



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

COMMON COUNCIL AGENDA
MONDAY, SEPTEMBER 24, 2018
REEDSBURG CITY HALL COUNCIL CHAMBERS
7:00 P.M.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

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

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

- A. Approve minutes from the Council meeting held on September 10, 2018.
- B. Approve Temporary Class "B" / "Class B" Retailers Licenses: Wormfarm Institute – Fermentation Fest. Date: October 5 to October 14. Location: 5 Business Locations (List Attached).

II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:

- A. Appointment: Vacancy - Alderperson Recommendation
- B. 2018 Flooding – Continued discussion.

III. GENERAL BUSINESS:

- A. Library Tax Request: Approve/Deny Resolution 4352-18 a Resolution under Wisconsin Statute 43.64(2) for Exemption from County Library Tax.
- B. Webb Fund Request. Approve/Deny Webb Fund request for the Bar Buddies of Reedsburg Corp.

IV. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Public Works: Approve/Deny Resolution 4351-18: Public Works Committee recommendation for a new Public Works Facility as the next essential building. Authorize the City Administrator and Public Works Director/Engineer to begin the process of engaging: a.) Architect Firm, b.) Financial Advisor, Cost of Service / Allocation professionals to develop cost options.

V. CITY ADMINISTRATOR REPORTS:

- A. Report on - 2018 Disaster Expenses.
- B. Monthly City Administrator Report.

VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS: (2nd Meeting of the Month)

Ordinance Committee (2nd Meeting – Held Prior to CC)

Community Development Authority

Library Board

Historical Preservation Commission

Park and Recreation Committee

Plan Commission

Public Works Committee

Utility Commission

Ethics Committee *

Room Tax Commission *

Reedsburg Arts Committee *

Reedsburg Industrial Commercial Dev. Commission*

Public Safety Committee *

Police and Fire Commission *

Zoning Board *

‘*’ Report out at next City Council meeting following most recently

VII. OFFICE OF THE MAYOR:

A. Upcoming Community Events

B. Common Council - Updates.

VIII. ADJOURN

Posted: September 20, 2018

Last Resolution: 4352-18

Last Ordinance: 1877-18



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

City of Reedsburg Meeting of the Common Council September 10, 2018

Present: Aldermen Dave Moon, Craig Braunschweig, Jason Schulte, Mike Gargano, Calvin Craker, Phil Peterson, and Dave Knudsen.
Absent: Aldermen Werner and Heuer
Others Present: Stephen Compton, Jacob Crosetto, Tim Becker, Brian Duvalle, Derek Horkan, Steve Zibell, Matt Scott, Josh Kowalke, Citizens, Press.

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

Alderman Braunschweig arrived at 7:14 p.m.

Approve Consent Agenda: consisting the minutes from the Council meeting held on August 27, 2018; August 2018 Bills; August 2018 Building Permits Report; and approval of Temporary Class “B”/”Class B” Retailers License – Reedsburg Wrestling Association – Reedsburg Youth Wrestling Sportsman’s Night – Date: September 22, 2018 – Location: Reedsburg Lions/Jaycees Building.

Motion Craker, Second: Gargano to approve the consent agenda. Motion carried 6-0.

MAYOR PROCLAMATIONS, PRESENTATIONS, AND APPOINTMENTS:

- A. Appointments – Mayoral Request for New Appointments
 - a. **Motion: Gargano, Second: Peterson to approve the appointments as presented. Motion carried 6-0.**

GENERAL BUSINESS:

- A. Presentation – Response to 2018 Flooding. (Emergency Management Director)
 - a. **Motion: Craker, Second: Schulte to receive and file the report. Motion carried 6-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Finance: Webb Fund Request: Applicant: Boys and Girls Club – Bathroom Remodel (300 Vine Street).
 - a. **Motion: Knudsen, Second: Moon to approve the request as presented from the City side of the Webb Fund. Motion carried 6-0-1 with Peterson abstaining.**
- B. Finance: Webb Fund Request: Applicant: Charles Nicholas – Repair Disc Golf Cages at High School.
 - a. **Motion: Knudsen, Second: Schulte to approve the request as presented from the Public side of the Webb Fund. Motion carried 7-0.**
- C. Ordinance Committee: 2nd reading and Public Hearing on Ordinance 1881-18. An Ordinance to amend Chapter 2.07. The change requested by the Arts Committee in Chapter 2.07 will add an Alderperson position to the Reedsburg Arts Committee.
 - a. **Motion: Gargano, Second: Schulte to approve Ordinance 1881-18 as presented.**

Motion failed 3-4 with Braunschweig, Moon, Craker, and Knudsen voting no.

D. Personnel: Approve/Deny adjusted Job Descriptions.

- a. Municipal Court – Court Clerk – Revision 2018
- b. Public Works/Engineering – Engineering Technician – Revision 2018
- c. Weed Commissioner – Revision 2018.

Motion: Peterson, Second: Gargano to approve the adjusted job descriptions as presented. Motion carried 7-0.

E. Approve/Deny – Mayor Recommendation: Appoint Brian Duvall, City Planner, and Building Inspector as Weed Commissioner.

- a. **Motion: Schulte, Second: Braunschweig to approve the appointment as presented. Motion carried 7-0.**

Motion to adjourn by Craker with a second from Knudsen. Motion carried 7-0.

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jacob Crosetto', written in a cursive style.

