1. Agenda

   Documents: CC_20151124_AG.PDF

2. Complete Packet

   Documents: CC_20151124_PK.PDF

Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4200 Fax: (608) 270-4212
www.fitchburgwi.gov

AGENDA
FITCHBURG COMMON COUNCIL
NOVEMBER 24, 2015
7:30 P.M.
CITY HALL

NOTICE IS HEREBY GIVEN that the Fitchburg Common Council will meet at 7:30 p.m. for a Meeting on Tuesday, November 24, 2015 in the Council Chambers of the City Hall, 5520 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at http://factv.fitchburgwi.gov/Cablecast/Public/Main.aspx?ChannelID=3

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC APPEARANCES NON-AGENDA ITEMS / NEW APPOINTMENTS**

   A. **Mayoral Appointments** *(* Indicates Short Term Due to Vacancy or to Properly Stagger Terms)*
      1. **New Appointments**
         a. Community & Economic Development Authority – Shellie Pierce, Term Expires 4/17/2018*

5. **CONSENT AGENDA**
   ALL ITEMS LISTED UNDER THE CONSENT AGENDA are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a motion to amend is passed in which event the item will be removed from the Consent Agenda and considered on the agenda under the appropriate section.

   A. **APPROVAL OF MINUTES**
      1. Common Council – November 10, 2015

   B. **REFERRALS TO COMMISSIONS AND COMMITTEE**
      149. **Resolution R-127-15** Approval of 2016 Contract with Dane County Human Services
         a. Commission on Aging
         b. Finance Committee
         c. Public Safety & Human Services

      150. **Resolution R-132-15** Authorizing Rejection of the 2015 Combination Sewer Cleaner Bids
         a. Board of Public Works
         b. Finance Committee

      151. **Resolution R-134-15** Resolution Authorizing Approval of Design/Engineering Services Contract for Public & Private Infrastructure Improvements for Sub-Zero/Wolf Campus Expansion
         a. Board of Public Works
         b. Finance Committee

5. **Consent Agenda (continued)**

152. **Reapproval of Certified Survey Map Request CS-2060-15** by Randall Guenther of Downtown Fitchburg II LLC, to Divide Property at Syene Road & Clayton Road, Property in Section 11, into 3 Parcels
   a. Plan Commission

153. **Ordinance 2015-O-33** An Ordinance Amending Chapter 27 Streets and Public Ways – Section 27-255 (b) Relative to Street Occupancy Permits
   a. Board of Public Works

154. **Certified Survey Map Request, CS-2094-15** by Michael Marty, Agent for Tralee, LLC, to Replat Outlot 2 Techlands into a Lot
   a. Plan Commission

155. **Rezone Request RZ-2095-15** By Fred DeVillers, Agent for Forward Community Partners LLC, to Rezone from the PDD-GIP (Planned Development District – General Implementation Plan) to the PDD-SIP (Planned Development District – Specific Implementation Plan), on Lot 1 CSM 13827
   a. Plan Commission

156. **Preliminary Plat Request PP-2096-15** by James Spahr of Lionshare Group, Agent for William Dunn, for the Seminole Business Park Preliminary Plat
   a. Plan Commission
   b. Park Commission

157. **Conditional Use Permit Request CU-2098-15** by Chris Armstrong, Agent for Avante Properties, to Exceed Residential Occupancy of 8 Dwelling Units to Allow for 30 Dwelling Units on Outlot 2 Techlands

C. **Public Safety & Human Services**

1. **Consideration of the Following Fermented Malt Beverage and Intoxicating Liquor Licenses: (Issuance Contingent upon Payment of all Fees owed to The City of Fitchburg) All are new applications.**

   CLASS "B" FERMENTED MALT BEVERAGE
   SoHo Gourmet Cuisines, LLC, 2990 Cahill Main – DBA SoHo Gourmet Cuisines – Pak Ho So, Agent

   "CLASS C" RETAILERS' LICENSE FOR THE SALE OF WINE
   SoHo Gourmet Cuisines, LLC, 2990 Cahill Main – DBA SoHo Gourmet Cuisines – Pak Ho So, Agent

   "CLASS A" CIDER LICENSE
   Speedway, LLC, 2810 Fish Hatchery Road – DBA Speedway #4170 – Kevin N Scheckel, Agent

2. **Temporary Operator Licenses: (Issuance Contingent upon Payment of all Fees Owed to City of Fitchburg)** Margaret Groves, Sarah Lange, Steven Leverentz – Get Festive with Agora

3. **Consideration of the Following Application for Temporary Class "B"/"Class B" Retailers License "Picnic License" (Issuance Contingent upon Payment of all Fees Owed to City of Fitchburg) – For Sale of Fermented Malt Beverages and Wine**
   Fitchburg Lions Club, 2523 Targhee Street, Fitchburg, WI for Get Festive with Agora event on Thursday, December 3, 2015 at the Agora, 5500 East Cheryl Parkway, Fitchburg, WI from 4:00 p.m. to 8:00 p.m.

6. **ADMINISTRATOR'S REPORT**

7. **COMMISSION/COMMITTEE REPORTS**

A. **Plan Commission**

1. **Resolution R-117-15** Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 10, City of Fitchburg, Wisconsin
   a. Finance Committee

2. **Resolution R-122-15** Accepting Temporary Access Easement from Sub-Zero Group

3. **Resolution R-129-15** A Resolution Approving a Comprehensive Development Plan Amendment for Stoner Prairie, CDP(A) – 2085-15

4. **Resolution R-130-15** A Resolution Approving Final Plat Request (FP-2090-15) for the Final Plat of First Addition to North Park

5. **Resolution R-131-15** A Resolution Approving Certified Survey Map Request CS-2083-15 by Thomas Sanford, Agent for Homeville Fitchburg/Bill Clemens, to Divide Lot 1 CSM 12135 into Two Lots

6. **Ordinance 2015-O-34** Zoning Ordinance Amendment Specific Implementation Plan Zoning for Lot 1 CSM 12952 Relative to Parking and Building Modifications

7. **Ordinance 2015-O-35** Zoning Ordinance Amendment Issuing Specific Implementation Plan Zoning for Lot 1 CSM 12135 for a Commercial Development Consisting of Two 2 – Story Buildings

B. **Board of Public Works**

1. **Resolution R-121-15** Approving Grant of Highway Easement to Wisconsin Department of Transportation (WisDOT) over the Military Ridge Path Corridor at County PD/McKee Road
   a. Plan Commission
   b. Finance Committee

2. **Resolution R-124-15** Approving the Future Vacation of Excess Right-of-Way on Anton Drive
   a. Plan Commission

3. **Resolution R-125-15** Approving First Amendment to License with New Singular Wireless PCS , LLC, for Modifications to Wireless Digital Communications Equipment on Tower E
   a. Finance Committee

C. **Park Commission**

D. **Library Board**

E. **Commission on Aging**

F. **Resource Conservation Commission**

G. **Transportation & Transit Commission**

H. **Community & Economic Development Authority**

I. **Agriculture & Rural Affairs Committee**

J. **Reports from other Commissions and Committees**

8. **STANDING COMMITTEE REPORTS**

A. **Finance Committee**

1. **APPROVAL OF BILLS –**
   Review All Checks Issued and P-Card Transactions (Council Action Not Required)
   a. General Checks 112285 through 112357 dated November 19, 2015 Total $849,357.51

2. **Pre-Approval of Purchases for $25,000 or More** (Council Action Required)
   a. Batch Dated November 19, 2015 - $201,805.16

3. **Resolution R-126-15** Amending 2015 General Fund Budget

4. **Resolution R-113-15** Approving Contract Amendment with SEH for Architectural/Engineering Services a Geo-Thermal System for the West Fire Station Building ***(Tabled from 10/27/2015 Meeting)***

B. **Personnel Committee**

C. **Public Safety & Human Services**

1. **Operator Licenses needing special attention (Issuance Contingent upon Payment of all Fees Owed to City of Fitchburg – Notes: N = New, All Others = Renewal)**
   Joshua Loret – N; Alan Puskarich – N

9. **MAYOR'S REPORT**

A. **Bicycle & Pedestrian Advisory Committee Applications**

B. **Alder District Reports**

10. **UNFINISHED BUSINESS**

1. **Resolution R-104-15** A Resolution Adopting the 2016 Annual City Operating Budget

11. **NEW BUSINESS**

12. **ANNOUNCEMENTS**

A. Next Common Council Meeting, December 8, 2015
B. Next Committee of the Whole Meeting, January 27, 2016

13. **ADJOURNMENT**

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711,(608) 270-4200

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Lisa Sanford

From: noreply@civicplus.com
Sent: Monday, November 23, 2015 11:28 AM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Community & Economic Development Authority (CEDA)
First Name	Shellie
Last Name	Pierce
Address (Public Use)	2101 Post Rd. Apt.2
City	Fitchburg
State	WI
Zip	53713
Phone Number (Public Use)	608-395-4782
Cell Phone	608-395-4782
Work Phone	[redacted]
Occupation/Title	Project Manager & Educator at Growing Power Madison
Email (Public Use)	Shell.Pierce25@gmail.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be pertinent, including volunteer work:	My current role at Growing Power Madison as Project Manager is looking at communities and the economic development of them as well as researching the demographics in which that particular neighborhood resides in. My work there has giving

	me the experience in which I am passionate about to continue installing and bridging gaps in neighborhoods who have an economic disadvantage.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	My willingness to serve the residents of Fitchburg through this appointment is to look at what we can do as a team to keep our neighborhoods safe and economically sustainable. By looking at the community as a whole. As a new resident to Fitchburg and Post Rd, I believe I can be a voice in which helps to sustain the neighborhoods and surrounding neighborhood/districts.
Community activities in which you have participated:	I run and operate Program of Entrepreneurial and Agriculture Training also known as the PEAT program. The program is designed and geared towards Low-Income and at Risk youth. In, which student's take hands-on education in Urban Agriculture and Business.
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	UW South Madison Partnership: Community Advisory Board Member South Madison Farmers Market: Board Member Growing Power Madison: Public Speaker

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DRAFT MINUTES
FITCHBURG COMMON COUNCIL
NOVEMBER 10, 2015
7:30 P.M.
CITY HALL

1. **CALL TO ORDER -** Mayor Arnold called the meeting to order at 7:35 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Julia Arata-Fratta, Dan Carpenter, Jason Gonzalez, Tony Hartmann, Jake Johnson, Dorothy Krause, Carol Poole, Patrick Stern, and Mayor Arnold. Others Present: Patrick Marsh, City Administrator, Misty Dodge, Finance Director and Patti Anderson, City Clerk.

4. **PUBLIC APPEARANCES NON-AGENDA ITEMS / NEW APPOINTMENTS**
   a. MaryKay Zimbrick registered and spoke regarding in opposition to amendments #59 and #60.
   b. Karen Julesberg and Pauli Nikolay registered only in opposition to amendments #59 and #60.
   c. David Halford registered only regarding the 2016 Budget. He expressed concerns regarding expenditure restraint programs for future budgets.

5. **CONSENT AGENDA**
   A. **APPROVAL OF MINUTES -** October 27, 2015, and October 15, 2015 Joint Common Council & Fitchburg EMS District
   B. **REFERRALS TO COMMISSIONS AND COMMITTEE**
   Resolution R-122-15 Accepting Temporary Access Easement from Sub-Zero Group ***(Plan)***
   Resolution R-124-15 Approving the Future Vacation of Excess Right-of-Way on Anton Drive ***(BPW, Plan)***
   Resolution R-125-15 Approving First Amendment to License with New Singular Wireless PCS, LLC, for Modifications to Wireless Digital Communications Equipment on Tower E ***(BPW, Finance)***
   Resolution R-126-15 Amending 2015 General Fund Budget ***(Finance)***
   Conditional Use Permit Request CU-2084-15 by Jacob Nauta, Agent for Nauta Properties LLC, to Allow for Landscape Sales and Services on a Portion of Property Associated with 1839 CTH MM, Lot 1 CSM 12929***(Plan)***
   C. **Public Safety & Human Services**
      1. Motion by Johnson, 2nd by Arata-Fratta to **approve** the consent agenda.
      2. **Motion carried.**

6. **ADMINISTRATOR'S REPORT**
   Marsh presented the Administrators Report.

7. **COMMISSION/COMMITTEE REPORTS**
   A. **Plan Commission**
   B. **Board of Public Works**
      1. Motion by Krause, 2nd by Carpenter to **approve Resolution R-110-15** Final Resolution Exercising Police Powers and Levying Special Assessments for 2015 Curb and Gutter Replacement in the City of Fitchburg, Wisconsin ***(Finance)***
         a. **Motion carried.**

2. Motion by Krause, 2nd by Carpenter to **approve** **Resolution R-123-15** Quarry Vista Outlot 1 Acceptance ***– Direct referral***
   a. **Motion carried.**

C. **Park Commission**
D. **Library Board**
E. **Commission on Aging**
F. **Resource Conservation Commission**
G. **Transportation & Transit Commission**
H. **Community & Economic Development Authority**
I. **Agriculture & Rural Affairs Committee**
J. **Reports from other Commissions and Committees**

8. **STANDING COMMITTEE REPORTS**

A. **Finance Committee**

1. Stern reported that Finance reviewed **All Checks Issued and P-Card Transactions** General Checks 112223 through 112284 dated November 5, 2015 Total $773,696.80
2. Motion by Stern, 2nd by Carpenter to **approve** **Purchases for $25,000** or more, batch Dated November 5, 2015 - $65,888.80
   a. **Motion carried.**
3. Motion by Stern, 2nd by Hartmann to **approve** **Resolution R-113-15** Approving Contract Amendment with SEH for Architectural/Engineering Services a Geo-Thermal System for the West Fire Station Building ***(Tabled from 10/27/2015 Meeting)***
   a. **Motion carried.**
   b. Motion by Stern, 2nd by Carpenter to reconsider previous motion - **Motion carried.**
   c. Motion by Stern, 2nd by Poole to postpone until the Fire Station Oversight Committee has the chance to review the test well results.
   d. **Motion carried.**
4. Motion by Stern, 2nd by Krause to **approve** **Resolution R-118-15** Recognizing the 2015 Build Application of the Anton Drive Infill Redevelopment Public Visioning and Committing to a Twenty Five Percent Local Match
   a. **Motion carried.**
5. Motion by Stern, 2nd by Poole to **approve** **Resolution R-119-15** Approving Contract with MSA for Anton Drive Planning Study
   a. **Motion carried.**
6. Motion by Stern, 2nd by Carpenter to **approve** **Resolution R-120-15** A Resolution Recommending an Audit Firm for the City's 2015 Audit
   a. **Motion carried.**
7. **Resolution R-104-15** A Resolution Adopting the 2016 Annual City Operating Budget
   a. Motion by Stern, 2nd by Carpenter to approve the 2016 Operating Budget.
   b. Motion by Arata-Fratta, 2nd by Gonzalez to call the question.
   b. Roll Call Vote to call the question: Ayes: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta. Nay: Hartmann, Johnson, Krause.
   c. **Motion failed (5-3).**

Budget Amendments

1. Hartmann **withdrew**- Reduce 2016 General Fund Expenditures to Reach ERP Threshold, -$689,082
2. Motion by Krause, 2nd by Johnson to approve the Review of all City Fees and Permits, $0
   a. Roll Call Vote: Ayes: Hartmann, Johnson, Krause. Nays: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta.
   b. **Motion failed (5-3).**
3. Motion by Stern, 2nd by Carpenter to approve the Increase Park and Recreation Fees, +$10,000
   a. **Motion carried.**

4. Motion by Stern, 2nd by Carpenter to approve the Remove Mayoral Travel and Seminars, -$1,500
    a. Motion by Johnson, 2nd by Hartmann to amend the prior budget amount to $500.
    b. Roll Call Vote on amended amount: Ayes: Carpenter, Hartmann, Johnson, Krause, Poole, Stern, Arata-Fratta, Nay: Gonzalez.
    c. **Motion carried (7-1).**
    d. Vote on Main Motion - **Motion carried.**
5. Carpenter **withdrew** -Remove Mayoral Travel and Seminars, -$1,500
6. Motion by Gonzalez, 2nd by Stern to approve the Removal of Court Liaison Additional Hours, -$7,204
    a. **Motion carried.**
7. Motion by Gonzalez, 2nd by Carpenter to approve the Elimination of Court Liaison Position, -$32,817
    a. Roll Call Vote: Ayes: Carpenter, Gonzalez. Nay: Hartmann, Johnson, Krause, Poole, Stern, Arata-Fratta.
    b. **Motion failed (6-2).**
8. Motion by Stern, 2nd by Poole to approve the Reduction of LTE Staff for Presidential Election, -$840
    a. Roll Call Vote: Ayes: Gonzalez, Poole, Stern, Arata-Fratta. Nay: Carpenter, Hartmann, Johnson, Krause.
    b. **Vote (4-4), Mayor's vote: Nay**
    c. **Motion failed.**
9. Motion by Gonzalez, 2nd by Carpenter to approve the Reduction of Recruitment Specialist Back to .5 FTE, -$6,996
    a. Roll Call Vote: Ayes: Carpenter, Gonzalez, Hartmann, Johnson, Krause, Poole, Arata-Fratta. Nay: Stern.
    b. **Motion carried (7-1).**
10. Johnson **withdrew** - Reduce Recruitment Specialist Back to .5 FTE, -$6,996
11. Hartmann **withdrew** - Reduce Recruitment Specialist Back to .5 FTE, -$6,996
12. Carpenter **withdrew** Reduce Recruitment Specialist Back to .5 FTE, -$6,996
13. Poole **withdrew** - Reduce Recruitment Specialist Back to .5 FTE, -$6,996
14. Motion by Poole, 2nd by Arata-Fratta to approve a reduced amount for Outsourced Payroll Processing to $12,000
    a. **Motion carried.**
15. Motion by Arata-Fratta, 2nd by Stern to approve the Removal of Additional Sustainability Specialist Hours, -$6,243
    a. Motion by Gonzales, 2nd by Poole to extend debate - **Motion carried.**
    b. Roll Call Vote: Ayes: Gonzalez, Poole, Stern, Arata-Fratta. Nay: Carpenter, Hartmann, Johnson, Krause. Tie Vote - Mayor's vote: Nay.
    c. **Motion failed.**
16. Stern **withdrew** - Remove Additional Sustainability Specialist Hours, -$6,243
17. Motion by Poole, 2nd by Arata-Fratta to approve the Removal of Additional Sustainability Specialist Hours, -$6,243
    a. Roll Call Vote: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta. Nay: Hartmann, Johnson, Krause.
    b. **Motion carried.**
18. Motion by Hartmann, 2nd by Johnson to approve the Increase of Sustainability Specialist Hours to .75 FTE, +$9,237
    a. Roll Call Vote: Ayes: Carpenter, Hartmann, Johnson, Krause. Nay: Gonzalez, Poole, Stern, Arata-Fratta. Tie Vote – Mayor's Vote: Aye.
    b. **Motion carried.**
19. Motion by Arata-Fratta, 2nd by Stern to approve the Removal of Sustainability Management Consult Fees, -$19,500
    a. **Motion carried.**

20. Motion by Stern, 2nd by Poole to approve the Elimination of Sustainability Management Training, -$20,500
    a. Roll Call Vote: Ayes: Carpenter, Gonzalez, Poole, Stern. Nay: Hartmann, Johnson, Krause, Arata-Fratta.
    b. **Vote (4-4), Mayor's vote: Nay**
    c. **Motion failed.**
21. Poole **withdrew** - Eliminate Sustainability Management Training, -$20,500
22. Carpenter **withdrew** Remove Public Works Shared Energy Benchmarking Position, -$1,444
23. Poole **withdrew** – Remove Public Works Shared Energy Benchmarking Position, -$1,444
24. Motion by Stern, 2nd by Poole to approve to Postpone Investment RFP Consultant, -$10,000
    a. **Motion carried.**
25. Poole **withdrew** – Postpone Investment RFP Consultant, -$10,000
26. Motion by Johnson, 2nd by Hartmann to Increase the amount by $5,000 from where it currently exists - Investment RFP Consultant Budget
    a. **Motion failed.**
27. Motion by Stern, 2nd by Poole to approve Worker's Comp Adjustment – Revised Mod Factor Estimate, -$25,000
    a. **Motion carried.**
28. Motion by Arata-Fratta, 2nd by Stern to approve to Consider PFP Cost after Personnel Committee Review, $0
    a. Motion by Gonzalez, 2nd by Hartmann to extend debate - **Motion carried.**
    b. Motion by Poole, 2nd by Hartmann to extend debate - **Motion carried.**
    c. **Motion failed.** (Stern abstained, Hartmann passed)
29. Motion by Arata-Fratta, 2nd by Gonzalez to approve to Provide Funding to Aid Badger Prairie Needs Network, +$10,000
    a. Motion by Poole, 2nd by Gonzalez to extend debate - **Motion carried.**
    b. Motion by Gonzalez, 2nd by Poole to extend debate - **Motion carried.**
    c. Vote on Main Motion - **Motion carried.**
30. Krause **withdrew** - Provide Funding to Aid Badger Prairie Needs Network, +$10,000
31. Motion by Arata-Fratta, 2nd by Carpenter to approve to Remove New Police Detective Position, -$108,960
    a. **Motion carried** (Hartmann abstained, Poole-No).
32. Carpenter **withdrew** – Remove New Police Detective Position, -$108,960
33. Krause **withdrew** – Crime Reduction – Funded by Removing Detective, -$108,960
34. Gonzalez **withdrew**– Start New Police Detective as of July 1, 2016, -$51,892
35. Motion by Stern, 2nd by Poole to approve the Gas Price Adjustment, -$7,625
    a. **Motion carried.**

9:37 p.m. - Stern requested unanimous consent to take a 5 minute break
Reconvened meeting at 9:42 p.m.

36. Motion by Arata-Fratta, 2nd by Hartmann to approve the Removal of Two New Firefighter Positions, -$116,451
    a. Motion by Gonzalez, 2nd by Hartmann to extend debate – **Motion carried.**
    b. Roll Call Vote: Ayes: Arata-Fratta. Nay: Carpenter, Gonzalez, Hartmann, Johnson, Krause, Poole, Stern
    c. **Motion failed (7-1).**
37. Motion by Stern 2nd by Arata-Fratta to approve the Removal of One of the Two New Firefighter Positions, -$56,186
    a. Roll Call Vote: All Nays
    b. **Motion failed (8-0).**

38. Motion by Gonzalez, 2nd by Stern to approve the Start of Two New Firefighters as of July 1, 2016, -$47,111
    a. Motion by Hartmann to move up the start date to April 1st. Failed for lack of a 2nd.
    b. Roll Call Vote: Ayes: Carpenter, Gonzalez, Hartmann, Johnson, Krause. Nay: Poole, Stern, Arata-Fratta.
    c. **Motion carried (5-3).**
    d. Roll Call Vote to Reconsider the vote on the main motion: Ayes: Johnson. Nay: Carpenter, Gonzalez, Hartmann, Krause, Poole, Stern, Arata-Fratta.
    e. **Motion failed (7-1).**
39. Stern **withdrew**– Remove Fire Emergency Medical Responder Training, -$12,000
40. Krause **withdrew** – Add Community Paramedics, +$24,981
41. Motion by Poole, 2nd by Arata-Fratta to approve the Removal of Additional Public Works Streets LTE Hours, -$6,903
    a. **Motion carried.**
42. Motion by Stern, 2nd by Poole to approve the Removal of East-West Bus Route, -$28,000
    a. Motion by Hartmann, 2nd by Carpenter to extend debate - **Motion carried.**
    b. Roll Call Vote: Ayes: Gonzalez, Poole, Stern. Nay: Carpenter, Hartmann, Johnson, Krause, Arata-Fratta.
    c. **Motion failed (5-3).**
43. Motion by Poole, 2nd by Stern to approve the Removal of East-West Bus Route, -$28,000
    a. Motion by Hartmann, 2nd by Carpenter to extend debate - Roll Call Vote: Ayes: Carpenter, Gonzalez, Hartmann, Johnson, Krause, Arata-Fratta. Nay: Poole, Stern. **Motion carried.**
    b. Roll Call Vote: Ayes: Poole, Arata-Fratta. Nay: Carpenter, Gonzalez, Hartmann, Johnson, Krause, Stern.
    c. **Motion failed (6-2).**
44. Motion by Arata-Fratta, 2nd by Stern to approve Adding Clause to East-West Bus Route re: Pilot Program, $0
    a. Motion by Krause, 2nd by Hartmann to extend debate – **Motion failed.**
    b. Roll Call Vote: Ayes: Carpenter, Gonzalez, Hartmann, Johnson, Arata-Fratta. Nay: Krause, Poole, Stern.
    c. **Motion carried (5-3).**

Motion by Hartmann, 2nd by Carpenter to move amendments #59 & 60 – **Motion carried.**

59. Johnson **withdrew** – Reduce New Outreach Librarian from 1 FTE to .75 FTE, -$19,464
60. Gonzalez **withdrew** – Start New Outreach Librarian as of July 1, 2016, -$40,240
45. Krause **withdrew** - Add Issuance of Metro Transit RFP for Transit Options, +$28,500
46. Motion by Krause, 2nd by Hartmann to approve to Add Additional Part-Time Senior Center Receptionist, +$17,762
    a. Roll Call Vote: Ayes: Hartmann, Johnson, Krause. Nay: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta.
    b. **Motion failed (5-3).**
47. Motion by Krause, 2nd by Hartmann to approve to Add City Programming at the Boys & Girls Club, +$13,500
    a. Motion by Johnson, 2nd by Hartmann to amend the amount to $5,000.
    b. Motion by Poole, 2nd by Hartmann to reconsider extension of debate – **Motion carried.**
    c. **Motion to amend failed.**
    d. Motion by Krause, 2nd by Hartmann to amend to take the levy amount to $2,000.
    e. Roll Call Vote: Ayes: Hartmann, Johnson, Krause, Poole. Nay: Carpenter, Gonzalez, Stern, Arata-Fratta.
    f. **Vote (4-4), Mayor's vote: Aye**
    g. **Motion carried (5-4).**
    h. Roll Call Vote on main motion as amended. Ayes: Carpenter, Hartmann, Johnson, Krause, Poole. Nay: Gonzalez, Stern, Arata-Fratta.
    j. **Motion carried (5-3).**

48. Carpenter **withdrew** – Remove Parks/Public Works Additional LTE Hours, -$1,401
49. Motion by Stern, 2nd by Carpenter to approve to Reinstate Contracted Median Mowing, -$2,508
    a. **Motion carried.**
50. Carpenter **withdrew** - Reinstate Contracted Median Mowing, -$2,508
51. Motion by Krause, 2nd by Poole to approve the Dunn's Marsh Recreation Connection Feasibility Study, +$5,000
    a. **Motion failed.**

10:55 p.m. Motion by Stern, 2nd by Carpenter to extend the meeting 1 hour. **Motion carried.**

52. Motion by Johnson, 2nd by Krause to approve to Reduce the Nine Springs Year-Round Contract Increase by Half, -$5,000
    a. Roll Call Vote: Ayes: Johnson, Krause. Nay: Carpenter, Gonzalez, Hartmann, Poole, Stern, Arata-Fratta.
    b. **Motion failed (6-2).**
53. Motion by Krause, 2nd by Hartmann to approve the Addition to Belmar Park Improvements and Neighborhood Study, +$5,050
    a. **Motion failed.**
54. Krause **withdrew** – Add Additional Picnic Tables, +$3,000
55. Krause, **withdrew** – Add King James Park Privacy Fence, $0
56. Krause, **withdrew** – Add Park Signage, +$7,500
57. Motion by Poole, 2nd by Stern to approve to Remove Utilities for House on Irish & Fish Hatchery, -$1,000
    a. **Motion carried.**
58. Motion by Krause, 2nd by Hartmann to approve the Addition of Community Improvement Fund, +$20,000
    a. Motion by Krause, 2nd by Hartmann to change the amount to $10,000
    b. **Motion failed.**
    c. Vote on main motion
    d. **Motion failed.**
61. Motion by Arata-Fratta, 2nd by Johnson to approve to Amend CIP #1030 Logo Implementation & Wayfinding, -$30,000
    a. Motion carried.
62. Motion by Arata-Fratta, 2nd by Poole approve to Reduce CIP #6302 City Campus Building Systems Replace, -$43,000
    a. Motion by Hartmann, 2nd by Poole to extend debate – **Motion carried.**
    b. Roll Call Vote: Ayes: Gonzalez, Poole, Arata-Fratta. Nay: Carpenter, Hartmann, Johnson, Krause. Stern abstained.
    c. **Motion failed (4-3).**
63. Motion by Arata-Fratta, 2nd by Stern to approve to Defer CIP #2136 Police Fleet Vehicle Replacement #64, -$29,000
    a. Roll Call Vote: Ayes: Gonzalez, Krause, Poole, Arata-Fratta. Nay: Carpenter, Hartmann, Johnson, Stern.
    b. **Vote (4-4), Mayor's vote: Nay**
    c. **Motion failed.**
64. Motion by Arata-Fratta, 2nd by Poole to approve to Postpone CIP #3101 Plow Truck, -$160,000
    a. **Motion carried.**
65. Motion by Stern, 2nd by Poole to approve to Change Funding Source for Nine Springs Shelter Upgrades, $0
    a. Motion by Hartmann, 2nd by Poole to extend debate - **Motion carried.**
    b. **Motion carried.**
66. Motion by Stern, 2nd by Poole to approve to Eliminate Remaining City Campus Retro-Commissioning, $0
    a. **Motion failed.**
67. Motion by Arata-Fratta, 2nd by Poole to approve to Move Anton Drive Planning Study to TID #6, $0
    a. **Motion carried.**

68. Motion by Arata-Fratta, 2nd by Stern to approve to Remove Envision Maple Lawn Heights Consultant, -$25,000
    a. Roll Call Vote: Ayes: Arata-Fratta. Nay: Carpenter, Gonzalez, Hartmann, Johnson, Krause, Poole, Stern.
    b. **Motion failed.**
69. Motion by Stern, 2nd by Carpenter to approve to Identify Envision Maple Lawn Heights Study Area, $0
    a. **Motion carried.**

11:52 p.m. Motion by Carpenter, 2nd by Stern to extend the meeting 1 hour. **Motion carried.**

70. Motion by Carpenter, 2nd by Gonzalez to approve the Removal of Additional Public Works Engineering Technician, -$84,851
    a. Roll Call Vote: Ayes: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta. Nay: Hartmann, Johnson, Krause.
    b. **Motion carried (5-3).**
71. Stern **withdrew** – Change Presentation of Fund Balance Used for Fire Station, $0
72. Stern **withdrew** – Change Presentation of Staff Time Spent on Other Funds, $0

Finance Director, Misty Dodge presented an overview of the Omnibus portion of the budget.

8. A. 7. Roll Call Vote to **approve as amended <u>Resolution R-104-15</u>** A Resolution Adopting the 2016 Annual City Operating Budget as amended.
Ayes: Hartmann, Johnson, Krause. Nay: Carpenter, Gonzalez, Poole, Stern, Arata-Fratta.
Motion failed (5-3).

B. **Personnel Committee**
1. Motion by Gonzalez, 2nd by Carpenter to refer back to the City Attorney **<u>Ordinance 2015-O- 31</u>** An Ordinance Amending Chapter 14 to Amend Article 3 Section 14-63(a) and Create Article 3 Section 14-63(a)(1) and Article 3 Section 14-63(a)(2)
    a. **Motion carried.**

C. **Public Safety & Human Services**

9. **MAYOR'S REPORT**
A. Mayor Arnold presented the Mayor's report
B. Alder District Reports

10. **UNFINISHED BUSINESS**- None

11. **NEW BUSINESS**- None

12. **ANNOUNCEMENTS**

13. Motion by Stern, 2nd by Gonzalez to **adjourn.**
A. **Motion carried.** Time: 12:26 p.m.

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711,(608) 270-4200

City of Fitchburg
Committee of Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by: Mayor

Date Referred**: November 24, 2015** Ordinance Number:
Date to Report Back: **January 12, 2016** Resolution Number: **R-127-15**

Sponsored by: Drafted by: Jill McHone

TITLE: **APPROVAL OF 2016 CONTRACT WITH DANE COUNTY HUMAN SERVICES**

Background: Dane County Human Services is offering $54,950 for the following services to be provided by the Senior Center in 2016: Nutrition, Case Management and Medical Assistance Case Management.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Commission on Aging	McHone	December 10, 2015	
2	Finance Committee	Marsh	January 12, 2016	
3	Public Safety & Human Services	Anderson	January 12, 2016	

Amendments:

Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: November 16, 2015
To: Finance
Cc:
From: Jill McHone, Senior Center Director
Subject: R-127-15 2016 Dane County Funding

The Senior Center is one of 16 "Focal Points" of service in Dane County that receive county funds. The contract with Dane County Human Services specifically funds a portion of our Nutrition, Case Management, and Medical Assistance (MA) Case Management programs.

2016 County Contract - $54,950
Nutrition - $18,183
Case Management - $28,767
MA Case Management- $8,000

2015 County Contract - $46,347
Nutrition - $16,500
Case Management - $24,643
MA Case Management- $5,204

2014 County Contract - $39,182
Nutrition - $13,857
Case Management - $20,121
MA Case Management - $5,204

2013 County Contract - $36,792
Nutrition - $13,857
Case Management - $17,731
MA Case Management - $5,204

2012 County Contract - $36,562
Nutrition - $13,857
Case Management - $17,731
MA Case Management - $4,974

2011 County Contract - $36,562
Nutrition - $13,857
Case Management - $17,731
MA Case Management - $4,974

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Addendum amends and is hereby incorporated into the existing Purchase of Service Agreement No. **83311** ("Agreement"), entered into by and between the County of Dane (hereinafter referred to as "COUNTY") and **City of Fitchburg** (hereinafter "PROVIDER").

COUNTY and PROVIDER mutually agree to modify the Agreement to incorporate the terms of this Addendum to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 ("HITECH"), and HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Security and Privacy Rules"), as amended, dealing with the security, confidentiality, integrity and availability of Protected Health Information as well as breach notification requirements. If any conflict exists between the terms of the original Agreement and this Addendum, the terms of this Addendum shall govern.

This Addendum is specific to those services and programs included in the Agreement in which PROVIDER may create, access, receive, maintain or transmit Protected Health Information on behalf of COUNTY and where it has been concluded that PROVIDER is performing specific functions on behalf of COUNTY that have been determined to be covered under the HIPAA Security and Privacy Rules. PROVIDER's activities within the Agreement may include, but are not limited to the following: (i) claims processing or administration, (ii) data analysis, processing or administration, (iii) utilization review, (iv) quality assurance, (v), billing, (vi) benefit management, (vii) practice management, (viii) other management or administrative functions, including legal, actuarial, accounting, consulting, or data management functions, or (ix) where PROVIDER is a health provider not otherwise subject to the Security and Privacy Rules, including other health service functions. PROVIDER is responsible for securely maintaining Protected Health Information on behalf of COUNTY, and for complying with the HIPAA Security and Privacy Rules, including, but not limited to breach notification rules, to the same extent as COUNTY.

1. Definitions:
   a. Protected Health Information (PHI) means any information, unless excluded from protection under the Security and Privacy Rules, whether oral or recorded in any form or medium, including Electronic Health Records, that: (i) relates to the past, present or future physical or mental condition of any Individual; the provision of health care to an Individual; or the past, present or future payment of the provision of health care to an Individual; and (ii) identifies the Individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the Individual. PHI includes demographic information.
   b. Individual means the person who is the subject of PHI, and shall include a person who qualifies under the Security and Privacy Rules as a personal representative of the Individual.
   c. Breach means the unauthorized acquisition, access, use or disclosure of Unsecured PHI in a manner not permitted under the Privacy Rule that creates a significant risk of financial, reputational or other harm to the Individual.

d. Unsecured Protected Health Information means PHI that is not rendered unusable, unreadable or indecipherable through the use of technology or methodology specified by the U.S. Secretary of Health and Human Services ("Secretary") that compromises the security or privacy of the PHI. Unsecured PHI is presumed to be compromised unless following a risk assessment that fairly considers the nature and extent of the breach and potential injury to affected Individuals, it is determined that the PHI has not been compromised.

e. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

f. Capitalized terms used in this Addendum, but not otherwise defined, shall have the same meaning as those terms in the Security and Privacy Rules, as amended.

2. Prohibition on Unauthorized Use or Disclosure of PHI: PROVIDER shall not access, transmit, maintain, retain, modify, record, store, destroy, hold, use or disclose any PHI received from or on behalf of COUNTY except as permitted or required by the Agreement or this Addendum, as required by law, or as otherwise authorized in writing by COUNTY.

3. Use and Disclosure of Protected Health Information: PROVIDER may create, use or disclose PHI only for the following purposes:

   a. For the proper management and administration of the functions and activities related to the provision of healthcare services specified within the Purchase of Services Agreement.

   b. For meeting its obligations as set forth in any agreements between the parties evidencing their business relationship.

   c. As would be permitted by the Security and Privacy Rules if such use or disclosure were made by COUNTY or as required by applicable law, rule or regulation.

   d. For Data Aggregation purposes for the Health Care Operations of COUNTY.

   e. For use in PROVIDER's operations as outlined in paragraph 4. below.

   Disclosures of PHI shall, to the extent practicable, be limited to the applicable limited data set and to the minimum necessary information to accomplish the intended purpose of the use, disclosure or request.

4. Use of PHI for PROVIDER's Operations: PROVIDER may use and/or disclose PHI it creates for, or receives from, COUNTY to the extent necessary for PROVIDER's proper management and administration, or to carry out PROVIDER's legal responsibilities, only if:

   a. The disclosure is required by law, and only to the extent required by law.

   b. PROVIDER obtains reasonable assurances, evidenced by written contract, from any person or organization to which PROVIDER shall disclose such PHI that such person or organization shall:

      (i) Hold such PHI in confidence and use or further disclose it only for the purpose for which PROVIDER disclosed it to the person or organization, or as required by law; and

      (ii) Agree to the same restrictions and conditions as imposed on PROVIDER by this Addendum.

(iii) Notify PROVIDER, who shall in turn promptly notify COUNTY, of any Security Incident or Breach of PHI.

c. PROVIDER keeps COUNTY informed of the identities of all such persons or organizations having access to PHI created, received, maintained or transmitted on behalf of COUNTY.

5. Notice of Privacy Practices: For the purpose of PHI created or maintained for COUNTY covered by this Agreement, PROVIDER will not maintain Notice of Privacy Practices providing less protection than stated in COUNTY's Notice of Privacy Practices.

6. Safeguarding of PHI: PROVIDER shall develop, implement, maintain, use and regularly review appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity and availability of all PHI, in any form or media, including electronic storage and transmission, received from, created, received, maintained or transmitted by PROVIDER on behalf of COUNTY. PROVIDER will maintain policies and procedures to protect against the identity theft of client/consumer information. PROVIDER shall document, periodically review and keep these security measures current, consistent with the Security and Privacy Rules. PROVIDER shall cooperate and respond in good faith to any reasonable request from COUNTY to discuss and review PROVIDER's safeguards.

7. Subcontractors and Agents. If PROVIDER provides any PHI received from, created or maintained on behalf of COUNTY to a subcontractor or agent, PROVIDER shall require in writing the same safeguards and restrictions no less stringent than required by this Addendum. PROVIDER will also inform such subcontractors and agents that they are subject to the Security and Privacy Rules by virtue of this Addendum.

6. Compliance with Electronic Transactions and Code Set Standards: If PROVIDER conducts any Standard Transaction for, or on behalf, of COUNTY, PROVIDER shall comply, and shall require any subcontractor or agent conducting such Standard Transaction to comply, with each applicable requirement of Title 45, Part 162 of the Code of Federal Regulation. PROVIDER shall not enter into, or permit its subcontractors or agents to enter into, any Agreement in connection with the conduct of Standard Transactions for or on behalf of COUNTY that:

   a. Changes the definition, Health Information condition, or use of a Health Information element or segment in a Standard.

   b. Adds any Health Information elements or segments to the maximum defined Health Information Set.

   c. Uses any code or Health Information elements that are either marked "not used" in the Standard's Implementation Specification(s) or are not in the Standard's Implementation Specifications(s).

   d. Changes the meaning or intent of the Standard's Implementations Specification(s).

7. Access to PHI: At the direction of COUNTY, PROVIDER agrees to provide access to PHI held by PROVIDER which COUNTY has determined to be part of COUNTY's Designated Record Set, in the time and manner designated by COUNTY. This access will be provided to COUNTY or, upon advance notice to COUNTY, to an Individual, in order to meet the requirements under the Security and Privacy Rules.

8. Amendment or Correction to PHI: At the direction of COUNTY, PROVIDER agrees to amend or correct PHI held by PROVIDER and which COUNTY has determined to be part of COUNTY's Designated Record Set, in the time and manner designated by COUNTY.

9. Reporting of Security Incidents Involving PHI: PROVIDER shall report to COUNTY the discovery of any Breach of or Security Incident involving PHI. PROVIDER shall make the report to COUNTY's Privacy Official not less than one (1) business day after PROVIDER learns of such Breach or Security Incident. PROVIDER's report of a Breach shall identify as applicable: (i) each individual protected by the Agreement whose PHI has been, or is reasonably believed by PROVIDER to have been breached, accessed, acquired or disclosed, (ii) the nature of the unauthorized use or disclosure, (iii) the PHI used or disclosed, (iv) who made the unauthorized use or received the unauthorized disclosure, (v) PROVIDER's risk analysis of financial, reputational or other harm that may result, (vi) what PROVIDER has done or shall do to mitigate any deleterious effect of unauthorized use or disclosure, (vii) what notifications PROVIDER has or shall make resulting from a Breach of Unsecured PHI, and (viii). what corrective action PROVIDER has taken or shall take to prevent future similar unauthorized use or disclosure. PROVIDER shall provide such other information, including a written report, as reasonably requested by COUNTY's Privacy Official.

10. Mitigating Effect of Unauthorized Disclosure or Misuse of PHI: PROVIDER agrees to mitigate, to the extent practicable, any harmful effect that is known to PROVIDER of a Breach, including, if necessary, payment of the cost of credit monitoring. PROVIDER will cooperate with COUNTY's efforts to seek corrective and mitigation actions.

11. Notification Requirements In Event of Unauthorized Disclosure or Misuse of PHI received, maintained or transmitted on behalf of COUNTY: PROVIDER agrees, at its own cost and after obtaining consultation and agreement from COUNTY, to no later than 60 days following a Breach to:
    a. Provide written notice to the Individual or next of kin if the Individual is deceased, as required by law.
    b. If contact information is insufficient to provide notice to an individual, provide a substitute form of notice; and, where there are 10 or more Individuals with insufficient contact information, make a conspicuous posting as required by the Secretary as provided on the Secretary's official web site.
    c. If breach involves the PHI of more than 500 Individual residents of the state, notify prominent media outlets.
    d. Include in notice to Individuals: (i) a brief description of what happened; (ii) a description of the type of information involved; (iii) steps Individuals should take to protect themselves from potential harm resulting from the Breach; a description of what is being done to investigate the Breach, mitigate losses and protect against further breaches; and (iv) contact procedures for Individuals to obtain further information.
    e. Comply with any other notice requirements of the Security and Privacy Rules, or guidance statements of the Secretary, as from time to time amended.
    f. Reporting all actions taken to COUNTY.

12. Log of Unauthorized Disclosure or Misuse of PHI: PROVIDER shall maintain a log of any Breach of PHI covered by this Addendum and shall annually submit such log to the Secretary and to COUNTY. PROVIDER shall provide immediate notice to the Secretary and COUNTY of any breach of the PHI of 500 or more Individuals.

13. Tracking and Accounting of Disclosures: So that COUNTY may meet its accounting obligations under the Security and Privacy Rules,
    a. Disclosure Tracking. Unless excepted under subsection (b) below, PROVIDER will record for each disclosure of PHI it makes that PROVIDER creates or receives for or from COUNTY (i) the disclosure date, (ii) the name and (if known) address of the person or entity to whom PROVIDER made the disclosure, (iii) a brief description of the PHI disclosed, and (iv) a brief statement of the purpose of the disclosure. For repetitive disclosures which PROVIDER makes to the same person or entity, including the COUNTY, for a single purpose, PROVIDER may provide (i) the disclosure information for the first of these repetitive disclosures, (ii) the frequency, periodicity or number of these repetitive disclosures, and (iii) the date of the last of these repetitive disclosures. PROVIDER will make this log of disclosure information available to the COUNTY within five (5) business days of the COUNTY's request.
    b. Disclosure Tracking Time Periods. PROVIDER must have available for the Individual and COUNTY the disclosure information required by this section for the six-year period preceding the request for the three-year period preceding a request for the disclosures of Electronic Health Records made for purpose of Treatment, Payment and Health Care Operations.

14. Accounting to COUNTY and to Government Agencies: PROVIDER shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or on behalf of or created for COUNTY available to COUNTY, or at the request of COUNTY, to the Secretary or his/her designee, in a time and manner designated by COUNTY or the Secretary or his/her designee, for the purpose of determining COUNTY's compliance with the Security and Privacy Rules. PROVIDER shall promptly notify COUNTY of communications with the Secretary regarding PHI provided by or created by COUNTY and shall provide COUNTY with copies of any information PROVIDER has made available to the Secretary under this provision.

15. Prohibition on Sale of Protected Health Information: PROVIDER shall not receive remuneration in exchange for any PHI of an Individual received from or on behalf of COUNTY.

16. Response to Subpoena: In the event that PROVIDER receives a subpoena or similar requirement for the production of PHI received from, or created on behalf of COUNTY, PROVIDER shall promptly forward a copy of such subpoena to the Director of the Dane County Department of Human Services to afford COUNTY the opportunity to timely respond to the demand for its PHI as COUNTY determines appropriate.

17. Termination:
    In addition to the rights of the parties established by the underlying Agreement, if COUNTY reasonably determines in good faith that PROVIDER has materially

breached any of its obligations under this Addendum, COUNTY, in its sole discretion, shall have the right to:

a. Exercise any of its rights to reports, access and inspection under this Addendum; and/or
b. Require PROVIDER to submit to a plan of monitoring and reporting, as COUNTY may determine necessary to maintain compliance with this Addendum, and/or
c. Provide PROVIDER with a reasonable period to cure the breach; or
d. Terminate the Agreement immediately.

17. Return or Destruction of PHI: Upon termination, cancellation, expiration or other conclusion of PROVIDER's contractual relationship with COUNTY, PROVIDER shall:

a. Return to COUNTY or, if return is not feasible, destroy all PHI and all Health Information in whatever form or medium that PROVIDER received from or created on behalf of COUNTY. This provision shall also apply to all PHI that is in the possession of subcontractors or agents of PROVIDER. In such case, PROVIDER shall retain no copies of such information, including any compilations derived from and allowing identification of PHI. PROVIDER shall complete such return or destruction as promptly as possible, but not less than thirty (30) days after the effective date of the conclusion of PROVIDER's contractual relationship with COUNTY. Within such thirty- (30) day period, PROVIDER shall certify on oath in writing to COUNTY that such return or destruction has been completed.
b. If PROVIDER destroys PHI, it shall render the PHI completely unusable, unreadable, and undecipherable to unauthorized persons using approved methods. Electronic redaction is an insufficient method of destruction.
c. If PROVIDER believes that the return or destruction of PHI is not feasible, upon mutual agreement of the Parties, PROVIDER shall extend the protections of this Addendum to PHI received from or created on behalf of COUNTY, and limit further uses and disclosures of such PHI, for so long as PROVIDER maintains the PHI.

18. Miscellaneous:

a. Automatic Amendment. Upon the effective date of any amendment to the regulations promulgated by the Secretary with regard to PHI, this Addendum shall automatically amend so that the obligations imposed on PROVIDER remain in compliance with such regulations.
b. Interpretation. Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits COUNTY to comply with the Security and Privacy Rules.
c. Indemnification. PROVIDER shall defend and hold COUNTY harmless from all costs, including attorney fees, resulting from PROVIDER's failure to meet any of its obligations under this Addendum.
d. Independent Contractor Status. Nothing in this Agreement shall be interpreted to alter PROVIDER's independent contractor status with COUNTY.

IN WITNESS WHEREOF, the undersigned has caused this Addendum to be duly executed in its name and on its behalf.

For PROVIDER:

By: _____

_____
(Print or type name)

Title: _____

Date: _____

DCDHS - COUNTY OF DANE
Purchase of Services Agreement

Agreement No:	83311
Begin Date:	1/1/2016
Expiration Date:	12/31/2016
Authority: Res.	NA
Maximum Cost:	$154,950.00
Number of Pages:	46
Corporation Counsel Approval:	_____

THIS AGREEMENT is made and entered into by and between the County of Dane (hereafter referred to as "COUNTY") and City of Fitchburg (hereafter, "PROVIDER"), as of the respective dates representatives of both parties have affixed their respective signatures.

WHEREAS COUNTY, whose address is 1202 Northport Drive, Madison, WI 53704, desires to purchase services from PROVIDER, whose address is 5520 E Lacy Rd, Madison WI 53711 for the purpose of:

Congregate Meals (SPC 401)
Case Management (SPC 604)

These services are more particularly described in Section 1 of Schedule A.

AND WHEREAS Provider is able and willing to provide such services;

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

[End of Page]

I. **TERM.**

The term of this Agreement shall commence as of the *Begin Date* and shall end as of the *Expiration Date*, both of which are set forth on page one (1) hereof. PROVIDER shall complete its service obligations under this Agreement not later than the *Expiration Date*. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the *Maximum Cost* as stated above for all services.

II. **SERVICES.**

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached *Schedule A*, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of *Schedule A* or any of them, it is agreed that the terms of *Schedule A*, to the extent of any conflict, are controlling.

B. PROVIDER shall furnish the services contained in and comply with the performance and productivity requirements contained in the *Program Summary* document, which is attached hereto and fully incorporated herein by reference. PROVIDER shall complete its obligations under this Agreement in a sound, economical and efficient manner in accordance with this Agreement and all applicable laws.

C. COUNTY will make payments for services rendered under this Agreement as and in the manner specified herein and in *Schedule B*, which, if attached, is fully incorporated herein by reference.

D. PROVIDER agrees to make such reports as are required by this Agreement and in the attached *Schedule C*, which is fully incorporated herein by reference.

E. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY. PROVIDER shall ensure PROVIDER's personnel are instructed that they will not have any direct contractual relationship with COUNTY. COUNTY shall not participate in or have any authority over any aspect of PROVIDER's personnel policies and practices, and shall not be liable for actions arising from such policies and practices.

F. COUNTY shall have the right to request replacement of personnel. PROVIDER shall comply where such personnel are deemed by COUNTY to present a risk to consumers. In other instances, PROVIDER and COUNTY shall cooperate to reach a reasonable resolution of the issue.

G. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin.

H. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and/or PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

I. PROVIDER understands that time is of the essence.

J. Unless specified differently herein, a PROVIDER shall maintain a consistent volume of service delivery throughout the months of the Agreement as determined by COUNTY.

SECTION A
(Non-Discrimination)

III. **NON-DISCRIMINATION.**

A. During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or

political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

B. PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth-additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

IV. AFFIRMATIVE ACTION.

A. If PROVIDER has twenty (20) or more employees and receives $20,000 in annual contracts with COUNTY, PROVIDER shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY.

B. PROVIDER shall also, during the term of this Agreement, provide copies of all announcements of employment opportunities to COUNTY's Contract Compliance office, and shall report annually the number of persons, by race, ethnicity, gender, and disability, status, who apply for employment and, similarly classified, the number hired and the number rejected.

C. PROVIDER agrees to furnish all information and reports required by COUNTY's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D. C. Ords., and the provisions of this Agreement.

V. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

A. PROVIDER and all Subcontractors agree not to discriminate on the basis of disability in accordance with The Americans with Disabilities Act (ADA) of 1990, the Wisconsin Statutes secs. 111.321 and 111.34, and Chapter 19 of the Dane County Code of Ordinances. PROVIDER agrees to post in conspicuous places, available to employees, service recipients, and applicants for employment and services, notices setting forth the provisions of this paragraph.

B. PROVIDER shall give priority to those methods that offer programs and activities to disabled persons in the most integrated setting. Where service or program delivery is housed in an inaccessible location, and accessible alterations are not readily achievable, PROVIDER agrees to offer "programmatic accessibility" to recipients (real or potential) of said services and programs (e.g. change time/location of service).

C. PROVIDER agrees that it will employ staff with special translation and sign language skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with hearing impaired clients. PROVIDER agrees to train staff in human relations techniques and sensitivity to persons with disabilities. PROVIDER agrees to make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms. PROVIDER agrees to provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative formats and languages appropriate to the needs of the client population, including, but not limited to, Braille, large print and verbally transcribed or translated taped information. The PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply for or participate in PROVIDER's programs and services.

VI. BILINGUAL SERVICES.

PROVIDER agrees to maintain comprehensive policies to ensure compliance with Title VI of the Civil Rights Act of 1964, as updated to address the needs of employees and clients with limited English proficiency. PROVIDER agrees that it will employ staff with bilingual or special foreign language translation skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with clients who have limited English proficiency. PROVIDER will provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative languages appropriate to the needs of the client population. PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply or participate in PROVIDER's programs and services.

VII. CIVIL RIGHTS COMPLIANCE.

A. If PROVIDER has twenty (20) or more employees and receives $20,000 in annual contracts with COUNTY, the PROVIDER shall submit to the COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than $20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health Services Division that covers the services purchased by Dane County, a verification of acceptance by the State of PROVIDER's Plan is sufficient.

B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. The PROVIDER further agrees to cooperate with the COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

C. PROVIDER shall post the Equal Opportunity Policy; the name of the PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to the Dane County Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

D. PROVIDER shall provide copies of all announcements of new employment opportunities to the Dane County Contract Compliance Officer when such announcements are issued.

E. If PROVIDER is a government entity having its own compliance plan, PROVIDER's plan shall govern PROVIDER's activities.

VIII. EQUAL BENEFITS REQUIREMENT.

PROVIDER will comply with section 25.016 of Dane County Code of Ordinances by providing the same economic benefits to all of its employees with domestic partners as it does to employees with spouses or the cash equivalent if such a benefit cannot reasonably be provided. PROVIDER agrees to make available for inspection by COUNTY the PROVIDER's payroll records relating to employees providing services under this Agreement. If PROVIDER's payroll records contain any false, misleading, or fraudulent information, or if PROVIDER fails to comply with the provision of s. 25.016 of the Dane County Code of Ordinances, COUNTY's Contract Compliance Officer may withhold payments; terminate, cancel, or suspend this Agreement in whole or in part; or, after a due process hearing, deny PROVIDER the right to participate in bidding on future county contracts for a period of one year after a first violation is found and for a period of three years after a second or subsequent violation is found. Contracts only involving the purchase of goods, or contracts with a school district, municipality or other unit of government are exempt from the requirements of this section.

IX. EQUAL OPPORTUNITY NOTICE.

In all solicitations for employment placed on PROVIDER's behalf during the term of this Agreement, PROVIDER shall include a statement to the effect that PROVIDER is an "Equal Opportunity Employer".

SECTION B
(General Terms)

X. ASSIGNMENT AND TRANSFER.

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, unless otherwise provided herein. Claims for money due to PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without COUNTY consent if and only if the instrument of assignment provides that the right of the assignee in and to any amounts due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall furnish COUNTY with notice of any such assignment or transfer.

XI. CONFIDENTIALITY.

A. PROVIDER agrees to comply with all pertinent federal and state statutes, rules, regulations and county ordinances related to confidentiality. Further, COUNTY and PROVIDER agree that:

1. Client specific information, including, but not limited to, information which would identify any of the individuals receiving services under this Agreement, shall at all times remain confidential and shall not be disclosed to any unauthorized person, forum, or agency except as permitted or required by law.
2. PROVIDER knows and understands it is not entitled to any client specific information unless it is released to persons who have a specific need for the information which is directly connected to the delivery of services to the client under the terms of this Agreement and only where such persons require the requested information to carry out official functions and responsibilities.
3. Upon request from COUNTY, client specific information, including but not limited to treatment information, shall be exchanged between PROVIDER and COUNTY, consistent with applicable federal and state statutes, for the following purposes:
   a. Research (names and specific identifying information not to be disclosed);
   b. Fiscal and clinical audits and evaluations;
   c. Coordination of treatment or services; and
   d. Determination of conformance with court-ordered service plans.

B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Applicability.

1. The PROVIDER agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all relevant regulations as from time to time amended, to the extent those regulations apply to the services the PROVIDER provides or purchases with funds provided under this Agreement.
2. In addition, certain functions included in this Agreement may be covered within HIPAA rules. As such, the COUNTY must comply with all provisions of the law. If COUNTY has determined that PROVIDER is a "Business Associate" within the context of the law, PROVIDER will sign and return the attached Business Associate Agreement, which will be included and made part of this Agreement.

XII. COOPERATION.

A. PROVIDER agrees to cooperate with departments, agencies, employees and officers of COUNTY in providing the services described herein.

B. Where PROVIDER furnishes counseling, care, case management, service coordination or other client services and COUNTY requests PROVIDER or any of PROVIDER's employees to provide evidence in a court or other evidentiary proceeding regarding the services provided to any named client or regarding the client's progress given services provided, services purchased under this Agreement include PROVIDER making itself or its employees available to provide such evidence requested by COUNTY as authorized by law.

XIII. COUNTY LOGO. PROVIDER agrees to display the Dane County Department of Human Services (DCDHS) logo in its waiting rooms and incorporate the logo in all PROVIDER publications and stationery that pertain to services funded by COUNTY. Costs associated with display of the logo are the responsibility of COUNTY.

XIV. DELIVERY OF NOTICES.

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth in this Agreement. Any party changing its address shall notify the other party in writing within five (5) business days.

XV. DISPUTE RESOLUTION.

A. **Good Faith Efforts.** In the event of a dispute between PROVIDER and COUNTY involving the interpretation or application of the contents of this Agreement, PROVIDER and COUNTY agree to make good faith efforts to resolve grievances informally.

B. **Formal Procedure.** In the event informal resolution is not achieved, COUNTY and PROVIDER shall follow the following procedure to resolve all disputes:

Step 1: PROVIDER's Chief Executive Officer shall present a description of the dispute and PROVIDER's position, in writing, to COUNTY's Division Manager within fifteen (15) working days of gaining knowledge of the issue. The description shall cite the provision or provisions of this Agreement that are in dispute and shall present all available factual information supporting PROVIDER's position. Failure to timely provide said document constitutes a waiver of PROVIDER's right to dispute the item.

Step 2: Both parties shall designate representatives, who shall attempt to reach a mutually satisfactory resolution within the fifteen (15) working days after mailing of the written notice.

Step 3: If resolution is not reached in Step 2, COUNTY's Division Manager shall provide in writing by mail, an initial decision. Said decision shall be binding until and unless a different decision is reached as outlined below.

Step 4: PROVIDER's Chief Executive Officer or equivalent may request a review of the initial decision by mailing a written request to COUNTY's Human Services Director within fifteen (15) working days of the receipt of the initial decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 5: COUNTY's Human Services Director shall respond to the request for review by mailing a final written decision to PROVIDER within fifteen (15) working days of receipt of the request.

Step 6: PROVIDER's Chief Executive Officer or equivalent may request a review by the County Executive of the final decision by mailing said request within fifteen (15) working days of the postmarked date of the final decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 7: The County Executive shall provide a final decision by mailing it to PROVIDER within fifteen (15) working days following the postmarked date of the request for a review. The decision of the County Executive is final and binding on the parties.

C. **Client Grievance Procedure.**

1. PROVIDER shall have a written client grievance procedure approved by COUNTY, posted in its service area, at all times during the term of this Agreement.
2. Where clients may be entitled to an administrative hearing concerning eligibility, PROVIDER will cooperate with COUNTY in providing notice of said eligibility to clients.

XVI. EMERGENCY PLANNING.

A. In order for PROVIDER and the people PROVIDER serves to be prepared for an emergency such as a tornado, flood, blizzard, electrical blackout, pandemic and/or other natural or man-made disaster, PROVIDER shall develop a written plan that at a minimum addresses:

1. The steps PROVIDER has taken or will be taking to prepare for an emergency;
2. Which of PROVIDER's services will remain operational during an emergency;
3. The role of staff members during an emergency;
4. PROVIDER's order of succession, evacuation and emergency communications plans, including who will have authority to execute the plans and/or to evacuate the facility;
5. Evacuation routes, means of transportation and use of alternate care facilities and service providers, (such as pharmacies) with which PROVIDER has emergency care agreements in place;
6. How PROVIDER will assist clients/consumers to individually prepare for an emergency; and
7. How essential care records will be protected, maintained and accessible during an emergency.

A copy of the written plan should be kept at each of PROVIDER's office(s).

B. Providers who offer case management or residential care for individuals with substantial cognitive, medical, or physical needs shall assure at-risk clients/consumers are provided for during an emergency.

XVII. FAIR LABOR STANDARDS COMPLIANCE.

A. **Reporting Adverse Findings.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this Agreement, COUNTY may take such action.

B. **Appeal Process.** PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.015(11)(c) through (e), D.C. Ords.

C. **Notice Requirement.** PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane

County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XVIII. INDEMNIFICATION BY PROVIDER.

A. To the fullest extent permitted by law, PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, agents, volunteers, employees and representatives against any and all liability, claims, losses (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses (including, but not limited to, court costs, as well as fees and charges of attorney(s)) which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, claims, damages, losses, charges, costs, or expenses caused by or arising from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, agents, volunteers, employees or representatives. The obligations of PROVIDER under the paragraph shall apply to liability, claims, losses, damages, costs or expenses arising from any aspect of PROVIDER's personnel policies or practices, because, except as otherwise provided herein, it is understood that COUNTY assumes no control over PROVIDER's business operations, methods or procedures.

B. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph.

C. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

D. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XIX. INSURANCE.

A. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of *paragraph XV*, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement.

1. Commercial General Liability.
   PROVIDER agrees to maintain Commercial General Liability at a limit of not less than $1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. Commercial/Business Automobile Liability.
   PROVIDER agrees to maintain Commercial/Business Automobile Liability at a limit of not less than $1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

3. Professional Liability.
   PROVIDER agrees to maintain Professional Liability at a limit of not less than $1,000,000 per claim with a $1,000,000 aggregate for all PROVIDER's professional employees. The coverage shall include Unintentional

Errors/Omissions Endorsement. There shall be an extended reporting period provision of not less than two years.

4. Workers' Compensation.
PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

5. Umbrella or Excess Liability.
PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

B. PROVIDER Prohibited from Waiving COUNTY's Right to Subrogation: When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance.

C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.

D. COUNTY, acting at its sole option and through its Risk Manager, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

E. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.

F. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XX. LICENSE, CERTIFICATION AND STANDARD COMPLIANCE.

A. **Service Standards.** PROVIDER shall meet State and Federal service standards as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement, including all regulations applicable to the expenditure and reporting of funds for services purchased by this Agreement.

B. **Licenses and Certifications.** Where required by law, PROVIDER must, at all times, be licensed or certified by either the State or County as a qualified provider of the services purchased hereby. PROVIDER shall fully cooperate with licensing and certification authorities. PROVIDER shall submit copies of the required licenses or certifications upon request by COUNTY. PROVIDER shall promptly notify COUNTY in writing of any citation PROVIDER receives from any licensing or certification authority, including all responses and correction plans.

C. **County Standards.** Where COUNTY wants to apply a specific set of standards to PROVIDER not contrary to state and federal regulations, the same are specified or are specifically referred to in this Agreement.

D. **Background Checks.** PROVIDER agrees to do background checks for all employees having regular contact with children, the elderly or vulnerable adults, including caregiver background checks where required by law.

E. **Notification.** PROVIDER shall notify the COUNTY promptly, in writing, if it is unable to comply with any of the above requirements.

XXI. LIVING WAGE.

A. PROVIDER agrees to pay all workers employed by PROVIDER in the performance of this Agreement, whether on a full-time or part-time basis, the prevailing living wage as defined in section 25.015(1)(f), Dane County Ordinances. PROVIDER agrees to make available for COUNTY inspection PROVIDER's payroll records relating to employees providing services under this Agreement or a subcontract.

B. If any payroll records of PROVIDER contain any false, misleading or fraudulent information, or if PROVIDER fails to comply with the provisions of section 25.015 of the Dane County Code of Ordinances, COUNTY may withhold payments on the Agreement, terminate, cancel or suspend the Agreement in whole or in part, or, after a due process hearing, deny PROVIDER the right to participate in bidding on future county contracts for a period of one year after the first violation is found and for a period of 3 years after a second violation is found.

C. PROVIDER agrees to submit a certification as required in section 25.015(7) of the Dane County Code of Ordinances.

D. PROVIDER agrees to display COUNTY's current living wage poster in a prominent place where it can be easily seen and read by persons employed by PROVIDER.

E. PROVIDER shall ensure that any subcontractors conform to the provisions of this section.

F. The following are exemptions from the requirements of this section:

1. When the *Maximum Cost* of the Agreement is less than $5,000;
2. When the provider is a school district, a municipality, or other unit of government;
3. When the County is purchasing residential services at an established per bed rate;
4. When employees are persons with disabilities working in employment programs and the provider holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;
5. When an individual receives compensation for providing services to a family member;
6. When employees are student interns;
7. When the provider meets any other criteria for exemption outlined in section 25.015(1)(d) of the Dane County Code of Ordinances;
8. Where this Agreement is funded by a government agency requiring a different living wage, the higher wage requirement shall prevail.

G. COUNTY at its sole discretion may fund all, part or none of PROVIDER's obligation to pay its employees living wages under section 25.015 of the Dane County Code of Ordinances. If PROVIDER fails to provide COUNTY living wage survey information by the due date set

by COUNTY, it shall forfeit any funds COUNTY may have otherwise provided for this purpose.

XXII. NO WAIVER OF RIGHT OF RECOVERY.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER. The making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

XXIII. PATENTS AND INVENTIONS. PROVIDER may elect to retain the entire right, title and interest to any invention conceived or first actually reduced to practice in the performance of this Agreement as provided by 37 CFR 401. In the event any invention results from work performed jointly by PROVIDER and COUNTY, the invention(s) shall be jointly owned.

XXIV. PENALTIES.

A. PROVIDER shall provide immediate notice in the event it will be unable to meet any deadline, including deadlines for filing reports, set by COUNTY. Concurrent with notification, PROVIDER shall submit either a request for an alternative deadline or other course of action or both. COUNTY may grant or deny the request. COUNTY has the prerogative to withhold payment to PROVIDER upon denial of request or until any condition set by COUNTY is met. In the case of contracts that have been renewed or continued from a previous contractual period, COUNTY may withhold payment in the current period for failures that occurred in a previous period.

B. If COUNTY is liable for damages sustained as a result of breach of this Agreement by PROVIDER, COUNTY may withhold payments to PROVIDER as set off against said damages.

C. If, through any act of or failure of action by PROVIDER, COUNTY is required to refund money to a funding source or granting agency, PROVIDER shall pay to COUNTY within ten (10) working days, any such amount along with any interest and penalties.

XXV. RECORDS.

A. **Open Records Requests**. PROVIDER agrees to assist COUNTY in promptly fulfilling or answering any open records request, in the manner determined by COUNTY, of a record not protected by a law requiring confidentiality that PROVIDER keeps or maintains on behalf of COUNTY.

B. **Records Retention.** PROVIDER shall retain any record required to be kept on behalf of COUNTY for a period of not less than seven (7) years unless a shorter period of retention is authorized by applicable law or for a longer period of time if required by law.

C. **Records Ownership.**

1. It is understood that in the event this Agreement terminates for any reason, COUNTY, at its option may take ownership of all records created for the purpose of providing and facilitating provision of services under the Agreement.
2. If, as the result of the expiration or termination of this Agreement, PROVIDER discontinues services provided under this Agreement to any client who continues to require such service, COUNTY shall have the right to take immediate physical custody of any of the client's records that are necessary to facilitate the transition of services to another provider of such service, including, but not limited to, all documents, electronic data, products and services prepared or produced by PROVIDER under this Agreement.

XXVI RENEGOTIATION.

A. This Agreement or any part thereof, may be renegotiated at the option of COUNTY in the case of: 1) increased or decreased volume of services; 2) changes required by Federal or

State law or regulations or court action; 3) cancellation, increase or decrease in funding; 4) changes in service needs identified by COUNTY; 5) PROVIDER's failure to provide monthly services purchased; or 6) upon any mutual agreement. PROVIDER agrees to renegotiate in good faith if COUNTY exercises this option.

B. Any agreement reached pursuant to renegotiation shall be acknowledged through a written Agreement addendum signed by COUNTY and PROVIDER.

C. Changes to the number of units purchased under this Agreement pursuant to renegotiation shall be reflected by amendment to the *Program Summary*.

D. If PROVIDER refuses to renegotiate in good faith as required by this section, COUNTY may either terminate the Agreement or unilaterally adjust payments downward to reflect COUNTY's best estimate of the volume of services actually delivered by PROVIDER under this Agreement.

XXVII. TERMINATION, SUSPENSION AND/OR MODIFICATION.

This Agreement may be terminated and/or its terms may be modified or altered as follows:

A. Either party may terminate the Agreement, for any reason, at any time upon ninety (90) days written notice.

B. Failure of PROVIDER to fill any of its obligations under the Agreement in a timely manner or violation by PROVIDER of any covenants or stipulations contained in this Agreement shall constitute grounds for COUNTY to terminate this Agreement upon ten (10) days written notice of the effective date of termination.

C. The following shall constitute grounds for immediate termination:

1. Violation by PROVIDER of any state, federal or local law, or failure by PROVIDER to comply with any applicable state and federal service standards, as expressed by applicable statutes, rules and regulations.
2. Failure by PROVIDER to carry applicable licenses or certifications as required by law.
3. Failure of PROVIDER to comply with reporting requirements contained herein.
4. Inability of PROVIDER to perform the work provided for herein.
5. Exposure of a client to immediate danger when interacting with PROVIDER.

D. In the event of cancellation or reduction of state, federal or county funding upon which COUNTY relies to fulfill its obligations under this Agreement, PROVIDER agrees and understands that COUNTY may take any of the following actions:

1. COUNTY may terminate this Agreement, upon thirty (30) days written notice.
2. COUNTY may suspend this Agreement without notice for purposes of evaluating the impact of changed funding.
3. COUNTY may reduce funding to PROVIDER upon thirty (30) days written notice. If COUNTY opts to reduce funding under this provision, COUNTY may, after consultation between PROVIDER and COUNTY's contract manager or designee, specify the manner in which PROVIDER accomplishes said reduction, including, but not limited to, directing PROVIDER to reduce expenditures on designated goods, services and/or costs.

E. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder or failure of PROVIDER to timely commence the contracted for services, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

F. Termination or reduction actions taken by COUNTY under this Agreement are not subject to the review process set forth in Section XV B of this document.

SECTION C
(Financial Terms)

XXVIII. FINANCIAL PROVISIONS.

A. **Accounting.** The *Wisconsin Allowable Cost Policy Manual* shall determine eligible reimbursable expenses. PROVIDER shall adhere to the *State of Wisconsin's Allowable Cost Policy Manual*, including revisions and updates and return to COUNTY any funding paid in excess of allowable costs.

B. **Method of Payment**. PROVIDER shall be paid for its services as indicated below.

1. Monthly Expense Reimbursement: Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

2. *Unit of Service Reimbursement:* Units of service provided shall be paid by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or a monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

3. Monthly Advance Payment with Year End Reconciliation: PROVIDER shall be advanced equal monthly payments consisting of the annual Agreement amount divided by the number of months covered under this Agreement. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY by the first of the month previous to the month the payment is to be issued. This provision will be applicable to the following programs:

all except MA Case Management

4. Other Method of Payment: This method is described in Schedule B for the following programs:

MA Case Management

C. **Alternate Method of Payment.** Notwithstanding the agreed upon method of payment stated above, COUNTY may at its option refuse to advance all or part of any unearned payment otherwise due to PROVIDER if COUNTY reasonably suspects any of the following:

1. PROVIDER has mismanaged any funds provided by COUNTY.
2. Funds in PROVIDER's possession are at risk of being seized by PROVIDER's creditors or other adverse interest.
3. PROVIDER appears incapable of maintaining itself as a going business concern.
4. PROVIDER fails to meet reporting requirements.

D. **Administrative Cost Ceiling.** PROVIDER agrees to keep administrative costs for each program at or below the percentage approved by COUNTY. The approved administrative cost is that percentage most recently approved by COUNTY, whether governed by this year's Agreement or by a previous year's Agreement. No variance in excess of the approved administrative percentage will be allowed unless approved by COUNTY in advance and in writing. In no event will COUNTY approve an administrative cost percentage in excess of 15% of the cost of each program.

E. **Exemptions from Administrative Cost Ceiling.** At the discretion of COUNTY, programs will be exempt from the prescribed ceiling if any of the following applies:

1. The program is 100% administrative, or
2. The program is paid monthly under the unit of service reimbursement method of payment, or
3. The program is 100% funded from medical assistance or another federal source; in such case the administrative expense shall be limited to the requirements of the funding source.

F. **Bond.** At all times during the term of this Agreement PROVIDER shall maintain an employee dishonesty bond in an amount sufficient to hold PROVIDER harmless in the event of employee fraud or defalcation. Said bond shall insure PROVIDER against the loss of funds provided through this Agreement and the loss of client funds to which the PROVIDER or its employees has access through the services provided through this Agreement. PROVIDER shall furnish evidence of having met this requirement upon request by COUNTY.

G. **Budgets and Personnel Schedules.**

1. Programs paid under the unit of service reimbursement method of payment shall be exempt from the requirements of this section.
2. For each program funded by COUNTY, PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within fifty-six (56) days after the effective date of this Agreement. PROVIDER agrees to submit its program budgets and personnel schedules on forms provided by COUNTY and according to guidelines provided by COUNTY. Program budgets and personnel schedules shall be considered approved when signed by both PROVIDER and COUNTY. Upon approval by COUNTY, both the program budget and personnel schedule shall be made a part of this Agreement.
3. Variances in any program account category (categories are: Personnel, Operating, Space, Special Costs, and Other Expense) in excess of $5,000.00 or 10%, whichever is less, shall not be allowed unless PROVIDER obtains written approval of COUNTY at COUNTY's discretion for good cause shown. Overall program under-spending is not considered a variance.
4. Funds allocated to each program must be used as allocated in accordance with the approved program budget and may not be transferred between programs without the written agreement of COUNTY at COUNTY's discretion for good cause shown.
5. If there is a change in program funding under this Agreement, PROVIDER shall submit a revised budget and personnel schedule, unless waived in writing by COUNTY.
6. In performing services required under this Agreement, PROVIDER shall not exceed either the approved program budget or the staffing level indicated in the approved personnel schedule.

H. **Client Accounts.**

1. Under no circumstances is PROVIDER permitted to commingle funds belonging to clients with PROVIDER's funds. Client funds shall be kept in separate accounts ("Client Accounts") such that all monies can be accounted for at all times.
2. Client Accounts established pursuant to this section shall be subject to audit at any time during normal business hours and without prior notice.

3. If COUNTY discovers a deficiency in any Client Account or if a formal complaint is filed pertaining to such an account, COUNTY or its representative may withhold from PROVIDER funds equivalent to the sum in dispute until settlement is reached.

I. **Collection of Client Fees.**

1. COUNTY shall determine which programs operated by PROVIDER are required under Wis. Stats. 46.03(18) to participate in the Wisconsin Administrative Code (DHS 1) Uniform Fee System of charging clients for services provided and inform PROVIDER. PROVIDER shall assume responsibility for the billing and collection of fees, unless specified otherwise in this Agreement.
2. PROVIDER shall not delegate collection of fees to private collection firms without written permission from COUNTY.

J. **Deadline for Requesting Cost Variances and Transfers of Funds Between Programs.** Requests for approval of cost variances and transfers of funds between programs must be made in writing to COUNTY no later than January 25 of the year following the Agreement year. COUNTY will not consider written requests for further revisions un less the y are the result of auditing adjustments detailed in a letter from PROVIDER's auditor and submitted prior to or with the annual audit report.

K. **Deposits in FDIC-Insured Account.** Any payments of monies to PROVIDER by COUNTY for services provided under this Agreement shall be deposited in a financial institution with Federal Deposit Insurance Corporation (FDIC) insurance coverage. For any balance exceeding FDIC coverage PROVIDER must obtain additional insurance.

L. **Donations.** PROVIDER shall account for donations in accordance with the State of Wisconsin's Allowable Cost Policy Manual (Section III, item 12) and other applicable law.

M. **Expense Reports.** PROVIDER shall submit expense reports on the form provided by COUNTY. The report shall be submitted on a quarterly basis and is due no later than the 25th of the month following the end of the quarter. COUNTY may require reports more frequently upon thirty (30) day notice. Programs paid under the unit of service reimbursement method of payment shall be exempt from submitting the expense reports described in this paragraph.

N. **Financial and Compliance Audit by PROVIDER.**

1. PROVIDER, if it receives departmental funding over $25,000, shall submit a copy of its agency-wide annual audit to COUNTY within one hundred eighty (180) days of the end of its fiscal year. The audit shall be performed on behalf of PROVIDER by an independent certified public accountant and shall be conducted in accordance with the applicable state and federal regulations and guidelines, including, but not limited to: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2;* the *State of Wisconsin's Department of Health Services Audit Guide;* and the *State of Wisconsin's Allowable Cost Policy Manual.* If PROVIDER receives department funding less than $100,000, it may request a waiver of this requirement. When required, the audit shall include the following items:

   a. The auditor's opinion on the financial statements.
   b. A supplementary schedule identifying expenses and revenues by funding source and by program. This schedule shall be presented in worksheet format with programs and funding sources as columns, revenues and expenses as line items, with expenditures reflected by category as defined by COUNTY (i.e., Personnel, Operating, Space, Special Costs, and Other Expenses) as allocated between "administrative" and "program" categories, and an excess or deficit computed at the foot of each column.
   c. For Unit of Service Reimbursement based programs, a supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by programs.

d. For each program funded by COUNTY, a supplementary schedule in the form of a final expense report as prescribed by COUNTY.
e. The auditor's opinion on the supplementary schedules.
f. The auditor's Report on Compliance and Internal Control over Financial Reporting based on an audit of financial statements performed according to Government Auditing Standards.
g. The auditor's Report on Compliance with requirements applicable to each major program and Internal Control over Compliance in Accordance with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2* and the State Single Audit Guidelines.
h. A Schedule of Questioned Costs, if any.
i. The auditor's Letter to Management, as applicable.
j. The auditor's Summary of Audit Results.

2. COUNTY shall identify in writing to PROVIDER those findings or recommendations in the audit which shall require a written response and plan of corrective action by PROVIDER.
3. Where the Agreement period and PROVIDER's fiscal year do not coincide, the audit shall include a bridging schedule by program identifying expenses to the Agreement period. "By program" means that the bridging schedule must show each program individually.
4. COUNTY shall accept its allocated share of the audit cost as indicated in the approved budget. COUNTY shall comment on the audit in writing to PROVIDER within one hundred eighty (180) days of when the audit is due or received whichever is later.
5. PROVIDER understands and acknowledges that all auditing requirements survive the *Expiration Date* of this Agreement. If this contract terminates or is assigned with COUNTY's permission to another entity before the expiration date, these audit provisions shall be due within 120 days of the termination or assignment.

O. **Final Settlement Where County Pays PROVIDER's Costs.**

1. If this Agreement employs Method of Payment under sub term B., paragraphs 1., 3. or 4. above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:

a. As required by the terms of this Agreement, PROVIDER shall submit an audit, which shall include a supplementary schedule identifying expenses and revenues by funding source and by program. Where there are other revenues in COUNTY program columns of the audit, except for interest and dividends, the revenues shall be deducted from the expenses in those columns to give the net expense to COUNTY.
b. In the event the audit requirement is waived by COUNTY, PROVIDER shall provide COUNTY an unaudited supplementary schedule by program showing net county-funded expenditures by category (i.e., Personnel, Operating, Space, Special Costs, and Other Expense) compared to the most recently approved program budget for this Agreement, which shall be submitted to COUNTY no later than January 25 of the year following the Agreement year. Said schedule shall include an actual vs. budget analysis of expenditures as allocated between "administrative" and "program". The percentage actual expenses vary from the budget shall be calculated and displayed for each account category. This schedule shall be submitted on the form provided by COUNTY and COUNTY shall pay the lesser of unaudited expenses or the annual Agreement amount on a per program basis.
c. On a per program basis, any account category or administrative cost variance not approved by COUNTY will be considered an overpayment and PROVIDER shall reimburse any such amount to COUNTY within ten (10) working days of notification. Overall program under spending is not considered a variance issue.

d. If PROVIDER is a nonprofit organization, it may not keep excess revenue over the approved program budget described in Section C, term XXVIII, sub term G.2.

e. If PROVIDER is a profit organization, Final Settlement on a per program basis, excluding Systems Management programs, shall be the lesser of audited expenses plus four percent (4%) of audited expenses less related revenue or the *Maximum Cost* as stated on page one of this Agreement.

f. PROVIDER must claim any alleged underpayment by COUNTY by the time of final settlement or such claims are waived.

2. If this Agreement employs Method of Payment under sub term B., paragraph 2. Unit of Service Reimbursement above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:

a. In the event the audit requirement is waived by COUNTY, PROVIDER shall provide COUNTY an unaudited supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by program.

b. If PROVIDER is a profit organization, final settlement on a per program basis, shall be audited expenses plus four percent (4%) of audited expenses less related revenue.

c. If PROVIDER is a non-profit organization, final settlement on a per program basis, shall be 4% annually.

P. **Notice of Financial Instability.** PROVIDER shall give COUNTY immediate notice of any of the following events:

1. That PROVIDER is unable to meet its financial obligations to its employees, to the state or federal governments, or to any creditor.
2. That PROVIDER has written a check drawn on insufficient funds.
3. That PROVIDER has received notice that it has been sued or that a lawsuit against PROVIDER is pending.
4. That PROVIDER has filed a bankruptcy action.
5. That PROVIDER has sustained or will sustain a loss for which it has insufficient financial resources.
6. Any other event that impedes PROVIDER's ability to perform under this Agreement.

Q. **Overpayment**. Any overpayment due COUNTY shall be paid within ten (10) working days of notification. PROVIDER understands that time is of the essence with respect to repayments and agrees that if PROVIDER fails to timely submit repayment, COUNTY may withhold payment due from either a previous year Agreement or the current year Agreement.

R. **Purchased Equipment.**

1. The *State of Wisconsin's Allowable Cost Policy Manual* requires that any asset with an acquisition cost in excess of $5,000 be capitalized. PROVIDER shall make requests for any exceptions to this policy in writing to the appropriate Division Manager for COUNTY. These requests shall be made prior to the purchase of any such asset.
2. If COUNTY approves an exception under sub. (1), above, and any assets are expensed to COUNTY, said assets shall become the property of COUNTY upon termination or non-renewal of this or any extension or future Agreement.
3. Any item capitalized on PROVIDER's books and depreciated to COUNTY shall remain the property of PROVIDER.
4. PROVIDER agrees to maintain records that clearly identify all items expensed or depreciated to COUNTY and shall provide those records to COUNTY upon request. Where the records are unclear, it shall be assumed that COUNTY is the owner of the property upon termination or non-renewal of the Agreement.

S. **Purchase of Computer Equipment.**

1. Any of PROVIDER's hardware intended to link with the COUNTY network, shall meet Dane County Department of Administration, Management Information Services standards in effect at the time the linkage is desired.
2. PROVIDER shall be responsible for the costs associated with connectivity hardware and software, including, but not limited to, installation of data lines and associated monthly costs, port patch panels (hubs), patch cables, network interface cards and network software.
3. PROVIDER shall be responsible for all maintenance of its computer equipment. Dane County Department of Administration, Management Information Services shall be responsible for maintenance of the network.
4. PROVIDER shall be responsible for completing and submitting current and accurate COUNTY Security Access forms to the COUNTY Security Officer for all staff who will be logging on to a Dane County network. It is PROVIDER's responsibility to ensure accuracy of said Security Access forms. COUNTY has the discretion to refuse access to the network for any reason.

SECTION D

(Reporting and Evaluation Requirements)

XXIX. **REPORTS AND EVALUATION**.

A. **Audits and Contract Reviews**. PROVIDER agrees to submit to such random audits by COUNTY as COUNTY may request. Unless a violation of State, Federal or local law is alleged, COUNTY will give no less than ten (10) working days notice before a review or monitoring procedure. COUNTY's review and monitoring responsibilities under the terms of this Agreement may include, but are not limited to: Agreement compliance, certification status, financial expenditures, reporting requirements, units of service provided, Affirmative Action Plan, Civil Rights Compliance Plan, American Disability Act Compliance, on-site visits by COUNTY staff and/or county board members, or both, interviews with program consumers, families and guardians, interviews with direct service and management personnel. The State and/or Federal government may also conduct program reviews in connection with their financial oversight functions. PROVIDER agrees to cooperate with COUNTY, State and Federal governments in these reviews.

B. **Client Reporting.** PROVIDER shall submit monthly client registration and/or client service participation reports in a format provided by COUNTY. Reports for January through November are due on the tenth of the following month. The December report is due no later than January 5.

C. **Copies to be Supplied.** Copies of any evaluative information obtained by PROVIDER during the year, such as, outside evaluation or accreditation will be submitted to COUNTY at the time received.

D. **Data Gathering.** PROVIDER will cooperate with COUNTY and other providers to define common data elements to be reported to COUNTY to assist in developing baseline data about program delivery, efficiency, and effectiveness.

E. **Evaluation Compliance.** PROVIDER will comply with all COUNTY requirements regarding program evaluation COUNTY deems required under Wis. Stats. 46.23(6m)(g).

F. **Quarterly Report.** PROVIDER will report, in a format as required by COUNTY, to COUNTY's designee on a quarterly basis, beginning on May 1. The final report shall be provided on April 1 of the following year. Reports shall include:

1. Information on client waiting lists.
2. Quantity of services by Agreement/client category.
3. Progress or problems in achieving Agreement goals and performance outcomes.
4. Progress or problems associated with overall PROVIDER operations.
5. Other information as may reasonably be required by COUNTY.
6. The fourth quarter report will also include a description of:
   a. Agency and program objectives for that year;

b. Achievement of or progress toward those objectives;
c. Problems encountered in meeting the objectives.

7. Reports on services provided in specific geographical areas as identified to PROVIDER by COUNTY.

G. **Timeliness.** PROVIDER understands that time is of the essence with respect to all reports and agrees to make all reports in a timely manner as provided below, and agrees that if PROVIDER fails to timely submit any report due under the terms of this Agreement, COUNTY may withhold payment until such report is provided, including payment due from either a previous year or the current year.

H. **Provider.** U nderstands and acknowledges that all reporting requirements survive the *Expiration Date* of this Agreement.

SECTION E
(Contract Construction and Legal Process)

XXX. <u>CONTRACT CONSTRUCTION AND LEGAL PROCESS</u>.

A. **Choice of Law**. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.

B. **Construction**. This Agreement shall not be construed against the drafter.

C. **Counterparts**. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

D. **Entire Agreement**. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

E. **Execution**. This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so.

F. **Limitation of Agreement**. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees or subcontractors of either of the parties. Except, where PROVIDER intends to meet its obligations under this or any part of this Agreement through a subcontract with another entity, PROVIDER shall first obtain the written permission of COUNTY; and further, PROVIDER shall ensure that it requires of its subcontractor the same obligations incurred by PROVIDER under this Agreement.

G. **Severability**. The invalidity or un-enforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.

H. **Venue**. Venue for any legal proceedings shall be in the Dane County Circuit Court.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____ _____

Print Name and Title: _____

Date Signed: _____ _____

Print Name and Title: _____

Registered Agent's Name: _____

Agent's Address: _____

FOR COUNTY:

Date Signed: _____ _____
LYNN M. GREEN, Director of Human Services
(when applicable)

Date Signed: _____ _____
JOE PARISI, County Executive
(when applicable)

Date Signed: _____ _____
SCOTT MCDONELL, County Clerk
(when applicable)

rev. 03/03; 6/18/03; 7/29/03; 8/19/03; 8/21/03; 10/15/03; 9/22/04; 10/05/05; 10/31/06, 9/27/07; 10/03/08; 6/29/09; 9/22/09; 9/7/10; 8/2/11; 9/16/11; 7/11/12; 8/27/13; 6/11/14; 9/22/15

Program Summary Form

Created:	10/14/2015	Contract #:	83311	Provider:	City of Fitchburg
Revised:		Division:	Adult Community Services	Funding Period:	January 1, 2016 through December 31, 2016

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	1225	1225	ACBCLFSC	CLSMAA	Nutrition	401	357		18.18	1000	$ 18,183		$ 18,183	Nut.Report
b.											$ -	$ -	$ -	SAMS
c.											$ -	$ -	$ -	
d.											$ -	$ -	$ -	
e.											$ -	$ -	$ -	
f.											$ -	$ -	$ -	
g.											$ -	$ -	$ -	
h.											$ -	$ -	$ -	
I.											$ -	$ -	$ -	
j.											$ -	$ -	$ -	
										Total	$ 18,183	$ -	$ 18,183	

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The section below is to be used to further define the information above.

*Other Revenue-Include here the source and related amount for each program:

a.	A "unit" is equivalent to one hour of staff work on activities related to meal site management, home delivered meals, and related activities.	
c.		
d.		
e.		
f.		
g.		
h.		
I		
j.		

Standard Program Category (SPC) Code Description:

a. 401=Congregate Meals
b.
c.
d.
e.
f.
g.
h.
j.
k.

Contract Manager(s)/Programs: Velasquez

Accountant(s)/Programs: Mary Timme

psf_Velasquez_fitchburgnut_16

City of Fitchburg Senior Center
2016 SCHEDULE A PROGRAM REQUIREMENTS
Nutrition Services
Program 1225

A. **Description of Services to be Purchased:** This program is intended to provide Older American Act (OAA) Senior Nutrition Program (SNP) Site Management of congregate and home-delivered meal (HDM) services in accordance with: (1) Chapter 8. Nutrition Program Operations of the Manual of Policies, Procedures and Technical Assistance for the Wisconsin Aging Group (Wisconsin Bureau of Aging and Disability Resources); (2) Wisconsin Food Code; and (3) Area Agency on Aging of Dane County's Senior Nutrition Program Policies and Procedures.

Senior Nutrition Program Site Management includes coordination and oversight of the following: (1) program outreach targeting low-income, minority, and rural seniors; (2) supervision of a safe and sanitary facility; (3) service of at least 3,765 meals in a congregate setting and the delivery of at least 5,020 meals to homebound seniors by trained volunteers; (4) collection and data entry of required participant registration and service delivery data; (5) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; and (6) the provision of nutrition education and isolation reducing activities for senior adults.

1. **Service Location:** Congregate meals are offered at one location within the PROVIDER's service area as approved by the COUNTY: Fitchburg Senior Center, 5510 E. Lacy Road, Fitchburg, WI 53711. Home-delivered meals are portioned and packaged at this same location and delivered by volunteers in the PROVIDER's service area.

2. **Persons to be Served:**

   a. **Target Population:** As required by the OAA, the PROVIDER shall target adults (age 60+) who have the greatest economic or social need with particular attention to low-income minority and rural individuals. PROVIDER will attempt to serve these target populations in the same proportion as their incidence in the population of the service area served by the PROVIDER.

   b. **Eligibility Requirements:**

      1) <u>For Congregate Meals</u>
         - Any individual age 60 and older

- The spouse of an age 60 and over congregate participant—the spouse can be of any age
- A person with a disability, under age 60 who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies an older individual to the site
- Any nutrition services staff over the age of 60
- Volunteers under or over age 60

2) For Home-Delivered Meals (HDM)
   - Any individual age 60 and over who is frail and essentially homebound by reason of illness, disability, or isolation
   - A spouse of a person eligible for a HDM as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
   - An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual
   - Non-elderly individuals with disabilities who reside at home with older individuals are eligible to receive home delivered meals on a contribution basis

3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program.

4. **Units of Service:** A unit of service is defined as one hour of paid staff time working on the provision of meals at congregate meals sites and/or for home-delivered meals.

B. **Program Specifications**

1. **Service Specifications:**

   a. The meals for this program will be provided by a caterer as decided by the COUNTY unless otherwise specified in this contract.

   b. PROVIDER shall coordinate and oversee daily nutrition program operation at the congregate site as well as the packaging and delivery of home-delivered meals subject to COUNTY contracts with caterers in accordance with Chapter 8: Nutrition Program Operations and the Wisconsin Food Code.

c. PROVIDER is responsible for ordering congregate and home-delivered meals from the caterer contracted by the COUNTY by 1:30 PM the weekday before the meal is to provided. When PROVIDER anticipates serving 10 or more meals than normally served on a given day, PROVIDER will provide the caterer with advance notice of at least 2 full days. Individual consumers can reserve their meal by calling a local number operated by PROVIDER that is publicized in the community.

d. PROVIDER shall work cooperatively with the caterer under contract for the site on the following activities:

   1) Reserving the meal in advance of serving, as agreed upon by the caterer;
   2) Contacting caterer by telephone prior to 7:30 am on any day the meal needs to be cancelled due to weather or other emergencies;
   3) Monitoring and recording temperatures as taken by the catering staff upon food delivery to ensure food safety at time of delivery;;
   4) Determining the level of consumer satisfaction with quality of food, special diet requests, special menus for special occasions, and other issues as they arise which are related to the meal; and
   5) Administering COUNTY approved customer satisfaction surveys as requested.

e. Immediate problems requiring resolution, such as food shortages or preparation issues, shall be discussed by the PROVIDER directly with the caterer. PROVIDER shall report immediately, in writing via email to the COUNTY contracted Nutritionist, all instances of food shortages, improper temperatures, food waste, or complaints regarding the quality of the food received from the COUNTY contracted caterer so that these issues can be proactively addressed by the COUNTY with the caterer. If the site is shorted portions of food items to complete each meal ordered, they should contact the caterer immediately upon notice of shortage. Caterer must be provided an opportunity to correct the shortage, within 15 minutes post serving time. If the shortage is not repaired, PROVIDER shall immediately report shortage of portions/number of complete meals for billing purposes to the COUNTY Nutrition Director.

f. PROVIDER shall ensure the site's kitchen, dining area, utensils, dishware, HDM carriers, and food storage facilities are maintained in a sanitized condition at all times.

g. PROVIDER shall ensure food handling and storage is conducted in accordance with food safety regulations of the Wisconsin Food Code, Chapter 8 Nutrition Program Operations and additional Dane County Senior Nutrition Program

policies and procedures. PROVIDER will cooperate with all required on-site inspections and make needed corrections required by the COUNTY contracted Nutritionist or by the Public Health Department, depending on the type of license or certification held by the site's kitchen.

h. PROVIDER shall:

1) Employ a ServSafe certified Food Service Manager (certification must be received within first 90 days of employment and renewed every 5 years);
2) Require any other nutrition program staff to be certified in Serving Safe Food;
3) Require all staff complete a minimum of six (6) hours of annual food safety training as described by Chapter 8: Senior Nutrition Program Operation guidelines and approved by the COUNTY; volunteers in direct contact with food shall complete a minimum of six (6) hours of annual food safety training as well; and
4) Require staff attendance at regional annual training as convened by the COUNTY. A representative of the PROVIDER and/or site must attend the four regularly scheduled Nutrition Program Site Manager/Directors meetings during the year. Training records for staff and volunteers must be kept by PROVIDER.

i. PROVIDER shall encourage all participants to contribute toward the cost of the meal and a confidential mechanism shall be established by the PROVIDER that provides a person the privacy to make the donation they determine that they can afford (including none); all signs regarding donations or other signs required by the COUNTY will be maintained and posted in a visible manner. Persons under the age of 60 must pay full cost of meal and a record of under 60 meals must be kept (see Requirements and Exceptions in 2004 Donation Best Practice document).

j. PROVIDER shall initially interview all home-delivered meal participants to assess:

1) Eligibility for home-delivered meals;
2) Need for other services and/or information; and
3) Level of nutritional risk

An in person visit and written personal assessment shall be completed no later than four (4) weeks from the beginning of meal service. If eligible, participants shall have their eligibility reassessed at least once per year and more frequently

if the meal provision is indicated for less than one year at the time of assessment.

k. PROVIDER shall have all meal program participants complete a program registration and nutrition risk assessment at the onset of participation and at least annually thereafter. PROVIDER shall enter this information in the SAMS data system within the first 30-days of service and within 30 days of reassessment.

l. PROVIDER shall ensure Congregate and home-delivered meal participants receive reputable information about nutrition at least four (4) times (once per quarter) during the year and a record of such activities shall be reported to the COUNTY Nutritionist each month.

2. **Service Hours/Days:** PROVIDER shall maintain program service hours of Monday through Friday. The congregate meal shall be served at a consistent time during the middle of the day as determined by the PROVIDER. Home-delivered meals shall be delivered between the hours of 11:00 am and 1:00 pm.

3. **Service Termination:** PROVIDER shall terminate service when an individual voluntarily withdraws from the program or when the participant no longer meets eligibility criteria.

4. **Transportation:** This contract provides no COUNTY-funded transportation for program participants. Home-delivery of meals is arranged by the PROVIDER through the COUNTY-funded Retired Senior Volunteer Program.

5. **Capacity/Waiting List:** PROVIDER shall use the nutrition risk assessment provided by the COUNTY for determining the number of home-delivered meals provided to eligible participants. If PROVIDER believes a waitlist may be necessary due to funding limitations, the PROVIDER shall seek approval from the COUNTY prior to implementing a waitlist.

C. Program Evaluation

1. **Goals:** The goals of the Senior Nutrition Program are:

   a. To reduce hunger and food insecurity;
   b. To promote socialization of older individuals; and
   c. To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention/health

promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

2. **Performance Indicators:** The following measures shall be used to evaluate Nutrition Site Management effectiveness:

   a. Number of Senior Nutrition Program safety, sanitation, and program standard violations requiring corrective action during annual site inspection by COUNTY contracted Nutritionist shall indicate compliance with Chapter 8: Nutrition Program Operations and Wisconsin Food Code.

   b. Cost effectiveness shall be measured by the COUNTY by: (1) considering the total program budget and catering contract allowances for meals ordered divided by the number of meals served annually; and, (2) the percent of wasted meals as determined by the COUNTY based on a comparison of the number of meals ordered by the PROVIDER and the number of meals served by the PROVIDER and, (3) the provision of at least 15 congregate meals and 20 Home Delivered Meals on average each day.

   c. PROVIDER outreach to targeted populations shall be measured by the total number of participants, total number of meals served to eligible participants, average number of total and congregate meals served per day, and the proportion of those served that are of low-income, minority, and/or rural to the total number of persons served.

   d. Chapter 8 reporting compliance shall be measured by: (1) the number of instances wherein required data is not entered by the PROVIDER into the SAMS data collection software within 30-days of service provided; and, (2) timely submission of required monthly reports as described in Schedule C.

D. Reporting: Refer to Schedule C.

E. Other Requirements:

1. Requests for special diet accommodations, with medical orders, and special occasion meals are to be submitted to the COUNTY contracted Nutritionist prior to making arrangements with the COUNTY contracted caterer. The COUNTY contracted Nutritionist shall approve/deny special diet requests and special occasion meals.

2. PROVIDER shall clearly post or periodically distribute cards provided by the COUNTY that identify the telephone numbers for the Elder Abuse Helpline.

3. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.

    a. PROVIDER is invited to refer individuals seeking information on adult services and long term care options to the ADRC;

    b. When asked by the ADRC, PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding and other areas related to the ADRC's mission; and

    c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall assure that the data is accurate and shall update the data whenever necessary.

4. The PROVIDER shall participate in meetings, as requested by the COUNTY, for the purpose of planning, coordinating, or improving the provision of congregate or home-delivered meal services.

5. PROVIDER shall solicit congregate and home-delivered meal consumer satisfaction using the approved Statewide survey provided by the COUNTY at least one time per year.

Program Summary Form

Created:	10/6/2015	Contract #:	83311	Provider:	City of Fitchburg
Revised:		Division:	Adult Community Services	Funding Period:	January 1, 2016 through December 31, 2016

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	4367	4367	ACBAAFSC	CMCMAA	Case Management	604	120	0	$ 23.01	1,250	$ 28,767	$ -	$ 28,767	Monthly 610
b.														& Qtr Rpts
c.														
d.														
e.														
f.														
g.														
h.														
I.														
j.														
										Total	$ 28,767	$ -	$ 28,767	

The section below is to be used to further define the information above.

*Other Revenue-Include here the source and related amount for each program:

a.	# of Clients and Unit Quantity are estimates based upon available baseline data. Funding reflects allocation based on Case Management formula using 2010 census data. A Unit of Service = one hour of case management services.	
b.	Funding: Tax Levy	
c.	Contract also includes $1,250 State Health Insurance Program (SHIP) funding.	
d.		
e.		
f.		
g.		
h.		
I		
j.		

Standard Program Category (SPC) Code Description:

a. 604=Case Management
b.
c.
d.
e.
f.
g.
h.
j.
k.

Contract Manager(s)/Programs: Cheryl Batterman

Accountant(s)/Programs: Mary Timme

City of Fitchburg
2016 SCHEDULE A PROGRAM REQUIREMENTS
Client-Centered Case Management Services
Program 4367

A. **Description of Services to be Purchased:** This program funds client-centered case management services for low-income clients, age 60+ who live in Dane County. Low-income is determined as falling below 240% of the Federal Poverty Level. This program shall assess the needs of the client and the client's family, when appropriate, and arrange, coordinate, monitor, evaluate, and advocate for multiple services to meet specific complex needs and preferences. Client-centered case management is based on the recognition that a trusting and empowering direct relationship between case manager and client is essential to facilitate a client's use of services along a continuum of care and to restore or maintain independent functioning to the fullest extent possible. It requires the case manager to develop and maintain a professional relationship with the client, which may include linking the client with systems that provide needed advocacy, services, resources, and opportunities. The focus of case management is client centered, recognizing the importance of each client's interests, worth, and right to self-determination and confidentiality.

1. **Service Location:** PROVIDER shall provide Client-Centered Case Management Services in the residence of the senior adult. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at 5510 E. Lacey Rd, Fitchburg, WI 53711.

2. **Persons to be Served:**

   a. **Target Population:** To be eligible for this service, a client must reside in the City of Fitchburg.

   b. **Eligibility Requirements:** The client must be age 60 (or older), live in his/her own home, apartment, or home of a family member, <u>and</u> fall below 240% of the Federal Poverty Level. Clients eligible for Medical Assistance case management or for case management paid for by COP or any other Waiver/Partnership program are <u>not</u> eligible for case management under this program. Two exceptions are allowed: clients requesting a home-delivered meal assessment and/or Medicare Part D enrollment assistance.

3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program.

4. **Units of Service:** A unit of service is defined as one hour of paid staff time providing Client-Centered Case Management Services.

B. Program Specifications

1. Service Specifications:

a. Referrals: Referrals the client-centered case management will come primarily from senior dining site participants, social service agencies (to include the Aging & Disability Resource Center of Dane County), medical clinics, hospitals, and other professionals. PROVIDER (at it's discretion) may also accept referrals from individual senior adults and their families, neighbors and friends, and clergy. During the referral process, the case manager shall attempt to gather initial information from the client in order to determine what assistance is needed.

b. Assessment: Assessment shall be conducted during face-to-face meetings with the client and information shall be gathered to determine whether the person needs on-going case management services. If appropriate, the Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered case management services.

c. Open Case: PROVIDER shall open a case by completing the following:
   1. The case manager has a face-to-face meeting with the client;
   2. The case manager determines on-going case management is required;
   3. The Client Intake and Functional Assessment Forms are complete;
   4. A Case Management Service Plan is developed; and
   5. A course of action for service is initiated.

   PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve continued contact with the case manager to include an annual reassessment. Two exceptions are allowed: case managers will open cases when providing home-delivered meal assessments and Medicare Part D enrollment assistance even if this is the only service provided to the client.

d. **Reportable Hours:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include

the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable client-centered case management time.) Examples of case manager reportable services include time spent:

- Traveling to and from a client's home
- Arranging for medical services
- Arranging for meals on wheels
- Assisting in the completion of forms of some type
- Arranging for client transportation
- Arranging for home chore service
- Providing specific information
- Acting as an advocate on behalf of the client
- Contacting family members and/or professionals to gather information
- Assessing and enrolling clients for benefits
- Coordinating housing for clients
- Activities directly related to meeting the goals of the client's service plan
- Conducting home-delivered meal assessments and reassessments
- Providing Medicare Part D enrollment assistance/Plan Finder Reviews

e. Reporting: PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.

f. Closed Case: The client-centered case management program has no time limit for a person to receive the service. In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than seven (7) years. A case manager making a yearly phone call to a client to see how he/she is doing shall not be used to keep the case file open. The case manager shall close the file when the client withdraws from the program and/or the client's needs have been met. Cases shall be closed by the PROVIDER when any of the following events occurs:

1. There is no activity on a client file for a period of one year; or
2. The client withdraws from the program or no longer needs client-centered case management services; or

3. The client enrolls in a Medicaid Waiver Long-Term Care Program (e.g., COP, CIP, Partnership); or
4. The client enters a nursing home or CBRF; or
5. The client moves to a residence outside of Dane County; or
6. The event of the client's death.

g. Information & Assistance (I&A): This program provides information to the general public about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health, adult protective services, employment and training for people with disabilities, transportation, home maintenance, and nutrition. While it is the preference of the COUNTY to refer consumers seeking I&A to the Aging and Disability Resource Center (ADRC) of Dane County, the COUNTY is aware consumers may access this type of assistance through the PROVIDER. This activity outside of on-going client-centered case management is not funded by the COUNTY. ADRC I&A activities are not to exceed a period of 90 days and are thus not considered on-going client-centered case management services.

2. **Frequency of Contact:** PROVIDER shall maintain and document contact with each client at least once during the year.

3. **Service Hours/Days:** PROVIDER shall maintain program service hours Monday through Friday, 8:30 am-4:30 pm, and other hours by appointment.

4. **Length of Service:** This program has no time limit for a client to receive the service.

5. **Service Termination:** PROVIDER shall terminate services to the client when:

   a. There is no activity on a client file for a period of one year; or
   b. The client withdraws from the program or no longer needs client-centered case management services; or
   c. The client enrolls in a Medicaid Waiver Long-Term Care Program (e.g., COP, CIP, Partnership); or
   d. The client enters a nursing home or CBRF; or
   e. The client moves to a residence outside of Dane County; or
   f. The event of the client's death.

6. **Referral/Application Process:** Referrals to the program come primarily from senior dining site participants, social service agencies (to include the Aging & Disability Resource Center of Dane County), medical clinics, hospitals, and other professionals. PROVIDER (at it's discretion) may also accept referrals from individual senior adults and their families, neighbors and friends, and clergy.

Referrals are received by contacting the PROVIDER'S office Monday through Friday. During the referral process, the PROVIDER shall gather initial information from the client in order to determine what assistance is needed.

7. **Capacity/Waiting List:** PROVIDER shall give priority to senior adults most at risk. This includes victims of elder abuse and neglect and persons with dementia. PROVIDER shall maintain a waiting list including a description of the person's current situation. PROVIDER will notify AAA when a waiting list occurs and provide updates when changes occur.

8. **PROVIDER Responsibilities:** During the term of this Agreement, PROVIDER shall:

   a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Management Standards, and Dane County Client-Centered Case Management Policy & Procedures;
   b. Require at least one case manager in attendance at each COUNTY coordinated case management training;
   c. Require PROVIDER director (or designated staff member) to attend COUNTY coordinated Focal Point Director meetings;
   d. Report specific, identifiable services for each client/consumer on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client/consumer shall match/equal the hours of service documented in case notes;
   e. Require case management staff to complete and submit a Quarterly Client-Centered Case Management Report to the COUNTY as described in Schedule C;
   f. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;
   g. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety check and assistance in eliminating home safety dangers;
   h. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Elder Abuse Helpline, and Senior Focal Points;
   i. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed annually for ongoing participants and more frequently as necessary

to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;

j. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
k. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C;
l. Collaborate with DCDHS staff to distribute a satisfaction survey annually for Client-Centered Case Management clients to complete;
m. Require case management staff to refer MA eligible clients whenever he/she appears to meet the criteria for MA Case Management; and
n. Require case management staff to collect, record, and submit State Health Insurance Program (SHIP) participant data by the date indicated in Schedule C

9. **COUNTY Responsibilities:** During the term of this Agreement COUNTY agrees to:

a. Facilitate case management trainings for PROVIDER's case management staff;
b. Provide all standardized client-centered case management forms and reporting mechanisms to the PROVIDER;
c. Collaborate with agency staff to distribute a satisfaction survey annually for Client-Centered Case Management clients to complete and provide results/findings of the survey by January 10, 2017; and
d. Provide funding for this program (as indicated on the Program Summary).

C. Program Evaluation

1. **Goals:** The goal of the client-centered case management program is to provide senior adults in Dane County the support they need to achieve and maintain optimum independence in their community through the assessment of need and the coordination and monitoring of community-based services. Client-centered case management optimizes client functioning by a thorough assessment of needs. Using this assessment, the case manager, with the client's input, develops a plan that provides services in the most efficient and effective manner. Client-centered case management rests on a foundation of professional training, values, knowledge, theory, and skills used in the service of attaining goals that are established in conjunction with the client and the client's family and/or significant individuals, when appropriate. Client-centered case management is ongoing, and includes the following specific goals:

a. To promote and enhance, when possible, the skills of the client in accessing and utilizing supports and services

b. To develop the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable their independence
c. To promote service effectiveness while providing services and supports in the most efficient manner possible
d. To link, create, and promote formal and informal systems to provide the client with resources, services, and opportunities

2. **Performance Indicators:** The following measures shall be used to evaluate program effectiveness:

   a. PROVIDER shall serve a minimum of 120 unduplicated clients with client-centered case management services in 2016;
   b. PROVIDER shall provide a minimum of 1,250 service hours of client-centered case management services in 2016; and
   c. Compliance shall also be measured by timely submission of required reports as described in Schedule C.

D. **Other Requirements:**

1. COUNTY may withhold monthly payment in the event of contract non-compliance.

2. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.

   a. PROVIDER may refer individuals seeking information on adult services and long term care options to the ADRC;
   b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission; and
   c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.

3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.

a. If PROVIDER is a residential provider or case manager, PROVIDER has the following responsibilities:
   i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
      1. The guardian's name, current address, phone number, and e-mail address.
      2. A copy of the current Determination and Order for Protective Services/Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
      3. A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
   ii. Nonemergency transfer of protective placement. If PROVIDER initiates a transfer/change of residential placement of a person under a protective placement order, it shall provide notice of transfer to the Probate Office, the guardian(s), the case manager/broker, COUNTY's Adult Protective Services Unit, and the consumer with 10 days prior written notice. PROVIDER must obtain written consent of the guardian prior to transfer. PROVIDER must have a safe discharge plan.
   iii. Emergency transfer of protective placement. If PROVIDER initiates an emergency residential transfer of a person under a protective placement order, it shall no later than 48-hours after the transfer provider notice of transfer to the Probate Office, the guardian(s), COUNTY's Adult Protective Services Unit and the consumer. PROVIDER must have a safe discharge plan.
   iv. Discharge or transfer of consumer not under protective placement. When a consumer who is not under a protective placement order is discharged or transferred to another service or residence, PROVIDER shall give at least 24-hours prior written notice to the guardian, the case manager/broker, unless an emergency event prevents this, in which case PROVIDER shall provide such notice within 48-hours of the transfer.
   v. The PROVIDER, when requested, shall submit on a timely basis a complete, clear, and signed WATTS Annual Review Form.
   vi. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
   vii. Unless instructed otherwise, the PROVIDER shall transport and accompany its consumers to all Court Hearings or otherwise assure the consumer's presence at them.
   viii. When requested, PROVIDER shall provide testimony in court hearings.
   ix. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the

appointment or otherwise assure the consumer's presence at the appointment.

b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.

c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.

9/3/15
CLB

Program Summary Form

Created:	9.17.15	Contract #:	83311	Provider:	City of Fitchburg
Revised:		Division:	Adult Community Services	Funding Period:	January 1, 2016 through December 31, 2016

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	4385	4385	ACCCLFSC	CMMAAA	MA Case Management	604	7	0	25.20	317	$ 8,000	$ -	$ 8,000	600/610
b.												$ -		
c.											$ -	$ -	$ -	
d.											$ -	$ -	$ -	
e.											$ -	$ -	$ -	
f.											$ -	$ -	$ -	
g.											$ -	$ -	$ -	
h.											$ -	$ -	$ -	
I.											$ -	$ -	$ -	
j.											$ -	$ -	$ -	
										Total	$ 8,000	$ -	$ 8,000	

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The section below is to be used to further define the information above.

*Other Revenue-Include here the source and related amount for each program:

a.	Staff hours defined as unit of service. Restricted revenue: $8000 Medical Assistance.	
b.		
c.		
d.		
e.		
f.		
g.		
h.		
I		
j.		

Standard Program Category (SPC) Code Description:

a. 604 Case Management

b.

Contract Manager(s)/Programs: Freeman

Accountant(s)/Programs: Mary Timme

2016 SCHEDULE A

City of Fitchburg

Program Number: 4385

SPC 604 Case Management

The provision of services by providers whose responsibility is to enable clients and when appropriate clients' families to gain access to and receive a full range of appropriate services in a planned, coordinated, efficient, and effective manner. Case managers are responsible for locating, managing, coordinating, and monitoring all services and informal community supports needed by clients and their families. Services may include, but are not limited to: assessment/diagnosis; case planning, monitoring and review; advocacy; and referral.

A. Description of Services to be Purchased:

To provide older adults the support they need to remain safe in their own homes and community by identifying resources, coordinating supportive services, and assisting the older adult in developing a safety plan.

1. **Service Location:** The service is provided in the home of the older person, or at the PROVIDER's OFFICE.

B. Performance Indicators:

1. **Goals:**

To enable older adult to receive the support they need to remain safe in their own homes and communities.

2. **Performance Indicators:**

PROVIDER shall cooperate with COUNTY in 2016 to develop a program logic model, outcomes, and indicators to evaluate the case management program. A base survey of Aging Focal Points case management providers' for older adults was conducted in 2014 using the Administration for Community Living Performance Outcome Measurement Project (POMP) case management survey instrument.

C. Persons to be Served:

a. Target Population/Eligibility Guidelines: To be eligible for this service an individual must be age 60 and over, eligible for Medical Assistance, and reside in the City of Fitchburg.
b. Funding Source: Federal and State Medical Assistance funds.
c. Units of Services: Annual units billed to the Medical Assistance program.

D. Program Specifications:

1. Referral Process: Referrals to the program come from individual older adults and their families, neighbors and friends, social service agencies, medical clinics, clergy, hospitals

and other helping professions. Referrals are received by contacting the PROVIDER's OFFICE during normal business hours.

2. Capacity/Waiting List: When staff capacity has reached its maximum limit, the PROVIDER agrees to give priority to older adults at risk. The PROVIDER should keep a waiting list, including a description of the current situation.
3. Service Hours/Days: Service is offered primarily Monday through Friday during the normal business hours.
4. Length of Service: There is no limit to the length of time a person may receive the service.
5. Service Termination: The service will terminate when an individual terminates the service or when the individual dies or placed in a nursing home or CBRF, or when the PROVIDER determines the program no longer is able to respond to individual needs.

E. Other Features and Reporting Requirements

1. To bill Medical Assistance for the provision of case management services.
2. To submit billing claims to the COUNTY'S contacting agency no later than 25th day of each month.
3. To attend case management and billing trainings offered by the COUNTY.
4. To meet the Medical Assistance and State requirements for providing Case Management services.
5. At a minimum contact each MA client once per month and develop an assessment and case plan once per year.
6. Case Management services is reported on the COUNTY's Monthly Client Services Report (600/610), and submitted to the COUNTY no later than the tenth (10th) working day of each month.
7. PROVIDER is responsible for meeting any Adults at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. Upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adults at Risk referrals received by the COUNTY regarding the consumers, age 18 – 59, whom the PROVIDER serves. In some situations, the COUNTY will assign a lead investigator and request that the PROVIDER assist in the investigation. In other situations, the COUNTY will assign the PROVIDER as the lead investigator, with consultation available from the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.
8. Aging and Disability Resource Center
   The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support seniors, adults with disabilities, their families and caregivers by providing useful information, assistance and education on community services and long term care options. PROVIDER is invited to refer individuals seeking information on adult services and long term care options to the ADRC; When asked by the ADRC, PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandums of understanding and other areas related to the ADRC's mission; and If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall assure that the data is accurate and shall update the data whenever necessary.

SCHEDULE B - FISCAL

CITY OF FITCHBURG

NUTRITION PROGRAM #1225

As required by the Older Americans Act and the Wisconsin Bureau on Aging, the PROVIDER shall collect nutrition donations from persons who participate in the nutrition program. Persons age 60 and over are not obligated to make a contribution and shall not be required to do so. However, persons age 60 and over should be encouraged to contribute what they can reasonably afford to help defray the cost of the meal. Efforts may be made to increase the average donations, but such efforts should be positive in nature and should not discourage the participation of individuals who are unable to increase the amount of their donation.

All donations collected are the property of the COUNTY and shall be submitted monthly to the COUNTY. Per Wisconsin Bureau on Aging and Disability Resources requirements, collected donations shall be counted daily by two persons, both of whom should sign daily a register verifying the amount collected. The full amount of the collected donations shall be deposited in a bank or savings institution daily in an account designated for nutrition donations only. The deposited donations should be forwarded to the COUNTY monthly.

MA CASE MANAGEMENT PROGRAM #4385

METHOD OF PAYMENT 4 – OTHER:

1. Funding for this program will be paid to PROVIDER, up to the contract amount, **only** if PROVIDER earns the funding through billing the Wisconsin Medical Assistance Program.

2. PROVIDER shall submit monthly vouchers to COUNTY for the amount of MA Case Management services paid by the State to the COUNTY based on Remittance and Status Advice reports received by PROVIDER that indicate the amount paid (which may or may not equal the amount billed).

3. COUNTY will pay PROVIDER, on a cash basis; meaning PROVIDER payments will be based on the dates COUNTY receives payment from the State rather than the dates of billed services. In the event PROVIDER no longer delivers MA Case Management services due to the conclusion of the contractual relationship, PROVIDER shall continue to be paid, under this agreement and only up to the contracted amount for the program, for up to three months for MA Case Management revenue earned by PROVIDER and paid to COUNTY.

4. PROVIDER shall be exempt from the requirements in Section C, XXVIII – Financial Provisions, Item G – Budgets and Personnel Schedules

5. PROVIDER shall be exempt from the requirements in Section C, XXVIII – Financial Provisions, Item M – Expense Reports.

WISCONSIN MEDICAID COST REPORTING (WIMCR)
ADDENDUM

This Addendum sets forth the following reporting requirement for all programs where PROVIDER provides one or more of the following Medicaid services:

A. Case Management (CM)
B. Community Support Program (CSP)
C. Crisis Intervention – Hourly (CI)
D. Outpatient Mental Health and Substance Abuse in the Home or Community (OPMHSA)
E. Personal Care (PC)

PROVIDER agrees to submit monthly, in the format requested by COUNTY, direct employee names, job titles, credentials, costs and hours. This report is due by the 30th of each month following the month of service.

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	January 15, 2016 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	On or before the effective date of the Agreement.
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	Within 10 days of complaint or findings.
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704	At the time the Agreement is signed.
Living Wage Survey	Dane County Department of Human Services Program Analyst 1202 Northport Dr. Madison, WI 53704	June 15, 2016
Certification of Compliance with Dane County's Living Wage Ordinance.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704	March 24, 2016
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 25, 2016 (56 days after Agreement effective date.) Final Revisions due January 25, 2017
Quarterly Expense Reports (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2016; and January 25, 2017
Annual Audit (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	June 30, 2017, or 180 days after the end of PROVIDER's fiscal year.
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice.
Client Registration/Client Services Reports.	Client Registration is faxed to 242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2016 and January 5, 2017
Quarterly Client Services Reports	County Designee	May 1, 2016, August 1, 2016, November 1, 2016 and final quarter due April 1, 2017
Certification of Compliance with Dane County's Equal Benefits Requirement	Dane County Department of Human Services Ground Floor 1202 Northport Dr. Madison, WI 53704	December 31, 2016

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. There are three changes to Schedule C (re: **Client-Centered Case Management Services**):

1. Quarterly Client Services Reports should be changed to:

REPORT	WHERE SUBMITTED	DUE DATE
Quarterly Client-Centered Case Management Report	Submitted electronically to: aaa@countyofdane.com	10 April, 10 July, and 10 October 2016; and final quarter due 10 January 2017

2. Emergency Planning Guide should be added:

REPORT	WHERE SUBMITTED	DUE DATE
2016 Emergency Planning Guide	Submitted electronically to: aaa@countyofdane.com	1 February 2016

3. SHIP Participant Data should be added:

REPORT	WHERE SUBMITTED	DUE DATE
State Health Insurance Program (SHIP) Participant Data	Submitted electronically to: aaa@countyofdane.com	20th of Each Month

2016 SCHEDULE C REPORTING REQUIREMENTS Pg.2

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports for **Nutrition Site Management** have specific due dates as provided below:

Client Registration/Client Services Data Entry (Nutrition)	Client Registration/Nutrition Risk Assessment and ADL & IADL Assessment is entered in the SAMS data-entry system within 30 days of the onset of congregate or home delivered meals. Client Services (number of meals received each month) are entered into SAMS data-entry system by the 20th of the month following service.	20th of Each Month
Monthly Nutrition Report	Submitted Electronically to: aaa@countyofdane.com	20th of Each Month
Client Nutrition Education Report	Submitted Electronically to: browning.mary@countyofdane.com	20th of Each Month
Food Service Licensing & Inspection Reports	Submitted Electronically to: browning.mary@countyofdane.com	Within 10 days of Receipt

Mayor Steve Arnold
Introduced By

Jill McHone
Drafted by

Commission on Aging, Finance,
Public Safety and Human Services
Referred to

November 24, 2015
Date

RESOLUTION R-127-15

APPROVAL OF 2016 CONTRACT WITH DANE COUNTY HUMAN SERVICES

WHEREAS, the County of Dane wishes to purchase services specifically described in the Purchase of Services Agreement; and

WHEREAS, the Fitchburg Senior Center is able and willing to provide such services;

NOW THEREFORE, BE IT RESOLVED by the Fitchburg Common Council that such an agreement be entered into for the year 2016

Adopted this 12th day of January, 2016.

_____
Patti Anderson, City Clerk

_____
Stephen L. Arnold, Mayor

Approved:_____

City of Fitchburg
Committee of Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: November 24, 2015** Ordinance Number:
Date to Report Back**: December 8, 2015** Resolution Number:**R-132-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: Authorizing Rejection of the 2015 Combination Sewer Cleaner Bids

Background: The 2015 Public Works budget includes funding for the replacement of a diesel powered Combination Sewer Cleaner (~66,000 lbs) and trading in the existing 2000 Vactor Sewer Cleaner.

The Public Works Department followed a number of procedures to ensure that all area contractors completing this type of work were informed of the City's project. The project was advertised by legal notice in the Wisconsin State Journal and posted on www.demandstar.com. Demand Star notifies suppliers statewide who are registered on their system. The City adds local suppliers who perform this type of work in the area.

On September 4, 2015, at 11:00 a.m., the bid opening was held and 6 bids were received for the 2015 Combination Sewer Cleaner bid. The lowest bidder was R.N.O.W., Inc. with a bid of $263,763.00. This bid is 7% lower than the Engineer's estimate. Attached is the bid tabulation.

The options and equipment included with each of the bids varies dramatically. Some of the bids included equipment that is a required option for Public Works while other bids included options that were not requested or necessary.

Due to the variability in the bids received, Public Works is recommending to rebid the project to allow for a fair evaluation of all bids. The bid documents will be modified to more clearly obtain prices for all required and optional equipment.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	December 7, 2015	(recommend reject bids)
2	Finance	Roach	December 8, 2015	(recommend reject bids)
3				

Amendments:

Bids Received: *Date: September 4, 2015*
Time: 11:00 a.m.

2015 Proposals for Combination Sewer Cleaner
CITY OF FITCHBURG, WISCONSIN

	Combination Sewer Cleaner			R.N.O.W., Inc. 8636R W. National Ave West Allis, WI 53227	R.N.O.W., Inc. 8636R W. National Ave West Allis, WI 53227	EnviroTech Equipment Co. 19750 W. Edgewood Dr Lannon, WI 53046	Bruce Municipal Equipment, Inc. N60 W15835 Kohler Lane Menomonee Falls, WI 53501	SERWE Implement, LLC N11889 Hwy 175 Brownsville, WI 53006	SERWE Implement, LLC N11889 Hwy 175 Brownsville, WI 53006
	Bid Item	Quantity							
	New-VAC-CON Jet/Vac Sewer Cleaner with Contrififugal Fan Compressor Blower Per Specs	1				$322,564.00			
	New-Aquatech Combination Sewer Cleaner w/Freightliner Chassis	1		$313,763.000					
	Demo-Aquatech Combination Sewer Cleaner w/Freightliner Chassis	1			$305,807.00				
	New - Vactor 2016 7500 SBA 6x4 (SF637)	1					$345,470.000		
	Demo - VACALL All Jet Vac	1						$314,471.00	
	New - VACALL All Jet Vac	1							$319,471.00
	Trade-In Reduction	1		($50,000.00)	($50,000.00)	($40,000.00)	($50,000.00)	($39,500.00)	($39,500.00)
	Base Bid minus Trade-In			**$263,763.00**	**$255,807.00**	**$280,982.00****	**$295,470.00**	**$274,971.00**	**$279,471.00****
	Options:								
1	Front Mounted Hose Reel			Included	NA	Included	Included	NA	NA
2	Fill Port on Debris Body			$1,000.00	$1,000.00	$1,024.00	$2,229.00	$650.00	$650.00
3	In Cab Footage Counter			$2,750.00	$2,750.00	$1,698.00	NA	$1,000.00	$1,000.00

****Total does not reflect the accurate purchase price minus trade in value.**

Stephen Arnold, Mayor — Public Works
Introduced By
Prepared by

Board of Public Works and Finance — November 24, 2015
Referred to — Date

RESOLUTION R-132-15
AUTHORIZING REJECTION OF
2015 COMBINATION SEWER CLEANER BID

WHEREAS, the 2015 budget includes funds for the replacement of a diesel powered Combination Sewer Cleaner (~66,000 lbs) and trading in the existing 2000 Vactor Sewer Cleaner; and

WHEREAS, the Director of Public Works has prepared construction plans/specifications and obtained competitive bids for this work; and

WHEREAS, the project was advertised by legal notice in the Wisconsin State Journal on August 29, 2015 and posted on www.demandstar.com; and

WHEREAS, on September 4, 2015 at 11:00 a.m. 6 sealed bids received were publicly opened with the results listed on the attached bid tab; and

WHEREAS, the bids received were not considered comparable due to the various options and equipment;

NOW THEREFORE BE IT HEREBY RESOLVED, by the Fitchburg Common Council that it approves the rejection of the 2015 Combination Sewer Cleaner bids; and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to direct City Staff to modify bid documents to clearly obtain prices with all requirement equipment and rebid the project.

Adopted by the Common Council of the City of Fitchburg this 8th day of December, 2015

Approved By:_____
Stephen L. Arnold, Mayor

Attested By:_____
Patti Anderson, City Clerk

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: November 24, 2015** Ordinance Number:
Date to Report Back**: December 8, 2015** Resolution Number: **R-134-15**

Sponsored by: Mayor Drafted by: Michael Zimmerman

TITLE: **Resolution Authorizing Approval of Design/Engineering Services Contract for Public & Private Infrastructure Improvements for Sub-Zero/Wolf Campus Expansion**

Background:
The City of Fitchburg is collaborating with Sub-Zero/Wolf on a 400,000 square foot expansion in our community that will create 300+ new jobs. There are road and utility extensions needed to provide the necessary infrastructure to accommodate the expansion to the Sub-Zero/Wolf Fitchburg Campus. The City of Fitchburg has created tax increment district # 9 and is applying for a Transportation Enhancement Assistance grant to help cover the costs. Some of the infrastructure improvements will be public and some will be private but it will be more cost effective, efficient, and to assure appropriate design and engineering of all improvements to be under the oversight of one general contractor. Attached is a copy of the RFP for the Design Services and the Contract Template. The final contract and the name of the firm selected, including dollar amount, will be included in the Committee and Council packets for the December 8th meetings.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Cory Horton	December 7, 2015	
2	Finance Committee	Misty Dodge	December 8, 2015	
3				

Amendments:

Fitchburg

Pre-Approval Request #_____

Item Description: Design Services for SubZero Public Improvements **Date:** 11/19/2015

Rationale for Purchase: Public bid to obtain qualified design consultant for the SubZero public improvements. The constultant will be hired and managed by SubZero due to the TEA grant.

Department: Public Works
Contact Person: Cory Horton

Budget Amount: $ 120,000
Budget Page Ref: TEA grant
Funds Available: $ 1,000,000

Estimate/Quote/Bids Solicitations:
Publicly advertized in the Wisconsin State Journal.

Estimates/Quotes/Bids Received:

Vendor	Description	Amount	Notes
TBD			

Recommended Vendor: _____ **Vendor #:** _____
Attach W-9 if a new vendor

Rationale for Recommendation or Sole Source:
TBD

Will get RFP & future bid tab for support

PU

Vendor Address :

City Ship To Information:
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

QTY	UNIT PRICE	DESCRIPTION	VIN/BID LINES	AMOUNT	GL ACCOUNT	GL Actv #
1	LS	~~contracted services~~ - DESIGN COST		$120,000	400-5300-3319	15
		SUBZERO TEA GRANT		-		
				-		
				-		
				-		
				-		
				-		
				-		
				-		
				-		

TOTAL: $120,000 -

Budget Amendment Needed? _____ *if budget amendment needed include memo to explain and request authority
Disposition of previous item? _____ *if sold other than through auction, Finance Committee approval needed

Approvals - Initial and Date

Dept Head: [signature]
QA (Finance): KM
Finance Dir: MED 11-19-15
Administrator: BM 11-19-15
Mayor: [signature] 11-19-2015
Committee: Pending R 134-15
(Fin Comm >$25K; Council $50K+)
Council: R 134-15

REQUEST FOR PROPOSAL (RFP)

FOR

ENGINEERING SERVICES

FOR

BUDS DRIVE and COMMERCE PARK DRIVE CONSTRUCTION

Issued By
Sub-Zero Group, Inc.

November 17, 2015

For further information regarding this RFP,
Contact: Michael Maloney, P.E.
Project Liaison
(608) 242-7779

Proposals must be submitted
by
1:00 p.m.
November 30, 2015

LATE PROPOSALS WILL BE REJECTED

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Appendix

Agreement for Engineering Services ..... A

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR BUDS DRIVE and COMMERCE PARK DRIVE

FOR SUB-ZERO GROUP, INC., FITCHBURG, WISCONSIN

1.0 General Information

1.1. Summary

Sub-Zero will select an engineering consultant firm to provide survey, design, and related engineering services to prepare plans, specifications, estimate, grant support exhibits and construction observation for the work associated with the street and utility construction needed for 400,000 square feet of additional manufacturing facility. The Sub-Zero expansion will provide the necessary criteria for the City of Fitchburg to receive a transportation economic development grant to help fund the construction of Buds Drive and Commerce Park Drive. Exhibit A below shows the project location and approximate limits.

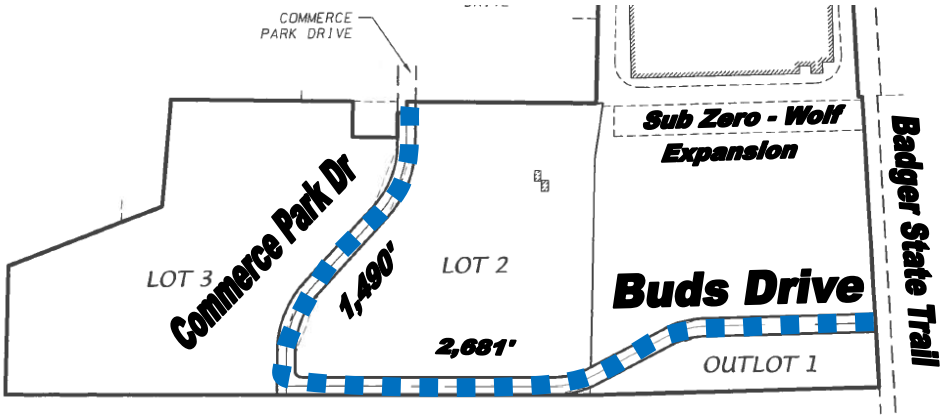


Exhibit A: Buds Drive and Commerce Park Drive construction limits shown in dashed.

1.2. Project Description

Buds Drive and Commerce Park Drive will be 2-lane collector roadways with an urban cross-section. The length of the project is 4,171'. This project will include extending Commerce Park Drive and constructing Buds Drive. Storm sewer, water main, sanitary sewer and lighting will also be included with the project.

Services being requested are for survey, road design and infrastructure design. An aggressive schedule will be needed to provide April 2016 construction. Design services will be provided from December 2015 through April 2016 and construction related services from April 2016 to August 2016 by an Agreement for Engineering Services. The scope of work will be selected by the Sub-Zero team. Sub-Zero reserves the right to enter into a contract with another firm if it is unable to successfully negotiate a contract.

1.3. Project Director

Sub-Zero Group, Inc.
Kevin Unbehaun
6061 Basswood Drive
Fitchburg, WI 53719

1.4. Scope of Project

The project shall generally include, but not be limited to, the following:

1. Field survey and supplemental topographic survey as necessary to further identify the road right-of-way, existing road alignment and profile, and prepare drawings. Deliver to the City electronic copies of field notes and coordinate data.

2. Design of street and walks or paths, sanitary sewer, water distribution, storm sewer, street lighting, traffic control, and restoration within the project corridor. Design of signage and pavement markings in accordance with the MUTCD.

3. Preparing exhibits of the plans, specifications and estimates needed by MSA Professional Services, Inc. for the completion of a WDOT Environmental Document. A wetland delineation has been performed on an identified wetland that is avoided by the planned roadway development along Buds Drive.

4. Obtain the necessary permits for the project from all governing entities and provide related design and documents.

5. Present at two public meetings. Attend project team staff meetings bi-weekly during design.

6. Prepare exhibits of the plans as requested by the City of Fitchburg grant consultant for the completion of the environmental document.

7. Prepare exhibits of the plans, specification and estimates needed by the MSA Professional Services, Inc. for the completion of a WDOT Design Study Report. The work includes an opinion of probable cost to construct the project in accordance with City of Fitchburg standards and identification of TEA Grant eligible items. MSA will assist the selected consultant with this process.

8. Provide storm water analysis and identifying drainage/treatment options for the corridor. Completion of the WDOT Stormwater Report as defined in the WDOT Facilities Development Manual.

9. Provide the pavement design analysis and report.

10. Preparation of plans, specifications, and estimate for construction following WisDOT standards and FDM. Deliver electronic copies of CAD drawings and contact documents.

11. The City of Fitchburg will be providing plan and specification review for the project. Attend three staff meetings for plan review.

12. Provide Construction Observation. Calculate your cost using 90 calendar days of full time construction observation.

1.5. Information Provided by Owner

The Owner in coordination with the City of Fitchburg will make available existing North Stoner Prairie Neighborhood Plan including the Traffic Impact Analysis (TIA), water and sanitary sewer as-built drawings, CSM & Plat information as available, section corner ties sheets), aerial photographs and topography maps (1 or 2 foot interval, location dependent). The City of Fitchburg participated in Fly Dane 2009/10 and Fly Dane 2014 which produced updated topography information in April 2009, and updated aerial orthography in April 2014.

1.6. Proposal Schedule

Tuesday, Nov. 17, 2015	RFP document made available.
Monday, Nov. 30, 2015	To be considered for this work, please submit a proposal to the address below by 1:00 pm on November 30, 2015. Proposals received before the submittal date will be securely kept, unopened.
Wed., Dec. 9, 2015	Proceed with negotiating scope of work with selected firm.

Monday, Dec. 14, 2015 Authorization to begin project

1.7. Clarification & Revisions

Any questions concerning the RFP should be directed to Michael Maloney, in written form via email. Reponses to all questions and any revisions/amendments and/or supplements to the RFP will be provided to all recipients of this RFP.

E-mail: mmaloney,@msa-ps.com
Phone: 608-242-7779

2.0 Preparing and Submitting a Proposal

2.1. General Information

The evaluation and selection of a consultant and the contract will be based on the information submitted in the proposal plus references. A response may be rejected if it fails to meet each of the requirements of the RFP.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.

2.2. Costs to Prepare RFP

Sub-Zero is not liable for any cost incurred by proposers in replying to this RFP.

2.3. Submitting the Proposal

Proposers must submit an original and 1 copy of all materials required for acceptance of their proposal by November 30, 2015 to the Project Director.

2.4. Required Elements in Response

Consultants responding to this request shall provide the following information in their RFP response in the order listed herein. Proposals are not to exceed 20 pages.

2.4.1. Cover letter **-** The letter should be addressed to the Project Director at the address noted in Section 1.3 and must contain, at a minimum, the following information limited to one page:

- Statement of interest
- Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- The name, address, telephone number, and e-mail of the individual to contact regarding the submittal.
- The letter shall be signed by an authorized principal or partner of the firm.

2.4.2. A description of the qualifications, experience, organizations and resources of the firm limited to two pages.

2.4.3. Experience with road construction projects, including stormwater management and lighting. Please submit a detailed description (including photographs if possible) of three previously completed, similar projects, including the following information:

- The actual design and construction costs of the project bid versus estimate.
- The date the project was designed and constructed.
- Contact information for the client (name, address, telephone number).

2.4.4. Qualifications of personnel that would be assigned to work on the project and their hourly billing rate. The respondent shall identify the function/responsibility of each individual identified (e.g. project manager, technician, etc.). Experience summaries of these key individuals shall be provided, with emphasis on previous experience in similar roles on similar projects (and particularly those identified under "Experience with similar projects"). If applicable, include a description of sub-consultants, indicating what portion of the work is to be done by them.

2.4.5. An approach for the design and public informational process for the project and a realistic schedule to accommodate construction in 2016.

3.0 Proposal Selection and Award Process

3.1. Selection Criteria

Sub-Zero will select the contractor through a qualification-based selection process. Requests for Proposals will be reviewed based on the following factors:

1. Ability to meet proposed work schedule

2. Experience with similar projects

3. Qualifications of personnel

4. Completeness of project approach

5. Familiarity with the City of Fitchburg and WisDOT's FDM and Transportation Economic Assistance grant requirements.

3.2. Right to Reject Proposals and Negotiate Contract Terms

Sub-Zero reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the agency may negotiate a contract with the next highest scoring proposer.

4.0 Contract Terms and Conditions

4.1. Insurance Requirements

The successful consultant must meet the Insurance Requirements specified in the Standard Agreement in Appendix A.

4.2 Compensation for Services

The Sub-Zero Team shall select the proposal deemed most suitable to their needs and enter into an Agreement for Engineering Services for the work. The Agreement with the successful consultant is included (Appendix A). The contact shall be negotiated and shall include an upset figure ("not to exceed") for total contract cost. Sub-Zero does not pay for incidental costs.

Appendix A

Sub-Zero
Agreement for Engineering Services

OWNER	**ENGINEER**
Sub-Zero Group, Inc.	_____
6061 Basswood Drive	_____
Fitchburg, Wisconsin 53719	_____

PROJECT:

1. Scope of Services

1.1 To be Determined During Contract Negotiations

1.2 Service Elements Not Included

The following services are not included under the scope of this Agreement:

_____

If such services are required, they shall be provided by an amendment to this Agreement or through a separate Agreement with the OWNER.

1.3 Extension of Services

This Agreement may be extended for additional services upon authorization by the OWNER. Extension of consulting services shall be provided on an hourly basis plus expenses. Hourly services shall be provided on the basis of time actually spent in performance of the additional services

1.4 Completion of Services

To be determined during contract negotiations.

2. Compensation, Billing and Payment

2.1 Compensation

Compensation for the services set forth in Sections A. 1 and A. 2 will be on an hourly basis in accordance with ENGINEER'S hourly rates attached as Exhibit B.

The ENGINEER will bill the OWNER monthly for the service provided. No direct expenses will be billed. The bill will provide a breakdown of services rendered according to the ENGINEER'S labor classifications shown on Exhibit B. The total compensation for these services, including fees and expenses, shall be a sum not to exceed $_____.

2.2 Billing and Payment

All invoices for work completed under this Agreement shall include a breakdown of the following information for each project task:

A. Task Description
B. Staff Person(s)
C. Hours
D. Hourly Rate(s)
E. Period Charge(s)
F. Previous Charges
G. Budget
H. Budget Remaining

2.2.1 Timing/Format/Acceptance

ENGINEER will bill the OWNER monthly, with net payment due in 60 days. Unless OWNER provides ENGINEER with a written statement of any objections to the invoice within 30 days of receipt, OWNER shall be deemed to accept the invoice as submitted, provided, however, acceptance of the invoice shall not constitute OWNER's acceptance of improper, faulty, or defective work, shall not release ENGINEER of any of its obligations under this Agreement, and shall not constitute a waiver of any rights or provisions hereof by OWNER.

2.2.2 Delay/Adjustment

If services continue beyond estimates established herein, other compensation elements may be adjusted to reflect

conditions existing at the time of provision of such extended services.

2.2.3 Billing Records

ENGINEER maintains accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice. OWNER requests for copies of original source documents will be billed as additional services at the rates in effect at the time of the request.

2.2.4 Sales/Use Taxes

Any sale or use taxes imposed upon provision of professional services under this Agreement and in effect on the date of the invoice shall be in addition to the total compensation, and will be added to the invoice amount and billed to the OWNER.

2.2.5 Expenses

Expenses incurred on the PROJECT such as travel, computer, printing and telephone shall be considered incidental to the contract.

3. Standard Terms and Conditions

3.1 Standard of Care

Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the profession at the time and within the locality where the services are performed. ENGINEER agrees to indemnify and hold OWNER harmless from all damages, claims, and liability, including attorney's fees arising directly from ENGINEER'S failure to perform in accordance with such standard of care.

3.2 Changes of Scope

The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by OWNER. For some projects

involving conceptual or process development services, scope may not be fully definable during initial phases. As the PROJECT progresses, facts discovered may indicate that scope should be re-evaluated. ENGINEER will promptly inform OWNER in writing of such situations, and if the facts discovered constitute a material change in PROJECT assumptions, the parties shall renegotiate this Agreement as necessary.

3.3 Safety

ENGINEER has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically set forth in this Agreement. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees, except any injuries arising from ENGINEER negligence.

3.4 Construction Review

For projects involving construction, OWNER acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required and that performance of construction related services by the design professional permits errors or omissions to be identified and corrected at comparatively low costs. OWNER agrees to hold ENGINEER harmless from any claims resulting from performance of construction related services by persons other than ENGINEER, except for claims directly caused by, or attributable to, ENGINEER, its employees, or agents.

3.5 Delays

If events beyond the control of ENGINEER, including, but not limited to, fires, floods, riots, strikes, unavailability of labor or materials, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency other than OWNER, result in delays to the schedule established in this Agreement; such schedule and, if necessary, the compensation established in this Agreement shall be amended to the extent necessary to compensate for such delay.

3.6 Termination for Cause

The OWNER may terminate this Agreement effective seven days after sending written notice to the ENGINEER upon the happening of the following events:

3.6.1.1 The ENGINEER fails to deliver any reports, drawings, or designs in final form reasonably acceptable to the OWNER by the schedule set forth in 1.1.5 of this agreement.

3.6.1.2 The ENGINEER fails to perform any services required by this Agreement in a timely and professional manner or fails reasonably to cooperate with the OWNER.

3.7 Termination for Convenience

A. OWNER may terminate this Agreement in whole or in part, at any time by written notice to ENGINEER, whether or not ENGINEER is in default. Such termination for convenience shall be effective at the time and in the manner specified in OWNER's written notice to ENGINEER.

B. Upon receipt of written notice from the OWNER of such termination for the OWNER's convenience, the ENGINEER shall:

1. Cease work as directed by the OWNER in the notice;

2. Take actions necessary, or that the OWNER may direct, to preserve work performed to date; and

3. Terminate all existing consultancy agreements or purchase orders.

C. Upon such termination for convenience, the ENGINEER shall be entitled to receive payment for work executed, and reasonable costs, as mutually agreed between OWNER and ENGINEER, incurred by ENGINEER due to such termination, but in no event including loss of anticipated profits for work not performed.

3.8 Suspension

In the event either party defaults in its obligations under this Agreement (including OWNER'S obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice to the other party, suspend performance under this

Agreement. Such written notice must state the party's intention to suspend performance under the Agreement if cure of such default is not commenced within such time limit contained in the written notice.

3.9 Insurance

Engineer shall name Sub-Zero Group Inc. as additional insured on their Comprehensive General liability, Automobile liability and Excess liability insurance policies. Engineer shall provide a Waiver of Subrogation on their Worker's Compensation in favor of Sub-Zero Group Inc.

ENGINEER shall maintain the following minimum insurance coverage/limits:

Comprehensive General Liability: $1,000,000 occurrence/ $2,000,000 aggregate

Automobile Liability	$1,000,000 occurrence/ aggregate
Worker's Compensation	Statutory/Employers Liability
Excess Liability	$5,000,000 occurrence/ aggregate
Professional Liability	$3,000,000 occurrence/ aggregate

3.10 Hold Harmless and Indemnification

The ENGINEER acknowledges and agrees that liability for both bodily injury, disability and/or death of ENGINEER'S employees or any other person, or for damages to property caused in any way by the operations of the ENGINEER under this agreement shall be assumed by the ENGINEER, and the ENGINEER shall indemnify and hold OWNER harmless against all claims, actions, proceedings, direct damages and liabilities, including reasonable attorney's fees, arising from or connected with the ENGINEER'S activities in connection with the services provided to the OWNER, including but not limited to, any acts, errors or omissions of the ENGINEER, its employees, agents, representatives and any other person doing business with the ENGINEER in connection with this agreement. However, in no event and under no circumstances shall the ENGINEER be liable to the OWNER for consequential, incidental, indirect, special, or punitive damages as incurred by OWNER due to OWNER'S direct acts and omissions. This section is not to be in conflict with Section 893.80 (4), Wis. Stats.

3.11 Access

OWNER shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the services under this Agreement.

3.12 Reuse of Documents

Reuse of any documents pertaining to this PROJECT by the OWNER on extensions of this PROJECT or on any other PROJECT shall be at the OWNER'S risk. The OWNER agrees to defend, indemnify, and hold harmless ENGINEER from all claims, damages, and expenses, including attorney's fees, arising out of such reuse of the documents by the OWNER or by others acting through the OWNER, except for any damages, claims, and liability arising directly from ENGINEER negligence.

3.13 Amendment

This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

3.14 Assignment

Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party.

3.15 Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the matters covered herein and supersedes all prior discussions, understandings or agreements between the parties with respect to such matters.

3.16 No Waiver

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

3.17 No Third Party Beneficiary

Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including OWNER'S contractors, if any.

3.18 Severability

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

3.19 Authority

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

3.20 Notices

Any notice required hereunder shall be sent to the business address designated on the signature page of this Agreement and shall be deemed served if sent by registered or certified mail or hand-delivered to an officer or authorized representative of the party to whom the notice is directed.

3.21 Opinions of Construction Costs

Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the OWNER only. Since ENGINEER has no control over Contractor's costs of labor or materials, or competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

3.22 Relations with Contractors

The ENGINEER shall serve as OWNER'S professional representative for the services defined in this Agreement, and may make recommendations to OWNER concerning actions relating to OWNER'S contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, safety programs, sequences, or procedures of construction selected by OWNER'S contractors.

3.23 Laws to be Observed

The ENGINEER shall at all times observe and comply with all Federal and State Laws and administrative rules, local laws, ordinances, and regulations which in any manner affect the conduct of the PROJECT, and all orders or decrees, as exist at the present time or which may be enacted within the time frame of this agreement of bodies or tribunals having jurisdiction or authority over the PROJECT.

3.24 Affirmative Action

In connection with the performance of services under this agreement, the ENGINEER agrees not to discriminate against any employee or applicant for employment because of age, race, creed, color, religion, handicap, sex, physical condition, marital status, national origin, ancestry, sexual orientation, developmental disability as defined in section 111.01(5), Wis. Stats., arrest record, conviction record, or membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or the State. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship. The ENGINEER agrees to post in a conspicuous place available for employees and applicants for employment notices to be provided by the ENGINEER setting forth the provisions of this non-discrimination clause.

3.25 Professional Services

The ENGINEER intends to serve as the OWNER'S professional representative for those services as defined in this Agreement and to provide advice and consultation to the OWNER as a professional. Any opinions of probable PROJECT costs, approvals, and other decisions made by the ENGINEER for the OWNER are rendered on the basis of experience and qualifications and present the ENGINEER'S professional judgment.

The ENGINEER acknowledges and agrees that it is an independent contractor of the OWNER, that its business is independently owned and operated, that nothing in this contract shall be interpreted to cause or result in, directly or indirectly, any principal/agent or employer/employee relationship between the ENGINEER and the OWNER, and that nothing in this agreement shall in any way whatsoever be construed as an agreement of partnership, general or limited, joint venture, or as an agency

relationship, between the OWNER and the ENGINEER. The ENGINEER agrees not to represent or advertise in any way that its relationship with the OWNER is other than as provided in this paragraph.

3.26 Disputes

A. OWNER and ENGINEER agree to initially attempt mediation regarding any dispute arising between OWNER and ENGINEER under this Agreement. If mediation fails, OWNER, in its sole discretion, may elect to demand arbitration with ENGINEER regarding any such dispute. OWNER shall endeavor, whenever possible, to elect arbitration. Such mediation and any arbitration proceedings shall be conducted in accordance with the then current Construction Industry Dispute Resolution procedures of the American Arbitration Association, unless the parties mutually agree otherwise. Such proceedings shall be held in Fitchburg, Wisconsin. At OWNER's option, any such dispute resolution proceeding will be consolidated with related dispute resolution proceedings involving OWNER, ENGINEER, or any other party. The foregoing Agreement to mediate or arbitrate shall be specifically enforceable under prevailing law. In any arbitration proceeding, the award rendered by the arbitrator shall be final, and judgment may be entered thereupon in accordance with the applicable law in any court having jurisdiction thereof.

B. Nothing contained in the aforementioned paragraph shall be construed to relieve ENGINEER of any obligations it may have under Section 893.80, Wis. Stats.

IN WITNESS WHEREOF the parties hereby have made and executed this Agreement.

ENGINEER:

BY: _____ Date: _____

ATTEST: _____ Date:_____

OWNER:

BY: _____ Date: _____

ATTEST: _____ Date: _____

APPROVED AS TO FORM:

_____ Date: _____
Sub-Zero Officer

Mayor Steve Arnold
Introduced by

Michael Zimmerman
Prepared by

Board of Public Works & Finance
Referred to

November 24, 2015
Date

RESOLUTION R-134-15

Resolution Authorizing Approval of Design/Engineering Services Contract for Public & Private Infrastructure Improvements for Sub-Zero/Wolf Campus Expansion

WHEREAS, the City of Fitchburg is collaborating with Sub-Zero/Wolf on a 400,000 square foot expansion in our community that will create 300+ new jobs; and

WHEREAS, there are road and utility extensions needed to provide the necessary infrastructure to accommodate the expansion to the Sub-Zero/Wolf Fitchburg Campus; and

WHEREAS, to finance the infrastructure costs the City of Fitchburg has created tax increment district # 9 and is applying for a WISDOT Transportation Enhancement Assistance (TEA) grant to help cover the costs; and

WHEREAS, some of the infrastructure improvements will be public and some will be private but it will be more cost effective, efficient, and to assure appropriate design and coordination of all improvements to be under the oversight of one general contractor; and

NOW BE IT HEREBY RESOLVED, BY THE Fitchburg Common Council that it approves the contract for design and engineering services with Name of Firm in the amount of $$$$$ for the Sub-Zero/Wolf infrastructure improvements.

Adopted this 8th day of December, 2015.

_____
Patti Anderson, City Clerk

_____
Stephen L. Arnold, Mayor

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **Nov 24, 2015** Ordinance Number:
Date to Report Back**: Jan 12, 2016** Resolution Number: R-XX-15

TITLE: **Reapproval of Certified Survey Map Request, CS-2060-15, by Randall Guenther of Downtown Fitchburg II LLC, to Divide Property at Syene Road & Clayton Road, Property in Section 11, into 3 Parcels**

Background: Applicant is requesting reapproval to divide property at Syene Road and Clayton Road, property in section 11, into 3 parcels – 1 lot (proposed City fire station) and two outlots. Per the submittal, Outlots 1 and 2 will be further subdivided in the future to accommodate development.

The original CSM approval, granted under Resolution R-69-15 in June 2015, requires that the CSM be signed and recorded within 90 days of the City approval of the CSM. This timeframe has passed; the applicant has stated that they were waiting for DNR concurrence to the wetland delineation. Concurrence has been received and the CSM has been updated to show the wetland location; applicant is now requesting reconsideration of approval.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Dec 15, 2015	
2				

Amendments:

Vanta
Commercial Properties™ Imagine It.

