST 14, 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)

- I. Approve minutes from the Council meeting held on July 24, 2017.
- B. Approve payment of the Bills for July 2017.
- C. Approve Operator's Licenses (New) – Blake Duren – Location: The Vault.
- D. Approve Operator's Licenses (New) – Alicia Bennett – Location: Thirsty Beaver.
- E. Approve Operator's Licenses (New) – Robert McNurlen – Location: Shopko.
- F. Approve Operator's Licenses (New) – Natalija Krsteva – Location: The Badger Bar.
- G. Approve Operator's Licenses (New) – David Nelson – Location: The Badger Bar.
- H. Approve Operator's Licenses (New) – Deliah Cole – Location: Corner Pub.
- I. Approve Parade/Special Events Permit – Trinity Baptist Church – Fall Festival-Signature Steps. Date: October 21, 2017. Time: 10am to 2pm, Location: City Park.
- J. Approve Parade/Special Events Permit – Wormfarm Institute – Fermentation Fest. Date: October 6, 2017 Time: 11am to 5:30 pm and October 15, 2017 Time: 11am to 5:30 pm, Location: City Park.

**II. MAYOR PROCLAMATIONS OR PRESENTATIONS:**

- A. Report on the City Administrator – Work Plan Memorandum – Best Practices vote.
- B. Presentation – Reedsburg MATRS

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

- A. Approve/Deny: Item tabled from July 24, 2017 Agenda: Park Impact fees study. Approve City Administrator to enter into contract with Vierbicher for the Impact Fees study.
- B. Community Development Authority / CDBG: Approve/Deny CDBG Administration Agreement. Authorize City Administrator to sign and enter into 2 year agreement with MSA (Regional Adm).
- C. Community Development: Resolution 4293-17: Walnut Street Flats. 2<sup>nd</sup> reading and Public Hearing to abandon the public way (alley) between Parcels: 1016 and 1017 on South Walnut Street.

**IV. GENERAL BUSINESS:**

- A. Approve/Deny: Resolution 4298-17. Blakeslee Certified Survey Map (CSM) for E6086 Friske Rd: parcel #30-0104. A CSM to divide a parcel into two smaller parcels. The RADC and the Plan Commission recommend approval.

- B. Approve/Deny: Economic Development Agreement with GRAEF. An agreement with GRAEF to develop the southwest, downtown and east gateways specific plans and provide additional long term planning services to the City. Funding shall be provided by Tax Increment Districts. Authorizing City Administrator to sign the GRAEF Agreement.
- C. Approve/Deny: Resolution: 4299-17. Capital Equipment – Police Radios. A resolution for a budget amendment authorizing advancing the 2018 approved Police Radio purchase to 2017 to take advantage of trade in value.
- D. Approve/Deny: Resolution: 4300-17. Budget Amendment to recognize Federal Grant 5311 funding for Fund 41 (Taxi Cab-Shared Ride). A resolution authorizing adjusting and alignment of both the Capital Equipment Fund (70) and the Taxi Cab Fund (41).

**V. OFFICE OF THE MAYOR:**

- A. Upcoming Community Events

**VI. COMMITTEE AND STAFF REPORTS:**

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

**VII. CITY ADMINISTRATOR REPORTS:**

- A. Monthly Building Permits Report
- B. 2016 Audit Status: Discuss holding an earlier Finance Committee meeting on September 11, 2017 at 5:30 pm. for a thirty minute closed session and regular meeting at 6:00 pm.
- C. Monthly City Administrator Report

**XIII. ADJOURN**

**Posted: August 10, 2017**

Last Resolution: 4300-17

Last Ordinance: 1850-17



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

## July 24, 2017

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

Absent: Alderman David Moon

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

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

**Approve Consent Agenda:** Consisting of minutes from the Council meeting held on July 10, 2017;; Operator's Licenses for Goodrich and Gvell; and Original Alcohol Beverage Retail License for Dinner Thieve, LLC.: Location 148 E. Main St.

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

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

- A. Personnel: Approve/Deny Salary adjustment for Administration Department. Resolution 4294-17
  - a. **Motion by Peterson, Second: Braunschweig to approve Resolution 4294-17. Motion carried 7-1 with Craker voting nay.**
  
- B. Park and Recreation: Approve/Deny request to reimburse "Park Impact Fees" to Lakeside Foods.
  - a. **Motion to table until the next meeting by Gargano, Second: Heuer. Motion carried 8-0.**
  
- C. Planning Commission: Approve/Deny Resolution 4295-17. Certified Survey Map (CSM) on property located at E7155 Hwy 23/33 (Exterritorial Area) in the Township of Reedsburg.
  - a. **Motion by Knudsen, Second: Werner to approve Resolution 4295-17. Motion carried 8-0.**
  
- D. Community Development Authority: Approve/Deny Resolution 4296-17 a Development Agreement and sale of Lot 1 to Dan DeBaets / DCI under a "Proposed Offer for Purchase and Development of Property".
  - a. **Motion by Craker, Second: Schulte to approve Resolution 4296-17. Motion carried 8-0.**

### GENERAL BUSINESS

- A. Approve/Deny: Introduction, 1st reading and setting a public hearing for August 28, 2017 on Ordinance 1850-17. An ordinance to rezone property – 233 S. Walnut Street.
  - a. **Motion by Gargano, Second: Heuer to set the public forum on Ordinance 1850-17 for August 28, 2017.**

- B. Approve/Deny Lamar Sign – Lease Agreements – Lamar Sign # 61293/61294.
  - a. **Motion by Knudsen, Second: Schulte to approve the Lamar Lease Agreement. Motion carried 8-0.**
  
- C. Approve/Deny Resolution 4297-17 – RAMC Work in Ridgeview Drive Right-of-Way.
  - a. **Motion by Werner, Second: Gargano to approve Resolution 4297-17. Motion carried 8-0.**

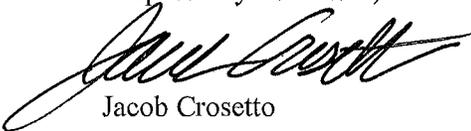
OFFICE OF THE MAYOR

- A. Appointments to the Reedsburg Art Commission
  - a. Four Members:
    - i. Jennifer Stanek, Chair (term expiring Mar 31, 2020)
    - ii. Katie Schofield (term expiring Mar 31, 2020)
    - iii. Jessica Bauer (term expiring Mar 31, 2020)
    - iv. Lee Gnatzig (term expiring Mar 31, 2019)
  - b. Three Members:
    - i. Jeffery Herschleb (term expiring Mar 31, 2018)
    - ii. Joann Mundth Douglas (term expiring Mar 31, 2019)
    - iii. Jay Salinas (term expiring Mar 31, 2018)
  - c. **Motion by Heuer, Second: Peterson to approve the Mayor's appointments as proposed. Motion carried 8-0.**

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

**Meeting adjourned at 7:54 p.m.**

Respectfully submitted,



Jacob Crosetto  
City Clerk-Treasurer

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-131630 A/R UTILITY (VISION PREMIUMS)</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION	07/05/2017	187.92	187.92	07/06/2017
Total 10-131630 A/R UTILITY (VISION PREMIUMS):					187.92	187.92	
<b>10-131650 A/R UTILITY (DENTAL PREMIUMS)</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS	07/05/2017	1,973.40	1,973.40	07/06/2017
Total 10-131650 A/R UTILITY (DENTAL PREMIUMS):					1,973.40	1,973.40	
<b>10-131660 A/R UTILITY (METLIFE PREMIUMS)</b>							
130652	METLIFE SBC	KM05735175-0	LIFE INS - JULY	06/16/2017	61.49	61.49	07/06/2017
Total 10-131660 A/R UTILITY (METLIFE PREMIUMS):					61.49	61.49	
<b>10-213430 LIFE INSURANCE DEDUCTIONS</b>							
130675	SECURIAN FINANCIAL GROUP,	002832L-0817	LIFE INS - AUGUST	07/05/2017	1,403.91	1,403.91	07/06/2017
Total 10-213430 LIFE INSURANCE DEDUCTIONS:					1,403.91	1,403.91	
<b>10-213910 FLEX PLAN CONTRIBUTIONS</b>							
50315	EMPLOYEE BENEFITS	1908518	BENNY FEE & ADMIN FEE	07/15/2017	162.00	162.00	07/20/2017
Total 10-213910 FLEX PLAN CONTRIBUTIONS:					162.00	162.00	
<b>10-213915 VISION PREMIUMS</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION	07/05/2017	376.32	376.32	07/06/2017
Total 10-213915 VISION PREMIUMS:					376.32	376.32	
<b>10-213925 DENTAL PREMIUMS</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS	07/05/2017	2,682.96	2,682.96	07/06/2017
Total 10-213925 DENTAL PREMIUMS:					2,682.96	2,682.96	
<b>10-213935 METLIFE PREMIUMS</b>							
130652	METLIFE SBC	KM05735175-0	LIFE INS - JULY	06/16/2017	241.35	241.35	07/06/2017
Total 10-213935 METLIFE PREMIUMS:					241.35	241.35	
<b>10-217620 MOBILE HOME TAXES-SCHOOL</b>							
190962	SCHOOL DIST OF REEDSBURG	LOTTOCREDI	LOTTO CREDIT	07/06/2017	7,920.04	7,920.04	07/07/2017
190962	SCHOOL DIST OF REEDSBURG	MHT0617	MOBILE HOME TAX - JUNE 2017	07/18/2017	3,345.15	3,345.15	07/20/2017
Total 10-217620 MOBILE HOME TAXES-SCHOOL:					11,265.19	11,265.19	
<b>10-413200 TAXES - PILOT</b>							
130590	MADISON COLLEGE	DNRAID2016	DNR AID PAYMENT 2016	06/30/2017	618.72	618.72	07/06/2017
190940	SAUK COUNTY TREASURER	DNRAID2016	DNR AID PAYMENT 2016	06/30/2017	2,914.62	2,914.62	07/06/2017
190962	SCHOOL DIST OF REEDSBURG	DNRAID 2016	DNR AID PAYMENT 2016	06/30/2017	5,864.71	5,864.71	07/06/2017
261262	WI DEPT. OF NATURAL RESOU	DNRAID2016	DNRAID PAYMENT 2016	06/30/2017	108.70	108.70	07/06/2017
Total 10-413200 TAXES - PILOT:					9,506.75	9,506.75	
<b>10-436100 COURT PENALTIES - CITY</b>							
190934	SAUK COUNTY CLERK OF COU	SCCC031017	CIT 17CT69 D GUZMAN CALDARON	03/10/2017	200.00	200.00	07/06/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-436100 COURT PENALTIES - CITY:					200.00	200.00	
<b>10-446230 SWIMMING POOLS</b>							
263063	MAGGIE GILMAN	MG071017	REFUND FOR 2 SWIM LESSONS	07/10/2017	70.00	70.00	07/20/2017
Total 10-446230 SWIMMING POOLS:					70.00	70.00	
<b>10-446250 OTHER SUMMER</b>							
263062	PAMELA ROLAND	PR071117	REFUND FOR CANCELLED ACTING CLASS	07/11/2017	57.00	57.00	07/20/2017
Total 10-446250 OTHER SUMMER:					57.00	57.00	
<b>10-461500 LAND USE APPLICATION FEES</b>							
263051	SARAH TROY	ST062817	DIFFERENCE FROM ZONING VARIANCE & FENCE PERMIT	06/28/2017	82.00	82.00	07/06/2017
Total 10-461500 LAND USE APPLICATION FEES:					82.00	82.00	
<b>10-514110-03 LEGISLATIVE SUPPORT-OPERATING</b>							
140729	NEWS PUBLISHING, INC	99105839-061	ADS/LEGALS/NOTICES	06/30/2017	797.35	797.35	07/06/2017
Total 10-514110-03 LEGISLATIVE SUPPORT-OPERATING:					797.35	797.35	
<b>10-514230-03 LABOR RELATIONS</b>							
20138	BOARDMAN & CLARK LLP	87277	GEN. LABOR MATTERS - SERVICES	06/23/2017	460.00	460.00	07/06/2017
Total 10-514230-03 LABOR RELATIONS:					460.00	460.00	
<b>10-514240-03 TRAINING</b>							
262811	ANITA YOUNG	AY071917	MEAL REIMBURSEMENT UW GREENBAY CONFERENCE	07/19/2017	10.50	10.50	07/20/2017
262630	DINERS CLUB COMMERCIAL	9503-0617	CONFERENCE CREDIT	06/28/2017	25.00	25.00	07/26/2017
262820	GFOA	0149813	MEMBERSHIP RENEWAL - CROSETTO	06/13/2017	170.00	170.00	07/06/2017
262839	JACOB CROSETTO	JC070617	MILEAGE REIMBURSEMENT TO UW GB CLERKS CONFERENCE 292 MILES	07/06/2017	157.68	157.68	07/20/2017
261261	MTAW	CROSETTO07	MTAW FALL CONFERENCE - CROSETTO	07/19/2017	110.00	110.00	07/20/2017
261568	WISCONSIN SUPREME COURT	DW062817	MUNICIPAL COURT CLERK SEMINAR - WOHLING	06/28/2017	40.00	40.00	07/06/2017
Total 10-514240-03 TRAINING:					463.18	463.18	
<b>10-515110-03 GENERAL MANAGEMENT - OPERATING</b>							
262630	DINERS CLUB COMMERCIAL	9503-0617	GOV DOMAIN	06/28/2017	400.00	400.00	07/26/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - CITY HALL	07/14/2017	68.31	68.31	07/20/2017
160760	PITNEY BOWES, INC	3303933856	CITY HALL POSTAGE MACHINE	06/30/2017	128.73	128.73	07/06/2017
Total 10-515110-03 GENERAL MANAGEMENT - OPERATING:					597.04	597.04	
<b>10-515120-03 MUNICIPAL COURT - OPERATING</b>							
261704	TITAN PUBLIC SAFETY SOLUTI	4224	CUSTOM CONVERSION - MOVE DATABASE TO NEW SERVER	07/05/2017	300.00	300.00	07/20/2017
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	27.13	27.13	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	27.13	27.13	07/06/2017
Total 10-515120-03 MUNICIPAL COURT - OPERATING:					354.26	354.26	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-515121-03 STATE FEES - COURT</b>							
231139	STATE OF WISCONSIN	56-15663-0617	COURT FEES - JUNE	06/30/2017	4,136.76	4,136.76	07/06/2017
Total 10-515121-03 STATE FEES - COURT:					4,136.76	4,136.76	
<b>10-515122-03 COUNTY FEES - COURT</b>							
190940	SAUK COUNTY TREASURER	CTFEES0617	COURT FEES - JUNE	06/30/2017	1,641.08	1,641.08	07/06/2017
Total 10-515122-03 COUNTY FEES - COURT:					1,641.08	1,641.08	
<b>10-515123-03 RESTITUTION FEES - COURT</b>							
160160	PAMIDA - SHOPKO	NSF063017	NSF - MCGOWAN	06/30/2017	74.43	74.43	07/06/2017
Total 10-515123-03 RESTITUTION FEES - COURT:					74.43	74.43	
<b>10-515125-03 TOWN OF LAVALLE FEES - COURT</b>							
201100	TOWNSHIP OF LAVALLE	CTFEES0617	COURT FEES - JUNE	06/30/2017	1,100.00	1,100.00	07/06/2017
Total 10-515125-03 TOWN OF LAVALLE FEES - COURT:					1,100.00	1,100.00	
<b>10-515200-03 ASSESSMENT OF PROPERTY</b>							
10046	ASSOCIATED APPRAISAL INC.	128166	ASSESSOR SERVICES	07/01/2017	3,620.84	3,620.84	07/06/2017
Total 10-515200-03 ASSESSMENT OF PROPERTY:					3,620.84	3,620.84	
<b>10-515520-03 GENERAL ACCOUNTING - OPERATING</b>							
261322	CIVIC SYSTEMS, LLC	CVC15677	SOFTWARE SUPPORT	07/06/2017	3,350.00	3,350.00	07/20/2017
Total 10-515520-03 GENERAL ACCOUNTING - OPERATING:					3,350.00	3,350.00	
<b>10-515700-03 INDEPENDENT AUDITING</b>							
20072	BAKER TILLY	BT1132291	AUDITING	06/30/2017	5,352.00	5,352.00	07/20/2017
Total 10-515700-03 INDEPENDENT AUDITING:					5,352.00	5,352.00	
<b>10-516110-03 COUNSEL</b>							
120585	LAROWE GERLACH TAGGERT	301	GENERAL FUND	06/30/2017	4,440.75	4,440.75	07/20/2017
120585	LAROWE GERLACH TAGGERT	301	GENERAL FUND POSTAGE, PAPER, FILING	06/30/2017	.62	.62	07/20/2017
Total 10-516110-03 COUNSEL:					4,441.37	4,441.37	
<b>10-516120-03 COUNSEL - PD</b>							
120585	LAROWE GERLACH TAGGERT	242	PROSECUTION - SERVICES - PD	06/30/2017	2,759.00	2,759.00	07/20/2017
120585	LAROWE GERLACH TAGGERT	242	PROSECUTION - MATERIALS - PD	06/30/2017	14.13	14.13	07/20/2017
263061	STAFFORD ROSENBAUM LLP	WRIGHT07141	LEGAL SERVICES - WRIGHT #1196570	07/14/2017	327.41	327.41	07/20/2017
Total 10-516120-03 COUNSEL - PD:					3,100.54	3,100.54	
<b>10-517100-03 MAINT OF BUILDINGS - OPERATING</b>							
262795	CARPETS ELITE	589772	TILE FLOOR REFINISHING REC CENTER	07/03/2017	2,190.00	2,190.00	07/06/2017
130664	MID-AMERICAN RESEARCH CH	0610832-IN	BOWL CLEANER, DRAIN OPENER	06/23/2017	698.00	698.00	07/06/2017
160650	PETERSON SANITATION INC	1072-0717	HALL - UTILITIES	07/01/2017	192.00	192.00	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	880.27	880.27	07/06/2017
191030	SUPERIOR CHEMICAL CORP	164777	BATHROOM CLEANER	07/12/2017	271.10	271.10	07/20/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-517100-03 MAINT OF BUILDINGS - OPERATING:					4,231.37	4,231.37	
<b>10-517110-03 HALL-UTILITIES</b>							
10024	ALLIANT ENERGY/WP&L	4066940000-0	GAS - LIBRARY	06/20/2017	93.31	93.31	07/06/2017
10024	ALLIANT ENERGY/WP&L	5379440000-0	GAS - PD	06/20/2017	36.97	36.97	07/06/2017
10024	ALLIANT ENERGY/WP&L	6030200000-0	GAS - CITY HALL	06/20/2017	12.19	12.19	07/06/2017
10024	ALLIANT ENERGY/WP&L	7755430000-0	GAS - GARAGE VINE ST	06/20/2017	14.13	14.13	07/06/2017
10024	ALLIANT ENERGY/WP&L	8543840000-0	GAS - FIRE	06/20/2017	59.11	59.11	07/06/2017
180906	REEDSBURG UTILITY	23095-0617	TELEPHONE/INTERNET - CITY HALL	06/20/2017	1,037.42	1,037.42	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	HALL - UTILITIES	06/23/2017	6,231.37	6,231.37	07/06/2017
Total 10-517110-03 HALL-UTILITIES:					7,484.50	7,484.50	
<b>10-517120-03 HALL-TELEPHONE</b>							
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	162.27	162.27	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	162.27	162.27	07/06/2017
Total 10-517120-03 HALL-TELEPHONE:					324.54	324.54	
<b>10-521100-03 PD ADMINISTRATION - OPERATING</b>							
20120	BEST SERVICE	148148	CLEAN MATS & TOWELS - PD	06/27/2017	35.03	35.03	07/06/2017
262630	DINERS CLUB COMMERCIAL	2140-0617	CONFERENCE EXPENSES - PD	06/28/2017	408.00	408.00	07/26/2017
262483	JOHN DEERE FINANCIAL	11113-06024-0	GASOLINE - PD	07/14/2017	1,838.45	1,838.45	07/20/2017
110551	KRUEGER OFFICE SUPPLIES	77003	LABELS, PAPER - PD	06/05/2017	80.84	80.84	07/20/2017
262164	LANGUAGE LINE SERVICE	4093427	INTERPRETATION - PD	06/30/2017	58.27	58.27	07/20/2017
120605	LORRAINES INC	10336572	BATTERIES - PD	06/08/2017	31.98	31.98	07/20/2017
261303	PATRICK B CUMMINGS	PC062717	GAS REIMBURSEMENT - MOCK ASSESSMENT	06/27/2017	32.14	32.14	07/06/2017
180795	REEDSBURG AREA AMBULANC	RAAS070117	BLOOD DRAWS - JUNE 2017	07/01/2017	225.00	225.00	07/06/2017
180855	REEDSBURG AREA MEDICAL	01775838	BLOOD DRAW - LARSON	06/18/2017	70.00	70.00	07/20/2017
263053	REEDSBURG PROFESSIONAL	RPPA062717	SAPUTO DONATION RUN FROM THE COPS 2017	06/27/2017	100.00	100.00	07/06/2017
180890	REEDSBURG TRUE VALUE	800233-0617	BUG KILLER, CLAMPS, PARTS-SUPPLIES - PD	06/25/2017	42.97	42.97	07/06/2017
190937	SAUK COUNTY SHERIFF'S OFFI	SCSO062617	PRISON TRANSPORT - MAY	06/26/2017	268.57	268.57	07/06/2017
191006	STANDARD INSURANCE CO	630950 0001-0	DIABILITY INS - JULY	06/16/2017	712.78	712.78	07/06/2017
191028	SULLIVANS TWO OF REEDSBU	47533	2016 FOR OIL CHANGE, ROTATE TIRES - PD	07/13/2017	103.00	103.00	07/20/2017
191028	SULLIVANS TWO OF REEDSBU	47634	2015 FORD OIL CHANGE, OIL FILTER, ROTATE TIRES - PD	07/11/2017	125.92	125.92	07/20/2017
191028	SULLIVANS TWO OF REEDSBU	47635	2013 FORD TAURUS OIL CHANGE, CHECK ENGINE LIGHT, BREAK PADS - PD	07/10/2017	425.15	425.15	07/20/2017
191028	SULLIVANS TWO OF REEDSBU	47576	2016 CHEVY IMPALA OIL CHANGE, ROTATE TIRES - PD	07/14/2017	57.00	57.00	07/20/2017
261914	SUPREME AWARDS	045378	8X10 PLAQUE ENGRAVING & LOGO - PD	06/09/2017	57.40	57.40	07/06/2017
262553	THE POLICE AND SHERIFFS PR	95798	SECURE ID CARDS - PD	07/12/2017	15.00	15.00	07/20/2017
262614	VERIZON WIRELESS	9787354167	CELLPHONES - PD	06/10/2017	280.07	280.07	07/06/2017
262614	VERIZON WIRELESS	9789089376	CELLPHONES - PD	07/10/2017	280.17	280.17	07/20/2017
263055	WISCONSIN CRISIS NEGOTIAT	BOTTEN06291	BOTTEN CRISIS NEGOTIONS TRAINING	06/29/2017	200.00	200.00	07/06/2017
Total 10-521100-03 PD ADMINISTRATION - OPERATING:					5,447.74	5,447.74	
<b>10-521900-03 POLICE UNIFORM ALLOWANCE</b>							
30190	CHECKERED FLAG, LLC	14831	SEW PATCHES ON SLEEVE - SCHMITZ	05/30/2017	6.00	6.00	07/06/2017
30190	CHECKERED FLAG, LLC	14882	POLO, JACKET - LAATSCH CLOTHING ALLOWANCE	06/09/2017	152.50	152.50	07/06/2017
262630	DINERS CLUB COMMERCIAL	2140-0617	CLEW PUBLICATIONS - PD	06/28/2017	320.00	320.00	07/26/2017
110552	KRUEGER PRINTING, INC	20608	BUSINESS CARDS -CUMMINGS				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
			- PD	06/12/2017	172.62	172.62	07/20/2017
262850	SYMBOLARTS	0283102-IN	STATE SEAL - HOEGE	06/01/2017	233.34	233.34	07/06/2017
262850	SYMBOLARTS	0283102-IN	STATE SEAL - PETERSON	06/01/2017	155.56	155.56	07/06/2017
262850	SYMBOLARTS	0283102-IN	STATE SEAL - FOESCH	06/01/2017	155.56	155.56	07/06/2017
262850	SYMBOLARTS	0283102-IN	STATE SEAL - BENSON	06/01/2017	77.77	77.77	07/06/2017
262850	SYMBOLARTS	0283102-IN	STATE SEAL - SCHMITZ	06/01/2017	77.77	77.77	07/06/2017
Total 10-521900-03 POLICE UNIFORM ALLOWANCE:					1,351.12	1,351.12	
<b>10-523100-03 FIRE ADMINISTRATION-OPERATING</b>							
20120	BEST SERVICE	148150	CLEAN MATS & TOWELS - FIRE	06/27/2017	55.30	55.30	07/06/2017
262630	DINERS CLUB COMMERCIAL	7650-0617	CONFERENCE EXPENSES - FIRE	06/28/2017	273.70	273.70	07/26/2017
40400	DWD-UNEMPLOYMENT INSURA	8464998	UNEMPLOYMENT - FIRE	07/14/2017	33.46	33.46	07/20/2017
100520	JEFFERSON FIRE & SAFETY	238211	FIRE HOSES - FIRE	06/16/2017	1,872.00	1,872.00	07/06/2017
100520	JEFFERSON FIRE & SAFETY	238360	STREAMLIGHT BATTERY - FIRE	06/22/2017	54.00	54.00	07/20/2017
110551	KRUEGER OFFICE SUPPLIES	77189	LAMINATION INDY 6-22-17 - FIRE	06/23/2017	5.00	5.00	07/20/2017
180890	REEDSBURG TRUE VALUE	800195-0617	GRAIN SCOOP, STRAPS, PLUGS, NOZZLES - FIRE	06/25/2017	202.05	202.05	07/06/2017
Total 10-523100-03 FIRE ADMINISTRATION-OPERATING:					2,495.51	2,495.51	
<b>10-524100-03 BUILDING INSPECTION-OPERATING</b>							
262630	DINERS CLUB COMMERCIAL	2556-0617	CATALOG & STATE SEALS	06/28/2017	444.59	444.59	07/26/2017
262630	DINERS CLUB COMMERCIAL	2556-0617	REFUND	06/28/2017	4.81-	4.81-	07/26/2017
261657	JAMES O. SANDBERG, SR.	JS060417	INSPECTION 6/21/17 346 2ND ST	06/21/2017	35.00	35.00	07/06/2017
261657	JAMES O. SANDBERG, SR.	JS062917	INSPECTION 6/29/17 @ VAULT WINE BAR	06/29/2017	35.00	35.00	07/06/2017
Total 10-524100-03 BUILDING INSPECTION-OPERATING:					509.78	509.78	
<b>10-525100-03 EMERGENCY GOVERNMENT</b>							
180905	REEDSBURG UTILITY	RUC 0617	EMERGENCY GOVERNMENT	06/23/2017	74.59	74.59	07/06/2017
Total 10-525100-03 EMERGENCY GOVERNMENT:					74.59	74.59	
<b>10-525600-03 COMMUNICATIONS - OPERATING</b>							
262630	DINERS CLUB COMMERCIAL	2140-0617	DESK & COMPUTER MONITOR - PD	06/28/2017	580.20	580.20	07/26/2017
262630	DINERS CLUB COMMERCIAL	2140-0617	INKCLUB COMPATIBLE LASER - PD	06/28/2017	71.86	71.86	07/26/2017
261229	EMERGITECH	INV000000000	SERVER MOVE ASSISTANCE - PD	07/07/2017	795.00	795.00	07/20/2017
60398	FRONTIER	2094-012403-5	BASIC SERVICE - PD	07/07/2017	58.00	58.00	07/20/2017
60398	FRONTIER	8846-092602-5	BASIC SERVICE - PD	07/10/2017	58.00	58.00	07/20/2017
110551	KRUEGER OFFICE SUPPLIES	77053	PAPER CLIPS, MARKERS - PD	06/08/2017	23.12	23.12	07/20/2017
120605	LORRAINES INC	10337417	APC BACK UPS	06/26/2017	54.99	54.99	07/20/2017
261278	PROTECTION TECHNOLOGIES	20033	REPAIR LABOR ODBC CONNECTION - PD	07/06/2017	125.00	125.00	07/20/2017
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	243.73	243.73	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	253.75	253.75	07/06/2017
Total 10-525600-03 COMMUNICATIONS - OPERATING:					2,263.65	2,263.65	
<b>10-541100-03 MACH &amp; EQUIP - OPERATING</b>							
30172	CARQUEST OF REEDSBURG	1600-0617A	PARTS & SUPPLIES	06/29/2017	484.42	484.42	07/06/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	PARTS	07/14/2017	113.66	113.66	07/20/2017
120400	LA FARGE TRUCK CENTER	C83257	ABS LIGHTS REPAIRED 2006 INTERNATIONAL 7300 - SHOP	06/14/2017	40.87	40.87	07/06/2017
120400	LA FARGE TRUCK CENTER	T194699	THERMOSTAT KIT FOR OLD IH#30 - SHOP	06/21/2017	48.64	48.64	07/06/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
130630	MADISON TRUCK EQUIP INC	6-79990	LABOR VALVE ASSEMBLY PRESSURE TEST	06/23/2017	582.97	582.97	07/06/2017
261278	PROTECTION TECHNOLOGIES	20019	ANNUAL FIRE ALARM INSPECTION/TEST AGREEMENT - PD	07/03/2017	762.00	762.00	07/20/2017
262528	SKINNER SHOP	CI000139	CHAMBER MAXI KIT - SHOP	06/15/2017	125.86	125.86	07/06/2017
261284	TRUCK COUNTRY OF WISC	X201493902:0	KIT-SURGE TANK, FILLER CAP - SHOP	07/17/2017	177.87	177.87	07/20/2017
Total 10-541100-03 MACH & EQUIP - OPERATING:					2,336.29	2,336.29	
<b>10-541200-03 GARAGE &amp; SHEDS - OPERATING</b>							
10011	AIRGAS	9945606314	OXYGEN	06/30/2017	20.37	20.37	07/20/2017
261230	ALERE TOXICOLOGY SERVICE	L119808	DRUG SCREENING	06/30/2017	62.75	62.75	07/20/2017
10024	ALLIANT ENERGY/WP&L	4320840000-0	GAS - GARAGE	06/20/2017	33.01	33.01	07/06/2017
20066	BADGER WELDING SUPPLIES	3416316	OXYGEN & ACEYLENE	06/30/2017	6.00	6.00	07/20/2017
30172	CARQUEST OF REEDSBURG	1600-0617A	PARTS & SUPPLIES	06/29/2017	1,176.63	1,176.63	07/06/2017
262278	CINTAS CORP	8403246932	EMERGENCY CABINET SUPPLIES - SHOP	06/30/2017	39.55	39.55	07/20/2017
60321	FEDDERLY CHRYSLER DODGE	121661	ANTIFREEZE - SHOP	06/15/2017	18.71	18.71	07/06/2017
263054	FREDRICK KORKLEWSKI	FK062117	CDL REIMBURSEMENT	06/21/2017	40.00	40.00	07/06/2017
262113	GARD SPECIALISTS CO., INC.	104369	THINFLEX ROCKUT	06/27/2017	140.54	140.54	07/06/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	07/14/2017	1,068.37	1,068.37	07/20/2017
261316	KIMBALL MIDWEST	5688117	GLOVES - SHOP	06/21/2017	108.14	108.14	07/06/2017
120605	LORRAINES INC	10336784	40" 1080P LED HDTV - SHOP	06/12/2017	316.49	316.49	07/20/2017
130655	MEYER OIL COMPANY	685075	DIESEL/ETHANOL	06/28/2017	1,654.59	1,654.59	07/06/2017
130655	MEYER OIL COMPANY	85974A	MOBILE VELOCITE OIL#6	06/27/2017	102.65	102.65	07/06/2017
262130	NXTEC SALES GROUP INC	1103016	ROPE, BLADES - SHOP	06/02/2017	104.66	104.66	07/06/2017
262130	NXTEC SALES GROUP INC	1103641	PATCH, RATCHETING - SHOP	06/29/2017	156.80	156.80	07/20/2017
160650	PETERSON SANITATION INC	1072-0717	SHOP	07/01/2017	88.00	88.00	07/20/2017
180820	REEDSBURG FARMERS CO	S40372	TRAILER TIRE - SHOP	06/14/2017	30.00	30.00	07/20/2017
180820	REEDSBURG FARMERS CO	S40406	O-RINGS - SHOP	06/29/2017	1.80	1.80	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	TOOLS & SUPPLIES	06/25/2017	290.81	290.81	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	GARAGE	06/23/2017	547.12	547.12	07/06/2017
180921	RI-TEC INDUSTRIAL PRODUCT	A1939-IN	CLEANING SUPPLIES - SHOP	06/17/2017	185.00	185.00	07/06/2017
230800	WEAVER AUTO PARTS - REED	19IN012099	GASKET SEALANT - SHOP	06/13/2017	3.94	3.94	07/20/2017
230800	WEAVER AUTO PARTS - REED	19IN012109	HOSE - SHOP	06/13/2017	7.70	7.70	07/20/2017
231160	WISCONSIN METAL SALES, IN	345452	HOT ROLLED ANGLE - SHOP	06/26/2017	20.00	20.00	07/06/2017
231160	WISCONSIN METAL SALES, IN	345682	WELDED ROUND TUBING AND END CAPS -	06/29/2017	127.00	127.00	07/06/2017
Total 10-541200-03 GARAGE & SHEDS - OPERATING:					6,350.63	6,350.63	
<b>10-542700-03 CITY ENGINEER ADMIN-OPERATING</b>							
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	51.98	51.98	07/06/2017
Total 10-542700-03 CITY ENGINEER ADMIN-OPERATING:					51.98	51.98	
<b>10-543100-03 STREET MAINTENANCE - OPERATING</b>							
70360	D L GASSER CONSTRUCTION	5000017662	2017 STREET PATCHING 8TH STREET	07/11/2017	1,440.00	1,440.00	07/20/2017
261190	RAY ZOBEL & SONS INC	43491	TOPSOIL	07/06/2017	126.75	126.75	07/20/2017
190974	SCOTT CONSTRUCTION, INC	1401	SEAL COAT SURFACING CITY STREETS	07/13/2017	89,890.00	89,890.00	07/20/2017
190974	SCOTT CONSTRUCTION, INC	747	COLD MIX	06/17/2017	3,796.32	3,796.32	07/06/2017
Total 10-543100-03 STREET MAINTENANCE - OPERATING:					95,253.07	95,253.07	
<b>10-544100-03 TRAFFIC CONTROL - OPERATING</b>							
261489	DIAMOND VOGEL PAINT CTR	255153697	WHITE/YELLOW PAINT & GLASS BEAD - SHOP	06/08/2017	4,135.00	4,135.00	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	TRAFFIC CONTROL	06/23/2017	185.22	185.22	07/06/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
201025	TAPCO	1569528	MAINTENACE COTNRACT	07/03/2017	1,076.00	1,076.00	07/20/2017
201025	TAPCO	1569904	STREET SIGNS	07/07/2017	1,523.46	1,523.46	07/20/2017
Total 10-544100-03 TRAFFIC CONTROL - OPERATING:					6,919.68	6,919.68	
<b>10-544200-03 STREET LIGHTING</b>							
180905	REEDSBURG UTILITY	RUC 0617	STREET LIGHTS	06/23/2017	13,750.08	13,750.08	07/06/2017
Total 10-544200-03 STREET LIGHTING:					13,750.08	13,750.08	
<b>10-544300-03 TREE &amp; BRUSH - OPERATING</b>							
60300	JOHN DEER FINANCIAL	75331-82742-0	PARTS	07/14/2017	46.50	46.50	07/20/2017
Total 10-544300-03 TREE & BRUSH - OPERATING:					46.50	46.50	
<b>10-545200-03 PARKING LOTS</b>							
180905	REEDSBURG UTILITY	RUC 0617	PARKING LOTS	06/23/2017	153.08	153.08	07/06/2017
Total 10-545200-03 PARKING LOTS:					153.08	153.08	
<b>10-547100-03 GARBAGE &amp; REFUSE - OPERATING</b>							
160650	PETERSON SANITATION INC	1072-0717	GARABAGE & REFUSE	07/01/2017	111.02	111.02	07/20/2017
Total 10-547100-03 GARBAGE & REFUSE - OPERATING:					111.02	111.02	
<b>10-552300-03 SWIMMING POOL - OPERATING</b>							
10024	ALLIANT ENERGY/WP&L	2613740000-0	GAS - POOL	07/05/2017	2,430.30	2,430.30	07/20/2017
262630	DINERS CLUB COMMERCIAL	1590-0617	PARTS & SUPPLIES - POOL	06/28/2017	1,351.35	1,351.35	07/26/2017
80495	HUB CHEMICAL COMPANY INC	2900	CHLORINE / MURATIC ACID - POOL	06/21/2017	447.50	447.50	07/06/2017
80495	HUB CHEMICAL COMPANY INC	3012	CHLORINE / MURATIC ACID - POOL	07/05/2017	497.00	497.00	07/20/2017
120605	LORRAINES INC	10336511	SHIPPING - POOL	06/07/2017	26.42	26.42	07/20/2017
120605	LORRAINES INC	10336550	SHIPPING	06/08/2017	15.50	15.50	07/20/2017
120605	LORRAINES INC	10337385	125V FAST ACTION PART - POOL	06/26/2017	5.19	5.19	07/20/2017
130648	MENARDS - BARABOO	53167	CONCRETE MIX - POOL	06/21/2017	51.11	51.11	07/06/2017
180826	REEDSBURG FIRE DEPT	6762	CHECK EXTINGUISHERS	06/30/2017	7.50	7.50	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	108.28	108.28	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	POOL	06/23/2017	3,309.32	3,309.32	07/06/2017
190957	SCHILLING PAPER COMPANY	611275-00	TOWELS - PARKS	07/13/2017	159.24	159.24	07/20/2017
191030	SUPERIOR CHEMICAL CORP	164695	BOWL CLEANER	07/12/2017	235.94	235.94	07/20/2017
Total 10-552300-03 SWIMMING POOL - OPERATING:					8,644.65	8,644.65	
<b>10-552500-03 OTHER SUMMER REC - OPERATING</b>							
30190	CHECKERED FLAG, LLC	14925	WHITE T-SHIRTS - TOT LOT	06/22/2017	295.00	295.00	07/06/2017
262630	DINERS CLUB COMMERCIAL	1590-0617	SUPPLIES	06/28/2017	16.32	16.32	07/26/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	16.76	16.76	07/06/2017
221075	VIKING VILLAGE	152300-0617	TOT LOT SUPPLIES	06/30/2017	84.10	84.10	07/20/2017
Total 10-552500-03 OTHER SUMMER REC - OPERATING:					412.18	412.18	
<b>10-552900-03 YOUTH SOCCER PROGRAM</b>							
263049	DREW WILLIAMS	DW062217	SOCCER CLINIC COACH 6 HRS	06/22/2017	90.00	90.00	07/06/2017
263052	FABIAN LUNA	FL062217	SOCCER CLINIC COACH 8 HRS 2017	06/22/2017	120.00	120.00	07/06/2017
Total 10-552900-03 YOUTH SOCCER PROGRAM:					210.00	210.00	