Jacob Crosetto
City Clerk-Treasurer

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

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

FEE \$ 50.00 Application Date: 9-14-18
 Town Village City of Reedsburg County of Sauk

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

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

at the premises described below during a special event beginning Oct 5 and ending Oct 14 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) → Bona fide Club 501(c)3 Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name Wormfarm Institute

(b) Address 28 East Main St Reedsburg
(Street) Town Village City

(c) Date organized MAY 2000

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Executive Director Donna Newirth E7904 Brian Bluff Rd Reedsburg
Vice President Lisa Cochran 270 Fairview Ave Winnetka IL
Secretary Jacob Morrison 1933 Keyes Ave. Madison WI
Treasurer Garah Lloyd W13615 Nelson Rd Wisconsin Dells

(g) Name and address of manager or person in charge of affair: _____

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

(a) Street number see attached

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

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

3. Name of Event

(a) List name of the event Fermentation Fest

(b) Dates of event Oct 5-14

DECLARATION

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

Officer [Signature] 9/12/18
(Signature/date)

Officer Lisa Cochran
(Signature/date)

Wormfarm Institute
(Name of Organization)

Officer [Signature]
(Signature/date)

Officer [Signature]
(Signature/date)

Date Filed with Clerk 9-14-18

Date Reported to Council or Board _____

Date Granted by Council _____

License No. 2018002381

Fermentation Fest 2018

Class locations for temporary "class B" license

- ✓ Woolen Mill Gallery - 28 East Main St Reedsburg
- ✓ Dinner Thieves - 148 East Main St
- ✓ Avalon Ballroom - 170 East Main St
- ✓ 143 S Walnut (Formerly Three Sisters)
- ✓ Warehouse Row 146 Railroad St – 2nd floor

**City of Reedsburg
Aldersperson Vacancy Application**

Due September 7, 2018 - 4:00 PM

Interested citizens living in the 4th District are being sought to fill a Vacancy of a current Aldersperson position.

Name: THOMAS SEAMONSON
Address: 205 MYRTLE ST. REEDSBURG, WI. 53959
Phone: (Home) 524-4398 (Work) _____ (Cell) 524-4398
Email: ATSEAMO@RUCCL.NET
How long have you been a resident of Reedsburg? 30 YEARS

The following voluntary questions will help in the selection of an alderman:

1. Indicate your experience (personal and/or work) that will help you in serving the City of Reedsburg

ALDERPERSON 2006-2012
SECRETARY GREENWOOD CEMETERY - ZONING
PUBLIC WORKS - ORDINANCE COMMITTEES NOW
OWNED FARM NEAR LOGANVILLE - CITY SERVICE STATION -
REEDSBURG - PRESIDENT REEDSBURG ROTARY - ASSISTANT
GOVERNOR ROTARY CENTRAL WIS. - EMPLOYED BY UARC
REEDSBURG SCHOOL DISTRICT - FOREMOST FARMS US A.

2. What do you want to serve as an Aldersperson for the City of Reedsburg?

WORK TO IMPROVE CITY OF REEDSBURG OVERALL
KEEP IN TOUCH WITH REEDSBURG RESIDENTS
AND HELP WITH THEIR CONCERNS
WORK WITH CITY OFFICIALS ON CONCERNS AND
ISSUES
ATTEND MEETINGS

Return this application to the Attention:

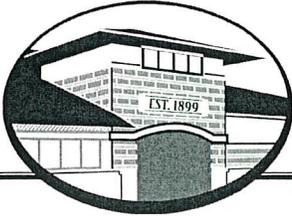
Mayor Dave G. Estes
City Hall, 134 S. Locust
Reedsburg WI. 53959

I understand that as part of the selection process, the City of Reedsburg may conduct a cursory background check on anyone being considered for appointment to a City Commission, Committee or Board and this information may become a public record under the Wisconsin Open Records Act.

Thomas Seamanson
Signature of Applicant

8-29-2018
Date

Attached: Map of the 4th District



Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

608-768-READ (7323) ♦ www.reedsburglibrary.org

AGENDA ITEM: III-A

STAFF REPORT

To: City Administrator, Mayor and City Council

By: Sue Ann Kucher, Library Director

Date: August 21, 2018

Subject: Exemption from Sauk County Library Tax.

Under Wisconsin Statute 43.64(2), municipalities with public libraries can be exempt from the county library tax if they locally appropriate an amount above the defined minimum. The statute requires that the municipality request this exemption annually.

A letter of intent or a certified copy of the City Council's action in the form of a resolution to be exempt from the county library tax must be received by the Sauk County Clerk's office no later than the end of business day on October 19, 2018. This recommended resolution declares city taxpayers exempt from paying a county library tax and avoids double taxation by the City and County for the support of similar services.

Please note that it is not necessary for your municipality to have passed its 2019 budget or to know the exact amount that will be appropriated for the library in order to complete this resolution. You must only certify that the municipality will appropriate more than the minimum required in order to exempt.

Director Kucher recommends the City Council approve the Resolution for Exemption of County Library Tax.

Resolution

File No. 4352-18

**A RESOLUTION EXEMPTING THE CITY OF REEDSBURG FROM PAYING
SAUK COUNTY LIBRARY TAX - 2019**

WHEREAS, The Sauk County Board levies a county library tax;

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, may apply for exemption from this tax; and

WHEREAS, The City of Reedsburg does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b),

NOW THEREFORE BE IT RESOLVED:

that the City of Reedsburg be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2019 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Reedsburg participation in county library service in all other respects; and

BE IT FURTHER RESOLVED, that confirmed copies of the Resolution are forwarded by the City clerk to the Reedsburg Public Library and to the Sauk County Clerk no later than October 19, 2018.

PASSED AND ADOPTED this 24th day of September, 2018.

ATTEST:

APPROVED:

Jacob Crosetto
City Clerk-Treasurer

Dave G. Estes
Mayor

Sauk County Library Tax Exemption Calculations for 2019

Municipalities that pay county library tax	2017 Equalized Value Reduced by TID	Municipalities with libraries	2018 Equalized Value Reduced by TID	2019 Needed Appropriation	2018 Appropriation Requested
Baraboo (<i>town</i>)	\$203,134,700	City of Baraboo	\$815,339,000	\$275,059	\$579,276
Bear Creek (<i>town</i>)	\$67,413,600	Village of La Valle	\$15,361,400	\$5,182	\$18,000
Dellona (<i>town</i>)	\$210,568,000	Village of North Freedom	\$24,744,200	\$8,348	\$35,000
Delton (<i>town</i>)	\$303,971,400	Village of Plain	\$58,054,100	\$19,585	\$65,000
Excelsior (<i>town</i>)	\$138,614,000	Village of Prairie du Sac	\$390,817,400	\$131,844	\$327,817
Fairfield (<i>town</i>)	\$108,468,800	City of Reedsburg	574,880,700	\$193,939	\$404,495
Franklin (<i>town</i>)	\$74,429,600	Village of Rock Springs	\$21,753,500	\$7,339	\$25,000
Freedom (<i>town</i>)	\$57,332,800	Village of Sauk City	\$332,558,400	\$112,190	\$206,500
Greenfield (<i>town</i>)	\$103,379,300	Village of Spring Green	\$165,259,400	\$55,751	\$98,942
Honey Creek (<i>town</i>)	\$82,393,800	City of Wisconsin Dells**	\$334,362,700*	\$112,799	\$167,546
Ironton (<i>town</i>)	\$50,823,700	Village of Lake Delton**	\$1,180,822,100	\$398,356	\$391,009
La Valle (<i>town</i>)	\$357,155,800				
Merrimac (<i>town</i>)	\$256,503,900	*Wisconsin Dells has residents in four counties (Sauk, Columbia, Juneau, and Adams). The equalized values from all four counties have been added to result in the figure above. See below for the Sauk County portion only:			
Prairie du Sac (<i>town</i>)	\$156,178,800				
Reedsburg (<i>town</i>)	\$103,956,800				
Spring Green (<i>town</i>)	\$180,393,700				
Sumpter (<i>town</i>)	\$64,722,200				
Troy (<i>town</i>)	\$93,949,300				
Washington (<i>town</i>)	\$60,743,100				
Westfield (<i>town</i>)	\$52,927,000				
Winfield (<i>town</i>)	\$83,979,900				
Woodland (<i>town</i>)	\$83,988,100				
Cazenovia (<i>village</i>)	\$655,100				
Ironton (<i>village</i>)	\$7,359,900				
Lime Ridge (<i>village</i>)	\$8,278,700				
Loganville (<i>village</i>)	\$13,591,400				
Merrimac (<i>village</i>)	\$75,601,800				
West Baraboo (<i>village</i>)	\$96,217,000				
TOTAL:	\$3,096,732,200				
2018 Sauk County Library Board Budget	\$1,044,698				
Tax Levy Rate	0.000337355				
		**Wisconsin Dells and Lake Delton are a joint library. Due to Act 20, the municipalities that fund joint libraries have a second method they can use to determine the necessary level at which they need to fund the library in order to exempt from county library tax. Per 43.64(2)(c)(2), a municipality in a joint library may appropriate an amount that is not less than the average of the last three years.			
		The tax levy rate is determined by dividing the 2018 Sauk County Library Board budget by the 2017 equalized value of those municipalities that pay the county library tax. The 2018 equalized value of the municipalities with libraries is then multiplied by that tax levy rate to determine the municipal appropriation needed in order to exempt from the county library tax in 2019. The 2018 municipal library appropriations (taken from information provided on the library's 2017 Annual Report) are provided as an indication of the municipality's current level of support. -- Wisconsin Statutes, s.43.64(2)(b)			

APPLICATION FORM

WEBB FUND

AGENDA ITEM: _____

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

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

Name of applicant: Tim Becker

Organization: Bar Buddies of Reedsburg, Corp.

Federal ID Number: 81-1282986 Phone No. _____ Fax No. _____

Tax status of applicant (corporation, charity, governmental body, etc.) 501(c)(3)

Street Address: 200- S. PARK ST. Mailing Address: _____

City, State, Zip Reedsburg WI 53959

DESCRIPTION OF THE PROJECT

Describe in detail the proposed project (attach additional sheets if necessary): Purchase
AN ADDITIONAL vehicle to help supplement fleet to
handle increased rides.

Location of Project (projects must be in the City limits) Bar Buddies Reedsburg
is based out of the City and provides rides primarily
to and from City locations.

How will the project recognize the contribution from the Webb Fund? Decal Applied
to vehicle identifying WEBB FUND ASSISTANCE.

How will the project benefit the city of Reedsburg? Assist in providing SAFE-RIDES
to help ALLOWANCE DUI AND POTENTIAL M/V CRASHES
DUE TO IMPAIRED DRIVING.

PROJECT BUDGET

Webb Fund Grant Amount Requested: \$ 14,250.00. Please attach a copy of your proposed budget. Include all resources needed for this project including labor and indicate who will be responsible.

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

Fundraising efforts | private donations.

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

Tim Becker, 200-S. Park St., Reedsburg WI

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

Immediate implementation

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

Applicant's Name: Timothy M. Becker

Signature: [Signature] Date: 9-11-2018

Email Address: tbecker@reedsburgpolice.com

Date received by City Clerk: SEP 12, 2018

Status: Forward to Committee

Finance Committee
City Council

Disposition:

Herbert Webb Trust Fund Policies

1. Proposals should be for a substantial item or project and have a useful life of at least three years. Proposals should be consistent with the general outlines of the Herbert Webb Trust Fund.
2. Each item or project will be approved on a case-by-case basis.
3. Items or projects must be located within the city limits of Reedsburg.
4. A dedication plaque is required, which must be presented at City Hall before payment is released and may not be purchased with Webb Fund Money.
5. The Finance Committee of the City Council will consider requests and make recommendations to the City Council for approval. Other committees may also make or consider requests and make recommendations to the Council.
6. Non-government groups may make applications so long as the civic purpose is consistent with the general outlines of the Herbert Webb Trust Fund. All requests will be in writing.
7. Applications will be accepted quarterly.
8. The Finance Committee, as advised by the staff, will monitor the annual earnings of the Webb Fund. They may recommend changes in the re-allocation of assets to the Harris Bank through the City Administrator. However, Harris Bank has the ultimate say on investment decisions.
9. The Council, advised by the Finance Committee, will prudently manage the disbursement of the Webb Fund so as not to over-commit future earnings and the revenue stream coming to the City.
10. The Council will report annually to the citizens of Reedsburg—via the media—the status of the Herbert Webb Trust Fund.
11. Applicants shall have at least two quotes from contractors where practical.
12. Applicants shall contribute at least 25% of the project cost.
13. Applicants may only apply for funds once in a calendar year for a specific project.
14. Applicants shall be responsible to return funds for uncompleted projects or funds not used.