November 11, 2015

Mr. Thomas Hovel
Planning Department
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Re: Syene Road CSM (Application CS-2060-15)

Dear Mr. Hovel:

I am writing to request that the City of Fitchburg re-consider approval of CSM Application CS-2060-15.

This CSM was previously approved by the City, however the requirement that it be executed and recorded within 90 days of approval lapsed while we waited for DNR concurrence to the wetland delineation. Concurrence has now been received and the CSM Map has been updated to show the wetland location.

Sincerely,

Downtown Fitchburg II L.L.C.

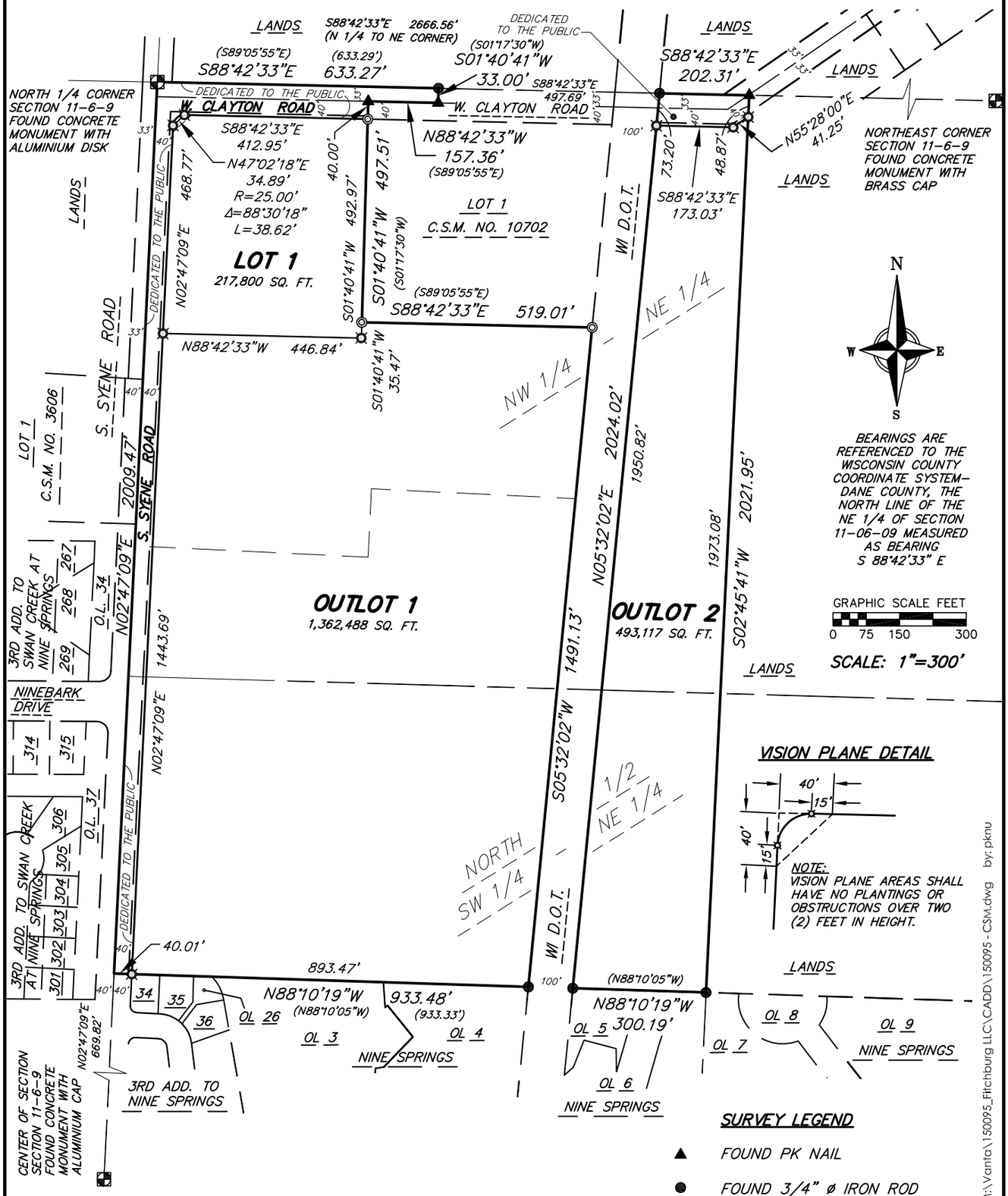
By: Vanta Commercial Properties LLC, Manager

Randall J. Guenther, CEO & CFO

Vanta Commercial Properties | 708 Heartland Trail, Suite 1600 | Madison, WI 53717 | (608) 830-6300
MAILING ADDRESS | P.O. Box 7700 | Madison, WI 53707-7700
www.vantacp.com

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



SURVEY LEGEND

- ▲ FOUND PK NAIL
- ● FOUND 3/4" ø IRON ROD
- ◎ FOUND 1" IRON PIPE
- ⌑ SET 3/4" x 18" SOLID IRON RE-ROD, MIN. WT. 1.50 lbs./ft.
- ( ) RECORDED AS INFORMATION

NOTES:

1) DEPENDING ON USE, LOT 1 MAY NEED TO BE REPLATTED TO CONFORM WITH SMARTCODE ZONING REQUIREMENTS.

2) A LAND DIVISION IS REQUIRED PRIOR TO ANY BUILDING OR DEVELOPMENT OF OUTLOTS 1 AND 2.

28 Oct 2015 - 3:23p M:\Vanta\150095_Fitchburg LLC\CADD\150095 - CSM.dwg by: pknu

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

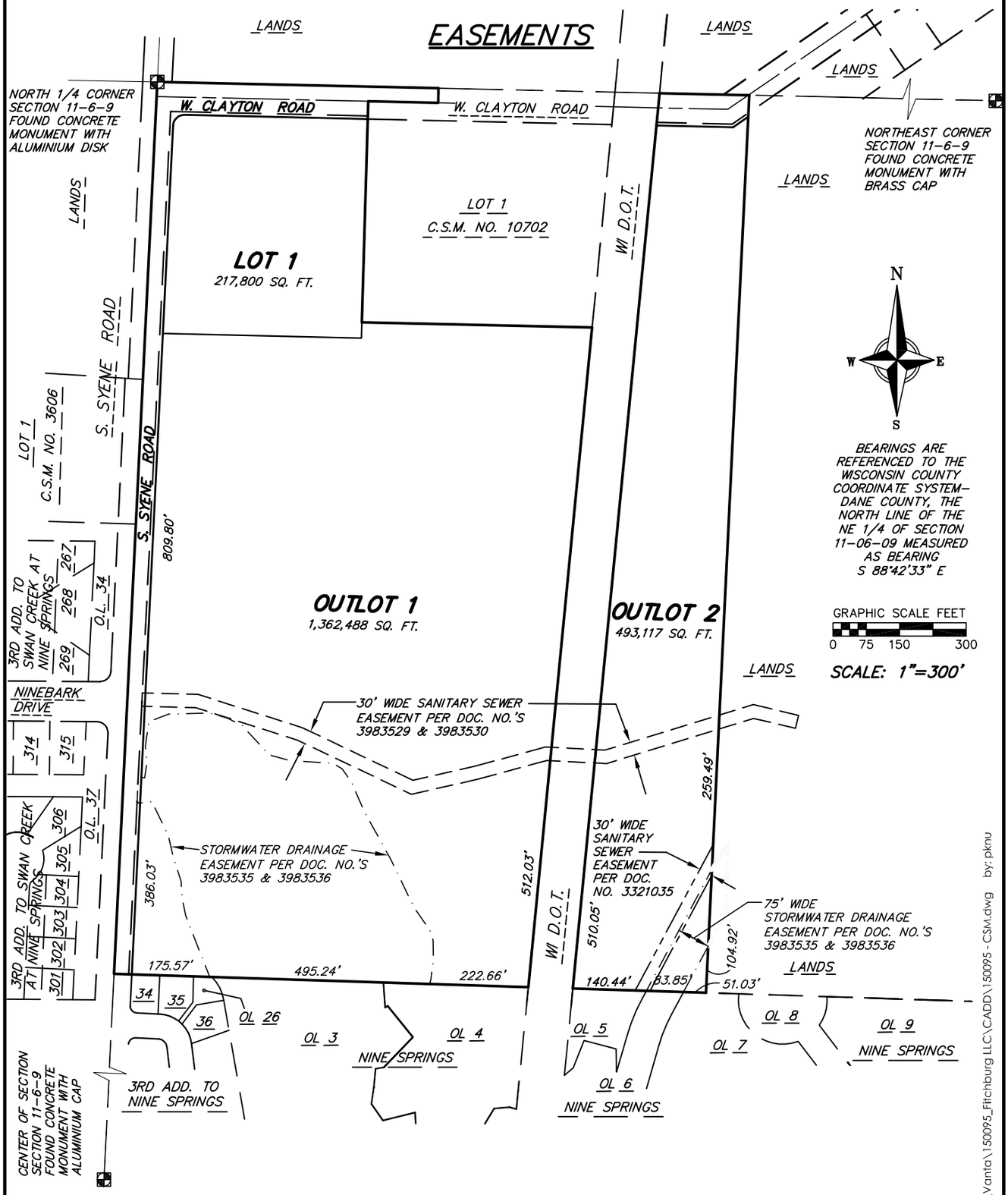
DATE: 5/18/2015
REV: 6/9/2015
Drafted By: PKNU
Checked By: PKNU

SURVEYED FOR:
Downtown Fitchburg II, LLC
708 Heartland Trail
Suite 1600
Madison, WI 53717

Doc. No._____
C.S.M. No._____
Vol._____ Page_____

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



28 Oct 2015 - 3:26p M:\Vanta\150095_Fitchburg LLC\CADD\150095-CSM.dwg by: pknu

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REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

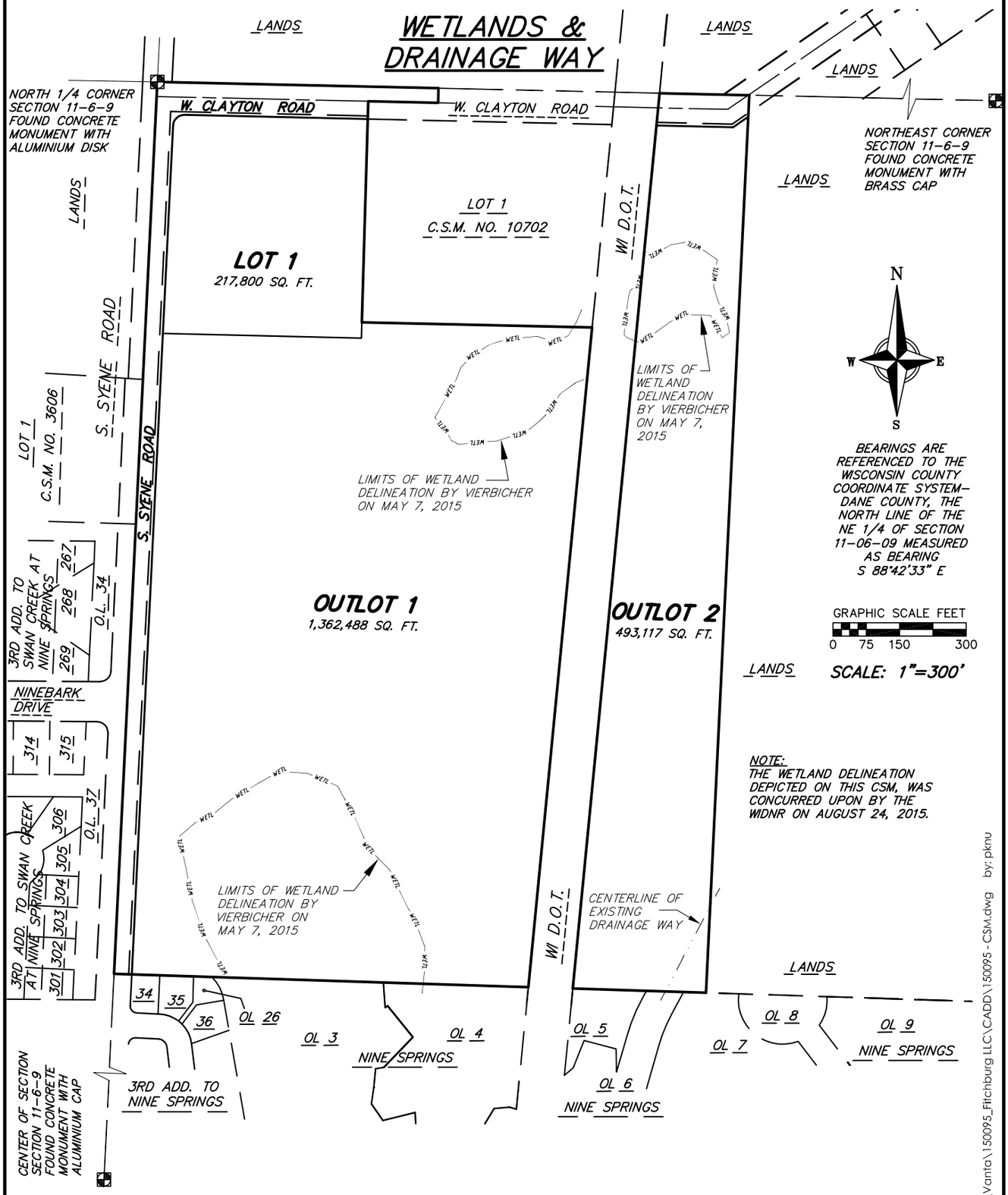
DATE: 5/18/2015
REV: 6/3/2015
Drafted By: PKNU
Checked By: PKNU

SURVEYED FOR:
Downtown Fitchburg II, LLC
708 Heartland Trail
Suite 1600
Madison, WI 53717

Doc. No._____
C.S.M. No._____
Vol._____ Page_____

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



28 Oct 2015 - 3:57p M:\Vanta\150095_Fitchburg LLC\CADD\150095-CSM.dwg by: pknu

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REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DATE: 5/18/2015
REV: 10/28/2015
Drafted By: PKNU
Checked By: PKNU

SURVEYED FOR:
Downtown Fitchburg II, LLC
708 Heartland Trail
Suite 1600
Madison, WI 53717

Doc. No._____
C.S.M. No._____
Vol._____ Page_____

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Paul R. Knudson, Professional Land Surveyor, S–1556, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided and mapped the lands described herein and that the map on sheet one (1) is a correct representation of the exterior boundaries of the land surveyed and the division of that land in accordance with the information provided. I further certify that this Certified Survey Map is in full compliance with Chapter 236.34 of the Wisconsin State Statutes, Chapter A–E 7 of the Wisconsin Administrative Code and the Subdivision Ordinance of the City of Fitchburg in surveying, dividing and mapping the same.

Vierbicher Associates, Inc.
By: Paul R. Knudson

Date: _____

Signed: _____
Paul R. Knudson, P.L.S. S–1556

LEGAL DESCRIPTION

Part of the Northwest Quarter of the Northeast Quarter and part of the North Half of the Southwest Quarter of the Northeast Quarter of Section 11, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin, described as follows:

Beginning at the North Quarter corner of said Section 11; thence S 88°42'33" E, 633.27 feet along the north line of the Northeast Quarter of said Section 11; thence S 01°40'41" W, 33.00 feet; thence N 88°42'33" W, 157.36 feet to the northwest corner of Certified Survey Map (CSM) Number 10702, recorded in Volume 63 of Certified Surveys on Pages 285–286, as Document Number 3677110; thence S 01°40'41" W, 497.51 feet along the west line of said CSM No. 10702 to the southwest corner of Lot 1, CSM No. 10702; thence S 88°42'33" E, 519.01 feet along the south line of said Lot 1 to the intersection with the westerly right–of–way of the Wisconsin Department of Transportation lands described in a Quit Claim Deed, recorded as Document Number 5123697; thence S 05°32'02" W, 1491.13 feet along said westerly right–of–way to the intersection with the south line of said North Half of the Southwest Quarter of the Northeast Quarter; thence N 88°10'19" W, 933.48 feet along the south line of the North Half of the Southwest Quarter of the Northeast Quarter to the intersection with the west line of said Northeast Quarter; thence N 02°47'09" E, 2009.47 feet along the west line of said Northeast Quarter to the Point of Beginning.

and ALSO,

Part of the Northwest Quarter of the Northeast Quarter and part of the North Half of the Southwest Quarter of the Northeast Quarter of Section 11, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin, described as follows:

Commencing at the North Quarter corner of said Section 11; thence S 88°42'33" E, 1130.96 feet along the north line of the Northeast Quarter of said Section 11 to the intersection with the easterly right–of–way of the Wisconsin Department of Transportation lands described in a Quit Claim Deed, recorded as Document Number 5123697 and the Point of Beginning; thence S 88°42'33" E, 202.31 feet along the north line of said Northeast Quarter to the northeast corner of the Northwest Quarter of the Northeast Quarter of said Section 11; thence S 02°45'41" W, 2021.95 feet along the east line of said Northwest Quarter of the Northeast Quarter and the east line of said North Half of the Southwest Quarter of the Northeast Quarter to the southeast corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence N 88°10'19" W, 300.19 feet along the south line of said North Half of the Southwest Quarter of the Northeast Quarter to the intersection with said easterly right–of–way; thence N 05°32'02" E, 2024.02 feet along said easterly right–of–way to the Point of Beginning.

Said parcels containing 2,205,483 square feet or 50.6309 acres, more or less.

28 Oct 2015 - 3:28p M:\Vanta\150095_Fitchburg LLC\CADD\150095 - CSM.dwg by: pknu

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DATE: 5/18/2015
REV:
Drafted By: PKNU
Checked By: PKNU

SURVEYED FOR:
Downtown Fitchburg II, LLC
708 Heartland Trail
Suite 1600
Madison, WI 53717

Doc. No._____
C.S.M. No._____
Vol._____ Page_____

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Downtown Fitchburg II, LLC, a Wisconsin limited liability company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that we caused land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented hereon. We further certify that this Certified Survey Map is required by s. 236.10 or 236.12 Wisconsin Statutes, to be submitted to the City of Fitchburg for approval.

IN WITNESS WHEREOF, the said Downtown Fitchburg II, LLC, has caused these presents to be signed by Vanta Commercial Properties L.L.C., its Manager, Randall J. Guenther, Chief Excutive Officer and Chief Financial Officer, at Madison, Wisconsin, on this _____ day of _____, 20_____.

In the Presence of:

Downtown Fitchburg II, LLC
By: Vanta Commercial Properties L.L.C., its Manager

By: _____ Witness: _____
Randall J. Guenther
Chief Excutive Officer and Chief Financial Officer

State of Wisconsin)
) ss
County of Dane)

Personally came before me this _____ day of _____, 20_____, the above named, Randall J. Guenther, Chief Excutive Officer and Chief Financial Officer of the above named Vanta Commercial Properties L.L.C., to me known to be the person who executed the foregoing instrument and acknowledged the same.

_____ My Commission Expires: _____
Notary Public, State of Wisconsin

MORTGAGEE CERTIFICATE

BMO Harris Bank, N.A., a banking corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedicating of the land described on this Certified Survey Map and does hereby consent to the Owner's Certificate.

IN WITNESS WHEREOF, the said BMO Harris Bank, N.A., has caused these presents to be signed by _____, its _____, at Madison, Wisconsin, on this _____ day of _____, 20_____.

BMO Harris Bank, N.A.

By: _____
(name), (title)

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this _____ day of _____, 20_____, _____, of the above named banking corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such _____ of said banking corporation, and acknowledged that they executed the foregoing instrument as such officer as the deed of said banking corporation, by its authority.

_____
Notary Public, State of Wisconsin

My Commission expires: _____

28 Oct 2015 - 3:28p M:\Vanta\150095_Fitchburg LLC\CADD\150095 - CSM.dwg by: pknu

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999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DATE: 5/18/2015	SURVEYED FOR: Downtown Fitchburg II, LLC 708 Heartland Trail Suite 1600 Madison, WI 53717	Doc. No._____	SHEET 5 OF 6
REV:		C.S.M. No._____	
Drafted By: PKNU		Vol._____ Page_____	
Checked By: PKNU			

CERTIFIED SURVEY MAP No._____

PART OF THE NW 1/4 OF THE NE 1/4 AND PART OF THE NORTH 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

CITY OF FITCHBURG APPROVAL CERTIFICATE

This Certified Survey Map, including any dedications shown hereon, has been duly filed with and approved by the City Council of the City of Fitchburg, Dane County, Wisconsin.

Date: _____

By: _____
Patti Anderson, City Clerk

REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 20_____, at _____ o'clock _____.m. and recorded in Volume _____ of Certified Surveys on Pages _____, as Document No. _____.

_____
Dane County Register of Deeds

28 Oct 2015 - 3:29p M:\Vanta\150095_Fitchburg LLC\CADD\150095 - CSM.dwg by: pknu

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999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DATE: 5/18/2015
REV:
Drafted By: PKNU
Checked By: PKNU

SURVEYED FOR:
Downtown Fitchburg II, LLC
708 Heartland Trail
Suite 1600
Madison, WI 53717

Doc. No._____
C.S.M. No._____
Vol._____ Page_____

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Waukesha Service Center
141 NW Barstow, Room 180
Waukesha, WI 53188

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

August 24, 2015

WIC-SC-2015-13-02295

Andrew Geffert
Vierbicher Associates, Inc.
999 Fourier Drive
Madison, WI 53717

RE: Wetland Delineation Report for an approximately 50 acre project area located in the NE1/4 of the NE1/4 of Section 11, Township 6 North, Range 9 East, City of Fitchburg, Dane County

Dear Mr. Geffert:

We have received and reviewed the wetland delineation report prepared for the above mentioned site by Vierbicher Associates, Inc. This letter will serve as confirmation that the wetland boundaries as shown on the attached wetland delineation map are acceptable. Any filling or grading within these areas will require DNR approvals. Our wetland confirmation is valid for five years unless altered site conditions warrant a new wetland delineation be conducted.

In order to comply with Chapter 23.321, State Statutes, please supply the department with an electronic file, in CAD or GIS format, of all wetland boundaries delineated within the project area. The electronic file should utilize a State Plane Projection, and be overlain onto recent aerial photography. If a different projection system is used, please indicate what system the data are projected to. Please send these data to Calvin Lawrence (608-266-0756, or calvin.lawrence@wisconsin.gov).

There is a potentially navigable stream identified on the property. DNR Chapter 30 permits will be needed if earthwork (filling, dredging, etc.) or structures (culverts, bridges, erosion control, etc.) are proposed in or adjacent to the waterway. The Wetland ID program recommends that a navigability determination be conducted on the waterway in the southeast portion of the property.

If you are planning development on the property, you are required to avoid take of endangered and threatened species, or obtain an incidental take authorization, to comply with the state's Endangered Species Law. To insure compliance with the law, you should submit an endangered resources review form (Form 1700-047), available at http://dnr.wi.gov/topic/ERReview/Review.html. The Endangered Resources Program will provide a review response letter identifying any endangered and threatened species and any conditions that must be followed to address potential incidental take.

In addition to contacting WDNR, be sure to contact your local zoning office and U.S. Army Corps of Engineers to determine if any local or federal permits may be required for your project. There is the potential that some of the delineated wetland within this project area may be considered artificial and exempt from state regulation. Artificial/exempt wetland determinations are fee based and require a separate application.

If you have any questions, please contact me at (262) 574-2115 or email Neil.Molstad@wisconsin.gov.

Sincerely,

Neil Molstad
Wetland Identification Specialist

cc: Waukesha Office, Project Manager, U.S. Army Corps of Engineers
Thomas Hovel, Planning and Zoning Administrator, City of Fitchburg
Wendy Peich, DNR Water Management Specialist
Eric Rortvedt, DNR Stormwater Engineer

Attachments:

General Project Area Location Map
Project Area Wetland Delineation Map

Surface Water Data Viewer Map

Legend

- Rivers and Streams
- Open Water

Notes

Vanta Fitchburg LLC Location

0.7 0 0.36 0.7 Miles

NAD_1983_HARN_Wisconsin_TM

© Latitude Geographics Group Ltd.

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made aregarding accuracy, applicability for a particular use, completemenss, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: http://dnr.wi.gov/org/legal/

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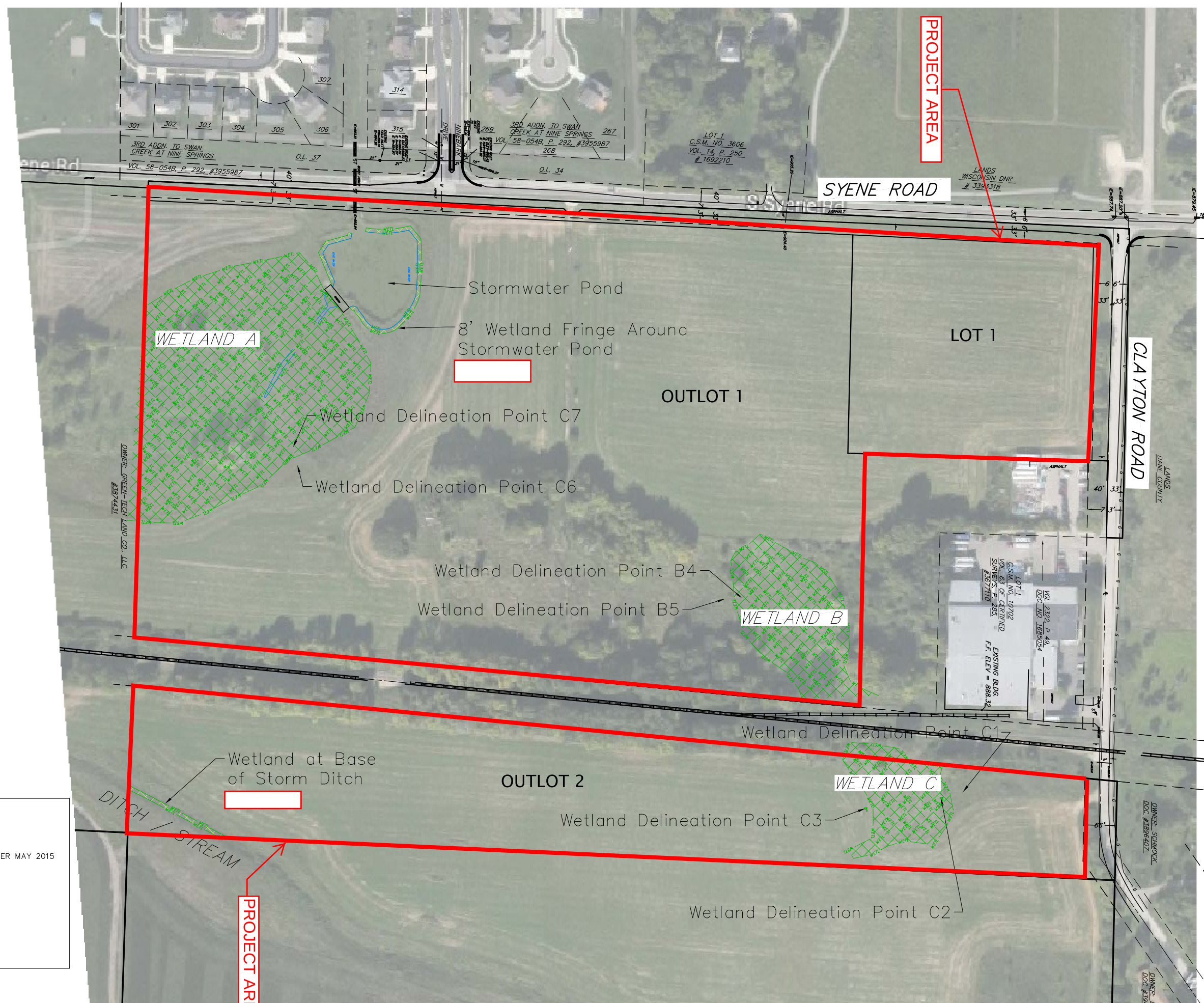


LEGEND:

- PROPERTY BOUNDARY
- EXISTING R.O.W.
- WETLAND DELINEATION – VIERBICHER MAY 2015
- WATER EDGE

vierbicher
planners | engineers | advisors
REEDSBURG • MADISON • PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201, Madison, WI 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

Wetland Exhibit

Vanta Fitchburg, LLC.
City of Fitchburg
Dane County, Wisconsin

REVISIONS		
NO.	DATE	REMARKS

REVISIONS		
NO.	DATE	REMARKS
1	7/20/15	EXEMPT WETLANDS

SCALE: AS SHOWN
DATE: 5/12/15
DRAFTER: DEHL
CHECKED: AGEF
PROJECT NO.: 150095
SHEET: 1 OF 1
DWG. NO.:

20 Jul 2015 - 10:20a M:\Vanta\150095_Fitchburg LLC\CADD\150095 - Wetland report.dwg by: agef

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: November 24, 2015** Ordinance Number: **2015-O-33**
Date to Report Back**: December 8, 2015** Resolution Number:

Sponsored by: Mayor Drafted by: Public Works

TITLE: An Ordinance Amending Chapter 27 Streets and Public Ways – Section 27-255 (b) Relative to Street Occupancy Permits

Background: The Public Works Department has issued street occupancy permits for uses including placement of dumpsters, moving PODs, and construction activities in the right-of-way. The current ordinance defines a street occupancy permit may not exceed three days in time. The permit and fee schedules are set up to allow up to one month. The current ordinance reads "No occupancy permit shall be granted for a period exceeding three days." The proposed ordinance amendment allows for a more realistic placement of dumpster for remodeling and PODs for moving to be placed on the street for no longer than 30 days if approved by the Director of Public Works. A new permit application would be required after 30 days. Staff's recommendation is to approve Ordinance 2015-O-33.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	December 7, 2015	
2				
3				
4				

Amendments:

Mark Sewell
Introduced by

Public Works
Prepared by

Board of Public Works
Referred to

November 30, 2015
Date

Ordinance 2015-O-33

AN ORDINANCE TO AMEND SEC. 27-255 (b) – TEMPORARY OCCUPANCY OR OBSTRUCTION PERMIT

The Common Council of the City of Fitchburg, Dane County, Wisconsin ordains as follows:

Sections 27-255 (b) is hereby amended as follows:

> Sec. 27-255 (b). – Temporary occupancy or obstruction permit. No occupancy permit shall be granted for a period exceeding three days, *unless written justification is provided to the satisfaction of the Director of Public Works as to why additional permit duration is warranted. The Director of Public Works may authorize occupancy permit durations up to 30 days.*

Adopted this 8th day of December, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **Nov 24, 2015** Ordinance Number:
Date to Report Back**: Jan 12, 2016** Resolution Number: R-XX-16

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **Certified Survey Map Request, CS-2094-15, by Michael Marty, Agent for Tralee, LLC, to Replat Outlot 2 TechLands into a Lot**

Background: Applicant is requesting approval of a CSM to replat outlot 2 TechLands Plat into a Lot.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Dec 15, 2015	
2				

Amendments:

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**LAND DIVISION APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby submits ten (10) copies of the attached maps, one (1) copy no larger than 11" x 17", and one (1) pdf document of the complete submittal (planning@fitchburgwi.gov) for approval under the rules and requirements of the Fitchburg Land Division Ordinance.

1. Type of Action Requested:

- [x] Certified Survey Map Approval
- [ ] Preliminary Plat Approval
- [ ] Final Plat Approval
- [ ] Replat
- [ ] Comprehensive Development Plan Approval

2. Proposed Land Use (Check all that Apply)**:**

- [ ] Single Family Residential
- [ ] Two-Family Residential
- [x] Multi-Family Residential
- [ ] Commercial/Industrial

3. No. of Parcels Proposed: 1

4. No. Of Buildable Lots Proposed: 1

5. Zoning District: R-H

6. Current Owner of Property: Tralee, LLC; Contact: Chris Armstrong

Address: 120 E. Lakeside Street, Madison, WI 53715 **Phone No:** 608-294-4080

7. Contact Person: Michael S. Marty, P.L.S.; Vierbicher Associates, Inc.

Email: mmar@vierbicher.com

Address: 999 Fourier Drive, Suite 201, Madison, WI 53717 **Phone No:** 608-821-3955

8. Submission of legal description in electronic format (MS Word or plain text) by email to: planning@fitchburgwi.gov

Pursuant to Section 24-2 (4) of the Fitchburg Land Division Ordinance, all Land Divisions shall be consistent with the currentlyadopted City of Fitchburg Comprehensive Plan.

Respectfully Submitted By: Michael Marty — Michael S. Marty, P.L.S.

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

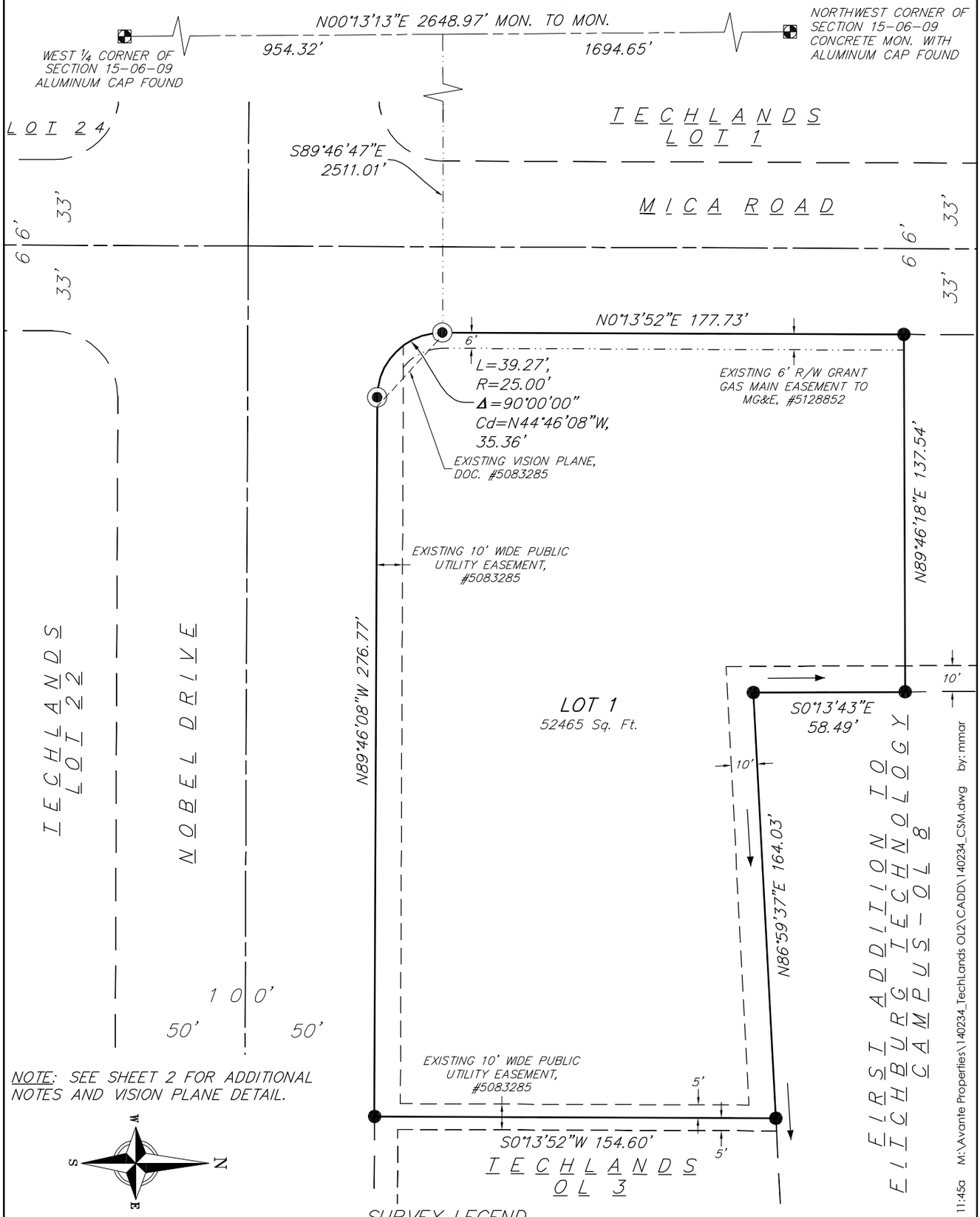
For City Use Only: **Date Received:** _____

Ordinance Section No. _____ **Fee Paid:** _____

Permit Request No. _____

CERTIFIED SURVEY MAP No._____

OUTLOT 2, TECHLANDS, AS RECORDED IN VOLUME 60–028A OF PLATS, ON PAGES 144–145, AS DOCUMENT NUMBER 5083285, DANE COUNTY REGISTRY, LOCATED IN THE SE ¼–NW ¼ AND THE SW ¼–NE ¼ ALL IN SECTION 15, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



NOTE: SEE SHEET 2 FOR ADDITIONAL NOTES AND VISION PLANE DETAIL.

BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, THE NORTH LINE OF THE NE ¼ OF SECTION 22–07–08 MEASURED AS BEARING S89°36'17"W

SURVEY LEGEND

- FOUND 1 1/4" ø IRON ROD
- FOUND 3/4" ø IRON ROD
- DRAINAGE ARROW, SEE NOTES

GRAPHIC SCALE FEET
0 25 50 100

16 Nov 2015 - 11:45a M:\Avante Properties\140234_TechLands OL2\CADD\140234_CSM.dwg by: mmar

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

FN: 140234 DATE: 11/16/2015 REV: Drafted By: MMAR Checked By: MZIE	SURVEYED FOR: Tralee, LLC 120 E. Lakeside Street Madison, WI 53715	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 1 OF 4

CERTIFIED SURVEY MAP No._____

OUTLOT 2, TECHLANDS, AS RECORDED IN VOLUME 60–028A OF PLATS, ON PAGES 144–145, AS DOCUMENT NUMBER 5083285, DANE COUNTY REGISTRY, LOCATED IN THE SE ¼–NW ¼ AND THE SW ¼–NE ¼ ALL IN SECTION 15, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

NOTES

1. The final grade established by the subdivider on the utility easements shall not be altered by more than six inches by the subdivider, agent, or subsequent owners of the lots on which such utility easements are located except with written consent of the utility or utilities involved.
2. Utility easements, no poles or buried cables are to be placed such that the installation would disturb any survey stake, or obstruct vision along the lot line. The disturbance of a survey monument by anyone is a violation of section 236.32 of Wisconsin Statutes. Utility easements as herein set forth are for the use of public bodies and private public utilities having the right to serve the area.
3. Subject to Development Agreement between Fitchburg Technology Campus, LLC and the City of Fitchburg, Wisconsin, recorded as Doc. #3957446.
4. Vision planes are required at all street intersections. Vision plane is bounded by two 45 foot legs along the curb intersecting at the intersection corner. Vision plane areas shall have no plantings or obstructions over two (2) feet in height
5. Drainage Arrows: Arrows indicate the direction of surface drainage at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Lots with two arrows typically change direction 30 feet from the front property line.
6. Subject to Notice regarding Development Agreement recorded as Document No. 3957446.
7. Subject to Development Agreement recorded as Document No. 4767948.
8. Subject to Right–of–Way Grant Gas Main easement to Madison Gas and Electric Company recorded as Document No. 5128852.

SURVEYOR'S CERTIFICATE

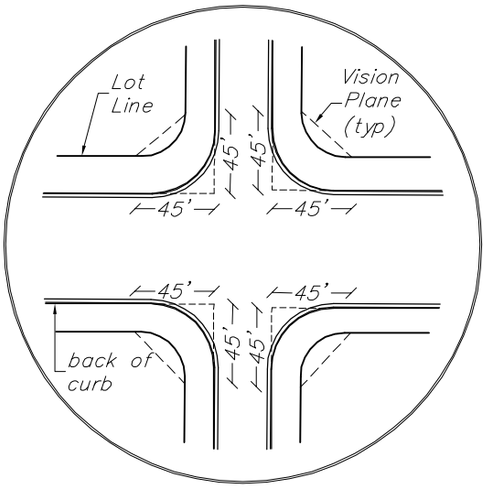
I, Michael S. Marty, Professional Land Surveyor No. 2452, hereby certify: That in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of Fitchburg, and under the direction of Tralee, LLC, owner of said land, I have surveyed, divided and mapped this Certified Survey Map; that such Certified Survey Map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is described as Outlot 1, TechLands, as recorded in Volume 60–028A of Plats, on Pages 144–145, as Document Number 5083285, Dane County Registry, located in the SE ¼–NW ¼ and the SW ¼–NE ¼, all in Section 15, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin. Said description contains 52,465 square feet or 1.20 acres more or less.

Vierbicher Associates, Inc.
By: Michael S. Marty, P.L.S. No. 2452

Dated this _____ day of _____, 201__.

Signed: _____
Vierbicher Associates, Inc.
Michael S. Marty, P.L.S. No. 2452

TYPICAL VISION PLANE DETAIL
(See Notes)



16 Nov 2015 - 11:45a M:\Avante Properties\140234_TechLands OL2\CADD\140234_CSM.dwg by: mmar

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

FN: 140234 DATE: 11/16/2015 REV: Drafted By: MMAR Checked By: MZIE	SURVEYED FOR: Tralee, LLC 120 E. Lakeside Street Madison, WI 53715	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 2 OF 4

CERTIFIED SURVEY MAP No._____

OUTLOT 2, TECHLANDS, AS RECORDED IN VOLUME 60–028A OF PLATS, ON PAGES 144–145, AS DOCUMENT NUMBER 5083285, DANE COUNTY REGISTRY, LOCATED IN THE SE ¼–NW ¼ AND THE SW ¼–NE ¼ ALL IN SECTION 15, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Tralee, LLC, as owner, does hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on the map hereon. We further certify that this Certified Survey map is required by S236.34 to be submitted to the City of Fitchburg for approval. Witness the hand and seal of said owner this _____ day of _____, 20_____.

Tralee, LLC

By: _____, LLC, its Manager

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this _____ day of _____, 20_____, the above named _____, Manager, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

My Commission expires: _____

_____
Notary Public, State of Wisconsin

CONSENT OF MORTGAGEE CERTIFICATE

Park Bank, a banking association duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above–described land, does hereby consent to the surveying, dividing, mapping and dedicating of the land described on this Certified Survey Map, and does hereby consent to the above Owner's Certificates.

IN WITNESS WHEREOF, the said Park Bank has caused these presents to be signed by Michael J. Lawrence, its Vice President, at Madison, Wisconsin, on this _____ day of __ _____, 20__.

Signed: _____
Michael J. Lawrence, Vice President

State of Wisconsin)
) SS
County of Dane)

Personally came before me this _____ day of _____, 20__, Michael J. Lawrence, Vice President of the above named banking association, and acknowledged that they executed the foregoing instrument as such officer of the deed of said banking association.

Notary Public: _____

My commission expires/is permanent: _____

16 Nov 2015 - 11:45a M:\Avante Properties\140234_TechLands OL2\CADD\140234_CSM.dwg by: mmar

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

FN: 140234 DATE: 11/16/2015 REV: Drafted By: MMAR Checked By: MZIE	SURVEYED FOR: Tralee, LLC 120 E. Lakeside Street Madison, WI 53715	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 3 OF 4

CERTIFIED SURVEY MAP No._____

OUTLOT 2, TECHLANDS, AS RECORDED IN VOLUME 60–028A OF PLATS, ON PAGES 144–145, AS DOCUMENT NUMBER 5083285, DANE COUNTY REGISTRY, LOCATED IN THE SE ¼–NW ¼ AND THE SW ¼–NE ¼ ALL IN SECTION 15, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

CITY OF FITCHBURG APPROVAL CERTIFICATE

This Certified Survey Map, including any dedications shown hereon, has been duly filed with and approved by the City Council of the City of Fitchburg, Dane County, Wisconsin.

Dated this _____ day of _____, 20_____.

_____
Linda J. Cory, City Clerk, City of Fitchburg

REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 20_____, at _____ o'clock _____.m. and recorded in Volume _____ of Certified Survey Maps on pages _____, as Doc. No. _____.

_____
Dane County Register of Deeds

16 Nov 2015 - 11:45a M:\Avante Properties\140234_TechLands OL2\CADD\140234_CSM.dwg by: mmar

vierbicher
planners | engineers | advisors
REEDSBURG - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

FN: 140234
DATE: 11/16/2015
REV:
Drafted By: MMAR
Checked By: MZIE

SURVEYED FOR:
Tralee, LLC
120 E. Lakeside Street
Madison, WI 53715

C.S.M. No._____
Doc. No._____
Vol._____ Page_____

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **Nov 24, 2015** Ordinance Number: 2016-O-XX
Date to Report Back**: Jan 12, 2016** Resolution Number:

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **Rezone Request, RZ-2095-15, by Fred DeVillers, Agent for Forward Community Partners LLC, to Rezone from the PDD-GIP (Planned Development District – General Implementation Plan) to the PDD-SIP (Planned Development District – Specific Implementation Plan), on Lot 1 CSM 13827**

Background: Applicant has requested reapproval to rezone Lot 1 CSM 13827 to the PDD-SIP zoning district to allow for a 28 unit independent living building and 13 duplex adult family home sites (26 units), for a total of 54 units.

Applicant received approval in August 2014, however, the Zoning Ordinance specifies that "For general implementation plans approved after October 12, 2010 (including the SIP approved under the GIP), all public improvements shall be required to be installed within 12 months of the date of common council approval unless a staging plan has been approved per chapter 24 (land division)". Given that no staging plan was approved for the public improvements, specifically the water main, the SIP approval has expired and applicant is requesting reapproval for the project.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	December 15, 2015	

Amendments:

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**REZONING APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby petitions to amend the zoning district map of the Fitchburg zoning ordinance by reclassifying from the PDD GIP district to the PDD-SIP district the following described property:

1. **Location of Property/Street Address:** 9 to 43 Inspiration Way

Legal Description - (Metes & Bounds, or Lot No. And Plat):

Lot 1, Certified Survey Map No. 13827, all of lots 109 and 110, First Addition to Swan Creek of Nine Springs, as recorded in Volume 58-017B of Plats, on Pages 91-92, as Document Number 3672859, Dane County Registry, Located in the Northwest Quarter and Northeast Quarter of the Southwest Quarter of Section 11, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin.

***Also submit in electronic format (MS WORD or plain text) by email to: **planning@fitchburgwi.gov**

2. **Proposed Use of Property - Explanation of Request:**

Requesting the re-approval of a previously approved rezoning from PDD-GIP to PDD-SIP for a multi-building, multifamily development.

3. **Proposed Development Schedule:** Spring of 2016 through Spring of 2017, subject to market conditions.

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Rezonings shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) electronic pdf document of the entire submittal to **planning@fitchburgwi.gov**. Additional information may be requested.

Type of Residential Development (If Applicable): Multi-Family Assisted Living

Total Dwelling Units Proposed: 54 **No. Of Parking Stalls:** 108

Type of Non-residential Development (If Applicable): _____

Proposed Hours of Operation: _____ **No. Of Employees:** _____

Floor Area: _____ **No. Of Parking Stalls:** _____

Sewer: Municipal ☑ **Private** ☐ **Water: Municipal** ☑ **Private** ☐

Current Owner of Property: IP Holdings, LLC

Address: 1225 North 36th Street, Unit 1074, Phoenix, AZ 85008 **Phone No:** (608) 220-6129

Contact Person: Fredric DeVillers, Forward Community Partners, LLC

Email: Fred@Forward-Development.com

Address: 1225 North 36th Street, Unit 1074, Phoenix, AZ 85008 **Phone No:** (608) 220-6129

Respectfully Submitted By: _____ FREDRIC A. DEVILLERS

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** _____ **Publish:** _____ and _____

Ordinance Section No. _____ **Fee Paid:** _____

Permit Request No. _____

AVENUE Architects, Inc.

July 22, 2014 (revised 8-4-14) *(Resubmittal 11-12-12)*
Resubmittal of Previously Approved Plans
Rezoning from PD-GIP to PD-SIP and Architectural Design Review
Lot 1, Certified Survey Map No. 13827, all of lots 109 and 110, First Addition to Swan Creek of Nine Springs, as recorded in Volume 58-017B of Plats, on Pages 91-92, as Document Number 3672859, Dane County Registry, Located in the Northwest Quarter and Northeast Quarter of the Southwest Quarter of Section 11, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin.

Special Note:

The attached submittal is for re-approval of the 2014 Plan Commission and Common Council approvals of the rezoning from PD-GIP to PD-SIP and Architectural Design Review in 2014 (Plan Commission approval on August 19th and Common Council approval on August 26th). This submittal is due to the expiration of the one year approval duration of the ADR and PD-SIP approvals. The expiration was due to the developer electing to not begin grading and utility construction this past summer because funding had not been secured for the entire project and the concern regarding the commencement of construction with the potential of having a delay in construction activity thereafter, thus creating an aesthetically unappealing condition for the neighboring properties.

Introduction:

Lots 109 & 110 were originally approved for PD-GIP zoning in 2002. The Comprehensive Plan and PD-GIP were amended in August 2013 amending these Lots from (HDR) High Density Residential to the current (MDR) Medium Density Residential. Our subsequent PD-GIP submittal was approved by Plan Commission on June 17, 2014 and approved by the Common Council on June 24th, 2014. There were two neighborhood meetings held prior to these approvals.

We are requesting re-approval of the PD-SIP and Architectural Design approval for the project per this text and attached drawings. With the prior PD-SIP and Architectural Design approvals on August 19 and 26 (Plan Commission and Common Council respectively), lots 109 and 110 were combined into Lot 1, CSM 13827 and recorded in Volume 58-017B of Plats, on Pages 91-92, as Document Number 3672859, Dane County Registry.

Social and Economic Impacts

Upon complete build out, the Inspiration Pointe at Swan Creek Adult Family Home Assisted Living Community development will provide housing for 104 residents in need of assisted care, create 26 intergenerational households providing on-site employment for these housing units, provide housing for 28 independent persons and/or couples, dozens of full and part-time employment positions and a Community Resource Center available for the Inspiration Pointe residents as well as the greater community. The development at build out will have an estimated assessed value as follows:

26 Twin Home Adult Family Home units at approximately $301,000 each =	$7,826,000
28 Independent Living Residential Units at approximately $142,000 each =	$3,976,000
Total value	$11,802,000

Consistency with the Comprehensive Development Plan

This proposed development remains consistent with the MDR usage per the amended Comprehensive Development Plan and the previously approved PD-GIP.

Infrastructure

Special Note:

The plans included in this submittal have received all approvals for both the site infrastructure and the municipal water main improvements.

Grading Plan
The proposed grading plan generally follows the existing slope direction. Approximately the eastern ½ of the lot is graded to the southeast corner. The western ½ of the lot is graded towards the west. See the attached Grading Plan.

Utility Plan
Water main for the site has been approved as a public infrastructure improvement for the project. An 8" DIP water main will be extended from an existing hydrant lead in Sassafrass Drive through the site, connecting to the water main in Big Blue Stem. An existing water service stubbed to the southeast corner of the lot will be utilized for Building A, the 28 unit building in the southeast corner of the lot.

Sanitary sewer is proposed to be private and will utilize existing sanitary sewer stubs off East Cheryl Parkway and Crinkle Root Drive. See the attached Utility Plan.

Stormwater Management
Peak rate control and sediment control are provided by the Swan Creek regional stormwater management facilities. Infiltration for the eastern portion of the site will be provided in on-site infiltration areas. The following bullet points were discussed with Rick Eilertson during the design and approval process.

- In areas of blasted dolomite bedrock, a maximum infiltration rate of 1.5 inches per hour will be utilized for modeling purposes.
- Stormwater runoff generated by the larger multifamily unit will be conveyed to infiltration basins in the southeast corner of the project site. --
- Stormwater runoff generated by the duplex units and associated pavement will be conveyed to centrally located islands where bioretention basins shall be designed and constructed to provide infiltration.
- The most westerly portion of the project site may be limited to infiltration due to clay soils, site grading, and access considerations. We will provide a bioretention basin in the westerly island to promote infiltration to the maximum extent practicable.

NOTE: because of the poor soils indicated by the soil borings, infiltration practices are not proposed for the furthest western island.

Terrace trees around the perimeter site will be protected during construction.

Bike racks will be installed per 2008 City of Fitchburg Bicycle and Pedestrian Plan.

All public improvements will be installed per City specifications.

Project Management and Phasing

Lots 109 and 110, formerly combined as a one lot CSM, will be developed as a privately owned multi-generational assisted living project. There will be no common services or areas shared with other lots. However, a Community Resource Center (CRC) will be programmed adjacent to an Independent Living (IL) building and will be available to those residents within Inspiration Pointe at Swan Creek project as well as others in the Swan Creek neighborhood and the greater Fitchburg area. The anticipated schedule for private site infrastructure and building construction is to begin in early 2016, starting from the west end of the site with the construction of Twin Home buildings and progressing east, including the CRC and the IL building, with an anticipated completion in 2017.

Site Design

The buildings have been placed near and parallel to the public streets to reflect the similar general building orientation of the surrounding neighborhood. The Adult Family Home (AFH) Twin Homes have one of the unit's front door and porch orientated toward the street creating a visual 'front door' appearance toward the street. The 28 unit Independent Living building has been located on the corner of East Cheryl Parkway and Crinkle Root Drive to anchor the corner and 'bookend' with the similarly scaled buildings on the adjacent properties. General site vehicular circulation is in an east-west direction bisecting the site with AFH buildings on the north and south sides of the interior street. This interior street has been designed as a primary interior circulation route to the Independent Living building and the AFH units due to the limited access to the site from East Cheryl Parkway.

The vast majority of parking is enclosed parking, either underground in the Independent Living building or AFH garages. Interior sidewalks provide internal building connectivity, with numerous connections to the public walks.

SITE DEVELOPMENT STATISTICS ARE LOCATED ON DRAWING SHEET T-1.0.

Architecture

Both building types are detailed to reflect the residential character of the surrounding neighborhood. Quality, durable, low maintenance exterior materials consisting of masonry veneer, fiber cement or SmartSide composite siding, architectural grade asphalt shingles, aluminum fascia/soffits, and composite trim/panels.

Building A exterior material percentages:

- East elevation CRC building: Siding - 48%, Masonry – 48%, Glass – 4%
- East elevation 28 unit IL building: Siding – 39%, Masonry – 21%, Glass – 40%
- North elevation CRC building: Siding - 40%, Masonry – 31%, Glass – 29%
- North elevation 28 unit IL building: Siding – 55%, Masonry – 28%, Glass – 17%
- West elevation CRC building: Siding – 58%, Masonry – 27%, Glass – 15%
- West elevation 28 unit IL building: Siding – 33%, Masonry – 50%, Glass – 17%
- South elevation 28 unit IL building: Siding – 40%, Masonry – 35%, Glass – 25%
- Southeast corner (angled wall) 28 unit IL building: Siding – 42%, Masonry – 36%, Glass – 22%

The Independent Living building will have a fire sprinkler system, fire alarm system, and Knox Boxes per City of Fitchburg ordinances.

Refuse and recycling containers for the Independent Living building are located in the parking garage. Refuse and recycling containers for the duplexes are in the respective garages.

Thank you for your time in reviewing this application.

Sincerely,

Brian J. Stoddard AIA

INSPIRATION POINTE AT SWAN CREEK
Project Description

Inspiration Pointe

Inspiration Pointe is a privately developed community of Adult Family Home (AFH) residential units programmed in a Twin Home building configuration as well as Independent Living (IL) residential units developed within a building that has a Community Resource Center (CRC) located connected and adjacent to it. The residential units and the community will be comprised of thirteen (13) Twin Homes totaling twenty-six (26) AFH units, one (1) Independent Living continuing care building incorporating twenty-eight (28) living units and the Community Resource Center which will have an Adult Day Center as well as ancillary offices. The community will be developed similar to a condominium project, but comprising distinct housing types to accommodate the physical and cognitive needs as well as the economic status of the elderly residential population. The Community Resource Center will provide amenities for both Inspiration Pointe residents as well as those offsite that may utilize the facility. A community garden and greenhouse will be incorporated into the Community Resource Center's characteristics such that activities can be programmed to promote nutritious eating habits and advance resident's culinary skills. Adult day care services will also be offered for both Inspiration Pointe residents and non-residents from the neighboring areas. The project will have requirements not unlike that of a condominium development. However, instead of numerous individual owners within a condominium Home Owners Association, there will be one owner representing the entire development. Forward Community Partners will be the managing partner of the ownership entity. As such, all structures and site conditions will be represented and managed by one controlling entity.

The Inspiration Pointe project is being proposed on the land bounded by East Cheryl Parkway, Crinkle Root Drive, Sassafras Drive and Big Bluestem Parkway in the Swan Creek Neighborhood of eastern Fitchburg. East Cheryl Parkway is an arterial collector roadway that represents a connection to the Fitchburg Center Research Park to the west and the mixed use Uptown Fitchburg development to the east. The site is approximately 5.9 acres and is served by all required municipal utilities as well as all private utilities (gas, electric, phone, CATV, internet). The site was previously entitled for 100 residential units. The allowable unit count on the land parcel was reduced to 54 units in 2013, so the proposed Inspiration Pointe project represents a significantly less intensive land use. Given the anticipated ages of the residents of the various housing unit types, traffic volumes generated are expected to be a fraction of other residential land uses.

Adult Family Homes

Adult Family Homes (AFHs) are considered to be the most desirable accommodations for long-term assisted care due to the full-time, family-type living arrangement. AFH's are operated by licensed Providers, who live in the home with the residents they serve. The Inspiration Pointe Twin Home buildings will be designed specifically for occupancy of AFH Providers, their families and people with basic (assistance with daily activities such as medication management, health monitoring and personal care) to complex care needs (diabetes management, cognitive impairment and physical disability).

The AFH's within the Inspiration Pointe community will be closely supervised by EnTrust Care Partners, LLC (ECP) who will support each AFH Provider 24/7/365. Providers are also regulated by the State of Wisconsin, Dane County Human Services (DHS) and the Wisconsin Bureau of Quality Assurance. To ensure compliance with state and/or county regulations and quality standards, the State of Wisconsin performs annual, and on an as-needed basis, unannounced inspections for state licensed Providers while DHS inspects more regularly. Both the state and county have specific guidelines and standards for AFH operations. The AFH Providers selected for residency within the Inspiration Pointe community will be recruited, interviewed, trained and managed by ECP and must pass complete criminal and financial background checks by both ECP and Dane County Human Services. Providers are contractually obligated to ECP as "occupants" of the residences and are subject to dismissal for violations.

Each unit within the Twin Home buildings at Inspiration Pointe offer room, board, and care for up to four (4) residents. The residences at Inspiration Pointe also provide residents with a private room, common areas for socializing, recreation and exercise programs, planned social activities, laundry service, housekeeping, special

diet accommodations, three meals per day plus snacks, medication management, comprehensive health monitoring and 24-hour staffing. The community will be overseen on a daily basis by ECP leadership whose offices will be located in the CRC.

Independent Living Residential Units

To address the independent, yet aging residents of our population that prefer not to maintain an aging single family residential property, Inspiration Pointe will be offering Independent Living continuing care residential units to residents (55+) desiring to maintain their independence. The residential units will be designed within a main building that also incorporates a physical connection to the Community Resource Center located adjacent to the Independent Living building. The Independent Living residential units will include standard and customized amenities including, but not limited to meal plans and housekeeping. Residents of the Independent Living units are also entitled to preferential admittance to the AFH's when their cognitive and/or physical needs dictate.

Community Resource Center

The CRC will be an approximately 6,000 SF facility that will be adjacent and connected to the IL building. It will include an Adult Day Center as well as the operational offices of ECP. Office and meeting space for social workers and senior adult services professionals to meet with family members will also be included in the building's space programming.

Project Sponsor, Developer and Asset Management

Forward Community Partners, LLC - Fredric A. DeVillers, James T. Stephenson

A real estate investment and development company, the principals with over 45 years of combined real estate and institutional investment management experience including real estate development, facility design, construction, property management, investment analysis and equity portfolio management in addition to civil and environmental engineering design and construction. Real estate expertise has included the coordination and management of the development, design and construction of projects including full and limited service hotels, indoor water park resorts, retail and office buildings, residential and mixed-use land development, senior adult independent apartments, senior adult assisted living and memory care facilities. Investment analysis and management spans a wide breadth of industries and geographic regions, both domestically as well as within international markets concentrating on value added equity and income based strategies.

Operations Management

EnTrust Care Partners, LLC - Holly Hanewall, Myrna Peterson, Kathy Hinzman

A private Care Management Company, providing complete and individualized planning and management of care for residents of Adult Family Homes (AFH) in Dane County and the overall supervision of AFH Providers within the Forward Community Partners, LLC assisted living residential developments. Leadership has more than 50 years of combined experience with corporate business development, strategic business planning, joint venture development and business operations management as well as geriatric case management and AFH Provider supervision and key management capacities for assisted living and skilled nursing facilities throughout Wisconsin and Minnesota. ECP leadership combines over 50 years of long-term care experience with:

- Providing direct care to person(s) with complex medical needs, chronic illness, physical disabilities and developmental disabilities.
- Providing management and oversight of AFH's in Dane County.
- Management of direct care staff providing supportive services through non-medical home care (all activities of daily living).
- Court appointed Guardianship for person(s) within our most vulnerable population(s).
- Geriatrics Case Management for older adults with special care needs.

It is the vision of EnTrust Care Partners, LLC to: "Obtain the highest quality of care through multi-generational bonds beyond the nuclear family."

It is our mission to humanize care.

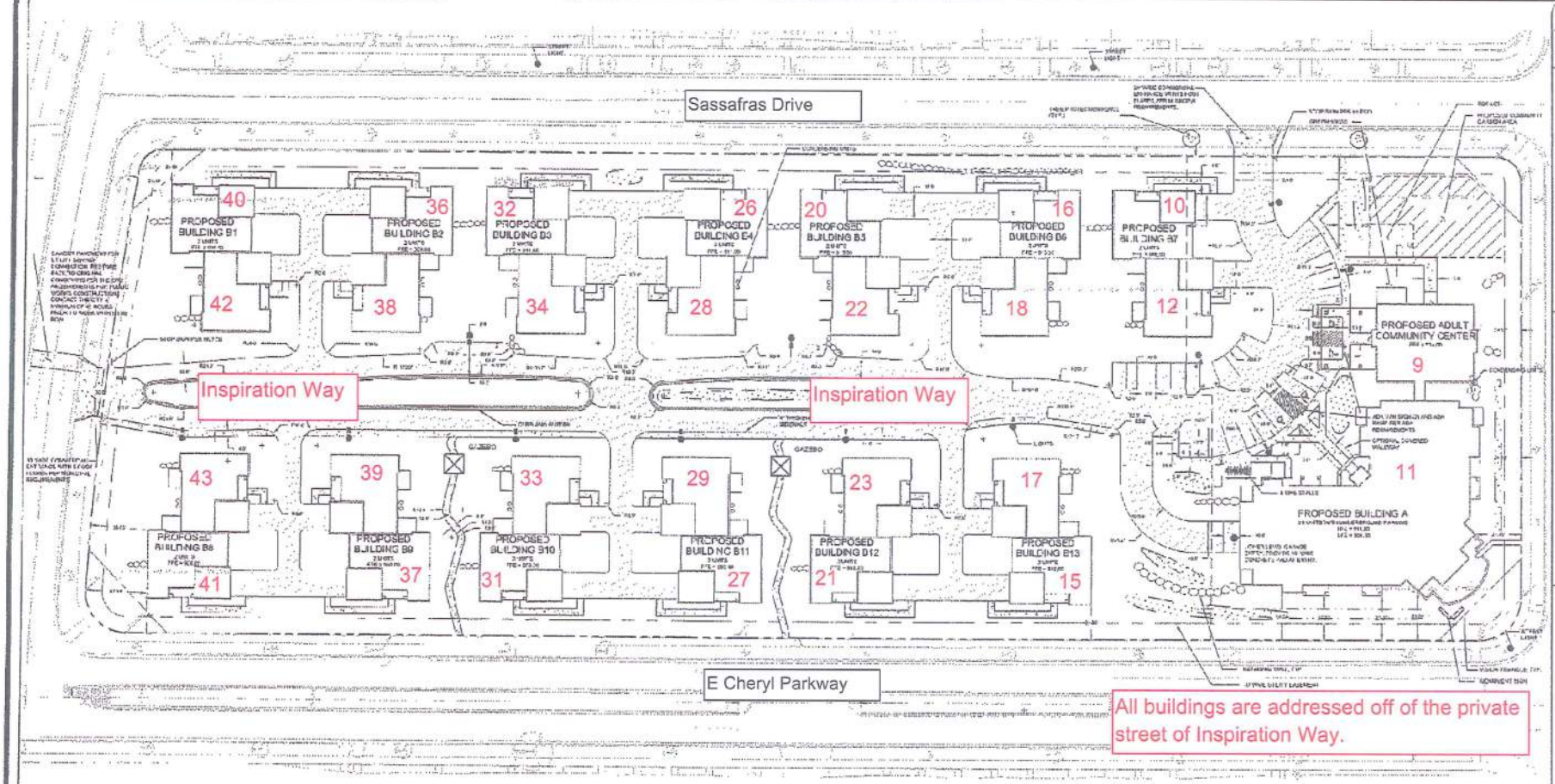
ECP has created an Advisory Committee of professionals to contribute to the creation of the Inspiration Pointe project. The Advisory Committee provides expertise and guidance to the overall project and is comprised of some of the most knowledgeable and experienced direct-care professionals and advocates in Wisconsin and Dane County. Among them are industry specialists and experts representing the Wisconsin Alzheimer's Association, UW-Health Geriatrics, Hospice & Palliative Care professionals, private case managers and Adult Family Home Providers.

Developed by Forward Community Partners, LLC, the Inspiration Pointe at Swan Creek community will deliver an outstanding assisted living environment in an intimate residential setting. The residences of Inspiration Pointe at Swan Creek will represent the highest level of care by creating a high quality neighborhood with built-in oversight, quality management and support systems at the residence, community, county and state levels. It represents benefits for all residents, care providers, government agencies and community advocacy groups as well as the adjacent neighborhoods and local populations.

Inquiries regarding the development of the project may be directed to Fredric DeVillers of Forward Community Partners at the contact information listed below.

Fred@Forward-Development.com
F: (866) 226-1254

P: (602) 456-9193
C: (608) 220-6129



All buildings are addressed off of the private street of Inspiration Way.

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON SURVEY PROVIDED BY [illegible] ENGINEERING, INC. REFER TO SURVEY FOR EXISTING [illegible] NOTES AND LEGEND. CONTRACTOR TO EXAMINE ALL EXISTING [illegible] DRAINAGE AND SURFACE [illegible] PRIOR TO CONSTRUCTION.
2. NO SITE GRADING TO BE PERFORMED INTO OR ALTERED OF ANY [illegible] OR ANY FENCE.
3. MONTGOMERY ASSOCIATES RESOURCE SOLUTIONS, LLC DOES NOT HOLD HARMLESS FROM DEVIATIONS FROM CONTRACTOR'S OWN [illegible] CONSTRUCTION.
4. CONTRACTOR IS RESPONSIBLE FOR METHOD OF RECORDING DATA ON OPEN THE CONTRACTOR'S [illegible] AS PER DOT, INC. WHETHER INFORMATION IS DEPICTED ON PLAN OR NOTE. GEOTECHNICAL REPORTS [illegible] FOR ENGINEERING.

SITE PLAN NOTES

1. ALL WORK WITHIN THE RIGHT-OF-WAY SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF FITCHBURG PUBLIC WORKS.
2. ALL DIMENSIONS ARE WITHIN ABOUT 0.1 [illegible] OR ANY FENCE.
3. ALL CURB AND GUTTER, AND PAVEMENT REPLACEMENT AS REQUIRED BY THE CITY OF FITCHBURG PUBLIC WORKS. [illegible] SHALL BE INSTALLED PER THE REQUIREMENTS OF THE CITY OF FITCHBURG [illegible]
4. [illegible] SHALL BE SIGNED "[illegible]".
5. [illegible] SIGNS "[illegible]".
6. WORK TO MEET [illegible] TRAFFIC CONTROL AS [illegible] ENGINEER AND [illegible] AS [illegible] AT A POINT OF [illegible]
7. PROVIDE [illegible] FOR POSTS AT [illegible] SPACING AT A DISTANCE [illegible] TO THE SIDEWALK OPEN AREA AS A TYPICAL INDICATED [illegible]

LOT AREA	[illegible]
ZONING	[illegible]
PROPOSED SETBACK REQUIREMENTS AS SHOWN	
FRONT / STREET SIDE	25 FEET
REAR YARD	20 FEET
TOTAL UNITS	84
PARKING REQUIRED	126
PROPOSED SURFACE PARKING STALLS	
LARGE STALL	51
ADA STALLS	4
TOTAL	55
PROPOSED IN-DEPRESSED/UNDERGROUND STALLS	
LARGE STALLS	29
ADA STALLS	1
TOTAL	30
PROPOSED GARAGE PARKING STALLS	52
PROPOSED BIKE PARKING	8
NEW IMPERVIOUS AREA	
PAVED	[illegible] SF
BLDG.	[illegible] SF
TOTAL	[illegible] SF
IMPERVIOUS AREA RATIO	[illegible]

SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT LINE
- LANDSCAPE AREA
- CONCRETE PAVEMENT
- PARKING SYSTEM
- HYDROMAPPLE
- RAIN GARDEN

NORTH

DIGGERS HOTLINE
Toll Free (800) 242-8511
Parts (608) 246-8511
www.DiggersHotline.com

DRAWN BY	CHECKED BY
DOS	DJH

NO.	REVISION/ISSUE	DATE
1	[illegible]	[illegible]
2	[illegible]	[illegible]

MONTGOMERY ASSOCIATES RESOURCE SOLUTIONS, LLC
[illegible] FITCHBURG STREET
[illegible]

SITE PLAN

INSPIRATION POINTE AT SWAN CREEK
5240 SASSAFRAS DRIVE & 2601 CHERYL PKWY DRIVE
FITCHBURG, WI

FORWARD COMMUNITY PARTNERS, LLC

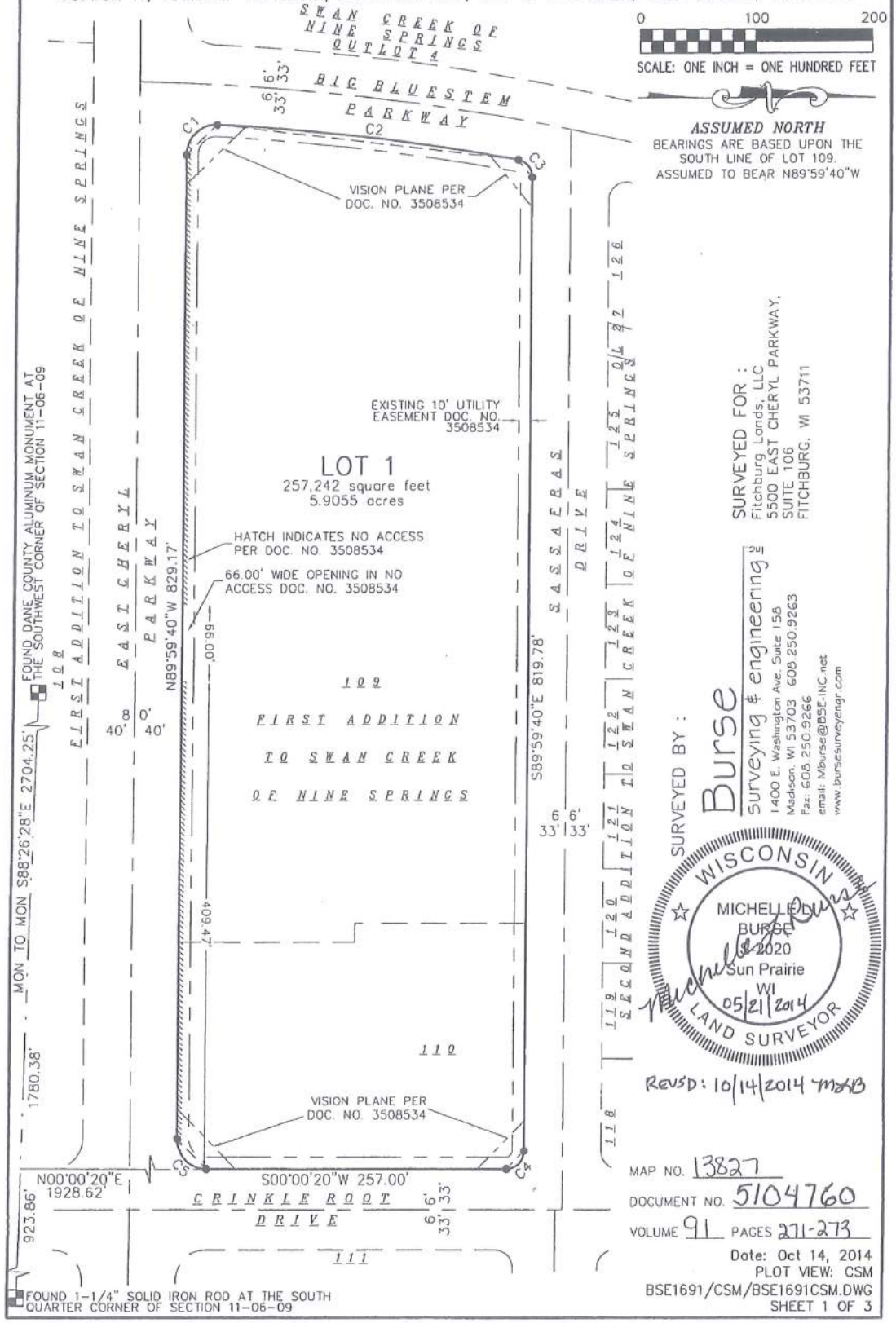
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE
0 15' 30'
SCALE
1" = 30'

PROJECT NO.	DATE
1639	07-22-2011

SHEET NO.
C101

CERTIFIED SURVEY MAP No. 13827

ALL OF LOTS 109 AND 110, FIRST ADDITION TO SWAN CREEK OF NINE SPRINGS, AS RECORDED IN VOLUME 58-017B OF PLATS, ON PAGES 91-92, AS DOCUMENT NUMBER 3672859, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP No. 13827

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CURVE TABLE

NUMBER	ARC LENGTH	CENTRAL ANGLE	RADIUS	CHORD DIRECTION	CHORD LENGTH
C1	40.60	93°02'19"	25.00	N43°28'30.5"W	36.28
C2	260.14	06°59'28"	2132.00	N06°32'23"E	259.98
C3	20.94	79°58'14"	15.00	N50°01'13"E	19.28
C4	23.56	90°00'00"	15.00	S44°59'40"E	21.21
C5	39.27	90°00'00"	25.00	S45°00'20"W	35.36

LEGEND

● 1-1/4" SOLID IRON ROD FOUND

○ 3/4"x18" SOLID IRON ROD SET WT. 1.13 lbs/ft

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

NOTES:

1. DATE OF FIELD WORK: May 01, 2014.
2. Refer to Building Site Information contained in the Dane County Soil Survey.
3. There are no buildings on Lots 109 or 110 at the time of survey.

CITY OF FITCHBURG APPROVAL:

This certified survey, including any dedications shown thereon, has been duly filed with and approved by the City Council of the City of Fitchburg, Dane County, Wisconsin.

Dated this 15th day of October, 2014

Patti Anderson
City Clerk

CITY OF FITCHBURG FITCHBURG WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Michelle L. Burse, Registered Land Surveyor No. 2020, hereby certify that I have surveyed, divided, and mapped, ALL OF LOTS 109 AND 110, FIRST ADDITION TO SWAN CREEK OF NINE SPRINGS, AS RECORDED IN VOLUME 58-017B OF PLATS, ON PAGES 91-92, AS DOCUMENT NUMBER 3672859, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, under the direction of Fitchburg Lands, LLC, owner of said land. I further certify that the map on sheet one (1) is a correct representation of the exterior boundaries of the land surveyed and the division of that land, and that I have fully complied with the provisions of Chapter 236.34 of the State Statutes, and the Land Division Ordinance of the City of Fitchburg in surveying, dividing, and mapping the same.

Dated this 21ST day of MAY, 2014

Signed: Michelle L. Burse
Michelle L. Burse, R.L.S. No. 2020

Revised this 14TH day of OCTOBER, 2014 MLB

SURVEYED BY :

Burse
surveying & engineering Inc.
1400 E. Washington Ave, Suite 158
Madison, WI 53703 608.250.9263
Fax: 608.250.9266
email: Mburse@BSE-INC.net
www.bursesurveyengr.com

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie WI
LAND SURVEYOR

Date: Oct 14, 2014
PLOT VIEW: CSM
BSE1691/CSM/BSE1691CSM.DWG

MAP NO. 13827
DOCUMENT NO. 5104760
VOLUME 91 PAGES 271-273

CERTIFIED SURVEY MAP No. 13827

ALL OF LOTS 109 AND 110, FIRST ADDITION TO SWAN CREEK OF NINE SPRINGS, AS RECORDED IN VOLUME 58-017B OF PLATS, ON PAGES 91-92, AS DOCUMENT NUMBER 3672859, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Fitchburg Lands, LLC, a Wisconsin limited liability company, as owner, does hereby certify that said limited liability company caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map.

Fitchburg Lands, LLC does further certify that this Certified Survey Map is required by S.236.34, Wisconsin Statutes to be submitted to the following for approval or objection:

City of Fitchburg

IN WITNESS WHEREOF, the said Fitchburg Lands, LLC has caused these presents to to be signed by PHILLIP SVEUM, its managing member on this 15TH day of OCTOBER, 2014.

Fitchburg Lands, LLC

By: _____
managing member

STATE OF WISCONSIN)
)ss
County of Dane)

Personally came before me this 15TH day of OCTOBER, 2014 PHILLIP SVEUM managing member of the above named Limited Liability Company to me known to be the person who executed the foregoing instrument, and to me known to be such managing member of said Limited Liability Company, and acknowledged that they executed the foregoing instrument as such officers and the deed of said limited liability company, by its authority.

Notary Public, Wisconsin

My commission expires 2/23/18

PAMELA J. OESTERLE NOTARY PUBLIC STATE OF WISCONSIN

CONSENT OF MORTGAGEE

AnchorBank, fsb, a banking association duly organized and existing under and by virtue of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above owner's certificate.

IN WITNESS WHEREOF, the said AnchorBank, fsb, has caused these presents to be signed by KARL SACHTJEN, its VICE PRESIDENT-CRE, at MADISON, Wisconsin, this 15 day of OCTOBER, 2014.

Authorized Representative

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this 15 day of October, 2014 Karl Sachtjen, its VICE PRESIDENT-CRE of the above named banking association, and acknowledged that they executed the foregoing instrument as such officers as the deed of said banking association, by its authority.

Notary Public: Sara Van Natta

My commission expires/is permanent: May 10, 2015

SARA VAN NATTA NOTARY PUBLIC STATE OF WISCONSIN

WISCONSIN MICHELLE M. BURSE S-2020 Sun Prairie WI 05/21/2014 LAND SURVEYOR

REV'D: 10/14/2014 MZB

Date: Oct 14, 2014
PLOT VIEW: CSM
BSE1691/CSM/BSE1691CSM.DWG

Office of the Register of Deeds
Dane County, Wisconsin
Received for Record
16th, October, 2014 at
09:14 o'clock AM as
Document No. 5104760
in Volume 91 of
Certified Survey Maps
Pages 271-273
Kristi Chlebowski, by,
Cheryl Ann Meyer, Deputy
Register of Deeds

Received 10/15/14 at 4:15pm

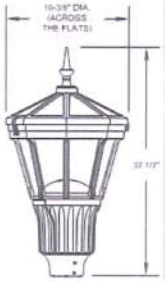
MAP NO. 13827
DOCUMENT NO. 5104760
VOLUME 91 PAGES 271-273

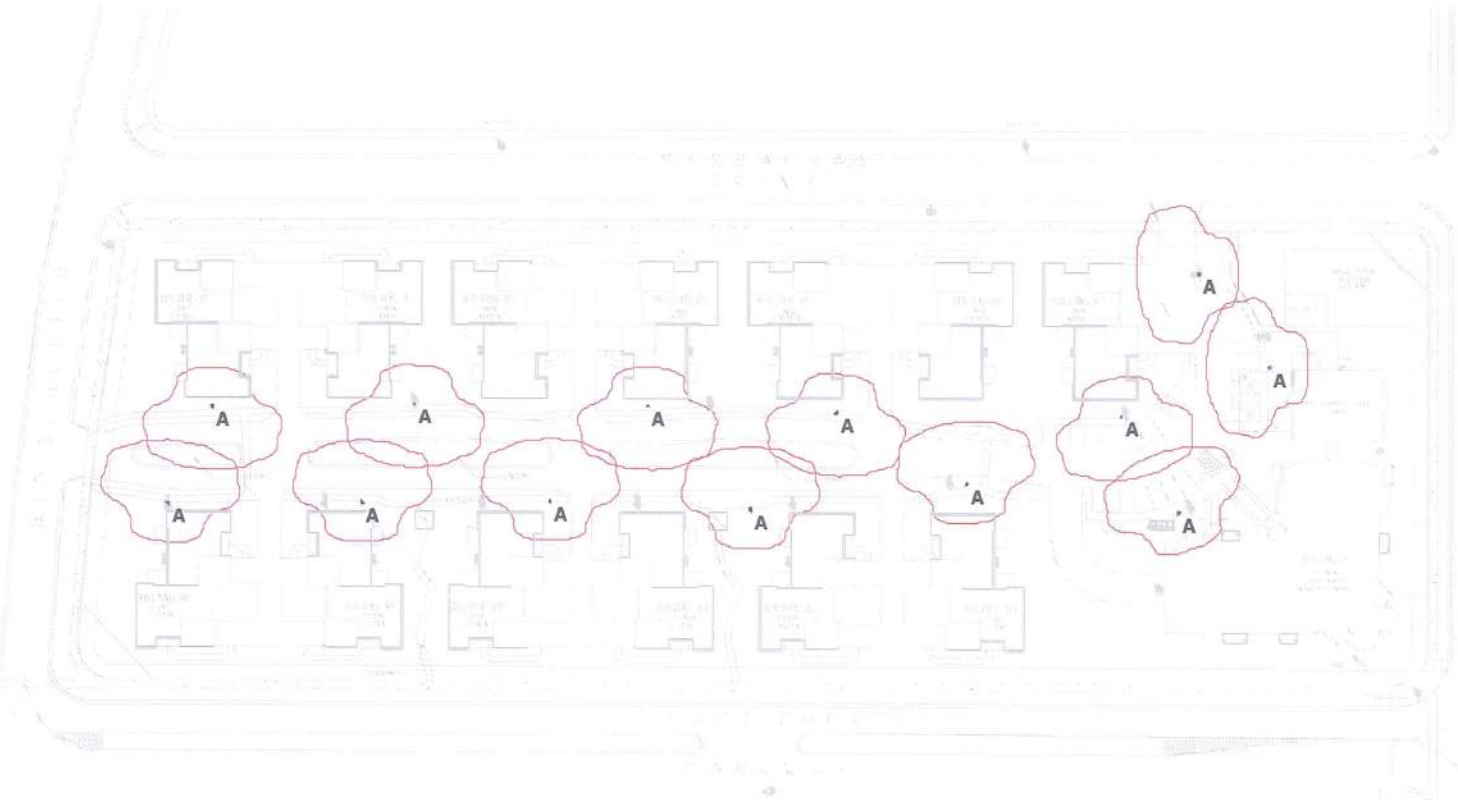
Schedule

Symbol	QTY	Manufacturer	Label	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens per Lamp	LLF	Wattage	Mtg Ht
	13	Holophane	A	AUL1054KL3	Arlington FCO LED	LED	1	AUL1055KXXXL3X.ies	6639	0.9	103.4	14'

Statistics

Description	Symbol	Avg	Max	Min
Parking Area	+	1.2 fc	4.5 fc	0.1 fc
Roadway	+	1.2 fc	5.1 fc	0.1 fc
Sidewalk Plan East	+	0.9 fc	2.7 fc	0.1 fc
Sidewalk Plan South	+	0.9 fc	2.6 fc	0.1 fc
Sidewalks Plan North	+	0.9 fc	2.9 fc	0.1 fc





HOLOPHANE
LEADER IN LIGHTING SOLUTIONS
An AcuityBrands Company
VISUAL

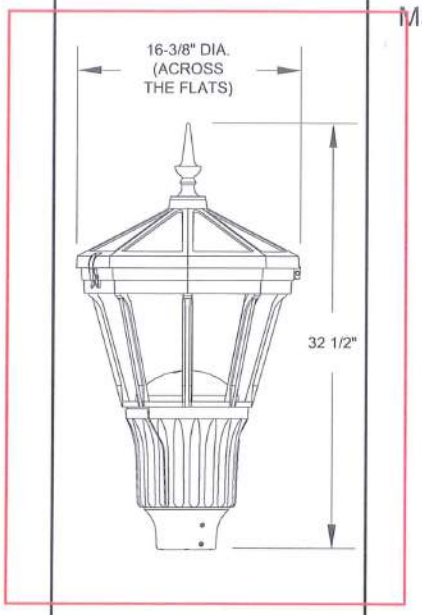
Forward Community Partners
IP @ SC
Fitchburg, WI

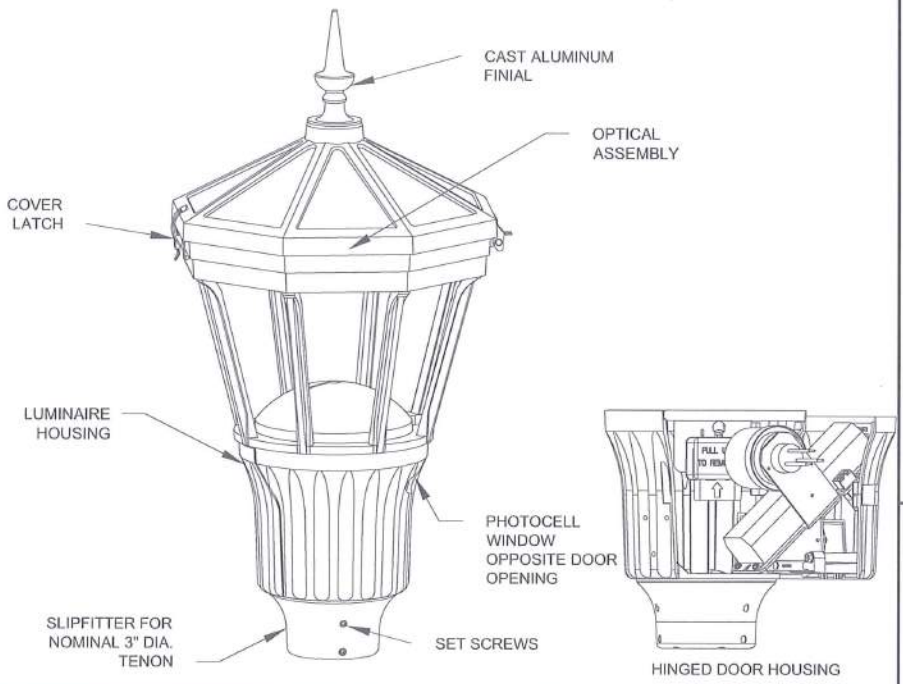
Designer

Date
11/10/2015
Scale
Not to Scale
Drawing No.

Summary

Maximum weight - 40 lbs
Maximum effective projected area - 1.38 sq. ft.





Utility Arlington® Series Luminaire Full Cutoff LED

DECORATIVE OUTDOOR

HOLOPHANE® LEADER IN LIGHTING SOLUTIONS
An AcuityBrandsCompany

AUL 105 4K AS B L3 S

ORDERING INFORMATION:

AUL

WATTAGE / DRIVER
070 = 70 W (350mA)
105 = 105 W (525mA)

COLOR TEMPERATURE
4K = 4000K
5K = 5000K
6K = 6000K

VOLTAGE
AS = AUTO-SENSING VOLTAGE (120 THRU 277 V)
AH = AUTO-SENSING VOLTAGE (347 THRU 480 V)

COLOR
A = AS SPECIFIED
B = BLACK
D = DARK GREEN RAL6005
E = BROWN GREEN RAL6008
F = DARK GREEN RAL6009
H = DARK GREEN RAL6012
N = GREEN
W = WHITE
Z = BRONZE

OPTICS
L3 = ASYMMETRIC FULL CUTOFF, FLAT GLASS
L5 = SYMMETRIC FULL CUTOFF, FLAT GLASS

FINIAL (FACTORY INSTALLED)
B = BALL
S = SPIKE

OPTIONS

OPTIONS

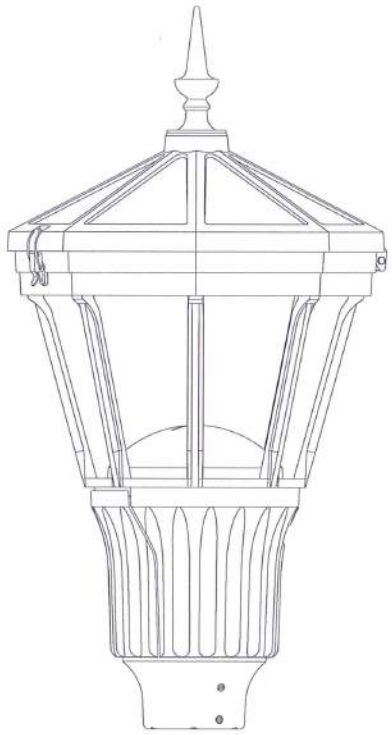
DM = 0-10V DIMMING
H = NEMA TWISTLOCK PHOTOCONTROL RECEPTACLE ONLY
L03 = 3 FEET OF PREWIRED LEADS*
L10 = 10 FEET OF PREWIRED LEADS*
L20 = 20 FEET OF PREWIRED LEADS*
L25 = 25 FEET OF PREWIRED LEADS*
L30 = 30 FEET OF PREWIRED LEADS*
PCS = DTL SOLID-STATE LIGHTING PHOTOCONTROL 120-277 VOLT (MUST BE USED WITH OPTION "H")
P34 = DTL TWISTLOCK PHOTOCONTROL 347 VOLT (MUST BE USED WITH OPTION "H")
P48 = DTL TWISTLOCK PHOTOCONTROL 480 VOLT (MUST BE USED WITH OPTION "H")
PSC = SHORTING CAP (MUST BE USED WITH OPTION "H")

*UNIT IS PROVIDED WITH 2 FEET OF PREWIRED LEADS UNLESS OTHERWISE SPECIFIED

THIS DRAWING, WHEN APPROVED, SHALL BECOME THE COMPLETE SPECIFICATION FOR THE MATERIAL TO BE FURNISHED BY HOLOPHANE ON THE ORDER NOTED ABOVE. A UNIT OF SIMILAR DESIGN MAY BE SUPPLIED, BUT ONLY AFTER APPROVAL BY THE CUSTOMER IN WRITING. ON POLE ORDERS AN ANCHOR BOLT TEMPLATE PRINT WILL BE SUPPLIED WITH EACH ANCHOR BOLT ORDER TO MATCH THE POLE PROVIDED. THIS PRINT IS THE PROPERTY OF HOLOPHANE AND IS LOANED SUBJECT TO RETURN UPON DEMAND AND UPON EXPRESS CONDITION THAT IT WILL NOT BE USED DIRECTLY OR INDIRECTLY IN ANY WAY DETRIMENTAL TO OUR INTERESTS, AND ONLY IN CONNECTION WITH MATERIAL FURNISHED BY HOLOPHANE.

©2011 ACUITY BRANDS LIGHTING INC. All Rights Reserved

ORDER #:
TYPE:
DRAWN: SGK
DATE: 05/04/11
DWG #: LUM_AUL



FINIALS

Specifications

GENERAL DESCRIPTION

The Utility Arlington LED is designed for ease of maintenance with the plug-in driver module common to each of the luminaires in Holophane's Utility Luminaire LED Series. A precision optical system maximizes post spacings while maintaining uniform illumination.

OPTICAL SYSTEM

The optical system consists of a precisely engineered LED circuit board located in the top cover. A gasket between the cover and ring along with a flat glass plate and gasket beneath the reflector create a sealed optical compartment that meets an IP65 rating. Optics designed to provide an I.E.S. Asymmetric or Symmetric full cutoff distribution are available.

LUMINAIRE HOUSING

The luminaire housing, cast of aluminum, anchors the optical system and provides an enclosure for the plug in electrical module. The electrical enclosure conforms to an IP55 rating. For use with units with an E.E.I.-N.E.M.A. twist lock photocell receptacle, the housing contains a glass "window" to allow light to reach the cell. The three station incoming line terminal block are pre-wired to a five conductor receptacle for ease in connecting the electrical module. A slipfitter will accept a 3" high by 2 7/8" to 3 1/8" O.D. pole tenon.

LUMINAIRE HOUSING DOOR

Cast of aluminum, the housing door is hinged and latched to the housing. The door forms the mount for the electrical module, and allows easy access during maintenance.

ELECTRICAL MODULE

The electrical components are mounted to an aluminum plate that is removable with standard tools. A matching five plug connector connects the electrical components to the surge protector for quick replacement. For Photoelectric operation, the electrical module is provided with an E.E.I.-N.E.M.A. twist lock Photocell receptacle.

TOP COVER

The octagonal cover, cast of aluminum, is attached to the top ring of the luminaire housing by two stainless steel hinge pins. The cover is latched by an overcenter, positive action, stainless steel latch which allows for optical chamber access

DRIVER

Voltage sensing 120-277V or 347-480V, 50/60 Hz electronic drivers are >90% efficient. Potted for increased thermal management. Removable through hinged door housing. Available with 0-10V dimming control signal input. Refer to Driver Data Sheet for specific operating characteristics.

FINISH

The luminaire is finished with polyester powder paint to ensure maximum durability.

UL

The luminaire is UL listed as suitable for wet locations at a maximum of 40 degrees C ambient temperature.

Utility Arlington® Series Luminaire Full Cutoff LED

DECORATIVE OUTDOOR

HOLOPHANE® LEADER IN LIGHTING SOLUTIONS
An AcuityBrandsCompany

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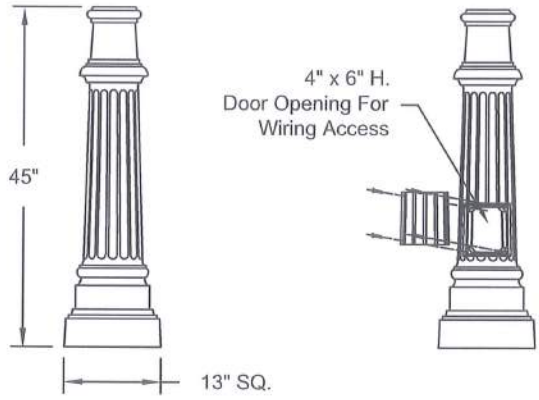
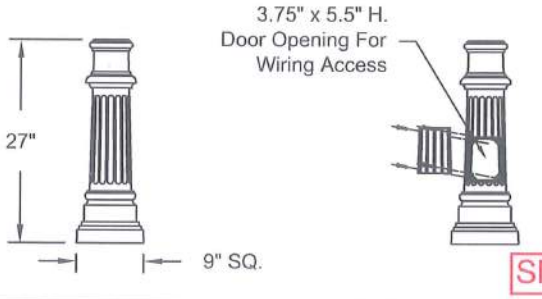
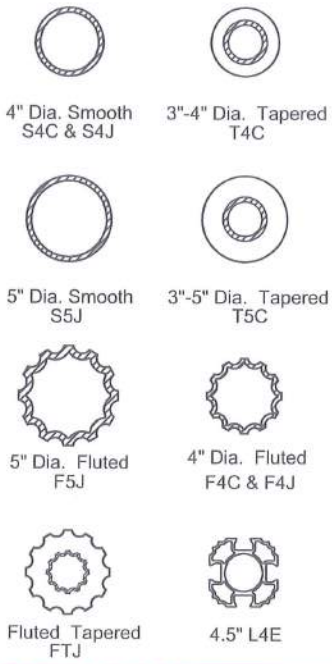
ORDER #:
TYPE:
DRAWN: SGK
DATE: 05/04/11
DWG #: LUM_AUL







SMA 14 F4C 09 P07 ABG BK

SALEM™ Aluminum Pole

Architectural Outdoor

HOLOPHANE® LEADER IN LIGHTING SOLUTIONS
An AcuityBrandsCompany

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ORDERING INFORMATION:

Post: SM

- SM = Salem

Material: A

- A = Aluminum

Height

- 06 = 6'
- 07 = 7'
- 08 = 8'
- 10 = 10'
- 12 = 12'
- 14 = 14'
- 16 = 16'

13" Base FTJ

- 10 = 10'-4"
- 12 = 12'-4"
- 14 = 14'-4"
- 16 = 15'-10"

Shaft Style

- FTJ = Fluted Tapered, .25 Wall
- F4C = 4" DIA. Fluted, .125 Wall
- F4J = 4" DIA. Fluted, .25 Wall
- F5J = 5" DIA. Fluted, .25 Wall
- L4E = SiteLink 4.5" Fluted, .156 Wall
- S4C = 4" DIA. Smooth, .125 Wall
- S4J = 4" DIA. Smooth, .25 Wall
- S5J = 5" DIA. Smooth, .25 Wall
- T4C = 3" to 4" DIA. Tapered, .125 Wall
- T5C = 3" to 5" DIA. Tapered, .125 Wall

Base

- 9 = 9" Square (TMP-69)
- 13 = 13" Square (TMP-89)
- (L4E = TMP40006)

Tenon

- P01 = POLE CAP
- P02 = 2.38" O.D. X 4" LG.
- P05 = 3" O.D. X 4" LG.
- P07 = 3" O.D. X 3" LG.
- P08 = 3" O.D. X 5" LG.
- P09 = 3" O.D. X 6" LG.
- P10 = 3" O.D. X 9" LG.
- P11 = 4.38 O.D. x 12" LG.
- P12 = 3" O.D. X 12" LG.
- P13 = 3" O.D. X 8" LG.
- P14 = 3" O.D. X 14" LG.
- P15 = 3.5" O.D. X 8" LG.
- P16 = 4.5" O.D. X 10" LG.
- PT1 = VGC Plate

(3" O.D. = ACTUAL SIZE IS 2.88" O.D.)

Mounting

- ABG = Anchor Bolts Galvanized Steel
- LAB = Less Anchor Bolts
- DBB = Direct Burial Base

Finish

- BK = Black
- BD = Dark Blue
- BZ = Bronze
- GH = Graphite
- GN = Green
- GR = Gray
- PP = Prime Painted
- SL = Silver
- WH = White

Options

- EXXXY² = Provision for eye bolt.
- LXXXY² = Large provision.
- RXXXY² = Receptacle provision.
- SXXXY² = Small provision.

SPECIFICATIONS

DESCRIPTION

The lighting post shall be all aluminum or cast aluminum, one-piece construction, with a classic square base design.

MATERIALS

The base shall be heavy wall, cast aluminum produced from certified ASTM 356.1 ingot per ASTM B-179-95a or ASTM B26-95. The straight shafts shall be extruded from aluminum, ASTM 6061 alloy, heat treated to a T6 temper. The tapered shaft shall be extruded from aluminum, ASTM 6063 alloy, spun to a tapered shape, then heat treated to a T6 temper. All hardware shall be tamper resistant stainless steel. Anchor bolts to be completely hot dip galvanized.

CONSTRUCTION

The shaft shall be double welded to the base casting and shipped as one piece for maximum structural integrity. The shaft shall be welded inside the base casting at the top of the access door, and externally where the shaft exits the base. All welding shall be per ANSI/AWS

DIMENSIONS

The post shall be X'- XX" in height with a 9" or 13" diameter base. The shaft diameter shall be XX". At the top of the post, an integral tenon with a transitional donut shall be provided for luminaire mounting.

INSTALLATION

The post shall be provided with four, hot dip galvanized L-type anchor bolts. A door shall be provided in the base for anchorage and wiring access. A grounding screw shall be provided inside the base opposite the door.

² - Replace "XXX" with height from grade (inches), can be up to 3 digits. Must use whole numbers. Leading zeros are not used. Replace Y with orientation from hand hole (A=0, B=90, C=180, D=270). Add multiple provisions as necessary to cover each location. Must validate EPA restrictions for banners.

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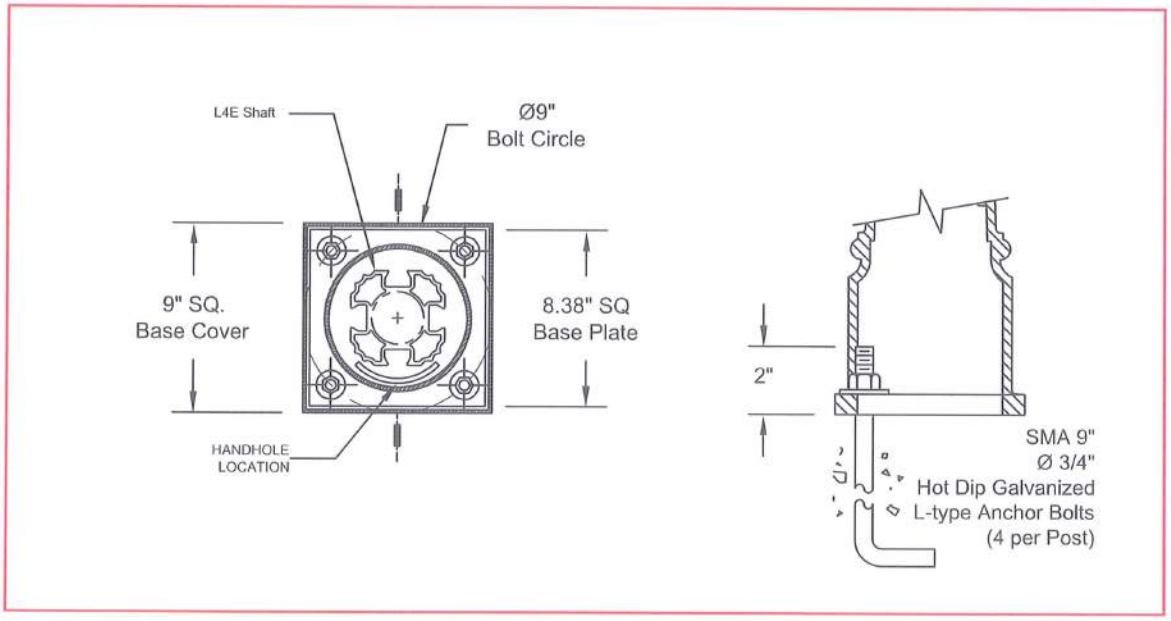
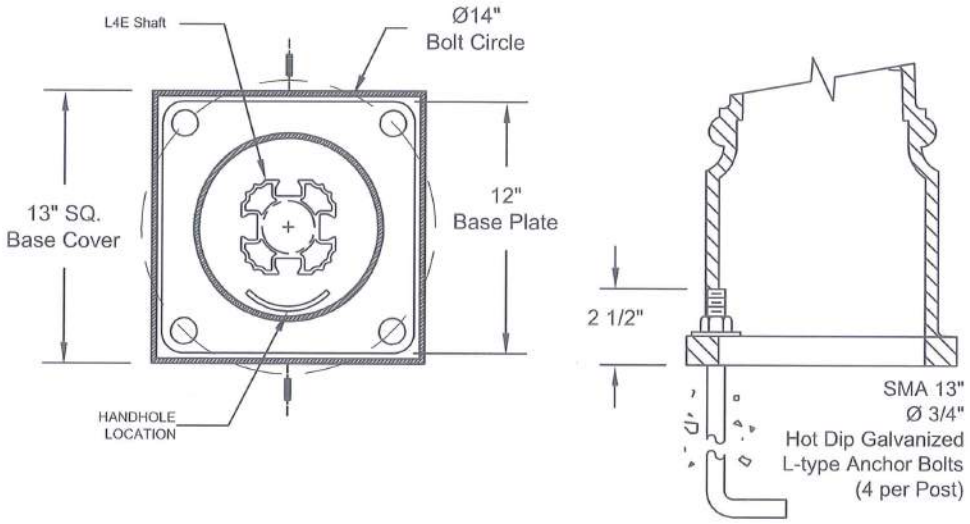
ORDER #:	
TYPE:	
DRAWN:	KRW
DATE:	7/1/13
DWG #:	POL_SMA

ANCHORAGE GUIDE





SALEM™ Aluminum Pole

Architectural Outdoor

HOLOPHANE® LEADER IN LIGHTING SOLUTIONS
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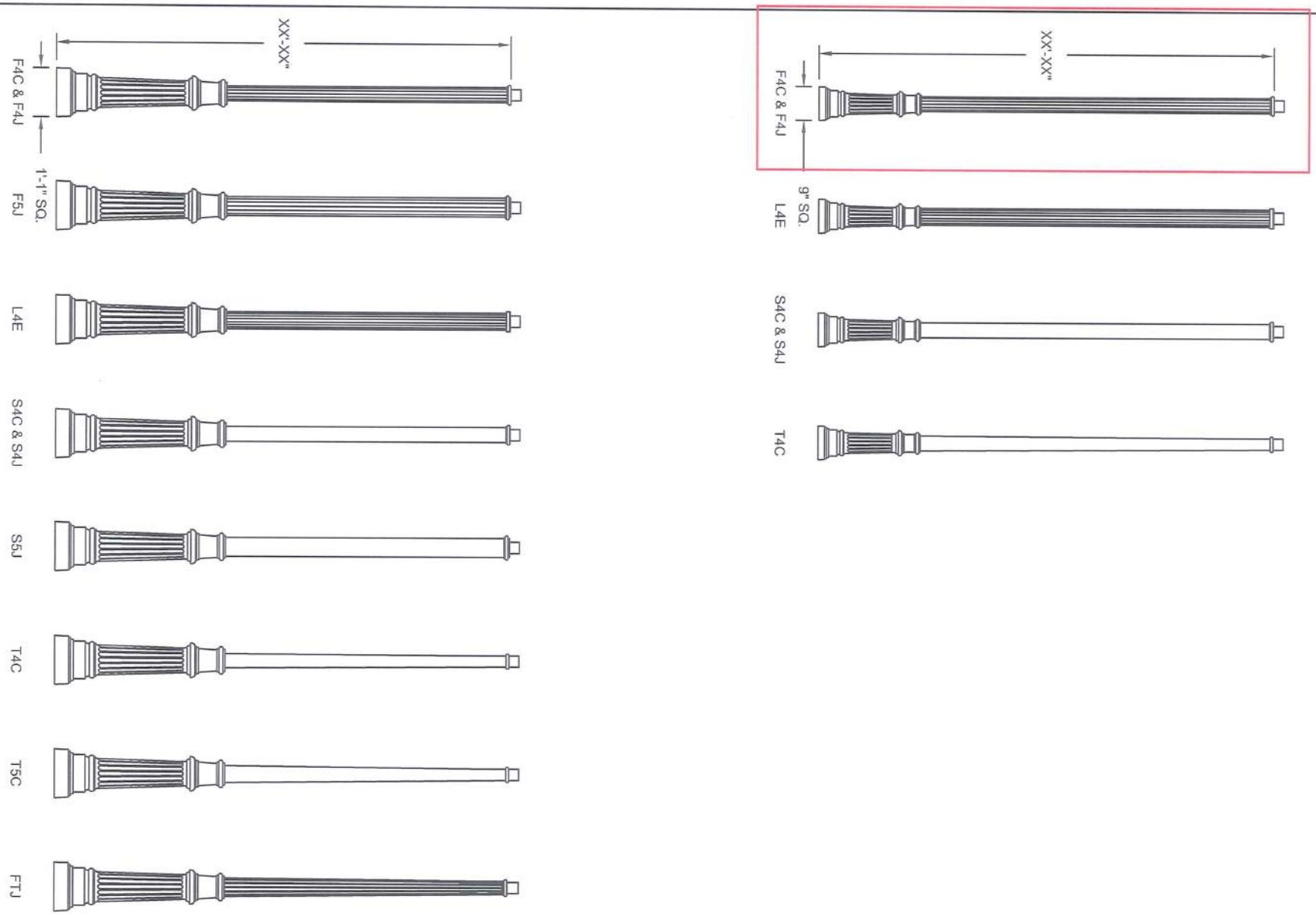
ORDER #:
TYPE:
DRAWN: KRW
DATE: 7/1/13
DWG #: POL_SMA



ORDER #:	
TYPE:	
DRAWN:	KRW
DATE:	7/1/13
DWG #:	POL_SMA

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Architectural Outdoor

SALEM™

Aluminum Pole

HOLOPHANE®
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Catalog Number	AUL 105 4K AS B L3 S SMA 14 F4C 09 P07 ABG BK
Type:	Notes:

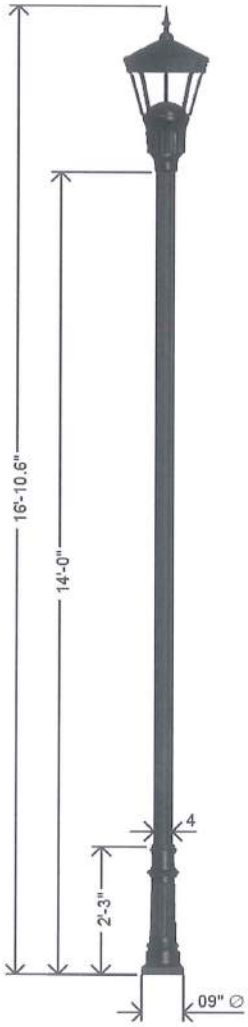
SPECIFICATIONS

FIXTURE
Utility Arlington FCO LED
•[AUL 105 4K AS B L3 S]
Prefix: AUL
Source/Wattage: 105 Watt Driver
Color Temperature: 4000K
Voltage: Auto-sensing voltage 120-277 volt
Finish: Black
Optic: Asymmeric, Full Cutoff LED
Finial: Spike Style Finial
Dimming: None
Photocontrol Receptacle: None
Photocontrols: None
Prewired Leads: None
Luminaire EPA: 1.38
Luminaire Weight: 47

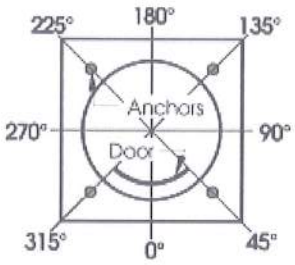
POLE
Salem Aluminum Pole
•[SMA 14 F4C 09 P07 ABG BK]
Prefix: Salem, Aluminum Pole
Height: 14 feet (Actual Height: 14'-0")
Shaft Style: F4C 4 inch diameter Fluted, .125 wall
Base: 9 inch Square Base
Sitelink Base: None
Tenon: 3 X 3 Tenon
Pole Mounting: Anchor bolts, galvanized steel
Finish: Powder Coat Paint Finish, Black
Base EPA: 1.63125
Base Weight: 18
Anchor Bolt: AB-26-4

Your Assembly Wind Load status: Pass
Passed for wind speed: 90 MPH
For further details, review the Structural Analysis Report.

Salem Aluminum Pole
Utility Arlington® FCO LED



Anchorage/Orientation Plan



Hand Hole is at 0 deg.

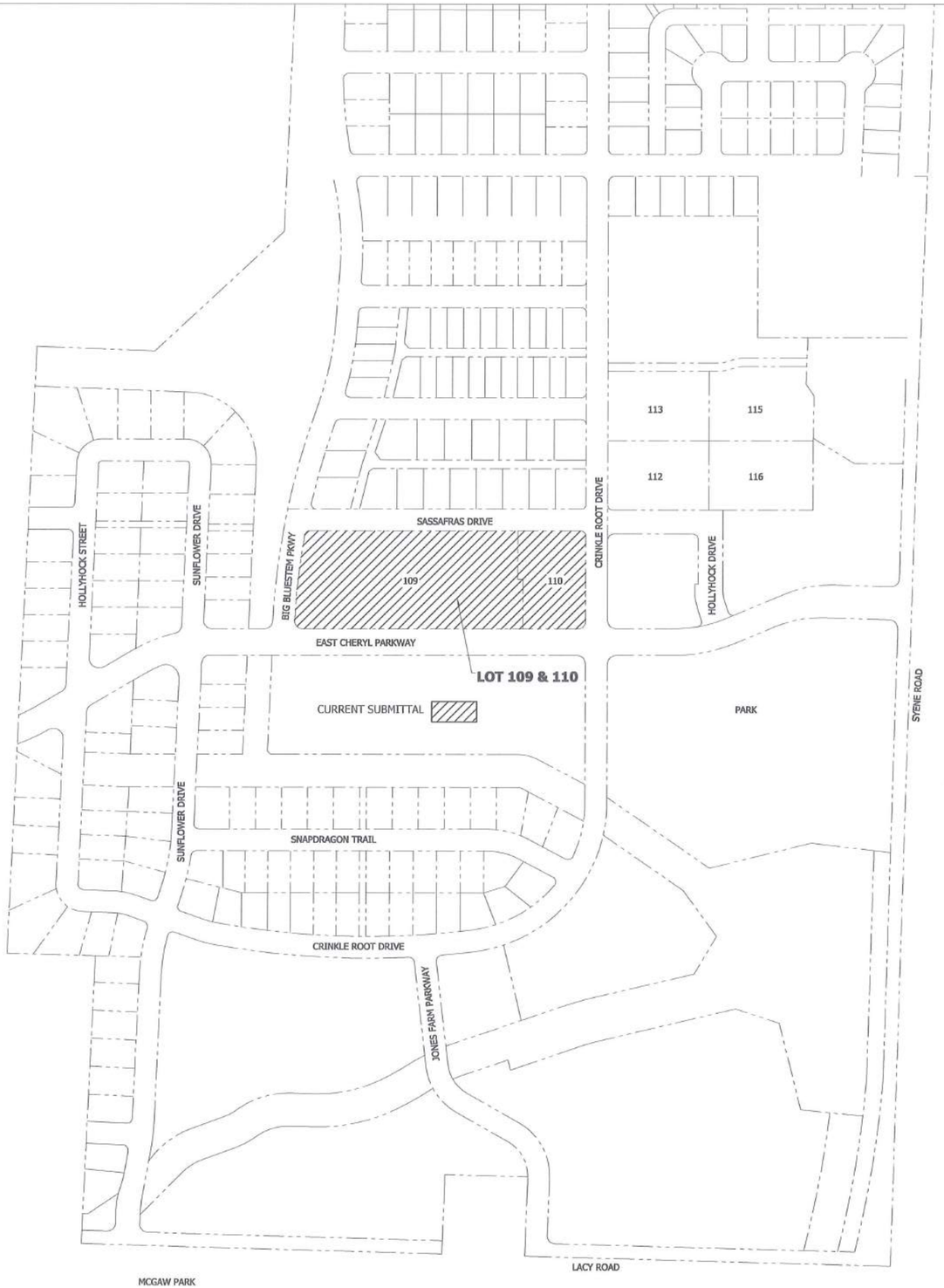
Customer Approval:

signature date

Job Name: Product Basket
Client Name:

Created By: Bob Beno

Date: 11-Nov-15



A C1.0 **Location Map**

SCALE : 1" = 200'-0"

100' 200' 400' 800'

OWNER
FORWARD COMMUNITY PARTNERS, LLC
1125 NORTH 36th ST. #1074
PHOENIX, AZ 85008
CONTACT: FRED DEVILLERS
PH: 608-220-6129
EMAIL: FRED@FORWARD-DELOPMENT.COM

ARCHITECT
AVENUE ARCHITECTS
550 SUNRISE DRIVE, SUITE 201
SPRING GREEN, WI 53588
CONTACT: BRIAN STODDARD
PH: 608-588-3691
FAX: 608-588-3582
EMAIL: BSTOD@AVEARCH.COM

ENGINEER
MONTGOMERY ASSOCIATES
119 SOUTH MAIN STREET
COTTAGE GROVE, WI 53527
CONTACT: DEB HATFIELD
PH: 608-839-4422
EMAIL: DEB@MA-RS.ORG

DRAWING INDEX

T1.0 TITLE SHEET
C100 EXISTING CONDITIONS SURVEY
C101 SITE PLAN
C102 GRADING AND EROSION CONTROL PLAN
C103 UTILITY PLAN
C104 DETAILS

SL1 SITE LIGHTING LAYOUT

L1.1 OVERALL LANDSCAPE PLAN
L1.2 MULTI-UNIT BUILDING LANDSCAPE PLAN
L1.3 TWIN-UNIT LANDSCAPE PLANS TYPE A & DETAILS
L1.4 TWIN-UNIT LANDSCAPE PLANS TYPE B

BUILDING A - IL
A1.0a BASEMENT PLAN - 28 UNIT - IL
A1.1a FIRST LEVEL FLOOR PLAN - 28 UNIT - IL
A1.2a SECOND LEVEL FLOOR PLAN - 28 UNIT - IL
A1.3a THIRD LEVEL FLOOR PLAN - 28 UNIT - IL
A2.1a EXTERIOR ELEVATIONS - 28 UNIT - IL
A2.2a EXTERIOR ELEVATIONS - 28 UNIT - IL

BUILDING B - AFH
A1.1b BASEMENT/FLOOR PLANS - DUPLEX - AFH
A2.1b EXTERIOR ELEVATIONS - DUPLEX - AFH

SITE DATA

LOT AREA: 257,242 S.F. (5.9 ACRES)

BUILDING A
ONE BEDROOM - 12 UNITS
TWO BEDROOM - 16 UNITS
TOTAL - 28 UNITS

BUILDING B
DUPLEX - 13 BUILDINGS (26 UNITS)

PARKING REQUIREMENTS
UNDERGROUND = 29 STALLS
SURFACE = 29 STALLS
ATTACHED GARAGES = 52 STALLS
TOTAL = 108 STALLS

IMPERVIOUS SURFACE RATIO: 51.7%
FLOOR AREA RATIO = .62
DENSITY : 9.15 DU/AC

AVENUE Architects, Inc.
550 Sunrise Drive, Suite 2
Post Office Box 1024
Spring Green, WI 53588
Phone: 608-588-3691
Fax: 608-588-3582

Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

11-12-15

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Drawing Name
Location Ma / Project Inf

Project Number 1405
Sheet No T-1.

TOPOGRAPHIC SURVEY

ALL OF LOTS 109 AND 110, FIRST ADDITION TO SWAN CREEK OF NINE SPRINGS, AS RECORDED IN VOLUME 58-017B OF PLATS, ON PAGES 91-92, AS DOCUMENT NUMBER 3672859, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

CURVE TABLE

NUMBER	ARC LENGTH	CENTRAL ANGLE	RADIUS	CHORD DIRECTION	CHORD LENGTH
C1	40.60	93°02'19"	25.00	N43°28'30.5"W	36.28
C2	260.14	06°59'28"	2132.00	N06°32'23"E	259.98
C3	20.94	79°58'14"	15.00	N50°01'13"E	19.28
C4	23.56	90°00'00"	15.00	S44°59'40"E	21.21
C5	39.27	90°00'00"	25.00	S45°00'20"W	35.36

STORM SEWER AND SANITARY SEWER ELEVATION TABLE

NUMBER	RIM/TC	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.
INL01	907.81	NW 904.41	S 904.41		
INL02	907.73	N 903.94	W 903.71		
MH03	908.92	N 897.97	E 897.92	SE 898.22	W 897.90
INL04	904.89	NE 901.18	W 901.14		
INL05	904.95	SW 901.33			
MH06	905.01	NE 893.14	E 893.16	SW 893.05	
INL07	904.76	W 901.12	E 901.14		
INL08	901.60	E 898.85			
INL09	901.76	W 898.79	SE 898.76		

STORM SEWER AND SANITARY SEWER ELEVATION TABLE

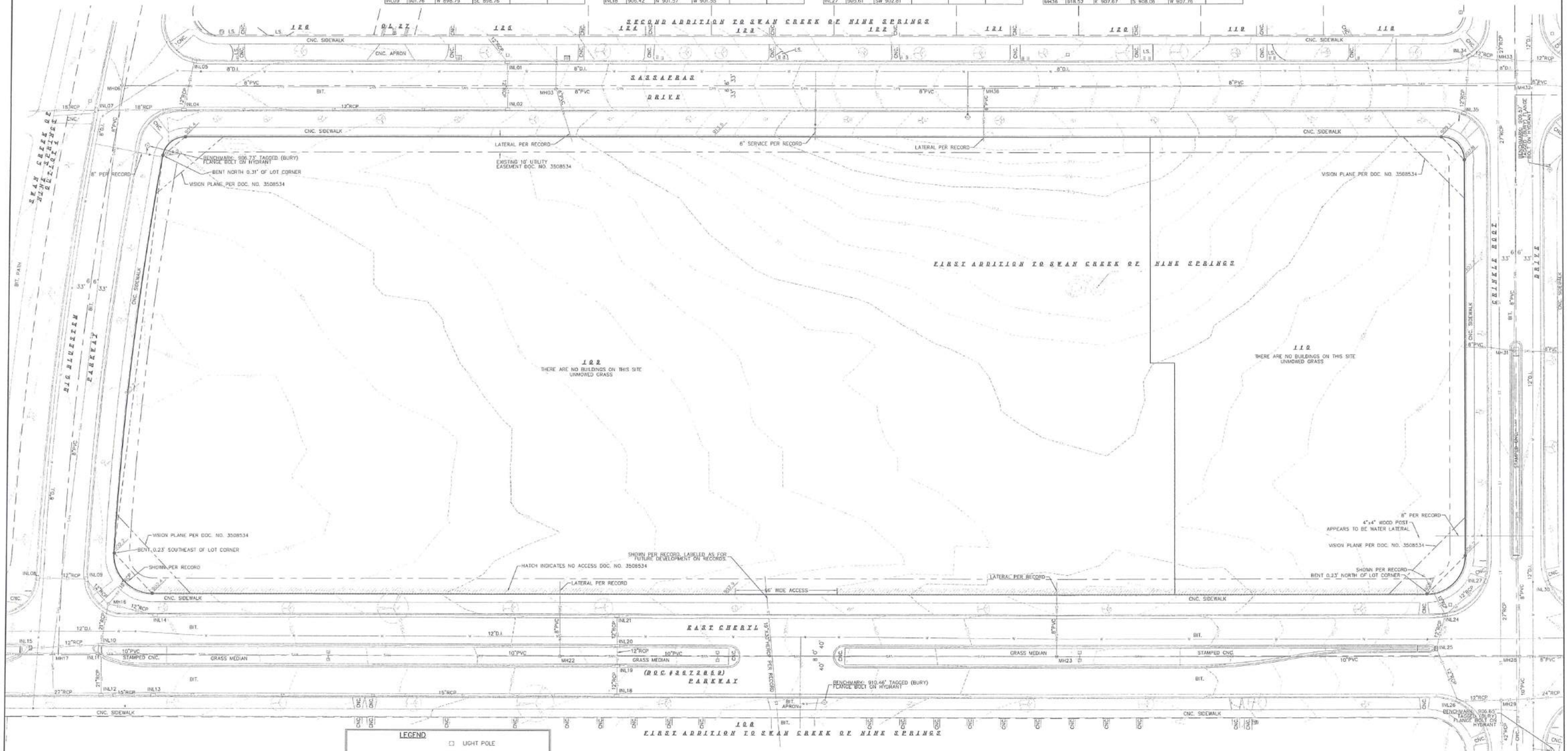
NUMBER	RIM/TC	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.
INL10	902.07	NE 898.33	S 898.19	W 898.85	
INL11	902.10	N 898.18	S 898.16		
INL12	902.00	N 897.97	E 897.95	W 897.92	
INL13	902.23	E 898.42	W 898.40		
INL14	902.24	NW 898.93			
INL15	901.67	E 899.50			
MH16	902.09	NW 898.60	NE 898.59		SW 898.56
MH17	901.90	NE 889.33	E 889.15	S 889.25	W 889.20
INL18	905.42	N 901.57	W 901.55		

STORM SEWER AND SANITARY SEWER ELEVATION TABLE

NUMBER	RIM/TC	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.
INL19	906.36	N 901.64	S 901.62		
INL20	906.32	N 902.64	S 902.84		
INL21	906.48	S 902.91			
MH22	905.57	N 891.32	N 888.11	E 887.96	W 888.04
MH23	911.10	N 901.00	N 887.05	E 886.87	W 886.98
INL24	906.29		NE 902.34	SW 902.29	
INL25	905.77	NE 901.54	SE 901.47		
INL26	905.84	NW 899.40	E 899.36		
INL27	905.61	SW 902.81			

STORM SEWER AND SANITARY SEWER ELEVATION TABLE

NUMBER	RIM/TC	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.	INVERT ELEV.
MH28	905.81	N 888.21	E 886.33	S 886.05	W 886.19
MH29	905.19	N 896.77	E 896.44	S way back	W way back
INL30	905.58	SE 902.86			
MH31	906.97	N 890.48	E 890.82	S 890.45	W 890.88
MH32	907.41	N 894.05	E 894.08	S 893.90	W 893.91
MH33	907.18	NW way back	N 901.28	E 902.27	S 901.18
INL34	907.24	SE 903.71	S 903.73		
INL35	907.86	N 904.16			
MH36	918.57	E 907.67	S 908.06	W 907.76	



LEGEND

- 1-1/4" SOLID IRON ROD FOUND
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- WATER VALVE
- GAS VALVE
- TV PEDESTAL
- ELECTRIC PEDESTAL
- LIGHT POLE
- TELEPHONE PEDESTAL
- FIRE HYDRANT
- SIGN
- MAILBOX
- STORM SEWER INLET
- STORM SEWER MANHOLE
- RECTANGLE CATCH BASIN
- SANITARY SEWER MANHOLE
- SPOT ELEVATION

DISTANCES ARE MEASURED TO THE NEAREST HUNDRETH OF A FOOT
BUILDINGS MEASURED TO THE NEAREST TENTH OF A FOOT

WISCONSIN FRANK J. LAPACEK S-2658 Poynette WI 05-18-14 LAND SURVEYOR

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
www.DiggersHotline.com

NOTES:

1) Except as specifically stated or shown on this map, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: building setback lines; restrictive covenants; subdivision restrictions; zoning or other land use regulations; and any other facts that an accurate and current title search may disclose.

2) No attempt has been made as a part of this survey to obtain or show data concerning condition or capacity of any utility or municipal/public service facility. For information regarding these utilities or facilities, please contact the appropriate agencies.

3) Date of field work: May 01, 2014

4) Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

5) All surface and subsurface improvements on and adjacent to the site are not necessarily shown hereon.

NOTES: (Continued)

6) All trees, hedges and ground cover on the site may not necessarily be shown hereon.

7) Routing of public utilities is based upon markings provided by Digger's Hotline Ticket Numbers 20141719180, 20141719192, 20141719202, 20141719219, 20141719226 and 20141719236, drawings obtained from City of Fitchburg, and visible aboveground structures. Additional buried utilities/structures may be encountered. No excavations were made to locate utilities. BURSE does not warrant the location of underground utilities. Before excavations are performed contact Digger's Hotline.

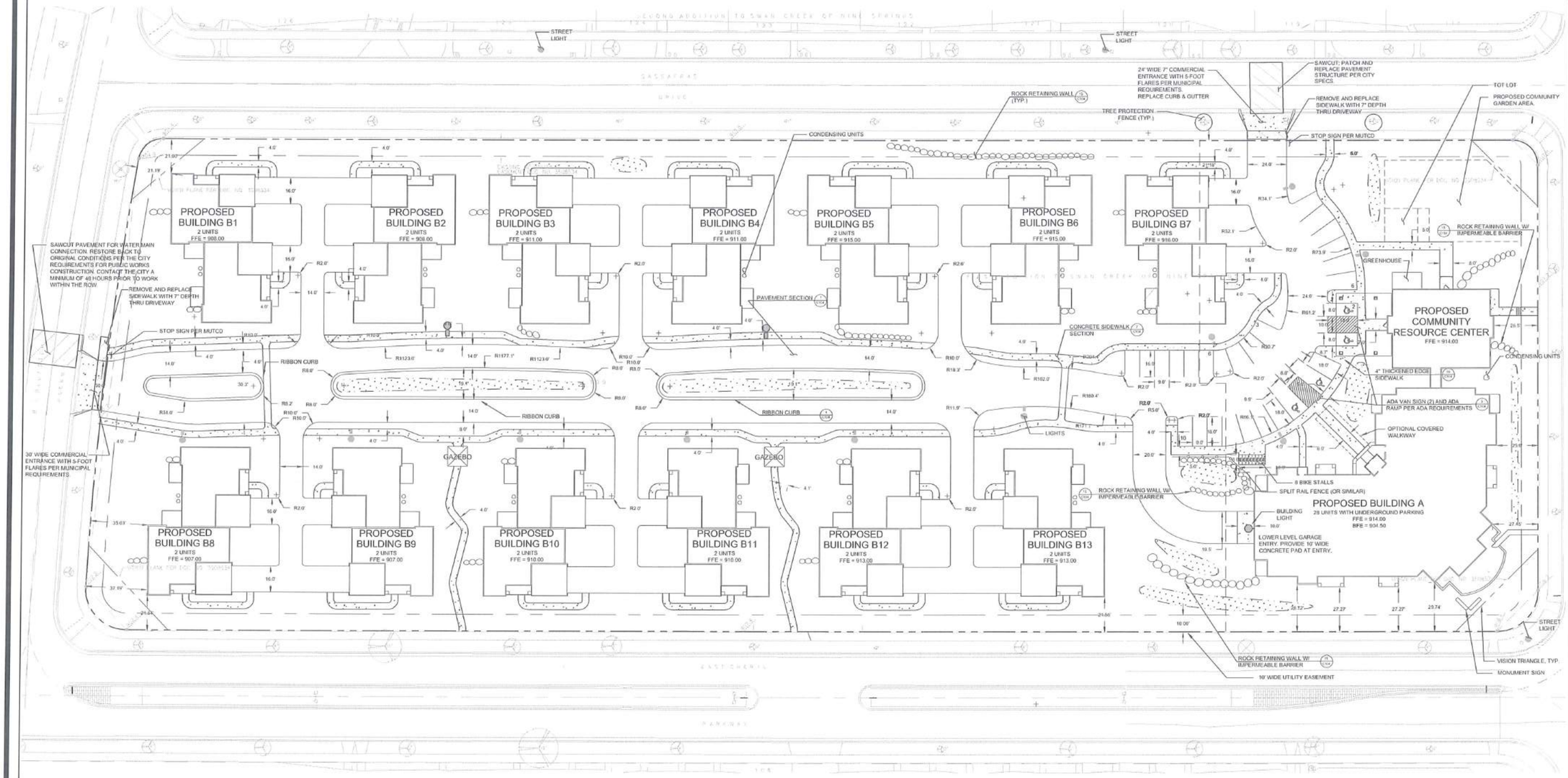
8) Elevations are based upon NAVD88 datum. The tagged (bury) flange bolt on the hydrant at the SE corner at Crinkle Root Drive and Sassafras Drive has an elevation of 909.57' provided by the City of Fitchburg.

9) This is not a boundary survey. This lot line location is not intended to comply with Wisconsin Administrative Code AE-7. This survey and any information derived herefrom is intended for the sole benefit and use of the client.

SURVEYED FOR :
Forward Community Partners, LLC
Fredric A. DeVillers
James T. Stephenson
1225 North 36th Street Unit 1074
Phoenix, AZ 85008

SURVEYED BY :
Burse surveying & engineering INC
1400 E. Washington Ave, Suite 158
Madison, WI 53703 608.250.9263
Fax: 608.250.9266
email: Mburse@BSE-INC.net
www.bursesurveyengr.com

Date: May 12, 2014
Plot View: Topo
\PROJECTS\BSE1691\DWG\BSE1691Survey.DWG



GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON SURVEY PROVIDED BY BURSE SURVEYING & ENGINEERING, INC. REFER TO SURVEY FOR EXISTING CONDITIONS NOTES AND LEGEND. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. NO SITE GRADING TO BE PERFORMED OUTSIDE OF LIMITS OF DISTURBANCE OR SILT FENCE.
3. MONTGOMERY ASSOCIATES RESOURCE SOLUTIONS, LLC (MARS) SHALL BE HELD HARMLESS FROM DEVIATIONS BY THE CONTRACTOR / OWNER TO THE APPROVED CONSTRUCTION PLANS.
4. CONTRACTOR IS RESPONSIBLE FOR ABIDING BY RECOMMENDATIONS DENOTED IN THE GEOTECHNICAL REPORT PREPARED BY CGC, INC. WHETHER INFORMATION IS DENOTED ON PLAN OR NOTE. GEOTECHNICAL REPORT IS INCORPORATED INTO CONTRACT FOR THIS PROJECT.

SITE PLAN NOTES

1. ALL WORK IN THE RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF FITCHBURG PUBLIC WORKS.
2. ALL DIMENSIONS ARE TO THE EDGE OF PAVEMENT, FACE OF CURB, OR FOUNDATION WALL.
3. ALL CURB AND GUTTER AND PAVEMENT REPLACEMENT AS REQUIRED BY THE CITY OF FITCHBURG INSPECTOR WITHIN THE ROW SHALL BE INSTALLED PER THE REQUIREMENTS OF THE CITY OF FITCHBURG PUBLIC WORKS.
4. USE 4" WIDE, LATEX BASED, HIGH VISIBILITY PAINT FOR STALL LINES. COORDINATE COLOR WITH OWNER.
5. MARK AND STRIPE ADA PARKING SPACES APPROPRIATELY.
6. SIGNS TO MEET MANUAL ON UNIFORM TRAFFIC CONTROL AS TO COLOR, LETTERING AND DIMENSIONS AND SHALL BE INSTALLED AT A HEIGHT OF SEVEN FEET.
7. PROVIDE SIDEWALK CONSTRUCTION JOINTS AT EVEN SPACING AT A DISTANCE APART EQUAL TO THE SIDEWALK WIDTH AND AS IS TYPICAL IN CONCRETE CONSTRUCTION.

LOT AREA	257,242 SF
ZONING	PDD
PROPOSED SETBACK REQUIREMENTS (AS SHOWN)	
FRONT / STREET SIDE	21 FEET
REAR YARD	21 FEET
TOTAL UNITS	54
PARKING REQUIRED	TBD
PROPOSED SURFACE PARKING STALLS	
LARGE STALLS	25
ADA STALLS	4
TOTAL	29
PROPOSED UNDERGROUND PARKING STALLS	
LARGE STALLS	28
ADA STALLS	1
TOTAL	29
PROPOSED GARAGE PARKING STALLS	52
PROPOSED BIKE PARKING	8
NEW IMPERVIOUS AREA	
PAVED	60,075 SF
BUILDING	73,000 SF
TOTAL	133,075 SF
IMPERVIOUS AREA RATIO	0.52

SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT LINE
- ASPHALTIC PAVEMENT
- CONCRETE PAVEMENT
- BUILDING FOOTPRINT
- RETAINING WALL
- RAIN GARDEN

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DOS	DJH

NO.	REVISION / ISSUE	DATE
1.	REVISED SIDEWALKS AND PARKING STALLS	09/03/14
2.	INFILTRATION AREA	10/17/14
3.	ISSUED FOR CONSTRUCTION	11/12/14
4.	REVISIONS	11/14/14
5.	REVISED PER CITY OF FITCHBURG COMMENTS	12/02/14
6.	REVISED NOTES AROUND PROPOSED BUILDING A	12/09/14
7.	REVISED EAST SIDE OF COMMUNITY RESOURCE CENTER	11/11/15

MONTGOMERY ASSOCIATES: RESOURCE SOLUTIONS, LLC
119 SOUTH MAIN STREET
SUITE A
COTTAGE GROVE, WI 53527
www.ma-rs.org

SITE PLAN

INSPIRATION POINTE AT SWAN CREEK

FITCHBURG, WI

IP HOLDINGS, LLC

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE
0 15' 30'

SCALE
1" = 30'

PROJECT NO.	DATE
1639	07-22-2014

SHEET NO.
C101

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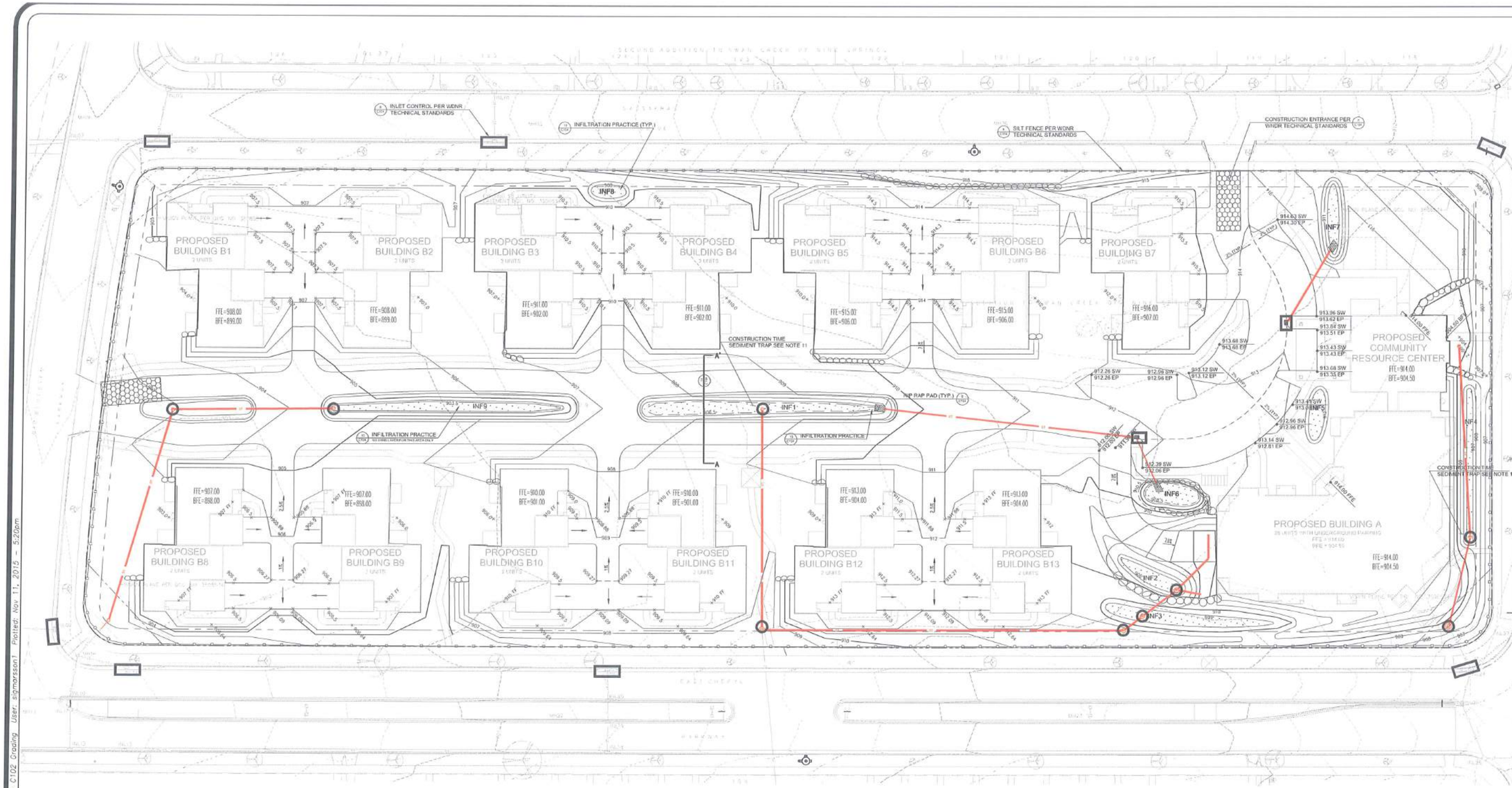

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON SURVEY PROVIDED BY BURSE SURVEYING & ENGINEERING, INC. REFER TO SURVEY FOR EXISTING CONDITIONS NOTES AND LEGEND. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. NO SITE GRADING TO BE PERFORMED OUTSIDE OF LIMITS OF DISTURBANCE OR SILT FENCE.
3. MONTGOMERY ASSOCIATES RESOURCE SOLUTIONS, LLC (MARS) SHALL BE HELD HARMLESS FROM DEVIATIONS BY THE CONTRACTOR / OWNER TO THE APPROVED CONSTRUCTION PLANS.
4. CONTRACTOR IS RESPONSIBLE FOR ABIDING BY RECOMMENDATIONS DENOTED IN THE GEOTECHNICAL REPORT PREPARED BY CGC, INC. WHETHER INFORMATION IS DENOTED ON PLAN OR NOTE. GEOTECHNICAL REPORT IS INCORPORATED INTO CONTRACT FOR THIS PROJECT.

CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS

1. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE IMPLEMENTED IN ACCORDANCE WIT THE CURRENT WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) EROSION AND SEDIMENT CONTROL TECHNICAL STANDARDS (dnr.wi.gov).
2. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO SITE DISTRUBANCE.
3. ENGINEER / CITY OF FITCHBURG HAS THE RIGHT TO REQUIRE OWNER / CONTRACTOR TO IMPLEMENT ADDITIONAL EROSION CONTROL MEASURES AS NECESSARY.
4. EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE INSPECTED ONCE PER WEEK AND FOLLOWING EACH RAINFALL EVENT. INSPECTION REPORTING SHALL BE IN ACCORDANCE WITH CITY OF FITCHBURG REQUIREMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN EROSION AND SEDIMENT CONTROL PRACTICES IN WORKING ORDER.
6. DEWATERING PRACTICES SHALL COMPLY WITH TECHNICAL STANDARD 1061.
7. ALL SLOPES EXCEEDING 20% (5:1) SHALL BE STABILIZED WITH A CLASS I, TYPE B EROSION MAT.
8. DUST CONTROL SHALL BE MITIGATED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1068.
9. ALL DISTURBED AREAS SHALL BE SEEDED AND MULCHED IMMEDIATELY FOLLOWING FINAL GRADING ACTIVITIES.
10. SEED MIX AND RATE SHALL BE, AT A MINIMUM, IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1059.
11. DURING CONSTRUCTION, INFILTRATION PRACTICE SHALL BE EXCAVATED 3' BELOW RIM OF OUTLET STRUCTURE AND USED AS A SEDIMENT TRAP PER WDNR CONSERVATION PRACTICE STANDARD 1063. ONCE SITE IS STABILIZED, THE BOTTOM OF THE SEDIMENT TRAP SHALL BE OVEREXCAVATED MINIMUM 6" AND BACKFILLED PER DETAIL 10 ON SHEET C104.

GRADING & SEEDING NOTES

1. ALL DISTURBED AREAS SHALL BE SEEDED AND MULCHED IMMEDIATELY FOLLOWING GRADING ACTIVITIES. SEED MIX TO BE WISDOT SEED MIX NO. 40 OR APPROVED EQUIVALENT, AT 2 LBS/1000 SQ.FT.
2. ALL PROPOSED GRADES SHOWN ARE FINISHED GRADES. CONTRACTOR SHALL VERIFY ALL GRADES MAKE SURE ALL AREAS DRAIN PROPERLY AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO CONSTRUCTION.
3. CONTRACTOR TO DEEP TILL ALL COMPACTED PERVIOUS SURFACES PRIOR TO SEEDING AND MULCHING.

GRADING & EROSION CONTROL LEGEND

- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- 907 — PROPOSED MINOR CONTOUR
- 910 — PROPOSED MAJOR CONTOUR
- TRACKING PAD
- RIPRAP
- SILT SOCK
- INLET PROTECTION, TYPE D PER DNR TECH STD 1060
- INFILTRATION PRACTICE
- SILT FENCE
- INLET PROTECTION, TYPE B PER DNR TECH STD 1060
- IMPERMEABLE BARRIER

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NO.	REVISION / ISSUE	DATE
1.	REVISED INFILTRATION AREAS	08/01/14
2.	REVISED LIGHTING AND GRADING	08/11/14
3.	MINOR REVISIONS TO GRADING PLAN	09/03/14
4.	REVISIONS: EC AND UTILITY	10/15/14
5.	REVISIONS PER CITY OF FITCHBURG COMMENTS	11/04/14
6.	REVISION TO CURB LINEWORK AND RIPRAP	11/07/14
7.	REVISED PER CITY OF FITCHBURG COMMENTS	12/02/14
8.	REVISED STORM SEWER AND GRADING BY TRENCH DRAIN	12/09/14
9.	REVISED GRADING EAST OF CRC	11/11/15

MONTGOMERY ASSOCIATES: RESOURCE SOLUTIONS, LLC
119 SOUTH MAIN STREET
SUITE A
COTTAGE GROVE, WI 53527
www.mars-llc.com

GRADING & EROSION CONTROL PLAN

INSPIRATION POINTE AT SWAN CREEK
5240 SASSAFRAS DRIVE & 2801 CRINKLE ROOT DRIVE
FITCHBURG, WI

IP HOLDINGS, LLC

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE
0 15' 30'

SCALE
1" = 30'

PROJECT NO.	DATE
1639	07-22-2014

SHEET NO.
C102

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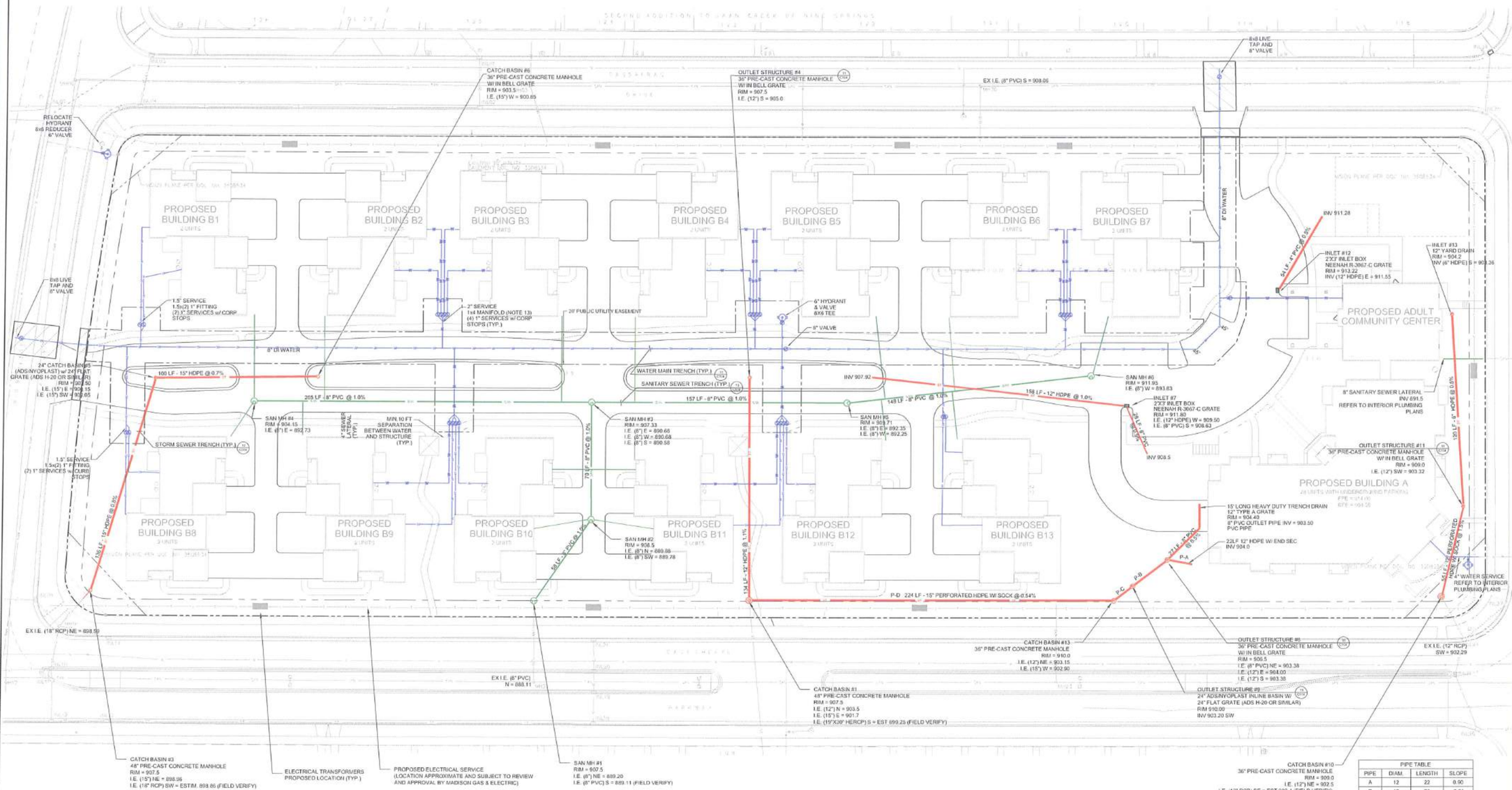

PIPE TABLE			
PIPE	DIAM.	LENGTH	SLOPE
A	12	22	0.90
B	12	26	0.31
C	12	14	0.36
D	15	224	0.54

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON SURVEY PROVIDED BY BURSE SURVEYING & ENGINEERING, INC. REFER TO SURVEY FOR EXISTING CONDITIONS NOTES AND LEGEND. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. NO SITE GRADING TO BE PERFORMED OUTSIDE OF LIMITS OF DISTURBANCE OR SILT FENCE.
3. MONTGOMERY ASSOCIATES RESOURCE SOLUTIONS, LLC (MARS) SHALL BE HELD HARMLESS FROM DEVIATIONS BY THE CONTRACTOR / OWNER TO THE APPROVED CONSTRUCTION PLANS.
4. CONTRACTOR IS RESPONSIBLE FOR ABIDING BY RECOMMENDATIONS DENOTED IN THE GEOTECHNICAL REPORT PREPARED BY CGC, INC. WHETHER INFORMATION IS DENOTED ON PLAN OR NOTE. GEOTECHNICAL REPORT IS INCORPORATED INTO CONTRACT FOR THIS PROJECT.

UTILITY NOTES

1. ALL WORK IN THE ROW AND THE PUBLIC WATERMAIN SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE CITY OF FITCHBURG STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
2. LENGTHS OF ALL UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM THE PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION OF RESPECTIVE UTILITY.
3. ALL PUBLIC WATER MAIN AND SERVICES SHALL HAVE MINIMUM 6.5' BURY. ALL PRIVATE WATER MAIN AND WATER SERVICES SHALL BE INSTALLED WITH A 6' MINIMUM BURY.
4. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE ENGINEER WITH AS-BUILT CONDITIONS OF THE PROPOSED UTILITIES. ANY CHANGES TO THE DESIGN PLANS OR ADDITIONAL ITEMS MUST BE REPORTED TO THE ENGINEER PRIOR TO FIELD CHANGES.
5. ANY PUBLIC SANITARY SEWER, PRIVATE SANITARY BUILDING SEWERS, PUBLIC WATER MAINS, PRIVATE WATER SERVICES, STORM SEWERS OR OTHER UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
6. CONTRACTOR TO NOTIFY THE CITY OF FITCHBURG PUBLIC WORKS DEPARTMENT 48 HOURS PRIOR TO CONNECTION TO PUBLIC UTILITIES AND/OR WORK WITHIN THE ROW.
7. ALL PRIVATE SANITARY BUILDING SEWER SHALL CONFORM TO SPS 384.30-2 AND CITY OF FITCHBURG REQUIREMENTS.
8. ALL PRIVATE STORM SEWER SHALL CONFORM TO SPS 384.30-3 AND CITY OF FITCHBURG REQUIREMENTS.
8. ALL PRIVATE WATER SERVICES SHALL CONFORM TO SPS 384.30-4 AND CITY OF FITCHBURG REQUIREMENTS.
9. PRIVATE UTILITIES SHALL BE INSTALLED PER SPS 382.40-8.
10. ALL WATER SERVICES ARE (1") UNLESS OTHERWISE NOTED.
11. ALL SANITARY SEWER LATERALS ARE (4") UNLESS OTHERWISE NOTED.
12. SANITARY MANHOLES REQUIRED TO HAVE CLOSED PICK HOLES.
13. 1x4: MANIFOLD: AY MCDONALD MODEL 68Y400 OR EQUIVALENT.