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<b>10-553400-03 CELEBRATIONS &amp; ENTERTAINMENT</b>							
120593	LIBERTY FLAG & SPECIALTY	06170095	INSTALL FLAGS - FLAG DAY & BUTTERFEST 2017	06/14/2017	238.50	238.50	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	CELEBRATION/ENTERTAINMENT	06/23/2017	31.39	31.39	07/06/2017
Total 10-553400-03 CELEBRATIONS & ENTERTAINMENT:					269.89	269.89	
<b>10-554100-03 PARKS - OPERATING</b>							
263057	DICK PEPER	DP070317	GAS REIMBURSEMENT FOR MOWING - PARKS	07/03/2017	13.50	13.50	07/06/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	FERTILIZER, CHAIN SAW, SUPPLIES	07/14/2017	317.64	317.64	07/20/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PARKS	07/14/2017	661.18	661.18	07/20/2017
120605	LORRAINES INC	10336822	PART FOR POPCORN MACHINE	06/13/2017	5.84	5.84	07/20/2017
261794	MEISTERS FOREST PRODUCT	21552	90 YARDS OF WOOD CHIPS - PARKS	06/21/2017	1,575.00	1,575.00	07/06/2017
261794	MEISTERS FOREST PRODUCT	21559	90 YARDS OF WOOD CHIPS - PARKS	06/22/2017	1,575.00	1,575.00	07/06/2017
160650	PETERSON SANITATION INC	1072-0717	PARKS	07/01/2017	112.00	112.00	07/20/2017
180855	REEDSBURG AREA MEDICAL	01777707	DRUG TESTING - PARKS	06/28/2017	41.00	41.00	07/20/2017
180820	REEDSBURG FARMERS CO	307730	LIME - PARKS	06/16/2017	120.00	120.00	07/20/2017
180820	REEDSBURG FARMERS CO	S40359	TRAILER TIRE - PARKS	06/09/2017	68.00	68.00	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	PARTS & SUPPLIES	06/25/2017	63.42	63.42	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	PARKS	06/23/2017	3,245.46	3,245.46	07/06/2017
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	103.00	103.00	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	67.12	67.12	07/06/2017
Total 10-554100-03 PARKS - OPERATING:					7,968.16	7,968.16	
<b>10-554100-04 PARKS - OUTLAY</b>							
261998	HORKAN CUSTOM CONCEPTS	8334	POWDER COAT PAINTING POSTS	07/10/2017	80.00	80.00	07/20/2017
180906	REEDSBURG UTILITY	377	REPAIR PARKING LOT LIGHTS - NISHAN PARK	06/22/2017	473.95	473.95	07/06/2017
Total 10-554100-04 PARKS - OUTLAY:					553.95	553.95	
<b>10-554500-03 REEDS AREA COMM ARENA (RACA)</b>							
10024	ALLIANT ENERGY/WP&L	607765	GAS - RACA	07/03/2017	21.11	21.11	07/20/2017
80480	HOLIDAY WHOLESALE INC	8282695	TISSUES - PARKS	07/18/2017	352.15	352.15	07/20/2017
160650	PETERSON SANITATION INC	1072-0717	RACA	07/01/2017	104.00	104.00	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	5.07	5.07	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	RACA	06/23/2017	883.39	883.39	07/06/2017
Total 10-554500-03 REEDS AREA COMM ARENA (RACA):					1,365.72	1,365.72	
<b>10-561100-03 TREE PLANTING</b>							
261190	RAY ZOBEL & SONS INC	43491	BARK	07/06/2017	117.00	117.00	07/20/2017
262290	TIMBERLINE CONSTRUCTION L	477156	STUMP GRINDING 801 MARY AVE	07/14/2017	88.00	88.00	07/20/2017
262290	TIMBERLINE CONSTRUCTION L	670279	TOPSOIL 1200 14TH ST FILL IN STUMP SITES	06/16/2017	74.00	74.00	07/06/2017
Total 10-561100-03 TREE PLANTING:					279.00	279.00	
<b>10-561300-03 WEED CONTROL - OPERATING</b>							
160770	PRESTIGE LANDSCAPING, LLC	16741	LAWNMOWING JULY 7, 2017	07/07/2017	45.00	45.00	07/20/2017
Total 10-561300-03 WEED CONTROL - OPERATING:					45.00	45.00	

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<b>10-563300-03 LONG RANGE PLANNING-OPERATING</b>							
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	40.07	40.07	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	40.07	40.07	07/06/2017
Total 10-563300-03 LONG RANGE PLANNING-OPERATING:					80.14	80.14	
<b>10-564400-03 INDUSTRIAL DEVELOPMENT</b>							
262630	DINERS CLUB COMMERCIAL	2556-0617	LUNCH	06/28/2017	107.05	107.05	07/26/2017
120595	DON LICHTER	DL-0817	CHAIRPERSON EXPENSES	07/17/2017	40.00	40.00	07/20/2017
180905	REEDSBURG UTILITY	RUC 0617	INDUSTRIAL DEVELOPMENT	06/23/2017	12.52	12.52	07/06/2017
Total 10-564400-03 INDUSTRIAL DEVELOPMENT:					159.57	159.57	
<b>10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT</b>							
261835	GATLIN D FENWICK	FENWICK0817	INCUBATOR MONTHLY LEASE - DINNER THIEVES - AUGUST 2017	07/14/2017	675.00	675.00	07/20/2017
180905	REEDSBURG UTILITY	RUC 0617	CDA	06/23/2017	200.86	200.86	07/06/2017
Total 10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT:					875.86	875.86	
<b>10-566100-03 COMMUNITY IMPROVEMENT</b>							
262076	WORMFARM INSTITUTE	WORM071417	FERMENTATION FEST EVENT GUIDE ADVERTISING	07/07/2017	400.00	400.00	07/20/2017
Total 10-566100-03 COMMUNITY IMPROVEMENT:					400.00	400.00	
<b>11-517110-03 300 VINE ST. UTILITIES</b>							
10024	ALLIANT ENERGY/WP&L	4175177410-0	GAS - 300 VINE OLD HARDWARE STORE	06/20/2017	69.23	69.23	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	TIF 6 HARDWARE STORE	06/23/2017	128.48	128.48	07/06/2017
Total 11-517110-03 300 VINE ST. UTILITIES:					197.71	197.71	
<b>11-518110-03 HIGH SCHOOL PROJECT HOUSES</b>							
10024	ALLIANT ENERGY/WP&L	0922519333-0	GAS - 101 VINE STREET	06/20/2017	15.32	15.32	07/06/2017
Total 11-518110-03 HIGH SCHOOL PROJECT HOUSES:					15.32	15.32	
<b>20-435000 OTHER REVENUES</b>							
263050	MCGILL QUALITY CONSTRUCTI	MQC062717	SEWER IMPACT REFUND MINUS 12 UNITS	06/27/2017	2,800.00	2,800.00	07/06/2017
Total 20-435000 OTHER REVENUES:					2,800.00	2,800.00	
<b>20-511000-03 LABORATORY</b>							
261946	TOTAL WATER OF BARABOO, L	0268538	DEMINERALIZED WATER - WWTP	06/08/2017	137.50	137.50	07/20/2017
Total 20-511000-03 LABORATORY:					137.50	137.50	
<b>20-512000-03 OUTSIDE TESTING</b>							
30160	CT LABORATORIES	128278	CHLORIDE/MERCURY - WWTP	06/15/2017	653.00	653.00	07/06/2017
30160	CT LABORATORIES	128279	MERCURY - WWTP	06/21/2017	400.00	400.00	07/06/2017
Total 20-512000-03 OUTSIDE TESTING:					1,053.00	1,053.00	
<b>20-521000-03 BIO-SOLIDS OPERATIONS</b>							
10020	L W ALLEN LLC	103725	PARTS - WWTP	06/30/2017	242.79	242.79	07/20/2017

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Total 20-521000-03 BIO-SOLIDS OPERATIONS:					242.79	242.79	
<b>20-522000-03 LIME</b>							
150255	OMNI MATERIALS, INC	334827	70/30 FINES - WWTP	06/11/2017	3,404.47	3,404.47	07/06/2017
150255	OMNI MATERIALS, INC	334891	70/30 FINES - WWTP	06/18/2017	3,184.62	3,184.62	07/20/2017
150255	OMNI MATERIALS, INC	334952	70/30 FINES - WWTP	06/25/2017	3,342.20	3,342.20	07/20/2017
Total 20-522000-03 LIME:					9,931.29	9,931.29	
<b>20-525200-03 EMERGENCY GENERATOR</b>							
130655	MEYER OIL COMPANY	137674	DIESEL	06/20/2017	386.40	386.40	07/06/2017
Total 20-525200-03 EMERGENCY GENERATOR:					386.40	386.40	
<b>20-526000-03 UTILITIES - BIO-SOLIDS</b>							
10024	ALLIANT ENERGY/WP&L	6808940000-0	GAS - WWTP	06/20/2017	12.55	12.55	07/06/2017
180905	REEDSBURG UTILITY	000616113-06	UTILITIES - TREATMENT PLANT #70	06/30/2017	8,418.46	8,418.46	07/20/2017
180905	REEDSBURG UTILITY	RUC 0617	UTILITIES - TREATMENT PLANT #70	06/23/2017	3,826.74	3,826.74	07/06/2017
Total 20-526000-03 UTILITIES - BIO-SOLIDS:					12,257.75	12,257.75	
<b>20-527000-03 BLOWERS/AERATION</b>							
261809	VACUUM, PUMP & COMPRESS	78192-00	PREFILTER & SYNTHETIC OIL - WWTP	06/27/2017	583.44	583.44	07/20/2017
Total 20-527000-03 BLOWERS/AERATION:					583.44	583.44	
<b>20-527000-04 TREATMENT PLAN PROJECT (CIP)</b>							
262156	CGC, INC.	47450	WWTP AERATION UPGRADES 2017 CONSTRUCTION TESTING	07/12/2017	819.99	819.99	07/20/2017
201064	TOWN & COUNTRY	17763	WWTP CONSTRUCTION SERVICES	06/22/2017	11,500.00	11,500.00	07/06/2017
201064	TOWN & COUNTRY	17764	WWTF RESIDENT INSPECTION	06/22/2017	255.00	255.00	07/06/2017
262048	WAPASHA CONSTRUCTION CO	PMT2-2017	2017 WASTEWATER IMPROVMENTS - AERATION UPGRADES	07/14/2017	97,591.60	97,591.60	07/20/2017
Total 20-527000-04 TREATMENT PLAN PROJECT (CIP):					110,166.59	110,166.59	
<b>20-531000-03 COLLECTION SYSTEM</b>							
262985	AQUFIX	21773	BUG ON A ROPE, GREASEZILLA - SHOP	07/03/2017	802.66	802.66	07/06/2017
40276	DIGGERS HOTLINE INC	170 6 99501	NOTICES - JUNE	06/30/2017	264.67	264.67	07/06/2017
Total 20-531000-03 COLLECTION SYSTEM:					1,067.33	1,067.33	
<b>20-531000-04 REPLACEMENT FUND (INTERNAL)</b>							
261190	RAY ZOBEL & SONS INC	43492	SANITARY SEWER & WATER BACKHOE - DESSA RAIN	07/06/2017	9,751.25	9,751.25	07/20/2017
Total 20-531000-04 REPLACEMENT FUND (INTERNAL):					9,751.25	9,751.25	
<b>20-533000-03 UTILITIES - COLLECTION SYSTEM</b>							
10024	ALLIANT ENERGY/WP&L	5239740000-0	GAS - LIFT STATION	06/19/2017	12.05	12.05	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	UTILITIES - LIFT STATION	06/23/2017	788.06	788.06	07/06/2017
Total 20-533000-03 UTILITIES - COLLECTION SYSTEM:					800.11	800.11	

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<b>20-541000-03 GENERAL ADMINISTRATION</b>							
211058	US CELLULAR	0200509217	CELL PHONES	07/08/2017	67.12	67.12	07/20/2017
211058	US CELLULAR	9255575640	CELL PHONES	06/08/2017	67.12	67.12	07/06/2017
Total 20-541000-03 GENERAL ADMINISTRATION:					134.24	134.24	
<b>20-547000-03 TRAINING</b>							
262707	OP2MYZ, L.L.C	RBG00010	ADVANCED TRAINING FOR 3 OPERATORS - WWTP	07/05/2017	660.00	660.00	07/20/2017
Total 20-547000-03 TRAINING:					660.00	660.00	
<b>20-551000-03 BLDGS/GROUNDS MAINTENANCE</b>							
30172	CARQUEST OF REEDSBURG	1600-0617A	PARTS & SUPPLIES	06/29/2017	132.40	132.40	07/06/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	352.95	352.95	07/06/2017
Total 20-551000-03 BLDGS/GROUNDS MAINTENANCE:					485.35	485.35	
<b>20-561000-03 TREATMENT</b>							
261448	B & M TECHNICAL SERVICES, I	5579	ROTO FLOATS NON MERCURY	06/19/2017	768.32	768.32	07/06/2017
262278	CINTAS CORP	8403246930	EMERGENCY KIT AND SUPPLIES - WWTP	06/30/2017	12.58	12.58	07/20/2017
Total 20-561000-03 TREATMENT:					780.90	780.90	
<b>20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN</b>							
10024	ALLIANT ENERGY/WP&L	7723830000-0	GAS - WWTP	06/20/2017	35.37	35.37	07/06/2017
180905	REEDSBURG UTILITY	000616113-06	UTILITIES - TREATMENT PLANT	06/30/2017	5,612.31	5,612.31	07/20/2017
180905	REEDSBURG UTILITY	RUC 0617	UTILITIES - TREATMENT PLANT	06/23/2017	4,571.01	4,571.01	07/06/2017
Total 20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN:					10,218.69	10,218.69	
<b>20-564000-03 GARBAGE &amp; REFUSE</b>							
180650	PETERSON SANITATION INC	1072-0717	HALL - UTILITIES	07/01/2017	192.00	192.00	07/20/2017
Total 20-564000-03 GARBAGE & REFUSE:					192.00	192.00	
<b>20-565000-03 PHOSPHORUS COMPLIANCE</b>							
201064	TOWN & COUNTRY	17762	YEAR 4 PHOSPHORUS PLANNING	06/22/2017	372.50	372.50	07/06/2017
Total 20-565000-03 PHOSPHORUS COMPLIANCE:					372.50	372.50	
<b>21-546100-03 CONTRACT SERVICES</b>							
160650	PETERSON SANITATION INC	1072-0717	CONTRACT SERVICES	07/01/2017	30,001.28	30,001.28	07/20/2017
Total 21-546100-03 CONTRACT SERVICES:					30,001.28	30,001.28	
<b>21-546300-03 OPERATING EXPENSES</b>							
190987	SHRED-IT USA LLC	8122608524	SHREDDING - CITY HALL	06/22/2017	103.80	103.80	07/06/2017
190987	SHRED-IT USA LLC	8122608994	SHREDDING - LIBRARY	06/22/2017	59.68	59.68	07/06/2017
190987	SHRED-IT USA LLC	8122608995	SHREDDING - PD	06/22/2017	59.68	59.68	07/06/2017
Total 21-546300-03 OPERATING EXPENSES:					223.16	223.16	
<b>21-547100-03 GARBAGE &amp; REFUSE (STICKERS)</b>							
160650	PETERSON SANITATION INC	1072-0717	GARBAGE & REFUSE - STICKERS	07/01/2017	1,310.00	1,310.00	07/20/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 21-547100-03 GARBAGE & REFUSE (STICKERS):					1,310.00	1,310.00	
<b>23-544500-03 STORM SEWER REPAIRS</b>							
60330	FIRST SUPPLY MADISON	10633238-00	GASKETS, PIPE OIL - SHOP	06/26/2017	271.87	271.87	07/06/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	07/14/2017	356.12	356.12	07/20/2017
130655	MEYER OIL COMPANY	685075	DIESEL/ETHANOL	06/28/2017	551.53	551.53	07/06/2017
201029	T & M GENERAL CONTRACTOR	22949	CURB & SIDEWALK VARIOUS LOCATIONS & AIRPORT	05/31/2017	4,906.00	4,906.00	07/06/2017
201029	T & M GENERAL CONTRACTOR	22961	MAIN & S WALNUT ALLEY CURB & SIDEWALK	06/30/2017	2,879.00	2,879.00	07/06/2017
201029	T & M GENERAL CONTRACTOR	22962	MAIN & WEST AVE CURB & SIDEWALK	06/30/2017	2,162.00	2,162.00	07/06/2017
Total 23-544500-03 STORM SEWER REPAIRS:					11,126.52	11,126.52	
<b>23-544800-04 STORM SEWER PROJECTS (CIP)</b>							
60330	FIRST SUPPLY MADISON	10640511-00	PVC'S - SHOP	06/28/2017	1,660.95	1,660.95	07/06/2017
261190	RAY ZOBEL & SONS INC	43486	STORM SEWER BACKHOE - DESSA RAIN	07/06/2017	2,227.50	2,227.50	07/20/2017
201029	T & M GENERAL CONTRACTOR	TM061517	WEST SIDE RETAINING WALL	06/15/2017	56,800.00	56,800.00	07/20/2017
Total 23-544800-04 STORM SEWER PROJECTS (CIP):					60,688.45	60,688.45	
<b>41-542600-03 TAXI CAB EXPENSES</b>							
261225	F.D.S ENTERPRISES	FDS063017	MONTHLY CAB SERVICE	06/30/2017	18,455.31	18,455.31	07/06/2017
Total 41-542600-03 TAXI CAB EXPENSES:					18,455.31	18,455.31	
<b>42-516110-03 ATTORNEY FEES</b>							
120585	LAROWE GERLACH TAGGERT	301	MUNICIPAL AIRPORT	06/30/2017	248.00	248.00	07/20/2017
Total 42-516110-03 ATTORNEY FEES:					248.00	248.00	
<b>42-517110-03 AIRPORT UTILITIES, CELL PHONES</b>							
10024	ALLIANT ENERGY/WP&L	1266040000-0	GAS - AIRPORT	07/13/2017	14.70	14.70	07/20/2017
10024	ALLIANT ENERGY/WP&L	4079272914-0	GAS - AIRPORT	06/28/2017	15.85	15.85	07/06/2017
10024	ALLIANT ENERGY/WP&L	5765710000-0	GAS - AIRPORT	06/26/2017	19.57	19.57	07/06/2017
Total 42-517110-03 AIRPORT UTILITIES, CELL PHONES:					50.12	50.12	
<b>42-545300-03 AIRPORT OPERATING (FBO)</b>							
261190	RAY ZOBEL & SONS INC	43489	CLEAN DITCHES - AIRPORT	07/06/2017	720.00	720.00	07/20/2017
262918	REEDSBURG AVIATION	27	CITY HANGAR MAIN BLUE HIGH VOLTAGE DOOR SWITCH	07/18/2017	229.81	229.81	07/20/2017
262918	REEDSBURG AVIATION	RA-0817	AIRPORT MANAGEMENT - AUGUST 2017	07/17/2017	3,400.00	3,400.00	07/20/2017
180890	REEDSBURG TRUE VALUE	800027-0617	SUPPLIES	06/25/2017	8.69	8.69	07/06/2017
180905	REEDSBURG UTILITY	RUC 0617	AIRPORT	06/23/2017	723.26	723.26	07/06/2017
Total 42-545300-03 AIRPORT OPERATING (FBO):					5,081.76	5,081.76	
<b>45-521400-03 K-9 EXPENSES</b>							
110552	KRUEGER PRINTING, INC	20719	XENA HEAT STROKE FULL COLOR - PD	06/30/2017	237.50	237.50	07/20/2017
Total 45-521400-03 K-9 EXPENSES:					237.50	237.50	
<b>48-446600-03 SAPUTO GRANT EXPENSES</b>							
263059	MIDWEST ATHLETIC FILEDS	3401	INFIELD EDGING, GRADING & TOPDRESSING - INSTALLATION OF 2 SAFETY				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
			NET EXTENSIONS	06/19/2017	11,850.00	11,850.00	07/06/2017
	Total 48-446600-03 SAPUTO GRANT EXPENSES:				11,850.00	11,850.00	
<b>48-554100-03 TRIATHLON OPERATING EXPENSES</b>							
263058	RACEWORKS TIMING LLC	RTUC070317	TIMING SERVICES DOWNPAYMENT FOR TRIATHLON	07/03/2017	250.00	250.00	07/06/2017
	Total 48-554100-03 TRIATHLON OPERATING EXPENSES:				250.00	250.00	
<b>48-554500-03 Disconsin Disc Golf Expenses</b>							
262598	HENKE SIGNS	HS062817	POPPLER TRAIL/DISCONSIN GOLF SIGNS/NAMETAG SIGNS	06/28/2017	760.00	760.00	07/20/2017
	Total 48-554500-03 Disconsin Disc Golf Expenses:				760.00	760.00	
<b>52-553400-03 FIREWORKS EXPENSE</b>							
263060	CAPITAL CITY INFLATABLES	CCI070617	DEPOSIT FOR 2018 FREEDOM FEST INFLATABLES	07/06/2017	2,305.50	2,305.50	07/20/2017
261374	LK DESIGN STUDIO LLC	6563	FREEDOM FEST DESIGN, BANNERS, SIGNS	06/27/2017	139.00	139.00	07/20/2017
	Total 52-553400-03 FIREWORKS EXPENSE:				2,444.50	2,444.50	
<b>56-551300-03 LIBRARY OPERATING</b>							
180844	2ND STREET MARKET	109060	programming DISC DAY - FAM FUN - SLP	06/20/2017	52.90	52.90	07/06/2017
180844	2ND STREET MARKET	205454	programming - YS FUNDS TEEN TRAINING	06/06/2017	76.50	76.50	07/06/2017
180844	2ND STREET MARKET	205454-06	ADULTS AT PLAY - LALALAND FOL FUNDS	06/08/2017	14.14	14.14	07/06/2017
180844	2ND STREET MARKET	207745	programming - FOL FUNDS EVENING BOOK	06/15/2017	8.28	8.28	07/06/2017
180844	2ND STREET MARKET	209817	programming - TEEN TIME - IRON CHEF - SLP	06/23/2017	211.59	211.59	07/06/2017
180844	2ND STREET MARKET	347383	programming PALM OF THE HAND - FOL	06/21/2017	6.47	6.47	07/06/2017
180844	2ND STREET MARKET	349751	programming - TITLES & TEA	06/27/2017	6.47	6.47	07/06/2017
180844	2ND STREET MARKET	349816	programming - RRII - BOOK GROUP - YS FUNDS	06/27/2017	9.96	9.96	07/06/2017
20070	BAKER & TAYLOR	2032924126	Books	06/05/2017	154.70	154.70	07/06/2017
20070	BAKER & TAYLOR	2032937059	Books	06/09/2017	732.27	732.27	07/06/2017
20070	BAKER & TAYLOR	2032964686	Books	06/20/2017	10.27	10.27	07/06/2017
262312	CAR & DRIVER	10626596	1 YEAR RENEWAL CAR & DRIVER	06/07/2017	19.97	19.97	07/06/2017
40270	DEMCO, INC	6161738	SLP INCENTIVES - SLP FUNDS	06/14/2017	194.92	194.92	07/06/2017
40270	DEMCO, INC	6161738-06	SLP TEEN VOLUNTEER SHIRTS - SLP FUNDS	06/29/2017	110.45	110.45	07/06/2017
262630	DINERS CLUB COMMERCIAL	4776-0617	BOOKS & SUPPLIES - LIBRARY	06/28/2017	44.67	44.67	07/26/2017
262020	FINDAWAY WORLD, LLC	219908	AV PLAYAWAY LAUNCHPAD SOP- FOL HOLIDAY	06/12/2017	816.95	816.95	07/06/2017
70300	GALE	60703579	Large Print Books	06/12/2017	167.94	167.94	07/06/2017
70300	GALE	60704115	Large Print Books	06/08/2017	140.20	140.20	07/06/2017
70300	GALE	60704287	Books - Large Print	06/08/2017	57.73	57.73	07/06/2017
70300	GALE	60723978	Large Print Books	06/12/2017	46.48	46.48	07/06/2017
70300	GALE	60740929	Large Print Books	06/14/2017	65.22	65.22	07/06/2017
70300	GALE	60768057	Large Print Books	06/20/2017	75.72	75.72	07/06/2017
70300	GALE	60774525	Large Print Books	06/21/2017	69.72	69.72	07/06/2017
70300	GALE	60774772	Large Print Books	06/21/2017	60.72	60.72	07/06/2017
90510	INGRAM	98754191	Books	06/02/2017	596.00	596.00	07/06/2017
90510	INGRAM	98797171	Books	06/06/2017	231.48	231.48	07/06/2017
90510	INGRAM	98823770	Books	06/08/2017	224.04	224.04	07/06/2017
90510	INGRAM	98915801	Books	06/15/2017	152.28	152.28	07/06/2017

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
262612	JCOMP TECHNOLOGIES	56536	NETWORK MAINTENANCE SMARTNET WARRANTY	06/19/2017	246.00	246.00	07/06/2017
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - LIBRARY	07/14/2017	14.50	14.50	07/20/2017
170500	QUILL CORPORATION	7637601	Supplies	06/19/2017	408.02	408.02	07/06/2017
263056	RAPID RIBBONS	250432	WORM RACE RIBBONS - SLP FUNDS	06/16/2017	121.50	121.50	07/06/2017
180906	REEDSBURG UTILITY	20304-0617	TELEPHONE/INTERNET - LIBRARY	06/20/2017	657.00	657.00	07/06/2017
262767	SUNRISE PACKAGING	185326	SUPPLIES - DVD CASES - 400	06/09/2017	172.50	172.50	07/06/2017
70374	SYNCHRONY BANK/AMAZON	201707	AV - DVDS, CD, BOOKS, SUPPLIES	06/30/2017	650.52	650.52	07/06/2017
262673	TINA PEERENBOOM	201707	PROGRAMMING - 2ND Q MILEAGE	07/03/2017	62.60	62.60	07/06/2017
262673	TINA PEERENBOOM	2017072	PROGRAMMING - REIMBURSEMENT YS FUNDS	07/03/2017	75.88	75.88	07/06/2017
263033	TURNER WATERCARE	812007	WATER - FOL FUNDS	06/30/2017	30.50	30.50	07/06/2017
Total 56-551300-03 LIBRARY OPERATING:					6,797.06	6,797.06	
<b>64-564600-03 DEVELOPMENT GRANTS &amp; LOANS</b>							
262502	SEATS INCORPORATED	SI08012017	SEAT EXPANSION DEVELOPMENT AGREEMENT TID 4 - 2/24/16	07/20/2017	20,000.00	20,000.00	07/20/2017
Total 64-564600-03 DEVELOPMENT GRANTS & LOANS:					20,000.00	20,000.00	
<b>66-516110-03 LEGAL FEES</b>							
262950	HUSCH BLACKWELL	2467404	WALNUT STREET FLATS	06/23/2017	339.00	339.00	07/06/2017
120585	LAROWE GERLACH TAGGERT	301	TAX INCREMENT DISTRICT = 66	06/30/2017	209.25	209.25	07/20/2017
Total 66-516110-03 LEGAL FEES:					548.25	548.25	
<b>70-523100-03 FIRE VEHICLES &amp; EQUIPMENT</b>							
70375	GAWRONSKI SIGNS & ADVERTI	19625	BLACK/WHITE REFLECTIVE VINYL GRAPHICS & LETTERING TRUCK #20 2017 DODGE RAM - FIRE	06/27/2017	1,179.17	1,179.17	07/06/2017
100520	JEFFERSON FIRE & SAFETY	238529	3 SET BUNKER GEAR - FIRE	06/28/2017	6,105.00	6,105.00	07/06/2017
263064	TOMAR ELECTRONICS INC	094979	LED LAMP & AMBER RECT LAMPS - FIRE	06/20/2017	3,019.43	3,019.43	07/20/2017
Total 70-523100-03 FIRE VEHICLES & EQUIPMENT:					10,303.60	10,303.60	
<b>70-542600-03 IT SYSTEMS GENERAL FUND</b>							
20094	CONCENTRIC INTEGRATION	0193300	2017 NETWORK IMPROVEMENTS	06/22/2017	2,327.50	2,327.50	07/06/2017
Total 70-542600-03 IT SYSTEMS GENERAL FUND:					2,327.50	2,327.50	
<b>75-543100-03 STREET RECONSTRUCTION</b>							
262971	ERNSTMEYER LAND CO	ELC071417	2017 GAS EXTENSION - DESSA RAIN PROJECT	07/14/2017	15,197.00	15,197.00	07/17/2017
261190	RAY ZOBEL & SONS INC	43484	19TH STREET PROJECT	07/06/2017	31,627.77	31,627.77	07/20/2017
261190	RAY ZOBEL & SONS INC	43485	GRADING STREET - DESSA RAIN	07/06/2017	3,405.73	3,405.73	07/20/2017
261190	RAY ZOBEL & SONS INC	43487	ROAD GRAVEL - HORKAN PIT STOCKPILE	07/06/2017	17,946.12	17,946.12	07/20/2017
261190	RAY ZOBEL & SONS INC	43488	ROAD GRAVEL - SHOP	07/06/2017	201.31	201.31	07/20/2017
261190	RAY ZOBEL & SONS INC	43490	ROAD GRAVEL - NISHAN PARK STOCKPILE	07/06/2017	6,337.45	6,337.45	07/20/2017
221070	VIERBICHER ASSOCIATES, INC	00022	SOUTH DEWEY AVE RECONSTRUCTION	06/27/2017	24,000.00	24,000.00	07/06/2017
Total 75-543100-03 STREET RECONSTRUCTION:					98,715.38	98,715.38	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>75-554540-03 CURTIN BUILDING</b>							
262281	KURT SCHLIEKAU HEATING &	752022	BOYS & GIRLS CLUB PROJECT AC	07/13/2017	16,800.00	16,800.00	07/20/2017
Total 75-554540-03 CURTIN BUILDING:					16,800.00	16,800.00	
<b>75-554800-03 PARKS IMPROVEMENTS</b>							
130670	MILLER & ASSOCIATES -	217404	ANNA STONE PARK PLAY STRUCTURE	07/13/2017	34,711.87	34,711.87	07/20/2017
Total 75-554800-03 PARKS IMPROVEMENTS:					34,711.87	34,711.87	
Grand Totals:					723,342.81	723,342.81	