Webb Fund Request - Bar Buddies - Reedsburg, Corp.

9/11/2018

2014 Chevrolet G3500 Express 12 Passenger Van

Sale Price	19000
Donation Wheel City Motors	-4250
Bar Buddies Supplement	-500
Webb Fund Request	-14250

0



2014 CHEVROLET G3500 EXPRESS 12 PASSENGER VAN

ONLY 56000 MILES!

6.0 V8

CERTIFIED PREOWNED

REAR AIR

BACK UP CAMERA

TOW PACKAGE

RUNNING BOARDS

REAR SENSORS

STABILITRAC

3.9% APR for 60 months  [SEE DETAILS](#)
Advertisement on buytoyota.com/it



2014 Chevrolet Express 3500 Passenger LS Extended Van 3D [Print](#)

Mileage: 56,000 Condition: Very Good [Save](#)

Overall Consumer Rating 8.1/10
 ★★★★★ 250 Ratings [Write a review](#) [Check Specs](#)

1 Compare Your Values [See Overview of Values](#)

Use these values to help make a confident decision on whether to sell, trade or donate your car.

Instant Cash Offer Trade-in Value Private Party Value Donate Your Car

Private Party Range
\$16,129 - \$19,330

Private Party Value
\$17,730



Important info & definitions [Track this car's values](#)

Condition: Very Good
 Valid for ZIP Code 53959 through 09/13/2016

Overall Consumer Rating 8.1/10
 ★★★★★ 250 Ratings [Write a review](#)

PRIVATE PARTY VALUE

Leverage this value to set your price and negotiate with private-party buyers.

Average Time to Sell:

30
DAYS

Level of Effort:

High

[See Overview of Values](#)

2018 Toyota Highlander

\$349 per month for 36 months
Lease Special



[SEE DETAILS](#)
Advertisement on buytoyota.com/it

Popular at KBB.com First Pics: 2019 Models Unveiled



The Sorento's spacious interior is fully adaptable.



[Learn More](#)

Bar Buddies Reedsburg - Ride Totals

	2016	2017	2018	2019	2020	2021
Jan	0	232	271			
Feb	0	237	315			
March	0	270	584			
April	0	244	274			
May	0	259	310			
June	214	268	424			
July	243	326	306			
August	232	346				
Sept	125	346				
Oct	177	177				
Nov	207	207				
Dec	239	239				
Total	1437	3151	2484			

STAFF REPORT

AGENDA ITEM: IV-A

To: Public Works Committee, Mayor and City Council
Prepared By: Steve Zibell, Public Works/Engineer and
Stephen Compton, City Administrator *hw*
Date of Meeting: September 10, 2018

Subject: Space Needs Assessment Report - Essential Facility Recommendation for Public Works Facility - Resolution 4351-18

BACKGROUND:

Since 2008 a decade of time has passed since the flooding of City residences on the west side, Parks and the Public Works facilities as well as the Waste Water Facility. A formal "Facility Needs Assessment" has not been completed for some time.

DISCUSSION/ANALYSIS:

The goal of the "Space Needs Assessment Report:

The ADCI completed a needs assessment study earlier in the year and the Public Works Committee has reviewed the complete space needs assessment report. This document serves as a guide for the City in implementing the replacement upgrade/remodeling of the City's Essential Facilities; thereby ensuring that our Municipal Campus Facilities: City Hall, Police and Fire facilities, Public Works and Library are capable of serving the citizens during normal service delivery and in a major potential disaster.

The report includes suggested space needs, improvement recommendations and even assumes a range of space options. It must be noted that as implementation begins, more details will become available -- through detailed design development and associated cost updates.

PUBLIC WORKS AND FINANCE COMMITTEE RECOMMENDATIONS:

Public Works Committee has discussed the space needs assessment study in meetings in 2018 along with discussions about bathroom and handicap ramp remodeling at City Hall.

At their last Public Works Committee meeting in August the details of the report were presented by Dave Cameron or ADCI. Each Departments space needs were discussed and the Public Works building "Shop" came up as a priority due to its location in the floodway/flood plain and its history of flooding.



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Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
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2018 FLOODING IMPACT

In the past couple of weeks the community has now been impacted in the 2018 Flooding event and the west side residences, businesses and public facilities has been impacted. City facilities include the Public Works Facility (Shop), Anna Stone and Granite Ave Parks and the Smith Conservancy. The City is into recovery and working to put these facilities back into operation.

FINANCIAL IMPACT

The Space Needs Assessment Report funding was approved in 2017 and 2018. The Public Works Committee has now reviewed the report and has made a recommendation. A new Public Works facility is estimated to be a 44,000 s/f facility. The final cost depends upon the construction documents. An estimated range of costs of \$110/sf would be approximately \$4,840,000 and \$130.0/sf could be as high as \$5,720,000.

To be able to obtain the specific costs and funding certain professional agencies must be engaged. Funding for this effort would be assigned to the approved Essential Facility Account 75-551200-03 which has been approved for \$50,000. Staff working with the professional entities will develop cost options for both the Public Works and Finance Committees to review.

STAFF RECOMMENDATION

Receive and file the "Space Needs Assessment Report" previously circulated.

If the City Council is ready a motion approving Resolution 4351-18 to authorize the City Administrator and Public Works Director/Engineer to solicit and engage professional agencies: Architect, Financial Advisor, Cost of Service / Allocation professionals to develop cost and payment options.

ATTACHMENTS:

2.0 Executive Summary Only: (Space Needs - Assessment Report previously distributed)
Space Needs – Maps and Equipment List (5 Pages)
Resolution 4351-18 – Public Works Committee recommendation – Essential Facility



2.0 EXECUTIVE SUMMARY

2.0. Executive Summary

This Executive Summary is an abbreviated overview of key space needs items bullet pointed to provide a snapshot overview of the city's department space needs, what the drivers are for those needs and the recommended course of action to solve the needs for each department.