LEGEND

WATER MAIN
SANITARY SEWER
STORM SEWER

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NO.	REVISION / ISSUE	DATE
1.	REVISED INFILTRATION AREAS	08/01/14
2.	REVISED LIGHTING	08/11/14
3.	REVISED UTILITY PLAN	09/03/14
4.	DRAFT REVISED UTILITY PLAN FOR CITY REVIEW	09/10/14
5.	DRAFT REVISED UTILITY PLAN FOR CITY REVIEW	10/23/14
6.	REVISED UTILITY PLAN PER CITY OF FITCHBURG COMMENTS	11/04/14
7.	ADJUST MANIFOLD LOCATIONS	11/07/14
8.	REVISED PER CITY OF FITCHBURG COMMENTS	12/02/14
9.	REVISED STORM AND SANITARY SEWER	12/09/14
10.	REVISED STORM SEWER INVERTS	03/03/15
11.	REVISED STORM SEWER	11/11/15

MONTGOMERY ASSOCIATES: RESOURCE SOLUTIONS, LLC
119 SOUTH MAIN STREET
SUITE A
COTTAGE GROVE, WI 53527
www.mars-llc.com

UTILITY PLAN

INSPIRATION POINTE AT SWAN CREEK

FITCHBURG, WI

IP HOLDINGS, LLC

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE
0 15' 30'

SCALE
1" = 30'

PROJECT NO.	DATE
1639	07-22-2014

SHEET NO.
C103

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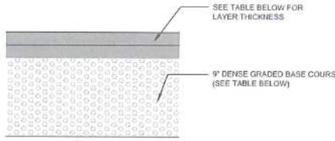
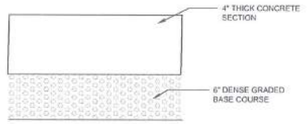


RECOMMENDED LIGHT-DUTY PAVEMENT SECTION		
MATERIAL	LAYER THICKNESS, IN.	WDOT SPECIFICATION
BITUMINOUS UPPER LAYER (SURFACE COURSE)	1.75	SECTION 460, TABLE 460-1, 9.5 mm
BITUMINOUS LOWER LAYER (BINDER COURSE)	1.75	SECTION 460, TABLE 460-1, 12.5 mm
DENSE GRADED BASE COURSE	9	SECTIONS 301 AND 305, 75 AND 31.5 mm
GEOTEXTILE	NOT REQ.	SEE NOTE 4
TOTAL THICKNESS	12.5	

NOTES:

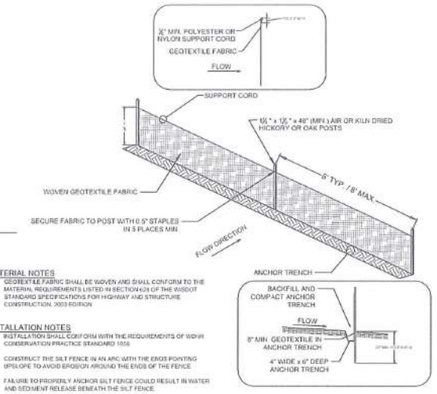
1. WISCONSIN DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, INCLUDING SUPPLEMENT SPECIFICATIONS, BUT EXCLUDING LIMITATIONS IN SECTION 460.3.2 RESTRICTING LAYER THICKNESS BY AGGREGATE SIZE
2. COMPACTION REQUIREMENTS:
   -BITUMINOUS CONCRETE: REFER TO SECTION 460-3
   -BASE COURSE: REFER TO SECTION 301.3.4.2, STANDARD COMPACTION
3. MIXTURE TYPE E-0.3 BITUMINOUS PAVEMENT IS RECOMMENDED. REFER TO SECTION 460 TABEL 460-2 OF THE STANDARD SPECIFICATIONS
4. UNLESS NEEDED DURING CONSTRUCTION TO STABILIZE LOCALIZED AREAS OF SOFT SUBGRADE SOILS

1 C104 PAVEMENT SECTION



2 C104 STANDARD CONCRETE SECTION

3 C104 ACCESSIBLE PARKING



MATERIAL NOTES

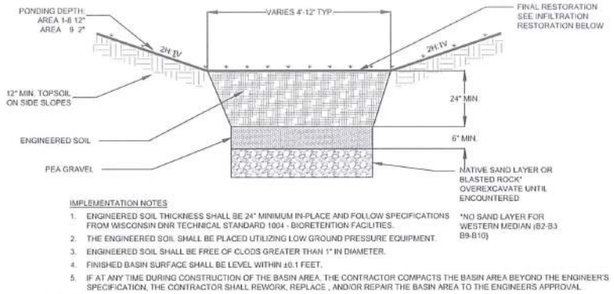
1. GEOTEXTILE FABRIC SHALL BE WOVEN AND SHALL CONFORM TO THE MATERIAL REQUIREMENTS LISTED IN SECTION 628 OF THE WISDOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, 2003 EDITION

INSTALLATION NOTES

1. INSTALLATION SHALL CONFORM WITH THE REQUIREMENTS OF WDNR CONSERVATION PRACTICE STANDARD 1058
2. CONSTRUCT THE SILT FENCE IN AN ARC WITH THE ENDS POINTING UPSLOPE TO AVOID EROSION AROUND THE ENDS OF THE FENCE
3. FAILURE TO PROPERLY ANCHOR SILT FENCE COULD RESULT IN WATER AND SEDIMENT RELEASE BENEATH THE SILT FENCE
4. CONSTRUCT THE FENCE FROM A CONTINUOUS ROLL OF GEOTEXTILE TO AVOID JOINTS. WHERE JOINTS ARE NECESSARY, OVERLAP TO THE NEXT POST OR WRAP ADJOINING FABRICS TOGETHER AROUND THE JOINT POST AND TIGHTLY FASTEN
5. SILT FENCE SHALL NOT BE USED IN AREAS OF CONCENTRATED FLOW
6. WHEN NOT USED IN CONJUNCTION WITH OTHER PRACTICES, INSTALL SILT FENCE PER THE SPACING REQUIREMENTS OF THE FOLLOWING TABLE

SLOPE	FENCE SPACING
<2%	100 FEET
2-5%	75 FEET
5-10%	50 FEET
10-33%	25 FEET
>33%	20 FEET

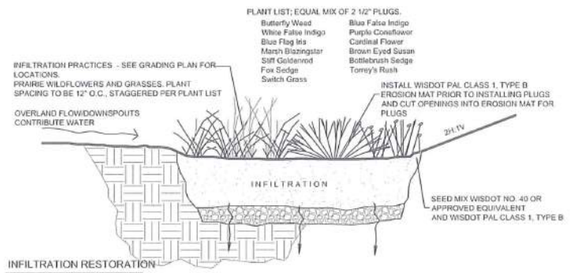
8 C104 SILT FENCE



IMPLEMENTATION NOTES

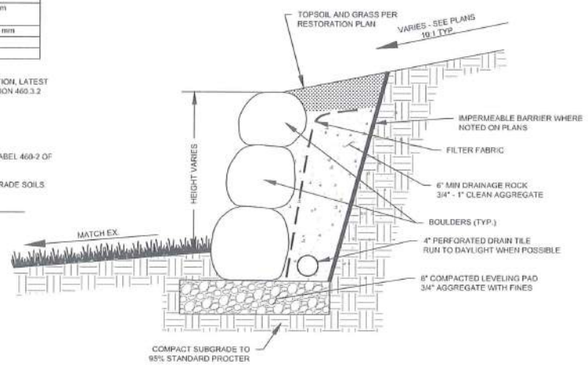
1. ENGINEERED SOIL THICKNESS SHALL BE 24" MINIMUM IN-PLACE AND FOLLOW SPECIFICATIONS FROM WISCONSIN DNR TECHNICAL STANDARD 1004 - BIORETENTION FACILITIES.
2. THE ENGINEERED SOIL SHALL BE PLACED UTILIZING LOW GROUND PRESSURE EQUIPMENT.
3. ENGINEERED SOIL SHALL BE FREE OF CLODS GREATER THAN 1" IN DIAMETER.
4. FINISHED BASIN SURFACE SHALL BE LEVEL WITHIN ±0.1 FEET.
5. IF AT ANY TIME DURING CONSTRUCTION OF THE BASIN AREA, THE CONTRACTOR COMPACTS THE BASIN AREA BEYOND THE ENGINEER'S SPECIFICATION, THE CONTRACTOR SHALL REWORK, REPLACE , AND/OR REPAIR THE BASIN AREA TO THE ENGINEERS APPROVAL.

CONSTRUCTION

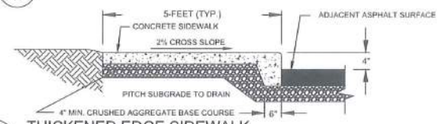


INFILTRATION RESTORATION

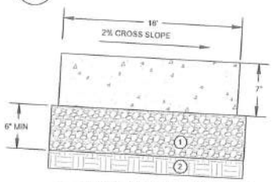
10 C104 INFILTRATION PRACTICE



15 C104 ROCK RETAINING WALL



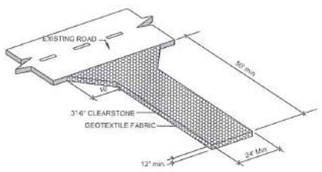
16 C104 THICKENED EDGE SIDEWALK



1 DENSE GRADED BASE 1-1/4" (TYP.), SHALL BE PROVIDED 18" BEYOND THE BACK OF CURB

2 COMPACTED SUB BASE

4 C104 CONCRETE RIBBON CURB



MATERIAL NOTES

1. THE AGGREGATE FOR TRACKING PAD SHALL BE 3-6" CLEAR STONE
2. THE TRACKING PAD SHALL BE UNDERLAIN WITH WDOT TYPE R GEOTEXTILE FABRIC.

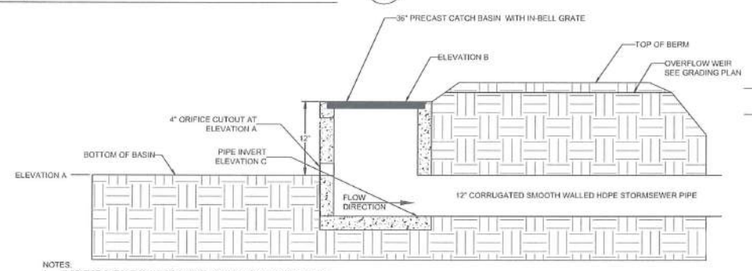
INSTALLATION NOTES

1. INSTALLATION SHALL CONFORM WITH THE REQUIREMENTS OF WDNR CONSERVATION PRACTICE STANDARD 1057.
2. THE TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY TRAFFIC LEAVING THE SITE. STONE TRACKING PAD SHALL BE USED AT ALL POINTS OF CONSTRUCTION EGRESS.
3. DIMENSIONS OF THE TRACKING PAD SHALL BE MINIMUM AS NOTED ON THE FIGURE.
4. SURFACE WATER SHALL BE PREVENTED FROM PASSING THROUGH THE TRACKING PAD. FLOWS SHALL BE DIVERTED AWAY FROM TRACKING PADS OR CONVEYED UNDER AND AROUND THEM USING CULVERTS OR OTHER PRACTICES.
5. TRACKING PAD SHALL BE REMOVED FROM THE SITE ONLY AFTER CONSTRUCTION IS COMPLETE AND THE SITE HAS BEEN STABILIZED.

INSPECTION AND MAINTENANCE NOTES

1. ADDITIONAL AGGREGATE SHALL BE PLACED IF THE TRACKING PAD BECOMES BURIED OF IF SEDIMENT IS NOT BEING REMOVED EFFECTIVELY FROM THE VEHICLE TIRES
2. A MINIMUM 12-INCH THICK PAD SHALL BE MAINTAINED AT ALL TIMES.
3. THE TRACKING PAD PERFORMANCE SHALL BE MAINTAINED BY SCRAPING OR TOP-DRESSING WITH ADDITIONAL AGGREGATE.

7 C104 STONE TRACKING PAD

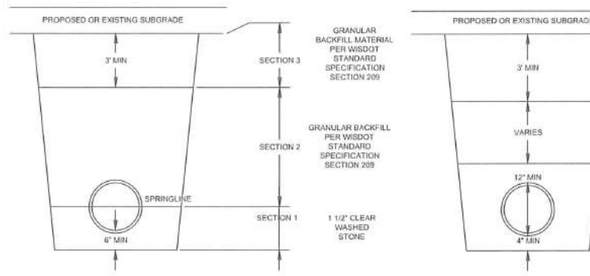


NOTES:

1. 4" ORIFICE CUTOUT SHALL BE CAPPED IN AREAS USED AS SEDIMENT TRAPS DURING CONSTRUCTION.
2. REMOVE CAP FROM 4" ORIFICE CUTOUT ONCE ENGINEERED SOIL AND PLUGS HAVE BEEN INSTALLED. KEEP ORIFICE OPEN UNTIL VEGETATION IS FULLY ESTABLISHED, AT A MINIMUM OF ONE GROWING SEASON.
3. ONCE VEGETATION IS FULLY ESTABLISHED, CAP ORIFICE TO ALLOW FOR FULL FUNCTIONALITY OF INFILTRATION PRACTICES.

STRUCTURE #	ELEVATION 'A'	ELEVATION 'B'	ELEVATION 'C'
8	906.0'	907.0'	903.37'
9	909.0'	910.0'	903.30'
11	908.0'	909.0'	903.32'
4	906.5'	907.5'	905.00'

11 C104 OUTLET STRUCTURES



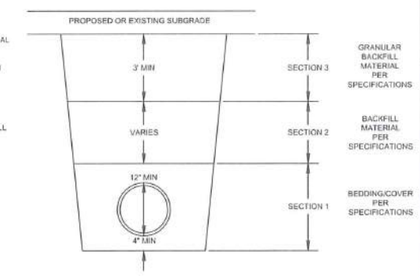
STANDARD TRENCH COMPACTION
ALL BACKFILL MATERIAL SHALL BE PLACED IN LIFTS NOT TO EXCEED 12" BEFORE COMPACTION UNLESS AUTHORIZED BY THE ENGINEER DUE TO THE CHARACTER OF THE MATERIAL AND THE COMPACTING EQUIPMENT. EACH LIFT SHALL BE MECHANICALLY COMPACTED TO THE REQUIRED DENSITY PRIOR TO PLACING SUCCEEDING LIFTS OF BACKFILL MATERIAL.

SECTION 1:
MINIMUM COMPACTION 95% MAXIMUM DENSITY. COMPACTION OF BACKFILL WITH BOMAG OR HOE-PAC SHALL NOT BEGIN UNTIL THE DEPTH OF BACKFILL MATERIAL IS TWO (2) FEET ABOVE THE TOP OF THE PIPE

SECTION 2:
MINIMUM COMPACTION 90% MAXIMUM DENSITY.

SECTION 3:
MINIMUM COMPACTION 95% MAXIMUM DENSITY

12 C104 STORM SEWER TRENCH



STANDARD TRENCH COMPACTION
ALL BACKFILL MATERIAL SHALL BE PLACED IN LIFTS NOT TO EXCEED 12" BEFORE COMPACTION UNLESS AUTHORIZED BY THE ENGINEER DUE TO THE CHARACTER OF THE MATERIAL AND THE COMPACTING EQUIPMENT. EACH LIFT SHALL BE MECHANICALLY COMPACTED TO THE REQUIRED DENSITY PRIOR TO PLACING SUCCEEDING LIFTS OF BACKFILL MATERIAL.

SECTION 1:
MECHANICALLY COMPACTED BEDDING AS REQUIRED BY THE SPECIFICATIONS. COMPACTION ACHIEVED WITH SMALLER PLATE COMPACTOR

SECTION 2:
MINIMUM COMPACTION 90% MAXIMUM DENSITY. COMPACTION OF BACKFILL WITH BOMAG OR HOE-PAC SHALL NOT BEGIN UNTIL THE DEPTH OF BACKFILL MATERIAL IS TWO (2) FEET ABOVE THE TOP OF PIPE

SECTION 3:
MINIMUM COMPACTION 95% MAXIMUM DENSITY

13 C104 SANITARY SEWER AND WATER MAIN TRENCH

GENERAL NOTES

THE WDNR TECHNICAL STANDARD FOR INLET PROTECTION SHALL BE FOLLOWED AT ALL TIMES. IF ANY VARIATION BETWEEN THIS DETAIL AND THE WDNR TECHNICAL STANDARD ARE FOUND, THE WDNR TECHNICAL STANDARD SHALL GOVERN.

INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER.

MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENT'S EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED.

(1) WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO
(2) THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FINISHED SIZE, INCLUDING FLAP POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

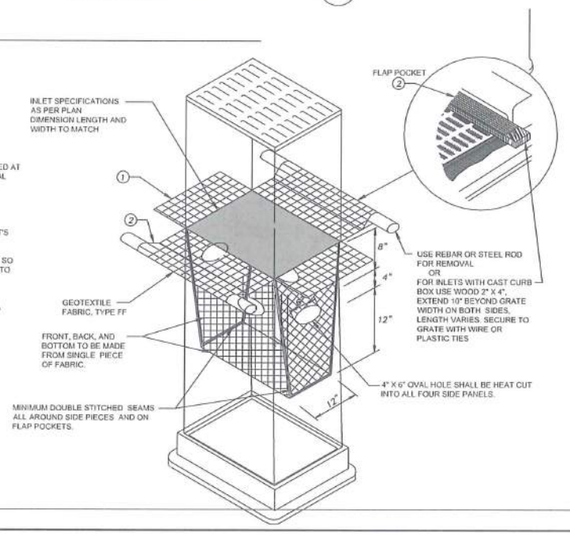
FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2X4.

INSTALLATION NOTES

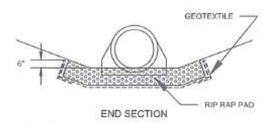
DO NOT INSTALL INLET PROTECTION TYPE D IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



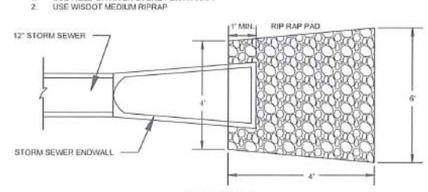
6 C104 INLET PROTECTION - TYPE D



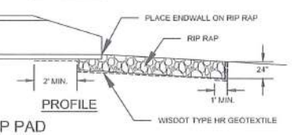
END SECTION

NOTES

1. USE FIELD OR RIVER STONE FOR RIPRAP.
2. USE WISDOT MEDIUM RIPRAP

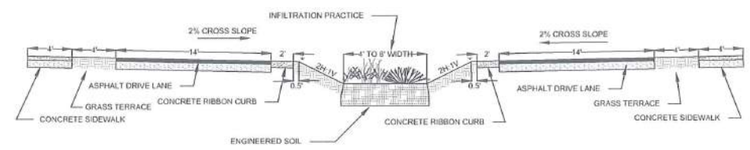


PLAN VIEW



PROFILE

9 C104 RIPRAP PAD



14 C104 SECTION A - A'

NO.	REVISION / ISSUE	DATE
1.	REVISED DETAILS	09/03/14
2.	REVISED DETAILS	10/17/14
3.	REVISED PER CITY OF FITCHBURG COMMENTS	11/04/14
4.	ADD PONDING DEPTH NOTE DET. 10	11/07/14
5.	ISSUED FOR CONSTRUCTION	11/12/14
6.	REVISIONS PER CITY OF FITCHBURG COMMENTS	12/02/14
7.	DETAILS 15 AND 16 REVISED	12/09/14

DRAWN BY SGS
CHECKED BY DJH

MONTGOMERY ASSOCIATES: RESOURCE SOLUTIONS, LLC
119 SOUTH MAIN STREET
SUITE A
COTTAGE GROVE, WI 53527
www.ma-rs.org

DETAILS

INSPIRATION POINTE AT SWAN CREEK
5240 SASSAFRAS DRIVE & 2801 CRINKLE ROOT DRIVE
FITCHBURG, WI
IP HOLDINGS, LLC

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE
0 ½ 1

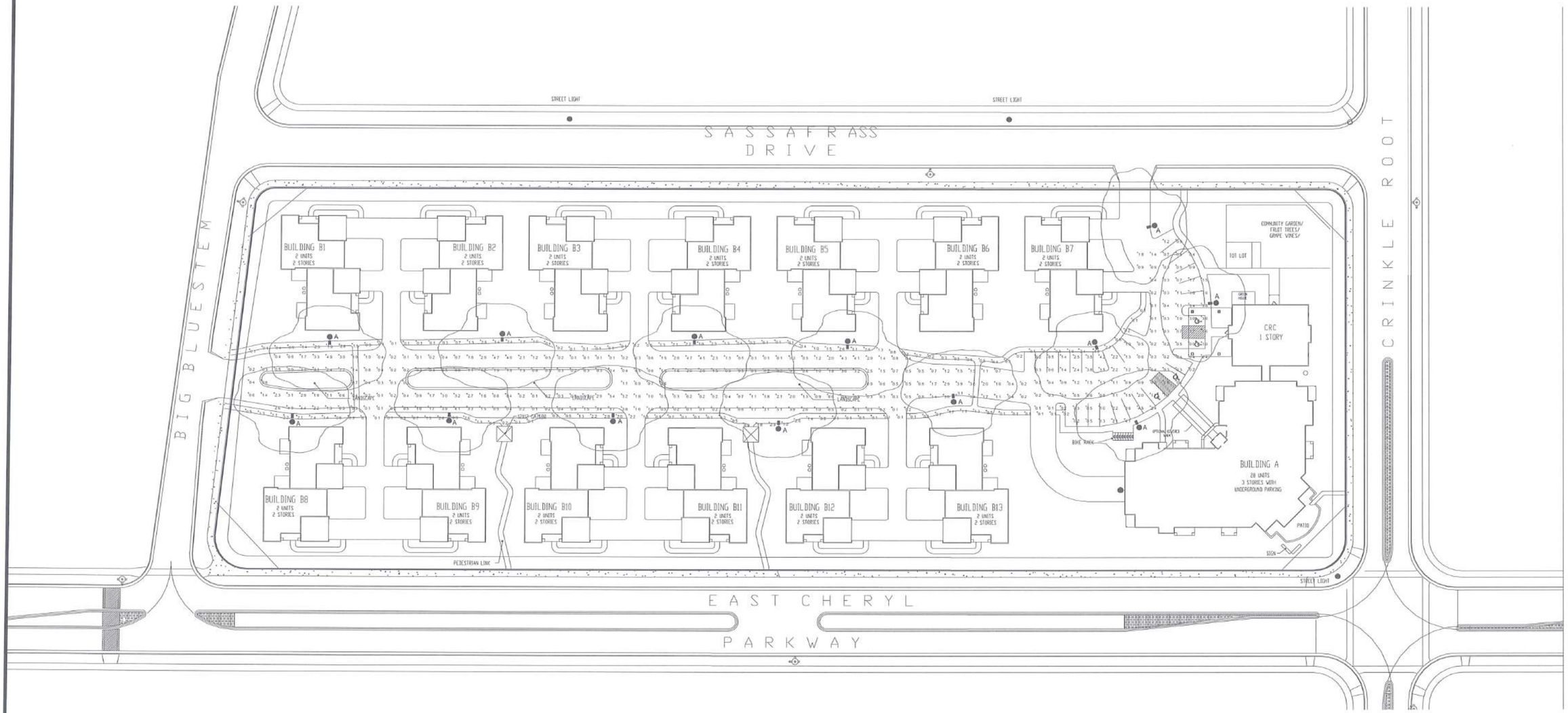
SCALE
NOT TO SCALE

PROJECT NO. 1639
DATE 7-22-2014

SHEET NO.
C104

File: P:\1639 - Inspiration Pointe\Drawings\Details.dwg Layout: Details User: pietz1 Plotted: Dec 09, 2014 - 2:28pm

A = HOLOPHANE, AUL1054KL3, ARLINGTON FCO LED, WITH MOUNTING HEIGHT OF 14' (SEE ATTACHED CUT SHEETS FOR ADDITIONAL INFORMATION)



N

SITE LIGHTING PLAN

SCALE - 1:40

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

11-12-2015

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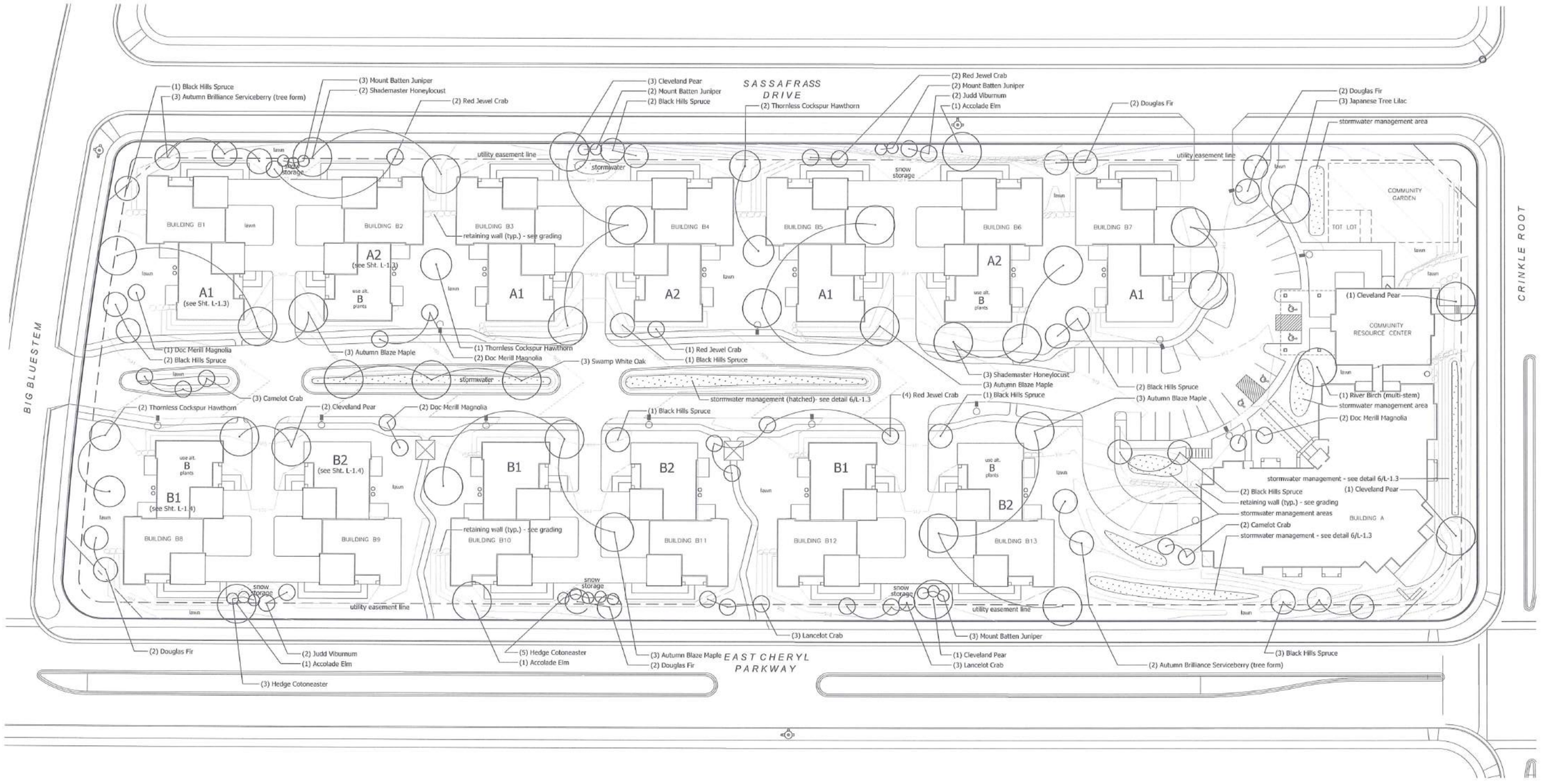
Drawing Name

Site Lighting Plan

Project Number	Sheet No.
1405	SL1



1 OVERALL LANDSCAPE TREATMENT PLAN

Scale: 1"=30'-0"

GENERAL NOTES:
1. See Civil sheets for complete grading, stormwater management areas, and utility information.
2. See Civil sheets for retaining wall information.
3. To enhance plant diversity at Twin Unit Homes, see above for locations to use the alternate identified plants.

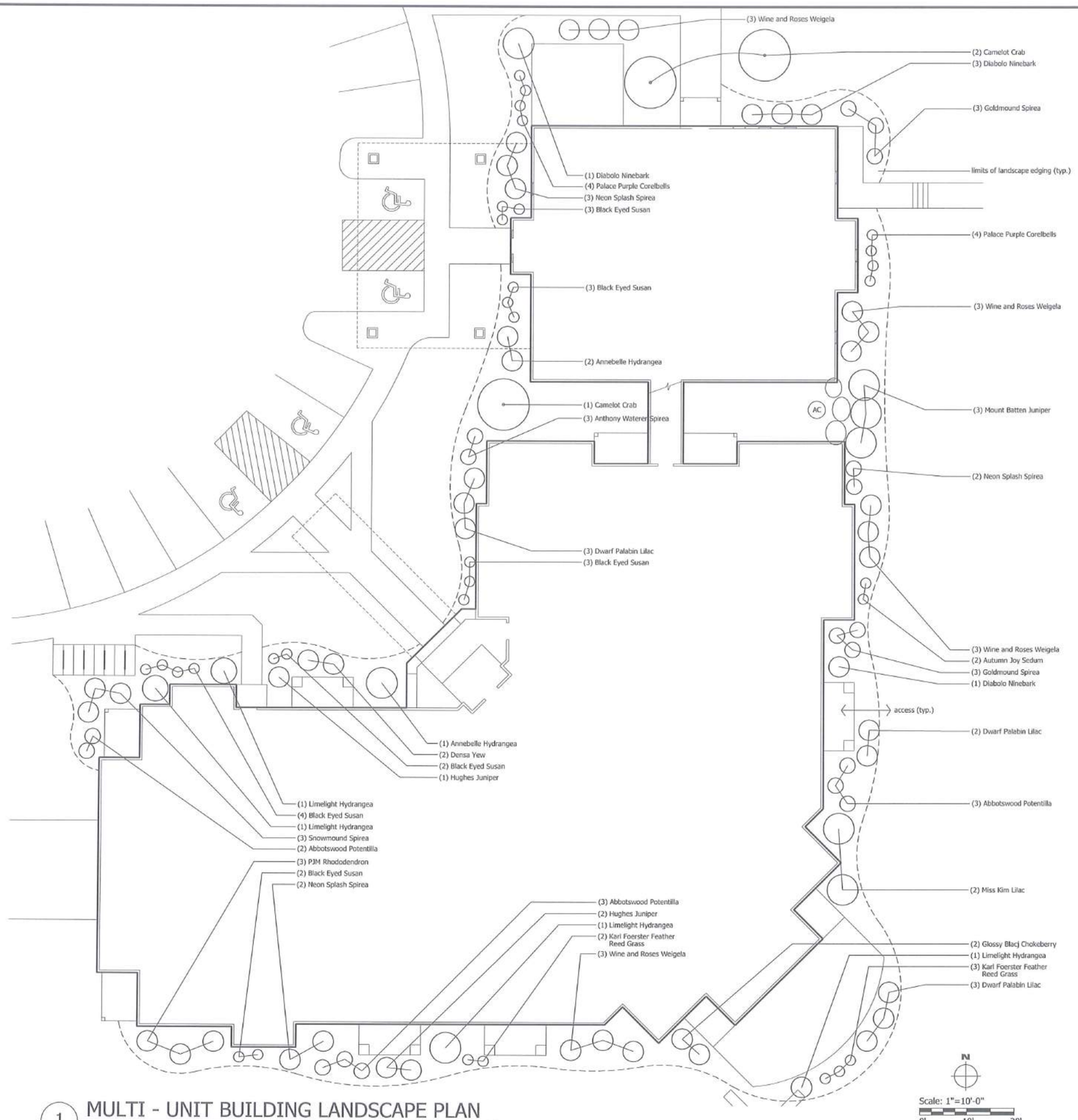
ISSUANCE/REVISION	DATE
GIP PLAN SUBMITTAL	05-20-14
GIP PLAN SUBMITTAL	06-04-14
ARCH. REVIEW SUBMITTAL	07-22-14
STAFF COMMENTS	08-04-14
LIGHTING REVISIONS	08-10-14
PLAN SUBMITTAL	11-12-15

ARCHITECT
AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
SPRING GREEN, WI 53588

CLIENT
Forward Community Partners, LLC
1225 N. 36th St. #1074
PHOENIX, ARIZONA 85008

PROJECT
INSPIRATION POINTE AT SWAN CREEK
LOTS 109 AND 110
FITCHBURG, WISCONSIN

L-1.1



1 MULTI - UNIT BUILDING LANDSCAPE PLAN

Scale: 1"=10'-0"

GENERAL LANDCAPE NOTES:

1. Individual tree and shrub groupings found within lawn areas are to receive wood mulch rings and/or wood mulch beds consisting of a mixture of recycled brown dyed wood mulch spread to a 3" min. depth over a pre-emergent herbicide.

2. "Edging" to be professional grade polyethylene lawn edging available in 20' flat strips. Basis of Design: Valley View Black Diamond. Valley View Industries. (www.valleyviewind.com/professional/)

3. All lawn areas shall be fine graded and installed with seed at a rate of 200lbs. per acre. Basis of Design: Supreme Lawn Seed Mix, Reinders Company (www.reinders.com/golfsoftgoods/reinmixtures.asp).

4. Slope areas of 3:1 or greater and concentrated overland drainage channels shall be seeded with lawn seed mixture and overlaid with a single net, photo biodegradable straw blanket that is pegged with metal staples or biodegradable stakes. Basis of Design: Tensar DS75. North American Green. (www.nagreen.com)

5. Unless otherwise indicated, plant beds to receive locally available, clean washed 1 ½" - 2 ½" durable landscape stone spread to a 3" min. depth over a commercial grade weed barrier fabric. Basis of Design for weed barrier: Dewitt Pro-5 Weed Barrier. Dewitt Company. (www.dewittcompany.com)

6. Perennials in mass bed plantings to be planted in staggered rows.

7. Contractor is responsible for repairing any and all damage to the adj. properties. Planted areas shall be replanted, damaged lawn areas shall be repaired with sod and adjacent curbs and pavement shall be re-paved.

8. Maintenance, watering and warranty of plants to extend for 12 months after project completion/acceptance. Maintenance, watering and warranty period for seed to extend 60 days from project completion/acceptance of installation.

9. Contractor to install a stone maintenance edge around the building perimeter of all buildings. Maintenance edge to be locally available landscape stone installed to a depth of 4". Stone shall be contained by steel edging, typ. and stone shall be spread over a commercial grade weed barrier fabric, typ.

2 GENERAL LANDSCAPE NOTES

Shade & Ornamental Trees		
Autumn Brilliance Serviceberry	Amelancheir x grandiflora 'Autumn Brilliance'	2" cal.
Cleveland Pear	Pyrus calleryana 'Cleveland Select'	2" cal.
Shademaster Honeylocust	Gleditsia triacanthos var. inermis 'Skycole'	2" cal.
Red Jewel Crab	Malus 'Jewelcole'	6' ht.
Redbud (multi-stem)	Cercis canadensis	6' ht.
Accolade Elm	Ulmus 'Morton'	2" cal.
Doc Merril Magnolia	Magnolia x loebneri 'Merrill'	6' ht.
Camelot Crab	Malus 'Camzam'	6' ht.
Thornless Cockspur Hawthorn	Crataegus crus-galli var. inermis	2" cal.
Autumn Blaze Maple	Acer x freemanii 'Jeffersred'	2" cal.
Lancelot Crab	Malus 'Lanzam'	6' ht.
Japanese Tree Lilac	Syringa reticulata	2" cal.
River Birch (multi-stem)	Betula nigra	8' ht.
Swamp White Oak	Quercus bicolor	2" cal.
Evergreen Trees		
Black Hills Spruce	Picea glauca var. densata	6' ht.
Mount Batten Juniper	Juniperus chinensis 'Mountbatten'	4' ht.
Shrubs		
Mohican Viburnum	Viburnum lantana 'Mohican'	18" ht.
Judd Viburnum	Viburnum x 'judii'	18" ht.
Hedge Cotoneaster	Cotoneaster lucidus	18" ht.
Glossy Black Chokeberry	Aronia melanocarpa	18" ht.
Hughes Juniper	Juniperus horizontalis 'Hughes'	18" ht.
Diabolo Ninebark	Physocarpus opulifolius 'Monlo'	18" ht.
PJM Rhododendron	Rhododendron 'PJM'	18" ht.
Neon Splash Spirea	Spiraea japonica 'Neon Splash'	18" ht.
Miss Kim Lilac	Syringa patula 'Miss Kim'	18" ht.
Wine and Roses Weigela	Weigela florida	18" ht.
Limelight Hydrangea	Hydrangea paniculata 'Limelight'	18" ht.
Snowmound Spirea	Spiraea nipponica 'Snowmound'	18" ht.
Green Velvet Boxwood	Buxus 'Green Velvet'	18" ht.
Northern Hi Lights Azalea	Azalea 'Northern Hi Lights'	18" ht.
Crimson Pygmy Barberry	Berberis thunbergii 'Crimsom Pygmy'	18" ht.
Dwarf Palibin Lilac	Syringa meyeri 'Palibin'	18" ht.
Blue Chip Juniper	Juniperus horizontalis 'Blue Chip'	18" ht.
Densa Yew	Taxus cuspidata 'Densa'	18" ht.
Annabelle Hydrangea	Hydrangea arborescens 'Annabelle'	18" ht.
Abbotswood Potentilla	Potentilla fruticosa 'Abbotswood'	18" ht.
Anthony Waterer Spirea	Spiraea x bumalda 'Anthony Waterer'	18" ht.
Perennials and Grasses		
Karl Foerster Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	1 gal.
Mary Todd Daylily	Hemerocallis 'Mary Todd'	1 gal.
Black Eyed Susan	Rudbeckia hirta	1 gal.
Stella De 'Oro Daylily	Hemerocallis 'Stella De 'Oro'	1 gal.
Palace Purple Coralbells	Heuchera micrantha 'Palace Purple'	1 gal.
Autumn Joy Sedum	Sedum 'Herbstfreude'	1 gal.

3 PLANT SCHEDULE

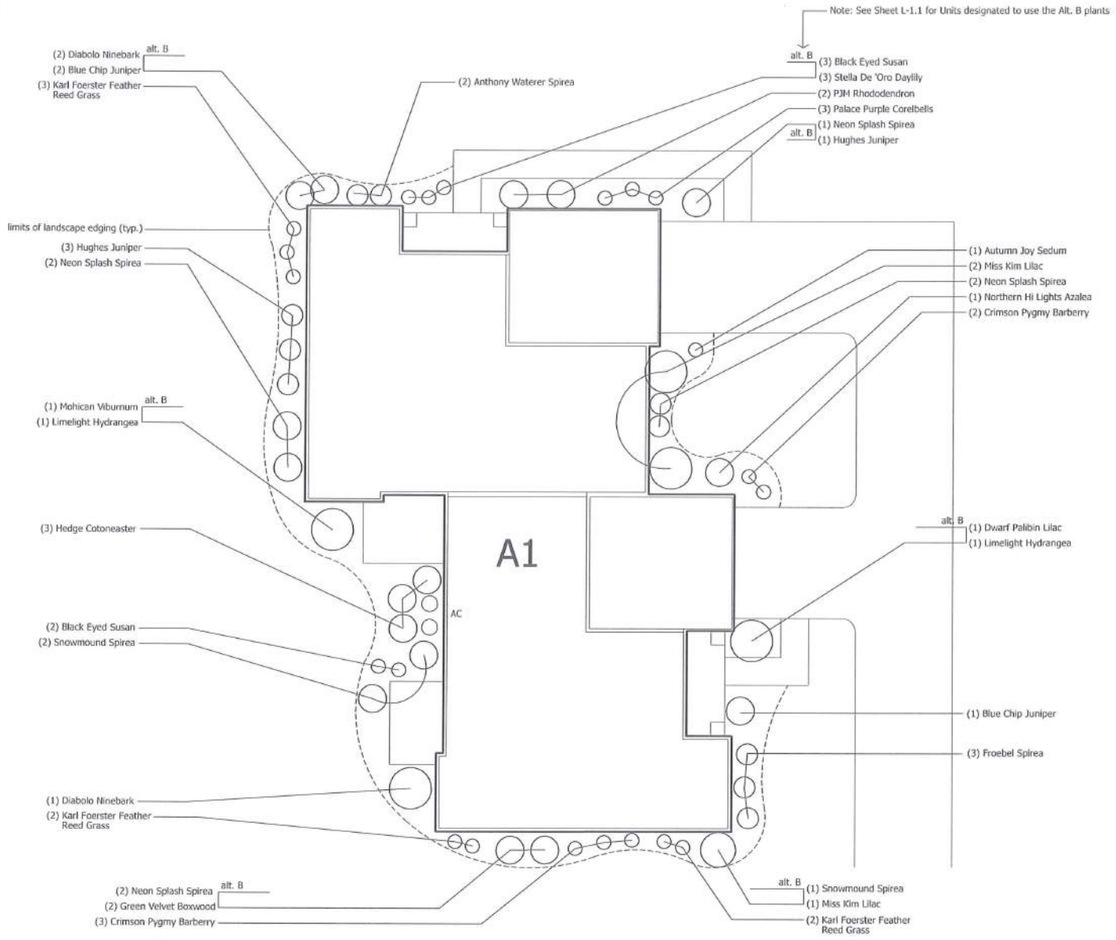
ISSUANCE/REVISION	DATE
ARCH. REVIEW SUBMITTAL	07-22-14
STAFF COMMENTS	08-04-14
PLAN SUBMITTAL	11-12-15

ARCHITECT
AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
SPRING GREEN, WI 53588

CLIENT
Forward Community Partners, LLC
1225 N. 36th St. #1074
PHOENIX, ARIZONA 85008

PROJECT
INSPIRATION POINTE AT SWAN CREEK
LOTS 109 AND 110
FITCHBURG, WISCONSIN

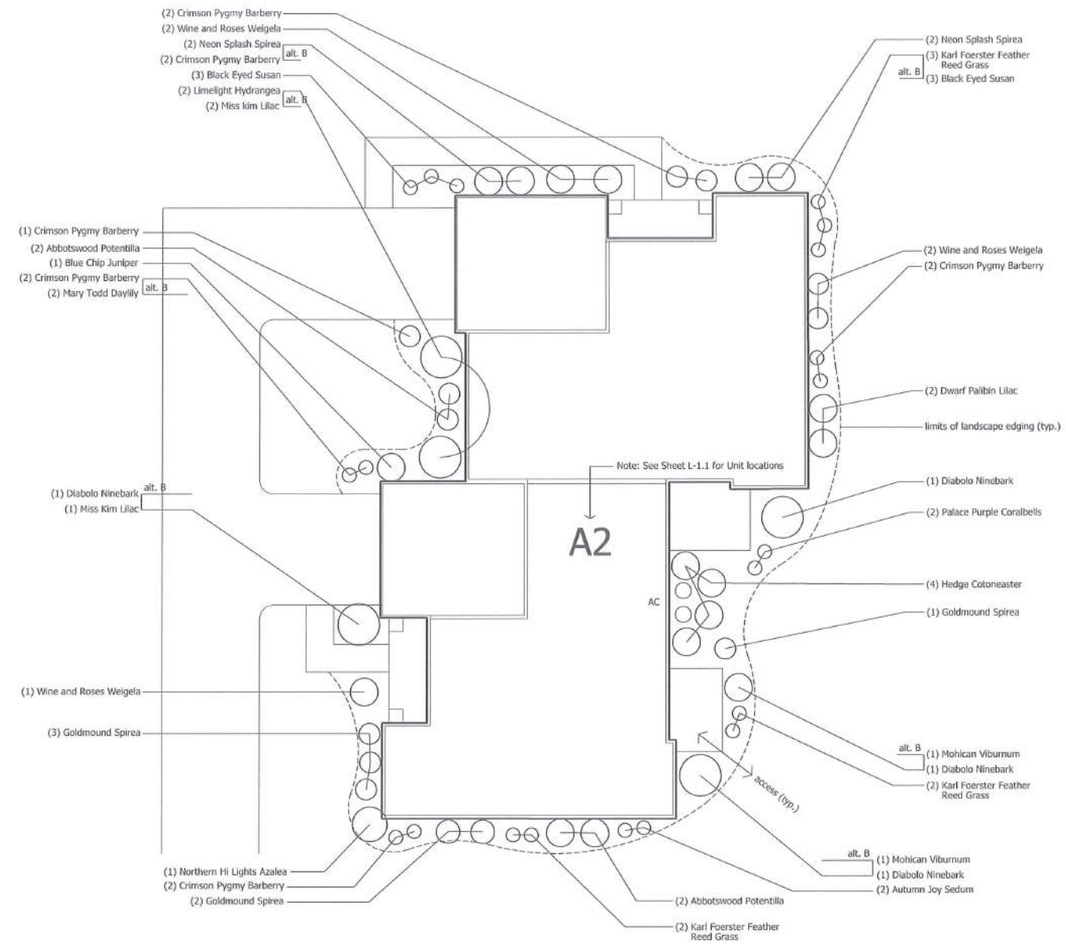
L-1.2



1 TWIN UNIT - LANDSCAPE PLAN TYPE 'A1'

Scale: 1"=10'-0"

Scale: 1"=10'-0"
0' 10' 20'



2 TWIN UNIT - LANDSCAPE PLAN TYPE 'A2'

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Scale: 1"=10'-0"
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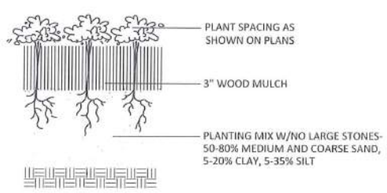
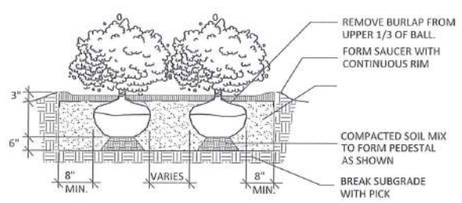


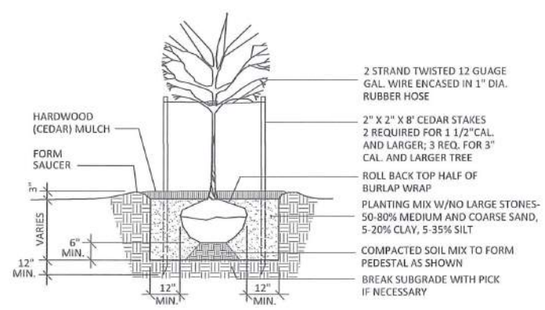
3 PERENNIAL PLANTING

NTS



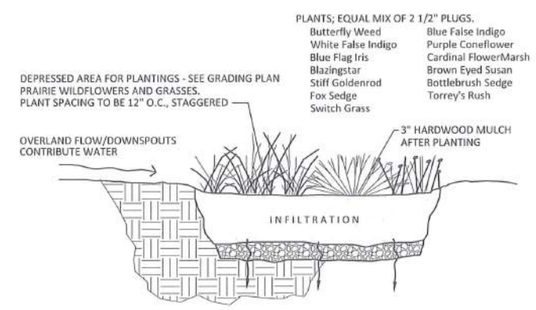
4 SHRUB PLANTING

NTS



5 TREE PLANTING

NTS



6 BIOINFILTRATION PLANTS

NTS

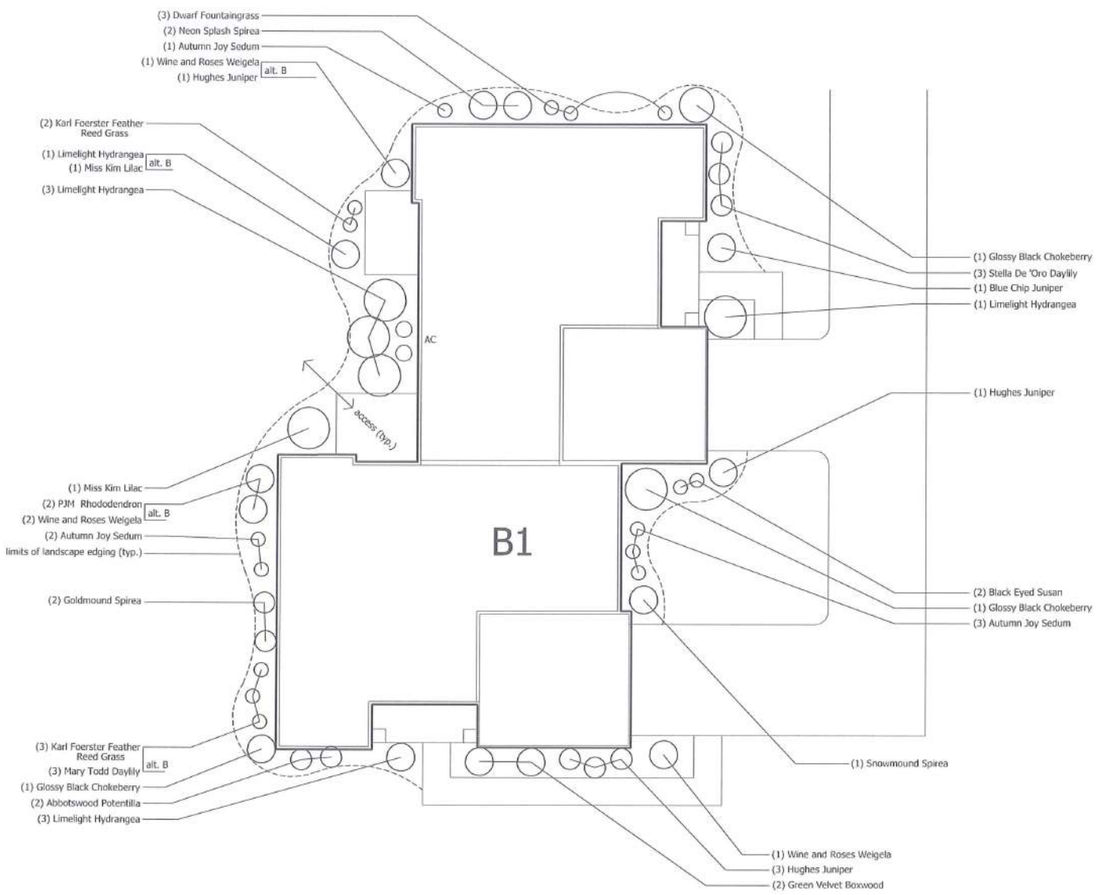
ISSUANCE/REVISION	DATE
ARCH. REVIEW SUBMITTAL	07-22-14
STAFF COMMENTS	08-04-14
PLAN SUBMITTAL	11-12-15

ARCHITECT
AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
SPRING GREEN, WI 53588

CLIENT
Forward Community Partners, LLC
1225 N. 36th St. #1074
PHOENIX, ARIZONA 85008

PROJECT
INSPIRATION POINTE AT SWAN CREEK
LOTS 109 AND 110
FITCHBURG, WISCONSIN

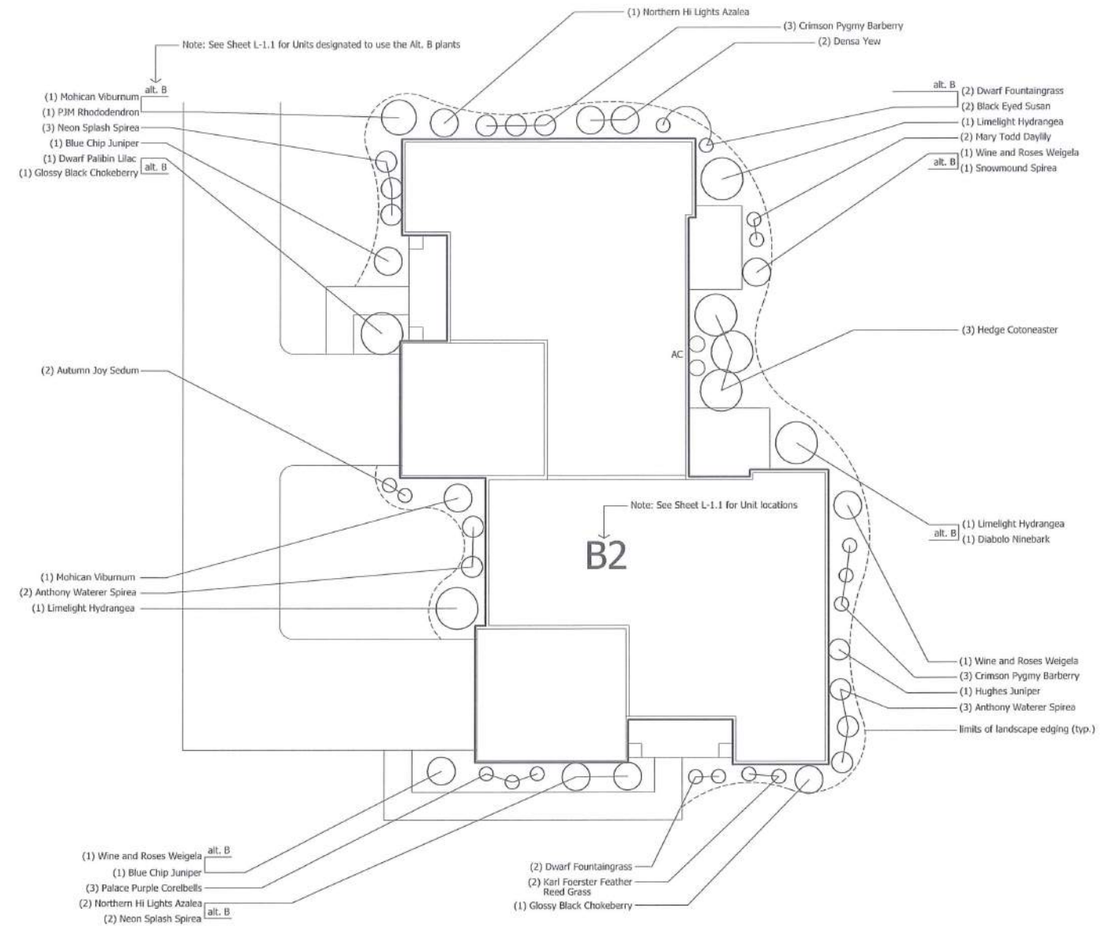
L-1.3



1 TWIN UNIT - LANDSCAPE PLAN TYPE 'B1'

Scale: 1"=10'-0"

Scale: 1"=10'-0"
0' 10' 20'



2 TWIN UNIT - LANDSCAPE PLAN TYPE 'B2'

Scale: 1"=10'-0"

Scale: 1"=10'-0"
0' 10' 20'

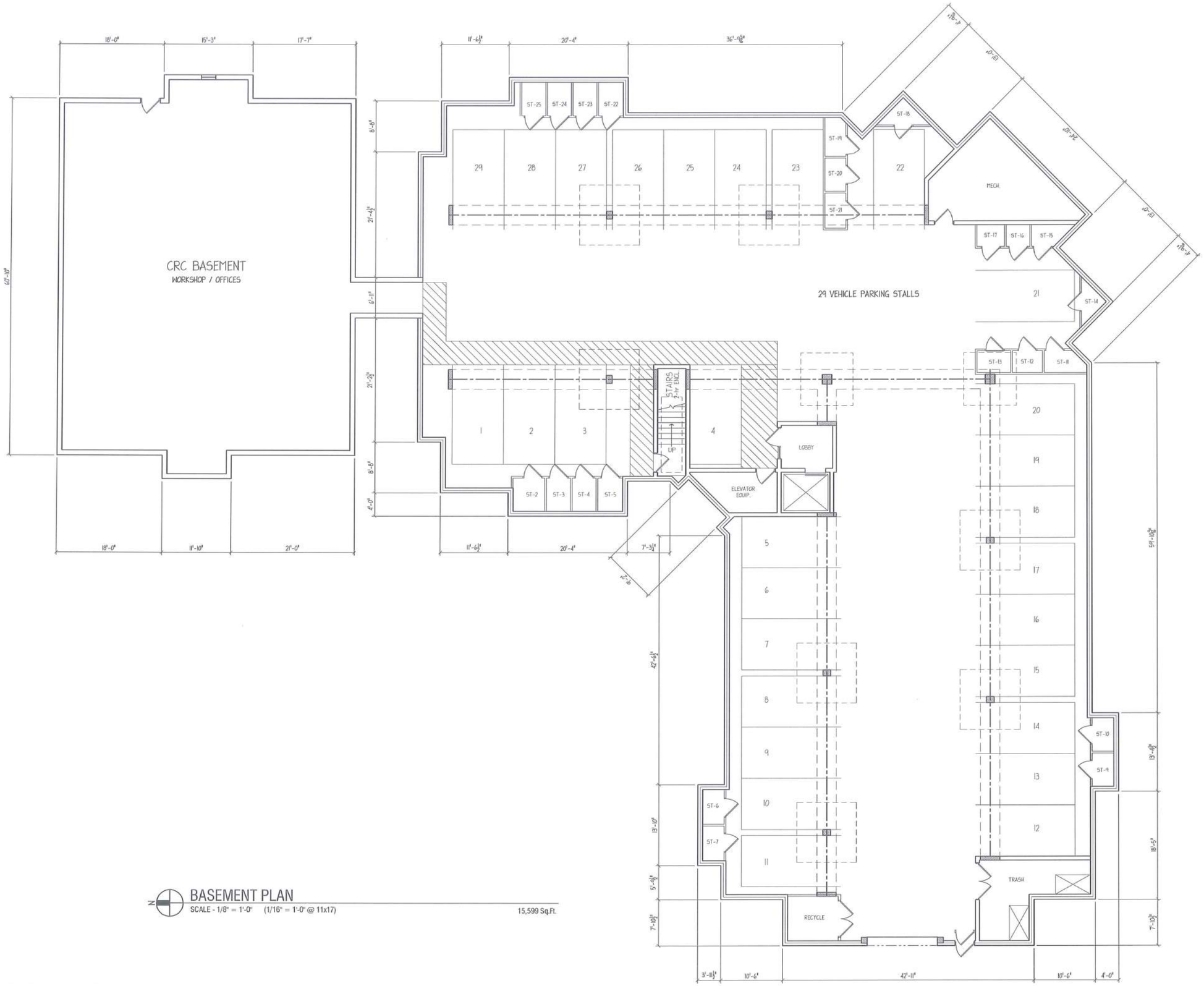
ISSUANCE/REVISION	DATE
ARCH. REVIEW SUBMITTAL	07-22-14
STAFF COMMENTS	08-04-14
PLAN SUBMITTAL	11-12-15

ARCHITECT
AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
SPRING GREEN, WI 53588

CLIENT
Forward Community Partners, LLC
1225 N. 36th St. #1074
PHOENIX, ARIZONA 85008

PROJECT
INSPIRATION POINTE AT SWAN CREEK
LOTS 109 AND 110
FITCHBURG, WISCONSIN

L-1.4



BASEMENT PLAN

SCALE - 1/8" = 1'-0" (1/16" = 1'-0" @ 11x17)

15,599 Sq.Ft.

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

28 UNIT - Independent Living
Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

11-12-15

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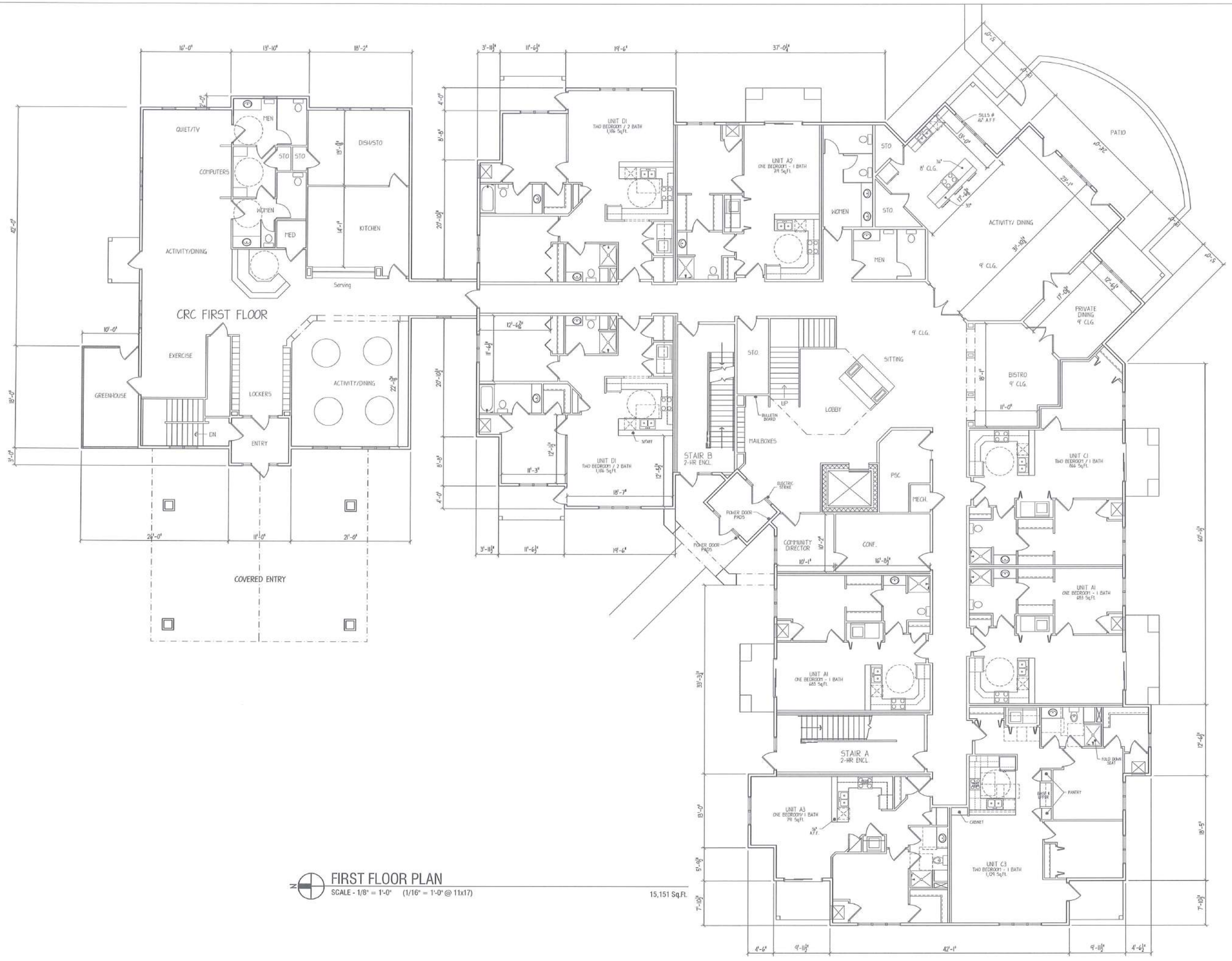
Drawing Name

Basement Plan
28 Unit
Building A

Project Number	Sheet No.
1405	A-1.0a



FIRST FLOOR PLAN

SCALE - 1/8" = 1'-0" (1/16" = 1'-0" @ 11x17)

15,151 Sq.Ft.

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

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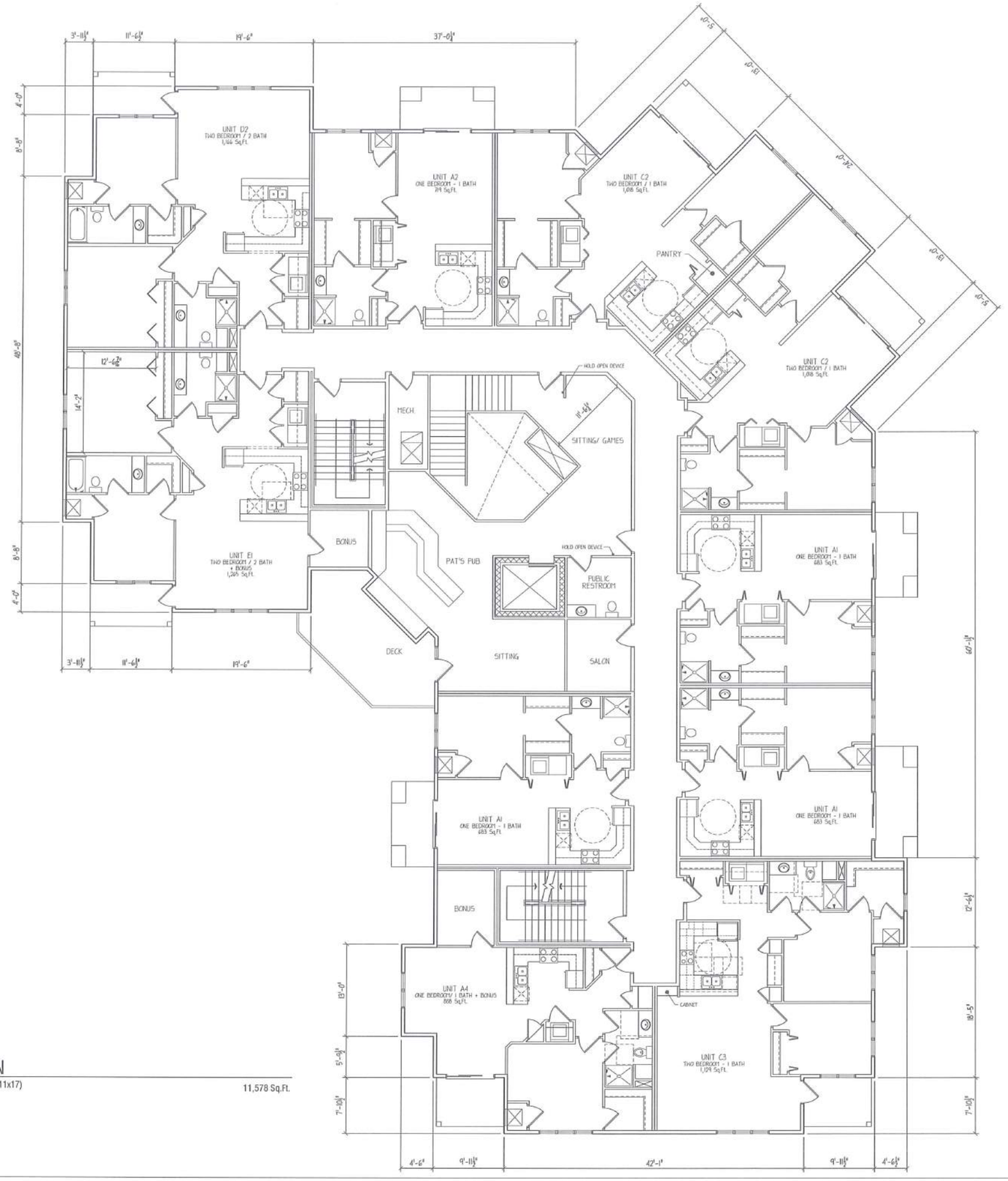
Drawing Name

First Floor Plan
28 Unit
Building A

Project Number	Sheet No.
1405	A-1.1a



SECOND FLOOR PLAN

SCALE - 1/8" = 1'-0" (1/16" = 1'-0" @ 11x17)

11,578 Sq.Ft.

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

28 UNIT - Independent Living
Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

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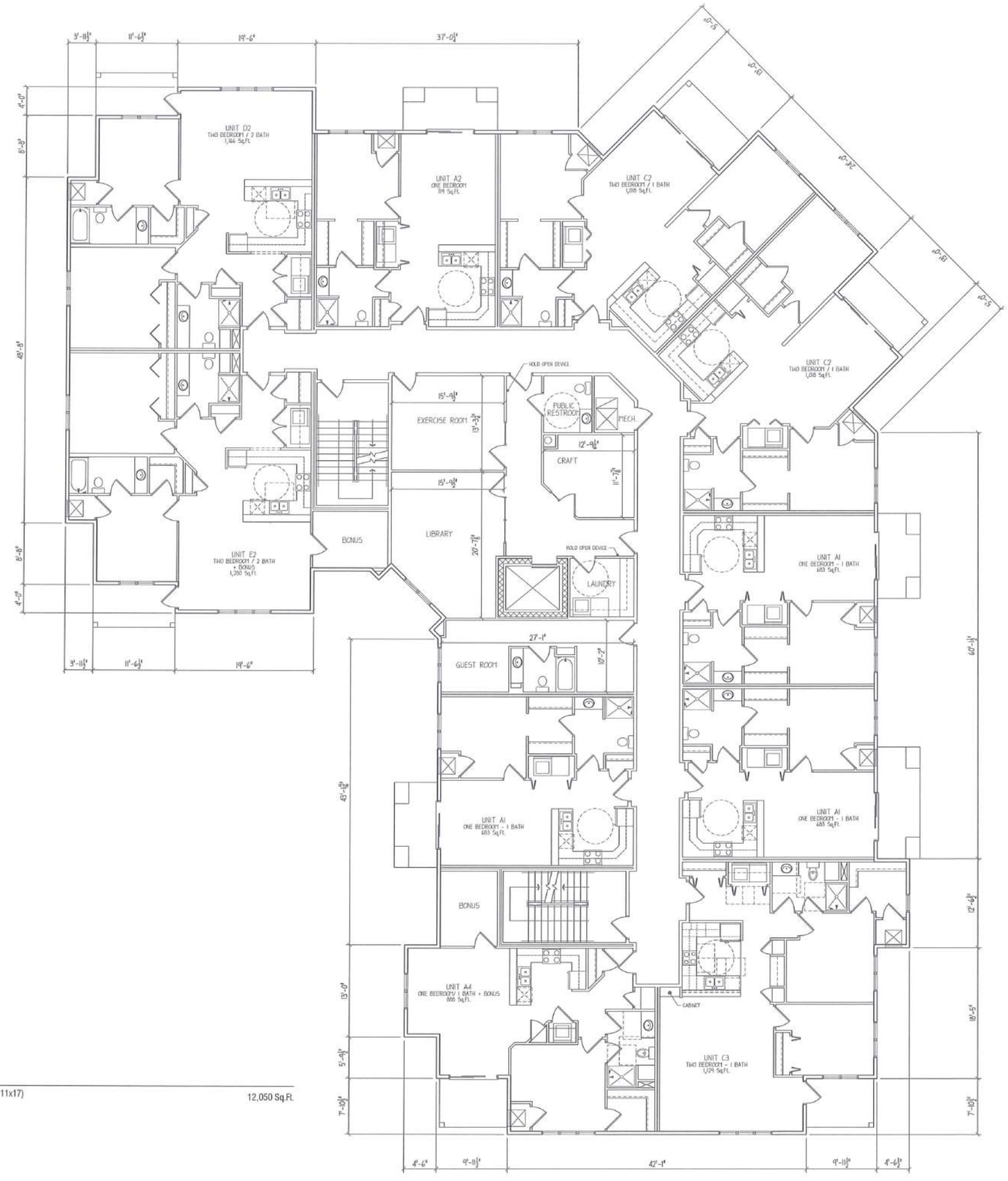
Drawing Name

Second Floor Plan
28 Unit
Building A

Project Number	Sheet No.
1405	A-1.2a



THIRD FLOOR PLAN

SCALE - 1/8" = 1'-0" (1/16" = 1'-0" @ 11x17)

12,050 Sq.Ft.

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

28 UNIT - Independent Living
Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

11-12-15

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Drawing Name

Third Floor Plan
28 Unit
Building A

Project Number	Sheet No.
1405	A-1.3a

NORTH ELEVATION - BUILDING A
SCALE - 1/8" = 1'-0"

WEST ELEVATION - BUILDING A
SCALE - 1/8" = 1'-0"

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

28 UNIT - Independent Living
Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

08-04-2014

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Drawing Name

Elevations
Building A

Project Number	Sheet No.
1405	A-2.1a

SOUTH ELEVATION - BUILDING A
SCALE - 1/8" = 1'-0"

EAST ELEVATION - BUILDING A
SCALE - 1/8" = 1'-0"

AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588
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Fax: 608-588-3582

28 UNIT - Independent Living
Inspiration Pointe at Swan Creek
Fitchburg, Wisconsin

11-12-2015

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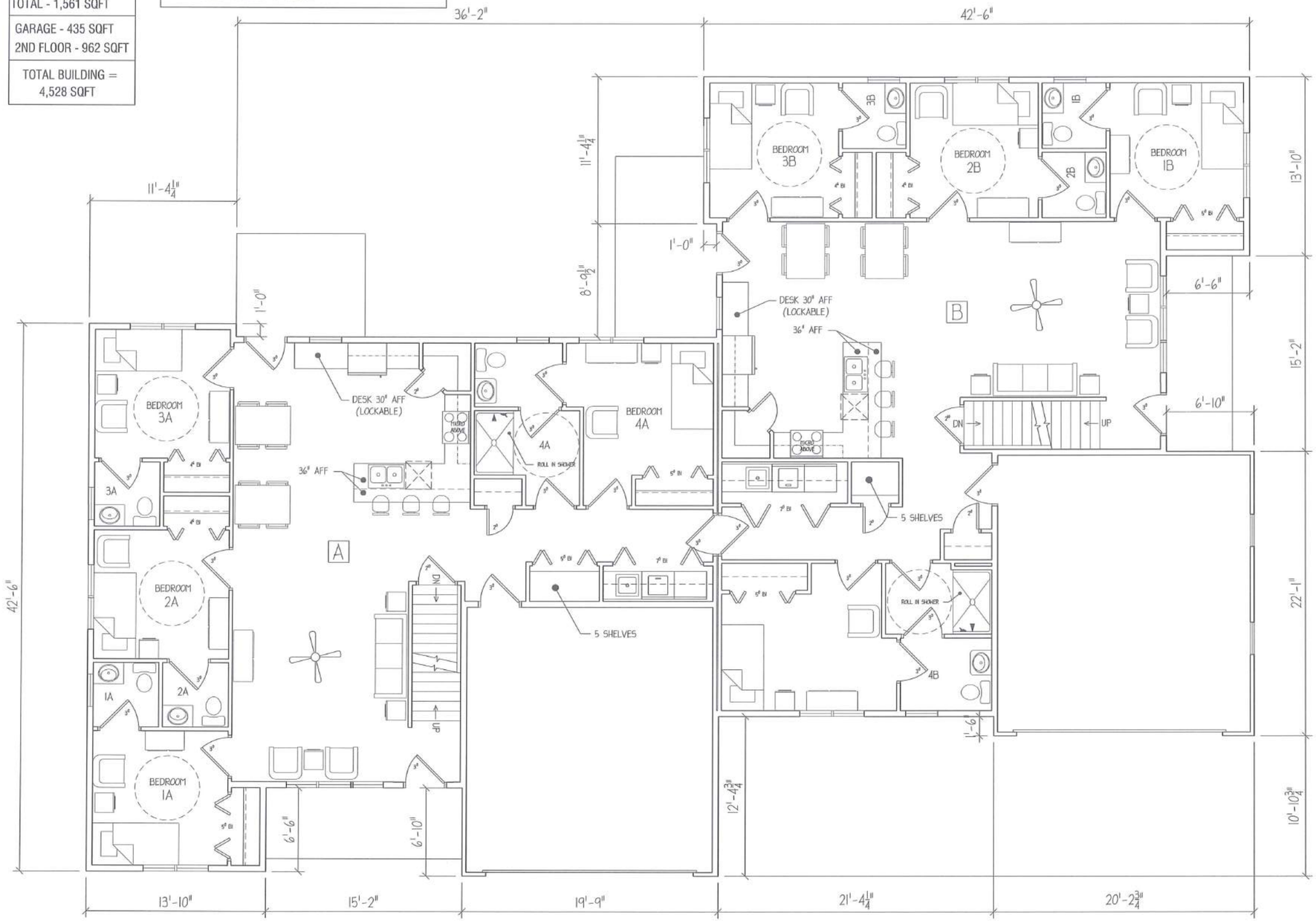
Drawing Name
Elevations
Building A

Project Number	Sheet No.
1405	A-2.2a

DUPLEX A:
BASEMENT - 1,533 SQFT
1ST FLOOR - 1,487 SQFT STAIR - 45 SQFT TOTAL - 1,532 SQFT
GARAGE - 415 SQFT 2ND FLOOR - 928 SQFT
TOTAL BUILDING = 4,408 SQFT

DUPLEX B:
BASEMENT - 1,570 SQFT
1ST FLOOR - 1,516 SQFT STAIR - 45 SQFT TOTAL - 1,561 SQFT
GARAGE - 435 SQFT 2ND FLOOR - 962 SQFT
TOTAL BUILDING = 4,528 SQFT

NOTES:
- PROVIDE 4" MIN. DOOR RETURNS FOR CASING - 3'-0" DOORS MIN. EXCEPT PANTRY DOORS
ALL DOORS TO BE 6'-8" TALL



FIRST FLOOR PLAN

SCALE - 1/4" = 1'-0" (1/8" = 1'-0" @ 11x17)

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1074
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

AFH Building
Inspiration Pointe at Swan Creek
Lot 109 & 110
Fitchburg, Wisconsin

11-12-2015

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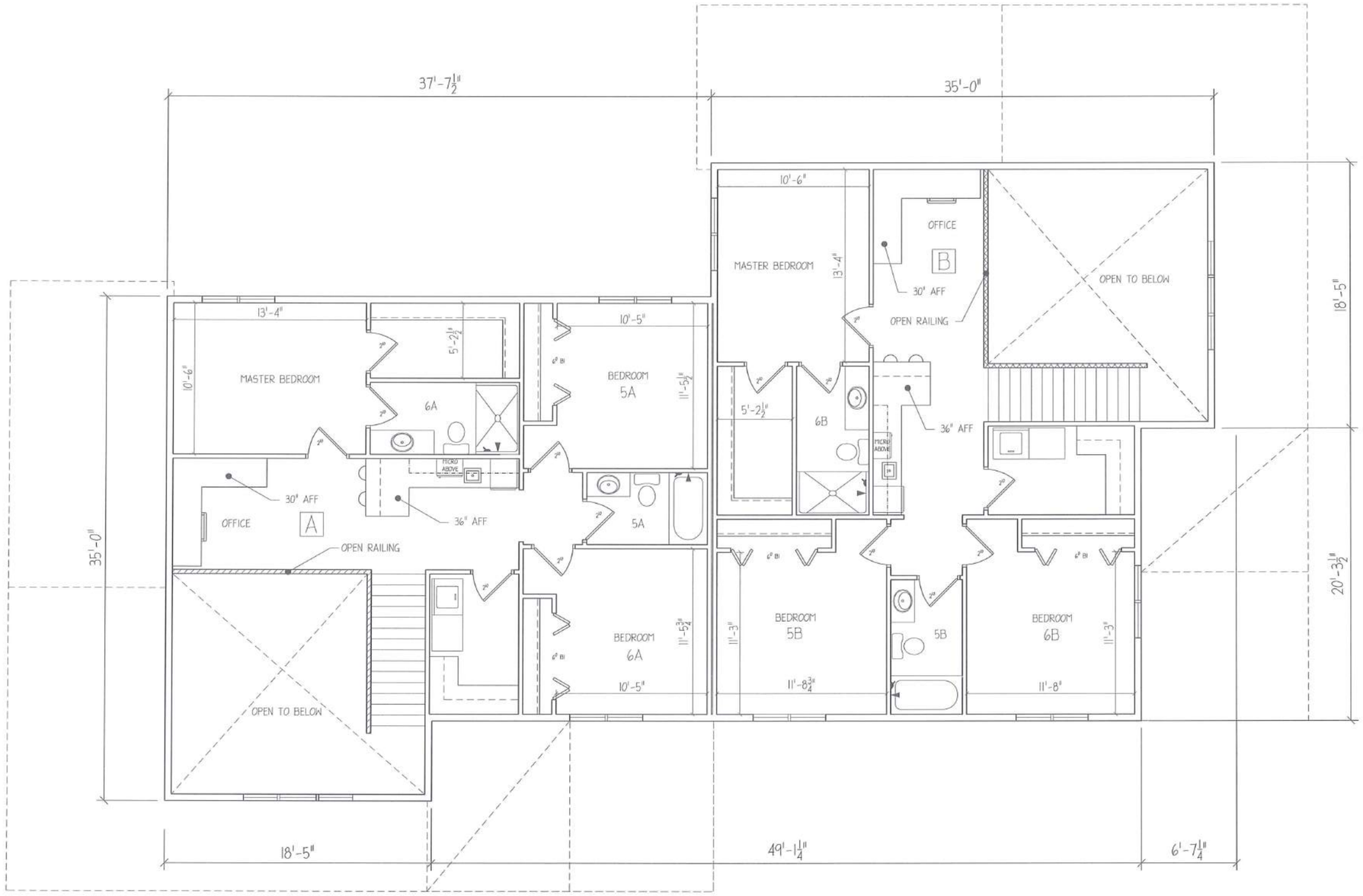
Drawing Name

First Floor Plan
Building B

Project Number	Sheet No.
1405	A-1.1b

NOTES:
BEDROOM DOORS: 2'-6" BATHROOM DOORS: 2'-4" CLOSET DOORS (MASTER): 2'-4" LAUNDRY DOORS: 2'-8"
ALL DOORS TO BE 6'-8" TALL



SECOND FLOOR PLAN

SCALE - 1/4" = 1'-0" (1/8" = 1'-0" @ 11x17)

AVENUE Architects, Inc.

550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588

Phone: 608-588-3691
Fax: 608-588-3582

AFH Building
Inspiration Pointe at Swan Creek
Lot 109 & 110
Fitchburg, Wisconsin

09-03-2014

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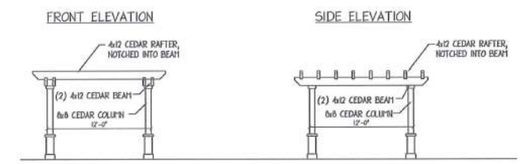
Drawing Name

Second Floor Plan
Building B

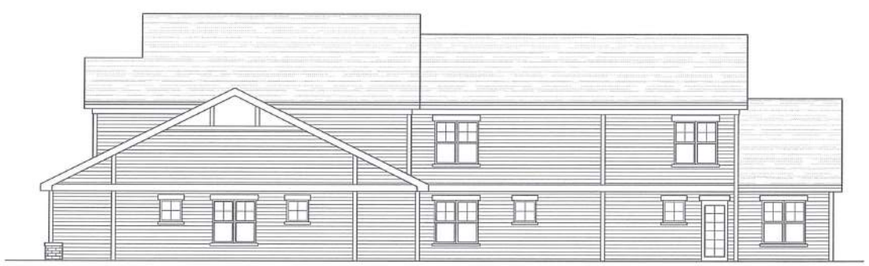
Project Number	Sheet No.
1405	A-1.2b

STREET ELEVATION
SCALE - 1/8" = 1'-0"

REAR ELEVATION
SCALE - 1/8" = 1'-0"



GAZEBO DETAILS
SCALE - 1/8" = 1'-0"



SIDE ELEVATION
SCALE - 1/8" = 1'-0"

SIDE ELEVATION
SCALE - 1/8" = 1'-0"

AVENUE Architects, Inc.
550 Sunrise Drive, Suite 201
Post Office Box 1024
Spring Green, WI 53588
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Drawing Name
Elevations
Building B

Project Number 1405
Sheet No. A-2.1b

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **Nov 24, 2015** Ordinance Number:
Date to Report Back**: Jan 12, 2016** Resolution Number: R-XX-15

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **Preliminary Plat Request, PP-2096-15, by James Spahr of Lionshare Group, Agent for William Dunn, for the Seminole Business Park Preliminary Plat**

Background: Applicant is requesting approval to for the Preliminary Plat for Seminole Business Park. The plat would create 14 parcels, 9 which would be buildable, per the application.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Dec. 15, 2015	
2	Park Commission	Endl	Dec. 17, 2015	

Amendments:

WYSER ENGINEERING

October 20, 2015

Mr. Thomas Hovel
Zoning Administrator / City Planner
City of Fitchburg
Planning / Zoning Department
5520 Lacy Road
Fitchburg, WI 53711

Subject: Letter of Transmittal – **Seminole Business Park** Land Division Application.

Dear Mr. Hovel:

Thank you for your continued assistance and coordination regarding the Seminole Business Park development proposal. Please find the following enclosed:

1 – Land Division Application
1 – Preliminary Plat Application Fee
1 – Payment Guarantee Fee
10 – 22”x30” Preliminary Plat of Seminole Business Park
1 – 11” x 17” Preliminary Plat of Seminole Business Park

1 – Wetland Determination Letter

3 – Seminole Business Park Preliminary Construction Plans

In accordance with the CDP Zoning Conditions of Approval, the rezoning shall be accomplished prior to the Final Plat. The Applicant has chosen not to submit the Rezone Application with the Preliminary Plat as the extent of the Final Plat has not been determined at this time.

Additionally, we understand the Payment Guarantee of Fee is required per Section 24 -15(b)(3) of the City of Fitchburg Municipal Ordinance and that it is a deposit from which the city may deduct unpaid engineering, inspection, consulting and attorney fees incurred by the city if the developer doesn’t pay the

city's invoices in a timely manner. We understand the deposit will be refunded at the time the Final Plat is approved by the Common Council.

Again, thank you for your efforts, coordination and review of the Stoner Prairie development. If you have any questions or require additional information, please do not hesitate to contact our office.

Respectfully,

WYSER ENGINEERING, LLC

Wade P. Wyse

Wade P. Wyse, P.E.
Principal – Project Manager

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**LAND DIVISION APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby submits ten (10) copies of the attached maps, one (1) copy no larger than 11" x 17", and one (1) pdf document of the complete submittal (planning@fitchburgwi.gov) for approval under the rules and requirements of the Fitchburg Land Division Ordinance.

1. Type of Action Requested:

- ☐ Certified Survey Map Approval
- ☒ Preliminary Plat Approval
- ☐ Final Plat Approval
- ☐ Replat
- ☒ Comprehensive Development Plan Approval - Amendment

2. Proposed Land Use (Check all that Apply)**:**

- ☒ Single Family Residential
- ☐ Two-Family Residential
- ☒ Multi-Family Residential
- ☒ Commercial/Industrial

3. No. of Parcels Proposed: 14

4. No. Of Buildable Lots Proposed: 9

5. Zoning District: P-R, B-G, R-L, PDD, I-S

6. Current Owner of Property: William Dunn

Address: 6055 Whalen RD Verona, WI 53593 **Phone No:** (608) 212-9400

7. Contact Person: James Spahr Lionshare Group, LLC

Email: ajspahr@charter.net

Address: 5396 King James Way, Suite 220 **Phone No:** (608) 235-6499

8. Submission of legal description in electronic format (MS Word or plain text) by email to: planning@fitchburgwi.gov

Pursuant to Section 24-2 (4) of the Fitchburg Land Division Ordinance, all Land Divisions shall be consistent with the currentlyadopted City of Fitchburg Comprehensive Plan.

Respectfully Submitted By: James Spahr — James Spahr - Agent

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:**_____

Ordinance Section No._____ **Fee Paid:**_____

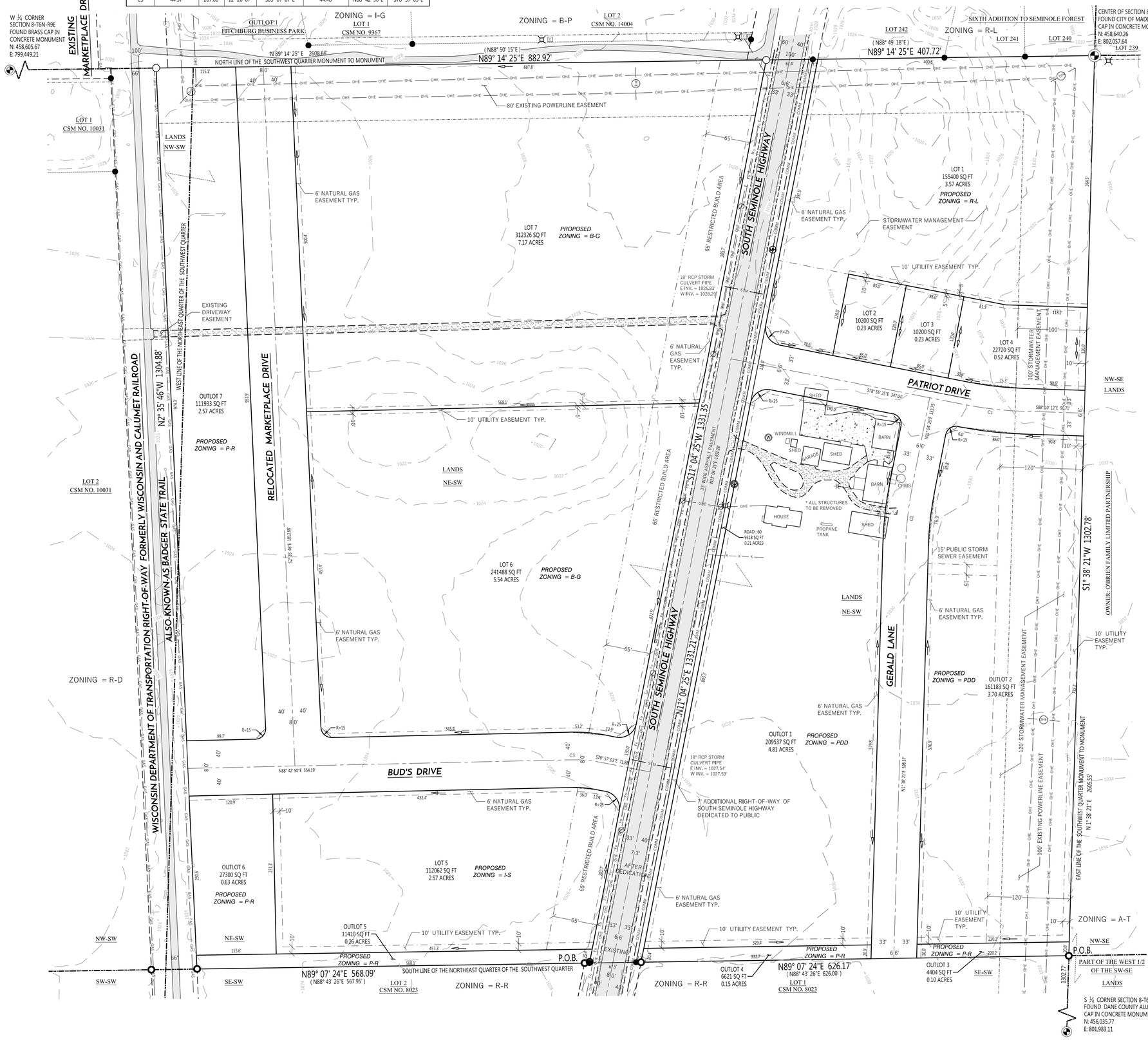
Permit Request No._____

PRELIMINARY PLAT of SEMINOLE BUSINESS PARK

THE PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER THAT LIES EAST OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY, FORMERLY THE WISCONSIN AND CALUMET RAILROAD RIGHT-OF-WAY, TOGETHER WITH THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWN 6 NORTH, RANGE 9 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN. EXCLUDING THE EXISTING RIGHT-OF-WAY OF SOUTH SEMINOLE HIGHWAY.

CURVE TABLE

CURVE #	CURVE LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT IN	TANGENT OUT
C1	80.67'	500.00'	9° 14' 37"	S83° 32' 53"E	80.58'	S78° 55' 35"E	S88° 10' 12"E
C2	82.33'	500.00'	9° 26' 04"	N6° 21' 23"E	82.24'	N1° 38' 21"E	N11° 04' 25"E
C3	44.57'	207.00'	12° 20' 07"	S85° 07' 07"E	44.48'	N88° 42' 50"E	S78° 57' 03"E



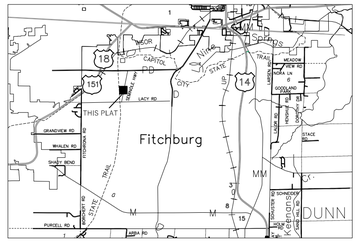
LEGEND

- FOUND PLSS SECTION MONUMENT TYPE NOTED
- FOUND 3/4" REBAR
- FOUND 1-1/4" REBAR
- FOUND 2" IRON PIPE
- EXISTING SEPTIC VENT
- EXISTING WELL
- EXISTING PEDESTAL
- EXISTING COMUNICATIONS MANHOLE
- EXISTING UTILITY POLE
- EXISTING TRANSFORMER
- EXISTING ELECTRICAL BOX
- DRAINAGE ARROW
- (XXX) RECORDED AS
- PROPERTY LINE
- PLATTED LINE
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION/QUARTER LINE
- EXISTING EASEMENT LINE
- PROPOSED RESTRICTED BUILD
- PROPOSED EASEMENT LINE
- EXISTING OVERHEAD ELECTRIC
- EXISTING FIBER OPTIC
- EXISTING NATURAL GAS
- EXISTING COMMUNICATION
- EXISTING FENCE LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- ASPHALT PAVEMENT
- GRAVEL
- CONTOUR MAJOR
- CONTOUR MINOR

NORTH

0' 40' 80' 120'

LOCATION MAP NOT TO SCALE



NOTES

1. FIELD WORK PERFORMED BY WYSER ENGINEERING, LLC. ON THE WEEKS OF JULY 6TH AND 13TH, 2015.
2. NORTH REFERENCE FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM, NAD 83 (2011) GRID NORTH – TRUE NORTH. THE EAST LINE OF THE SOUTHWEST QUARTER OF SECTION 8 BEARS N 01° 38' 21" E
3. THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED INCLUDING THOSE EASEMENTS SHOWN HEREON.
4. WYSER ENGINEERING HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAN AN ACCURATE TITLE SEARCH MAY DISCLOSE.
5. ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
6. SUBSURFACE UTILITIES AND FIXTURES SHOWN ON THIS MAP HAVE BEEN APPROXIMATED BY LOCATING SURFACE FEATURES AND ACCESSORIES, DIGGERS HOTLINE FIELD MARKINGS AND EXISTING MAPS AND RECORDS.
7. CONTOUR INTERVAL IS 2 FEET AND HAVE BEEN DETERMINED A COMBINATION OF FIELD DATA AND DANE COUNTY LIDAR DATA .
8. SUBJECT PARCEL LIES IN "ZONE X" AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN. PER NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP NO. 55025C0580G DATED JANUARY 02, 2009
9. DRAINAGE ARROWS INDICATE THE DIRECTION OF SURFACE DRAINAGE AT INDIVIDUAL PROPERTY LINES DRAINAGE SHALL BE GRADED WITH THE CONSTRUCTION OF EACH MAIN STRUCTURE AND MAINTAINED BY THE LOT OWNER UNLESS MODIFIED WITH THE APPROVAL OF THE CITY ENGINEER.
10. CURRENT PARCEL ZONING IS A-T FOR BOTH SEGMENTS EAST AND WEST OF SEMINOLE HIGHWAY.
11. PROPOSED ZONING PER THE C.D.P. = AS LABELED HERON.
12. OUTLOTS 3, 4 AND 5 ARE TO BE DEDICATED TO THE PUBLIC FOR PEDESTRIAN/BIKE PATH AND PUBLIC SANITARY SEWER PURPOSES.
13. OUTLOTS 6 AND 7 ARE TO BE DEDICATED TO THE PUBLIC FOR STORMWATER MANAGEMENT PURPOSES.

LEGAL DESCRIPTION

THE PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER THAT LIES EAST OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY FOR THE BADGER STATE TRAIL, FORMERLY THE WISCONSIN AND CALUMET RAILROAD RIGHT-OF-WAY, SECTION 8, TOWN 6 NORTH, RANGE 9 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.
PARCEL NO. 225/0609-083-8501-2

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWN 6 NORTH, RANGE 9 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN. EXCLUDING THE EXISTING RIGHT-OF-WAY OF SOUTH SEMINOLE HIGHWAY.
PARCEL NO. 225/0609-083-8000-5

AS SURVEYED:

PARCEL EAST OF SOUTH SEMINOLE HIGHWAY

PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWN 6 NORTH, RANGE 9 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 8, THENCE ALONG THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8, NORTH 01 DEGREES 38 MINUTES 21 SECONDS EAST, 1302.77 FEET TO THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 8 ALSO BEING THE NORTHEAST CORNER OF CERTIFIED SURVEY MAP NO. 8023 AND THE POINT OF BEGINNING; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHWEST QUARTER NORTH 89 DEGREES 07 MINUTES 24 SECONDS EAST, 626.17 FEET TO THE EAST RIGHT-OF-WAY LINE OF SOUTH SEMINOLE HIGHWAY; THENCE NORTHERLY ALONG SAID EAST RIGHT-OF-WAY NORTH 11 DEGREES 04 MINUTES 25 SECONDS EAST, 1331.21 FEET TO THE NORTH LINE OF THE AFORESAID SOUTHWEST QUARTER OF SECTION 8; THENCE EASTERLY ALONG SAID NORTH QUARTER LINE NORTH 89 DEGREES 14 MINUTES 25 SECONDS EAST, 407.72 FEET TO THE EAST LINE OF SAID SOUTHWEST QUARTER OF SECTION 8; THENCE ALONG SAID EAST QUARTER LINE SOUTH 01 DEGREES 38 MINUTES 21 SECONDS WEST, 1302.78 FEET BACK TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 673,099 SQUARE FEET OR 15.45 ACRES.

PARCEL WEST OF SOUTH SEMINOLE HIGHWAY

PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWN 6 NORTH, RANGE 9 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 8, THENCE ALONG THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8, NORTH 01 DEGREES 38 MINUTES 21 SECONDS EAST, 1302.77 FEET TO THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHWEST QUARTER NORTH 89 DEGREES 07 MINUTES 24 SECONDS EAST, 693.63 FEET TO THE WEST RIGHT-OF-WAY LINE OF SOUTH SEMINOLE HIGHWAY ALSO BEING THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SOUTH QUARTER-QUARTER LINE NORTH 89 DEGREES 07 MINUTES 24 SECONDS EAST, 568.09 FEET TO THE EAST RIGHT-OF-WAY LINE OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY FOR BADGER STATE TRAIL FORMERLY KNOWN AS THE WISCONSIN AND CALUMET RAILROAD ALSO BEING THE NORTHWEST CORNER OF CERTIFIED SURVEY MAP NO. 8023; THENCE NORTHERLY ALONG SAID EAST LINE OF WISCONSIN DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY NORTH 02 DEGREES 35 MINUTES 46 SECONDS WEST, 1304.88 FEET TO THE NORTH LINE OF THE AFORESAID SOUTHWEST QUARTER OF SECTION 8; THENCE ALONG SAID NORTH QUARTER LINE NORTH 89 DEGREES 14 MINUTES 25 SECONDS EAST, 882.92 FEET TO THE AFORESAID WEST RIGHT-OF-WAY LINE OF SOUTH SEMINOLE HIGHWAY; THENCE ALONG SAID WEST RIGHT-OF-WAY OF SOUTH SEMINOLE HIGHWAY SOUTH 11 DEGREES 04 MINUTES 25 SECONDS WEST, 1331.35 FEET BACK TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 945,725 SQUARE FEET OR 21.71 ACRES.

SURVEYORS CERTIFICATE

I, JULIUS W. SMITH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3091, DO HEREBY CERTIFY THAT THIS SURVEY AND MAP IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF WITH THE INFORMATION PROVIDED, BY THE ORDER OF THOSE LISTED HERON, AND THAT THIS SURVEY COMPLIES WITH AE 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE PROVISIONS AS STATED IN CHAPTER 24 - LAND DIVISION OF THE CITY OF FITCHBURG - CODE OF ORDINANCES .

JULIUS W. SMITH, S-3091
WISCONSIN PROFESSIONAL LAND SURVEYOR

DATE

WISCONSIN JULIUS W. SMITH S-3091 CROSS PLAINS WISCONSIN LAND SURVEYOR

SURVEYOR/ENGINEER/PLANNER:
WYSER ENGINEERING
201 ½ EAST MAIN STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

SUBDIVIDER:
LIONSHARE GROUP, LLC.
5396 KING JAMES WAY, SUITE 220
MADISON, WI 53719

OWNER:
WILLIAM DUNN
6055 WHALEN ROAD
VERONA, WI 53593

ECO-RESOURCE CONSULTING, LLC

October 9, 2015

Mr. James Spahr
Lionshare Group, LLC
5396 King James Way, Suite 220
Madison, WI 53719

RE: Wetland Determination at the Dunn Property
City of Fitchburg, Dane County, Wisconsin

Mr. Spahr,

Eco-Resource Consulting, LLC (ERC) conducted the wetland determination of the +/- 37 acre property described as the Dunn property. The property is located in Section 8, T6N R9E, in the City of Fitchburg, Dane County, Wisconsin (Figure 1).

The primary objective of the wetland determination was to provide an estimated boundary of wetlands on the property. The west side of the property (21.7 acres) is planted with soy beans and the east side of the property (15.5 acres) is planted with corn. The topography generally slopes downward into two depressions on the west side and one depression on the north end of the east side (Figure 4).

Tara Davenport and Stephen Hjort of ERC conducted the wetland determination/delineation on August 26, 2015 under fair weather conditions. Mr. Hjort was the lead investigator.

The closed depression on the east side of the property was mapped as E1Kf on WDNR Surface Water Data Viewer (Figure 3). Field inspection revealed that wetland conditions were present on the east side of the property on the day of inspection that included dominance of hydrophytic vegetation, hydric soils, and wetland hydrology. NRCS Soil Survey information indicated that Plano and Dodge silt loam soils were present on the east side of the property (Figure 2). Test pits indicated that the soils were fairly representative of these soil series and neither soil is listed on the Hydric Soils of Wisconsin list. Primary indicators of wetland hydrology included saturation, with secondary indicators of geomorphic position and saturation visible on aerial imagery. The dominant plant species in the wetland was reed canary grass (*Phalaris arundinacea*) in the area along the north property boundary.

A wetland delineation was unable to be completed on August 26 due to growing corn with stalks greater than 10 feet tall impairing our ability to move through and see across the site. Based on WDNR Surface Water Data Viewer, our test pits, and topography, we estimate the wetland area to be roughly 1 acre in size (Figure 5). We estimate that jurisdictional wetlands exist in the area that is approximately from an elevation 1023 feet and lower in the closed depression on the east side of Seminole Highway.

No wetlands were present on the west side of the property. No wetland hydrology indicators, hydrophytic vegetation, or hydric soil were observed in test pits located in the two closed depressions on the west side of the property.

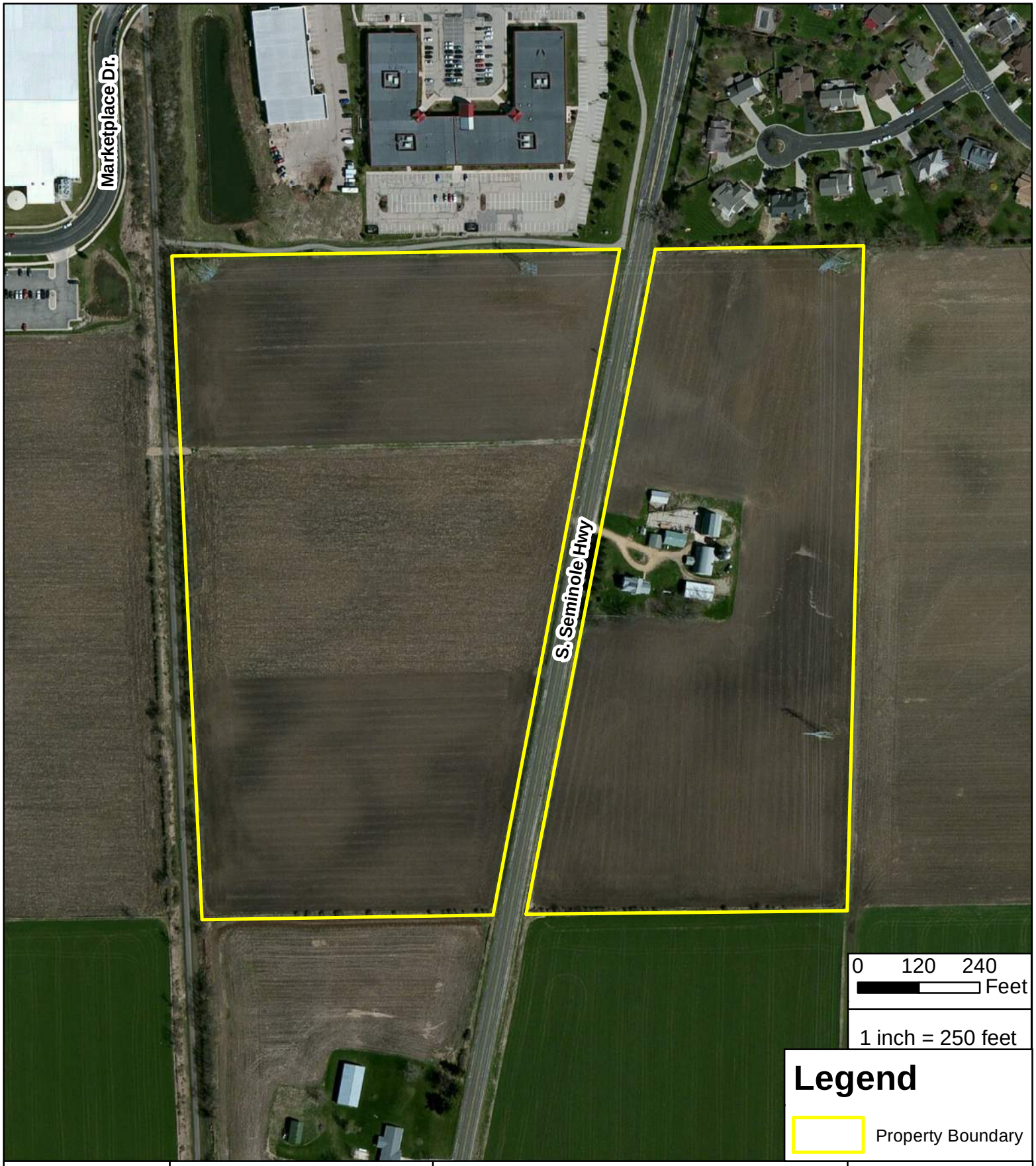
Eco-Resource Consulting, LLC appreciates the opportunity to provide services to James Spahr. If you have any questions please call the undersigned at 608-877-9372.

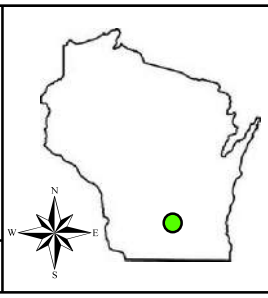
Respectfully submitted,

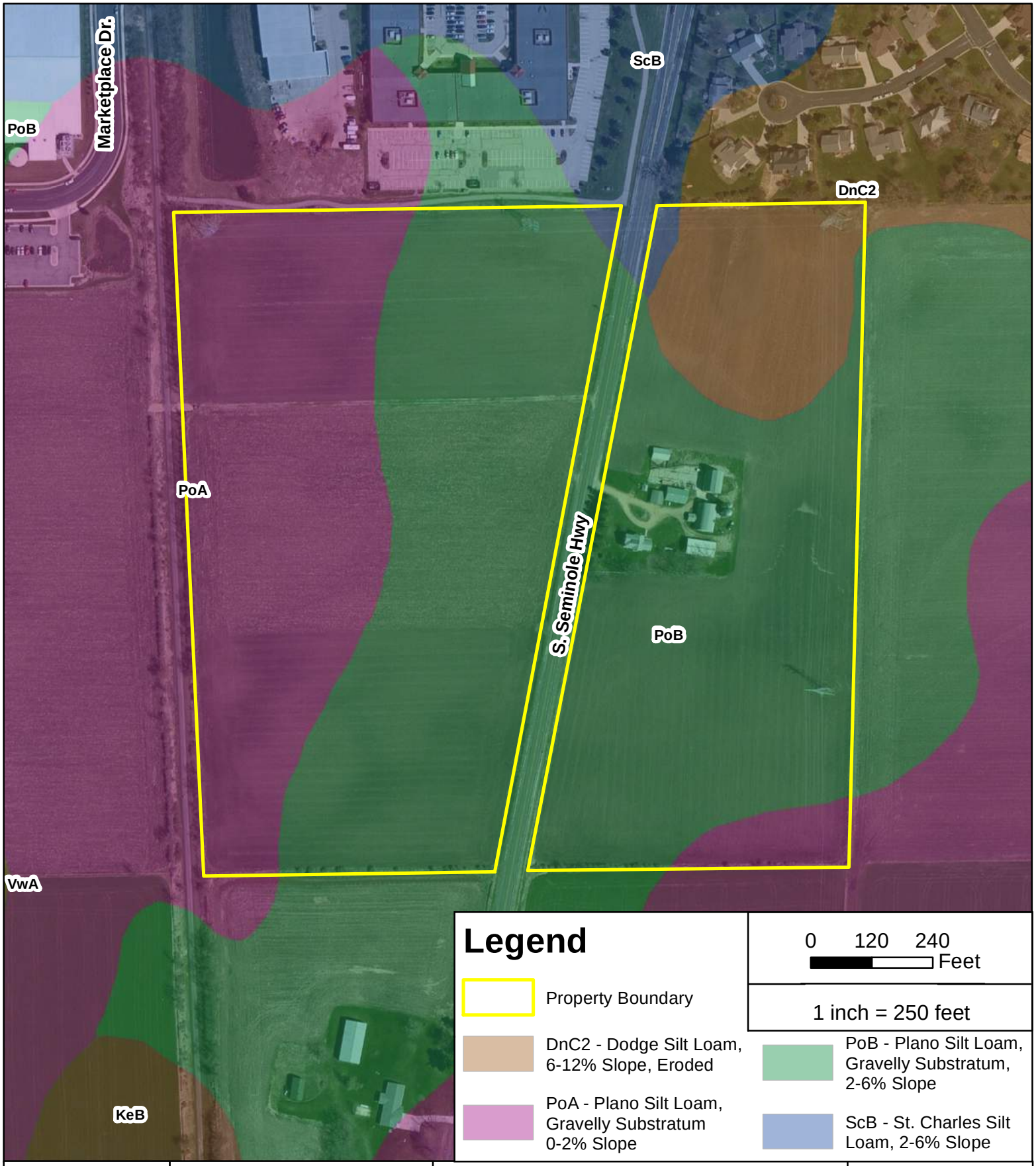
ECO-RESOURCE CONSULTING, LLC

Tara E. Davenport
Senior Ecologist

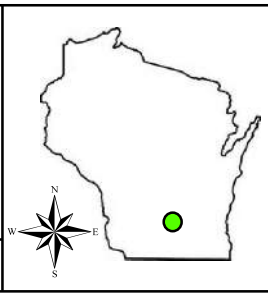
Stephen J. Hjort
Principal/Senior Biologist

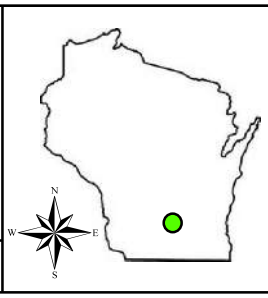


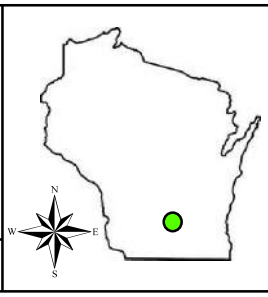
Drawn By: Daniel Fuhs	ERC ECO-RESOURCE CONSULTING, LLC 2554 County Road N Stoughton, WI 53589 www.eco-resource.net	Figure 1. Location Map Excon-Dunn Wetland Delineation Sec. 08 T06N - R09E City of Fitchburg Dane County, Wisconsin	
Date: 9/4/2015			
Project Number: 15107			
Figure 1		Image Source: USDA FSA 7/4/2013	

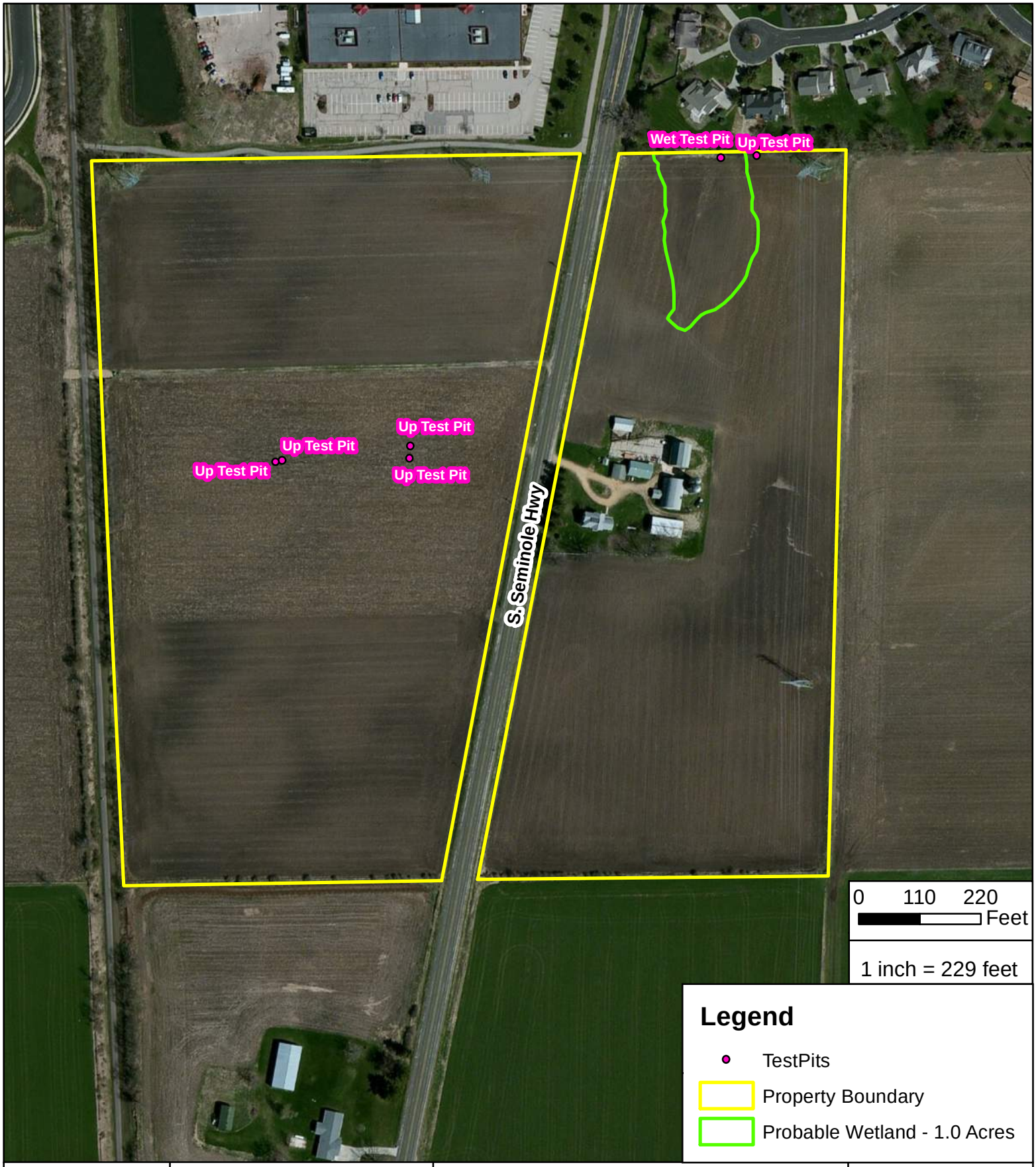


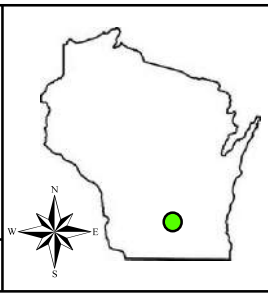
Drawn By: Daniel Fuhs	ERC ECO-RESOURCE CONSULTING, LLC 2554 County Road N Stoughton, WI 53589 www.eco-resource.net	Figure 2. NRCS Web Soil Survey Excon-Dunn Wetland Delineation Sec. 08 T06N - R09E City of Fitchburg Dane County, Wisconsin
Date: 9/4/2015		
Project Number: 15107		
Figure 2		Image Source: USDA FSA 7/4/2013



Drawn By: Daniel Fuhs	ERC ECO-RESOURCE CONSULTING, LLC 2554 County Road N Stoughton, WI 53589 www.eco-resource.net	Figure 3. WDNR Surface Water Viewer Data Excon-Dunn Wetland Delineation Sec. 08 T06N - R09E City of Fitchburg Dane County, Wisconsin	
Date: 9/4/2015			
Project Number: 15107			
Figure 3		Image Source: USDA FSA 7/4/2013	

Drawn By: Daniel Fuhs	ERC ECO-RESOURCE CONSULTING, LLC 2554 County Road N Stoughton, WI 53589 www.eco-resource.net	Figure 4. Topography Excon-Dunn Wetland Delineation Sec. 08 T06N - R09E City of Fitchburg Dane County, Wisconsin	
Date: 9/4/2015			
Project Number: 15107			
Figure 4		Image Source: USDA FSA 7/4/2013	



Drawn By: Daniel Fuhs	ERC ECO-RESOURCE CONSULTING, LLC 2554 County Road N Stoughton, WI 53589 www.eco-resource.net	Figure 5. Probable Wetland Excon-Dunn Wetland Delineation Sec. 08 T06N - R09E City of Fitchburg Dane County, Wisconsin	
Date: 9/4/2015			
Project Number: 15107			
Figure 5		Image Source: USDA FSA 7/4/2013	

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: November 24, 2015 Ordinance Number:
Date to Report Back**: N/A** Resolution Number:

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **Conditional Use Permit Request, CU-2098-15, by Chris Armstrong, Agent for Avante Properties, to Exceed Residential Occupancy of 8 Dwelling Units to Allow for 30 Dwelling Units on Outlot 2 TechLands**

Background: Applicant is requesting approval to allow for a 30 unit multi-family structure on Outlot 2 TechLands (proposed to be replatted into a buildable lot under a CSM). R-H zoning allows for residential occupancy of dwelling structures having greater than eight dwelling units by Conditional Use Permit.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Dec 15, 2015	
2				

Amendments:

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608) 270-4200	**CONDITIONAL USE PERMIT APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby applies for a conditional use permit for the following described property:

1. **Location of Property:**
   Street Address: Nobel Drive & Mica Road
   Legal Description - (Metes & Bounds, or Lot No. And Plat): Fitchburg Technology Campus, Outlot 2

   ***Also submit in electronic format (MS WORD or plain text) by email to: **PLANNING@FITCHBURGWI.GOV**
2. **Current Use of Property:** N/A
3. **Proposed Use of Property:** Multi-family residential
4. **Proposed Development Schedule:** Start Construction: Spring/Summer 2016; Complete Construction: Spring 2017
5. **Zoning District:** R-H; High Density Residential
6. **Future Land Use Plan Classification:** I-C; Industrial-Commercial

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Conditional Use Permits shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and thel ocation and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) pdf document of the entire submittal to planning@fitchburgwi.gov.

Additional information may be requested.

Type of Residential Development (If Applicable): Multi-family

No. of Dwelling Units by Bedroom: **1 BR** ☑ **2 BR** ☑ **3 BR** ☐ **4 or More** ☐

No. Of Parking Stalls: 52; 30 underground and 22 on site

Type of Non-residential Development (If Applicable): N/A

Proposed Hours of Operation: 24 hours, residence **No. Of Employees:** 0

Floor Area: 32,478 SF **No. Of Parking Stalls:** 52

Sewer: Municipal ☑ **Private** ☐ **Water: Municipal** ☑ **Private** ☐

Current Owner of Property: Avante Properties

Address: 120 E. Lakeside Street **Phone No:** 608-294-4086

Contact Person: Chris Armstrong

Email: chris@avanteproperties.com

Address: n/a **Phone No:** n/a

Respectfully Submitted By: _____

Owner's or Authorized Agent's Signature

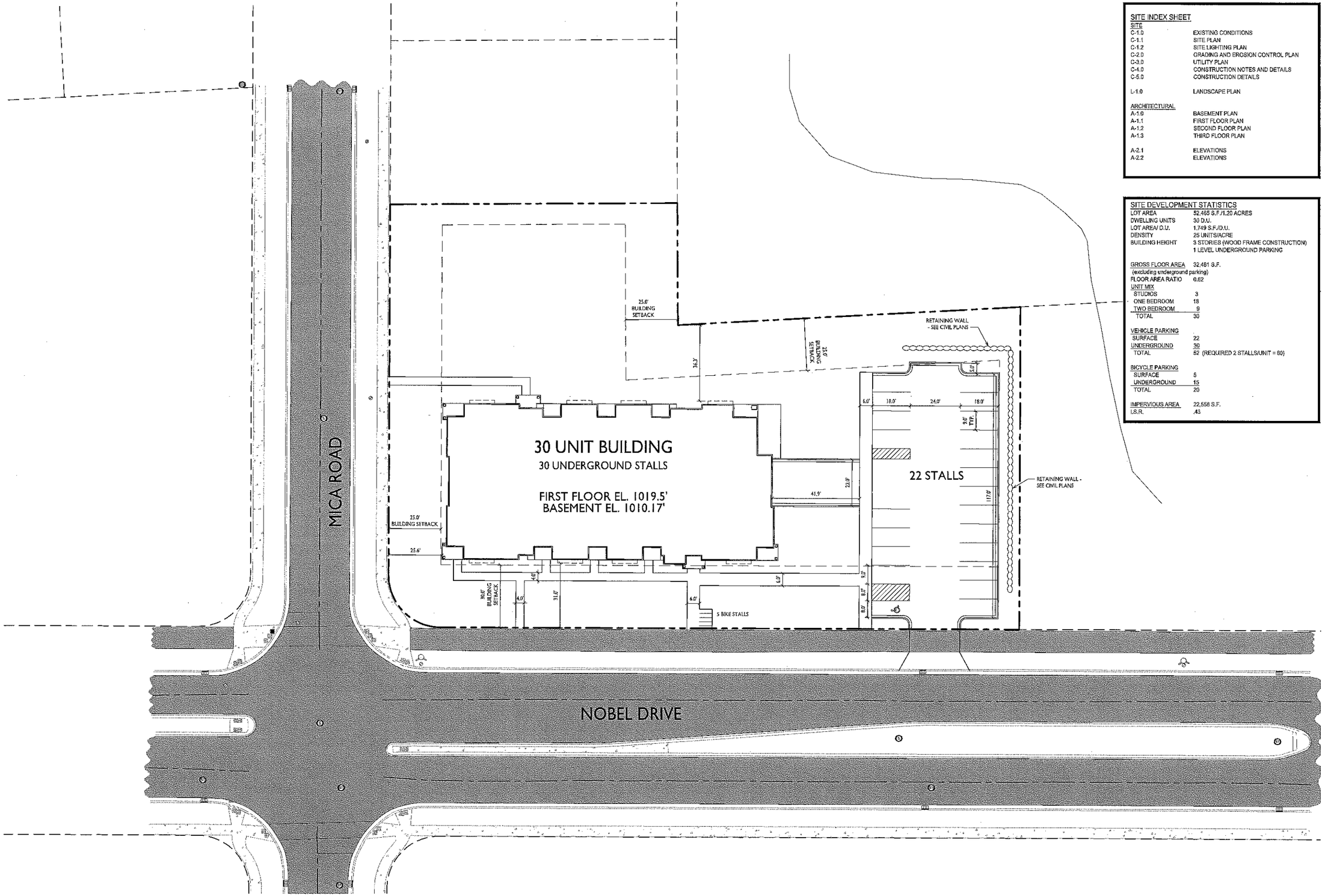
** **It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an CUP application to identify any concerns or issues of surrounding residents.**

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** 11/18/2015 **Publish:** _____

Ordinance Section No. _____ **Fee Paid:** _____

Permit Request No. _____



1 C-1.1 SITE PLAN
1" = 20'-0"

GRAPHIC SCALE
0 20 40 60
(IN FEET)
1 INCH = 20 FT (24X36 PAPER)

SITE INDEX SHEET

SITE	
C-1.0	EXISTING CONDITIONS
C-1.1	SITE PLAN
C-1.2	SITE LIGHTING PLAN
C-2.0	GRADING AND EROSION CONTROL PLAN
C-3.0	UTILITY PLAN
C-4.0	CONSTRUCTION NOTES AND DETAILS
C-5.0	CONSTRUCTION DETAILS
L-1.0	LANDSCAPE PLAN
ARCHITECTURAL	
A-1.0	BASEMENT PLAN
A-1.1	FIRST FLOOR PLAN
A-1.2	SECOND FLOOR PLAN
A-1.3	THIRD FLOOR PLAN
A-2.1	ELEVATIONS
A-2.2	ELEVATIONS

SITE DEVELOPMENT STATISTICS

LOT AREA	52,465 S.F./1.20 ACRES
DWELLING UNITS	30 D.U.
LOT AREA/ D.U.	1,749 S.F./D.U.
DENSITY	26 UNITS/ACRE
BUILDING HEIGHT	3 STORIES (WOOD FRAME CONSTRUCTION)
	1 LEVEL UNDERGROUND PARKING
GROSS FLOOR AREA (excluding underground parking)	32,481 S.F.
FLOOR AREA RATIO	0.62
UNIT MIX	
STUDIOS	3
ONE BEDROOM	18
TWO BEDROOM	9
TOTAL	30
VEHICLE PARKING	
SURFACE	22
UNDERGROUND	30
TOTAL	52 (REQUIRED 2 STALLS/UNIT = 60)
BICYCLE PARKING	
SURFACE	5
UNDERGROUND	15
TOTAL	20
IMPERVIOUS AREA	22,558 S.F.
I.S.R.	.43

knothe • bruce ARCHITECTS
Phone: 608.836.3690
7601 University Ave, Ste 201
Middleton, WI 53562

ISSUED
Issued for Review - November 16, 2015

PROJECT TITLE
FTC Outlot 2

Nobel Drive
Fitchburg, Wisconsin

SHEET TITLE
Site Plan

SHEET NUMBER
C-1.1

PROJECT NO. 1427

© Knothe & Bruce Architects, LLC

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number:
Date to Report Back**: Nov. 24, 2015** Resolution Number: **R-117-15, PCR-05-15**

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **Resolution R-117-15 Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 10, City of Fitchburg, Wisconsin**

Plan Commission Resolution PCR-05-15 Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 10, City of Fitchburg, Wisconsin.

Background: The Plan Commission approved PCR-04-15, calling for a public hearing on proposed TID 10. This Resolution, and accompanying Plan Commission Resolution, would designate and approve the Project Plan for TID 10. A copy of the proposed Project Plan is not yet available, but will be provided when it becomes available.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	October 20, 2015	Approved*
2	Finance Committee	Dodge	November 24, 2015	

Amendments:

* Plan Commission approved the October 15, 2015 TID 10 Project Plan, under PCR-05-15, with the following amendments for Council consideration:

1. Insert site areas into conservation rehabilitation acreages on page 11
2. Potential $100,000 for additional earthwork
3. Replace site plan on page 18 with updated site plan provided by applicant at 10/21/2015 Plan Commission meeting.

November 20, 2015 DRAFT

Project Plan for the Creation of Tax Incremental District No. 10 (Hotel & Conference Center Site)

Organizational Joint Review Board Meeting Held:	October 19, 2015
Public Hearing Held:	October 20, 2015
Adoption by Plan Commission:	October 20, 2015
Adoption by Common Council:	Scheduled for: November 24, 2015
Approval by the Joint Review Board:	Scheduled for: December 7, 2015

Tax Incremental District No. 10 Creation Project Plan

City of Fitchburg Officials

Common Council

Steve Arnold	Mayor
Dorothy Krause	Council Member
Carol Poole	Council Member
Julia Arata-Fratta	Council Member
Patrick Stern	Council Member
Jason Gonzalez	Council Member
Dan Carpenter	Council Member
Jake Johnson	Council Member
Tony Hartmann	Council Member

City Staff

Patti Anderson	City Clerk
Patrick Marsh	City Administrator
Michael Zimmerman	Economic Development Director
Thomas Hovel	Zoning Administrator – City Planner
Susan Badtke	Community Planner
Mark Sewell	City Attorney

Plan Commission

Bill Tishler	Carol Poole
Ron Johnson	Steve Arnold
Tony McGrath	Thomas Hovel
Ed Kinney	Susan Badtke
Rachel Lee	

Joint Review Board

Tom Hovel	City Representative
Charles Hicklin	Dane County
Sylvia Ramirez	Madison Area Technical College District
	Madison Metro School District
Elton Crim	Public Member

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SECTION 1:
Executive Summary

Description of District

Type of District, Size and Location

Tax Incremental District ("TID") No. 10 (the "TID" or "District") would consist of approximately 4.75 acres located east of Fish Hatchery Road and west of Pike Drive. It is proposed to be created by the City of Fitchburg ("City") as a rehabilitation - conservation district. A map of the proposed District boundaries is located in Section 3 of this plan.

Estimated Total Project Expenditures.

The City anticipates making total project expenditures of approximately $3,370,000 to undertake the projects listed in this Project Plan. The City anticipates completing the projects in a single phase. The Expenditure Period of this District is 22 years from the date of adoption of the authorizing Resolution of the Common Council (the "Creation Resolution"). The projects to be undertaken pursuant to this Project Plan are expected to be financed with a Municipal Revenue Obligation (PAYGO Note) issued by the City, however, the City may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the City, or provide other advantages as determined by the Common Council. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing, is located in Section 10 of this plan.

Economic Development

As a result of the creation of this District, the City projects that additional land and improvements value of approximately $14,802,000 will be created as a result of new development, redevelopment, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the District. A table detailing assumptions as to the timing of new development and redevelopment and associated values is located in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, this District would be expected to generate sufficient tax increments to recover all project costs by the year 2030; 13 years earlier than the 27 year maximum life of this District.

Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That "but for" the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City.** In making this determination, the City has considered the following information:

- The City expects to conduct an independent review of the intended developer's sources and uses proforma for the initial proposed development and/or redevelopment project. Prior to the issuance of the PAYGO Note, this review will need to conclude that a public investment of approximately $3,370,000 is required to enable the development to occur in the manner desired by the City, while providing the developer a fair and reasonable return on their investment.

- Given that the sites have not developed as would have been expected under normal market conditions, it is the judgment of the City that the use of Tax Incremental Financing ("TIF") may be required to provide the necessary infrastructure and inducements to encourage development on the sites consistent with that desired by the City.

- In order to make the areas included within the District suitable for development and/or redevelopment, the City will need to make a substantial investment to pay for the costs of: property, right-of-way and easement acquisition, site preparation, installation of utilities; installation of streets and related streetscape items; development incentive payments, and other associated costs. . Due to the extensive initial investment in public infrastructure that is required in order to allow development and/or redevelopment to occur, the City has determined that redevelopment of the area will not occur solely as a result of private investment. Accordingly, the City finds that absent the use of TIF, redevelopment of the area is unlikely to occur.

- The redevelopment proposed for this area is consistent with the City's master plan for this neighborhood.

2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the City has considered the following information:

   - As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected are more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.

   - The development expected to occur is likely to generate approximately 96 construction jobs over the life of the District, with an average wage of between $33/ Hr and $67.50/ Hr and approximately 75 permanent full time jobs with an approximate wage range of between #20,000 and $60,000 / Yr. _ *(source: John Colby, Project Developer).*

   - The development expected to occur within the District would create additional hotel and conference space thereby enhancing the City's ability to serve existing and potential businesses within the community.

3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**

   - If approved, the District's creation would become effective for valuation purposes as of January 1, 2015. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after January 1, 2015 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.

- Since the development expected to occur is unlikely to take place or in the same manner without the use of TIF (see Finding #1) and since the District will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the City reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the "but for" test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.

4. Not less than 50% by area of the real property within the District is in need of rehabilitation - conservation work within the meaning of Wisconsin Statutes Section 66.1337(2m)(b). Furthermore, any property standing vacant for the entire seven years preceding adoption of the Creation Resolution does not comprise more than 25% of the area in the District in compliance with Wisconsin Statutes Section 66.1105(4)(gm)1.

5. Based upon the findings, as stated above, the District is declared to be a rehabilitation - conservation District based on the identification and classification of the property included within the District.

6. The project costs relate directly to promoting the rehabilitation of the area consistent with the purpose for which the District is created.

7. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

8. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

9. The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1.

10. The Project Plan for the District in the City is feasible, and is in conformity with the master plan of the City.

SECTION 2:
Type and General Description of District

The District is being created by the City under the authority provided by Wisconsin Statutes Section 66.1105. The District is created as a "Rehabilitation - conservation District" based upon a finding that at least 50%, by area, of the real property within the District is in need of rehabilitation - conservation work. In Section 5 of this Plan, the City has identified those properties within the District that meet the criteria of "rehabilitation - conservation areas" as defined in Wisconsin Statutes Section 66.1337(2m)(a) and relies on these characterizations as the basis for making the above finding.

Property standing vacant for seven years immediately preceding adoption of the Creation Resolution for this District will not comprise more than 25% of the area in the District in compliance with Wisconsin Statutes Section 66.1105(4)(gm)1. A calculation demonstrating compliance with this test is found as part of the Preliminary Parcel List in Section 5 of this plan.

A map depicting the boundaries of the District is found in Section 3 of this Plan. A map depicting the proposed uses of the District is found in Section 8 of this plan. The City intends that TIF will be used to assure that private development occurs within the District consistent with the City's development and redevelopment objectives. This will be accomplished by installing public improvements, and making necessary related expenditures, to promote development and redevelopment within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the City. The project costs included in this Plan relate directly to the rehabilitation - conservation of areas in the District consistent with the purpose for which the District is created.

Based upon the findings, as stated within this Plan, the District is declared to be a rehabilitation - conservation District based on the identification and classification of the property included within the district.

SECTION 3:
Map of Proposed District Boundary

SECTION 4:
Maps Showing Existing Uses and Conditions

Current Land Use - TID #10 Tax Parcels

1 - Multi-family residence
2 - Single-family residence
3 - Religious facility

Note - Numbers identified in map refer to Map Key in data table.

FITCHBURG TID #10 -

CURRENT LAND USE

N 0 100 200 Feet

THE CITY OF Fitchburg PLANNING & ZONING

CREATED BY: PLANNING & ZONING DEPARTMENT 09/2015
SOURCE: PLANNING & ZONING DEPARTMENT AND DANE COUNTY LIO

SECTION 5:
Preliminary Parcel List and Analysis

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Base Property Information

Property Information					Assessment Information				Equalized Value					District Classification		Assessment Roll Classification? *(Residential = Class 1, Commercial = Class 2, Manufacturing = Class 3, Ag = Class 4 , Undeveloped = Class 5, Ag Forest = Class 5M, Forest = Class 6, Other = Class 7 & Exempt = X)*
Map Ref #	Parcel Number	Street Address	Owner	Acreage	Land	Imp	PP	Total	Equalized Value Ratio	Land	Imp	PP	Total	Rehab/ Conservation	Vacant	
1	60903127431	1911 Pike Drive	Ronald D Hermsmeier	1.06	360,000	725,000	0	1,085,000	96.00%	375,000	755,208	0	1,130,208	1.06	0.00	2
2	60903129046	2922 Fish Hatchery Rd	W Arbor Free Methodist Church	0.28	65,000	100	0	65,100	96.00%	67,708	104	0	67,813	0.28	0.28	1
3	60903129340	2924 Fitch Hatchery Rd	W Arbor Free Methodist Church	3.41	0	0	0	0	96.00%	0	0	0	0	3.41	0.00	X
								0	96.00%	0	0	0	0			
								0	96.00%	0	0	0	0			
								0	96.00%	0	0	0	0			
			Total Acreage	4.75	425,000	725,100	0	1,150,100		442,708	755,313	0		4.75	0.28	
														100.00%	5.89%	
											Estimated Base Value		1,198,021			

SECTION 6:

Equalized Value Test

The following calculations demonstrate that the City is in compliance with Wisconsin Statutes Section.66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City.

The equalized value of the increment of existing tax incremental districts within the City, plus the base value of the proposed District, totals $279,499,121. This value is less than the maximum of $325,368,204 in equalized value that is permitted for the City of Fitchburg. The City is therefore in compliance with the statutory equalized valuation test and may proceed with creation of this District.

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Valuation Test Compliance Calculation

Creation Date		11/24/2015		
		Valuation Data Currently Available 2015	Dollar Charge	Percent Change	Valuation Data Est. Creation Date
Total EV (TID In)		2,711,401,700			2,711,401,700
12% Test		325,368,204			325,368,204
Increment of Existing TIDs					
	TID #4	165,243,700			165,243,700
	TID #6	106,831,500			106,831,500
	TID #7	6,225,900			6,225,900
	TID #8	0			0
	TID #9	0			0
					0
Total Existing Increment		278,301,100			278,301,100
Projected Base of New or Amended District		1,198,021			1,198,021
Total Value Subject to 12% Test		279,499,121			279,499,121
Compliance		PASS			PASS

SECTION 7:

Statement of Kind, Number and Location of Proposed Public Works and Other Projects

The following is a list of public works and other TIF-eligible projects that the City expects to implement in conjunction with this District. Any costs necessary or convenient to the creation of the District or directly or indirectly related to the public works and other projects are considered "Project Costs" and eligible to be paid with tax increment revenues of the District.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development and/or Redevelopment

In order to promote and facilitate development and/or redevelopment the City may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred in order to make the property suitable for development and/or redevelopment. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered “real property assembly costs” as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

Although not currently contemplated, if relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wisconsin Statutes Sections 32.19 and 32.195.

Site Preparation Activities

Environmental Audits and Remediation

There have been no known environmental studies performed within the proposed District. If, however, it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediations are eligible Project Costs.

Demolition

In order to make sites suitable for development and/or redevelopment, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

There are inadequate sanitary sewer facilities serving areas of the District. To allow development and/or redevelopment to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; lift stations; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

There are inadequate water distribution facilities serving areas of the District. To allow development and/or redevelopment to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development and/or redevelopment within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District,

and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

There are inadequate street improvements serving areas of the District. To allow development and/or redevelopment to occur, the City may need to construct and/or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, utility relocation,; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

In order to attract development and/or redevelopment consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

CDA **or** RDA Type Activities

Contribution to Community Development **or** Redevelopment Authority

As provided for in Wisconsin Statues Sections 66.1105(2)(f)1.h and 66.1333(13), the City may provide funds to its CDA OR RDA to be used for administration, planning operations, and capital costs, including but not limited to real property acquisition, related to the purposes for which it was established in furtherance of any redevelopment or urban renewal project. Funds provided to the CDA OR RDA for this purpose are eligible Project Costs.

Miscellaneous

Projects outside the Tax Increment District

Pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The City intends to make the following project cost expenditures outside the District:

- Intersection improvements and roadway extension for Fish Hatchery Road and Pike Drive Extensions to include roadway, signalization, utility improvements, streetscaping and signage.

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include, but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees in connection with the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

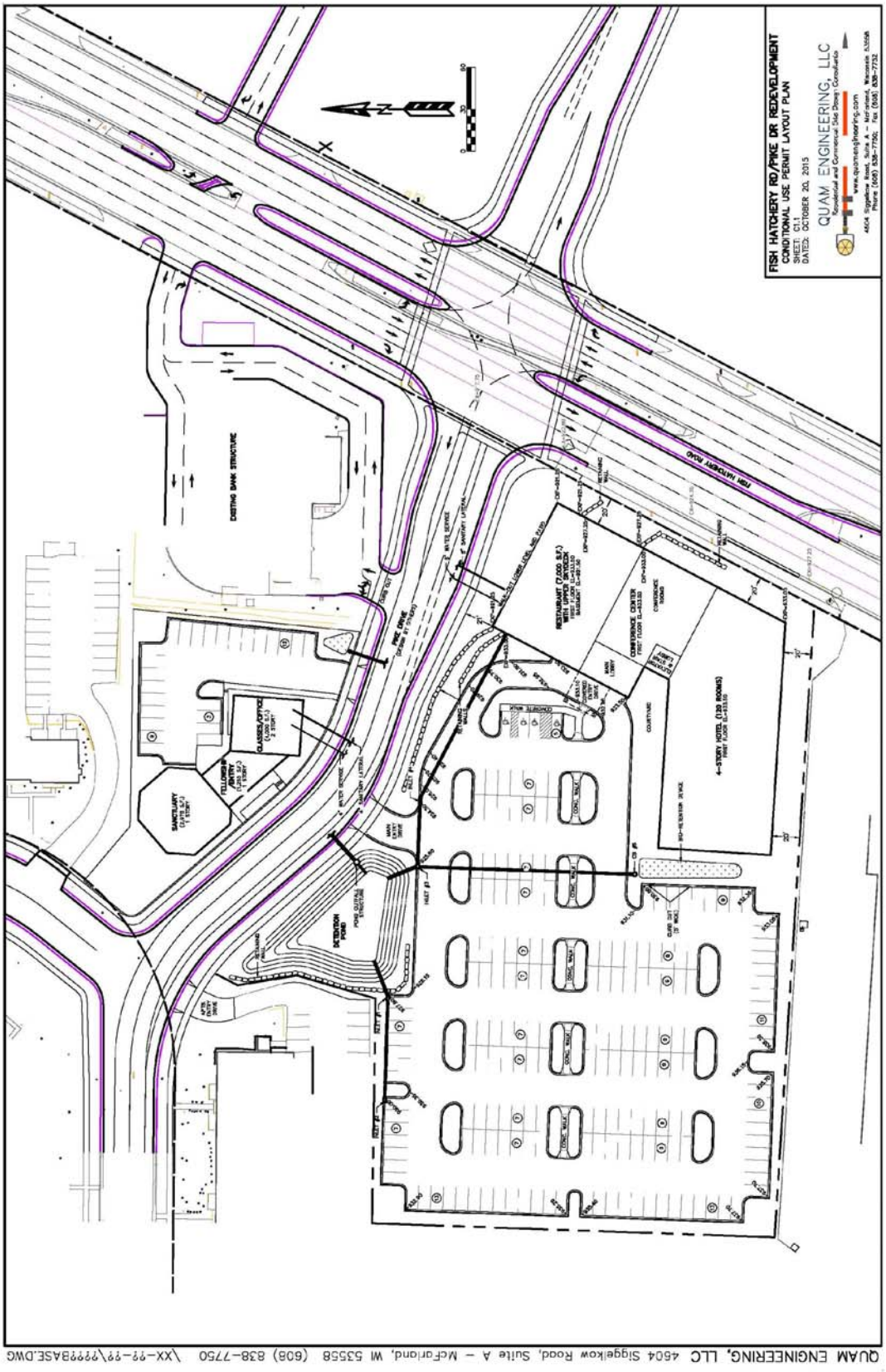
With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the City for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted herefrom and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

The City reserves the right to implement only those projects that remain viable as the Plan period proceeds.

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the City and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.

SECTION 8:
Maps Showing Proposed Improvements and Uses


FISH HATCHERY RD/PIKE DR REDEVELOPMENT
CONDITIONAL USE PERMIT LAYOUT PLAN
SHEET: C1.1
DATES: OCTOBER 20, 2015
QUAM ENGINEERING, LLC
Specialized Government & Site Planning Consultants
4504 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752
www.quamengineering.com
FISH HATCHERY ROAD
EXISTING BANK STRUCTURE
PIKE DRIVE
RESTAURANT (7,000 S.F.)
WITH UPPER DINING
CONVENIENCE CENTER
4-STORY HOTEL (120 ROOMS)
SANCTUARY
FELLOWSHIP
CLASSES/OFFICE
RETENTION POND
POND OUTFALL STRUCTURE
CONC. WALK
COURTYARD
QUAM ENGINEERING, LLC 4504 Siggelkow Road, Suite A – McFarland, WI 53558 (608) 838-7750 \XX-99-99\99998ASE.DWG

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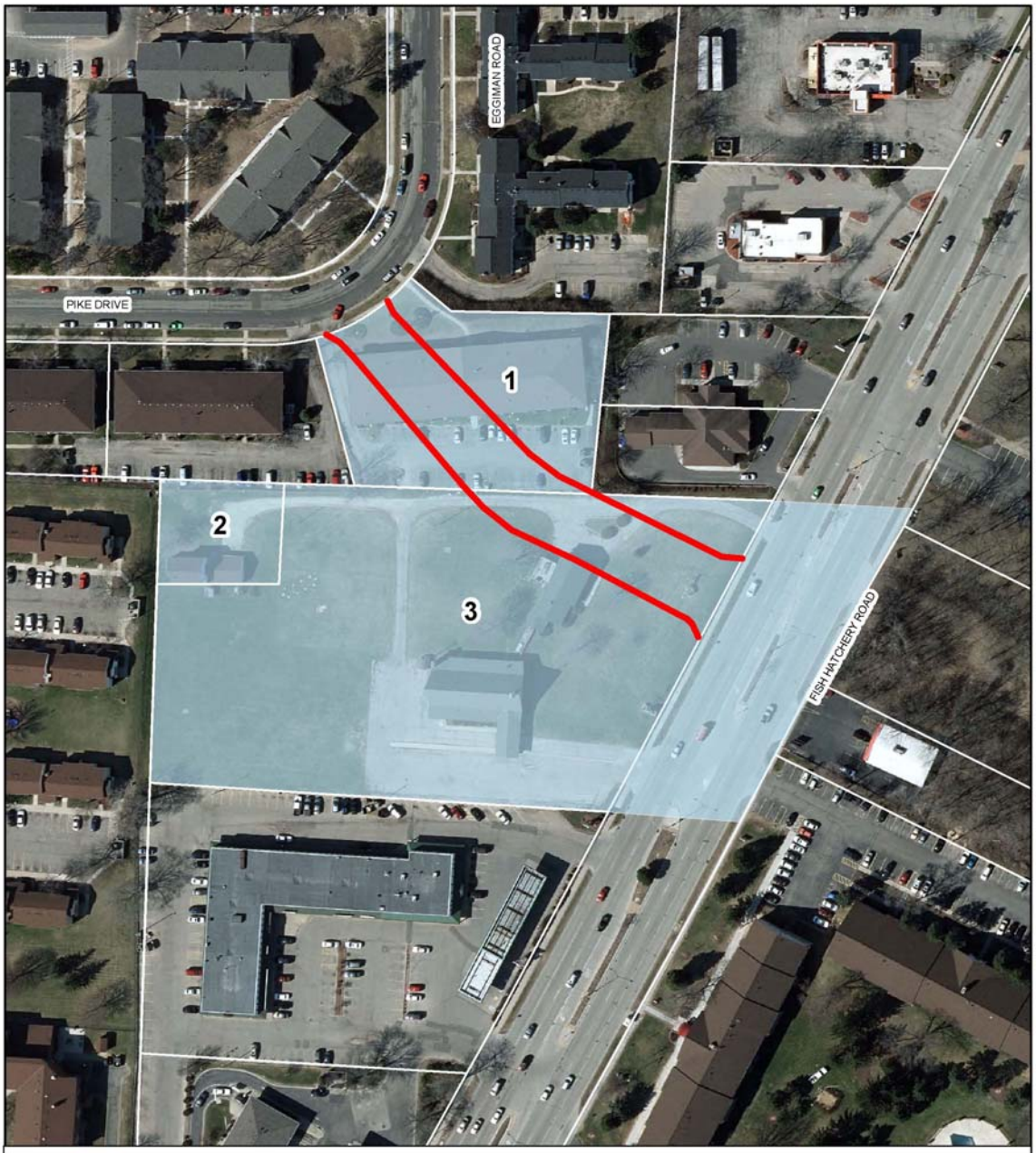

ROW

TID #10 Tax Parcels

Proposed New Street (Approximate)

Note - Numbers identified in map refer to Map Key in data table.

FITCHBURG TID #10 -

IMPROVEMENTS

N

0 100 200 Feet

THE CITY OF Fitchburg PLANNING & ZONING

CREATED BY: PLANNING & ZONING DEPARTMENT 11/2015
SOURCE: PLANNING & ZONING DEPARTMENT AND DANE COUNTY LIO

SECTION 9:

Detailed List of Project Costs

All costs are based on 2015 prices and are preliminary estimates. The City reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2015 and the time of construction. The City also reserves the right to increase certain project costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without amending the Plan.

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Estimated Project List

Project ID	Project Name/Type	Phase I Year	Total (Note 1)
1	1911 Pike Dr. Purchase and Acquisition Costs	1,450,000	1,450,000
2	Demolition of 1911 Pike Dr.	125,000	125,000
3	Road Construction (including sidewalk, storm sewer, signals, water & sewer utility improvments within district and within 1/2 mile of district including but not limited to Pike Dr extension and Fish Hatchery Rd Intersection	1,235,000	1,235,000
4	Professional fees	110,000	110,000
5	Site Preparation	60,000	60,000
6	Potential Additional Earthwork	100,000	100,000
7	TID Admin Costs	50,000	50,000
8	Capitalized Interest	240,000	240,000
			0
Total Projects		3,370,000	3,370,000

Notes:

Note 1 Project costs submitted by Charles Chvala on behalf of Developer and are estimates subject to modification

SECTION 10:

Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of "Available Financing Methods" follows.

- The City expects to complete the projects in one or multiple phases, and can adjust the timing of implementation as needed to coincide with the pace of private development and/or redevelopment. A discussion of the phasing and projected timeline for project completion is discussed under "Plan Implementation" within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to be incurred is included.

- The development anticipated to occur as a result of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development and/or redevelopment expected to occur, 2) a projection of tax increments to be collected resulting from that development and other economic growth within the District, and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

Available Financing Methods

The following is a list of the types of obligations the City may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The City may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the City has a G.O. debt limit of $135,570,085, of which $89,735,085 is currently unused and could be made available to finance Project Costs.

Bonds Issued to Developers ("Pay as You Go" Financing)

The City may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the City's obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the City and, therefore, do not count against the City's statutory borrowing capacity.

Tax Increment Revenue Bonds

The City has the authority to issue revenue bonds secured by the tax increments to be collected. These

bonds may be issued directly by the City, or as a form of lease revenue bond by a Community Development Authority (CDA). Tax Increment Revenue Bonds and Lease Revenue Bonds are not general obligations of the City and therefore do not count against the City's statutory borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the City may be subject to either a permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Utility Revenue Bonds

The City can issue revenue bonds to be repaid from revenues of the its various systems, including revenues paid by the City that represent service of the system to the City. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the City must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the City utilizes utility revenues other than tax increments to repay a portion of the bonds, the City must reduce the total eligible Project Costs in an equal amount.

Special Assessment "B" Bonds

The City has the ability to levy special assessments against benefited properties to pay part of the costs for street, curb, gutter, sewer, water, storm sewers and other infrastructure. In the event the City determines that special assessments are appropriate, the City can issue Special Assessment B bonds pledging revenues from special assessment installments to the extent assessment payments are outstanding. These bonds are not counted against the City's statutory borrowing capacity. If special assessments are levied, the City must reduce the total eligible Project Costs under this Plan in an amount equal to the total collected.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area. A reasonable and orderly sequence is outlined on the following page. However, public debt and expenditures should be made at the pace private development or redevelopment occurs to assure increment is sufficient to cover expenses.

It is anticipated developer agreements between the City and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement, these agreements might include levying of special assessments against benefited properties.

The order in which public improvements are made should be adjusted in accordance with development and execution of developer agreements. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.

Implementation and Financing Timeline

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Estimated Financing Plan

		Municipal Revenue Obligation (MRO) Year	Totals
Projects			
Phase I		3,370,000	3,370,000
Total Project Funds		3,370,000	3,370,000
Estimated Finance Related Expenses			
Financial Advisor			
Bond Counsel			
Rating Agency Fee			
Paying Agent			
Underwriter Discount	10.00		
Debt Service Reserve			
Capitalized Interest			
Total Financing Required		3,370,000	
Estimated Interest	0.25%		
Assumed spend down (months)	6		
Rounding		0	
Net Issue Size		3,370,000	3,370,000

Development Assumptions

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Development Assumptions

Construction Year		Actual	Hotel, Conf Center & Restaurant	Area B	Annual Total	Construction Year	
1	2016	(1,198,021)	16,000,000		14,801,979	2016	1
2	2017				0	2017	2
3	2018				0	2018	3
4	2019				0	2019	4
5	2020				0	2020	5
6	2021				0	2021	6
7	2022				0	2022	7
8	2023				0	2023	8
9	2024				0	2024	9
10	2025				0	2025	10
11	2026				0	2026	11
12	2027				0	2027	12
13	2028				0	2028	13
14	2029				0	2029	14
15	2030				0	2030	15
16	2031				0	2031	16
17	2032				0	2032	17
18	2033				0	2033	18
19	2034				0	2034	19
20	2035				0	2035	20
21	2036				0	2036	21
22	2037				0	2037	22
23	2038				0	2038	23
24	2039				0	2039	24
25	2040				0	2040	25
26	2041				0	2041	26
	Totals	(1,198,021)	16,000,000	0	14,801,979		

Notes: Value assumptions provided by Charles Chvala on behalf of Developer.