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

Mayor: \_\_\_\_\_

# 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 # 3018    
 Provisional # \_\_\_\_\_    
 Fee Is Non-Refundable

**Filling out your application**

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

**Review of your application**

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

Last Name <u>Duren</u>	First Name <u>Blake</u>	M.I. <u>J.</u>	E-Mail Address <u>blake-duren@gmail.com</u>
---------------------------	----------------------------	-------------------	--

Residence: Street Address <u>4402 Dugan Dr.</u>	City <u>Madison</u>	State <u>WI</u>	Zip <u>53704</u>
--	------------------------	--------------------	---------------------

Phone <u>608-415-9066</u>	Date of Birth -	Birth Place (City, State) <u>Reedsburg, WI</u>	Race <u>W</u>	Sex <u>M</u>	Height <u>6'1"</u>	Weight <u>230</u>	Hair <u>blnd</u>	Eyes <u>HAZ</u>
------------------------------	--------------------	---	------------------	-----------------	-----------------------	----------------------	---------------------	--------------------

Driver's License Number (State & Number) -	Place of Employment <u>Self The Vault WINE BAR + LOUNGE</u>	Contact Person & phone number <u>Blake, 608-415-9066</u>
---	--	---

Other names, aliases or birth dates ever used

~~~~~

| Cities and States lived in since age 18, including where you now reside: | From:     | To:            |
|--------------------------------------------------------------------------|-----------|----------------|
| <u>Madison, WI</u>                                                       | <u>18</u> | <u>22</u>      |
| <u>St. Louis, Mo.</u>                                                    | <u>22</u> | <u>29</u>      |
| <u>Reedsburg, WI</u>                                                     | <u>29</u> | <u>30/31</u>   |
| <u>Madison, WI</u>                                                       | <u>31</u> | <u>Present</u> |

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

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

### Arrest and Conviction Record

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

**Continue on Reverse Side**

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

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

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

| Year | Location   | Charge              | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|------|------------|---------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 2013 | Janeau Co. | Out 1 <sup>st</sup> | 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 18 day of August, 20 17

Anita M Young

Notary Public

[Signature]

Applicants Signature

My Commission expires 11-03-17

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

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

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

[Signature]

Reedsburg Police Department Authorized Signature

8.1.17

Date

# Wisconsin Responsible Beverage Server Training

Blake Duren

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

Certification Number: SL84269

Date of Completion: 07/30/2017

*Kelly Bailey*

Authorized Signature

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New   
  Renewal   
  Provisional - \$15.00 *Pa 7-31-17*   
  Operator Fee - \$50.00 *Pa 7-31-17*   
  Operator Fee - \$25.00 *[eff. July of even-numbered years]*

Office Use Only
License #
Provisional # *201700367*
Fee Is Non-Refundable

**Filling out your application**

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

**Review of your application**

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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<br><i>Bennett</i> | First Name<br><i>Alicia</i> | M.I.<br><i>M</i> | E-Mail Address<br><i>alicia.bennett7474@gmail.com</i> |
|-----------------------------|-----------------------------|------------------|-------------------------------------------------------|

|                                                           |                          |                    |                     |
|-----------------------------------------------------------|--------------------------|--------------------|---------------------|
| Residence: Street Address<br><i>218 Barbara Ann Drive</i> | City<br><i>Reedsburg</i> | State<br><i>WI</i> | Zip<br><i>53959</i> |
|-----------------------------------------------------------|--------------------------|--------------------|---------------------|

|                              |                          |                                                |                  |                 |                        |                      |                   |                   |
|------------------------------|--------------------------|------------------------------------------------|------------------|-----------------|------------------------|----------------------|-------------------|-------------------|
| Phone<br><i>608 495-9110</i> | Date of Birth<br>- - - - | Birth Place (City, State)<br><i>Searcy, AR</i> | Race<br><i>W</i> | Sex<br><i>F</i> | Height<br><i>5'11"</i> | Weight<br><i>150</i> | Hair<br><i>Br</i> | Eyes<br><i>Br</i> |
|------------------------------|--------------------------|------------------------------------------------|------------------|-----------------|------------------------|----------------------|-------------------|-------------------|

|                                                         |                                              |                               |
|---------------------------------------------------------|----------------------------------------------|-------------------------------|
| Driver's License Number (State & Number)<br><i>U...</i> | Place of Employment<br><i>Thirsty Beaver</i> | Contact Person & phone number |
|---------------------------------------------------------|----------------------------------------------|-------------------------------|

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From:       | To:         |
|--------------------------------------------------------------------------|-------------|-------------|
| <i>FORT ATKINSON, WI</i>                                                 | <i>2012</i> | <i>2014</i> |
| <i>MILWAUKEE, WI</i>                                                     | <i>2014</i> | <i>2015</i> |
|                                                                          |             |             |
|                                                                          |             |             |

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

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

**Arrest and Conviction Record**

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

**Continue on Reverse Side**

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

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

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

| Year | Location | Charge | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|------|----------|--------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|      |          | 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 31<sup>st</sup> day of July, 2017

Quita M. Young  
Notary Public

Alicia Barnett  
Applicants Signature

My Commission expires 11-03-17

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

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

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

CMS  
Reedsburg Police Department Authorized Signature

8.1.17  
Date

# Serving Alcohol Incorporated

is proud to present this certificate to

**Alicia Bennett**

for successful completion of the online course

**Wisconsin Alcohol Seller-Server**



PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

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

**APPROVED BY THE STATE OF WISCONSIN**

STATE STATUTES: 125.04, 125.17, 134.67, 134.88

Verify online at  
servingalcohol.com

**Verification Code**

**fsUuMBPDP5**

**Date Issued**

**Jul 25th, 2017**

**VALID FOR 2 YEARS**

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

**Wisconsin Bartender License**

**Name: Alicia Bennett**

**Certification Date: Jul 25th, 2017**

**Certificate Code: fsUuMBPDP5**

**Verify Online: servingalcohol.com**

**WI SS: 125.04, 125.17, 134.67, 134.88**

**SERVING ALCOHOL INC**

**VALID FOR 2 YEARS**

3617

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New    
  Renewal    
  Provisional - \$15.00    
  Operator Fee - \$50.00    
  Operator Fee - \$25.00  
PAID 8/14/17 [eff. July of even-numbered years]

Office Use Only    
 License # 3020    
 Provisional # \_\_\_\_\_    
Fee Is Non-Refundable

**Filling out your application**

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

**Review of your application**

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

|                              |                             |                  |                                                |
|------------------------------|-----------------------------|------------------|------------------------------------------------|
| Last Name<br><u>McNurten</u> | First Name<br><u>Robert</u> | M.I.<br><u>A</u> | E-Mail Address<br><u>medrummin45@gmail.com</u> |
|------------------------------|-----------------------------|------------------|------------------------------------------------|

|                                                       |                          |                    |                     |
|-------------------------------------------------------|--------------------------|--------------------|---------------------|
| Residence: Street Address<br><u>535 W Main Street</u> | City<br><u>Reedsburg</u> | State<br><u>WI</u> | Zip<br><u>53959</u> |
|-------------------------------------------------------|--------------------------|--------------------|---------------------|

|                                |                        |                                                 |                  |                 |                        |                        |                   |                   |
|--------------------------------|------------------------|-------------------------------------------------|------------------|-----------------|------------------------|------------------------|-------------------|-------------------|
| Phone<br><u>(608) 343-6061</u> | Date of Birth<br>_____ | Birth Place (City, State)<br><u>Baraboo, WI</u> | Race<br><u>W</u> | Sex<br><u>M</u> | Height<br><u>5'10"</u> | Weight<br><u>198lb</u> | Hair<br><u>Br</u> | Eyes<br><u>Bl</u> |
|--------------------------------|------------------------|-------------------------------------------------|------------------|-----------------|------------------------|------------------------|-------------------|-------------------|

|                                                   |                                      |                                                                                 |
|---------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------|
| Driver's License Number (State & Number)<br>_____ | Place of Employment<br><u>Shopko</u> | Contact Person & phone number<br><u>Bryan Blockard</u><br><u>(608) 495-5170</u> |
|---------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------|

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From:       | To:            |
|--------------------------------------------------------------------------|-------------|----------------|
| <u>Baraboo, WI</u>                                                       | <u>1984</u> | <u>2004</u>    |
| <u>Lyndon Station, WI</u>                                                | <u>2004</u> | <u>2010</u>    |
| <u>Baraboo, WI</u>                                                       | <u>2010</u> | <u>2013</u>    |
| <u>Reedsburg, WI</u>                                                     | <u>2013</u> | <u>Present</u> |

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident  
 U.S. Citizen   
 Alien   
 Temporary Resident (employment number)

**Arrest and Conviction Record**

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

**Continue on Reverse Side**

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

| Year | Location | Charge | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|------|----------|--------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|      |          | 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? |
|------|-------------|--------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 2005 | Baraboo, WI | OWI    | Alcohol                                                                             | No                                                                        |
| 1990 | Baraboo     | OWI    | Alcohol                                                                             | No                                                                        |
|      |             |        |                                                                                     |                                                                           |
|      |             |        |                                                                                     |                                                                           |
|      |             |        |                                                                                     |                                                                           |

**Application must be notarized.**

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

Subscribed and sworn before me

This 4th day of August, 2017

Walter M. Young  
Notary Public

[Signature]  
Applicants Signature

My Commission expires 11-03-17

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

Initials \_\_\_\_\_

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

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

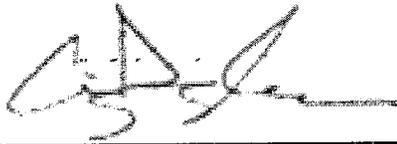
[Signature]  
Reedsburg Police Department Authorized Signature

8/4/17  
Date

# WISCONSIN SELLER / SERVER CERTIFICATION

**Trainee Name:** Robert McNurlen  
**Date of Completion:** 07/29/2017

**School Name:** 360training.com, Inc.  
**Certification #** WI-64361



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

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters  
13001 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    
  Operator Fee - \$25.00  
Pd 7-26-17
[eff. July of even-numbered years]

|                        |                       |               |                              |
|------------------------|-----------------------|---------------|------------------------------|
| <b>Office Use Only</b> | License # <u>3016</u> | Provisional # | <b>Fee Is Non-Refundable</b> |
|------------------------|-----------------------|---------------|------------------------------|

**Filling out your application**

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

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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<br><u>KRSTEVA</u>                                 |                                  | First Name<br><u>NATALIJA</u>                                 |                                | M.I.            | E-Mail Address<br><u>natalija_krsteva@yahoo.com</u>              |                      |                      |                      |
| Residence: Street Address<br><u>177 Forest Dr. Apt #902</u> |                                  |                                                               | City<br><u>Wisconsin Dells</u> |                 | State<br><u>WI</u>                                               |                      | Zip<br><u>53965</u>  |                      |
| Phone<br><u>608 448 9428</u>                                | Date of Birth<br><u>11-11-81</u> | Birth Place (City, State)<br><u>VELES, Rep. of MACEDONIA</u>  | Race<br><u>WHITE</u>           | Sex<br><u>F</u> | Height<br><u>5'-02"</u>                                          | Weight<br><u>170</u> | Hair<br><u>BROWN</u> | Eyes<br><u>HAZEL</u> |
| Driver's License Number (State & Number)                    |                                  | Place of Employment<br><u><del>PIZZA PUB</del> Badger Bar</u> |                                |                 | Contact Person & phone number<br><u>608 254 7877 Patty Blank</u> |                      |                      |                      |

Other names, aliases or birth dates ever used

| Cities and States lived in since age 18, including where you now reside: | From:       | To:            |
|--------------------------------------------------------------------------|-------------|----------------|
| <u>Wisconsin Dells</u>                                                   | <u>2011</u> | <u>PRESENT</u> |
| <u>GRADSKO, REPUBLIC OF MACEDONIA</u>                                    | <u>2006</u> | <u>2011</u>    |
|                                                                          |             |                |
|                                                                          |             |                |

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

U.S. Citizen    
  Alien    
  Temporary Resident (employment number)  
PERMANENT RESIDENT (USCIS # 201-225-197)

**Arrest and Conviction Record**

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

**Continue on Reverse Side**

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

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

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

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

**Application must be notarized.**

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

Subscribed and sworn before me

This 26 day of July, 2017

Karleen M. Wohling  
Notary Public

W. Kuffel  
Applicant's Signature

My Commission expires 1-14-18

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

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

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

[Signature]  
Reedsburg Police Department Authorized Signature

7-28-17  
Date

DRIVER LICENSE  
REGULAR

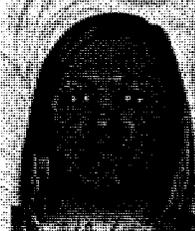
WISCONSIN



K623-6208-8705-01

KRSTEVA  
NATALIA

111 FOREST DR # 302  
WISCONSIN CELLS, WISCONSIN



JUN 88

SEX: F HT: 5'00" WT: 120 LB HAIR: BRN EYES: BRN  
DOB: 06/05/1988 EXPIRES: 06/05/2025

CLASS: NONE

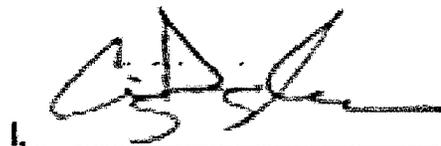
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# WISCONSIN

## SELLER / SERVER CERTIFICATION

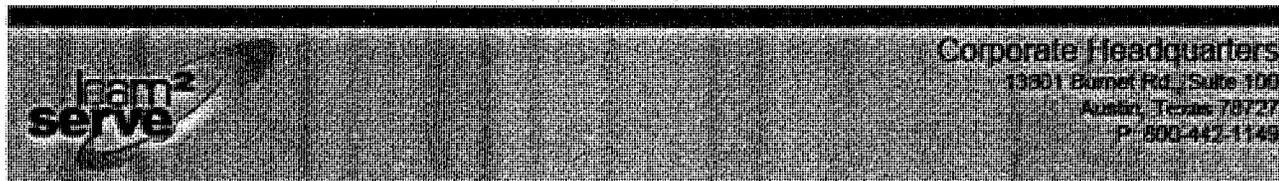
**Trainee Name:** Natalija Krsteva  
**Date of Completion:** 05/18/2017

**School Name:** 360training.com, Inc.  
**Certification #** WI-58856



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



# 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]

Pd 7-26-17

|                        |                       |               |                              |
|------------------------|-----------------------|---------------|------------------------------|
| <b>Office Use Only</b> | License # <u>3615</u> | Provisional # | <b>Fee Is Non-Refundable</b> |
|------------------------|-----------------------|---------------|------------------------------|

**Filling out your application**

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

**Review of your application**

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

|                            |                            |                  |                |
|----------------------------|----------------------------|------------------|----------------|
| Last Name<br><u>Nelson</u> | First Name<br><u>David</u> | M.I.<br><u>J</u> | E-Mail Address |
|----------------------------|----------------------------|------------------|----------------|

|                                                              |                                |                    |                     |
|--------------------------------------------------------------|--------------------------------|--------------------|---------------------|
| Residence: Street Address<br><u>177 Forest Drive Apt 902</u> | City<br><u>Wisconsin Dells</u> | State<br><u>WI</u> | Zip<br><u>53965</u> |
|--------------------------------------------------------------|--------------------------------|--------------------|---------------------|

|                              |               |                                                     |                      |                 |                        |                      |                      |                      |
|------------------------------|---------------|-----------------------------------------------------|----------------------|-----------------|------------------------|----------------------|----------------------|----------------------|
| Phone<br><u>608-963-0407</u> | Date of Birth | Birth Place (City, State)<br><u>Blue Island Ill</u> | Race<br><u>White</u> | Sex<br><u>M</u> | Height<br><u>5'11"</u> | Weight<br><u>210</u> | Hair<br><u>Brown</u> | Eyes<br><u>Brown</u> |
|------------------------------|---------------|-----------------------------------------------------|----------------------|-----------------|------------------------|----------------------|----------------------|----------------------|

|                                          |                                                               |                                                                  |
|------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------|
| Driver's License Number (State & Number) | Place of Employment<br><u><del>Pizza Pub</del> Budger Bar</u> | Contact Person & phone number<br><u>608-254-7877 Patty Blank</u> |
|------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------|

Other names, aliases or birth dates ever used  
None

| Cities and States lived in since age 18, including where you now reside: | From:        | To:             |
|--------------------------------------------------------------------------|--------------|-----------------|
| <u>313 valley drive Baraboo WI 53913</u>                                 | <u>06/12</u> | <u>04/15</u>    |
| <u>177 forest drive Wisconsin Dells 53965</u>                            | <u>5/15</u>  | <u>Present.</u> |
|                                                                          |              |                 |

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident  
 U.S. Citizen   
 Alien   
 Temporary Resident (employment number)

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

**Continue on Reverse Side**

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

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

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

| Year | Location     | Charge               | At the time of incident were you under the influence of alcohol and/or other drugs? | Did the incident occur in or around an establishment that serves alcohol? |
|------|--------------|----------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 06   | Adams County | Burglary to Dwelling | 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 26<sup>th</sup> day of July, 2017

Valerie M. Wohring  
Notary Public

David J. Wilson  
Applicants Signature

My Commission expires 1-14-18

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

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

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

[Signature]  
Reedsburg Police Department Authorized Signature

7-28-17  
Date

WISCONSIN DRIVER LICENSE REGULAR

11/24/84



NO. N425-1708-4250-08  
NELSON  
DAVID J  
213 VALLEY GLEN CT  
BARABOO, WI 53913

DOB 07/10/1984

SEX M HGT 5'00" WGT 150 LB  
HAIR BRD BROWN EYES BRO

CLASS D  
ENDORSE NONE



DAVID J. NELSON

ISSUED 07/10/84 EXPIRES 07/10/88

# Serving Alcohol Incorporated

is proud to present this certificate to

**david nelson**

for successful completion of the online course

## Wisconsin Alcohol Seller-Server



PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

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

**APPROVED BY THE STATE OF WISCONSIN**

STATE STATUTES: 125.04, 125.17, 134.67, 134.88

Verify online at  
[servingalcohol.com](http://servingalcohol.com)

**Verification Code**  
nLh2qJZklH

**Date Issued**  
May 17th, 2017

**VALID FOR 2 YEARS**

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

### Wisconsin Bartender License

**Name: david nelson**

**Certification Date: May 17th, 2017**

**Certificate Code: nLh2qJZklH**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

**WI SS: 125.04, 125.17, 134.67, 134.88**

**SERVING ALCOHOL INC**

**VALID FOR 2 YEARS**

## Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New    
  Renewal    
  Provisional - \$15.00    
  Operator Fee - \$50.00    
  Operator Fee - \$25.00  
Pd 7-20-17 [eff. July of even-numbered years]

Office Use Only    
 License # 3614    
 Provisional # \_\_\_\_\_    
Fee Is Non-Refundable

**Filling out your application**

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

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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<br><u>Cole</u>                              |               | First Name<br><u>Deliah</u>                      |                                            | M.I.<br><u>N.</u>    | E-Mail Address<br><u>del:ahnc@yahoo.com</u> |                       |                      |                      |                      |
| Residence: Street Address<br><u>200 N. Dewey Ave.</u> |               |                                                  | City<br><u>Reedsburg</u>                   |                      | State<br><u>WI</u>                          |                       | Zip<br><u>53459</u>  |                      |                      |
| Phone<br><u>608-437-6448</u>                          | Date of Birth | Birth Place (City, State)<br><u>Marietta GA.</u> |                                            | Race<br><u>white</u> | Sex<br><u>F</u>                             | Height<br><u>5'3"</u> | Weight<br><u>140</u> | Hair<br><u>Brown</u> | Eyes<br><u>Brown</u> |
| Driver's License Number (State & Number)              |               |                                                  | Place of Employment<br><u>F Corner Pub</u> |                      | Contact Person & phone number               |                       |                      |                      |                      |

Owner names, aliases or birth dates ever used

|                                                                                                                                                  |       |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|
| Cities and States lived in since age 18, including where you now reside:                                                                         | From: | To: |
| <u>Waterford WI</u>                                                                                                                              |       |     |
| <u>Maston WI</u>                                                                                                                                 |       |     |
| <u>North Freedom WI</u>                                                                                                                          |       |     |
| <u>Reedsburg WI</u>                                                                                                                              |       |     |
| Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident                                                                       |       |     |
| <input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> Temporary Resident (employment number ) |       |     |

**Arrest and Conviction Record**

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

**Continue on Reverse Side**

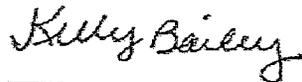
# Wisconsin Responsible Beverage Server Training

## Deliah Cole

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

Certification Number: SL83989

Date of Completion: 07/19/2017



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

**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? |
|------|----------|-----------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 2016 |          | Speeding Ticket | No                                                                                  | No                                                                        |
| 2017 |          | Speeding Ticket | No                                                                                  | No                                                                        |
| 2017 |          | Suspension      | 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? |
|------|----------|--------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|      |          |        |                                                                                     |                                                                           |
|      |          |        |                                                                                     |                                                                           |
|      |          |        |                                                                                     |                                                                           |
|      |          |        |                                                                                     |                                                                           |
|      |          |        |                                                                                     |                                                                           |

**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 20<sup>th</sup> day of July, 2017  
Christa M Young  
 Notary Public

[Signature]  
 Applicants Signature

My Commission expires 11-03-17

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

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

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

[Signature]  
 Reedsburg Police Department Authorized Signature

7-21-17  
 Date

### PARADE / SPECIAL EVENT PERMIT APPLICATION

Organization: TRINITY BAPTIST CHURCH / SIGNATURE STEPS FALL EVENT

Contact Name: JEN SKINNER 608-495-1044 Phone: \_\_\_\_\_  
JESS BAUER 608-415-0745

Address: SEE REVERSE

On-Site Manager: 10-12 AM JESS B 608-415-0745 Phone: \_\_\_\_\_  
12-2 JEN S. 608-495-1044

Address: SEE REVERSE

*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: OCTOBER 21, 2017

Start Time: 10AM End Time: 2PM

PLUS 1-2 hours for set-up/Tear down.

#### Special Event

General Description: Fall Festival - event for preschoolers 10-12PM  
teenagers 12-2PM

Location: CITY PARK

Number & Type of Participants: (i.e. Artists at Art Fair; Tables at Flea Market) 50-75 local business' and community groups.

Safety Vehicle tour, Bella-Goose Coffee,

Nuk, MOPS, Safe Harbour, a collaborative event.

#### PARADE

Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Route: \_\_\_\_\_

Number, Type and Size of Units: (Use reverse side if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: Jennifer Skinner Date Submitted: 7-20-17  
Date Approved: \_\_\_\_\_ Date Fee Paid: 7-20-17

### PARADE / SPECIAL EVENT PERMIT APPLICATION

Organization: WORMHOLE INSTITUTE  
Contact Name: JAY SALINAS Phone: 608 415-0910  
Address: 28 E. MAIN ST. REEDSBURG  
On-Site Manager: JAY SALINAS Phone: 608 415 0910  
Address: SAME

*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: FERMENTATION FEST OCT 6 & 15 (WEEK ENDS)  
Start Time: 11:00 AM SAT/SUN End Time: 5:30 PM SAT/SUN

#### Special Event

General Description: Fermentation Fest Food Chain  
Location: CITY PARK  
Number & Type of Participants: (i.e. Artists at Art Fair; Tables at Flea Market)  
ART INSTALLATIONS, FOOD VENDORS, BEER TENT & - a marketplace of food, beer, art + ideas

#### PARADE

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

Applicant Signature: Jay Salinas Date Submitted: 7-14-17  
Date Approved: \_\_\_\_\_ Date Fee Paid: 7-18-17



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 - A

---

To: Mayor, Finance Committee, and City Council  
Prepared By: Stephen P. Compton, City Administrator *SPC*  
Date of Meeting: August 14, 2017  
Subject: **Impact Fees Study – For Capital Projects**

---

## BACKGROUND AND REQUEST

The City of Reedsburg has a history looking at funding for the increased cost of maintaining infrastructure for services to the community. As new developments both residential and business growth swings back into pre-2008 levels the City "Impact Fees" should be updated. Many changes have occurred since that last time "Impact Fees" have been studied. The City has utilized a full range of planning and financing options, including grants, taxes, developer negotiations, Impact Fees, and utilities to reduce impacts to general fund resources.

After approval and implementation the City began to utilize Park Impact Fees to address the need for significant improvements to accommodate growth occurring within the City. Park Impact Fees are cash contributions, land contributions, interests in land, or any other items of value that are imposed on a developer by a political subdivision. Impact Fees can be used to recover costs to construct, expand, or improve public facilities. Public facilities are:

- Highways and other transportation facilities
- Traffic control devices
- Facilities for collection and treating of sewage
- Facilities for collection and treating storm and surface water
- Facilities for pumping, storing, and distributing water
- Parks, playgrounds, and land for athletic fields.
- Solid waste and recycling facilities
- Fire protection facilities
- Law enforcement facilities
- Emergency medical facilities
- Libraries
- Municipal buildings

Feedback often heard about Park Impact Fees" a.) cumbersome, b.) too expensive, and/or c.) too confusing under "Park Impact fees" chapter. Additionally, there is no exception in the chapter for cases of negotiations at the "Development Agreement" stage or certain locations identified outside the "Park Master Plan" where park and recreation facilities will not be anticipated. (Case in Point: Lakeside Foods). This study being proposed will only look at "Park Impact Fees" but will make a recommendation related to other "Impact fees" which may be created as a follow-up to this initial study.

## ANALYSIS

A State law enacted in 1995 allows the City to charge Impact Fees for public improvements. State Statute requires the City to complete a needs assessment along with new ordinances regarding Impact Fee changes.

Based on a needs assessment, updated Impact Fees will be proposed. In April 2003, Vierbicher Associates, Inc. prepared the last "Park Impact Fee Needs Assessment."

## **STAFF RECOMMENDATION**

### (12) Administration of Impact Fees

Section (C) The City shall **annually**, in conjunction with the annual capital budget and capital improvements plan adoption processes, review the development potential of the subarea and the capital improvements plan and make such modifications as are deemed necessary as a result of (a) development occurring in the prior year; (b) capital improvements actually constructed; (c) changing facility needs; (d) inflation; (e) revised cost estimates for capital improvements; (f) changes in the availability of other funding sources applicable to public facility projects; and (g) such other factors as may be relevant.

*Modifications to the development potential, the capital improvements program, and the impact fees shall be recommended for adoption prior to November 1<sup>st</sup> of each year and shall be effective on January 1<sup>st</sup>.*

In the spirit of Chapter 3, Section 12 (C) the City Administrator recommends the City Council approve the study at a cost of \$6,000.00 to update and review "Park Impact Fees" needs assessment study. Authorize the City Administrator to use Capital Improvement Funding and sign the agreement.

The Study costs can be assigned to: Fund: 75-554540-03 with the offset being the expenditure restraint funds.

## **Attachment**

Chapter 3: Impact Fees:  
Vierbicher - Proposal for Park Impact Fees - Study

## CHAPTER 3

### FINANCE AND TAXATION

- 3.01 Preparation of Tax Roll and Tax Receipts
- 3.02 Duplicate Treasurer's Bond Eliminated
- 3.03 Budget
- 3.04 Transfer of Appropriations
- 3.05 City Funds to be Spent in Accordance With Appropriations
- 3.06 Destruction of Public Records
- 3.07 Issuance of Checks With Facsimile Signature
- 3.08 Collection of Delinquent Charges
- 3.09 Room Tax
- 3.10 Impact Fees for Capital Projects**

## 3.10 IMPACT FEES FOR CAPITAL PROJECTS (rev. 04-4-03)

- (1) Purpose Pursuant to the authority of Wis. Stat. sec. 66.0617, the local impact fees enabling legislation, the purpose of this ordinance is to establish the mechanism for the imposition of impact fees upon new development to finance the capital costs of acquiring, establishing, upgrading, expanding, and constructing public facilities which are necessary to accommodate land development. This chapter is intended to assure that new development bears an appropriate share of the cost of capital expenditures necessary to provide public facilities within the City of Reedsburg and its service areas as they are required to serve the needs arising out of land development.
- (2) Definitions In this section:
- (A) *Building permit* shall mean the permit required for new construction, additions and improvements pursuant to section 14.06(1) of the City code. The term building permit, as used herein, shall not be deemed to include permits required for remodeling, rehabilitation, or other improvements to an existing structure or rebuilding a damaged or destroyed structure, provided there is no increase in the number of dwelling units resulting therefrom.
- (B) *Capital budget* means a separate budget dedicated to financing capital improvements.
- (C) *Capital costs* means the costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless such costs relate directly to the public improvement for which the impact fees were imposed actually exceed 10% of the capital costs. "*Capital costs*" does not include other noncapital costs to construct, expand or improve public facilities or the costs of equipment to construct, expand or improve public facilities.
- (D) *Capital improvements* means public facilities that are treated as capitalized expenses according to generally accepted accounting principles and does not include costs associated with the operation, administration, maintenance, nor replacement of capital improvements, nor does it include administrative facilities.
- (E) *Capital improvement plan* shall be a part of the comprehensive plan, which:
1. Contains an aggregation of sites into development sub-areas with development potential that would create the need for new capital improvements.
  2. Includes standards for level of service for the capital facilities and infrastructure to be fully or partially funded with impact fees.
  3. Sets forth proposed sub-area project lists, cost estimates, and funding sources; and
- (F) *Capital improvement program* means the officially adopted schedule of capital improvements setting forth the year or month in which they will be undertaken, the time and cost of construction, and other necessary features.
- (G) *Comprehensive Plan* means the official land use plan of the City of Reedsburg.
- (H) *Development* shall mean any man-made change to improved or unimproved real property, the use of any principal structure or land or any other activity that requires a change in water meter size, or the installation of a new water meter and/or the issuance of a building permit.
- (I) *Development sub-areas* shall mean geographically defined areas of the City that have been designated in the comprehensive plan or impact fee needs assessment as areas in which development potential may create the need for capital improvements programs to be funded by impact fees.
- (J) *Dwelling unit* shall mean one or more rooms designed as a residential occupancy area by not more than one family or group for living and sleeping purposes.
- (K) *Impact fee* shall mean any charge, fee, or assessment levied pursuant to this ordinance when any portion of the revenues collected is intended to fund any portion of the costs of capital improvements or any public facilities and shall be assessed at the issuance of a building permit.