2.1. City Administration: Administrator / Clerk / Treasurer / Court Clerk

Key Findings:

- The department has (6) full-time employees plus the Mayor.
- The department occupies 1,026 sf of dedicated space plus an additional 2,746 sf of shared space.
- The department is stable and not experiencing addressable growth other than potential expanded services in the Municipal Court, which would generate more retained court records require storage.
- The department space is sufficient and can support efficient operations and public services currently, but cannot accommodate much future growth.
- The only current space needs driver is the volume of court records being generated.
- The department's greatest need is space for records, which is minor at the time, but expected to have future growth. No personnel or equipment needs were reported.
- Discovered space needs are 150 sf of additional court records storage space.
- Recommendations would be to potentially use the space adjacent to the back stair between the engineering department and the employee toilet rooms for secure court records at such time that the Court Clerk's office is no longer capable of housing all retained court records.

2.2. Building Inspection / Planning / Zoning

Key Findings:

- The department has (1) full-time employee that performs all (3) department job titles.
- The department occupies 216 sf of dedicated space plus an additional 1,172 sf of shared space.
- The department is stable and not experiencing addressable growth, other than the potential future addition of a full-time dedicated building inspector.
- The department space is sufficient and can support efficient operations and public services currently, but cannot accommodate future growth.
- The needs drivers for growth in this department are a continued growing community and healthy construction atmosphere.
- The department's greatest need is space for an additional Building Inspector's office, which is not an immediate need. No other space, personnel or equipment needs were reported.
- Discovered space needs are 248 sf of additional office space.
- Recommendations would be to construct a dedicated Building Inspector's office in the old library portion of City Hall adjacent to the Engineering department.

2.3. City Engineer / Public Works

Key Findings:

- The department has (9) full-time and (2) part-time seasonal staff.
- The department occupies 626 sf of dedicated space in City Hall plus an additional 1,112 sf of shared space in the same building. The department also occupies 12,628 sf of dedicated space in the City Shop plus an additional 692 sf of shared space in the same building.
- The department staffing needs are stable, but space needs are dire for additional storage and maintenance space. This is compounded by the fact that much of the existing storage and



maintenance space is located within the flood plain and subject to frequent flood damage. Much of the existing space needs to be relocated to a new facility location outside the flood prone area.

- The department space for Engineering is sufficient. The department space for Public Works is not sufficient for efficient operations and a great deal of labor is lost to moving equipment for access as well as to prevent flood damage. Existing spaces do not support any future growth, however, the deficiency does not affect the department's ability to provide services to the public, but does effect efficiency in doing so.
- The needs drivers for growth in this department are a growing community, creating a growing need for equipment and seasonal staffing. Large equipment drives a need for a great deal of space for maintenance and secure storage.
- The department's greatest needs are space, specifically located outside the flood prone area.
- Discovered space needs are 25,461 sf of additional space.
- Recommendations would be to keep the existing Engineering department at the City Hall location and construct a new facility at a location outside the flood prone area that could accommodate both the Public Works department and the Parks & Recreation department to house shared support spaces.

2.4. Police Department

Key Findings:

- The department has (20) full-time employees, plus the Police Chief and (7) civilian employees.
- The department occupies 19,894 sf of dedicated space and shares no space with other departments.
- The department is currently stable, but growth is common in a growing community.
- The department has sufficient space to properly perform the department functions and service the public, but additional enclosed space for secure vehicle storage is becoming a priority and reconfiguration of some interior space to accommodate a collaborative detective's work area is essential. Expansion of the Squad Room is also critical with a growing staff.
- Needs drivers are a growing community resulting in a larger police staff, changing equipment and technology and changes in work processes.
- The department's greatest needs are space. There are no great changes currently with staffing or equipment.
- Discovered space needs are 10,200 sf of additional space garage and support spaces and 2,362 sf of renovation of existing space.
- Recommendations would be to renovate existing equipment and armory space to accommodate a larger squad room, renovate the existing garage to accommodate a detective's collaborative "bull-pen" and add a police squad unit garage directly to the west of the existing Police Department where the existing parking lot is currently.

2.5. Public Library

Key Findings:

- The department has (10.4) FTE equivalent staff members per the latest Wisconsin Department of Public Instruction annual filing.
- The department occupies 15,414 sf of dedicated space within the Public Library building. No space within this building is shared with other departments. The library also occupies 340 sf of storage space and 630 sf of historical archives space in the old library portion of City Hall.
- The department is stable and not currently experiencing addressable growth in staff needs. If space needs are met for programming needs, then additional staff may be necessary at that time.
- The department space is deficient and cannot support efficient operations or needed growth. The facilities do support current public services for the most part, but cannot support much needed additional programming. Special collections, staff work space and storage are highly deficient.



- Needs drivers are a growing community, changing trends in library service offerings and a diversity of needed program offerings.
- The department's greatest needs are space, which if met could require additional staff. No capital improvement equipment needs were identified.
- Discovered space needs are 10,383 sf of additional space if a Community Room is not included and 16,623 sf if it is included.
- Recommendations would be to add on to the existing library in place to accommodate growing collections, special collections, expanded staff work space, growing program needs, quiet reading room, storage and support spaces. This would necessitate acquiring adjacent property and expansion could be phased as multiple projects.

2.6. Parks & Recreation

Key Findings:

- The department has (3) full-time and up to (60) part-time seasonal staff.
- The department occupies 168 sf of dedicated space in City Hall and 1,962 sf of dedicated space in the City Shop. The department shares an additional 692 sf of space in the City Shop with the Public Works department.
- The department is not stable and staffing needs can change quite dramatically depending on seasonal recreation program offerings, programming space availability and special activity scheduling. A full-time Recreation Coordinator to take over recreation management could help to stabilize staffing and program needs.
- The department space is deficient for equipment maintenance and storage and cannot support growth.
- Needs drivers are a growing community with a growing number of recreational program offerings, especially in the summer season.
- The department's greatest needs are a combination of space and staffing. Staffing needs fluctuate greatly with recreational programs, but a full-time Recreation Coordinator is direly needed.
- Discovered space needs are 4,340 sf of additional space, primarily for storage and maintenance and office space for a much needed full-time Recreation Coordinator.
- Recommendations would be to add a full-time Recreation Coordinator and expand office space, possibly create a Parks and Recreation administration suite in the existing lower level meeting room space. Long-term recommendations would be to construct a Community Recreation Center that would be managed by the Recreation Coordinator.