Increment Revenue Projections

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Tax Increment Projection Worksheet

Type of District	Rehabilitation	Base Value	1,198,021
Creation Date	November 24, 2015	Appreciation Factor	1.00%
Valuation Date	Jan 1, 2016	Base Tax Rate	$23.85
Max Life (Years)	27	Rate Adjustment Factor	
Expenditure Periods/Termination	22 11/24/2037		
Revenue Periods/Final Year	26 2043		
Extension Eligibility/Years	Yes 3	Tax Exempt Discount Rate	
Recipient District	Yes	Taxable Discount Rate	1.50%

Apply to Base Value

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1	2016	14,801,979	2017	0	14,801,979	2018	$23.85	**353,009**	353,009	347,792
2	2017	0	2018	148,020	14,949,999	2019	$23.85	**356,539**	709,548	693,871
3	2018	0	2019	149,500	15,099,499	2020	$23.85	**360,104**	1,069,652	1,038,245
4	2019	0	2020	150,995	15,250,494	2021	$23.85	**363,705**	1,433,358	1,380,922
5	2020	0	2021	152,505	15,402,999	2022	$23.85	**367,342**	1,800,700	1,721,911
6	2021	0	2022	154,030	15,557,029	2023	$23.85	**371,016**	2,171,716	2,061,221
7	2022	0	2023	155,570	15,712,599	2024	$23.85	**374,726**	2,546,442	2,398,859
8	2023	0	2024	157,126	15,869,725	2025	$23.85	**378,473**	2,924,915	2,734,834
9	2024	0	2025	158,697	16,028,422	2026	$23.85	**382,258**	3,307,173	3,069,154
10	2025	0	2026	160,284	16,188,707	2027	$23.85	**386,081**	3,693,254	3,401,827
11	2026	0	2027	161,887	16,350,594	2028	$23.85	**389,941**	4,083,195	3,732,861
12	2027	0	2028	163,506	16,514,100	2029	$23.85	**393,841**	4,477,036	4,062,265
13	2028	0	2029	165,141	16,679,241	2030	$23.85	**397,779**	4,874,815	4,390,046
14	2029	0	2030	166,792	16,846,033	2031	$23.85	**401,757**	5,276,572	4,716,212
15	2030	0	2031	168,460	17,014,493	2032	$23.85	**405,775**	5,682,347	5,040,771
16	2031	0	2032	170,145	17,184,638	2033	$23.85	**409,832**	6,092,179	5,363,732
17	2032	0	2033	171,846	17,356,485	2034	$23.85	**413,931**	6,506,110	5,685,102
18	2033	0	2034	173,565	17,530,050	2035	$23.85	**418,070**	6,924,180	6,004,888
19	2034	0	2035	175,300	17,705,350	2036	$23.85	**422,251**	7,346,430	6,323,099
20	2035	0	2036	177,054	17,882,404	2037	$23.85	**426,473**	7,772,904	6,639,743
21	2036	0	2037	178,824	18,061,228	2038	$23.85	**430,738**	8,203,641	6,954,827
22	2037	0	2038	180,612	18,241,840	2039	$23.85	**435,045**	8,638,687	7,268,359
23	2038	0	2039	182,418	18,424,258	2040	$23.85	**439,396**	9,078,082	7,580,346
24	2039	0	2040	184,243	18,608,501	2041	$23.85	**443,790**	9,521,872	7,890,796
25	2040	0	2041	186,085	18,794,586	2042	$23.85	**448,228**	9,970,100	8,199,717
26	2041	0	2042	187,946	18,982,532	2043	$23.85	**452,710**	10,422,810	8,507,117
	Totals	**14,801,979**		**4,180,553**			**Future Value of Increment**	**10,422,810**		

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

Cash Flow

City of Fitchburg, Wisconsin

Tax Increment District #10 (Hotel & Conference Center)

Cash Flow Projection

	Projected Revenues				Expenditures					Balances			
					Municipal Revenue Obligation (MRO)								
Year					3,370,000								
	Tax Increments	Interest Earnings/ (Cost)	Less Administrative Expenses	Total Revenues	Dated Date: Principal	Est. Rate	Interest	Total Expenditures	Bond Coverage	Annual	Cumulative	Principal Outstanding	Year
		0.20%				4.50%							
2016				0				0		0	0	3,370,000	2016
2017				0				0		0	0	3,370,000	2017
2018	353,009		(15,000)	338,009	170,000	4.50%	151,650	321,650	1.05	16,359	16,359	3,200,000	2018
2019	356,539	33	(15,300)	341,272	180,000	4.50%	144,000	324,000	1.05	17,272	33,631	3,020,000	2019
2020	360,104	67	(15,606)	344,566	190,000	4.50%	135,900	325,900	1.06	18,666	52,296	2,830,000	2020
2021	363,705	105	(15,918)	347,892	200,000	4.50%	127,350	327,350	1.06	20,542	72,838	2,630,000	2021
2022	367,342	146	(16,236)	351,252	210,000	4.50%	118,350	328,350	1.07	22,902	95,740	2,420,000	2022
2023	371,016	191	(16,561)	354,646	225,000	4.50%	108,900	333,900	1.06	20,746	116,486	2,195,000	2023
2024	374,726	233	(16,892)	358,067	235,000	4.50%	98,775	333,775	1.07	24,292	140,777	1,960,000	2024
2025	378,473	282	(17,230)	361,525	250,000	4.50%	88,200	338,200	1.07	23,325	164,102	1,710,000	2025
2026	382,258	328	(17,575)	365,011	260,000	4.50%	76,950	336,950	1.08	28,061	192,163	1,450,000	2026
2027	386,081	384	(17,926)	368,539	280,000	4.50%	65,250	345,250	1.07	23,289	215,452	1,170,000	2027
2028	389,941			389,941	290,000	4.50%	52,650	342,650	1.14	47,291	262,743	880,000	2028
2029	393,841			393,841	300,000	4.50%	39,600	339,600	1.16	54,241	316,984	580,000	2029
2030	397,779			397,779	310,000	4.50%	26,100	336,100	1.18	61,679	378,663	270,000	2030
2031	401,757			401,757	270,000	4.50%	12,150	282,150	1.42	119,607	498,270	0	2031
2032	405,775			405,775		4.50%	0	0		405,775	904,045	0	2032
2033	409,832			409,832		4.50%	0	0		409,832	1,313,877	0	2033
2034	413,931			413,931		4.50%	0	0		413,931	1,727,808	0	2034
2035	418,070			418,070		4.50%	0	0		418,070	2,145,878		2035
2036	422,251			422,251		4.50%	0	0		422,251	2,568,128		2036
2037	426,473			426,473		4.50%	0	0		426,473	2,994,602		2037
2038	430,738			430,738	0	4.50%	0	0		430,738	3,425,339		2038
2039	435,045			435,045				0		435,045	3,860,385		2039
2040	439,396			439,396				0		439,396	4,299,780		2040
2041	443,790			443,790				0		443,790	4,743,570		2041
2042	448,228			448,228				0		448,228	5,191,798		2042
2043	452,710			452,710				0		452,710	5,644,508		2043
Total	10,422,810	1,769	(164,246)	10,260,333	3,370,000		1,245,825	4,615,825					Total

Notes: Increment Projections and costs are based upon estimates from Developer's representatives.
Payment on the MRO is strictly contingent upon Incremental revenues being available.

Projected TID Closure

SECTION 11:
Annexed Property

There are no lands proposed for inclusion within the District that were annexed by the City on or after January 1, 2004.

SECTION 12:
Estimate of Property to be Devoted to Retail Business

Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 13:
Proposed Zoning Ordinance Changes

The City does not anticipate that the District will require any changes in zoning ordinances.

SECTION 14:
Proposed Changes in Master Plan, Map, Building Codes and City of Fitchburg Ordinances

It is expected that this Plan will be complementary to the City's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other City ordinances for the implementation of this Plan.

SECTION 15:
Relocation

It is not currently anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable Wisconsin Statutes Section chapter 32.

SECTION 16:
Orderly Development or Redevelopment of the City of Fitchburg

The District contributes to the orderly development and redevelopment of the City by providing the opportunity for continued growth in tax base, job opportunities and general economic activity. The addition of hotel rooms, a conference center and restaurant will serve existing and future businesses and enhance the attractiveness of Fitchburg as a destination for business travelers and economic development.

SECTION 17:
List of Estimated Non-Project Costs

Non-Project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

Examples would include:

A public improvement made within the District that also benefits property outside the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

A public improvement made outside the District that only partially benefits property within the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The City does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 18:

Opinion of Attorney for the City of Fitchburg Advising Whether the Plan is Complete and Complies with Wisconsin Statutes 66.1105

THE CITY OF Fitchburg
OFFICE OF THE CITY ATTORNEY

Office of the City Attorney

5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4207
Fax: (608) 270-4212
mark.sewell@fitchburgwi.gov

November 2, 2015

Mayor Steve Arnold
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

RE: City of Fitchburg, Wisconsin Tax Incremental District No. 10

Dear Mayor:

As City Attorney for the City of Fitchburg, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Sincerely,

Attorney Mark Sewell
City of Fitchburg

Exhibit A:

Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Statement of Taxes Data Year:	2014	
		Percentage
Dane County	7,690,783	16.24%
City of Fitchburg	23,114,627	48.80%
Madison Metropolitan School District	14,255,560	30.10%
Madison Area Technical College	2,303,813	4.86%
Total	47,364,783	100.00%

Revenue Year	Dane County	City of Fitchburg	Madison Metropolitan School District	Madison Area Technical College	Total	Revenue Year
2018	57,319	172,273	106,246	17,170	353,009	2018
2019	57,892	173,996	107,309	17,342	356,539	2019
2020	58,471	175,736	108,382	17,515	360,104	2020
2021	59,056	177,493	109,466	17,691	363,705	2021
2022	59,647	179,268	110,560	17,867	367,342	2022
2023	60,243	181,061	111,666	18,046	371,016	2023
2024	60,846	182,871	112,783	18,227	374,726	2024
2025	61,454	184,700	113,911	18,409	378,473	2025
2026	62,069	186,547	115,050	18,593	382,258	2026
2027	62,689	188,412	116,200	18,779	386,081	2027
2028	63,316	190,296	117,362	18,967	389,941	2028
2029	63,949	192,199	118,536	19,156	393,841	2029
2030	64,589	194,121	119,721	19,348	397,779	2030
2031	65,235	196,063	120,918	19,541	401,757	2031
2032	65,887	198,023	122,128	19,737	405,775	2032
2033	66,546	200,003	123,349	19,934	409,832	2033
2034	67,211	202,004	124,582	20,133	413,931	2034
2035	67,883	204,024	125,828	20,335	418,070	2035
2036	68,562	206,064	127,086	20,538	422,251	2036
2037	69,248	208,124	128,357	20,744	426,473	2037
2038	69,940	210,206	129,641	20,951	430,738	2038
2039	70,640	212,308	130,937	21,161	435,045	2039
2040	71,346	214,431	132,247	21,372	439,396	2040
2041	72,060	216,575	133,569	21,586	443,790	2041
2042	72,780	218,741	134,905	21,802	448,228	2042
2043	73,508	220,928	136,254	22,020	452,710	2043
	1,692,388	5,086,466	3,136,993	506,963	10,422,810	

Notes:

The projection shown above is provided to meet the requirments of Wisconsin Statute 66.1105(4)(i)4.

PLAN COMMISSION RESOLUTION NO. PCR-05-15

RESOLUTION DESIGNATING PROPOSED BOUNDARIES AND APPROVING A PROJECT PLAN FOR TAX INCREMENTAL DISTRICT NO. 10, CITY OF FITCHBURG, WISCONSIN

WHEREAS, the City of Fitchburg (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 10 (the "District") is proposed to be created by the City as a rehabilitation - conservation district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to owners of all property in the proposed District, to the chief executive officers of Dane County, the Madison Metropolitan School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 20, 2015 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon.

NOW, THEREFORE, BE IT RESOLVED by the Plan Commission of the City of Fitchburg that:

1. It recommends to the Common Council that Tax Incremental District No. 10 be created with boundaries as designated in Exhibit A of this Resolution.

2. It approves and adopts the Project Plan for the District, attached as Exhibit B, and recommends its approval to the Common Council.

3. Creation of the District promotes orderly development in the City.

Adopted this 20th day of October, 2015.

Plan Commission Chair

Secretary of the Plan Commission

EXHIBIT A -

LEGAL BOUNDARY DESCRIPTION OR MAP OF TAX INCREMENTAL DISTRICT NO. 10 CITY OF FITCHBURG

THIS CAN BE FOUND IN THE PROJECT PLAN

EXHIBIT B -

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY

Plan Commission Initiated By	Planning/Zoning Drafted By
Plan Commission -*direct referral*, Finance Committee	October 13, 2015 Date

RESOLUTION NO. R-117-15

RESOLUTION APPROVING THE PROJECT PLAN AND ESTABLISHING THE BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 10, CITY OF FITCHBURG, WISCONSIN

WHEREAS, the City of Fitchburg (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 10 (the "District") is proposed to be created by the City as a rehabilitation - conservation district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to owners of all property in the proposed district, to the chief executive officers of Dane County, the Madison Metropolitan School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 20, 2015 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Fitchburg that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 10, City of Fitchburg", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2016.

3. The Common Council finds and declares that::

   (a) Not less than 50% by area of the real property within the District is in need of rehabilitation - conservation work within the meaning of Wisconsin Statutes Section 66.1337(2m)(b). Furthermore any property standing vacant for the entire seven years preceding the adoption of this Resolution does not comprise more than 25% of the area in the District in compliance with Wisconsin Statutes Section 66.1105(4)(gm)1.

   (b) Based upon the findings, as stated in 3.a. above, the District is declared to be a rehabilitation - conservation district based on the identification and classification of the property included within the District.

   (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

   (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

   (e) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

   (f) The project costs relate directly to promoting the rehabilitation of the area consistent with the purpose for which the District is created.

4. The Project Plan for "Tax Incremental District No. 10, City of Fitchburg" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2016, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this _____ day of _____, 2015.

_____
Stephen L. Arnold, Mayor

_____
Patti Anderson, City Clerk

EXHIBIT A -

LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 10
CITY OF FITCHBURG

THIS CAN BE FOUND IN THE PROJECT PLAN

EXHIBIT B -

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **11/10/2015** Ordinance Number:
Date to Report Back**: 11/24/2015** Resolution Number: **R-122-15**

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **ACCEPTING TEMPORARY ACCESS EASEMENT FROM SUB-ZERO GROUP**

Background: The agreement for provision of utility easements and road connectivity with Sub-Zero Group required them to provide a temporary easement. The access would use their drive from the time the new Bud's Drive west of the Badger Trail is open, until street connectivity east of the Badger Trail is provided. The easement will be held until a determination is made if it is needed.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	November 17, 2015	Approved
2				

Amendments:

TEMPORARY ACCESS
EASEMENT AGREEMENT

Return to:

Fitchburg City Clerk
5520 Lacy Road
Fitchburg, WI 53711

Part of:
060908285752
060908385302
060908385602
060907481902
Parcel Number

TEMPORARY ACCESS EASEMENT AGREEMENT

THIS TEMPORARY ACCESS EASEMENT AGREEMENT (this "Agreement") is executed this ____ day of _____, 2015, by SUB-ZERO GROUP, INC. ("Owner") to THE CITY OF FITCHBURG, WISCONSIN (the "City").

R E C I T A L S :

A. Owner is the fee holder of certain real property in the City of Fitchburg, County of Dane, State of Wisconsin, as more particularly described on the attached and incorporated Exhibit A and identified as "Easement " on Exhibit B (the "Property").

B. Owner desires to grant to the City, and the City desires to accept, a temporary access easement for use as a road for the benefit of the public in the area identified on Exhibit B as "Access Drive" located along the easterly property line of the Property from the current location of Marketplace Drive and the public road identified on Exhibit B as "Proposed Road" along the southerly property line of the Property which will be referred to as "Bud's Drive" once construction of the same is completed and dedicated to the City (the "Easement Area") to provide vehicular access along the Easement Area until the completion of construction and dedication of Marketplace Drive in the location identified on Exhibit A as Marketplace Drive and located East of the easterly property line of the Property , subject to the terms and conditions set forth below.

NOW THEREFORE, Owner and the City hereby agree as follows:

1. Grant of Easement. The Property shall be, and hereby is made subject to, a temporary access easement and right-of-way to the City for the benefit of the Public for vehicular access over the Easement Area until the earlier to occur of: (a) construction of the new location of Marketplace Drive is complete and such portion of Marketplace Drive is dedicated to the City or (b) a public street connection to Seminole Highway has been completed, in the approximate area shown as dotted lines on Exhibit B attached hereto.

2. Construction and Maintenance of Easement Area. Use of the Easement Area in accordance with the grant made in paragraph 1 above shall not commence until the construction of the Easement Area is complete. The City shall maintain and keep in good order and condition, including snow removal, the Easement Area so long as the same is used for the benefit of the City and the Public as set forth in this Agreement.

3. No Construction of Buildings; Reservation of Rights. Owner shall not construct above-ground buildings, structures, or fences within the Easement Area or otherwise interfere with the rights granted under this Agreement to the City for the benefit of the public, without the City's prior written consent. Owner reserves the right to use the Easement Area for purposes which will not interfere with the City's full enjoyment of the easement rights granted hereby, which may include temporary road closures if necessary to complete construction of any projects upon the Property, such road closures shall be limited in duration to only what is necessary for safe and efficient construction of the Owner's project.

4. Successors and Assigns. All the terms, conditions, covenants and other provisions contained in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of and be enforceable by Owner and the City, and their respective successors and assigns. The City shall not assign this Agreement without written consent of the Owner or Owner's successors and assigns.

5. Governing Law. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

6. Partial Invalidity. If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term, covenant and condition shall be valid and enforceable to the fullest extent permitted by law.

7. Enforcement. Any party hereto may enforce this Agreement by appropriate action, and should it prevail in such litigation, that party shall be entitled to recover, as part of its costs, reasonable attorneys' fees.

8. Subrogation. The City and Owner each hereby waive all rights of subrogation that any has or may hereafter have against the other for any damage to the Easement Area or any other real or personal property or to persons covered by such party's insurance, but only to the extent of the waiving party's insurance coverage; provided, however, that the foregoing waivers shall not invalidate any policy of insurance now or hereafter issued, it being hereby agreed that such a waiver shall not apply in any case which would result in the invalidation of any such policy of insurance and that each party shall notify the other if such party's insurance would be so invalidated.

9. Easement Modification; Termination. This Agreement may not be modified or amended, except by a written instrument executed and delivered by the City and the Owner (or a party's successor and/or assign). This Agreement shall automatically terminate as set forth in paragraph 1 above.

10. Notices. Notices to the Owner shall be given to the Owner at the address to which property tax bills for the Property are to be sent. Notices to the City shall be given to the City to Fitchburg City Clerk, 5520 Lacy Road, Fitchburg, Wisconsin 53711. All notices shall be sent by registered or certified mail, return receipt requested.

11. Consideration. This Agreement is granted for good and sufficient consideration, the receipt and sufficiency which are hereby acknowledged by Owner and the City.

[Execution Pages Follow]

IN WITNESS WHEREOF, the City has executed this Agreement effective as of the date first above written.

CITY OF FITCHBURG ("City")

By: _____
Steven L. Arnold, Mayor

By: _____
Pattie Anderson, City Clerk

APPROVED AS TO FORM:

_____
Mark Sewell, City Attorney

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this ___ day of _____, 2015, Steven L. Arnold and Pattie Anderson, Mayor and City Clerk, respectively, of the City of Fitchburg, who executed the above instrument and acknowledged the same.

_____
Name:_____
Notary Public, State of Wisconsin
My Commission: _____

IN WITNESS WHEREOF, Owner has executed this Agreement effective as of the date first above written.

SUB-ZERO GROUP, INC.
("Owner")

By: _____
Scott LaFleur, Chief Operations Officer

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this ___ day of _____, 2015, the above-named Scott LaFleur, Chief Operations Officer of Sub-Zero Group, Inc., who executed the above instrument and acknowledged the same.

_____
Name:_____
Notary Public, State of Wisconsin
My Commission: _____

This document was drafted by:

Melanie S. Lee
Reinhart Boerner Van Deuren s.c.
22 East Mifflin Street, Suite 600
Madison, WI 53703

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Lot One (1) and Lot Two (2), Certified Survey Map No. 10031 recorded in Volume 58 of Certified Survey Maps of Dane County, Wisconsin, Page 260, as Document No. 3312694, in the City of Fitchburg, Dane County, Wisconsin and, upon vacation, shall become the owner of certain real property legally described as: A portion Marketplace Drive located in the SW1/4 of the NW1/4 of Section 8, T9N, R8E, City of Fitchburg, Dane County, Wisconsin to-wit: Commencing at the West 1/4 corner of said Section 8; thence N88°50'14"E, 30.00 feet; thence S08°15'53"W, 14.19 feet; thence N88°50'14"E, 51.76 feet to the point of beginning; thence N01°26'48"E, 195.52 feet to a point of curve; thence southeasterly along a curve to the left which has a radius of 110.30 feet and a chord which bears S44°51'30"E, 159.50 feet; thence N88°50'14"E, 779.98 feet to a point of curve; thence northeasterly along a curve to the left which has a radius of 117.00 feet and a chord which bears N42°55'11"E, 168.09 feet; thence S02°59'52"E, 200.84 feet; thence S88°50'14"W, 1022.44 feet to the point of beginning. Containing 87,605 square feet (2.011 acres)

EXHIBIT B

DEPICTION OF THE PROPERTY AND THE EASEMENT AREA

Stephen L. Arnold
Introduced by

Planning
Drafted by

Planning Commission
Committee

October 27, 2015
Date

RESOLUTION R-122-15

A RESOLUTION ACCEPTING TEMPORARY ACCESS EASEMENT FROM SUB-ZERO GROUP

WHEREAS, The City of Fitchburg recently approved Resolutions which conditionally approved release of utility rights (R-65-2015) as well as discontinuance of Bud's Drive and a portion of Marketplace Drive (R-66-2015) to accommodate building expansion by Sub-Zero Group (Sub-Zero), and

WHEREAS, Fitchburg and Sub-Zero entered into an agreement is necessary to provide obligations for easements and public connectivity with due to discontinuance of the section of Marketplace Drive in R-66-2015,

WHEREAS, one condition of the approval of the public connectivity agreement was an easement to be provided by Sub-Zero for access from the opening of the new Bud's Drive until the access is available east of the Badger Trail to either Marketplace Drive or Seminole Highway.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Fitchburg that it approves the Temporary Access Agreement between Sub-Zero

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign the necessary documents relative to the above noted agreement

Adopted by the Common Council of the City of Fitchburg this ___day of November, 2015.

Approved By:_____ _____
Stephen L. Arnold, Mayor

Attested By:_____ _____
Patti Anderson, City Clerk

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number:
Date to Report Back**: Nov. 24, 2015** Resolution Number: **R-129-15**

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **A RESOLUTION APPROVING A COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT FOR STONER PRAIRIE, CDP(A)-2085-15**

Background: Comprehensive Development Plan Amendment request, CDP(A)-2085-15, by Jim Spahr of Lionshare Group, agent for William Dunn, for amendment one to the Stoner Prairie Comprehensive Development Plan.

Applicant is requesting approval to amend the Stoner Prairie CDP to replace 9 single-family lots with 21 townhouse units on the east side of Street E, as represented in the submitted plans.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Nov 17, 2015	Approved
2				

Amendments:

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**LAND DIVISION APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby submits ten (10) copies of the attached maps, one (1) copy no larger than 11" x 17", and one (1) pdf document of the complete submittal (planning@fitchburgwi.gov) for approval under the rules and requirements of the Fitchburg Land Division Ordinance.

1. Type of Action Requested:

- ☐ Certified Survey Map Approval
- ☒ Preliminary Plat Approval
- ☐ Final Plat Approval
- ☐ Replat
- ☒ Comprehensive Development Plan Approval - Amendment

2. Proposed Land Use (Check all that Apply):

- ☒ Single Family Residential
- ☐ Two-Family Residential
- ☒ Multi-Family Residential
- ☒ Commercial/Industrial

3. No. of Parcels Proposed: 14

4. No. Of Buildable Lots Proposed: 9

5. Zoning District: P-R, B-G, R-L, PDD, I-S

6. Current Owner of Property: William Dunn

Address: 6055 Whalen RD Verona, WI 53593 **Phone No:** (608) 212-9400

7. Contact Person: James Spahr Lionshare Group, LLC

Email: ajspahr@charter.net

Address: 5396 King James Way, Suite 220 **Phone No:** (608) 235-6499

8. Submission of legal description in electronic format (MS Word or plain text) by email to: planning@fitchburgwi.gov

Pursuant to Section 24-2 (4) of the Fitchburg Land Division Ordinance, all Land Divisions shall be consistent with the currentlyadopted City of Fitchburg Comprehensive Plan.

Respectfully Submitted By: James Spahr — James Spahr - Agent

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** _____

Ordinance Section No. _____ **Fee Paid:** _____

Permit Request No. _____

Montgomery Associates
Resource Solutions, LLC

October 20, 2015

Mr. Thomas Hovel
Zoning Administrator/City Planner
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Re: Stoner Prairie CDP Amendment
MARS Project Number: 1666

Dear Tom:

Enclosed are an application, check for the application fee and 10 copies for a Comprehensive Development Plan amendment for Stoner Prairie. The amendment is for a section of the eastern Dunn property. The initial CDP designated this section as 9 single family lots. The CDP amendment revised this area to Townhomes, similar to the area west of the proposed public street. The density for the CDP amendment (6.0 units/net acre) is consistent with the North Stoner Prairie Neighborhood plan, which specified 5-6 units per acre for the eastern Dunn parcel. The density (3.0 units/net acre) for the remaining single family lots on the O'Brien and eastern Dunn property is also consistent with the neighborhood plan. The CDP amendment will be provided to the neighborhood groups for distribution and for posting on their websites.

The applications are being submitted for the November 17, 2015 Plan Commission meeting. As the application states, the property owner is William Dunn and the contact person is Jim Spahr. A letter from William Dunn submitted with the initial CDP authorized Mr. Spahr to make submittals for this property. Please feel free to contact me with any questions or concerns regarding the submittal materials.

Sincerely,

Montgomery Associates: Resource Solutions, LLC

Deborah J. Hatfield

Deborah J. Hatfield, PE
Project Engineer

Enclosures

Copy, w/enclosures: Jim Spahr

P:\1666 Obrien Farm\Report\Amended CDP October 2015\Rev CDP Submittal Cover Letter.docx

Comprehensive Development Plan
Stoner Prairie Neighborhood
Amendment One
Fitchburg, Wisconsin

Lionshare Group, LLC
Fitchburg, WI
October 20, 2015

Montgomery Associates
Resource Solutions LLC • *ma-rs.org*

COTTAGE GROVE OFFICE | 119 South Main Street, Cottage Grove, WI 53527 | 608-839-4422
MILWAUKEE OFFICE | 10437 Innovation Drive, Suite 305 | Wauwatosa, WI 53226 | 414-380-1044

Comprehensive Development Plan
Amendment One
Stoner Prairie Neighborhood

Table of Contents

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2.6 Proposed Zoning and Land Use 2
3 Estimated Assessed Value 3
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Exhibits

Exhibit 1 Project Context
Exhibit 2 Project Plan
Exhibit 3 Land Use Plan
Exhibit 4 Zoning Plan

Project Contacts

Lionshare Group, LLC

James Spahr
Lionshare Group, LLC.
6880 CTH M
Verona, WI 53593

608-235-6499
ajspahr@charter.net

Montgomery Associates: Resource Solutions (MARS)

Project Manager

Deb Hatfield
Montgomery Associates, Resource Solutions, LLC
119 South Main Street
Cottage Grove, WI 53527

608-839-4422
debbie@ma-rs.org

1 Introduction

The North Stoner Neighborhood Comprehensive Development Plan (CDP) was adopted by the City of Fitchburg August 25, 2015. The CDP established the framework for residential (single family and multi-family) and industrial-commercial development for the 95-acre project area located near the northeast and northwest quadrants of the Lacy Road/Seminole Highway intersection (**Exhibit 1**).

The CDP included a mix of single family and multi-family for the section of Dunn property east of Seminole Highway. Multi-family was shown for the area west of Street E while single-family was shown for the area east of Street E. This CDP Amendment proposes to change the single-family east of Street E to multi-family consistent with what was shown on the west side of Street E (**Exhibit 2**). Changes to the initial CDP are described in the following sections.

2 Proposed Development

2.1 Proposed Site Plan

The initial CDP proposed single-family for the O'Brien property and part of the eastern Dunn property with 146 lots on 68 acres with a net density of 3.0 DU/Ac. Townhomes were proposed for the remaining eastern Dunn property with 30 units on 5.0 acres with a net density of 6.0 DU/AC. The proposed densities are consistent with the North Stoner Prairie Neighborhood plan.

During the approval of the initial CDP, Fitchburg's planning department suggested that multi-family be considered for both sides of Street E within the eastern Dunn property because it is better planning to have land use changes occur at the rear of the lots instead of at streets. The initial CDP was not revised at that time but this amendment proposes to incorporate the land use change at the Dunn/O'Brien property line which accomplishes having the land use change at the rear of lots instead of at the street. In addition, initial input from the marketplace indicates the need for additional townhomes. **Exhibit 2** shows the proposed site plan.

2.2 Proposed Housing Mix

The initial CDP proposed a mix of lot sizes and building types which are identified on **Exhibit 2.** The proposed amendment increases the size of TH-D and the number of Townhomes and decreases the SF-C lots. The revised number of lots and Townhomes are shown below. Note: The sizes for each designation are averages and may vary.

SF-C (36 lots) - 80′ x 145′ single family lots generally with utility and/or stormwater management easements.

TH-D (51 Townhomes) – 3 to 5 unit Townhome condo and/or rental buildings are proposed for part of the eastern Dunn property, adjacent to Seminole Highway.

2.3 Stormwater Management

The impervious surface ratio for the proposed amendment area increases from 35% associated with single-family residential to 65% associated with multi-family. The proposed stormwater management system described in the original CDP can accommodate the change.

2.4 Consistency with Adopted Plans

The proposed CDP amendment is consistent with the *North Stoner Prairie Neighborhood Plan* and the *City of Fitchburg Comprehensive Plan* which designates the eastern Dunn property as Medium Density Residential or Low Density Residential with 5-6 dwelling units per acre.

2.5 Proposed Land Use Data

A change in land use from Low Density Residential (LDR) to Medium Density Residential (MDR) is proposed for the amendment area. **Exhibit 3** shows the proposed land uses.

Total multi-family Site Acreage Acres

TH-D 8.7 Ac

Town House Condominiums	8.5 Ac	51 units
Public Street R/W	0.2 AC	
Net Density	6.0 Du/Ac	
Gross Density	5.9 Du/Ac	

2.6 Proposed Zoning

The PDD zoning proposed for the original TH-D area will be expanded to include the additional TH-D area. **Exhibit 4** shows the proposed final zoning for the Stoner Prairie Neighborhood. The zoning will be phased per the development schedule shown in the initial CDP which shows this area as part of Phase II.

3 Estimated Change in Assessed Value

Change in Development Type	Estimated Assessed Value
-9 SF Homes @ $350,000 ("C" lots)	-$3,150,000
+21 Townhomes @ $180,000	$3,780,000
Total Estimated Change in Assessed Value	**$630,000**

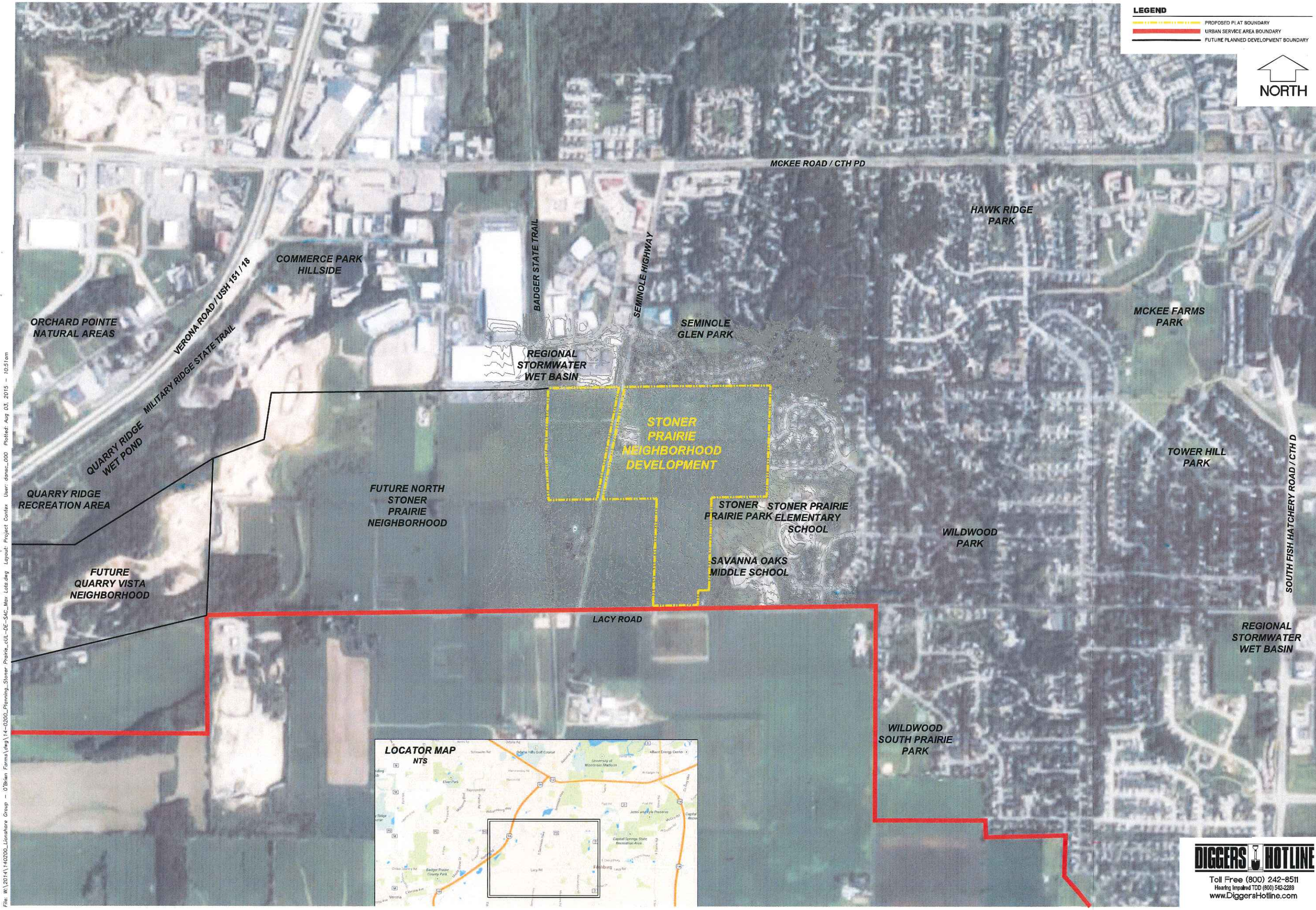
4 References

1. *City of Fitchburg Comprehensive Plan,* Chapter Four: Land Use. adopted March 2009, rev. Dec 2013

2. *North Stoner Prairie Neighborhood Plan.* November 2013

Exhibits

Exhibit 1 Project Context
Exhibit 2 Project Plan
Exhibit 3 Land Use Plan
Exhibit 4 Zoning Plan



DIGGERS HOTLINE
Toll Free (800) 242-8511
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

WYSER ENGINEERING

LIONSHARE GROUP LLC
WILLIAM RYAN HOMES

5396 KING JAMES WAY, SUITE 220
MADISON, WI 53719

STONER PRAIRIE -
A WALK TO SCHOOL NEIGHBORHOOD

CITY OF FITCHBURG, DANE COUNTY, WI

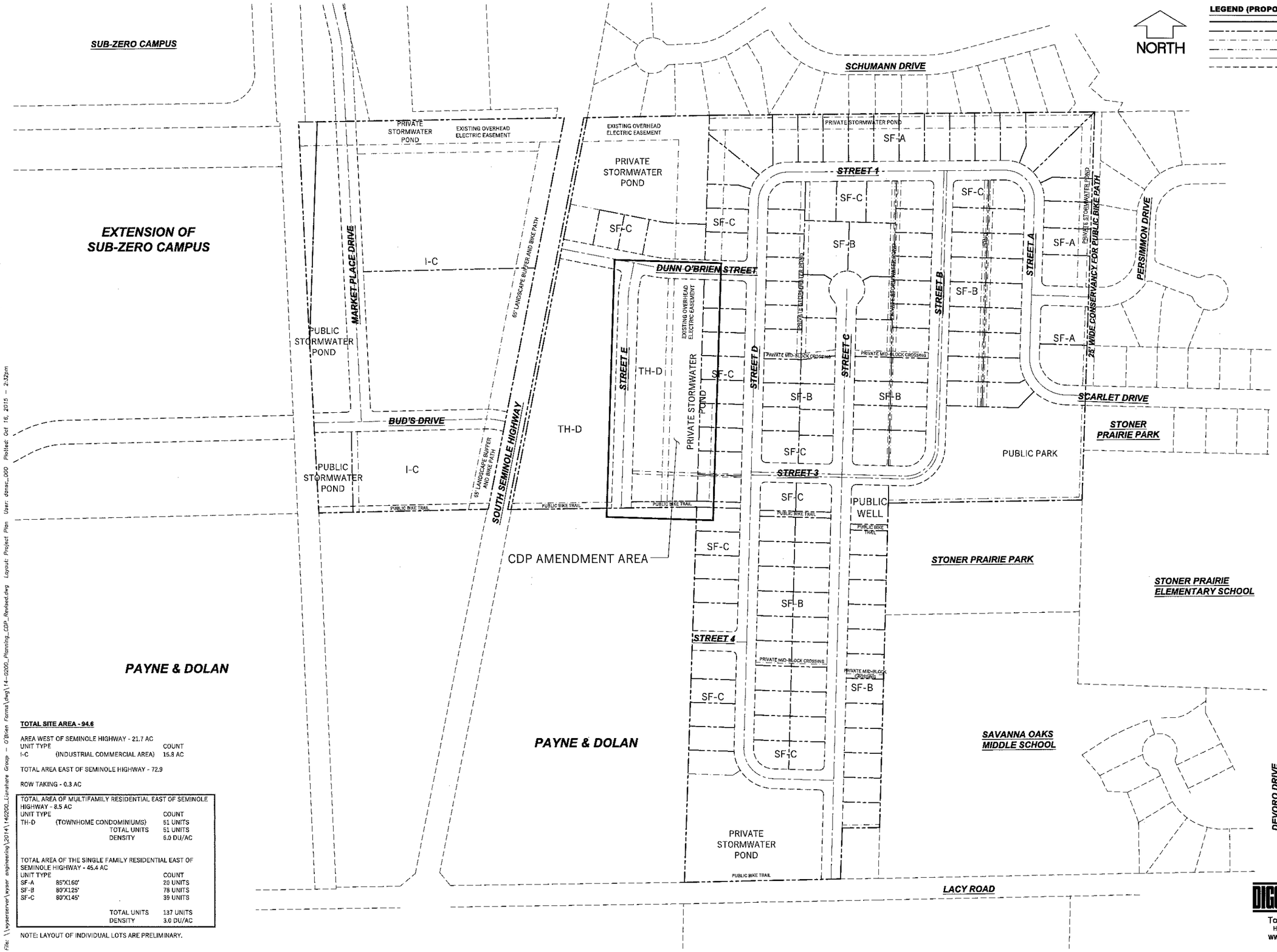
Sheet Title: PROJECT CONTEXT

Revisions:

No.	Date:	Description:
	08/05/15	City Comments

Graphic Scale	0' 500' 1000' 1500
Wyser Number	14-0200
Set Type	PLANNING
Date Issued	07/21/2015
Sheet Number	EX. 1

File: W:\2014\140200_Lionshare Group - O'Brian Farms\dwg\14-0200_Planning_Stoner Prairie_cU-DE-S4C_Max Lots.dwg Layout: Project Context User: donac_000 Plotted: Aug 03, 2015 - 10:51am



TOTAL SITE AREA - 94.6

AREA WEST OF SEMINOLE HIGHWAY - 21.7 AC

UNIT TYPE		COUNT
I-C	(INDUSTRIAL COMMERCIAL AREA)	15.8 AC

TOTAL AREA EAST OF SEMINOLE HIGHWAY - 72.9

ROW TAKING - 0.3 AC

TOTAL AREA OF MULTIFAMILY RESIDENTIAL EAST OF SEMINOLE HIGHWAY - 8.5 AC

UNIT TYPE		COUNT
TH-D	(TOWNHOME CONDOMINIUMS)	51 UNITS
	TOTAL UNITS	51 UNITS
	DENSITY	6.0 DU/AC

TOTAL AREA OF THE SINGLE FAMILY RESIDENTIAL EAST OF SEMINOLE HIGHWAY - 45.4 AC

UNIT TYPE		COUNT
SF-A	85'X160'	20 UNITS
SF-B	80'X125'	78 UNITS
SF-C	80'X145'	39 UNITS
	TOTAL UNITS	137 UNITS
	DENSITY	3.0 DU/AC

NOTE: LAYOUT OF INDIVIDUAL LOTS ARE PRELIMINARY.

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MADISON, WI 53719

STONER PRAIRIE - A WALK TO SCHOOL NEIGHBORHOOD
CITY OF FITCHBURG, DANE COUNTY, WI

Sheet Title: PROJECT PLAN & CONCEPTUAL LAYOUT

Revisions:

No.	Date:	Description:
	08/05/15	City Comments
	10/20/15	CDP Amendment

Graphic Scale	0' 150' 300' 450'
Wyser Number	14-0200
Set Type	PLANNING
Date Issued	07/21/2015
Sheet Number	EX. 2

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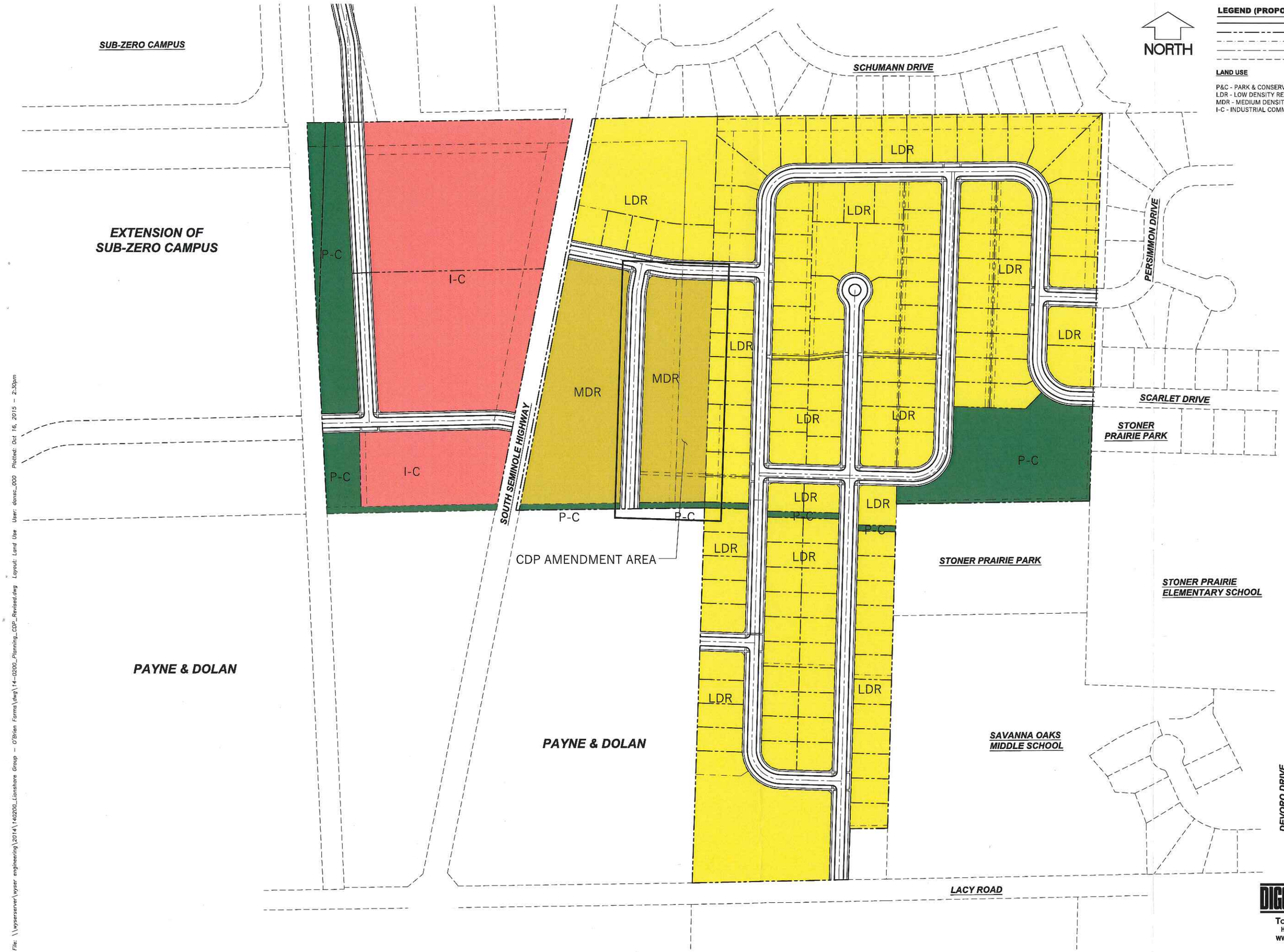

LEGEND (PROPOSED)

- CDP AMENDMENT AREA
- PROPOSED PROPERTY BOUNDARY
- EASEMENT
- ROADWAY CENTER LINE
- RIGHT OF WAY LIMITS

LAND USE

P&C - PARK & CONSERVANCY
LDR - LOW DENSITY RESIDENTIAL
MDR - MEDIUM DENSITY RESIDENTIAL
I-C - INDUSTRIAL COMMERCIAL

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WYSER ENGINEERING

LIONSHARE GROUP LLC
WILLIAM RYAN HOMES
5396 KING JAMES WAY, SUITE 220
MADISON, WI 53719

STONER PRAIRIE -
A WALK TO SCHOOL NEIGHBORHOOD
CITY OF FITCHBURG, DANE COUNTY, WI

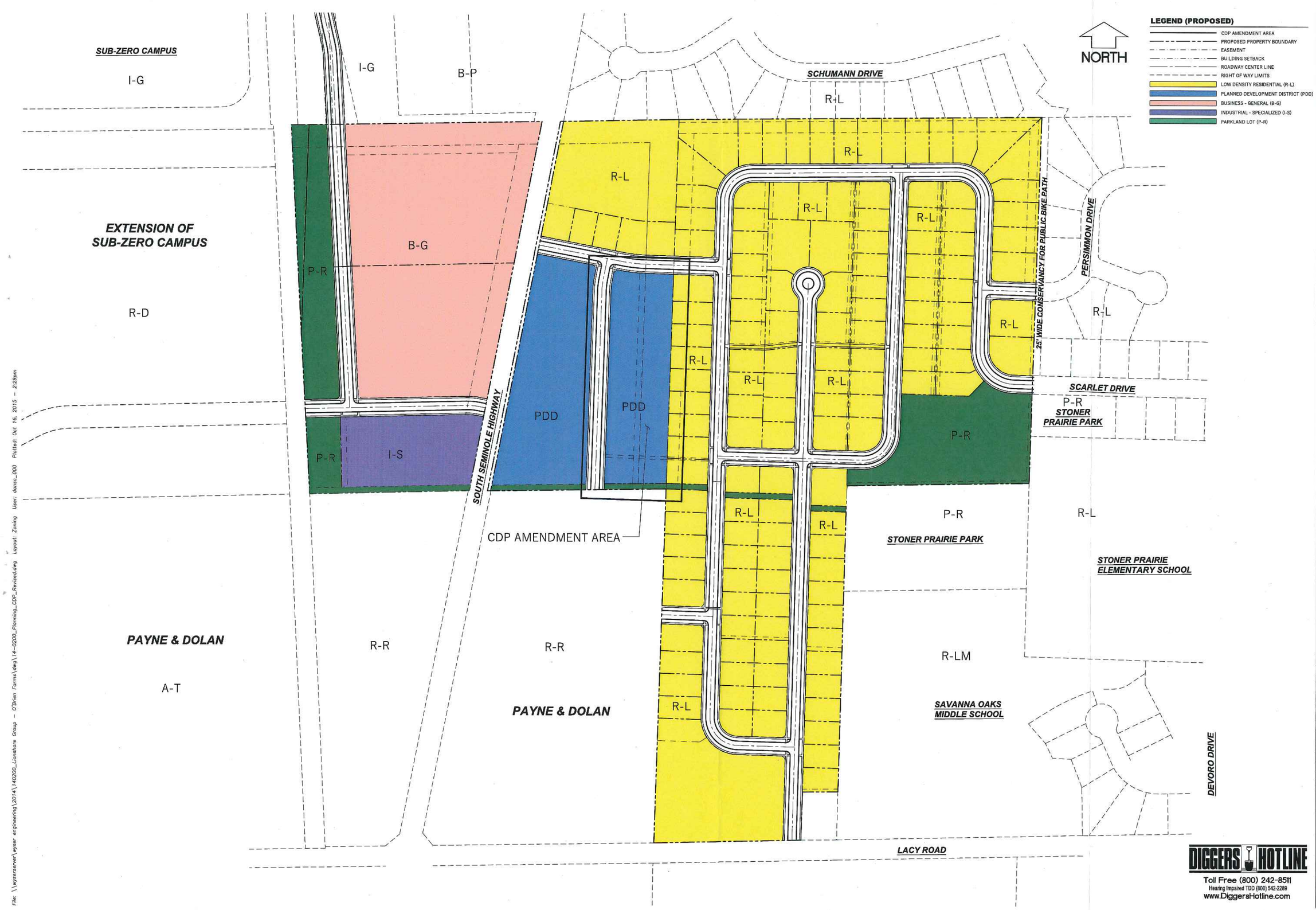
Sheet Title: LAND USE

Revisions:

No.	Date:	Description:
	10/20/15	CDP Amendment

Graphic Scale	0' 75' 150' 225'
Wyser Number	14-0200
Set Type	PLANNING
Date Issued	07/21/2015
Sheet Number	EX. 3

File: \\wyserserver\wyser engineering\2014\140200_Lionshare Group - O'Brien Farms\dwg\14-0200_Planning_CDP_Revised.dwg Layout: Land Use User: danac_000 Plotted: Oct 16, 2015 - 2:30pm



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WYSER ENGINEERING

LIONSHARE GROUP LLC
WILLIAM RYAN HOMES

5396 KING JAMES WAY, SUITE 220
MADISON, WI 53719

STONER PRAIRIE -
A WALK TO SCHOOL NEIGHBORHOOD

CITY OF FITCHBURG, DANE COUNTY, WI

Sheet Title: ZONING PLAN

Revisions:

No.	Date:	Description:
	08/05/15	City Comments
	10/20/15	CDP Amendment

Graphic Scale	0' 75' 150' 225'
Wyser Number	14-0200
Set Type	PLANNING
Date Issued	07/21/2015
Sheet Number	EX. 4

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Montgomery Associates
Resource Solutions, LLC

RECEIVED 11/5/2015

November 5, 2015

Mr. Thomas Hovel
Zoning Administrator/City Planner
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Re: Stoner Prairie
CDP Amendment One Response Letter
MARS Project Number: 1666

Dear Tom:

We received Planning comments on October 29, 2015. We have prepared this letter to address the comments.

The staff comments are listed below with our response in red.

Planning Comments:

1. What is the overall density (gross and net) of the Dunn property east of Seminole Hwy to the O'Brien boundary with the amendment? The total area of the Dunn area east of Seminole Hwy cannot exceed 6 du/ac. The gross density is 5.9 du/ac and the net density is 6.0 du/ac for the entire multi-family portion of the eastern Dunn property. Please see Section 2.5 "Proposed Land Use Data" of the CDP Amendment for more detailed information regarding the densities.
2. Dunn single family density was originally calculated with the O'Brien property. How does this alteration affect the O'Brien density calculation? With the Dunn single family, the O'Brien property was right at the 3 du/ac net density level. The attached Proposed Land Use Data section from the original CDP shows the changes due to the amendment. The amendment area is 3.5 acres. 3.5 acres was subtracted from the O'Brien/Eastern Dunn single family area and added to the eastern Dunn multi-family area. The proposed units for each were also revised. As the calculations show, the single family area has a net density of 3.0 du/ac and the multi-family area has a net density of 6.0 du/ac, consistent with the Stoner Prairie Neighborhood Plan.
3. There will be more park land required, or a fee-in-lieu for twelve more units. Understood.
4. It seems like a bait and switch tactic. When suggested by staff there was the ability for it to be considered with the whole project. There is certainly no intent to bait and switch. When staff suggested the change, it was initially thought the densities wouldn't allow a change. But, as the attached calculations show, the change in land use does not impact the single family densities.
5. Staff will want to know the neighborhood opinion since they have been highly involved in the whole process. The CDP amendment was provided to the neighbors and their input was requested. The two comments received were regarding a potential increase in traffic and whether or not the units would be rental or condos. We responded to the rental versus condo comment by

119 South Main Street • Cottage Grove, WI 53527 ph 608.839.4422 fx 608.839.3322 • www.ma-rs.org

Montgomery Associates
Resource Solutions, LLC

pointing out that the units will be built as condos but will be available as rentals until the condo market comes back.

6. You should have met with the neighbors before submittal of the amendment. Many meetings were held with the neighbors during preparation of the initial CDP. The neighbors were very interested in how the O'Brien property developed but did not appear to be as concerned with the Dunn property as long as it developed within the neighborhood plan guidelines. The neighbors have been contacted regarding the CDP amendment and only had the two comments listed above.
7. With this proposal you have a few single family homes on the north side of what is named Dunn-O'Brien Street. Acknowledged.

Please contact me at 608-839-4422 with any questions.

Sincerely,

Montgomery Associates: Resource Solutions, LLC

Deborah J. Hatfield

Deborah J. Hatfield, PE
Project Engineer

Copy, w/enclosures: Chris Ehlers
Jim Spahr

P:\1666 Obrien Farm\Report\Amended CDP October 2015\CDP(A) -2085-15_PlanningReview1 Response.doc

3.10 Proposed Land Use Data

Exhibit 8 shows the proposed land uses.

Total Site Acreage 95.1 Acres

Dunn – West 22.1 Acres		
Industrial-Commercial Development	13.2 Ac	
Includes 2.6 Ac of landscape buffer areas		
Stormwater Management Outlots	3.5 Ac	
Total Public Streets and Bike Paths	5.4 Ac	
Dunn – East ~~5.2~~ 8.7 Ac	8.5	51
Town House Condominiums	~~5.0~~ Ac	~~38~~ units
Public Street R/W	0.2 AC	
Net Density	6.0 Du/Ac	
Gross Density	~~5.8~~ Du/Ac	
O'Brien/Dunn – East ~~67.9~~ 64.4 Ac	5.9	137
Low Density Single Family Residential 45.3	~~48.8~~ Ac	~~126~~ units
Includes 12.7 Ac of open space (stormwater management facilities and buffer strips) in easements		
Public Outlot for Well	0.4 Ac	
Public Park	3.8 Ac	
Total Public Streets and Bike Paths	14.9 Ac	
Net Density	3.0 Du/Ac	
Gross Density	~~2.15~~ 2.13 Du/Ac	
Dedications		
Public Street Dedication	20.5 Ac	
Park Dedication	3.8 Ac	(11.8 Ac Required)

3.11 Development Schedule

The Stoner Prairie Neighborhood is anticipated to be developed over a 6-year time frame in four phases as shown in **Exhibit 9.** The suggested development phases are:

- Phase One — 2016-2017
- Phase Two — 2017-2018
- Phase Three – 2019-2020
- Phase Four - 2020-2022

Plan Commission
Initiated by

Planning Dept.
Drafted by

November 17, 2015
Date

RESOLUTION NO. R-129-15
A RESOLUTION APPROVING A COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT FOR STONER PRAIRIE, CDP(A)-2085-15

WHEREAS, James Spahr of Lionshare Group, agent for William Dunn, submitted an amendment to the Comprehensive Development Plan for Stoner Prairie, and

WHEREAS, the Plan Commission reviewed the request at a meeting on November 17, 2015, and

WHEREAS, the Plan Commission has reviewed and recommended approval of such request with conditions.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Fitchburg, Dane County, Wisconsin hereby approves the amendment to the Stoner Prairie Comprehensive Development Plan subject to the following conditions:

A. No other permit or approval is waived or deemed satisfied except for the approval herein provided.
B. Conditional of Resolution R-87-15 remain in place.

Adopted by the City Council of the City of Fitchburg at a regular meeting held this _____day of _____, 2015.

_____
Patti Anderson, City Clerk

Approved:_____

_____
Stephen L. Arnold, Mayor

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: October 27, 2015 Ordinance Number:
Date to Report Back**: Nov. 24, 2015** Resolution Number: R-13015

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: A RESOLUTION APPROVING FINAL PLAT REQUEST (FP-2090-15) FOR THE FINAL PLAT OF FIRST ADDITION TO NORTH PARK

Background: Final Plat request, FP-2090-15, by Michael Marty of Vierbicher, agent for Goldleaf Fitchburg, LLC, for the Final Plat for First Addition to North Park.

Applicant is requesting approval of the Final Plat for the First Addition to North Park.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Nov 17, 2015	Approved
2				

Amendments:

10472 - 10/21/15

RB

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**LAND DIVISION APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby submits ten (10) copies of the attached maps, one (1) copy no larger than 11" x 17", and one (1) pdf document of the complete submittal (planning@fitchburgwi.gov) for approval under the rules and requirements of the Fitchburg Land Division Ordinance.

1. Type of Action Requested:

- ☐ Certified Survey Map Approval
- ☐ Preliminary Plat Approval
- ☒ Final Plat Approval
- ☐ Replat
- ☐ Comprehensive Development Plan Approval

2. Proposed Land Use (Check all that Apply):

- ☒ Single Family Residential
- ☒ Two-Family Residential
- ☒ Multi-Family Residential
- ☒ Commercial/Industrial

3. No. of Parcels Proposed: 5

4. No. Of Buildable Lots Proposed: 1

5. Zoning District: SC-NC

6. Current Owner of Property: Goldleaf Fitchburg, LLC; Contact: Mike Filkouskie

Address: 2379 University Ave., Madison, WI 53726 **Phone No:** 608-834-8141

7. Contact Person: Michael S. Marty, P.L.S.; Vierbicher Associates, Inc.

Email: mmar@vierbicher.com

Address: 999 Fourier Drive, Suite 201, Madison, WI 53717 **Phone No:** 608-821-3955

8. Submission of legal description in electronic format (MS Word or plain text) by email to: planning@fitchburgwi.gov

Pursuant to Section 24-2 (4) of the Fitchburg Land Division Ordinance, all Land Divisions shall be consistent with the currentlyadopted City of Fitchburg Comprehensive Plan.

Respectfully Submitted By: Michael S. Marty — Michael S. Marty, P.L.S.

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** 10/20/15

Ordinance Section No. _____ **Fee Paid:** $1,110.00

Permit Request No. FP-2090-15

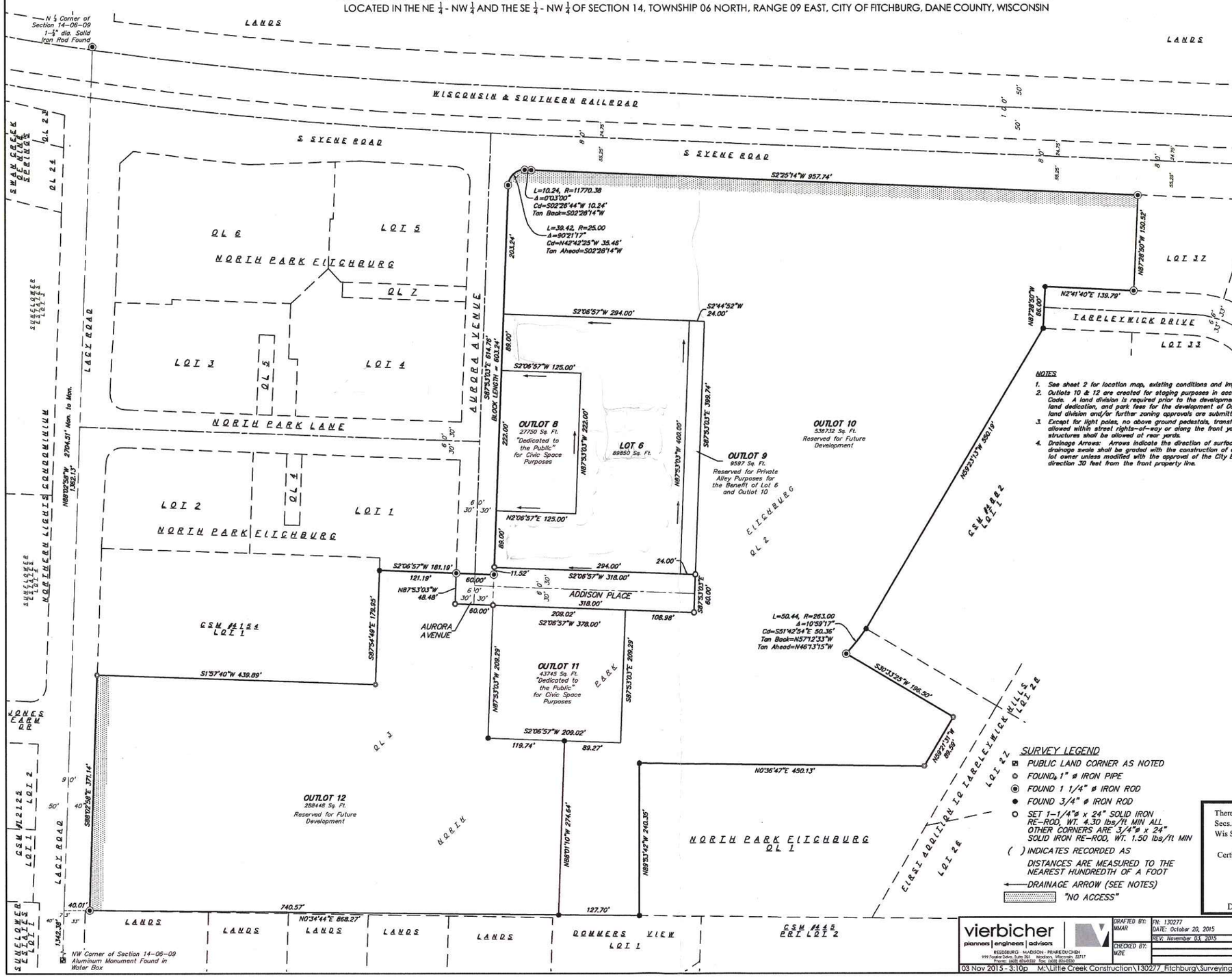
LITTLE CREEK – FINAL PLAT DESCRIPTION

Part of the NE¼ - NW¼ and the SE¼ - NW¼ of Section 14, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin, more fully described as follows:

All of Outlot 2 and all of Outlot 3, NORTH PARK FITCHBURG, as recorded in Volume 60-030A of Plats, on Pages 154-156, as Document Number 5087380, Dane County Registry. Said description contains 1,018,111 square feet or 23.37 acres more or less

FIRST ADDITION TO NORTH PARK FITCHBURG

OUTLOTS 2 & 3, NORTH PARK, AS RECORDED IN VOLUME 60-030A OF PLATS, ON PAGES 154-156, AS DOCUMENT NUMBER 5087380, DANE COUNTY REGISTRY,
LOCATED IN THE NE ¼ - NW ¼ AND THE SE ¼ - NW ¼ OF SECTION 14, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN



BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE NORTH LINE OF THE NW ¼ OF SEC. 14-06-09 MEASURED AS BEARING N88°02'58"W

GRAPHIC SCALE FEET
0 40 80 160

SURVEY PREPARED BY:
VIERBICHER ASSOCIATES, INC.
BY: MICHAEL S. MARTY
999 FOURIER DRIVE,
SUITE 201
MADISON, WI 53717
(608)-821-3955
mmar@vierbicher.com

NOTES

1. See sheet 2 for location map, existing conditions and improvements, easements and additional notes.
2. Outlots 10 & 12 are created for staging purposes in accord with Section 24-2(j) of the Municipal Code. A land division is required prior to the development of the respective Outlots. Additional park land dedication, and park fees for the development of Outlots will be calculated at the time a new land division and/or further zoning approvals are submitted to the City for approval.
3. Except for light poles, no above ground pedestals, transformers or other switch equipment shall be allowed within street rights-of-way or along the front yards of the Lots. Said above ground structures shall be allowed at rear yards.
4. Drainage Arrows: Arrows indicate the direction of surface drainage at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Lots with two arrows typically change direction 30 feet from the front property line.

SURVEY LEGEND

- PUBLIC LAND CORNER AS NOTED
- FOUND 1" ø IRON PIPE
- FOUND 1 1/4" ø IRON ROD
- FOUND 3/4" ø IRON ROD
- SET 1-1/4"ø x 24" SOLID IRON RE-ROD, WT. 4.30 lbs/ft MIN ALL OTHER CORNERS ARE 3/4"ø x 24" SOLID IRON RE-ROD, WT. 1.50 lbs/ft MIN
- ( ) INDICATES RECORDED AS
- DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT
- DRAINAGE ARROW (SEE NOTES)
- "NO ACCESS"

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

RECEIVED 11/4/2015

vierbicher
planners | engineers | advisors
REEDSBURG · MADISON · PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DRAFTED BY: MMAR	FN: 130277 DATE: October 20, 2015 REV: November 03, 2015	SURVEYED FOR: Goldleaf Fitchburg, LLC c/o Mike Filkouski 2379 University Avenue Madison, WI 53726
CHECKED BY: MJM		SHEET 1 OF 3

03 Nov 2015 - 3:10p M:\Little Creek Construction\130277_Fitchburg\Surveying\130277_FPlat-First Addition.dwg by: mmar

FIRST ADDITION TO NORTH PARK FITCHBURG

OUTLOTS 2 & 3, NORTH PARK, AS RECORDED IN VOLUME 60-030A OF PLATS, ON PAGES 154-156, AS DOCUMENT NUMBER 5087380, DANE COUNTY REGISTRY,
LOCATED IN THE NE ¼ - NW ¼ AND THE SE ¼ - NW ¼ OF SECTION 14, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN

BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE NORTH LINE OF THE NW ¼ OF SEC. 14-06-09 MEASURED AS BEARING N86°02'58"W

GRAPHIC SCALE FEET
0 40 80 160

SURVEY PREPARED BY:
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BY: MICHAEL S. MARTY
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SUITE 201
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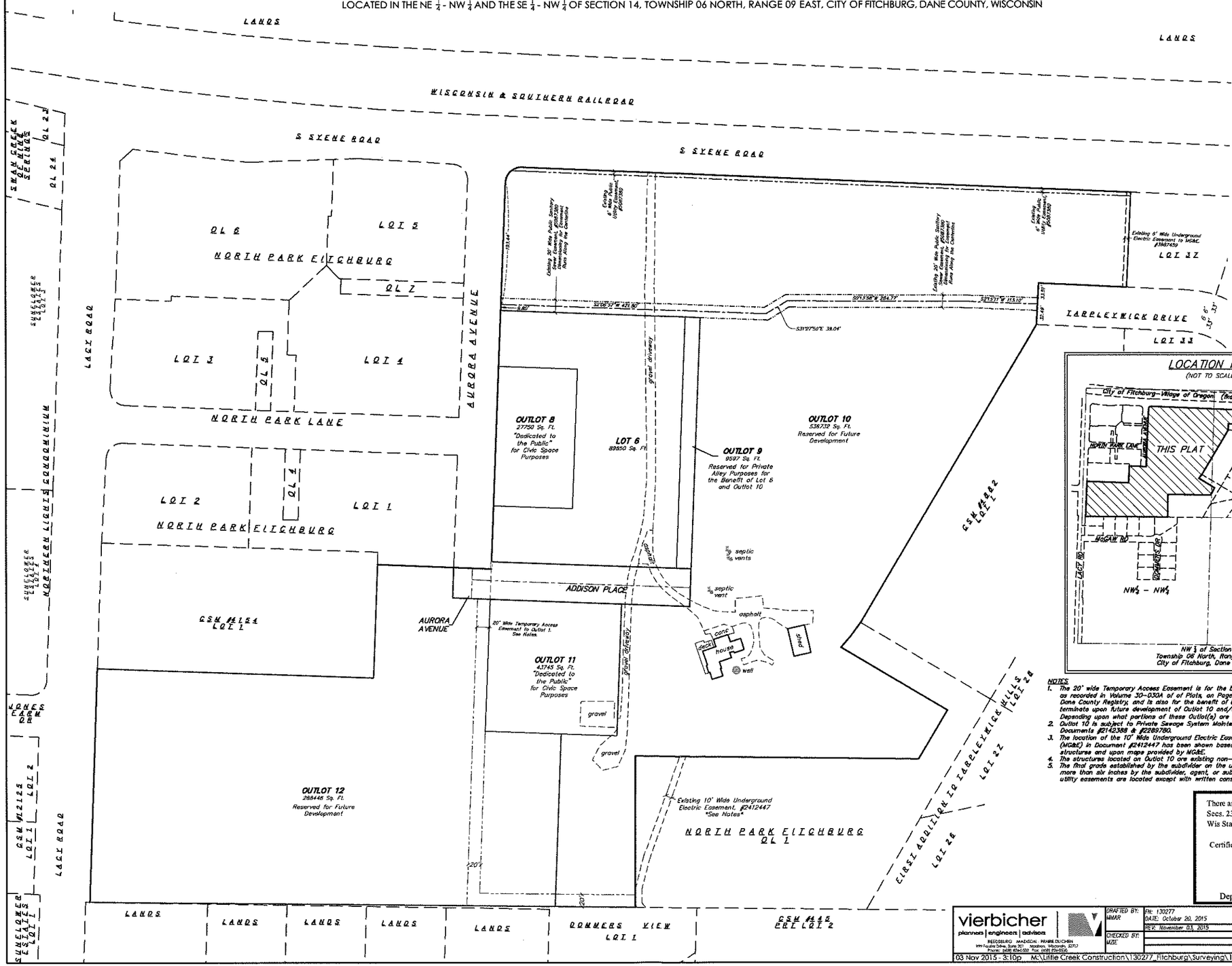
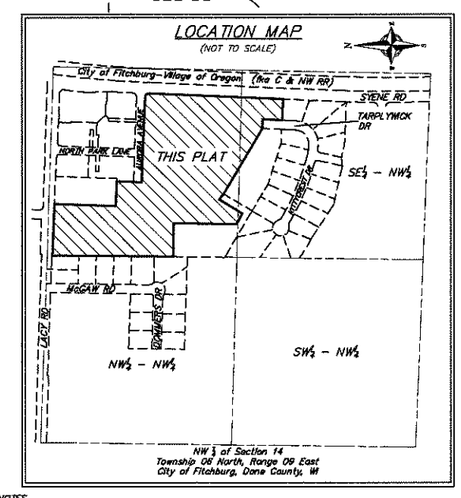




NOTES

1. The 20' wide Temporary Access Easement is for the benefit of Lots 1-5, North Park Fitchburg, as recorded in Volume 30-030A of of Plats, on Pages 154-156, as Document Number 5087380, Dane County Registry, and is also for the benefit of Lot 6 of this Plat. This easement to terminate upon future development of Outlot 10 and/or Outlot 12 by Plat or Certified Survey Map. Depending upon what portions of these Outlot(s) are developed, a new easement may be required.
2. Outlot 10 is subject to Private Sewage System Maintenance Agreement Covenant recorded in Documents #2142388 & #2289780.
3. The location of the 10' Wide Underground Electric Easement to Madison Gas and Electric Company (MG&E) in Document #2412447 has been shown based upon the location of existing field located structures and upon maps provided by MG&E.
4. The structures located on Outlot 10 are existing non-conforming.
5. The final grade established by the subdivider on the utility easements shall not be altered by more than six inches by the subdivider, agent, or subsequent owners of the lots on which such utility easements are located except with written consent of the utility or utilities involved.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

vierbicher
planners | engineers | advisors
RESEDEBURG MADISON PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-0532 Fax: (608) 826-0530

DRAFTED BY: MMAR	File: 130277	SURVEYED FOR: Goldleaf Fitchburg, LLC c/o Mike Filkouski 2379 University Avenue Madison, WI 53726
CHECKED BY: MJM	DATE: October 20, 2015	SHEET 2 OF 3
	REV: November 03, 2015	

03 Nov 2015 - 3:10p M:\Little Creek Construction\130277_Fitchburg\Surveying\130277_FPlat-First Addition.dwg by: mmar

FIRST ADDITION TO NORTH PARK FITCHBURG

OUTLOTS 2 & 3, NORTH PARK, AS RECORDED IN VOLUME 60-030A OF PLATS, ON PAGES 154-156, AS DOCUMENT NUMBER 5087380, DANE COUNTY REGISTRY,
LOCATED IN THE NE $\frac{1}{4}$ - NW $\frac{1}{4}$ AND THE SE $\frac{1}{4}$ - NW $\frac{1}{4}$ OF SECTION 14, TOWNSHIP 06 NORTH, RANGE 09 EAST, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Michael S. Marty, Professional Land Surveyor No. 2452 hereby certify: that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Fitchburg and under the direction of Goldleaf Fitchburg, LLC, owner of said land, I have surveyed, divided, and mapped FIRST ADDITION TO NORTH PARK FITCHBURG; that such plat correctly represents all exterior boundaries and the subdivision of the lands surveyed; and that this land is part of the NE¼ – NW¼ and the SE¼ – NW¼ of Section 14, Township 06 North, Range 09 East, City of Fitchburg, Dane County, Wisconsin, more fully described as follows:

All of Outlot 2 and all of Outlot 3, NORTH PARK FITCHBURG, as recorded in Volume 60–030A of Plats, on Pages 154–156, as Document Number 5087380, Dane County Registry. Said description contains 1,018,111 square feet or 23.37 acres more or less.

Vierbicher Associates Inc.
By: Michael S. Marty, P.L.S. No. 2452

Dated this ____ day of _____, 201__.

Signed:
_____
Michael S. Marty, P.L.S. No. 2452

CITY OF FITCHBURG TREASURER'S CERTIFICATE

As duly appointed City Treasurer of the City of Fitchburg, Dane County, Wisconsin, I hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in the plat of FIRST ADDITION TO NORTH PARK FITCHBURG as of this ____ day of _____, 201__.

_____
Norma DeHaven, City of Fitchburg Treasurer

CITY OF FITCHBURG APPROVAL

Resolved, that the plat of FIRST ADDITION TO NORTH PARK FITCHBURG, located in the City of Fitchburg, Dane County, Wisconsin, was hereby approved by Resolution Number _____, adopted on this _____ day of _____ _____, 201__, and further resolved that the conditions of said approval were fulfilled on this _____, day of _____ _____, 201__, and that said Resolution further provided for the acceptance of those lands dedicated and rights conveyed by said plat of FIRST ADDITION TO NORTH PARK FITCHBURG to the City of Fitchburg for public use.

_____
Linda J. Cory, City Clerk
City of Fitchburg, Dane County, Wisconsin

OWNER'S CERTIFICATE:

Goldleaf Fitchburg, LLC, as owner, does hereby certify that they caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat.

Goldleaf Fitchburg, LLC, does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Department of Administration
Common Council, City of Fitchburg
Dane County Zoning and Natural Resources Committee

IN WITNESS WHEREOF, Goldleaf Fitchburg, LLC, has caused these presents to be signed by _____, its _____, at Madison, Wisconsin, on this _____ day of _____, 201__.

_____
Goldleaf Fitchburg, LLC
by:

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this _____ day of _____, 201__, _____, its _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, Wisconsin

My commission expires/is permanent: _____

DANE COUNTY TREASURER'S CERTIFICATE:

I, Adam Gallagher, being the duly elected, qualified, and acting Treasurer of the County of Dane, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in the plat of FIRST ADDITION TO NORTH PARK FITCHBURG, as of this _____ day of _____, 201__.

_____
Adam Gallagher, Dane County Treasurer

CERTIFICATE OF REGISTER OF DEEDS
RECORDING DATA
Received for recording this _____ day of _____, 20_____ at _____ o'clock ____.m. and recorded in Volume _____ of Plats, on Pages _____

_____
Kristi Chlebowski, Dane County Register of Deeds

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2). Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20_____

Department of Administration

SURVEY PREPARED BY:
Vierbicher Associates, Inc.
999 Fourier Drive, Suite 201
Madison, WI 53717
By: Michael S. Marty, P.L.S.
mmarty@vierbicher.com
608.821.3953 direct
608.209.5284 mobile

vierbicher
planners | engineers | advisors
REGISTERED - MADISON - PRAIRIE DU CHIEN
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717
Phone: (608) 826-1200 Fax: (608) 826-0530

DRAFTED BY: MMAR	JOB: 130277 DATE: October 20, 2015 REV: November 03, 2015
CHECKED BY: MJW	

SURVEYED FOR:
Goldleaf Fitchburg, LLC
c/o Mike Filkouski
2379 University Avenue
Madison, WI 53726

SHEET 3 OF 3

03 Nov 2015 - 3:11p M:\Little Creek Construction\130277_Fitchburg\Surveying\130277_FPlat-First Addition.dwg by: mmar

vierbicher
planners | engineers | advisors

999 Fourier Drive, Suite 201
Madison, Wisconsin 53717
(608) 826-0532 phone
(608) 826-0530 FAX
www.vierbicher.com

RECEIVED 11/3/2015

Responses to City of Fitchburg Planning Department Staff Review #1 of First Addition to North Park Final Plat

Application: FP-2090-15
Initial Final Plat Submittal Date: October 20, 2015
City Review Date: October 27, 2015

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@fitchburgwi.gov

Application: FP-2090-15
Property Address: First Addition to North Park
Review Date: October 27, 2015
Planning Staff Review #1

Planning staff has reviewed your submitted final plat request for the First Addition to North Park, submitted on October 20, 2015. The following comments are based on this review. Please respond to these comments with a detailed narrative response, along with appropriate revised plans, by 4:00 p.m. on Tuesday, November 3, 2015. It works best if you could respond below to each specific item with a written response. Further comments or questions may arise as additional review occurs.

RESPONSES IN BLUE

1. You should divide lot 6 into two lots as originally represented and as per the preliminary plat, and if you are connecting the structures you can take advantage of the zero-lot line provision of the T5 SmartCode.
   RESPONSE: A single lot is desired by the developer, however we did make a slight tweak to the east line such that it shifted west to match the approved Preliminary Plat. Per meeting between City Staff, Vierbicher and KBA on 11-03-2015, a single lot will require changes to the preliminary site plan.

2. Park fees will be reviewed at the time of the article 5 plan.
   RESPONSE: Noted

3. Can you run OL 9 north to abut that future street? This will allow the alley to have access from each end when that other street is constructed.
   RESPONSE: Extending Outlot 9 to the *south* (type-o in comment) is not desired as it would prevent any adjustments/tweaks to the widths of the residential lots on the south and east side of the alley in Outlot 9. The southerly extension of the Outlot will be created and the loop will be closed at the time the residential lots are platted and the street is extended.

vierbicher
planners | engineers | advisors

999 Fourier Drive, Suite 201
Madison, Wisconsin 53717
(608) 826-0532 phone
(608) 826-0530 FAX
www.vierbicher.com

Responses to City of Fitchburg Public Works Staff Review #1 of First Addition to North Park Final Plat

Application: FP-2090-15
Initial Final Plat Submittal Date: October 20, 2015
City Review Date: October 27, 2015

First Addition to North Park
Final Plat
Public Works Review #1

The following comments are based on the Final Plat (FP 2090-15) submitted by Vierbicher Associates dated October 20, 2015 for Final Plat. EJE 10-27-15; AB 10-26-15; GV 10-26-15; CH 10-27-15. Additional comments beyond these may be required on future reviews.

RESPONSES IN BLUE

General Comments

1. A developer agreement will be needed for the public improvements.
   RESPONSE: Noted

2. Concurrence from utilities (gas, electric, cable, phone) needs to be provided with regards to the utility easement locations shown on the plat. A letter from the utilities would be sufficient.
   RESPONSE: The utilities have been contacted to coordinate easement needs and locations. Letters will be provided upon receipt.

3. Given underground installation for electric and communications, a restriction shall be recorded with the Final Plat stating that the final grade shall not be altered by more than six (6) inches without written consent of the utilities involved.
   RESPONSE: Restriction is already noted on Sheet 2, Note 5 of the Plat.

4. Provide gas/electric/telephone/cable preliminary plans for review of utility easements.
   RESPONSE: The utilities have been contacted to coordinate easement needs and locations. Plans will be provided upon receipt.

Transportation Comments

1. The vertical crest at STA 34+21 falls at a horizontal curve causing a visibility problem especially at night. It is suggested that increasing the length of vertical curve to 250' would help this issue.
   RESPONSE: The intersection of Addison Rd and the Alley in Outlot 9 has been lowered approximately 5 ft to and elevation of 935. The length of vertical curve has also been lengthened to 200'. These changes result in the elevation of the centerline around the horizontal curve not exceeding 936.22.

Water Main and Sanitary Sewer

1. The Utility Engineer is on vacation this week. Comments will be supplied after the Utility Engineer returns from vacation.
   RESPONSE: Noted

Erosion Control and Stormwater Management (ECSWM) Comments

1. A new Erosion Control & Storm Water Management permit application will need to be submitted to the Fitchburg Public Works Department for review

and approval prior to any grading or placement of impervious areas. The ECSWM application and information on requirements can be found at: http://www.fitchburgwi.gov/231/ECSWM-Requirements.
RESPONSE: Noted

2. A stormwater maintenance agreement (recorded at the Dane County Register of Deeds office) will be required for the necessary private stormwater management practices approved by the City (e.g. private storm sewer, rain gardens, etc.). The owner(s) would be eligible for up to a 50% reduction in stormwater utility rates for the proposed stormwater practices. The following link: http://www.fitchburgwi.gov/230/Credit-Opportunities provides the application form and details on this program.
RESPONSE: Noted

3. Sheet C-3.0 of the Preliminary Construction Plans show connecting a new 12" storm sewer into the existing 24" storm sewer. Is this a mistake? Please provide storm sewer sizing calculations.
RESPONSE: The proposed storm pipe should be 24" diameter to match existing pipe stubbed out of the existing manhole.

vierbicher
planners | engineers | advisors

999 Fourier Drive, Suite 201
Madison, Wisconsin 53717
(608) 826-0532 phone
(608) 826-0530 FAX
www.vierbicher.com

Responses to City of Fitchburg Parks, Recreation and Forestry Department Staff Review #1 of First Addition to North Park Final Plat

Application: FP-2090-15
Initial Final Plat Submittal Date: October 20, 2015
City Review Date: October 27, 2015

THE CITY OF Fitchburg PARKS

Scott Endl, Director
Parks, Recreation and Forestry
Phone: (608)270-4288
Scott.Endl@city.fitchburgwi.Gov

Memo
To: Susan Badtke – Planning
From: Endl – PRF
Ref.: FP-2090-15 – First Addition to North Park
Date: November 27, 2015

- Parkland Dedication per Ordinance 24-2(d)(2)(a);
  - 120,928 sq. ft. of parkland was dedicated with original plat (63,109 was needed) – leaving a balance of 57,819 sq. ft.
  - With Lot #6 being 96,948 sq. ft. in size (2.225 acres x 12 units per acre) 26,707 sq. ft. parkland dedication is required. With the parkland dedication of outlot #8 (27,750 sq. ft.) a 1,043 sq. ft. credit of dedication is realized.

Summary of parkland dedication to date:

	Parkland dedication needed	Parkland dedication made	Balance +/-
Original plat	63,109 sq. ft.	120,928 sq. ft.	Plus 57,819 sq. ft.
First Addition	26,707 sq. ft.	27,750 sq. ft.	Plus 1,043 sq. ft.
Up to date balance	89,816 sq. ft.	148,678 sq. ft.	Plus 58,862 sq. ft. available for future dwelling units.

- Parkland Improvement fee: Per Smart Code District Section 24-15(d)(5).
  - These fees will be calculated when the final number of dwelling units are determined.
- Additional comments:

RESPONSES IN BLUE

- 20' easement for access to McGaw Park for future residents is noted.
  RESPONSE: Noted.

- The July 2014 Subdivision Improvement Agreement states that the developer shall provide Civic Space and Playgrounds as required by the SmartCode, with the development of outlot 2 of the plat. The approved Article 3 plan shows the playground located on land that is not being dedicated with this proposed plat. This playground should be provided at this time with this plat to allow for facilities for new residents.
  RESPONSE: Per meeting between City Staff, Vierbicher and KBA on 11-03-2015, this is a requirement for approval of this final plat and it is not a suggestion, therefore Outlot 3 from the preliminary plat, will be added to the First Addition Final Plat and "Dedicated to the Public" for Civic Space Purposes. A playground will be constructed on this outlot.

Plan Commission
Initiated by

Planning / Zoning
Drafted by

November 17, 2015

RESOLUTION R-130-15
A RESOLUTION APPROVING FINAL PLAT REQUEST (FP-2090-15) FOR THE FINAL PLAT OF FIRST ADDITION TO NORTH PARK

WHEREAS, Michael Marty of Vierbicher, agent for Goldleaf Fitchburg, LLC, has submitted a final plat request (FP-2090-15) to for the Final Plat of First Addition to North Park, and

WHEREAS, the Plan Commission has reviewed and recommended approval of the proposed final plat, with conditions,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Fitchburg Common Council approves the final plat FP-2090-15, for First Addition to North Park, with the following conditions:

1.) No other permit or approval is waived or deemed satisfied except for the approval provided herein.
2.) A Subdivision Improvement Agreement shall be executed prior to the City signing of the final plat.
3.) Park Improvement fees for dwelling units on proposed Lot 6 shall be paid prior to the issuance of any permit for construction.
4.) Applicant shall obtain an Erosion Control and Storwmater Management Permit (ECSWM) prior to the issuance of any permit.
5.) Applicant shall provide concurrence from utilities (gas, electric, cable, phone) and provide gas/electric/telephone/cable preliminary plans for review of utility easements to Public Works for review and approval prior to issuance of any permit.
6.) Applicant shall comply with all requirements of Chapter 23 SmartCode.

Adopted this _____day of _____, 2015

_____
Patti Anderson, City Clerk

Approved:_____

_____
Stephen L. Arnold, Mayor

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 13, 2015** Ordinance Number:
Date to Report Back**: November 24, 2015** Resolution Number**: R-131-15**

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **A RESOLUTION APPROVING CERTIFIED SURVEY MAP REQUEST CS-2083-15 BY THOMAS SANFORD, AGENT FOR HOMEVILLE FITCHBURG/BILL CLEMENS, TO DIVIDE LOT 1 CSM 12135 INTO TWO LOTS**

Background: Certified Survey Map request, CS-2083-15, by Thomas Sanford, agent for Homeville Fitchburg/Bill Clemens, to divide Lot 1 CSM 12135 into two lots.

Applicant is requesting approval to divide Lot 1 CSM 12135 into two separate buildable lots in preparing for development.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	November 17, 2015	Approved
2				

Amendments:

THE CITY OF Fitchburg	City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**LAND DIVISION APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby submits ten (10) copies of the attached maps, one (1) copy no larger than 11" x 17", and one (1) pdf document of the complete submittal (planning@fitchburgwi.gov) for approval under the rules and requirements of the Fitchburg Land Division Ordinance.

1. Type of Action Requested:

- [x] Certified Survey Map Approval
- [ ] Preliminary Plat Approval
- [ ] Final Plat Approval
- [ ] Replat
- [ ] Comprehensive Development Plan Approval

2. Proposed Land Use (Check all that Apply):

- [ ] Single Family Residential
- [ ] Two-Family Residential
- [ ] Multi-Family Residential
- [x] Commercial/Industrial

3. No. of Parcels Proposed: Two

4. No. Of Buildable Lots Proposed: Two

5. Zoning District: SIP / PDD

6. Current Owner of Property: Homeville Fitchburg LLC, c/o Bill Clemens

Address: P.O. Box 457 **Phone No:** 608-575-8642

7. Contact Person: Tom Sanford / Sanford Enterprises, Inc

Email: Tom@SEICommercial.com

Address: 555 D'Onofrio, Suite 275, Madison, WI 535719 **Phone No:** 608-347-8299

8. Submission of legal description in electronic format (MS Word or plain text) by email to: planning@fitchburgwi.gov

Pursuant to Section 24-2 (4) of the Fitchburg Land Division Ordinance, all Land Divisions shall be consistent with the currentlyadopted City of Fitchburg Comprehensive Plan.

Respectfully Submitted By: Tom B. Sanford — Tom Sanford

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** 9/22/2015

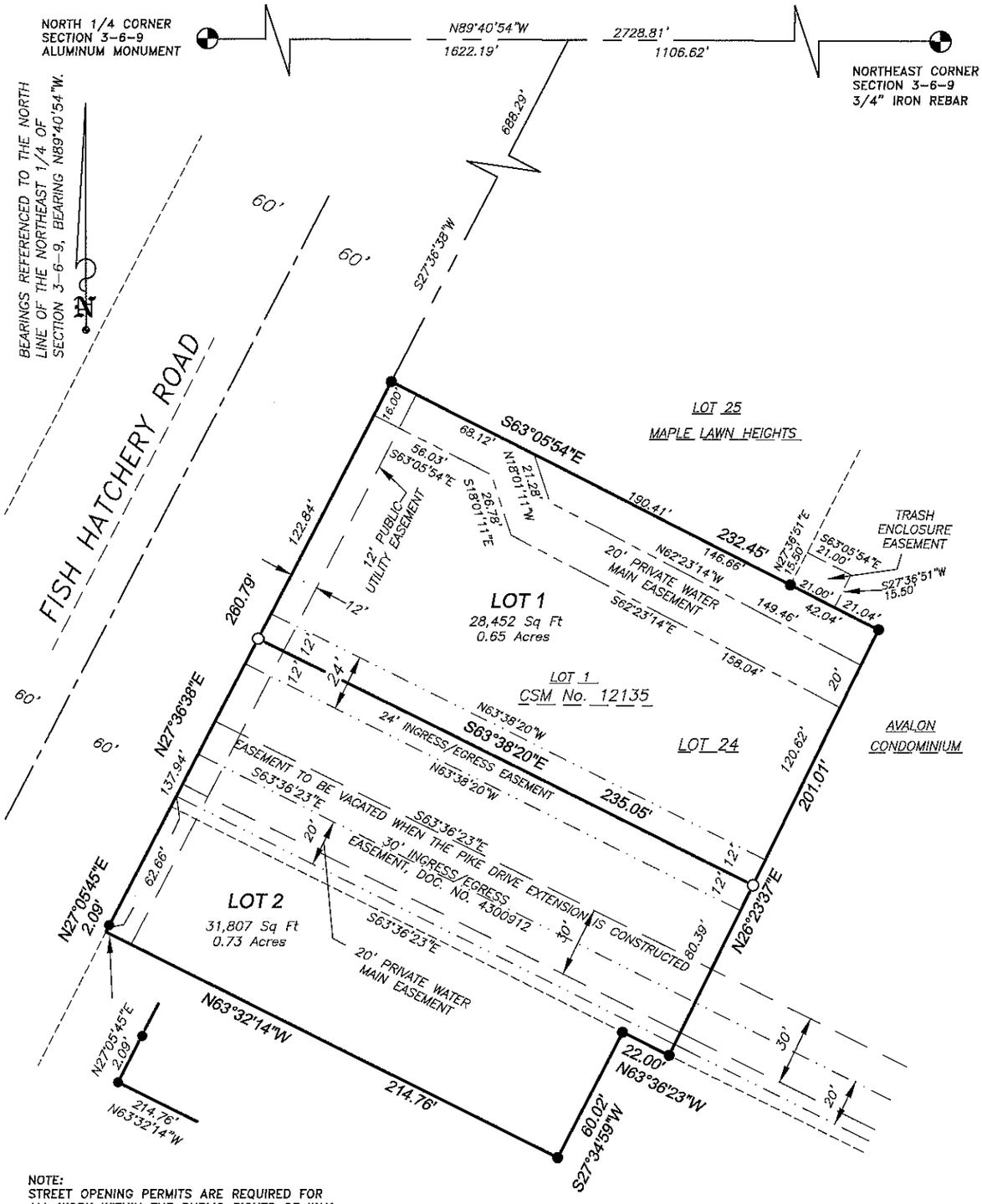
Ordinance Section No. _____ **Fee Paid:** $845.00

Permit Request No. CS-2083-15 Receipt #1-10367

BIRRENKOTT
SURVEYING, INC.
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

CERTIFIED SURVEY MAP

All of Lot 1, Certified Survey Map No. 12135, recorded as Document No. 4304437 in Vol. 75, Pg. 11 of Dane County records. Also being a Part of Lot 21, Maple Lawn Heights, located in the Northeast 1/4 of the Northeast 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 3, T6N, R9E, City of Fitchburg, Dane County.



NOTE:
STREET OPENING PERMITS ARE REQUIRED FOR ALL WORK WITHIN THE PUBLIC RIGHTS OF WAY.

SCALE 1" = 60'

0 60 120

LOT 21

Legend:

- ● = FOUND IRON STAKE
- o = SET 1"x24" IRON PIPE MIN. WGHT. 1.68 LBS/FT

L:\2005\050421\070070_CSM
J:\2005\050421
Sheet 1 of 2
Office Map No. **150638**

CERTIFIED SURVEY MAP NO. _____

VOLUME _____ PAGE _____

DOCUMENT NO. MAPLE LAWN HEIGHTS

CERTIFIED SURVEY MAP

DATED: August 17, 2015

Birrenkott Surveying, Inc.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:
I, Daniel V. Birrenkott, herby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

_____
Daniel V. Birrenkott, Professional Land Surveyor No. S-1531

Description:

All of Lot 1, Certified Survey Map No. 12135, recorded as Document No. 4304437 in Vol. 75, Pg. 11 of Dane County records. Also being a Part of Lot 21, Maple Lawn Heights, located in the Northeast 1/4 of the Northeast 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 3, T6N, R9E, City of Fitchburg, Dane County. Containing 60,259 square feet or 1.38 Acres.

Owners Certificate:
As owner, Homeville Fitchburg, LLC, hereby certifies that it has caused the lands described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as shown on this Certified Survey Map. It also certifies that this Certified Survey Map is required to be submitted to the City of Fitchburg Council for approval.

Homeville Fitchburg, LLC

_____
William R. Clemens, Authorized Representative

State of Wisconsin)
County of Dane) ss Personally came before me this _____ day of _____, 2015, the above named, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, Dane County, Wisconsin My Commission Expires _____.

City of Fitchburg Approval Certificate:
This Certified Survey Map, including any dedications shown hereon, has been duly filed with and approved by the City of Fitchburg, Dane County, Wisconsin.

_____

Patti Anderson, City Clerk Dated _____
City of Fitchburg

Notes:
Utility Easement: No poles or buried cables are to be placed on any lot line or corner. The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
Wetlands if present have not been delineated.
This survey is subject to any and all easements and agreements both recorded and unrecorded.

Surveyed For:
Homeville Fitchburg LLC
PO Box 457
Waunakee, WI 53597

Surveyed: A.N.T.
Drawn: T.K.
Checked
Approved: D.V.B.
Field book:
Tape/File: J:\2005/050421
Sheet 2 of 2
Office Map No.: 150638CSM

Register of Deeds Certificate:
Received for recording this _____day of _____, 2015

at_____ o'clock____ m and recorded in Volume _____ of Certified Survey

Maps of Dane County on Pages _____.

_____
Kristi Chlebowski, Register of Deeds

Document No. _____

Certified Survey Map No. _____, Volume _____, Page _____

Plan Commission ____ Planning / Zoning
Initiated by Drafted by

November 17, 2015
Date

RESOLUTION NO. R- 131-15
A RESOLUTION APPROVING CERTIFIED SURVEY MAP REQUEST CS-2083-15 BY THOMAS SANFORD, AGENT FOR HOMEVILLE FITCHBURG/BILL CLEMENS, TO DIVIDE LOT 1 CSM 12135 INTO TWO LOTS.

WHEREAS, Thomas Sanford, agent for Homeville Fitchburg/Bill Clemens, has submitted a Certified Survey Map request (CS-2083-15) to divide Lot 1 CSM 12135 into two lots, and

WHEREAS, the Plan Commission has reviewed and recommends approval, with conditions, of the certified survey map request,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Fitchburg, Dane County, Wisconsin herewith approves CS-2083-15 with the following conditions:

1. No other permit or approval is waived or deemed satisfied except for the approval provided herein.
2. CSM shall be updated with the following information prior to the City signing of the CSM:
    a. Label the 10' MG&E easement and include the document number.
    b. North water main easement shall be dimensioned at the east and west end and be labeled "Private Water Main Easement" as the dimensions are different.
    c. Language on CSM that currently reads "Easement to be vacated when the Pike Drive extension is constructed" shall be modified to read "Easement to be vacated after new access is constructed in the 24' ingress/egress easement whose center line is on the shared property line of Lots 1 and 2."
3. Applicant shall obtain an Erosion Control & Stormwater Management Permit (ECSWM) prior to the City signing of the Certified Survey Map.
4. Council approval of rezone request RZ-2082-15.

Adopted by the City Council of the City of Fitchburg this ____day of _____, 2015

_____
Patti Anderson, City Clerk

Approved:_____ _____
Stephen L. Arnold, Mayor

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number: **2015-O-34**
Date to Report Back**: Nov 24, 2015** Resolution Number:

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **ZONING ORDINANCE AMENDMENT AMENDING SPECIFIC IMPLEMENTATION PLAN ZONING FOR LOT 1 CSM 12952 RELATIVE TO PARKING AND BUILDING MODIFICATIONS**

Background: Rezone request, RZ-2091-15, by Bill Schiel, agent for 5509, LLC, to amend the PDD-SIP zoning relative to site plan and building modifications, for 11 Glenbrook Way, Lot 1 CSM 12952.

Applicant is requesting approval to amend the PDD-SIP zoning for 11 Glen Brook Way to allow for modifications to the site, including removal of the surface parking and additional underground parking.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Nov 17, 2015	Approved
2				

Amendments:

2015 PD-SIP Fee: $825.00

10471 - 10/21/15

RB

THE CITY OF Fitchburg City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**REZONING APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby petitions to amend the zoning district map of the Fitchburg zoning ordinance by reclassifying from the _____ district to the_____district the following described property:

1. **Location of Property/Street Address:** 11 Glen Brook Way

Legal Description - (Metes & Bounds, or Lot No. And Plat):

See Attached CSM

***Also submit in electronic format (MS WORD or plain text) by email to: **planning@fitchburgwi.gov**

2. **Proposed Use of Property - Explanation of Request:**

24-unit Condominium

3. **Proposed Development Schedule:** Jan-Dec 2016

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Rezonings shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) electronic pdf document of the entire submittal to **planning@fitchburgwi.gov**. Additional information may be requested.

Type of Residential Development (If Applicable): PDD Condominium

Total Dwelling Units Proposed: 24 **No. Of Parking Stalls:** 54

Type of Non-residential Development (If Applicable): _____

Proposed Hours of Operation: 7am - 4pm **No. Of Employees:** _____

Floor Area: _____ **No. Of Parking Stalls:** _____

Sewer: Municipal ☒ **Private** ☐ **Water: Municipal** ☒ **Private** ☐

Current Owner of Property: 5509, LLC

Address: 26 Schroeder Ct Madison, WI 53711 **Phone No:** 608-345-2022

Contact Person: Bill Schiel

Email: Wmschiel@gmail.com

Address: ~~2 Esc~~ 39 Glen Arbor ~~Way~~ 53711 **Phone No:** 608-345-2022

Respectfully Submitted By: W. D. Schiel _____

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** 10/20/15 **Publish:** _____ and _____

Ordinance Section No. _____ **Fee Paid:** $825.00

Permit Request No. RZ-2091-15

Glen Wood Heights

Condominium Village

Architectural Design Review & Amended SIP Application

Phase III

11 Glen Brook Way

Fitchburg, WI

October 20, 2015
Amended 11/2/15

Ownership Entity

5509, LLC

Managing Member

William H. Schiel

Developer

Schiel & Associates, Inc.
William H. Schiel
26 Schroeder Ct.
Madison, WI 53711

Architect

Ferch Architecture
David Ferch
2704 Gregory St.
Madison, WI 53711

Landscape Architect

Outdoor Arts Landscape
Erik Bernier
6 Cobblestone Court
Madison, WI 53714

Survey & Civil Engineering

Jenkins Survey & Design, Inc.
Hans Justeson, PE
161 Horizon Dr. #101
Verona, WI 53593

October 20, 2015

To:	Steve Arnold, Mayor Thomas Hovel, Director Planning & Zoning Susan Badtke, Assistant Director Planning & Zoning Planning Commission Members
From:	William H. Schiel, Schiel & Associates, Inc.
RE:	Architectural & Design Approval
Description:	Phase III of Glen Wood Heights Condominiums A 72 unit condominium project located on the south side of Lacy Rd. across from the Community Center.
Zoning:	PDD
Use:	Development of the final phase of 24 units. Phase I & II are complete and are both 24 unit buildings.
Density:	10.9 units per acre based on 72 units and a site area of 6.61 acres. 13.34 units per acre net of street & park dedication.

Introduction

The GIP/SIP was originally approved in 2005. The approval included the development of three 24-unit buildings. The original CSM, CSM 11459, consisted of 4 lots; two outlots which were dedicated to the City of Fitchburg for park land and 2 developable lots (see attached). The SIP was amended in 2010 when Lot 1 was divided into two legal parcels. A new CSM was created for Lot 1 (Phase III), CSM 12952 (see attached).

Phase I & II have been completed. The buildings are located at 5511 McGann Ln. and 10 Glen Brook Way.

Phase III will be located on Lot 1 (CSM 12952) bordered by Glen Brook Way to the west, Lacy Rd. to the north and McGann Ln. to the south. Access to Phase III is from Glen Brook Way.

The plan has been revised slightly primarily eliminating a surface parking lot and providing additional underground parking. The overall density, impervious surface ratios, utility plans, grading & landscape plan remain primarily unchanged.

The following is attached as a point of reference.

- CSM 1459 as recorded with Dane County
- CSM 12052 as recorded with Dane County

Site Plan & Landscape Plan

The site and landscape plan develop the concept of a peaceful woodland community with 68.39 % of Lot 1 remaining as green space.

	SIP 2005	As Submitted 10/20/2015
Building Size:		
Bldg. #1	65,173 sq. ft.	65,173 Sq. Ft.
Bldg. #2	65,163 sq. ft.	65,163 Sq. Ft.
Bldg. #3 (lot1)	60,477 sq. ft.	67,707 Sq. Ft

Parking:	Phase III (24 units)		All Phases (72 units)	
Under Ground Parking	47	90%	141	93%
Surface Parking	5	10%	10	7%
Total Parking	52	100%	151	100%

Note: 1. Parking required for 72 units = 144
2. The original approval consisted of 153 parking stalls with 139 underground stalls and 14 surface parking stalls.

Cross easements for parking on Glen Brook Way exist between lots 1 & 2 and have been recorded with Dane County

Site & Zoning Statistics Lot 1 CSM 12052

Existing Zoning	PDD
Site Acreage	1.69 Acres
Site Area	73,774 sq. ft.
Units/ acre	14.20
Impervious Area	31.61%
Green Area	68.39%

Lot 1, Building #1:
3 stories with partial lower level partially exposed.

		Original	Submitted
Units:	Two Bedroom	18	24
	One Bedroom	6	0
Total		24	24

Square Footage:		Original	Submitted
	Underground Parking	14,750	18,824
	1st Floor	15,303	16,557
	2nd Floor	15,212	16,163
	3rd Floor	15,212	16,163
	Total Square Footage	60,477	67,707

Floor Area Ratio:	Square footage	60,477	67,707
	Lot size	73,774	73,774
	FAR including parking	0.82	0.92
	FAR w/o parking	0.62	0.66

Attachments:

Lacy Ridge Reconfigured CSM – 12952

Lacy Ridge Original CSM – CSM 11459

Lacy Ridge Ingress-Egress & Parking Easements

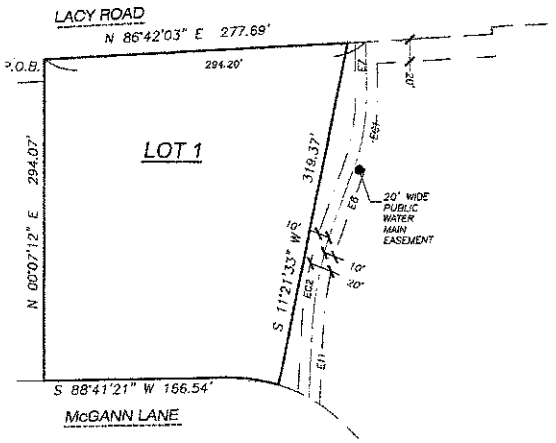
Lacy Ridge Zoning Ordinance

Lacy Ridge – Glen Wood Heights Condominium Plat

CERTIFIED SURVEY MAP NO. 12452

PART OF LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW 1/4), OF THE NORTHWEST QUARTER (NW 1/4), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

WATERMAIN EASEMENT



GENERAL NOTES:

1. BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST ¼ OF SECTION 15, T6N, R9E, RECORDED AS NORTH 86°42'03" EAST.

2. FIELD WORK FOR THIS SURVEY WAS PERFORMED BY JENKINS SURVEY & DESIGN ON AUGUST 30, 2004.

3. CSM No. 11459 HAS APPROVED PLANNED DEVELOPMENT DISTRICT GENERAL IMPLEMENTATION PLAN ZONING IN ACCORDANCE WITH CITY OF FITCHBURG ORDINANCE 2004–O–27. THIS CSM PDD ZONING WAS AMENDED BY ORDINANCE 2010–O–12 TO ALLOW THIS LAND DIVISION.

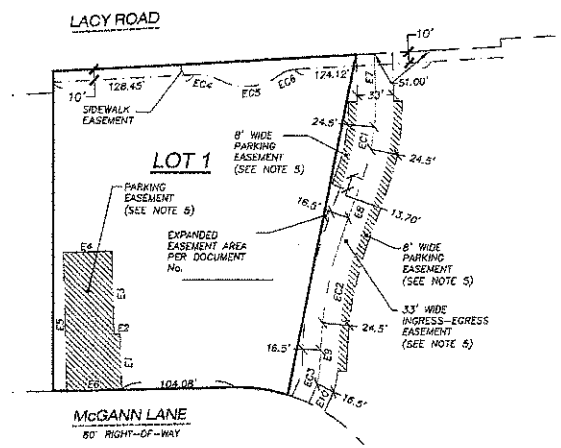
4. LOT ONE SHALL HAVE NO VEHICULAR ACCESS TO LACY ROAD EXCEPT THROUGH THE INGRESS EGRESS EASEMENT SHOWN HEREON.

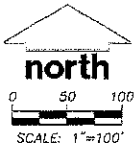
5. INGRESS–EGRESS EASEMENT AND PARKING EASEMENT WERE RECORDED ON OCTOBER 8, 2004 AS DOCUMENT NUMBER 3976775, AMENDED PER DOCUMENT No. _____

EASEMENT CURVE TABLE						
CURVE	RADIUS	LENGTH	DELTA	TANGENT	BEARING	DISTANCE
EC1	200.00'	73.37'	21°01'09"	37.10'	S 09°21'28" W	72.96'
EC2	350.00'	104.87'	17°10'04"	52.83'	S 11°17'01" W	104.46'
EC3	80.00'	19.70'	22°34'39"	9.98'	S 13°59'18" W	19.58'
EC4	49.00'	25.79'	30°09'31"	13.20'	S 78°13'11" E	25.50'
EC5	51.00'	57.97'	65°07'20"	32.57'	N 84°17'54" E	54.90'
EC6	24.00'	14.65'	34°57'49"	7.56'	N 89°13'08" E	14.42'

EASEMENT LINE TABLE		
LINE	BEARING	DISTANCE
E1	N 01°18'30" W	51.15'
E2	S 88°41'21" W	5.50'
E3	N 01°18'39" W	75.81'
E4	S 88°41'21" W	44.50'
E5	S 01°18'39" E	126.96'
E6	N 88°41'21" E	50.00'
E7	S 01°09'07" E	43.88'
E8	S 19°52'03" E	51.87'
E9	S 02°41'59" W	23.93'
E10	S 25°16'37" W	12.73'
E11	S 02°41'59" W	58.83'

INGRESS–EGRESS AND PARKING EASEMENT



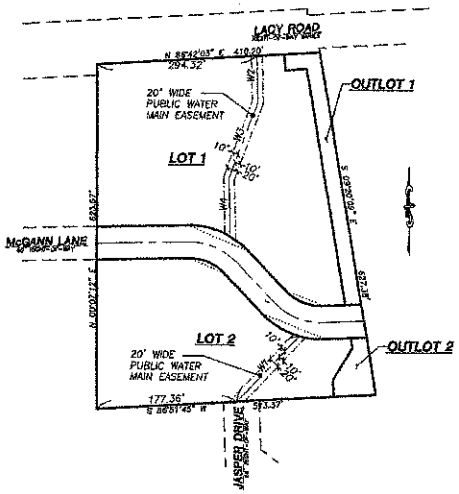


PREPARED BY:	SURVEYED FOR:				
JSD Professional Services, Inc. • Engineers • Surveyors • Planners 191 HORIZON DRIVE, SUITE 101 VERONA, WISCONSIN 53593 PHONE: (608)845-6560	LACY RIDGE LLC. BILL SCHIEL 2927 S. FISH HATCHERY ROAD FITCHBURG, WI 53711	PROJECT NO: 04-1560 FILE NO: B-178 FIELDBOOK/PG: 161/52 SHEET NO: 2 OF 4	SURVEYED BY: SO DRAWN BY: MSO CHECKED BY: JK APPROVED BY: HPJ	C.S.M. NO. 12452 DOC. NO. _____ VOL. _____ PAGE _____	

J:\1004\1041560\dwg\1041560 F-CSM(2).dwg

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN



WATER MAIN EASEMENT DETAIL

0 100' 200'

SCALE: 1"=200'

GENERAL NOTES:

1. BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST ¼ OF SECTION 18, T6N, R9E, RECORDED AS NORTH 86°42'03" EAST.

2. FIELD WORK FOR THIS SURVEY WAS PERFORMED BY JENKINS SURVEY & DESIGN ON AUGUST 30, 2004.

3. THIS CSM HAS APPROVED PLANNED DEVELOPMENT DISTRICT GENERAL IMPLEMENTATION PLAN ZONING IN ACCORDANCE WITH CITY OF FITCHBURG ORDINANCE 2004-0-27.

4. LOT ONE SHALL HAVE NO VEHICULAR ACCESS TO LACY ROAD EXCEPT THROUGH THE INGRESS EGRESS EASEMENT SHOWN HEREON.

WATER MAIN EASEMENT LINE TABLE

LINE	BEARING	DISTANCE
W1	N 44°06'23" E	164.74'
W2	S 01°09'07" E	85.28'
W3	S 21°20'53" W	146.30'
W4	S 01°09'07" E	103.71'

INGRESS/EGRESS EASEMENT LINE TABLE

LINE	BEARING	DISTANCE
E1	N 01°18'39" W	51.15'
E2	S 88°41'21" W	5.50'
E3	N 01°18'39" W	73.61'
E4	S 88°41'21" W	44.50'
E5	S 01°18'39" E	126.95'
E6	N 88°41'21" E	50.00'
E7	S 01°09'07" E	43.86'
E8	S 12°32'03" E	51.97'
E9	S 02°41'59" W	23.93'
E10	S 25°16'32" W	12.73'

INGRESS/EGRESS EASEMENT CURVE TABLE

CURVE NO	RADIUS	LENGTH	DELTA	TANGENT	BEARING	DISTANCE
EC1	200.00'	73.37'	21°01'06"	37.10'	S 09°21'28" W	72.96'
EC2	350.00'	104.87'	17°10'04"	52.83'	S 11°17'01" W	104.48'
EC3	50.00'	19.70'	22°34'39"	9.96'	S 13°59'18" W	19.56'

LEGAL DESCRIPTION (FURNISHED)

A PARCEL OF LAND LOCATED IN NW 1/4 OF THE NW 1/4 OF SECTION 15, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NW CORNER OF SAID SECTION 15; THENCE N 86°42'03" E, 553.81 FEET; THENCE S 00°07'12" W, 40.07 TO THE POINT OF BEGINNING.

THENCE N 86°42'03" E, 410.20 FEET; THENCE S 09°20'09" E, 627.38 FEET TO THE MOST NORTHEASTERLY CORNER OF LOT 43, QUARRY HILL SUBDIVISION; THENCE S 86°51'45" W, ALONG THE NORTH LINE OF SAID QUARRY HILL SUBDIVISION, 513.37 FEET TO THE SOUTHEASTERLY CORNER OF LOT 15 OF FIRST ADDITION TO FITCHBURG TECHNOLOGY CAMPUS; THENCE N 00°07'12" E, ALONG EAST LINE OF FIRST ADDITION TO FITCHBURG TECHNOLOGY CAMPUS, 623.57 FEET TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 6.61 ACRES.

SURVEYOR'S CERTIFICATE

I, DAVE M. JENKINS, REGISTERED LAND SURVEYOR, S-2255, DO HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH ALL PROVISIONS OF CHAPTER 15.06 OF THE CITY OF FITCHBURG LAND DIVISION ORDINANCE. I ALSO CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREIN AND THAT THE CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED.

_____ _____

DAVE M. JENKINS, S-2255 DATE
REGISTERED LAND SURVEYOR

JSD
Jenkins Survey & Design, Inc.
161 Horizon Drive, Suite #101
Verona, Wisconsin 53593
608-845-5060

SURVEYED FOR
BILL SCHIEL
14 WOOD BROOK WAY
MADISON, WISCONSIN 53711

C.S.M. NO. _____
DOC. NO. _____
VOL. _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN

CORPORATE OWNER'S CERTIFICATE

LACY RIDGE, LLC, A WISCONSIN LIMITED LIABILITY CORPORATION, DOES HEREBY CERTIFY THAT SAID CORPORATION CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED HEREON AND THAT THIS CERTIFIED SURVEY MAP MUST BE SUBMITTED TO THE FITCHBURG CITY COUNCIL FOR APPROVAL.

IN WITNESS WHEREOF, SAID LACY RIDGE, LLC HAS CAUSED THESE PRESENTS TO BE SIGNED BY WILLIAM H. SCHIEL, ITS MANAGING MEMBER, THIS ___DAY OF _____, 2004.

_____
WILLIAM H. SCHIEL, MANAGING MEMBER
LACY RIDGE, LLC.

NOTARY PUBLIC, DANE COUNTY, WISCONSIN

STATE OF WISCONSIN }
DANE COUNTY } SS.

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 2004, WILLIAM H. SCHIEL, MANAGING MEMBER OF LACY RIDGE, LLC, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

_____
NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION EXPIRES_____

CONSENT OF CORPORATE MORTGAGEE

TOWN BANK OF MADISON, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, CONSENTS TO THE SURVEYING, DIVIDING, MAPPING, RESTRICTING AND DEDICATION OF THE LAND DESCRIBED IN THE FOREGOING CERTIFICATE OF DAVE M. JENKINS, REGISTERED LAND SURVEYOR, AND CONSENTS TO THE ABOVE CERTIFICATE OF LACY RIDGE, LLC, OWNER.

IN WITNESS WHEREOF, TOWN BANK OF MADISON HAS CAUSED THESE PRESENTS TO BE SIGNED BY DENNIS J. HAEFER, ITS MARKET PRESIDENT AT MADISON, WISCONSIN, THIS_____DAY OF _____, 2004.

_____
DENNIS J. HAEFER, MARKET PRESIDENT
TOWN BANK OF MADISON

NOTARY PUBLIC

STATE OF WISCONSIN }
DANE COUNTY } SS.

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 2004, THE ABOVE NAMED DENNIS J. HAEFER, TO ME KNOWN AS THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

_____
NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION EXPIRES_____.

CITY OF FITCHBURG APPROVAL

THIS CERTIFIED SURVEY MAP, INCLUDING ANY DEDICATIONS SHOWN THEREON, HAS BEEN DULY FILED WITH AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

_____
CITY OF FITCHBURG

DANE COUNTY REGISTER OF DEEDS

RECEIVED FOR RECORDING THIS _____DAY OF _____, 2004 AT_____O'CLOCK

_____.M. AND RECORDED IN VOLUME_____OF DANE COUNTY CERTIFIED SURVEYS ON PAGES

_____THROUGH_____AS DOCUMENT NUMBER_____, CERTIFIED SURVEY MAP NUMBER_____.

_____
JANE C. LIGHT
REGISTER OF DEEDS

JSD
Jenkins Survey & Design, Inc.
161 Horizon Drive, Suite #101
Verona, Wisconsin 53593
608-848-5080

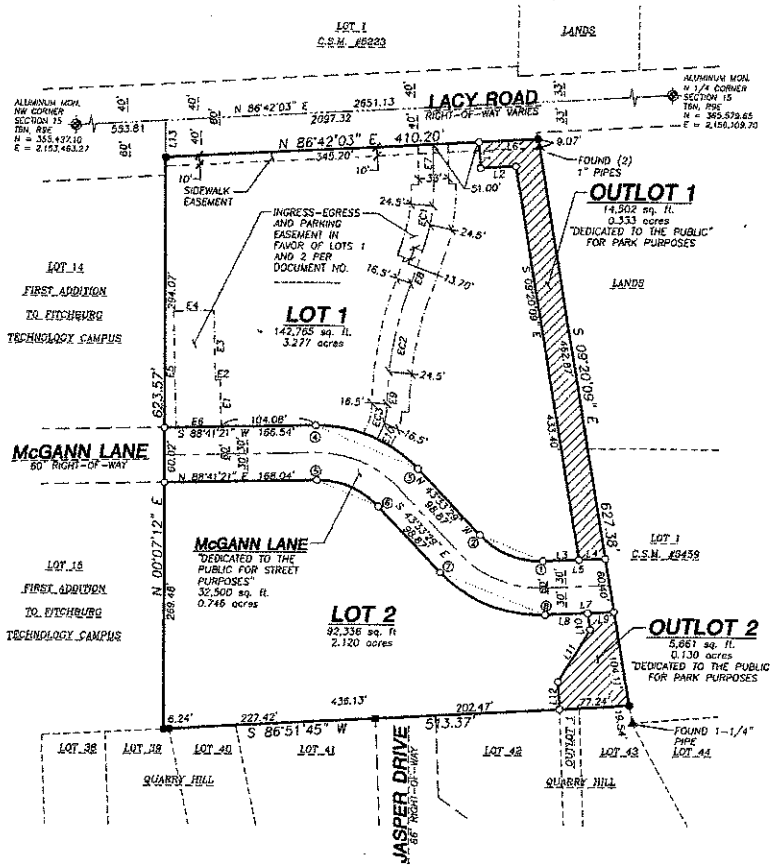
SURVEYED FOR
BILL SCHIEL
14 WOOD BROOK WAY
MADISON, WISCONSIN 53711

SHEET 3 OF 3

C.S.M. NO. _____
DOC. NO. _____
VOL. _____PAGE _____

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN



LEGEND:

- ○ SET REBAR 3/4" X 24" (1.50 lbs/ft)
- ● FOUND 3/4" IRON BAR
- ■ FOUND 1-1/4" IRON BAR
- ▲ FOUND MONUMENT (SEE NOTE)
- SECTION CORNER MONUMENT
- PROPERTY LINE
- PLATTED LOT LINE
- RIGHT-OF-WAY LINE
- SECTION LINE
- EASEMENT LINE
- DEDICATED TO THE PUBLIC FOR PARK PURPOSES

* SEE SHEET 2 FOR GENERAL NOTES AND WATER MAIN EASEMENT DETAIL

* SEE SHEET 2 FOR INGRESS-EGRESS AND PARKING EASEMENT DATA

0 60' 120'

SCALE: 1"=120'

CURVE TABLE

CURVE NO	RADIUS	LENGTH	DELTA	TANGENT	BEARING	DISTANCE
1-2	90.00'	77.19'	49°08'22"	41.12'	N 68°07'40" W	74.84'
3-4	150.00'	125.02'	47°45'10"	66.40'	N 67°26'04" W	121.43'
5-6	90.00'	75.01'	47°45'10"	39.84'	S 67°26'04" E	72.88'
7-8	150.00'	128.65'	49°08'22"	68.56'	S 68°07'40" E	124.74'

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 03°17'57" E	29.00'
L2	N 86°42'03" E	38.91'
L3	S 87°18'09" W	39.89'
L4	S 87°18'09" W	29.20'
L5	N 87°18'09" E	69.09'
L6	N 86°42'03" E	65.00'
L7	S 87°18'09" W	76.07'
L8	N 87°18'09" E	46.87'
L9	N 87°18'09" E	29.20'
L10	S 00°20'09" E	18.21'
L11	S 31°45'20" E	67.78'
L12	S 03°08'13" E	30.02'
L13	S 00°07'12" W	40.07'

JSD
Professional Surveying & Design, Inc.
161 Horizon Drive, Suite 101
Verona, Wisconsin 53593
608-848-5060

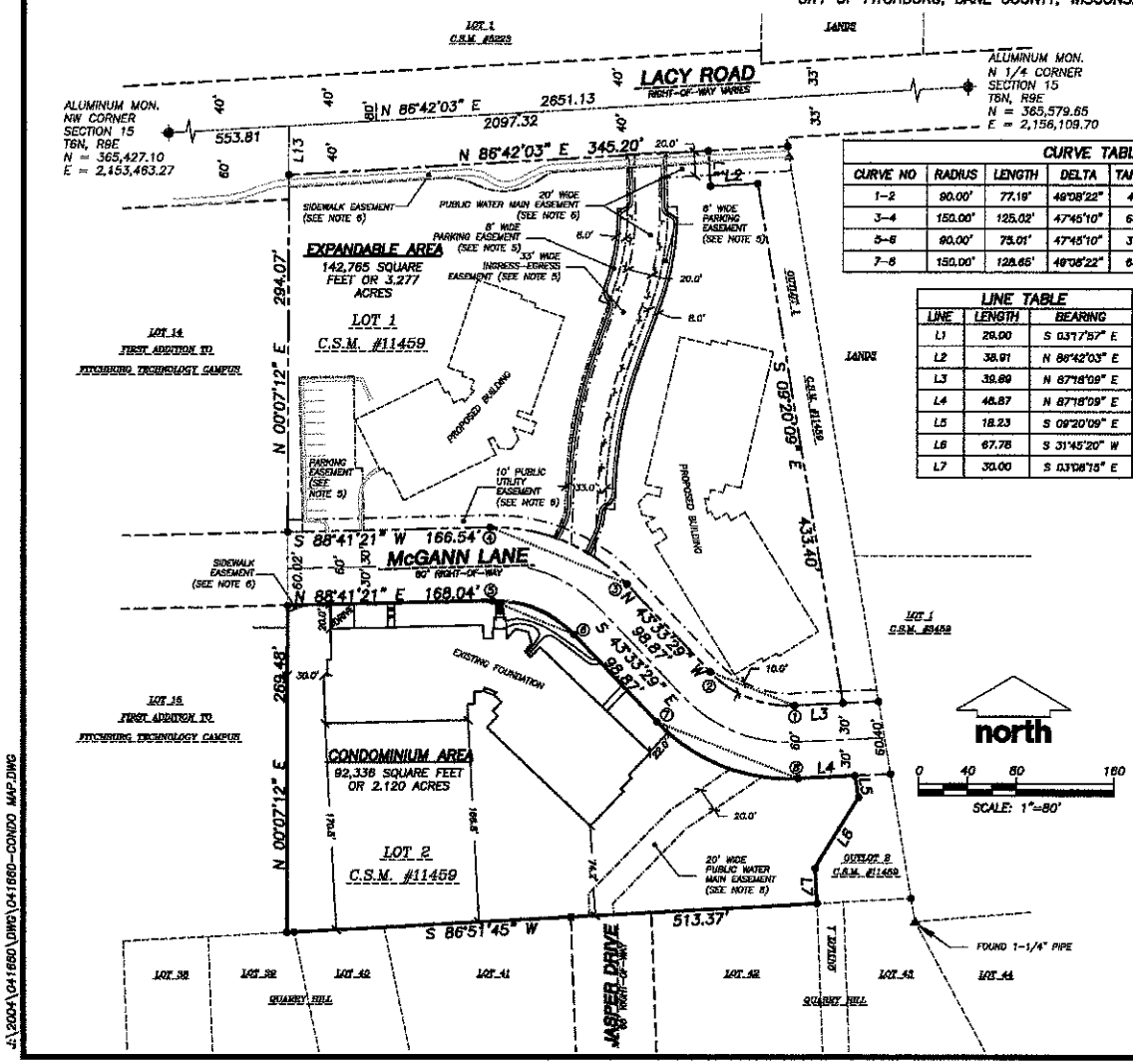
SURVEYED FOR
BILL SCHIEL
14 WOOD BROOK WAY
MADISON, WISCONSIN 53711

SHEET 1 OF 3

C.S.M. NO. _____
DOC. NO. _____
VOL. _____ PAGE _____

GLEN WOOD HEIGHTS CONDOMINIUM PLAT

A PARCEL OF LAND BEING LOT TWO (2) OF CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW ¼), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

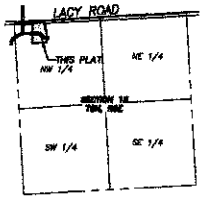


CURVE TABLE						
CURVE NO	RADIUS	LENGTH	DELTA	TANGENT	BEARING	DISTANCE
1–2	90.00'	77.19'	49°08'22"	41.15'	N 68°07'40" W	74.84'
3–4	150.00'	125.02'	47°45'10"	66.40'	N 67°26'04" W	121.43'
5–6	90.00'	73.01'	47°45'10"	39.84'	S 67°26'04" E	72.66'
7–8	150.00'	128.65'	49°08'22"	68.58'	S 68°07'40" E	124.74'

LINE TABLE		
LINE	LENGTH	BEARING
L1	29.00	S 03°17'57" E
L2	38.91	N 86°42'03" E
L3	39.89	N 87°18'09" E
L4	46.87	N 87°18'09" E
L5	18.23	S 09°20'09" E
L6	67.78	S 31°45'20" W
L7	30.00	S 03°08'15" E

LEGEND:

- SECTION CORNER
- PROPERTY CORNER FOUND (3/4" DIA. Rebar) 1.50 lbs./linear ft.)
- FOUND 1-1/4" IRON BAR
- FOUND MONUMENT (SEE NOTE)
- PROPERTY LINE (CONDOMINIUM)
- PROPERTY LINE (EXPANDABLE AREA)
- EASEMENTS LINE
- PLATTED LINE
- SECTION LINE
- RIGHT-OF-WAY LINE
- PRIVATE ROAD/SIDE WALK
- EXISTING FOUNDATION
- PROPOSED FOUNDATION



LOCATION MAP
SCALE: 1"=3000'

LEGAL DESCRIPTION – CONDOMINIUM AREA:

A PARCEL OF LAND BEING LOT TWO (2), CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW ¼), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 92,338 SQUARE FEET OR 2.120 ACRES.

LEGAL DESCRIPTION – EXPANDABLE AREA:

A PARCEL OF LAND BEING LOT ONE (1), CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW ¼), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 142,765 SQUARE FEET OR 3.277 ACRES.

NOTES:

1. UNITS 101–112 AND 201–212 ARE DECLARED AS SHOWN ON THIS CONDOMINIUM PLAT.
2. THE FOLLOWING ARE LIMITED COMMON ELEMENTS: THE EXTERIOR PORCH OF EACH UNIT, STORAGE AREAS AND PARKING STALLS IN PARKING GARAGE.
3. ALL AREAS AND FEATURES ARE CONDOMINIUM COMMON ELEMENTS UNLESS OTHERWISE NOTED AS LIMITED COMMON ELEMENTS OR UNITS.
4. BEARINGS ARE REFERENCED TO CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 ON PAGES 316–318 AS DOCUMENT NO. 4079647.
5. INGRESS–EGRESS EASEMENT AND PARKING EASEMENT WERE RECORDED ON OCTOBER 8, 2004 AS DOCUMENT NUMBER 3976775.
6. UTILITY AND SIDEWALK EASEMENTS PER CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647.

SURVEYOR'S CERTIFICATE:

I, DAVE M. JENKINS, WISCONSIN LAND SURVEYOR S–2255, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON IS A CORRECT REPRESENTATION OF THE CONDOMINIUM PLAT DESCRIBED AND FURTHER THAT THE BUILDING LOCATIONS AND FLOOR PLANS ARE REPRODUCED FROM PLANS FURNISHED BY THE DECLARANT'S ARCHITECT AND THAT THE IDENTIFICATION AND LOCATION OF EACH UNIT AND THE COMMON ELEMENTS CAN BE DETERMINED FROM THE PLAT.

DATED THIS _____ DAY OF _____, 2008.

_____
DAVE M. JENKINS
REGISTERED LAND SURVEYOR S–2255

DANE COUNTY REGISTER OF DEEDS

RECEIVED FOR RECORDING THIS _____ DAY OF _____,
2008 AT ____ O'CLOCK ____M. AND RECORDED
IN VOLUME _____ OF CONDOMINIUM PLATS
ON PAGES _____ THRU _____ AS DOCUMENT
NUMBER _____.

_____
JANE C. LICHT, REGISTER OF DEEDS
DANE COUNTY, WISCONSIN

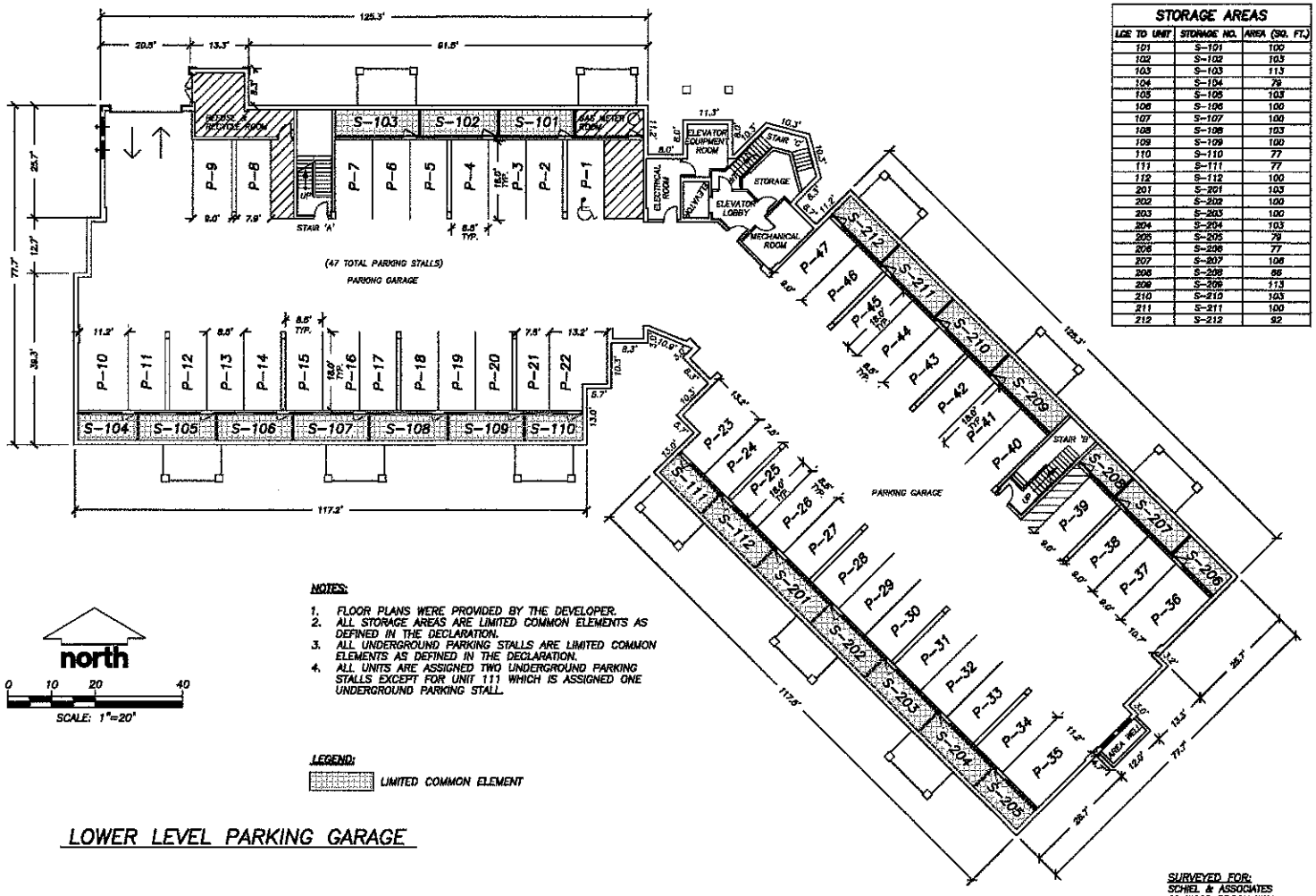
SURVEYED FOR:
SCHEL & ASSOCIATES
62 WOOD BROOK WAY
MADISON, WISCONSIN 53711

JSD • Engineers • Surveyors
Jenkins Survey & Design, Inc.
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
608.848.5060

2004\04-1680\DWG\04-1680-CONDO MAP.DWG

GLEN WOOD HEIGHTS CONDOMINIUM PLAT

A PARCEL OF LAND BEING LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW ¼), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



STORAGE AREAS		
LOC TO UNIT	STORAGE NO.	AREA (SQ. FT.)
101	S-101	100
102	S-102	103
103	S-103	113
104	S-104	79
105	S-105	103
106	S-106	100
107	S-107	100
108	S-108	103
109	S-109	100
110	S-110	77
111	S-111	77
112	S-112	100
201	S-201	103
202	S-202	100
203	S-203	100
204	S-204	103
205	S-205	79
206	S-206	77
207	S-207	106
208	S-208	86
209	S-209	113
210	S-210	103
211	S-211	100
212	S-212	92

PARKING STALL AREAS		
LOC TO UNIT	STALL NO.	AREA (SQ. FT.)
101	P-2	153
101	P-3	153
102	P-4	153
102	P-5	153
103	P-6	153
103	P-7	153
104	P-10	206
104	P-11	153
105	P-12	153
106	P-13	153
106	P-14	153
108	P-15	153
107	P-16	153
107	P-17	153
108	P-18	153
108	P-19	153
109	P-20	153
109	P-21	135
110	P-22	202
111	P-1	153
111	P-23	202
112	P-24	135
112	P-25	153
201	P-26	153
201	P-27	153
202	P-28	153
202	P-29	153
203	P-30	153
203	P-31	153
204	P-32	153
204	P-33	153
205	P-34	153
205	P-35	206
206	P-36	198
206	P-37	162
207	P-38	162
207	P-39	162
208	P-8	143
208	P-9	162
209	P-40	153
209	P-41	153
210	P-42	153
210	P-43	153
211	P-44	153
211	P-45	153
212	P-46	153
212	P-47	162

NOTES:

1. FLOOR PLANS WERE PROVIDED BY THE DEVELOPER.
2. ALL STORAGE AREAS ARE LIMITED COMMON ELEMENTS AS DEFINED IN THE DECLARATION.
3. ALL UNDERGROUND PARKING STALLS ARE LIMITED COMMON ELEMENTS AS DEFINED IN THE DECLARATION.
4. ALL UNITS ARE ASSIGNED TWO UNDERGROUND PARKING STALLS EXCEPT FOR UNIT 111 WHICH IS ASSIGNED ONE UNDERGROUND PARKING STALL.

north

0 10 20 40

SCALE: 1"=20'

LEGEND:

LIMITED COMMON ELEMENT

LOWER LEVEL PARKING GARAGE

SURVEYED FOR:
SCHEL & ASSOCIATES
82 WOOD BROOK WAY
MADISON, WISCONSIN 53711

JSD • Engineers • Surveyors
Jenkins Survey & Design, Inc.
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
608.848.5080

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GLEN WOOD HEIGHTS CONDOMINIUM PLAT

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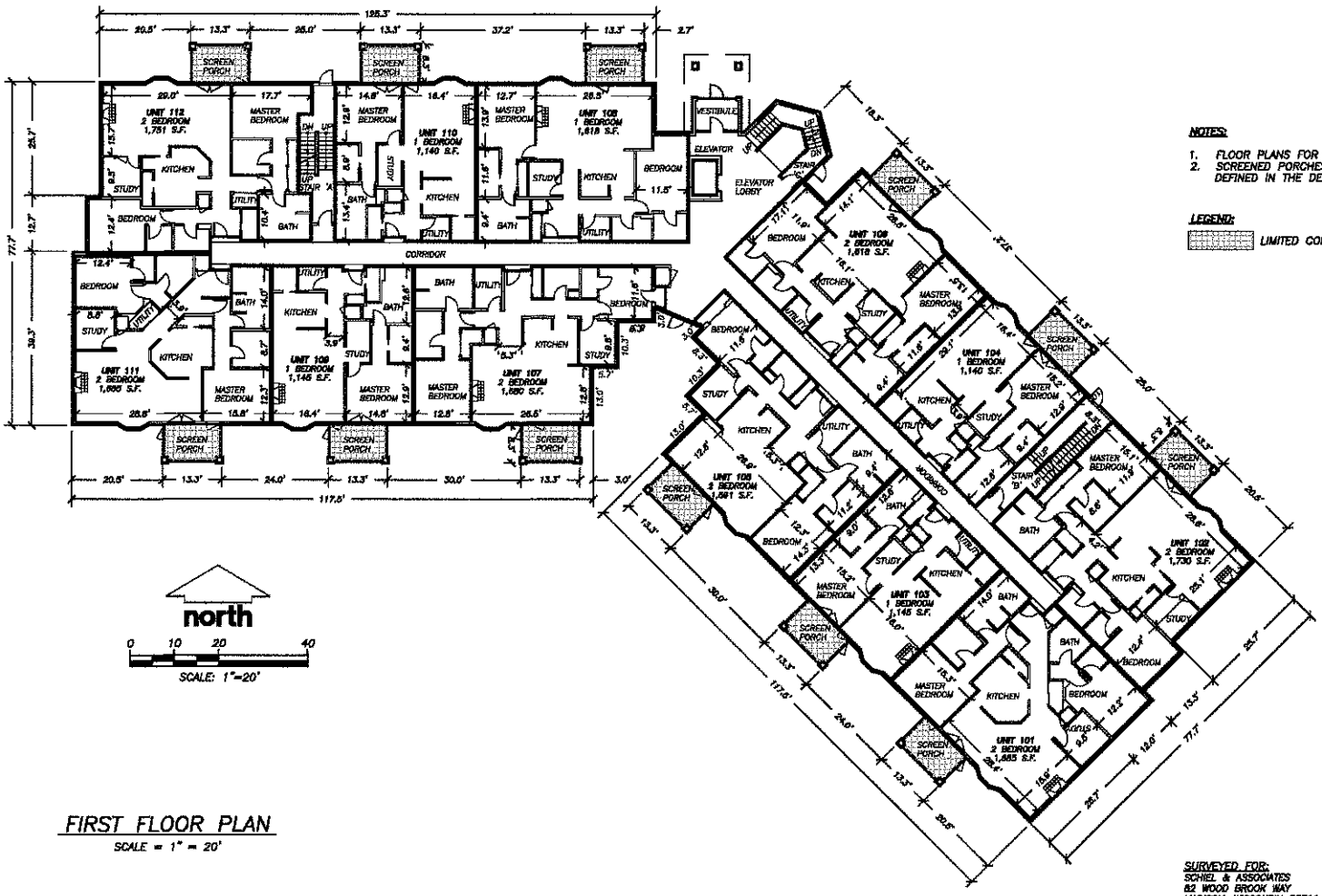

FIRST FLOOR PLAN

SCALE = 1" = 20'

NOTES:

1. FLOOR PLANS FOR WERE PROVIDED BY THE DEVELOPER.
2. SCREENED PORCHES ARE LIMITED COMMON ELEMENTS AS DEFINED IN THE DECLARATION.

LEGEND:

LIMITED COMMON ELEMENT

SURVEYED FOR:
SCHIEL & ASSOCIATES
82 WOOD BROOK WAY
MADISON, WISCONSIN 53711

JSD • Engineers • Surveyors
Jenkins Survey & Design, Inc.
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
608.848.5060

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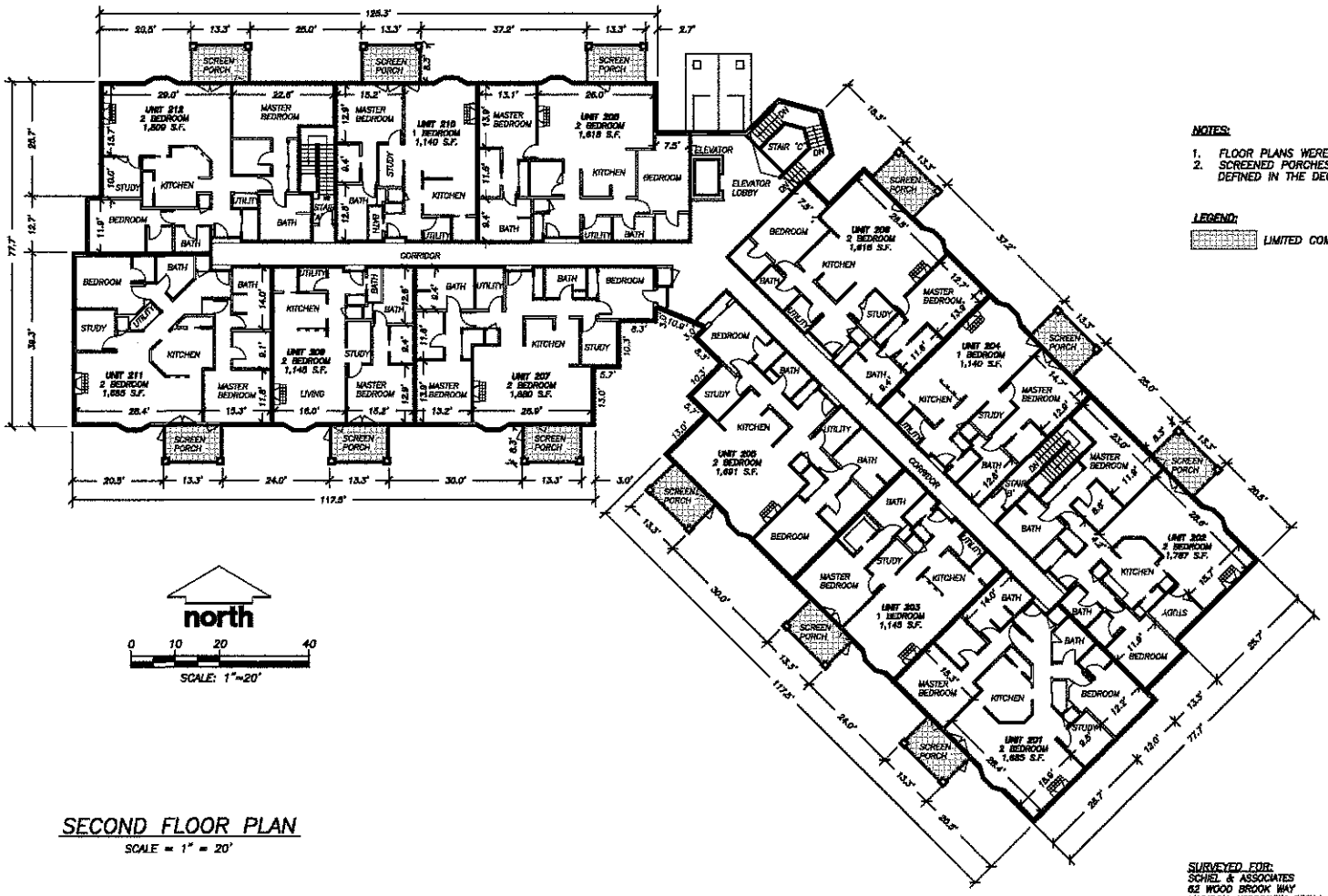

SECOND FLOOR PLAN

SCALE = 1" = 20'

NOTES:

1. FLOOR PLANS WERE PROVIDED BY THE DEVELOPER.
2. SCREENED PORCHES ARE LIMITED COMMON ELEMENTS AS DEFINED IN THE DECLARATION.

LEGEND:

LIMITED COMMON ELEMENT

SURVEYED FOR:
SCHIEL & ASSOCIATES
62 WOOD BROOK WAY
MADISON, WISCONSIN 53711

JSD • Engineers • Surveyors
Jenkins Survey & Design, Inc.
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
608.848.5060

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GLEN WOOD HEIGHTS
CONDOMINIUM HOMES

AMENDED FOR BUILDING #1

SIP & ARCHITECURAL DESIGN REVIEW SUBMITTAL

SHEET INDEX:

T1 TITLE SHEET

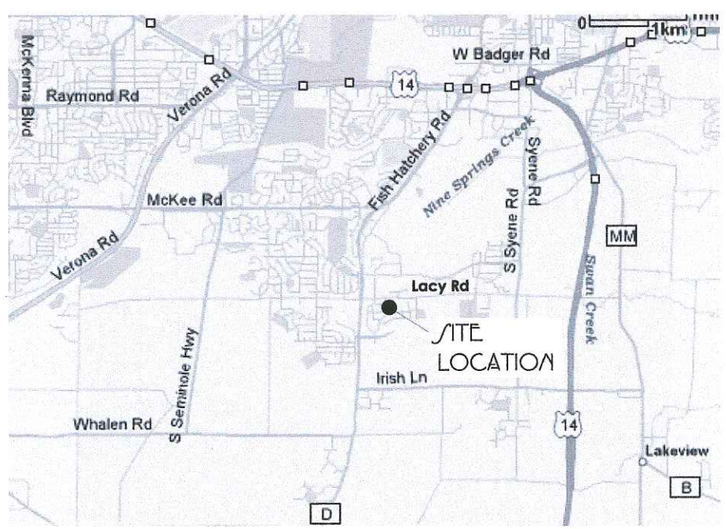
L1 LANDSCAPE PLAN
L2 LANDSCAPE SCHEDULE
D1 SITE DEMOLITION PLAN
C1 SITE PLAN
C2 GRADING PLAN
C3 UTILITY PLAN
C4 EROSION CONTROL PLAN

A1 LOWER LEVEL - BUILDING #1
A2 1ST FLOOR PLAN - BUILDING #1
A3 2ND & 3RD FLOOR PLAN BUILDING #1
A4 BUILDING ELEVATIONS - BUILDING #1
A5 BUILDING ELEVATIONS - BUILDING #1

REFERENCE DRAWINGS FROM ORIGINAL SUBMITTAL (9/26/05):

O-C1 SITE PLAN
O-C2 GRADING PLAN
O-C3 UTILITY PLAN
O-L1 LANDSCAPE PLAN

O-A4 LOWER LEVEL - BUILDING #1
O-A5 1ST FLOOR PLAN - BUILDING #1
O-A6 2ND & 3RD FLOOR PLAN BUILDING #1
O-A9 BUILDING ELEVATIONS - BUILDING #1
O-A10 BUILDING ELEVATIONS - BUILDING #1



LOCATION MAP

SITE STATISTICS

EXISTING ZONING:	PDD
SITE ACREAGE:	287,776 SQ. FT. (6.61 ACRES)
PROPOSED STREET DEDICATION:	32,500 SQ. FT. (0.75 ACRES)
PROPOSED PARKS DEDICAITON:	20,163 SQ. FT. (0.46 ACRES)

NORTH LOT:	
UNITS / ACRE:	13.3 UNITS / ACRE
IMPERVIOUS AREA:	38.3 %
GREEN AREA:	61.7 %
FAR:	0.57

SOUTH LOT:	
UNITS / ACRE:	10.7 UNITS / ACRE
IMPERVIOUS AREA:	23.7 %
GREEN AREA:	76.3 %
FAR:	0.45

PARKING:	PARKING:	
UNDERGROUND - BUILDING #1:	~~32~~	47
UNDERGROUND - BUILDING #2:	47	
UNDERGROUND - BUILDING #3:	47	
SURFACE PARKING LOT:	~~13~~	0
PRIVATE STREET PARKING:	14	10
TOTAL PARKING :	153	151

AMENDED LOT AREA - BUILDING #1 CSM:

LOT AREA: 73,784 SQ. FT. = 1.69 ACRES

	ORIGINAL SIP	AMENDED PLAN
BUILDING FOOTPRINT:	14,750 SQ. FT.	18,824 SQ. FT.
IMPERVIOUS PAVEMENT:	9,068 SQ. FT.	4,498 SQ. FT.
IMPERVIOUS TOTAL:	23,818 SQ. FT.	23,322 SQ. FT.
PERVIOUS AREA:	49,966 SQ. FT.	50,462 SQ. FT.
IMPERVIOUS SURFACE RATIO:	32.28 %	31.61 %

BUILDING STATISTICS

BUILDING #1		
		(0 - 1 BEDROOM, 24 - 2 BEDROOM)
UNITS:	24	~~(6 - 1 BEDROOM, 18 - 2 BEDROOM)~~
STORIES:	3 STORIES WITH PARTIAL LOWER LEVEL EXPOSED	
CONDOMINIUM SQ. FOOTAGE:	46,111 SQ. FT.	48,883 SQ. FT.
UNDERGROUND PARKING SQ. FOOTAGE:	14,750 SQ. FT.	18,824 SQ. FT. (INCLUDING SCREEN PORCHES)
TOTAL SQ. FOOTAGE:	60,861 SQ. FT.	67,707 SQ. FT.

BUILDING CONSTRUCTION TYPE: 5A WOOD FRAME PROTECTED.
COMPLETE SPRINKERE SYSTEM PER NFPA 13R

BUILDING #2	
UNITS:	24 (8 - 1 BEDROOM, 16 - 2 BEDROOM)
STORIES:	2 STORIES WITH PARTIAL LOWER LEVEL EXPOSED
CONDOMINIUM SQ. FOOTAGE:	44,083 SQ.FT.
UNDERGROUND PARKING SQ. FOOTAGE:	21,080 SQ. FT.
TOTAL SQ. FOOTAGE:	65,163 SQ. FT.

BUILDING #3:	
UNITS:	24 (8 - 1 BEDROOM, 16 - 2 BEDROOM)
STORIES:	2 STORIES WITH PARTIAL LOWER LEVEL EXPOSED
CONDOMINIUM SQ. FOOTAGE:	44,083 SQ.FT.
UNDERGROUND PARKING SQ. FOOTAGE:	21,080 SQ. FT.
TOTAL SQ. FOOTAGE:	65,163 SQ. FT.

TOTAL PROJECT COUNT:				
TOTAL UNITS: (BUILDINGS #1, #2, #3)	72 UNITS			
TWO BEDROOM UNITS:	~~50~~	56	~~69.5~~ %	77.7 %
ONE BEDROOM UNITS:	~~22~~	16	~~30.5~~ %	22.3 %

GLEN WOOD HEIGHTS
CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 258-6900
david@fercharchitecture.com

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10/19/15
9/26/05

DATE: SHEET:
T1

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 238-6900
david@fercharchitecture.com

DATE:	ISSUE:

Landscape:
OUTDOOR ARTS LANDSCAPE
Outdoor Arts
Madison, WI
(608) 395-1510
outdoorartslandscape.com

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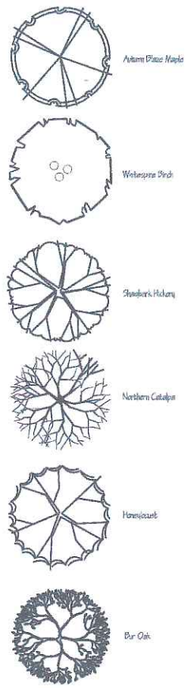
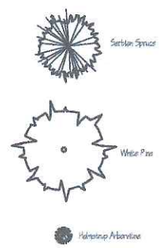
Shade Trees



Evergreen Trees



Misc. Symbols

Landscape Notes:

1. All disturbed lawn areas to receive 4" of topsoil, seeded with Water and Fear seed mix by Earth Carpet, and covered with straw mat.

2. All planting beds to receive 12" of topsoil, color edging between beds and lawn to be commercial grade black plastic edging. No plastic edging between stone mulch and bark mulch. Beds to be stone mulch over wood barrier unless noted on other on plan.