- (L) *Impact fee coefficient* shall mean the charge per dwelling unit calculated by dividing total public facility costs by total number of dwelling units as projected by the most current water system needs assessment.

- (M) *Land development* means the construction or modification of improvements to real property that creates additional residential dwelling units within the City or its service areas or that results in nonresidential uses that create a need for new, expanded or improved public facilities within the City or its service areas. Land development also includes construction or modification of improvements to real property that creates the need for an additional water meter or an upgrade in water meter size.
- (N) *Multi-family* means any residential dwelling with more than two single-family dwellings. (O) *Needs Assessment* means the assessment of needs required to identify public facility costs for the purpose of calculating impact fees as defined by Wis. Stat. sec. 66.0617.
- (P) *Public facilities* for purposes of this ordinance, as defined in Wis. Stat. sec. 66.55, means facilities for facilities for pumping, storing, treating and distributing water and parks owned and maintained by the City.
- (Q) *Residential Equivalent Unit (REU)* means a unit of measure for water impact fees equivalent to one residential dwelling unit. For purposes of this ordinance, one residential equivalent is considered equal to the basic residential water meter size of 5/8" or 3/4".
- (R) *Residential Development* means any development approved by the local government for residential use.
- (S) *Site* means the land on which development takes place.
- (T) *Service area* means a geographic area delineated by the City Council within which the City provides or will provide facilities.
- (U) *Service standard* means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure as specified by the City Council.
- (V) *Subdivision* shall mean a plat, certified survey map, or other method used to divide a parcel of property into two or more separate parcels or lots.
- (W) *Water utility* means the Water Utility of the Reedsburg Utility Commission of the City of Reedsburg.
- (X) *Zoning districts* are those areas designated in the zoning ordinance as being reserved for specific land uses, subject to development and use regulations specified in the ordinance.
- (Y) *Zoning ordinance* means the official adopted zoning map and text regulating all development and land use in the City of Reedsburg.

(3) Impact Fees for Water Utilities

(A) The impact fees for water utilities to be paid at the time of issuance of a building permit are:

| METER SIZE               | EQUIVALENCY | IMPACT FEE  |
|--------------------------|-------------|-------------|
| 5/8" & 3/4" Multi family | 0.75        | \$663.00    |
| 5/8" & 3/4"              | 1           | \$884.00    |
| 1"                       | 2.5         | \$2,211.00  |
| 1-1/2"                   | 5           | \$4,421.00  |
| 2"                       | 8           | \$7,074.00  |
| 3"                       | 15          | \$13,264.00 |
| 4"                       | 25          | \$22,106.00 |
| 6"                       | 50          | \$44,212.00 |
| 8" or larger             | 80          | \$70,740.00 |

(4) Exemptions for Water Utilities Impact Fees

(A) An impact fee will not be required in the following cases:

1. Alterations or expansion of an existing building where no additional or larger water meter connections are requested.
2. The replacement of a building or structure with a new building or structure of the same size and use where no additional or larger water and/or sewer connections are requested and where the use is not changed.

(B) A change in water meter size shall not be exempted from payment of the impact fee; however, a credit shall be given for the current impact fee on the old meter size. For example, at the time of an application for a

change from a 5/8" meter to a 1" meter, the impact fee would equal the current impact fee for a 1" meter less the current impact fee for a 5/8" meter.

- (C) No impact fee shall be required, nor credited, for a change in water meter size that results in a decrease in meter size.
- (D) Any claim for exemption must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

(5) Impact Fees for Park Facilities

- (A) Impact fees for park facilities imposed pursuant to this ordinance shall be due and payable at the time of issuance of a building permit for new construction of a residential dwelling.
- (B) Impact fee for dwelling units shall be \$800 for a single unit and \$800 for the first unit and \$600 for each additional unit if the building permit is for two or a greater number of dwelling units.

(6) Payment of Impact Fees

- (A) All required impact fees shall be paid in full by separate check at the time of issuance of a building permit with a new water meter or change in water meter size and/or a new dwelling unit. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time of building permit issuance.

(7) Needs Assessment

- (A) The basis for the imposition of impact fees is the Park Facilities Needs Assessment Report and its attachments as outlined in the needs assessment prepared by the *Vierbicher Associates* and the Water System Report on Impact Fees prepared by *Virchow, Krause & Company, LLP* in November 2001, both of which are on file in the office of the City Clerk of the City of Reedsburg. Park impact fees shall be used generally for athletic fields fencing, back stops, parks, park shelters, picnic tables, bleachers, restrooms, concession stands, bike and walking paths, boat ramps, playground equipment and related public improvements of parks. Water impact fees shall be used for water towers, reservoirs, pump stations, wells and equipment, lift stations, water mains and related public improvement of the Water Utility. (Rev. 3-10-08)

(8) Use of Impact Fees

- (A) Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for that project, to reimburse the City or Utility for advances of other funds or reserves, and such other purposes consistent with Wis. Stat. sec. 66.0617 which are recorded and approved by the Common Council.
- (B) The City may issue bonds, revenue certificates, and other obligations of indebtedness in such manner and subject to such limitations as may be provided by law in furtherance of the provision of capital improvement projects. Funds pledged toward retirement of bonds, revenue certificates, or other obligations of indebtedness for such projects may include impact fees and other City revenues as may be allowed by the Council. Impact fees paid pursuant to this ordinance, however, shall be restricted to use solely and exclusively for financing directly or as a pledge against bonds, revenue certificates, and other obligations of indebtedness for the cost of capital improvements as specified herein. (C) These impact fees shall be collected until the capital costs associated with the projects specified in the Park Facilities Needs Assessment Report or the Water System Report on Impact Fees, as amended from time to time, have been incurred and satisfied unless such time period exceeds fifteen (15) years beyond projected commencement of projects or twenty (20) years beyond projected satisfaction of indebtedness of the specified projects for which these impact fees are imposed.

(9) Refunds of Fees (Rev. 3-10-08)

- (A) With regard to impact fees collected after April 10, 2006, that are collected by the City within seven (7) years of the effective date of this ordinance, but are not used within ten (10) years after the effective date of this ordinance to pay capital costs for which they were imposed, shall be refunded to the current owner of the property with respect to

which the impact fees were imposed along with any interest that has accumulated thereon.

- (B) The ten (10) year time limit for using impact fees may be extended for three (3) years if the City adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the ten (10) year limit, it needs an additional three (3) years to use the impact fees that were collected. The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this paragraph.
  - (C) An impact fee that was collected before January 1, 2003, must be used for the purpose for which it was imposed not later than December 31, 2012. Any such fee that is not used by the date shall be refunded to the current property owner of the property with respect to which the impact fee was imposed, along with any interest, which has accumulated.
  - (D) An impact fee that is collected after December 31, 2002, and before April 11, 2006, must be used for the purpose for which it was imposed not later than the first day of the 120<sup>th</sup> month beginning after the date on which the fee was collected. Any such fee that is not used by that date shall be refunded to the current owner of the property with respect to which the impact fee was imposed, along with any interest that has accumulated.
  - (E) With regard to an impact fee that is collected after April 10, 2006, and is collected more than seven (7) years after the effective date of the ordinance, such impact fees shall be used within a reasonable period of time after they are collected to pay the capital costs for which they were imposed, or they shall be refunded to the current owner of the property with respect to which the impact fees were imposed, along with any interest that has accumulated.
  - (F) The current owner of property on which an impact fee has been paid may apply for a refund of such fee if:
    - (a) the building permit for which the impact fee has been paid has lapsed for non-commencement of construction, or
    - (b) the project for which a building permit has been issued has been altered resulting in a decrease in the amount of the impact fee due.
  - (G) A petition for refund must be filed within one (1) year of the event giving rise to the right to claim a refund.
  - (H) The petition for refund must be submitted to the City for a park facilities impact fee refund and or the Reedsburg Utility Commission for a water utilities impact fee refund.
  - (I) Within one month of the date of receipt of a petition for refund, the City or the Utility Commission must provide the petitioner, in writing, with a decision on the refund request including the reasons for the decision. If a refund is due petitioner, the refund shall be paid at the time of notifying the petitioner of the decision.
- (10) Appeals The payment of an impact fee imposed under this section as a condition of a building permit may be contested as to the amount, collection or use of the impact fee:
- (A) To the Utility Commission for an appeal of a water utility impact fee, provided that the applicant files a written notice of appeal with the Utility Manager's office within fifteen (15) days of the approval by the building inspector of an application for a building permit upon which the impact fee is imposed. Such notice of appeal shall be entitled "Notice of Appeal of Impact Fee" and shall state the applicant's name, address, telephone number, address (if available) and legal description of the land development upon which the impact fee is imposed, and a statement of the nature of and reasons for the appeal. The Utility Manager shall schedule the appeal for consideration by the Utility Commission at the next regular meeting of the Commission and shall notify the applicant of the time, date and place of such meeting in writing by regular mail, deposited in the mail no later than at least three (3) days before the date of such meeting. Upon review of such appeal, the Commission may adjust the amount, collection or use of the impact fee upon just and reasonable cause shown.
  - (B) To the Council for an appeal of a park facilities impact fee, provided that a notice of appeal is filed with the City Clerk's office within fifteen (15) days of the approval by the building inspector of an application for a building permit upon which the impact fee has been imposed. Such notice of appeal shall be entitled "Notice of Appeal of Impact Fee" and shall state the applicant's name, address, telephone number, address (if available) and legal description of the land development upon which the impact fee is imposed, and a statement of the nature of and reasons for the appeal. The City Clerk shall schedule the appeal for consideration by the Council at the next regular meeting of the Council and shall notify the applicant of the time, date and place of such meeting in writing by regular mail, deposited in the mail no later than at least

three (3) days before the date of such meeting. Upon review of such appeal, the Council may adjust the amount, collection or use of the impact fee upon just and reasonable cause shown.

(11) Credits

- (A) A property owner may elect to construct a capital improvement (or donate land in lieu thereof) listed in the needs assessment or capital improvement plan. If the property owner elects to make such improvement, the property owner must enter into an agreement with the City prior to issuance of any building permit. The agreement must establish the estimated cost of the improvement, the schedule for initiation and completion of the improvement, a requirement that the improvement be completed to City standards, and such other terms and conditions as deemed necessary by the City. The City must review the improvement plan, verify costs and time schedules, determine if the improvement is an eligible improvement, and determine the amount of the applicable credit for such improvement to be applied to the otherwise applicable impact fee prior to issuance of any building permit. In no event may the City provide a refund for a credit that is greater than the applicable impact fee.
- (B) No credit shall be given for the construction of local on-site facilities required by zoning, subdivision, or other city regulations.

(12) Administration of Impact Fees

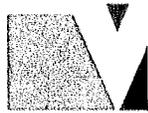
- (A) Upon receipt of impact fees, the City Clerk/Treasurer or the Utility Manager, as applicable, shall be responsible for placement of such funds into separate accounts as hereinafter specified. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of City or Utility funds, as applicable. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- (B) The City Clerk/Treasurer or Utility Manager shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used for projects in the capital improvements program for the particular development subarea or for city-wide capital improvements, as specified in the program; and that shall provide an annual report for each impact fee account showing the source and amount of all funds collected and the projects that were funded.
- (C) The City shall annually, in conjunction with the annual capital budget and capital improvements plan adoption processes, review the development potential of the subarea and the capital improvements plan and make such modifications as are deemed necessary as a result of (a) development occurring in the prior year; (b) capital improvements actually constructed; (c) changing facility needs; (d) inflation; (e) revised cost estimates for capital improvements; (f) changes in the availability of other funding sources applicable to public facility projects; and (g) such other factors as may be relevant. Modifications to the development potential, the capital improvements program, and the impact fees shall be recommended for adoption prior to November 1<sup>st</sup> of each year and shall be effective on January 1<sup>st</sup>.

(13) Effect of Impact Fee on Zoning and Subdivision Regulations

- (A) This ordinance shall not affect, in any manner, the permissible use of property, density of development, design and improvement standards and requirements, or any other aspect of the development of land or provision of capital improvements subject to the zoning and subdivision regulations or other regulations of the City, which shall be operative and remain in full force and effect without limitation with respect to all such development.

(14) Impact Fee as Additional and Supplemental Requirement

- (A) The impact fee is additional and supplemental to, and not in substitution of, any other requirements imposed by the City on the development of land or the issuance of building permits. It is intended to be consistent with and to further the objectives and policies of the comprehensive plan, the capital improvements plan, the outdoor recreation plan, and other City policies, ordinances, and resolutions by which the City seeks to ensure the provision of public facilities in conjunction with the development of land. In no event shall a property owner be obligated to pay for capital improvements in an amount in excess of the amount calculated pursuant to this ordinance; provided however, that a property owner may be required to pay, pursuant to City ordinances, regulations, or policies, for other capital improvements in addition to the impact fee for capital improvements as specified herein.



400 Viking Drive  
Reedsburg, WI 53959  
(608) 524-6468 phone  
(608) 524-8218 FAX  
www.vierbicher.com

July 7, 2017

Stephen P. Compton, City Administrator  
PO Box 490  
134 S. Locust Street  
Reedsburg, WI 53959-0490

Re: Agreement to Provide Municipal Park Impact Fee Analysis  
Park Impact Fee Analysis – Reedsburg, Wisconsin

Dear Mr. Compton:

Vierbicher Associates, Inc. (Consultant) is pleased to submit this Agreement to provide Municipal Park Impact Analysis and Planning Services to the City of Reedsburg (Client). All sections included in this Agreement and the General Terms and Conditions form the basis for this Agreement.

## I. PROJECT UNDERSTANDING

The Client wishes to have the Consultant review the existing Park Impact Fees and related documentation to produce a required Park Facilities Needs Assessment document based off the recently updated Comprehensive Outdoor Recreation Plan (CORP), Comprehensive Plan, and the 5-Year Capital Improvement Plan. Recommendations for new fees shall be based on the planned future park improvements stated within the guiding documents. The Client then wishes the consultant to facilitate a public review and public hearing to formally revise the existing ordinance with the proposed recommendations.

## II. SCOPE OF SERVICES

### A. General

The Consultant shall guide the Park Impact Fee analysis process. The following is a summary of the services and process for completing the analysis.

### B. Specific Services Provided by Consultant

#### 1. Project Management and Meetings

- a) Kick-off Meeting (Park Committee Meeting No. 1). Consultant shall meet with City staff and the Parks & Recreation Committee to detail the analysis and planning process. The Consultant will present the project timeline and steps for approval.

- b) Park & Recreation Committee Meeting No. 2. Consultant shall meet with staff and the City Parks & Recreation Committee to review the findings of the assessment. Consultant shall prepare revisions based on discussions at the meeting. Park Committee may recommend the items to the City Council for a Public Hearing and adoption or request information at additional meetings. Additional meeting attendance shall approved by the Client in compliance with Section 2.C of this Agreement.
- c) Public Hearing (City Council). Consultant shall present the updated Park Facility Needs Assessment and the proposed revision to Section 3.10 Impact Fees for Capital Projects of the Reedsburg Municipal Code at a scheduled Public Hearing. The public shall be granted a 20-day review period prior to the Public Hearing.

## **2. Assessment and Ordinance Preparation**

According to the Wisconsin State Legislature, Chapter 66.0617 (2) "A municipality may enact an ordinance under this section that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development." The current assessment was conducted in 2001 and is out of date. Before amending the impact fees, the municipality must first conduct a Park Facilities Needs Assessment to assess the needs of the community, and the possible costs associated with acquiring and construction of current or new parkland. The Park Facilities Needs Assessment shall include, but not be limited to, the following:

- a) Inventory of Existing Facilities. Using the existing Comprehensive Plan, CORP, and additional observations, the Consultant shall produce an inventory of existing park facilities, including an identification of any existing deficiencies in the quantity or quality of those park facilities, for which it is anticipated that an impact fee may be imposed.
- b) Identification of New Park Facilities. Using the existing Comprehensive Plan and CORP the Consultant shall identify the new planned park facilities, or improvements or expansions of existing park facilities, which will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards. Service area maps shall also be prepared by the Consultant to support the findings.
- c) Detailed Estimate of Park Capital Costs. Consultant shall update or create detailed estimates of the capital costs of providing the new park facilities or the improvements or expansions in existing park facilities identified in II.B.2(b) of this Agreement, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality. This task assumes the City has existing park capital costs estimates for the majority of the future planned parks.
- d) Identification of Possible Funding Sources. Consultant shall work with Client to conduct a review of available local, state, and federal funding sources that would be able to the Client.

- e) Impact Fee Calculations. Consultant shall calculate the proposed impact fee for each category of park facility, an estimate of the net present value of the investment needed to meet the future population and development needs. Credit shall be made for anticipated grants and for facilities that can be expected to be used by the general community. This task may include revisions that result from the Park & Recreation Committee review meeting.
- f) Ordinance Revisions. Consultant shall prepare a revised impact fee ordinance, also known as 3.10 Impact Fees for Capital Projects in the Reedsburg Municipal Code.

**C. Additional Services if Requested by Client**

If requested by Client, Consultant is prepared to provide the following additional services:

- 1. Additional Park and Recreation Committee meetings.

NOTE: These services are not part of this Agreement. A separate Agreement or Amendment to this Agreement will be necessary to formally contract for this work.

**III. INFORMATION PROVIDED BY OTHERS**

- A. To complete our scope of services, the following information shall be provided by others:
  - 1. Digital copies of the Comprehensive Outdoor Recreation Plan and the City of Reedsburg Comprehensive Plan.
  - 2. Scheduling of meetings and preparation of agendas and minutes.
  - 3. Review and acceptance of the Park Facilities Needs Assessment.
  - 4. Submit prepared resolution to the newspaper of record.
  - 5. Review of the draft revisions to the Impact Fees for Capital Projects Ordinance.
  - 6. Adoption of revised Impact Fees for Capital Projects Ordinance.

**IV. SCHEDULE**

This Agreement is based upon the anticipated schedule to complete the assessment and adoption by October 9, 2017.

**V. SCHEDULE OF DELIVERABLES**

The following deliverables shall be provided to the Client throughout the course of the project:

- A. Updated Park Facilities Needs Assessment.
- B. Updated service area maps.
- C. Public Hearing notice.
- D. Draft revision to the Section 3.10 Impact Fees for Capital Projects of the Reedsburg Municipal Code.

**VI. DESIGNATION OF RESPONSIBLE PARTIES**

The designated responsible parties representing the Client and Consultant, respectively, shall have authority to transmit instructions, receive information, and render decisions relative to the project on behalf of each respective party.

Overall coordination and project supervision for Consultant is the responsibility of Daniel J Lindstrom, AICP, Project Leader. Daniel along with other personnel shall provide the services required for the various aspects of the project. Please direct all communications that have a substantive impact on the project to Daniel.

The Client designates Stephen P. Compton as their representative. Consultant shall direct all communications that have a substantive impact on the project to that individual, and that individual's responses shall be binding on the Client.

**VII. FEES**

The estimated fee to provide the services described herein shall be based on a time and expense basis. The estimated fee is \$6,000, and the Consultant shall manage the work activities to stay within this fee and will notify the Client if an adjustment to the fee or scope is required.

- A. If significant delays to the project occur, which are not due to the negligence of the Consultant including, by way of example and not limitation, decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.

Items requested outside of the scope of services with fees exceeding \$500 shall be completed via change order. Items requested outside the scope of services with fees under \$500 shall be completed on a time/expense basis.

- A. Reimbursable expenses are included in the above-stated fees or estimates. GENERAL TERMS AND CONDITIONS.

The General Terms and Conditions dated 1-2-17 and attached hereto are incorporated herein by reference.

We appreciate the opportunity to work with you on this project. If this Agreement is acceptable to you, please sign the Authorization below and return one copy to our Reedsburg office. Should you have any questions or require any additional information, please feel free to contact me.

Sincerely,



Daniel J. Lindstrom, AICP, Project Leader

Enclosures: General Terms and Conditions

**AUTHORIZATION TO PROCEED**

In witness whereof, the parties have made and executed this Agreement as of the day and year written below.

Client

Consultant

\_\_\_\_\_  
Stephen P. Compton, City Administrator  
PO Box 490  
134 S. Locust Street  
Reedsburg, WI 53959-0490

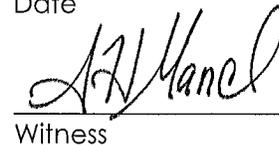


\_\_\_\_\_  
Kurt Muchow, Principal  
Vierbicher Associates, Inc.  
400 Viking Drive  
Reedsburg, WI 53959

\_\_\_\_\_  
Date

\_\_\_\_\_  
July 7, 2017  
Date

\_\_\_\_\_  
Witness



\_\_\_\_\_  
Witness

© 2017 Vierbicher Associates, Inc.

**VIERBICHER ASSOCIATES, INC. (CONSULTANT)  
GENERAL TERMS AND CONDITIONS OF SERVICES**

**1. Services Not Provided as Part of This Agreement**

Environmental studies, resident construction observation services, archaeological investigations, soil borings, flood plain analysis, wetland delineations, public hearing representation, easements, property descriptions or surveys, negotiations for property rights acquisitions, and other detailed studies or investigations, unless specifically identified in this Agreement for Services, are not included as part of this work.

**2. Hazardous Environmental Conditions**

Unless specifically identified in this Agreement for Services, it is acknowledged by both parties that Consultant's scope of services does not include any services related to the discovery, identification, presence, handling, removal, transportation, or remediation at the site, or the inspection and testing of hazardous materials, such as asbestos, mold, lead paint, PCBs, petroleum, hazardous waste, or radioactive materials. Client acknowledges that Consultant is performing professional services for Client, and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA). If Client is the owner of the project site, Client shall defend, indemnify and hold Consultant harmless from and against any CERCLA-based claims.

**3. Additional Services**

The Scope of Services in this Agreement is intended to cover services normally required for this type of project. However, occasionally events occur beyond the control of the Consultant or the Client that create a need for additional services beyond those required for a standard agreement.

The Consultant and/or Client shall promptly and in a timely manner bring to the attention of the other the potential need to change the Scope of Services set forth above, necessitated by a change in the Scope of Project, Scope of Services, or the Schedule. When a change in the Scope of Services, Schedule, or Fees is agreed to by the Consultant and Client, it shall be initiated by written authorization of both parties.

**4. Client's Responsibility**

- A. Provide Consultant with all criteria and full information as to Client's requirements for the project, including design objectives and constraints, capacity and performance requirements, flexibility, expandability, and any budgetary limitations; furnish previous plans, studies and other information relevant to the project; furnish copies of all design and construction standards which Client will require to be included in the drawings and specifications; and furnish copies of Client's standard forms, and conditions, including insurance requirements and related documents for Consultant to include in the bidding documents, or otherwise when applicable.
- B. Furnish to Consultant any other information pertinent to the project including reports and data relative to previous designs, or investigations at or adjacent to the site, including hazardous environmental conditions and other data such as reports, investigations, actions or citations.
- C. Consultant shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's Consultants and Contractors, and information from public records, without the need for independent verification.
- D. Arrange for safe access to and make all provisions for Consultant to enter upon public and private property as required for Consultant to perform services under this Agreement.

- E. Examine all alternate solutions, studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant and render timely decisions pertaining thereto.
- F. For projects involving construction, attend any pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and substantial completion and final payment inspections.
- G. For projects involving construction, if more than one prime contract is to be awarded for the work designed or specified by Consultant, designate a person or entity to have authority and responsibility for coordinating the activities among the various prime contractors, and define and set forth in writing the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Consultant.
- H. For projects involving construction, if Client designates a Construction Manager or an individual or entity other than, or in addition to, Consultant to represent Client at the site, the Client shall define and set forth in writing the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Consultant and make a part of this Agreement.
- I. Provide information relative to all concealed conditions, subsurface conditions, soil conditions, as-built information, and other site boundary conditions. Consultant shall be entitled to rely upon the accuracy and completeness of such information.

**5. General Considerations (for projects involving construction)**

- A. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- B. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.
- C. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Consultant.

**6. Fees**

- A. The fees set forth in this Agreement are based on the assumption that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant, e.g. decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.
- B. Consultant may submit invoices monthly for work completed to date. Fixed fees will be submitted on the basis of percent of the Scope of Services completed. Estimated fees will be submitted on the basis of time and expense incurred in accordance with Consultant's fee schedule in effect at the time the costs are incurred.

- C. Invoices are due upon receipt. For invoices not paid after 30 days, interest will accrue at the rate of 1 ½% per month. Payments will be credited first to interest and then to principal. In the event any portion of the account remains unpaid after 90 days after the billing, Consultant may initiate collection action and the Client shall be responsible for all costs of collection, including reasonable attorneys' fees. As a matter of business practice, Consultant would intend to file lien rights against the property if payment is not received before lien rights would expire. Consultant shall have the right to suspend its services without any liability arising out of or related to such suspension in the event invoices are not paid within 30 days of receipt.
- D. When estimates of fees or expenses are quoted, they are simply that, estimates. Actual costs invoiced may be higher or lower due to actual fees or expenses incurred. When fees or expenses are anticipated to be higher or lower than estimated, Consultant shall make every effort to inform you in a timely manner, even prior to incurring the costs, if possible.
- E. Consultant will bill additional services, if requested, in accordance with the fee schedule in effect at the time the work is performed or as otherwise negotiated.

**7. Dispute Resolution**

In the event a dispute shall develop between the Client and the Consultant arising out of or related to this Agreement, the Client and Consultant agree to use the following process to resolve the dispute:

- A. The Client and Consultant agree to first negotiate all disputes between them in good faith for a period of at least 30 days from notice first being served in writing to the Client or Consultant of the dispute.
- B. If the Client and Consultant are unable to resolve the dispute by negotiation as described above, the Client and Consultant agree to submit the dispute to non-binding mediation. Such mediation shall be conducted in accordance with Construction Industry Dispute Resolution procedures of the American Arbitration Association.
- C. If the Client and Consultant are unable to resolve the dispute by negotiation or by mediation, they are free to utilize whatever other legal remedies are available to settle the dispute.

**8. Insurance**

**A. Consultant**

Consultant maintains general liability and property insurance; vehicle liability; and workers' compensation coverage meeting state and federal mandates. Consultant also carries professional liability insurance. Certificates of Insurance will be provided upon written request.

**B. Client**

The Client shall procure and maintain, at its expense, general liability, property insurance and, if appropriate, workers' compensation and builders risk insurance. Client waives all claims against the Consultant arising out of losses or damages to the extent such losses or damages are covered by the foregoing insurance policies maintained by the Client.

**C. Contractor**

The Consultant shall procure from the Contractor, as directed by the Client and/or as provided in the Scope of Services, Certificates of Insurance for the type and amounts as directed by the Client, and shall require the Contractor to name the Consultant as an additional insured under the Contractor's general and auto liability policies.

**9. Limitations of Liability/Indemnity**

- A. In recognition of the relative risks, rewards and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total aggregate liability to the Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes, shall not exceed the limits of Consultant's professional liability insurance policy, not including reimbursable subconsultant fees and expenses. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, breach of Agreement or breach of express or implied warranty.
- B. Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers and employees from and against liability for losses, damages and expenses, including reasonable attorneys' fees, to the extent they are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.
- C. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Consultant to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee or any of them.

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party.

**10. Use of Documents**

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein, including all copyrights. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of planning, constructing, occupying or maintaining the project or as otherwise intended. Reuse or modification of any such documents by Client, without Consultant's written permission and professional involvement in the applicable reuse or modification, shall be at Client's sole risk, and Client agrees to waive all claims against and defend, indemnify and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

**11. Survey Stakes for Construction (for projects involving construction)**

Stakes placed by Consultant for use by the Contractor shall only be used for the specific purpose indicated. Any use of stakes by the Client for purposes other than indicated and/or communicated by the Consultant, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless for all claims, damages and expense, including attorneys' fees, arising out of such unauthorized used by Client or others acting through Client.

**12. Use of Electronic Media**

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant except for electronic copies of documents available for printing by Contractors during bidding and/or construction from QuestCDN.com or as specified in this Agreement for Services or as specifically indicated in writing by Consultant. Files in electronic formats, or other types of information furnished by Consultant to Client such as text, data or graphics, are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic formats, Consultant makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware

differing from those in use by Consultant at the beginning of the project.

furnish or perform services contrary to Consultant's responsibilities as a licensed professional. Consultant shall have no liability to Client on account of such termination.

**13. Opinions of Cost**

When included in Consultant's scope of services, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or the actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

- b. Upon seven days written notice if the Consultant's services for the project are delayed or suspended for more than 90 days for reasons beyond Consultant's control.
- c. Upon seven days written notice if the Client has failed to pay for previous services rendered and/or if his account is more than 60 days past due.

**14. Approvals**

Client acknowledges that the approval process necessary to estimate or maintain a project timeline is both unpredictable and outside the Consultant's control. Consultant does not guarantee reviews or approvals by any governing authority or outside agency, nor the ability to achieve or maintain any project timeline.

**B. To Discontinue Project**

By Client effective upon the receipt of notice by Consultant.

**C. Reimbursement for Services**

Consultant shall be reimbursed for all services and expenses rightfully incurred prior to termination.

**15. Certifications**

Consultant shall not be required to sign any documents, no matter by whom requested, that would result in Consultant's having to certify, quantify, or warrant the existence of conditions that Consultant cannot ascertain.

**20. Force Majeure**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence. This shall include mass illness caused by a pandemic and potential government pronouncement of the pandemic.

**16. Third Parties**

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Consultant. Consultant's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claims against Consultant because of this Agreement or Consultant's performance of services hereunder.

**21. Successors, Assigns and Beneficiaries**

- A. Client and Consultant each is hereby bound and the partners, successors, executors, administrators and legal representatives of Client and Consultant are hereby bound to the other party by this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- B. Neither Client nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty of responsibility under this Agreement.

**17. Consequential Damages Waiver**

Neither the Client nor the Consultant shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of Agreement and breach of warranty.

**22. Municipal Financial Advisor Services**

The Consultant is not registered with the Securities and Exchange Commission as a municipal advisor. Consultant does not perform municipal advisory services (as covered under the Dodd-Frank Wall Street Reform and Consumer Protection Act, signed into law on July 21, 2010, as it relates to financial products and services). In the event Client desires such services, it is the Client's responsibility to retain an independent registered advisor for that purpose.