2.7. Fire Department

Key Findings:

- The department has (45) volunteer staff and no full-time employed staff.
- The department occupies 14,546 sf of dedicated space within their own building and shares no space with other departments within this building. The department also occupies 2,108 sf of space within the old ambulance garage, sharing this building with Public Works.
- The department is stable and is not experiencing addressable growth.
- The department space is sufficient for the most part and can support efficient operations and public service, but cannot support growth in either staff or equipment.
- Needs drivers are a growing community and rural municipalities and townships in the department service area.
- The department's greatest needs are space and equipment. Staffing needs vary with volunteer numbers, but there is a waiting list. Gear locker space would be needed if additional staff were added.



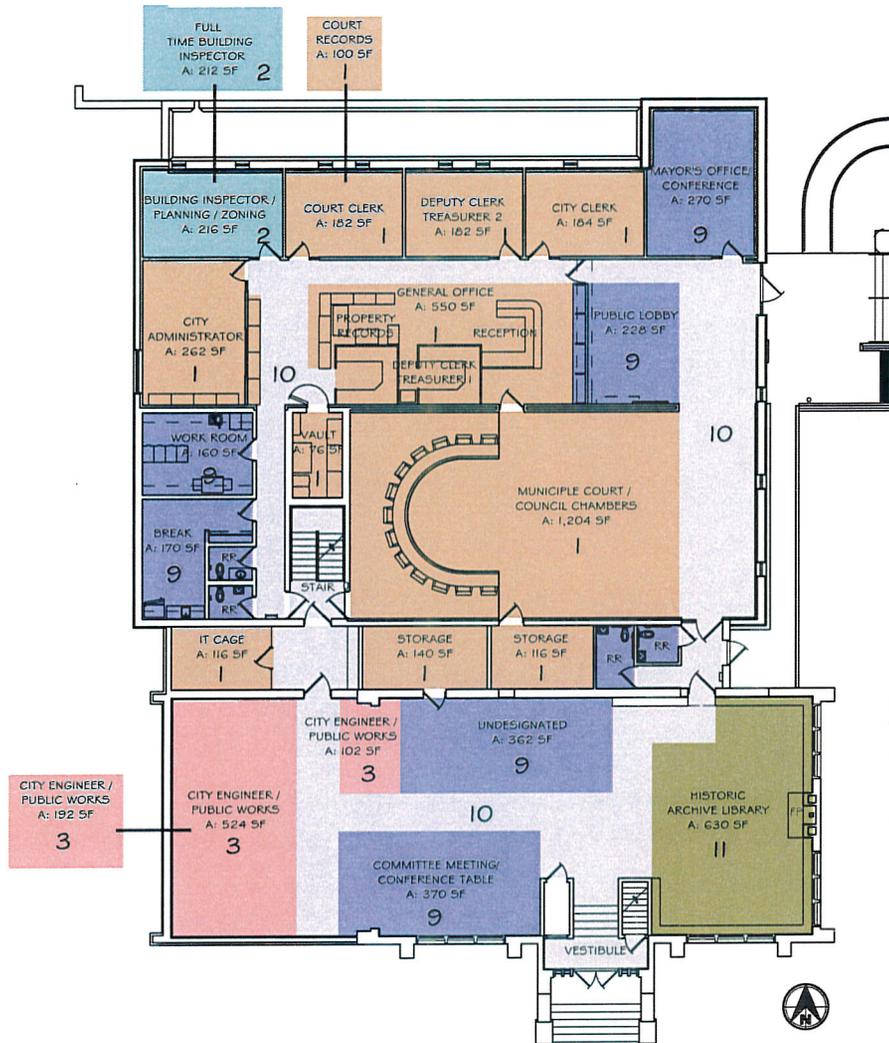
- There were no discovered space needs at the time. Some space renovations were discovered that would accommodate staff training and fitness needs.
- Recommendations would be to renovate space to accommodate staff training and fitness as addressed in the report. Some space renovations can accommodate a few additional staff gear lockers, but a long-term solution for more lockers should be explored.

2.8. Ambulance

Key Findings:

- The department has (5) full-time and (32) part-time employees.
- The department occupies 6,686 sf of dedicated space within their own building and shares no space with other city departments.
- The department is stable and is not currently experiencing any addressable growth.
- The department space in general is sufficient and can support efficient operations and public services. The exception to this is a need for additional staff sleeping rooms and space for staff report filing. The facility cannot support growth in its current condition.
- Needs drivers are the growing community and Ambulance Commission service area.
- The department's greatest needs are space, which is minor at this time.
- Discovered space needs are 420 sf of additional space for sleeping rooms and report filing space.
- While the department does not currently need immediate additional space, the recommendation would be to secure a portion of the adjacent property to the west to secure future expansion opportunities.