3. Stone mulch to be #2 washed stone

4. Bark mulch to be double shredded hardwood

5. All plantings to include a one year warranty from final acceptance.

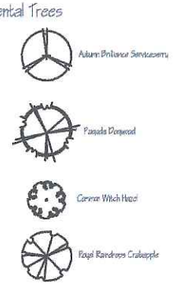
6. Protect existing trees with a 4' ht. snow fence placed at the dripline of the tree or group of trees. No equipment should be driven within the dripline of trees to be protected

7. Bio Retention swap planted in groups per plan 18" o.c. Seedlings to be randomly dispersed throughout basin

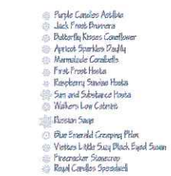
Evergreen Shrubs

Deciduous Shrubs

Ornamental Trees



Perennials



Ornamental Grasses

Symbol	Quantity	LATIN PLANT NAME	COMMON PLANT NAME	B&B or Cont.	PLANT SIZE	Points
		Shade Trees				
AF	1	Acer x freemanii 'Jeffsred'	Autumn Blaze Maple	B&B	2" Cal.	
BP	3	Betula populifolia 'Whitespire'	Whitespire Birch	B&B	10' multi-stem	
CO	1	Carya ovata	Shagbark Hickory	B&B	2" Cal.	
CS	1	Catalpa speciosa	Northern Catalpa	B&B	2" Cal.	
GT	3	Gleditsia triacanthos f. inermis 'Skycole'	Skyline Honeylocust	B&B	2" Cal.	
QB	2	Quercus macrocarpa	Bur Oak	B&B	2.5" Cal.	
		Ornamental Trees				
AB	1	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	B&B	8' Multi-stem	
PD	1	Cornus alternifolia	Pagoda Dogwood	B&B	6' Multi-stem	
CW	1	Hamamelis virginiana	Common Witch Hazel	B&B	6' Multi-Stem	
MS	1	Malus transitoria 'JFS-KW5'	Royal Raindrops Crabapple	B&B	2" Cal.	
		Evergreen Trees				
PS	8	Picea sp.	Assorted Green, Blue, and White Spruce	B&B	5'-8' ht.	
WP	4	Pinus strobus	White Pine	B&B	8'-10'	
Tm	4	Thuja occidentalis 'Holmstrup'	Holmstrup Arborvitae	B&B	4'	
		Evergreen Shrubs				
Jc	6	Juniperus chinensis 'Kallay's Compact'	Kallay's Compact Juniper	Cont.	20" spread	
Tm	5	Juniperus procumbens 'Nana'	Japanese Garden Juniper	Cont.	20" spread	
Tm	5	Taxus x media 'Tauntonii'	Taunton Yew	B&B	36"	
		Deciduous Shrubs				
Am	5	Aronia melanocarpa 'Morton'	Iroquois Beauty Black Chokeberry	cont.	3 Gallon	
Cp	1	Chaenomeles speciosa 'Pink Storm'	Pink Storm Flowering Quince	cont.	3 Gallon	
Dl	6	Diervilla lonicera	Dwarf Bush Honeysuckle	cont.	3 Gallon	
Ec	3	Euonymus alatus 'Compactus'	Dwarf Burning Bush	B&B	36"	
Ha	10	Hydrangea arborescens 'Annabelle'	Annabelle Hydrangea	cont.	3 Gallon	
Po	1	Physocarpus opulifolius 'Jefam'	Amber Jubilee Ninebark	cont.	5 Gallon	
Aw	2	Spiraea x bumalda 'Anthony Waterer'	Anthony Waterer Spirea	cont.	3 Gallon	
Gf	5	Spiraea x bumalda 'Goldflame'	Goldflame Spirea	cont.	3 Gallon	
Fs	1	Spiraea x cinerea 'Grefsheim'	First Snow Spirea	cont.	3 Gallon	
Lp	3	Spiraea japonica 'Little Princess'	Little Princess Spirea	cont.	2 Gallon	
Tb	12	Spiraea betulifolia 'Tor'	Tor Birchleaf Spirea	cont.	3 Gallon	
Bm	4	Viburnum dentatum 'Christom'	Blue Muffin Viburnum	B&B	36"	
Vc	1	Viburnum carlesii	Korean Spice Viburnum	B&B	30"	
Dh	6	Weigela florida 'Dark Horse'	Dark Horse Weigela	cont.	2 Gallon	
Wr	7	Weigela florida 'Alexandra'	Wine and Roses Spirea	cont.	5 Gallon	
		Perennials				
pc	8	Astilbe chinensis 'Purple Candles'	Purple Candles Astilbe	cont.	1 Gallon	
jf	6	Brunnera macrophylla 'Jack Frost'	Jack Frost Brunnera	cont.	1 quart	
bk	16	Echinacea purpurea 'Butterfly Kisses'	Butterfly Kisses Coneflower	cont.	1 Gallon	
as	19	Hemerocallis 'Apricot Sparkles'	Apricot Sparkles Daylily	cont.	1 Gallon	
hm	9	Heuchera 'Marmalade'	Marmalade Coralbells	cont.	1 Gallon	
ff	38	Hosta 'First Frost'	First Frost Hosta	cont.	1 Quart	
rs	6	Hosta 'Raspberry Sundae'	Raspberry Sundae Hosta	cont.	1 Gallon	
ss	3	Hosta 'Sum and Substance'	Sum and Substance Hosta	cont.	1 Gallon	
wl	8	Nepeta x faassenii 'Walker's Low'	Walker's Low Catmint	cont.	1 Gallon	
rs	3	Perovskia atriplicifolia	Russian Sage	cont.	1 Gallon	
eb	10	Phlox subulata 'Emerald Blue'	Blue Emerald Creeping Phlox	cont.	3"	
ls	16	Rudbeckia fulgida 'Viette's Little Suzy'	Viettes Little Suzy Black Eyed Susan	cont.	1 quart	
sf	9	Sedum Sunsparkler® 'Firecracker'	Firecracker Stonecrop	cont.	3"	
rc	6	Veronica x 'Glory'	Royal Candles Speedwell	cont.	1 Gallon	
		Ornamental Grasses				
kf	15	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster's Feather Reed Grass	cont.	1 Gallon	
sg	10	Panicum virgatum 'Shenandoah'	Shenandoah Switch Grass	cont.	1 Gallon	
		Bio-Retention Basin				
ppc	288	Echinacea pallida	Pale Purple Coneflower	cont.	Plug	
yc	96	Ratibida pinnata	Yellow Coneflower	cont.	Plug	
ne	160	Symphyotrichum novae-angliaesave	New England Aster	cont.	Plug	
ha	128	Symphyotrichum ericoides	Heath Aster	cont.	Plug	
bs	128	Liatris spicata	Marsh Blazing Star	cont.	Plug	
cf	96	Lobelia cardinalis	Cardinal Flower	cont.	Plug	
bb	96	Monarda fistulosa	Wild Bergemont	cont.	Plug	
bes	192	Rudbeckia hirta	Black Eyed Susan	cont.	Plug	
op	96	Physostegia virginiana	Obedient Plant	cont.	Plug	
	64	Carex bebbii	Bebbs Oval Sedge	cont.	Plug	
	64	Carex blicknellii	Copper Shouldered Oval Sedge	cont.	Plug	
	64	Carex vulpinoidea	Brown Fox Sedge	cont.	Plug	
	64	Carex crinita	Fringed Sedge	cont.	Plug	
	64	Carex crawfordii	Crawfords Sedge	cont.	Plug	

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

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ARCHITECT:
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2704 Gregory Street,
Madison, WI 53711
(608) 238-8900
david@fercharchitecture.com

Landscape:
OUTDOOR ARTS LANDSCAPE
Outdoor Arts
Madison, WI
(608) 395-1510
outdoorartslandscape.com

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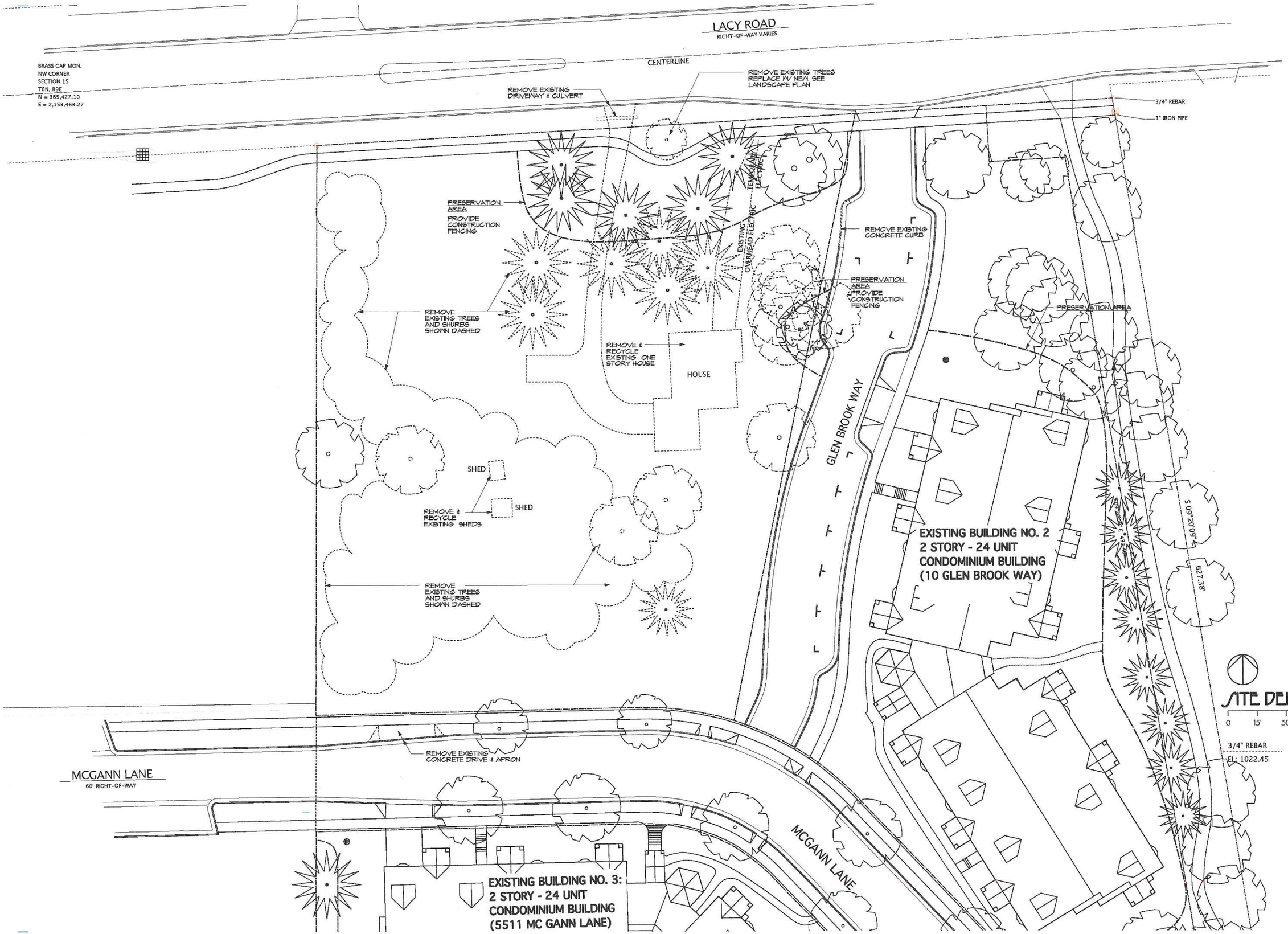

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FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 238-6900
david@ferchar chitecture.com

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11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 258-0900
david@fercharchitecture.com

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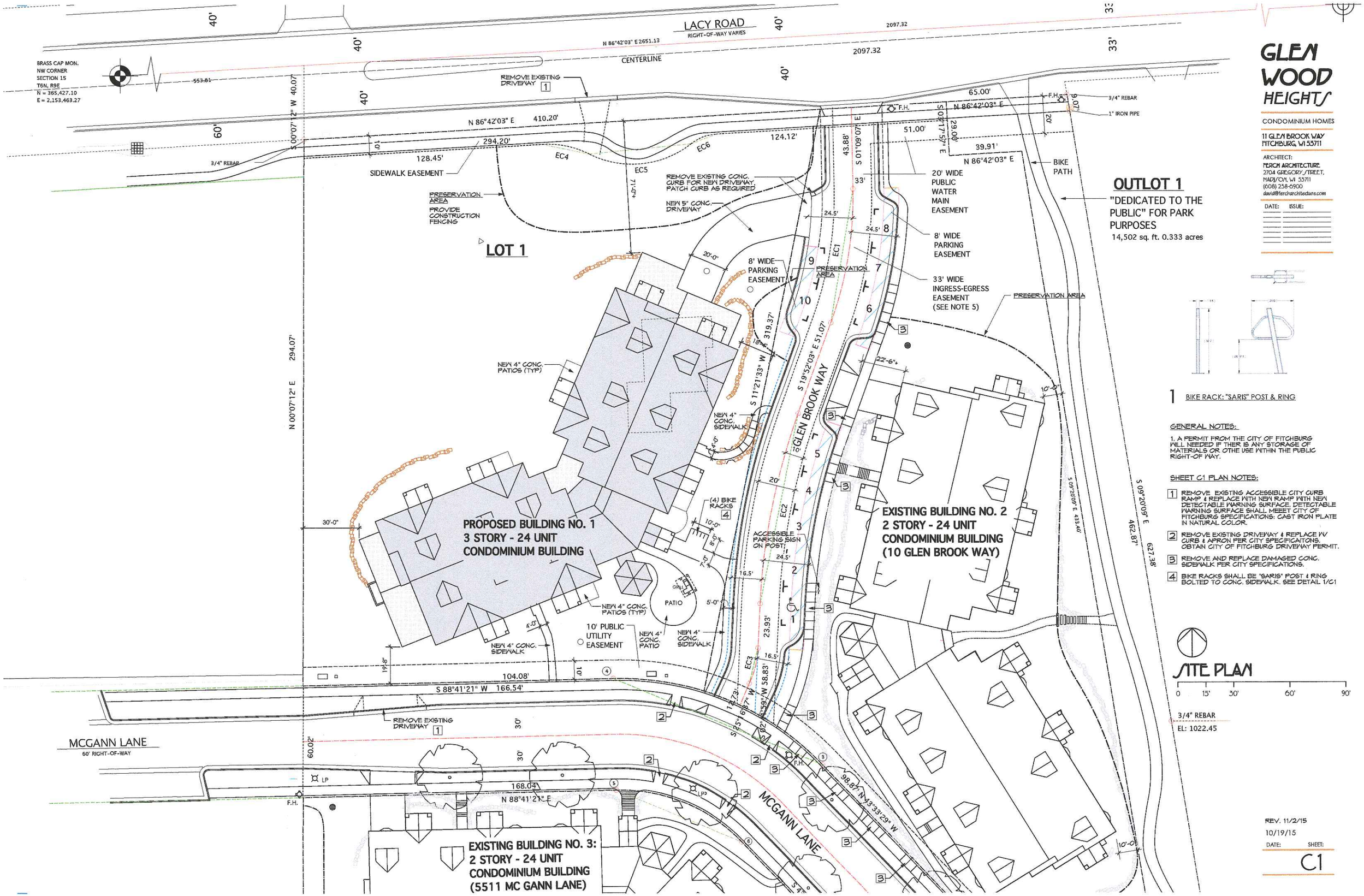

1 BIKE RACK: "SARIS" POST & RING

GENERAL NOTES:

1. A PERMIT FROM THE CITY OF FITCHBURG WILL NEEDED IF THER IS ANY STORAGE OF MATERIALS OR OTHE USE WITHIN THE PUBLIC RIGHT-OF-WAY.

SHEET C1 PLAN NOTES:

1. REMOVE EXISTING ACCESSIBLE CITY CURB RAMP & REPLACE WITH NEW RAMP WITH NEW DETECTABLE WARNING SURFACE. DETECTABLE WARNING SURFACE SHALL MEEET CITY OF FITCHBURG SPECIFICATIONS: CAST IRON PLATE IN NATURAL COLOR.
2. REMOVE EXISTING DRIVEWAY & REPLACE W/ CURB & APRON PER CITY SPECIFICAITONS. OBTAIN CITY OF FITCHBURG DRIVEWAY PERMIT.
3. REMOVE AND REPLACE DAMAGED CONC. SIDEWALK PER CITY SPECIFICATIONS.
4. BIKE RACKS SHALL BE "SARIS" POST & RING BOLTED TO CONC. SIDEWALK. SEE DETAIL 1/C1

SITE PLAN

0 15' 30' 60' 90'

3/4" REBAR
EL: 1022.45

REV. 11/2/15
10/19/15

DATE:	SHEET:
	C1

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11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 238-6900
david@fercharchitecture.com

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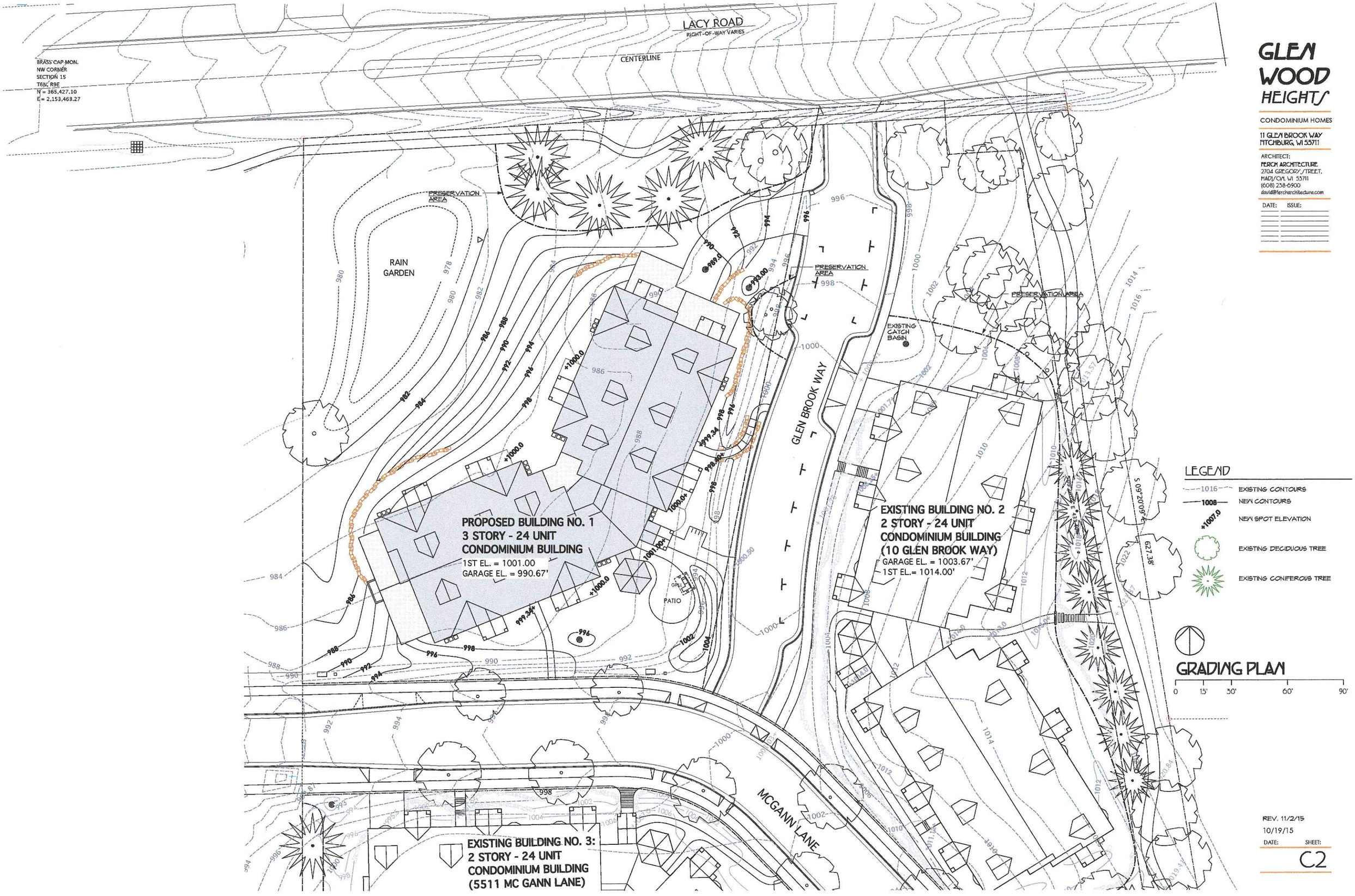

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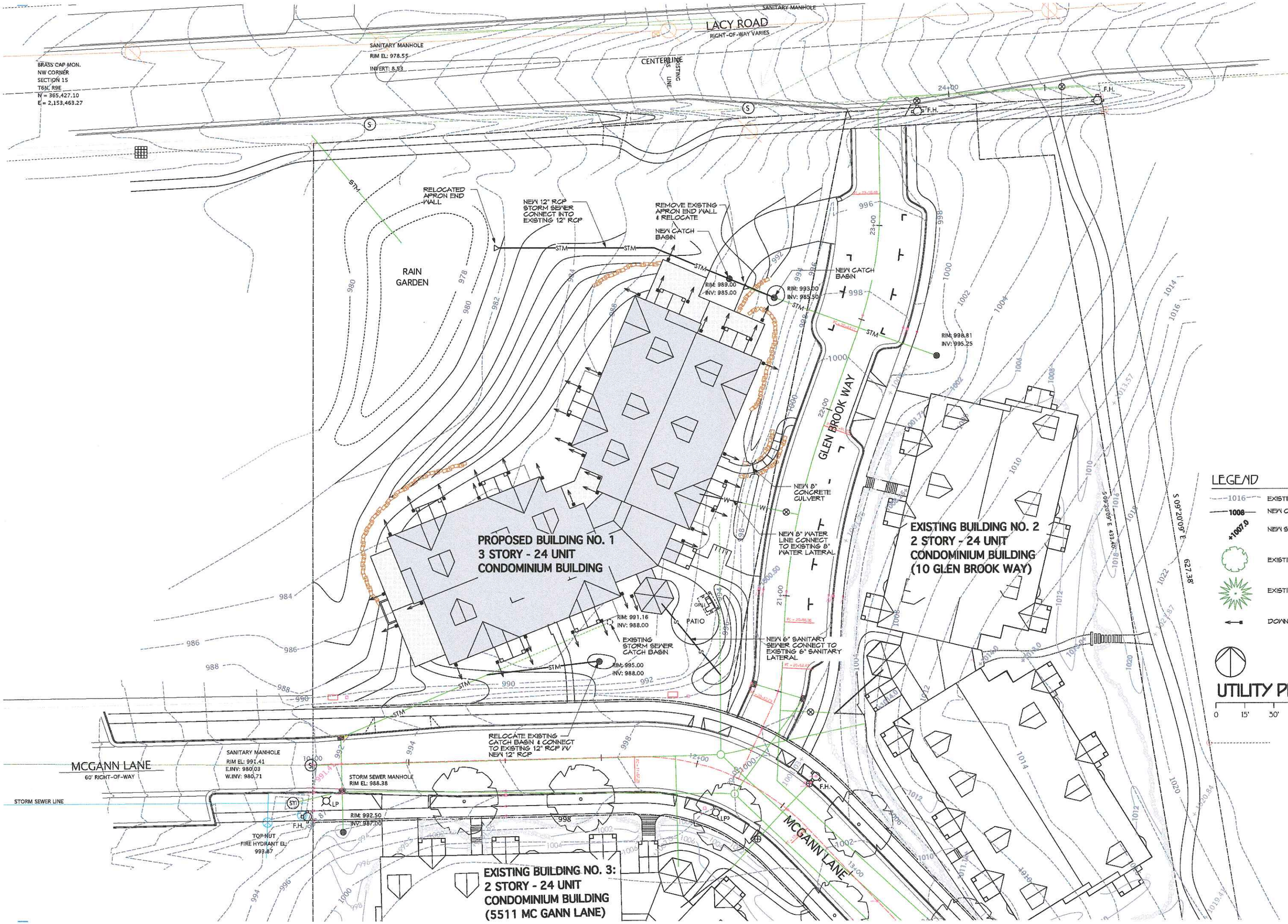
11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 258-6900
david@fercharchitecture.com

DATE:	ISSUE:



LEGEND

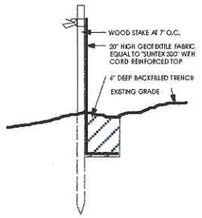
- 1016 — EXISTING CONTOURS
- 1008 — NEW CONTOURS
- +1007.0 — NEW SPOT ELEVATION
- EXISTING DECIDUOUS TREE
- EXISTING CONIFEROUS TREE
- DOWNSPOUT WITH SURFACE DRAINAGE

UTILITY PLAN

0 15' 30' 60' 90'

REV. 11/2/15
10/19/15

DATE:	SHEET:
	C3



(A) FILTER FABRIC FENCE DETAIL

NO SCALE

LEGEND

- FILTER FABRIC FENCE
- EROSION MAT (SEE NOTE BELOW)

SOIL EROSION CONTROL NOTES

1. SOIL EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE START OF ANY EXCAVATION WORK.

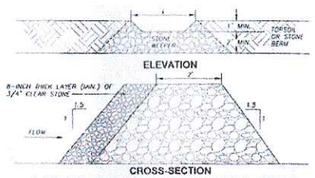
2. FABRIC FILTER FENCES SHALL BE INSPECTED WITHIN 24 HOURS AFTER EACH RAINFALL. SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT.

3. TEMPORTY GRAVELED STABILIZED PADS SHALL BE INSTALLED AT THE START OF CONSTRUCTION AND MAINTAINED PER SPECIFICATIONS.

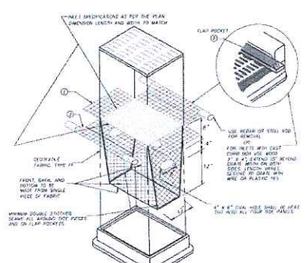
4. MAINTAIN EXISTING STORM SEWER INLET SOIL EROSION SILT PROTECTION & STONE BERM PER SOIL EROSION CONTROL DETAILS FROM THE STREET & UTILITY DEVELOPMENT DRAWINGS 8/23/05 BY JENKINS SURVEY & DESIGN.

5. PAVED STREET SURFACES SHALL BE SWEPT AND/OR SCRAPED AT THE END OF EACH WORK DAY TO REMOVE SOIL, DIRT AND DUST, OR AS DIRECTED BY THE CITY OF FITCHBURG.

6. EROSION MAT: PROVIDE CLASS II TYPE 'B' EROSION MAT OR EQUAL AS APPROVED BY THE CITY OF FITCHBURG.



(B) STONE BURM



GENERAL NOTES

INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER.

MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENTS EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED.

WHEN INSTALLING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE DEVICE'S FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

① PARKED SIDE, BUILDING FLAP POCKETS WHEN PLUMBED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

② FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4

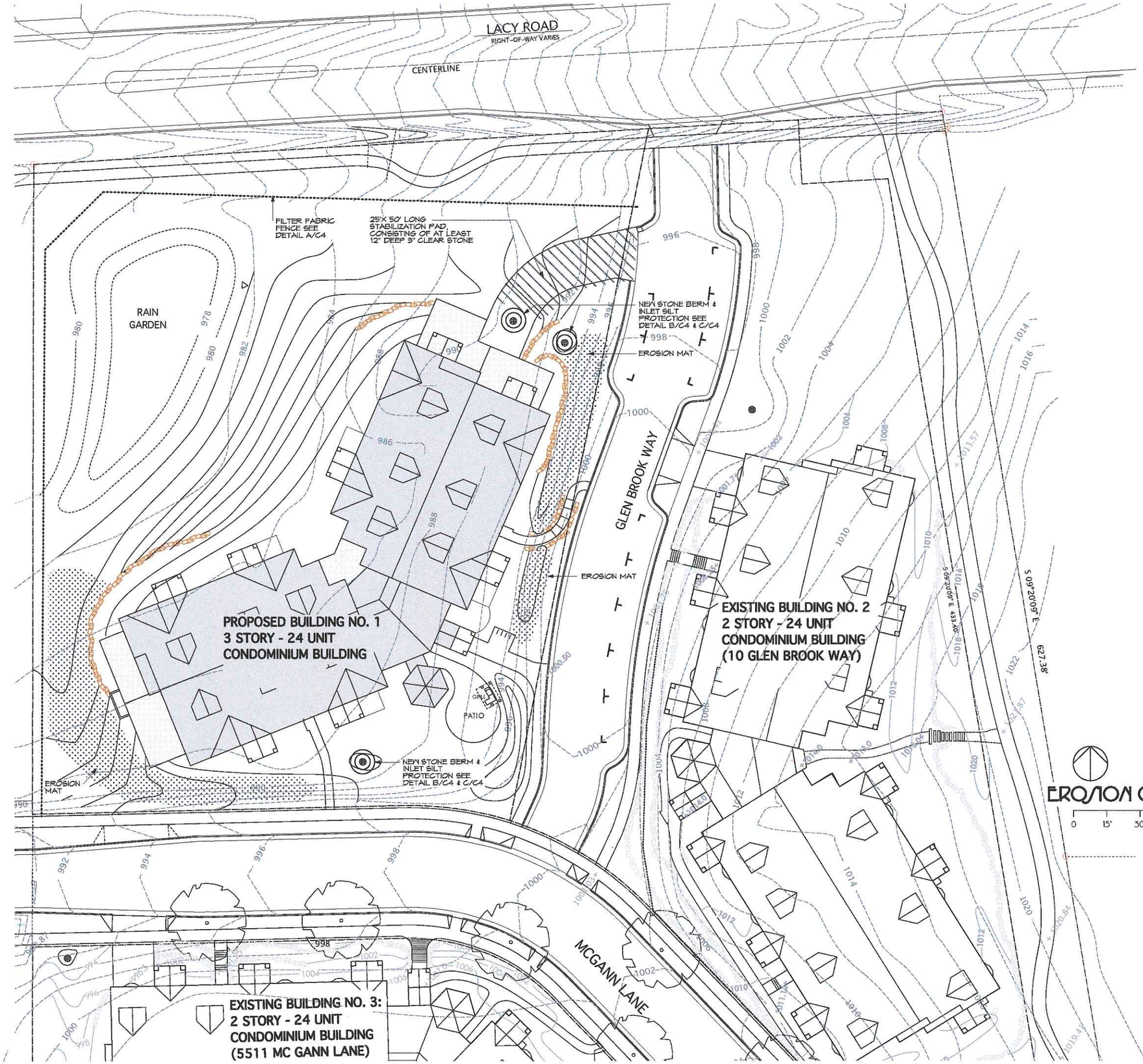
INSTALLATION NOTES

DO NOT INSTALL INLET PROTECTION TYPE II IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLAP, LIE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM 50" CLEARANCE BETWEEN THE INLET INSIDE AND THE BAG, MEASURED AT THE BOTTOM OF THE SUPPLIED HOLES. (2" MINIMUM). WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG USING HEAVY DUTY TIES TO ACHIEVE THE 2" CLEARANCE. THE TIES SHALL BE PLACED AT A MINIMUM 6" FROM THE BOTTOM OF THE BAG.

(C) SORM/SEWER INLET PROTECTION



EROSION CONTROL PLAN

0 15' 30' 60' 90'

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 GREGORY STREET,
MADISON, WI 53711
(608) 258-6900
david@fercharchitecture.com

DATE:	ISSUE:

REV. 11/2/15
10/19/15

DATE: SHEET:
C4

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

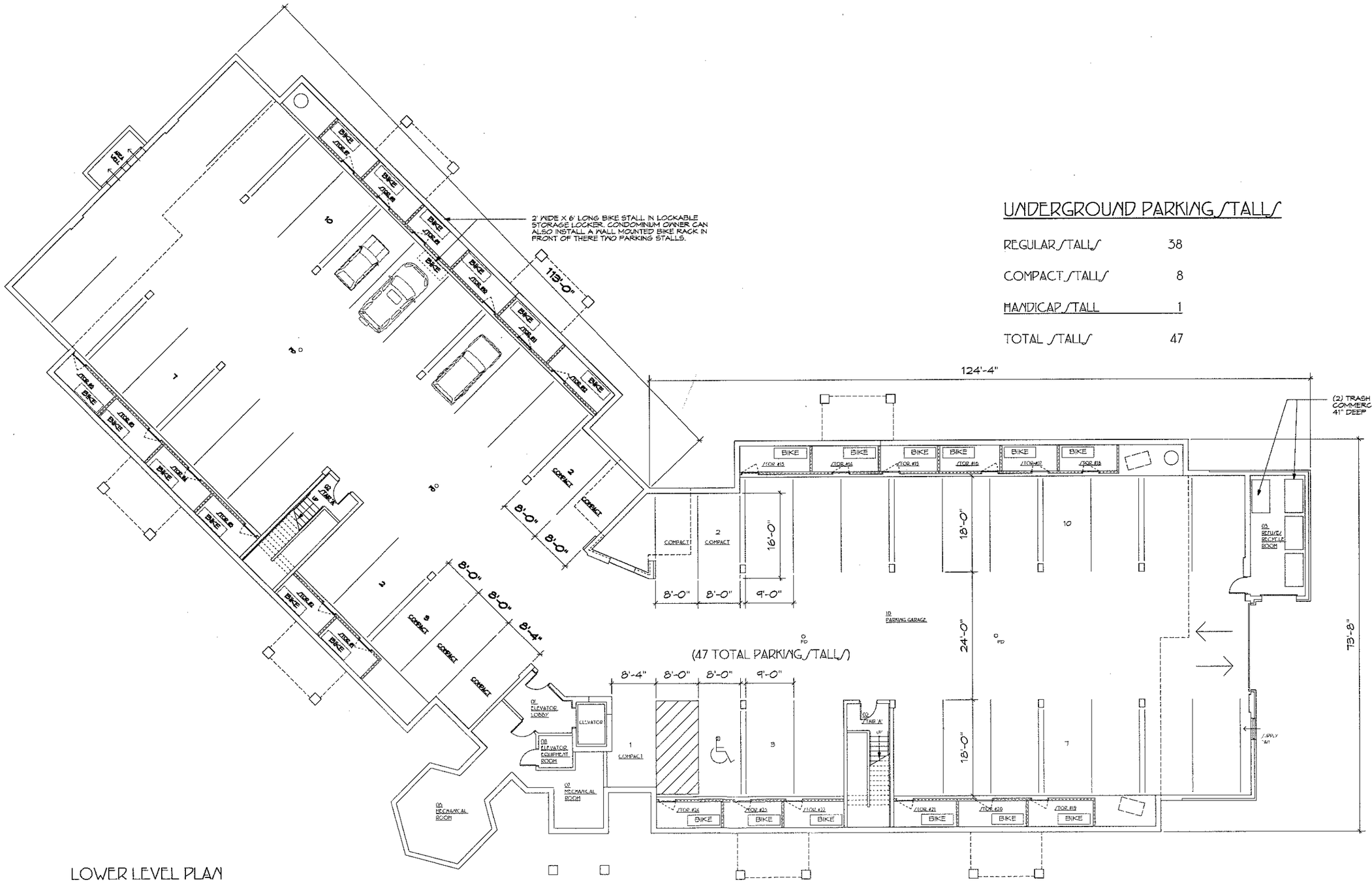
11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 Gregory Street,
Madison, WI 53711
(608) 238-6900
david@ferchar chitecture.com

DATE:	ISSUE:

UNDERGROUND PARKING STALLS

REGULAR STALLS	38
COMPACT STALLS	8
HANDICAP STALL	1
TOTAL STALLS	47



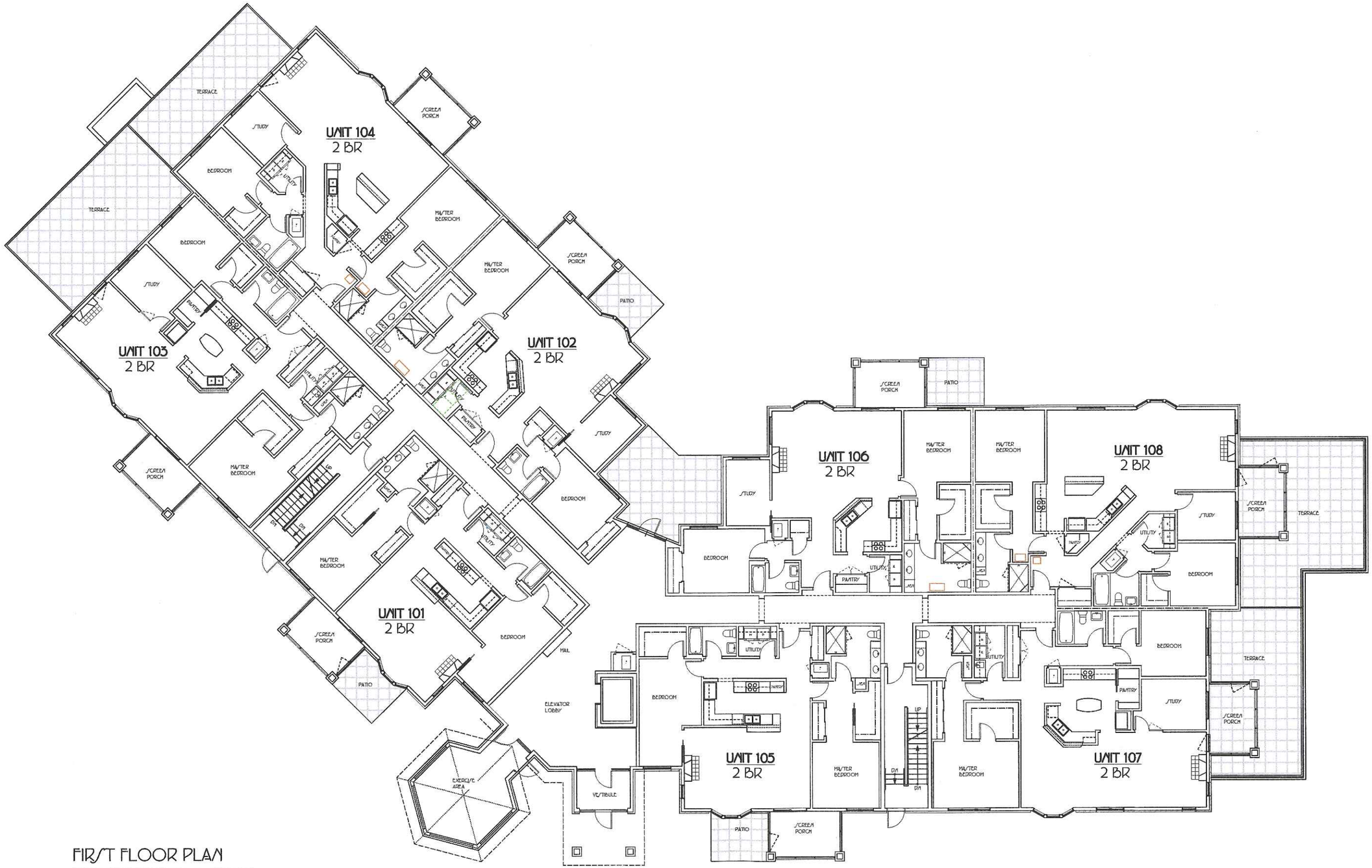
LOWER LEVEL PLAN

0 8' 16' 32'

REV. 11/4/15
REV. 11/2/15
10/19/15

DATE: SHEET:

A1



FIRST FLOOR PLAN

0 8' 16' 32'

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 Gregory Street,
Madison, WI 53711
(608) 238-6900
david@fercharchitecture.com

DATE:	ISSUE:

10/19/15

DATE: SHEET:

A2

2ND & 3RD FLOOR PLAN

0 8' 16' 32'

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 Gregory Street,
Madison, WI 53711
(608) 258-6900
david@ferchcrchitecture.com

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10/19/15

DATE: SHEET:

A3

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 Gregory Street,
Madison, WI 53711
(608) 238-6900
david@ferchar chitecture.com

DATE:	ISSUE:

FRONT ELEVATION - GLEN BROOK WAY

LACY ROAD ELEVATION

REV. 11/2/15

DATE:	SHEET:
9/29/15	A4

GLEN WOOD HEIGHTS

CONDOMINIUM HOMES

11 GLEN BROOK WAY
FITCHBURG, WI 53711

ARCHITECT:
FERCH ARCHITECTURE
2704 Gregory Street
Madison, WI 53711
(608) 258-6900
david@ferchrarchitecture.com

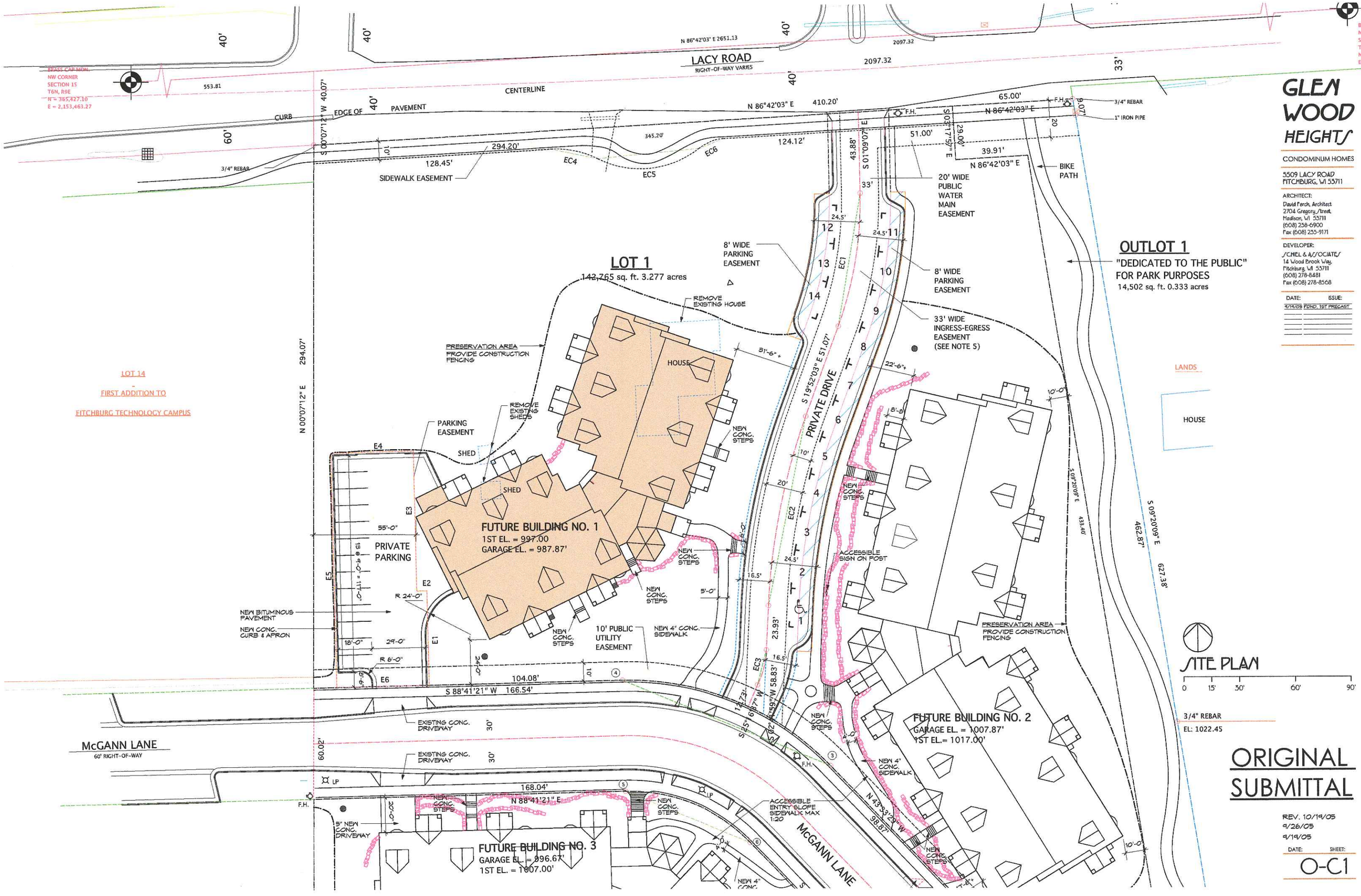
DATE:	ISSUE:

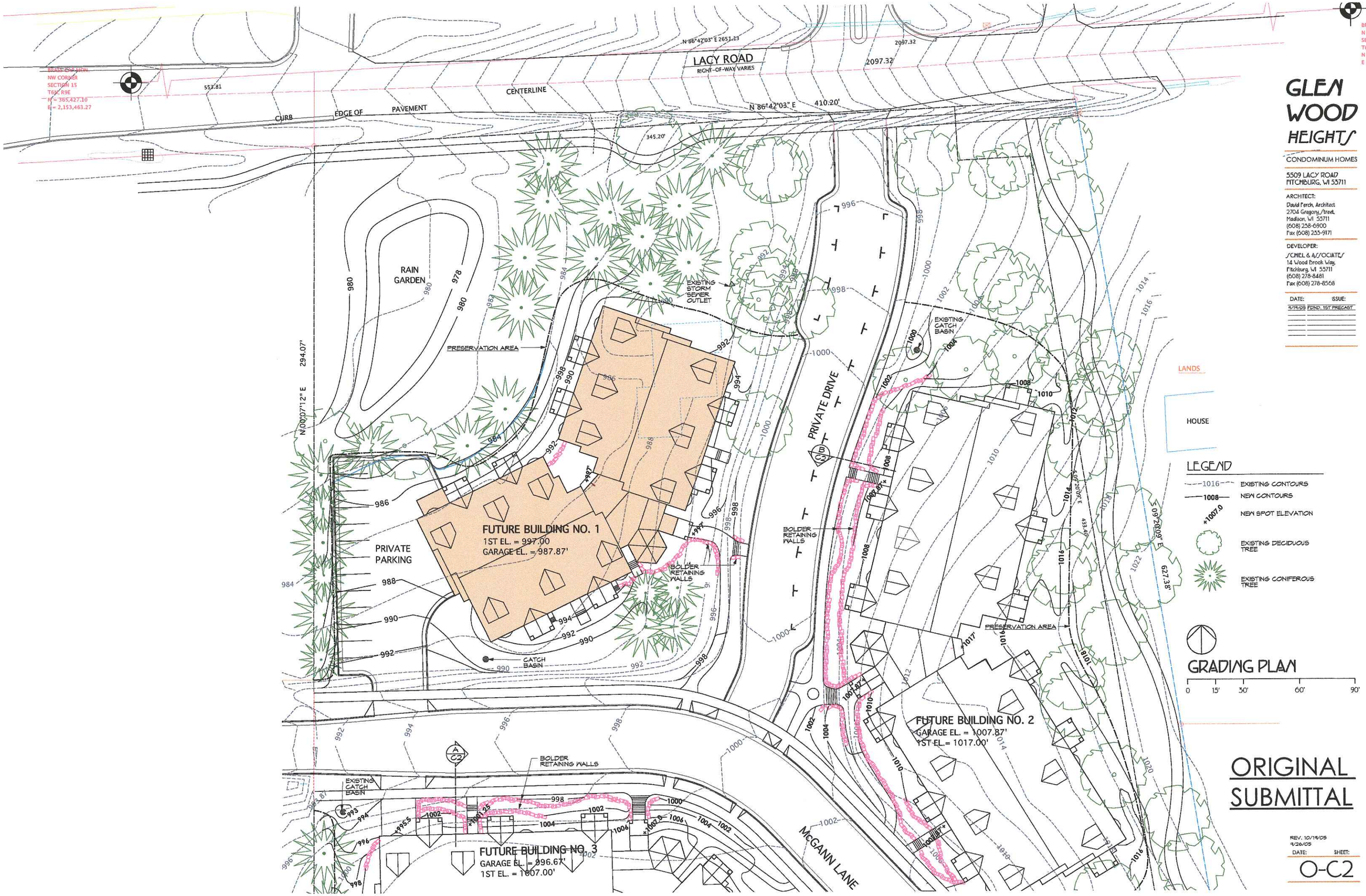
REAR ELEVATION

WEST SIDE ELEVATION

REV. 11/2/15

DATE:	SHEET:
9/24/15	A5


LACY ROAD
RIGHT-OF-WAY VARIES
N 86°42'03" E 2651.13
2097.32
BRASS CAP MON.
NW CORNER
SECTION 15
T6N, R9E
N = 365,427.10
E = 2,153,463.27
BRASS CAP
N 1/4 COR
SECTION 1
T6N, R9E
N = 365,5;
E = 2,156,
CENTERLINE
EDGE OF PAVEMENT
CURB
3/4" REBAR
1" IRON PIPE
SIDEWALK EASEMENT
20' WIDE PUBLIC WATER MAIN EASEMENT
BIKE PATH
LOT 1
142,765 sq. ft. 3.277 acres
OUTLOT 1
"DEDICATED TO THE PUBLIC" FOR PARK PURPOSES
14,502 sq. ft. 0.333 acres
8' WIDE PARKING EASEMENT
33' WIDE INGRESS-EGRESS EASEMENT (SEE NOTE 5)
REMOVE EXISTING HOUSE
PRESERVATION AREA
PROVIDE CONSTRUCTION FENCING
HOUSE
REMOVE EXISTING SHEDS
PARKING EASEMENT
SHED
NEW CONC. STEPS
PRIVATE DRIVE
S 19°52'03" E 51.07'
FUTURE BUILDING NO. 1
1ST EL. = 997.00
GARAGE EL. = 987.87'
PRIVATE PARKING
NEW BITUMINOUS PAVEMENT
NEW CONC. CURB & APRON
10' PUBLIC UTILITY EASEMENT
NEW 4" CONC. SIDEWALK
ACCESSIBLE SIGN ON POST
LOT 14
FIRST ADDITION TO
FITCHBURG TECHNOLOGY CAMPUS
LANDS
HOUSE
N 00°07'12" E 294.07'
S 00°07'12" W 40.07'
S 09°20'09" E 462.87'
S 09°20'09" E 627.38'
S 88°41'21" W 166.54'
104.08'
McGANN LANE
60' RIGHT-OF-WAY
EXISTING CONC. DRIVEWAY
168.04'
N 88°41'21" E
5" NEW CONC. DRIVEWAY
ACCESSIBLE ENTRY SLOPE SIDEWALK MAX 1:20
N 43°53'29" W 98.87'
FUTURE BUILDING NO. 2
GARAGE EL. = 1007.87'
1ST EL.= 1017.00'
FUTURE BUILDING NO. 3
GARAGE EL. = 996.67'
1ST EL. = 1007.00'
SITE PLAN
0 15' 30' 60' 90'
3/4" REBAR
EL: 1022.45
ORIGINAL SUBMITTAL
REV. 10/19/05
9/26/05
9/19/05
DATE: SHEET:
O-C1
GLEN WOOD HEIGHTS
CONDOMINUM HOMES
5509 LACY ROAD
FITCHBURG, WI 53711
ARCHITECT:
David Perch, Architect
2704 Gregory Street
Madison, WI 53711
(608) 258-6900
Fax (608) 255-9171
DEVELOPER:
SCHILL & ASSOCIATES
14 Wood Brook Way
Fitchburg, WI 53711
(608) 278-8481
Fax (608) 278-8568
DATE: ISSUE:
4/14/05 PEND. 1ST PRECAST



GLEN WOOD HEIGHTS

CONDOMINUM HOMES

5509 LACY ROAD
FITCHBURG, WI 53711

ARCHITECT:
David Perch, Architect
2704 Gregory Street
Madison, WI 53711
(608) 258-6900
Fax (608) 233-9171

DEVELOPER:
SCHILL & ASSOCIATES
14 Wood Brook Way
Fitchburg, WI 53711
(608) 278-8481
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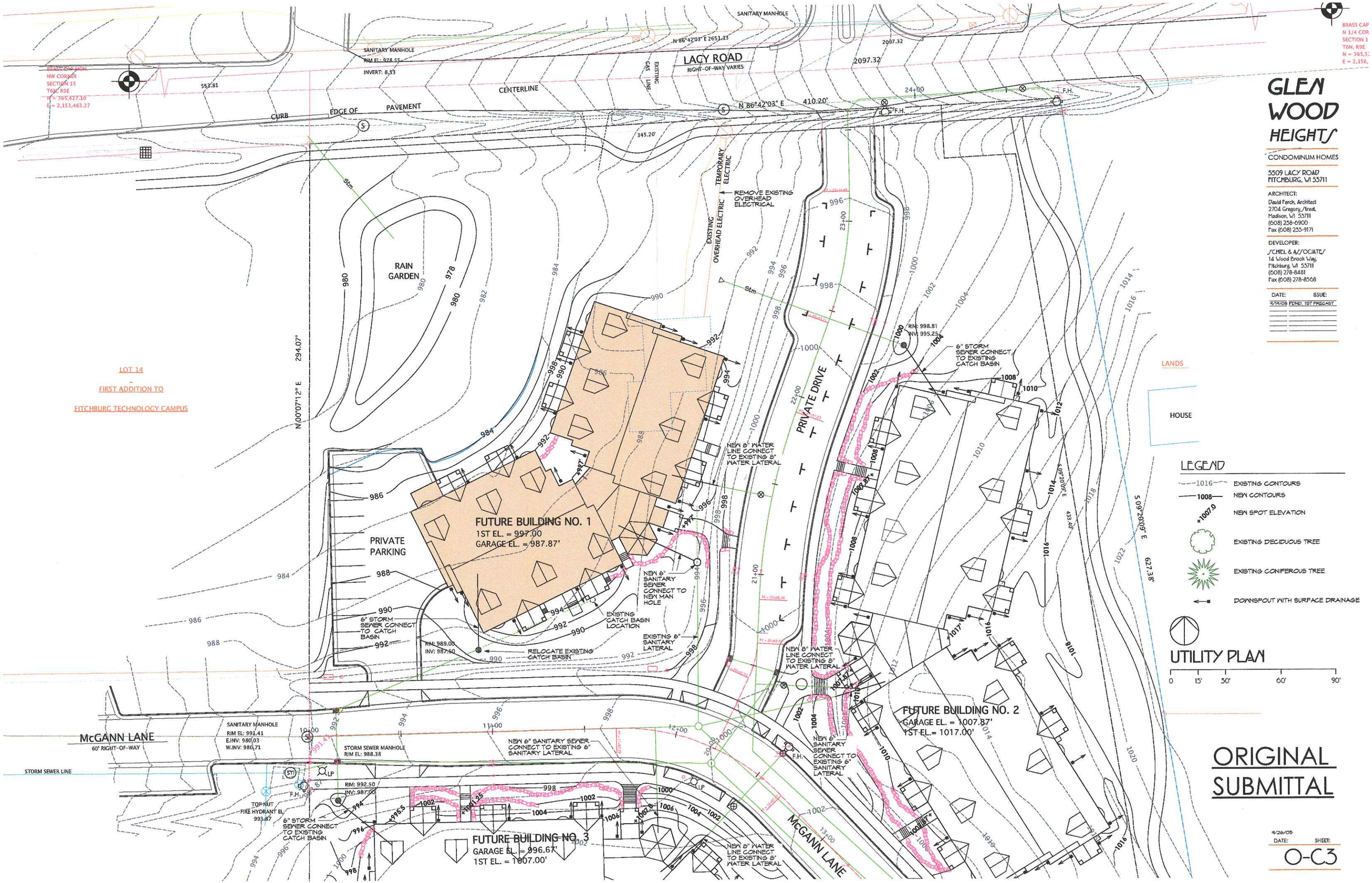

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

5509 LACY ROAD
FITCHBURG, WI 53711

ARCHITECT:
David Parch, Architect
2704 Gregory/Street
Madison, WI 53711
(608) 258-6900
Fax (608) 255-9171

DEVELOPER:
SCHIEL & ASSOCIATES
14 Wood Brook Way,
Fitchburg, WI 53711
(608) 278-8481
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DATE:	ISSUE:
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PLANT LEGEND (entire site)

KEY	QTY	COMMON NAME / Latin name	SIZE/ROOT
	5	BLACK HILLS SPRUCE Picea glauca densiata	5' B&B
	6	SUGAR TYME CRABAPPLE Malus 'Sutyzam'	# 20 CG
	16	SARGENT VIBURNUM Viburnum sargentii	4' B&B
	50	HAHS VIBURNUM Viburnum trilobum 'Hahs'	3' B&B
	11	COMPACT BURNING BUSH Euonymus alatus 'Compactus'	3' B&B
	20	BUFFALO JUNIPER Juniperus sabina 'Buffalo'	#3 CG
	25	BAR HARBOR JUNIPER Juniperus horizontalis 'Bar Harbor'	#3 CG
	91	TAUNTON YEW Taxus media 'Tauntonii'	18" B&B
	20	ANNABELLE HYDRANGEA Hydrangea arborescens 'Annabelle'	#1 CG
	51	DW BUSH HONEYSUCKLE Diervilla lonicera	#2 CG
	115	ALPINE CURRANT Ribes alpinum	#2 CG
	89	MAGICBERRY SNOWBERRY Symphoricarpos x 'Magicberry'	2' BB
	66	RUMBA WEIGELA Weigela florida ' Rumba'	#3 CG
	47	CAREFREE WONDER ROSE Rosa 'Meipitac'	#2 CG
	175	NEON FLASH SPIREA Spiraea japonica 'Neon Flash'	#2 CG
	82	VARIGATED HOSTA Hosta species	#1 CG
		ASSORTED PERENNIALS Spacing varies	#1 CG
	11	SWAMP WHITE OAK Street Trees 60' Spacing Quercus bicolor	2" B&B

PLAN NOTES

All topsoil to be in place to within + or – 1" before finish landscaper starts

Finish landscaper:

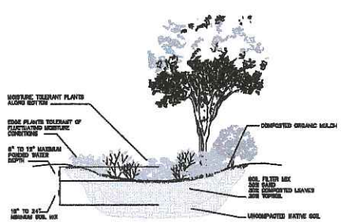
A) All lawn areas to be fine graded, fertilized w/ a 10–10–10 fertilizer at a rate of 1# N / 1000 sf, and seeded w/ Olds Velvetbrand seed blend at a rate of 4 lbs. per 1000 sf and mulched w/ chopped wheat straw.

B) Individual trees and shrub groupings found along perimeter of property as well as those found within lawn areas to receive bark mulch rings. (3' wide around specimen trees).

C) Plant beds adjacent to building foundation be mulched with 1.5" local washed gravel, spread to a 2–3" depth over fabric weed barrier and edged with Dimex edging.

D) Plant beds in outer bed areas and perennials beds to be mulched with shredded bark mulch 3" deep.

E) Spring planting only unless otherwise noted by Landscape Architect

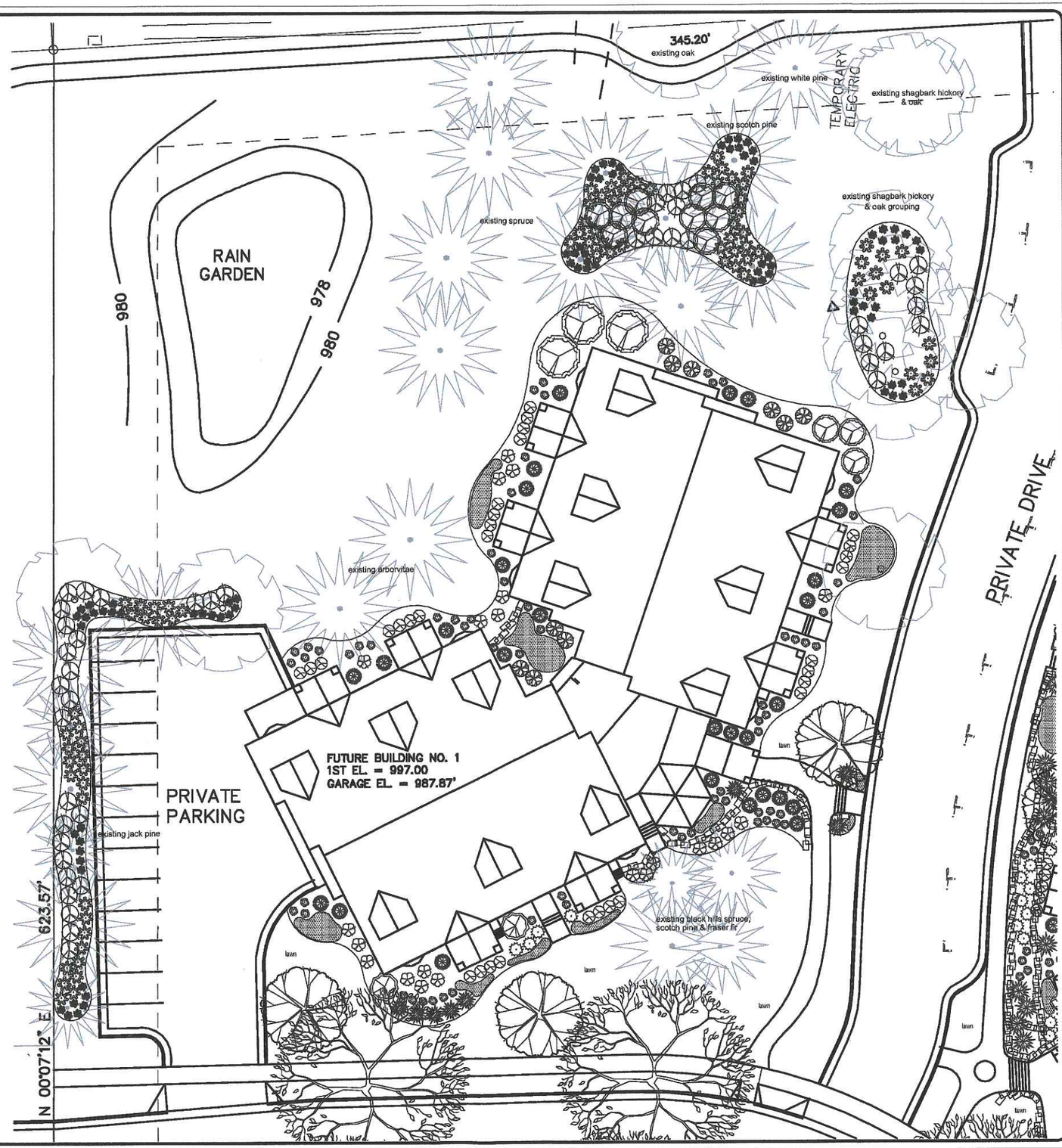


7 / LS3 TYPICAL RAIN GARDEN SECTION

NTS

RAIN GARDEN PLANT LIST

QTY	SIZE/ROOT	LATIN NAME	COMMON NAME
	3.5"–5" sp/plug	Cassella alkphabetha	Pale Indian Plantain
	3.5"–5" sp/plug	Antennaria leontopodia	Red (Pussy) willowwed
	3.5"–5" sp/plug	Aster novae-angliae	New England Aster
	3.5"–5" sp/plug	Lilium superbum	Turk's Cap Lily
	3.5"–5" sp/plug	Baptisia leucantha	White False Indigo
	3.5"–5" sp/plug	Rudbeckia subtomentosa	Fisher Aster
	3.5"–5" sp/plug	Anemone canadensis	Canada Anemone
	3.5"–5" sp/plug	Eupatorium maculatum	Joe Pye Weed
	3.5"–5" sp/plug	Iris virginica–shrevei	Blue Blue Flag, Iris
	3.5"–5" sp/plug	Filipendula rubra	Queen of the Prairie
	3.5"–5" sp/plug	Liatris pycnostachya	Prairie Blazingstar
	3.5"–5" sp/plug	Lobelia cardinalis	Cardinal Flower
	3.5"–5" sp/plug	Pachysandra terminalis	Mini Guinea
	3.5"–5" sp/plug	Penstemon digitalis	Smooth Penstemon
	3.5"–5" sp/plug	Coreopsis verticrosh	Golden Sunshine
	3.5"–5" sp/plug	Rudbbia sirsuta	Yellow Sunshinner
	3.5"–5" sp/plug	Lobelia siphilitica	Great Blue Lobelia
	3.5"–5" sp/plug	Mimulus ringens	Monkey Flower
	3.5"–5" sp/plug	Physostegia virginiana	Obedient Plant
	3.5"–5" sp/plug	Rudbeckia fulgida	Orange Coneflower
	3.5"–5" sp/plug	Spiraea tomentosa	Steeplebush
	3.5"–5" sp/plug	Veronica fasciculata	Ironweed
	3.5"–5" sp/plug	Veronica hostata	Blue Veronica
	3.5"–5" sp/plug	Chelone glabra	White Turtlehead
	3.5"–5" sp/plug	Helianthus maximiliana	Dogbane Daisy
	3.5"–5" sp/plug	Sporobus heterolepis	Prairie Cordgrass
	3.5"–5" sp/plug	Veratrum viridiarum	Culver's Root.



This density remains the property of the undersigned, and no use of it shall be made without their consent. The contractor shall verify all dimensions, and assume no responsibility for incorrect, omitted or conflicting dimensions, structural integrity and all details and specifications.

McKAY NURSERY COMPANY
PO BOX 185, 750 S. MONROE ST, WATERLOO, WI 53594

Schiel & Assoc.

LANDSCAPE PLAN– BUILDING 1 FOUNDATION

GLENWOOD HEIGHTS CONDOMINIUM HOMES

SANDY DE
05
10–1
1" = 1
GLENWOOD08

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

5509 LACY ROAD
FITCHBURG, WI 53711

ARCHITECT:
David Ferch, Architect
2704 Gregory Street, Madison, WI 53711
(608) 238-0900
Fax (608) 255-9171

DEVELOPER:
SCHIEL & ASSOCIATES
14 Wood Brook Way
Fitchburg, WI 53711
(608) 278-8481
Fax (608) 278-8568

ORIGINAL SUBMITTAL

9/26/05

DATE: SHEET:

O-L1

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

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FITCHBURG, WI 53711

ARCHITECT:
David Perch, Architect
2704 Gregory Street, Madison, WI 53711
(608) 258-0900
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14 Wood Brook Way,
Fitchburg, WI 53711
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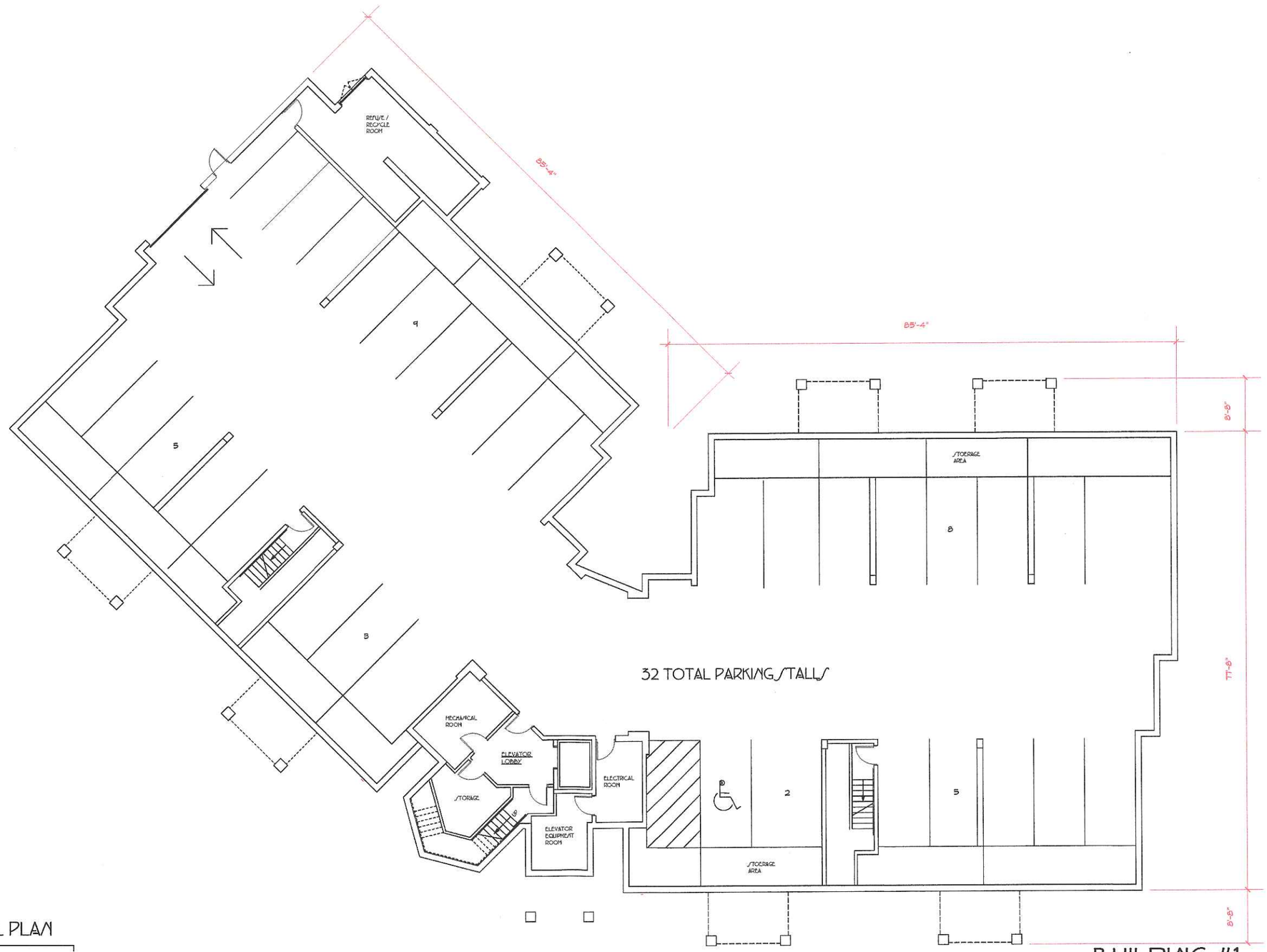

LOWER LEVEL PLAN

0 8' 16' 32'

BUILDING #1

ORIGINAL SUBMITTAL

9/26/05

DATE: SHEET:

O-A4

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

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FITCHBURG, WI 53711

ARCHITECT:
David Parch, Architect
2704 Gregory Street, Madison, WI 53711
(608) 258-6900
Fax (608) 233-9171

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14 Wood Brook Way
Fitchburg, WI 53711
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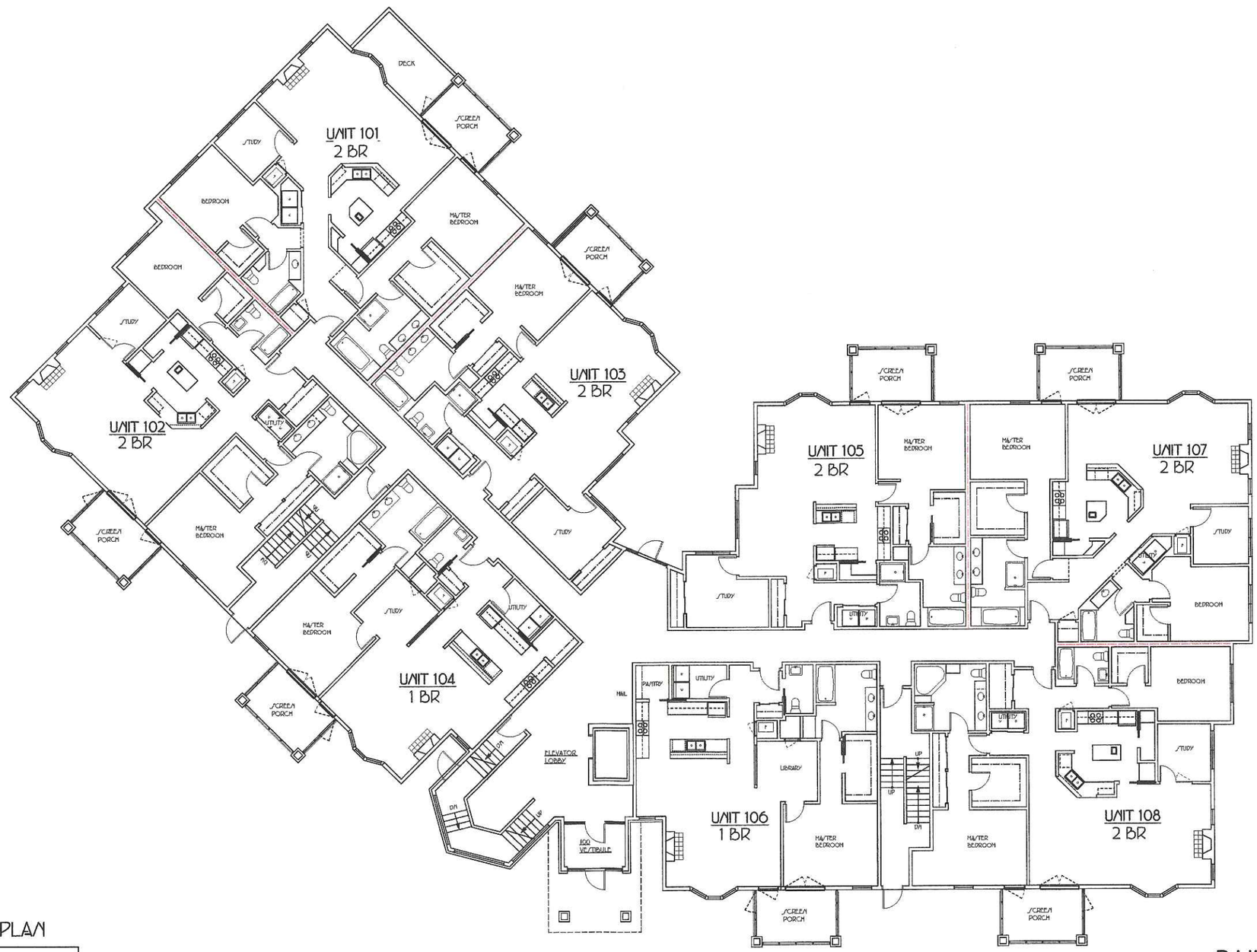

FIRST FLOOR PLAN

0 8' 16' 32'

ORIGINAL SUBMITTAL

9/26/05

DATE: SHEET:

O-A5

BUILDING #1

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

5509 LACY ROAD
FITCHBURG, WI 53711

ARCHITECT:
David Ferch, Architect
2704 Gregory Street, Madison, WI 53711
(608) 238-6900
Fax (608) 233-9171

DEVELOPER:
SCHIEL & ASSOCIATES
14 Wood Brook Way
Fitchburg, WI 53711
(608) 278-8481
Fax (608) 278-8568

SECOND & THIRD FLOOR PLAN

0 8' 16' 32'

ORIGINAL SUBMITTAL

9/26/05

DATE: SHEET:

O-A6

BUILDING #1

GLEN WOOD HEIGHTS

CONDOMINUM HOMES

5509 LACY ROAD
FITCHBURG, WI 53711

ARCHITECT:
David Perch, Architect
2704 Gregory Street, Madison, WI 53711
(608) 238-6900
Fax (608) 233-9171

DEVELOPER:
SCHIEL & ASSOCIATES
14 Wood Brook Way
Fitchburg, WI 53711
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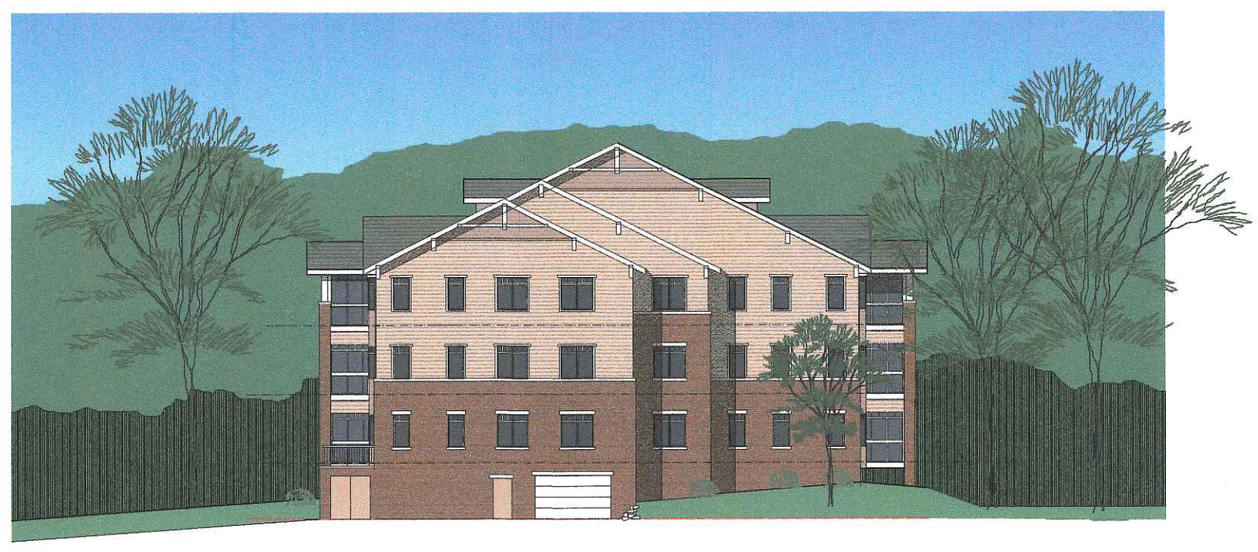
REAR ELEVATION - BLDG #1



SOUTH ELEVATION

ORIGINAL SUBMITTAL

DATE: 9/26/05
SHEET: O-A10

BUILDING #1

RECEIVED 11/3/2015

Application: RZ-2091-15
Property Address: 11 Glen Brook Way
Review Date: October 27, 2015
Applicant: Bill Schiel

11/2/2015

Response to Staff Comments

Regarding the rezone request to amend the PDD-SIP zoning as well as ADR for 11 Glen Brook Way, submitted October 20, 2015, Architect David Ferch, Attorney Robert Kuehling and I have reviewed the staff comments and responded accordingly.

1. The developer is meeting with the Owners on November 4, 2015. I suspect that the plans will be well received. The condominium is still under Declarant control and a vote of the membership is not required. However, suggestions from the current owners were taken into account during the planning process. For example. The tree line along Glen Brook Way and McGann lane as well as the landscaped berm at the corner of Glen Brook Way and McGann Ln and the exercise/community room and outdoor patio/grilling area are a direct result of requests from the current residents.
2. We have taken staff comments into account and added additional masonry to key areas of the building. At the front entry we have revised the window placement on the 2nd & 3rd floors and added some additional wood shakes. Please see revised plans.
3. The original approved plans were for a 3-story building. A two story building footprint, like the other two buildings of this development, would require an additional 35 feet in length. This additional length would make it necessary to remove all the mature trees along Lacy Road. A 3-story building better matches the massing of the other two buildings in the development in that the roof lines of the three story building would be approximately the same height as the existing buildings whose 1st floor sits a full story above the street.
4. The discrepancy has been corrected on the revised plans.
5. The project has street parking on both McGann Lane and Glen Brook Way. There is an abundance of street parking. Plus, the parking garage was increased to allow for 2 parking spots per unit, thus reducing the demand for street parking. Buildings 1 & 2 also have 2 understructure parking stalls per unit. This is consistent with the plan to contain the parking under the structures to allow for additional green space.
6. The entry drive for the parking garage was originally off of McGann Lane. There was a steep grade drop off this garage entry. Consequently, the garage entrance was revised to be at the low end of the site rather than the high end to provide much safer access to the garage. The change required the two street parking stalls on the private drive, Glen Brook Way to be removed. The Declarant reserved the right to amend the easement for the purpose of ingress and egress to the building. In addition, the condominium has not expanded into the 3rd phase. Once the plans are approved, the condominium will be expanded and the approved plans will be shown on the final condominium plat and recorded with Dane County.

7. The change to all 2 bedroom units does not impact the current owners. The Declarant reserved the right to expand the condominium plat into the 3rd phase. Once the plans are approved, the Declarant will expand the condominium plat and the plat will be recorded with Dane County.
8. A color board showing the exterior color and materials will be presented at the Planning Commission Meeting.

Application:	RZ-2091-15	
Property Address:	11 Glen Brook Way	
Review Date:	October 27, 2015	
Applicant:	Bill Schiel	11/2/2015

Response to Public Works comments.

General Comments

1. The refuse and recycling containers have been added to Sheet A1. The containers shown are the same size and number currently in the other two building 24 unit buildings in the development.
2. The applicant will submit a Construction & Demolition Reuse/Recycling Plan to Public Works prior to any demolition.
3. A street tree waiver will be signed by the Owner/Applicant for street trees to be planted by the City along Lacy Rd.
4. The curb and gutter along Lacy Rd has been revised to reflect current conditions.

Transportation Comments

1. Driveway permits will be obtained for the removal of the driveways on Lacy Rd and McGann Ln. prior to the start of construction. A note has been added to sheet C1.
2. The revised plans note that a permit will be needed if there is any storage of, materials or other use within the public right-of-way. A general note has been added to sheet C1.
3. The areas if sidewalk along McGann Lane that are cracked and damaged will be replaced. Notes have been added to sheet C1.
4. The detectable warning fields will be replaced at all four curb ramps in the development. Notes have been added to sheet C1.
5. Four outdoor bike stalls for guests have been added to the site at the main entry. One indoor bike stall for each unit has been indicated in the secure storage areas for each owner. These are located in the lower level parking garage. Owners also have the option to add additional wall hung bike racks in front of their assigned parking stalls.

Water Main and Sanitary Sewer

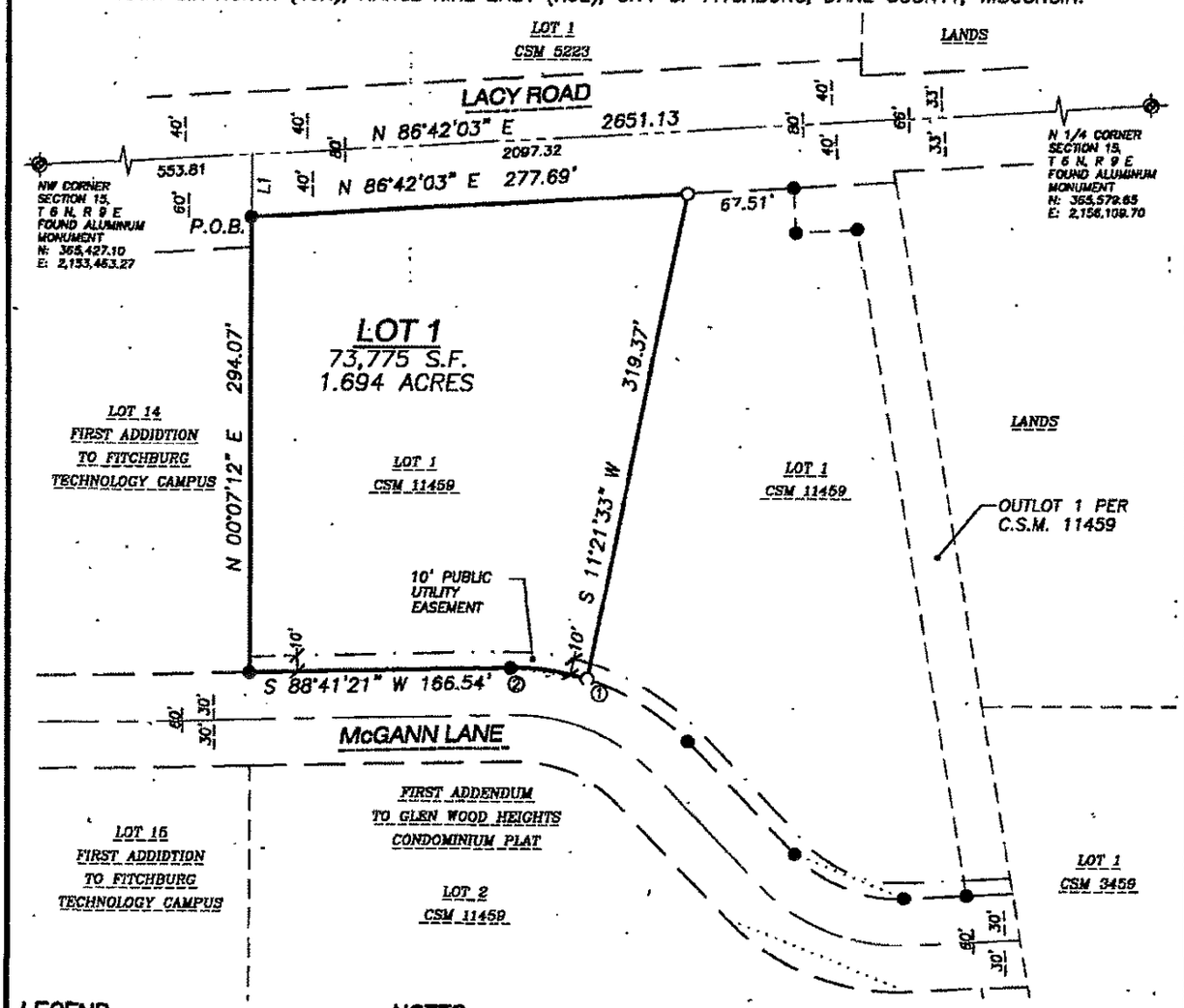
1. Awaiting comments from the Utility Engineer.

Erosion Control and Storm water Management (ECSWM) Comments

1. A new ECSWM permit application will be submitted to the Public Works Department for review and approval. JSD Professional Services will be the civil engineer for the project.
2. A storm water maintenance agreement will be prepared and submitted to Public Works for review and approval.

CERTIFIED SURVEY MAP NO. 12952

PART OF LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 11459, RECORDED IN VOLUME 69 OF CERTIFIED SURVEY MAPS ON PAGES 316–318 AS DOCUMENT NO. 4079647, LOCATED IN THE NORTHWEST QUARTER (NW 1/4), OF THE NORTHWEST QUARTER (NW 1/4), SECTION FIFTEEN (15), TOWN SIX NORTH (T6N), RANGE NINE EAST (R9E), CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.



LEGEND

- ¾" REBAR SET (1.50 LBS/LF)
- GOVERNMENT CORNER
- ¾" REBAR FOUND
- PARCEL BOUNDARY
- RIGHT–OF–WAY LINE
- CENTERLINE
- PLATTED LOT LINE
- EASEMENT LINE
- CHORD LINE
- PARKING EASEMENT

NOTES:

1. BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST ¼ OF SECTION 18, T6N, R9E, RECORDED AS NORTH 86°42'03" EAST.
2. FIELD WORK FOR THIS SURVEY WAS PERFORMED BY JENKINS SURVEY & DESIGN ON AUGUST 30, 2004.
3. CSM No. 11459 HAS APPROVED PLANNED DEVELOPMENT DISTRICT GENERAL IMPLEMENTATION PLAN ZONING IN ACCORDANCE WITH CITY OF FITCHBURG ORDINANCE 2004–O–27. THIS CSM PDD ZONING WAS AMENDED BY ORDINANCE 2010–O–12 TO ALLOW THIS LAND DIVISION.
4. LOT ONE SHALL HAVE NO VEHICULAR ACCESS TO LACY ROAD EXCEPT THROUGH THE INGRESS/EGRESS EASEMENT SHOWN HEREON.
5. INGRESS–EGRESS EASEMENT AND PARKING EASEMENT WERE RECORDED ON OCTOBER 8, 2004 AS DOCUMENT NUMBER 3976775, AMENDED PER DOCUMENT No. 4675713

WISCONSIN
HANS P. JUSTESON
S–2363
BELLEVILLE, WI
LAND SURVEYOR
7/16/10

north
0 50 100
SCALE: 1"=100'

CURVE TABLE						
CURVE	RADIUS	LENGTH	DELTA	TANGENT	BEARING	DISTANCE
1–2	150.00'	49.15'	18°46'23"	24.80'	N 81°55'28" W	48.93'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 00°07'12" W	40.07'

PREPARED BY:
JSD Professional Services, Inc.
• Engineers • Surveyors • Planners
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
PHONE: (608)848–5060

SURVEYED FOR:
LACY RIDGE LLC.
BILL SCHIEL
2927 S. FISH HATCHERY ROAD
FITCHBURG, WI 53711

PROJECT NO:	04–1660	SURVEYED BY:	SO
FILE NO:	B–178	DRAWN BY:	MSO
FIELDBOOK/PG:	161/52	CHECKED BY:	JK
SHEET NO:	1 OF 4	APPROVED BY:	HPJ

C.S.M. NO. 12952
DOC. NO. 4676239
VOL. 92 PAGE 258

J:\2004\041660\dwg\041660 F-CSM(2).dwg

Planned Development District Amending Specific Implementation Plan Zoning for Lot 1 CSM 12952 Relative to Parking and Building Modifications.

Return to: Fitchburg City Clerk
5520 Lacy Road
Fitchburg, WI 53711

Parcel No's: 060915285502

Legal Description:

Lot 1 CSM 12952

Plan Commission
Initiated By

Planning/Zoning
Drafted By

11/17/2015
Date

ORDINANCE NO. 2015-O-34
ZONING ORDINANCE AMENDMENT AMENDING SPECIFIC IMPLEMENTATION PLAN ZONING FOR LOT 1 CSM 12952 RELATIVE TO PARKING AND BUILDING MODIFICATIONS

WHEREAS, pursuant to Fitchburg Ordinance No. 87-0-06, Section 3, Zoning District Maps were adopted within the corporate limits of the City of Fitchburg until expressly altered by the City Council, and

WHEREAS, William Schiel, agent for 5509, LLC, has submitted an application (RZ-2091-15) to amend Planned Development District Specific Implementation Plan (PDD-SIP) zoning for Lot 1 CSM 12952, to eliminate surface parking, increase both the building footprint and underground parking, and for building and site modifications, and

WHEREAS, PDD-SIP zoning was originally granted by Ordinance No. 2005-O-39 (Rezoning request RZ-1335-04SIP), and amended by Ordinance 2010-O-12 to recognize a land division on the property, and

WHEREAS, the Plan Commission has reviewed the application in accord with ordinance standards and recommends approval of the PDD-SIP zoning amendment for Lot 1 CSM 12952.

NOW THEREFORE the City Council of the City of Fitchburg, Dane County, Wisconsin does ordain as follows:

(A) PDD-SIP zoning is hereby amended to allow modifications to the site and building plans for Lot 1 CSM 12952 in accord with submitted plans and information which accompanied the rezoning application received on October 20, 2015 and responses and revised plans provided on November 3, 2015 (plans dated November 2, 2015), which is hereby made a part of this ordinance, and with the following additional requirements:

1. No other permit or approval is waived or deemed satisfied except for the approval provided herein.
2. All aspects of Ordinance 2005-O-39 and 2010-O-12 remain in place, except for the amendments provided herein to modify specific development parameters as detailed in the submittal materials of October 20, 2015 and revised on November 3, 2015 (plans dated November 2, 2015).
3. Approval is for three-story multi-family building consisting of 24 two-bedroom units with 47 underground parking stalls in Building 1, as represented in submitted plans.

(B) This ordinance shall take effect following its publication, or the consent of the property owner, whichever occurs last. However, in accord with section 22-596 of the zoning code, owners shall consent within 30 days of approval for the PDD-GIP zoning to take effect.

(C) Applicant shall pay cost of publication to avoid a two Council meeting approval process.

The above and foregoing ordinance was duly adopted by the City Council of the City of Fitchburg, at a regular meeting held on the _____day of _____, 2015.

_____
Patti Anderson, City Clerk

Approved: _____ _____
Stephen L. Arnold, Mayor

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the above named Patti Anderson, and Stephen L. Arnold to me known to be the City Clerk and Mayor (respectively) of the City of Fitchburg, and the persons who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires: _____

Consent of the Property Owner

Name:_____ Date:_____

Title_____

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the

above named _____ to me known to

be_____, of _____ and the person who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires:_____

Consent of Mortgage Holder:

_____ Date:_____
Mortgage Holder

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the above named

_____ to me known to be the _____

of _____and the person who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires:_____

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 13, 2015** Ordinance Number: **2015-O-35**
Date to Report Back**: November 24, 2015** Resolution Number:

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: **ZONING ORDINANCE AMENDMENT ISSUING SPECIFIC IMPLEMENTATION PLAN ZONING FOR LOT 1 CSM 12135 FOR A COMMERCIAL DEVELOPMENT CONSISTING OF TWO 2-STORY BUILDINGS**

Background: Rezone request, RZ-2082-15, by Thomas Sanford, agent for Homeville Fitchburg/Bill Clemens, to rezone Lot 1 CSM 12135 from PDD-GIP (Planned Development District-General Implementation Plan) zoning to PDD-SIP (Planned Development District – Specific Implementation Plan) zoning to allow for commercial development.

Applicant is requesting approval for PDD-SIP zoning to allow for a commercial development on Lot 1 CSM 12135 (to be divided into two lots via submitted CSM). The development would consist of two, 2-story buildings.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	November 17, 2015	Approved
2				

Amendments:

City of Fitchburg Planning/Zoning Department 5520 Lacy Road Fitchburg, WI 53711 (608-270-4200)	**REZONING APPLICATION**

The undersigned owner, or owner's authorized agent, of property herein described hereby petitions to amend the zoning district map of the Fitchburg zoning ordinance by reclassifying from the GIP district to the SIP district the following described property:

1. **Location of Property/Street Address:** Lot 1 Avalon Senior Campus (2875 Fish Hatchery Road)

Legal Description - (Metes & Bounds, or Lot No. And Plat):

LOT 1 CSM 12135 CS75/11 &18-5/112007 F/KIA LOTS 23, 24 & PRT LOTS 21, 25, 27,28 MAPLE LAWN HEIGHTS DESCR AS SEC 3-6-9 PRT NE1/4NEI/4 &PRT NW1/4NEI/4 (1.383 ACRES)

***Also submit in electronic format (MS WORD or plain text) by email to: **planning@fitchburgwi.gov**

2. **Proposed Use of Property - Explanation of Request:**

Mixed Use I Commercial Center

3. **Proposed Development Schedule:** Late Fall 2015 Construction Start. Spring 2016 Opening

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Rezonings shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) electronic pdf document of the entire submittal to **planning@fitchburgwi.gov**. Additional information may be requested.

Type of Residential Development (If Applicable): Not Applicable

Total Dwelling Units Proposed: N / A **No. Of Parking Stalls:** N / A

Type of Non-residential Development (If Applicable): Restaurant / Retail / Bank

Proposed Hours of Operation: 6:00 AM to 12:00 AM **No. Of Employees:** TBD

Floor Area: 8274 / 9000 **No. Of Parking Stalls:** 68

Sewer: Municipal ☑ **Private** ☐ **Water: Municipal** ☑ **Private** ☐

Current Owner of Property: Homeville Fitchburg LLC, c/o Bill Clemens

Address: P.O. Box 457, Waunakee WI 53597 **Phone No:** 608-575-8642

Contact Person: Tom Sanford / Sanford Enterprises, Inc.

Email: Tom@SEICommercial.com

Address: 555 D'Onofrio Dr., Suite 275 Madison WI 53719 **Phone No:** 608-347-8299

Respectfully Submitted By: _____ Tom Sanford

Owner's or Authorized Agent's Signature — Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: **Date Received:** 9/22/15 **Publish:** _____ and _____

Ordinance Section No. _____ **Fee Paid:** $825.00

Permit Request No. RZ-2082-15 Rcpt #1-10867

DIMENSION IV
Madison Design Group
architecture · engineering · interior design

6515 Grand Teton Plaza, Suite 120, Madison, Wisconsin 53719
p608.829.4444 f608.829.4445 dimensionivmadison.com

Lot 1 Avalon Senior Campus

2901 Fish Hatchery Rd., Fitchburg, WI

Owner: Homeville Fitchburg LLC
c/o Bill Clemens P.O. Box 457, Waunakee, WI 53597
608-575-8642

Architecture : **Dimension IV - Madison Design Group**
6515 Grand Teton Plaza, Suite 120, Madison, WI 53719
608.829.4444 www.dimensionivmadison.com

KEE Architecture
621 Williamson St., Madison, WI, 53703
608.255.9202

Civil Engineering: Quam Engineering
4893 Larson Beach Rd., McFarland, WI 53719
608-838-7750

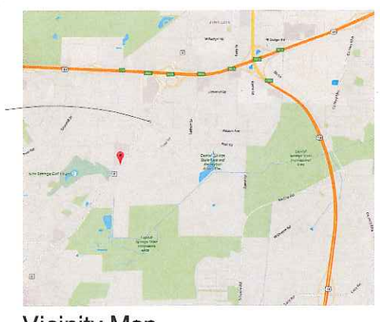
Project Contact Person: Tom Sanford, Sanford Enterprises, Inc.
555 D'Onofrio Dr., Ste 275, Madison, WI 53703
608-347-8299

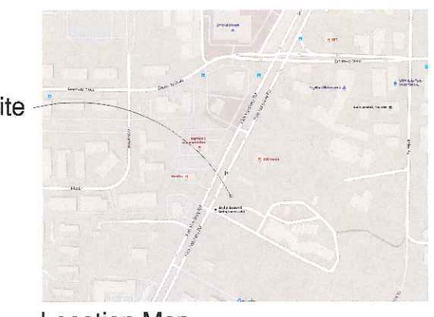
List of Drawings

Quam Engineering:
CSM
CSM Description
Existing Site Plan
GECP Plan
Site Plan
Utility Plan
Landscape Plan
Lighting Plan

Dimension IV Madison:
A1.1 North Building 1st Floor Plan
A1.2 North Building 2nd Floor Plan
A2.0 Elevations
A3.0 Perspective Views
A4.0 Trash Enclosure Details

KEE Architecture:
A201 South Building 1st Floor Plan
A202 South Building 2nd Floor Plan
A301 South Building Elevations

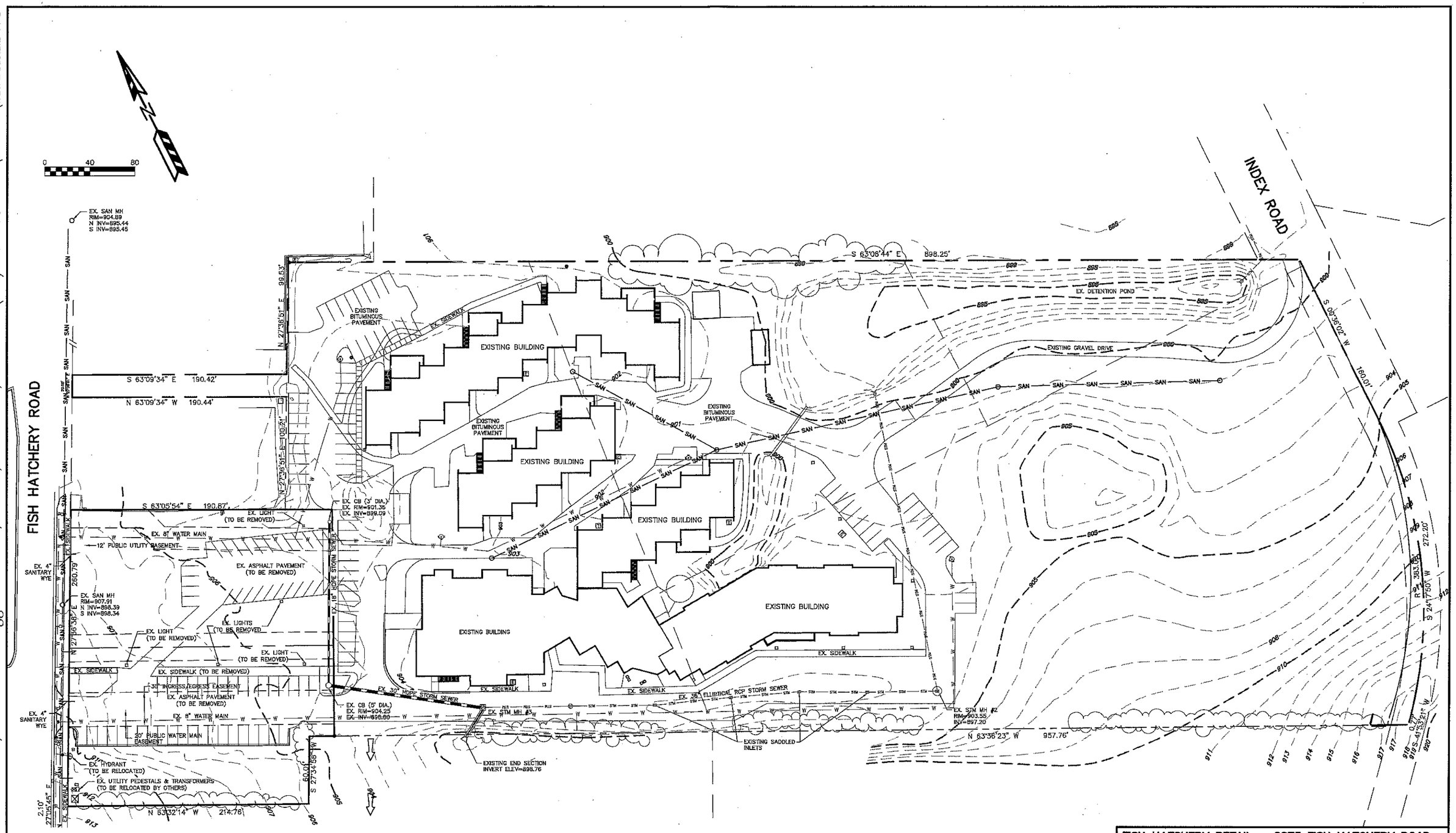
Site

Vicinity Map

Site

Location Map

PROJECT # 13070 ISSUE DATE: 22 September 2015 Revised 20 October 2015, Certain Sheets revised 10 Nov 2015

G0.1

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A, McFarland, WI 53558 (608) 838-7750 \BI-02-07\BI02BASE.DWG



FISH HATCHERY RETAIL – 2875 FISH HATCHERY ROAD

EXISTING SITE PLAN

PAGE: 1 OF 5

DATED: SEPTEMBER 24, 2015

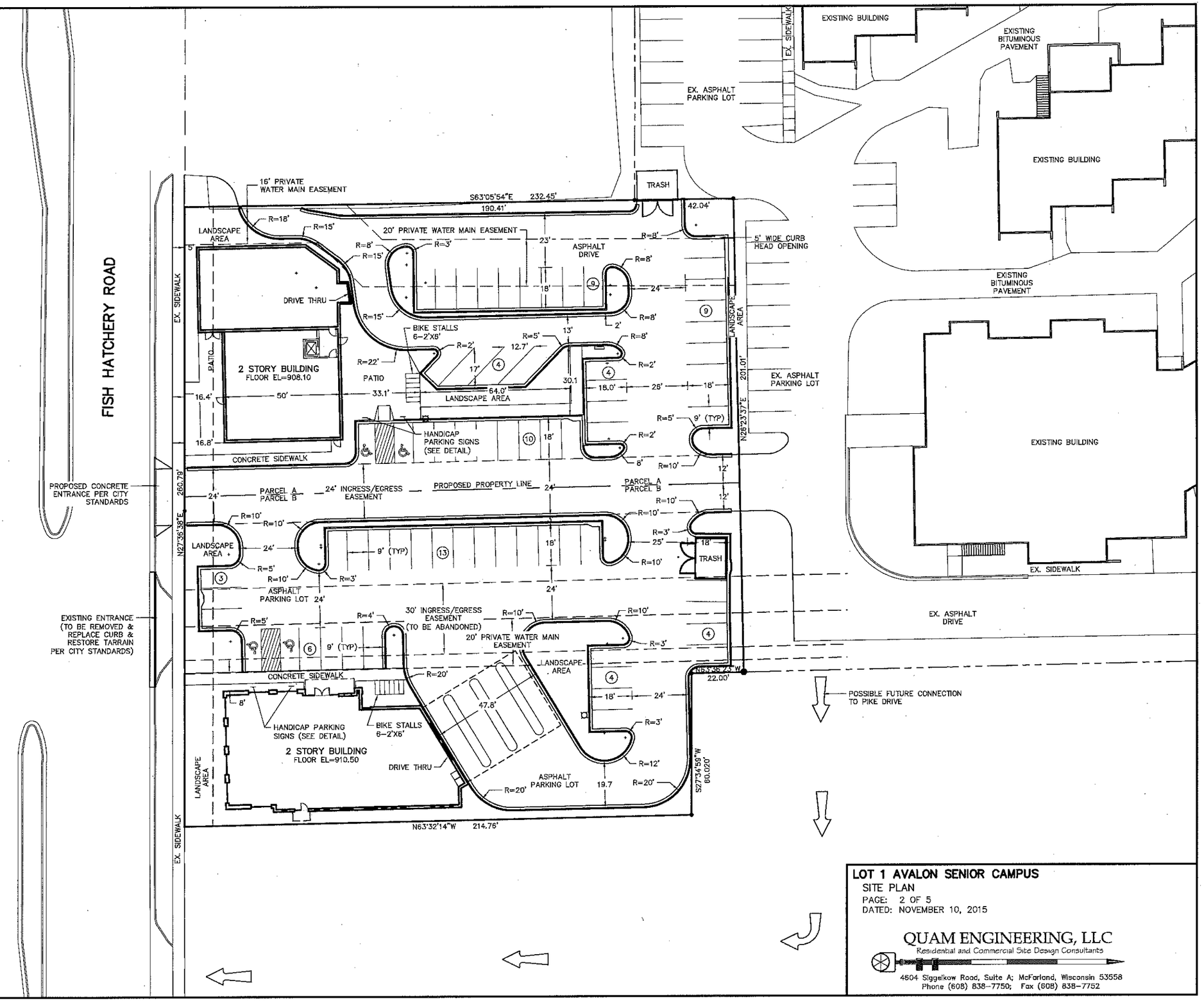
QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants

4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558

Phone (608) 838-7750; Fax (608) 838-7752

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A, McFarland, WI 53558 (608) 838-7750 \BI-02-07\BI02BASE.DWG



0 20 40

AREA INFORMATION

PARCEL A:
LOT AREA: 28,449 SQ. FT.
IMPERVIOUS AREA: 24,397 SQ. FT.
IMPERVIOUS AREA RATIO: 85.8%

PARCEL B:
LOT AREA: 31,786 SQ. FT.
IMPERVIOUS AREA: 25,919 SQ. FT.
IMPERVIOUS AREA RATIO: 81.5%

HANDICAP ACCESSIBLE SIGN DETAIL

PARKING LOT PLAN SITE INFORMATION BLOCK

Site Address FISH HATCHERY ROAD
Site acreage (total) 1.38 ACRES
Current Zoning G2
Number of Parking stalls:

Parcel A	SHOWN
Car	34
Accessible	2
Total	38

Parcel B	SHOWN
Car	28
Accessible	2
Total	30

SITE PLAN NOTES:

1. DIMENSIONS ARE TO FACE OF CURB AND FACE OF BUILDING UNLESS OTHERWISE NOTED.
2. ALL STRIPING AND SIGNAGE SHALL COMPLY WITH THE WISCONSIN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.

LOT 1 AVALON SENIOR CAMPUS
SITE PLAN
PAGE: 2 OF 5
DATED: NOVEMBER 10, 2015

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

QUAM ENGINEERING, LLC · 4604 Siggelkow Road, Suite A, McFarland, WI 53558 (608) 838-7750 \BI-02-07\BI02BASE.DWG

EROSION NOTES:

1.) THE STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACK OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY OR MORE FREQUENTLY AS REQUIRED BY THE CITY.

2.) EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.

3.) SILT FENCE AND STOCKPILES SHALL BE FIELD LOCATED BY THE ENGINEER.

4.) CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1.

5.) EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.

TIME SCHEDULE:

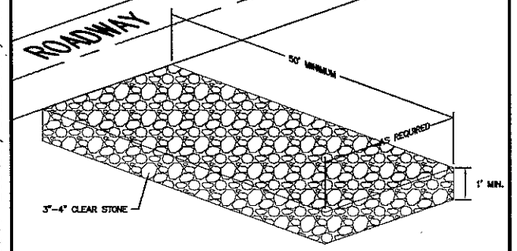
OCTOBER 1, 2015	INSTALL INITIAL EROSION CONTROL DEVICES.
OCT. 1 – 15, 2015	SAWCUT AND REMOVE EXISTING PARKING LOT.
OCT. 16 – MAY 1, 2016	CONSTRUCT BUILDING UTILITIES, PARKING LOT.
MAY 1–15, 2016	PERMANENTLY RESTORE ALL PERVIOUS DISTURBED AREAS.

RESTORATION NOTES:

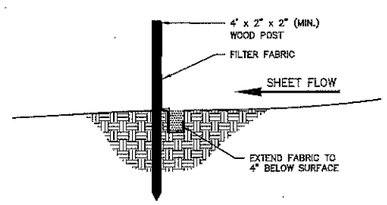
ALL DISTURBED AREAS WITHIN THE LOT, EXCEPT STREET PAVEMENT, SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, FERTILIZER, SEED AND MULCH. ALL DISTURBED AREAS WITHIN THE CITY RIGHT-OF-WAY, EXCEPT SIDEWALK AND STREET PAVEMENT, SHALL RECEIVE A MINIMUM OF SIX (6) INCHES OF TOPSOIL, FERTILIZER, SEED AND MULCH. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. SEED MIXTURE 40 SHALL BE USED ON ALL AREAS. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX.SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 18%; PHOSPHORIC ACID, NOT LESS THAN 6%; POTASH, NOT LESS THAN 6%.

OWNER:
BILL CLEMENS
200 MEADOW OAK TRAIL
WAUNAKEE, WI 53597

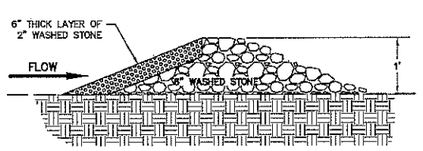
ENGINEER:
QUAM ENGINEERING, LLC
ATTN: RYAN QUAM
4604 SIGGELKOW ROAD
MCFARLAND, WI 53558



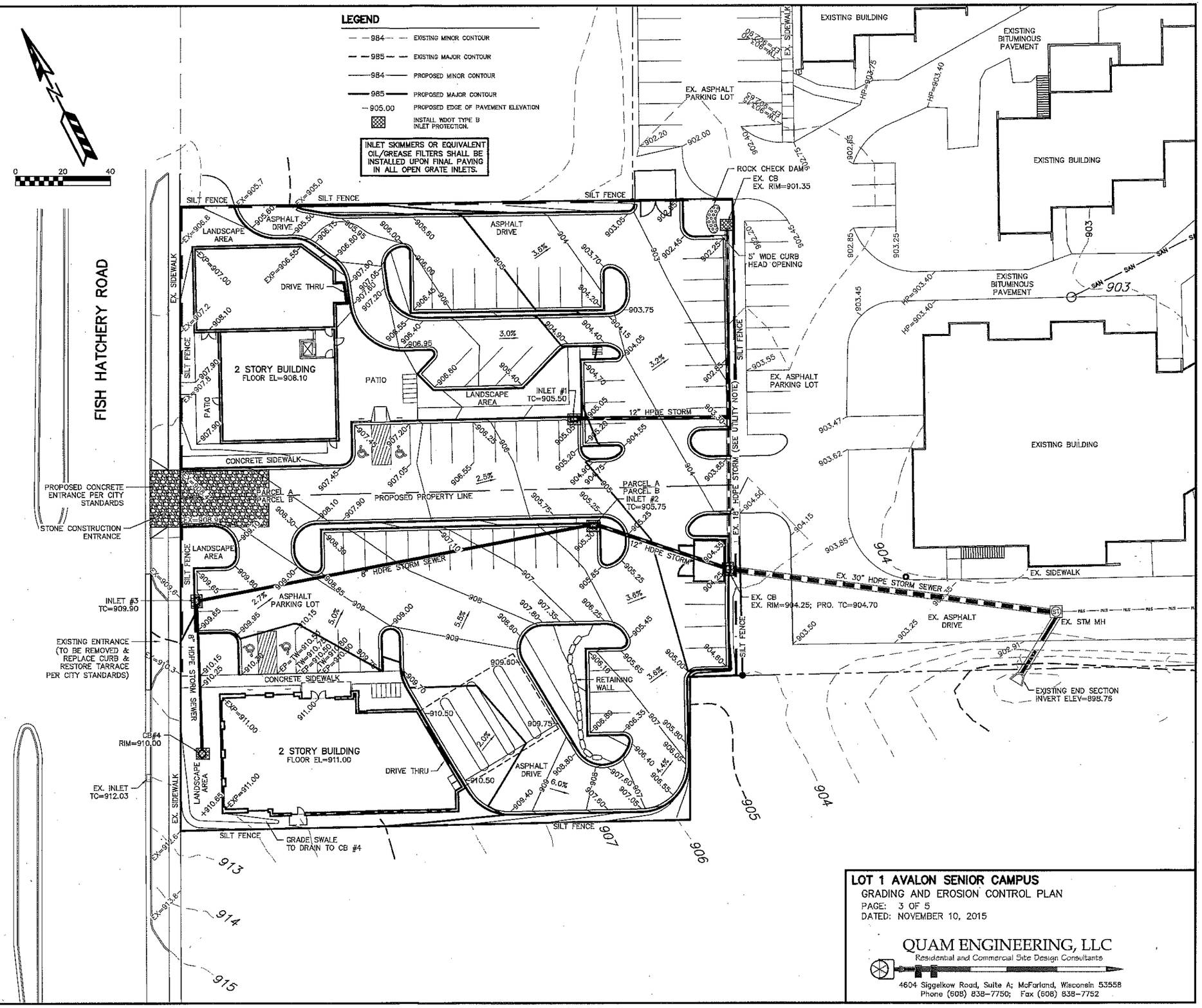
STONE CONSTRUCTION ENTRANCE



SILT FENCE CONSTRUCTION (SHEET FLOW)



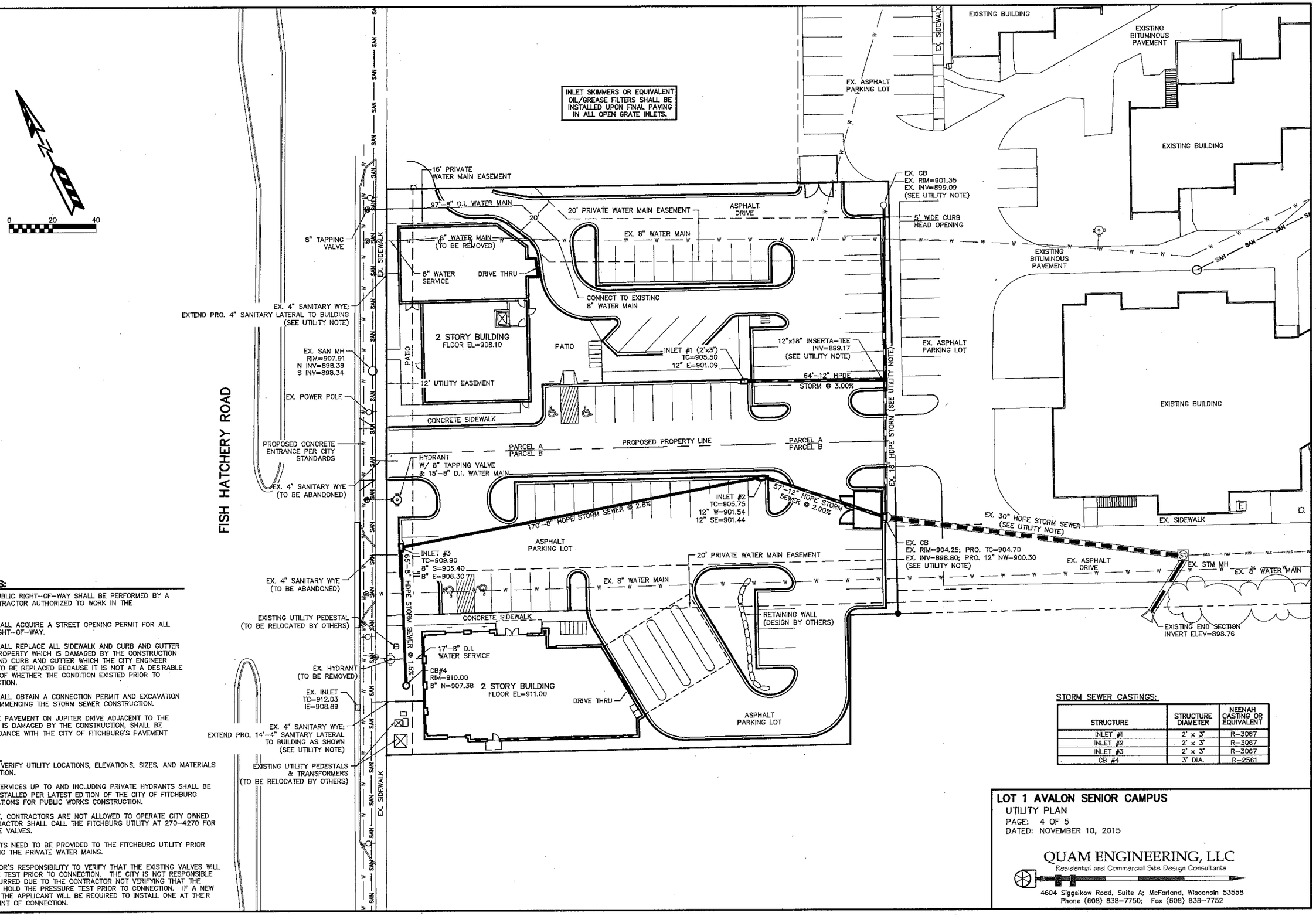
ROCK CHECK DAM DETAIL



LOT 1 AVALON SENIOR CAMPUS
GRADING AND EROSION CONTROL PLAN
PAGE: 3 OF 5
DATED: NOVEMBER 10, 2015

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A, McFarland, WI 53558 (608) 838-7750 \BI-02-07\BI02BASE.DWG



GENERAL NOTES:

ALL WORK IN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED BY A PRE-APPROVED CONTRACTOR AUTHORIZED TO WORK IN THE RIGHT-OF-WAY.

THE CONTRACTOR SHALL ACQUIRE A STREET OPENING PERMIT FOR ALL WORK WITHIN THE RIGHT-OF-WAY.

THE CONTRACTOR SHALL REPLACE ALL SIDEWALK AND CURB AND GUTTER WHICH ABUTS THE PROPERTY WHICH IS DAMAGED BY THE CONSTRUCTION OR ANY SIDEWALK AND CURB AND GUTTER WHICH THE CITY ENGINEER DETERMINES NEEDS TO BE REPLACED BECAUSE IT IS NOT AT A DESIRABLE GRADE REGARDLESS OF WHETHER THE CONDITION EXISTED PRIOR TO BEGINNING CONSTRUCTION.

THE CONTRACTOR SHALL OBTAIN A CONNECTION PERMIT AND EXCAVATION PERMIT PRIOR TO COMMENCING THE STORM SEWER CONSTRUCTION.

ANY DAMAGE TO THE PAVEMENT ON JUPITER DRIVE ADJACENT TO THE DEVELOPMENT WHICH IS DAMAGED BY THE CONSTRUCTION, SHALL BE RESTORED IN ACCORDANCE WITH THE CITY OF FITCHBURG'S PAVEMENT PATCHING CRITERIA.

UTILITY NOTES:

CONTRACTOR SHALL VERIFY UTILITY LOCATIONS, ELEVATIONS, SIZES, AND MATERIALS PRIOR TO CONSTRUCTION.

WATER MAINS AND SERVICES UP TO AND INCLUDING PRIVATE HYDRANTS SHALL BE 8" DIAMETER AND INSTALLED PER LATEST EDITION OF THE CITY OF FITCHBURG STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.

PER CITY ORDINANCE, CONTRACTORS ARE NOT ALLOWED TO OPERATE CITY OWNED VALVES. THE CONTRACTOR SHALL CALL THE FITCHBURG UTILITY AT 270-4270 FOR OPERATION OF THESE VALVES.

SAFE SAMPLE RESULTS NEED TO BE PROVIDED TO THE FITCHBURG UTILITY PRIOR TO PRESSURE TESTING THE PRIVATE WATER MAINS.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THE EXISTING VALVES WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. THE CITY IS NOT RESPONSIBLE FOR ANY COSTS INCURRED DUE TO THE CONTRACTOR NOT VERIFYING THAT THE EXISTING VALVE WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. IF A NEW VALVE IS REQUIRED, THE APPLICANT WILL BE REQUIRED TO INSTALL ONE AT THEIR EXPENSE AT THE POINT OF CONNECTION.

STORM SEWER CASTINGS:

STRUCTURE	STRUCTURE DIAMETER	NEENAH CASTING OR EQUIVALENT
INLET #1	2' x 3'	R-3067
INLET #2	2' x 3'	R-3067
INLET #3	2' x 3'	R-3067
CB #4	3' DIA.	R-2561

LOT 1 AVALON SENIOR CAMPUS

UTILITY PLAN

PAGE: 4 OF 5

DATED: NOVEMBER 10, 2015

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A, McFarland, WI 53558 (608) 838-7750 \BI-02-07\BI02BASE.DWG

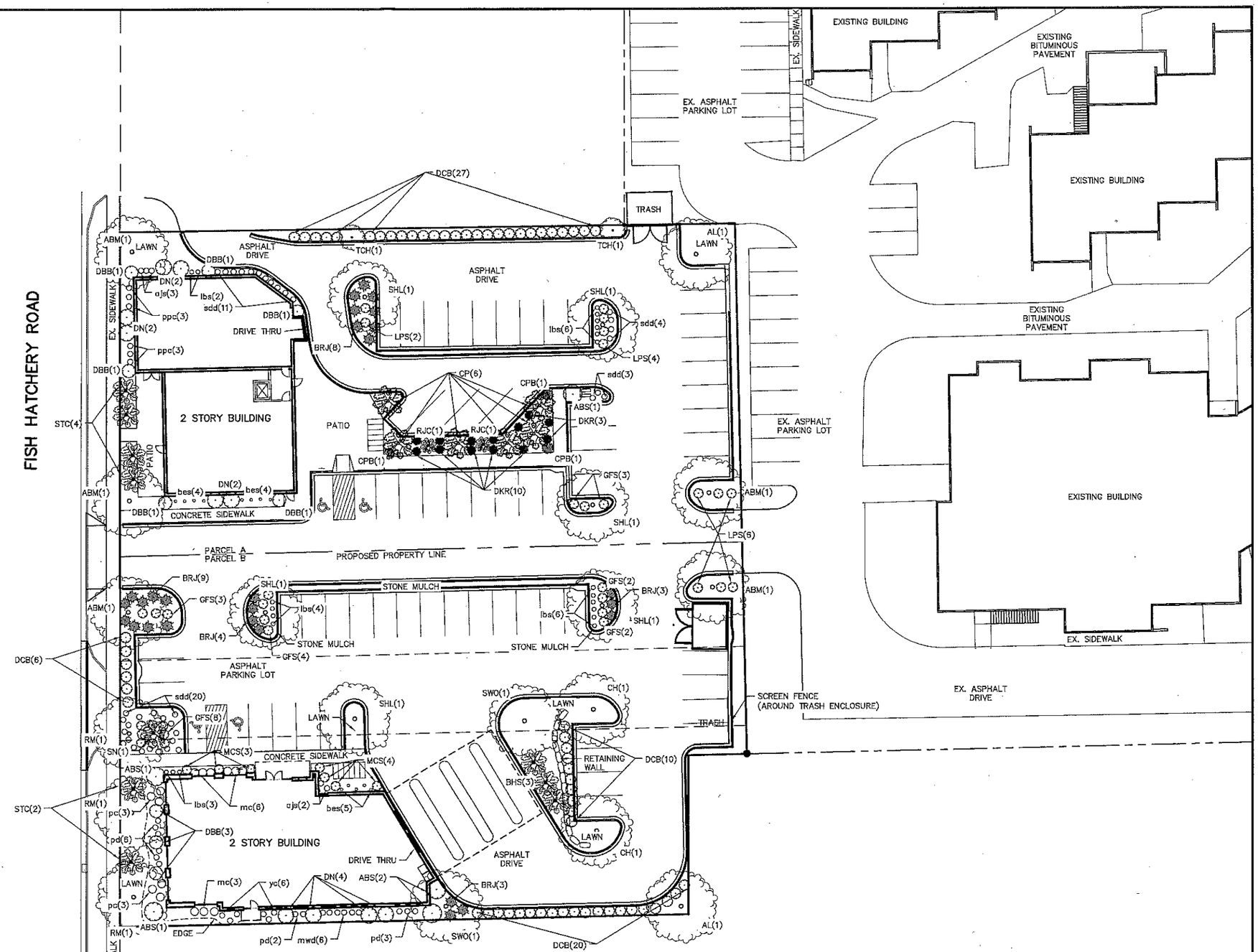
0 20 40

PLANT LIST

KEY	SIZE	QUAN	COMMON NAME	Botanical Name	ROOT
ABM	2 ½"	5	Autumn Blaze Maple	Acer Fremanni	BB
AL	2 ½"	2	American Linden	Tilia Americana	BB
CH	2 ½"	2	Common Hackberry	Celis Occidentalis	BB
RM	2 ½"	3	Red Maple	Acer Rubrum	
SHL	2 ½"	6	Skyline Honeylocust	Gleditsia T Inermus	BB
SWO	2 ½"	2	Swamp White Oak	Quercus Bicolor	BB
ABS	6'	5	A B Serviceberry	Amelanchier Grandiflora	BB
CP	2"	6	Cleveland Select Pear	Pyrus C 'Clevelend Select'	BB
RJC	2"	2	Red Jade Crab	Malus Red Jade	BB
STC	2"	6	Sargent Tina Crab	Malus Sargentii 'Tina'	BB
SN	1 ½"	1	Spring Snow Crab	Malus 'Spring Snow'	BB
TCH	6'	2	Thornless Hawthorn	Crateagus Crusgalli Inermis	BB
BHS	6'	3	Black Hills Spruce	Picea Pungens Densata	BB
BRJ	2 G	27	Blue Rug Juniper	Juniperus Horizontalis	Con
CPB	15"	3	Crimson Pygmy Barberry	Berberis	Pot
DBB	24"	9	Dwarf Burning Bush	Euonymus Alatus	Pot
DCB	24"	63	Dwf Cran Viburnum	Viburnum	Pot
DKR	2 G	13	Double Knockout Rose	Rosa	Con
DN	24"	10	Diablo Ninebark	Physocarpus	Pot
GFS	18"	22	Gold Flame Spirea	Spirea	Pot
LPS	18"	12	Little Princess Spirea	Spirea	Pot
MCS	15"	7	Magic Carpet Spirea	Spirea	
ajs	1 G	5	Autumn Joy Sedum		Con
bes	1 G	13	Black Eyed Susan		Con
lbs	1 G	21	Little Bluestem		Con
mwd	1 G	6	Midnight Wine Daylily		Con
mc	1 G	9	Moonbeam Coreopsis		Con
pd	1 G	11	Prairie Dropseed		Con
pc	1 G	6	Purple Coneflower		Con
ppc	1 G	6	Purple Palace Coral Bells		Con
sdd	1 G	38	Stela de Oro Daylily		Con
yc	1G	6	Yellow Coneflower		Con

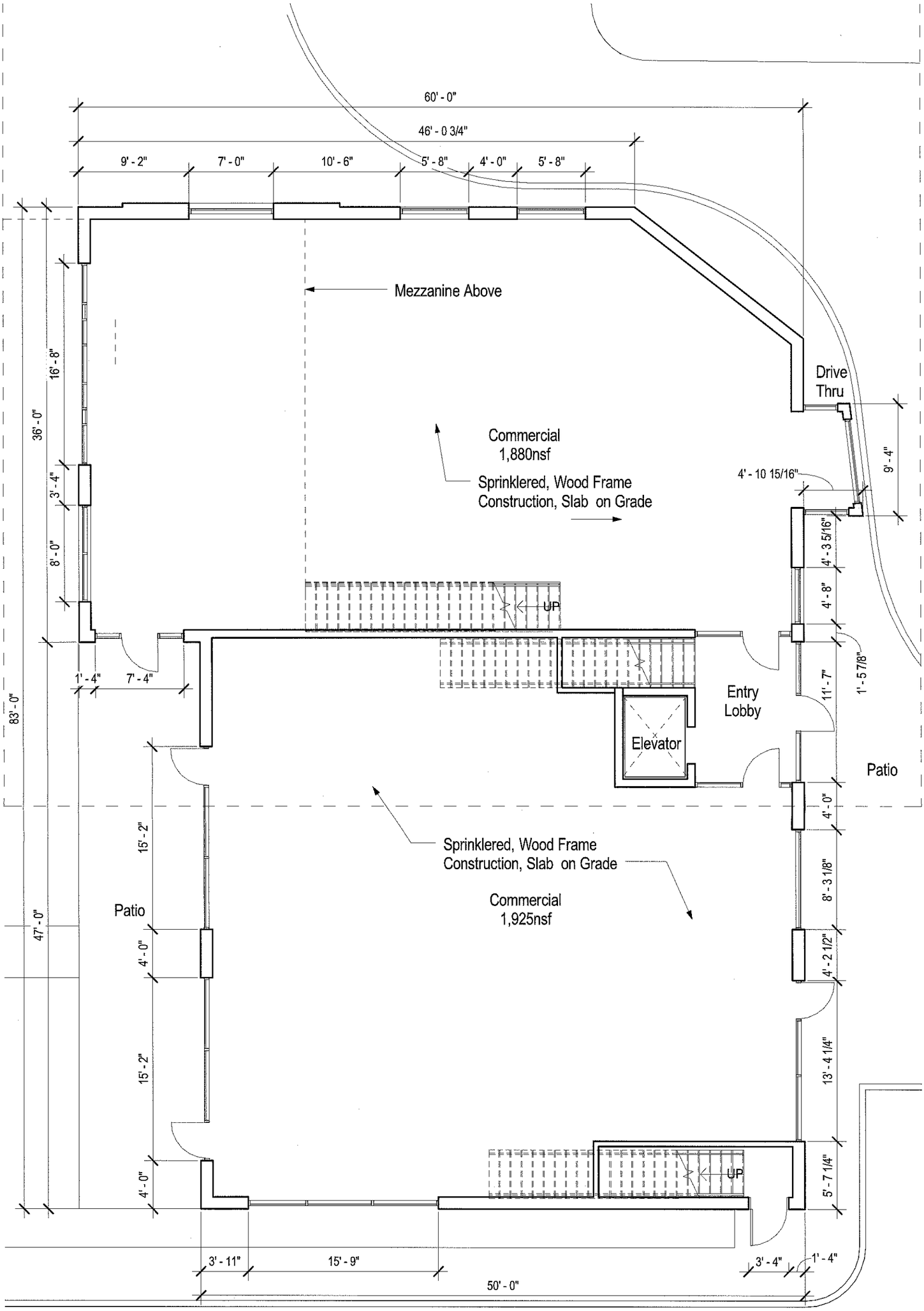
NOTES:

1) Sodded lawn areas to receive a minimum of 4" of topsoil, starter fertilizer, and # 1 locally grown bluegrass sod.
2) Sodded lawn areas to be irrigated by an automated underground sprinkler system (turf and planting beds).
3) Foundation planting beds and planting beds labeled as 'stone mulch' to be mulched with 1 ½" washed stone mulch spread to a depth of 3" over weed barrier fabric.
4) Planting beds labeled as 'bark mulch' to be mulched with shredded hardwood bark mulch spread to a depth of 3".
5) Individual trees and shrub groupings in lawn areas to receive shredded hardwood bark mulch plant rings (4' diameter) spread to a depth of 3"
6) Designated planting beds to be separated from lawn areas with 5" black vinyl bed edging (Valley View Black Diamond or equal.)



LOT 1 AVALON SENIOR CAMPUS
LANDSCAPE PLAN
PAGE: 5 OF 5
DATED: NOVEMBER 10, 2015

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



North Building A1.1

0' 2' 4' 8'

NORTH

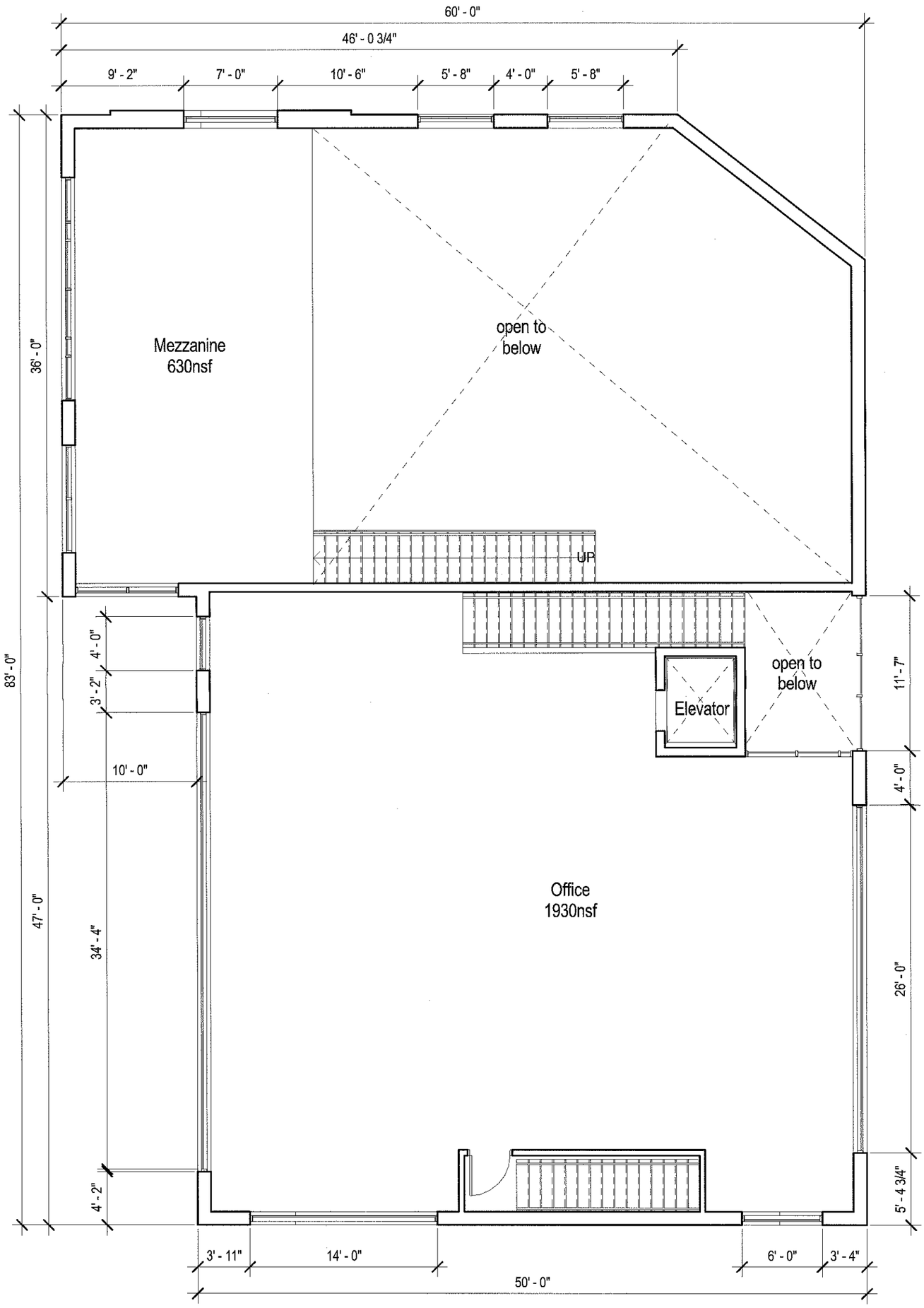
Fish Hatchery Rd. Commercial

Fish Hatchery Rd., Fitchburg, WI

DIMENSION IV
Madison Design Group
architecture · engineering · interior design

6515 Grand Teton Plaza, Suite 120, Madison, Wisconsin 53719
p608.829.4444 f608.829.4445 dimensionivmadison.com

1st Floor Plan
15 September 2015
13070



1 **02-SECOND FLOOR**
1/8" = 1'-0"

North Building A1.2

0' 2' 4' 8'

NORTH

Fish Hatchery Rd. Commercial

Fish Hatchery Rd., Fitchburg, WI

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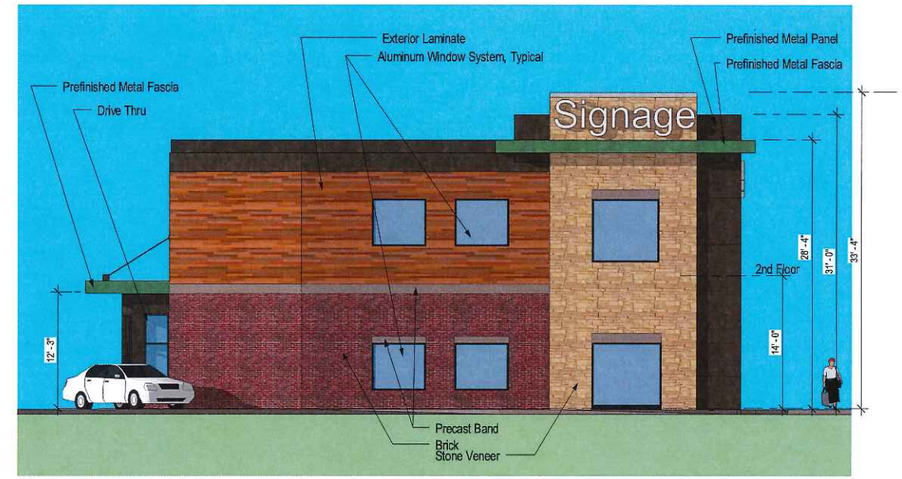
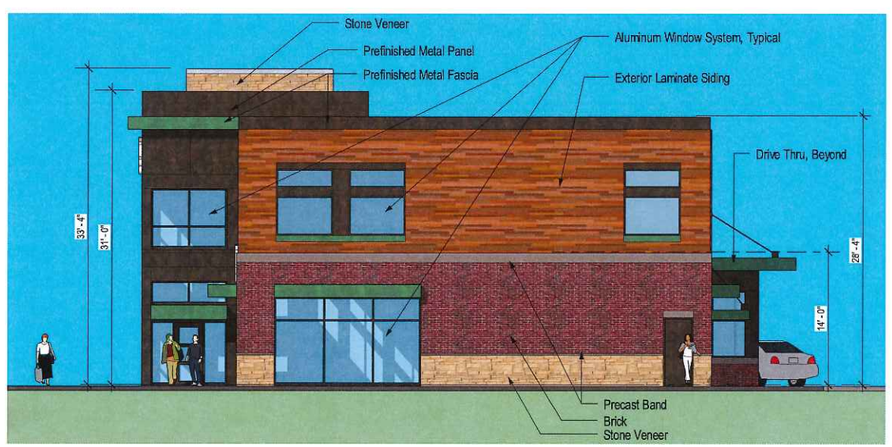
2nd Floor Plan
15 September 2015
13070

4 **Elevation West.**
1/8" = 1'-0"



2 **Elevation North.**
1/8" = 1'-0"



3 **Elevation South.**
1/8" = 1'-0"

1 **Elevation East.**
1/8" = 1'-0"

A2.0

Fish Hatchery Rd. Commercial

Fish Hatchery Rd., Fitchburg, WI

Elevations Combined
20 October 2015
13070

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2 **Perspective View.**
3/32" = 1'-0"

1 **Perspective View SE.**
3/32" = 1'-0"

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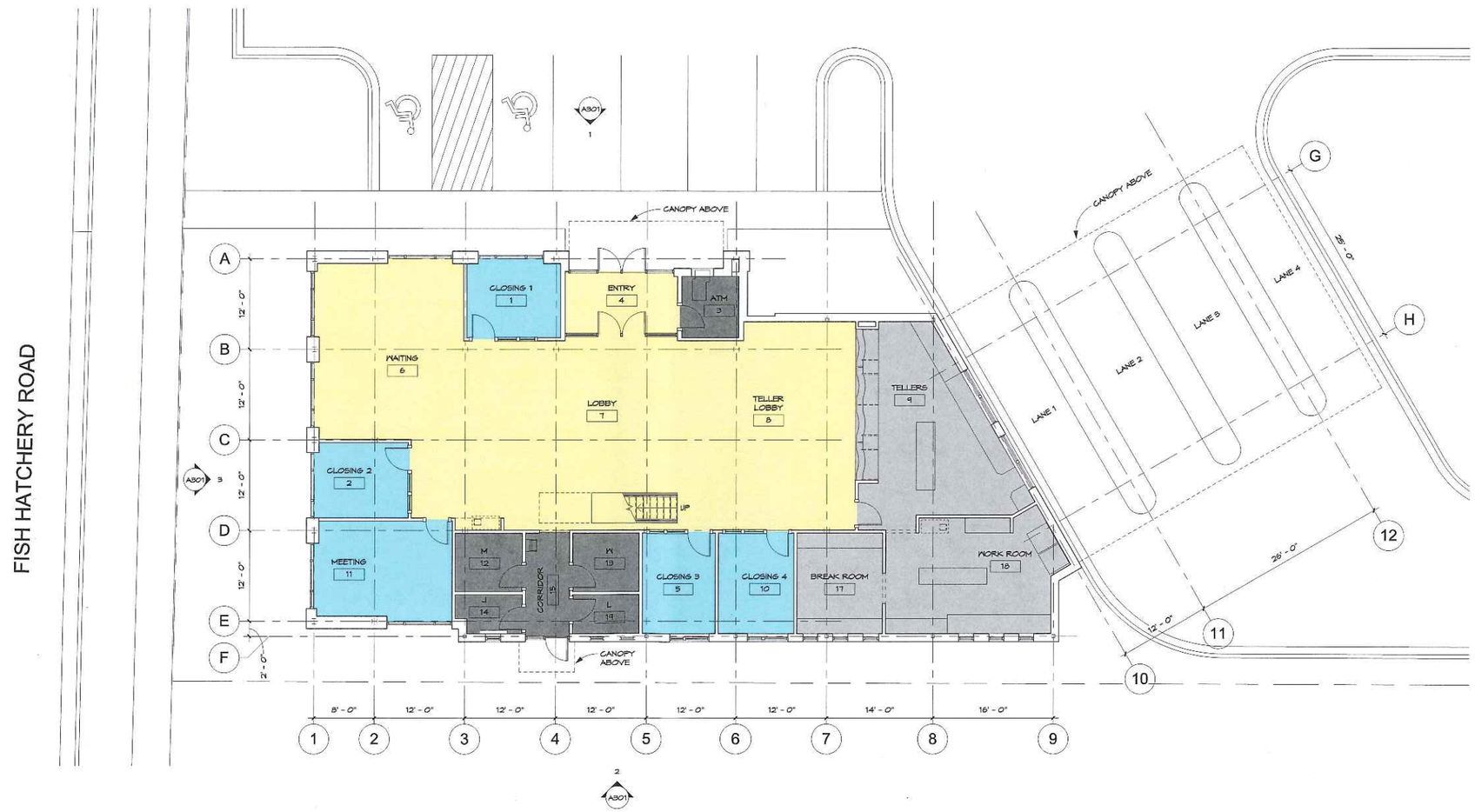
A 3.0

Fish Hatchery Rd. Commercial

Fish Hatchery Rd., Fitchburg, WI

Perspective Views
20 October 2015
13070



1 / A201 FIRST FLOOR PLAN
1/8" = 1'-0"

SIP SUBMITTAL

SEPTEMBER 18, 2015

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE

RETAIL BUILDING
LOT 1 AVALON SENIOR CAMPUS
FITCHBURG, WI

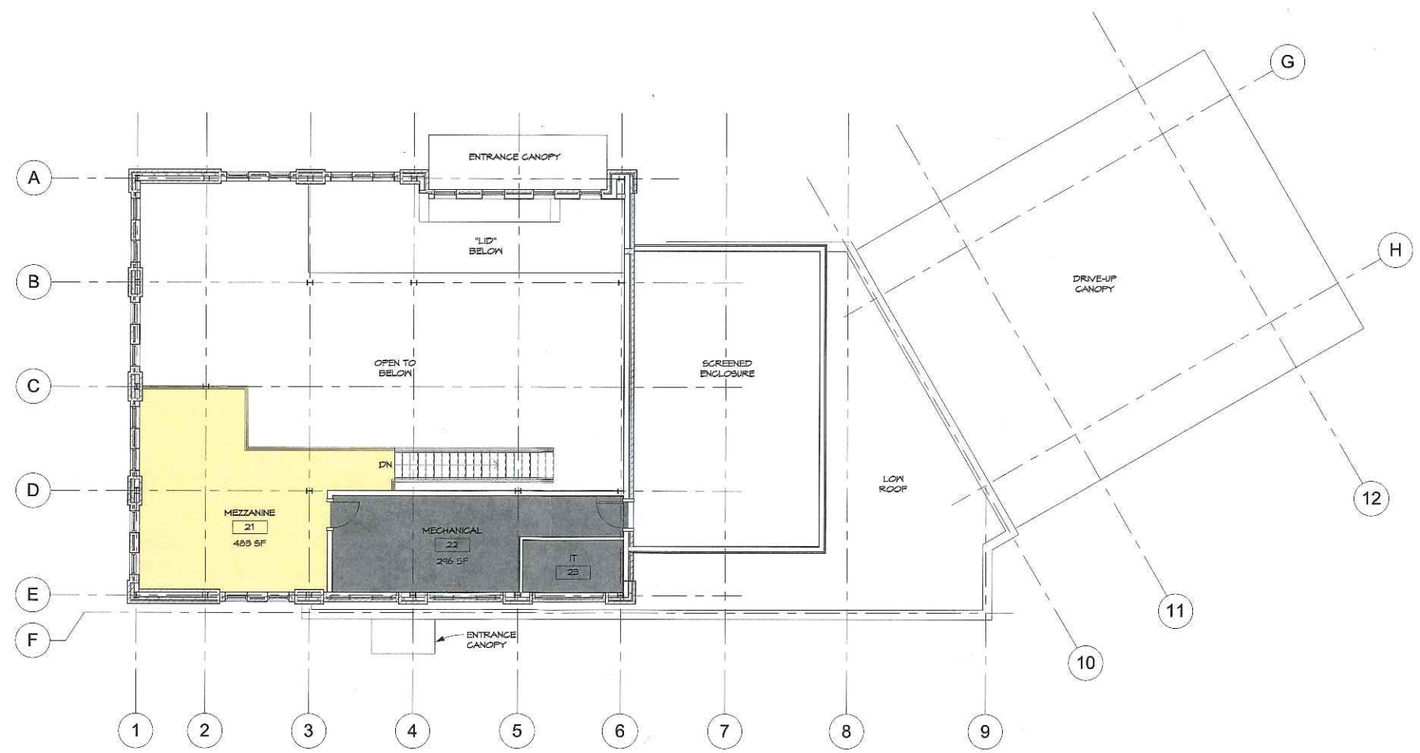
Z909E

KEE architecture
621 Williamson Street, Madison WI 53703

South Building

A201 FIRST FLOOR PLAN

Printed: 9/11/2015 10:00:40 AM



1 / A202 MEZZANINE FLOOR PLAN
1/8" = 1'-0"

SIP SUBMITTAL

SEPTEMBER 18, 2015

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE

RETAIL BUILDING
LOT 1 AVALON SENIOR CAMPUS
FITCHBURG, WI

Z909E

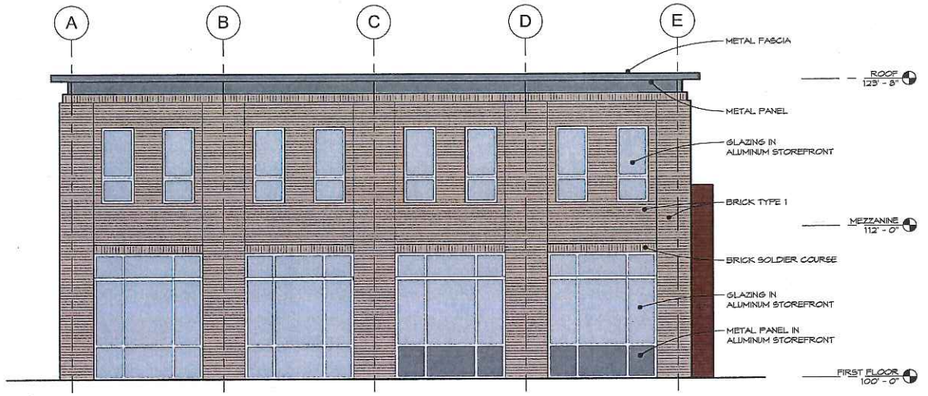
KEE architecture
621 Williamson Street, Madison WI 53703

South Building

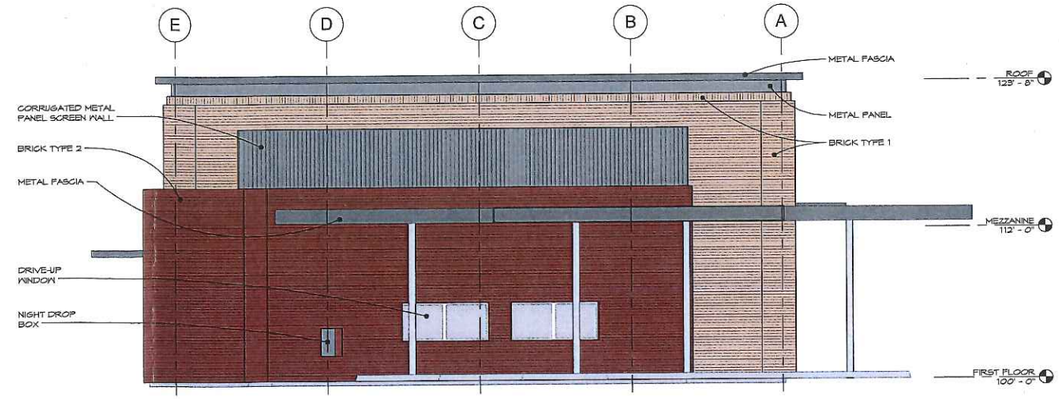
A202

MEZZANINE PLAN

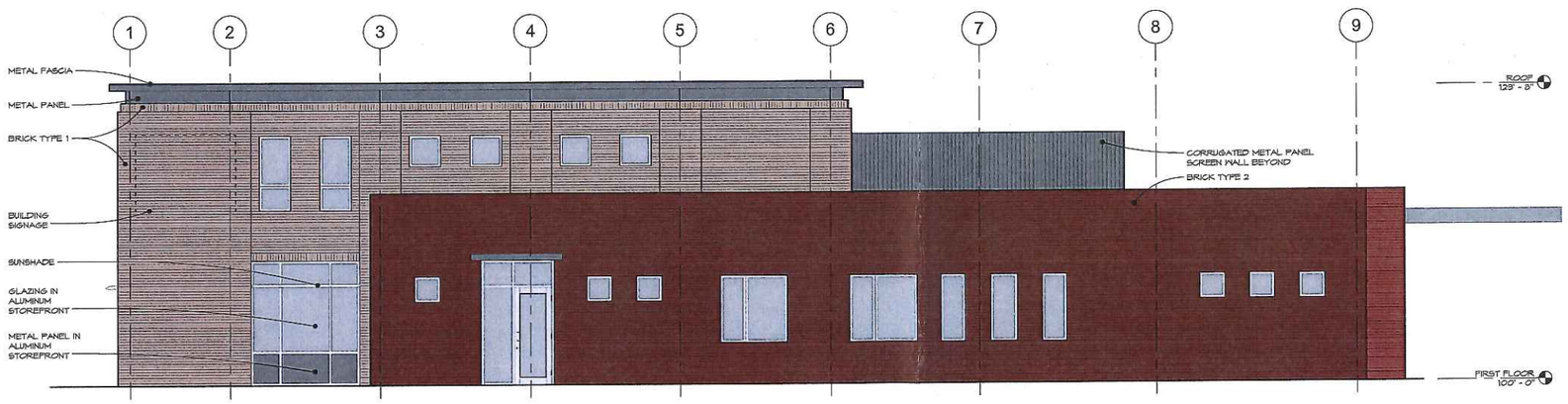
Printed: 9/11/2015 10:00:42 AM



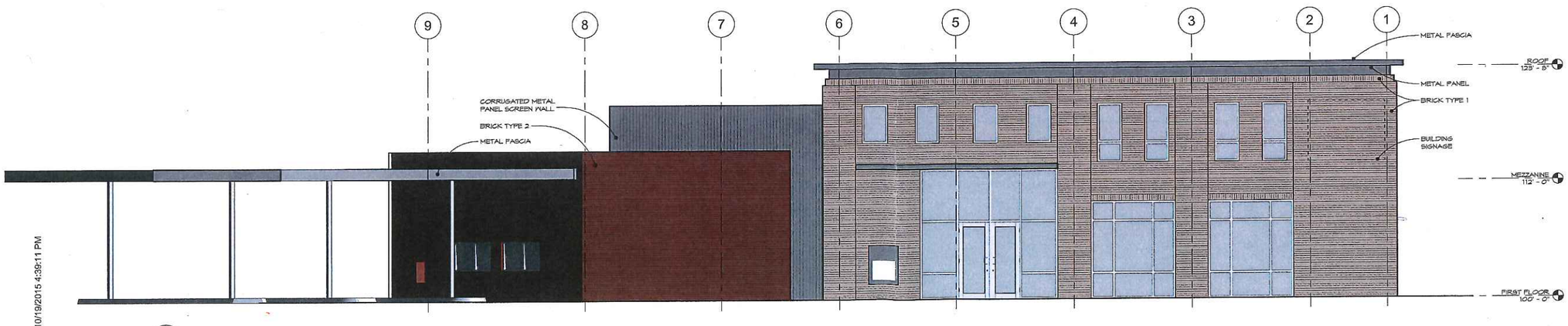
3 A301 WEST ELEVATION
3/16" = 1'-0"



4 A301 EAST ELEVATION
3/16" = 1'-0"



2 A301 SOUTH ELEVATION
3/16" = 1'-0"



1 A301 NORTH ELEVATION
3/16" = 1'-0"

SIP SUBMITTAL

SEPTEMBER 18, 2015
REV: OCTOBER 19, 2015

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE

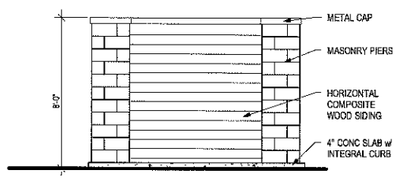
RETAIL BUILDING
LOT 1 AVALON SENIOR CAMPUS
FITCHBURG, WI

Z909E

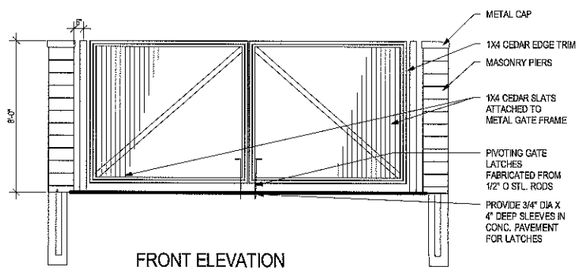
KEE architecture

A301 BUILDING ELEVATIONS

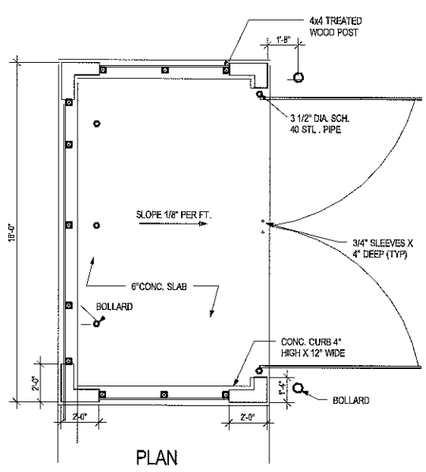
Printed: 10/19/2015 4:39:11 PM



SIDE ELEVATION



FRONT ELEVATION



PLAN

TRASH ENCLOSURE

1 Trash Enclosure

1/8" = 1'-0"

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Fish Hatchery Rd. Commercial

Fish Hatchery Rd., Fitchburg, WI

Trash Enclosure
5 October 2015
13070

Planned Development District
General Implementation Plan (GIP) Submittal
Lot 1 Avalon Senior Campus

1. Introduction

The Owner, Homeville Fitchburg LLC, is submitting an application for rezoning the existing PDD-GIP for Lot 1 Avalon Senior Campus.

2. Project Description

Proposed Development: Homeville Fitchburg LLC proposes to develop the property as an upscale mixed use commercial center. The owner is in the process of negotiating on the purchase of contiguous property to the south. If that property is acquired the project scope will remain the same but the size of the property will increase by approximately 6,362 square feet based on current assumptions. Therefore, two alternates will be submitted for consideration and approval.