**18. Standard of Care**

The Standard of Care for all professional services performed or furnished by Consultant under this Agreement shall be the skill and care used by members of Consultant's profession practicing under similar circumstances or similar scope of services at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

**23. Controlling Laws**

This Agreement is to be governed by the laws of the state in which the project is located and in force at the time of completion of deliverables.

**19. Termination**

The obligation to provide further services under this Agreement may be terminated:

**A. For Cause**

- 1. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party. The failing party shall have the right, within 30 days, to correct or remedy the cited failures.
- 2. By Consultant
  - a. Upon seven days written notice if Consultant believes that he is being requested by Client to

**24. Entire Agreement**

These General Terms and Conditions and the accompanying Agreement constitute the full and complete Agreement between Client and Consultant and may be changed, amended, added to, superseded, or waived only if Client and Consultant specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these General Terms and Conditions, the proposal, Agreement, purchase order, requisition, notice to proceed, or like document, these General Term and Conditions shall govern



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-B

**To:** Mayor and Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen Compton, City Administrator *SC*  
**Date of Meeting:** August 14, 2017

**Subject:** MSA Contract for Reedsburg's CDBG Program

**BACKGROUND AND REQUEST**

Within the City of Reedsburg, the CDBG program provides assistance to many homeowners and makes a large impact on their lives, as well as increasing the quality of our neighborhoods.

**ANALYSIS**

MSA is a full-service grant administration and engineering firm and their staff has worked with CDBG programs for over 40 years. Kari Justmann, in particular, has provided her services to 30 communities in the last five years. Kari is vastly experienced in application intake, title searches, environmental reviews, inspections, loan closings, contract preparation, and overall project management and record retention. Additionally, Kari has attended CDBG implementation training, as well as attained certifications in lead risk assessment and pre-purchase homeownership counseling.

From the City's point of view, Darleen does a great job managing both the municipal court and the CDBG programs. Given that the municipal court is continuously growing, Darleen does not have the time to re-write policy documents, keep up with changes in HUD regulations, and ensure 100% compliance with new laws. Additionally, given Darleen's impending retirement in the near future, we feel that it is best to have an outside firm refresh our programs and make sure we are following all of the requirements we need. An outside consultation and draft of new policies and procedure is good succession planning, as well as set the City up for success once the contract is up at 24 months. At that point, the City can re-contract with MSA, bid the process out again, or look at current and potential staffing to take over the program.

**FINANCIAL IMPACT**

The proposal outlines that the administrative fee will not exceed \$40,000 over the course of 24 months. MSA assesses a 14% service fee and the other 1% fee is retained by the City for administrative costs. However, their time provides full administrative services, so City staff time is very limited. MSA will handle all administrative aspects of the programs, while the City will



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still remit payment to contractors. Included in their services are total application intake and a new and improved implementation manual. Additionally, MSA will handle all inspections, title searches, and recordings, which helps to free up time from Brian, our Zoning Administrator, and Derek, the Assistant City Attorney, as well as reduces staff time and legal fees.

The MSA proposal was reviewed by the Community Development Authority on July 18, 2017 and the CDBG Committee on July 21, 2017. Both the CDA and CDBG Gave approval recommending approval of the agreement.

The funding for the MSA Proposal will be through existing CDBG funds.

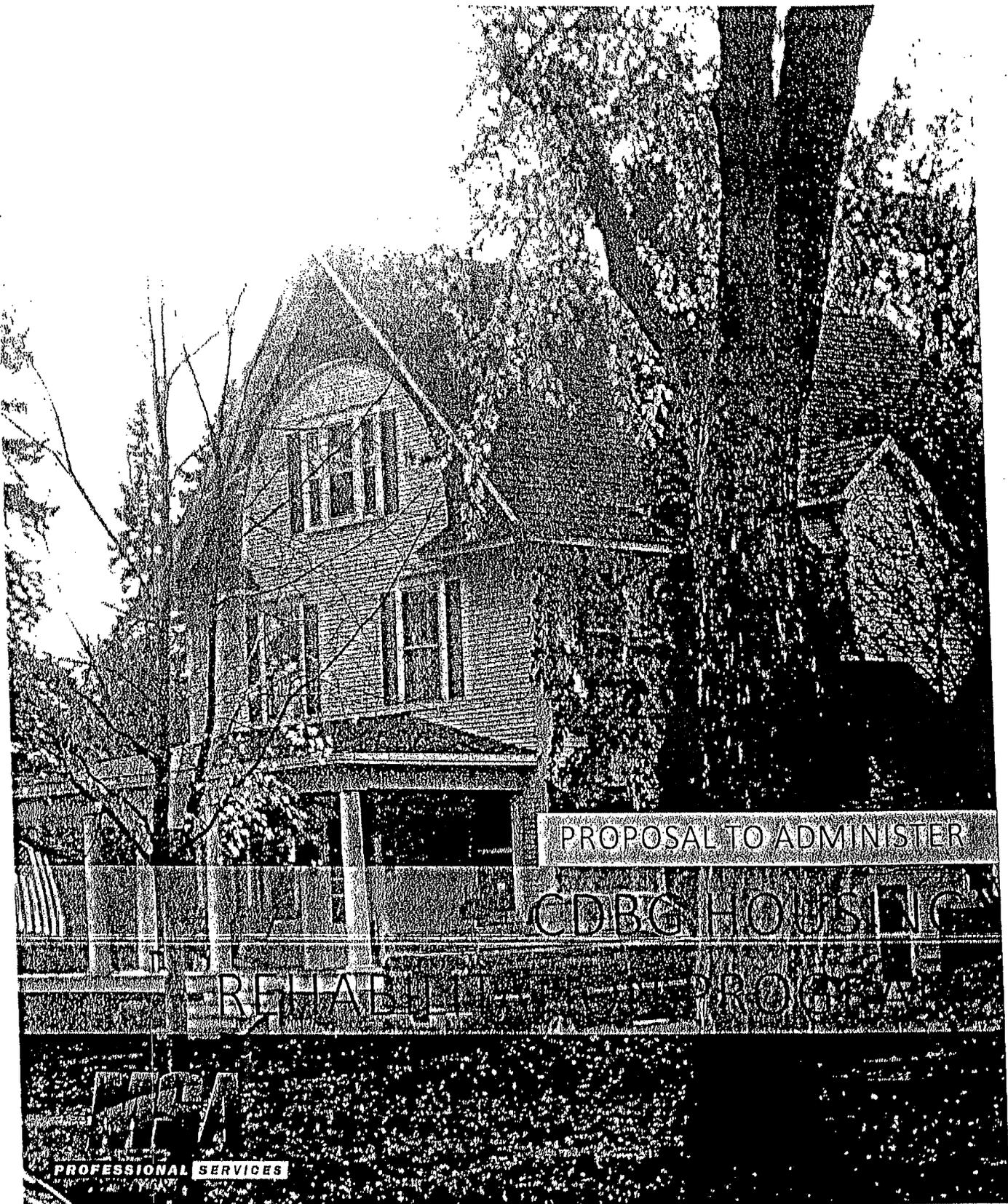
### **STAFF RECOMMENDATION**

All in all, we feel that MSA would provide excellent services and ensure that our programs are being utilized to their fullest capacity to help the most number of people we can. Staff is recommending that Council approves the proposal as presented for MSA to handle the CDBG program

Action: Authorize the City Administrator to enter into a 24 month agreement with the MSA, Beaver Dam Office to manage the CDBG Program.

### **ATTACHMENT:**

MSA Proposal



PROPOSAL TO ADMINISTER

CDBG HOUSING

REHABILITATION PROJECTS

**PPA**  
PROFESSIONAL SERVICES

Prepared for the City of Reedsburg, WI // June 23, 2017



June 23, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53959

Re: Request for Proposal to Provide Administrative Services for the CDBG Housing Rehabilitation Program

Dear Mr. Compton and Mr. Crosetto,

CDBG funds can have an enormous impact on homeowners and the quality of their neighborhoods. Appointing a strategic, trustworthy and experienced administrator is essential to make your CDBG Housing program a success.

MSA Professional Services, Inc. (MSA) is ready to fulfill that role. MSA is a full grant administration and engineering consulting firm dedicated to helping clients like you successfully achieve your program goals. Our team will act as an extension of your staff and prove to be your program's strongest proponent.

We pledge to do everything possible to make your program run smoothly and achieve maximum results. As you work to find an effective partner and program administrator, please consider the following:

- MSA has worked with CDBG programs since 1977, and has generated and administered more than \$38 million in grant funding for communities throughout Wisconsin.
- Each team member has more than 16 years of housing program administration experience. We are very familiar with LMI housing needs and the requirements of a successfully run program.
- Our staff will provide personalized and comprehensive service. We are trained and experienced in fulfilling all program requirements, including lead-based paint and home ownership counseling requirements.

The MSA team is committed to providing you with high-quality, long-term consulting service. I invite you to contact any of our past or present clients to discuss our expertise in administering CDBG Housing RLF programs. If you have any questions or would like additional information, please contact me by calling our office's toll-free number, (800) 552-6330, or emailing [kjustmann@msa-ps.com](mailto:kjustmann@msa-ps.com).

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Karl Justmann".

Karl Justmann  
Housing Team Leader

---

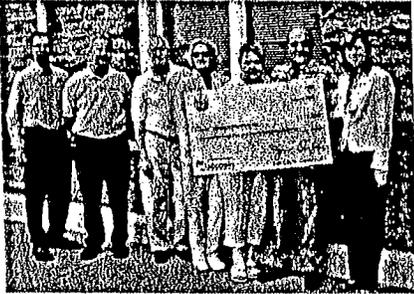
## MSA PROFESSIONAL SERVICES

201 Corporate Drive, Beaver Dam, WI 53916

Contact: Kari Justmann  
Phone: (800) 552-6330  
Email: [kjustmann@msa-ps.com](mailto:kjustmann@msa-ps.com)  
Website: [www.msa-ps.com](http://www.msa-ps.com)

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# BID PROPOSAL FORM

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# BID PROPOSAL FORM

## BID PROPOSAL

TO ADMINISTER – CITY OF REEDSBURG  
 COMMUNITY DEVELOPMENT AUTHORITY (CDA)  
 (Housing, WI. Statue 66.1335) and  
 C.D.B.G. Committee  
 CDBG HOUSING REHAB PROGRAM AND  
 PROVIDE POLICY COMPLIANCE AND FINANCIAL REVIEW

| Agency Name                     | Telephone      | Mailing Address                           |
|---------------------------------|----------------|-------------------------------------------|
| MSA Professional Services, Inc. | (800) 552-6330 | 201 Corporate Drive, Beaver Dam, WI 53916 |

1. Please name designated CDBG Housing Program Administrator. This person will be responsible for managing the City of Reedsburg Housing funds and review the program for compliance and policy development.

| First Name | Last Name | Title               | Agency                                |
|------------|-----------|---------------------|---------------------------------------|
| Karl       | Justmann  | Housing Team Leader | MSA Professional Services, Inc. (MSA) |

- a. Please list the CDBG Contract # or #'s this person has directly managed within the past 5 (five) years.

| Contract #          | Community                    | Award Year |
|---------------------|------------------------------|------------|
| H 12-13-05          | Southern Housing Region      | 2013       |
| Revolving Loan Fund | City of Antigo               |            |
| Revolving Loan Fund | City of Amery                |            |
| Revolving Loan Fund | City of Crandon              |            |
| Revolving Loan Fund | City of Eagle River          |            |
| Revolving Loan Fund | City of Fox Lake             |            |
| Revolving Loan Fund | City of Hurley               |            |
| Revolving Loan Fund | City of Juneau               |            |
| Revolving Loan Fund | City of Omro                 |            |
| Revolving Loan Fund | City of Rhinelander          |            |
| Revolving Loan Fund | City of Ripon                |            |
| Revolving Loan Fund | Shawano County               |            |
| Revolving Loan Fund | Town of Laona                |            |
| Revolving Loan Fund | Village of Bonduel           |            |
| Revolving Loan Fund | Village of Clyman            |            |
| Revolving Loan Fund | Village of Dallas            |            |
| Revolving Loan Fund | Village of Darien            |            |
| Revolving Loan Fund | Village of Dresser           |            |
| Revolving Loan Fund | Village of Dorchester        |            |
| Revolving Loan Fund | Village of Frederic          |            |
| Revolving Loan Fund | Village of Luck              |            |
| Revolving Loan Fund | Village of North Fond du Lac |            |
| Revolving Loan Fund | Village of Prairie Farm      |            |
| Revolving Loan Fund | Village of Radisson          |            |
| Revolving Loan Fund | Village of Randolph          |            |
| Revolving Loan Fund | Village of Ridgeland         |            |
| Revolving Loan Fund | Village of Stratford         |            |
| Revolving Loan Fund | Villages of Webster & Siren  |            |

# BID PROPOSAL FORM

- b. Please list dates of the CDBG Implementation Training this person has attended within past 5 (five) years.

Karl attended the following CDBG Implementation Training session:

April 29, 2014

- c. Please attach letters of recommendation from CDBG Grantees.

Please see Attachment C.

- d. Please attach staff resume. The resume will not be considered in lieu of this information.

Please see Attachment B.

2. The CDBG administrative fee will not exceed \$40,000 based on the project budget expenditures over the initial 24 month term. Please include comprehensive list of services and assign specific person within your agency (or subcontractor) who will execute this service. Add more space, if necessary.

Through our history of working with CDBG, we understand that 15% of project funds can be allotted for administrative expenses. MSA will charge 14% to the program for administrative fees. The remaining 1% may be used by the City to cover its eligible administrative costs. Because our team will provide full administrative services, time spent by City staff on the program will be very limited.

| Administrative Services                                                            | Name of Staff Member                     | Agency/Subcontractor |
|------------------------------------------------------------------------------------|------------------------------------------|----------------------|
| Environmental Review Preparation (Tier II)                                         | Karl Justmann                            | MSA                  |
| Program Outreach                                                                   | Karl Justmann                            | MSA                  |
| Drafting Brochures                                                                 | Karl Justmann<br>MSA Marketing Personnel | MSA                  |
| Distributing Brochures to Citizens                                                 | Karl Justmann                            | MSA                  |
| Participating in Housing Committee Meetings                                        | Karl Justmann                            | MSA                  |
| Preparing Materials for Housing Committee to Approve Loans                         | Karl Justmann                            | MSA                  |
| Meeting with the Homeowners in Person to Explain CDBG Process                      | Karl Justmann<br>Sue Koehn               | MSA                  |
| Project Records Completion and Management                                          | Karl Justmann<br>Sue Koehn               | MSA                  |
| Application Intake                                                                 | Karl Justmann<br>Sue Koehn               | MSA                  |
| Drafting of Mortgages                                                              | Karl Justmann<br>Sue Koehn               | MSA                  |
| Drafting Work Specifications                                                       | Karl Justmann                            | MSA                  |
| Mailing Bids to Contractors Designated by the Homeowner                            | Karl Justmann<br>Sue Koehn               | MSA                  |
| Received and Opened the Bids from Contractors                                      | Karl Justmann<br>Sue Koehn               | MSA                  |
| Discuss the Bids with the Homeowner                                                | Karl Justmann<br>Sue Koehn               | MSA                  |
| Drafting Contracts Between Contractor and Homeowner                                | Karl Justmann<br>Sue Koehn               | MSA                  |
| Acquire Necessary Signatures on Payment Requests from the Homeowner and Contractor | Karl Justmann<br>Sue Koehn               | MSA                  |

# BID PROPOSAL FORM

|                                                                           |                            |                           |
|---------------------------------------------------------------------------|----------------------------|---------------------------|
| Completion of Required Financial Forms                                    | Karl Justmann              | MSA                       |
| Labor Standards Compliance, If applicable                                 | Karl Justmann              | MSA                       |
| Payments to Contractors                                                   | Karl Justmann              | MSA and City of Reedsburg |
| <i>Other:</i>                                                             |                            |                           |
| Income Verification                                                       | Karl Justmann<br>Sue Koehn | MSA                       |
| Initial, In-progress and Final Housing Quality Standards (HQS) Evaluation | Karl Justmann<br>Sue Koehn | MSA                       |
| Prepare and Send Notices of Award and Notices to Proceed to Contractors   | Karl Justmann<br>Sue Koehn | MSA                       |
| Complete RLF Annual Report and Maintain Financial Journals                | Karl Justmann              | MSA                       |

3. CDBG eligible delivery costs may be included in program costs. These costs will be charged to the CDBG project fund. List your delivery costs. If delivery cost will change within the City, please list them separately.

| Service name, such as Initial HQS Evaluation, Final HQS Evaluation, IBP Fees, etc. | Cost per project |
|------------------------------------------------------------------------------------|------------------|
| Management of CDBG Program                                                         |                  |
| Evaluation of CDBG Policies                                                        |                  |
| Review of CDBG Program Fees                                                        |                  |
| Addition Fees (List on separate page as needed)                                    |                  |

The services listed above are included with the administration expenses listed in number 2. The fees that can be included in program costs, which are paid for from CDBG Project Funds, are listed below.

| Service Name           | Cost per project                                           |
|------------------------|------------------------------------------------------------|
| Initial Inspection Fee | \$250                                                      |
| Final Inspection Fee   | \$225                                                      |
| Title Search Charges   | \$50 - \$100 (this will be procured for once MSA is hired) |
| Recording Charges      | \$30                                                       |

We will charge the same amount throughout the City in an effort to treat all residents fairly. Housing Program projects usually require the services listed above, so the average project cost is typically somewhere between \$555 and \$605.

Due to the cost increases associated with addressing lead-based paint hazards, the Housing Program grants all costs associated with lead services to the homeowner. Lead related costs are not considered part of administrative costs and are not included in the owner's lien.

Lead services are dependent on the program requirements. If a project requires lead services, one of the following cost scenarios will occur:

- If a project only requires lead clearance testing, the lead service cost will be \$250. This cost will cover the clearance, lab fees, clearance report to contractor and a copy of the results for the owners.

# BID PROPOSAL FORM

- If a project requires a risk assessment, such as in the case of elevated lead levels in a child's blood sample, the lead service cost will be \$700. This includes \$450 for the risk assessment and \$250 for clearance testing. This total includes conducting the risk assessment, lab fees, clearance testing and copies of all necessary reports.

| Lead Service           | Cost  |
|------------------------|-------|
| Lead Clearance Testing | \$250 |
| Risk Assessment        | \$450 |

4. Identify Housing Quality Standard Evaluator. This person(s) will be responsible to provide program evaluation for the projects executed within City of Reedsburg. If you plan to sub-contract these services with another agency, please list the agency name and a person responsible for the Housing Evaluations.

| First Name | Last Name | Title                      | Agency                          |
|------------|-----------|----------------------------|---------------------------------|
| Karl       | Justmann  | Housing Team Leader        | MSA Professional Services, Inc. |
| Sue        | Koehn     | Housing Program Specialist | MSA Professional Services, Inc. |

- a. Please list the # of inspections this person has directly managed within past 5 (five) years.  
 Karl Justmann – 109 inspections  
 Sue Koehn – 217 inspections

The numbers listed above reflect only initial HQS inspections completed, not in-progress inspections, final inspections or clearance testing. Karl has completed fewer inspections in the past five years because she administers numerous programs in the northern and central parts of the state. Karl delegates the inspection tasks to co-workers in several other MSA offices. However, Karl completes all the required paperwork for each project out of the Beaver Dam office.

- b. Please list dates of the CDBG Implementation Training this person has attended within past 5 (five) years.  
 Karl Justmann and Sue Koehn attended the following CDBG Implementation training session:  
 April 29, 2014
- c. Please attach three letters of recommendation.  
 Please see Attachment C for letters recommending Karl Justmann and Sue Koehn.

5. Describe the intake process of the CDBG Housing Applications within the City.

MSA will create applications for the City of Reedsburg requesting the most current information included in the Implementation Manual. The application will include the toll free number for MSA along with the email address for Sue Koehn.

If there is not currently a waiting list for the housing program, MSA will ask the City to include the program information on the City's website and Facebook page (if applicable). Flyers can also be displayed throughout the community.

Applications will be available at City Hall. Homeowners can also contact our staff via phone or email to receive an application. Our team will be available throughout the application process to assist residents. Applications will be submitted to MSA and we will verify if the resident qualifies.

# BID PROPOSAL FORM

6. Identify proposed location of housing administration hours of staffing. The site must be handicapped accessible. The City will provide contractor working space, access to CDBG history files and current workings files for the CDBG program.

Our team will complete all paperwork required for program administration from MSA's Beaver Dam office. This office is located at 201 Corporate Drive, Beaver Dam, WI 53916. Our office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, and is handicapped accessible. During these hours, our staff can be reached in person, by email or via our toll free number (800) 552-6330.

MSA will travel to project sites to complete inspections and clearance testing. Our presence will ensure timely contractor payments and will allow us to verify that all project work is being completed according to the work specifications. We will work with the homeowners to schedule site visits at times that work with their schedules. Our traveling will decrease during the winter months when construction slows down.

7. The City of Reedsburg will execute the following administrative services. Please list amount of administrative funds budgeted for these activities.

| Service                                                                                | Cost/\$                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coordinate and set up all committee meetings.                                          | Fifteen percent of project funds can be allotted for administrative expenses. MSA will charge 14% to the program for administrative fees. The remaining 1% may be used by the City to cover its eligible administrative costs. Because our team will provide full administrative services, time spent by City staff on the program will be very limited. |
| Maintain bank accounts used for these activities and write checks.                     |                                                                                                                                                                                                                                                                                                                                                          |
| Provide copy of bank statement each month to program administrator.                    |                                                                                                                                                                                                                                                                                                                                                          |
| Payment for the required single audit, if applicable and auditor was properly procured |                                                                                                                                                                                                                                                                                                                                                          |
| Payment for required legal work, if applicable and attorney was properly procured      |                                                                                                                                                                                                                                                                                                                                                          |

8. The City of Reedsburg is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

|                                                                                                                                                                                                              | YES | NO |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 51% or more of your business is owned by a Section 3 resident?***                                                                                                                                            |     |    |
| The definition of a Section 3 resident is:                                                                                                                                                                   |     | X  |
| 1) a public housing resident; or<br>2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.                  |     |    |
| At least 30% of your full time employees include person that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?*** |     | X  |
| My agency is Certified Minority Business Enterprise (MBE)?****                                                                                                                                               |     | X  |
| My agency is Certified Woman Business Enterprise (WBE)?****                                                                                                                                                  |     | X  |

# BID PROPOSAL FORM

---

**\*\*\*VERIFICATION** – The responding company hereby agrees to provide, upon request, documents verifying the information provided on this form.

*I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.*

Signature of Business Owner or Authorized Representative:

|                                                                                   |               |
|-----------------------------------------------------------------------------------|---------------|
|  | June 23, 2017 |
| <b>Signature</b>                                                                  | <b>Date</b>   |
| Michael J. Maloney, Program Manager                                               | June 23, 2017 |
| <b>Printed Name</b>                                                               |               |

# ATTACHMENT A:

INSURANCE CERTIFICATES

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# INSURANCE CERTIFICATES



MSAPROF-01

CJOHNSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                    |                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Ames & Gough<br>869 Willard Street<br>Suite 320<br>Quincy, MA 02169             | <b>CONTACT</b><br>NAME: _____<br>PHONE (A/C, No., Ext): (617) 328-6565<br>FAX (A/C, No.): (617) 328-6888<br>E-MAIL: _____<br>Address: boston@amesgough.com                                               |
| <b>INSURED</b><br><br>MSA Professional Services, Inc.<br>1230 South Boulevard<br>Baraboo, WI 53913 | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Berkley Insurance Company A+, XV<br>NAIC #: 32803<br>INSURER B: _____<br>INSURER C: _____<br>INSURER D: _____<br>INSURER E: _____<br>INSURER F: _____ |

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                | ADDL SUBR | POLICY NO.   | POLICY EFF   | POLICY EXP   | LIMITS                                                                                                                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|--------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LT#  |                                                                                                                                                                                                                                                                                                                  | INSD WVD  |              | (MM/DD/YYYY) | (MM/DD/YYYY) |                                                                                                                                                                                                                                          |
|      | <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br><input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC<br><br>OTHER: _____ |           |              |              |              | EACH OCCURRENCE \$ _____<br>DAMAGE TO RENTED PREMISES (ea occurrence) \$ _____<br>MED EXP (Any one person) \$ _____<br>PERSONAL & ADV INJURY \$ _____<br>GENERAL AGGREGATE \$ _____<br>PRODUCTS - COMPROP AGG \$ _____<br>OTHER \$ _____ |
|      | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input type="checkbox"/> HIRES AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                    |           |              |              |              | COMBINED SINGLE LIMIT (Per accident) \$ _____<br>BODILY INJURY (Per person) \$ _____<br>BODILY INJURY (Per accident) \$ _____<br>PROPERTY DAMAGE (Per person) \$ _____<br>OTHER \$ _____                                                 |
|      | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                     |           |              |              |              | EACH OCCURRENCE \$ _____<br>AGGREGATE \$ _____<br>OTHER \$ _____                                                                                                                                                                         |
|      | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br><input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WI)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                         |           |              |              |              | PER STATUTE <input type="checkbox"/> OPT-ED<br>E.L. EACH ACCIDENT \$ _____<br>E.L. DISEASE - EA EMPLOYEE \$ _____<br>E.L. DISEASE - POLICY LIMIT \$ _____                                                                                |
| A    | Prof Liability                                                                                                                                                                                                                                                                                                   |           | AEC901331302 | 02/01/2017   | 02/01/2018   | Per Claim Limit \$ 8,000,000                                                                                                                                                                                                             |
| A    |                                                                                                                                                                                                                                                                                                                  |           | AEC901331302 | 02/01/2017   | 02/01/2018   | Aggregate Limit \$ 8,000,000                                                                                                                                                                                                             |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 All Coverages are in accordance with the policy terms and conditions.  
 Claims Made Policy - Environmental Coverage Included.

|                                                                                                    |                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br><br>MSA Professional Services<br>1230 South Blvd<br>Baraboo, WI 53913 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# INSURANCE CERTIFICATES



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/9/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                             |                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Don-Rick, Inc.<br>313 Oak Street<br>P.O. Box 528<br>Baraboo WI 539130528 | <b>CONTACT NAME:</b> Matt Klemm ext 113 or Wendy Gerken ext 110<br><b>PHONE (A/C No., Ext.):</b> 800.924.6536 <b>FAX (A/C No.):</b> 608.356.9022<br><b>E-MAIL ADDRESS:</b> Matt@don-riick.com / Wendy@don-riick.com<br><b>PRODUCER CUSTOMER ID #:</b> |
| <b>INSURER(S) AFFORDING COVERAGE</b>                                                        | <b>NAIC #</b>                                                                                                                                                                                                                                         |
| <b>INSURER A:</b> Cincinnati Insurance Company                                              | 10677                                                                                                                                                                                                                                                 |
| <b>INSURER B:</b> SPM Mutual Insurance Company                                              | 11347                                                                                                                                                                                                                                                 |
| <b>INSURER C:</b>                                                                           |                                                                                                                                                                                                                                                       |
| <b>INSURER D:</b>                                                                           |                                                                                                                                                                                                                                                       |
| <b>INSURER E:</b>                                                                           |                                                                                                                                                                                                                                                       |
| <b>INSURER F:</b>                                                                           |                                                                                                                                                                                                                                                       |

COVERAGES CERTIFICATE NUMBER: 2015/2016 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                                            | TYPE OF INSURANCE                                                                                     | ADD'L ISURR INSR Y/Y/D                  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                            |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------|
| A                                                   | GENERAL LIABILITY                                                                                     |                                         |               |                         |                         |                                                                                                   |
|                                                     | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                      |                                         |               |                         |                         | EACH OCCURRENCE \$ 1,000,000                                                                      |
|                                                     | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                        |                                         | EPF0147599    | 06/30/2015              | 06/30/2016              | DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000                                              |
|                                                     | <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY                                             |                                         | EPF0147599    | 06/30/2015              | 06/30/2017              | MED EXP (Any one person) \$ 10,000                                                                |
|                                                     | <input checked="" type="checkbox"/> COU INCLUDED                                                      |                                         |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                                                |
| GEN'L AGGREGATE LIMIT APPLIES PER:                  |                                                                                                       |                                         |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                                                    |
|                                                     | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. <input type="checkbox"/> LOG |                                         |               |                         |                         | PRODUCTS - COM/PROP AGG \$ 2,000,000                                                              |
| A                                                   | AUTOMOBILE LIABILITY                                                                                  |                                         |               |                         |                         |                                                                                                   |
|                                                     | <input checked="" type="checkbox"/> ANY AUTO                                                          |                                         |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                                  |
|                                                     | <input type="checkbox"/> ALL OWNED AUTOS                                                              |                                         | EBAA0147599   | 06/30/2015              | 06/30/2016              | BODILY INJURY (Per person) \$                                                                     |
|                                                     | <input type="checkbox"/> SCHEDULED AUTOS                                                              |                                         | EBAA0147599   | 06/30/2016              | 06/30/2017              | BODILY INJURY (Per accident) \$                                                                   |
|                                                     | <input checked="" type="checkbox"/> HIRED AUTOS                                                       |                                         |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                                                 |
| <input checked="" type="checkbox"/> NON-OWNED AUTOS |                                                                                                       |                                         |               |                         | \$                      |                                                                                                   |
| <input checked="" type="checkbox"/> Per Occurrence  |                                                                                                       |                                         |               |                         | \$                      |                                                                                                   |