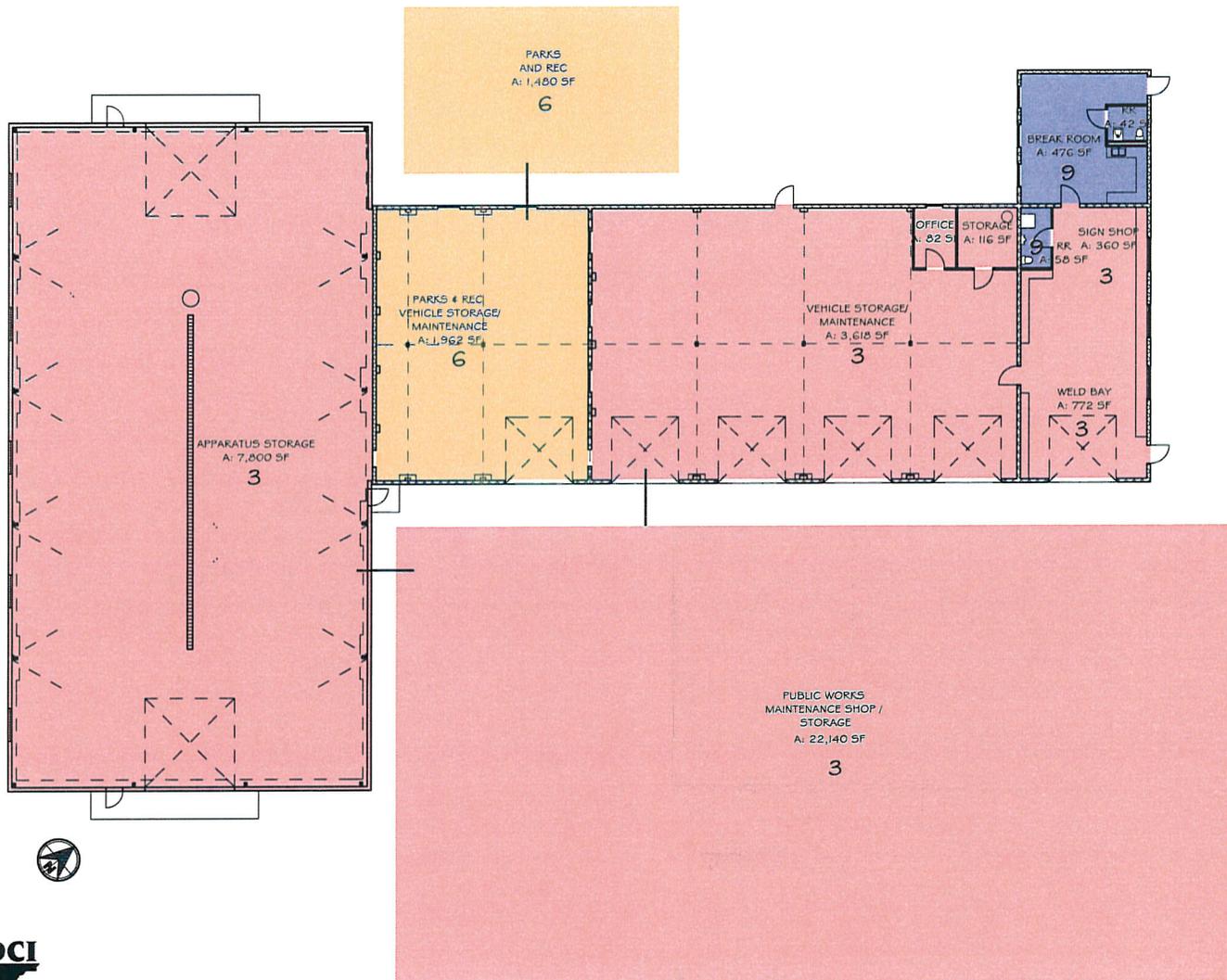
SPACE USE LEGEND

- 1 CITY ADMINISTRATION
- 2 BLDG INSPECTION / PLANNING / ZONING
- 3 CITY ENGINEER / PUBLIC WORKS
- 4 POLICE DEPARTMENT
- 5 PUBLIC LIBRARY
- 6 PARKS & RECREATION
- 7 FIRE DEPARTMENT
- 8 AMBULANCE
- 9 SHARED / COMMON SPACE
- 10 CIRCULATION
- 11 HISTORICAL ARCHIVES LIBRARY
- 12 FOOD PANTRY
- 13 COMMUNITY ROOM

TOTAL FIRST FLOOR
AREA = 9,096 sq ft



**CITY ENGINEER /
PUBLIC WORKS**
CITY OF REEDSBURG
17-143 1/19/2018



SPACE USE LEGEND

- 1 CITY ADMINISTRATION
- 2 BLDG INSPECTION / PLANNING / ZONING
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- 5 PUBLIC LIBRARY
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- 7 FIRE DEPARTMENT
- 8 AMBULANCE
- 9 SHARED / COMMON SPACE
- 10 CIRCULATION
- 11 HISTORICAL ARCHIVES LIBRARY
- 12 FOOD PANTRY
- 13 COMMUNITY ROOM

FIRST FLOOR PLAN = 15,380 sq ft

ACCESSORY STORAGE BUILDING 32 x 100 (3,200 SF)

SALT, SAND, COLD PATCH STORAGE
SHED 32 x 64 (2,048 SF)

OPEN YARD STORAGE



**CITY ENGINEER /
PUBLIC WORKS**

CITY OF REEDSBURG
17-143 1/19/2018



**Architectural Design
Consultants, Inc.**

Google Maps



Public Works / Street Department Equipment List

Elgin Pelican Sweeper	Leased	2017
John Deere 4wd Loader	1DW544KZLA0631263	2010
2004 Volvo Loader w/JRB Hyd Coupler & Bucket		2004
1996 John Deere Loader		1996
Champion Road Grader	with snow wing	1997
Cat Road Grader	Military	1975
420 Case Diesel Skid Loader		2007
International 7400 Dump/Plow Wing		2016
International 7400 Dump/Plow Wing	1HTWDAZR9FH533354	2015
IHC 7400 (4x2) - Dump/Plow Wing	1HTWDAZR9CJ563961	2012
Freightliner Truck - Dump/Plow	1FVAC3DJ19HAD7933	2009
Freightliner FL-M2 - Dump/Plow	1FVACXCS16H88992	2006
International Dump/plow	1HTWAAAN16J384657	2006
IHC 7300, Dump /Plow	1HTWAAAN43J077852	2003
IHC Dump /Plow	1HTSCABP62H407229	2002
Ford F7000 w/Dump Body & Hoist	1FDPF70J4SVA63828	1995
Dodge Pickup 1/2 ton Steve		2011
Dodge Pickup 1/2 ton Mike		2011
Dodge Ram 1500 2wd Short Box	1D7HA16K48J139946	2008
Dodge Ram 1500 2wd Short Box		2017
Chevy Silverado 4x4 3/4 ton	1GCHK24K67E523170	2007
Ford F350 4WD Reg Cab XL SRW	1FTRF3B63FEC82106	2015
Dodge Truck 4500 Reg Cab/Flat Bed	3C7WRLBJXFG610275	2015
Snow Blower Loader Attachment	Downtown & Airport	2010
ODB Leaf Vac		1994
ODB Leaf Vac		2005
ODB Leaf Vac		2008
ODB Leaf Vac	4045T 74HP	2015
Vermeer Brush Chipper		1998
Striper - Line Lazer III	Quantity = 3	2004
Swenson Salt Box		2000
Swenson Salt Box		2006
Swenson Salt Box		2012
Swenson Salt Box		2015
Wacker Roller	RD11A	2000
Gallon Roller		1975
Water Truck - International 4900	1HTSDPCRXP533648	1993
Patchwagon - Falcon Mini 1 ton	1F9P1091XDM339020	2013
Patchwagon - Falcon Mini 1 ton		2016
Air Compressor/Trailer	Doosan Model P185WJD	2014
Mower Deck	15' Bat Wing Mower Deck	2014