The property may be subdivided prior to submittal of the SIP. The existing CSM may be modified to show a new land division through subdivision. The proposed land division would run east – west (please see attached Site Plans and Land Use Tables). If the land division does occur, any required maintenance agreement for stormwater and easement for cross access will be submitted with the SIP.

Alternate 1: Utilizing the existing property, the project will consist of two (2) commercial buildings with structural 2nd floors and requisite parking. Building A (the north building) will consist of a 4,477 square foot first floor with a 3,797 sq ft second storey. Optionally, Building A could have an 1,898 sq ft mezzanine - half of the second floor square footage - in lieu of a full structural second floor. Building B (the south building) will consist of a 4,500 square foot main floor with 4,500 square foot second storey which also would have the option of a 2,250 square foot mezzanine rather than a full structural second floor.

Alternate 2: Combining a portion of the property to the south will allow Building B to shift south and closer to the proposed Pike Drive extension. This will allow for an additional row of (covered) parking stalls on Lot A, which in turn will allow for the construction of a third storey for Building A, which will be approximately 1,900 sq ft. Building B will remain the same as in Alternate 1 except for it relocation to the south.

Proposed Uses: Building A will consist of two commercial tenant spaces on the ground floor: the north tenant space will be a coffee shop with drive-thru, the other will either be fast food or retail use. The second floor will consist of up to 5 apartments, offices or a combination of both, except that Alternate 2 will be two-storey apartments only utilizing the second and third floors. The proposed use for Building B is a credit union.

Existing Conditions: The property consists of a ±1.38 acre parcel of land that has approximately 260 feet of frontage on Fish Hatchery Road, with the rear lot line contiguous to the western property line of the Avalon Senior Campus.

Currently the site is undeveloped but contains the entrance drive to Avalon Senior Campus, parking spaces along the entrance drive, and open space.

Existing Redevelopment Restrictions:

Please see Zoning Ordinance Amendment (attached)

Proposed Redevelopment Restrictions:

"The frontage parcel along Fish Hatchery Road (Lot 1) is intended primarily for development as a commercial lot for retail businesses or agencies that will provide goods or services that serve the residents of Fitchburg and the greater Madison metro area. Allowable uses include those generally permitted in the B-P and B-G districts including, but not limited to; restaurants, fast food, coffee shops, hair salons, general office, banks, credit unions and financial institutions, medical / dental and other general retail businesses and commercial services. Apartments will also be permitted as part of a mixed-use development. One automobile drive-thru will be allowed for each building for food, coffee, bank, credit or financial institution use. A bank, credit union or financial institution may include up to four (4) drive lanes, including the drive-thru window located on the building, as part of its drive-thru.

The Specific Implementation Plan (SIP) will be submitted for consideration by the Plan Commission and Common Council at a later session.

3. Neighborhood Input

Within the last year, all adjacent property owners have been notified of the Owner's intention of developing the property. This includes Tom Chambasian, the owner of the lube / car wash to the north; Bowman Farms, the owner of a parcel of land contiguous to the south; and Ridgeline Management, the owner of Avalon Assisted Living. Additionally, Chuck Chvala, who is redeveloping the Fitchburg Christian Fellowship property on the west side of Fish Hatchery for commercial use, has also been contacted.

4. Rationale for Change of Zoning Restrictions

1. Because of its convenient location to Fitchburg residents and greater Madison, the zoning change will allow for a variety of commercial uses including neighborhood supporting retail and banking services.

2. The rezoning and subsequent completion of the mixed use commercial center will compliment the other proposed commercial uses along the north Fish Hatchery Road corridor and is the highest and best use for the property.

3. The parcel, which has continued to sit vacant for many years, will greatly enhance the attractiveness of the streetscape by creating tall buildings set close to the road with parking in the rear. This is in stark contrast to the myriad of existing one story buildings that sit back off of the street and have parking in the front.

4. The current PDD Zoning requires a structural second floor and the proposed amended zoning embraces that requirement.

5. Social, Environmental and Economic Impacts

- The project will generate substantial tax revenues for the City of Fitchburg and will provide much needed employment opportunities for local residents in an area with double digit unemployment.

- The development is expected to have minimal environmental impacts. The soil conditions and topography are suitable for development and the project will utilize the existing storm water management area designated as Outlot 1 on the Avalon Senior Campus General Development Plan.

- In keeping with the North Fish Hatchery Road Opportunity Analysis & Concept Planning study, the development will create a sense of place instead of just being an area that people drive past. The retail portion will provide for a coffee shop and possible restaurant, which in turn will serve as a much needed social center and gathering place for local residents, seniors and area businesses. Additionally, many local residents will be able to walk or bike to the development.

- This commercial development will be especially appealing to the existing Valley View apartment complex as well as the brand new 286 unit Vue at Pinnacle Park apartment homes just east of the property.

6. Traffic Flow and Trip Analysis

Initially, the proposed mixed use building will be served by the existing private entrance drive to Avalon Assisted Living Community that runs through the subject property off of Fish Hatchery Rd. There is an existing median break on Fish Hatchery at the point where the existing private roadway intersects with Fish Hatchery Road.

If the proposed Pike Drive extension is constructed on the Bowman property, which lies contiguous and to the south of the subject property, then the main access for the subject property as well as Avalon Assisted Living Community will be off of the new Pike Drive extension. Once the road improvements have been completed, along with a signalized intersection, the existing private entrance drive to Avalon will be relocated along Fish Hatchery Road approximately 60 feet to the north. The entrance drive will no longer service the Avalon Assisted Living Community but will be utilized solely by the mixed use development. The relocated Avalon entrance drive will then become a right turn in – right turn out only. Drivers wishing to make a left hand turn (south) onto Fish Hatchery Rd from the proposed development will do so at the signalized intersection of Pike Drive and Fish Hatchery Rd.

Construction of the Credit Union (Building B) on the south end of the subject property is conditioned up assurance from the Owner and the City of Fitchburg that the signalized intersection and Pike Drive extension will be constructed within the next two years. If the Pike Drive extension is not constructed another use for that portion of the property will most likely be required and Owner will resubmit for an amended PDD-GIP.

There is an easement agreement with the property that is contiguous to the north (2857 Fish Hatchery Rd) which will allow cars leaving the drive-thru to exit north onto Fish Hatchery Road

via the adjacent property's existing curb cut. There will be cross easements for shared parking benefiting the owners of each parcel. City Staff has requested a trip analysis as part of the GIP submittal, which is attached to this submittal.

7. Parking Requirements

A total of 68 parking spaces will be provided for the Alternate 1 and 78 for Alternate 2. Although both alternates allow for restaurant or retail in addition to coffee for Building A, parking for the commercial tenant spaces has been calculated using restaurant parking ratios of 6 stalls / 1,000 square feet of gross building area. Office and apartment parking for Alternate 1 has been calculated using 3 stalls per 1,000 square feet of gross building area. This equates to 2.2 parking stalls per dwelling unit in Alternate 1. The parking ratio is 2.00 stalls per dwelling unit for Alternate 2. All parking will be shared parking throughout the development, regardless of whether the property is subdivided.

8. **Storm Water Management:** The pond located on Outlot 1 of the Avalon Senior Campus that will be utilized for Stormwater Management will be modified and / or expanded to accommodate additional impervious areas.

9. Appendix A

- Contact List
- Zoning Ordinance
- Land Use Table
- Trip Analysis
- Location Map
- Existing Site Plan
- Proposed Site Plan
- Grading Plan

Planned Development District
Amending General Implementation Plan
Zoning for Lot 1 CSM 12135

Legal Description: Lot 1 CSM 12135

Return to: Fitchburg City Clerk
5520 Lacy Road
Fitchburg, WI 53711

Parcel No's: 060903113052

Plan Commission
Initiated By

Thomas D. Hovel
Drafted By

4/15/2014
Date

ORDINANCE NO. 2014-O-14
ZONING ORDINANCE AMENDMENT
AMENDING GENERAL IMPLEMENTATION PLAN ZONING
FOR Lot 1 CSM 12135, AVALON SENIOR CAMPUS

WHEREAS, pursuant to Fitchburg Ordinance No. 87-0-06, Section 3, Zoning District Maps were adopted within the corporate limits of the City of Fitchburg until expressly altered by the City Council, and

WHEREAS, Homeville Fitchburg, LLC has submitted an application (RZ-2004-14) to amend Planned Development District General Implementation Plan (PDD-GIP) zoning for lot 1 CSM 12135, and

WHEREAS, PDD-GIP zoning was originally granted by Ordinance No. 2007-O-09 (Rezoning request RZ-1649-07) recorded as document #4335531, and

WHEREAS, the Plan Commission has reviewed the application in accord with ordinance standards and recommends approval of the amending PDD-GIP zoning for lot 1 CSM 12135.

NOW THEREFORE the City Council of the City of Fitchburg, Dane County, Wisconsin does ordain as follows:

(A) PDD-GIP zoning is hereby amended for lot 1 CSM 12135 in accord with submitted plans and information which accompanied the rezoning application received on March 18, 2014, and as amended by additional information in response to staff comments received on April1, 2014 which is hereby made a part of this ordinance, and with the following additional requirements:

1. The site shall provide for a minimum Open Space Ratio (OSR) as set forth in the Land Use Table received April 1, 2014. This is a decrease in open space from the originally approved 35%. At this time no specific calculations have been submitted to indicate the sufficiency of the storm water management system to handle the decrease in OSR, and an increase in the Impervious Surface Ratio (ISR). Verification of storm water sufficiency will required with the Planned Development District Specific Implementation zoning application. Alterations to the site plan may be necessary depending upon the results of the storm water calculations.
2. The current drive access to Fish Hatchery Road allows both left and right turns onto Fish Hatchery Road, but a potential extension of Pike Drive east of Fish Hatchery Road through the property south of Lot 1 CSM 12135 may affect driveway access. In particular, if the Pike Drive extension is built, and this property (Lot 1 CSM 12135) obtains access to the Pike Drive extension, left turns from the current drive onto Fish Hatchery Road may be prohibited.
3. In no case shall there be more than 6800 gross sq. ft. of building area dedicated to food service or restaurant use. One drive-up facility is allowed for lot 1 CSM 12135.
4. Cross easement agreement to allow the use of the property to the north of lot 1 CSM 12135 shall be recorded, if not already done so, and a copy of the recorded agreement provided to the City of Fitchburg Planning Department.
5. This approval involves two buildings on lot 1 CSM 12135. The north building shall be two stories, with a first floor of 8200 sq. ft., and a second floor of between 3200 and 6400 sq ft. However, any building area between 3200 sq. ft. and 6400 sq. ft. that does not have a second floor shall provide mezzanine space making it a functional two-story use and construction (further definition of the mezzanine space shall occur at the time of the Planned Development District Specific Implementation Plan). The south building shall be at 2000 sq. ft. first floor and a second floor between 500 and 1000 sq. ft.
6. Uses for each building, and parking for each building shall be as noted within the revised Land Use Table and as further refined in the Trip Analysis received April 1, 2014.
7. Building height of two stories is allowed, but height shall not exceed 35 feet.
8. If a land division is approved dividing the site into two properties, an option retained by the owner in the submitted information, the site information as described herein in relation to lot 1 CSM 12135 shall carry forward.

(B) This ordinance shall take effect following its publication, or the consent of the property owner, whichever occurs last. However, in accord with section 22-596 of the zoning code, owners shall consent within 30 days of approval for the PDD-GIP zoning to take effect.

(C) Applicant shall pay cost of publication to avoid a two Council meeting approval process.

The above and foregoing ordinance was duly adopted by the City Council of the City of Fitchburg, at a regular meeting held on the 22nd day of April, 2014.

Linda J. Cory

Linda J. Cory, City Clerk

Published: 4/29/2014

Approved: 4-28-14

Shawn Pfaff

Shawn Pfaff, Mayor

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this 28th day of April, 2014, the above named Linda J. Cory, and Shawn Pfaff to me known to be the City Clerk and Mayor (respectively) of the City of Fitchburg, and the persons who executed the foregoing instrument and acknowledged the same.

Tracy L. Oldenburg
Notary Public, State of Wisconsin

Printed Name of Notary Public Tracy L. Oldenburg
My Commission Expires: Dec. 18, 2016

Consent of the Property Owner

Name: William R Clemens Date: 5/9/14

Title owner

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this 19th day of May, 2014, the above named William R Clemens to me known to be owner, of Lot C1 CSM 12135 and the person who executed the foregoing instrument and acknowledged the same.

Leslie K. Stroede
Notary Public, State of Wisconsin

Printed Name of Notary Public Leslie K. Stroede
My Commission Expires: 10th of Feb 2018

Consent of Mortgage Holder: Bank of Deerfield

Date: May 20, 2014

Mortgage Holder Sigurd A. Bringe
President & CEO

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this 20th day of May, 2014, the above named Sigurd A. Bringe to me known to be the President & CEO of Bank of Deerfield and the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

Printed Name of Notary Public Christopher Z. Reithmeyer
My Commission Expires: March 29, 2015

Land Use Table - Lot 1 Avalon Senior Campus (Alternate 1)

	Item	Existing		Proposed Combined		Proposed Lot A		Proposed Lot B	
1	Lot Area (Square Feet)		60,259		60,259		28,802		32,257
2	Maximum Allowable Impervious Area:	65%	39,168	85%	50,951	82%	23,613	85%	27,337
3	Min Open Space Requirement	35%	21,091	15%	9,309	15%	4,389	15%	4,920
4	Actual Impervious / Actual Open Space Area		37,811 / 22,448				23,613 / 4,389		27,337 / 4,920
5	Actual ISR / OSR		63% / 37%		85% / 15%		82% / 15%		85% / 15%
6	Use								
7	Existing		Parking		Parking		Parking		Parking
8	Proposed		Commercial		Commercial		Commercial		Commercial
9	Development Phase		Future		-		-		-
10	Max Footprint Area		7,350		8,977		4,477		4,500
11	Max Building Area		12,900		17,274		8,274		9,000
12	Floor Area Ratio		21% - 34%		29%		29%		28%
13	Number of Storeys		2 to 3		2		2		2
14	Tenant Spaces (approximate)		-		8		7		1
15	Parking								
16	Existing		46 Suface		0		0		0
17	Required		43 @ 1:300		65		38		27
18	Proposed Restaurant/Retail - 6:1000		-		27		27		0
	Office 3:1000 / 5 Apartments		-		11		11		0
	Credit Union 3:1000		-		27		0		27
19	Total Proposed		43		65		38		27
20	Banked		0		3		-3 **		6
	Total		43		68		35		33
21	Setbacks								
22	Front Setback		15		5 / 15		5 / 15		15
23	Sideyard Setback		15		5 / 15		15		5
24	Rear Yard Setback		10		10		10		10
25				** Deficit Illiminated Using 3 Shared Parking Spaces From Lot B					

Land Use Table - Lot 1 Avalon Senior Campus (Alternate 2)

	Item	Existing		Proposed Combined		Proposed Lot A		Proposed Lot B
1	Lot Area (Square Feet)		60,259		66,549		37,355	29,194
2	Maximum Allowable Impervious Area:	65%	39,168	84%	55,666	86%	31,952	81% 23,714
3	Min Open Space Requirement	35%	21,091	16%	10,883	14%	5,403	19% 5,480
4	Actual Impervious / Actual Open Space Area		37,811 / 22,448				31,952 / 5,480	23,714 / 5,480
5	Actual ISR / OSR		63% / 37%		84% / 16%		86% / 14%	81% / 19%
6	Use							
7	Existing		Parking		Parking		Parking	Parking
8	Proposed		Commercial		Commercial		Commercial	Commercial
9	Development Phase		Future		-		-	-
10	Max Footprint Area		7,350		8,977		4,477	4,500
11	Max Building Area		12,900		19,174		10,174	9,000
12	Floor Area Ratio		21% - 34%		29%		27%	31%
13	Number of Storeys		2 to 3		2 / 3		3	2
14	Tenant Spaces (approximate)		-		12		11	1
15	Parking							
16	Existing		46 Suface		0		0	0
17	Required		43 @ 1:300		72		45	27
18	Proposed Restaurant/Retail sq ft 6:1000		-		27		27	0
	Apartment: 9 Units		-		18		18	0
	Credit Union 3:1000		-		27		0	27
19	Total Proposed		43		72		45	27
20	Banked		0		6		0 **	6
	Total		43		78		45	33
21	Setbacks							
22	Front Setback		15		5 / 15		5 / 15	15
23	Sideyard Setback		15		5 / 15		15	5
24	Rear Yard Setback		10		10		10	10
25								

Trip Generation Summary

The trip generation for the proposed mixed use development is based on the size and type of proposed land uses, and on trip data published in the Institute of Transportation Engineer's (ITE's) *Trip Generation, 9th Edition (2014).*

Alternate 1 Development (2 Story Retail & Office)

The expected trip generation for Alternate 1 (2 Story Retail & Office) is shown in Table 1.

Table 1
Alternate 1 (2 Story Retail and Office) Trip Generation

Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Retail	820	1,945 SF	85	5	0	5	0	5	5	5	5	10
Office	710	3,000 SF	35	5	0	5	0	5	5	0	0	0
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**2,265**	**130**	**110**	**240**	**110**	**120**	**230**	**145**	**145**	**290**

As shown in Table 1, Alternate 1 (2 Story Retail & Office) development is expected to generate 240 total trips during the weekday morning peak hour, 230 total trips during the weekday evening peak hour and 290 total trips during the Saturday midday peak hour.

Alternate 1 Development (2 Story Retail & Apartments)

The expected trip generation for Alternate 1 (2 Story Retail & Apartments) is shown in Table 2

Table 2
Alternate 1 (2 Story Retail & Apartments) Trip Generation

Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Retail	820	1,945 SF	85	5	0	5	0	5	5	5	5	10
Apartments	220	5 Units	35	0	5	5	5	0	5	5	0	5
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**2,265**	**125**	**115**	**240**	**115**	**115**	**230**	**150**	**145**	**295**

As shown in Table 2, Alternate 1 (2 Story Retail & Apartments) development is expected to generate 240 total trips during the weekday morning peak hour, 230 total trips during the weekday evening peak hour and 295 total trips during the Saturday midday peak hour.

Alternate 1 Development (2 Story Fast Food & Office)

The expected trip generation for Alternate 1 (2 story Fast Food & Office) is shown in Table 3.

Table 3
Alternate 1 (2 Story Fast Food & Office)

Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Fast Food Restaurant without Drive Through	933	1,945 SF	1395	50	35	85	25	25	50	45	45	90
Office	710	3,000 SF	35	5	0	5	0	5	5	0	0	0
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**3,575**	**175**	**145**	**320**	**135**	**140**	**275**	**185**	**185**	**370**

As shown in Table 3, Alternate 1 (2 Story Fast Food & Office) development is expected to generate 320 total trips during the weekday morning peak hour, 275 total trips during the weekday evening peak hour and 370 total trips during the Saturday midday peak hour.

Alternate 1 Development (2 Story Fast Food & Apartments)

The expected trip generation for Alternate 1 (2 Story Fast Food & Apartments) is shown in Table 4.

Table 4
Alternate 1 (2 Story Fast Food & Apartments) Trip Generation

Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Fast Food Restaurant without Drive Through	933	1,945 SF	1395	50	35	85	25	25	50	45	45	90
Apartments	220	5 Units	35	0	5	5	5	0	5	5	0	5
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**3,575**	**170**	**150**	**320**	**140**	**135**	**275**	**190**	**185**	**375**

As shown in Table 4, Alternate 1 (2 Story Fast Food & Apartments) development is expected to generate 320 total trips during the weekday morning peak hour, 275 total trips during the weekday evening peak hour and 375 total trips during the Saturday midday peak hour.

Alternate 2 Development (3 story Retail & Apartments)
The expected trip generation for Alternate 2 (3 Story Retail & Apartments) is shown in Table 5.

Table 5
Alternate 2 (3 Story Retail and Apartments) Trip Generation

Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Retail	820	1,945 SF	85	5	0	5	0	5	5	5	5	10
Apartments	220	9 Units	60	0	5	5	5	0	5	5	0	5
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**2,290**	**125**	**115**	**240**	**115**	**115**	**230**	**150**	**145**	**295**

As shown in Table 5, Alternate 2 (3 Story Retail & Apartments) development is expected to generate 240 total trips during the weekday morning peak hour, 230 total trips during the weekday evening peak hour and 295 total trips during the Saturday midday peak hour.

Alternate 2 Development (3 Story Fast Food & Apartments)
The expected trip generation for Alternate 2 (3 Story Fast Food & Apartments) is shown in Table 6.

Table 6
Alternate 2 (3 Story Fast Food & Apartments) Trip Generation

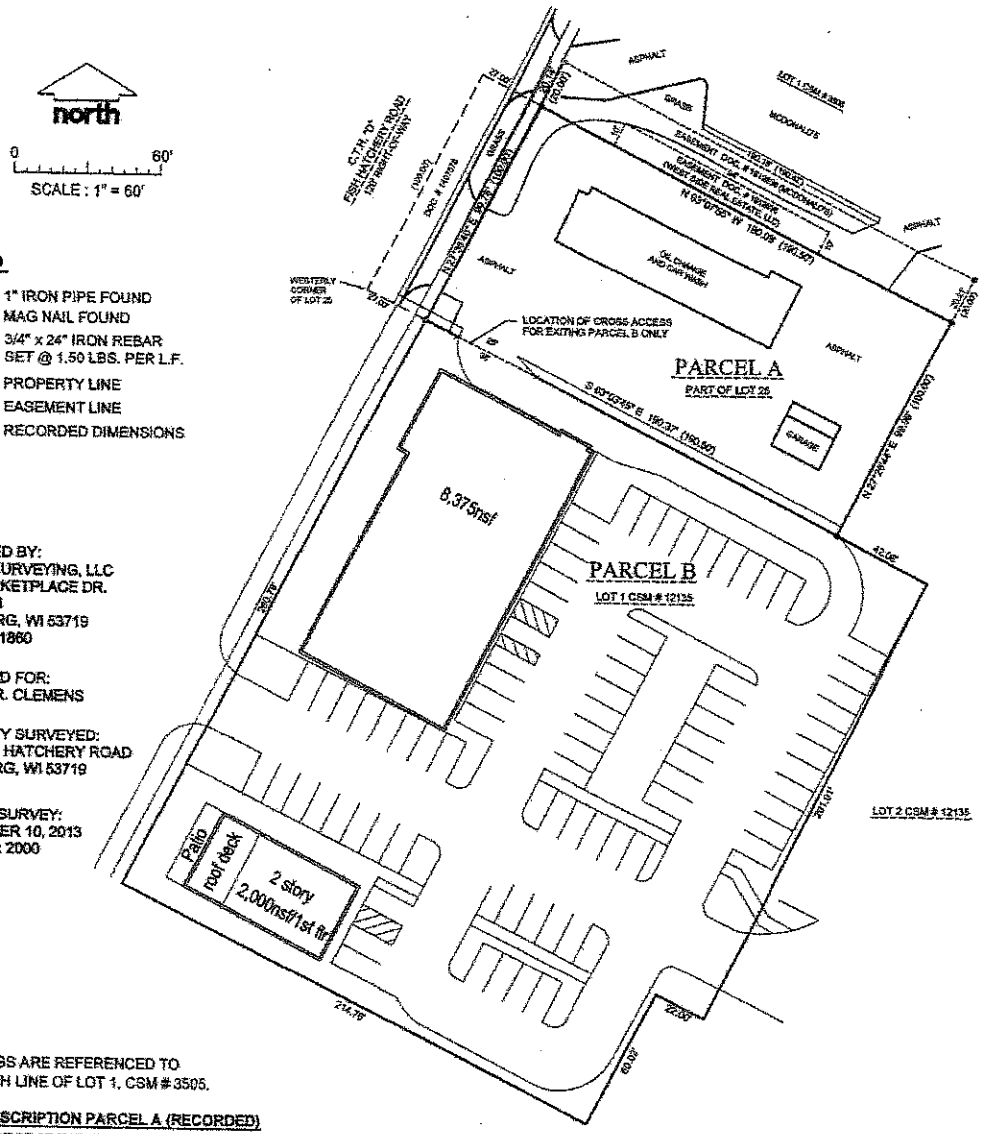
Land Use	ITE Land Use Code	Size	Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips			Saturday Midday Peak Hour Trips		
				In	Out	Total	In	Out	Total	In	Out	Total
Coffee Shop with Drive Through	937	1,940 SF	1,590	100	95	195	45	40	85	85	80	165
Fast Food Restaurant without Drive Through	933	1,945 SF	1395	50	35	85	25	25	50	45	45	90
Apartments	220	9 Units	60	0	5	5	5	0	5	5	0	5
Bank	912	4 Drive-in Lanes	555	20	15	35	65	70	135	55	60	115
Total Development Trips			**3,600**	**170**	**150**	**320**	**140**	**135**	**275**	**190**	**185**	**375**

As shown in Table 6, Alternate 2 (3 Story Fast Food & Apartments) development is expected to generate 320 total trips during the weekday morning peak hour, 275 total trips during the weekday evening peak hour and 375 total trips during the Saturday midday peak hour.

FITCHBURG COMMERCIAL LOCATION MAP

POINT OF CROSS ACCESS

PART OF THE NE 1/4 OF THE NE 1/4, SECTION 3, TOWN 6 NORTH RANGE 9 EAST
CITY OF FITCHBURG, DANE COUNTY, WISCONSIN



SURVEYED BY:
MOORE SURVEYING, LLC
2918 MARKETPLACE DR.
SUITE 108
FITCHBURG, WI 53719
(608) 288-1860

SURVEYED FOR:
WILLIAM R. CLEMENS

PROPERTY SURVEYED:
2857 FISH HATCHERY ROAD
FITCHBURG, WI 53719

DATE OF SURVEY:
SEPTEMBER 10, 2013
PROJECT: 2000

NOTES

1. BEARINGS ARE REFERENCED TO THE SOUTH LINE OF LOT 1, CSM # 3505.

LEGAL DESCRIPTION PARCEL A (RECORDED)

PART OF LOT 25 OF MAPLE LAWN HEIGHTS, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE WESTERLY CORNER OF SAID LOT 25; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT, 217 1/2 FEET; THENCE NORTHEASTERLY AT RIGHT ANGLES TO SAID LOT LINE 100 FEET; THENCE PARALLEL WITH SAID LOT LINE 217 1/2 FEET TO NORTHWESTERLY LINE; THENCE SOUTHWESTERLY ALONG NORTHWESTERLY LINE OF SAID LOT 100 FEET TO THE POINT OF BEGINNING, EXCEPT THAT PART CONVEYED TO THE COUNTY OF DANE BY WARRANTY DEED RECORDED IN VOLUME 529 OF RECORDS, PAGE 150 AS DOCUMENT NO. 1407578.

SAID PARCEL CONTAINS 18,996 SQUARE FEET OR 0.43613 ACRES.

LEGAL DESCRIPTION PARCEL B (RECORDED)

PART OF LOT 21, LOTS 23 AND 24, AND PARTS OF LOTS 25, 27, AND 28, MAPLE LAWN HEIGHTS, ALL LOCATED IN THE NORTHEAST 1/4 OF OF THE NORTHEAST 1/4 OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

LOT 1 CSM # 12135.

POINT OF CROSS ACCESS

PART OF LOT 25 OF MAPLE LAWN HEIGHTS, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

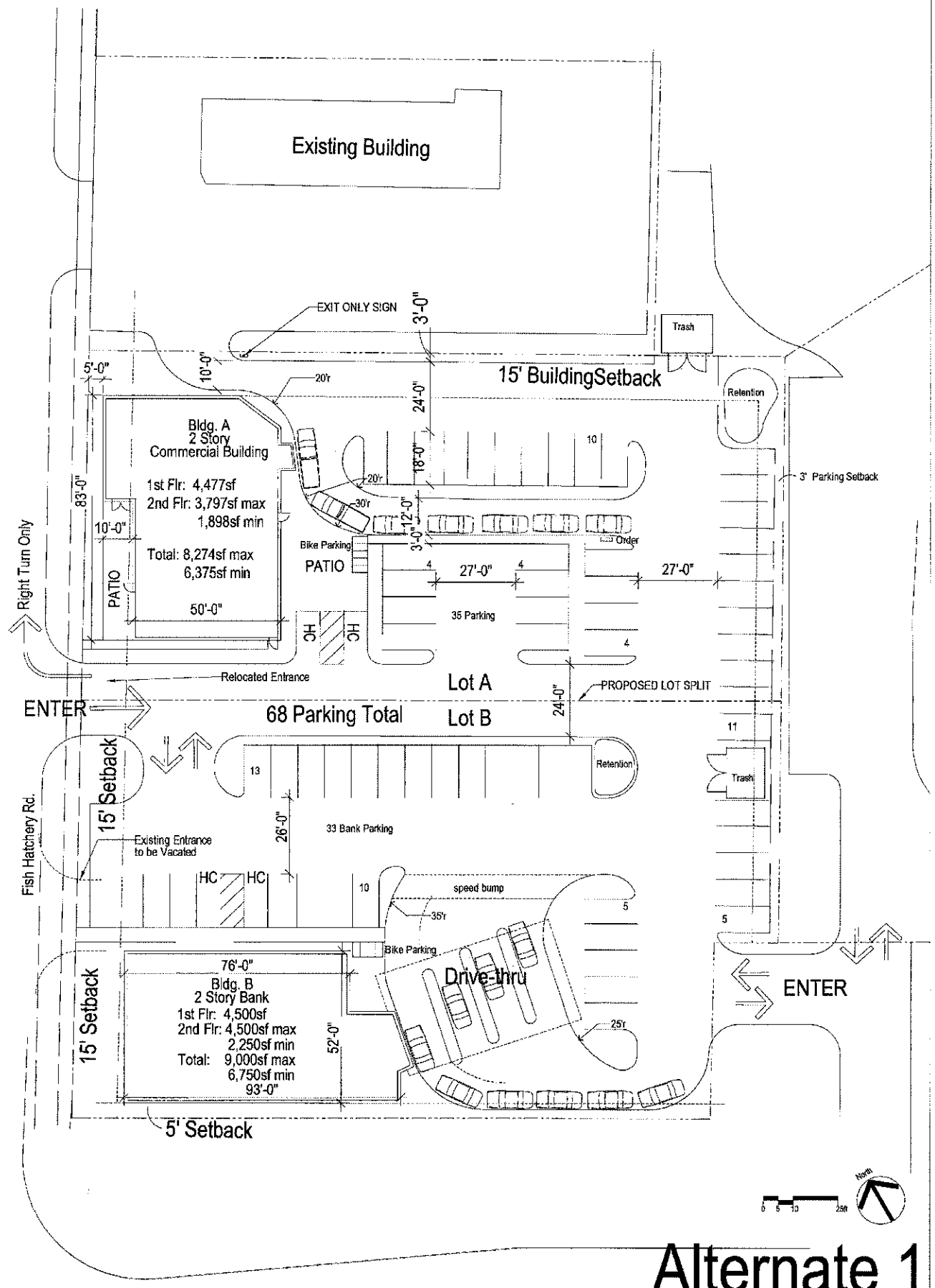
COMMENCING AT THE WESTERLY CORNER OF LOT 25; THENCE S 63°03'45" E 42.00' TO THE POINT OF BEGINNING; THENCE CONTINUING S 63°03'45" E 36.00' TO THE POINT OF TERMINATION.

SURVEYOR'S CERTIFICATE

I, TIMOTHY J. MOORE, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT THIS MAP IS A TRUE AND ACCURATE REPRESENTATION OF THE ABOVE-DESCRIBED PARCEL TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

TIMOTHY J. MOORE S-1630

MOORE SURVEYING, LLC



Alternate 1

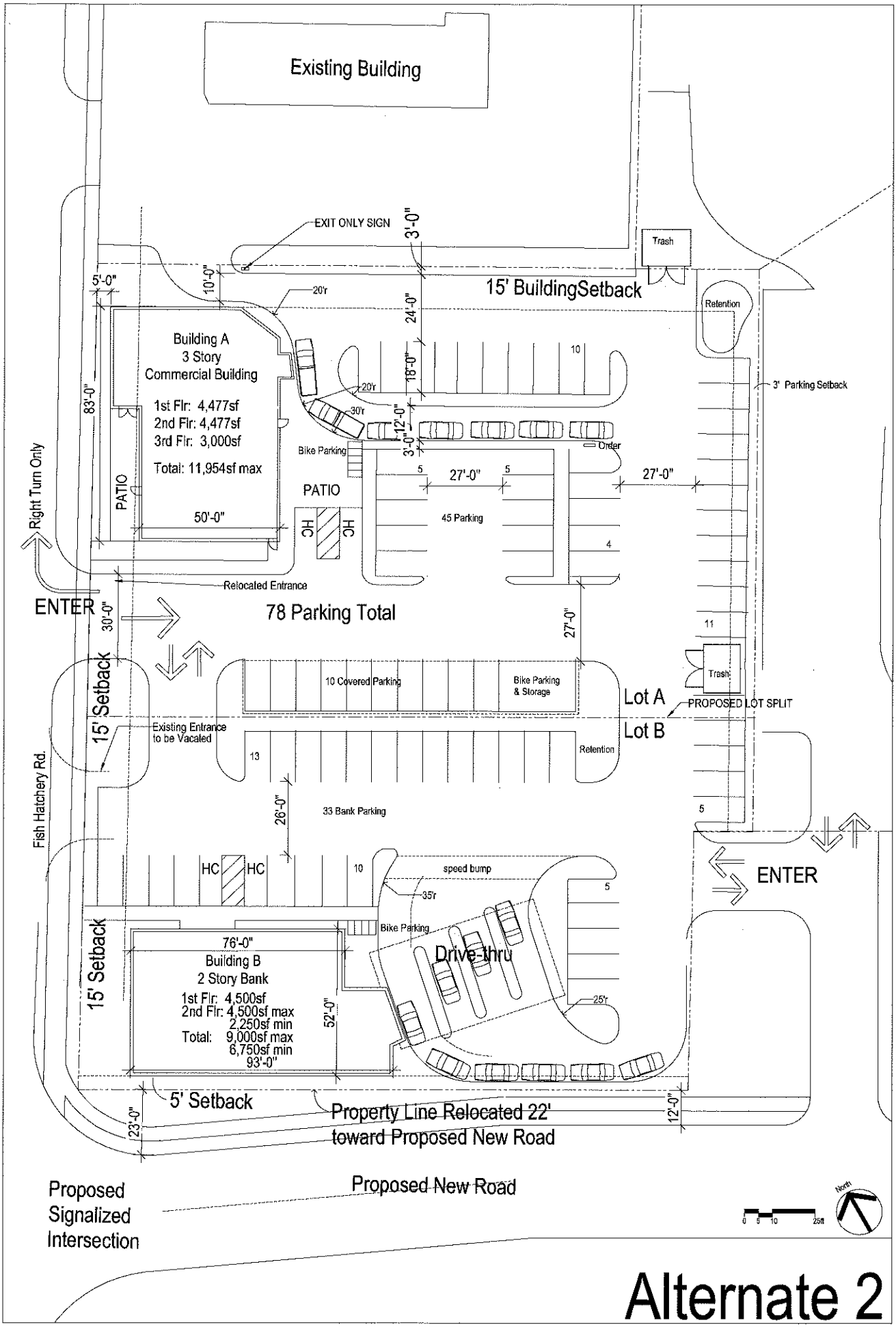
Fish Hatchery Rd Commercial

Fish Hatchery Rd., Fitchburg, WI

Site Plan Study

1 June 2013

last submission



Alternate 2

Fish Hatchery Rd Commercial

Fish Hatchery Rd., Fitchburg, WI

Site Plan Study

EXHIBIT A
LEGAL DESCRIPTION
GRANTOR PARCEL

LEGAL DESCRIPTION PARCEL A

PART OF LOT 25 OF MAPLE LAWN HEIGHTS, LOCATED IN THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE WESTERLY CORNER OF SAID LOT 25; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT, 217 ½ FEET; THENCE NORTHEASTERLY AT RIGHT ANGLES TO SAID LOT LINE 100 FEET; THENCE PARALLEL WITH SAID LOT LINE 217 ½ FEET TO THE NORTHWESTERLY LINE; THENCE SOUTHWESTERLY ALONG NORTHWESTERLY LINE OF SAID LOT 100 FEET TO THE POINT OF BEGINNING, EXCEPT THAT PART CONVEYED TO THE COUNTY OF DANE BY WARRANTY DEED RECORDED IN VOLUME 529 OF RECORDS, PAGE 160 AS DOCUMENT NO. 1407576.

SAID PARCEL CONTAINS 18,998 SQUARE FEET OR 0.43613 ACRES.

MOORE SURVEYING, LLC
Over 40 Years Experience

EXHIBIT B

LEGAL DESCRIPTION
GRANTEE PARCEL

LEGAL DESCRIPTION PARCEL B

PART OF LOT 21, LOTS 23 AND 24, AND PARTS OF LOTS 25, 27, AND 28, MAPLE LAWN HEIGHTS, ALL LOCATED IN THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

LOT 1 CSM # 12135.

MOORE SURVEYING, LLC
Over 40 Years Experience

EXHIBIT C
LEGAL DESCRIPTION
EASEMENT AREA

LEGAL DESCRIPTION EASEMENT AREA

PART OF LOT 25 OF MAPLE LAWN HEIGHTS, LOCATED IN THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 3, T6N, R9E, CITY OF FITCHBURG, DANE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE WESTERLY CORNER OF LOT 25; THENCE S 63°03'45" E 42.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S 63°03'45" E 36.00 FEET TO THE POINT OF TERMINATION.

MOORE SURVEYING, LLC
Over 40 Years Experience

RECEIVED 11/13/2015

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

Application: RZ-2082-15, CS-2083-15 & ADR
Property Address: Fish Hatchery Road
Property Location: Lot 1 CSM 12135
Review Date: September 28, 2015
Planning Staff Review #1 APPLICANT RESPONSE = INITIAL COMMENTS
Planning Staff Review #2 APPLICANT RESPONSE = REVISED COMMENTS

Planning staff has reviewed your submitted pre-application request for a land division, rezoning and ADR on Lot 1 CSM 12135, submitted on September 22, 2015. The following comments are based on this review. Please respond to these comments with a detailed narrative response, along with appropriate revised plans, by 4:00 p.m. on Thursday, October 8, 2015. Further comments or questions may arise as additional review occurs.

Certified Survey Map:

1. Identify required ingress and egress and shared parking easements. See attached CSM.
2. Will you be releasing the existing ingress and egress easement by all parties including Lot 2 CSM 12135? ~~Yes, when the Pike Drive extension constructed and the new ingress / egress to Pike Drive extension.~~ Applicant Response: The existing ingress / egress easement will be releases / vacated after the new ingress / egress has been constructed to the north.

Architectural Design Review: NOTE: The Architectural Review is for the North Building. The South Building will only submit for the SIP.

1. What is exterior laminate material? APPLICANT RESPONSE: Please see of the attached Trespa Brochure.
2. Please provide a colors/materials board at the Plan Commission meeting. APPLCIANT RESPONSE: Understood.
3. Signage shall follow Chapter 26 of City Ordinances. APPLICANT RESPONSE: Understood
4. What is the dashed type line over the door on the south elevation of the south building? There is a minimum 5' setback required and this is located within the 5' setback. APPLICANT RESPONSE: The dashed line indicate a canopy over the door
   Review #2: While perhaps allowed by state building code, the small setback was noted as not being suitable to adjoining owner.
5. Please provide design details on the trash enclosures. APPLICANT RESPONSE: Submitted
6. Is there an easement for the north building trash enclosure to be on lot 2 CSM 12135? APPLICANT RESPONSE: Yes, the easement shows on the revised CSM (attached).
7. What is the location of the mechanical units? APPLICANT RESPONSE: Roof top for both building utilize screening / parapet on the roof to hide mechanical
8. Bike parking. ~~Yes – per plan~~ APPLICANT REPSINSE: Six stalls added to the back patio for the north build and six stalls add to the west of the south building.

9. What is the Impervious Surface Ratio (ISR) for each site and for both sites combined? APPLICANT RESPONSE: The Impervious Surface Ratio for both Parcel A & Parcel B equal 83.53%.
10. Please provide the signed and recorded cross access agreements with the property owner to the north (car wash). ~~We submitted an easement with the SIP. Is that OK or you asking a specific an cross-access agreement other than the easement..?~~
    Review #2: Documents were not signed by the parties and did not relate to their specific site. APPLICANT REPSPONSE: The cross access agreement (not recorded) was submitted with the SIP. The record agreement will be submitted with the last.
11. Parking: The approved GIP provided 33 parking stalls for the bank site; only 30 are being provided. The approved GIP provided 35 parking stalls for the north building; the proposed plan is now providing 36 stalls. Why the difference? APPLCANT RESPONSE: The plan was slightly modify to accommodate safely traffic flowing within the site, including the easily access to the private drive to the future.
12. The plan set is missing the east building elevation for the south building. APPLICANT RESPONSE: The east elevation for the south building is submitted on October 20th with the remaining.
13. *Review #2: Show water main easement on all site plans. UW Credit Union Canopy may conflict with the water main easement – adjust canopy to give total clear area above easement if there is a conflict.* APPLICANT RESPONSE: As noted in the staff comment that the water easement is mislabeled "Public". We are anticipated the new "Private" easement will moved to the relocation driveway.
14. *Review #2: Update site plan to show KL engineering future road – dash in, rather than full line.* APPLICANT RESPONSE: Understood and will shown with final submittal
15. *Review #2: Applicant takes risk as there are no guarantees they will get access to Pike Drive extension and no guarantee a building will not be constructed north of Pike Drive.* APPLICANT RESPONSE: The revised Pike Drive designed by KL Engineer will shown on the construction drawings.
16. *Review #2: Submit executed agreements required by GIP.* APPLICANT RESPONSE: Applicant met with Tracy Foss regarding revising the agreement on November 9th. The agreement has been revised and email to Tracy for her review before executed.
17. *Review #2: Are you using KL engineering plan noted as "with site plans" for your submitted site plans?* APPLICANT RESPONSE: Yes

Rezone:

1. What are the proposed uses for the north building? Please provide specific details. Under the approved GIP food/beverage uses are limited to 1,940 sq ft. APPLICATION RESPONSE: The north building has a coffee shop for the drive-thru tenant space. At this time, the developer does have not specific tenants for the other commercial space. The developer understands that a food tenant for the remaining commercial space will require a condition use. The second floor will be comprises office uses.

2. Please resubmit traffic generation information that assumes the ....?
3. Which Alternate from the GIP submittal Trip General tables are your pursuing? APPLICATION RESPONSE: The Table 1 (2 Story Retail & Office) will be the utilize.
4. What is the gross square footage of the 1st floor of the North building? APPLICANT RESPONSE: 4,480 sq ft on the 1st floor
5. What is the gross square footage of the 1st floor of the South building? APPLICANT RESPONSE: The South Building gross square footage on the 1st floor is 4,500.
6. The GIP shows the bank being a 2-story building with a minimum 2,250 sq ft second floor; the submitted SIP only provides a 779 sq ft second floor. ~~Please contact David Ewanowski from KEE Architectural – 608-255-9202.~~
   Review #2: Please provide this information. Staff should not have to contact your architect to obtain a response. APPLICANT RESPONSE: The bank building will conform with the GIP.

Lot 1 CSM 12135 - Avalon Senior Campus
2875 Fish Hatchery Road
Public Works Review #4

The following comments are based on the plans resubmitted for a rezone, CSM, and ADR request for Lot 1 CSM 12135, Avalon Senior Campus (2875 Fish Hatchery Road), dated October 20, 2015. RE, 10-27-15; GV, 10-26-15; AB, 10-27-15; CH 10-28-15. Additional comments beyond these may be required on future reviews.
APPLICANT RESPONSE = INITIAL COMMENTS
APPLICANT RESPONSE = REVISED COMMENTS

General Comments

1. Please confirm that refuse and recycling container(s) are located and sized properly. **Applicant Response: The refuse and recycling containers will be sized for the amount of trash generate by both tenant s for the north building. The credit union is a small trash generator - typical paper products.**
2. The applicant will need to submit a Construction & Demolition Reuse/Recycling Plan to Public Works. **Applicant Response: Prior of Building Permit**
3. A street tree waiver will need to be signed by the Owner for street trees to be planted by the City along Fish Hatchery Road. **Applicant Response: Prior of Building Permit**
4. Please note on the plans that street opening permits are required for all work within the public rights of way. **Applicant Response: On the Plan**

Transportation Comments

1. The Traffic Impact Analysis (TIA) that was completed in 2014 for the redevelopment of the Church property on the west side of Fish Hatchery Rd included some traffic analysis for the future redevelopment of the Avalon and Bowman property. The uses were based off of the April 2014 rezone request. The table below provides a comparison for the trip generation assumptions for Lot 1 of CSM 12135 between the 2014 TIA and the new proposal:

	2014 TIA Trip Assumptions Lot 1, CSM 12135	New Proposal Trip Generation
AM Peak	254 trips	240-320 trips
PM Peak	155 trips	230-275 trips

The new proposal results in higher PM peak trips than was assumed with the TIA. The TIA analysis resulted in Level of Service (LOS) D, in year 2025, for the side street approaches (Pike Drive extension) during peak hours. For this reason, staff favors the lower-volume scenarios identified in Tables 1 and 2 of the report.

It should also be noted that the Valley View access on Fish Hatchery Road will likely need to be restricted to a right-in/right-out operation with a new driveway access constructed to the north to connect with the Pike Drive extension. This will add additional volume to the signalized intersection. The 2014 TIA also determined that a new signalized intersection on Fish Hatchery Road will increase delay on Fish Hatchery Road by as much as 45% at full-build out in 2025. Controlling the trip generation to not exceed the values that were used in the 2014 TIA is strongly advised to avoid significant traffic delays and congestion along the Fish Hatchery Road corridor. **Applicant Response: Noted**

Lot 1 CSM 12135 - Avalon Senior Campus
2875 Fish Hatchery Road
Public Works Review #4

2. With the traffic volumes that are projected with this redevelopment, it will be even more important to connect the Pike Drive extension east to Index Road. This street connection will increase access and minimize the need to use Fish Hatchery Road for all access to the redeveloped area. **Applicant Response: Agreed**

3. Convenient bike and pedestrian access should be provided from the Avalon senior housing complex to the site. Review accessible routes to accommodate that. ~~**Applicant Response: Understood**~~ **APPLICANT RESPONSE: To be added to the plan.**

4. Provide outdoor bicycle parking near the front entrances for patrons. Outdoor parking should follow the standards of the City's Bicycle and Pedestrian Plan (on the city's website at: http://www.city.fitchburg.wi.us/departments/cityHall/publicWorks/transportation/BicycleTransportation.php) with regards to location and style. Indoor parking should be considered to accommodate convenient bicycle storage for those choosing to commute by bike. Identify the location and quantity of outdoor bicycle parking at each building. ~~**Applicant Response: On the Plan**~~ **APPLICANT RESPONSE: To be added on to the plan.**

5. The exit at the north end of the site (to the shared access with the property to the north) looks very tight for getting vehicles turned through the curb opening, especially larger vehicles. Review the turning movements at that exit. ~~**Applicant Response: Noted**~~ **APPLICANT RESPONSE: The civil engineering has verified that a vehicle will safely maneuver using a P Design Turn Template. Deliver vehicles will utilized the main entrance off Pike or the relocated ingress / egress off Fish Hatchery Rd.**

6. Driveways should follow the Commercial Driveway Standards of the City of Fitchburg, consisting of a concrete apron and tapers to meet the public street. This drawing can be found in the City's Standard Specifications document, available on our website: http://www.city.fitchburg.wi.us/departments/cityHall/publicWorks/documents/StandardSpecifications.pdf The text states that the driveway location on Fish Hatchery Road would be shifted to the north AFTER the Pike Drive extension is completed. However, the site plan does not appear to work with the existing driveway location and access drive that exists for the Avalon Senior Housing complex. Confirm the Fish Hatchery Road driveway location and how it will work with the site. ~~**Applicant Response: The driveway would be shifted to the north prior to the construction for the credit union site.**~~ **APPLICANT RESPONSE: The construction for the Parcel A and Parcel B will be phase. It is anticipated that the mixed commercial building on Parcel A will start in the spring 2016. The new Fish Hatchery Driveway that is relocated to north shall be construction after the Parcel A Building has completed and finish / paved along with the Parcel A parking lot. The construction of the Building on Parcel B will follow the completion of the Fish Hatchery Driveway that has been relocated to the north.**

7. **Additional PW Review #4 Comment: If the driveway is reconstructed to the north, as shown on the plans, the new driveway will operate as a right-in/right-out only access. APPLICANT RESPONSE: The applicant would desire for the**

curb cut in the median on Fish Hatchery when the driveway is reconstructed to the north. Applicant would coordinate with City regarding the timing of the construction to ensure that a curb cut that will allow a left turn ingress / egress to / from the site, if possible.

Water Main and Sanitary Sewer

1. A private water main easement will need to be recorded for the water main that will service multiple lots. Water main easement is mislabeled as "20' Public Utility Easement." Easement needs to be labeled as "20' private water main easement." This comment needs to be addressed. There is an existing water main now shown on the north end of Parcel A that needs to be within a 20' private water main easement. The City recommends that this existing main be rerouted to only service the lot to the east and that the existing connection be utilized to service the proposed building. See attached sketch. ~~**Applicant Response: OK**~~ **APPLICANT RESPONSE: The water main will be properly label as "Private".**

2. A water access agreement will need to be recorded that gives Fitchburg Utility rights to operate service valves to each building on the property. Access agreement needs to be submitted. If the owner would prefer to have separate services for Parcel B and the lot to the east to avoid an access agreement, please call Tracy Foss at 270-4272 to discuss. ~~**Applicant Response: OK – the document provided was drafted for a condominium… Please revise.**~~ **APPLICANT RESPONSE: Meeting with Tracy Foss regarding revise the agreement on Monday November 9th. The agreement modified and email to Tracy for approval before signature.**

3. Water impact fees will need to be paid prior to release of any building permits. These fees will be included with the permit fee. Please provide the total number of employee hours per week at the proposed facilities for use to calculate these fees. This information needs to be provided. **Applicant Response: Noted**
4. MMSD fees are paid for this lot. **Applicant Response: Noted**
5. The Existing Site Plan does not label the existing water main from Fish Hatchery Road to be removed, however the General Development Plan does. Please coordinate. **Applicant Response: Noted**
6. The plans note to remove and reuse existing water main, however do not show where it is to be relocated to. Show the location of this relocated main on the plans. Note that Avalon is serviced from Fish Hatchery Road, not Index. An 8" valve needs to be added east of the service to Parcel B as shown in the attached sketch. **Applicant Response: Noted**
7. The City's sanitary televising report indicates that there is a lateral wye capped 88' south of the manhole in front of Parcel A. For Parcel B, please note on the plans to connect to this existing wye verses adding a new connection. ~~**Applicant Response: Noted**~~ **APPLICANT RESPONSE: Quam Engineering utilizing a wye that is much closer and therefore less expensive…**
8. Private water mains between the public water main up to and including private hydrants are required to be 8" in diameter and installed per the latest edition of the City of Fitchburg Standard Specifications for Public Works Construction. Private hydrants are required to have a valve on the lead. Please modify and note accordingly. A 6" lead and valve is noted on the plans, this needs to be changed to 8"- see attached sketch. **Applicant Response: Noted**

Lot 1 CSM 12135 - Avalon Senior Campus
2875 Fish Hatchery Road
Public Works Review #4

Erosion Control and Stormwater Management (ECSWM) Comments

1. A new Erosion Control & Storm Water Management permit application will need to be submitted to the Fitchburg Public Works Department for review and approval (The ECSWM application and information on requirements can be found at: http://www.fitchburgwi.gov/231/ECSWM-Requirements. **Applicant Response: Noted**
   Additional PW Review #4 Comment: Public Works still hasn't received anything that shows the applicant will be able to meet the stormwater performance standards (e.g. no detention facilities are shown, no infiltration facilities are shown). How is the applicant going to meet these standards?
   APPLICANT REPSONSE: Quam Engineering submitted a revised plan several years ago regarding of increasing the Detention Pond on the Outlot 1 for the Avalon development.

2. A stormwater maintenance agreement (recorded at the Dane County Register of Deeds office) will be required for the necessary private stormwater management practices approved by the City (e.g. private storm sewer, rain gardens, etc.). The owner(s) would be eligible for up to a 50% reduction in stormwater utility rates for the proposed stormwater practices. The following link: http://www.fitchburgwi.gov/230/Credit-Opportunities provides the application form and details on this program. **Applicant Response: Noted**

Planned Development District Issuing Specific Implementation Plan Zoning for Lot 1 CSM 12135 for a Commercial Development Consisting of Two 2-Story Buildings

Return to: Fitchburg City Clerk
5520 Lacy Road
Fitchburg, WI 53711

Parcel No's: 060903113052

Legal Description:

Lot 1 CSM 12135

Plan Commission
Initiated By

Planning/Zoning
Drafted By

11/17/2015
Date

ORDINANCE NO. 2015-O-35
ZONING ORDINANCE AMENDMENT ISSUING SPECIFIC IMPLEMENTATION PLAN ZONING FOR LOT 1 CSM 12135 FOR A COMMERCIAL DEVELOPMENT CONSISTING OF TWO 2-STORY BUILDINGS

WHEREAS, pursuant to Fitchburg Ordinance No. 87-0-06, Section 3, Zoning District Maps were adopted within the corporate limits of the City of Fitchburg until expressly altered by the City Council, and

WHEREAS, Tom Sanford, agent for Homeville Fitchburg LLC/Bill Clemens, has submitted an application (RZ-2082-15) to issue Planned Development District Specific Implementation Plan (PDD-SIP) zoning for Lot 1 CSM 12135, to be divided into two lots, to allow for a commercial development consisting of two 2-story buildings, and

WHEREAS, PDD-GIP zoning was originally granted by Ordinance No. 2007-O-09 (Rezoning request RZ-1649-07), with amendments granted by Ordinance 2014-O-14 and 2015-O-21; and

WHEREAS, the Plan Commission has reviewed the application in accord with ordinance standards and recommends approval of issuing PDD-SIP zoning for Lot 1 CSM 12135, which is proposed to be divided into two lots.

NOW THEREFORE the City Council of the City of Fitchburg, Dane County, Wisconsin does ordain as follows:

(A) PDD-SIP zoning is hereby issued in accord with submitted plans and information which accompanied the rezoning application and plans submitted on September 22, 2015, revised on October 20, 2015 and certain sheets (CSM, site plan, grading, utility and landscaping plan) revised on November 10, 2015, which are hereby made a part of this ordinance, and with the following additional requirements:

1. No other permit or approval is waived or deemed satisfied except for the approval provided herein.
2. The submitted proposal increases the Impervious Surface Ratio (ISR) of the site from 63% that was allowed in the 2007 approval, up to 85% (as detailed in the submission). At this time no specific calculations have been submitted to indicated sufficiency of the storm water system to handle the increase in impervious surface. Verification of storm water sufficiency, including any calculations as may be required by the City Engineer, shall be submitted prior to the PDD-SIP zoning taking effect. Depending upon the results of the storm water analysis, site plan changes may be required.
3. Applicant shall obtain, prior to the issuance of any permit, an Erosion Control and Storm Water Management Permit.
4. This approval allows 30 parking stalls for the south building site, in lieu-of- the 33 identified in the GIP.
5. This approval allows for: (a) South building as a financial institution or office space with up to four drive-through lanes for the financial institution. Per the PDD-GIP approved alternate 1 plan, submitted by applicant and dated 1 June 2013, the south building (financial institution) shall have a second floor space totaling at least 2,250 sq ft, but not to exceed 4,500 sq ft. (b) For the North building the only food, restaurant or beverage use specifically approved is 1940 sq ft for a coffee shop, not including the mezzanine space, with one drive-through lane. Additional square footage may be occupied by retail or office.
6. Maintain provision of potential access to a future Pike Drive extension.
7. Prior to any City execution of the PDD-SIP zoning request or CSM, the following executed documents, which are to have been approved as to content by the Public Works Department, shall have been recorded: (a) Private water main easement; (b) a water access agreement for municipal or utility employees to operate valves for each building on the property. The City Attorney and City Engineer are hereby authorized to approve and have the appropriate officials execute such agreement; and (c) waiver for street trees.
8. Water impact fees shall be required to be paid prior to receipt of any building permit.
9. Building height shall not exceed 45 feet. Proper screening of mechanical equipment shall be provided on the PDD-SIP rezoning submission.
10. Satisfaction of Public Works (Review #4) comments.
11. Signage shall follow Chapter 26 as existing or amended.

12. Provide an executed alternate electric easement and agreement to relocate utilities due to the conflict with the proposed drive-thru canopy associated with the south building.
13. Site plan alterations to achieve greater efficiency is allowed with staff approval.

(B) This ordinance shall take effect following its publication, or the consent of the property owner, whichever occurs last. However, in accord with section 22-596 of the zoning code, owners shall consent within 30 days of approval for the PDD-GIP zoning to take effect.

(C) Applicant shall pay cost of publication to avoid a two Council meeting approval process.

The above and foregoing ordinance was duly adopted by the City Council of the City of Fitchburg, at a regular meeting held on the _____day of _____, 2015.

_____
Patti Anderson, City Clerk

Approved: _____ _____
Stephen L. Arnold, Mayor

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the above named Patti Anderson, and Stephen L. Arnold to me known to be the City Clerk and Mayor (respectively) of the City of Fitchburg, and the persons who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires: _____

Consent of the Property Owner

Name:_____ Date:_____

Title_____

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the

above named _____ to me known to

be_____, of _____ and the person who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires:_____

Consent of Mortgage Holder:

_____ Date:_____
Mortgage Holder

STATE OF WISCONSIN)ss.
COUNTY OF DANE

Personally came before me this ____ day of _____, 2015, the above named

_____ to me known to be the _____

of _____and the person who executed the foregoing instrument and acknowledged the same.

_____
Notary Public, State of Wisconsin

Printed Name of Notary Public_____
My Commission Expires:_____

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: October 27, 2015** Ordinance Number:
Date to Report Back**: Nov 24, 2015** Resolution Number: **R-121-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: **Approving Grant of Highway Easement to Wisconsin Department of Transportation (WisDOT) Over the Military Ridge Path Corridor at County PD/McKee Road**

Background: This resolution grants a Highway and Temporary Limited Easement across the Military Ridge Path corridor to WisDOT for the reconstruction work that they are doing on McKee Road as part of the Verona Road – Stage 2 improvements. The McKee Road improvements include the road expansion and sidewalks.

Attached is a map, titled "Parcel 1", which illustrates the location for the easements. The Highway Easement document and Purchase Agreement document have also been included in the packet.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	November 2, 2015	Approved
2	Plan Commission	Hovel	November 17, 2015	Approved
3	Finance	Dodge	November 24, 2015	
4				

Amendments:

LEGEND
- PROPERTY LINE
TEMPORARY LIMITED EASEMENT (TLE)
HIGHWAY EASEMENT (HE)
SCALE, FEET 0 15 30
CITY OF FITCHBURG
TLE = 4,884 SF
HE = 2,096 SF
COUNTY PD/MCKEE ROAD
MILITARY RIDGE PATH
EXISTING R/W (TYP.)
SLOPE INTERCEPT (TYP.)
PARCEL 1
US 18/151 (VERONA ROAD)
STAGE 2, CTH PD TO RAYMOND ROAD
DESIGN I.D. 1206-07-05
PROJECT PLAT NO: 1206-07-25

HIGHWAY EASEMENT

Wisconsin Department of Transportation
RE1565 04/2015 Exempt from fee: s.77.25(2r) Wis. Stats.

THIS EASEMENT, made by **City of Fitchburg, a Wisconsin municipal corporation** GRANTOR, conveys an easement, as described below, for highway purposes to the **State of Wisconsin, Department of Transportation**, GRANTEE, for the sum of **One Dollar and Other Valuable Considerations** ($ **1.00**)

Any person named in this easement may make an appeal from the amount of compensation within six months after the date of recording of this easement as set forth in s.32.05(2a) Wisconsin statutes. For the purpose of any such appeal, the amount of compensation stated on the easement shall be treated as the award, and the date the easement is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: None

This **is not** homestead property.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Laura H.S. Sadler
TerraVenture Advisors
4641 West Forest Home Ave
Milwaukee, WI 53219

Parcel Identification Number/Tax Key Number
225/0609-064-9740-1, 225/0609-071-8516-6

City of Fitchburg, a Wisconsin municipal corporation

Signature Date

By:
Print Name, Title

Signature Date

By:
Print Name, Title

Signature Date

Print Name

Signature Date

Print Name

Date

State of Wisconsin
)
) ss.
_____ County

On the above date, this instrument was acknowledged before me by the named person(s).

Signature, Notary Public, State of Wisconsin

Print Name, Notary Public, State of Wisconsin

Date Commission Expires

QJ409711

Project ID
1206-07-25

This instrument was drafted by
Wisconsin Department of Transportation

Parcel No.
1

LEGAL DESCRIPTION

Parcel 1 of Transportation Project Plat 1206-07-25 - 4.02 recorded as Document No. 5099029, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Also, Parcel 1 of Transportation Project Plat 1206-07-25 - 4.03 recorded as Document No. 5099030, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Also, Parcel 1 of Transportation Project Plat 1206-07-25 - 4.07 recorded as Document No. 5099046, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Any interests or rights not listed above for said parcels but shown as required on said Transportation Project Plats are hereby incorporated herein by reference.

AGREEMENT FOR PURCHASE AND SALE OF REAL ESTATE - SHORT FORM

Wisconsin Department of Transportation
RE1895 04/2015

THIS AGREEMENT, made and entered into by and between City of Fitchburg, a Wisconsin municipal corporation, hereinafter called Seller, and the State of Wisconsin, Department of Transportation, hereinafter called WisDOT. If accepted, this offer can create a legally enforceable contract. Both parties should read this document carefully and understand it before signing.

Seller and WisDOT agree that WisDOT is purchasing this property for highway or other transportation related purposes, within the meaning of Chapter 84 of the Wisconsin Statutes.

Seller warrants and represents to WisDOT that Seller has no notice or knowledge of any of the following:

1) Planned or commenced public improvements which may result in special assessments which would otherwise materially affect the property, other than the planned transportation facility for which WisDOT is purchasing this property;

2) Government agency or court order requiring repair, alteration, or correction of any existing condition;

3) Shoreland or special land use regulations affecting the property; and,

4) Underground storage tanks and the presence of any dangerous or toxic materials or conditions affecting the property.

DESCRIPTION: The Seller agrees to sell and WisDOT agrees to buy, upon the terms and conditions hereinafter named, the following described real estate situated in Dane County, Wisconsin:

Legal description is attached hereto and made a part hereof by reference.

The purchase price of said real estate shall be the sum of One Dollar and other good and valuable consideration, ($1.00 & OVC) ~~payable in full by check at closing~~.

~~General taxes shall be prorated at the time of closing based on the net general taxes for the current year, if known, otherwise on the net general taxes for the preceding year.~~

Seller shall, ~~upon payment of purchase price~~, convey the property by warranty deed or other conveyance provided herein, free and clear of all liens and encumbrances, including special assessments, except recorded public utility easements and recorded restrictions on use running with the land or created by lawfully enacted zoning ordinances and N/A, provided none of the foregoing prohibit present use.

Legal possession of premises shall be delivered to WisDOT on the date of closing.

Physical occupancy of property shall be given to WisDOT on the date of closing. ~~Seller may not occupy property after closing unless a separate lease agreement is entered into between WisDOT and Seller~~.

SPECIAL CONDITIONS: The parties to this agreement acknowledge that the Wisconsin Department of Transportation is receiving this conveyance as a donation. Should seller appeal from the amount of compensation pursuant to S. 32.05(2a), Wisconsin Statutes, then the parties hereto agree that the value of the property described herein for purposes of such appeal shall be fair market value which has been determined by the parties to be the fair market value of the property based on appraisal. The appraisal valued the property at $7,900.00. This interest acquired by this donation is a Temporary Limited Easement of 4,884 square feet and Highway Easement of 2,096 square feet.

This agreement is binding upon acceptance by WisDOT as evidenced by the signature of an authorized representative of WisDOT. If this agreement is not accepted by WisDOT within 30 days after Seller's signature, this agreement shall be null and void.

This transaction is to be closed at the office of TBD on or before December 31, 2015 or at such other time and place as may be agreed to in writing by the Seller and WisDOT.

No representations other than those expressed here, either oral or written, are part of this sale.

Seller and WisDOT agree to act in good faith and use diligence in completing the terms of this agreement. This agreement binds and inures to the benefit of the parties to this agreement and their successors in interest, assigns, personal representatives, heirs, executors, trustees, and administrators.

The warranties, covenants and representations made herein survive the closing and the conveyance of this property. Seller agrees to sell and convey the above-mentioned property on the terms and conditions as set forth and acknowledges receipt of a copy of this agreement.

City of Fitchburg, a Wisconsin municipal corporation

Witness Signature Date

Print Name

Seller Signature Date

By:

Print Name, Title

Seller Signature Date

By:

Print Name, Title

Seller Signature Date

Print Name

Seller Signature Date

Print Name

The above agreement is accepted.

Signature Date

Print Name

Title

Must be signed by administrator or an authorized representative of WisDOT.

LEGAL DESCRIPTION

Parcel 1 of Transportation Project Plat 1206-07-25 - 4.02 recorded as Document No. 5099029, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Also, Parcel 1 of Transportation Project Plat 1206-07-25 - 4.03 recorded as Document No. 5099030, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Also, Parcel 1 of Transportation Project Plat 1206-07-25 - 4.07 recorded as Document No. 5099046, at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 1 consist of:

HIGHWAY EASEMENT
This highway easement includes the right to ingress and egress to construct and maintain McKee Road roadway and sidewalk.

TEMPORARY LIMITED EASEMENT

Any interests or rights not listed above for said parcels but shown as required on said Transportation Project Plats are hereby incorporated herein by reference.

Steve Arnold, Mayor
Introduced by

Public Works
Prepared by

Plan Commission, Board of Public Works, Finance Committee
Referred to

October 27, 2015
Date

RESOLUTION R-121-15
Approving Grant of Highway Easement to Wisconsin Department of Transportation (WisDOT) Over the Military Ridge Path Corridor at County PD/McKee Road

WHEREAS, WisDOT has requested a Highway Easement (HE) and Temporary Limited Easement (TLE) across the Military Ridge Path corridor at the intersection with McKee Road to accommodate the reconstruction work that they are completing as part of the Verona Road – Stage 2 project, and

WHEREAS, the improvements to McKee Road include the addition of travel lanes in each direction, an 8-ft wide sidewalk on the south side, and a 5-ft wide sidewalk on the north side, and

WHEREAS, the HE provides benefit to Fitchburg by maintaining bicycle and pedestrian accommodations along McKee Road and maintaining connections to the Military Ridge Path, and

WHEREAS, because of the mutual benefits received by the HE, the easements will be granted to WisDOT at no cost.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Fitchburg Common Council that it approves granting a Highway Easement and Temporary Limited Easement to the Wisconsin Department of Transportation across the Military Ridge Path corridor at the intersection with McKee Road at no cost.

BE IT FURTHER RESOLVED, that it authorizes the City Clerk and Mayor to sign the Agreement for Purchase and Sale of Real Estate – Short Form and the Highway Easement drafted by the Wisconsin Department of Transportation.

Adopted this _____ day of _____, 2015.

_____
Stephen L. Arnold, Mayor

Approved:

_____
Patti Anderson, City Clerk

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: Nov. 10, 2015** Ordinance Number:
Date to Report Back**: Nov. 24, 2015** Resolution Number: **R-124-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: **APPROVING THE FUTURE VACATION OF EXCESS RIGHT-OF-WAY ON ANTON DRIVE**

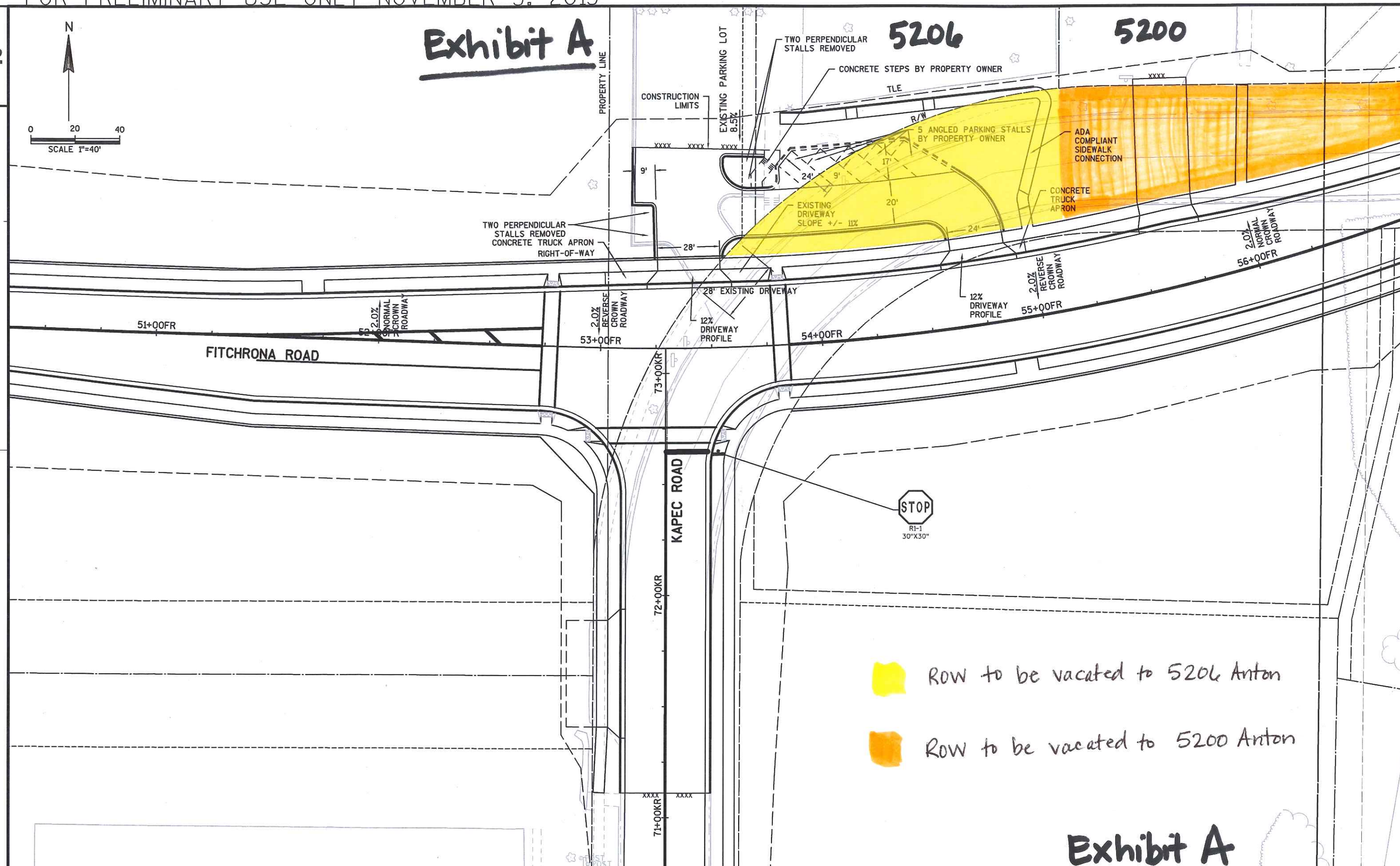
Background: The WisDOT – Stage 2 project includes the construction of Fitchrona Road, north of McKee Road to King James Way. With that extension, Anton Drive will be shifted south to line up with the Fitchrona Road alignment. City staff has reviewed the plans and is agreeable to the alignment changes on Anton Drive. However, these modifications cause an impact to the existing driveway and parking lot for 5206 Anton Drive, the Here We Grow Day Care Center. WisDOT is proposing the construction of a new driveway and parking within the excess right-of-way on Anton Drive that is generated with the southern shift of the road. The property owner has asked the City to provide some certainty that it will vacate the excess right-of-way to allow for these improvements to mitigate the impacts caused by the WisDOT project. WisDOT will construct both driveways, and is not subject to local ordinances. City staff has reviewed the driveway reconstruction plans and does not dispute the provision of a second-driveway to facilitate access to the site. The new east driveway will be ingress-only and low-volume, primarily being used by buses, trucks, and access to the parking stalls. The ISR increases from ~36% to 41% with the driveway reconstruction, so there is no issue with stormwater.

Staff recommends approval of Resolution R-124-15 to mitigate an impact to a local business owner who is affected by the Verona Road – Stage 2 construction project. The new Fitchrona Road street will be reconstructed by WisDOT, including the underground utilities to keep them within the new road right-of-way.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	Nov. 16, 2015	Approved
2	Plan Commission	Hovel	Nov. 17, 2015	Approved
3				
4				

Amendments:

FOR PRELIMINARY USE ONLY NOVEMBER 3, 2015



PROJECT NO:1206-07-05	HWY: USH 18	COUNTY: DANE	PLAN: FITCHRONA ROAD DAYCARE ANGLE PARKING	SHEET	E

FILE NAME : G:\STRAND\12018-000\CIVIL 3D\SHEETSOTHER\DAYCARE OPTIONS PARKING102015.DWG PLOT DATE : 11/3/2015 PLOT BY : KL ENGINEERING PLOT NAME : ---------- PLOT SCALE : 1:40_XREF

WISDOT/CADDS SHEET 42

Steve Arnold, Mayor
Introduced by

Public Works
Prepared by

Board of Public Works, Plan Commission
Referred to

November 10, 2015
Date

RESOLUTION R-124-15

Approving the Future Vacation of Excess Right-of-Way on Anton Drive

WHEREAS, the Verona Road – Stage 2 Reconstruction project includes the extension of Fitchrona Road north from McKee Road to the intersection of Anton Drive and King James Way, and

WHEREAS, the existing alignment of Anton Drive will be modified as part of the reconstruction to provide a continuous alignment with the Fitchrona Road extension, and

WHEREAS, WisDOT is acquiring additional right-of-way for the Fitchrona Road extension, and

WHEREAS, the new alignment generates excess road right-of-way to the north of the reconstructed roadway adjacent to the properties of 5200 and 5206 Anton Drive, and

WHEREAS, the excess right-of-way can be used to resolve an impact to the local business owner at 5206 Anton Drive by mitigating the loss of parking stalls caused by the reconstruction and adds a second ingress-only driveway, to be constructed by WisDOT, to improve circulation of buses and large trucks, and

WHEREAS, the property owner of 5206 Anton Drive has been involved in meetings between the City and WisDOT and has agreed to the new parking lot configuration and has asked for certainty from the City that it will vacate the excess right-of-way to allow for the parking and will allow a second ingress-only driveway to the property.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Fitchburg Common Council that, upon the completion and acceptance of the public improvements for Fitchrona Road, extended north of McKee Road to King James Way, the City will commence proceedings to vacate the excess Anton Drive right-of-way the properties of 5200 and 5206 Anton Drive as depicted on Exhibit A.

BE IT FURTHER RESOLVED, that it does not dispute the WisDOT construction of a second ingress-only driveway for the property at 5206 Anton Drive.

Adopted this _____ day of _____, 2015.

_____
Stephen L. Arnold, Mayor

Approved:

_____
Patti Anderson, City Clerk

City of Fitchburg
Committee of Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred**: November 10, 2015** Ordinance Number:
Date to Report Back**: November 24, 2015** Resolution Number: **R-125-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: Approving First Amendment to License with New Singular Wireless PCS, LLC, for Modifications to Wireless Digital Communications Equipment on Tower E

Background: The City currently has a license agreement with Denali Spectrum Operations, LLC, also known as Cricket Communications, for digital communication equipment on Tower E. Denali Spectrum Operations has been acquired by New Cingular Wireless PCS, LLC, also known as AT&T. New Cingular Wireless desires to install additional equipment on Tower E. Due to structural constraints, a pod will need to be installed in order to support this additional equipment. This lease agreement gives New Singular Wireless the approval to install this equipment. The amendment will extend the agreement one five year term, until 2029, and increase the rent from $25,000 to $35,000 per year starting in January of 2016, at the same 4% annual increase.

UPDATE:
The Board of Public Works requested that the agreement be amended to have the review consultant evaluate the placement of the pod to minimize interference with the placement of additional carriers/antennae on the hand rail.
The City Engineer verified that the current contract accounts for the evaluation of the pod interference, so no modifications are necessary to the contract.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	11/16/15	Approved
2	Finance	Dodge	11/24/15	
3				
4				

Amendments:

FIRST AMENDMENT TO LICENSE

This First Amendment to License ("**First Amendment**") is made as of _____, 2015, by and between the City of Fitchburg, a municipal corporation (the "**City**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company ("**Licensee**").

WITNESSETH:

WHEREAS, the City and Licensee's predecessor in interest, Denali Spectrum Operations, LLC are parties to that certain license, dated January 13th, 2009, as recorded with the Dane County Register of Deeds on February 12th, 2009, as Document No. 4505018 (the "**License**") whereby the City leased to Licensee certain Premises, therein described, that are a portion of the Property located at 2827 Commerce Park Drive, Fitchburg, WI 53711; and

Recording Area

Return to:
City Clerk
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Parcel Number: 225/0609-074-8090-2

WHEREAS, Cricket Communications, Inc. has been purchased by New Cingular Wireless PCS, LLC; and

WHEREAS, New Cingular Wireless PCS, LLC has acquired all of the assets of Cricket Communications, Inc., which Denali Spectrum Operations, LLC is an entity of; and

WHEREAS, as a result of this purchase, Cricket Communications, Inc. has assigned the License with the City to New Cingular Wireless PCS, LLC; and

WHEREAS, the Licensee currently has three (3) antennas on the Tower and occupies approximately 160 square feet of ground space beneath the Tower for its Cabinet; and

WHEREAS, City and Licensee desire to amend the License to allow Licensee to modify Licensee's existing Equipment on the Tower; and

WHEREAS, these modifications include removing three (3) antennas on the handrail, adding one pod on the Tower, adding six (6) antennas, nine (9) RRUs, and three (3) DCG demarcation boxes on the pod, and adding one (1) generator with matching PVC fence on concrete slab on the Property; and

WHEREAS, the City and Licensee desire to amend the License to add an additional extension term of five (5) years.

NOW, THEREFORE, in consideration of the foregoing promises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and the Licensee hereto agree as follows:

1. City and Licensee agree and acknowledge that Paragraph 3 of the License shall be amended. Furthermore, Licensee desires to extend the renewal term, which currently expires in January 2024, for one (1) additional five year term.

2. Licensee shall modify its equipment in accordance with the plans approved by the City and as set forth in Exhibit C-1, which exhibit is attached hereto and incorporated herein by reference. Licensee's equipment information set forth in the License shall hereby be deleted in its entirety as of the date of this First Amendment is fully executed and shall be replaced with Exhibit C-1 attached hereto and incorporated by this reference. In the event of inconsistency or discrepancy between the Exhibit C-1 and Licensee's equipment information set forth in the License, the Exhibit C-1 shall control. The Licensee shall coordinate such work with the City of Fitchburg Utility District No. 1.

3. In accordance with Paragraph 12 of the License, the Licensee shall provide to the City an interference study indicating whether the License's intended use will interfere with any existing as well as identified future City communication facilities on the Tower and an engineering study indicating whether the Tower is able to structurally support Licensee's equipment as well as the existing equipment and any future equipment identified by the City without prejudice to the City's primary use of the Tower.

4. In accordance with Paragraph 13 of the License, Licensee shall be responsible for ensuring that the Equipment does not cause radio frequency ("RF") emissions that are in excess of the safe limits established by the FCC (the "RF Standards"). Before installing the Equipment, the Licensee shall survey the existing RF environment at the Property and provide this information to the City. By installing the Equipment, the Licensee shall be deemed to have represented to the City that the Equipment shall not in itself violate, or, in conjunction with other RF sources located on the Property during the initial term or any renewal terms cause to be violated, the RF Standards.

5. The Licensee shall remove all existing equipment from the site that will not be in use after the Equipment modifications are installed. The Licensee shall repair any damage it causes to the Property and Tower to a condition equivalent to that which existed prior to January 13, 2009.

6. Within thirty (30) days following completion of the Equipment modifications, the Licensee shall, at its own expense, provide the City with "As Built" construction drawings in PDF format showing the actual location of the Licensee's Equipment on the Tower. Said construction drawings shall be accompanied by a complete and detailed inventory of all Equipment installed on the Land and Tower.

7. Licensee shall pay all attorney fees, City staff time, and any outside consulting fees associated with the design, installation, and video survey of the Equipment modifications under this amendment within thirty (30) days of the invoice date. Licensee will pay to the City a one-time payment of Fifteen Thousand and 00/100 Dollars ($15,000.00) to be held by the City in escrow and to be drawn upon and used to pay the actual costs incurred by the City in connection with any and all efforts in the request for installation and maintenance of its equipment located on the Tower.

   City and Licensee understand and agree that the funds held in escrow by the City shall be subject to the following terms and conditions:

a. The City's actual costs shall include, without limitation, costs, whether incurred before or after the date of full execution of this First Amendment, attorney's fees, City staff time and any outside consulting fees.
b. No interest shall be paid on any such escrow.
c. The City shall maintain an accurate record of actual costs as defined above and provide to Licensee in the form of a paid invoice.
d. If the City at any time determines that the escrow account established by this First Amendment is or is likely to become insufficient to pay said actual costs, the City shall inform Licensee that an additional deposit in an amount deemed by the City to be sufficient to cover additional costs.
e. As soon as reasonably feasible following completion of the proposed equipment replacement by this First Amendment, the City shall cause a final accounting to be made of the escrow deposits made pursuant to this First Amendment and the actual cost of the aforesaid City efforts and shall make a final charge of such costs against such escrow deposits. A copy shall be provided to Licensee. If the amount in the escrow is insufficient to pay the total actual costs, a written demand for payment of the balance due shall be mailed to Licensee. Licensee agrees to pay such costs within 30 days of written demand. If an unused balance remains in the escrow account after paying the total actual costs, then such balance shall be returned to Licensee.

8. In exchange for the City agreeing to the proposed equipment replacement identified by this First Amendment, and to the City agreeing to extend the renewal term for one (1) additional five-year term, Licensee hereby agrees to increase the License Fee to a total of Thirty Five Thousand and 00/100 Dollars ($35,000), effective on January 13, 2016. The License Fee shall hereby increase annually by the escalator rate set forth in the Paragraph 11 of the License. Subsequent License Fee payments shall be due on or before January 13th of each subsequent year.

9. All Equipment modifications performed on the Tower, under this First Amendment, shall be completed by a contractor approved by the City.

10. The Licensee's contractors and subcontractors shall carry commercial general liability insurance including contractual liability at no less the limits set forth in Paragraph 19 of the License. The policies shall name the City and the City's consultants as additional insured. As evidence of this coverage, the Licensee shall furnish to the City certificates of insurance for each contractor and subcontractor prior to performing work on the Site.

11. Licensee may add additional antennas, RRUs, and DCGs ("**Additional Equipment**") to the pod without future amendments to this First Amendment under the following conditions:

a. The Additional Equipment shall be completed in accordance with plans approved by the City.
b. Licensee obtains all local, state and federal permits and submits copies to the City for the Additional Equipment prior to installation of Additional Equipment.
c. Per Paragraph 13 of the License, Licensee ensures that the Additional Equipment will/does not cause radio frequency ("RF") emissions that are in excess of the safe limits established by the FCC (the "RF Standards"). Before installing the Additional Equipment, the Licensee shall survey the existing RF environment at the Property and provide this information to the City. By installing the Additional Equipment, the Licensee shall be deemed to have represented to the City that the Additional Equipment shall not in itself violate, or, in

conjunction with other RF sources located on the Property during the initial term or any renewal terms cause to be violated, the RF Standards.

d. Licensee submits an interference study to the City prior to installation of Additional Equipment in accordance with Paragraph 12 of the License indicating that the License's intended use will not interfere with any existing as well as identified future City communication facilities on the Tower and an engineering study indicating the Tower is able to structurally support the Licensee's existing and additional equipment as well as all other existing equipment and any future equipment identified by the City without prejudice to the City's primary use of the Tower.
e. Additional Equipment will not interfere with any license agreements the City has for this Property.
f. Additional Equipment is installed by a contractor approved by the City.
g. Insurance certificates are provided prior to installation of Additional Equipment in accordance with Paragraph 19 of the License and Paragraph 10 of this First Amendment.
h. Licensee pays all attorney fees, City staff time, and any outside consulting fees associated with the design, installation, and video survey of the Additional Equipment under this section of the First Amendment within 30 days of the invoice date.
i. Within 30 day of installation of Additional Equipment, Licensee, at its own expense, provides the City with a record drawing survey in PDF format showing the actual location of the Licensee's Additional Equipment on the Tower. Said survey shall be accompanied by a complete and detailed inventory of all Equipment installed on the Land and Tower to date.

12. All capitalized terms used but not defined herein shall have the meaning set forth in the License.

13. In the event of any inconsistencies between the License and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the License otherwise is unmodified and remains in full force and effect. Each reference in the License to itself shall be deemed also to refer to this First Amendment.

14. The individual or individuals that execute the First Amendment represent and warrant that he/she/they have full authority to do so.

15. All other provision of the License remain unchanged and in full force and effect.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

DRAFT

IN WITNESS WHEREOF, the parties have entered into this First Amendment to License as of the date first set forth above.

"**CITY**":
CITY OF FITCHBURG,
A Wisconsin municipal corporation

By: _____
Stephen L. Arnold, Mayor

By:_____
Patti Anderson, City Clerk

Date: _____

"**LICENSEE**":
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By:_____
Print Name:_____
Title:_____
Date: _____

DRAFT

CITY ACKNOWLEDGMENT

STATE OF WISCONSIN

COUNTY OF DANE

The forgoing instrument was acknowledged before me on this ____ day of _____, 2015, by the above-named _____ to me known to be the person who executed and acknowledged the foregoing instrument, being duly authorized to do so.

_____
Printed name of Notary Public, State of Wisconsin

`

_____
Signature of Notary Public, State of Wisconsin
My Commission Expires: _____.

STATE OF WISCONSIN

COUNTY OF DANE

The forgoing instrument was acknowledged before me on this ____ day of _____, 2015, by the above-named _____ to me known to be the person who executed and acknowledged the foregoing instrument, being duly authorized to do so.

_____
Printed name of Notary Public, State of Wisconsin

`

_____
Signature of Notary Public, State of Wisconsin
My Commission Expires:_____.

Approved:

_____ _____
Patrick Marsh, City Administrator Date

Approved as to form:

_____
Mark Sewell, City Attorney

DRAFT

LICENSEE ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ of AT&T Mobility Corporation, the Manager of New Cingular Wireless PCS, LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____.

Notary Seal

_____
(Signature of Notary)

_____
(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of _____
My appointment expires: _____

This document was drafted by:
Tracy M. Foss, P.E.
Utility Project Engineer

DRAFT

EXHIBIT C-1

(Construction drawings consisting of ____ pages dated _____)

DRAFT

Stephen L. Arnold
Introduced by

Public Works
Prepared by

Board of Public Works & Finance Committee
Referred to

November 10, 2015
Date

RESOLUTION R-125-15

Approving First Amendment to License with New Singular Wireless PCS, LLC, for Modifications to Wireless Digital Communications Equipment on Tower E

WHEREAS, The City of Fitchburg Utility District #1 owns a water tower at 2827 Commerce Park Drive (Tower E); and

WHEREAS, Tower E was designed and built to accommodate private vendor communication equipment and facilities; and

WHEREAS, Denali Spectrum Operations, LLC, also known as Cricket Communications, and the City of Fitchburg entered into a license agreement on January 13, 2009, for placement of wireless digital communication equipment on Tower E; and

WHEREAS, Cricket Communications has been acquired by New Singular Wireless PCS, LLC, also known as AT&T; and

WHEREAS, New Singular Wireless has requested to modify the equipment and antennas on this site; and

WHEREAS, a pod will be necessary on this tower to accommodate the structural loads of the proposed equipment and antennas; and

WHEREAS, an amendment to the license agreement is necessary to incorporate these modifications into the license agreement; and

WHEREAS, the amendment to the license will increase the annual payment from $25,000 per year to $35,000 per year with the same percent annually increase of 4% and extend the agreement one additional five year term until 2029; and

WHEREAS, New Singular Wireless is agreeable to this amendment.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Fitchburg Common Council approves the First Amendment to License with New Singular Wireless PCS, LLC, to modify wireless communications equipment on Tower E located at 2827 Commerce Park Drive subject to final review by the City Attorney and the City Engineer.

BE IT FURTHER RESOLVED, that it authorizes the Mayor and City Clerk to sign the licenses.

Adopted this __th day of _____, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

DATE: 11/19/2015

TO: Finance Committee

FROM: Finance Department

RE: Review of All Checks Issued and P-Card Transactions

Checks Dated	Description		Batch Check Nos.	Amount
11/5/2015	Mayors Batch	A	112285-112289	$31,687.69
11/6/2015	Reissue voided Checks	B	112290-112292	$0.00
11/11/2015	Weekly Batch	C	112293-112322	$281,718.23
11/18/2015	Weekly Batch	D	112323-112357	$535,951.59
			Check Total	$849,357.51

P-Card Transactions

	Billing Cycle		Date Pd	Total
	9/5/2015 - 10/4/2015		10/5/2015	$285,018.16
			P-Card Total:	**$285,018.16**

Grand Total: $1,134,375.67

A1

Report Criteria:
Invoice Detail.Input Date = 11/05/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Acti
11/05/2015							
8222 EHLERS & ASSOCIATES INC							
68876	1	2015 ANNUAL DISCLOSURE REPORTING	10/24/2015	3,800.00	11/15	300-5833-000	
Total EHLERS & ASSOCIATES INC:				3,800.00			
11/05/2015							
2732 EMC INSURANCE COMPANIES							
CLM1111023	1	DEDUCTIBLE CLAIM 1111023 FOULK	10/15/2015	4,125.00	11/15	100-5130-210	
Total EMC INSURANCE COMPANIES:				4,125.00			
11/05/2015							
4268 MADPOWER TRAINING							
GRANT	1	ECON DEV GRANT REFUND	11/02/2015	10,000.00	11/15	100-23171	
Total MADPOWER TRAINING:				10,000.00			
11/05/2015							
15124 SOUTH CENTRAL CONTRACTING INC							
1335	1	WATER MAIN BREAK (GLACIER VALLEY)	10/20/2015	7,536.00	11/15	600-5673-100	
Total SOUTH CENTRAL CONTRACTING INC:				7,536.00			
11/05/2015							
1073 WISCONSIN, STATE OF							
OCT2015_ASSESS	1	MONTHLY ASSESSMENTS	10/31/2015	6,226.69	11/15	100-4510-000	
Total WISCONSIN, STATE OF:				6,226.69			
Grand Totals:				31,687.69			

Report GL Period Summary

Vendor number hash:	31419
Vendor number hash - split:	31419
Total number of invoices:	5
Total number of transactions:	5

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	31,687.69	31,687.69
Grand Totals:	31,687.69	31,687.69

B1

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check Amount	
11/05/2015						
11/15	11/05/2015	111013	2254	PARKER, JOHNATHAN	64.00-	V
Total 11/05/2015:					64.00-	
11/06/2015						
11/15	11/06/2015	106161	3382	SKALSKY, ELIJAH J	39.00-	V
11/15	11/06/2015	108427	3898	MEIER, CRAIG	80.00-	V
11/15	11/06/2015	112290	3898	MEIER, CRAIG	80.00	
11/15	11/06/2015	112291	2254	PARKER, JOHNATHAN	64.00	
11/15	11/06/2015	112292	3382	SKALSKY, ELIJAH J	39.00	
Total 11/06/2015:					64.00	
Grand Totals:					.00	

C1

Report Criteria:
Invoice Detail.Input Date = 11/11/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
11/11/2015								
4273 AYNKAY LLC								
CDRR#15-134	1	CDRR REFUND (BP 258-15)	10/29/2015	50.00	11/15		213-23160	0
CDRR#15-134	2	CDRR RETAINED (BP 258-15)	10/29/2015	45.00-	11/15		213-4800-001	0
Total AYNKAY LLC:				5.00				
11/11/2015								
3955 BARTELS, JEFF								
OCT 2015	1	QUARRY RIDGE REC AREA SUPPLIES	11/06/2015	749.31	11/15		400-5766-223	0
Total BARTELS, JEFF:				749.31				
11/11/2015								
367 DANE COUNTY REGISTER OF DEEDS								
FINAL RESOLUTION	1	PARCEL #060908285752 DISC A PORTION OF M	11/05/2015	30.00	11/15		100-13100	13
IMPLEMENTATION PLAN	1	PARCEL #060918225052 ZONING ORD. AMEND I	11/04/2015	30.00	11/15		100-13100	13
UTILITY RIGHTS	1	PARCEL #060908285752 RELEASE OF UTILITY R	11/05/2015	30.00	11/15		100-13100	13
Total DANE COUNTY REGISTER OF DEEDS:				90.00				
11/11/2015								
8683 DORN, ADAM								
WFIA CONF	1	MEAL REIMBURSEMENT-WFIA CONF	11/06/2015	95.00	11/15		100-5220-325	0
WFIA CONF	2	MILEAGE REIMBURSEMENT/GRAND CHUTE CO	11/06/2015	77.86	11/15		100-5220-330	0
Total DORN, ADAM:				172.86				
11/11/2015								
2743 FIELD & STREAM RESTORATIONS LLC								
15-011-01	1	CITY HALL PRAIRIE WORK	10/31/2015	460.00	11/15		100-5520-290	0
Total FIELD & STREAM RESTORATIONS LLC:				460.00				
11/11/2015								
179 FITCHRONA EMS DISTRICT								
179	1	CPR CERTIFIED CARDS	11/02/2015	245.00	11/15		221-5210-325	0
Total FITCHRONA EMS DISTRICT:				245.00				
11/11/2015								
2113 FREY, JOYCE								
JAN-SEPT 2015	1	PARKING	09/16/2015	43.25	11/15		100-5670-325	0
JUNE 2015	1	MILEAGE	06/16/2015	41.40	11/15		100-5670-330	0
Total FREY, JOYCE:				84.65				
11/11/2015								
3954 FRIENDS OF CAPITAL SPRINGS REC AREA								
STP2015	1	STATE TRAIL PRASS PAYMENT	11/03/2015	1,278.00	11/15		100-21122	0
Total FRIENDS OF CAPITAL SPRINGS REC AREA:				1,278.00				

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
11/11/2015								
139 INTERSTATE BILLING SERVICE								
460151	1	#134 REPAIR SEAT COVER TEAR	10/08/2015	596.87	11/15		100-5210-335	0
Total INTERSTATE BILLING SERVICE:				596.87				
11/11/2015								
113 KAYSER FORD INC								
L3771	1	SQUAD LEASES - NOV 2015	10/27/2015	8,115.00	11/15		100-5210-260	0
Total KAYSER FORD INC:				8,115.00				
11/11/2015								
4274 LARSON, CAROL								
28	1	2 TOILET REBATES 2658/2660 CHESAPEAK DR	11/02/2015	200.00	11/15		600-5856-200	0
Total LARSON, CAROL:				200.00				
11/11/2015								
4076 M3 INSURANCE SOLUTIONS INC								
11593	1	ADD PARKS 2016 FORD F550 #3045	10/23/2015	90.00	11/15		100-5154-512	0
11593	2	ADD 2016 PLOW TRUCK	10/23/2015	168.00	11/15		100-5154-512	0
8239	1	WORKERS COMP (93.19%)	10/12/2015	62,623.73	11/15		100-5154-595	0
8239	2	WORKERS COMP (1.71%)	10/12/2015	1,150.25	11/15		600-5925-100	0
8239	3	WORKERS COMP (2.59%)	10/12/2015	1,737.60	11/15		600-5853-200	0
8239	4	WORKERS COMP (1.9%)	10/12/2015	1,279.56	11/15		601-5924-300	0
8239	5	WORKERS COMP (61%)	10/12/2015	406.86	11/15		250-5511-590	0
8239	6	69.66%-LIAB/UTO/CRIME/E&O/UMBRELLA INS (N	10/12/2015	27,739.63	11/15		100-5154-512	0
8239	7	LIAB/UTO/CRIME/E&O/UMBRELLA INS (NON-WC	10/12/2016	3,397.04	11/15		250-5511-590	0
8239	8	LIAB/UTO/CRIME/E&O/UMBRELLA INS (NON-WC	10/12/2015	3,607.85	11/15		600-5925-100	0
8239	9	LIAB/UTO/CRIME/E&O/UMBRELLA INS (NON-WC	10/12/2015	3,296.45	11/15		600-5853-200	0
8239	10	LIAB/UTO/CRIME/E&O/UMBRELLA INS (NON-WC	10/12/2015	1,781.03	11/15		601-5924-300	0
Total M3 INSURANCE SOLUTIONS INC:				107,278.00				
11/11/2015								
40 MADISON GAS & ELECTRIC CO								
MGE10_15	1	OCTOBER BILLS	11/04/2015	19,516.26	11/15		600-5623-100	0
Total MADISON GAS & ELECTRIC CO:				19,516.26				
11/11/2015								
15086 MADISON METRO SEWERAGE DIST								
2015-127	1	SARIS EXPLANSION - MMSD FEES	10/08/2015	17,360.62	11/15		600-22320	0
Total MADISON METRO SEWERAGE DIST:				17,360.62				
11/11/2015								
4275 MADISON PRE HUNG DOORS								
CDRR#15-184	1	CDRR REFUND (BP 500-15)	10/26/2015	100.00	11/15		213-23160	0
CDRR#15-184	2	CDRR RETAINED (BP 500-15)	10/26/2015	7.00-	11/15		213-4800-001	0
Total MADISON PRE HUNG DOORS:				93.00				
11/11/2015								
1450 MARTHE, JASON								
TUITION_2015 FALL	1	TUITION REIMBURSEMENT	11/05/2015	1,275.00	11/15		100-5210-326	0

C3

Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
Total MARTHE, JASON:				1,275.00				
11/11/2015								
4276 MERRELL, LOLLY								
MCKEE KEY DEPOSIT	1	MCKEE KEY DEPOSIT	11/06/2015	40.00	11/15		100-4820-200	0
Total MERRELL, LOLLY:				40.00				
11/11/2015								
278 METRO TRANSIT SYSTEM								
50900245	1	INVESTMENT PARTNER SHARE - 4TH QTR	10/15/2015	109,800.00	11/15		100-5352-200	0
Total METRO TRANSIT SYSTEM:				109,800.00				
11/11/2015								
3526 MIDWEST TAPE								
93338992	1	CD-DVD	10/21/2015	42.24	11/15		250-5511-387	0
Total MIDWEST TAPE:				42.24				
11/11/2015								
6642 MINNESOTA LIFE INS CO								
DEC-15	1	LIFE INS PREM.	11/06/2015	4,148.96	11/15		100-21750	0
Total MINNESOTA LIFE INS CO:				4,148.96				
11/11/2015								
4148 NOSTRA TERRA LANDSCAPING								
1084	1	MEDIAN MAINTENANCE	11/01/2015	4,117.00	11/15		100-5520-290	0
Total NOSTRA TERRA LANDSCAPING:				4,117.00				
11/11/2015								
6996 PROUGH, MATTHEW								
EMC LDRSHP SUMMIT	1	TRAVEL MILEAGE RT 286 MILES	10/12/2015	164.45	11/15		100-5145-330	0
EMC LDRSHP SUMMIT	2	MEAL REIMBURSEMENT	10/12/2015	13.00	11/15		100-5145-325	0
Total PROUGH, MATTHEW:				177.45				
11/11/2015								
3019 SAYLOR, ERIN								
SCLS SEMINAR	1	MEAL REIMBURSEMENT	09/11/2015	13.00	11/15		250-5511-325	0
SCLS SEMINAR	2	MILEAGE REIMBURSEMENT	09/11/2015	69.00	11/15		250-5511-330	0
Total SAYLOR, ERIN:				82.00				
11/11/2015								
1541 SIMPLEX GRINNELL								
78191017	1	FIRE/SPRINKLER MONITORING CONTRACT	10/27/2015	2,376.00	11/15		250-5511-290	0
78191018	1	DUCT MONITORING CONTRACT	10/27/2015	395.00	11/15		250-5511-290	0
Total SIMPLEX GRINNELL:				2,771.00				
11/11/2015								
2548 SOUTH CENTRAL LIBRARY SYSTEM								
15-0393	1	6 MO SUBSCRIPTION - ZOHO 2015	10/28/2015	39.66	11/15		250-5511-245	0

C4

Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
Total SOUTH CENTRAL LIBRARY SYSTEM:				39.66				
11/11/2015								
1205 ST CROIX COMPUTER GRAPHICS								
9774	1	W-2 & 1099 FORMS	10/17/2015	417.11	11/15		100-5152-340	0
Total ST CROIX COMPUTER GRAPHICS:				417.11				
11/11/2015								
2448 STAMPFLI COACHING SERVICES LLC $50.00 City Share								
BBSHOOT_10/26-11/4	1	BASKETBALL SKILLS TRAINING	11/04/2015	200.00	11/15		100-5530-290	0
Total STAMPFLI COACHING SERVICES LLC:				200.00				
11/11/2015								
5379 UNITED RENTALS (NORTH AMERICA)								
132500472-002	1	QUARRY RIDGE REC AREA WORK	10/27/2015	1,030.98	11/15		400-5766-223	0
Total UNITED RENTALS (NORTH AMERICA):				1,030.98				
11/11/2015								
3767 WEX BANK								
42813730	1	OCTOBER 2015 FUEL - FIRE DEPT	10/31/2015	1,046.61	11/15		100-5220-335	0
42813730	2	OCTOBER 2015 FUEL - BLDG INSP	10/31/2015	215.13	11/15		100-5240-335	0
42813730	3	OCTOBER 2015 FUEL - REC DEPT	10/31/2015	70.52	11/15		100-5530-335	0
Total WEX BANK:				1,332.26				
Grand Totals:				281,718.23				

Report GL Period Summary

Vendor number hash:	109957
Vendor number hash - split:	185497
Total number of invoices:	34
Total number of transactions:	51

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	281,718.23	281,718.23
Grand Totals:	281,718.23	281,718.23

Report Criteria:
Invoice Detail.Input Date = 11/11/2015

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Report Criteria:
Invoice Detail.Input Date = 11/18/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
11/18/2015								
2785 ANGUS YOUNG								
53611-6	1	MCGAW PARK SHELTER DESIGN	10/02/2015	475.50	11/15		400-5766-211	0
6	1	HUEGEL-JAMESTOWN PARK SHELTER DESIGN	11/02/2015	5,533.75	11/15		400-5766-257	0
Total ANGUS YOUNG:				6,009.25				
11/18/2015								
3541 ARTFUL ESCAPES LLC								
10/10/2015	1	TEEN PRESENTER FEE	11/02/2015	144.00	11/15		250-5511-291	0
Total ARTFUL ESCAPES LLC:				144.00				
11/18/2015								
641 BAULDRY ENTERPRISES								
SANTA2015	1	RENT A SANTA - HOLIDAY PARTY 2015	11/09/2015	125.00	11/15		207-5570-210	0
Total BAULDRY ENTERPRISES:				125.00				
11/18/2015								
769 CGC INC								
42278	1	TECHLANDS - CONCRETE TESTS	09/15/2015	36.00	11/15		100-13100	13
42469	1	TECH LANDS SOIL AND ASPHALT TESTING	10/09/2015	220.35	11/15		100-13100	13
Total CGC INC:				256.35				
11/18/2015								
4207 CREMIN, JULIA								
9/19-10/31/2015	1	YOGA FOR KIDS (4-7)	10/31/2015	230.40	11/15		100-5530-290	0
9/19-10/31/2015	2	YOGA FOR KIDS (8-11)	10/31/2015	345.60	11/15		100-5530-290	0
Total CREMIN, JULIA:				576.00				
11/18/2015								
3332 DAN POWERS COMPANY LLC								
438	1	LABOR CHARGE/SYSTEM CHECK	10/28/2015	130.00	11/15		100-5145-365	0
Total DAN POWERS COMPANY LLC:				130.00				
11/18/2015								
5020 DELGADO, VICTOR								
573479	1	INTERPRET FOR COURT	11/12/2015	30.00	11/15		100-5120-290	0
Total DELGADO, VICTOR:				30.00				
11/18/2015								
8288 FOLKERS, SARAH								
10-5 TO 11-4	1	OCTOBER MILEAGE	11/04/2015	129.38	11/15		100-5460-330	0
10-5 TO 11-4	2	OCTOBER PARKING	11/04/2015	4.00	11/15		100-5460-325	0
Total FOLKERS, SARAH:				133.38				
11/18/2015								

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
1099 GENERAL COMMUNICATIONS								
212160	1	ANNUAL DANE COM RADIO MAINTENANCE	07/02/2015	11,226.00	11/15		100-5290-269	0
212160	2	ANNUAL DANE COM - VERONA	07/02/2015	780.00	11/15		100-5290-269	13
212160	3	ANNUAL DANE COM - EPIC	07/02/2015	1,212.00	11/15		100-5290-269	13
217474	1	Squad #151 change over	11/06/2015	5,777.80	11/15	1018	100-5210-335	0
217517	1	5 REPLACEMENT PAGER BATTERIES	11/09/2015	95.00	11/15		100-5220-363	0
Total GENERAL COMMUNICATIONS:				19,090.80				
11/18/2015								
15059 GREEN BAY PIPE & TV CONTRACTOR								
2453	1	INSPECT SEWER LINES	10/27/2015	7,350.53	11/15		600-5831-200	0
Total GREEN BAY PIPE & TV CONTRACTOR:				7,350.53				
11/18/2015								
1405 GRUDZINSKI, MIKE								
MILEAGE JUNE-OCT	1	MILEAGE (6/1/15 THRU 10/3015)	11/10/2015	411.71	11/15		100-5153-330	0
Total GRUDZINSKI, MIKE:				411.71				
11/18/2015								
4179 HARLEY DAVIDSON OF MADISON								
2015 FLHTP	1	2015 MOTORCYCLE LEASE PAYMENT	11/10/2015	3,535.66	11/15		100-5210-335	0
Total HARLEY DAVIDSON OF MADISON:				3,535.66				
11/18/2015								
3226 HILL, DAVID								
9/29/2015	1	OCTOBER MILEAGE	10/02/2015	3.45	11/15		100-5460-330	0
9/29/2015	2	PARKING REIMBURSEMENT	10/02/2015	10.60	11/15		100-5460-325	0
Total HILL, DAVID:				14.05				
11/18/2015								
2468 KELLER, PAUL								
20151006	1	TERRACE TREE REPLACEMENT	11/13/2015	250.00	11/15		100-5520-290	0
Total KELLER, PAUL:				250.00				
11/18/2015								
8438 KIRWAN, KEELEY								
CHAMPFEE2	1	COED INTERMEDIATE VOLLEYBALL CHAMP FE	11/09/2015	75.00	11/15		100-4672-100	0
Total KIRWAN, KEELEY:				75.00				
11/18/2015								
2027 MADISON COMMERCIAL LANDSCAPE								
346544	1	Sidewalk Sawing $12.12 in-ft	11/06/2015	4,900.00	11/15	1045	100-5300-377	0
346544	2	Retaining wall repair-Set up fee	11/06/2015	100.00	11/15	1045	100-5300-377	0
Total MADISON COMMERCIAL LANDSCAPE:				5,000.00				
11/18/2015								
40 MADISON GAS & ELECTRIC CO								
10974707 10-15	1	MCGAW	11/06/2015	79.40	11/15		100-5220-365	0
11027869 10-15	1	2377 FISH HATCHERY RD OLD CITY HALL	11/06/2015	46.25	11/15		100-5161-365	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
11034154 10-15	1	5791 LACY RD (FS #1)	11/06/2015	1,473.17	11/15		100-5162-365	0
11104056 10-15	1	TOWER HILL PARK	11/06/2015	45.39	11/15		100-5220-365	0
11457595 10-15	1	WILDWOOD SOUTH	11/06/2015	24.31	11/15		100-5220-365	0
12017919 10-15	1	5510 LACY RD (COMM CTR)	11/06/2015	2,294.64	11/15		100-5514-365	0
15031149 10-15	1	5415 KING JAMES WAY (FS #2)	11/06/2015	72.81	11/15		100-5163-365	0
15539539 10-15	1	BIKE PATH	11/06/2015	73.12	11/15		100-5220-365	0
16298325 10-15	1	MCKEE SHELTER	11/06/2015	299.90	11/15		100-5220-365	0
16456683 10-15	1	GREENFIELD	11/06/2015	52.54	11/15		100-5220-365	0
16503849 10-15	1	QUARRY RIDGE	11/06/2015	45.28	11/15		100-5220-365	0
17147885 10-15	1	2373 S FISH HATCHERY RD MAINT BLDG	11/06/2015	1,413.94	11/15		100-5164-365	0
17545294 10-15	1	5520 LACY RD (CITY HALL)	11/06/2015	7,855.37	11/15		100-5165-365	0
19450394 10-15	1	CHAPEL VALLEY SERVICE	11/06/2015	233.28	11/15		100-5220-365	0
22605513 10-15	1	6091 MCKEE RD SIGN	11/06/2015	46.56	11/15		400-5731-201	0
22959977 10-15	1	CHAPEL VALLEY LIGHTS	11/06/2015	677.98	11/15		100-5220-365	0
23378375 10-15	1	2353 S FISH HATCHERY RD (EVIDENCE BLDG)	11/06/2015	1,142.57	11/15		100-5166-365	0
23488158 10-15	1	SWAN CREEK SHELTER	11/06/2015	31.06	11/15		100-5220-365	0
24106973 10-15	1	2687 OSMUNDSEN RD	11/06/2015	41.66	11/15		100-5162-365	0
24716984 10-15	1	5530 LACY RD	11/06/2015	8,184.15	11/15		250-5511-365	0
25756073 10-15	1	5785 MCKEE RD 911	11/06/2015	257.42	11/15		100-5290-269	0
26397091 10-15	1	5236 E LACY RD PATH	11/06/2015	65.44	11/15		100-5220-365	0
26499723 10-15	1	3041 S SEMINOLE HWY PATH	11/06/2015	34.71	11/15		100-5220-365	0
OCT 2015 BILLS	1	PUBLIC WORKS LIGHTS / SIGNALS & SIRENS	11/06/2015	12,293.79	11/15		100-5300-220	0
OCT 2015 BILLS	2	COUNTY SHARE - LIGHT & SIGNALS	11/06/2015	332.45	11/15		100-13100	13
Total MADISON GAS & ELECTRIC CO:				37,117.19				
11/18/2015								
15086 MADISON METRO SEWERAGE DIST								
11972	1	SEWER PLAN REVIEW FEE (1ST ADD TO REN O	08/28/2015	1,250.00	11/15		600-22320	0
12048	1	3RD QTR SERVICE	10/15/2015	413,735.28	11/15		600-5827-200	0
12084	1	ECOSTAR - LABS	10/15/2015	622.10	11/15		600-11422	0
12084	2	ALL JUICE LABS	10/15/2015	654.02	11/15		600-11422	0
2015-107	1	HABITAT - SEWER SITE REVIEW PLAN	08/26/2015	1,250.00	11/15		600-22320	0
Total MADISON METRO SEWERAGE DIST:				417,511.40				
11/18/2015								
1743 MARTIN, MEREDITH								
COCHAMPFEE	1	COED POWER VOLLEYBALL CHAMP FEE	11/09/2015	75.00	11/15		100-4672-100	0
WOCHAMPFEE	1	WOMENS VOLLEYBALL CHAMP FEE	11/09/2015	75.00	11/15		100-4672-100	0
Total MARTIN, MEREDITH:				150.00				
11/18/2015								
3526 MIDWEST TAPE								
93352812	1	CD-DVD	10/27/2015	32.24	11/15		250-5511-387	0
93379547	1	CD-DVD	11/03/2015	121.72	11/15		250-5511-387	0
Total MIDWEST TAPE:				153.96				
11/18/2015								
578 NINE SPRINGS GOLF COURSE LLC								
RESR-103-14_NOV15	1	GOLF COURSE LEASE PAYMENT PER RES R-10	11/15/2015	1,666.66	11/15		100-5520-289	0
RESR-103-14_NOV15	2	OCT 2015 ERROR DIFFERENCE	11/15/2015	.66	11/15		100-5520-289	0
Total NINE SPRINGS GOLF COURSE LLC:				1,667.32				

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
11/18/2015								
80 PAYNE AND DOLAN INC								
307754	1	RELEASE RETAINAGE 2014 STREET IMPROVEM	09/01/2015	10,000.00	11/15		400-5733-319	0
Total PAYNE AND DOLAN INC:				10,000.00				
11/18/2015								
2707 PEAK SYSTEMS GROUP INC								
4470	1	Sony VPL-CW276 Projector	11/04/2015	840.00	11/15	1008	400-5722-105	0
4470	2	Projector Bracket	11/04/2015	90.00	11/15	1008	400-5722-105	0
4470	3	Wall Controller for Projector	11/04/2015	100.00	11/15	1008	400-5722-105	0
4470	4	Wall Speakers for Projector	11/04/2015	82.50	11/15	1008	400-5722-105	0
4470	5	Wireless Presentation Gateway	11/04/2015	365.00	11/15	1008	400-5722-105	0
4470	6	Intallation Labor	11/04/2015	765.00	11/15	1008	400-5722-105	0
4470	7	System Training/Tuning/Design	11/04/2015	122.50	11/15	1008	400-5722-105	0
Total PEAK SYSTEMS GROUP INC:				2,365.00				
11/18/2015								
4278 POST, LINDA								
REIMBURSE	1	TERRACE TREE REPLACEMENT	11/13/2015	250.00	11/15		100-5520-290	0
Total POST, LINDA:				250.00				
11/18/2015								
4170 PROCKNOW, MICHAEL A								
SEPT-2015	1	ASSESSMENT CONSULT SERVICES	10/05/2015	625.00	11/15		100-5153-290	0
Total PROCKNOW, MICHAEL A:				625.00				
11/18/2015								
3732 PROVIDENT LIFE & ACCIDENT INS								
6437_DEC2015	1	LIFE INSURANCE PREMIUM	11/10/2015	16.54	11/15		100-21770	0
Total PROVIDENT LIFE & ACCIDENT INS:				16.54				
11/18/2015								
81 SHERWIN WILLIAMS								
0270-1	1	PAINT SUPPLIES	09/08/2015	270.89	11/15		600-5671-100	0
0587-8	1	PAINT SUPPLIES	09/15/2015	19.00	11/15		600-5671-100	0
Total SHERWIN WILLIAMS:				289.89				
11/18/2015								
15122 SHORT-ELLIOTT-HENDRICKSON INCORPORATED								
305792	1	WEST FIRE STATION DESIGN & CONSTRUCTIO	11/06/2015	19,217.84	11/15		400-5722-249	0
Total SHORT-ELLIOTT-HENDRICKSON INCORPORATED:				19,217.84				
11/18/2015								
1527 SILEO, DOTTIE								
BALLROOM	1	BALLROOM DANCE	11/01/2015	156.00	11/15		100-5530-290	0
Total SILEO, DOTTIE:				156.00				
11/18/2015								

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	PO Number	GL Account	Act#
1541 SIMPLEX GRINNELL								
78202539	1	FIRE ALARM MAINTENANCE	10/27/2015	317.00	11/15		100-5514-240	0
81842120	1	FIRE ALARM MAINTENANCE	10/19/2015	262.51	11/15		100-5165-240	0
Total SIMPLEX GRINNELL:				579.51				
11/18/2015								
4277 SOLACF, WANDA								
REIMBURSE	1	REIMBURSE PATRON FOR LOST-PAID-FOUND I	11/03/2015	13.99	11/15		250-5511-390	0
Total SOLACF, WANDA:				13.99				
11/18/2015								
1040 TRI-NORTH BUILDERS								
15002-10-1	1	MAINTENANCE FACILITY REPAIR DAMAGED CO	09/30/2015	1,200.00	11/15		100-5164-240	0
Total TRI-NORTH BUILDERS:				1,200.00				
11/18/2015								
62 VERIZON WIRELESS								
9754543540	1	VERIZON MODEMS	10/23/2015	55.19	11/15		600-5921-100	0
9754543540	2	VERIZON MODEMS	10/23/2015	55.18	11/15		600-5851-200	0
Total VERIZON WIRELESS:				110.37				
11/18/2015								
3749 WISCONSIN INDEPENDENT NETWORK								
23436	1	CITY HALL	11/01/2015	130.41	11/15		100-5145-210	0
23436	2	FIRE	11/01/2015	164.22	11/15		100-5220-245	0
23436	3	LIBRARY	11/01/2015	4.83	11/15		250-5511-245	0
23436	4	FACTV	11/01/2015	14.49	11/15		207-5570-245	0
23436	5	POLICE	11/01/2015	144.90	11/15		100-5210-245	0
23436	6	RECYCLING	11/01/2015	4.83	11/15		213-5362-245	0
23436	7	STORM UD	11/01/2015	4.83	11/15		601-5930-301	0
23436	8	UTILITY WATER	11/01/2015	9.66	11/15		600-5921-101	0
23436	9	UTILITY SEWER	11/01/2015	4.83	11/15		600-5851-201	0
23436	10	MPSIS	11/01/2015	483.00	11/15		100-13100	13
Total WISCONSIN INDEPENDENT NETWORK:				966.00				
11/18/2015								
2742 ZWIEG, DELL								
OCT-2015	1	TUITION REIMBURSEMENT / MEALS	11/09/2015	201.00	11/15		100-5153-325	0
OCT-2015	2	MILEAGE 10/5-11/5/15	11/09/2015	228.85	11/15		100-5153-330	0
Total ZWIEG, DELL:				429.85				
Grand Totals:				535,951.59				

Report GL Period Summary

Vendor number hash:	191386
Vendor number hash - split:	279823
Total number of invoices:	69
Total number of transactions:	95

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Terms Description	Invoice Amount	Net Invoice Amount

Terms Description	Invoice Amount	Net Invoice Amount

Open Terms	535,951.59	535,951.59
Grand Totals:	535,951.59	535,951.59

Report Criteria:
Invoice Detail.Input Date = 11/18/2015

JPMorganChase

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER	
PAYMENT DUE DATE	10/18/2015
AMOUNT DUE	$285,018.16
CURRENT BALANCE	$285,018.16

Remit To: JPMORGAN CHASE BANK NA
P.O. BOX 4475
CAROL STREAM, IL 60197-4475

AMOUNT ENCLOSED $

CITY OF FITCHBURG
MISTY DODGE
5520 LACY ROAD
FITCHBURG WI 53711-5318

**NM0000135

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: CITY OF FITCHBURG

CLOSING DATE	10-04-15
CREDIT LIMIT	500,000
AVAILABLE CREDIT	214,982

FOR CUSTOMER SERVICE CALL:
1-800-316-6056

FOR TTY/TDD SERVICE CALL:
1-800-955-8060

SEND BILLING INQUIRIES TO:

JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121

PREVIOUS BALANCE	182,629.92
PURCHASES AND OTHER CHARGES	285,439.83
CASH ADVANCES	.00
CREDITS	421.67
PAYMENTS	182,629.92-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
NEW BALANCE	**285,018.16**
TOTAL PAYMENT DUE	285,018.16
DISPUTED AMOUNT	.00

City of Fitchburg
P-Card Transactions
Cycle Start Date: 9/5/2015
Cycle End Date: 10/4/2015

Posting Date	Amount	Fund	Dept	Obj	Actv	Description	Merchant	MCC	Cardholder
09/07/2015	82.00	100	5141	253		RANDOM DRUG TESTS - STREETS	CONCENTRA	8099	AMY TRACY
09/07/2015	45.85	100	5520	350		STRING TRIMMER PARTS	ENGELHART INC	5571	JOHREN FRYDENLUND
09/07/2015	.01	250	5511	387		CD - DVD REFUND	AMAZON.COM	5942	KATE HULL
09/07/2015	9.98	250	5511	387		CD - DVD	AMAZON.COM	5942	KATE HULL
09/07/2015	342.77	250	5511	387		YOUTH PRINT	DART/TARTAN/MCNAUGH	5942	KATE LIU
09/07/2015	5.20	250	5511	310		OFFICE SUPPLIES	STAPLES	5111	KATE LIU
09/07/2015	1,652.00	100	5145	245		DEEP FREEZE SOFTWARE - PAPERLESS LA	FARONICS TECHNOLOGIES	5734	MATTHEW PROUGH
09/07/2015	31.00	250	5511	245		WIRELESS PRESENTER	AMAZON.COM	5942	WENDY RAWSON
09/09/2015	5.00	100	5142	310		PRE-SORT USER FEE	PITNEY BOWES PI	5111	KIM HAUGE
09/09/2015	95.00	100	5141	252		FIRE CHIEF AD	PAYPAL *NAHF	8398	KIM HAUGE
09/09/2015	707.00	400	5733	370		RIMROCK & MOORLAND	HARD ROCK SAWING & DRI	1771	KIM HAUGE
09/09/2015	112.13	100	5141	251		POLICE OFFICER AD	IN *THE MADISON TIMES	2741	KIM HAUGE
09/09/2015	178.27	207	5570	250		BUSINESS CARD MAGNETS	HALO BRANDED SOLUTIONS	7311	KIM HAUGE
09/10/2015	2,233.16	600	5641	100		CHEMICALS	HAWKINS INC	5169	KARI PETERSON
09/10/2015	23.85	250	5511	340		PROGRAM SUPPLIES - ADULT	COPPS FOOD CTR00081828	5411	KATE HULL
09/10/2015	6.27	250	5511	340		NAMETAGS FOR VOLUNTEER EVENT	STAPLES	5111	KATE LIU
09/10/2015	1,020.00	100	5530	290		BABYSITTERS TRAINING ACT CODE 2000.2	AMERICAN RED CROSS	8398	KIM HAUGE
09/10/2015	22.98	100	5300	250		AD FOR BIDS SNOW PLOW/TRUCK EQUIPM	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	25.57	100	5142	250		PSHS SOUND PERMIT 8/25/15 (3.18%)	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	22.98	100	5142	250		PSHS SOUND PERMIT 8/30/15 (2.85%)	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	620.75	100	5142	250		COUNCIL MINUTES 7/28/15 (77.09%)	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	41.04	100	5142	250		ORDINANCE 2015-O-24 (5.1%)	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	71.90	100	5142	250		PSHS ALCOHOL NOTICE 8/25/15 (8.93%)	CAPITAL NEWSPAPERS	5994	KIM HAUGE
09/10/2015	212.89	100	5300	335		PARTS FOR 75C TRACTOR	JOHNSON TRACTOR INC	5046	KIM HAUGE
09/10/2015	41.00	100	1310	000	13	RITA KHATH 8/11/15 (21.93%)	DEAN HEALTH SYSTEMS IN	8099	KIM HAUGE
09/10/2015	41.00	100	1310	000	13	MARK BOGLE 8/1/15 (21.93%)	DEAN HEALTH SYSTEMS IN	8099	KIM HAUGE
09/10/2015	41.00	100	1310	000	13	CASEY VERNON 8/3/15 (21.93%)	DEAN HEALTH SYSTEMS IN	8099	KIM HAUGE
09/10/2015	64.00	100	1310	000	13	AMY SANCHEZ 7/16/15 (34.22%)	DEAN HEALTH SYSTEMS IN	8099	KIM HAUGE
09/10/2015	812.00	100	5520	340		FIELD PAINT	BEACON ATHLETICS	5046	KIM HAUGE
09/10/2015	900.00	100	5145	325		TRAINING NICK - CONFIGURING WINDOWS	CORE BTS INC	4816	MATTHEW PROUGH
09/11/2015	61.95	600	5665	100		TOOLS	HARBOR FREIGHT TOOLS 1	5251	ANTHONY PELLETTER
09/11/2015	338.07	600	5932	100		NEW TRUCK SUPPLIES	CARQUEST 2332	5533	KARI PETERSON
09/11/2015	1,224.50	600	5641	100		CHEMICALS	HAWKINS INC	5169	KARI PETERSON
09/11/2015	16.88	600	5828	200		SEWER TRUCK REPAIRS	BRUCE MUNICIPAL EQUIPM	5046	KARI PETERSON
09/11/2015	40.00	600	5642	100		INV. 427825-1 WATER TESTING THRU 8/31/1	WI STATE HYGIENE LAB	9399	KARI PETERSON
09/11/2015	185.00	600	5828	200		VAN SIGN	VITAL SIGNS INC	7333	KARI PETERSON
09/11/2015	1,661.21	600	5828	200		SEWER TRUCK REPAIRS	BRUCE MUNICIPAL EQUIPM	5046	KARI PETERSON
09/11/2015	199.15	250	5511	340		TONER	STAPLES	5111	KATE LIU
09/11/2015	10.81	100	5520	360		RESTROOM SIGNS - PARKS	HARDER CORP	5099	KEVIN RICHMOND

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09/11/2015	368.00	250	5511	240		LABOR CHARGE FOR DOOR REPAIR	LA FORCE INC	5039	KEVIN RICHMOND
09/11/2015	284.20	100	5165	360		BLUE CLEANING TOWELS	HARDER CORP	5099	KEVIN RICHMOND
09/11/2015	451.28	100	5162	360		PAPER TOWELS,T.P	HARDER CORP	5099	KEVIN RICHMOND
09/11/2015	659.11	250	5511	360		TP AND PAPER TOWELS	HARDER CORP	5099	KEVIN RICHMOND
09/11/2015	758.43	100	5514	360		CLEANING SUPPLIES	HARDER CORP	5099	KEVIN RICHMOND
09/11/2015	48.20	100	5520	323		GLOVES	CONNEY SAFETY	5969	KIM HAUGE
09/11/2015	45.43	400	5733	463		COUPLE FOR CANNONBALL PATH CULVER	FIRST SUPPLY	5074	KIM HAUGE
09/11/2015	674.74	100	5520	290		GORMON WAYSIDE PRAIRIE	SQ *ADAPTIVE RESTORATI	8999	KIM HAUGE
09/11/2015	192.50	100	5520	290		BRIARWOOD PRAIRIE	SQ *ADAPTIVE RESTORATI	8999	KIM HAUGE
09/11/2015	7.22	100	5520	350		TRAILER REPAIR PARTS	DOUBLE D SERVICES INC	5533	KIM HAUGE
09/11/2015	6.48	100	5210	350		OXYGEN REFILL	BADGER WELDING SUPPLIE	5085	MEREDITH SHELTON
09/11/2015	36.00	100	5220	325		BOOK FOR OFFICER DEVELOPMENT (TRAI	PAYPAL *FFTOOLBOX	5942	MEREDITH SHELTON
09/11/2015	1,199.95	100	5220	341		FIVE (5) MASS CASUALTY RESPONSE BACK	PAUL CONWAY SHIELDS IN	5085	MEREDITH SHELTON
09/11/2015	296.96	100	5220	240		ANNUAL SERVICE TO DRY CHEM EXTINGUI	MDSN RECHARGING SVC	5099	MEREDITH SHELTON
09/11/2015	.95	100	5520	360		TAX CREDIT	DORN TRUE VALUE MIDVAL	5251	MICHAEL MAHAL
09/11/2015	11.62	100	5514	350		DRY ERASE CLEANER (18.78%)	STAPLES	5111	SUSAN JORDAN
09/11/2015	30.86	100	5142	310		AVERY ADDRESS LABELS (49.88%)	STAPLES	5111	SUSAN JORDAN
09/11/2015	1.94	100	5190	310		HANGING FILE TABS (3.14%)	STAPLES	5111	SUSAN JORDAN
09/11/2015	17.45	100	5145	310		3 TIERED DESK SHELF (28.2%)	STAPLES	5111	SUSAN JORDAN
09/14/2015	46.97	600	5665	100		WET DRY VAC	THE HOME DEPOT 4909	5200	ANTHONY PELLETTER
09/14/2015	18.24	250	5511	340		ART SUPPLIES - KIDS	WAL-MART #3857	5411	ELIZABETH LAN
09/14/2015	33.88	250	5511	340		PIZZA FOR TLC	#492026 TOPPERS PIZZA	5812	JAMIE HERNANDEZ
09/14/2015	169.15	600	5675	100		5700 RICHARDSON-SERVICE MAINTENANC	BENJAMIN PLUMBING	1711	KARI PETERSON
09/14/2015	43.59	600	5932	100		SWITCH/WIRE KIT	NAPA	5533	KARI PETERSON
09/14/2015	1,198.00	250	5511	355		COPIER LEASE (52/60)	GFC LEASING COMPANY	5943	KATE LIU
09/14/2015	430.45	100	5163	240		ROOF TOP UNIT REPAIR	GENERAL HEATING & AIR	1711	KEVIN RICHMOND
09/14/2015	319.50	100	5163	240		REPAIR ROOF TOP UNIT	GENERAL HEATING & AIR	1711	KEVIN RICHMOND
09/14/2015	221.81	100	5165	360		HAND SOAP/TOWELS	HARDER CORP	5099	KEVIN RICHMOND
09/14/2015	48.85	100	5210	323		LARSON - UNIFORM	RED THE UNIFORM TAILOR	5137	KIM HAUGE
09/14/2015	448.85	207	5570	340		2 MICS/2 STANDS/1 MIC STAND OPEN BOX/	FULL COMPASS SYS VT	5046	KIM HAUGE
09/14/2015	948.76	207	5570	340		SD CARD HOLDERS/3 HARD DRIVES (67.88	FULL COMPASS SYS VT	5046	KIM HAUGE
09/14/2015	151.95	100	5210	323		CLEMENS - UNIFORM	RED THE UNIFORM TAILOR	5137	KIM HAUGE
09/14/2015	101.17	100	5210	323		DEPT. COST - ERIC MILLER ACADEMY UNIF	RED THE UNIFORM TAILOR	5137	KIM HAUGE
09/14/2015	27.88	100	5152	310		OFFICE SUPPLIES - FINANCE (79.16%)	STAPLES	5111	KIM HAUGE
09/14/2015	2.44	600	5921	100		OFFICE SUPPLIES - WATER (6.93%)	STAPLES	5111	KIM HAUGE
09/14/2015	2.45	600	5851	200		OFFICE SUPPLIES - SEWER (6.96%)	STAPLES	5111	KIM HAUGE
09/14/2015	2.45	601	5921	300		OFFICE SUPPLIES - STORMWATER (6.96%)	STAPLES	5111	KIM HAUGE
09/14/2015	601.20	100	5300	370		CLASS III BARRICADE BOARDS (87.41%)	DECKER SUPPLY CO INC	5039	KIM HAUGE
09/14/2015	86.60	100	5300	370		STOP AHEAD SIGN X2 (12.59%)	DECKER SUPPLY CO INC	5039	KIM HAUGE

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09/14/2015	499.10	100	5145	245		I.T. DESK COMPONENTS	M&M OFFICE INTERIORS,	5021	MATTHEW PROUGH
09/14/2015	24.00	100	5220	350		REPLACEMENT PART FOR SCOTT SCBA AII	JEFFERSON FIRE & SAFET	7393	MEREDITH SHELTON
09/14/2015	385.00	100	5670	320		MEMBERSHIP RENEWAL	IEDC ONLINE	8699	MICHAEL ZIMMERMAN
09/14/2015	260.00	225	5610	320		MEMBERSHIP RENEWAL	GMCC	8641	MICHAEL ZIMMERMAN
09/14/2015	175.00	250	5511	325		WLA CONF REG - RS	WISCONSIN LIBRARY ASSO	8398	REBECCA SWANSON
09/14/2015	145.95	100	5220	340		VEHICLE INVENTORY TAGS	RJ MARX	7333	STEVEN WUNSCH
09/14/2015	81.10	100	5152	340		BANKERS BOXES	STAPLES	5111	SUSAN JORDAN
09/14/2015	295.92	250	5511	340		HALLOWEEN HUNT PRIZES	ORIENTAL TRADING CO	5964	TIM POWERS
09/15/2015	226.74	100	5145	365		CITY HALL PORTION (13.29%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	474.18	100	5210	365		POLICE DEPT PORTION (27.79%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	55.66	600	5921	100		UTILITY PORTION WATER (3.26%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	31.34	600	5851	200		UTILITY PORTION SEWER (1.84%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	15.10	100	5530	365		REC & LEISURE PORTION (0.88%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	29.73	100	5460	365		SENIOR CENTER PORTION (1.74%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	22.64	207	5570	365		FACT PORTION (1.33%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	53.27	100	5300	365		PUBLIC WORKS PORTION (3.12%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	22.97	100	5165	365		BUILDING INSPECTION PORTION (1.35%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	431.72	100	5220	365		FIRE PORTION (25.3%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	56.13	100	5514	365		COMMUNITY CENTER PORTION (3.29%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	60.89	100	5164	365		MAINTENANCE FACILITY PORTION (3.57%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	11.49	100	5142	390		ELECTION PORTION (0.67%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	187.55	250	5511	365		LIBRARY PORTION (10.99%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	27.06	100	5161	365		BUILDING & GROUNDS PORTION (1.59%)	TDS*PAYMENT	4814	KIM HAUGE
09/15/2015	165.00	601	5601	304		PIPE TIES FOR END WALLS	COUNTY MATERIALS C	5099	KIM HAUGE
09/15/2015	134.14	100	5300	335		SEAT BELT TRUCK 21 (54.14%)	LAKESIDE INTERNATIONAL	5511	KIM HAUGE
09/15/2015	113.62	100	5300	335		FIX HORN TRUCK 21 (45.86%)	LAKESIDE INTERNATIONAL	5511	KIM HAUGE
09/15/2015	201.79	100	5300	350		WELDING SUPPLIES	BADGER WELDING SUPPLIE	5085	KIM HAUGE
09/15/2015	17.58	100	5300	370		MULCH FOR RESTORATION WORK	REINDERS - SUSSEX AR	5261	KIM HAUGE
09/15/2015	63.20	100	5300	350		PARTS TO REPAIR RIMROCK WALL FENCE	QUAL LINE FENCE CORP	1799	KIM HAUGE
09/15/2015	156.95	100	5300	350		SHOP SUPPLIES STREETS (66.67%)	LAWSON PRODUCTS	5085	KIM HAUGE
09/15/2015	78.47	100	5520	350		SHOP SUPPLIES PARKS (33.33%)	LAWSON PRODUCTS	5085	KIM HAUGE
09/15/2015	880.00	400	5733	463		12' CUSTOM HANDRAIL	QUAL LINE FENCE CORP	1799	KIM HAUGE
09/15/2015	37.43	100	5520	360		PLUMBING PARTS FOR SWAN CREEK	FIRST SUPPLY	5074	KIM HAUGE
09/15/2015	3.95	100	5145	365		CITY HALL PORTION	METAVANTE-TDS CONV FEE	4814	KIM HAUGE
09/15/2015	18.96	100	5520	335		OIL FILTERS (71.17%)	CARQUEST 2332	5533	KIM HAUGE
09/15/2015	7.68	100	5300	350		FUSES (28.83%)	CARQUEST 2332	5533	KIM HAUGE
09/15/2015	1,438.72	400	5733	370		NOVATION CAMPUS STREET EXTENSION	CRESCENT ELECTRIC 130	5065	KIM HAUGE
09/15/2015	68.94	100	5460	240		COPIER LEASE 8/17/15 TO 9/16/15	GORDON FLESCH COMPANY	5044	KIM HAUGE
09/15/2015	311.38	400	5700	003		DEMENTIA FRIENDLY - DANCE FOR DEMEN	4IMPRINT	5969	MANDI MILLER

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09/16/2015	197.73	100	5220	345		SUPPLIES FOR OPEN HOUSE SIGNAGE	THE HOME DEPOT 4909	5200	ADAM DORN
09/16/2015	47.52	100	5220	345		SUPPLIES FOR OPEN HOUSE (47.38%)	THE HOME DEPOT 4909	5200	ADAM DORN
09/16/2015	26.39	100	5162	350		SUPPLIES FOR FIREHOUSE 1 (26.31%)	THE HOME DEPOT 4909	5200	ADAM DORN
09/16/2015	26.39	100	5163	350		SUPPLIES FOR FIREHOUSE 2 (26.31%)	THE HOME DEPOT 4909	5200	ADAM DORN
09/16/2015	158.34	213	5362	290		QUARRY RIDGE PARK, REFUSE & RECYCLI	PELLITTERI WASTE SYS	4900	FELIPE AVILA
09/16/2015	34.80	600	5921	101		UTILITY TABLET 608-556-8176 (33.34%)	AT&T*PREMIER EBIL	4814	KARI PETERSON
09/16/2015	34.79	600	5921	101		UTILITY TABLET 608-609-8735 (33.33%)	AT&T*PREMIER EBIL	4814	KARI PETERSON
09/16/2015	34.79	100	5210	365		PD TABLET 608-609-3760 (33.33%)	AT&T*PREMIER EBIL	4814	KARI PETERSON
09/16/2015	77.50	600	5602	100		FLAT RATE WATER (13.65%)	MADISON WATER UTILITY	4900	KARI PETERSON
09/16/2015	490.34	600	5602	100		WATER CONSUMPTION (86.35%)	MADISON WATER UTILITY	4900	KARI PETERSON
09/16/2015	2,332.39	250	5511	387		YOUTH PRINT	DART/TARTAN/MCNAUGH	5942	KATE LIU
09/16/2015	921.94	250	5511	387		CD - DVD	BAKER-TAYLOR	5192	KATE LIU
09/16/2015	187.88	250	5511	387		AUDIOBOOKS	BAKER-TAYLOR	5192	KATE LIU
09/16/2015	24.64	250	5511	387	15	AUDIOBOOKS - NAH	BAKER-TAYLOR	5192	KATE LIU
09/16/2015	2,071.68	250	5511	387		ADULT PRINT	BAKER-TAYLOR	5192	KATE LIU
09/16/2015	187.74	250	5511	387	15	ADULT PRINT - NAH	BAKER-TAYLOR	5192	KATE LIU
09/16/2015	85.60	207	5570	340		WINDOW TINTING FOR OFFICE	MENARDS MONONA	5200	KEVIN RICHMOND
09/16/2015	10.50	100	5220	363		FIRE (6.85%)	USCC CALL CENTER	4814	KIM HAUGE
09/16/2015	136.82	100	5520	363		PARKS (89.21%)	USCC CALL CENTER	4814	KIM HAUGE
09/16/2015	3.02	600	5851	200		SEWER (1.97%)	USCC CALL CENTER	4814	KIM HAUGE
09/16/2015	3.02	600	5921	100		WATER (1.97%)	USCC CALL CENTER	4814	KIM HAUGE
09/16/2015	14.10	600	5926	100		8/27/15-UNIFORMS RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	14.09	600	5854	200		8/27/15-UNIFORMS RENTAL UTILTIY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	40.95	100	5520	323		8/27/15-UNIFORMS RENTAL PARKS (15.2%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	65.58	100	5300	323		8/27/15-UNIFORM RENTAL STREETS (24.34%	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	14.10	600	5926	100		9/3/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	14.09	600	5854	200		9/3/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	40.95	100	5520	323		9/3/15-UNIFORM RENTAL UTILITY (15.2%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	65.58	100	5300	323		9/3/15-UNIFORM RENTAL UTILITY (24.34%)	G&K SERVICES AR	5137	KIM HAUGE
09/16/2015	90.00	100	5520	340		WILDWOOD SOUTH PORTABLE TOILET (50	BUCKYS PORTABLE RESTRO	7394	KIM HAUGE
09/16/2015	90.00	100	5520	340		JAMESTOWN PORTABLE TOILET (50%)	BUCKYS PORTABLE RESTRO	7394	KIM HAUGE
09/16/2015	90.40	400	5700	303		DANCE FOR DEMENTIA POSTERS DEMENT	SPRINTPRINT INC	2741	KIM HAUGE
09/16/2015	166.84	100	5520	335		PARTS FOR 2004 GMC (58.5%)	NAPA	5533	KIM HAUGE
09/16/2015	39.81	100	5300	335		TIRE PATCHES (13.96%)	NAPA	5533	KIM HAUGE
09/16/2015	24.54	100	5300	350		SHOP SUPPLIES (8.6%)	NAPA	5533	KIM HAUGE
09/16/2015	54.00	100	5300	350		HOSE FOR JD CRAWLER (18.93%)	NAPA	5533	KIM HAUGE
09/16/2015	488.18	100	5210	355		CANON IR C5045 COPIER LEASE (93.33%)	GFC LEASING COMPANY	5943	KIM HAUGE
09/16/2015	34.89	100	5145	363		CITY HALL FAX BOARD COST (6.67%)	GFC LEASING COMPANY	5943	KIM HAUGE
09/16/2015	149.46	100	5460	345		SEPTEMBER NEWSLETTER	SPRINTPRINT INC	2741	KIM HAUGE

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09/16/2015	57.52	100	5520	350		STRING TRIMMER HEADS	ENGELHART INC	5571	KIM HAUGE
09/16/2015	294.00	100	5130	203		LEGAL SERVICES RENDERED - LABOR	AXLEY BRYNELSON LLP	8111	LISA SANFORD
09/16/2015	779.59	400	5712	014		REPAIR OF GPS CONTROLLER (CRACKED S	SEILER INSTRUMENT	5085	PETER VANDER WEGEN
09/16/2015	43.70	100	5142	355		MAINTENANCE 2ND FLOOR ADV 8205 7/28/1	GORDON FLESCH COMPANY	5044	YESENIA ARCE
09/17/2015	6.34	100	5460	340		HDTV ANTENNA (94.77%)	AMAZON MKTPLACE PMTS	5942	DAVID HILL
09/17/2015	.35	100	1310	000		SALES TAX (5.23%)	AMAZON MKTPLACE PMTS	5942	DAVID HILL
09/17/2015	8.63	250	5511	340		CIRC DESK SUPPLIES	STAPLES	5111	KATE LIU
09/17/2015	3,950.80	100	5130	203		PROSECUTORIAL MATTERS	DEWITT ROSS & STEVENS	8111	KIM HAUGE
09/17/2015	1.50	100	5670	325		PARKING FOR MEETING	DOA MONONA TERRACE PAF	9399	MICHAEL ZIMMERMAN
09/17/2015	12.00	100	5670	325		PARKING FOR MEETING	DOA MONONA TERRACE PAF	9399	MICHAEL ZIMMERMAN
09/17/2015	513.38	100	5142	250		CC MINUTES 8/11/2015 - ORD. 2015-O-16, 25	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/17/2015	16.76	100	5460	387		HEALTHY LIVING W/ DIABETES	COPPS FOOD CTR00081828	5411	SARAH FOLKERS
09/17/2015	8.43	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	8.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	10.54	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	11.59	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	14.76	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	12.65	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	14.76	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	15.81	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	13.70	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	14.76	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/17/2015	845.00	100	5142	355		CANON IR ADV 8205 KZT01350/FA0126 9/25/15-10/24/15	GFC LEASING COMPANY	5943	YESENIA ARCE
09/18/2015	3.00	250	5511	340		PROGRAM SUPPLIES - KIDS	COPPS FOOD CTR00081828	5411	KELLY WITT
09/18/2015	310.52	100	5210	340		INV#3275908581 INK (85.05%)	STAPLES INC - VT	5111	KIM HAUGE

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09/18/2015	48.97	100	5210	310		INV#3275816174 OFFICE SUPPLIES (13.41%)	STAPLES INC - VT	5111	KIM HAUGE
09/18/2015	5.62	100	5210	310		INV#3275816175 OFFICE SUPPLIES (1.54%)	STAPLES INC - VT	5111	KIM HAUGE
09/18/2015	77.56	100	5142	250		PSHS 9/1-9/3/15 ALCOHOL NOTICE (24.91%)	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/18/2015	207.58	100	5630	250		RZ/CU-2077-15 (66.66%)	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/18/2015	26.28	100	5630	250		CU-2078-15 CSM 5649 (8.44%)	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/18/2015	11.59	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/18/2015	11.59	250	5511	387		E-BOOKS	AMAZON SERVICES-KINDLE	5735	TEGAN STRINGFIELD
09/21/2015	29.99	100	5460	340		TV ANTENNA	AMAZON MKTPLACE PMTS	5942	DAVID HILL
09/21/2015	222.60	100	5190	310		PLOTTER PAPER	MASTERGRAPHICS, INC	5045	FELIPE AVILA
09/21/2015	68.44	250	5511	340		PROGRAM SUPPLIES - TEEN	WAL-MART #3857	5411	JAMIE HERNANDEZ
09/21/2015	140.00	100	5460	325		WASC CONFERENCE	METROPOLIS HOTEL	7011	JILL MCHONE
09/21/2015	473.70	601	5601	302		DOG WASTE BAGS	ZERO WASTE USA	5995	JOHREN FRYDENLUND
09/21/2015	7.44	250	5511	340		HALLOWEEN HUNT SUPPLIES	AMAZON MKTPLACE PMTS	5942	KATE LIU
09/21/2015	153.42	250	5511	345		BOOKMARKS - HOURS	SPRINTPRINT INC	2741	KATE LIU
09/21/2015	310.13	250	5511	355		COPY OVERAGES	GORDON FLESCH COMPANY	5943	KATE LIU
09/21/2015	119.05	250	5511	360		JANITORIAL SUPPLIES	NASSCO INC	5085	KEVIN RICHMOND
09/21/2015	712.24	100	5165	360		CUSTODIAL SUPPLIES	NASSCO INC	5085	KEVIN RICHMOND
09/21/2015	365.11	207	5570	340		FULL COMPASS REVERSED PAYMENT IN EI	FULL COMPASS SYS VT	5046	KIM HAUGE
09/21/2015	54.37	100	5300	335		STEEL TO REPAIR TRUCK #22 BOX	WIEDENBECK INC	5085	KIM HAUGE
09/21/2015	126.00	100	5240	210	13	INV#81509-2817 HOLLYHOCK ST-YARD MAI	BARNES INC	0780	KIM HAUGE
09/21/2015	60.00	100	5240	210	13	INV#81472-5136 HILLTOP DR-YARD MAINTE	BARNES INC	0780	KIM HAUGE
09/21/2015	156.00	100	5240	210	13	INV#81307-4501 SENTINEL PASS-YARD MAI	BARNES INC	0780	KIM HAUGE
09/21/2015	84.00	100	5240	210	13	INV#81717-2663 DUNGARVAN RD-YARD MA	BARNES INC	0780	KIM HAUGE
09/21/2015	319.25	400	5766	259		CONCRETE FOR HATCHERY HILL BB CT	WINGRA REDI-MIX	5039	KIM HAUGE
09/21/2015	125.00	100	5210	384		INV#370613-TOW FOR CASE 15-14171	SQ *SCHMIDT'S AUTO INC	7399	KIM HAUGE
09/21/2015	789.70	100	5220	240		REPAIRS TO THERMAL IMAGING CAMERA	MSA-HEADQUARTERS #1	5099	MEREDITH SHELTON
09/21/2015	1,106.40	400	5722	256		LADDER 93 - HURST TOOL MOUNTING	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	240.30	100	5220	335		ENGINE 11B REPLACE TURN SIGNAL LEVEI	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	240.30	100	5220	335		ENGINE 11A REPLACE TURN SIGNAL LEVEI	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	220.50	400	5722	256		ENGINE 11B REPLACED HURST TOOL MOU	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	171.50	400	5722	256		ENGINE 11A REPLACED HURST TOOL MOU	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	490.10	100	5220	335		ENGINE 11B REPLACE WATER PUMP	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	122.50	100	5220	335		ENGINE 06A REPLACED TOOL MOUNTS (44	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	152.10	100	5220	335		SQUAD 00 REPLACED FUEL LINE (55.39%)	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	112.50	400	5722	256		ENGINE 06B REPLACED HURST TOOL MOU	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	352.50	400	5722	256		SQUAD 00 REPLACED HURST TOOL MOUN	IN *RENNERT S FIRE EQU	5999	MEREDITH SHELTON
09/21/2015	42.00	100	5220	324		REPAIRS TO TURNOUT GEAR	GALLAGHER TENT & AWNIN	5998	MEREDITH SHELTON
09/21/2015	140.00	100	5163	240		GREASE TRAPS CLEANED AT FIREHOUSE 2	HONEY WAGON SVC	7399	MEREDITH SHELTON
09/21/2015	103.69	100	5190	310		OFFICE SUPPLIES (96.32%)	STAPLES	5111	SUSAN JORDAN

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09/21/2015	3.96	100	5300	310		OFFICE SUPPLIES (3.68%)	STAPLES	5111	SUSAN JORDAN
09/21/2015	140.00	250	5511	325		WLA CONF REG - TP	WISCONSIN LIBRARY ASSO	8398	TIM POWERS
09/21/2015	29.98	250	5511	340		HALLOWEEN HUNT SUPPLIES	AMAZON MKTPLACE PMTS	5942	WENDY RAWSON
09/21/2015	12.00	250	5511	387		ADULT PRINT	THE ASPEN INSTITUTE IN	8299	WENDY RAWSON
09/22/2015	57.94	100	5165	360		FACILITY WIPES/STNLES CLEANER	NASSCO INC	5085	KEVIN RICHMOND
09/22/2015	25.18	100	5300	340		TAPE FOR TRAFFIC COUNTER	DORN TRUE VALUE OREGON	5251	MARK HODEL
09/22/2015	6.00	100	5220	340		ACCOUNTABILITY TAGS	ENGRAVING & TROPHY	5999	MEREDITH SHELTON
09/22/2015	289.73	100	5220	365		MONTHLY PHONE	ATT*BUS PHONE PMT	4814	MEREDITH SHELTON
09/22/2015	50.00	100	5210	340		ANIMAL CONTROL GLOVES - INV 5001340	CONNEY SAFETY	5969	SUSAN JORDAN
09/22/2015	197.65	100	5300	350		SHOP SUPPLLIES - STREETS (66.63%)	LAWSON PRODUCTS	5085	SUSAN JORDAN
09/22/2015	98.97	100	5520	350		SHOP SUPPLIES - PARKS (33.37%)	LAWSON PRODUCTS	5085	SUSAN JORDAN
09/22/2015	250.00	100	5210	384		TOW FOR CASE 15-14783-INV 371502 (50%)	SQ *SCHMIDT'S AUTO INC	7399	SUSAN JORDAN
09/22/2015	250.00	100	5210	384		TOW FOR CASE 15-14783-INV 371503 (50%)	SQ *SCHMIDT'S AUTO INC	7399	SUSAN JORDAN
09/22/2015	145.56	100	5300	350		SHOP SUPPLIES - INV 9001858003 (66.67%)	ZEP SALES AND SERVICE	5085	SUSAN JORDAN
09/22/2015	72.78	100	5520	350		SHOP SUPPLIES - INV 9001858003 (33.33%)	ZEP SALES AND SERVICE	5085	SUSAN JORDAN
09/23/2015	125.50	100	5141	253		RANDOM ALCOHOL TESTING / DROSTER &	ALERE TOXICOLOGY S	8071	AMY TRACY
09/23/2015	117.50	100	5520	350		CORNERSTONE	OREGON FARM CENTER INC	5499	ANDREW SHACKLETON
09/23/2015	3.10	100	5220	325		PARKING WHILE ATTENDING TRAINING CL/	CITY OF MADISON PARKIN	7523	ANDY BRANDL
09/23/2015	63.36	100	5210	310		TRAINING BOOKS	UW MADISON LIBRARIES W	8220	DANA SCHMIDT
09/23/2015	55.00	100	5210	384		HOMICIDE CASE 15-14084	SQ *SCHMIDT'S AUTO INC	7399	DANA SCHMIDT
09/23/2015	863.60	100	5210	384		EVIDENCE SUPPLIES	TRI-TECH/NATIONAL LAW	5099	DANA SCHMIDT
09/23/2015	200.00	100	5210	384		CRASH INVESTIGATION CASE 15-14391	SQ *SCHMIDT'S AUTO INC	7399	DANA SCHMIDT
09/23/2015	29.27	250	5511	340		HALLOWEEN HUNT SUPPLIES	AMAZON MKTPLACE PMTS	5942	KATE LIU
09/23/2015	94.53	250	5511	340		BOOK PROCESSING SUPPLIES	DEMCO INC	5111	KATE LIU
09/23/2015	314.92	100	5165	350		HW VALVES 3RD FLOOR VAV	INDUSTRIAL CONTROLS	5085	KEVIN RICHMOND
09/23/2015	1,835.16	100	5300	335		806.8GAL DIESEL @ $2.27AVG (40.62%)	JACOBUS ENERGY	5983	KIM HAUGE
09/23/2015	5,345.28	100	5300	335		1860.7GAL GASOLINE @ $2.87AVG (118.31%	JACOBUS ENERGY	5983	KIM HAUGE
09/23/2015	2,662.24	100	5300	335		INV #814396 CREDIT (-58.92%)	JACOBUS ENERGY	5983	KIM HAUGE
09/23/2015	6.50	100	5300	350		GRINDER GUARD (35.31%)	JET POWER TOOL REPA	7699	KIM HAUGE
09/23/2015	18.41	100	5300	350		GRINDER GUARD (100%)	JET POWER TOOL REPA	7699	KIM HAUGE
09/23/2015	6.50	100	5300	350		CREDIT FOR RETURN (-35.31%)	JET POWER TOOL REPA	7699	KIM HAUGE
09/23/2015	342.49	100	5300	350		PRESSURE WASHER (56.46%)	ELECTRIC MOTORS UNL	5999	KIM HAUGE
09/23/2015	184.20	100	5300	350		NEW LARGE GRINDER (30.37%)	ELECTRIC MOTORS UNL	5999	KIM HAUGE
09/23/2015	79.92	100	5300	350		NEW SMALL GRINDER (13.17%)	ELECTRIC MOTORS UNL	5999	KIM HAUGE
09/23/2015	87.74	100	5220	365		CABLE SERVICES FOR FIREHOUSE 2	CHARTER COMM	4899	MEREDITH SHELTON
09/23/2015	532.00	100	5220	365		BADGERNET IP VIDEO CIRCUIT	AT&T *8310002230712	4814	MEREDITH SHELTON
09/23/2015	94.05	100	5220	365		CABLE SERVICES FOR FIREHOUSE 1	CHARTER COMM	4899	MEREDITH SHELTON
09/23/2015	676.90	100	5290	269		REPAIRS TO A/C UNITS AT CTY MM WATER	GENERAL HEATING & AIR	1711	MEREDITH SHELTON
09/23/2015	14.26	100	5460	387		HEALTHY LIVING WITH DIABETES	COPPS FOOD CTR00081828	5411	SARAH FOLKERS