| A                                                   | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR           |                                         |               |                         |                         | EACH OCCURRENCE \$ 5,000,000                                                                      |
|                                                     | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE                             |                                         | EPF0147599    | 06/30/2015              | 06/30/2016              | AGGREGATE \$ 5,000,000                                                                            |
|                                                     | <input type="checkbox"/> DEDUCTIBLE                                                                   |                                         | EPF0147599    | 06/30/2016              | 06/30/2017              | \$                                                                                                |
| B                                                   | <input checked="" type="checkbox"/> RETENTION \$ 0                                                    |                                         |               |                         |                         | \$                                                                                                |
|                                                     | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                         | Y/N                                     |               |                         |                         | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER |
|                                                     | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in KH)                           | <input checked="" type="checkbox"/> N/A | 67673.101     | 06/30/2015              | 06/30/2016              | E.L. EACH ACCIDENT \$ 500,000                                                                     |
|                                                     | If yes, describe under DESCRIPTION OF OPERATIONS below                                                |                                         | 67673.101     | 06/30/2016              | 06/30/2017              | E.L. DISEASE - EA EMPLOYEE \$ 500,000                                                             |
|                                                     |                                                                                                       |                                         |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 500,000                                                            |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

|                                                                                                          |                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br>MSA Professional Services Inc.<br>1230 South Boulevard<br>Baraboo, WI 53913 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br>Wendy Gerken/SDM <i>Wendy Gerken</i> |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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ATTACHMENT B:  
RESUMES

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## Kari Justmann

### CDBG Housing Team Leader

Kari is MSA's Housing Team Leader. She manages MSA's involvement in Community Development Block Grant (CDBG) housing programs and has provided guidance in housing program administration for more than 16 years. Her experience, coupled with her commitment to the clients she works with, make her an excellent addition to any community's housing program. In addition to her expertise in providing full CDBG Housing Program administration, Kari is also a Lead Risk Assessor for the State of Wisconsin. She is licensed to perform clearance testing and risk assessments.

#### EDUCATION

B.S., Marketing  
University of Wisconsin-Oshkosh

#### CONTINUING EDUCATION COURSES COMPLETED

Housing Implementation  
Training and Workshops

Homeownership –  
Pre-Purchase Counseling

Lead Risk Assessor Course

Housing Quality Standards Course

RESPA Training

#### LICENSES & CERTIFICATIONS

State of Wisconsin  
Lead Risk Assessor

Homeownership –  
Pre-Purchase Counseling  
Education Program

#### AREAS OF EXPERTISE

- Grant Administration

#### HOUSING PROGRAM RESPONSIBILITIES

Kari's responsibilities include:

- » Application Intake
- » Filling mortgages
- » Managing individual project costs
- » Preparing environmental review records
- » Providing inspection services
- » Preparing loan closings and related documents
- » Application and Income verification
- » Ordering title searches
- » Submitting notices and payments to contractors
- » Preparing contracts
- » Maintaining project files

Kari works with homeowners and contractors directly to solve problems and answer questions. She prepares summaries for the housing committee and attends the housing committee meetings.

#### CDBG HOUSING GRANT ADMINISTRATION EXPERIENCE

Kari has provided CDBG Housing administration services for numerous communities throughout Wisconsin. A comprehensive list of the communities she has worked with can be found in the CDBG Contract table found on page 3.

# RESUMES



## Sue Koehn

### CDBG Housing Program Specialist

Ms. Koehn is a Housing Program Specialist at MSA. She manages Community Development Block Grant (CDBG) housing programs, HOME & HCRI Housing Programs. She is also a Lead Hazard Investigator for the State of Wisconsin. She is licensed to perform clearance testing and risk assessments.

#### CONTINUING EDUCATION COURSES COMPLETED

Housing Implementation Training and Workshops

Homeownership - Pre-Purchase Counseling

Lead Hazard Investigator Course

Housing Quality Standards Course

#### LICENSES & CERTIFICATIONS

Homeownership -  
Pre-Purchase Counseling  
Education Program

State of Wisconsin  
Lead Hazard Investigator

#### AREAS OF EXPERTISE

- Grant Administration

#### HOUSING PROGRAM RESPONSIBILITIES

Sue's duties include:

- » Application intake
- » Filing mortgages
- » Submitting notices and payments to contractors
- » Preparing contracts
- » Preparing loan closings and related documents
- » Application and income verification
- » Ordering title searches
- » Preparing environmental review records
- » Providing inspection services
- » Maintaining project files

Her duties for these programs include application intake, application and income verification, filing mortgages, ordering title searches, inspection services, notices to contractors, contracts, payments to contractors, loan closings and related documents, maintains project files, environmental review records, management of individual project costs and financial management using the State required Journals. She works with homeowners and contractors directly to solve problems and answer questions. Prepares monthly summary for the housing committee and attends the meetings.

#### CDBG HOUSING GRANT ADMINISTRATION EXPERIENCE

Sue has provided CDBG Housing administration services for the following communities:

- » Sauk County
- » Village of Camp Douglas
- » Village of New Lisbon
- » City of Mauston
- » Village of Warrens
- » Village of Cazenovia
- » City of Elroy

# ATTACHMENT C:

## LETTERS OF RECOMMENDATION

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# LETTER OF RECOMMENDATION



CITY OF RIPON

100 Jackson Street • Ripon, Wisconsin 54971-1396

June 15, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53959

Dear Mr. Compton and Mr. Crosetto,

I have worked with Kari Justmann since 2003 on our community's CDBG Housing program. As our housing program administrator, Kari has provided the City of Ripon and its residents with outstanding service.

Kari's expertise in administering the CDBG Housing program keeps our program running smoothly and efficiently, which frees up time for our staff to focus our efforts and resources in more areas. Kari makes sure we are in compliance with continually changing technical rules and regulations as well. MSA completes this entire process without sub-consultants.

Kari is committed to administering our CDBG Housing program with a high degree of professionalism. Kari completes the inspections and provides detailed, comprehensive write ups for the committee, homeowners and contractors. Kari's friendliness and well managed program and committee meetings have earned her the high respect of City staff, committee members, and residents. Kari is very well organized, diligent, and easily reachable. She has been instrumental in making our CDBG Housing program a success.

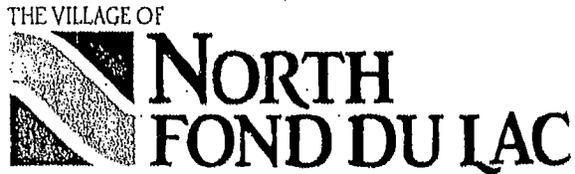
I highly recommend Kari Justmann and her strong dedication and commitment to quality service which as the administrator of our CDBG Housing program has helped maintain and improve the quality of life for the residents of our community. If you have any questions please do not hesitate to contact me.

Sincerely,

Lori A. Rich, CPA  
City Administrator

# LETTER OF RECOMMENDATION

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June 14, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53959

Dear Mr. Compton and Mr. Crosetto,

Since 2005 the Village of North Fond du Lac has had the pleasure of having Karl Justmann as our CDBG program administrator. Karl and her employer complete the entire process for a project without sub consultants. Since I work limited hours and have the responsibility of overseeing this program from the Villages end, I appreciate knowing if I have a question Karl is just one phone call away. Her team completes the inspections and provide detailed, comprehensive write ups for the homeowners and contractors. All parties involved are very complimentary of Karl's services and the ease of the process. Annually the Village has an audit and Karl prepares the necessary paperwork for our auditors.

We are an older community and Karl has helped spruce up some aging homes. Her ability to work with all age ranges of residents speaks volumes. Karl and the Village building inspector have worked together well when our inspector has maintenance issues. All in all, it is not just one project that comes to mind but Karl's ability to reach the Village as a whole.

Karl has all the qualities to lead a program. Her organization, timeliness, attitude, thoroughness, ability to work with others, etc. We had a unique CDBG board with different opinions and Karl's ability to work with these individuals is a testament to her dedication to her work. I feel very fortunate to be working with Karl.

Please accept this letter as my recommendation for Karl Justmann. Please feel free to contact me with any questions. I can be reached at (920)929-3765, Monday-Thursday from 8 a.m. to 2 p.m.

Sincerely,

Kris Ruch  
Deputy Treasurer  
Human Resources/Payroll

MUNICIPAL OFFICES: 16 Garfield Street, North Fond du Lac, WI 54937-1399 • 920/929-3765 FAX 920/929-3964

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# LETTER OF RECOMMENDATION

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## Village of Randolph

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Incorporated February 25, 1870  
248 W. Stroud Street, Randolph, WI 53956-1272  
920-326-4600 FAX 920-326-4603  
E-mail: [randolphvill@centurytel.net](mailto:randolphvill@centurytel.net)

Ellen L. Jung, Clerk-Treasurer  
Leann Rahn, Deputy Clerk-Treasurer  
[www.randolphwis.com](http://www.randolphwis.com)

June 20, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedburg, Wisconsin 53959

Dear Mr. Compton and Mr. Crosetto,

The Village of Randolph received our first CDBG Housing Program Grant in 1999 and it was decided then to hire MSA Professional Services to administer the program. Kari started working for MSA in 2000 and began assisting with the program at that time. In 2006 she took over full administration of the program. Kari has been a true pleasure to work with all these years.

There is a lot of paperwork, deadlines and rules when dealing with CDGB Housing Grant money and it would be very daunting for myself to deal with. But with Kari administering the program, everything runs very smoothly. Karl and her team specialize in this area, keep up with all the changes to the programs and always keep us informed as to what is going on. No way would I have the time or expertise to keep up with all the changes that take place with these programs so are very thankful and confident in Kari's abilities.

The nice thing is that MSA Professional Services completes the entire process without sub consultants. Kari and her team complete the inspections and provide detailed, comprehensive write ups for the homeowners and contractors.

Things I really appreciate about Kari are not only her knowledge of the programs but her friendliness and ease to work with. She's very easy to talk to, makes things easy to understand and just is a pleasure to work with. I have had no complaints from any village residents that have worked with her on their projects. She has a true concern for the residents that she works with that their housing project turns out as they had planned.

I am happy to have the opportunity to recommend Kari Justmann. We have received another CDBG Housing Program Grant and Kari is also administering that one for us. It's so nice not having to worry about the program and if it is being run the way it should, because I know it is.

Sincerely,

  
Ellen L. Jung  
Village Clerk-Treasurer

# LETTER OF RECOMMENDATION

## CITY OF WISCONSIN DELLS

NANCY R. HOLZEM  
CITY CLERK / ADMINISTRATIVE COORDINATOR

300 LaCrosse Street  
Wisconsin Dells, WI 53965

June 14, 2017

Stephen Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53965

RE: CDBG-RLF Housing Program

I have work with Sue Koehn since 2003 when the City of Wisconsin Dells first contracted with MSA to administer our CDBG-RLF Housing Program.

Sue does an excellent job administering this program for the city. From assisting those who contact her for information, doing inspections, to finalizing the application process, Sue is very professional. When presenting information before our Community Development Authority, she presents all the needed information in a professional manner.

Sue is very knowledgeable about this program and is very easy to work with. I would highly recommend her services. Please feel free to contact me at (608) 254-2012 x405 if you have any questions or need any additional information.

Sincerely,



Nancy R. Holzem  
City Clerk  
Administrative Coordinator

# LETTER OF RECOMMENDATION

**City of Elroy**  
*"Where the Trails Meet"*

1717 Omaha Street  
Elroy, WI 53929  
608-462-2400  
(fax) 608-462-2404  
www.elroywi.com

June 13, 2017

Stephen Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
City of Reedsburg  
132 Locust Street  
Reedsburg WI 53959

RE: Recommendation – MSA to Administer City of Reedsburg housing program

Dear Mr. Compton and Mr. Crosetto,

The City of Elroy has worked with Sue Koehn since 2003 when the City contracted with MSA Professional Services to administer our CDBG-RLF program.

Ms. Koehn does an excellent job administering the program for the city. From assisting those who contact her for information, to finalizing the application process, Ms. Koehn is very professional. Ms. Koehn completes all the inspections and provides detailed, comprehensive write-ups for the homeowners and contractors. In addition, MSA completes the entire process without sub-consultants.

Ms. Koehn is very knowledgeable about this program and is very easy to work with. She presents all the information before our CDBG Housing Committee, including the inspection report, in a very professional manner. I would highly recommend her services.

Thank you for your consideration of this recommendation. If you have any questions, please do not hesitate to contact me at 608-462-2400.

Sincerely,



Mark Steward, AICP  
City Administrator

# LETTER OF RECOMMENDATION

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## CITY OF NEW LISBON

*Incorporated by Act of The Wisconsin Legislature, April 9, 1889*  
232 WEST PLEASANT STREET, NEW LISBON, WISCONSIN  
Mailing Address: POST OFFICE BOX 218, NEW LISBON, WISCONSIN 53950

CITY CLERK  
(608) 562-5213

ELECTRIC, WATER & SEWER DEPTS.  
(608) 562-3103

June 13, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
City of Reedsburg  
132 Locust Street  
Reedsburg, WI 53959

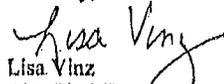
Dear Mr. Compton and Mr. Crosetto,

My name is Lisa Vinz and I am the Clerk/Treasurer for the City of New Lisbon. The City has had an administrative service contract with MSA Professional Services since June of 2010 and I work directly with Sue Koehn. I have always found Sue to be very professional and very knowledgeable to the Revolving Loan program.

From start to finish Sue provides guidance and insight and completes the entire process without sub-consultants. Sue and the MSA team hold this process to a high standard and are very detailed. Inspections are completed by Sue and her staff and provide detailed and comprehensive write ups for the homeowners and contractors.

I have been very pleased with the results and the professional level of service offered by Sue and MSA. I recommend them to you without reservation. Please call me or email me if you have any questions regarding my transactions with them. My number is 608-562-5213.

Sincerely,

  
Lisa Vinz  
City Clerk/Treasurer  
City of New Lisbon

---

# LETTER OF RECOMMENDATION

Date 6-12-2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53959

Dear Mr. Compton and Mr. Crosetto,

I have worked with MSA Professional Services (MSA), for approximately 10 yrs. on numerous housing programs in the southern and central parts of Wisconsin. MSA is both knowledgeable and friendly. Some projects are more involved than others but I can always count on the MSA staff to answer all my questions in a prompt and professional manner.

MSA does the inspection of the property and then prepares a list of work to be completed on the work review form. I am provided with the work review form that contains the specs for each item. The form also has any lead paint and asbestos requirements so I know what certifications need to be submitted for the project. The work review form is easy to follow and the homeowner is clearly made aware of what work is being done through the program.

I typically work with Kari, Susan, or Sue and I am constantly amazed by their thorough and accurate work reviews. All are very knowledgeable and very easy to work with. They seem to expedite all project related paper work in a timely fashion.

I would be happy to recommend MSA as administrator for the housing consortium funds. Please contact me if you have any questions.

Sincerely,

Tom Dehnert  
Dehnert and Company Contractors L.L.C.

# LETTER OF RECOMMENDATION

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**Michael J. Maertz & Steven H. Haase**  
W9050 County Rd S, Beaver Dam, WI 53916  
Phone: 920-885-5910 Fax: 920-885-2000

Email: [stevehhaase@gmail.com](mailto:stevehhaase@gmail.com)  
Website: [www.BestDamBuilders.com](http://www.BestDamBuilders.com)

June 20, 2017

Stephen P. Compton, City Administrator  
Jacob Crosetto, City Clerk/Treasurer  
132 Locust Street  
Reedsburg, WI 53959

Dear Mr. Compton and Mr. Crosetto,

I have had the pleasure of working with MSA, specifically Kari Justmann and Susan Koehn for about 10 years. We do general contracting work, specializing in residential remodeling in the Dodge County area. Often, we bid projects and are awarded contracts by MSA to provide upgrades to peoples homes. Over these 10 years we have always received high quality services from the MSA firm.

One of the reasons I look for and enjoy receiving the "Congratulations, you have been selected to bid....." letters from MSA is because of the consistent instructions they provide for each job. The personnel at MSA have obviously been well trained in construction techniques as evidenced by the precise instructions contained in the job specifications. Due to the clarity of the instructions, most clients are well versed in the job details and know what to expect from the contractors.

I am specifically pleased that our companies training for the Lead Renovator program is consistent with MSA's and is very thorough. We recently completed a large project in Horicon, WI and MSA's leadership, from the initial assessment, to the pre-testing, to the progress inspections, and ending with the final inspections and clearance testing, is consistent and clear. Thus, we are highly satisfied with MSA's guidance and professionalism.

We pride ourselves in providing the best of remodeling services to the customer. Understandably, this service can not be provided unless the administrative portion of the project is also performed with professionalism and customer respect. It is to this end that MSA's qualifications stand out and make them a clear choice for providing the administrative and inspection services required for the program. Please feel free to contact me if there is any additional information needed or clarification required.

Sincerely,  
Steven H. Haase  
Partner  
Maertz and Haase Construction Co.  
Beaver Dam, WI 53916

Page 1 of 1

# CLIENT CONTACT INFORMATION

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## CLIENT CONTACT INFORMATION

Village of Randolph

Ellen Jung  
Village Clerk/Treasurer  
(920) 326-4600

Village of  
North Fond du Lac

Kris Ruch  
Deputy Treasurer  
(920) 929-3765

City of Ripon

Lori Rich  
City Administrator  
(920) 748-4914

Maertz & Haase  
Construction, LLC

Steven Haase  
(920) 885-5910

City of Wisconsin Dells

Nancy Holzem  
City Clerk/Admin. Coordinator  
(608) 254-2012 Ext. 405

City of New Lisbon

Lisa Vinz  
Clerk/Treasurer  
(608) 562-5213 Ext. 2

City of Elroy

Mark Steward  
City Administrator  
(608) 462-2400

Dehnert & Co.  
Contractors, LLC

Tom Dehnert  
(920) 988-4581



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-C

To: City Council  
By: Brian Duvalle, Planning/Building  
Through: Stephen P. Compton, City Administrator *SPC*  
Date of Meeting: 2<sup>nd</sup> Reading and Public Hearing Aug. 14, 2017 (Introduction, set Hearing July 10, 2017)

**Subject: Abandon alley for future Walnut Street Flats Project – Resolution 4293-17**

**BACKGROUND AND REQUEST**

October 2017 is the anticipated closing date by the new buyer/developer of Walnut Street Flats. This apartment complex was approved for 25 units on two parcels in 2015. In 2016, the project was amended and enlarged to 33 units over three existing parcels. However, there is a public alley located between the second and third parcels that will need to be abandoned before development. In 2017 the project was awarded WHEDA Housing Tax Credits.

**ANALYSIS**

The alley is used basically as a driveway to the rental properties on either side. Both rental properties are owned by the same person. The alley is accessed from S Walnut Street and dead ends at the Police Department property. With the proposed demo of the rental units, the alley would no longer be needed.

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

Staff recommend moving forward as the Walnut Street Flats project has received Tax Credit Funding.

Action: 2<sup>nd</sup> Reading and hold public hearing on August 14, 2017.

**Attachments**

- Petition
- Site Map
- Resolution 4293-17
- Legal Documents

**Calendar of Actions:**

| Action:                                                        | Dates                                  |
|----------------------------------------------------------------|----------------------------------------|
| Introduction, Petition Signed (2 Parties), set Public Hearing: | July 10, 2017                          |
| Public Hearing – Noticed/Publications                          | July 20, 27 <sup>th</sup> and August 3 |
| Planning Commission                                            | August 8, 2017                         |
| Council Public Hearing:                                        | August 14, 2017                        |

City of Reedsburg  
Public Alley, Block 22, Original Plat Discontinuance of Public Way

File No. \_\_\_\_\_

The Common Council of the City of Reedsburg, by this resolution, adopted by a majority vote of the Common Council on a roll call vote, with a quorum present and voting, and proper notice having been given, resolves and declares as follows:

The public way described below is vacated and discontinued pursuant to Wis. Stat. § 66.1003(4). It is in the public interest that the public way described below is vacated and discontinued because the adjoining property owners have consented to this process to facilitate the construction of a housing project.

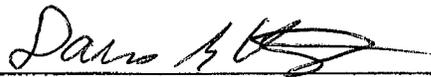
The public way to be discontinued is the public alley in Block 22, Original Plat, City of Reedsburg which lies east of South Walnut Street.

A vacation sketch is attached as Exhibit A.

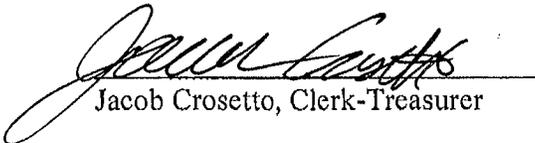
This discontinuance of a public way is in the public interest, will not result in landlocked property, and no owner of property abutting the discontinued way will be damaged by the discontinuance. The discontinued public way will be vacated and the land awarded to owners of the real estate abutting the discontinued way.

The City Clerk shall properly post or publish this resolution as required by state statutes.

Adopted this 14<sup>th</sup> day of August, 2017.



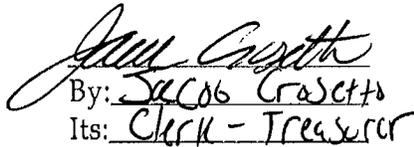
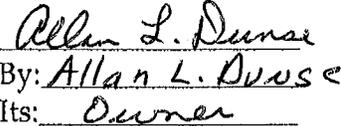
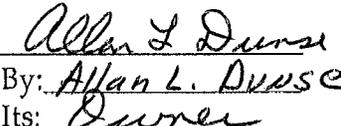
David G. Estes, Mayor



Jacob Crosetto, Clerk-Treasurer

Petition for Discontinuance of Public Way  
(Public Alley, Block 22, Original Plat)

Pursuant to Wis. Stat. sec. 66.1003(2) the undersigned entities hereby petition the Common Council of the City of Reedsburg to discontinue the public alley in Block 22, Original Plat, City of Reedsburg depicted in Exhibit A attached. This discontinuance of a public way is in the public interest, will not result in landlocked property, and no owner of property abutting the discontinued way will be damaged by the discontinuance. The discontinued public way will be vacated and the land awarded to owners of the real estate. The undersigned are the owners of all of the property served by the alley area to be vacated.

| <u>Name of Owner</u>     | <u>Authorized<br/>Signature</u>                                                                                                                   | <u>Tax Parcel #</u> |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| City of Reedsburg        | <br>By: <u>Jacob Grossetto</u><br>Its: <u>Clerk - Treasurer</u> | 1013-00000          |
| Dunse West Rentals, LLC  | <br>By: <u>Allan L. Dunse</u><br>Its: <u>Owner</u>             | 1016-00000          |
| Dunse North Rentals, LLC | <br>By: <u>Allan L. Dunse</u><br>Its: <u>Owner</u>             | 1017-00000          |

Document Number

**City of Reedsburg Common  
Council Resolution and Notice**

The Common Council, City of Reedsburg, Sauk County, Wisconsin, by this resolution, adopted July 10, 2017 by a majority of the Common Council on a roll call vote and a quorum present and voting and proper notice having been given, resolves and orders as follows:

1. A Petition for the Discontinuance of a portion of a public alley located in Block 22, Original Plat, City of Reedsburg has been filed and further proceedings will be conducted as follows:

- A. The Petition will be considered by the City Plan Commission on August 8, 2017.

- B. A public hearing and action on the Petition will take place August 14, 2017.

- C. The City Clerk shall publish the following Notice of Hearing as a Class 3 Notice under Wis. Stat. Chap. 985:

**NOTICE OF HEARING - DISCONTINUANCE OF PUBLIC WAY**

A public hearing will be held by the Common Council of the City of Reedsburg on August 14, 2017 to consider a proposed action to discontinue a portion of public alley located in Block 22, Original Plat, City of Reedsburg. All persons wishing to be heard on the proposed discontinuance are invited to attend. The meeting will begin at 7:00 p.m. at Reedsburg City Hall, 134 South Locust Street, Reedsburg, Wisconsin.

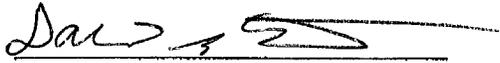
Recording Area

Name and Return Address  
Joseph J. Hasler  
Assistant City Attorney  
LaRowe Gerlach Taggart LLP  
P.O. Box 231  
Reedsburg, WI 53959

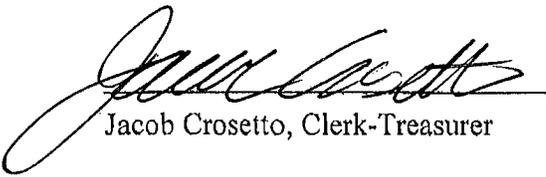
Part of 276-1013-00000  
Part of 276-1016-00000  
Part of 276-1017-00000  
Tax Parcel Identification Number(s)

The legal description and drawing of the proposed discontinuance is attached as Exhibit A.

Dated this 11<sup>th</sup> day of July, 2017



David G. Estes, Mayor

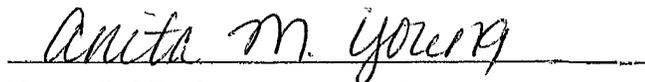


Jacob Crosetto, Clerk-Treasurer

#### ACKNOWLEDGMENT

STATE OF WISCONSIN    )  
COUNTY OF SAUK        )

This instrument was acknowledged before me on July 11, 2017,  
by David G. Estes, Mayor, and Jacob Crosetto, Clerk-Treasurer, City of Reedsburg.



Notary Public, State of Wisconsin

My commission expires: 11-03-17

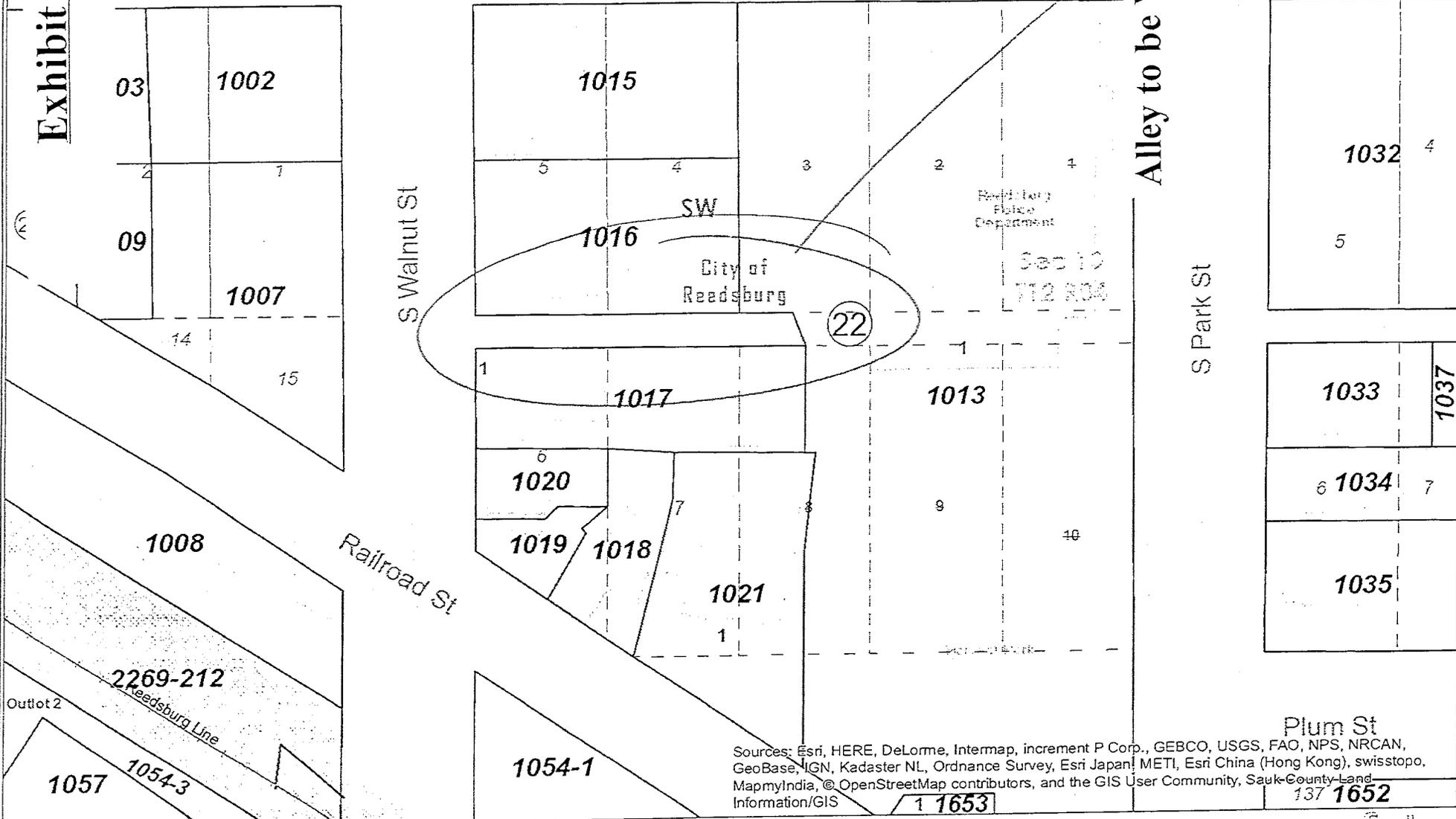
This document was drafted by  
Joseph J. Hasler  
LaROWE GERLACH TAGGART LLP  
Post Office Box 231  
Reedsburg, Wisconsin 53959  
608-524-8231

# Sauk County Land Information/GIS Web Map



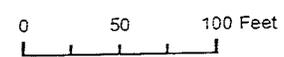
0999 1000 11 0978 12 0980 0981 13 14 15 0982 0961 5 6

**Exhibit A**



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, Sauk County Land Information/GIS

|                          |                      |                      |                           |                 |                     |
|--------------------------|----------------------|----------------------|---------------------------|-----------------|---------------------|
| Tax Parcels              | PLSS Section Line    | Road ROW             | Easements                 | Survey Boundary | Plat of Survey      |
| Tax Parcels - Ortho View | PLSS 1/4 Section     | Railroad ROW         | Prescriptive Right Of Way | CSM             | Assessor Plat       |
| Lots                     | PLSS 1/4 1/4 Section | Municipal Boundaries | Private Ingress-Egress    | Subdivision     | Cemetery Plat       |
| Meander Line             | PLSS Fractional Lots | Building Footprints  | Conservation              | Condominium     | Transportation Plat |
|                          |                      |                      | Easement                  | Lease           |                     |
|                          |                      |                      | Utility                   | Other           |                     |
|                          |                      |                      | Flood                     | Unknown         |                     |





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:** Brian Duvalle, Planning and Building  
**Thru:** Stephen P. Compton, City Administrator *SPC*  
**Date of Meeting:** August 14, 2017

**Subject:** Blakeslee CSM, Resolution 4298-17

**BACKGROUND AND REQUEST**

**APPLICANT:** Blakeslee Land Surveying  
**LOCATION:** E6086 Friske Rd; parcel #030-0104  
**ZONING:** Ag  
**PROPOSED LAND USE CHANGE:** Certified Survey Map (CSM)  
**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider CSM to divide a parcel into two smaller parcels.

**ANALYSIS**

This CSM would divide off two new parcels with County V access. The existing house faces Friske Rd.

**STAFF RECOMMENDATION**

The RADC and Plan Commission recommend approval.

**FINANCIAL IMPACT**

N/A

**ATTACHMENTS**

Resolution 4298-17  
Application, CSM

RESOLUTION  
(Proposed Blakeslee CSM – Town of Reedsburg; Parcel #030-0104)

File No. 4298-17

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 14<sup>th</sup> day of August, 2017, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 14<sup>th</sup> day of August, 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

**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) Steven and LuAnn Blakeslee Trust

**LOCATION:** E 6th Friska Rd  
Hwy 'V' No fire number **PARCEL #:** 030-0104-00000

**LAND USE CHANGE REQUESTED**

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

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

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

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

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

**Zone Change (Rezoning) - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Certified Survey Map (C.S.M.):** 2 Lot CSM

**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 J. Blakeslee 6/22/17

**Applicant Signature / Date**

LuAnn Blakeslee 6-22-2017

**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**

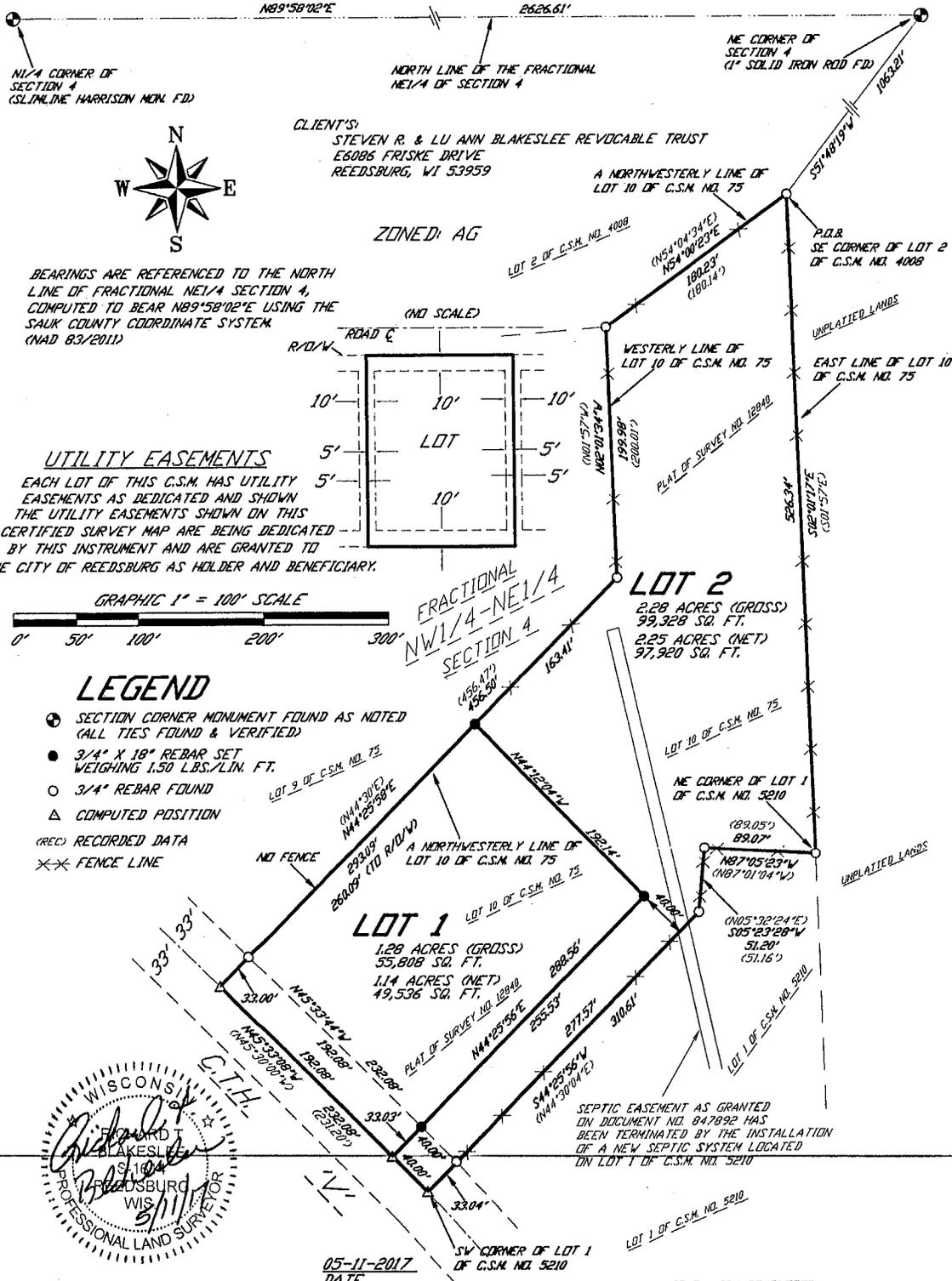
C:\Users\kwitt.CITYHALL\Desktop\Land Use Appl.doc

|                                        |          |
|----------------------------------------|----------|
| Conditional Use \$153                  | _____    |
| Cond. Use-Agriculture \$400            | _____    |
| Variance \$112                         | _____    |
| Zone Change \$200                      | _____    |
| C.S.M. \$171                           | <u>X</u> |
| 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 #                              | _____    |

*pdw*  
*6/22/17*

**SAUK COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

A PARCEL OF LAND BEING DESCRIBED AS PART OF LOT 10 OF SAUK COUNTY CERTIFIED SURVEY MAP NUMBER 75,  
 LOCATED IN THE FRACTIONAL NW1/4-NE1/4 OF SECTION 4, T12N, R4E, TOWN OF REEDSBURG, SAUK COUNTY, WISCONSIN.



**SURVEYOR'S CERTIFICATE**

I, Richard T. Blakeslee, Professional Land Surveyor, hereby certify that I have surveyed, divided, dedicated and mapped a parcel of land being described as part of Lot 10 of Sauk County Certified Survey Map Number 75; located in the fractional NW1/4-NE1/4 of Section 4, T12N, R4E, Town of Reedsburg, Sauk County, Wisconsin; being more fully described as follows:

Commencing at the Northeast corner of Section 4; thence S51°48'19"W, 1063.21 feet to the Southeast corner of Lot 2 of Sauk County Certified Survey Map Number 4008, said point being the point of beginning; thence S02°01'17"E, 526.34 feet along the Easterly line of Lot 10 of Sauk County Certified Survey Map Number 75 to the Northeast corner of Lot 1 of Sauk County Certified Survey Map Number 5210; thence N87°05'23"W, 89.07 feet along the Northerly line of the aforesaid Lot 1; thence S05°23'28"W, 51.20 feet along the Westerly line of the aforesaid Lot 1; thence S44°25'56"W, 310.61 feet along the Northwesterly line of the aforesaid Lot 1 to the Southwest corner thereof, said point being located on the centerline of County Trunk Highway 'V'; thence N45°33'08"W, 232.08 feet along said centerline; thence N44°25'58"E, 456.50 feet along a Northwesterly line of Lot 10 of Sauk County Certified Survey Map Number 75; thence N02°01'34"W, 199.98 feet along a Westerly line of the aforesaid Lot 10; thence N54°00'23"E, 180.23 feet along the Southeasterly line of Lot 2 of Sauk County Certified Survey Map Number 4008 to the point of beginning.

Said parcel contains 3.55 acres, more or less, and is subject to the utility easements dedicated to the City of Reedsburg as shown on this survey, the rights-of-way of County Trunk Highway 'V' and all existing utility easements of record.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, the City of Reedsburg, The Township of Reedsburg and the Sauk County Land Division and 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 performed such Certified Survey under the direction of the Steven R. & Lu Ann Blakeslee Revocable Trust, E6086 Friske Drive, Reedsburg, WI, 53959, owner of said lands.

05-11-2017  
Date

Richard T. Blakeslee  
Professional Land Surveyor S-1614



**Soil Certificate**

Lot 1 has had a soil's evaluation done, a copy of which is on file at the office of Sauk County Conservation Planning and Zoning. Lot 2 has not had a soil's evaluation done, no construction for human habitation will be allowed on Lot 2 until an approved sanitary septic site has been approved by Sauk County Conservation Planning and Zoning.

**Reedsburg Town Board Approval**

Resolved, that this Certified Survey in the Town of Reedsburg, be and is hereby approved. I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Reedsburg Town Board and made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Town Board Chairman

**Sauk County Planning Agency Approval**

Resolved, that this Certified Survey in the Town of Reedsburg, be and is hereby approved in compliance with Chapter 236 of the Wisconsin Statutes, and the zoning requirements of the Sauk County Planning Agency Land Division and Subdivision Regulations.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Sauk County Planning Agency and made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

**COMMON COUNCIL RESOLUTION**

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

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

Approved \_\_\_\_\_

**OWNERS CERTIFICATE OF DEDICATION**

Steven R. & Lu Ann Blakeslee as trustees of the Steven R. & Lu Ann Blakeslee Revocable Trust, do hereby certify that he has caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this map. Steven R. & Lu Ann Blakeslee as trustees of the Steven R. & Lu Ann Blakeslee Revocable Trust do 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, The Town of Reedsburg and Sauk County Conservation Planning and Zoning.

\_\_\_\_\_  
Steven R. Blakeslee as trustee

\_\_\_\_\_  
Lu Ann Blakeslee as trustee

State of Wisconsin:  
Sauk County:

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, Steven R. & Lu Ann Blakeslee as trustees of the Steven R. & Lu Ann Blakeslee Revocable Trust, 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 \_\_\_\_\_.

05-11-2017  
Date



Richard T. Blakeslee  
Registered Land Surveyor S-1614



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-B

To: Mayor and City Council  
Prepared By: Brian Duvall, Planning and Building  
Thru: Stephan P. Compton, City Administrator *SPC*  
Date of Meeting: August 14, 2017

**Subject:** Economic Development Agreement - GRAEF

### BACKGROUND AND REQUEST

We are proposing to hire GRAEF as an economic and planning consultant to study the south and east gateways to the City as well provide additional economic development services to assist Reedsburg.

### ANALYSIS

While the City does have and an overall comprehensive plan, more detailed studies/plans are needed for specific areas to support development. A priority for these specific studies includes the south and east gateways (S Albert Ave & E. Main St) into Reedsburg. The scope of the project would include:

1. Define economic relationship between the two gateways (market demand, developable sites, etc)
2. Assess the current development potential and existing site conditions (environmental, zoning, financial potential, etc)
3. Engage with business owners, real estate community, Plan Commission
4. Craft potential development concepts (opportunity areas, site plan concepts, etc)

GRAEF was selected following an RFP process this past spring. Administrator Compton and Planner Duvall met their team in June to discuss to the project and City's expectations and to tour the focus areas.

### FINANCIAL IMPACT

\$17,650: Cost will be paid from the Tax Increment Funds. Allocate across TIFS: Fund 66, 68 and 69.

### STAFF RECOMMENDATION

CDA and Plan Commission both recommend approval. The City Attorney's Office has reviewed the agreement for form and content.

Action: Authorize the City Administrator to sign the agreement for Economic Development Services.

Attachment:  
Economic Development Services Proposal; GRAEF Agreement



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June 28, 2017

Stephen Compton, City Administrator  
Brian Duvall, Planner/Building Inspector  
City of Reedsburg  
134 S. Locust Street  
Reedsburg, WI 53959

SUBJECT: Ongoing Planning and Economic Development Services for the City of Reedsburg

Dear Stephen and Brian:

Per your request, Graef-USA (GRAEF) is pleased to provide this proposal for services to the City of Reedsburg (Client). An executed copy of this proposal will become our Agreement.