Waste Water Treatment Plant Equipment List

Ford Truck 250		2015
Ford Truck 250	1FTNF21558ED33142	2008
Case Skidsteer		1997
John Deere Loader		1997
Generator - Ingersoll-Rand 50kw		1996
Generator - Ingersoll-Rand 50kw		1997
Jet Machine: Sereco		2009
Thompson 6" Pump		2009
Woods Mower		2005
Computers & Printers	Various Departments	ongoing





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

RESOLUTION

File: 4351-18

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND
PUBLIC WORKS DIRECTOR TO SILOCITATE PROFESSIONAL ARCETICH
FOR DESIGN, SITE / LOCATIONS, FINANCIAL ADVISOR AND COST OF
SERVICE/ALLOCATION STUDY TO FUND A NEW PUBLIC WORKS
FACILITY AND REPURPOSING THE EXHISTING PUBLIC WORKS
FACILITY FOR PARKS AND RECREATION DEPARTMENT**

WHEREAS, the Public Works Committee has received the “Space Needs Assessment Report from Architectural Design Consultants, Inc. and

WHEREAS, the Public Works Committee has deliberated the space needs of all departments as provided in the 2.0 Executive Summary and the larger “Space Needs” document

WHEREAS, the City Council of the City of Reedsburg considered and funded the “Space Needs Assessment” in the FY 2017 and set aside \$50,000 (Account: 75-551200-03) towards the new essential facility funding,

WHEREAS, beginning August 27, 2018 the City of Reedsburg experienced the impacts of the 2018 Flooding and Mayor, Dave Estes of the City of Reedsburg issued a “Disaster Declaration on August 29, 2018 with the City Council approving Resolution 4350-18 on September 10, 2018.

NOW THEREFORE, Resolved, by the Common Council of the City of Reedsburg, Sauk County, Wisconsin approve the following sections:

Section 1: The ranking by the Public Works Committee has set the Public Works Facility as the most important needed essential facility at this time and,

Section 2: The Public Works facility has been inundated three times since 2008 the most recent event in the 2018 Flooding and,

Section 3: Common Council understands the current Public Works Facility cannot be enlarged at the presented location but is still a usable public facility space and will consider the repurposing of the facility for use by the Parks and Recreation Department, and

Section 4: The Common Council authorizes the earmarking the \$50,000 budgeted for the Essential Facilities funds adopted under the 2018 Budget resolution 4314-17 and amends the 2018 Capital Improvement Budget Fund 75 account 75-551200-03 placing the “Public Works Facility” into the CIP program.

Section 5: The Common Council authorizes the City Administrator and Public Works Director/Engineer to engage professionals: a.) Architect Firms, b.) Financial Advisor c.) Cost of Service / Allocation Consultant for the developing costs of a new “Public Works Facility” project.



City of Reedsburg
134 South Locust Street, P.O. Box 490
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Ph. 608-524-6404 Fax. 608-524-8458
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PASSED AND ADOPTED this 24th day of September, 2018.

ATTEST:

APPROVED:

Jacob Crosetto
City Clerk-Treasurer

Dave G. Estes
Mayor

BE IT FURTHER RESOLVED, that the City of Reedsburg City Council approved the resolution the evening of September 24, 2018

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 24th day of September, 2018 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 24th day of September, 2018.

City Clerk



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: V - A

To: Finance Committee, Mayor and Common Council

Prepared By: Jacob Crosetto, City Clerk-Treasurer

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

Date of Meeting: September 24, 2018

Subject: Fiscal 2018 – Disaster Related Expenses

BACKGROUND

In a normal budget year we would be doing Mid-Year Budget adjustments at this time. With the emergency Disaster Declaration this past month staff has been concentrated in response and recovery efforts.

ANALYSIS

In meeting with Department heads I have decided not to bring forward a mid-year budget change as our last reporting to the Council on August 27, 2018 showed the City Departments are under spending 4.89% at mid-year. Small internal adjustments can be authorized by the City Administrator and City Clerk-Treasurer which do change the approved total fund expense and do not move budget amounts across funds. This will allow for City staff to concentrate on responding to the emergency.

A reporting of the expenses to date will be provided at the City Council meetings to keep the City Council informed of the expenses in our emergency tracking accounts and overtime spent.

FINANCE IMPACT

The following tables show the financial expenses incurred to-date related to the emergency response.

City Account Description	Amount
10-544700-03 2018 Flooding Expenses - General Fund	\$3,989.95
20-541200-03 2018 Flooding Expenses – Waste Water Facility	\$815.03

City Overtime Expensed	Amount
Overtime expenses – General Fund	\$3,404.49
Overtime expenses – Waste Water Fund	\$71.14

Reedsburg Utility Commission Description	Amount
Electrical Utility expenses	\$15,303.83
Water Utility expenses	\$1,230.93
Telcom Expenses	\$5,333.96

STAFF RECOMMENDATION

Receive and file report.