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09/23/2015	844.90	100	5210	345		CITIZENS ACADEMY INSTRUCTOR SHIRTS	SPORT PRODUCTS MFG, LT	5947	SUSAN JORDAN
09/23/2015	255.16	100	5300	335		CHARGE AC IN TRACTOR & TRUCK	CARTER & GRUENWALD	5999	SUSAN JORDAN
09/23/2015	1,177.46	100	5166	240		COOLING UNIT REPAIR & PARTS	GENERAL HEATING & AIR	1711	SUSAN JORDAN
09/24/2015	325.00	100	5210	345		MEDALS FOR AWARD CEREMONY	SYMBOL ARTS WEB	5099	DANA SCHMIDT
09/24/2015	32.00	100	5210	384		OWI BLOOD DRAW CASE 15-14807	MERITER PATIENT BUS SV	8011	DANA SCHMIDT
09/24/2015	109.53	100	5210	355		METER CHARGES FOR PD COPY MACHINE	GORDON FLESCH COMPANY	5943	DANA SCHMIDT
09/24/2015	289.00	100	5166	240		EVALUATED SECURITY CAMERAS AT EVIDE	SRSI/FLOYD	7393	DANA SCHMIDT
09/24/2015	65.99	100	5210	323		CLEMENS - UNIFORM	RED THE UNIFORM TAILOR	5137	DANA SCHMIDT
09/24/2015	40.92	100	5210	384		MEDICAL RECORDS FOR CASE 15-11725	IOD INCORPORATED	7338	DANA SCHMIDT
09/24/2015	360.00	100	5166	240		ANNUAL SEP INSPECTION	J F AHERN CO	1711	DANA SCHMIDT
09/24/2015	32.00	100	5210	384		OWI BLOOD DRAW CASE 15-14561	MERITER PATIENT BUS SV	8011	DANA SCHMIDT
09/24/2015	34.53	100	5210	384		MEDICAL REPORTS FOR CASE 15-11725.	IOD INCORPORATED	7338	DANA SCHMIDT
09/24/2015	59.00	100	5460	240		COPIER CONTRACT	GORDON FLESCH COMPANY	5044	JILL MCHONE
09/24/2015	1,759.21	600	5641	100		CHEMICALS	HAWKINS INC	5169	KARI PETERSON
09/24/2015	66.60	600	5930	100		BOOTS - MANION (50%)	THE SHOE BOX, LTD	5661	KARI PETERSON
09/24/2015	66.60	600	5856	200		BOOTS - MANION (50%)	THE SHOE BOX, LTD	5661	KARI PETERSON
09/24/2015	76.29	250	5511	340		YS SUPPLIES - PAPERS	STAPLES	5111	KATE LIU
09/24/2015	314.74	100	5514	350		T5 BULBS - BALLASTS	1000BULBS.COM	5251	KEVIN RICHMOND
09/24/2015	704.36	100	5165	360		CUPS LINERS TOWELS	HARDER CORP	5099	KEVIN RICHMOND
09/24/2015	187.40	100	5514	360		MULTIFOLD TOWELS	HARDER CORP	5099	KEVIN RICHMOND
09/24/2015	100.49	100	5520	350		GRAFITTI PAINT FOR TUNNEL	DORN TRUE VALUE MIDVAL	5251	MICHAEL MAHAL
09/24/2015	10.20	250	5511	387		ADULT PRINT (17.44%)	AMAZON MKTPLACE PMTS	5942	WENDY RAWSON
09/24/2015	48.27	250	5511	387		HALLOWEEN HUNT SUPPLIES (82.56%)	AMAZON MKTPLACE PMTS	5942	WENDY RAWSON
09/25/2015	689.15	100	5530	387		SOCCER JERSEYS	CHALLENGER SPORTS TEAM	5655	CHAD SIGL
09/25/2015	425.33	100	5210	323		SPLIT - SCHMIT UNIFORM (85.21%)	GALLS HQ	5964	DANA SCHMIDT
09/25/2015	48.94	100	5210	323		SPLIT - WENZEL UNIFORM (9.8%)	GALLS HQ	5964	DANA SCHMIDT
09/25/2015	24.90	100	5210	323		SPLIT - NITZSCHE UNIFORM (4.99%)	GALLS HQ	5964	DANA SCHMIDT
09/25/2015	267.50	100	5210	335		POLICE MOTORCYCLE LIGHTING INSPECTI	HARLEY-DAVIDSON MDSN	5571	DANA SCHMIDT
09/25/2015	175.00	250	5511	325		WLA CONF REG - JH	WISCONSIN LIBRARY ASSO	8398	JAMIE HERNANDEZ
09/25/2015	569.50	600	5678	101		CROSS CONNECTION VALVES	FIRST SUPPLY	5074	KARI PETERSON
09/25/2015	211.55	600	5675	100		BROKEN FILLING DURING INSTALL	BENJAMIN PLUMBING	1711	KARI PETERSON
09/25/2015	75.00	600	5930	100		UTILITY UNIVERSITY - KP	BAKER TILLY	8931	KARI PETERSON
09/25/2015	2,168.91	250	5511	387		YOUTH PRINT	DART/TARTAN/MCNAUGH	5942	KATE LIU
09/25/2015	102.34	250	5511	340		DRY ERASE BOARD	STAPLES	5111	KATE LIU
09/25/2015	623.46	250	5511	387		CD - DVD	BAKER-TAYLOR	5192	KATE LIU
09/25/2015	35.97	250	5511	340		SUPPLIES FOR VOLUNTEER EVENT	HY VEE 1184	5411	KATE LIU
09/25/2015	88.68	250	5511	387	15	ADULT PRINT - NAH	BAKER-TAYLOR	5192	KATE LIU
09/25/2015	892.01	250	5511	387		ADULT PRINT	BAKER-TAYLOR	5192	KATE LIU
09/25/2015	18.75	250	5511	387		AUDIOBOOKS	BAKER-TAYLOR	5192	KATE LIU

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09/25/2015	225.00	250	5511	325		WLA CONF REG - KW	WISCONSIN LIBRARY ASSO	8398	KELLY WITT
09/25/2015	216.79	100	5162	350		OUTDOOR LIGHTS ABOVE BAY DOORS	1000BULBS.COM	5251	KEVIN RICHMOND
09/25/2015	1,746.93	100	5300	335		741.2GAL DIESEL @ $2.35AVG (26.14%)	JACOBUS ENERGY	5983	KIM HAUGE
09/25/2015	4,934.87	100	5300	335		1981.1GAL GASOLINE @ $2.49AVG (73.86%)	JACOBUS ENERGY	5983	KIM HAUGE
09/25/2015	10.91	100	5152	310		P-CARD PAID WITH STAMP-KARI	STAPLES	5111	KIM HAUGE
09/25/2015	1,920.00	100	5300	370		TAR FOR MANHOLES	SEALMASTER OF WISC	5211	MARK HODEL
09/25/2015	884.01	100	5300	350		CAR WASH/DEGREASER	DELTA FOREMOST CHEMICA	2842	MARK HODEL
09/25/2015	172.90	100	5670	320		SUBSCRIPTION RENEWAL	MADISON NEWSPAPERS	5994	MICHAEL ZIMMERMAN
09/25/2015	3.79	100	5190	310		CABLE TIES	STAPLES	5111	SUSAN JORDAN
09/25/2015	3.96	100	1310	000		DUPLICATE SHIPMENT - WAITING FOR CRE	STAPLES	5111	SUSAN JORDAN
09/25/2015	103.69	100	1310	000		DUPLICATE SHIPMENT - WAITING FOR CRE	STAPLES	5111	SUSAN JORDAN
09/25/2015	11.99	250	5511	387		NETFLIX SUBSCRIPTION	NETFLIX.COM	5968	TEGAN STRINGFIELD
09/28/2015	1,260.00	222	5210	355		QTY 6 REPLACEMENT BALLISTIC HELMETS	IN *ADVANTAGE POLICE S	5399	DANA SCHMIDT
09/28/2015	96.00	100	5210	392		K-9 CHASE PHYSICAL EVALUATION	EDINGER SURGICAL OPT	0742	DANA SCHMIDT
09/28/2015	8.00	100	5460	340		CORD FOR SPEAKER JACKS (94.79%)	AMAZON.COM	5942	DAVID HILL
09/28/2015	.44	100	1310	000		SALES TAX (5.21%)	AMAZON.COM	5942	DAVID HILL
09/28/2015	4.97	400	5700	306		N95 RESPIRATOR 3 PK - ENERGY TASK FOI	THE HOME DEPOT 4909	5200	DAVID HILL
09/28/2015	407.40	100	5520	350		TRAILER TIRES	POMP'S TIRE #008	5532	JOHREN FRYDENLUND
09/28/2015	63.86	100	5520	360		SHELTER SUPPLIES	HARDER CORP	5099	JOHREN FRYDENLUND
09/28/2015	77.46	100	5520	350		SPLIT - LOAD BINDERS (50%)	WIEDENBECK INC	5085	JOHREN FRYDENLUND
09/28/2015	77.45	100	5300	350		SPLIT - LOAD BINDERS (50%)	WIEDENBECK INC	5085	JOHREN FRYDENLUND
09/28/2015	28.11	100	5220	350		PARTS TO REPAIR RIDING LAWN MOWER	FARM AND FLEET OF VERO	5999	JON ENGELHART
09/28/2015	140.00	250	5511	325		WLA CONF REG - KH	WISCONSIN LIBRARY ASSO	8398	KATE HULL
09/28/2015	8.63	250	5511	340		CREDIT FOR WITE-OUT	STAPLES	5111	KATE LIU
09/28/2015	8.63	250	5511	340		RE-ORDER WITE-OUT	STAPLES	5111	KATE LIU
09/28/2015	28.00	250	5511	340		COFFEE FOR VOLUNTEER EVENT	OASIS CAFE LLC	5812	KATE LIU
09/28/2015	119.87	100	5164	350		TOWEL AND MAT	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	54.81	100	5210	323		STETZER-UNIFORM (27.99%)	GALLS HQ	5964	KIM HAUGE
09/28/2015	51.83	100	5210	323		WOULF-UNIFORM (26.46%)	GALLS HQ	5964	KIM HAUGE
09/28/2015	54.81	100	5210	323		BLATTER-UNIFORM (27.99%)	GALLS HQ	5964	KIM HAUGE
09/28/2015	34.40	100	5210	323		WILSON- UNIFORM (17.56%)	GALLS HQ	5964	KIM HAUGE
09/28/2015	14.10	600	5926	100		9/10/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	14.09	600	5854	200		9/10/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	40.95	100	5520	323		9/10/15-UNIFORM RENTAL PARKS (15.2%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	65.58	100	5300	323		9/10/15-UNIFORM RENTAL STREETS (24.34%	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	14.10	600	5926	100		9/17/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	14.09	600	5854	200		9/17/15-UNIFORM RENTAL UTILITY (5.23%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	40.95	100	5520	323		9/17/15-UNIFORM RENTAL PARKS (15.2%)	G&K SERVICES AR	5137	KIM HAUGE
09/28/2015	65.58	100	5300	323		9/17/15-UNIFORM RENTAL STREETS (24.34%	G&K SERVICES AR	5137	KIM HAUGE

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09/28/2015	365.11	207	5570	340		FULL COMPASS RECHARGED FOR CREDIT	FULL COMPASS SYS VT	5046	KIM HAUGE
09/28/2015	35,382.70	213	5362	290		SEPTEMBER 2015 REFUSE COLLECTION (5	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	7,504.70	213	5362	290		SEPTEMBER 2015 RECYCLING COLLECTIO	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	686.53	213	5362	290		SEPTEMBER 2015 POLYSTYRENE COLLECT	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	105.62	213	5362	290		SEPTEMBER 2015 HARD PLASTIC COLLECT	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	7,868.69	213	5362	290		SEPT 14-18 BRUSH COLLECTION (13.24%)	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	7,868.69	213	5362	290		SEPT 28 - OCT 2 BRUSH COLLECTION (13.2	PELLITTERI WASTE SYS	4900	KIM HAUGE
09/28/2015	42.00	100	5300	325		WINTER WORKSHOP STEVE D AND MIKE S	EB EFFECTIVE WINTER R	7399	MARK HODEL
09/28/2015	36.41	400	5711	035		LEGAL AD FOR VIDEO RFP	CAPITAL NEWSPAPERS	5994	MATTHEW PROUGH
09/28/2015	441.09	100	5220	355		COPY MACHINE LEASE PAYMENT	GFC LEASING COMPANY	5943	MEREDITH SHELTON
09/28/2015	26.48	100	5142	250		ORD. 2015-O-23 (45.46%)	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/28/2015	31.77	100	5142	250		PSHS 9/22/2015 SOUND (54.54%)	CAPITAL NEWSPAPERS	5994	RUTH BECKER
09/28/2015	368.61	100	5220	335		CAR 09 - REPLACEMENT BATTERIES	NAPA PARTS - MAD 00270	5533	STEVEN WUNSCH
09/28/2015	46.97	100	1310	000		RETURNED INCORRECT CARTRIDGE	STAPLES	5111	SUSAN JORDAN
09/29/2015	339.30	400	5700	003		EXERCISE EQUIPMENT	IN *SIL FITNESS INC.	5999	JILL MCHONE
09/29/2015	144.70	100	5520	350		STUMP GRIDNER TEETH	LEONARDI MANUFACTURING	5051	JOHREN FRYDENLUND
09/29/2015	14,446.00	400	5722	256		INV#148721-1 - CIP PROJECT 256 (117.91%)	5 ALARM FIRE & SAFETY	5099	KIM HAUGE
09/29/2015	8,850.00	400	5722	256		INV#150127-1 - HURST E-DRAULIC RAM (72.	5 ALARM FIRE & SAFETY	5099	KIM HAUGE
09/29/2015	11,044.00	400	5722	256		INV#150295-1 - CREDIT FOR HYDRAULIC RA	5 ALARM FIRE & SAFETY	5099	KIM HAUGE
09/29/2015	70.00	100	5152	325		MFD WGFOA HOTEL	OLYMPIA RST & CONF CTR	7011	MISTY DODGE
09/29/2015	32.00	250	5511	340		FOOD FOR STAFF EVENT	FOSDAL BAKERY LLC	5462	TIM POWERS
09/29/2015	130.88	100	5142	310		2 - DM300C/400C RED INK CARTRIDGES	PITNEY BOWES PI	5111	TRACY OLDENBURG
09/30/2015	20.00	100	5210	310		NOTARY RENEWAL FOR EMILY SHUNK	WI DEPT OF FINANCIAL I	9399	DANA SCHMIDT
09/30/2015	6.48	100	5210	340		OXYGEN TANK REFILL	BADGER WELDING SUPPLIE	5085	DANA SCHMIDT
09/30/2015	82.00	100	1310	000	13	DRUG TESTING	DEAN HEALTH SYSTEMS IN	8099	JAMES GRAY
09/30/2015	64.65	100	5520	350		ZMASTER MOWER BLADES	ENGELHART INC	5571	JOHREN FRYDENLUND
09/30/2015	90,000.00	400	5722	256		INV#148721-1 REPLACEMENT HURST EQUI	5 ALARM FIRE & SAFETY	5099	KIM HAUGE
09/30/2015	254.00	100	5130	320		WISCONSIN EMPLOYMENT LAW, 3 VOLUME	STATE BAR OF WISCONSIN	8111	LISA SANFORD
09/30/2015	17.58	100	5460	387		KLEENEX (50.72%)	TARGET 00021063	5411	MANDI MILLER
09/30/2015	17.08	100	5460	340		WALL HOOKS (49.28%)	TARGET 00021063	5411	MANDI MILLER
09/30/2015	26.89	100	5220	310		OFFICE SUPPLIES	STAPLES	5111	MEREDITH SHELTON
09/30/2015	2,468.94	400	5711	005		CITY HALL COMPUTER REPLACEMENT -	CDW GOVERNMENT	5964	NICOLAS JOSEPH
09/30/2015	250.00	100	5630	325		PLANNING CONFERENCE REGISTRATION F	EB UPPER MIDWEST CONF	7399	THOMAS HOVEL
09/30/2015	598.00	100	5630	345		FAR SIGN PANELS	FASTSIGNS 300501	5099	WADE THOMPSON
09/30/2015	3.10	100	5630	325		PARKING FEES - URPL	CITY OF MADISON PARKIN	7523	WADE THOMPSON
10/01/2015	636.08	100	5210	361		DISPATCH CHAIR	M&M OFFICE INTERIORS,	5021	DANA SCHMIDT
10/01/2015	12.58	100	5210	323		BATES - UNIFORM	RED THE UNIFORM TAILOR	5137	DANA SCHMIDT
10/01/2015	151.08	100	5210	323		MCDONNELL - UNIFORM	RED THE UNIFORM TAILOR	5137	DANA SCHMIDT
10/01/2015	1,902.00	100	5210	355		SQUAD GRAPHICS FOR NEW LEASED SQU	MONARCH MEDIA DESIGNS	8999	DANA SCHMIDT

City of Fitchburg
P-Card Transactions
Cycle Start Date: 9/5/2015
Cycle End Date: 10/4/2015

Posting Date	Amount	Fund	Dept	Obj	Actv	Description	Merchant	MCC	Cardholder
10/01/2015	767.25	100	5210	392		K-9 CHASE PHYSICAL EVALUATION	EDINGER SURGICAL OPT	0742	DANA SCHMIDT
10/01/2015	151.09	100	5210	323		MILLER, ERIC - UNIFORM	RED THE UNIFORM TAILOR	5137	DANA SCHMIDT
10/01/2015	488.18	100	5210	355		SPLIT - CANON IR C5045 COPIER LEASE (93	GORDON FLESCH COMPANY	5943	DANA SCHMIDT
10/01/2015	34.89	100	5145	363		SPLIT - CITY HALL FAX BOARD (6.67%)	GORDON FLESCH COMPANY	5943	DANA SCHMIDT
10/01/2015	10.00	250	5511	340		TEEN VOLUNTEER SUPPLIES	DOLRTREE 741 00007419	5331	JAMIE HERNANDEZ
10/01/2015	22.58	250	5511	340		TEEN VOLUNTEER SUPPLIES	COPPS FOOD CTR00081828	5411	JAMIE HERNANDEZ
10/01/2015	83.30	100	5520	350		SHOP SUPPLIES	MENARDS MONONA	5200	JOHREN FRYDENLUND
10/01/2015	50.00	100	5190	380		FLORAL ARRANGEMENT - PELLETTER FUN	OREGON FLORAL	5992	LISA SANFORD
10/01/2015	1,456.96	100	5130	203		LEGAL SERVICES RENDERED	AXLEY BRYNELSON LLP	8111	LISA SANFORD
10/01/2015	83.45	100	5460	386		NUTRITION SUPPLIES	GFS STORE #1939	5411	MANDI MILLER
10/01/2015	37.50	100	5220	340		QTY: 2 REPLACEMENT DIGITAL CLOCKS	AMAZON.COM	5942	MEREDITH SHELTON
10/01/2015	4,868.12	400	5711	005		CITY (57.14%)	CDW GOVERNMENT	5964	NICOLAS JOSEPH
10/01/2015	3,651.09	400	5711	008		FIRE (42.86%)	CDW GOVERNMENT	5964	NICOLAS JOSEPH
10/01/2015	26.28	100	5142	250		BUDGET NOTICE CHANGE 9/11/2015	CAPITAL NEWSPAPERS	5994	RUTH BECKER
10/01/2015	412.71	100	5142	355		LEASE CHARGES 6/30-9/30/2015	PBI*LEASEDEQUIPMENT	7394	RUTH BECKER
10/02/2015	57.00	100	5141	250		PRE-EMPLOYMENT DRUG TESTING / STOR	CONCENTRA	8099	AMY TRACY
10/02/2015	172.46	100	5520	360		URINAL SCREENS	HARDER CORP	5099	JOHREN FRYDENLUND
10/02/2015	63.74	100	1310	000		DUPLICATE ORDER - WILL BE RETURNED /	STAPLES	5111	KATE LIU
10/02/2015	13.62	250	5511	340	15	HALLOWEEN HUNT SUPPLIES	AMAZON MKTPLACE PMTS	5942	KATE LIU
10/02/2015	12.55	100	1310	000		DUPLICATE ORDER - WILL BE RETURNED /	STAPLES	5111	KATE LIU
10/02/2015	4,853.00	400	5711	030		LIBRARY (43.69%)	LA CROSSE SIGN CO	5099	KIM HAUGE
10/02/2015	4,403.50	400	5711	030		SENIOR & COMMUNITY (39.64%)	LA CROSSE SIGN CO	5099	KIM HAUGE
10/02/2015	1,851.00	400	5711	030		POLICE & CITY HALL (16.66%)	LA CROSSE SIGN CO	5099	KIM HAUGE
10/02/2015	83.06	601	5601	305		AIR FILTERS , STREET SWEEPER	PETERBILT WI MADISON	7538	MARK HODEL
10/02/2015	14.99	100	5145	245		SHIPPING FOR I.T. DESK PART	M&M OFFICE INTERIORS,	5021	MATTHEW PROUGH
10/02/2015	155.00	100	5162	360		REPAIRS TO APPARATUS BAY DOOR AT FI	OVERHEAD DOOR CO.OF	1799	MEREDITH SHELTON
10/02/2015	707.20	400	5711	005		COMPUTER REPLACEMENT - SURFACES	CDW GOVERNMENT	5964	NICOLAS JOSEPH
10/02/2015	207.00	250	5511	325		WLA CONF REG - WR	WISCONSIN LIBRARY ASSO	8398	WENDY RAWSON
	285,018.16								

DATE: **11/19/2015**

TO: **Finance Committee**

FROM: **Finance Department**

RE: **Finance Approval for Invoices Over $25,000**

	ACCT NO	AMOUNT
Mead & Hunt		
Lacy Rd Reconstruction Design	400-5733-468	$48,442.03
		$48,442.03
Madison Metro Sewer District		
Sub Zero Expansion - MMSD Fees	600-22320	$72,263.68
		$72,263.68
TechLands LLC		
TechLands - T.I.F. Reimbursements	404-5730-101	$81,099.45
		$81,099.45

$201,805.16

Purchase Order

CITY OF FITCHBURG
5520 Lacy Road
Fitchburg, WI 53711
608-270-4200
Fax: 608-270-4212

Department: Public Works **Prepared by:** Ahna Bizjak

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval

Vendor # Mead & Hunt 4221
2440 Deming Way
Middleton, WI 53562-1562

SUBMITTED FOR APPROVAL

ADMINISTRATOR	Inder $2,500	☐
MAYOR	$2,500 < $25,000	☐
FINANCE COMMITTEEver	$25,000	x

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
254527	9/9/15	Lacy Road Reconstruction - Design	400	5733	468		$48,442.03

☐ **Above items are within budget**

TOTAL ✓ $48,442.03

Finance Initial MFD

Signatures Requir

Department Head Gary Horton **Date Approved** 11/7/15

Comptroller/Administr Paul S. Maul **Date Approved** 11-10-15

Over $2,500:

Mayor Steven Ewald **Date Approved** 11-10-2015

Comments or special arrangements (if require

Total Invoices processed to date:	$206,692.29
Total Contract Approved:	$658,208.88
Amount of Contract Remaining:	$451,516.59
Percent Complete	**31%**

Mead & Hunt

Remit payment to:
Mead & Hunt | Accounts Receivable
2440 Deming Way | Middleton, WI 53562-1562
1-888-364-7272 | AccountsReceivable@meadhunt.com

Invoice

October 16, 2015
Project No: R0604100-151061.01
Invoice No: 255876

Ahnaray Bizjak
City of Fitchburg
5520 Lacy Road
Fitchburg, Wisconsin 53711-5318

Project R0604100-151061.01 WI SW Lacy Rd Reconstruct Fitchburg

06/24/2015 - Contract
07/14/2015 - NTP

Professional Services from September 01, 2015 to September 30, 2015

Phase 00001A Administration

Professional Personnel

	Hours	Amount	
Senior Engineer	8.50	1,257.92	
Totals	8.50	1,257.92	
Total Labor			**1,257.92**
		Total this Phase	**$1,257.92**

Phase 00001B Design Rpts

Professional Personnel

	Hours	Amount	
Project Engineer	30.00	4,846.80	
Senior Engineer	30.75	4,550.69	
Engineer II	20.00	1,783.40	
Administrative Assistant	2.00	138.52	
Totals	82.75	11,319.41	
Total Labor			**11,319.41**
		Total this Phase	**$11,319.41**

Phase 00001C Environ Doc

Professional Personnel

	Hours	Amount	
Senior Project Planner	2.00	287.80	
Senior Engineer	2.00	295.98	
Senior Scientist	.50	53.04	
Planner II	15.00	1,108.05	
Scientist I	7.25	518.38	
Engineering Technician I	28.75	1,504.49	
Administrative Assistant	4.00	244.08	
Totals	59.50	4,011.82	
Total Labor			**4,011.82**

Total this Phase **$4,011.82**

Phase 00001D Agency/Utility Coord

Professional Personnel

	Hours	Amount	
Senior Engineer	1.00	147.99	
Planner II	8.75	646.36	
Engineering Technician I	1.00	52.33	
Totals	10.75	846.68	
Total Labor			**846.68**

Total this Phase **$846.68**

Phase 00001E Public Involvement

Professional Personnel

	Hours	Amount	
Planner II	2.00	147.74	
Engineering Technician I	2.00	104.66	
Totals	4.00	252.40	
Total Labor			**252.40**

Reimbursable Expenses

Print Charges		141.00	
Direct expenses		300.00	
Total Reimbursables		**441.00**	**441.00**

Total this Phase **$693.40**

Phase 00001F Surveying

Professional Personnel

	Hours	Amount	
Senior Engineer Technician	.50	64.52	
Totals	.50	64.52	
Total Labor			**64.52**

Total this Phase **$64.52**

Phase 00001G Prelim Road Design

Professional Personnel

	Hours	Amount	
Senior Engineer	16.50	2,441.84	
Senior Scientist	.25	28.30	
Engineer III	12.25	1,384.86	
Engineer II	50.50	4,503.09	
Engineer I	130.00	9,899.50	
Engineering Technician I	25.50	1,845.18	
Totals	235.00	20,102.77	
Total Labor			**20,102.77**

Total this Phase **$20,102.77**

Phase 00001K Right - of - Way

Professional Personnel

	Hours	Amount	
Senior Engineer	.50	74.00	
Senior Engineer Technician	12.50	1,612.88	
Totals	13.00	1,686.88	
Total Labor			**1,686.88**
		Total this Phase	**$1,686.88**

Phase 00001Q Meetings & Conferences

Professional Personnel

	Hours	Amount	
Senior Engineer	6.00	887.94	
Totals	6.00	887.94	
Total Labor			**887.94**
		Total this Phase	**$887.94**

Phase 00001S Manage Subs

Professional Personnel

	Hours	Amount	
Senior Engineer	4.75	702.95	
Totals	4.75	702.95	
Total Labor			**702.95**
		Total this Phase	**$702.95**

Phase 00001T Online Public Survey

Professional Personnel

	Hours	Amount	
Engineering Technician I	2.25	117.74	
Totals	2.25	117.74	
Total Labor			**117.74**
		Total this Phase	**$117.74**

Phase 000020 SUB-Dane County Title

Consultants

Consultants

8/31/2015	Dane County Title Company	175.00	
8/31/2015	Dane County Title Company	175.00	
8/31/2015	Dane County Title Company	175.00	
8/31/2015	Dane County Title Company	175.00	
8/31/2015	Dane County Title Company	175.00	
9/23/2015	Dane County Title Company	175.00	
9/23/2015	Dane County Title Company	175.00	
9/23/2015	Dane County Title Company	175.00	
9/23/2015	Dane County Title Company	175.00	
9/23/2015	Dane County Title Company	175.00	
	Total Consultants	**1,750.00**	**1,750.00**

		Total this Phase	**$1,750.00**

Phase 000030 SUB-Phase One Arch Services

Consultants

Consultants

8/31/2015	Phase One Archaeological Services, Inc.	5,000.00	
	Total Consultants	**5,000.00**	**5,000.00**
		Total this Phase	**$5,000.00**
		Total this invoice	**$48,442.03**

Outstanding Invoices

Number	Date	Balance
254527	9/9/2015	47,134.65
Total		**47,134.65**

	Current	Prior	Total
Billings to Date	**48,442.03**	**158,250.26**	**206,692.29**

i. Conduct online survey
ii. Close survey and compile results
iii. Prepare survey summary report
iv. Submit draft survey report and address comments

2. Completion Status

	Task	% Complete
A.1	Administration	22%
A.2	Design Reports	55%
A.3	Environmental Document	40%
A.4	Agency Coordination	20%
A.5	Railroad/Utility Coordination	20%
A.6	Public Involvement	90%
A.7	Surveying	100%
A.8	Preliminary Road Design	45%
A.9	Stormwater Management	12%
A.10	Storm Sewer Plans	0%
A.11	Utility Design	0%
A.12	Structure Design	0%
A.13	Meetings	15%
A.14	PS&E	0%
A.15	Plat	20%
A.16	Traffic	45%
A.17	Online Public Survey	100%
20	Subconsultant (Dane County Title)	67%
30	Subconsultant (Phase One Archaeological Services Inc.)	100%

THE CITY OF Fitchburg FINANCE

Payment Request

(Use this form to request Finance to write a check to a vendor OR to pay a large invoice on P-Card)

Department: Utility **Prepared by:** Kari Miller **Date:** 11/9/2015

Vendor # 15086

MMSD

P-Card > $2,500 ☐

(Kim to put on separate P-Card for large purchases)

Does not accept p-card ☒

Items are within budget ☐

PO Number: **PO Notes:**

PO Close Date:

Invoice Number	Invoice Date	GL Actv.	Description	Fund	Dept	Acct	Amount
2015-135	11/4/2015		Sub Zero Expansion - MMSD Fees	600	22320		$72,263.68
						TOTAL	$72,263.68
						Finance Initial	MFD

Signatures Required:

Department Head: Marty Page **Date Approved:** 11-11-15

Comptroller/Administrator: Paul S. Marsh **Date Approved:** 11-17-15

Over $2,500: (with no pre-approval OR exceeds pre-approval)

Mayor: Aloyh Lulu **Date Approved:** 11-17-2015

Comments or special arrangements (if required)

Madison Metropolitan Sewerage District
1610 Moorland Road (608) 222-1201
Madison, WI 53713-3398 Fax(608) 222-2703

ICCAS MEMO

File No. 2015-135
Date: 11/4/2015

R#3.12792
11/11/2015
RS

To: Cory Woodard, DPW
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711-5318

From: Curtis A. Sauser, Engineering Tech
(608) 222-1201 x269

Re: INTERCEPTOR & TREATMENT PLANT CONNECTION CHARGE WORKSHEET

Sewer extension..	**Sub Zero Expansion/CSM**
Municipality.....	City of Fitchburg
Submitted on.....	11/3/2015
By.....	Tracy Foss, City Engineering Dept.
Review Fee.....	N/A, worksheet approval
Located.....	SE1/4 Sec 7; NW1/4 & SW1/4 Sec 8, T6N, R9E
Drainage to.....	Nine Springs Valley Interceptor
Charges for lots.	part of Lot 1 of proposed CSM

MONIES DUE:.....

TPCC RATE/LOT..	$364.82
TPCC RATE/1000SF..	$18.24
ICC RATE/1000SF..	$31.44
NET RATE/1000SF..	$49.68

Lot	Area(SF)	ICC 2015	TPCC 2015	2015 CHARGES PER LOT	REMARKS
new development area	1454583	45732.09	26531.59	72263.68	33.39 Acres
TOTAL	1454583	45732.09	26531.59	72263.68	

File Notes:
11/3/2015, Rcvd notice of expansion/CSM from City of Fitchburg. Connection charges were partially paid with a 1999 sewer extension, and credits have been applied fees previously paid. Remaining Interceptor connction charges (ICC) and Treatment plant connection charges (TPCC) on an area basis are now due for Lot 1 of the proposed CSM. Connection charges on Lots 2 & 3 of the CSM will be due in the future when additional public infrastructure is installed.
2015 Connection charges due total $72,263.68, being a sum of $45,732.09 ICC + $71,635.23 TPCC.
11/4/2015, revise invoice to reflect connection charges due on only area of new development.
Credit $44,738.82 to TPCC.
2015 Connection charges due total $72,263.68, being a sum of $45,732.09 ICC + $26,531.59 TPCC.

MMSD Policy:
Lands served by sanitary sewers that are redeveloped resulting in additional sewer users (dwelling units or businesses) shall be assessed an "area" treatment plant connection charge based on the area of the lots that are redeveloped.

Sincerely,

Curt Sauser

Curtis A. Sauser, PLS
Engineering Technician

cc: Auditor
File: C\Fitchburg

Payment Request

(Use this form to request Finance to write a check to a vendor OR to pay a large invoice on P-Card)

Department: Public Works **Prepared By:** Tracy Foss **Date:** 11/10/2015

Vendor # 2330

TechLands, LLC
4605 Dovetail Drive
Madison, WI 53704

P-Card > $2,500 ☐

(Kim to put on separate P-Card for large purchases)

Does not accept p-card [x]

Items are within budget [x]

PO Number:

PO Close Date:

PO Notes:

Invoice Number	Invoice Date	GL Actv.	Description	Fund	Dept	Acct	Amount
4838	11/10/2015		TechLands - T.I.F. Reimbursements	404	5730	101	$81,099.45
						TOTAL	$81,099.45
						Finance Initial	

Signatures Required:

Department Head: Cory Hawkins **Date Approved:** 11/11/15

Comptroller/Administrator: Paul S. Mast **Date Approved:** 11-17-15

Over $2,500: (with no pre-approval OR exceeds pre-approval)

Mayor: Stephen Arnold **Date Approved:** 11-17-2015

Comments or special arrangements (if required):

TECH LANDS, LLC

4605 Dovetail Drive

Madison, WI 53704

Contract Invoice

Invoice#: 4838

Date: 11/10/2015

Billed To: CITY OF FITCHBURG
ATTN: CORY HORTON
5520 LACY ROAD
FITCHBURG WI 53711

Project: TECH LANDS ROADS
Nobel Drive
Fitchburg WI 53711

Due Date: 11/10/2015 **Terms:** **Order#**

Description	Amount
CONTRACT INVOICE	81,099.45

Notes:

T.I.D. reimbursement invoice, Pay Application No. 5:

Nobel West, Nobel East and Mica North: $69,007.03
Mica South: $12,092.43

TOTAL DUE: $81,099.45

A service charge of 18.00% per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	81,099.45
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	**81,099.45**

TMF

Pay Applications

Description of Work	Pay Application No. 1	Pay Application No. 2	Pay Application No. 3	Pay Application No. 4	Pay Application No. 5
Construction Costs (Huston)					
Nobel West	$125,313.57	$646,960.04	$424,957.99	$50,514.24	$56,631.05
Nobel East	$5,929.60	$131,505.26	$206,966.18	$119,811.30	$29,319.07
Mica North	$47,953.48	$106,825.77	$75,746.95	$1,594.62	$12,610.75
Mica South	$84,009.41	$160,173.52	$64,883.88	$4,042.68	$16,148.99
Construction Contingency					
Vegetation Management			$0.00		
Signage			$2,619.51	$2,017.30	
Total Contingencies	$0.00	$0.00	$2,619.51	$2,017.30	$0.00
Electric (for Street Lights)					
1230 LF, Nobel West		$11,655.90			
630 LF, Nobel East		$5,970.10			
385 LF, Mica North		$3,337.96			
1406 LF, Mica South		$12,190.04			
Street Lights					
Nobel West			$12,970.00	$10,588.20	
Nobel East			$9,727.50	$7,941.16	
Mica North				$1,997.50	
Mica South			$6,485.00	$5,294.10	
Street Trees					
Nobel West					
Nobel East					
Mica North					
Mica South					
Performance & Payment Bonds (1%)	$24,117.70				
Surveying/Engineering/Planning/Staking (12%)	$41,497.07	$31,282.98	$78,699.84	$44,270.41	$12,817.20
Construction Project Management (5%)	$13,160.30	$52,273.23	$38,758.73	$8,899.01	$5,735.49
Erosion Control and Stormwater Management Fee	$7,733.57			$165.00	
Park Fees					
Nobel West					
Nobel East					
Mica North	$2,440.00				
Mica South					
MMSD Fees					
Nobel West	$51,809.23				
Nobel East	$10,066.09				
Mica North	$8,135.77				
Mica South	$9,972.46				
Woods Hollow Interceptor Fees					
Nobel West	$11,725.41				
Nobel East	$2,931.36				
Mica North	$7,420.43				
Mica South	$2,931.36				
Engineering & Planning Pre-Development & Development	$54,149.21				
Soils Testing	$4,755.27		$1,144.90	$4,228.88	
Legal and TIF Planning	$16,800.00	$0.00	$0.00		
Marketing Fees		$0.00	$0.00		
Contingency					
Item No. 1					
Total Contingencies	$0.00	$0.00	$0.00	$0.00	$0.00
Total Cost	**$532,851.29**	**$1,162,174.80**	**$922,960.48**	**$261,364.40**	**$133,262.55**

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF PAGES

TO CONTRACTOR: Ruedebusch Development

PROJECT: Techlands - Fitchburg

APPLICATION NO: 8
PERIOD TO: 9-30-15

Subcontract No.

PROJECT NOS.:

FROM: R.G. Huston Company

VIA ARCHITECT:

CONTRACT DATE:

Distribution to:
- [ ] OWNER
- [ ] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

CONTRACT FOR: TECHLANDS - FITCHBURG

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract.
Continuation sheet, AIA Document G703 is attached.

1. **ORIGINAL CONTRACT SUM**		$	2,735,950.00
2. **Plan Changes Rev 8/18/04, Quote Submitted 9/26/14**		$	316,919.19
3. **Net change by Change Orders**		$	134,199.95
4. **CONTRACT SUM TO DATE** (Line 1 + 2 + 3)		$	3,187,069.14
5. **TOTAL COMPLETED & STORED TO DATE**		$	3,175,269.52
6. **RETAINAGE:**			
a. _____% of Completed Work (Columns D + E on G703)	$ -	$	-
b. _____% of Stored Material (Column F on G703)	$ -		
Total Retainage (Line 5a + 5b or Total in Column I of G703)		$	-
7. **TOTAL EARNED LESS RETAINAGE** (Line 5 less Line 6 Total)		$	3,175,269.52
8. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 7 from prior Certificate)		$	3,053,737.55
9. **CURRENT PAYMENT DUE**		$	121,531.97
10. **BALANCE TO FINISH INCLUDING RETAINAGE** (Line 4 less Line 7)		$	11,799.62

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: R.G. Huston Company
By: _____ Date: 9/30/15
State of: Wisconsin
County of: Dane
Subscribed and sworn to before
30th Day of September, 2015

Notary Public:
My Commmision expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architects's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ -

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

BY: _____ DATE _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable to the Contractor named herein, Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

PROGRESS BILLING

Schedule of Work Completed

Description of Work	TID	Total Exhibit F	Scheduled Value	Changes	Contract	Estimated T.I.F.	Pay Application 1 Total	Pay Application 1 T.I.F.	Pay Application 2 Total	Pay Application 2 T.I.F.	Pay Application 3 Total	Pay Application 3 T.I.F.	Pay Application 4 Total	Pay Application 4 T.I.F.	Pay Application 5 Total	Pay Application 5 T.I.F.	Total T.I.F. Completed and Stored to Date	% Complete	Balance to Finish
Nobel Drive - West																			
Construction Costs (Huston)	2/3	$1,507,432.41	$1,298,048.00		$1,305,725.85	$870,483.90	$125,313.57	$83,542.38	$646,960.04	$431,306.69	$424,957.99	$283,305.33	$50,514.24	$33,676.16	$56,631.05	$37,754.03	$869,584.59	100%	$899.31
Construction Contingency (10%)	2/3	$150,743.24	$129,804.80	-$7,677.85	$122,126.95	$81,417.97	$0.00	$0.00	$0.00	$0.00	$1,122.59	$748.40	$864.52	$576.34	$0.00	$0.00	$1,324.74	2%	$80,093.23
Electric (for Street Lights)	2/3	$46,028.96	$25,000.00		$25,000.00	$16,666.67	$0.00	$0.00	$11,655.90	$7,770.60	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,770.60	47%	$8,896.07
Street Lights	2/3	$65,974.84	$36,184.79		$36,184.79	$24,123.19	$0.00	$0.00	$0.00	$0.00	$12,970.00	$8,646.67	$10,588.20	$7,058.80	$0.00	$0.00	$15,705.47	65%	$8,417.73
Street Trees	2/3	$42,960.36	$22,000.00		$22,000.00	$14,666.67	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$14,666.67
Performance & Payment Bonds (1%)	2/3	$16,581.76	$14,278.53		$14,278.53	$9,519.02	$11,131.30	$7,420.87	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,420.87	78%	$2,098.15
Surveying/Engineering/Planning/Staking (12%)	2/3	$198,981.08	$171,342.34		$171,342.34	$114,228.23	$19,152.58	$12,768.39	$13,406.37	$8,937.58	$33,726.93	$22,484.62	$18,972.15	$12,648.10	$5,492.83	$3,661.89	$60,500.57	53%	$53,727.65
Construction Project Management (5%)	2/3	$82,908.78	$71,392.64		$71,392.64	$47,595.09	$6,074.01	$4,049.34	$22,401.77	$14,934.51	$16,610.11	$11,073.41	$3,813.68	$2,542.45	$2,457.95	$1,638.64	$34,238.35	72%	$13,356.74
Erosion Control and Stormwater Managgment Fee	2/3	$3,145.31	$3,569.36		$3,569.36	$2,379.57	$3,569.36	$2,379.57	$0.00	$0.00	$0.00	$0.00	$70.71	$47.14	$0.00	$0.00	$2,426.71	102%	-$47.14
Park Fees	2/3	$3,663.90	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MMSD Fees	2/3		$51,809.23		$51,809.23	$34,539.49	$51,809.23	$34,539.49	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,539.49	100%	$0.00
Woods Hollow Interceptor Fees	2/3		$11,725.41		$11,725.41	$7,816.94	$11,725.41	$7,816.94	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,816.94	100%	$0.00
Engineering & Planning Pre-Development & Development	2/3	$36,823.16	$31,384.76		$31,384.76	$20,923.17	$24,992.06	$16,661.37	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$16,661.37	80%	$4,261.80
Soils Testing	2/3	$4,602.90	$3,923.10		$3,923.10	$2,615.40	$2,194.75	$1,463.17	$0.00	$0.00	$490.65	$327.10	$1,812.29	$1,208.20	$0.00	$0.00	$2,998.46	115%	-$383.06
Legal and TIF Planning	2/3	$18,411.58	$15,692.38		$15,692.38	$10,461.59	$7,753.88	$5,169.26	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,169.26	49%	$5,292.33
Marketing Fees	2/3	$46,028.96	$39,230.96		$39,230.96	$26,153.97	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$26,153.97
Contingency (10%)	2/3	$10,586.66	$9,023.12		$9,023.12	$6,015.41	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$6,015.41
		$2,234,872.89	$1,934,409.42		$1,934,409.42	$1,289,606.28	$263,716.16	$175,810.77	$694,424.08	$462,949.38	$489,878.27	$326,585.52	$88,635.79	$57,757.19	$64,581.83	$43,054.56	$1,066,157.42		$223,448.86
Nobel Drive - East																			
Construction Costs (Huston)	2/3	$457,546.89	$393,993.00		$422,469.52	$281,646.35	$5,929.60	$3,953.07	$131,505.26	$87,670.17	$206,966.18	$137,977.45	$119,811.30	$79,874.20	$29,319.07	$19,546.05	$329,020.94	117%	-$47,374.59
Construction Contingency (10%)	2/3	$45,754.69	$39,399.30	-$28,476.52	$10,922.78	$7,281.85	$0.00	$0.00	$0.00	$0.00	$363.22	$242.14	$279.72	$186.48	$0.00	$0.00	$428.62	6%	$6,853.23
Electric (for Street Lights)	2/3	$13,971.04	$16,000.00		$16,000.00	$10,666.67	$0.00	$0.00	$5,970.10	$3,980.07	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,980.07	37%	$6,686.60
Street Lights	2/3	$20,025.16	$10,983.07		$10,983.07	$7,322.05	$0.00	$0.00	$0.00	$0.00	$9,727.50	$6,485.00	$7,941.16	$5,294.11	$0.00	$0.00	$11,779.11	161%	-$4,457.06
Street Trees	2/3	$13,039.64	$14,000.00		$14,000.00	$9,333.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$9,333.33
Performance & Payment Bonds (1%)	2/3	$5,033.02	$4,333.92		$4,333.92	$2,889.28	$3,378.65	$2,252.44	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,252.44	78%	$636.84
Surveying/Engineering/Planning/Staking (12%)	2/3	$60,396.19	$52,007.08		$52,007.08	$34,671.39	$5,813.33	$3,875.55	$4,337.65	$2,891.77	$10,912.40	$7,274.93	$6,138.47	$4,092.31	$1,777.21	$1,184.81	$19,319.37	56%	$15,352.01
Construction Project Management (5%)	2/3	$25,165.08	$21,669.62		$21,669.62	$14,446.41	$1,843.63	$1,229.08	$7,248.13	$4,832.08	$5,374.22	$3,582.82	$1,233.92	$822.61	$795.27	$530.18	$10,996.78	76%	$3,449.63
Erosion Control and Stormwater Management Fee	2/3	$954.69	$1,083.40		$1,083.40	$722.27	$1,083.40	$722.26	$0.00	$0.00	$0.00	$0.00	$22.88	$15.25	$0.00	$0.00	$737.52	102%	-$15.25
Park Fees	2/3	$1,112.10	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MMSD Fees	2/3		$10,066.09		$10,066.09	$6,710.73	$10,066.09	$6,710.73	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,710.73	100%	$0.00
Woods Hollow Interceptor Fees	2/3		$2,931.36		$2,931.36	$1,954.24	$2,931.36	$1,954.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,954.24	100%	$0.00
Engineering & Planning Pre-Development & Development	2/3	$11,176.84	$9,526.13		$9,526.13	$6,350.75	$7,585.77	$5,057.18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,057.18	80%	$1,293.57
Soils Testing	2/3	$1,397.10	$1,190.77		$1,190.77	$793.85	$666.17	$444.11	$0.00	$0.00	$158.75	$105.83	$586.37	$390.91	$0.00	$0.00	$940.86	119%	-$147.01
Legal and TIF Planning	2/3	$5,588.42	$4,763.07		$4,763.07	$3,175.38	$2,353.52	$1,569.01	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,569.01	49%	$1,606.37
Marketing Fees	2/3	$13,971.04	$11,907.67		$11,907.67	$7,938.45	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$7,938.45
Contingency (10%)	2/3	$3,213.34	$2,738.76		$2,738.76	$1,825.84	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$1,825.84
		$678,345.24	$596,589.24		$596,589.24	$397,726.83	$41,851.51	$27,767.88	$149,061.13	$99,374.09	$233,501.77	$155,668.18	$138,013.81	$90,675.88	$31,891.56	$21,261.04	$394,746.86		$2,981.96
Mica Road - North																			
Construction Costs (Huston)	1/3	$311,360.53	$228,110.00		$240,859.17	$80,117.72	$47,953.48	$15,884.49	$106,825.77	$35,608.59	$75,746.95	$25,248.98	$1,594.62	$531.54	$12,610.75	$4,203.58	$81,577.19	102%	-$1,459.47
Construction Contingency (10%)	1/3	$31,136.05	$22,811.00	-$12,243.17	$10,567.83	$3,522.61	$0.00	$0.00	$0.00	$0.00	$206.64	$68.88	$159.14	$53.05	$0.00	$0.00	$121.93	3%	$3,400.68
Electric (for Street Lights)	1/3	$13,331.82	$11,500.00		$11,500.00	$3,833.33	$0.00	$0.00	$3,337.96	$1,112.65	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,112.65	29%	$2,720.68
Street Lights	1/3	$10,748.78	$6,358.86		$6,358.86	$2,119.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,997.50	$665.83	$0.00	$0.00	$665.83	31%	$1,453.79
Street Trees	1/3	$25,748.22	$10,000.00		$10,000.00	$3,333.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$3,333.33
Performance & Payment Bonds (1%)	1/3	$3,424.97	$2,509.21		$2,509.21	$836.40	$1,956.14	$652.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$652.05	78%	$184.36
Surveying/Engineering/Planning/Staking (12%)	1/3	$41,099.59	$30,110.52		$30,110.52	$10,036.84	$3,365.74	$1,121.91	$2,467.79	$822.60	$6,208.33	$2,069.44	$3,492.32	$1,164.11	$1,011.10	$337.03	$5,515.10	55%	$4,521.74
Construction Project Management (5%)	1/3	$17,124.83	$12,546.05		$12,546.05	$4,182.02	$1,067.41	$355.80	$4,123.63	$1,374.54	$3,057.03	$1,019.18	$702.01	$234.00	$452.45	$150.82	$3,134.34	75%	$1,047.67
Erosion Control and Stormwater Management Fee	1/3	$1,145.70	$627.25		$627.25	$209.08	$627.25	$209.08	$0.00	$0.00	$0.00	$0.00	$13.02	$4.34	$0.00	$0.00	$213.42	102%	-$4.34
Park Fees	1/3	$829.07	$2,440.00		$2,440.00	$813.33	$2,440.00	$813.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$813.33	100%	$0.00
MMSD Fees	1/3		$8,135.77		$8,135.77	$2,711.92	$8,135.77	$2,711.92	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,711.92	100%	$0.00
Woods Hollow Interceptor Fees	1/3		$7,420.48		$7,420.48	$2,473.48	$7,420.48	$2,473.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,473.48	100%	$0.00
Engineering & Planning Pre-Development & Development	1/3	$8,332.39	$5,515.34		$5,515.34	$1,838.45	$4,391.93	$1,463.98	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,463.98	80%	$374.47
Soils Testing	1/3	$1,041.55	$689.42		$689.42	$229.81	$385.69	$128.56	$0.00	$0.00	$90.32	$30.11	$333.60	$111.20	$0.00	$0.00	$269.87	117%	-$40.06
Legal and TIF Planning	1/3	$4,166.19	$2,757.67		$2,757.67	$919.22	$1,363.61	$454.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$454.20	49%	$465.02
Marketing Fees	1/3	$10,415.49	$6,894.18		$6,894.18	$2,298.06	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$2,298.06
Contingency (10%)	1/3	$2,395.56	$1,585.66		$1,585.66	$528.55	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$528.55
		$472,300.75	$360,011.36		$360,011.36	$120,003.79	$79,106.48	$26,368.82	$116,753.16	$38,918.39	$85,309.77	$28,436.59	$8,292.20	$2,764.07	$14,074.30	$4,691.43	$101,179.30		$18,824.49
Mica Road - South																			
Construction Costs (Huston)	2/3	$475,589.37	$319,416.00		$326,753.02	$217,834.68	$84,003.41	$56,006.27	$160,173.57	$106,782.38	$64,863.88	$43,253.92	$4,942.18	$3,295.13	$16,346.99	$10,765.99	$219,505.65	101%	-$1,670.97
Construction Contingency (10%)	2/3	$43,558.94	$31,941.60	-$7,334.02	$24,607.58	$16,403.72	$0.00	$0.00	$0.00	$0.00	$280.92	$187.28	$234.34	$156.23	$0.00	$0.00	$343.51	2%	$16,072.21
Electric (for Street Lights)	2/3	$18,883.18	$13,900.00		$13,900.00	$5,266.67	$0.00	$0.00	$12,190.04	$8,126.69	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,126.69	154%	-$2,859.97
Street Lights	2/3	$15,651.22	$8,904.24		$8,904.24	$5,936.09	$0.00	$0.00	$0.00	$0.00	$6,435.00	$4,290.00	$5,254.10	$3,502.73	$0.00	$0.00	$7,792.73	131%	-$1,856.64
Street Trees	2/3	$22,851.79	$12,360.00		$12,360.00	$4,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$4,120.00
Performance & Payment Bonds (1%)	2/3	$4,791.88	$3,313.58		$3,313.58	$2,342.29	$2,778.12	$1,852.08	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,852.08	79%	$490.21
Surveying/Engineering/Planning/Staking (12%)	2/3	$57,550.60	$42,162.51		$42,162.51	$28,108.33	$4,712.36	$3,141.57	$2,934.93	$2,236.53	$8,440.03	$5,626.69	$4,247.83	$2,765.23	$2,174.54	$1,116.37	$15,086.39	54%	$13,021.94
Construction Project Management (5%)	2/3	$23,958.42	$17,567.88		$17,567.88	$11,711.92	$1,494.66	$996.44	$5,605.84	$3,737.29	$4,356.60	$2,904.07	$954.34	$636.24	$615.67	$410.44	$8,550.18	73%	$3,161.82
Erosion Control and Stormwater Management Fee	2/3	$1,604.30	$878.35		$878.35	$585.55	$878.35	$585.55	$0.00	$0.00	$0.00	$0.00	$17.79	$11.86	$0.00	$0.00	$597.41	102%	-$11.86
Park Fees	2/3	$1,160.33	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MMSD Fees	2/3		$9,972.46		$9,972.46	$6,648.31	$9,972.46	$6,648.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,648.31	100%	$0.00
Woods Hollow Interceptor Fees	2/3		$2,931.36		$2,931.36	$1,954.24	$2,931.36	$1,954.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,954.24	100%	$0.00
Engineering & Planning Pre-Development & Development	2/3	$13,687.52	$7,722.38		$7,722.38	$5,148.25	$6,188.00	$4,059.93	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,059.93	80%	$1,088.32
Soils Testing	2/3	$1,414.45	$965.37		$965.37	$643.58	$546.07	$360.05	$0.00	$0.00	$123.73	$82.48	$433.52	$288.95	$0.00	$0.00	$742.55	115%	-$190.97
Legal and TIF Planning	2/3	$5,631.81	$3,861.49		$3,861.49	$2,574.33	$1,908.09	$1,272.02	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,272.02	49%	$1,302.31
Marketing Fees	2/3	$14,344.51	$9,653.22		$9,653.22	$6,435.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$6,435.81
Contingency (10%)	2/3	$3,354.44	$2,270.36		$2,270.36	$1,480.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$1,480.24
		$561,389.42	$483,372.18		$483,372.18	$315,314.79	$115,338.24	$76,890.86	$181,324.38	$120,882.10	$84,348.10	$56,565.54	$16,738.98	$11,159.32	$18,218.64	$12,092.43	$276,590.00		$42,718.18
Total		$4,046,868.30	$3,374,380.20	$0.00	$3,374,380.20	$2,122,653.68	$499,810.43	$328,047.27	$1,141,564.75	$802,241.86	$893,059.51	$610,690.28	$246,668.20	$151,197.14	$128,686.33	$69,007.03	$1,838,680.18		$293,973.50

Note: Per TIF Agreement "Cost savings after completion of FTCI Public improvements for Nobel Drive and Mica Road north of Nobel Drive may be used to fund up to 2/3rds of the cost of Mica Road South of Nobel Drive." Mica Road - South is not included in Total due at this time.

SEP 10 2015

FIELD&STREAM
RESTORATIONS

September 8, 2015

Tech Lands, LLC
4605 Dovetail Drive
Madison, WI 53704

INVOICE

Project Name: Fitchburg Technology Campus Phase 2 - Fitchburg Wisconsin
Contract add: Erosion Repair - second request
Contract Date: September 3, 2015, via phone with Greg.

Budget: $2,400.00. Budget remaining after this invoice: $300.00

FSR Project Number: 14-012
FSR Invoice Number: 14-012-02 Erosion Repair

SCOPE OF WORK

Soybean Field Edge Work
Installed eight 4 ft long perpendicular fences to the existing fences to reduce erosion undercutting.
Added new shredded topsoil to any undercut silt fence, raked and compacted it.
Installed annual rye, winter wheat, and perennial rye seeds to topsoil.
Covered all new soils with erosion blanket.
Basin Banks
Installed new shredded topsoil to all identified rivulets
Compacted and raked smooth new soils.
Installed winter wheat, annual rye, and native prairie seeds.
Covered all new soils with erosion blanket

KEY DATES

September 3, 2015

COSTS INCURRED

Taxable expenses .....$ 2,100.00

Sales Tax (exempt services) .....$ 0.00

Total .....$ 2,100.00

Total billable work, including project materials = $2,100.00. Please pay this amount.

PAYMENT TERMS & CONDITIONS

Payment for services and expenses will be due immediately upon receipt of invoices. Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis. Refer to the attached Agreement for additional terms and conditions.

Please send payment to:

Field & Stream Restorations, LLC
714 Weald Bridge Road
Cottage Grove, WI 53527
United States

NOTE ADDRESS CHANGE

If you have any questions, or require any additional information, please call us at (608) 320-2338.

Sincerely,

Field & Stream Restorations, LLC

Steven J. Banovetz
Senior Ecologist

FIELD&STREAM
RESTORATIONS

August 30, 2015

RECEIVED
SEP 02 2015

Tech Lands, LLC
4605 Dovetail Drive
Madison, WI 53704

INVOICE

Project Name: Fitchburg Technology Campus Phase 2 - Fitchburg Wisconsin
Contract add: Erosion Repair
Contract Date: August, 2015, via email with Greg.

Budget: $1,900.00. Budget remaining after this invoice: $0.00

FSR Project Number: 14-012
FSR Invoice Number: 14-012-02

SCOPE OF WORK

FSR mowed down vegetation in the work zones.
FSR Raked soils in preparation for seed installation.
FSR installed 60 feet of trenched-in silt fence.
FSR installed annual rye, perennial rye, and winter wheat seed.
FSR installed 7 erosion blankets per City of Fitchburg specifications over seeded areas.

KEY DATES

August 20 & 21, 2015 - Proposal meeting with Greg & subsequent field work

COSTS INCURRED

Taxable expenses .....$ 1,900.00

Sales Tax (exhempt services) .....$ 0.00

Total .....$ 1,900.00

Total billable work, including project materials = $1,900.00. Please pay this amount.

PAYMENT TERMS & CONDITIONS

Payment for services and expenses will be due immediately upon receipt of invoices. Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis. Refer to the attached Agreement for additional terms and conditions.

Please send payment to:

Field & Stream Restorations, LLC
714 Weald Bridge Road
Cottage Grove, WI 53527
United States

NOTE ADDRESS CHANGE

If you have any questions, or require any additional information, please call us at (608) 320-2338.

Sincerely,

Field & Stream Restorations, LLC

Steven J. Banovetz
Senior Ecologist

Vierbicher Associates, Inc.
400 Viking Drive
Reedsburg, WI 53959
608-524-6468

vierbicher
planners engineers advisors

RUEDEBUSCH DEVELOPMENT & CONSTRUCTION
4605 DOVETAIL DR
MADISON, WI 53704

Invoice number	20
Date	07/16/2015
Project	33107490
Total this Invoice	$847.50

Ruedebusch-FTC Ph II
Professional services to June 30, 2015

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
013 Access Easment Docs	375.00	100.00	375.00	375.00	0.00
Total	375.00	100.00	375.00	375.00	0.00

JUL 17 2015 46853

Date Received:
Job # 11078
P. O. # 1920
Cost Code 8811
Vendor #
Approved By: Cm

005 Final Plat

Professional Fees

	Hours	Rate	Billed Amount
General Consulting			
Andrew L. Mears	2.00	95.00	190.00

011 Construction Administration

Professional Fees

	Hours	Rate	Billed Amount
General Consulting			
Anthony J. Vandermuss	4.00	110.00	440.00
Chris Shandor	1.00	80.00	80.00
Joseph J. Doyle	1.10	125.00	137.50
Subtotal	6.10		657.50
Phase subtotal			657.50

Invoice total **$847.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20	07/16/2015	847.50	847.50				
	Total	847.50	847.50	0.00	0.00	0.00	0.00

Approved by:

Joseph J. Doyle

Vierbicher Associates, Inc.
400 Viking Drive
Reedsburg, WI 53959
608-524-6468

vierbicher
planners engineers advisors

RUEDEBUSCH DEVELOPMENT & CONSTRUCTION
4605 DOVETAIL DR
MADISON, WI 53704

Invoice number	21
Date	09/03/2015
Project	33107490
Total this Invoice	$570.00

Ruedebusch-FTC Ph II
Professional services to August 31, 2015

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
013 Access Easment Docs	375.00	100.00	375.00	375.00	0.00
Total	375.00	100.00	375.00	375.00	0.00

011 Construction Administration

Professional Fees

	Hours	Rate	Billed Amount
General Consulting			
Andrew L. Mears	6.00	95.00	570.00

Invoice total **$570.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20	07/16/2015	847.50		847.50			
21	09/03/2015	570.00	570.00				
	Total	1,417.50	570.00	847.50	0.00	0.00	0.00

Approved by:

Joseph J. Doyle

Date Received: SEP 05 2015
Job # 11078
P. O. #
Cost Code 1920
Vendor # 47470 8811
Approved By: Gm

Williamson Surveying and Associates LLC
104 A. West Main Street
Waunakee, WI 53597

Invoice

Date 10/6/2015
Invoice # 3607

Bill To

RUEDEBUSCH DEVELOPMENT AND CONSTRUCTION
4605 DOVETAIL DRIVE
MADISON, WI., 53704

Job Number:

14W-312
TECHLANDS

Other

Description	Amount
CONSTRUCTION STAKING FOR BIKE PATH AND TOPOGRAPHIC COLLECTION ON OUTLOT 4 JUNE 30 ON THE SUBDIVISION PLAT OF TECHLANDS IN THE CITY OF FITCHBURG.	1,400.00
CONSTRUCTION STAKING FOR BIKE PATH AND DRAINAGE SWALE CHECK JULY 2ND ON THE SUBDIVISION PLAT OF TECHLANDS IN THE CITY OF FITCHBURG.	850.00

Date Received: OCT 08 2015
Job # 11078
P. O. #
Cost Code 1950
Vendor # 9120
Approved By: Gr

Accounts not paid within 30 days will be charged 1 1/2% finance charge each month not paid.

Payments/Credits $0.00

Williamson Surveying and Associates LLC
chris@williamsonsurveying.com
608-255-5705
608-849-9760

Balance Due $2,250.00

Williamson Surveying and Associates LLC
104 A. West Main Street
Waunakee, WI 53597

Invoice

Date 8/20/2015
Invoice # 3521

Bill To
RUEDEBUSCH DEVELOPMENT AND CONSTRUCTION
4605 DOVETAIL DRIVE
MADISON, WI., 53704

Job Number:
15W-262
ATT: KYLE ADAMS

Other

Description	Amount
ALL FIELD AND OFFICE TIME FOR TOPOGRAPHIC SURVEYS ON LOTS 1, 2, 3, 4, 22, 23, AND OUTLOT 2 OF THE PLAT OF TECHLANDS IN THE CITY OF FITCHBURG, DANE COUNTY, WISCONSIN.	7,250.00

Date Received: AUG 21 2015
Job # 11078
P. O. # 47220
Cost Code 1950
Vendor # 9120
Approved By:

Accounts not paid within 30 days will be charged 1 1/2% finance charge each month not paid.

Payments/Credits $0.00

Williamson Surveying and Associates LLC
chris@williamsonsurveying.com
608-255-5705
608-849-9760

Balance Due $7,250.00

CITY OF FITCHBURG
5520 LACY RD
FITCHBURG WI 53711
PHONE: (608) 270-4250
FAX: (608) 270-4212

INVOICE

***** **RETURN THIS PORTION WITH PAYMENT** *****

Billed To: RUEDEBUSCH DEVELOPEMENT & CONSTRUCTION
CARL RUEDEBUSCH
4605 DOVETAIL DR
MADISON WI 53704

Date	Invoice Number
07/17/2015	2940

Customer No: 1736
Due Date: **PAYMENT DUE UPON RECEIPT**

TOTAL DUE	$1,201.79

---------- CUT OR TEAR HERE ----------

Invoice Date: 07/17/2015 **Invoice Number:** 2940 **Customer No:** 1736

DESCRIPTION	AMOUNT
TECH LANDS	$.00
SERVIES PAID FOR BY CITY: CGC	$36.00
SERVICES PAID FOR BY CITY FOR PERIOD OF 5/25/15 - 7/5/15	$.00
BILLABLE HOURS - ENGINEERING TECHNICIAN 8.25 HRS @ $35.1874 PER HOUR	$290.30
BILLABLE HOURS - UD PROJECT ENGINEER 7 HRS @ $50.5086 PER HOUR	$353.56
BILLABLE HOURS - UD PROJECT ENGINEER 7 HRS @ $50.5086 PER HOUR	$353.56
BILLABLE HOURS - UD ENGINEERING TECH 1 HR @ $42.0917 PER HOUR	$42.09
BILLABLE HOURS - UD ENGINEERING TECH 1 HR @ $42.0917 PER HOUR	$42.09
BILLABLE HOURS - UD ENGINEERING TECH 1.5 HRS @ $42.0917 PER HOUR	$63.14
BILLABLE HOURS - UD ENGINEERING TECH .5 HRS @ $42.0917 PER HOUR	$21.05

46852
Date Received: JUL 22 2015
Job # 11078
P. O. #
Cost Code 1900
Vendor # 2160
Approved By Gm

CITY OF FITCHBURG
5520 LACY RD
FITCHBURG WI 53711
PHONE: (608) 270-4250
FAX: (608) 270-4212

TOTAL DUE CITY OF FITCHBURG **$1,201.79**

PAYMENT DUE UPON RECEIPT

THE CITY OF Fitchburg

CITY OF FITCHBURG
5520 LACY RD
FITCHBURG WI 53711
PHONE: (608) 270-4250
FAX: (608) 270-4212

INVOICE

***** **RETURN THIS PORTION WITH PAYMENT** *****

Date	Invoice Number
09/10/2015	2972

Billed To: RUEDEBUSCH DEVELOPEMENT & CONSTRUCTION
CARL RUEDEBUSCH
4605 DOVETAIL DR
MADISON WI 53704

Customer No: 1736
Due Date: **PAYMENT DUE UPON RECEIPT**

TOTAL DUE	$697.91

----------CUT OR TEAR HERE----------

Invoice Date: 09/10/2015 **Invoice Number:** 2972 **Customer No:** 1736

TECH LANDS DESCRIPTION	AMOUNT
SERVICES PAID FOR BY CITY: CGC	$36.00
SERVICES PROVIDED BY CITY FOR PERIOD OF 7/6/15 - 8/30/15	$.00
BILLABLE HOURS - ENGINEERING TECHNICIAN 3.5 HRS @ $35.1874 PER HOUR	$123.16
BILLABLE HOURS - UD PROJECT ENGINEER 3.25 HRS @ $50.5086 PER HOUR	$164.15
BILLABLE HOURS - UD PROJECT ENGINEER 3.25 HRS @ $50.5086 PER HOUR	$164.15
BILLABLE HOURS - UD ENGINEERING TECH 1.25 HRS @ $42.0917 PER HOUR	$52.61
BILLABLE HOURS - UD ENGINEERING TECH 1.25 HRS @ $42.0917 PER HOUR	$52.61
BILLABLE HOURS - UD ENGINEERING TECH 1.88 HRS @ $42.0917 PER HOUR	$79.13
BILLABLE HOURS - UD ENGINEERING TECH .62 HRS @ $42.0917 PER HOUR	$26.10
TOTAL DUE CITY OF FITCHBURG	$697.91

Date Received: SEP 11 2015
Job # 11078
P. O. # 1900
Cost Code 475570
Vendor # 21160
Approved By:

THE CITY OF Fitchburg

CITY OF FITCHBURG
5520 LACY RD
FITCHBURG WI 53711
PHONE: (608) 270-4250
FAX: (608) 270-4212

PAYMENT DUE UPON RECEIPT

NUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

ENGINEER'S PROJECT # -

Tricorte Cc Ruedebusch Development
4605 Dovetail Drive
Madison, WI 53704

CONTRACTOR: R. G. Huston Co.
2561 Coffeytown Road
Cottage Grove, WI 53527

ENGINEER:

Pay Request # 8

DATE: 9/30/2015

Item No. (A)	Description of Work (B)	Scheduled Quantity (C)	Unit of Measure	Unit Price (D)	Item Total (C*D)	Work Completed: Previous Requests (E)		Work Completed: This Request (F)		Total Completed To Date (E+F)		% Complete
							Amount	Quantity	Amount	Quantity	Amount	
10	Mobilization	1.00	LS	$12,335.00	$12,335.00	1	$12,335.00		$0.00	1	$12,335.00	100.00%
12	Removal - Asphalt	1.00	LS	$4,075.00	$4,075.00	1	$4,075.00		$0.00	1	$4,075.00	100.00%
14	ADD-Removal - 42" RCP	130.00	LF	$24.54	$3,190.20	130	$3,190.20		$0.00	130	$3,190.20	100.00%
20	Construction Entrance	1.00	EA	$1,663.07	$1,663.07	1	$1,663.07		$0.00	1	$1,663.07	100.00%
30	Silt Fence	1,245.00	LF	$2.63	$3,274.35	1245	$3,274.35		$0.00	1245	$3,274.35	100.00%
35	Topsoil - Strip 12"	27,930.00	CY	$1.36	$37,984.80	27930	$37,984.80		$0.00	27930	$37,984.80	100.00%
40	Common Excavation - Cut	38,405.00	CY	$1.36	$52,230.80	38405	$52,230.80		$0.00	38405	$52,230.80	100.00%
50	Common Excavation - Fill	32,385.00	CY	$1.36	$44,043.60	32385	$44,043.60		$0.00	32385	$44,043.60	100.00%
52	Common Excavation - Fill (Residential)	6,029.00	CY	$1.36	$8,199.44	6029	$8,199.44		$0.00	6029	$8,199.44	100.00%
55	ADD-Common Excavation - Undercut	2,521.00	CY	$5.44	$13,714.24	2521	$13,714.24		$0.00	2521	$13,714.24	100.00%
56	Common Excavation - Topsoil	5,255.00	CY	$3.91	$20,547.05	5255	$20,547.05		$0.00	5255	$20,547.05	100.00%
60	Detention Pond Onsite - Clay	3,850.00	CY	$7.32	$28,182.00	3850	$28,182.00		$0.00	3850	$28,182.00	100.00%
70	Infiltration Basin Onsite - Sand	2,170.00	CY	$8.77	$19,030.90	2170	$19,030.90		$0.00	2170	$19,030.90	100.00%
75	Deep Till Infiltration	1,900.00	SY	$1.39	$2,641.00	1900	$2,641.00		$0.00	1900	$2,641.00	100.00%
76	Overflow Weir - Turf	360.00	SY	$16.76	$6,033.60	360	$6,033.60		$0.00	360	$6,033.60	100.00%
80	Aggregate - Road - 12" Thick	5,560.00	TN	$13.47	$74,893.20	5560	$74,893.20		$0.00	5560	$74,893.20	100.00%
90	Aggregate - Sidewalk - 4" Thick	165.00	TN	$15.41	$2,542.65	165	$2,542.65		$0.00	165	$2,542.65	100.00%
100	Aggregate - Bike Path - 7" Thick	545.00	TN	$14.54	$7,924.30	545	$7,924.30		$0.00	545	$7,924.30	100.00%
110	Topsoil - Replace Terrace	1,390.00	CY	$19.40	$26,966.00	1390	$26,966.00		$0.00	1390	$26,966.00	100.00%
115	Terrace - E-Mat, Seed, Fert & Mulch	0.00	SY	$3.00	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
116	Terrace - Seed, Fert & Mulch	0.00	SY	$1.00	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
120	Topsoil - Replace Open	11,227.00	CY	$4.18	$46,928.86	11227	$46,928.86		$0.00	11227	$46,928.86	100.00%
121	ADD-Restoration - Public	31,532.00	SY	$3.00	$94,596.00	31532	$94,596.00		$0.00	31532	$94,596.00	100.00%
122	ADD-Restoration - Private	31,824.00	SY	$0.53	$16,866.72	31824	$16,866.72		$0.00	31824	$16,866.72	100.00%
125	Open - Seed, Fert & Mulch	0.00	SY	$0.53	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
128	ADD-Wet Pond & Infiltration Basin Rest	1.00	LS	$15,000.00	$15,000.00	1	$15,000.00		$0.00	1	$15,000.00	100.00%
129	ADD-Infiltration Basin 3" Compost	215.00	CY	$63.88	$13,734.20	215	$13,734.20		$0.00	215	$13,734.20	100.00%
130	Topsoil - Haul Off Excess	10,643.00	CY	$9.57	$101,853.51	10643	$101,853.51		$0.00	10643	$101,853.51	100.00%
140	Erosion Control - E-Mat	0.00	SY	$3.00	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
145	ADD-Erosion Control- Turf Reinforcement	1,980.00	SY	$11.97	$23,700.60	1980	$23,700.60		$0.00	1980	$23,700.60	100.00%
150	Erosion Control - Silt Sock	2.00	EA	$400.00	$800.00	2	$800.00		$0.00	2	$800.00	100.00%
160	Erosion - Inlet Protection	11.00	EA	$256.21	$2,818.31	11	$2,818.31		$0.00	11	$2,818.31	100.00%
170	ADD- 3 Year Maintenence Plan	1.00	LS	$12,500.00	$12,500.00	0	$0.00		$0.00	0	$0.00	0.00%
300	Sanitary - Core Existing	1.00	EA	$920.65	$920.65	1	$920.65		$0.00	1	$920.65	100.00%
305	ADD-Sanitary - Remove Sanitary Sewer	25.00	LF	$22.17	$554.25	25	$554.25		$0.00	25	$554.25	100.00%
310	Sanitary - 8" PVC	1,181.00	LF	$48.60	$57,396.60	1181	$57,396.60		$0.00	1181	$57,396.60	100.00%
320	Sanitary - 4' Dia Manhole	4.00	EA	$1,628.94	$6,515.76	4	$6,515.76		$0.00	4	$6,515.76	100.00%
330	Sanitary - R-1550 Casting	4.00	EA	$686.41	$2,745.64	4	$2,745.64		$0.00	4	$2,745.64	100.00%
340	Sanitary - Chimney Seal	4.00	EA	$403.56	$1,614.24	4	$1,614.24		$0.00	4	$1,614.24	100.00%
350	Sanitary - 6" PVC Lateral	0.00	LF	$47.43	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
360	ADD-Sanitary - 8" PVC Lateral	334.00	LF	$47.32	$15,804.88	334	$15,804.88		$0.00	334	$15,804.88	100.00%
400	Water - Connect to Existing	1.00	EA	$1,819.57	$1,819.57	1	$1,819.57		$0.00	1	$1,819.57	100.00%

Item No. (A)	Description of Work (B)	Scheduled Quantity (C)	Unit of Measure	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
410	Water - 10" D.I.	1,231.00	LF	$64.51	$79,411.81	1231	$79,411.81		$0.00	1231	$79,411.81	100.00%
420	Water - 10" Gate Valve	4.00	EA	$2,418.41	$9,673.64	4	$9,673.64		$0.00	4	$9,673.64	100.00%
430	Water - 8" Gate Valve	4.00	EA	$1,700.87	$6,803.48	4	$6,803.48		$0.00	4	$6,803.48	100.00%
440	Water - 6" Gate Valve	3.00	EA	$1,279.44	$3,838.32	3	$3,838.32		$0.00	3	$3,838.32	100.00%
450	Water - Insulation	4.00	SHT	$121.64	$486.56	4	$486.56		$0.00	4	$486.56	100.00%
460	Water - Hydrant	3.00	EA	$4,132.62	$12,397.86	3	$12,397.86		$0.00	3	$12,397.86	100.00%
470	Water - 6" D.I. Hydrant Lead	40.00	LF	$90.95	$3,638.00	40	$3,638.00		$0.00	40	$3,638.00	100.00%
480	Water - 8" D.I. Service	154.00	LF	$77.44	$11,925.76	154	$11,925.76		$0.00	154	$11,925.76	100.00%
500	Storm - 12" RCP	269.00	LF	$38.41	$10,332.29	269	$10,332.29		$0.00	269	$10,332.29	100.00%
501	Storm - 18" RCP	172.00	LF	$62.34	$10,722.48	172	$10,722.48		$0.00	172	$10,722.48	100.00%
502	Storm - 24" RCP	230.00	LF	$48.53	$11,161.90	230	$11,161.90		$0.00	230	$11,161.90	100.00%
503	Storm - 30" RCP	0.00	LF	$61.78	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
505	Storm - 36" RCP (Pond	170.00	LF	$72.39	$12,306.30	170	$12,306.30		$0.00	170	$12,306.30	100.00%
510	Storm - 42" RCP	169.00	LF	$83.34	$14,084.46	169	$14,084.46		$0.00	169	$14,084.46	100.00%
515	Storm - 48" RCP	1,491.00	LF	$102.03	$152,126.73	1491	$152,126.73		$0.00	1491	$152,126.73	100.00%
520	Storm - 12" RCP AEW w/grate	0.00	EA	$1,075.66	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
522	Storm - 12" Cap	1.00	EA	$308.58	$308.58	1	$308.58		$0.00	1	$308.58	100.00%
523	Storm - 18" RCP AEW w/Grate	1.00	EA	$1,177.06	$1,177.06	1	$1,177.06		$0.00	1	$1,177.06	100.00%
524	Storm - 24" RCP AEW w/Grate	1.00	EA	$1,387.98	$1,387.98	1	$1,387.98		$0.00	1	$1,387.98	100.00%
525	Storm - 36" RCP AEW w/Grate	2.00	EA	$1,832.11	$3,664.22	2	$3,664.22		$0.00	2	$3,664.22	100.00%
530	Storm - 48" RCP AEW w/grate	1.00	EA	$2,329.40	$2,329.40	1	$2,329.40		$0.00	1	$2,329.40	100.00%
535	Storm - 2'x3" Inlet	6.00	EA	$760.67	$4,564.02	6	$4,564.02		$0.00	6	$4,564.02	100.00%
540	Storm - R-3067 Casting	6.00	EA	$837.58	$5,025.48	6	$5,025.48		$0.00	6	$5,025.48	100.00%
541	Storm - 48" Dia Manhole	0.00	EA	$1,026.30	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
542	Storm - R-1550 Casting	0.00	EA	$686.42	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
543	Storm - 60" Dia Pond	0.00	EA	$2,237.82	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
544	Storm - R-2557 Casting	0.00	EA	$1,137.57	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
545	Storm - 60" Dia Manhole	0.00	EA	$2,237.82	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
550	Storm - R-1550 Casting	0.00	EA	$686.42	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
555	Storm - 72" Dia Manhole	0.00	EA	$2,794.04	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
560	Storm - R-1550 Casting	0.00	EA	$686.41	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
565	Storm - 84" Dia Manhole	5.00	EA	$4,040.51	$20,202.55	5	$20,202.55		$0.00	5	$20,202.55	100.00%
570	Storm - R-1550 Casting	5.00	EA	$686.42	$3,432.10	5	$3,432.10		$0.00	5	$3,432.10	100.00%
571	Storm - 96" Dia Manhole	1.00	EA	$11,075.46	$11,075.46	1	$11,075.46		$0.00	1	$11,075.46	100.00%
572	Storm - R-1550 Casting	1.00	EA	$686.42	$686.42	1	$686.42		$0.00	1	$686.42	100.00%
575	Storm - Rip-Rap	347.00	CY	$69.66	$24,172.02	347	$24,172.02		$0.00	347	$24,172.02	100.00%
576	ADD-Storm - 36" Dia Manhole	1.00	EA	$988.35	$988.35	1	$988.35		$0.00	1	$988.35	100.00%
577	ADD-Storm - R-1550 Casting	1.00	EA	$686.31	$686.31	1	$686.31		$0.00	1	$686.31	100.00%
578	ADD-Storm - 48" Dia Catch Basin	1.00	EA	$1,026.14	$1,026.14	1	$1,026.14		$0.00	1	$1,026.14	100.00%
579	ADD-Storm - 60" Dia Catch Basin	1.00	EA	$2,237.45	$2,237.45	1	$2,237.45		$0.00	1	$2,237.45	100.00%
580	ADD-Storm - 72" Dia Catch Basin	1.00	EA	$2,793.59	$2,793.59	1	$2,793.59		$0.00	1	$2,793.59	100.00%
581	ADD-Storm - R-3067 Casting	3.00	EA	$837.44	$2,512.32	3	$2,512.32		$0.00	3	$2,512.32	100.00%
582	ADD-Storm - Release Structure #1 (S-5)	1.00	EA	$2,423.17	$2,423.17	1	$2,423.17		$0.00	1	$2,423.17	100.00%
583	ADD-Storm - 60" Cone Grate Trash Rack	1.00	EA	$2,404.82	$2,404.82	1	$2,404.82		$0.00	1	$2,404.82	100.00%
584	ADD-Storm - Release Structure #2 (S-113)	1.00	EA	$1,211.89	$1,211.89	1	$1,211.89		$0.00	1	$1,211.89	100.00%
585	ADD-Storm - 48" Cone Grate Trash Rack	1.00	EA	$4,827.76	$4,827.76	1	$4,827.76		$0.00	1	$4,827.76	100.00%
590	ADD-Storm - Concrete Overflow Wiers	66.00	CY	$400.00	$26,400.00	66	$26,400.00		$0.00	66	$26,400.00	100.00%
600	Concrete - 24" Curb & Gutter	1,932.00	LF	$13.00	$25,116.00	1932	$25,116.00		$0.00	1932	$25,116.00	100.00%
610	Concrete - 30" Curb & Gutter	2,378.00	LF	$12.60	$29,962.80	2378	$29,962.80		$0.00	2378	$29,962.80	100.00%
620	Concrete - 5" Sidewalk	6,100.00	SF	$2.80	$17,080.00	6100	$17,080.00		$0.00	6100	$17,080.00	100.00%
630	Concrete - Detectable	6.00	EA	$225.00	$1,350.00	6	$1,350.00		$0.00	6	$1,350.00	100.00%
700	Asphalt - Nobel	1.00	LS	$113,700.00	$113,700.00	0.6	$68,220.00	0.4	$45,480.00	1	$113,700.00	100.00%

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						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
900	ADD-Undercut - Nobel W	240.00	CY	$40.00	$9,600.00	240	$9,600.00		$0.00	240	$9,600.00	100.00%
	SUBTOTAL - NOBEL				**$1,446,896.47**		**$1,388,916.47**		**$45,480.00**		**$1,434,396.47**	
1000	Mobilization	1.00	LS	$2,333.04	$2,333.04	1	$2,333.04		$0.00	1	$2,333.04	100.00%
1002	Removal - Asphalt/Curb & Gutter	1.00	LS	$938.16	$938.16	1	$938.16		$0.00	1	$938.16	100.00%
1010	Topsoil - Strip	2,370.00	CY	$1.37	$3,246.90	2370	$3,246.90		$0.00	2370	$3,246.90	100.00%
1020	Common Excavation - Cut	560.00	CY	$1.36	$761.60	560	$761.60		$0.00	560	$761.60	100.00%
1030	Common Excavation - Fill	560.00	CY	$1.36	$761.60	560	$761.60		$0.00	560	$761.60	100.00%
1032	Common Excavation - Topsoil	530.00	CY	$3.92	$2,077.60	530	$2,077.60		$0.00	530	$2,077.60	100.00%
1040	Aggregate - Road - 12" Thick	1,976.00	TN	$13.47	$26,616.72	1976	$26,616.72		$0.00	1976	$26,616.72	100.00%
1050	Aggregate - Sidewalk - 4" Thick	195.00	TN	$15.41	$3,004.95	195	$3,004.95		$0.00	195	$3,004.95	100.00%
1060	Topsoil - Replace Terraces	680.00	CY	$19.40	$13,192.00	680	$13,192.00		$0.00	680	$13,192.00	100.00%
1065	Terrace - E-Mat, Seed, Fert & Mulch	0.00	SY	$3.00	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
1066	Terrace - Seed, Fert & Mulch	0.00	SY	$1.00	$0.00	0	$0.00		$0.00	0	$0.00	#DIV/0!
1067	ADD-Restoration - Public	3,775.00	SY	$3.00	$11,325.00	3775	$11,325.00		$0.00	3775	$11,325.00	100.00%
1070	Topsoil - Haul Off Excess	1,160.00	CY	$9.57	$11,101.20	1160	$11,101.20		$0.00	1160	$11,101.20	100.00%
1080	Erosion - Inlet Protection	6.00	EA	$256.21	$1,537.26	6	$1,537.26		$0.00	6	$1,537.26	100.00%
1300	Sanitary - 8" PVC	738.00	LF	$49.10	$36,235.80	739	$36,284.90		$0.00	739	$36,284.90	100.14%
1310	Sanitary - 4' Dia Manhole	3.00	EA	$1,480.33	$4,440.99	3.00	$4,440.99		$0.00	3	$4,440.99	100.00%
1320	Sanitary - R-1550 Casting	3.00	EA	$686.42	$2,059.26	3.00	$2,059.26		$0.00	3	$2,059.26	100.00%
1330	Sanitary - Chimney Seal	3.00	EA	$403.56	$1,210.68	3.00	$1,210.68		$0.00	3	$1,210.68	100.00%
1340	Sanitary - 6" PVC Lateral	86.00	LF	$68.25	$5,869.50	86.00	$5,869.50		$0.00	86	$5,869.50	100.00%
1400	Water - 10" D.I.	770.00	LF	$62.72	$48,294.40	770.00	$48,294.40		$0.00	770	$48,294.40	100.00%
1410	Water - 10" Gate Valve	3.00	EA	$2,418.41	$7,255.23	3.00	$7,255.23		$0.00	3	$7,255.23	100.00%
1420	Water - 8" Gate Valve	3.00	EA	$1,700.13	$5,100.39	3.00	$5,100.39		$0.00	3	$5,100.39	100.00%
1430	Water - 6" Gate Valve	2.00	EA	$1,279.44	$2,558.88	2.00	$2,558.88		$0.00	2	$2,558.88	100.00%
1440	Water - Insulation	5.00	SHT	$122.86	$614.30	5.00	$614.30		$0.00	5	$614.30	100.00%
1450	Water - Hydrant	2.00	EA	$4,132.62	$8,265.24	2.00	$8,265.24		$0.00	2	$8,265.24	100.00%
1460	Water - 6" D.I. Hydrant Lead	26.00	LF	$91.20	$2,371.20	26.00	$2,371.20		$0.00	26	$2,371.20	100.00%
1470	Water - 8" D.I. Service	140.00	LF	$71.06	$9,948.40	140.00	$9,948.40		$0.00	140	$9,948.40	100.00%
1500	Storm - 12" RCP	99.00	LF	$38.42	$3,803.58	99.00	$3,803.58		$0.00	99	$3,803.58	100.00%
1510	Storm - 18" RCP	435.00	LF	$44.40	$19,314.00	435.00	$19,314.00		$0.00	435	$19,314.00	100.00%
1512	Storm - 24" RCP	44.00	LF	$47.13	$2,073.72	44.00	$2,073.72		$0.00	44	$2,073.72	100.00%
1514	Storm - 24" Plug	1.00	EA	$362.93	$362.93	1.00	$362.93		$0.00	1	$362.93	100.00%
1520	Storm - 30" RCP	0.00	LF	$61.78	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
1530	Storm - 2'x3' Inlet	6.00	EA	$760.67	$4,564.02	6.00	$4,564.02		$0.00	6	$4,564.02	100.00%
1535	Storm - 48" Catch basin	0.00	EA	$1,026.31	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
1540	Storm - R-3067 Casting	6.00	EA	$837.58	$5,025.48	6.00	$5,025.48		$0.00	6	$5,025.48	100.00%
1550	Storm - 48" Dia Manhole	3.00	EA	$1,026.31	$3,078.93	3.00	$3,078.93		$0.00	3	$3,078.93	100.00%
1555	Storm - 72" Dia Manhole	0.00	EA	$2,794.05	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
1560	Storm - R-1550 Casting	3.00	EA	$686.42	$2,059.26	3.00	$2,059.26		$0.00	3	$2,059.26	100.00%
1600	Concrete - 30" Curb & Gutter	1,078.00	LF	$12.60	$13,582.80	1078.00	$13,582.80		$0.00	1078	$13,582.80	100.00%
1610	Concrete - 5" Sidewalk	5,430.00	SF	$2.80	$15,204.00	5430.00	$15,204.00		$0.00	5430	$15,204.00	100.00%
1620	Concrete - Detectable	2.00	EA	$225.00	$450.00	2.00	$450.00		$0.00	2	$450.00	100.00%
1700	Asphalt - Mica Rd South	1.00	LS	$31,841.00	$31,841.00	0.57	$18,149.37	0.43	$13,691.63	1	$31,841.00	100.00%
1900	ADD-Undercut - Mica South	356.80	CY	$40.00	$14,272.00	356.80	$14,272.00		$0.00	356.8	$14,272.00	100.00%
	SUBTOTAL - MICA SOUTH				**$326,752.02**		**$313,109.49**		**$13,691.63**		**$326,801.12**	
2000	Mobilization	1.00	LS	$2,333.04	$2,333.04	1.00	$2,333.04		$0.00	1	$2,333.04	100.00%
2010	Construction Entrance	1.00	EA	$1,663.07	$1,663.07	1.00	$1,663.07		$0.00	1	$1,663.07	100.00%
2020	Topsoil - Strip 12"	1,270.00	CY	$1.37	$1,739.90	1270.00	$1,739.90		$0.00	1270	$1,739.90	100.00%
2030	Common Excavation - Cut	20.00	CY	$1.36	$27.20	20.00	$27.20		$0.00	20	$27.20	100.00%
2033	Common Excavation - Fill	20.00	CY	$1.36	$27.20	20.00	$27.20		$0.00	20	$27.20	100.00%
2040	Common Excavation - Topsoil	1,095.00	CY	$3.91	$4,281.45	1095.00	$4,281.45		$0.00	1095	$4,281.45	100.00%

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						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
2041	Common Exc - Topsoil	1,890.00	CY	$3.91	$7,389.90	1890.00	$7,389.90		$0.00	1890	$7,389.90	100.00%
2050	Aggregate - Road - 12" Thick	1,650.00	TN	$13.47	$22,225.50	1650.00	$22,225.50		$0.00	1650	$22,225.50	100.00%
2060	Aggregate - Sidewalk - 4" Thick	145.00	TN	$15.41	$2,234.45	145.00	$2,234.45		$0.00	145	$2,234.45	100.00%
2070	Topsoil - Replace Terrace	175.00	CY	$19.40	$3,395.00	175.00	$3,395.00		$0.00	175	$3,395.00	100.00%
2075	Terrace - E-Mat, Seed, Fert & Mulch	0.00	SY	$3.00	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
2076	ADD-Restoration - Public	1,050.00	SY	$3.00	$3,150.00	1050.00	$3,150.00		$0.00	1050	$3,150.00	100.00%
2090	Erosion - Inlet Protection	5.00	EA	$256.21	$1,281.05	5.00	$1,281.05		$0.00	5	$1,281.05	100.00%
2300	Sanitary - Core Existing	1.00	EA	$920.65	$920.65	1.00	$920.65		$0.00	1	$920.65	100.00%
2310	Sanitary - 8" PVC	606.00	LF	$49.21	$29,821.26	649.00	$31,937.29		$0.00	649	$31,937.29	107.10%
2320	Sanitary - 4' Dia Manhole	2.00	EA	$1,666.10	$3,332.20	2.00	$3,332.20		$0.00	2	$3,332.20	100.00%
2340	Sanitary - R-1550 Casting	2.00	EA	$686.42	$1,372.84	2.00	$1,372.84		$0.00	2	$1,372.84	100.00%
2345	Sanitary - Chimney Seal	2.00	EA	$403.56	$807.12	2.00	$807.12		$0.00	2	$807.12	100.00%
2350	Sanitary - 4" PVC Lateral	172.00	LF	$36.73	$6,317.56	172.00	$6,317.56		$0.00	172	$6,317.56	100.00%
2360	ADD-Sanitary - 8" PVC Lateral	43.00	LF	$49.37	$2,122.91	43.00	$2,122.91		$0.00	43	$2,122.91	100.00%
2400	Water - Connect to Existing	1.00	EA	$1,708.26	$1,708.26	1.00	$1,708.26		$0.00	1	$1,708.26	100.00%
2410	Water - 10" D.I.	455.00	LF	$62.15	$28,278.25	455.00	$28,278.25		$0.00	455	$28,278.25	100.00%
2420	Water - 8" D.I.	135.00	LF	$49.73	$6,713.55	135.00	$6,713.55		$0.00	135	$6,713.55	100.00%
2422	ADD-Water - 8" D.I. Service	53.00	LF	$77.44	$4,104.32	53.00	$4,104.32		$0.00	53	$4,104.32	100.00%
2425	Water - 6" D.I. Hydrant Lead	12.00	LF	$90.96	$1,091.52	12.00	$1,091.52		$0.00	12	$1,091.52	100.00%
2430	Water - 10" Gate Valve	2.00	EA	$2,417.18	$4,834.36	2.00	$4,834.36		$0.00	2	$4,834.36	100.00%
2440	Water - 6" Gate Valve	1.00	EA	$1,283.14	$1,283.14	1.00	$1,283.14		$0.00	1	$1,283.14	100.00%
2450	Water - Insulation	2.00	SHT	$121.63	$243.26	2.00	$243.26		$0.00	2	$243.26	100.00%
2460	Water - Hydrant	1.00	EA	$4,132.63	$4,132.63	1.00	$4,132.63		$0.00	1	$4,132.63	100.00%
2470	Water - Remove & Salvage	1.00	EA	$369.35	$369.35	1.00	$369.35		$0.00	1	$369.35	100.00%
2480	Water - 10"x2" Saddle,Corp, Curb Stop	2.00	EA	$458.85	$917.70	2.00	$917.70		$0.00	2	$917.70	100.00%
2490	Water - 1" Corp, Curb Stop & Box	2.00	EA	$329.95	$659.90	2.00	$659.90		$0.00	2	$659.90	100.00%
2495	Water - 1" Copper Service	212.00	LF	$29.89	$6,336.68	212.00	$6,336.68		$0.00	212	$6,336.68	100.00%
2500	Storm - 12" RCP	25.00	LF	$38.70	$967.50	25.00	$967.50		$0.00	25	$967.50	100.00%
2505	Storm - 18" RCP	166.00	LF	$44.41	$7,372.06	166.00	$7,372.06		$0.00	166	$7,372.06	100.00%
2520	Storm - 2'x3' Inlet	3.00	EA	$760.67	$2,282.01	3.00	$2,282.01		$0.00	3	$2,282.01	100.00%
2525	Storm R-3067 Casting	3.00	EA	$837.59	$2,512.77	3.00	$2,512.77		$0.00	3	$2,512.77	100.00%
2540	Storm - 48" Dia Manhole	2.00	EA	$1,026.31	$2,052.62	2.00	$2,052.62		$0.00	2	$2,052.62	100.00%
2545	Storm - R-1550 Casting	1.00	EA	$686.42	$686.42	1.00	$686.42		$0.00	1	$686.42	100.00%
2546	Storm - R - 2557 Casting	1.00	EA	$1,137.57	$1,137.57	1.00	$1,137.57		$0.00	1	$1,137.57	100.00%
2600	Concrete - 30" Curb & Gutter	1,385.00	LF	$12.60	$17,451.00	1385.00	$17,451.00		$0.00	1385	$17,451.00	100.00%
2610	Concrete - 5" Sidewalk	7,015.00	SF	$2.80	$19,642.00	7015.00	$19,642.00		$0.00	7015	$19,642.00	100.00%
2620	Concrete - Detectable	4.00	EA	$225.00	$900.00	4.00	$900.00		$0.00	4	$900.00	100.00%
2700	Asphalt - Mica Road North	1.00	LS	$24,066.00	$24,066.00	0.57	$13,717.62	0.43	$10,348.38	1	$24,066.00	100.00%
2900	ADD-Undercut - Mica North	154.20	CY	$40.00	$6,168.00	154.20	$6,168.00		$0.00	154.2	$6,168.00	100.00%
	SUBTOTAL - MICA NORTH				**$240,353.17**		**$232,120.82**		**$10,348.38**		**$242,469.20**	
3000	Mobilization	1.00	LS	$2,333.04	$2,333.04	1.00	$2,333.04		$0.00	1	$2,333.04	100.00%
3005	Removal - Asphalt /Curb & Gutter	1.00	LS	$938.16	$938.16	1.00	$938.16		$0.00	1	$938.16	100.00%
3010	Topsoil - Strip 12"	8,760.00	CY	$1.36	$11,913.60	8760.00	$11,913.60		$0.00	8760	$11,913.60	100.00%
3020	Common Excavation - Cut	6,486.00	CY	$1.36	$8,820.96	6486.00	$8,820.96		$0.00	6486	$8,820.96	100.00%
3025	Common Excavation - Cut to Nobles	6,029.00	CY	$1.36	$8,199.44	6029.00	$8,199.44		$0.00	6029	$8,199.44	100.00%
3030	Common Excavation - Fill	6,486.00	CY	$1.36	$8,820.96	6486.00	$8,820.96		$0.00	6486	$8,820.96	100.00%
3040	Aggregate - Road - 12" Thick	1,209.00	TN	$13.47	$16,285.23	1209.00	$16,285.23		$0.00	1209	$16,285.23	100.00%
3050	Aggregate - Sidewalk - 4" Thick	225.00	TN	$15.41	$3,467.25	225.00	$3,467.25		$0.00	225	$3,467.25	100.00%
3060	Topsoil - Replace Open	3,703.00	CY	$4.18	$15,478.54	3703.00	$15,478.54		$0.00	3703	$15,478.54	100.00%
3065	Open - Seed, Fertlize & Mulch	0.00	SY	$0.53	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3070	Topsoil - Replace Terraces	695.00	CY	$19.40	$13,483.00	695.00	$13,483.00		$0.00	695	$13,483.00	100.00%
3072	Terrace - E-mat,Seed,Fert & Mulch	0.00	SY	$3.00	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!

Item No. (A)	Description of Work (B)	Scheduled Quantity (C)	Unit of Measure	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
3073	Terrace - Seed, Fert & Mulch	0.00	SY	$1.00	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3075	Topsoil - Haul Topsoil	2,735.00	CY	$9.57	$26,173.95	2735.00	$26,173.95		$0.00	2735	$26,173.95	100.00%
3076	ADD-Restoration - Public	6,237.00	SY	$3.00	$18,711.00	6237.00	$18,711.00		$0.00	6237	$18,711.00	100.00%
3077	ADD-Restoration - Private	15,898.00	SY	$0.53	$8,425.94	15898.00	$8,425.94		$0.00	15898	$8,425.94	100.00%
3080	Erosion Control - E-Mat	770.00	SY	$3.00	$2,310.00	770.00	$2,310.00		$0.00	770	$2,310.00	100.00%
3090	Erosion Control -Silt Sock	3.00	EA	$400.00	$1,200.00	3.00	$1,200.00		$0.00	3	$1,200.00	100.00%
3100	Erosion - Inlet Protection	6.00	EA	$256.21	$1,537.26	6.00	$1,537.26		$0.00	6	$1,537.26	100.00%
3300	Sanitary - 8" PVC	643.00	LF	$41.13	$26,446.59	643.00	$26,446.59		$0.00	643	$26,446.59	100.00%
3310	Sanitary - 48" Dia Manhole	3.00	EA	$1,480.32	$4,440.96	3.00	$4,440.96		$0.00	3	$4,440.96	100.00%
3320	Sanitary - R-1550 Casting	3.00	EA	$686.42	$2,059.26	3.00	$2,059.26		$0.00	3	$2,059.26	100.00%
3330	Sanitary - Chimney Seal	3.00	EA	$403.56	$1,210.68	3.00	$1,210.68		$0.00	3	$1,210.68	100.00%
3340	Sanitary - 4" PVC Lateral	586.00	LF	$30.88	$18,095.68	586.00	$18,095.68		$0.00	586	$18,095.68	100.00%
3400	Water - Connect to Existing	2.00	EA	$1,708.24	$3,416.48	2.00	$3,416.48		$0.00	2	$3,416.48	100.00%
3410	Water - 8" D.I.	860.00	LF	$51.37	$44,178.20	860.00	$44,178.20		$0.00	860	$44,178.20	100.00%
3420	Water - 8" Gate Valve	2.00	EA	$1,700.12	$3,400.24	2.00	$3,400.24		$0.00	2	$3,400.24	100.00%
3430	Water - 6" Gate Valve	1.00	EA	$1,283.14	$1,283.14	1.00	$1,283.14		$0.00	1	$1,283.14	100.00%
3440	Water - Insulation	10.00	EA	$121.63	$1,216.30	10.00	$1,216.30		$0.00	10	$1,216.30	100.00%
3450	Water - Hydrant	1.00	SHT	$4,132.63	$4,132.63	1.00	$4,132.63		$0.00	1	$4,132.63	100.00%
3455	Water - 6" D.I. Hydrant Lead	13.00	LF	$91.21	$1,185.73	13.00	$1,185.73		$0.00	13	$1,185.73	100.00%
3460	Water - Remove & Salvage Hydrant	2.00	EA	$369.36	$738.72	2.00	$738.72		$0.00	2	$738.72	100.00%
3470	Water - 1" Corp, Curb Stop & Box	13.00	EA	$329.94	$4,289.22	13.00	$4,289.22		$0.00	13	$4,289.22	100.00%
3480	Water - 1" Copper Service	592.00	LF	$29.89	$17,694.88	592.00	$17,694.88		$0.00	592	$17,694.88	100.00%
3500	Storm - 12" RCP	757.00	LF	$38.43	$29,091.51	757.00	$29,091.51		$0.00	757	$29,091.51	100.00%
3502	ADD-Storm - 18" RCP	301.00	LF	$62.36	$18,770.36	301.00	$18,770.36		$0.00	301	$18,770.36	100.00%
3503	ADD-Storm - 18" RCP AEW w/Grate	1.00	EA	$1,176.87	$1,176.87	1.00	$1,176.87		$0.00	1	$1,176.87	100.00%
3510	Storm - 30" RCP	0.00	LF	$60.47	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3515	Storm - 2'x3' Inlet	4.00	EA	$760.67	$3,042.68	4.00	$3,042.68		$0.00	4	$3,042.68	100.00%
3520	Storm - R-3067 Casting	4.00	EA	$837.57	$3,350.28	4.00	$3,350.28		$0.00	4	$3,350.28	100.00%
3525	Storm - 60" Dia Field Inlet	0.00	EA	$2,237.82	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3530	Storm - R-2557 Casting	0.00	EA	$1,137.57	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3545	Storm - 60" Dia Catch Basin	0.00	EA	$2,237.78	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3550	Storm - R-3067	0.00	EA	$837.58	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3551	Storm - 60" Dia MH	0.00	EA	$2,237.80	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3552	Storm - R-1550 Casting	0.00	EA	$686.42	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3555	Storm - 72" Dia Manhole	0.00	EA	$2,794.05	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3560	Storm - R-1550 Casting	0.00	EA	$686.42	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3565	Storm - 84" Manhole	0.00	EA	$3,440.55	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3566	Storm - R-1550 Casting	0.00	EA	$686.42	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
3570	ADD-Storm - 48" Dia Field Inlet	1.00	EA	$1,026.14	$1,026.14	1.00	$1,026.14		$0.00	1	$1,026.14	100.00%
3571	ADD-Storm - R-2557 Casting	1.00	EA	$1,137.38	$1,137.38	1.00	$1,137.38		$0.00	1	$1,137.38	100.00%
3572	ADD-Storm - 48" Dia Catch Basin	3.00	EA	$1,026.13	$3,078.39	3.00	$3,078.39		$0.00	3	$3,078.39	100.00%
3573	ADD-Storm - R-3067 Casting	3.00	EA	$837.44	$2,512.32	3.00	$2,512.32		$0.00	3	$2,512.32	100.00%
3574	ADD-Storm - 48" Dia Manhole	4.00	EA	$1,026.13	$4,104.52	4.00	$4,104.52		$0.00	4	$4,104.52	100.00%
3575	ADD-Storm - R-1550 Casting	4.00	EA	$686.29	$2,745.16	4.00	$2,745.16		$0.00	4	$2,745.16	100.00%
3600	Concrete - 30" Curb & Gutter	1,634.00	LF	$12.60	$20,588.40	1634.00	$20,588.40		$0.00	1634	$20,588.40	100.00%
3610	Concrete - 5" Sidewalk	8,240.00	SF	$2.80	$23,072.00	8240.00	$23,072.00		$0.00	8240	$23,072.00	100.00%
3620	Concrete - Detectable	10.00	EA	$225.00	$2,250.00	10.00	$2,250.00		$0.00	10	$2,250.00	100.00%
3700	Asphalt - Residential	1.00	LS	$35,274.50	$35,274.50	0.57	$20,106.47	0.43	$15,168.03	1	$35,274.50	100.00%
	SUBTOTAL - RESIDENTIAL				**$433,107.55**		**$417,939.52**		**$15,168.03**		**$433,107.55**	
4000	Topsoil - Strip 12" Thick	4,360.00	CY	$1.36	$5,929.60	4360.00	$5,929.60		$0.00	4360	$5,929.60	100.00%
4010	Common Excavation - Cut	3,902.00	CY	$1.36	$5,306.72	3902.00	$5,306.72		$0.00	3902	$5,306.72	100.00%
4020	Common Excavation - Fill	3,902.00	CY	$1.36	$5,306.72	3902.00	$5,306.72		$0.00	3902	$5,306.72	100.00%

Item No. (A)	Description of Work (B)	Scheduled Quantity (C)	Unit of Measure	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
4023	Common Excavation - Cut to Bike Path	0.00	CY	$1.36	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4030	Aggregate - Road 12" Thick	3,730.00	TN	$13.47	$50,243.10	3730.00	$50,243.10		$0.00	3730	$50,243.10	100.00%
4040	Aggregate - Sidewalk - 4" Thick	110.00	TN	$15.40	$1,694.00	110.00	$1,694.00		$0.00	110	$1,694.00	100.00%
4050	Aggregate - Bike Path - 7" Thick	370.00	TN	$14.54	$5,379.80	370.00	$5,379.80		$0.00	370	$5,379.80	100.00%
4060	Topsoil - Replace Terraces	355.00	CY	$19.40	$6,887.00	355.00	$6,887.00		$0.00	355	$6,887.00	100.00%
4070	Terrace - E-Mat,Seed,Fert & Mulch	0.00	SY	$3.00	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4090	Topsoil - Replace Open	880.00	CY	$4.18	$3,678.40	880.00	$3,678.40		$0.00	880	$3,678.40	100.00%
4100	Open - Seed, Fert & Mulch	0.00	SY	$0.53	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4101	ADD-Restoration - Public	5,638.00	SY	$3.00	$16,914.00	5638.00	$16,914.00		$0.00	5638	$16,914.00	100.00%
4110	Topsoil - Haul Off Excess	3,125.00	CY	$9.57	$29,906.25	3125.00	$29,906.25		$0.00	3125	$29,906.25	100.00%
4300	Sanitary - 8" PVC	278.00	LF	$41.81	$11,623.18	278.00	$11,623.18		$0.00	278	$11,623.18	100.00%
4310	Sanitary - 4' Dia Manhole	1.00	EA	$1,628.98	$1,628.98	1.00	$1,628.98		$0.00	1	$1,628.98	100.00%
4315	Sanitary - R-1550 Casting	1.00	EA	$686.42	$686.42	1.00	$686.42		$0.00	1	$686.42	100.00%
4320	Sanitary - Chimney Seal	1.00	EA	$403.55	$403.55	1.00	$403.55		$0.00	1	$403.55	100.00%
4330	Sanitary - 6" PVC Lateral	55.00	LF	$47.65	$2,620.75	55.00	$2,620.75		$0.00	55	$2,620.75	100.00%
4340	Water - 10" D.I.	771.00	LF	$61.93	$47,748.03	771.00	$47,748.03		$0.00	771	$47,748.03	100.00%
4350	Water - 10" Gate Valve	1.00	EA	$2,417.18	$2,417.18	1.00	$2,417.18		$0.00	1	$2,417.18	100.00%
4360	Water - 8" Gate Valve	1.00	EA	$1,703.82	$1,703.82	1.00	$1,703.82		$0.00	1	$1,703.82	100.00%
4370	Water - 6" Gave Valve	2.00	EA	$1,280.68	$2,561.36	2.00	$2,561.36		$0.00	2	$2,561.36	100.00%
4380	Water - Insulation	6.00	SHT	$122.86	$737.16	6.00	$737.16		$0.00	6	$737.16	100.00%
4390	Water - Hydrant	2.00	EA	$4,132.62	$8,265.24	2.00	$8,265.24		$0.00	2	$8,265.24	100.00%
4400	Water - 6" D.I. Hydrant Lead	27.00	LF	$43.28	$1,168.56	27.00	$1,168.56		$0.00	27	$1,168.56	100.00%
4410	Water - 8" D.I. Service	82.00	LF	$75.69	$6,206.58	82.00	$6,206.58		$0.00	82	$6,206.58	100.00%
4420	Storm - 12" RCP	238.00	LF	$38.41	$9,141.58	238.00	$9,141.58		$0.00	238	$9,141.58	100.00%
4430	Storm - 18" RCP	352.00	LF	$44.40	$15,628.80	352.00	$15,628.80		$0.00	352	$15,628.80	100.00%
4440	ADD-Storm - 24" RCP	34.00	LF	$45.06	$1,532.04	34.00	$1,532.04		$0.00	34	$1,532.04	100.00%
4450	Storm - 18" RCP AEW w/Grate	0.00	EA	$1,177.06	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4460	Storm - 48" RCP AEW w/Grate	0.00	EA	$2,329.40	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4470	Storm - 2'x3' Inlet	5.00	EA	$760.67	$3,803.35	5.00	$3,803.35		$0.00	5	$3,803.35	100.00%
4480	Storm - R-3067 Casting	5.00	EA	$837.57	$4,187.85	5.00	$4,187.85		$0.00	5	$4,187.85	100.00%
4490	Storm - 48" Dia Catch Basin	1.00	EA	$1,026.31	$1,026.31	1.00	$1,026.31		$0.00	1	$1,026.31	100.00%
4495	Storm - R-3067 Casting	1.00	EA	$837.58	$837.58	1.00	$837.58		$0.00	1	$837.58	100.00%
4500	Storm - 48" Dia Manhole	3.00	EA	$1,026.30	$3,078.90	3.00	$3,078.90		$0.00	3	$3,078.90	100.00%
4510	Storm - R-1550 Casting	3.00	EA	$686.42	$2,059.26	3.00	$2,059.26		$0.00	3	$2,059.26	100.00%
4520	Storm - 18" RCP AEW w/Grate	0.00	EA	$1,177.06	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4540	Storm - Rip Rap	0.00	TN	$69.66	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
4550	Concrete - 24" Curb & Gutter	1,415.00	LF	$13.00	$18,395.00	1415.00	$18,395.00		$0.00	1415	$18,395.00	100.00%
4560	Concrete - 30" Curb & Gutter	1,545.00	LF	$12.60	$19,467.00	1545.00	$19,467.00		$0.00	1545	$19,467.00	100.00%
4570	Concrete - Sidewalk 5'	3,890.00	SF	$2.80	$10,892.00	3890.00	$10,892.00		$0.00	3890	$10,892.00	100.00%
4590	Asphalt - Nobel East	1.00	LS	$66,611.70	$66,611.70	0.60	$39,967.02	0.40	$26,644.68	1	$66,611.70	100.00%
	SUBTOTAL - NOBEL EAST				**$375,677.77**		**$349,033.09**		**$26,644.68**		**$375,677.77**	
5000	Topsoil - Strip 12" Thick	4,915.00	CY	$1.36	$6,684.40	4915.00	$6,684.40		$0.00	4915	$6,684.40	100.00%
5005	ADD-Clear and Grub	1.00	LS	$10,000.00	$10,000.00	1.00	$10,000.00		$0.00	1	$10,000.00	100.00%
5010	Common Excavation - Cut	1,209.00	CY	$1.38	$1,668.42	1209.00	$1,668.42		$0.00	1209	$1,668.42	100.00%
5020	Common Excavation - Fill	1,209.00	CY	$1.38	$1,668.42	1209.00	$1,668.42		$0.00	1209	$1,668.42	100.00%
5023	Common Excavation - Fill From Nobel East	0.00	CY	$1.36	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!
5026	Common Excavation - Topsoil	1,390.00	CY	$3.91	$5,434.90	1390.00	$5,434.90		$0.00	1390	$5,434.90	100.00%
5027	Common Excavation -T. Exchange for Fills	3,415.00	CY	$3.91	$13,352.65	3415.00	$13,352.65		$0.00	3415	$13,352.65	100.00%
5030	Aggregate - Bike Path - 7" Thick	1,310.00	TN	$14.54	$19,047.40	1310.00	$19,047.40		$0.00	1310	$19,047.40	100.00%
5040	Asphalt Path	1.00	LS	$48,018.90	$48,018.90	1.00	$48,018.90		$0.00	1	$48,018.90	100.00%
5050	Topsoil - Replace Terrace	1,364.00	CY	$19.40	$26,461.60	1364.00	$26,461.60		$0.00	1364	$26,461.60	100.00%
5060	Terrace - Seed, Fert & Mulch	0.00	SY	$1.00	$0.00	0.00	$0.00		$0.00	0	$0.00	#DIV/0!

Item No. (A)	Description of Work (B)	Scheduled Quantity (C)	Unit of Measure	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
							Amount	Quantity	Amount	Quantity	Amount	
5061	ADD-Restoration - Public	10,091.00	SY	$3.00	$30,273.00	10091.00	$30,273.00		$0.00	10091	$30,273.00	100.00%
5070	Topsoil - Haul Off Excess	2,161.00	CY	$9.57	$20,680.77	2161.00	$20,680.77		$0.00	2161	$20,680.77	100.00%
	SUBTOTAL - BIKE PATH				**$183,290.46**		**$183,290.46**		**$0.00**		**$183,290.46**	
6000	ADD-Clear and Grub	1.00	LS	$10,500.00	$10,500.00	1.00	$10,500.00		$0.00	1	$10,500.00	100.00%
6010	ADD- Fine Grade Lot	8,745.00	SY	$1.15	$10,056.75	8745.00	$10,056.75		$0.00	8745	$10,056.75	100.00%
6020	ADD- Restoration - Public	8,745.00	SY	$3.00	$26,235.00	8745.00	$26,235.00		$0.00	8745	$26,235.00	100.00%
	SUBTOTAL - OUTLOT 4				**$46,791.75**	**0.00**	**$46,791.75**		**$0.00**	**0**	**$46,791.75**	
	Curb Ramping	1.00	LS	$6,300.00	$6,300.00	1.00	$6,300.00		$0.00	1	$6,300.00	100.00%
	Buffer Zone Seeding (See attached)	1.00	LS	$11,776.50	$11,776.50	1.00	$11,776.50		$0.00	1	$11,776.50	100.00%
	Regrade Outlot 1 (See attached)	1.00	LS	$12,257.00	$12,257.00	1.00	$12,257.00		$0.00	1	$12,257.00	100.00%
	Concrete Driveway for Infinity	325.50	SF	$4.50	$1,464.75	325.50	$1,464.75	-325.50	($1,464.75)	0	$0.00	0.00%
	Additional Work Outlot #4	1.00	LS	$87,137.70	$87,137.70	1.00	$87,137.70		$0.00	1	$87,137.70	100.00%
	Median Nose - Extra Nobel East	600.00	LF	$6.00	$3,600.00	600.00	$3,600.00		$0.00	600	$3,600.00	100.00%
	Path	62.00	TN	$77.00	$4,774.00		$0.00	62.00	$4,774.00	62	$4,774.00	100.00%
	Mill & Sweep for Removal	1.00	LS	$6,890.00	$6,890.00		$0.00	1.00	$6,890.00	1	$6,890.00	100.00%
	SUBTOTAL - CHANGE ORDERS				**$134,199.95**	**929.50**	**$122,535.95**		**$10,199.25**	**929.5**	**$132,735.20**	
				Totals:	**$3,187,069.14**		**$3,053,797.55**		**$121,531.97**		**$3,175,269.52**	

NOBEL-WEST - $2953.05
NOBEL-EAST - $955.64
MICA - NORTH - $543.62
MICA - SOUTH - $738.61
NON-TID - $1699.76

FIELD&STREAM
RESTORATIONS

August 30, 2015

RECEIVED
SEP 02 2015

Tech Lands, LLC
4605 Dovetail Drive
Madison, WI 53704

INVOICE

Project Name: Fitchburg Technology Campus Phase 2 - Fitchburg Wisconsin
Contract Date: October 29, 2014
Contract Approval: November 7, 2014

Budget: $12,500. Budget remaining after this invoice: ~~$10,150.00~~ 10 020.75

FSR Project Number: 14-012
FSR Invoice Number: 14-012-01

SCOPE OF WORK

FSR mowed the basin banks two times.
FSR applied deterrent spray one time to discourage geese
FSR applied herbicide to individual weeds one time.

KEY DATES

May 2015 - Applied deterrent spray.
June 2015 - sprayed individual weeds
July 2015 - mowed basin banks
August 2015 - mowed basin banks

COSTS INCURRED

Taxable expenses .....$ 2,350.00

Sales Tax .....$ 129.25

Total .....$ 2,479.25

Total billable work, including project materials = $2,479.25. Please pay this amount.

PAYMENT TERMS & CONDITIONS

Payment for services and expenses will be due immediately upon receipt of invoices. Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis. Refer to the attached Agreement for additional terms and conditions.

Please send payment to:

Field & Stream Restorations, LLC
714 Weald Bridge Road
Cottage Grove, WI 53527
United States

NOTE ADDRESS CHANGE

If you have any questions, or require any additional information, please call us at (608) 320-2338.

Sincerely,

Field & Stream Restorations, LLC

Steven J. Banovetz
Senior Ecologist

CENTURY FENCE COMPANY

SINCE 1917 THE MARK OF PERMANENCE
EQUAL OPPORTUNITY EMPLOYER

SOLD TO: Ruedebusch Development & Construction #1-E15
4605 Dovetail Drive
Madison, WI 53704

YOUR ORDER #:

CONTRACT: September 9, 2015

OUR JOB #: 1510-E

PROJECT Tech Lands Development
Nobel Drive/Mica Road, City of Fitchburg
Dane County, Wisconsin

DATE ENTERED: September 18, 2015

COMPLETE: 2015 Season

CONTRACT $: 6,875.00

DATE BOOKED: September 19, 2015

INVOICE

ESTIMATE: # 1

QUANTITY	TO DATE	U	ITEM DESCRIPTION	PRICE	TOTAL	$ AMT. THIS ESTIMATE
1	1	LS	Pavement Marking, Epoxy	6,875.00	6,875.00	
C.O.# ___	AMT. ___		Total Booked		6,875.00	
C.O.# ___	AMT. ___		Less Previously Booked			
C.O.# ___	AMT. ___		Current Estimate Total			$ 6,875.00

Date Received: SEP 30 2015
Job # 11078
P. O. # 2913 – full $
Cost Code 2740
Vendor # 2031
Approved By: [signature]

47792

50% - NOBEL
50% - MICA
$3437.50 / EA.

1300 HICKORY ST.
P.O. BOX 727
PEWAUKEE, WISCONSIN 53072-0727
TEL (262) 547-3331
(800) 558-0507
FAX (262) 691-3463
(262) 691-3487
www.centuryfence.com

City of Fitchburg
Committee or Commission Referral

Direct Referral by Mayor to:

Date Referred**: November 10, 2015** Ordinance Number:
Date to Report Back**: November 24, 2015** Resolution Number: **R-126-15**

Sponsored by: Mayor Arnold Drafted by: Dodge

TITLE: **AMENDING 2015 GENERAL FUND BUDGET**

Background:

There are three budget amendments included in the resolution:

1) Fire Department Repairs: Transfer $22,126 for unexpected repairs required on the equipment.
2) Street Light Maintenance: Transfer $15,000 for street light accidents repairs done by MG&E.
3) Assessment Consulting Fees: Transfer $12,750 for consulting fees during staff vacancies.

Staff memos are included to provide additional details on each of the proposed budget amendments.

According to Sec. 10-47(c), a 2/3 vote of the council is required when an amendment alters total revenue and expenditures in any particular fund.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance Committee	Dodge	Nov 24, 2015	
2				
3				
4				

Amendments:

__x__ EXHIBITS NEED TO BE ATTACHED TO RESOLUTION/ORDINANCE

City of Fitchburg R-126-15
Budget Amendments Presented to Council
11/24/2015

	2015 Adopted Budget	Proposed Amendment	2015 Amended Budget
100-5220-245 COMPUTER RELATED - REP & MAINT	$ 72,000	$ (22,126)	$ 49,874
100-5220-335 VEHICLE EXPENSE (G&O, REPAIRS)	$ 74,989	$ 22,126	$ 97,115
Subtotal Fire Department Equipment Repairs	$ 146,989	$ -	$ 146,989
100-5300-371 POLES & LIGHTS REPLACE STOCK	$ 21,000	$ (15,000)	$ 6,000
100-5300-225 STREET LIGHT MAINTENANCE	$ 4,000	$ 15,000	$ 19,000
Subtotal Street Light Repairs from Accidents	$ 25,000	$ -	$ 25,000
100-5153-110 SALARIES & WAGES-ASSESSORS OFC	$ 256,387	$ (12,750)	$ 243,637
100-5153-290 OTHER CONTRACTUAL	$ 20,400	$ 12,750	$ 33,150
Subtotal Assessment Consultant	$ 276,787	$ -	$ 276,787

	Revenue Changes	Expenditure Changes	Use of Fund Balance
General Fund	$ -	$ -	$ -
	$ -	$ -	$ -

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: Fitchburg Common Council

DATE: September 10, 2015

RE: Request for Budget Amendment for Fire Department Funds

In 2014, the fire department ran a 17.3% increase in calls for emergency services. For 2015 we are estimating an increase of 10% in calls for emergency services. Year-to-date we are experiencing a 14% increase in call volume. Along with normal day-to-day operations (non-emergency calls, conducting routine and follow-up fire inspections, fire safety education events, training, etc.) we are operating our fleet of vehicles more than we ever have. With this increase in vehicle use, we are experiencing a higher number of unexpected repairs to the fleet above and beyond preventative maintenance costs. This has greatly affected our maintenance funds in fire department account #100-5220-335 – Vehicle Expense (Repairs)

I am requesting to make an internal budget amendment request (FBG Ord. Sec. 10-47. (b) – Amendment that does not alter total revenue and expenses) to allow the fire department to transfer $13,000 from fire department account #100-5220-245 – Computer Related – Repairs and Maintenance to #100-5220-335 – Vehicle Expense.

Earlier this year, Ladder 1 had one of the aerial elevation cylinders fail. This cylinder works in conjunction with an identical cylinder to raise the aerial device evenly. The cost of the repair was $9,125.85. This was an unexpected and unplanned expense to our vehicle expense (repairs) account. With an expected overrun of our vehicle expense account for this year, I am requesting in a "housekeeping measure" to allow the fire department to transfer the cost of the cylinder repair used from available funds from fire department account #100-5220-245 – Computer Related – Repairs and Maintenance to #100-5220-335 – Vehicle Expense.

> Funds are available in the -245 account due to lower than expected IT network-related costs for FY2015.

Approval for the transfer of the funds into the vehicle expense (repairs) account is $22,125.85. This will allow for some funds to be available for the rest of FY2015 to cover any other "unexpected" repairs. We understand the risk, but to meet the operational needs for vehicle repairs and keeping the fleet in-service is of greater importance at this time.

Thank you for your time and consideration into this matter.

APPROVED
Finance MED 11-4-15
Administrator JM 11-5-15
Mayor 11-5-2015

THE CITY OF
Fitchburg
PUBLIC WORKS

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Misty Dodge - Finance
From:	Cory Horton – Director of Public Works/City Engineer
Date:	October 21, 2015
Subject:	Budget Amendment for 2015-Street Light Maintenance

The current budget for street lights includes $4,000 for street light maintenance contractual services (100-5300-225) and $21,000 for poles and lights replace stock non-contractual (100-5300-371). Due to street light accidents throughout the year, the -225 contractual account is used to pay electricians including MG&E to make the area safe and repair issues after accidents. I am requesting a budget amendment to transfer $15,000 from 100-5300-371 to 100-5300-225. This would change the contractual maintenance account to a total budget of $19,000. As of October 21, 2015, the City has spent $18,832.85 from 100-5300-225 and $6,028.20 from 100-5300-371.

APPROVED
Finance MFD 11-4-15
Administrator TSM 11-5-15
Mayor 11-5-2015

MEMORANDUM

TO: MISTY DODGE, FINANCE DIRECTOR

FROM: DELL ZWIEG, CITY ASSESSOR

RE: 2015 BUDGET AMENDMENT FOR ASSESSMENT CONSULTING FEES

DATE: OCTOBER 13, 2015

I am requesting a transfer of funds in the amount of $12,750 from Account No. 100-5153-110 to Account No. 100-5153-290. 1) $10,875 is for payments made to Michael Procknow for the contract to process the 2015 Personal Property Statements and Assessment Consult Fees through the August 26th Board of Review. 2) $1,875 is for additional consulting fees for assistance with Final Amended Municipal Assessor's Report (Personal Property Balance) and preparation for 2016 assessment year with reduced staff.

The funds are available based on the vacancy of the City Assessor position from March 6th through August 14th of this year, as well as the subsequent vacancy of the Commercial Appraiser position through November 15th.

Note: The $10,875 was approved verbally by Tony. The $1,875 is for services to be provided in future.

Approved

Finance: MFD 10-15-15

Administrator: PSM 10-15-15.

Mayor: [signature] 10-15-2015

Mayor Steve Arnold
Introduced By

Misty Dodge
Drafted By

Finance
Referred to

November 10, 2015
Date

RESOLUTION R-126-15
AMENDING 2015 GENERAL FUND BUDGET

WHEREAS, unexpected repairs have been required on the fire department equipment; and

WHEREAS, the amounts paid to MG&E in response to street light accidents has been higher than expected; and

WHEREAS, the assessing department has needed consulting services to complete necessary tasks during staff vacancies;

NOW THEREFORE, BE IT RESOLVED by the Fitchburg City Council that it hereby amends the 2015 General Fund budget as attached.

Adopted this _____ day of _____, 2015.

_____
Patti Anderson, City Clerk

_____
Stephen L. Arnold, Mayor

City of Fitchburg
Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 13, 2015** Ordinance Number:
Date to Report Back: **November 10, 2015** Resolution Number: **R-113-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: **APPROVING CONTRACT AMENDMENT WITH SEH FOR ARCHITECTURAL/ENGINEERING SERVICES A GEO-THERMAL SYSTEM FOR THE WEST FIRE STATION BUILDING**

Background: Oversight committee has decided to use a geo-thermal system which requires an increase in the architectural and design services agreement with SEH.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Dodge	11/10/2015	Approved
2				
3				
4				

Amendments:

THE CITY OF
Fitchburg
PLANNING

MEMORANDUM

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

To: **Finance Committee**
From: **Thomas D. Hovel**
Date: **November 2, 2015**
Subject: **West Fire Station Design Services Amendment**

The request for an amendment to the design contract for the west fire station for geo-thermal services was tabled pending additional information on firm selection, payback and the borings.

Relative to firm selection, the contract amendment is the provision of services by Sustainable Engineering Group (SEG) to design the geo-thermal field. SEG is a sub-consultant to the project architect, SEH. Hence the agreement is with SEH. The architect has worked with SEG in the past. The services for the architect went through a RFP process; the sub-consultants have been chosen by the architect and not gone through such a process. The architect noted that he recalled attempting to get a price from a different firm, but received no response. We did get two quotes for the test bore, and SEG was the lower of the two quotes. Please note, that the architect made an error and the increase for the geo-thermal is actually $24,530, not the previously provided $40480. The resolution has been updated to reflect this amount.

Second, in regard to payback I spoke with Jon Evans of SEG on October 28. He noted that the cost premium for a geothermal system is about $100,000 above a conventional Variable Air Volume (VAV) system. Mr. Evans noted estimated that annual savings from a geo-thermal system compared to the VAV system would be about $10,000 per year. With a system estimate of $100,000 and adding in the fees and the test bore, the estimated cost comes to $135,680. This would mean a payback of about 14 years. The geo-thermal bore field has a 50 year pipe warranty, although the life span of the bore field components is estimated at 100 years. Mr. Evans has noted that when you factor in maintenance savings, utility cost increases, and equipment replacement a typical payback is two to three years sooner than the simple payback calculation.

Third, a test bore and report were completed in September. Given the estimated building loads received from the design team at the time of the report (September 2015), there is the need for 16 bores each at 400' deep. A bore field report is attached.

For your information, the Oversight Committee has also decided to pursue the following:
LED lighting, with an estimated simple payback of less than five years
Solar hot water, with simple payback estimated at 25 years.
Structure for future photo-voltaic, at a cost estimated to be less than $10,000.

Formation & Thermal Conductivity Test Results Report

City of Fitchburg –
Northwest Firestation
Near Intersection of Marketplace Drive and Executive Drive

September 24, 2015

Prepared for:

Prepared by:

7475 Hubbard Ave, Suite 201 • Middleton, WI 53562 • 608.836.4488 • Fax 608.836.4477 • www.sustaineng.com

Introduction

Sustainable Engineering Group was requested to provide services for the execution of a formation and thermal conductivity test for the new ~20,000 ft^2 Fitchburg Northwest Fire Station located in Fitchburg, WI.

The formation and thermal conductivity test is used for sizing the geothermal field. The test consists of drilling a geothermal well to the desired depth and inserting an approved polyethylene u-bend assembly. The well is then sealed using an approved grouting material in the bore annulus. After a period of five days a control/data box and a generator is connected to the vertical loop. The control box then pumps heated water into the loop and the data logger records the geologic formations ability to accept and dissipate the heat. The results of the test will document the ground formation's thermal conductivity, thermal diffusivity, and undisturbed temperature. The results then allow the design team to more accurately size the geothermal field and ultimately reduce the installation cost.

The following figure illustrates the location of the test bore on the site plan. The test bore is located ~146' from the east side of the property (Marketplace Drive) and ~275' from the south side of the property (Executive Drive). Also shown is the approximate outline of the geothermal borefield that was sized based on the test bore results.

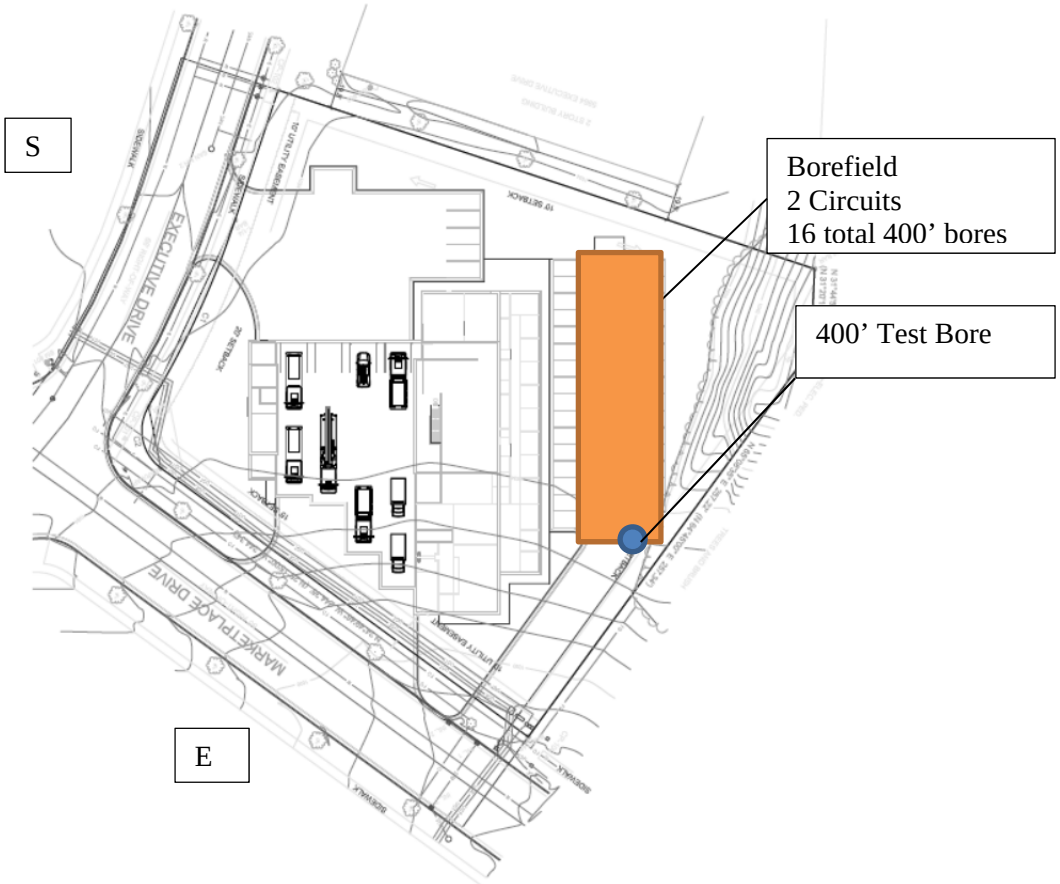

Figure 1. Site plan showing test bore location and proposed geothermal borefield relative to building.

Since only two circuits are needed, an exterior manifold vault could be eliminated if space in the building can be provided for the header manifold. Room for (4) 4” pipes would need to be provided in the south west corner. Manifold would run along west wall.

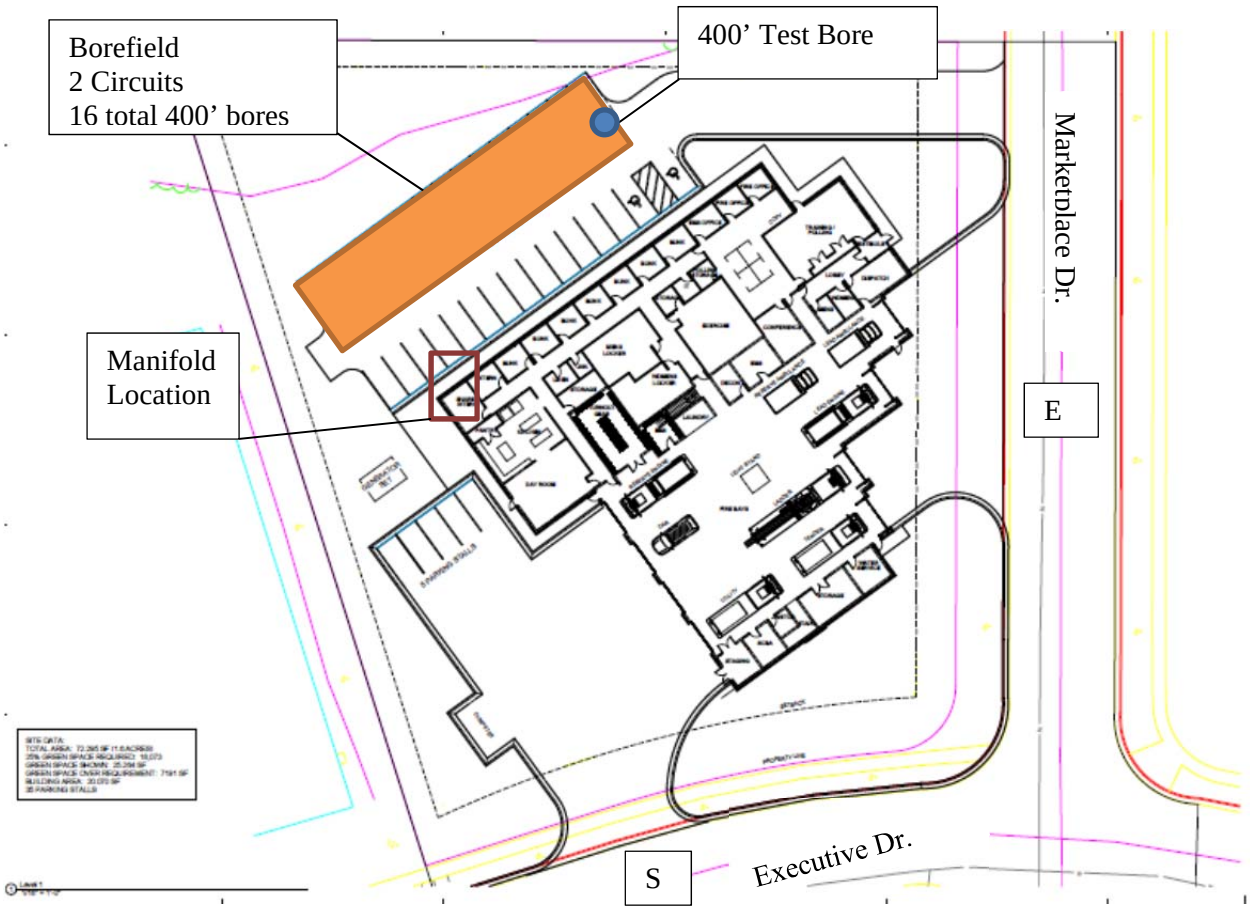

Figure 2. Options for Building Manifold Location (box shown in red)

Figure 3. Similar building manifold in Mt. Pleasant Village Hall & PD

Timeline

A summary of the geothermal test bore installation schedule can be seen below.

- Tuesday, September 1st, 2015
  - Sustainable Engineering Group went to site to review site conditions.
- Thursday, September 10th, 2015
  - Diggers hotline cleared site
- Monday, September 14th, 2015
  - Drilling started by Ground Source
- Wednesday, September 16th, 2015
  - Drilling completed by Ground Source
- Monday, September 21st, 2015
  - Data logger and test apparatus was connected to test bore and began recording data – Installed by GO Loop
- Wednesday, September 24th, 2015
  - Data collection complete. Data logger and test apparatus was removed by GO Loop
- Thursday, September 24th, 2015
  - Data analysis complete and test report submitted to design team.

Figure 4. Test bore location at site looking south

Results

The bore was started with a mud-rotary rig. The upper bore to 107' was drilled mud rotary. Due to fractures in the formation, drilling fluid loss was experienced at 45'. Therefore, 60' of 6" temporary casing was installed and the process continued with mud rotary after installing casing. Additional fluid loss at 107' and large amount of water use (due to fractures washing away drilling fluid and not being able to recirculate) caused the drilling crew to pause and assess the approach. Up to this point 7200 gallons water used to drill, which is much higher than typical.

The crew changed drill method to Air Rotary due to continuous fluid loss. The air rotary drilling technique in fractured formations produces water from the ground as opposed to requiring water from the surface. Bore produced considerable amounts of water while drilling air rotary. Drilled to 400' and installed u-bend loop. Bentonite chips were used at 107' fracture during grouting. Minimal grout settling occurred after 5 days after drilling.

Since this formation will require air rotary drilling to be economical, water management on the site during the drilling process will be critical and construction staging should be reviewed. During active drilling up to 100 gpm may need to be managed. It can be directed to the swale at the northwest area of the site, settled and clear water can be pumped to the storm drain. Ideally the bores would be drilled in the winter when the ground is frozen to minimize construction staging issues in the spring.

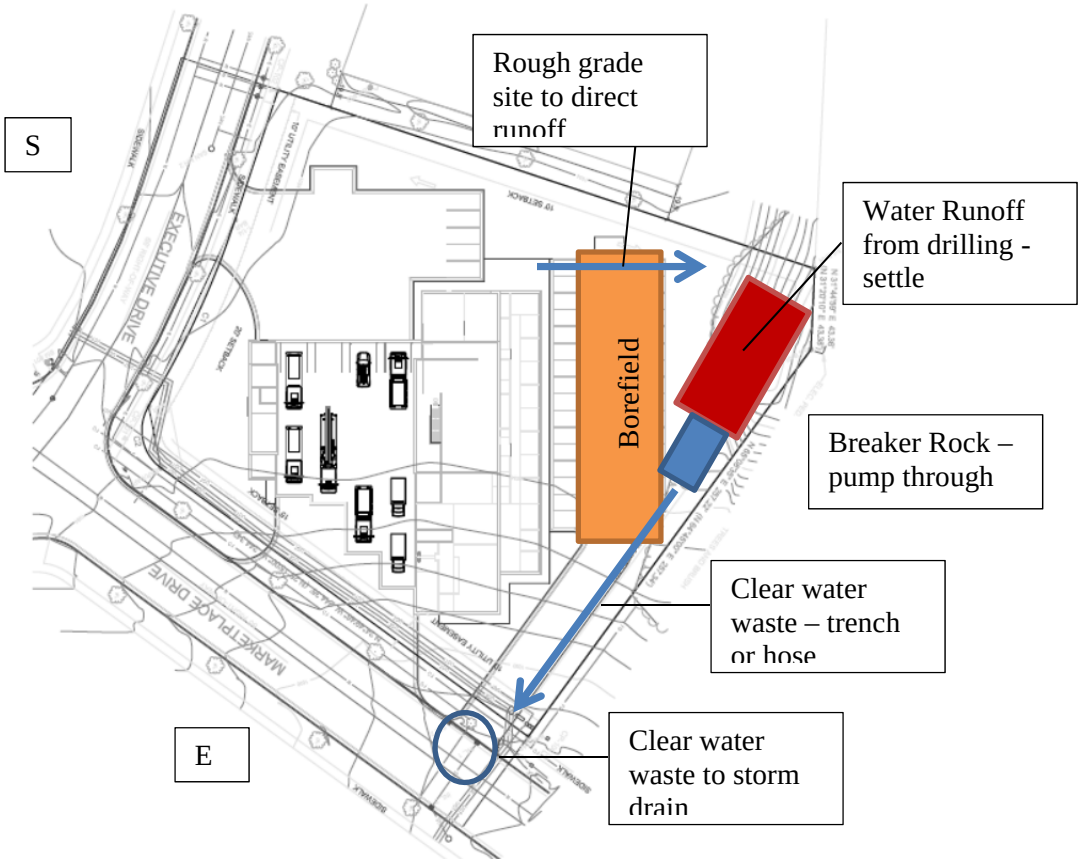

Figure 5. Options for water management during drilling

Overall, the results from the formation and thermal conductivity analysis show very good values for a 400' bore, which will reduce costs. High static water level provides for very good conductivity. The numeric values for the ground thermal conductivity, the ground thermal diffusivity, and the undisturbed ground temperature can be seen below. Detailed formation and conductivity report provided by GO Loop is attached to this report.

- Ground Thermal Conductivity: 2.22 Btu/ft-hr-°F
- Ground Thermal Diffusivity: 1.38 ft^2/day
- Undisturbed Ground Temperature: 50.9°F

The following figure illustrates the estimated number of bores that would most likely be necessary for the installation of this facility at three different thermal conductivity values. A higher ground thermal conductivity value decreases the number of bores needed; and, therefore, the cost of installing a geothermal system. Average conductivity for a 400' bore is 1.8 – 1.9 with 2.0 being typical with a lot of ground water. A value of 2.22 is very good. Since the building is small the differences are not too dramatic, but the higher value is resulting in first cost savings from a smaller borefield (~$10,000-$15,000).

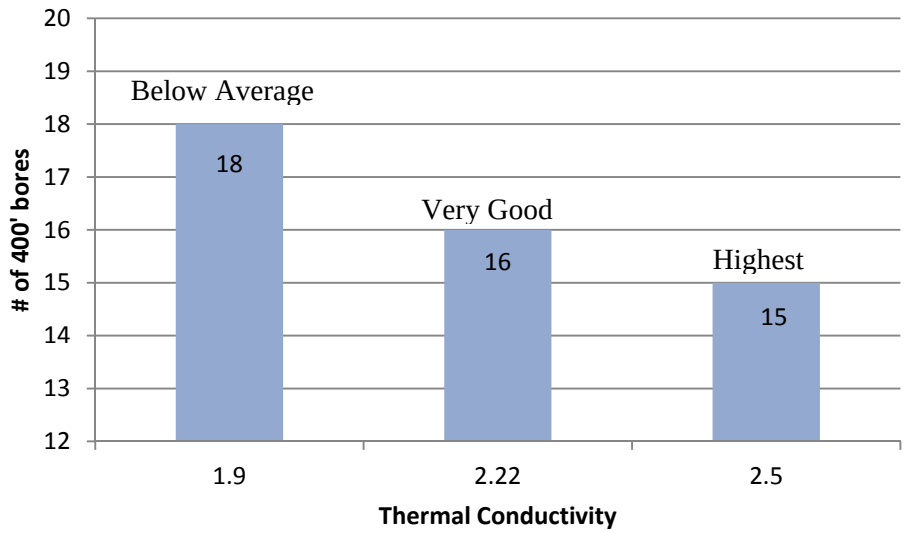

Figure 6. Ground Conductivity Comparison

Based on a 20,000 ft^2 area being conditioned by geothermal heat pumps with a peak load of 44 tons (16) 400' bores will be needed. The final quantity will be dependent on the building's heating and cooling loads, which are still being determined. Based on drilling conditions we are assuming drilling costs to install a borefield and lateral piping to the building will be $17.50-$18.00/LF.

- Our opinion of borefield cost drilled in spring 2016, assuming a header pit vault <u>is not</u> used (deduct $15,000) and the test bore <u>is</u> reused (deduct $5,000), is $85,000 - $95,000.
- If the borefield can be drilled over the winter of 2015/16 then our opinion of borefield cost is $80,000-90,000. This reflects a $0.50/LF drilling deduct.
- If it is desirable to carry a single number in the cost estimate use $90,000.

SD Borefield Sizing Results

GSHPCalc Software - Version 5.0
Energy Information Services

Project Name: Fitchburg NW Firestation
Location: Fitchburg, WI
Job Number: 2015
Notes: 20000 sf.

Run Data: 9-24-15
By: JCE

Design Lengths ***** Heat Pump Series: ClimateMaster Tranquility 20 with ECM *****

Required BORE length with minimal groundwater movement = 6140 ft (384 ft/bore)
(Design based on HEATING mode - net annual heat extraction from ground)

Required BORE lengths with high rates of groundwater movement (or year 1)
Cooling: L= 5320 ft (333 ft/bore), Heating: L= 6100 ft (382 ft/bore)

Unit Inlet (cooling) = 90.0 degrees F
Unit Outlet (cooling) = 100.0 degrees F
Unit Inlet (heating) = 32.0 degrees F
Unit Outlet (heating) = 26.0 degrees F
Normal ground temp = 50.9 degrees F

Cooling Load/Demand = 533 kBtuh / 38 kW
Heating Load/Demand = 500 kBtuh / 37 kW
Cooling EER (Ht Pump/Sys) = 13.9 / 13.5
Heating COP (Ht Pump/Sys) = 4.0 / 3.9
Loop Pump Head/Flow Rate = 30 ft / 133 gpm
Loop Pump Power/Demand = 1.4 hp / 1.3 kW

Total Heat Pump Capacity = 574.3 kBtuh (cooling)
Total Heat Pump Capacity = 521.4 kBtuh (heating)

U-tube Diameter = 1.25 inch
Separation dist. = 20.0 ft
Grid = 2 wide by 8 deep
Grout Conductivity = 1.00 Btu/hr-ft- degrees F
Bore Diameter = 6.00 inches

Bore Resistance = 0.169 hr-ft-F/Btu
Ground Resistance (Cooling) = 0.349 hr-ft-F/Btu
Ground Resistance (Heating) = 0.356 hr-ft-F/Btu

Thermal Conductivity = 2.22 Btu/hr-ft-degrees F
Thermal Diffusivity = 1.38 ft^2/day

Ground Temperature = 50.9 degrees F

Long Term Temperature Change of Ground (assume <25% is dry based on static water level at 60')

10 Year Values:
Percent of Formation that is Dry or Non-porous / Ground Field Temperature Change
<5% / 0.0 degrees F
25% / -0.1 degrees F
50% / -0.1 degrees F
75% / -0.1 degrees F
100% / -0.2 degrees F

25 Year Values:
Percent of Formation that is Dry or Non-porous / Ground Field Temperature Change
<5% / 0.0 degrees F
25% / -0.1 degrees F
50% / -0.1 degrees F
75% / -0.2 degrees F
100% / -0.3 degrees F

DNR Well Construction Report

Well Construction Report
WISCONSIN UNIQUE WELL NUMBER **YO475**

State of WI - Private Water Systems-DG/5
Department of Natural Resources, Box 7921
Madison, WI 53707
Form 3300-077A (R 7/10)

Property Owner: Fitchburg West Fire Station
Telephone Number: ( )
Mailing Address: Marketplace Drive
City: Fitchburg
State: WI
Zip Code: 53711-
County of Well Location: DANE
Co. Well Permit No.: W 1
Well Completion Date (mm-dd-yyyy): 9/ - 5/ - 015

1. Well Location
☐ Town ☒ City ☐ Village of Fitchburg
Fire # (If avail.)
Street Address or Road Name and Number: Marketplace Drive
Subdivision Name
Lot #
Block #
Gov't Lot # ___ or NE 1/4 of NW 1/4 of
Section 8, T 6 N; R 9 ☒ E ☐ W
Latitude Deg. 43 Min. 0.81
Longitude Deg. 89 Min. 27.518

Well Constructor (Business Name): Ground Source
License #: 4462
Facility ID Number (Public Wells)
Address: 3671 Monroe Road
Well Plan Approval #
City: De Pere State: WI Zip Code: 54115-
Date of Approval (mm/dd/yyyy)
Hicap Permanent Well #
Common Well #
Specific Capacity gpm/ft

2. Well Type ☒ New ☐ Replacement ☐ Reconstruction (see item 12 below)
of previous unique well # ___ constructed in ___
Reason for replaced or reconstructed well?
Lat/Long Method: GPS008
☒ Drilled ☐ Driven Point ☐ Jetted ☐ Other

3. Well serves 1 # of GeoTestBore
(For example: home, barn, restaurant, church, school, industry, etc.)
High Capacity: Well? ☐ Yes ☒ No; Property? ☐ Yes ☒ No

4. Is the well located upslope or sideslope and not downslope from any contamination sources, including those on neighboring properties? ☒ Yes ☐ No (If no, explain on back side.)
Well located within 1,200 feet of a quarry? ☐ Yes ☒ No If yes, distance in feet from quarry:
Well located in floodplain? ☐ Yes ☒ No

Distance in feet from well to nearest: (include proposed)
___ 1. Landfill
___ 2. Building Overhang
___ 3. Septic ☐ Holding Tank ☐
___ 4. Sewage Absorption Unit
___ 5. Nonconforming Pit
___ 6. Buried Home Heating Oil Tank
___ 7. Buried Petroleum Tank
___ 8. Shoreline ☐ Swimming Pool ☐
___ 9. Downspout/Yard Hydrant
___ 10. Privy
___ 11. Foundation Drain to Clearwater
___ 12. Foundation Drain to Sewer
___ 13. Building Drain ☐ Cast Iron or Plastic ☐ Other
___ 14. Building Sewer ☐ Gravity ☐ Pressure ☐ Cast Iron or Plastic ☐ Other
___ 15. Collector Sewer: ☐ sanitary ___ units ___ in. diam. ☐ storm ☐ ≤ 6" ☐ > 6"
___ 16. Clearwater Sump
___ 17. Wastewater Sump
___ 18. Paved Animal Barn Pen
___ 19. Animal Yard or Shelter
___ 20. Silo
___ 21. Barn Gutter
___ 22. Manure Pipe ☐ Gravity ☐ Pressure ☐ Cast Iron or Plastic ☐ Other
___ 23. Other Manure Storage
___ 24. Ditch
___ 25. Other NR 812 Waste Source

5. Drillhole Dimensions and Construction Method

Dia. (in.)	From (ft.)	To (ft.)	Upper Enlarged Drillhole	Lower Open Bedrock
8	surface	60	☒ 1. Rotary - Mud Circulation	☐
			☐ 2. Rotary - Air	☒
			☐ 3. Rotary - Air and Foam	☐
6	60	400	☐ 4. Drill-Through Casing Hammer	
			☐ 5. Reverse Rotary	
			☐ 6. Cable-tool Bit ___ in. dia.	☐
			☒ 7. Temp. Outer Casing 6 in. dia. Removed? 60 depth ft. ☒ Yes ☐ No - If no, explain on back side.	
			☐ 8. Dual Rotary	☐

Geology Codes	8. Geology Type, Caving/Noncaving, Color, Hardness, etc.	From (ft.)	To (ft.)
- - Y -	Sand & Gravel	0	10
- B N G	Broken, Sandstone, w/Gravel/Cobbles/Bould	10	20
- S N -	Soft/Loose, Sandstone	20	50
R - N H	Red, Sandstone, Shaley	50	80
R - H -	Red, Shale	80	106
- S H -	Soft/Loose, Shale	106	108
- - H -	Red Shale	108	110
- - N -	Sandstone	110	330
- B N -	Broken, Sandstone	330	360
- - N -	Sandstone	360	400

6. Casing, Liner, Screen

Dia. (in.)	Material, Weight, Specification Manufacturer & Method of Assembly	From (ft.)	To (ft.)
6	1-1.25" SDR11 4710 200 PSI HDPE	surface	400

Dia. (in.)	Screen type, material & slot size	From	To

9. Static Water Level
___ ft. above ground surface
60 ft. below ground surface

10. Pump Test
Pumping level 80 ft. below surface
Pumping at 120 GPM for 1 Hrs.

11. Well Is:
12 in. ☒ Above ☐ Below Grade
Developed? ☒ Yes ☐ No
Disinfected? ☒ Yes ☐ No
Capped? ☒ Yes ☐ No

7. Grout or Other Sealing Material
Method: Tremie Pipe - Pumped

Kind of Sealing Material	From (ft.)	To (ft.)	# Sacks Cement
TG Lite 1.0	surface	400	26
(Gravel pack if applicable) Bentonite Chips/bag	105	110	6

12. Did you permanently abandon and fill all unused, noncomplying or unsafe wells on this property? ☒ Yes ☐ No If no, explain on reverse.