This proposal is for professional services to the City of Reedsburg (Project). This proposal is subject to GRAEF's Standard Terms and Conditions, a copy of which is attached and incorporated by reference. For each project commissioned within this agreement, the City shall request of GRAEF and authorize a scope and fee for each specific project. For the Project, GRAEF proposes to provide the following Basic Services:

- Report to the City Administrator and City Planner / Building Inspector
- Understand and Interpret the City's Comprehensive Plan and Ordinances
- Work with Staff to Prepare Reports on Market Data and Demographics
- Attend Meetings and Conduct Presentations
- Assist with TIF and Economic Development Decisions
- Prepare Urban Design Concepts and Drawings for Sites in the City
- Prepare Property Test Fits for Evaluation of Development Potential
- Prepare Marketing Materials for Sites in the City
- Identify and Apply for Grants and Other Non-City Funding Sources
- Obtain Developer Feedback and Insights
- Represent Reedsburg in the Marketplace

For this Project, it is our understanding Client will provide the following services, items and/or information:

- Coordinate with the Plan Commission, CDA, and Council on specific project proposals
- Provide to GRAEF the specific planning or development goals and objectives for each proposed project within this agreement
- Carry out the approvals for the scope, schedule, and fee for each specific project prior to authorizing work

For all Basic Services, Client agrees to compensate GRAEF on a time and materials basis per the attached hourly rates, plus reimbursable expenses, which may be updated annually by GRAEF. Reimbursable expenses include express mail and delivery charges, existing mapping purchase costs, plan reproduction and mileage.



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To accept this proposal, please sign and date this agreement and return a copy to us. Graef-USA Inc. looks forward to providing services to the City of Reedsburg.

Sincerely,

Graef-USA Inc.

Accepted by: City of Reedsburg

Stephanie R.A. Hacker, AICP, LEED AP  
Senior Planner | Associate

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Title)

Date \_\_\_\_\_



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS

These Standard Terms and Conditions are material terms of the Professional Services Agreement proposed on June 28, 2017 (Agreement) by and between Graef-USA Inc. (GRAEF) and City of Reedsburg (Client):

**Standard of Care:** GRAEF shall exercise ordinary professional care in performing all services under this Agreement, without warranty or guarantee, expressed or implied.

**Client Responsibilities:** Client shall at all times procure and maintain financing adequate to timely pay for all costs of the PROJECT as incurred; shall timely furnish and provide those services, items and/or information defined in Agreement, as amended, and shall reasonably communicate with and reasonably cooperate with GRAEF in its performance of this Agreement. GRAEF shall be entitled to rely on the accuracy and completeness of any services, items and/or information furnished by Client. These terms are of the essence. Client shall indemnify, defend and hold GRAEF, its present or former officers, employees and subconsultant(s), fully harmless from any liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with errors, omissions or deficiencies in the services, items and/or information Client is obliged to furnish in respect of this Agreement.

**Limitation of Liability:** Client and GRAEF agree that GRAEF's liability for any direct, indirect, incidental or consequential economic losses or damages arising under or in connection with this agreement (including any attorney's fees or claims expenses) shall be limited to the sum of one hundred thousand dollars (\$100,000.00).

**Additional Services:** Client may request or it may become necessary for GRAEF or its subconsultant(s) to perform Additional Services in respect of this Agreement. Client shall pay for such Additional Services above and beyond charges for Basic Services set forth in this Agreement. GRAEF will notify Client in advance of GRAEF's intention to render Additional Services. Client's failure to instruct GRAEF not to perform the proposed Additional Service shall constitute Client's acceptance of such Additional Service and agreement to pay for such Additional Service in accordance with the Invoicing & Payment terms of this Agreement.

**Collection Costs:** Client shall pay all collection costs GRAEF incurs in order to collect amounts due from Client under this Agreement. Collection costs shall include, without limitation, reasonable attorney's fees and expenses, collection agency fees and expenses, court fees, collection bonds and reasonable GRAEF staff costs at standard billing rates for GRAEF's time spent in efforts to collect. Client's obligation to pay GRAEF's collection costs shall survive the term of this Agreement or the earlier termination by either party.

**Invoicing & Payment:** GRAEF may issue invoices for services rendered and expenses incurred at such times and with such frequency as GRAEF deems necessary or appropriate in GRAEF's discretion. All invoices are due and payable upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date. **Prompt and full payment of all periodic invoices or other billings issued by GRAEF pursuant to this Agreement is of the essence of this Agreement.** In the event that Client fails to promptly and fully pay any invoice as and when due, then, and in addition to any other remedies allowed by law, GRAEF, may, in its sole discretion, suspend performance of all services under this Agreement upon seven (7) calendar days' written notice to Client, and immediately invoice Client for all unbilled work-in-progress rendered and other expenses incurred. Upon GRAEF's receipt of full payment, in good funds and without offset, of all sums invoiced in connection with any such declaration of suspension, GRAEF shall resume services, **provided that** the time schedule and compensation under this Agreement shall be equitably adjusted in a manner acceptable to GRAEF to compensate GRAEF for the period of suspension plus any other reasonable and necessary time and expenses GRAEF suffers or incurs to resume services. No failure by GRAEF to exercise its right to suspend work and accelerate sums due shall in any way waive or abridge Client's obligations to GRAEF or GRAEF's rights to later suspend work and accelerate terms. Client agrees GRAEF shall incur no liability whatsoever to Client, or to any other person, for any loss, cost or expense arising from any such suspension by GRAEF, either directly or indirectly. In addition, simple interest shall accrue at the lower of 1.5% per month (18% per annum), or the maximum interest rate allowable by law, on any invoiced amounts remaining unpaid for more than 60 days from the date of the invoice. Payments made shall be allocated as follows: (1) first to unpaid collection costs; (2) second to unpaid accrued interest; and (3) last to unpaid principal of the oldest invoice.

**Latent Conditions:** Client acknowledges that subsurface or latent physical conditions at the site that differ materially from those indicated in the project documents, or unknown or unusual conditions that materially differ from those ordinarily encountered may exist. If such latent conditions require a change in the design or the construction phase services, GRAEF shall be entitled to a reasonable extension of time to evaluate such change(s) and their impact on the project and to prepare such additional design documents as may be necessary to address or respond to such latent conditions. Client shall pay GRAEF for all services rendered and reimbursable expenses incurred by GRAEF and its subconsultant(s), if any, to address, respond to or repair such latent conditions. Such services by GRAEF or its subconsultant(s) shall constitute Additional Services.



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS (continued)

**Insurance:** GRAEF shall procure and maintain liability insurance policies, including professional liability, commercial general liability, automobile liability, and workers' compensation insurance for the duration of this Agreement and shall, upon request, produce certificates evidencing the maintenance of such coverages. Should Client desire additional insurance, GRAEF shall endeavor reasonably to procure and maintain such additional insurance, but Client shall reimburse GRAEF for any additional premiums or other related costs that GRAEF incurs.

**Instruments of Service:** All original documents prepared for Client by GRAEF or GRAEF's independent professional associate(s) and subconsultant(s) pursuant to this Agreement (including calculations, computer files, drawings, specifications, or reports) are Instruments of Professional Service in respect of this Agreement. GRAEF shall retain an ownership and property interest therein whether or not the services that are the subject of this Agreement are completed. Unless otherwise confirmed by written Addenda to this Agreement, signed by duly authorized representatives of both Client and GRAEF, no Instrument of Professional Service in respect of this Agreement constitutes, or is intended to document or depict any "as-built" conditions of the completed Work. Client may make and retain copies for information and reference in connection with the use and occupancy of the completed project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the project, or otherwise. Any reuse without GRAEF's written consent shall be at Client's sole risk and responsibility, and without any liability to GRAEF, or to GRAEF's independent professional associate(s) and subconsultant(s). Further, Client shall indemnify, defend and hold GRAEF and GRAEF's independent professional associate(s) and subconsultant(s), fully harmless from all liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with such unauthorized reuse.

**Contractor Submittals:** The scope of any review or other action taken by GRAEF or its subconsultant(s) in respect of any contractor submittal, such as shop drawings, shall be for the limited purpose of determining if the submission generally conforms with the overall intent of the design of the work that is the subject of this Agreement, but not for purposes of determining accuracy, completeness or other details such as dimensioning or quantities, or for substantiating instructions or performance of equipment or systems. GRAEF shall not be liable or responsible for any error, omission, defect or deficiency in any contractor submittal.

**Pricing Estimates:** Neither GRAEF nor Client has any control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, GRAEF cannot and does not warrant or represent that bids or negotiated prices will not vary from any projected or established budgetary constraints.

**Construction Observation:** Unless expressly stated in this Agreement, GRAEF shall have no responsibility for Construction Observation. If Construction Observation services are performed, GRAEF's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction, and to determine if the construction is being performed in general accordance with the plans and specifications. GRAEF shall have no obligation to "inspect" the work of any contractor or subcontractor and shall have no control or right of control over and shall not be responsible for any construction means, methods, techniques, sequences, equipment or procedures (including, but not limited to, any erection procedures, temporary bracing or temporary conditions), or for safety precautions and programs in connection with the construction. Also, GRAEF shall have no obligation for any defects or deficiencies or other acts or omissions of any contractor(s) or subcontractor(s) or material supplier(s), or for the failure of any of them to carry out the construction in accordance with the contract documents, including the plans and specifications. GRAEF is not authorized to stop the construction or to take any other action relating to jobsite safety, which are solely the contractor's rights and responsibilities.

**Dispute Resolution:** GRAEF and Client shall endeavor to resolve all disputes first through direct negotiations between the parties' informed and authorized representatives, then through mediation. If mediation fails to fully resolve all disputes within 120 calendar days of the first written request for mediation, either party may pursue any remedy it deems appropriate to the circumstances.

**No Assignment:** This Agreement is not subject to assignment, transfer or hypothecation without the written consent of both parties expressly acknowledging such assignment, transfer or hypothecation.

**Governing Law:** This Agreement, as amended, and any disputes or controversies arising in connection with this Agreement shall be governed and resolved by the laws of the State of Wisconsin, without regard to said state's choice of law rules.

**Severance of Clauses:** In the event that any term, provision or condition of this Agreement is void or otherwise unenforceable under the law governing this Agreement, then such terms shall be stricken and the balance of this Agreement shall be interpreted and enforced as if such stricken terms never existed.

**Integrated Agreement:** The parties' final and entire agreement is expressed in the attached proposal letter and these Standard Terms and Conditions. All prior oral agreements or discussions, proposals and/or negotiations between the parties are merged into and superceded by this Agreement. No term of the parties' Agreement may be orally modified, amended or superceded.



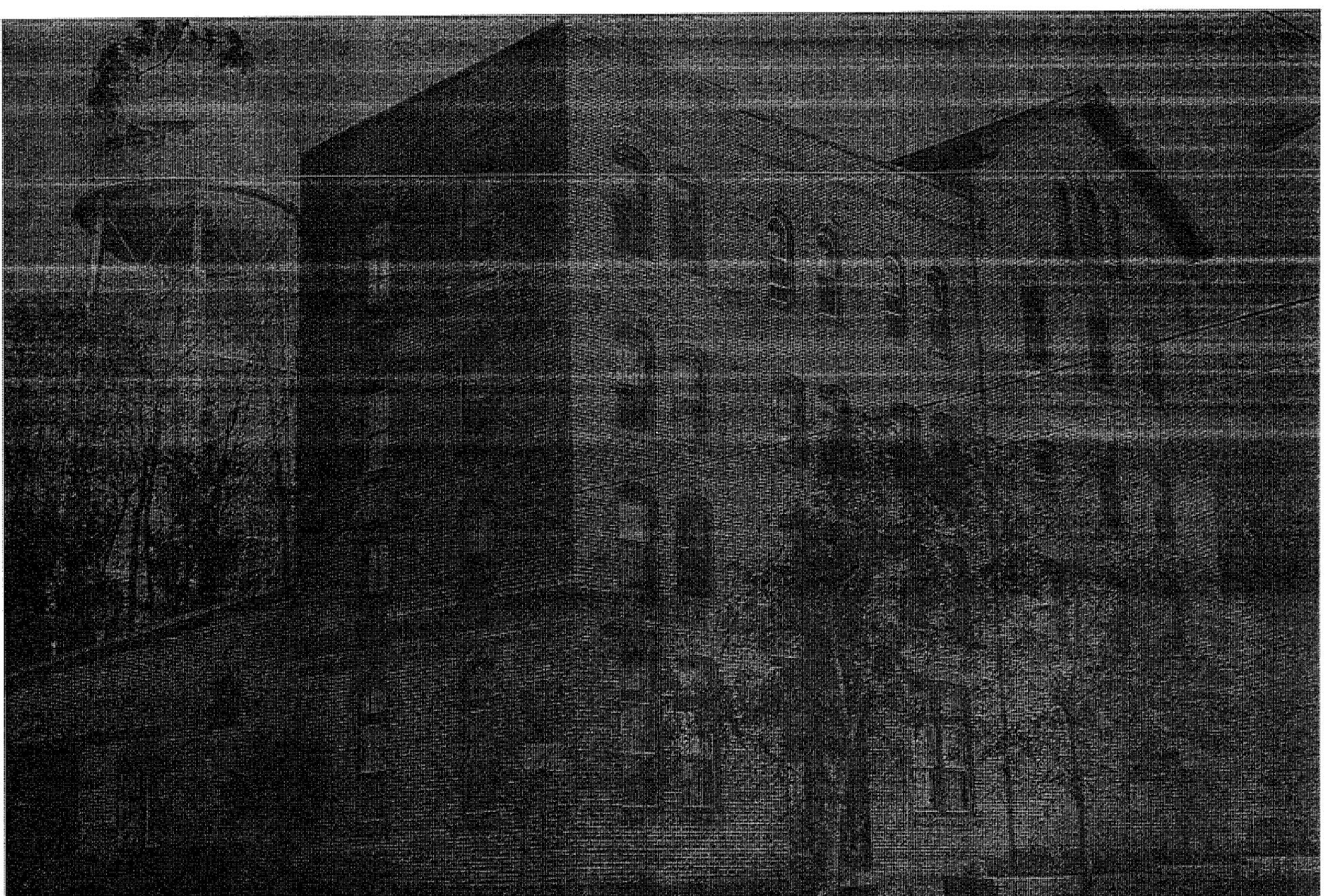
One Honey Creek Corporate Center  
 125 South 84<sup>th</sup> Street, Suite 401  
 Milwaukee, WI 53214-1470  
 414 / 259 1500  
 414 / 259 0037 fax  
[www.graef-usa.com](http://www.graef-usa.com)

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## PROFESSIONAL SERVICES 2016 FEE SCHEDULE

| CLASSIFICATION                   | RATE      |
|----------------------------------|-----------|
| Group Manager (P8)               | \$ 168.00 |
| Senior Professional (P7)         | \$ 158.00 |
| Professional (P6)                | \$ 149.00 |
| Professional (P5)                | \$ 139.00 |
| Professional (P4)                | \$ 128.00 |
| Professional (P3)                | \$ 117.00 |
| Professional (P2)                | \$ 104.00 |
| Professional (P1)                | \$ 92.00  |
| <b>TECHNICIAN/INSPECTOR</b>      |           |
| Senior Technician/Inspector (T6) | \$ 117.00 |
| Senior Technician/Inspector (T5) | \$ 112.00 |
| Senior Technician/Inspector (T4) | \$ 103.00 |
| Technician/Inspector (T3)        | \$ 92.00  |
| Technician/Inspector (T2)        | \$ 81.00  |
| Technician/Inspector (T1)        | \$ 65.00  |
| Survey Crew - 1 Person           | \$ 120.00 |
| Survey Crew - 2 Person           | \$ 180.00 |
| Administrative                   | \$ 62.00  |

Automobile travel will be billed at the current federal rate of 54 cents per mile.  
 Survey trucks and vans will be billed at 75 cents per mile.  
 LIDAR scanner will be billed at \$150/hour.  
 Expenses such as travel and supplies will be billed at actual cost.  
 Contracted services and consultants will be billed at cost plus 5 percent.



**GRÄEF**

June 12, 2017 | PROPOSAL

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Economic Development Services for the City of Reedsburg



One Honey Creek Corporate Center  
125 South 84th Street, Suite 401  
Milwaukee, WI 53214  
414 / 259 1500  
[www.graef-usa.com](http://www.graef-usa.com)

June 12, 2017

Stephen Compton  
City of Reedsburg  
134 S. Locust Street  
Reedsburg, WI 53959

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SUBJECT: Economic Development Services for the City of Reedsburg

Dear Mr. Compton:

GRAEF's Planning + Urban Design Group is pleased to offer you this proposal for economic development services. Our Group supports thriving communities across Wisconsin with ongoing and specialty economic development services in urban neighborhoods, inner ring suburbs, and rural communities. Our services include strategic planning, economic positioning, commercial corridor planning, infill development, and engagement with business improvement districts and community development authorities.

As Reedsburg anchors the northwestern corner of Sauk County's economy, its social and economic well-being will best be served if its development potential is appropriately placed within the region's socio-economic context. Future development considerations should cultivate investment opportunities that create and maintain family-supporting jobs, strengthen workforce development, encourage the construction of quality housing, and foster local retail establishments.

This proposal specifically provides a scope of work and budget for an economic positioning study of Reedsburg's East and South Gateways. The definition of the economic relationship between the Gateways along WIS 23/Main Street will position the city to capitalize on their real estate investment potential. The study will consist of the following components:

- A. Define the economic relationship between the East and South Gateways;
- B. Assess the current development potential and existing site conditions of the Gateways;
- C. Engage with Reedsburg's business owners, real estate community, and Plan Commission; and,
- D. Craft potential development concepts that capitalize on Reedsburg's economic drivers.

We are eager to discuss Reedsburg's prosperity and future development efforts with you. Should questions arise, please feel free to contact us: Kristan at 920 / 405 3821 and Kristian at 414 / 266 9225.

Sincerely,

Kristan Grygiel Sanchez, AICP, Assoc AIA  
Project Manager

Kristian Vaughn  
Planner

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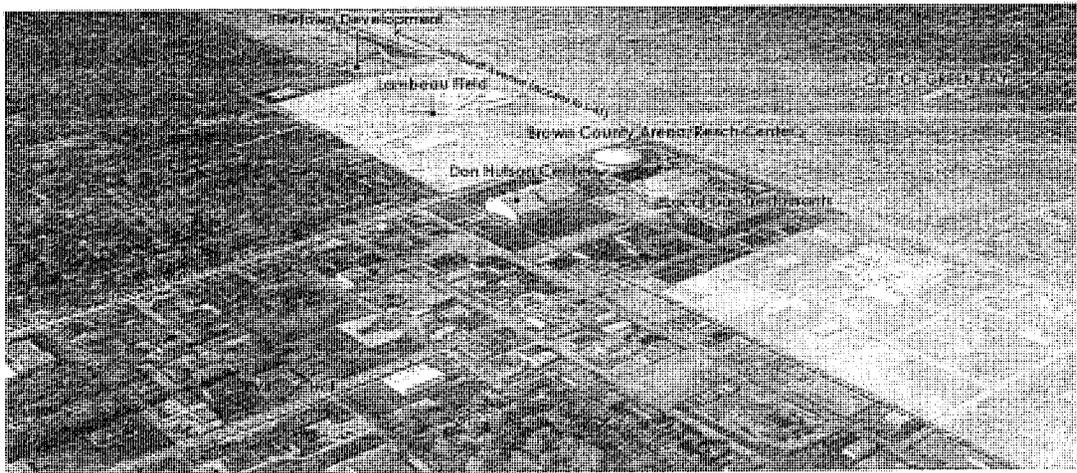
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# TID #5 Master Plan

Ashwaubenon, WI



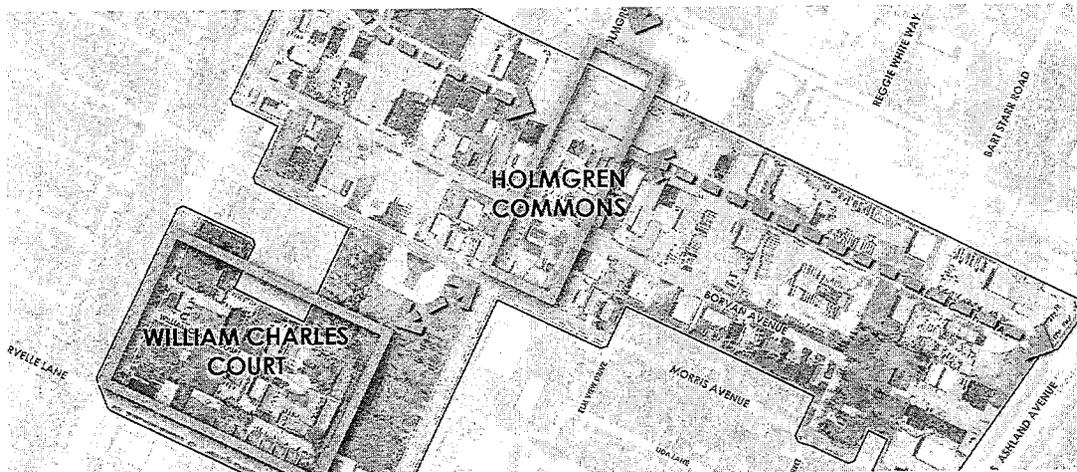
This Master Plan provides a vision for phased development in Tax Incremental District 5 (TID 5) over a 20-year period. Throughout 2015, the Master Plan project team (Village staff and GRAEF) worked to delineate market-driven implementation scenarios that could be phased in concert with developers and investors. To do this, the team reviewed past market studies and interviewed brokers, property owners, and business owners about their business goals and intentions over the next 20 years. These interviews informed the design concepts and drove scenarios for development. Each scenario offers a different starting point, but all scenarios point to the same end-state of a vibrant, multi-story, mixed-use neighborhood that transforms this subarea within Ashwaubenon.

The Plan examines:

1. How the existing market shapes the current, and possible future, retail landscape in the TID 5 area;
2. What TID 5 should look like in 20 years; and,
3. Where investing in infrastructure and improvements could prove to be the most lucrative—for both the Village and private sector partners.

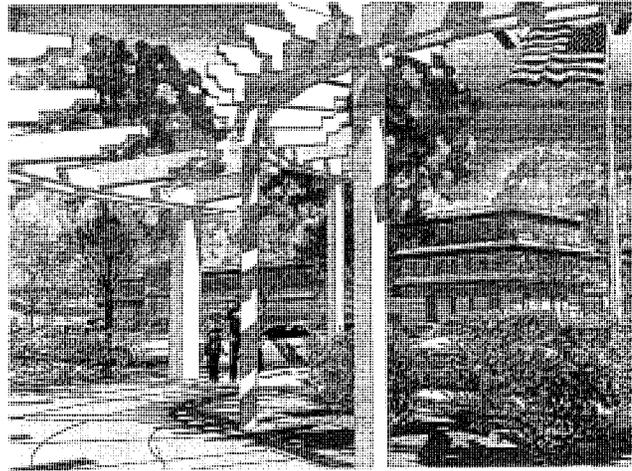
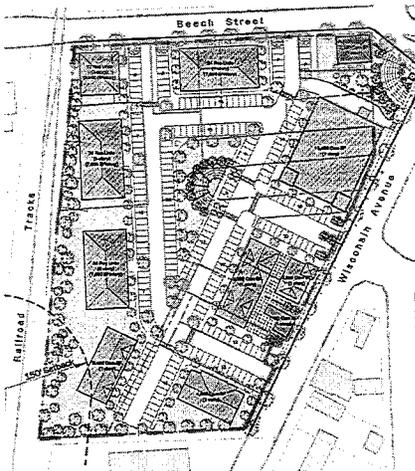
Highlights of this Plan are:

- Market Shifts and Trends: The Titletown Message
- Visioning: A Contemporary Thriving Neighborhood
- Implementation: Tandem Infrastructure



# Lumberyard Site Redevelopment Plan and Value Analysis

Grafton, WI

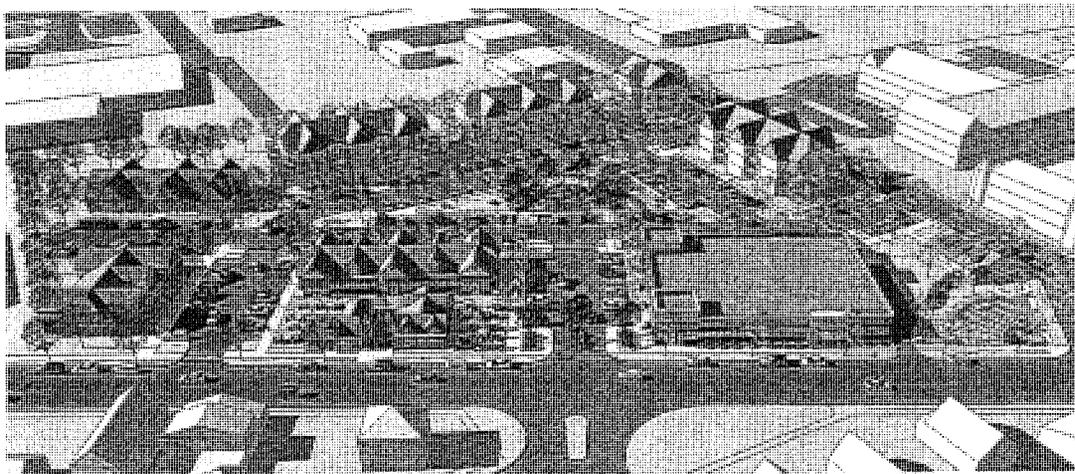


In 2009, GRAEF designed a series of 10 infill strategies for redeveloping this complex former industrial site. Constraints included traffic circulation patterns, complex property ownership patterns, limited market opportunities, and integration with other district plans. In 2014, GRAEF updated the concept plans to reflect the current market. Construction on the mixed-use project began in June 2016 and is expected to be complete in late summer 2017.

**Property Development Options** | Development options were created to fit 15 land divisions. Real estate options included various multiple residential types and different retail and commercial projects, as well as a series of circulation and parking options.

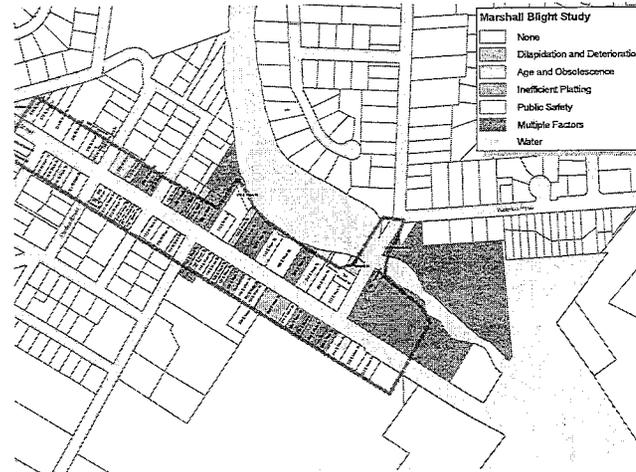
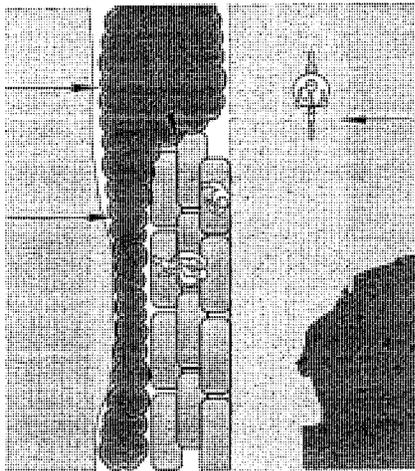
**Downtown Continuity and Public Places** | The site design includes integrated public places, a variety of streetscapes, landscape features, and integrated pedestrian areas. The site design also extends existing concepts for expansion of Grafton's downtown.

**Revenue and Value** | As part of the Village's Tax Incremental Financing strategy, the site is planned to include the minimum value needed to achieve the necessary tax revenue. GRAEF interviewed a series of brokers and investors to develop options that would achieve this goal and yet still present feasible development concepts.



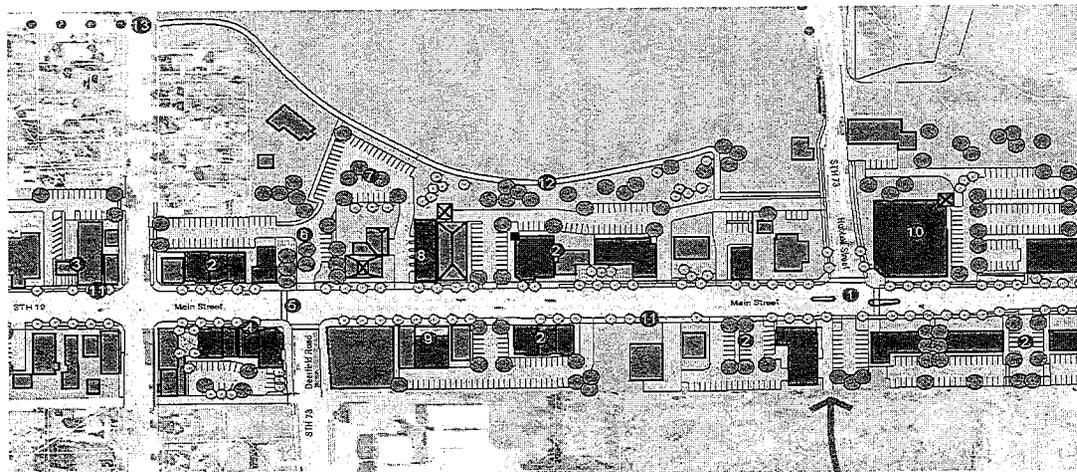
# Downtown Redevelopment Plan and Blight Study

Marshall, WI



**Downtown Redevelopment Plan** | The Village of Marshall sought to revitalize its Downtown into a vibrant, historical, and pedestrian-friendly place that embraces the adjacent Maunasha River. GRAEF's Redevelopment Plan assisted them in moving towards this goal.

The Downtown Redevelopment Plan made recommendations for building placement, scale, and a mixture of uses to support the historic "Main Street" character of the Downtown. The redevelopment also recommended a riverfront trail system as a means of increasing the river's value in the community through enhanced access and recreational opportunities. The final element of the Plan was a series of design guidelines customized to the Village's Downtown area. Recommendations included strategies for rehabilitating existing buildings, as well as integrating infill development.



**Blight Study** | Following the adoption of the Redevelopment Plan, GRAEF Planners prepared a blight study for Downtown Marshall. The study identified properties that met the statutory requirements for the blight designation. The blight study allowed the Village to access existing TIF funds and implement the Redevelopment Plan.

## Kristan Grygiel Sanchez AICP, Assoc. AIA Project Manager

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### Certifications

American Institute of Certified Planners

### Education

Master of Urban Planning, University of Wisconsin-Milwaukee

Master of Architecture, University of Wisconsin-Milwaukee

B.S. Architectural Studies, University of Wisconsin-Milwaukee

*Kristan is a planner and project manager with 20 years of experience in the public and private sectors. She has worked in planning, economic development, urban design, and architecture on projects throughout the US. Kristan's specialties center on urban re/development and strategies for communities to maximize both community value and economic value, combining the community vision with market opportunities. She bases her work in the community values and vision, sets goals, and works to establish a path to maximize opportunities. Kristan believes that good planning – the combination of vision and appropriate development standards – sets the framework for economic development success.*

**Economic Development** | Kristan's work in economic development brings together the vision of the community with the market opportunities and development climate. Having a background working directly for development teams and on staff at a municipality, her work begins with the physical property or area location, which includes the property rights and regulations that form the basis of the zoning envelope and informs any potential development proforma. She has successfully negotiated the acquisition and sale of multiple properties for the purposes of redevelopment, including brownfield and riverfront sites. In addition, her background in development deals include structuring and negotiating development agreements and incentives within TIF districts, and has both established and amended TIF districts in order to facilitate continued progress and investment within focus areas, resulting in growth through numerous large-scale and complex projects.

**Comprehensive, Master, & Strategic Planning** | Kristan has served as a consultant planner and as the internal staff project manager for multiple successful plans of various scales – from comprehensive community-wide plans to specific neighborhood area plans and transit-oriented development studies. The process includes engaging the community stakeholders, elected officials and professional staff to understand both the vision and the realities of the political and economic climate to best set the framework for continued use of the plan and implementation over the coming years. As the director of development for Ashwaubenon, Kristan held a primary leadership role in guiding the process, approvals, and ordinances for the complex, 34-acre, \$130 million Titledown Development. Kristan has provided master planning services for the Village of Ashwaubenon; for projects on the Gulf coast of Mississippi following Hurricane Katrina; and for communities throughout Chicagoland such as City of Chicago, City of Waukegan, Village of Riverside, Village of University Park, Village of Palatine, City of Elgin, and City of Berwyn.

# Kristian Vaughn

## Land Use and Economic Development Specialist



### Education

Ph.D. (candidate) Architecture, University of Wisconsin-Milwaukee  
Master of Urban Planning, University of Wisconsin-Milwaukee  
B.A., History and Spanish, University of Wisconsin-Milwaukee

### Professional Affiliations and Trainings

WHEDA Development Training Program – 2016 Graduate  
Urban Land Institute – Member

### Awards

American Institute of Certified Planners  
Outstanding Student Award

*Kristian specializes in land use planning and community economics by providing direct staff support to various municipalities throughout southeastern Wisconsin. His services are generally employed on a municipality-by-municipality basis through ongoing service contracts; in select instances, Kristian supports comprehensive and master planning projects and corridor studies. Kristian joined GRAEF in 2015 after previously working in cluster-based economic development for The Water Council, the United Nations, and the Wisconsin Economic Development Corporation.*

**Land Use Planning** | Kristian provides ongoing and specialty land use services to multiple suburban and rural communities in southeastern Wisconsin. To increase existing municipal capacity, Kristian assimilates with the jurisdiction's staff to conduct reviews of applicant materials, produce staff memos, and present at plan commission meetings. Ongoing land use services include reviews addressing rezonings, certified survey maps and easements, conditional use permits, site plan review, lighting and landscape plan review, and non-conforming uses and lots. Specialty services include zoning code reviews and retrofits, multi-phased development projects, shopping mall outlot development, federal firearms licenses, spot and split zoning, flag and through lots, annexations, and agricultural preservation. Kristian currently serves the Village of Greendale, the Village of Hales Corners, the Village of Newburg, the City of Burlington, and the Village of Whitefish Bay.

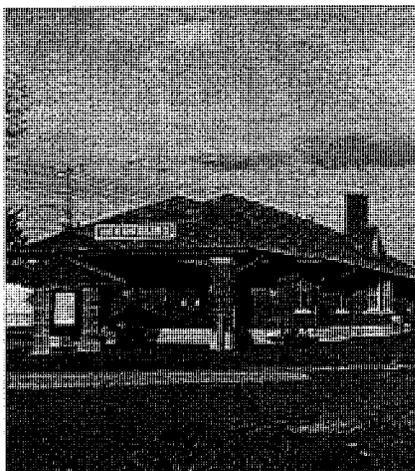
**Community Economics & Economic Development** | Kristian works with communities and business districts to understand their relationship with regional macro-trends and strategically position themselves within competing market forces and overlapping trade areas. Larger-scale analyses have been conducted for comprehensive and master planning projects to understand the relationship between demographic profiles, workforce data, and the effects of proximate competing commercial centers. The resulting strategies focused on community marketability, competition, and community strengths related to its families, housing stock, and workforce. Kristian is increasingly providing services to commercial corridors and business districts related to strategic planning, branding, and financial incentive programs. The visibility and prominence of the community in the marketplace is at the forefront of planning efforts with special emphasis placed on the magnetism and dynamism generated by a corridor's mix of retail, office, and residential offerings. Additionally, Kristian completes projects related to land economics and development review processes. These special projects address the effectiveness and efficiency of land use regulations as they relate to business attraction and retention.

## Project Budget

|                                                                                                                                                                                                                              | Kristan Sanchez<br>Project Manager | Kristian Vaughn<br>Land Use &<br>Economic<br>Development | Task Hour<br>Estimate | Task Fee<br>Estimate |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------|-----------------------|----------------------|
|                                                                                                                                                                                                                              | \$139                              | \$92                                                     |                       |                      |
| 1. Define the Economic Relationship between the East and South Gateways                                                                                                                                                      | 14                                 | 28                                                       | 42                    | \$4,522              |
| A. Quantify the retail and workforce drivers at each Gateway.                                                                                                                                                                | 4                                  | 12                                                       |                       |                      |
| B. Draw economic connections between the South Gateway, Historic Downtown, and East Gateway to understand spillover demand at each commercial center.                                                                        | 4                                  | 6                                                        |                       |                      |
| C. Identify the market forces that encourage the current leapfrog outlot development pattern along WIS 23/Main Street and develop strategies to maximize development investment opportunities, including infill development. | 6                                  | 10                                                       |                       |                      |
| 2. Assess the Current Development Potential and Existing Site Conditions of the Gateways                                                                                                                                     | 16                                 | 24                                                       | 40                    | \$4,432              |
| A. Conduct a site analysis for the developability of each Gateway considering current parcel configurations, zoning, environmental constraints, and topography.                                                              | 6                                  | 8                                                        |                       |                      |
| B. Define the current development potential of available land within the socio-economic context of Reedsburg's retail and workforce drivers.                                                                                 | 6                                  | 12                                                       |                       |                      |
| C. Analyze the financial potential of available land to calculate potential property tax base increases.                                                                                                                     | 4                                  | 4                                                        |                       |                      |
| 3. Engage with Reedsburg's Business Owners, Real Estate Community, and Plan Commission                                                                                                                                       | 28                                 | 18                                                       | 46                    | \$5,548              |
| A. Conduct one (1) day of stakeholder engagement meetings with City staff, business/property owners, real estate brokers, and developers.                                                                                    | 18                                 | 18                                                       |                       |                      |
| B. Attend and present at one (1) Plan Commission meeting.                                                                                                                                                                    | 10                                 |                                                          |                       |                      |
| 4. Craft Potential Development Concepts that Capitalize on Reedsburg's Economic Drivers                                                                                                                                      | 20                                 | 4                                                        | 24                    | \$3,148              |
| A. Identify potential opportunity areas and catalytic sites for real estate investment and development projects.                                                                                                             | 4                                  | 4                                                        |                       |                      |
| B. Develop conceptual site plans for three (3) catalytic sites.                                                                                                                                                              | 16                                 |                                                          |                       |                      |
| <b>Project Totals</b>                                                                                                                                                                                                        | <b>78</b>                          | <b>74</b>                                                | <b>152</b>            | <b>\$17,650</b>      |

*Automobile travel will be billed at the current federal rate of 53.5 cents per mile. Expenses such as travel and supplies will be billed at actual cost. Contracted services and consultants will be billed at cost plus 5 percent.*

## Scope Narrative



Reedsburg is well-positioned for continued economic growth along the WIS 23 corridor. From the east, WIS 23 is a connector to the Dells and Devil's Lake areas and the primary East Gateway. The downtown Main Street segment boasts historic buildings and new developments, and a collection of shops, businesses, and dining options. To the south, WIS 23 travels through land with scenic long views of the beauty of Sauk County, marking the City's South Gateway. Each of these segments have distinct market opportunities. Reedsburg's position and role in the agricultural, manufacturing, and retail economies of Sauk County will guide the way in which the East and South Gateways develop. While the character of each gateway may be different, they are dependent upon one another and mutually reinforcing. They are further strengthened by the historic Downtown and walkable Main Street. As the South Gateway is largely a greenfield site, its status as a blank canvas is appealing for development: it's a large piece of land that allows for multiple creative design solutions with few regulatory barriers. The plan for the South Gateway should be based on the City's vision in context with the area's demographics and local economy, and the city's position in Sauk County's economy.

To properly plan for potential growth at the South Gateway, Reedsburg is best suited to develop an economic positioning study to understand the role of its four economic centers: 1) East Gateway, 2) Industrial Park, 3) Historic Downtown, and 4) South Gateway. The existing economic drivers underpinning the local economy are Reedsburg's residential neighborhoods and the Industrial Park's employment base. Analyzed collectively, growth at the South Gateway can be effectively managed to benefit the community long term.

### **Task 1: Define the economic relationship between the East and South Gateways.**

As the South Gateway has yet to be developed, the initial analysis would be to understand the market demand for sites along WIS 23, and how it impacts the flow of economic activity westward along Main Street. This initial task focuses on the market potential of the East Gateway. As a commercial corridor, Main Street has its own economic profile that can be organized and diagrammed to determine surplus and leakage in its available goods and services. This, coupled with an overview of developable sites, gives a snapshot of the market potential at this Gateway. To accomplish this, the following sub-tasks will be completed:

- Quantify the retail and workforce drivers at each Gateway;
- Draw economic connections between the South Gateway, Historic Downtown, and East Gateway to understand spillover demand at each commercial center; and,
- Identify the market forces that encourage the current leapfrog outlot development pattern along WIS 23/Main Street and develop strategies to maximize development investment opportunities, including infill development.

### **Task 2: Assess the current development potential and existing site conditions of the Gateways.**

An unbounded vision can be crafted for development at the Gateways, but existing land use regulations and environmental constraints may restrict it from coming to fruition. The assessment of existing site

## Scope Narrative *continued*



conditions will establish a baseline for development potential and be an important first step in crafting a path forward for future projects. The existing conditions of each Gateway are unique and require their own separate analysis. The analysis will include:

- Conduct a site analysis of each Gateway to determine the developable area, considering current parcel configurations, zoning, environmental constraints, and topography;
- Define the current development potential of available land within the socio-economic context of Reedsburg's retail and workforce drivers; and,
- Analyze the financial potential of available land to calculate potential property tax base increases

### **Task 3: Engage with Reedsburg's business owners, real estate community, and Plan Commission.**

The workforce and retail sales data can tell part of the story. The people who live, work, and do business in Reedsburg will enhance that story and vision. On-the-ground financial conditions are not always faithfully represented in available datasets and require further clarification to be placed within the appropriate development context. Current business owners and real estate professionals are an important voice and will be engaged to describe how market forces will pressure Reedsburg and spur growth. In addition, members of the Plan Commission are both representatives of the community and decision makers who will review projects on behalf of the community. We will work with City staff to develop an appropriate stakeholder group and set a meeting. We will brief the representatives on each

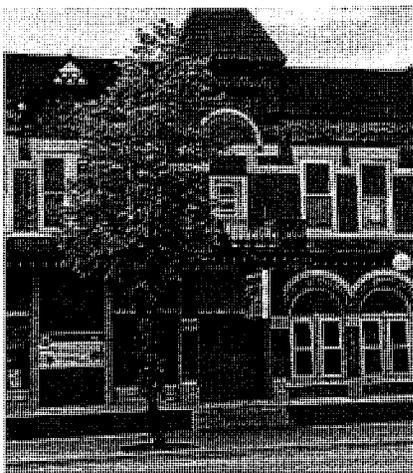
Gateway, present Reedsburg's economic context and position, and discuss how growth may occur. This engagement task will include the following:

- Conduct one (1) day of stakeholder engagement meetings with City staff, business/property owners, real estate brokers, and developers; and,
- Attend and present at one (1) Plan Commission meeting (can occur after Task 4 deliverables are complete).

### **Task 4: Craft potential development concepts that capitalize on Reedsburg's economic drivers.**

This Task will dovetail with Tasks 1 and 2 to identify and create contextually-appropriate conceptual site plans for catalytic sites along the Main Street corridor extending to the South Gateway. The design solutions will be evidence based and crafted to specifically fit within Reedsburg and the current developability of the sites. The identification of opportunity areas and the development of conceptual site plans can inspire business owners and residents and serve to guide the real estate community in making investment decisions. The development of design solutions will include the following sub-tasks:

- Identify potential opportunity areas and catalytic sites for real estate investment and development projects; and,
- Develop conceptual site plans for three catalytic sites.



**STAFF REPORT**

**AGENDA ITEM: IV-C**

To: Finance Committee, Mayor and Common Council  
 Prepared By: Timothy M. Becker, Chief of Police  
 Through: Stephen P. Compton, City Administrator *SPC*  
 Date of Meeting: August 28, 2017

**Subject: Police Portable Radio Replacement – Resolution 4299-17**

**BACKGROUND AND REQUEST**

The current Police Department portable radios were purchased in 2007 and are outside of their warranty period. Currently any maintenance is being done with after-market parts assembled from other Department's radios that have been turned in. The Police Department is requesting to replace 22 portable radios while adding a Public Safety Microphone to better assist the radio signal in reaching the repeater through enhanced technology. Currently, there is the option to receive a "trade-in" for our old radios but that offer expires on September 30, 2017.

**ANALYSIS**

The Department currently utilizes the Motorola XTS2500 which was purchased in 2007 during the narrow-band compliance upgrade. The radios have been out of their warranty period and parts are no longer made for them. Currently we are relying on parts from other returned radios to remedy any issues we are having with our radios. The anticipated life of portable radio systems is 10 years. This purchase would provide a reliable system until 2027. We had budgeted to make this purchase in 2018-19 however, the trade-in value of \$6,000 made it beneficial to examine this issue earlier.

**FINANCIAL IMPACT**

| 2017/2018 Radio Purchase budgeted: \$40,000 |                                   | Estimated Budgeted Carryover: \$21,686.74 |                 |
|---------------------------------------------|-----------------------------------|-------------------------------------------|-----------------|
| 2017 Portable Radio Purchase                |                                   |                                           |                 |
| Qty                                         | Description                       | Unit Price                                | Total           |
| 22                                          | Motorola APX6000Li Portable Radio | 2882.98                                   | 63425.56        |
| 22                                          | Public Safety Microphone          | 131.69                                    | 2897.18         |
| 20                                          | Trade In                          | -300                                      | -6000           |
| 22                                          | Programming Radios                | 45                                        | 990             |
| 22                                          | VHF Stubby Antenna                | 17                                        | 374             |
| <b>Total</b>                                |                                   |                                           | <b>61686.74</b> |

**STAFF RECOMMENDATION**

Staff recommends moving forward with the purchase of the portable radios by taking advantage of the trade-in offer by Motorola prior to September 30, 2017. A Budget Amendment to make the necessary funding available in 2017 has been prepared. The \$21,686.74 would come from the Expenditure Restraint funding in the Capital equipment budget.

Attachment:  
 Budget Amendment Resolution 4299-17  
 Approved 2017-2021 - Capital Equipment Budget

**RESOLUTION NO. 4299-17  
RESOLUTION TO AUTHORIZE AMENDMENT TO  
THE 2017 CAPITAL EQUIPMENT BUDGET (Fund 70)**

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

That the following budget amendments are authorized for the Capital Equipment Fund to advance purchase the Police Department radios budgeted across 2017 and 2018 to take advantage of the trade in value.

| <b>Expenditure</b>                                  | <b>Amendment</b>   | <b>Approved<br/>Budget</b> | <b>Adjusted<br/>Budget</b> |
|-----------------------------------------------------|--------------------|----------------------------|----------------------------|
| <b>70-554441-03 Police<br/>Department Equipment</b> | <b>\$21,686.74</b> | <b>\$40,000</b>            | <b>\$61,687</b>            |

**ADOPTED** on this 14<sup>th</sup> day of August, 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. 4299-17, dated August 14, 2017.

Date Passed: August 14, 2017

Vote: \_\_\_\_\_

# City of Reedsburg

## Capital Equipment Plan 2017-2021

| Fund 70                                                             | Description                               | 2016             | 2017             | 2018             | 2019             | 2020             | 2021             |
|---------------------------------------------------------------------|-------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                                     | <b>Beginning Fund Balance</b>             | -\$17,174        | \$62,326         | \$113,536        | \$76,746         | \$49,956         | \$5,166          |
|                                                                     | Property Tax Levy                         | \$325,000        | \$325,000        | \$325,000        | \$325,000        | \$325,000        | \$325,000        |
|                                                                     | Contributed Funds - General Fund          | \$0              | \$45,000         | \$47,000         | \$49,000         | \$49,000         | \$49,000         |
|                                                                     | Contributed Funds - Special Funds         | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
|                                                                     | Mid-Year Transfers                        | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
|                                                                     | <b>SubTotal</b>                           | <b>\$325,000</b> | <b>\$370,000</b> | <b>\$372,000</b> | <b>\$374,000</b> | <b>\$374,000</b> | <b>\$374,000</b> |
| <b>Fire Department</b>                                              |                                           | <b>\$15,000</b>  | <b>\$72,000</b>  | <b>\$15,000</b>  | <b>\$15,000</b>  | <b>\$165,000</b> | <b>\$125,000</b> |
|                                                                     | Fire Department Equipment                 | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$0              |
|                                                                     | Command Truck                             | \$0              | \$40,000         | \$0              | \$0              | \$0              | \$0              |
|                                                                     | Spartan LFD (shared cost)                 | \$0              | \$0              | \$0              | \$0              | \$150,000        | \$75,000         |
|                                                                     | Ladder Truck                              | \$0              | \$0              | \$0              | \$0              | \$0              | \$50,000         |
|                                                                     | Siren - Fire Department                   | \$0              | \$17,000         | \$0              | \$0              | \$0              | \$0              |
| <b>Parks and Recreation</b>                                         |                                           | <b>\$0</b>       | <b>\$25,000</b>  | <b>\$33,000</b>  | <b>\$30,000</b>  | <b>\$15,000</b>  | <b>\$15,000</b>  |
|                                                                     | Chevy Truck                               | \$0              | \$0              | \$0              | \$0              | \$15,000         | \$0              |
|                                                                     | Dodge Truck                               | \$0              | \$0              | \$15,000         | \$0              | \$0              | \$0              |
|                                                                     | John Deere Mower 2TRK 60" - Z925A         | \$0              | \$0              | \$15,000         | \$0              | \$0              | \$0              |
|                                                                     | Sprayer, Trailer System                   | \$0              | \$0              | \$3,000          | \$0              | \$0              | \$0              |
|                                                                     | Dodge Truck                               | \$0              | \$0              | \$0              | \$15,000         | \$0              | \$0              |
|                                                                     | Land Pride Pull Grooming Mower            | \$0              | \$12,500         | \$0              | \$0              | \$0              | \$0              |
|                                                                     | Land Pride Pull Grooming Mower            | \$0              | \$12,500         | \$0              | \$0              | \$0              | \$0              |
|                                                                     | JD1445 Mower 72" Deck                     | \$0              | \$0              | \$0              | \$15,000         | \$0              | \$15,000         |
| <b>Street Department</b>                                            |                                           | <b>\$138,000</b> | <b>\$0</b>       | <b>\$179,000</b> | <b>\$184,000</b> | <b>\$79,000</b>  | <b>\$25,000</b>  |
|                                                                     | IHC Dump Truck, box, plow                 | \$138,000        | \$0              | \$0              | \$0              | \$0              | \$0              |
|                                                                     | IHC Dump Truck, box, plow                 | \$0              | \$0              | \$135,000        | \$0              | \$0              | \$0              |
|                                                                     | Dodge Truck 1/2 Ton 4x4                   | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
|                                                                     | Asphalt ZIPPER AV500B (3 Yr Lease)        | \$0              | \$0              | \$44,000         | \$44,000         | \$44,000         | \$0              |
|                                                                     | IHC Dump Truck, box, plow                 | \$0              | \$0              | \$0              | \$135,000        | \$0              | \$0              |
|                                                                     | Striper Line Lazer III                    | \$0              | \$0              | \$0              | \$5,000          | \$0              | \$0              |
|                                                                     | ODB Leaf Vac                              | \$0              | \$0              | \$0              | \$0              | \$0              | \$25,000         |
|                                                                     | Swenson Salt Box                          | \$0              | \$0              | \$0              | \$0              | \$15,000         | \$0              |
|                                                                     | Wacker Roller                             | \$0              | \$0              | \$0              | \$0              | \$20,000         | \$0              |
| <b>Police Department</b>                                            |                                           | <b>\$85,000</b>  | <b>\$105,000</b> | <b>\$105,000</b> | <b>\$97,000</b>  | <b>\$85,000</b>  | <b>\$85,000</b>  |
|                                                                     | Ford Police Interceptor                   | \$30,000         | \$30,000         | \$30,000         | \$30,000         | \$30,000         | \$30,000         |
|                                                                     | Ford Police Interceptor                   | \$30,000         | \$30,000         | \$30,000         | \$30,000         | \$30,000         | \$30,000         |
|                                                                     | Police Equipment                          | \$25,000         | \$25,000         | \$25,000         | \$25,000         | \$25,000         | \$25,000         |
|                                                                     | Police Radio Communications               | \$0              | \$20,000         | \$20,000         | \$0              | \$0              | \$0              |
|                                                                     | K-9 Unit / Equipment                      | \$0              | \$0              | \$0              | \$12,000         | \$0              | \$0              |
| <b>Community Dev. Services (Planning/Building Insp.)</b>            |                                           | <b>\$0</b>       | <b>\$28,000</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
|                                                                     | Dodge Truck                               | \$0              | \$28,000         | \$0              | \$0              | \$0              | \$0              |
| <b>Info. Systems (City Hall, Police Public Works &amp; Library)</b> |                                           | <b>\$7,500</b>   | <b>\$88,790</b>  | <b>\$76,790</b>  | <b>\$74,790</b>  | <b>\$74,790</b>  | <b>\$74,790</b>  |
|                                                                     | Server Upgrade (Hardware)                 | \$0              | \$10,000         | \$7,000          | \$7,000          | \$7,000          | \$7,000          |
|                                                                     | - Desktop, Printers                       | \$2,500          | \$2,500          | \$2,500          | \$2,500          | \$2,500          | \$2,500          |
|                                                                     | Application Upgrade (Software)            | \$5,000          | \$14,000         | \$12,000         | \$10,000         | \$10,000         | \$10,000         |
|                                                                     | - County-City Tax/Pet (Maintenance)       | \$0              | \$850            | \$850            | \$850            | \$850            | \$850            |
|                                                                     | - Municipal Court (Software)              | \$0              | \$5,440          | \$5,440          | \$5,440          | \$5,440          | \$5,440          |
|                                                                     | - Law Enforcement (Software)              | \$0              | \$36,000         | \$36,000         | \$36,000         | \$36,000         | \$36,000         |
|                                                                     | Public Works/Eng. GIS Server&Applications | \$0              | \$5,000          | \$6,000          | \$6,000          | \$6,000          | \$6,000          |
|                                                                     | Library DVR System, CCTV                  | \$0              | \$8,000          | \$0              | \$0              | \$0              | \$0              |
|                                                                     | I.T. Service Agreements                   | \$0              | \$7,000          | \$7,000          | \$7,000          | \$7,000          | \$7,000          |
| <b>General Fund</b>                                                 | <b>Subtotal Replacement Budget</b>        | <b>\$245,500</b> | <b>\$318,790</b> | <b>\$408,790</b> | <b>\$400,790</b> | <b>\$418,790</b> | <b>\$324,790</b> |
|                                                                     | <b>Ending Fund Balance</b>                | <b>\$62,326</b>  | <b>\$113,536</b> | <b>\$76,746</b>  | <b>\$49,956</b>  | <b>\$5,166</b>   | <b>\$54,376</b>  |

# City of Reedsburg Capital Equipment Plan 2017-2021

## Enterprise and Other Funds

| Description                                                 |                                        | 2016           | 2017             | 2018             | 2019             | 2020             | 2021            |
|-------------------------------------------------------------|----------------------------------------|----------------|------------------|------------------|------------------|------------------|-----------------|
| <b>Beginning Fund Balance</b>                               |                                        | \$0            | \$0              | \$0              | \$0              | \$0              | \$0             |
| Fund 20                                                     | Contributed Funds - Waste Water Fund   | \$5,500        | \$27,500         | \$40,500         | \$40,000         | \$47,500         | \$11,000        |
| Fund 23                                                     | Contributed Funds - Storm Water        | \$0            | \$69,500         | \$57,500         | \$57,000         | \$57,000         | \$53,000        |
| Fund 41                                                     | Contributed Funds - Taxi-Shared Ride   | \$0            | \$32,000         | \$0              | \$32,000         | \$0              | \$0             |
| Fund 42                                                     | Contributed Funds - Airport            | \$0            | \$0              | \$10,000         | \$0              | \$0              | \$0             |
| Fund                                                        | Contributed Funds - Other Funds        | \$0            | \$0              | \$0              | \$0              | \$0              | \$0             |
|                                                             | Mid-Year Transfers                     | \$0            | \$0              | \$0              | \$0              | \$0              | \$0             |
| <b>SubTotal</b>                                             |                                        | <b>\$5,500</b> | <b>\$129,000</b> | <b>\$108,000</b> | <b>\$129,000</b> | <b>\$104,500</b> | <b>\$64,000</b> |
| <b>Sewer Fund Equipment (Fund 20):</b>                      |                                        | <b>\$0</b>     | <b>\$0</b>       | <b>\$25,000</b>  | <b>\$25,000</b>  | <b>\$32,500</b>  | <b>\$0</b>      |
|                                                             | Chevy Truck 3/4 Service Truck and Eq.  | \$0            | \$0              | \$0              | \$0              | \$0              | \$0             |
|                                                             | Emergency Generator                    | \$0            | \$0              | \$25,000         | \$0              | \$25,000         | \$0             |
|                                                             | Emergency Generator                    | \$0            | \$0              | \$0              | \$25,000         | \$0              | \$0             |
|                                                             | Woods Mower                            | \$0            | \$0              | \$0              | \$0              | \$7,500          | \$0             |
| <b>Storm Water Fund Equipment (Fund 23):</b>                |                                        | <b>\$0</b>     | <b>\$42,000</b>  | <b>\$42,000</b>  | <b>\$42,000</b>  | <b>\$42,000</b>  | <b>\$42,000</b> |
| NEPES                                                       | Sterling SC8000 Sweeper (5 Year Lease) | \$0            | \$42,000         | \$42,000         | \$42,000         | \$42,000         | \$42,000        |
| <b>Taxi - Shared Ride (Fund 41):</b>                        |                                        | <b>\$0</b>     | <b>\$32,000</b>  | <b>\$0</b>       | <b>\$32,000</b>  | <b>\$0</b>       | <b>\$0</b>      |
|                                                             | Town and Country Van                   | \$0            | \$32,000         | \$0              | \$32,000         | \$0              | \$0             |
| <b>Airport (Fund 42):</b>                                   |                                        | <b>\$0</b>     | <b>\$0</b>       | <b>\$10,000</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      |
|                                                             | Airport Shuttle                        | \$0            | \$0              | \$10,000         | \$0              | \$0              | \$0             |
| <b>Info. Systems-Enterprise Funds (Sewer and Storm Wtr)</b> |                                        | <b>\$5,500</b> | <b>\$55,000</b>  | <b>\$31,000</b>  | <b>\$30,000</b>  | <b>\$30,000</b>  | <b>\$22,000</b> |
|                                                             | Server Upgrade (Hardware)              | \$0            | \$10,000         | \$8,000          | \$8,000          | \$8,000          | \$0             |
|                                                             | - Desktop, Printers                    | \$0            | \$1,500          | \$1,500          | \$1,500          | \$1,500          | \$1,500         |
|                                                             | Application Upgrade (Software) SCADA   | \$0            | \$30,000         | \$8,000          | \$7,000          | \$7,000          | \$7,000         |
|                                                             | WW-SW GIS Server & Applications        | \$5,500        | \$5,500          | \$5,500          | \$5,500          | \$5,500          | \$5,500         |
|                                                             | I.T. Service Agreements                | \$0            | \$8,000          | \$8,000          | \$8,000          | \$8,000          | \$8,000         |
| <b>Enterprise Fund</b>                                      | <b>Subtotal Replacement Budget</b>     | <b>\$5,500</b> | <b>\$129,000</b> | <b>\$108,000</b> | <b>\$129,000</b> | <b>\$104,500</b> | <b>\$64,000</b> |
|                                                             | <b>Ending Fund Balance</b>             | <b>\$0</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      |



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 - D

To: Finance Committee, Mayor and Common Council  
 Prepared By: Stephen P. Compton, City Administrator *SPC*  
 Date of Meeting: August 14, 2017

**Subject: 2017 Taxi Cab (Federal 5311 Grant) Purchases – Budget Amendment 4300-17**

**BACKGROUND AND REQUEST**

The WIDOT – Transit manages the Capital purchases for the City of Reedsburg. In September and October each year the City Administrator creates the forecasted expenditures to match the Federal Transit Authority (FTA) and the State of Wisconsin – Transit Department programmed costs. The City budget is also prepared at this same time trying to anticipate the Federal and State Budget reimbursements. Normally capital programs are matched at 80% of expenses.

**ANALYSIS**

The City of Reedsburg has two awarded Taxi Cabs (Shared Ride) grants to replace Revenue Rolling Stock totaling \$58,400 to offset Capital Costs under the 5311 Transit Grants.

|                   |      |          |                       |                  |      |                 |
|-------------------|------|----------|-----------------------|------------------|------|-----------------|
| City of Reedsburg | 2016 | 11.12.15 | Revenue Rolling Stock | Purchase/Replace | Vans | <b>\$30,400</b> |
| City of Reedsburg | 2017 | 11.12.15 | Revenue Rolling Stock | Purchase/Replace | Vans | <b>\$28,000</b> |

Taxi Cab – Vehicle Inventory:

| ID   | Year | Mileage | Year | Make  | Model                       | Vehicle Identification |           |
|------|------|---------|------|-------|-----------------------------|------------------------|-----------|
| 203* | 2011 | 167007  |      | BRAUN | VAN                         | 2D4RN4DG9BR769972      | Ramp lift |
| 205* | 2012 | 15841   |      | FORD  | STARCRAFT MINI BUS VIN#2808 | 1FDEE3FL8DDB12808      | lift      |
| 201  | 2013 | 126146  |      | DODGE | GRAND CARAVAN               | 2C4RDGBGXDR600664      | ---       |
| 202  | 2015 | 78484   |      | DODGE | GRAND CARAVAN               | 2C7WDGBG5FR614240      | Ramp      |
| 204  | 2016 | 39376   |      | DODGE | GRAND CARAVAN               | 2C4RDGBG4GR382418      | ---       |

It is anticipated that Taxi ID #203 and the Bus #205 will be removed from service and replaced by two new 2017 Dodge Grand Caravans.

**FINANCIAL IMPACT**

Initially the 2017 Taxi Cab - Capital Equipment Budget was passed with a Revenue Budget of \$35,000 and an Expenses Budget of \$32,000. With both sources of revenue and expenses are estimates as the Federal and State budget are not passed until October. With the additional grant funding for a second Van and adjustment to the budget must be approved.



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The anticipated local share amount for both Van is 20% of the purchase price of \$65,951 = \$13,190.20.

The detail funding is listed below and the offset for the increase will be in Expenditure Restraint funds in the Capital Equipment Fund.

**Sources and Uses**

|                              | <b>Approved<br/>Budget</b> | <b>Adjusted<br/>Budgeted</b> | Federal 80% | City 20%    |
|------------------------------|----------------------------|------------------------------|-------------|-------------|
| <b>Revenue<br/>Amendment</b> |                            |                              |             |             |
| \$27,951.80                  | \$35,000                   | \$62,951                     | \$50,360.80 | \$12,590.20 |
| <b>Expense<br/>Amendment</b> |                            |                              |             |             |
| \$33,951.80                  | \$32,000                   | \$65,951                     | \$52,760.80 | \$13,190.20 |

**STAFF RECOMMENDATION**

Staff recommends approving Resolution 4300-17 amending the Capital Equipment Fund (Fund 70) budget associated with the Taxi Cab (Shared Ride) capital expenses and authorize the City Administrator and City Clerk-Treasurer to adjust the Taxi Cab Operating program (Fund 42 to track expenditures under Federal Procurement guidelines.

Attachments:

Resolution 4300-17 Amendment Resolution

**RESOLUTION NO. 4300-17**  
**RESOLUTION TO AUTHORIZE AMENDMENT TO**  
**THE 2017 CAPITAL EQUIPMENT BUDGET (Fund 70)**  
(Also align the Taxi Cab Fund 42)

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

That the following budget amendments are authorized for the Capital Equipment and Taxi Cab budget year 2017:

| <b>Revenue</b>                                                              | <b>Amendment</b>     | <b>Approved<br/>Budget</b>     | <b>Adjusted<br/>Budgeted</b>     |
|-----------------------------------------------------------------------------|----------------------|--------------------------------|----------------------------------|
| 70-485041 Capital Equipment - Contributed Capital Taxi*                     | \$ 27,951            | \$ 35,000                      | \$ 62,951                        |
| Adjust the Taxi Cab Fund (41) Budget to match the Capital Equipment.        |                      |                                |                                  |
| <br><b>Expenditure</b>                                                      | <br><b>Amendment</b> | <br><b>Approved<br/>Budget</b> | <br><b>Adjusted<br/>Budgeted</b> |
| 70-554441-03 Taxi Equipment (Includes Local Match)                          | \$ 33,951            | \$ 32,000                      | \$ 65,951                        |
| Adjust the Taxi Cab Fund (41) Budget to match the Capital Equipment Budget. |                      |                                |                                  |

**The off set for this increase will be the \$104,128.56 Expenditure Restraint Funds moved in 2017.**

**ADOPTED** on this 14<sup>th</sup> day of August, 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. 4300-17, dated August 14, 2017.

Date Passed: August 14, 2017

Vote: \_\_\_\_\_



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: VII-1**

**To:** Mayor and Common Council  
**Prepared By:** Brian Duvalle, Planning and Building  
**Thru:** Stephen P. Compton, City Administrator *SPC*  
**Date of Meeting:** August 14, 2017

**Subject: Monthly Building Permit Report**

**BACKGROUND AND REQUEST**

On a routine basis the building inspector presents to the Common Council the actions of the proceeding monthly activity.

**ANALYSIS**

VALUE

| Description | July 2016       | July 2017       | Total Change |
|-------------|-----------------|-----------------|--------------|
| Zoning      | \$12,140 value  | \$9,400 value   | \$(2,740)    |
| Building    | \$779,020 value | \$615,650 value | \$(163,370)  |

PERMITS

| Description | July 2016  | July 2017  | Total Change |
|-------------|------------|------------|--------------|
| Zoning      | 5 Permits  | 5 Permits  | 0            |
| Building    | 24 Permits | 31 Permits | +7           |

**STAFF RECOMMENDATION**

Recommend the Monthly Building Permit Report be received and filed by the Common Council.

**NOTE(S)**

The 2016 value was inflated from a \$450K cell tower.

**CC:** Monthly Building Permit Report

# Monthly Building Permit Report

Run Date: 07/31/2017 7:01 PM

## Accessory Structure

| Create Date | Reference No   | Address 1         | First Name     | Last Name | PER Description of Work        | PER Estimated Project Cost |
|-------------|----------------|-------------------|----------------|-----------|--------------------------------|----------------------------|
| 7/13/2017   | P007726-071317 | 1120 High St      | David F. Sterr |           | Install new shed               | 3200                       |
| 7/17/2017   | P007736-071717 | 329 S Pine St     | Sheridan L.    | Silvers   | New 12 X 10 shed               | 1200                       |
| 7/17/2017   | P007739-071717 | 109 Dessa Rain Dr | Pamela         | Miller    | Above ground pool w/ electric  | 9900                       |
| 7/17/2017   | P007740-071717 | 412 N Grove St    | WILLIAM H      | SCHWARTZ  | New garage - 24' X 36' X 13'4" | 20000                      |
| 7/27/2017   | P007767-072717 | 337 N Webb Ave    | DONALD J       | SMITH     | New Shed                       | 900                        |

Total Items: 35200

## Electrical

| Create Date | Reference No   | Address 1         | First Name              | Last Name | PER Description of Work                                                                | PER Estimated Project Cost |
|-------------|----------------|-------------------|-------------------------|-----------|----------------------------------------------------------------------------------------|----------------------------|
| 7/17/2017   | P007739-071717 | 109 Dessa Rain Dr | Pamela                  | Miller    | Above ground pool w/ electric                                                          | 9900                       |
| 7/17/2017   | P007740-071717 | 412 N Grove St    | WILLIAM H               | SCHWARTZ  | New garage - 24' X 36' X 13'4"                                                         | 20000                      |
| 7/20/2017   | P007750-072017 | 244 N Locust St   | Michael D.              | Rothwell  | Upgrade to 200 amp service                                                             | 1800                       |
| 7/25/2017   | P007757-072517 | 633 Booster Blvd  | Wis Dairies Cooperative |           | Refrigeration upgrade, new compressor & chiller, equipment modifications & connections | 310,000                    |

Total Items: 341700

## HVAC

| Create Date | Reference No   | Address 1     | First Name     | Last Name       | PER Description of Work                         | PER Estimated Project Cost |
|-------------|----------------|---------------|----------------|-----------------|-------------------------------------------------|----------------------------|
| 7/3/2017    | P007717-070317 | 1020 12th Ave | Katherine      | Hearn           | Replacing Oil Furnace with natural gas furnace. | 3000.00                    |
| 7/18/2017   | P007746-071817 | 349 E Main St | DOUBLE KNICKEL | ENTERPRISES LLC | Install mini split A/C                          | 2000                       |

Total Items: 5000

## Maintenance

| Create Date | Reference No   | Address 1         | First Name             | Last Name  | PER Description of Work                    | PER Estimated Project Cost |
|-------------|----------------|-------------------|------------------------|------------|--------------------------------------------|----------------------------|
| 7/3/2017    | P007716-070317 | 226 Laurel Street | Matthew                | Sukry      | Roof Replacement & Front Porch Replacement | 11,350                     |
| 7/3/2017    | P007719-070317 | 1410 Lancer Court | Wayne & Mary           | Bushweiler | Replacement Carrier 2.5                    | 3,500                      |
| 7/17/2017   | P007742-071717 | 300 N Locust St   | ST PETERS EVAN LUTH CH |            | Replace porch roof; new shed               | 800                        |

**Maintenance**

| Create Date | Reference No          | Address 1         | First Name                | Last Name | PER Description of Work | PER Estimated Project Cost |
|-------------|-----------------------|-------------------|---------------------------|-----------|-------------------------|----------------------------|
| 7/18/2017   | <u>P007744-071817</u> | 524 N Walnut St   | Zhiyi                     | Wu        | Windows and siding      | 3000                       |
| 7/19/2017   | <u>P007749-071917</u> | 2423 E Main St    | Courtyards Associates LLC |           | Re-side house           | 5000                       |
| 7/24/2017   | <u>P007755-072417</u> | 520 Pheasant St   | Michael R.                | Sloat     | Re-roof house           | 8500                       |
| 7/27/2017   | <u>P007761-072717</u> | 148 Vine St       | 3LL LLC                   |           | New roof and siding     | 25,000                     |
| 7/27/2017   | <u>P007762-072717</u> | 156 Vine St       | 3LL LLC                   |           | New roof & siding       | 25,000                     |
| 7/27/2017   | <u>P007763-072717</u> | 56 Thomas Rd      | Raymond H.                | Peters    | Replacement Rheem A/C   | 3500                       |
| 7/28/2017   | <u>P007772-072817</u> | 531 Ellinwood Ave | GYNETH M                  | ERDMANN   | Re-roof & Siding        | 1500                       |
|             |                       |                   |                           |           |                         | Total Items: 87150         |

**Plumbing**

| Create Date | Reference No          | Address 1    | First Name   | Last Name | PER Description of Work | PER Estimated Project Cost |
|-------------|-----------------------|--------------|--------------|-----------|-------------------------|----------------------------|
| 7/18/2017   | <u>P007745-071817</u> | 1020 12th St | Katherine A. | Hearn     | Replace water heater    | 1900                       |
|             |                       |              |              |           |                         | Total Items: 1900          |

**Remodeling/Alterations**

| Create Date | Reference No          | Address 1          | First Name                     | Last Name         | PER Description of Work                                                                           | PER Estimated Project Cost |
|-------------|-----------------------|--------------------|--------------------------------|-------------------|---------------------------------------------------------------------------------------------------|----------------------------|
| 7/5/2017    | <u>P007720-070517</u> | 601 Veterans Drive | Lakeside Foods                 |                   | Install fire sprinklers.                                                                          | 26,500                     |
| 7/17/2017   | <u>P007737-071717</u> | 350 N Dewey Ave    | Seats Inc                      |                   | Add fire protection to riser in grinding area per NFPA 25                                         | 900                        |
| 7/17/2017   | <u>P007738-071717</u> | 1679 Canterbury Ct | RYAN B                         | RYCZEK            | Deck remodeling                                                                                   | 2800                       |
| 7/21/2017   | <u>P007754-072117</u> | 204 Myrtle St      | ANDREW G                       | HUNTAMER          | Rebuild front and side porches                                                                    | 700                        |
| 7/24/2017   | <u>P007756-072417</u> | 302 Myrtle St      | Linda J.                       | Maak-Inks         | Replace current porch, 14 X 7                                                                     | 500                        |
| 7/26/2017   | <u>P007758-072617</u> | 2670 E Main St     | Weaver, Tiedeman & Hellenbrand |                   | Remodel Salon & Spa                                                                               | 10,000                     |
| 7/27/2017   | <u>P007766-072717</u> | 300 Vine St        | City of Reedsburg              | Boys & Girls Club | Renovate current building: 2 classrooms, kitchen, tech center ADA bathrooms, ground sign & fence. | 90,000                     |
| 7/28/2017   | <u>P007771-072817</u> | 515 N Oak St       | JASON                          | SCHAFFER          | Roof, bathroom, kitchen, deck, furnace, A/C                                                       | 25,000                     |

**Remodeling/Alterations**

| Create Date | Reference No          | Address 1        | First Name | Last Name                | PER_Description of Work                                               | PER_Estimated Project Cost |
|-------------|-----------------------|------------------|------------|--------------------------|-----------------------------------------------------------------------|----------------------------|
| 7/31/2017   | <u>P007773-073117</u> | 200 N Dewey Ave  | Dolores C. | Duley                    | Install basement drain tile; move 2nd sump drain to outside of house. | 5500                       |
| 7/31/2017   | <u>P007774-073117</u> | 1907 N Dewey Ave | TINA       | MONTONARO                | Install egress window                                                 | 700                        |
| 7/31/2017   | <u>P007775-073117</u> | 517 N Dewey Ave  | MARY L     | EWERS-HINER<br>REV TRUST | Install interior basement drain system                                | 12,000                     |

Total Items: 174600

**Zoning**

| Create Date | Reference No          | Address 1            | First Name        | Last Name | PER_Description of Work | PER_Estimated Project Cost |
|-------------|-----------------------|----------------------|-------------------|-----------|-------------------------|----------------------------|
| 7/3/2017    | <u>P007718-070317</u> | 346 N Locust Street  | St. Peters School |           | School Sign             | 5000.00                    |
| 7/17/2017   | <u>P007741-071717</u> | 755 Crestview Drive  | Nicole S.         | Dyke      | New fence               | 4000                       |
| 7/17/2017   | <u>P007743-071717</u> | S2579 COUNTY ROAD V  | JAMES T           | MITCHELL  | New 24 X 36 Ag building |                            |
| 7/27/2017   | <u>P007764-072717</u> | 170 East Main Street | HK Wines          |           | New 73" X 75" wall sign | 400                        |
| 7/28/2017   | <u>P007770-072817</u> | E6916A CHADWICK RD   | KELLEY L          | SCHIRMER  | 20' X 15' deck          |                            |

Total Items: 9400