13. Signature of Well Constructor or Supervisory Driller: tv
Date Signed: 9/18/2015
Print Name of Drill Rig Operator (Mandatory unless same as above): cp
Date: 9/18/2015

Make additional comments on reverse side about geology, additional screens, water quality, etc.
Comments on reverse side X (CHECK √, IF YES) Variance Issued ☐ Yes ☒ No
Notification # 56464582

DNR

Formation Thermal Conductivity
Test & Data Analysis

Test Location **Fitchburg West Fire Station**
Fitchburg, WI

Test Date September 21-23, 2015

Analysis For G.O. Loop
W11366 Blanecae Road
Randolph, WI 53956
Phone: (920) 326-2050
Fax: (920) 326-2051

Test Performed By G.O. Loop

Executive Summary

A formation thermal conductivity test was performed at the Fitchburg West Fire Station site at a GPS location of N 43° 0.810' (latitude), W 89° 27.518' (longitude) in Fitchburg, Wisconsin. The vertical bore was completed on September 5, 2015 by G.O. Loop. Geothermal Resource Technologies' (GRTI) test unit was attached to the vertical bore on the afternoon of September 21, 2015.

This report provides an overview of the test procedures and analysis process, along with plots of the loop temperature and input heat rate data. The collected data was analyzed using the "line source" method and the following average formation thermal conductivity was determined.

Formation Thermal Conductivity = 2.22 Btu/hr-ft-°F

Due to the necessity of a thermal diffusivity value in the design calculation process, an estimate of the average thermal diffusivity was made for the encountered formation.

Formation Thermal Diffusivity ≈ 1.38 ft^2/day

The undisturbed formation temperature for the tested bore was established from the initial loop temperature data collected at startup.

Undisturbed Formation Temperature ≈ 50.6-51.2°F

The formation thermal properties determined by this test do not directly translate into a loop length requirement (i.e. feet of bore per ton). These parameters, along with many others, are inputs to commercially available loop-field design software to determine the required loop length. Additional questions concerning the use of these results are discussed in the frequently asked question (FAQ) section at www.grti.com.

Test Procedures

The American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) has published recommended procedures for performing formation thermal conductivity tests in the ASHRAE HVAC Applications Handbook, Geothermal Energy Chapter. The International Ground Source Heat Pump Association (IGSHPA) also lists test procedures in their Design and Installation Standards. GRTI's test procedures meet or exceed those recommended by ASHRAE and IGSHPA, with the specific procedures described below:

Grouting Procedure for Test Loops – To ensure against bridging and voids, it is recommended that the bore annulus is uniformly grouted from the bottom to the top via tremie pipe.

Time Between Loop Installation and Testing – A minimum delay of five days between loop installation and test startup is recommended for bores that are air drilled, and a minimum waiting period of two days for mud rotary drilling.

Undisturbed Formation Temperature Measurement – The undisturbed formation temperature should be determined by recording the loop temperature as the water returns from the u-bend at test startup.

Required Test Duration – A minimum test duration of 36 hours is recommended, with a preference toward 48 hours**.**

Data Acquisition Frequency - Test data is recorded at five minute intervals.

Equipment Calibration/Accuracy – Transducers and datalogger are calibrated per manufacturer recommendations. Manufacturer stated accuracy of power transducers is less than ±2%. Temperature sensor accuracy is periodically checked via ice water bath.

Power Quality – The standard deviation of the power should be less than or equal to 1.5% of the average power, with maximum power variation of less than or equal to 10% of the average power.

Input Heat Rate – The heat flux rate should be 51 Btu/hr (15 W) to 85 Btu/hr (25 W) per foot of installed bore depth to best simulate the expected peak loads on the u-bend.

Insulation – GRTI's equipment has 1 inch of foam insulation on the FTC unit and 1/2 inch of insulation on the hose kit connection. An additional 2 inches of insulation is provided for both the FTC unit and loop connections by insulating blankets.

Retesting in the Event of Failure – In the event that a test fails prematurely, a retest may not be performed until the bore temperature is within 0.5°F of the original undisturbed formation temperature or until a period of 14 days has elapsed.

Data Analysis

Geothermal Resource Technologies, Inc. (GRTI) uses the "line source" method of data analysis to determine the thermal conductivity of the formation. The line source method assumes an infinitely thin line source of heat in a continuous medium. A plot of the late-time temperature rise of the line source temperature versus the natural log of elapsed time will follow a linear trend. The linear slope is inversely proportional to the thermal conductivity of the medium. When a u-bend grouted in a borehole is used to inject heat into the ground at a constant rate in order to determine the average formation thermal conductivity, the test must be run long enough to allow the finite dimensions of the u-bend pipes and the grout to become insignificant. Experience has shown that approximately ten hours is required to allow the error of early test times and the effects of finite borehole dimensions to become insignificant.

In order to analyze real data from a formation thermal conductivity test, the average temperature of the water entering and exiting the u-bend heat exchanger is plotted versus the natural log of elapsed testing time. Using the Method of Least Squares, linear coefficients are then calculated to produce a line that fits the data. This procedure is repeated for various time intervals to ensure that variations in the power or other effects are not producing inaccurate results.

The calculated results are based on test bore information submitted by the driller/testing agency. GRTI is not responsible for inaccuracies in the results due to erroneous bore information. All data analysis is performed by personnel that have an engineering degree from an accredited university with a background in heat transfer and experience with line source theory. The test results apply specifically to the tested bore. Additional bores at the site may have significantly different results depending upon variations in geology and hydrology.

Through the analysis process, the collected raw data is converted to spreadsheet format (Microsoft Excel®) for final analysis. If desired, please contact GRTI and a copy of the data will be made available in either a hard copy or electronic format.

Contact: Chad Martin
Regional Managing Engineer
Asheville, NC
(828) 225-9166
cmartin@grti.com

Test Bore Details
(As Provided by G.O. Loop)

Site Name ..... Fitchburg West Fire Station
Location ..... Fitchburg, WI
Driller ..... G.O. Loop
Installed Date ..... September 5, 2015
Borehole Diameter ..... 8 inches, 0-60 ft
6 inches, 60-400 ft
Casing ..... Temporary 6 inch casing to 60 ft
U-Bend Size ..... 1 1/4 inch DR-11 HDPE
U-Bend Depth Below Grade ..... 400 ft
Grout Type ..... GeoPro Thermal Grout Lite
Grout Mixture ..... 250 lb sand per 50 lb bentonite
Grouted Portion ..... Entire bore
Note: Bore was grouted with bentonite chips from 105-110 ft.

Drill Log

Formation Description	Depth (ft)
Sand & gravel	0'-10'
Broken sandstone w/gravel/cobbles/boulders	10'-20'
Soft/loose sandstone	20'-50'
Red sandstone, shaley	50'-80'
Red shale	80'-106'
Soft/loose shale	106'-108'
Red shale	108'-110'
Sandstone	110'-330'
Broken sandstone	330'-360'
Sandstone	360'-400'

Thermal Conductivity Test Data

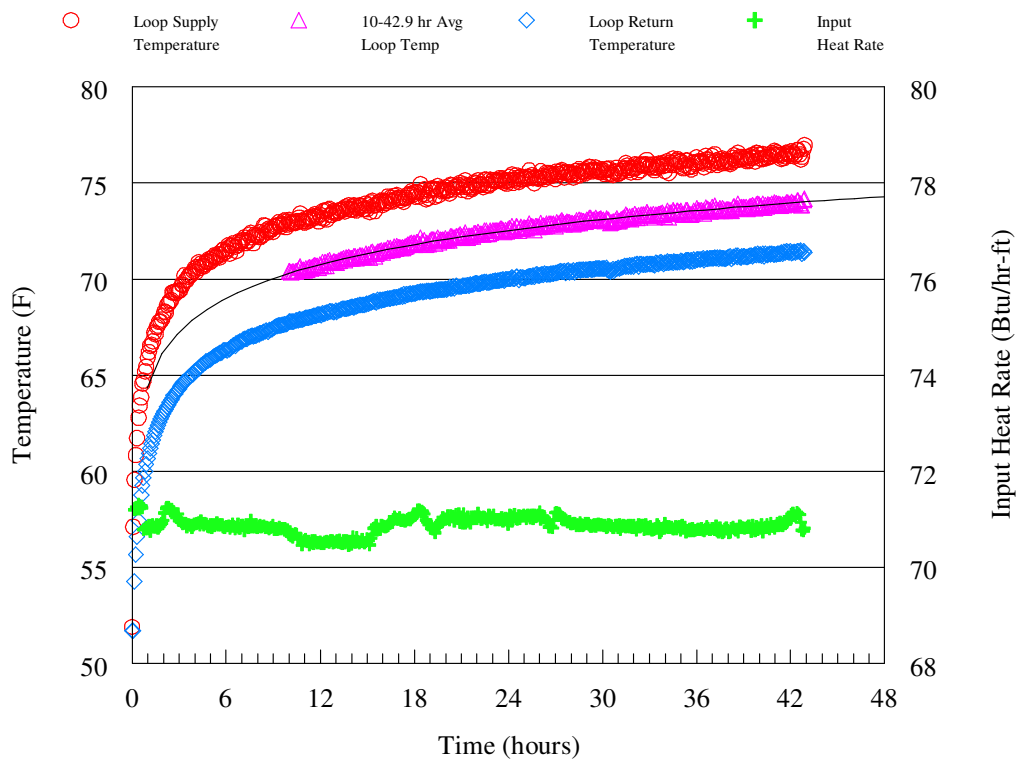

Fig. 1: Temperature & Heat Rate Data Vs Time

Figure 1 above shows the loop temperature and heat input rate data versus the elapsed time of the test. The temperature of the fluid supplied to and returning from the U-bend are plotted on the left axis, while the amount of heat supplied to the fluid is plotted on the right axis on a per foot of bore basis. In the test statistics below, calculations on the power data were performed over the analysis time period listed in the Line Source Data Analysis section.

Summary Test Statistics

Test Date	September 21-23, 2015
Undisturbed Formation Temperature	Approx. 50.6-51.2°F
Duration	42.9 hr
Average Voltage	239.1 V
Average Heat Input Rate	28,343 Btu/hr (8,305 W)
Avg Heat Input Rate per Foot of Bore	70.9 Btu/hr-ft (20.8 W/ft)
Calculated Circulator Flow Rate	11.1 gpm
Standard Deviation of Power	0.24%
Maximum Variation in Power	0.57%

Line Source Data Analysis

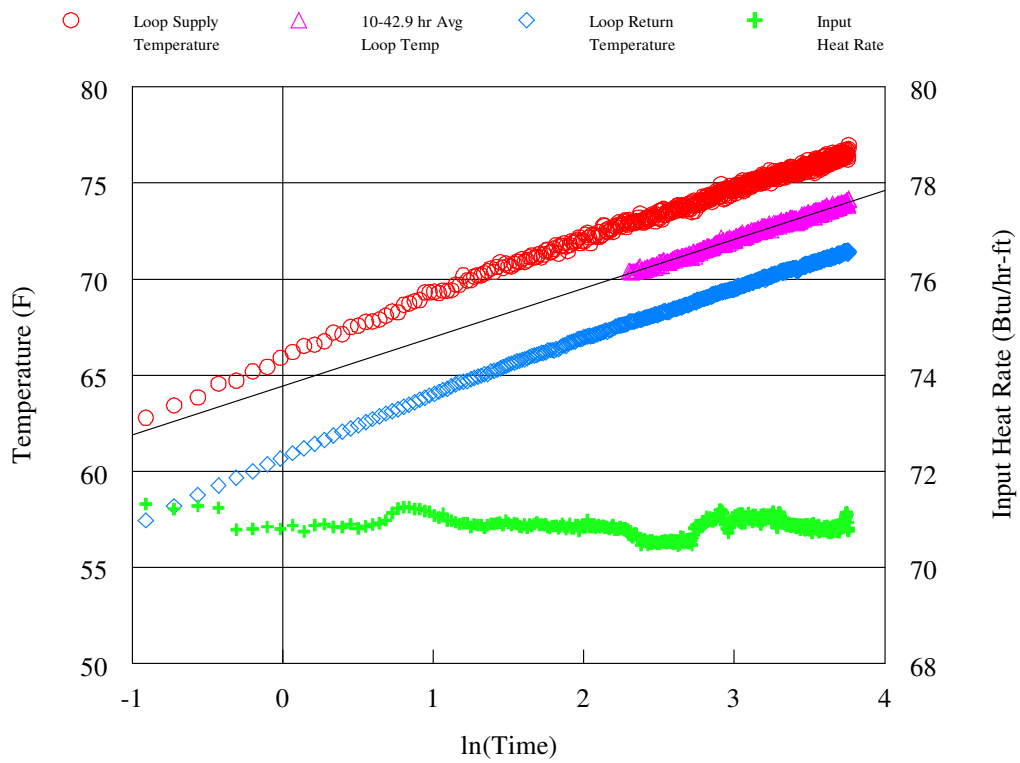

Fig. 2: Temperature & Heat Rate Vs Natural Log of Time

The loop temperature and input heat rate data versus the natural log of elapsed time are shown above in Figure 2. The temperature versus time data was analyzed using the line source method (see page 3) in conformity with ASHRAE and IGSHPA guidelines. A linear curve fit was applied to the average of the supply and return loop temperature data between 10 and 42.9 hr. The slope of the curve fit was found to be 2.55. The resulting thermal conductivity was found to be **2.22 Btu/hr-ft-°F**.

Thermal Diffusivity

The reported drilling log for this test borehole indicated that the formation consisted of sand, gravel, cobbles, boulders, shale, and sandstone. Heat capacity values for shale and sandstone were calculated from specific heat and density values listed by Kavanaugh and Rafferty (Ground-Source Heat Pumps - Design of Geothermal Systems for Commercial and Institutional Buildings, ASHRAE, 1997). A weighted average of heat capacity values based on the indicated formation was used to determine an average heat capacity of 38.5 Btu/ft^3-°F for the formation. A diffusivity value was then found using the calculated formation thermal conductivity and the estimated heat capacity. The thermal diffusivity for this formation was estimated to be **1.38 ft^2/day**.

Certificate of Calibration

GRTI maintains calibration of the datalogger, current transducer and voltage transducer on a biannual schedule per the manufacturers recommendations. The components are calibrated by the manufacturer using recognized national or international measurement standards such as those maintained by the National Institute of Standards and Technology (NIST).

FTC Unit 204

DA Unit 19

Primary Equipment		
Component	Last Calibration Date	Calibration Due Date
Datalogger	12/2/2014	12/2/2016
Current Transducer	12/5/2014	12/5/2016
Voltage Transducer	12/5/2014	12/5/2016

GRTI periodically verifies the combined temperature sensor/datalogger accuracy via an ice water bath. Temperature readings are simultaneously taken with a digital thermometer that has been calibrated using instruments traceable to NIST.

Date	12/12/2014	3/9/2015		
Thermocouple 1 (°F)	32.1 32.1 32.1	32.1 32.1 32.0		
Thermocouple 2 (°F)	31.9 31.9 31.9	31.9 31.9 32.0		
Thermocouple 3 (°F)	32.0 32.0 32.0	31.9 31.9 31.9		
Thermocouple 4 (°F)	32.1 32.1 32.1	32.1 32.1 32.1		
Digital Thermometer (°F)	32.1 32.0 32.0	32.1 32.1 32.0		

AIA® Document G802™ – 2007

Amendment to the Professional Services Agreement

Amendment Number: 001 (Revised)

TO: Thomas Hovel
(Owner or Owner's Representative)

In accordance with the Agreement dated: February 13, 2015

BETWEEN the Owner:
(Name and address)
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

and the Architect:
(Name and address)
Short Elliott Hendrickson Inc. (SEH)
425 West Water Street, Suite 300
Appleton, WI 54911

for the Project:
(Name and address)
Northwest Fire Station

Authorization is requested
☒ to proceed with Additional Services.
☒ to incur additional Reimbursable Expenses.

As follows:
Architect to coordinate additional services between the geothermal engineer and the mechanical engineer to provide a complete and fully operational ground source geothermal heating and cooling system for the NW fire station. These professional services are in addition to the basic mechanical system design services previously approved as part of the overall design of the NW fire station.

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Twenty Four Thousand Five Hundered Thirty Dollars ($24,530.00)

Time:
No additional design time will be built into the delivery schedule at this time

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User Notes: (860256836)

SUBMITTED BY:	AGREED TO:
(Signature) Trevor Frank, AIA, Project Manager	*(Signature)* Steve Arnold, Mayor
(Printed name and title)	Patti Anderson, City Clerk City of Fitchburg *(Printed name and title)*
11/1/15 *(Date)*	11/1/15 *(Date)*

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User Notes: (860256836)

Steve Arnold, Mayor
Introduced by

Planning
Prepared by

Finance
Referred to

October 8, 2015
Date

RESOLUTION R-113-15
APPROVING CONTRACT AMENDMENT WITH SEH FOR ARCHITECTUAL/ENGINEERING SERVICES A GEO-THERMAL SYSTEM FOR THE WEST FIRE STATION BUILDING

WHEREAS, the Fire Station Oversight Committee has decided to pursue a geo-thermal heating and cooling system for the west fire station, and

WHERAS, this requires a higher level of design services than originally contemplated in the original contract with SEH, and

WHEREAS, the Finance Committee has reviewed the contract amendment and recommends approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Common Council hereby approves the contract amendment with SEH for design services for a geo-thermal heating and cooling system for the West Fire Station in the amount of $24,530. (The original contract amount was for $216,125 and the revised amount , with this amendment, will now be $240,655.)

BE IT FURTHER RESOLVED, that it authorizes the City Engineer and City Attorney to negotiate any necessary amendments with SEH, and for the Mayor and City Clerk to sign.

Adopted this_____day of October, 2015.

Approved:_____
Stephen L. Arnold, Mayor

Attested By:_____
Patti Anderson, City Clerk

THE LEAGUE
OF AMERICAN BICYCLISTS
since 1880

is pleased to designate

Fitchburg, WI

as a

BICYCLE FRIENDLY COMMUNITY

in recognition of your outstanding efforts to encourage bicycling in your community

2015-2019 » SILVER

PRESIDENT

THE LEAGUE » BICYCLE FRIENDLY AMERICA

Karen Jenkins

CHAIR, BOARD OF DIRECTORS

Lisa Sanford

From: noreply@civicplus.com
Sent: Friday, November 06, 2015 3:42 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Michael
Last Name	Basarich
Address (Public Use)	5253 Verona Road
City	Fitchburg
State	Wisconsin
Zip	53711
Phone Number (Public Use)	608-729-6252
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Manager of Cycling Infrastructure - Saris Cycling Group
Email (Public Use)	mbasarich@saris.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	MTB
Background experience or education that might be	In my role of managing bike infrastructure sales, advocacy, and government affairs for Saris Cycling Group, I help cities across

pertinent, including volunteer work:	the country overcome challenges to providing better transportation options to their residents and visitors. In addition to my work with Saris, I have led several study tours of bike infrastructure in Denmark and The Netherlands for US city officials for the Greenlanes Project, and currently sit on the Board of Directors for the Wisconsin Bike Federation.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	As a responsible business stakeholder in Fitchburg, Saris is dedicated to ensuring safe, accessible places to ride for it's employees and residents. We want to help the City of Fitchburg keep improving it's quality of life and firmly believe a piece of that puzzle includes investing wisely in bicycle and pedestrian infrastructure.
Community activities in which you have participated:	SCG organizer for Madison's Ride the Drive
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	Wisconsin Bicycle Federation: member Board of Directors

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Tuesday, November 03, 2015 7:38 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Roger
Last Name	Bass
Address (Public Use)	2788 Florann Dr
City	Fitchburg
State	WI
Zip	53711
Phone Number (Public Use)	262-853-1951
Cell Phone	262-853-1951
Work Phone	262-853-1951
Occupation/Title	Licensed Behavior Analyst
Email (Public Use)	BassBehavioralConsulting@gmail.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be	Avid retired bicyclist, Bike Fed Member, Adventure Cyclist member, cross country bike camping

pertinent, including volunteer work:	
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	*I am committed to safe, enjoyable bicycling for people of all ages. *Bicycling and pedestrian safety are critical for development that encourages alternative transportation and environmental protection. *Fitchburg is uniquely situated to encourage healthy lifestyles, development that encourages that better quality of life, and collaborative practices that respect and advance public and private interests.
Community activities in which you have participated:	*Provided testimony regarding bike path development. *Spoke at an moderated Senior Center presentations on education and autism, and health issues relating to back pain, back surgery, and alternative treatments. *
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Past President and Representative at Large for the Wisconsin Association for Behavior Analysis *Numerous committee assignments and program coordinator positions within the Association for Behavior Analysis-International *Treatment Intervention and Assessment Committee--a state Department of Human Services committee that evaluates research on requested treatment for developmental disabilities. *School evaluation consortia that evaluated school program quality. *Association for Direct Instruction *Numerous committees and chairmanships in several universities.

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Monday, November 16, 2015 10:13 AM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Edwin
Last Name	Benet
Address (Public Use)	2834 Raritan Road
City	Fitchburg
State	WI
Zip	53711
Phone Number (Public Use)	608.630.8880
Cell Phone	608.843.0109
Work Phone	608.630.8880
Occupation/Title	Owner Fitchburg Cycles
Email (Public Use)	edwin@fitchburgcycles.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be pertinent, including volunteer work:	Bicycles Retailer with 35 years of experience Avid cyclist accumulating 5000 to 10,000 miles a year.

Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I was asked by the Mayor, Steve Arnold if I would like to participate.
Community activities in which you have participated:	*Field not completed.*
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Saturday, November 07, 2015 12:01 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Dawn
Last Name	Crim
Address (Public Use)	5647 Longford Terrace
City	Fitchburg
State	Wi
Zip	53711
Phone Number (Public Use)	6082889472
Cell Phone	*Field not completed.*
Work Phone	6082622564
Occupation/Title	*Field not completed.*
Email (Public Use)	*Field not completed.*
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*

Background experience or education that might be pertinent, including volunteer work:	Director of Community Relations UW-Madison. 2004-2011; Associate Dean for External Relations UW-Madison School of Education 2011-present
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I am an avid biker and active community member and like to support my city.
Community activities in which you have participated:	*Field not completed.*
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Wednesday, November 04, 2015 3:54 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Dean
Last Name	Gorrell
Address (Public Use)	700 N Main
City	Verona
State	Wi
Zip	53593
Phone Number (Public Use)	608-845-4310
Cell Phone	608-438-8986
Work Phone	608-845-4310
Occupation/Title	Superintendent
Email (Public Use)	gorrelld@verona.k12.wi.us
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be pertinent, including volunteer work:	*Field not completed.*

Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	Avid cyclist and use the trail system often.
Community activities in which you have participated:	*Field not completed.*
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	Yes
If yes, which	North Stoner Prairie Neighborhood
Please list organization memberships and positions held	*Field not completed.*

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Thursday, November 05, 2015 8:57 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Amanda
Last Name	Husk
Address (Public Use)	2807 Lyman Lane
City	Fitchburg
State	WI
Zip	53711
Phone Number (Public Use)	608-577-2130
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Volunteer Coordinator
Email (Public Use)	amanda.pischke@gmail.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be pertinent, including volunteer work:	I've been a cyclist for many years, as a competitive and recreational rider as well as someone who likes to commute via bicycle.

Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I love to ride and commute and have a strong interest in helping Fitchburg to have the best and safest infrastructure possible. I'm also the mother of 2 young boys. We love that our location has many safe and accessible bike paths for our family to enjoy, and I would like to be part of furthering this even more so that my kids can safely enjoy cycling for pleasure and transportation.
Community activities in which you have participated:	Previous member of MadCity Velo Club, current member of Revolution Cycles, formerly organized "Bike to Work Week" activities at my workplace
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

Email not displaying correctly? View it in your browser.

Lisa Sanford

From: noreply@civicplus.com
Sent: Monday, November 02, 2015 10:42 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Joseph
Last Name	Imilkowski
Address (Public Use)	5501 Jan Drive
City	Fitchburg
State	WI
Zip	53711-5522
Phone Number (Public Use)	(608) 271-8614
Cell Phone	608 345 8614
Work Phone	*Field not completed.*
Occupation/Title	Retired Electronic Tech
Email (Public Use)	w9cwd@att.net
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be	Life long Biker. Decades of volunteering on major biking events.

pertinent, including volunteer work:	
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	To insure bikers and seniors have representation.
Community activities in which you have participated:	Volunteer Firefighter, Burbee Derby, Bike traffic counts.
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	Cable
Please list organization memberships and positions held	*Field not completed.*

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Lisa Sanford

From: noreply@civicplus.com
Sent: Tuesday, November 10, 2015 2:27 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Angela
Last Name	Kinderman
Address (Public Use)	5540 Research Park Drive
City	Fitchburg
State	wi
Zip	53575
Phone Number (Public Use)	6082888284
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Executive Director Fitchburg Chamber Visitor + Business Bureau
Email (Public Use)	akinderman@fitchburgchamber.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be	I have been the Executive Director of the Fitchburg Chamber Visitor + Business Bureau for 14 years. In 2012 our organization submitted the application for the Bicycle Friendly

pertinent, including volunteer work:	Community designation. We actively promote, market extend the brand of Fitchburg as a Bicycle Friendly Community.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	Represent the business community and visitor services on the Bike/Ped advisory committee.
Community activities in which you have participated:	Bike For Boys & Girls Club first year in Fitchburg and a member of its organizing committee.
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	Leadership Wisconsin Bike4BGC Member WCCE Member

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Lisa Sanford

From: noreply@civicplus.com
Sent: Tuesday, November 03, 2015 9:35 AM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Laura
Last Name	Langer
Address (Public Use)	5652 Nutone Street
City	Fitchburg
State	State
Zip	53711
Phone Number (Public Use)	(608) 271-3066
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Program Coordinator - Middleton Senior Center
Email (Public Use)	*Field not completed.*
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*

Background experience or education that might be pertinent, including volunteer work:	1982 Graduate of Madison West High School 1985 Graduate of University of Wisconsin - Stevens Point (Communications major, Psychology minor)
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	*Field not completed.*
Community activities in which you have participated:	Oak Meadow Event Planning
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

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Lisa Sanford

From: noreply@civicplus.com
Sent: Wednesday, November 11, 2015 1:25 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Joe
Last Name	Maldonado
Address (Public Use)	123 Anonymous Street Private
City	Fitchburg
State	Wisconsin
Zip	53711
Phone Number (Public Use)	0000000000
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Student Services Coordinator
Email (Public Use)	*Field not completed.*
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	Fitchburg
Background experience or education that might be pertinent, including volunteer work:	Bike Federation Member, Dane County Implementation Team on Racial Disparities in the Criminal Justice System

Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I was asked by the Mayor and would be interested in providing input on infrastructure projects
Community activities in which you have participated:	*Field not completed.*
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

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Lisa Sanford

From: noreply@civicplus.com
Sent: Wednesday, November 04, 2015 9:29 AM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Andrew
Last Name	Potts
Address (Public Use)	2564 Chesapeake Drive
City	Fitchburg
State	WI
Zip	53719
Phone Number (Public Use)	6082131757
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Executive Policy and Budget Analyst
Email (Public Use)	arpotts@uwalumni.com
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be pertinent, including volunteer work:	I served for over nine years on the Fitchburg Common Council and have a great deal of knowledge and experience involving city governance. Serving as an alderman, I understand the need for coalition building and for getting citizen buy-in for

	public works improvements. I was the chair of the Board of Public Works and previously worked at an engineering firm that specialized in public sector civil engineering. Both experiences have given me a good technical understanding of bicycle and pedestrian infrastructure. I am currently serving on CEDA, which gives me an understanding of the needs of the business community in Fitchburg. I was recently appointed to the Governor's Bicycle Coordinating Council, which will allow me to bring a statewide perspective to the issues being addressed in Fitchburg. I am also a recreational and commuting cyclist, logging 4,000+ miles per year.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I would like to continue to serve the citizens of Fitchburg by sharing my knowledge of government and public policy. I believe it is important to promote cycling and walking in the community. Fitchburg has already made great strides in improving cycling and walking for our residents, the Bicycle & Pedestrian Advisory Committee will serve as an excellent vehicle for taking our city to the next level.
Community activities in which you have participated:	Bike for Boys and Girls Club of Dane County, Fitchburg Days, Fitchburg Lions Easter Egg Hunt, Agora Art Fair, Fitchburg Fast & Furious, Berbee Derby, Earth Day Clean-up, City Holiday Party, Fitchburg PD's National Night Out and numerous neighborhood events in the 1st Aldermanic District.
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	Yes
If yes, which	Community and Economic Development Authority
Have you served on a Board, Commission, or Committee in Fitchburg before?	Yes
If yes, which	Common Council, CEDA, Board of Public Works, Finance Committee, Personnel Committee, Bargaining Committee and several ad hoc study committees
Please list organization memberships and positions held	Fitchburg Lions Club, past-President and past-Secretary. Jamestown Neighborhood Association.

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Lisa Sanford

From: noreply@civicplus.com
Sent: Friday, November 06, 2015 10:39 AM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: Online Mayoral Applications

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Julia
Last Name	Stanley
Address (Public Use)	600 Highland Avenue, MC 9920
City	Madison
State	WI
Zip	53792
Phone Number (Public Use)	608.890.6001
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Program Coordinator
Email (Public Use)	jstanley@uwhealth.org
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*
Background experience or education that might be	As a former staff and board member of Girls on the Run of Dane County, I understand the importance of creating healthy

pertinent, including volunteer work:	places for residents to live, learn, work and play. The Healthy Kids Collaborative has worked with Fitchburg residents on several projects focused on improving access to physical activity.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	The Healthy Kids Collaborative of Dane County works to create and advocate for healthier physical activity and nutrition environments for children and families in Dane County. Fitchburg has been a wonderful partner in this work. We look to support these efforts as Fitchburg plans for the future!
Community activities in which you have participated:	*Field not completed.*
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

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Lisa Sanford

From: noreply@civicplus.com
Sent: Tuesday, November 10, 2015 4:45 PM
To: Lisa Sanford
Subject: Online Form Submittal: Mayoral Appointment Application Form

Categories: NEEDS ATTENTION

Mayoral Appointment Application Form

**Applications may be submitted for consideration at reappointment time or when vacancies occur. They will remain on file until selected commission is filled.

Select the Board, Commission, or Committee applying for	Bicycle & Pedestrian Advisory Committee
First Name	Jasara
Last Name	Woulf
Address (Public Use)	5520 Lacy Road
City	Fitchburg
State	Wisconsin
Zip	53711
Phone Number (Public Use)	608-270-4300
Cell Phone	*Field not completed.*
Work Phone	*Field not completed.*
Occupation/Title	Police Officer
Email (Public Use)	jasara.woulf@fitchburgwi.gov
PFC Applicants Only:	*Field not completed.*
Transportation and Transit Commission Applicants Only	*Field not completed.*

Background experience or education that might be pertinent, including volunteer work:	I have been working as a Police Officer for the City of Fitchburg for over five years. While employed by the City of Fitchburg, I have served on the Bicycle Unit for four years.
Reasons for your interest/willingness to serve the residents of Fitchburg through this appointment:	I was appointed by the Chief of Police to serve on this committee. I am interested in serving on this committee to improve bicycle safety in our city.
Community activities in which you have participated:	I have participated in numerous community events in the City of Fitchburg, including, but not limited to: the Bike Rodeo, Wheels and Reels, Pack 'n the Park and Fitchburg Days.
Are you currently serving on other Boards, Commissions, or Committees with the City of Fitchburg?	No
If yes, which	*Field not completed.*
Have you served on a Board, Commission, or Committee in Fitchburg before?	No
If yes, which	*Field not completed.*
Please list organization memberships and positions held	*Field not completed.*

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City of Fitchburg
Committee or Commission Referral

Referral Initiated by: Mayor
Referral Approved by:

Date Referred**: September 22, 2015** Ordinance Number:
Date to Report Back**: November 10, 2015** Resolution Number: **R-104-15**

Sponsored by: Mayor Drafted by: Misty Dodge

TITLE: **A RESOLUTION ADOPTING THE 2016 ANNUAL CITY OPERATING BUDGET**

Background: This resolution introduces the 2016 Annual City Budget for Committee Review and Council consideration.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Marsh/Dodge	**Work Sessions:** September 28, 2015 and September 29, 2015 **Adoption** November 10, 2015	
2				

Amendments:

2016 Budget

Steve Arnold
Mayor
ADOPTED AT THE
COMMON COUNCIL MEETING
OF JUNE 23, 2015

Month	Day	Date	Planned Action	Persons Involved
			DOR DATES ARE APPROXIMATE	
JUNE				
	Thursday	**June 4**	**Prepare Referral for Schedule**	**Finance Director**
	Tuesday	**June 9**	**Budget Schedule Referred to Finance Committee**	**Mayor**
	Tuesday	**June 23**	**Budget Schedule Adopted by Common Council**	**Mayor, Council**
JULY				
	Friday	**July 17**	**Budget Packets Distributed to Dept Heads**	**Finance Director**
	Friday	**July 31**	**DOR Releases EQ Value, TID Values, New Construction**	
AUGUST				
	Mon-Fri	**August 3-14**	**DRAFT of NEW PROPOSALS for accounting review by Finance Director prior to inclusion in budget proposal being submitted. DEADLINE: Aug. 14**	**Dept Heads Finance Director**
	Tuesday	**August 18**	**DEADLINE: BUDGET PROPOSALS**	**Dept Heads Departmental & Advisory Budgets**
	Wed-Wed	**Aug 19-26**	**Initial Compilation of Requests**	**Finance Director**
	Wednesday	**August 19**	**Library Board recommends Budget**	**Library Board**
	Thurs-Thurs	**Aug 27-Sept 3**	**Presentation of Departmental Budgets to Administrator & Finance Director**	**Administrator, Finance Dir. & Dept Heads**
SEPTEMBER				
	TBD		**ETF releases Pension and Health Rates**	**Finance Director**
	Tuesday	**Sept 1**	**DOR Sends out certified TID Values**	
	Thursday	**Sept 3**	**Prepare Referral for Library Exemption Resolution**	**Library Director**
	As Needed	**Sept 3-11**	**Budget Team Meetings & Departmental follow up as needed**	**Mayor, Administrator & Finance Director**
	As Needed	**Sept 3-11**	**Presentation of New Proposals to Mayor**	**Mayor, Administrator Fin. Director & Dept. Heads**
	Tuesday	**Sept 8**	**COUNCIL to Refer Exemption Resolution to Library Board**	**Library Board**
	Tuesday	**Sept 15**	**DOR Releases Shared Revenue & ERP Payment Estimates**	
	Tues-Tues	**Sept 8-22**	**Compile & Tabulate Mayoral Budget**	**Finance Director & Administrator**
	Tuesday	**Sept 15 (est)**	**DOT Releases Transportation Aids Estimate**	

2016 Budget

Month	Day	Date	Planned Action	Persons Involved
SEPTEMBER (continued)				
	Wednesday	**Sep 16**	**Library Board Approves Exemption Resolution**	**Library Board**
	Thursday	**Sept 17**	**Prepare Referral for 2016 Budget**	**Finance Director**
	Tuesday	**Sept 22**	**COUNCIL to Refer Budget to Finance Committee** **COUNCIL approves Library Exemption Resolution**	**Finance Director**
	Wednesday	**Sept 23**	**Budget Summary & Notice is Sent to Official Newspaper**	**Clerk & Finance Director**
	Wednesday	**Sept 23**	**Email Budget Summary & Notice of Public Hearing to Neighborhood Associations Identified on the City's Website**	**Finance Director**
	Friday	**Sept 25**	**Submit Mayoral Budget to Council**	**Finance Director**
	Friday	**Sept 25**	**Publication of Budget Summary & Notice of Public Hearing**	**(Wis State Journal)**
	Mon-Tues	**Sept 28-29**	**BUDGET PRESENTATION AT FINANCE COMMITTEE WORK SESSIONS (As needed)**	**Mayor, Administrator, Finance Director, Dept Heads Committees, Commissions**
OCTOBER				
	Friday	**Oct 2**	**DOR Releases Computer Exemption Estimates**	
	Tuesday	**Oct 13**	**PUBLIC HEARING**	**COMMON COUNCIL**
	Thursday	**Oct 15 (est)**	**DOR Releases Equated Mfg Assessment Roll/Posts Statistical Reports to Internet**	
	Thursday	**Oct 15**	**4:30 P.M. Deadline–COUNCIL AMENDMENTS (Submit to Finance Director in digital form) (Note deadline moved to close of following day)**	**COMMON COUNCIL**
	Thursday	**Oct 15**	**FitchRona EMS Annual Mtg, Budget Adoption FitchRona**	
	Monday	**Oct 19**	**Report on Fiscal Impact of Council Amendments submitted for Council Review**	**Finance Director**
	Wednesday	**Oct 28**	**Committee of the Whole Discussion of the 2016 Budget and Amendments**	**COMMON COUNCIL**
NOVEMBER				
	Tues-Wed	**Nov 10-11**	**ADOPT 2016 BUDGET & SET LEVY (Two nights only if needed)**	**COMMON COUNCIL**
	Tuesday	**Nov 24**	**(Alternate Adoption Date if required)**	

Note: Amendments from Finance Committee/Council are underlined.

Patrick Stern, Finance Chair
Introduced by

Staff
Drafted by

Finance, Committee of the Whole
Committees

September 22, 2015
Date

RESOLUTION R-104-15
ADOPTING THE 2016 ANNUAL CITY OPERATING BUDGET

WHEREAS, the Mayor has prepared and the Finance Committee has reviewed the proposed budget of the City of Fitchburg for the year 2016; and

WHEREAS, a Summary of the Budget and Notice of Public Hearing was published on September 25, 2015; and

WHEREAS, a public hearing was held on the budget on October 13, 2015 by the Common Council; and

WHEREAS, the Common Council has examined the budget and various items therein and finds the budget as presented and amended to date of this Resolution to represent the income anticipated and the expenditures for the various departments by major category as set forth therein;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Fitchburg, Dane County, Wisconsin does approve the following:

SECTION 1. **2016 Budget Adopted.**
There is hereby adopted the 2016 Budget for the City of Fitchburg and appropriated out of the receipts of the City of Fitchburg for the year 2016, including monies received from the general property tax levy, special assessments, fee schedule and other sources of revenue as therein provided, for the various purposes therein specified, the amounts set forth in said Budget presented, or attached thereto or referenced by it.

SECTION 2. **Tax Levy Adopted**
There is hereby certified to the City Clerk, a general property tax levy in the amount of $_____ on all of the taxable property within the City of Fitchburg for the year 2015 for the uses and purposes set for as expenditures in the Budget hereby adopted.

SECTION 3. **City Clerk Directed to Spread Tax on Roll.**
The City Clerk is hereby authorized and directed to spread the tax levied herein on the tax roll of the City of Fitchburg for the year 2015.

Approved this 10th day of November, 2015

APPROVED:_____
Stephen L. Arnold, Mayor

DATE: November 10, 2015

ATTEST:_____
Patti Anderson, City Clerk

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Action 11/10/15	Original Amount	Amend Amount	GENERAL FUND: Impact on Expend (ERP)	GENERAL FUND: Levy Impact	GENERAL FUND: Fund Balance Applied	LIBRARY: Levy Impact	CAPITAL PROJECTS: Levy Impact	CAPITAL PROJECTS: Other Revenue	OTHER
		Council Amendments **(see amendment forms for detail by account number)** *The description was changed to reflect the amended version of the amendment, where appropriate.										
1	Hartmann	Reduce 2016 General Fund Expenditures to Reach ERP Threshold	withdrawn	$ (689,082)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	Krause	Review of All City Fees and Permits	failed	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	Stern	Increase Park and Recreation Fees	passed	$ 10,000	$ 10,000	$ -	$ (10,000)	$ -	$ -	$ -	$ -	$ -
4	Stern	Reduce Mayoral Travel and Seminars	passed as amended	$ (1,500)	$ (1,000)	$ (1,000)	$ (1,000)	$ -	$ -	$ -	$ -	$ -
5	Carpenter	Remove Mayoral Travel and Seminars	withdrawn	$ (1,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	Gonzalez	Remove Court Liaison Additional Hours	passed	$ (7,204)	$ (7,204)	$ (7,204)	$ (7,204)	$ -	$ -	$ -	$ -	$ -
7	Gonzalez	Eliminate Court Liaison Position	failed	$ (32,817)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Stern	Reduce LTE Staff for Presidential Election	failed	$ (840)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	Gonzalez	Reduce Recruitment Specialist Back to .5 FTE	passed	$ (6,996)	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
10	Johnson	Reduce Recruitment Specialist Back to .5 FTE	withdrawn	$ (6,996)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	Hartmann	Reduce Recruitment Specialist Back to .5 FTE	withdrawn	$ (6,996)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	Carpenter	Reduce Recruitment Specialist Back to .5 FTE	withdrawn	$ (6,996)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Poole	Reduce Recruitment Specialist Back to .5 FTE	withdrawn	$ (6,996)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Poole	Reduce Outsourced Payroll Processing Cost	passed as amended	$ (15,000)	$ (3,000)	$ (3,000)	$ (2,486)	$ -	$ (280)	$ -	$ -	$ (234)
15	Arata-Fratta	Remove Additional Sustainability Specialist Hours	failed	$ (6,243)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Stern	Remove Additional Sustainability Specialist Hours	withdrawn	$ (6,243)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	Poole	Remove Additional Sustainability Specialist Hours	passed	$ (6,243)	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
18	Hartmann	Increase Sustainability Specialist Hours to .75 FTE	passed	$ 9,237	$ 15,480	$ 15,480	$ 15,480	$ -	$ -	$ -	$ -	$ -
19	Arata-Fratta	Remove Sustainability Management Consultant Fees	passed	$ (19,500)	$ (19,500)	$ (19,500)	$ (19,500)	$ -	$ -	$ -	$ -	$ -
20	Stern	Eliminate Sustainability Management Training	failed	$ (20,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	Poole	Eliminate Sustainability Management Training	withdrawn	$ (20,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	Carpenter	Remove Public Works Shared Energy Benchmarking Position	withdrawn	$ (1,444)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	Poole	Remove Public Works Shared Energy Benchmarking Position	withdrawn	$ (1,444)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	Stern	Postpone Investment RFP Consultant	passed	$ (10,000)	$ (10,000)	$ (8,500)	$ (8,500)	$ -	$ -	$ -	$ -	$ (1,500)
25	Poole	Postpone Investment RFP Consultant	withdrawn	$ (10,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	Johnson	Reduce Investment RFP Consultant Budget	failed	$ (5,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	Stern	Worker's Comp Adjustment - Revised Mod Factor Estimate	passed	$ (25,000)	$ (25,000)	$ (25,000)	$ (25,000)	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Action 11/10/15	Original Amount	Amend Amount	GENERAL FUND: Impact on Expend (ERP)	GENERAL FUND: Levy Impact	GENERAL FUND: Fund Balance Applied	LIBRARY: Levy Impact	CAPITAL PROJECTS: Levy Impact	CAPITAL PROJECTS: Other Revenue	OTHER
28	Arata-Fratta	Consider PFP Cost After Personnel Committee Review	failed	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	Arata-Fratta	Provide Funding to Aid Badger Prairie Needs Network	passed	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ -
30	Krause	Provide Funding to Aid Badger Prairie Needs Network	withdrawn	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Arata-Fratta	Remove New Police Detective Position	passed	$ (108,960)	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
32	Carpenter	Remove New Police Detective Position	withdrawn	$ (108,960)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Krause	Crime Reduction - Funded by Removing Detective	withdrawn	$ (108,960)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	Gonzalez	Start New Police Detective as of July 1, 2016	withdrawn	$ (51,892)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	Stern	Gas Price Adjustment	passed	$ (7,625)	$ (7,625)	$ (7,595)	$ (7,595)	$ -	$ -	$ -	$ -	$ (30)
36	Arata-Fratta	Remove Two New Firefighter Positions	failed	$ (116,451)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	Stern	Remove One of the Two New Firefighter Positions	failed	$ (56,186)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	Gonzalez	Start Two New Firefighters as of July 1, 2016	failed	$ (47,111)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	Stern	Remove Fire Emergency Medical Responder Training	withdrawn	$ (12,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	Krause	Add Community Paramedics	withdrawn	$ 24,981	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	Poole	Remove Additional Public Works Streets LTE Hours	passed	$ (6,903)	$ (6,903)	$ (6,903)	$ (6,903)	$ -	$ -	$ -	$ -	$ -
42	Stern	Remove East-West Bus Route	failed	$ (28,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	Poole	Remove East-West Bus Route	failed	$ (28,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	Arata-Fratta	Change Description and Submitter's Notes on East-West Bus Route re: Pilot Program	passed as amended	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	Krause	Add Issuance of Metro Transit RFP for Transit Options	withdrawn	$ 28,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	Krause	Add Additional Part-Time Senior Center Receptionist	failed	$ 17,762	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
47	Krause	Add City Programming in the Boys & Girls Club	passed as amended	$ 13,500	$ 10,500	$ 10,500	$ 2,000	$ -	$ -	$ -	$ -	$ -
48	Carpenter	Remove Parks/Public Works Additional LTE Hours	withdrawn	$ (1,401)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
49	Stern	Reinstate Contracted Median Mowing	passed	$ (2,508)	$ (2,508)	$ (2,508)	$ (1,508)	$ -	$ -	$ -	$ -	$ -
50	Carpenter	Reinstate Contracted Median Mowing	withdrawn	$ (2,508)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
51	Krause	Dunn's Marsh Recreation Connection Feasibility Study	failed	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
52	Johnson	Reduce Nine Springs Year-Round Contract Increase by Half	failed	$ (5,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
53	Krause	Add Belmar Park Improvements and Neighborhood Study	failed	$ 5,050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
54	Krause	Add Additional Picnic Tables	withdrawn	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
55	Krause	Add King James Park Privacy Fence	withdrawn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
56	Krause	Add Park Signage	withdrawn	$ 7,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Action 11/10/15	Original Amount	Amend Amount	GENERAL FUND: Impact on Expend (ERP)	GENERAL FUND: Levy Impact	GENERAL FUND: Fund Balance Applied	LIBRARY: Levy Impact	CAPITAL PROJECTS: Levy Impact	CAPITAL PROJECTS: Other Revenue	OTHER
57	Poole	Remove Utilities for House on Irish & Fish Hatchery	passed	$ (1,000)	$ (1,000)	$ (1,000)	$ (1,000)	$ -	$ -	$ -	$ -	$ -
58	Krause	Add Community Improvement Fund	failed	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
59	Johnson	Reduce New Outreach Librarian from 1 FTE to .75 FTE	withdrawn	$ (19,464)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
60	Gonzalez	Start New Outreach Librarian as of July 1, 2016	withdrawn	$ (40,240)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
61	Arata-Fratta	Amend CIP #1030 Logo Implementation & Wayfinding	passed	$ (30,000)	$ (30,000)	$ -	$ -	$ -	$ -	$ (30,000)	$ -	$ -
62	Arata-Fratta	Reduce CIP #6302 City Campus Building Systems Replace	failed	$ (43,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
63	Arata-Fratta	Defer CIP #2136 Police Fleet Vehicle Replacement #64	failed	$ (29,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
64	Arata-Fratta	Postpone CIP #3101 Plow Truck	passed	$ (160,000)	$ (160,000)	$ -	$ -	$ -	$ -	$ (145,000)	$ (15,000)	$ -
65	Stern	Change Funding Source for Nine Springs Shelter Upgrades	passed	$ -	$ -	$ 80,000	$ -	$ 80,000	$ -	$ (80,000)	$ -	$ -
66	Stern	Eliminate Remaining City Campus Retro-Commissioning	failed	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
67	Arata-Fratta	Move Anton Drive Planning Study to TID #6	passed	$ -	$ -	$ -	$ -	$ -	$ -	$ (50,000)	$ -	$ 50,000
68	Arata-Fratta	Remove Envision Maple Lawn Heights Consultant	failed	$ (25,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
69	Stern	Identify Envision Maple Lawn Heights Study Area	passed	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
70	Carpenter	Remove Additional Public Works Engineering Technician	passed	$ (84,154)	$ (84,154)	$ -	$ -	$ -	$ -	$ -	$ -	$ (84,154)
71	Stern	Change Presentation of Fund Balance Used for Fire Station	withdrawn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
72	Stern	Change Presentation of Staff Time Spent on Other Funds	withdrawn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Omnibus Detail										
A		**Reflect 2016 Refuse and Recycling Rates Authorized**										
	213-4642-000	REFUSE & RECYCLE COLLECTION		$ 42,240	$ 42,240	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,240
	213-4930-213	FUND BALANCE APPLIED		$ (42,240)	$ (42,240)	$ -	$ -	$ -	$ -	$ -	$ -	$ (42,240)
B		**Election Equipment Maintenance Contract Amount**										
	100-5142-390	ELECTION COSTS		$ 800	$ 800	$ 800	$ 800	$ -	$ -	$ -	$ -	$ -
C		**Update Payment for Municipal Services Aid**										
	100-4361-000	PAYMENTS FOR MUNICIPAL SERVICE		$ (3,335)	$ (3,335)	$ -	$ 3,335	$ -	$ -	$ -	$ -	$ -
D		**Re-Estimate Computer Exemption Aid**										
	100-4354-000	COMPUTER AID		$ 5,000	$ 5,000	$ -	$ (5,000)	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

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E	**25% of Maple Lawn Heights Study Not TID Eligible**											
	407-5730-003	TID #7 - LEGAL, CONSULTING, & OTHER PROF SRVCS		$ (6,250)	$ (6,250)	$ -	$ -	$ -	$ -	$ -	$ -	$ (6,250)
	100-5630-210	GENERAL FUND - PLANNING DEPT PROF SERVICES		$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ -	$ -	$ -	$ -	$ -
F	**Adjust Pay for Performance Based on Implementation Plan A**											
	100-5190-181	PAY FOR PERFORMANCE			$ 21,700	$ 21,000	$ 21,000	$ -	$ -	$ -	$ -	$ 700
		TOTAL AMENDMENTS		**$ (1,872,368)**	**$ (409,948)**	**$ (60,379)**	**$ (157,884)**	**$ 80,000**	**$ (880)**	**$ (305,000)**	**$ (15,000)**	**$ (42,014)**

EXPENDITURE RESTRAINT COMPLIANCE

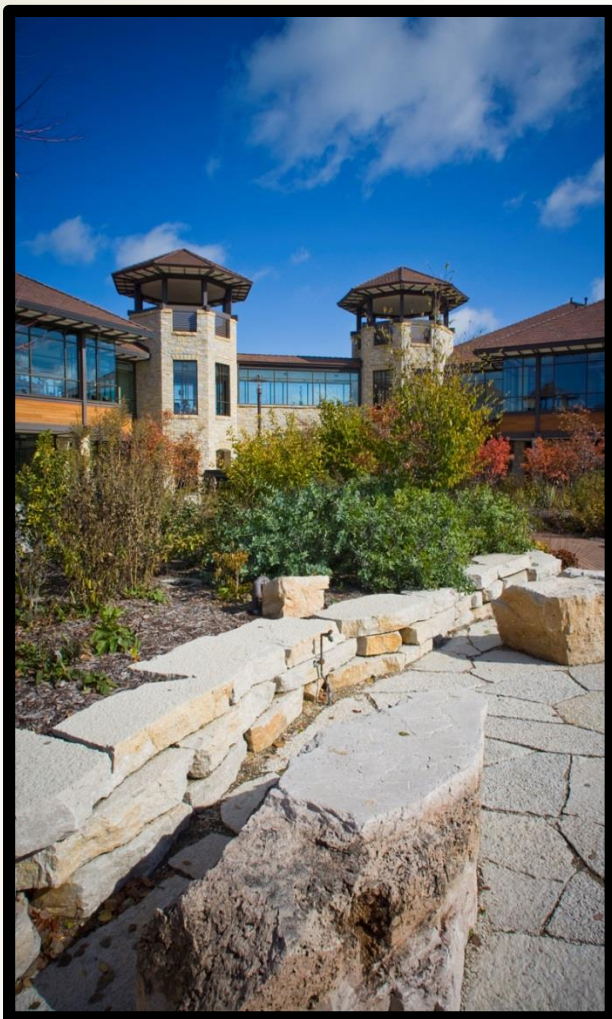
CPI (increase from 10/1 - 9/30)	0.3%	final
Net new construction	1.952%	
Allowed increase for expenditure restraint	$ 265,460	

	General Fund Expenditures	Over/(Under) Allowed Limit	
Prior year general fund expenditures	$ 17,697,346	n/a	
Mayor's proposed budget (w/o omnibus)	$ 19,856,586	$ 1,893,780	
Mayor's proposed budget (w/ omnibus)	$ 19,884,636	$ 1,921,830	
Budget with Council amendments (as proposed)	$ 17,040,324	$ (922,482)	*note: includes amendment duplicates
Budget with Council amendments (as adopted)	$ 19,796,207	$ 1,833,401	

PROPERTY TAX LEVY

Total assessed value	$2,657,971,530	final
Total equalized value (TID in)	$2,711,401,700	
Total equalized value (TID out)	$2,433,100,600	
Average home value	$262,800	
Last year's assessed value tax rate	$7.9480	

	Property Tax Levy	City Share TID Increment	Estimated AV Tax Rate	Change From Prior Year	City Share Taxes on Avg Home
Mayor's proposed budget (w/o omnibus)	$ 20,805,208	$ 2,379,725	$8.72	9.75%	$ 2,292
Mayor's proposed budget (w/ omnibus)	$ 20,831,593	$ 2,382,744	$8.73	9.89%	$ 2,295
Budget with Council amendments (as proposed) - Note: includes duplicates	$ 18,906,844	$ 2,162,589	$7.93	-0.27%	$ 2,083
Budget with Council amendments (as adopted)	$ 20,341,444	$ 2,326,680	$8.53	7.30%	$ 2,241



Council Proposed Amendments To 2016 Budget

THE CITY OF
Fitchburg

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Amend Amount	GENERAL FUND: Impact on Expend (ERP)	GENERAL FUND: Levy Impact	GENERAL FUND: Fund Balance Applied	LIBRARY: Levy Impact	CAPTIAL PRJECTS: Levy Impact	CAPTIAL PRJECTS: Other Revenue	OTHER
		Council Amendments (see amendment forms for detail by account number)								
1	Hartmann	Reduce 2016 General Fund Expenditures to Reach ERP Threshold	$ (689,082)	$ (689,082)	$ (689,082)	$ -	$ -	$ -	$ -	$ -
2	Krause	Review of All City Fees and Permits	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	Stern	Increase Park and Recreation Fees	$ 10,000	$ -	$ (10,000)	$ -	$ -	$ -	$ -	$ -
4	Stern	Remove Mayoral Travel and Seminars	$ (1,500)	$ (1,500)	$ (1,500)	$ -	$ -	$ -	$ -	$ -
5	Carpenter	Remove Mayoral Travel and Seminars	$ (1,500)	$ (1,500)	$ (1,500)	$ -	$ -	$ -	$ -	$ -
6	Gonzalez	Remove Court Liaison Additional Hours	$ (7,204)	$ (7,204)	$ (7,204)	$ -	$ -	$ -	$ -	$ -
7	Gonzalez	Eliminate Court Liaison Position	$ (32,817)	$ (32,817)	$ (32,817)	$ -	$ -	$ -	$ -	$ -
8	Stern	Reduce LTE Staff for Presidential Election	$ (840)	$ (840)	$ (840)	$ -	$ -	$ -	$ -	$ -
9	Gonzalez	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
10	Johnson	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
11	Hartmann	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
12	Carpenter	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
13	Poole	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
14	Poole	Defer Outsourced Payroll Processing	$ (15,000)	$ (15,000)	$ (12,430)	$ -	$ (1,400)	$ -	$ -	$ (1,170)
15	Arata-Fratta	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
16	Stern	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
17	Poole	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
18	Hartmann	Increase Sustainability Specialist Hours to .75 FTE	$ 9,237	$ 9,237	$ 9,237	$ -	$ -	$ -	$ -	$ -
19	Arata-Fratta	Remove Sustainability Management Consultant Fees	$ (19,500)	$ (19,500)	$ (19,500)	$ -	$ -	$ -	$ -	$ -
20	Stern	Eliminate Sustainability Management Training	$ (20,500)	$ (20,500)	$ (20,500)	$ -	$ -	$ -	$ -	$ -
21	Poole	Eliminate Sustainability Management Training	$ (20,500)	$ (20,500)	$ (20,500)	$ -	$ -	$ -	$ -	$ -
22	Carpenter	Remove Public Works Shared Energy Benchmarking Position	$ (1,444)	$ (1,444)	$ (1,444)	$ -	$ -	$ -	$ -	$ -
23	Poole	Remove Public Works Shared Energy Benchmarking Position	$ (1,444)	$ (1,444)	$ (1,444)	$ -	$ -	$ -	$ -	$ -
24	Stern	Postpone Investment RFP Consultant	$ (10,000)	$ (8,500)	$ (8,500)	$ -	$ -	$ -	$ -	$ (1,500)
25	Poole	Postpone Investment RFP Consultant	$ (10,000)	$ (8,500)	$ (8,500)	$ -	$ -	$ -	$ -	$ (1,500)
26	Johnson	Reduce Investment RFP Consultant Budget	$ (5,000)	$ (4,250)	$ (4,250)	$ -	$ -	$ -	$ -	$ (750)
27	Stern	Worker's Comp Adjustment - Revised Mod Factor Estimate	$ (25,000)	$ (25,000)	$ (25,000)	$ -	$ -	$ -	$ -	$ -
28	Arata-Fratta	Consider PFP Cost After Personnel Committee Review	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	Arata-Fratta	Provide Funding to Aid Badger Prairie Needs Network	$ 10,000	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ -
30	Krause	Provide Funding to Aid Badger Prairie Needs Network	$ 10,000	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ -
31	Arata-Fratta	Remove New Police Detective Position	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
32	Carpenter	Remove New Police Detective Position	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
33	Krause	Crime Reduction - Funded by Removing Detective	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
34	Gonzalez	Start New Police Detective as of July 1, 2016	$ (51,892)	$ (51,892)	$ (51,892)	$ -	$ -	$ -	$ -	$ -
35	Stern	Gas Price Adjustment	$ (7,625)	$ (7,595)	$ (7,595)	$ -	$ -	$ -	$ -	$ (30)
36	Arata-Fratta	Remove Two New Firefighter Positions	$ (116,451)	$ (116,451)	$ (116,451)	$ -	$ -	$ -	$ -	$ -
37	Stern	Remove One of the Two New Firefighter Positions	$ (56,186)	$ (56,186)	$ (56,186)	$ -	$ -	$ -	$ -	$ -
38	Gonzalez	Start Two New Firefighters as of July 1, 2016	$ (47,111)	$ (47,111)	$ (47,111)	$ -	$ -	$ -	$ -	$ -
39	Stern	Remove Fire Emergency Medical Responder Training	$ (12,000)	$ (12,000)	$ (12,000)	$ -	$ -	$ -	$ -	$ -
40	Krause	Add Community Paramedics	$ 24,981	$ 24,981	$ 24,981	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

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41	Poole	Remove Additional Public Works Streets LTE Hours	$ (6,903)	$ (6,903)	$ (6,903)	$ -	$ -	$ -	$ -	$ -
42	Stern	Remove East-West Bus Route	$ (28,000)	$ (28,000)	$ (28,000)	$ -	$ -	$ -	$ -	$ -
43	Poole	Remove East-West Bus Route	$ (28,000)	$ (28,000)	$ (28,000)	$ -	$ -	$ -	$ -	$ -
44	Arata-Fratta	Add Clause to East-West Bus Route re: Pilot Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	Krause	Add Issuance of Metro Transit RFP for Transit Options	$ 28,500	$ 28,500	$ 28,500	$ -	$ -	$ -	$ -	$ -
46	Krause	Add Additional Part-Time Senior Center Receptionist	$ 17,762	$ 17,762	$ 17,762	$ -	$ -	$ -	$ -	$ -
47	Krause	Add City Programming in the Boys & Girls Club	$ 13,500	$ 13,500	$ 5,000	$ -	$ -	$ -	$ -	$ -
48	Carpenter	Remove Parks/Public Works Additional LTE Hours	$ (1,401)	$ (1,401)	$ (1,401)	$ -	$ -	$ -	$ -	$ -
49	Stern	Reinstate Contracted Median Mowing	$ (2,508)	$ (2,508)	$ (1,508)	$ -	$ -	$ -	$ -	$ -
50	Carpenter	Reinstate Contracted Median Mowing	$ (2,508)	$ (2,508)	$ (1,508)	$ -	$ -	$ -	$ -	$ -
51	Krause	Dunn's Marsh Recreation Connection Feasibility Study	$ 5,000	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -
52	Johnson	Reduce Nine Springs Year-Round Contract Increase by Half	$ (5,000)	$ (5,000)	$ (5,000)	$ -	$ -	$ -	$ -	$ -
53	Krause	Add Belmar Park Improvements and Neighborhood Study	$ 5,050	$ 5,050	$ 5,050	$ -	$ -	$ -	$ -	$ -
54	Krause	Add Additional Picnic Tables	$ 3,000	$ 3,000	$ 3,000	$ -	$ -	$ -	$ -	$ -
55	Krause	Add King James Park Privacy Fence	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
56	Krause	Add Park Signage	$ 7,500	$ 7,500	$ 7,500	$ -	$ -	$ -	$ -	$ -
57	Poole	Remove Utilities for House on Irish & Fish Hatchery	$ (1,000)	$ (1,000)	$ (1,000)	$ -	$ -	$ -	$ -	$ -
58	Krause	Add Community Improvement Fund	$ 20,000	$ 20,000	$ 20,000	$ -	$ -	$ -	$ -	$ -
59	Johnson	Reduce New Outreach Librarian from 1 FTE to .75 FTE	$ (19,464)	$ -	$ -	$ -	$ (19,464)	$ -	$ -	$ -
60	Gonzalez	Start New Outreach Librarian as of July 1, 2016	$ (40,240)	$ -	$ -	$ -	$ (40,240)	$ -	$ -	$ -
61	Arata-Fratta	Amend CIP #1030 Logo Implementation & Wayfinding	$ (30,000)	$ -	$ -	$ -	$ -	$ (30,000)	$ -	$ -
62	Arata-Fratta	Reduce CIP #6302 City Campus Building Systems Replace	$ (43,000)	$ -	$ -	$ -	$ -	$ (43,000)	$ -	$ -
63	Arata-Fratta	Defer CIP #2136 Police Fleet Vehicle Replacement #64	$ (29,000)	$ -	$ -	$ -	$ -	$ (27,000)	$ (2,000)	$ -
64	Arata-Fratta	Postpone CIP #3101 Plow Truck	$ (160,000)	$ -	$ -	$ -	$ -	$ (145,000)	$ (15,000)	$ -
65	Stern	Change Funding Source for Nine Springs Shelter Upgrades	$ -	$ -	$ -	$ (80,000)	$ -	$ (80,000)	$ -	$ -
66	Stern	Eliminate Remaining City Campus Retro-Commissioning	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
67	Arata-Fratta	Move Anton Drive Planning Study to TID #6	$ -	$ -	$ -	$ -	$ -	$ (50,000)	$ -	$ 50,000
68	Arata-Fratta	Remove Envision Maple Lawn Heights Consultant	$ (25,000)	$ -	$ (6,250)	$ -	$ -	$ -	$ -	$ (18,750)
69	Stern	Identify Envision Maple Lawn Heights Study Area	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
70	Carpenter	Remove Additional Public Works Engineering Technician	$ (84,154)	$ -	$ -	$ -	$ -	$ -	$ -	$ (84,154)
71	Stern	Change Presentation of Fund Balance Used for Fire Station	$ -	$ (1,187,000)	$ (1,187,000)	$ -	$ -	$ 1,187,000	$ (1,187,000)	$ -
72	Stern	Change Presentation of Staff Time Spent on Other Funds	$ -	$ (179,867)	$ -	$ -	$ -	$ -	$ -	$ -
		Omnibus Detail								
A	**Reflect 2016 Refuse and Recycling Rates Authorized**									
	213-4642-000	REFUSE & RECYCLE COLLECTION	$ 42,240	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,240
	213-4930-213	FUND BALANCE APPLIED	$ (42,240)	$ -	$ -	$ -	$ -	$ -	$ -	$ (42,240)
B	**Election Equipment Maintenance Contract Amount**									
	100-5142-390	ELECTION COSTS	$ 800	$ 800	$ 800	$ -	$ -	$ -	$ -	$ -
C	**Update Payment for Municipal Services Aid**									
	100-4361-000	PAYMENTS FOR MUNICIPAL SERVICE	$ (3,335)	$ -	$ 3,335	$ -	$ -	$ -	$ -	$ -
D	**Re-Estimate Computer Exemption Aid**									
	100-4354-000	COMPUTER AID	$ 5,000	$ -	$ (5,000)	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Amend Amount	GENERAL FUND Impact on Expend (ERP)	GENERAL FUND Levy Impact	GENERAL FUND Fund Balance Applied	LIBRARY Levy Impact	CAPTIAL PRJECTS Levy Impact	CAPTIAL PRJECTS Other Revenue	OTHER
E	**25% of Maple Lawn Heights Study Not TID Eligible**									
	407-5730-003	TID #7 - LEGAL, CONSULTING, & OTHER PROF SRVCS	$ (6,250)	$ -	$ -	$ -	$ -	$ -	$ -	$ (6,250)
	100-5630-210	GENERAL FUND - PLANNING DEPT PROF SERVICES	$ 6,250	$ 6,250	$ 6,250	$ -	$ -	$ -	$ -	$ -
		TOTAL AMENDMENTS	**$ (1,872,368)**	**$ (2,810,012)**	**$ (2,646,260)**	**$ (80,000)**	**$ (64,104)**	**$ 812,000**	**$ (1,204,000)**	**$ (66,834)**

EXPENDITURE RESTRAINT COMPLIANCE

CPI (increase from 10/1 - 9/30)	0.4%	*to be issued 10/30/15
Net new construction	1.952%	
Allowed increase for expenditure restraint	$ 283,158	

	General Fund Expenditures	Over/(Under) Allowed Limit	
Prior year general fund expenditures	$ 17,697,346	n/a	
Mayor's proposed budget (w/o omnibus)	$ 19,856,586	$ 1,876,082	
Mayor's proposed budget (w/ omnibus)	$ 19,863,636	$ 1,883,132	
Budget with Council amendments (as proposed)	$ 17,046,574	$ (933,930)	*note: includes amendment duplicates

PROPERTY TAX LEVY

Total assessed value	$2,662,714,530	not released by DOR as of 10/29/15 (mfg)
Total equalized value (TID in)	$2,711,401,700	
Total equalized value (TID out)	$2,433,100,600	
Average home value	$262,800	
Last year's assessed value tax rate	$7.9480	

	Property Tax Levy	City Share TID Increment	Estimated AV Tax Rate	Change From Prior Year	City Share Taxes on Avg Home
Mayor's proposed budget (w/o omnibus)	$ 20,805,208	$ 2,379,725	$8.71	9.55%	$ 2,288
Mayor's proposed budget (w/ omnibus)	$ 20,810,593	$ 2,380,342	$8.71	9.58%	$ 2,289
Budget with Council amendments (as proposed) - Note: includes duplicates	$ 18,906,844	$ 2,162,589	$7.91	-0.44%	$ 2,079

Levy Increase _____
Levy Decrease ↓$689,082
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 01
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce 2016 General Fund Expenditures to Reach ERP Threshold

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Reduce the proposed budget to save $689,082, by cutting across all departments, to reach the Expenditure Restraint Program (ERP) threshold, and capture the estimated $500,000 available from the Wisconsin Department of Revenue.

Council Sponsor Notes:

This can be achieved by utilizing both existing fund balance(s), in part from prior years' ERP incentive payments, and cutting across all city departments by 2.5%.

Note: Per the Finance Director, the ERP money received from the State, is based on budget year 1, money received in year 2, and applied to capital levy in year 3 under our policy. So the decisions made on the 2016 budget will affect the capital levy in 2018.

Finance Director's Notes:

It is important to note that the criteria for qualifying for expenditure restraint are narrow in focus and only the general fund expenditures are included in the calculation. The City also has a policy outlining the criteria for using fund balance.

Across the board cuts are not considered to be a fair or effective way of reducing the City's budget as the circumstances for each department's budget are unique.

Account #	Account Name	Amount of Amendment	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
	Subtotal Expenditure Change	↓	**$689,082**
100-4111-000	Property Tax Levy – General Fund	↓	$689,082
	Subtotal Revenue Change	↓	**$689,082**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease Unknown
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 02
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Review of All City Fees and Permits

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

A short review of the City's user fee schedule (pages 612-629 of the budget packet) would indicate that the entire set of fees should be scrutinized for potential adjustments, likely resulting in yet to be determined revenue increases.

While it might be reasonable for departments to have a say in setting the schedule, it may result in fees that are not equitable across the board if each department does their own independently of other departments.

Therefore, it should be a coordinated effort, based out of the City Administrators office, whether using staff or, potentially, an ad hoc committee, to make recommendations for final approval by the Common Council.

Any amount(s) on this amendment is necessarily an approximate guesstimate of anticipated adjustments from many areas. Therefore is it also not reasonable to try to assign accounts until after the study. However, a reasonable amount could and should be included as a revenue increase for the purpose of the 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

A review of the fee schedule in response to this amendment has not been done. Instead, I provided the major account numbers that may be affected, for discussion purposes.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
100-4111-000	Property Tax Levy – General Fund		
100-4430-000	Building Permit and Inspection Fees		
100-4440-000	Zoning Permits and Fees		
100-4610-100	General Government Charges		
100-4621-100	Public Safety Charges		
100-4672-100	Recreation Fees		
100-4672-200	Park Shelter Fees		
100-4672-300	Senior Program Fees		
100-4690-000	Other Public Charges for Service		
	Subtotal Revenue Change		

COUNCIL ACTION: Approved ☐ Failed ☐

Office of the City Attorney

5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4207
Fax: (608) 270-4212
mark.sewell@fitchburgwi.gov

MEMORANDUM

TO: Mayor and Common Council

FROM: Mark Sewell, City Attorney

DATE: October 20, 2015

RE: Budget Amendment entitled Review of City Fees and Permits

I have been asked to prepare a brief memo regarding the above entitled budget amendment. In the past municipalities have attempted to increase fees and permits in an effort to increase revenue without concern for levy limits. In an effort to curtail such activities by municipalities, the state legislature in 2103 revised Wis. Stats. 66.0628 to require that fees and costs charged by a municipality may not exceed the municipality's "reasonable direct cost" and that anyone aggrieved may appeal to a state commission where the municipality has the burden of proving that the fees actually reflect the municipality's direct cost.

The City has already been confronted with one such situation regarding improvements to the Fitchburg data center.

Given that statute, it is as likely as not that a full review of fees could result in a reduction in those fees as opposed to an increase. As such, I believe that a zero dollar amount be affixed to the amendment.

In addition, such a City wide inquiry will require substantial amounts of staff time. At some point public works/building inspection, where the majority of non-PSC regulated fees are charged may, as a result of the Fitchburg data center issues, decide to revisit its fees schedules. However it is my recommendation that the decision on when to review fees be left to the City administrator and City engineer.

Levy Increase _____
Levy Decrease ↓ $10,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 03
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Increase Park and Recreation Fees

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This proposal would increase the revenue collected across all park and recreation fees by $10,000, to be determined by the Parks Commission and Parks and Recreation Department.

Council Sponsor Notes:

In a high spending increase year it is incumbent upon us to find additional sources of revenue. Park rentals and recreation fees are one area that are a benefit to a certain sub-set of citizens, and should be paid for accordingly. Scholarship funds would remain available for those that couldn't afford the recreation fee increases. For parks, we are finding that more events are coming to Fitchburg, so perhaps it is time to charge a premium for that location.

Finance Director's Notes:

The split between the two user fee revenue account numbers is based on a 50/50 split for budget purposes. As described above, the Parks Commission and Parks and Recreation Department would determine the actual split when the approach to support the increase is determined.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
100-4111-000	Property Tax Levy – General Fund	↓	$10,000
100-4672-100	Recreation Fees – General Fund	+	$2,500
100-4672-200	Park Shelter Rental Fees – General Fund	+	$7,500
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 04
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Mayoral Travel and Seminars

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Eliminate the conferences and out-of-state travel for the Mayor and any Common Council members.

Council Sponsor Notes:

As part-time elected officials in a moderate suburb in a high tax increase budget there is little reason why the City would run any better with the proposed travel. It is inessential budget items like this that can be eliminated while maintaining services and being respectful to taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5110-325	Mayor & Council Training & Development	↓	$1,500
	Subtotal Expenditure Change	↓	**$1,500**
100-4111-000	Property Tax Levy – General Fund	↓	$1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 05
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Mayoral Travel and Seminars

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment removes all training and travel for the Mayor and Council. Especially since the out-of-state conference identified doesn't even have a date of travel yet at this time.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5110-325	Mayor & Council Training & Development	↓	$1,500
	Subtotal Expenditure Change	↓	**$1,500**
100-4111-000	Property Tax Levy – General Fund	↓	$1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$7,204
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 06
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Court Liaison Additional Hours

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 2

Description of Proposed Amendment:

Keep position as currently funded.

Council Sponsor Notes:

Finance Director's Notes:

Current position is at .5 FTE
New proposal requested an increase to .75 FTE
Mayor's proposed budget included an increase to .6 FTE

Account #	Account Name	Amount of Amendment	
100-5120-110	Salaries & Wages	↓	$4,748
100-5120-131	FICA	↓	363
100-5120-132	WRS	↓	1,880
100-5120-161	Life Insurance	↓	24
100-5120-162	Disability Insurance	↓	177
100-5154-595	Worker's Compensation	↓	12
	Subtotal Expenditure Change	↓	**$7,204**
100-4111-000	Property Tax Levy – General Fund	↓	$7,204
	Subtotal Revenue Change	↓	**$7,204**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	2
Sponsor/Department:	Municipal Court			Original (x)	X
Title/subject:	Increase court liaison position hours from .5 FTE (1040) to .75 FTE (1560).			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Court Liaison Officer is an existing position budgeted for 1040 hours (.5FTE) to oversee the Juvenile Court Diversion program. The court is requesting an additional 520 hours (.75FTE) to assist with increased juvenile caseload, monitor the parking tickets and assist with daily court operations. Currently, the liaison officer has 52 juveniles enrolled in the diversion program. This number plans to double in the following years. The defendant may be in the diversion program from six months – two years. The five year average of juvenile citations processed by the court is 192 defendants. The Court processes between 1500 -2000 parking tickets a year. The court is responsible for collecting payments, scheduling court for contested tickets, mailing two unpaid late notices within 28 days from issue date, tax intercept and collection notices and issuing suspension/refuse notices to Department of Transportation on all unpaid parking tickets.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$15,408	$15,408	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,408	$15,408	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	James Gray	Date	8/14/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	2

Position Title	**Increase Court Liaison Officer from .5 FTE (1040 hours) to .75 FTE (1560 hours)**
Reason or Need	Court Liaison Officer is an existing position budgeted for 1040 hours (.5FTE) to oversee the Juvenile Court Diversion program. The court is requesting an additional 520 hours (.75FTE) to assist with increased juvenile caseload, monitor the parking tickets and help with daily court operations. Currently, the liaison officer has 52 juveniles enrolled in the diversion program. This number plans to double in the following years. The defendant may be in the diversion program from six months – two years. The five year average of juvenile citations processed by the court is 192 defendants. The Court processes between 1500 -2000 parking tickets a year. The court is responsible for collecting payments, scheduling court for contested tickets, mailing two unpaid late notices within 28 days from issue date, tax intercept and collection notices and issuing suspension/refuse notices to Department of Transportation on all unpaid parking tickets.

Existing Classification	Grade F	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**520**		Expected Overtime hours		
	Estimated Hourly Wage	$22.46/$23.09 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equip	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	

Vehicles	Will a city vehicle be required for this position?	No
	If so, will this be a new proposal or existing?	-

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?
n/a				

Other information:

X Pay was determined by pay plan

Levy Increase _____
Levy Decrease ↓$32,817
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 07
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Court Liaison Position

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 2

Description of Proposed Amendment:

The Municipal Court Judge came into Council and said he would stop his program if we changed the marijuana ordinance. Council changed the ordinance. Given that there will be no need now for the position since the Judge said he would be eliminating the program, the LTE position can be eliminated from the budget.

Council Sponsor Notes:

Finance Director's Notes:

Current position is at .5 FTE
New proposal requested an increase to .75 FTE
Mayor's proposed budget included an increase to .6 FTE

*the cost below is the savings if the .6 FTE included in the Mayor's proposed budget is removed in full

Account #	Account Name	Amount of Amendment	
100-5120-110	Salaries & Wages	↓	$28,486
100-5120-131	FICA	↓	2,179
100-5120-132	WRS	↓	1,880
100-5120-161	Life Insurance	↓	24
100-5120-162	Disability Insurance	↓	177
100-5154-595	Worker's Compensation	↓	71
	Subtotal Expenditure Change	↓	**$32,817**
100-4111-000	Property Tax Levy – General Fund	↓	$32,817
	Subtotal Revenue Change	↓	**$32,817**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$840
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 08
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce LTE Staff for Presidential Election

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 6

Description of Proposed Amendment:

Reduce hours for LTE staff for Presidential election.

Council Sponsor Notes:

After speaking with the Clerk, this amendment would remove 50 hours or just under 10% of the LTE hours for the election in order to save some money but to preserve levels of service.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5142-120	LTE/Seasonal Wages	↓	$778
100-5142-131	FICA	↓	60
100-5152-595	Worker's Compensation	↓	2
	Subtotal Expenditure Change	↓	**$840**
100-4111-000	Property Tax Levy – General Fund	↓	$840
	Subtotal Revenue Change	↓	**$840**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	6
Sponsor/Department:	Clerk's Department			Original (x)	X
Title/subject:	LTE Staff (Sept. through Nov.) Pres. Election			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	In 2008 the clerk's office experienced 1 staff vacancy. At that time, we were able to cover the additional election hours through this staff vacancy. 2008 was also a very high profile Presidential Election, resulting in a large number of voters voting absentee. Our additional staffing in 2008 totaled approximately 450 hours (September through November). In 2012 we also had additional staffing to help cover the Presidential Election. These hours were also covered through a staff vacancy. The additional staffing in 2012 included approximately 250 hours (October through November). I anticipate 2016 to be very similar to the voter turnout in 2008.With the photo ID law going into effect this year, I anticipate a larger number of voters coming to City Hall to vote in-person absentee. I am requesting additional hours to help cover staffing within our department (September through November). Based on the numbers from 2008, I would like to include 600 LTE staffing hours in the 2016 Budget.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$10,822	$10,822	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$10,822	$10,822	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	We typically need additional staff to help cover during the Presidential Election cycle (September through November).		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	**6**
Position Title	**LTE Clerk Staffing (Elections)**		
Reason or Need	We will need extra staff hours (September through November) to help cover the Clerk's Office for the Presidential Election.		
Existing Classification	92% of Grade C; Step 1	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**600**		Expected Overtime hours	30	
Estimated Hourly Wage		15.55		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖉)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				n/a
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?
n/a				

Other information:

X Pay was determined by calculating 92% of the full-time hiring rate.

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 09
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Keep funding at current 0.5 LTE for recruitment specialist.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

THE CITY OF Fitchburg
HUMAN RESOURCES

Date: October 21, 2015

To: City Council

From: Lisa Sigurslid, Human Resources Manager

Re: New proposal #08 (Increase Hours for HR Specialist)
Amendments 09 (Gonzalez), 10 (Johnson), 11 (Hartman), 12 (Carpenter), 13 (Poole)

I would like to take this opportunity to explain in greater detail the role and responsibilities of the HR Specialist position. First hired in 2010, this position is instrumental in managing the recruitment efforts for all City positions. This position is responsible for preparing all advertisements, placing recruitment ads, assisting applicants, coordinating interviews, interviewing, checking references, performing background checks, scheduling drug screens, preparing orientation materials, conducting orientation, issuing IDs, and processing all new hire paperwork for proper reporting and payroll. At twenty hours per week, this position is able to accomplish all of the above activities for most recruitment processes.

In the five years since this position was hired there has been minimal involvement in police, fire, and department head recruitments simply because there are not enough hours available to accomplish these tasks. Often times these (police, fire, department heads) are the most intensive, time sensitive, and time consuming recruitments. The lack of available hours for the HR Specialist to work on these recruitment processes means they fall back to me. While I enjoy the recruitment and selection processes, this requires me to put aside my responsibilities, and often times delay other projects, to attend to the recruitment needs.

I have heard some say that this position was approved because of the new library and now that the library is open there is no longer a need. This is simply not true. I would have recommended we hire temporary staff to assist with these recruitment efforts if that were the only need. The reality is that demands for HR services are constantly increasing; recruitment is only a small part of what we do. We have made strides to delay the need for additional staff hours by implementing new technologies (online applications and self-scheduling) but these processes can only take us so far.

Thank you for taking the time to read and understand my proposal for additional hours for the HR Specialist position. I realize you have been bombarded with information and requests from all departments for additional staff and resources. I further understand that the City does not have the financial resources to be able to accommodate all of these requests. I only ask that you take the time to thoroughly consider this request and if you have any questions related to the need for this position that you address them with me directly. At $6,450 this proposal is equivalent to .042% of the total 2015 personnel budget.

Additional Information

Hires by department

Hires include: new hires and promotions for full and part-time staff, seasonal employees, and POX firefighters. Even though not all positions are full-time, the same steps apply for the filling of each position.

	2013	2014	2015
Admin		1	1
Assessing			2
Clerks		4	1
Court	3		1
Fact	3		2
Finance		1	1
Fire	5	4	21
IT		2	2
Library	16	19	16
Parks & Rec	11	7	4
Planning	1		1
Police	4	6	5
Public Works	7	15	8
Senior Center		1	
	50	**60**	**65**

Retirement Eligibility

In addition to normal turnover, nearly one quarter of City staff are currently eligible to retire, or will be, within the next five years (based on age requirements for WRS). If only half of the employees eligible to retire do so, the impact on recruitment efforts will be substantial.

General Employees		
Total Staff:	109	
Eligible Now:	12	11%
5 yrs:	27	25%

Protective Employees		
Total Staff:	58	
Eligible Now:	8	14%
5 yrs:	13	22%

All Staff		
Total Staff:	167	
Eligible Now:	20	12%
5 yrs:	40	24%

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	8
Sponsor/Department:	Lisa Sigurslid/Human Resources			Original (x)	X
Title/subject:	Increase hours for HR Specialist – Recruitment			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	

Brief Justification: (Area will expand as needed)

The current HR Specialist position focuses entirely on Recruitment functions. At 20 hours per week the current demand far exceeds the time allotted for this position. I am requesting an additional 4 hours per week. Based upon the past increase of City staff, employees eligible for retirement, and expected staff additions in the next several years that demand is only expected to increase. The chart below illustrates the number of applications received, interviews administered, and employees hired over the past three years, plus an estimate for 2015. Additional hours are needed in order to keep up with the demands on this position. I expect this position will need to become full-time within the next 5 years to continue to meet the demand for services.

	2012	**2013**	**2014**	***2015**
Requisitions Received	29	36	56	58
Applications Received	1213	1348	1548	1,294
Interviews Administered	204	265	406	382
Hires	45	50	69	86

PROJECTED COSTS		**FUNDING SOURCE**		
		Tax Levy	**Grants**	**Utility Rates Franchise Fees**
Personnel Costs (Employee requests must include supplemental detail)	$6,996	$6,450	$	$546
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$6,996	$6,450	$	$546
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)			Yes
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Lisa Sigurslid	Date	07/28/2015
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	8

Position Title	**Human Resources Specialist – Recruitment/Selection**
Reason or Need	The current HR Specialist position focuses entirely on Recruitment functions. At 20 hours per week the current demand far exceeds the time allotted for this position. Based upon the past increase of City staff, employees eligible for retirement, and expected staff additions in the next several years that demand is only expected to increase. The chart below illustrates the number of applications received, interviews administered, and employees hired over the past three years, plus an estimate for 2015. Additional hours are needed in order to keep up with the demands on this position. I expect this position will need to become full-time within the next 5 years to continue to meet the demand for services.

	2012	**2013**	**2014**	***2015**
Requisitions Received	29	36	56	58
Applications Received	1213	1348	1548	1,294
Interviews Administered	204	265	406	382
Hires	45	50	69	86

Existing Classification	E	**New** Classification **-** (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		Increase from .50 FTE to .60 FTE, add'l 208 hrs/yr. 1040 hrs to 1248 hrs		Expected Overtime hours	0	
Estimated Hourly Wage		$21.76		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan, current grade and step	
Benefit Information (☐)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account - 323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	

	Needed (Account - 355)	**$0**	**$**	**$**	**$0**
	Other Related Expense	Description: Training Account #(s) -325 Recruitment			**$-0- $1,095**
Vehicles	Will a city vehicle be required for this position?				No
	If so, will this be a new proposal or existing?				N/A

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Pay was determined by existing position.

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 10
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Keep this position 0.5 FTE for 2016.

Council Sponsor Notes:

While I realize the importance of this job and what it entails, keeping this position at 0.5 FTE saves $6450 from being added to the levy plus the $546 from other sources annually. In this very tight budget year, I feel this increase in hours can wait a year or 2 before implementation.

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded). The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 11
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Defer until 2017 Budget.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded). The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 12
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

This amendment removes the HR Specialist Position. It will save $6,450.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 13
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $13,830
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 14
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Defer Outsourced Payroll Processing

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 10

Description of Proposed Amendment:

Can't afford this year – Move to 2017

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the new proposal is $15,000 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-210	HR – Professional Services	↓	$15,000
250-5920-100	Library Administrative Fee	↓	1,400
207-5920-100	FACTv Administrative Fee	↓	400
600-5930-100	Water Utility Administrative Fee	↓	310
600-5856-200	Sewer Utility Administrative Fee	↓	310
601-5920-300	Stormwater Administrative Fee	↓	150
	Subtotal Expenditure Change	↓	**$17,570**
100-4111-000	Property Tax Levy – General Fund	↓	$12,430
250-4111-000	Property Tax Levy – Library	↓	1,400
207-4930-207	Fund Balance Applied – FACTv	↓	400
100-4740-100	Admin Charges to Utilities – General Fund	↓	770
100-4740-207	Admin Charges to FACTv – General Fund	↓	400
100-4740-250	Admin Charges to Library – General Fund	↓	1,400
	Subtotal Revenue Change	↓	**$16,800**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendment to Postpone Outsourcing Payroll Processing

One of the amendments submitted was to postpone New Proposal # 10 for outsourcing payroll processing until 2017. While we need to further research the relationship between this new proposal and our intended new timekeeping system, I believe it is wise to retain the funding for this option in the 2016 budget.

Timing: The best time to consider outsourcing payroll is at the same time as implementing a new timekeeping system. The 2016 budget will seemingly include $50,000 to implement the new software. There were no budget amendments relating to that project so under normal processes this means the project will go forward. Not only does it make sense from a staff timing perspective (we will already be analyzing the processes and making significant changes) but it also makes sense from a financial perspective. Included in the timekeeping project is the purchase of additional software to transfer the data generated from timekeeping into our current payroll system. If the City moves to outsourced payroll, the additional software would not be needed. The decision on outsourcing would be best if made in conjunction with the timekeeping software.

Cost: The $15,000 included in the new proposal is based off an estimated cost for the service. It does not include any of the savings from software maintenance fees that we are currently paying or savings from software maintenance fees we would otherwise begin paying with the new timekeeping implementation. The reason for that exclusion is that we will likely need to phase-in the change over the next year, which means the annual fees for the current software would continue to be paid in 2016 and the savings would be realized in 2017. The cost also does not include the savings from the additional module purchases that would not have to be made as a result of the new timekeeping system. Following is a summary for your reference:

	2016	**2017 & Beyond**
Outsourced payroll service	$15,000 (operating)	$15,000 (operating)
Maintenance on current payroll modules	n/a	Less: $3,298 (operating)
Maintenance on additional payroll modules needed with timekeeping (assumes maintenance included in first year purchase)	n/a	Less: $950 (operating)
Initial purchase of additional modules	Less: $7,900 (capital)	n/a
Total net cost	$7,100	$10,752

Finance Department Workload: The Finance Department as a whole is going through a lot of changes as we finalize our re-organization and implement several new processes to streamline our operations and ensure we are functioning efficiently and effectively. The implementation of timekeeping will not only provide better data and reduce staff time across departments when preparing timesheets but it will also allow for some additional duties to be absorbed by the Accounting Clerk. Taking it to the next step and outsourcing payroll will provide sufficient time for our current Finance staff to absorb the necessary additional duties and will delay the need to hire additional Finance Department staff.

There is also a strong likelihood that we will pursue an electronic workflow for our vendor payments through Electronic Content Management (ECM). While the goal of this project would be to further streamline processes and save time for departments, it will likely require additional on-going time spent by the Finance Department due to centralization of the invoice collection and data capture. By outsourcing payroll we should have the staff resources to address this new project.

Opportunity not Commitment: I want to make sure it is clear that this new proposal being included in the budget is not a guarantee that we will pursue the outsourcing option. Instead, we wanted to have the funds available in case it was determined to be the best route for the City. A contract will be presented to Finance Committee prior to implementation, after thorough research is completed.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	10
Sponsor/Department:	Lisa Sigurslid/HR and Misty Dodge/Finance			Original (x)	X
Title/subject:	Outsource Payroll Processing			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	There have been discussions over the past several years around the topic of outsourcing payroll processing. With the implementation of an automated timekeeping system in 2016 (approved in CIP), it makes sense to also discuss outsourcing the functions related to physical processing of payroll. Outsourcing payroll would not eliminate the need for additional HR and/or Finance staff; however, it may delay the need by a year or two. The amount listed below is an estimate, actual costs may be lower once we identify all the savings realized from no longer processing payroll internally (W-2s, checks, existing software modules, etc.)				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Non-Levy Admin Fee
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$15,000	$13,830	$	$1,170
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,000	$13,830	$	$1,170
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)			Partially
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			Yes
Prepared by	Lisa Sigurslid	Date	07/28/2015
Approved by		Date	

KRONOS

Workforce Ready Proposal

v17.2

Date:	4/15/2015	Customer PO #:	
Version #:	1	Salesperson:	
Expires:			

Bill To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711	Ship To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711

FOB:	Shipping Point		
Shipping Method:	FedEx Ground		
Currency:	USD	Email Contact:	
Payment Terms:	N30	Phone #:	

SaaS Services

Item	License/Qty	Unit Price	Price
Workforce Ready Time Keeping	280	$3.15	$882.00
Workforce Ready Accruals	280	$0.63	$176.40
Workforce Ready Payroll	280	$3.15	$882.00
Workforce Ready HR	280	$3.15	$882.00
Workforce Ready Leave	280	$0.95	$266.00
Workforce Ready Compensation	280	$0.63	$176.40
		Minimum Monthly Total:	**$3,264.80**

Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	$150.00	$150.00
201 - 500 Employees	80	$0.53	$42.40
501 - 1000 Employees	0	$0.73	$0.00
1001 - 2000 Employees	0	$0.65	$0.00
2001 - 5000 Employees	0	$0.23	$0.00
Qty Total:	280	**Minimum Monthly Total:**	**$192.40**

Equipment - Rental

Item	Qty	Unit Price	Monthly Price
Workforce Ready Rental InTouch 9000 H3, Standard, HID Prox	1	$100.80	$100.80
		Total Monthly:	**$100.80**

Accessories

Item	Qty	Unit Price	Total Price
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	1	$0.00	$0.00
		Total Price:	**$0.00**

Setup Fees

Item	Total Price
Workforce Ready Setup Fee	$13,900.00
Total Price:	**$13,900.00**

Quote Summary

Item	Total Price
Minimum Monthly Fee	$3,558.00
Minimum Annual Fee	$42,696.00
One Time Setup Fees	$13,900.00
Total Equipment Purchase and Accessories Fee	$0.00

NOTICES: All legal notices required to be given hereunder shall be in writing and shall be deemed given if sent to the addressee specified herein: (a) by either registered or certified United States mail, return receipt requested, postage prepaid, three days after such mailing; or (b) by national overnight courier service and addressed to the persons set forth herein, the next business day. All other notices, including notices of non-payment, may also be sent via facsimile or email, and will be deemed given on the day delivery is electronically confirmed.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 1036

Project Name Automated Timekeeping System - NEW

Department General Government
Contact Unassigned
Type Equipment
Useful Life 10 Years
Category Technology
Priority 2 Very Important
Status Active
Total Project Cost: **$50,000**

Description

This proposal provides for an automated timekeeping system, allowing a seamless flow of information from the point of hire (transferring information from NeoGov), through HR, and finally to Finance/HR for payroll processing (to Civic).

Justification

The current payroll process is largely manual and paper driven. An automated timekeeping system would allow for a seamless transition of information from HR to Finance. We currently utilize two systems, one HR and one payroll, both requiring manual entry. An automated system would reduce paper and processing errors, save time, and reduce duplication of efforts ultimately freeing up staff time for other assignments.

Expenditures	2016	2017	2018	2019	2020	Total
Software	50,000					50,000
Total	**50,000**					**50,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	50,000					50,000
Total	**50,000**					**50,000**

Budget Impact/Other

There will be continuing software maintenance costs to maintain the licenses and receive support from the vendor. An estimated 3% increase each year is included.

Budget Items	2016	2017	2018	2019	2020	Total
Software Maintenance/Support		26,000	27,000	28,000	29,000	110,000
Total		**26,000**	**27,000**	**28,000**	**29,000**	**110,000**

Workforce Ready Proposal

v17.2

Date:	4/15/2015	Customer PO #:	
Version #:	1	Salesperson:	
Expires:			

Bill To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711	Ship To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711

FOB:	Shipping Point		
Shipping Method:	FedEx Ground		
Currency:	USD	Email Contact:	
Payment Terms:	N30	Phone #:	

SaaS Services

Item	License/Qty	Unit Price	Price
Workforce Ready Time Keeping	280	$3.15	$882.00
Workforce Ready Accruals	280	$0.63	$176.40
Workforce Ready Payroll	280	$3.15	$882.00
Workforce Ready HR	280	$3.15	$882.00
Workforce Ready Leave	280	$0.95	$266.00
Workforce Ready Compensation	280	$0.63	$176.40
		Minimum Monthly Total:	**$3,264.80**

Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	$150.00	$150.00
201 - 500 Employees	80	$0.53	$42.40
501 - 1000 Employees	0	$0.73	$0.00
1001 - 2000 Employees	0	$0.65	$0.00
2001 - 5000 Employees	0	$0.23	$0.00
Qty Total:	280	**Minimum Monthly Total:**	**$192.40**

Equipment - Rental

Item	Qty	Unit Price	Monthly Price
Workforce Ready Rental InTouch 9000 H3, Standard, HID Prox	1	$100.80	$100.80
		Total Monthly:	**$100.80**

Accessories

Item	Qty	Unit Price	Total Price
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	1	$0.00	$0.00
		Total Price:	**$0.00**

Setup Fees

Item			Total Price
Workforce Ready Setup Fee			$13,900.00
		Total Price:	**$13,900.00**

Quote Summary

Item	Total Price
Minimum Monthly Fee	$3,558.00
Minimum Annual Fee	$42,696.00

One Time Setup Fees	$13,900.00
Total Equipment Purchase and Accessories Fee	$0.00

NOTICES: All legal notices required to be given hereunder shall be in writing and shall be deemed given if sent to the addressee specified herein: (a) by either registered or certified United States mail, return receipt requested, postage prepaid, three days after such mailing; or (b) by national overnight courier service and addressed to the persons set forth herein, the next business day. All other notices, including notices of non-payment, may also be sent via facsimile or email, and will be deemed given on the day delivery is electronically confirmed.

Service Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee – Timekeeping	$ 3,000
Training and Setup Estimate – 8 Hrs	1,200
TOTAL INVESTMENT	**$ 4,200**
ANNUAL SUPPORT INCREASE	**$ 450**

*Travel costs are not included.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF FITCHBURG

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Civic Systems
STRONG SOFTWARE, STRONG COMMUNITY

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee - **miExcel Time Import**	$	2,500
Setup and Training – 8 Hours		1,200
TOTAL INVESTMENT	**$**	**3,700**
Annual Support	$	500

*Above amounts do not include travel costs.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF FITCHBURG

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Civic Systems

STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 15
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

I propose to remove from the 2016 budget, the increase of hours for the Sustainability Specialist position In the amount of $6,243. Due to the constraint and costly budget, the City is not in a right situation to increase those hours currently.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	11
Sponsor/Department:	Mayor / General Government			Original (x)	X
Title/subject:	Sustainability Specialist 25% FTE position increase			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	An additional 25% FTE is requested to oversee the development and implementation of a new strategic sustainability management system, and associated staff training to achieve Fitchburg's goals to strengthen the local economy along with community health, the environment and quality of life. A revised position description includes proposed additional duties.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$15,480	$15,480	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,480	$15,480	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Potentially recurring, based on annual priorities and work load.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	Using staff time, rather than hiring contractors, would save considerable resources in the short term to coordinate planning and implementation of a citywide sustainability plan and staff training under a new sustainability management system.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	8/14/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	11
Position Title	**Sustainability Specialist (.5 FTE to .75 FTE)**		
Reason or Need	Coordinate development and implementation of a new sustainability management system including public involvement and staff training.		
Existing Classification	Grade G	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**75%** 1560 hours (increase 520 hrs)		Expected Overtime hours	0	
Estimated Hourly Wage		$25.66/$26.33 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖶)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing employee classification.

Class Title:	Sustainability Specialist
Bargaining Unit:	Non-Represented
Class Code:	NR-G14
Salary:	$23.63 - $24.98 Hourly $24,575.20 - $25,979.20 Annually

Description

Under the general direction of a staff engineer, implements a Community Outreach Plan of sustainability and climate protection initiatives established by the City of Fitchburg. Serves as a liaison between the community and City staff, completes various assignments related to the conservation of natural resources, and performs other various field and clerical assignments as required. This position provides an individual the opportunity to actively participate in the operation and organization of local government and implement a multi-disciplinary approach to the conservation of natural resources.

Examples of Duties:

Essential Duties/Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Implement the Community Outreach Plan prepared by the Resource Conservation Commission (RCC), coordinating and facilitating community involvement in established sustainability and climate protection initiatives.
- Provide staff recommendations to the Common Council on various water, waste, energy, transportation and land use issues.
- Design and implement education and outreach programs for employees, businesses and residents on best sustainability practices, including, but not limited to: idling reduction campaign, water conservation campaign, waste water pollutant reduction, commuting solutions, energy efficiency initiatives, and assist with applications and administration of grants and loans related to these initiatives.
- Assist businesses in improving their environmental performance by providing technical assistance.
- Coordinate the City of Fitchburg Green Team strategic planning and manage related sustainability events.
- Assist staff with energy benchmarking of existing municipal buildings and energy efficiency design and construction of new municipal buildings.
- Conceptualize and execute new sustainability programs as well as conduct research and prepare reports on sustainability related topics.
- Showcase individuals, businesses, and projects for recognition of leadership in sustainability.
- Develop method to monitor progress of implementing initiatives and method to tracking emission reductions for implemented initiatives, including a greenhouse gas emissions inventory.
- Develop methods to monitor progress of water conservation efforts.
- Update green house gas emissions inventory (using CACP 2009 or equal).
- Prepare and conduct presentations to government organizations, residents and businesses.

Proposed Additional Duties (25% FTE):

- Coordinate the development of and implementation of a new sustainability management system to that takes a systems approach to change, recognizing that all municipal policies and practices are interrelated and affect one another.
- Oversee the creation of a community-wide Ad-Hoc Committee to create a community vision for a sustainable Fitchburg.
- Engage stakeholders (citizens, employees, businesses, schools) in community discussions to identify a sustainable community vision and strategies that help us reach that vision.
- Coordinate with consultants to design a train-the-trainer program to train staff in the new sustainability management system (The Natural Step). Train a cadre of key staff who will in turn train other staff.
- Create systems to initiate new projects, mentor project teams, create metrics of success, and measure and evaluate success.

Other Functions:

- Assist with preparing agendas, packets, and minutes for Resource Conservation Commission (RCC) meetings, including serving as RCC staff contact as needed.
- Perform additional assignments and responsibilities as assigned or requested by supervisor.

Typical Qualifications:

Supervisory Requirements: None

Education and/or Experience Requirements:

- Educational background in engineering, urban planning and/or environmental sciences with an emphasis/interest in sustainability.
- 3-5 years of related academic and/or professional natural resource, environmental or sustainability experience and project coordination.

Licenses, Certifications, etc.
Must possess a valid driver's license for the duration of appointment.

Supplemental Information:

Knowledge, Skills, and Abilities

- Demonstrate interest and/or experience in community-based approaches to sustainability and energy conservation. Experience working on sustainability projects desired.
- Work efficiently and effectively with government, businesses, community-networked organizations and residents.
- Ability to carry out assigned tasks with minimal supervision.
- Ability to multi-task and complete tasks efficiently.
- Excellent verbal communication and interpersonal skills.
- Excellent written communication skills.
- Proficient in MS Word and Excel, and able to use computer programs easily.

Physical Demands:
Light Work: Exerting 51-75 lbs seldom. Exerting 0-50 lbs occasionally. Frequently standing, walking, and sitting.

Work Environment:
Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Inside work is 80% of the time. Outside work (no effective protection from weather) is 20% of the time. Exposure to hazards or risk of bodily injury, moderate noise, and dust are seldom. Exposure to heat/cold extreme and temperature changes occasionally.

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 16
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Keep the hours of the Sustainability Specialist at current levels.

Council Sponsor Notes:

In 10% tax rate increase budgets, additional savings are needed. By keeping the hours the same as current levels, level of service is maintained while respecting taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 17
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Can't afford it this year - Leave at .50 FTE

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$9,237
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 18
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Increase Sustainability Specialist Hours to .75 FTE

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Every year regional, federal, utility, and private funds are granted to municipalities to the tune of hundreds of millions of dollars. For example, HUD, DOT and EPA have coordinated to create a 'Sustainable Communities' program https://www.sustainablecommunities.gov of which Fitchburg is a past recipient (Building Blocks for Sustainable Communities). By funding the position as requested (increase from current of 50% to 75%), we would allow a staff person time to search for, write, and likely bring in more grant dollars in this popular and growing segment. The ROI for this investment can easily exceed 100%. The impact of funding the request would add **$9,237.**

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	+	$8,058
100-5144-131	FICA	+	616
100-5144-132	WRS	+	531
100-5144-161	Life Insurance	+	11
100-5154-595	Worker's Compensation	+	21
	Subtotal Expenditure Change	**+**	**$9,237**
100-4111-000	Property Tax Levy – General Fund	+	$9,237
	Subtotal Revenue Change	**+**	**$9,237**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$19,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 19
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Sustainability Management Consultant Fees

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

I propose to remove the $20,500 sustainability management system consulting and training fees. This is an unnecessary expenditure for this budget and the City. The City already has a Sustainability Specialist in house that should be doing this job. This is an unnecessary expenditure for this budget.

Council Sponsor Notes:

An alternative for this consultant that I would like to recommend is to send the City Administrator to a training and he should be applying those techniques to the rest of the departments. Remember, that in order to be successful with this sustainability theme is to modify city staff behavior as well. I believe that the City Administrator can perform this job very well.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
100-5115-325	Administrator Training	+	$1,000
	Subtotal Expenditure Change	↓	**$19,500**
100-4111-000	Property Tax Levy – General Fund	↓	$19,500
	Subtotal Revenue Change	↓	**$19,500**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	12
Sponsor/Department:	Mayor / General Government			Original (x)	x
Title/subject:	Sustainability Management System			Supplemental (x)	
Mandatory - Required by		Permissive (x)	x	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Sustainable community development focuses on strengthening the local economy along with community health, the environment and quality of life, recognizing their interconnections. Established sustainability management systems provide a proven, practical strategic planning framework that enables local governments and businesses to make smart economic decisions while moving toward their sustainability goals by looking at the whole system. Sustainability management systems provide a common sustainability framework for all city staff and leaders to use in decision-making to ensure economic progress and give Fitchburg residents the opportunity for quality of life while supporting the natural systems upon which we all depend. Training Fitchburg staff in understanding sustainability using a sustainability management system will help them integrate sustainability into city operations by applying sustainability principles and a step-by-step process for adopting them to improve efficiency, collaboration and outcomes. This proposal calls for building capacity in designated staff to carry out subsequent trainings for additional staff and new hires. Consultants will also mentor staff in effectively implement projects using the sustainability management system framework They will also lead one Ad Hoc Committee meetings, and a community engagement effort.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$20,500	$20,500	$	$
Total Year One Costs	$20,500	$20,500	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	The City of Fitchburg has been a leader in sustainability, enjoying many successes. We still have more to do and need to set up systems that will allow us to work more efficiently. This framework allows the city to create a vision for the future, set long-term goals and measure our successes.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$20,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 20
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Sustainability Management Training

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

Eliminate the sustainability management program.

Council Sponsor Notes:

This program's value has yet to be proven. There is no change management or behavioral modification culture that is embedded enough to make this a worthwhile proposal in the midst of the largest tax increase in recent memory. The position of Sustainability Specialist should be the ice breaker position that is involved in making interdepartmental hay.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
	Subtotal Expenditure Change	↓	**$20,500**
100-4111-000	Property Tax Levy – General Fund	↓	$20,500
	Subtotal Revenue Change	↓	**$20,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$20,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 21
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Sustainability Management Training

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
	Subtotal Expenditure Change	↓	**$20,500**
100-4111-000	Property Tax Levy – General Fund	↓	$20,500
	Subtotal Revenue Change	↓	**$20,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,444
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 22
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Public Works Shared Energy Benchmarking Position

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 13

Description of Proposed Amendment:

This amendment removes the Shared Energy Benchmarking Position. It will save $1,444.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$1,444
	Subtotal Expenditure Change	↓	**$1,444**
100-4111-000	Property Tax Levy – General Fund	↓	$1,444
	Subtotal Revenue Change	↓	**$1,444**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	13
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Shared Energy Benchmarking Position			Supplemental (x)	
Mandatory - Required by	Green Tier Legacy Communities Partnership	Permissive (x)		**NO FISCAL IMPACT** (x)	

Brief Justification:
(Area will expand as needed)

The City of Fitchburg is a member of the Green Tier Legacy Communities (GTLC), a consortium of 13 municipalities, four non-profits and the Wisconsin Department of Natural Resources. Green Tier communities work cooperatively to create sustainable communities through initiatives that promote economic growth, public health, environmental stewardship and social equity.

The GTLC Energy Benchmarking Committee is proposing to hire a temporary 18-month position funded with shared resources to assist all municipalities with: 1) energy efficiency benchmarking, 2) developing a consistent energy tracking system and 3) providing guidance and technical assistance on other energy conservation projects to communities. This proposal was developed in response to a GTLC dialogue revealing that data analysis and benchmarking consistency is important to truly understand energy consumption, trends and opportunities for savings. GTLC municipalities indicated they have limited staff time to analyze data in a meaningful and consistent way.

- Individual would perform tasks such as:
  - Collect, analyze and report on energy use data for all communities.
  - Provide guidance on potential conservation projects.
  - Provide assistance in the review of energy conservation proposals.
  - Provide guidance on the components of contracts that pertain to energy efficiency project cost savings
  - Provide guidance on the management of energy conservation projects
  - Provide assistance to facilities personnel in the design and selection of lighting technologies and systems, coordinate design and development of alterations to building systems to achieve energy consumption goals
  - Advise facility maintenance staff on energy efficient operation of building mechanical systems post project startup.
- Position will be hosted by Wisconsin Energy Conservation Corporation (WECC), a nonprofit and GTLC partner.
- Initiatives like these have generated a 5% savings in total municipal energy use, a potential savings of about $35,000.

Fitchburg's share would be the following: $1,444 in 2016 and $2,887 in 2017. State grants will fund roughly one half of the position and communities will fund the other half.

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$1,444	$1,444	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$1,444	$1,444	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Partially (2017)	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	This shared position proposal hinges on all Green Tier Legacy Communities committed financial support to this initiative.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$1,444
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 23
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Public Works Shared Energy Benchmarking Position

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 13

Description of Proposed Amendment:

Can't afford it this year- delete

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$1,444
	Subtotal Expenditure Change	↓	**$1,444**
100-4111-000	Property Tax Levy – General Fund	↓	$1,444
	Subtotal Revenue Change	↓	**$1,444**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$8,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 24
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Investment RFP Consultant

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

The investment RFP for the Finance Department would be removed from the budget.

Council Sponsor Notes:

While a worthwhile project, it is a low priority project in any single year. We will have to complete something of this sort, however in a high tax increase year, it is a project that can be deferred without sacrificing service or opportunity.

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 paid by the general fund and $1,500 being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$8,500
600-5923-100	Water Utility – Outside Services Employed	↓	1,500
	Subtotal Expenditure Change	↓	**$10,000**
100-4111-000	Property Tax Levy – General Fund	↓	$8,500
	Subtotal Revenue Change	↓	**$8,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendments to Remove Investment RFP Consulting Services

There were three amendments submitted relating to New Proposal #15 "Investment RFP Consultant". The consultant would specialize in the area of municipal investments and has a skill set that I have not yet developed. This expertise would help ensure that the City selects the most qualified investment advisor. Because of the large amount of money ($6 million) held with our current advisor, I believe it is a relationship that should be reviewed. In addition, I believe there are investment advisors available that are more local and would provide a better level of service.

I propose several options in response to the amendments to remove the project:

1) Delay the issuance of the RFP. This RFP can be seen as a relatively low priority project at this point and I am comfortable with delaying the project to a future year.
2) Select a new advisor without issuing an RFP. For example, Ehler's is one of the investment advisors that would like our business. Since we have an established relationship with them as our financial advisors, perhaps we feel comfortable unilaterally selecting them as a new investment advisor. There is also a cooperative of public entities in Wisconsin (WISC) that comes highly recommended and can provide some additional services.
3) Leave investments with current advisor long-term. While I have some concerns with our current investment advisor and would be interested in exploring other options, keeping our investments where they are is an option.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	15
Sponsor/Department:	Finance			Original (x)	X
Title/subject:	Consultant for Investment Services RFP			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The City has invested its long-term funds with the Minnesota office of Morgan Stanley for many years. I have received multiple contacts from other investment providers asking about a possible transition. In addition, it would be helpful to have a service provider that is more local and has improved customer service. Issuing an RFP for investment services would be appropriate; however, the time and specialized knowledge required is not currently available in the Finance Department. There is a consultant available that could assist the City in this entire process from RFP drafting to vendor selection and agreement negotiation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Utility Rates**
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$0
Non Personnel Recurring Costs	$0	$0	$	$0
Non Personnel One-Time Costs	$10,000	$8,500	$	$1,500
Total Year One Costs	$10,000	$8,500	$	$1,500
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Misty Dodge	Date	8/12/15

Misty Dodge

From: Sofia Anastopoulos <sofia@pfundsconsulting.com>
Sent: Monday, July 27, 2015 5:28 PM
To: Misty Dodge
Subject: Re: touching base

Hi Misty. I'm constantly emailing because you never know when the timing might be right. I am glad you are interested in learning about my services at least at this point :). I see from the report you have a nice size portfolio but it's pretty liquid, and not with an investment adviser currently. I don't imagine that Fitchburg would want to place more than $20 million with an adviser- only because most governments with a portfolio like the one you have are very conservative and that includes in their use of external advisers. The reason this is relevant is because, typically, the larger the portfolio, the more advisers are likely to participate so the evaluation of proposals takes more time. Rough estimate about $7500 on low end to about $12,000. I imagine your engagement will be closer to the low end. For that I review the policy, interview staff, help identify your needs in the RFP, then draft the RFP, create templates for technical and pricing responses, determine the weighting for the proposals, identify firms to invite, distribute RFP, field questions, create addendum, review all proposals and identify salient points for formal evaluators, score pricing, lead in-person interviews, score complete proposals, notify winner, and help reach agreement. I wrote the GFOA publication Introduction to Investment Advisers for State and Local Governments. I know governments are under budgetary pressures and with rates being so low for so long, I am sensitive and will work to make it work. Please get back to me with any questions you may have! Regards, Sofia.

Sofia Anastopoulos, CFA
Public Funds Consulting

On Jul 27, 2015, at 4:24 PM, Misty Dodge <Misty.Dodge@fitchburgwi.gov> wrote:

> Hello ~
>
> What great timing! I am working on my budget for 2016 and would like to include a new proposal to have a consultant help us develop and evaluate an investment RFP. Do you have an estimated cost for such a project (simply for planning purposes)?
>
> Here is a link to our recent treasurer reports to give you an idea of our current investments, in case that helps. http://www.fitchburgwi.gov/175/Finance
>
> Thank you,
>
> *Misty Dodge, CPA, CPFO*
> **Finance Director**
> **City of Fitchburg**
> **5520 Lacy Rd**
> **Fitchburg, WI 53711**
> **Ph: (608) 270-4252**
>
> <image004.png>

From: Sofia Anastopoulos [mailto:sofia@pfundsconsulting.com]
Sent: Monday, July 27, 2015 12:20 PM

To: Sofia Anastopoulos
Subject: FW: touching base

Hi Good afternoon. Hope you are doing well and that you are enjoying summer! I continue to assist local governments and counties with their **investment policies, procedures, RFPs for investment advisers, RFPs for banking services,** and **RFPs for FAs** on the debt side**.** We have talked about these projects from time to time – just touching base again with you. I hope we get a chance to connect soon – Kind regards, Sofia

Sofia Anastopoulos, CFA
Principal
Public Funds Consulting, LLC
312-519-1637
sofia@pfundsconsulting.com
www.pfundsconsulting.com

<image001.png>

Good after

Levy Increase _____
Levy Decrease ↓$8,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 25
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Investment RFP Consultant

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 paid by the general fund and $1,500 being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$8,500
600-5923-100	Water Utility – Outside Services Employed	↓	1,500
	Subtotal Expenditure Change	↓	**$10,000**
100-4111-000	Property Tax Levy – General Fund	↓	$8,500
	Subtotal Revenue Change	↓	**$8,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$4,250
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 26
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Investment RFP Consultant Budget

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

Reduce the funding for the RFP consultant to 50%, totaling $5,000 instead of $10,000, taking $4,250 off the levy.

Council Sponsor Notes:

To help structure the RFP and to make sure we are comparing apples to apples in our options for financial services, a consultant to help frame the RFP and provide insight would be helpful. However, I believe we can put the bulk of the work hours onto the private financial companies and make them do the hard work after we frame the RFP with the consultant. This reduction takes $4,250 off the levy and $750 from the Water Utility Fund.

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 (85%) paid by the general fund and $1,500 (15%) being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$4,250
600-5923-100	Water Utility – Outside Services Employed	↓	750
	Subtotal Expenditure Change	↓	**$5,000**
100-4111-000	Property Tax Levy – General Fund	↓	$4,250
	Subtotal Revenue Change	↓	**$4,250**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendment to Reduce Scope of Investment RFP Consulting Services

---

There were three amendments submitted relating to New Proposal #15 “Investment RFP Consultant”. One of the amendments submitted was to reduce the budget for the consulting services by half. The dollar amount included in the new proposal was based on an estimate from a known expert in the field of municipal investments. Her email was attached to the new proposal and provides a description of the services she would provide. The consulting arrangement would be based on a per hour fee so a reduced budget would mean a reduction in the services that could be provided.

The main goal of hiring an expert to help us with this process is to ensure we are asking the right questions and to ensure that we understand the answers to make the best decision for the City. When reviewing the services that would be provided for the approximate $10,000 cost, all of those listed are important. There are some services that could be reduced but that decision would limit the value added by the consultant and require significant amounts of research by staff to make-up for the loss of the expert. The bulk of the work would still be placed on the financial institutions as they prepare their responses to the RFP and participate in the interviews. The consultant would be available as a resource and a guide.

Levy Increase _____
Levy Decrease ↓$25,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 27
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Worker's Compensation Adjustment – Revised Mod Factor Estimate

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

With our experience modification rating (aka mod) estimated by the insurance agent coming in below originally planned we have an opportunity to lower our levy for the worker's compensation insurance.

Council Sponsor Notes:

Lowering our worker's compensation insurance amount by $25,000 would be a reasonable correct to account for our currently estimated mod.

Finance Director's Notes:

The City's mod is determined annually by the insurance company and is a reflection of how safe the City's employees are functioning based on our actual claims history. This factor is then multiplied by our calculated premium and will provide a discount if less than 1 (less claim history/safer employees) or a premium if more than 1.

Included in the Mayor's proposed budget is an estimated mod of .88, which was our actual mod in 2014. The actual mod in 2015 was .79, which is impressive. A $25,000 decrease in the General Fund worker's compensation insurance uses a .80 estimated mod. We won't know our actual mod until closer to our March 1st renewal date but based on recent information from our insurance agent this revised estimate is reasonable.

Account #	Account Name	Amount of Amendment	
100-5154-595	Worker's Compensation Insurance	↓	$25,000
	Subtotal Expenditure Change	↓	**$25,000**
100-4111-000	Property Tax Levy – General Fund	↓	$25,000
	Subtotal Revenue Change	↓	**$25,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase Unknown
Levy Decrease _____
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 28
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Consider Pay for Performance Cost After Personnel Committee Review

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to discuss the pay plan implementation results to determine how final numbers will affect the 2016 budget. Currently the plan implementation is being reviewed by the Personnel Committee. Council will have better information for budget purposes after Committee approval.

Council Sponsor Notes:

Finance Director's Notes:

An estimated amount for pay for performance was included in the Mayor's proposed budget.

The utility and refuse fund revenues would remain the same regardless of the status of this amendment. Changes resulting from this amendment would be added to/subtracted from the fund balance for those funds.

Account #	Account Name	Amount of Amendment	
100-5190-181	General Fund – Pay for Performance		
213-5362-110	Refuse Fund – Salaries & Wages		
250-5511-110	Library Fund – Salaries & Wages		
600-5137-181	Water/Sewer – Pay for Performance		
601-5138-181	Stormwater – Pay for Performance		
700-5145-110	Technology Fund – Salaries & Wages		
	Subtotal Expenditure Change		
100-4111-000	Property Tax Levy – General Fund		
213-4930-213	Refuse Fund – Fund Balance Applied		
250-4111-000	Property Tax Levy – Library Fund		
700-4761-000	Technology Fund – Charges to MPSIS		
700-4930-000	Technology Fund – Fund Balance Applied		
	Subtotal Revenue Change		

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$10,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 29
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Provide Funding to Aid the Badger Prairie Needs Network

Submitted By: Julia Arata Fratta

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

I proposed to add a new amendment to fund the Badger Prairie Needs Network in the amount of $10,000 in 2016 since 70% of the people that this organization serves live in Fitchburg. It is our moral duty to help this organization the same way the city funds other non-profits or charity organizations.

Badger Prairie Needs Network (BPNN), formerly Verona Area Needs Network, is a 501(c)(3) nonprofit organization dedicated to ending hunger and addressing the root causes of generational poverty in the communities we serve. In 2014, they served an average of 680 individuals each month – translating to over 122,200 meals and almost 8,000 total people served. Most of the households they helped (65%) had someone working for minimal wages but they simply didn't earn enough to make ends meet. The rest were people with disabilities, senior citizens on fixed incomes, and folks who had fallen on tough times or were temporarily unemployed. Almost half (47%) of those BPNN helped feed in 2014 were children. For more than 29 years, BPNN has provided food assistance to low and very low-income households in the Verona Area School District, including Verona and parts of Fitchburg and Madison.

Council Sponsor Notes:

In September, 2015, 170 households visited and received 23,481 lbs of food. There are 653 individuals in these households and 280 of these individuals are under 18. **70% of the individuals served live in Fitchburg,** 33% in Verona, and 5% in Madison. All households are in the Verona Area School District. Currently, the households receive enough food for 5-7 days.

All folks are volunteers, they have no paid staff; and currently they have about 100 volunteers. The funds for operations are mostly from individuals and both the City of Verona and Town of Verona have funds for BPNN in their budget for 2016. The current budget requirements are $140,000 for all services, and the food purchasing budget is $90,000. Currently they are spending about $7,500 per month on food.

Finance Director's Notes:

Used the same account number as used for the Boys & Girls Club contribution.

Account #	Account Name	Amount of Amendment	
100-5190-210	Interdepartmental Other – Professional Services	+	$10,000
	Subtotal Expenditure Change	**+**	**$10,000**
100-4111-000	Property Tax Levy – General Fund	+	$10,000
	Subtotal Revenue Change	**+**	**$10,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$10,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 30
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Provide Funding to Aid the Badger Prairie Needs Network

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

Badger Prairie Needs Network is a grassroots organization of over 100 volunteers serving the Verona School District, providing services 5 days a week, including Saturday. They are dedicated to ending hunger and addressing the root causes of generational poverty in the communities they serve.

In addition to a food pantry, including household and personal needs items, available onsite is a Joining Forces for Families social worker, the 18-21 year old transition program from the high school, a commercial kitchen, and other groups and organizations focused on eliminating hunger and homelessness, improving the health and overall wellness of the community, and helping people get back their feet.

According to the center director, over 75% of the users have Fitchburg addresses, largely from the Red Arrow Trail area as well as Anton Drive and Williamsburg Way.

They are anticipating receiving $30,000 from the City of Verona and $4,000 from the Town of Verona for 2016 operations (this would be 21.5% and 3% respectively toward the $140,000 operating budget) and they are hoping, again, for financial support from the City of Fitchburg as well.

Council Sponsor Notes:

Finance Director's Notes:

Used the same account number as used for the Boys & Girls Club contribution.

Account #	Account Name	Amount of Amendment	
100-5190-210	Interdepartmental Other – Professional Services	+	$10,000
	Subtotal Expenditure Change	**+**	**$10,000**
100-4111-000	Property Tax Levy – General Fund	+	$10,000
	Subtotal Revenue Change	**+**	**$10,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 31
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove New Police Detective Position

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

I propose to remove from the 2016 budget the hiring of the police detective in the amount of $108,960 due to the costly budget presented. We should postpone this position to a future budget cycle.

Council Sponsor Notes:

Police department is getting the body cameras in 2016 ($95,800).

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

To: Mayor Arnold and City Council Members

From: Tom Blatter

Ref: Detective Position Budget Amendments

Date: October 21, 2015

Several budget amendments have been submitted to remove the proposed Detective position from the 2016 operating budget. In response to these amendments, I would like to offer the following information for the Council's consideration.

The Police Department's staffing was examined five years ago when the current staffing plan, covering budget years 2012 to 2016, was written. In this staffing plan, which was first presented to the Council in 2012, a Detective position was identified as a necessary addition to the staffing of the police department. This position was proposed for the 2014 budget year.

The last Detective position was added in 2007. The Detective Bureau has investigated a dozen homicides and a significant number of sexual assaults, child abuses, robberies, burglaries, and financial crimes cases in that time. Many of these cases require a significant dedication of resources for an extended period of time to investigate and prosecute them.

As examples, earlier this year, two Detectives spent nearly two months of full-time work completing trial preparation tasks and interviews and time at the trial during the prosecution of a homicide investigation. Additionally, just this month another Detective spent one week, also full-time, on trial preparation tasks and interviews and time at the trial during the prosecution of a child abuse investigation.

While the department acknowledges homicide investigations and prosecutions generally happen one or two times per year, investigations and prosecutions, such as the child abuse investigation, occur with much more frequency. The cumulative effect of these investigations and prosecutions adds up over the course of a year. When Detectives are working these investigations and prosecutions, it effectively removes them from our ability to assign incoming cases to them because they simply won't be available or we assign them cases knowing they won't start to work those cases until they have completed their prosecutorial obligations. Therefore, we prioritize what cases are assigned to the Detectives currently available and lower priority investigations may need to wait until a Detective is available. The purpose of the additional Detective is to increase the pool of available Detectives so that it decreases the probability of lower priority investigations waiting for assignment or investigation.

The Police Department has always taken an approach that phases-in its recommendations for additional staff. Under the current staffing plan, nine additional positions were recommended. So far, five of those positions have been funded, leaving four (including this Detective position) unfunded. As the City continues to grow and also approaches the absorption of the Town of Madison, it is increasingly imperative to continue to fund a position or two in the police department each year in order to avoid situations where a greater number of positions will need to be added to "catch-up".

We recognize this is a difficult budget year and have always been grateful for the support the community and the Council has always shown. With that in mind, we respectfully request the Detective position remain in the 2016 budget so that we can continue to meet the needs and expectations of the community.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	22
Sponsor/Department:	Police Department			Original (x)	X
Title/subject:	Detective			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs. Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$103,785	$	$	$
Non Personnel Recurring Costs	$750	$	$	$
Non Personnel One-Time Costs	$4,425	$	$	$
Total Year One Costs	$108,960	$	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Thomas A. Blatter	Date	08/01/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	22
Position Title	**Detective**		
Reason or Need	The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs. Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation.		
Existing Classification	X	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**1950**		Expected Overtime hours		
Estimated Hourly Wage		$35.81 Contract not settled for 2016		Source: Union Contract, Pay Plan, Comparable Community Average	Union	
Benefit Information (💳)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
			X			X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
						X
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$500		**$500**	**$900 (vest)**	
	Office Equipment Needed (Account - 355)	Furniture	Computer/ Licenses	Telephone, cell Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$1,750**	**$1,000**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing position in union contract for 2015.

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 32
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove New Police Detective Position

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

This amendment removes the proposed Detective position within the Police Department. This will save $108,960.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 33
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Crime Reduction – Funded by Removing New Police Detective Position

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

In order to reduce crime in our communities we need to work in cooperation with residents to improve conditions in troubled neighborhoods. Adding affordable activities that promote active and productive use of time is vital to help to lessen the amount of time that people in such areas spend 'just hanging out' which, too often, leads to problems, often involving police time and expense. Therefore it is incumbent upon us to invest in our communities. To that end, I am proposing a number of amendments to help serve that purpose, and restoring some proposals that were left out of the Mayor's budget: #58 Community Improvement Fund, #47 Programming in the Boys and Girls Club, #53 Belmar Park improvements, #51 Dunn's Marsh Recreation Connection Feasibility study, #54 restore Picnic Table proposal [47], #56 restore Park Signs proposal [46], #40 restore EMS proposal [30]

As always, increased positive police interactions within neighborhoods that tend to generate police calls is encouraged and also serves to proactively reduce problems. It's better to support these activities, thereby preventing crime, rather than add another detective to investigate crime after it has occurred.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$51,892
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 34
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start New Police Detective as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

Start the position after July 1, 2016 so as to save half a year in costs.

Council Sponsor Notes:

Finance Director's Notes:

Recruitment costs, uniforms & protective gear, office equipment, and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$34,919
100-5210-131	FICA	↓	2,671
100-5210-132	WRS	↓	3,314
100-5210-160	Health Insurance	↓	8,808
100-5210-161	Life Insurance	↓	50
100-5210-162	Disability Insurance	↓	200
100-5210-163	Dental Insurance	↓	586
100-5154-595	Worker's Compensation	↓	1,344
	Subtotal Expenditure Change	↓	**$51,892**
100-4111-000	Property Tax Levy – General Fund	↓	$51,892
	Subtotal Revenue Change	↓	**$51,892**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$7,595
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 35
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Gas Price Adjustment

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment would reduce the unit prices on all gasoline and diesel purchases by 10¢.

Council Sponsor Notes:

There are some indications that gas prices could be lower than anticipated by the proposed budget. While this is a bet on pricing being more favorable than staff expectations, this would be the year to be aggressive with finding any and all savings.

Finance Director's Notes:

Mayor's proposed budget includes assumptions of $2.75/unleaded gallon and $3.25/diesel gallon.
This amendment would change the assumed prices to $2.65/unleaded gallon and $3.15/diesel gallon.

For fear of duplicating the savings, I did not include any new proposals that are included as a possible Council amendment to remove. Also not included is any assumption in gas prices for Fitchrona EMS or Metro Transit. Finally, there are no savings included below for utilities due to the level of detail available in the utility budget.

Account #	Account Name	Amount of Amendment	
100-5210-335	Police Vehicle Expense	↓	$3,400
100-5220-335	Fire Vehicle Expense	↓	1,130
100-5240-335	Building Inspection Vehicle Expense	↓	75
100-5300-335	Public Works Vehicle Expense	↓	1,980
100-5520-335	Parks Vehicle Expense	↓	1,010
207-5570-335	FACTv Vehicle Expense	↓	30
	Subtotal Expenditure Change	↓	**$7,625**
100-4111-000	General Fund – Property Tax Levy	↓	$7,595
207-4930-207	FACTv Fund – Fund Balance Applied	↓	30
	Subtotal Revenue Change	↓	**$7,625**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $116,451
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 36
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove the 2 Firefighter Positions

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

I propose to remove from the 2016 budget the hiring of the 2 firefighters in the amount of $ 116,451. I am not opposing these positions, I just want to wait until the City hires a new Fire Chief and he/she proposes a new workplan for the Fire Department. This proposed budget is very costly for the city and we need to be very cautious.

Council Sponsor Notes:

The Fire Department is getting a new ladder truck in the amount of $1.25 million in 2016. Consequently, it is equipment vs. staff.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$105,848
100-5220-131	FICA	↓	3,507
100-5220-132	WRS	↓	4,351
100-5220-150	POX Services	+	60,000
100-5220-160	Health Insurance	↓	35,232
100-5220-161	Life Insurance	↓	66
100-5220-162	Disability Insurance	↓	656
100-5220-163	Dental Insurance	↓	2,342
100-5154-595	Worker's Compensation	↓	2,219
100-5220-323	Uniforms & Protective Gear	↓	15,650
100-5220-570	Technology Fund Allocation	↓	500
100-5143-251	HR – Recruitment Costs	↓	6,080
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	500
	Subtotal Expenditure Change	↓	**$116,951**
100-4111-000	Property Tax Levy – General Fund	↓	$116,451
700-4760-000	Technology Fund Allocations from Departments	↓	500
	Subtotal Revenue Change	↓	**$116,951**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 20, 2015**

RE: **2016 Budget Proposal #36**

I can only stress the justification that was attached to the new proposal. The request for two additional FT Firefighter/Inspectors represents the final increment of the 2006 Public Safety and Human Services - Committee Fire Department Staffing Plan. The addition of the two positions would bring the total full-time (represented) staff to 12. This assists with a more balanced scheduling between career and paid-on-call (POC) staff.

The additional full-time firefighters assist with decreasing the amount of time that each POC member would be required to work the fill-in schedule and ensure more consistent staffing. Under the current staffing model, full-time personnel only carry about 32% of the total daily staffing load, with the remainder being covered by interns and POC staff members. The very nature of how and where POC personnel resources are derived dictates how variable of a resource they can be. For a wide variety of reasons, POC members often have other careers and commitments that they must work around, and in general have many restrictions on when and how much time they are available to work duty shifts at the fire department.

In order to reach the level of certification and experience of a typical full-time career firefighter, it will take even a very dedicated POC firefighter between three to five years to achieve that. We cannot continue to rely on the POC personnel to carry the majority of the daily staffing AND the responsibility for staffing additional equipment for major incidents. We need to get to a point where full-time career firefighters are carrying at least 50% of the total daily staffing load.

Not only would this proposal make a huge difference in getting us to that level, but it would also assist in reducing the amount of overtime that is paid out during a given year. In fact, we have every reason to believe that if nothing changes, excess overtime expenses will continue each and every year into the future.

I respectfully would like to add that I do not see a reason to wait for the arrival of the new Fire Chief to approve these positions. I totally agree that one of the first tasks of the Chief will be to complete an operational analysis of the department; however, we are trying to fulfill a staffing plan (workplan) that was completed by the Public Safety & Human Services Committee and City Administrator in 2006, the other recommendations from which we have surpassed.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	23
Sponsor/Department:	Fire			Original (x)	X
Title/subject:	Full-time Firefighter/Inspector – Shift (2)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The request for two additional FT firefighter/inspectors represents the final increment of the 2006 Public Safety and Human Services – Committee Fire Department Staffing Plan. Please see supplement for further explanation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$94,221	$94,221	$	$
Non Personnel Recurring Costs	$1,300	$1,300	$	$
Non Personnel One-Time Costs	$20,930	$20,930	$	$
Total Year One Costs	$116,451	$116,451	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE OR increase to existing position Only complete areas which are not shaded	Supplement to Proposal #	23

Position Title	**Full-time Firefighter/Inspector – Shift (2)**
Reason or Need	The request for two additional FT firefighter/Inspectors represents the final increment of the 2006 Public Safety and Human Services - Committee Fire Department Staffing Plan. The addition of the two positions would bring the total full-time (represented) staff to 12. This would ensure that each station would have an officer/acting officer and a driver/operator each and every 24-hour shift (after transitioning the current 40-hour per week position to a 24-hour platoon shift position). It also assists with a more balanced scheduling between career and paid-on-call (POC) staff. The additional full-time firefighters assist with decreasing the amount of time that each POC member would be required to work the fill-in schedule and ensure more consistent staffing. Under the current staffing model, full-time personnel only carry about 32% of the total daily staffing load, with the remainder being covered by interns and POC staff members. The very nature of how and where POC personnel resources are derived dictates how variable of a resource they can be. For a wide variety of reasons, POC members often have other careers and commitments that they must work around, and in general have many restrictions on when and how much time they are available to work duty shifts at the fire department. In order to reach the level of certification and experience of a typical full-time career firefighter, it will take even a very dedicated POC firefighter between three to five years to achieve that. We cannot continue to rely on the POC personnel to carry the majority of the daily staffing AND the responsibility for staffing additional equipment for major incidents. We need to get to a point where full-time career firefighters are carrying at least 50% of the total daily staffing load. Not only would this proposal make a huge difference in getting us to that level, but it would also have the biggest impact in reducing the amount of overtime that has been paid out in 2015. In fact, we have every reason to believe that if nothing changes, these excess overtime expenses will continue each and every year into the future.

Existing Classification		**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	X

FULL TIME EQUIVALENT: Annual Hours		5,424 (2,712 x 2)		Expected Overtime hours	480 (240 x 2)	
Estimated Hourly Wage		$19.5147		Source: Union Contract, Pay Plan, Comparable Community Average	Union Contract	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
			X			X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
						X

Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment
		$1,250 ($625 x 2)		$800 ($400 x 2)	$13,600 ($6,800 x 2)
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)
		$0	$0	$0	$500 Network ($250 x 2)
	Other Related Expense	Description: Training Account #(s) -325			**$**
Vehicles	Will a city vehicle be required for this position?				No
	If so, will this be a new proposal or existing?				-

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing positions under union contract for 2015.

CITY OF FITCHBURG
Position Description

Position Title: Firefighter – Career
Reports To: Fire Captain
Union Representation: Non-represented, Grade 7
Written by: LS/JO
Revision Date: 07/18/06

Position Summary: Under the general management of the Fire Captain, this position is responsible for responding to requests for emergency assistance and performing fire prevention inspections. The position generally functions at the task level to stabilize emergency incidents and enforce municipal fire prevention ordinances. The position requires extensive training in the operation and maintenance of motorized fire apparatus, hand tools, and power equipment. Performance of assigned duties will often occur in hazardous settings under a wide range of environmental conditions.

Essential Duties/Responsibilities:
The following duties are considered normal for this position. Activities listed here are not to be construed as either exclusive or all-inclusive; other duties may be assigned or required.

Essential Functions:
- Perform duties and activities as may be required by municipal ordinance, state statute, or policies and procedures of the fire department to ensure compliance with building construction, fire prevention, and life safety codes.
- Inspect buildings for potential fire hazards and evaluate compliance with fire prevention ordinances.
- Identify fire regulation violations and issue reports and forms to building owners.
- Instruct the public on fire and life safety topics.
- Attend required drills and other in-service training activities conducted by the fire department.
- Attend external fire service-related courses as approved by the Fire Chief.
- Read and study assigned materials in order to remain current on topics related to fire prevention and suppression, technical rescue, fire and life safety codes, and public safety education.
- Inspect, operate, and maintain fire apparatus, fire stations and other fire department facilities, grounds, and equipment as assigned.
- Perform hydrant and hose tests as required.

Other Functions:
- Acknowledge and respond to dispatched alarms and other calls for emergency assistance.
- Select and don personal protective equipment appropriate to the emergency response.
- Drive and operate fire department vehicles and equipment.
- Communicate with incident commander and other responders via radio.
- Perform search and rescue tasks, as required, to accomplish life safety objectives established by the incident commander.
- Perform fire suppression tasks or other related activities, as required, to accomplish incident stabilization objectives established by the incident commander.
- Perform salvage and overhaul tasks, as required, to accomplish property conservation objectives established by the incident commander.
- Inspect and restore personal protective equipment, fire apparatus, facilities, and equipment upon the conclusion of each emergency response in order to ensure readiness for use during any subsequent emergency event.

Supervisory Requirements:
- None

Education and/or Experience Requirements:

- High school diploma
- GED or equivalent (possessed at time of application for employment).
- Associate Degree in fire service-related field is desired.
- At least two years of previous firefighter experience with a fire department is desired.

Licenses and Certifications

- Valid driver's license (possessed at time of application for employment).
- State of Wisconsin Certified Firefighter I (possessed at time of application for employment).
- State of Wisconsin Certified Firefighter II (within the probationary period).
- State of Wisconsin Certified Fire Apparatus Driver Operator-Pumper (within the probationary period).
- State of Wisconsin Certified Fire Apparatus Driver Operator-Aerial (within the probationary period).
- State of Wisconsin Certified Fire Inspector (within the probationary period).
- State of Wisconsin Licensed Emergency Medical Technician – Basic (within the probationary period).

Knowledge, Skills, and Abilities:

- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgment in dealing with all kinds of people.
- Ability to climb ladders and work at considerable heights.
- Ability to work in restrictive clothing and confined spaces.
- Ability to work in hazardous environments.

Physical Demands:

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Work Environment:

Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

_____

Employee's Signature Date

_____

Supervisor's Signature Date

Levy Increase _____
Levy Decrease ↓ $56,186
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 37
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove One of Two New Full-Time Firefighter Positions

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

Eliminate one of the two positions.

Council Sponsor Notes:

With the high level of tax increase, additional positions are at a premium. This amendment would leave one position for the new Chief to hire in a future year.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Since the recruitment costs included in the proposal were for two positions from the same pool of candidates, there will be only a minimal decrease in recruitment costs if only one candidate is selected from the same pool of candidates.

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$52,924
100-5220-131	FICA	↓	1,754
100-5220-132	WRS	↓	2,175
100-5220-150	POX Services	+	30,000
100-5220-160	Health Insurance	↓	17,616
100-5220-161	Life Insurance	↓	33
100-5220-162	Disability Insurance	↓	328
100-5220-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	1,110
100-5220-323	Uniforms & Protective Gear	↓	7,825
100-5220-570	Technology Fund Allocation	↓	250
100-5143-251	HR – Recruitment Costs	↓	1,000
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	250
	Subtotal Expenditure Change	↓	**$56,436**
100-4111-000	Property Tax Levy – General Fund	↓	$56,186
700-4760-000	Technology Fund Allocations from Departments	↓	250
	Subtotal Revenue Change	↓	**$56,436**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 21, 2015**

RE: **2016 Budget Amendment #37 & #38**

The fire department understands that any new personnel positions affect the operating budget. As proposed, we highly recommend two new full-time firefighter/inspector positions, but also understand the need to maintain financial responsibility for the 2016 budget. The fire department supports amendment #38 (mid-year start). If the council does not feel that amendment #38 is the more sound financial option, the fire department supports amendment #37 (one of two hired).

Thank you.

Levy Increase _____
Levy Decrease ↓ $47,111
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 38
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start Two New Full-Time Firefighters as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

Hire the 2 fulltime firefighter positions after July 1, 2016 so as to only cost half a year.

Council Sponsor Notes:

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Recruitment costs, uniforms & protective gear, and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$52,924
100-5220-131	FICA	↓	1,754
100-5220-132	WRS	↓	2,175
100-5220-150	POX Services	+	30,000
100-5220-160	Health Insurance	↓	17,616
100-5220-161	Life Insurance	↓	33
100-5220-162	Disability Insurance	↓	328
100-5220-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	1,110
	Subtotal Expenditure Change	↓	**$47,111**
100-4111-000	Property Tax Levy – General Fund	↓	$47,111
	Subtotal Revenue Change	↓	**$47,111**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 21, 2015**

RE: **2016 Budget Amendment #37 & #38**

The fire department understands that any new personnel positions affect the operating budget. As proposed, we highly recommend two new full-time firefighter/inspector positions, but also understand the need to maintain financial responsibility for the 2016 budget. The fire department supports amendment #38 (mid-year start). If the council does not feel that amendment #38 is the more sound financial option, the fire department supports amendment #37 (one of two hired).

Thank you.

Levy Increase _____
Levy Decrease ↓$12,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 39
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Fire Emergency Medical Responder (EMR) Training

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This proposal would eliminate the training funding for Emergency Medical Responder (EMR) training for the Fire Department.

Council Sponsor Notes:

While a worthwhile program and needed in the long run, the time to roll out expensive training programs is not in the middle of 10% tax rate increase budgets. This proposal would put off this program addition to a later year.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5220-325	Fire Department – Training and Staff Development	↓	$12,000
	Subtotal Expenditure Change	↓	**$12,000**
100-4111-000	Property Tax Levy – General Fund	↓	$12,000
	Subtotal Revenue Change	↓	**$12,000**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 20, 2015**

RE: **2016 Budget Amendment #39**

This memo is to provide some additional information for budget amendment #39. I would urge you to reconsider the elimination of $12,000 dollars from account #100-5220-325 – Fire Department – Training and Staff Development.

The Emergency Medical Responder (EMR) and training is not new. Initial EMR training was approved and funded in 2010. As of this year, the City has already invested $6,525.86 on members of the department for initial EMR classes and refreshers. We revised the Paid-On-Call (POC) and Paid-On-Premises (POP) position descriptions to require the member to be an EMR. Our POC/POP payroll plan that was approved last year by the Council gives pay increases to the POC/POP members once they have completed the EMR class and required testing.

As stated in my presentation for the Finance Committee, the department's EMR operational plan is ready to be submitted to the State's Department of Health and Family Services for review and approval. This has taken a few years as we needed our staff to be trained prior to the operational plan being implemented. The operational plan also needed to be reviewed by our ambulance service provider (Fitch-Rona EMS) and their medical director, Dr. Michael Lohmeier. All signatures have been obtained in support of moving forward. Submitting an EMR operational plan does not cost the taxpayers; it increases the level of pre-hospital care that is received when they have a medical emergency.

The $12,000 that is specified as 'Madison College' in the budget narrative is not solely for EMR training. These funds cover all of the upcoming Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR) refreshers that are State required to maintain all department member's licenses. Some of the funds also pay for registration fees to complete testing for fire certification classes. All classes are through Madison College, our only avenue to complete the refreshers and testing. As in past budgets, part of the training funds was allocated to pay for the required refreshers.

I respectfully request that the $12,000 not be removed from account #100-5220-325. The City has already invested in the training of members to become EMR licensed and maintain it through refreshers. The members have also committed themselves to obtaining the training and given extra time from their personal lives to increase the level of emergency services that the fire department can provide to the citizens of Fitchburg.

Thank you.

Course Name	EMR Class	EMR Refresher	EMT-B Refresher
# Members	21	32	7
Cost/Member	$261.32	$85.44	$106.80
Total/Class	$5487.72	$2734.08	$747.60
Total for all classes			$8969.40
Additional Madison College expenses/exam fees			$2500.00
Grand total requested for 100-5220-325			$11,469.40

Levy Increase ↑ $24,981
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 40
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Community Paramedics

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 30

Description of Proposed Amendment:

Often people without a car, or the underinsured, will opt to call an ambulance for transport to an emergency room for fairly minor ailments. These residents often do not have the ability to pay for the ambulance trip or an ER visit, so it becomes a taxpayer obligation.

Having paramedics working within the community to provide information and basic services, especially during the period after release from a hospital, can prevent many unneeded return trips to emergency rooms or hospitals at taxpayer expense.

In addition, if they provide basic health education within the community as a whole, they will be able to forestall trips that residents take because of lack of available medical information or the support of someone they can ask about health care concerns, which otherwise might result in yet another trip to the emergency room.

Once upon a time, there were public visiting health nurses that would come to people's homes. This would be a similar program and is of great public benefit.

Council Sponsor Notes:

Finance Director's Notes:

The Fitchrona EMS budget approved by each of the participating municipalities did NOT include this proposal.

Account #	Account Name	Amount of Amendment	
100-5290-270	Fitchrona EMS Contribution	+	$24,981
	Subtotal Expenditure Change	**+**	**$24,981**
100-4111-000	Property Tax Levy – General Fund	+	$24,981
	Subtotal Revenue Change	**+**	**$24,981**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	30
Sponsor/Department:	Fitch-Rona EMS District			Original (x)	X
Title/subject:	Provide Community Paramedicine to District residence proactively (2 part-time; 1 FTE)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Working with recently discharged patients to reduce readmission to hospitals. Meeting with frequent users of EMS to find better health care pathways. Conducting community outreach in the District with AED placement and training, blood pressure and blood glucose checks				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$24,981	$24,981	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$24,981	$24,981	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by		Date	8/11/2015
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	30

Position Title	**Paramedic LTE**		
Reason or Need	Working with recently discharged patients to reduce readmission to hospitals. Meeting with frequent users of EMS to find better health care pathways. Conducting community outreach in the district with AED placement and training, CPR training, blood pressure and blood glucose checks.		
Existing Classification	Paramedic LTE	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**1,109** **(Fitchburg share)**		Expected Overtime hours	-0-	
Estimated Hourly Wage		17.85		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖃)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		N/A	N/A		N/A	N/A
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				7705 007		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Fuel and Medical equipment Account #(s)			**$ 2,335**	
Vehicles	Will a city vehicle be required for this position?				Yes	
	If so, will this be a new proposal or existing?				**Existing-**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing pay plan.

FITCH-RONA EMS DISTRICT
Community Paramedic

Reports to: EMS Chief, Deputy Chiefs
Supervises: Non-supervisory role.
Version Date: August 23, 2015

POSITION OVERVIEW

Serves as a Community Paramedic for Fitch-Rona EMS District. Reports to the Deputy Chief of Operations. Responsible for a proactive approach for the education, safety and welfare of residents and District businesses. Acts as a conduit for access to local resources and a liaison to assisting agencies. Community Paramedics will work with newly discharged patients to reduce re-admissions to local hospitals. They will spend time in the District promoting health and well-being at locations like Senior/Community Centers, schools, local grocery stores and community events. Time will be devoted to reducing dependence by frequent users of Fitch-Rona EMS services. Community Paramedics will conduct follow up interviews with recent users of Fitch-Rona's services to provide feedback that will be used to improve daily operations. They will work with local business to locate, educate, support and train staff members on CPR/CCR and the use of Automatic External Defibrillators, a process known to improve the outcomes of sudden cardiac arrest.

GREAT PERFORMANCE OUTCOMES FOR THIS POSITION

Community Paramedics will help citizens become aware of city and county services specific to their needs. Personal visits to local residents will ensure they have a safe environment and understand directives to assist them after hospital discharge and allow for pre-emptive discussions with the intention of reducing inappropriate use of the 911 system. They will promote improved health and provide simple education for patients without alternative access to the health care system.

CONDITIONS OF EMPLOYMENT

This is a non-represented, part-time position. The Community Paramedic will work 20 hours or less per week. Work hours will be assigned by the Deputy Chief of Operations. Community Paramedic's must maintain paramedic licensure as required by the State of Wisconsin and our Service Medical Director. Meet Dane County EMS standards of driving insurability.

DUTIES AND RESPONSIBILITIES

1. Establish and maintain a safe and harmonious work environment that ensures personal safely.
2. Maintains proper records to support sustainable AED programs throughout the community.
3. Aligns citizens of the District with available resources to improve individual health.
4. Work with local hospitals to reduce the likelihood of re-admission after hospital discharge
5. Deliver education and training in the District to promote layperson response to certain medical emergencies.
6. Follow medical direction and protocols for Community Paramedicine

Continued on page 2

FITCH-RONA EMS DISTRICT
Community Paramedic

COMPANY-WIDE GOOD CITIZEN RESPONSIBILITIES

1. **Continuous Improvement, Innovation, Creativity** – Bring a focus of innovation and creativity to every decision and action. Continuously look for improvement opportunities in the job, and on behalf of the department as a whole.
2. **Customer Service Mindset** – Approach all working relationships from a customer service mindset. Customers include patients, co-workers, outside agencies and district municipality employees.
3. **Safety Mindset** – Demonstrate a fierce commitment to safety in all decisions and actions.
4. **Follow Work Rules and Policies** – Comply with all Fitch-Rona EMS work rules and policies defined in the employee handbook.
5. **Teamwork and Collaboration** – Share information with others to enable them to do their work well; work collaboratively with others inside and outside the department; contribute to other's success; provide assistance to others when appropriate.
6. De**monstrate Fitch-Rona's Core Values and Positively Represent the Department** – Engage in conduct that is fair, open and honest with staff, outside agencies, patients, and the public.

<u>Skills Expected for a Highly Qualified Community Paramedic</u>

- Grasp of efficient time management
- Superior communication skills – proficient in the English language (second language is beneficial)
- Self-starting individual with ability to perform without ongoing supervision
- Strong Paramedic skills and the ability work under pressure (good critical thinking skills)
- Professional and compassionate attitude towards others
- Strong computer skills including proficiency with Microsoft Office

<u>Minimum Qualifications</u>

- Minimum of High School Graduate or GED with post-high school coursework in leadership and management or equivalent life-experience as evaluated and approved by the EMS Chief.
- State of Wisconsin licensed EMT-Paramedic
- Valid Wisconsin driver's license
- Meet Insurance Provider/Dane County EMS standards of driver insurability based on background check.
- Meet pre-placement qualifications including physical assessment, urine drug screen for non-regulated compounds and state background review.

Levy Increase _____
Levy Decrease ↓ $6,903
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 41
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Public Works Streets Seasonal LTE Hours

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 32

Description of Proposed Amendment:

Can't afford this year.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5300-120	PT/LTE/Seasonal Wages	↓	$6,000
100-5300-131	FICA	↓	459
100-5154-595	Worker's Compensation	↓	294
100-5300-323	Uniforms & Protective Gear	↓	150
	Subtotal Expenditure Change	↓	**$6,903**
100-4111-000	Property Tax Levy – General Fund	↓	$6,903
	Subtotal Revenue Change	↓	**$6,903**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	32
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Public Works Summer Seasonal-Streets Maintenance			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Assist streets in completing maintenance tasks such as upkeep of maintenance facility including mowing, painting, cleaning and organization.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$6,753	$6,753	$	$
Non Personnel Recurring Costs	$50	$50	$	$
Non Personnel One-Time Costs	$100	$100	$	$
Total Year One Costs	$6,903	$6,903	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE OR increase to existing position Only complete areas which are not shaded	Supplement to Proposal	32

Position Title	**Public Works Summer Seasonal Streets Maintenance**
Reason or Need	This additional position would allow the streets division to complete maintenance tasks that they are otherwise unable to complete. This position would assist with: • maintenance of the streets and parks buildings (maintenance facility, salt shed, old salt shed, parks garage) • organization of tools and equipment • general upkeep like painting and cleaning

Existing Classification	LTE C	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**600**		Expected Overtime hours	NA	
	Estimated Hourly Wage	$10.00		Source: Union Contract, Pay Plan, Comparable Community Average	LTE Schedule 1/1/16	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue Per contract		Uniform Allowance	Protective Gear / Personal Equipment	
		$50		**$**	**$100**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$0**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				**NA**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by LTE Pay Schedule approved for 1/1/16

Class Title:	Public Works Summer Seasonal - Streets Maintenance
Bargaining Unit:	Limited Term Employees (Seasonal, Intern, POC, etc.)
Class Code:	LT0302
Salary:	$9.50 Hourly $19,760.00 Annually

Print Job Information

Email me when jobs like this become available

Description **Benefits**

Under the direction and supervision of the Streets Supervisor, performs street and facility maintenance including painting, mowing, landscaping, cleaning, assisting in the repair of mowers, trucks and tractors. Assist other departments and workers as needed. Performs other tasks as assigned by the Streets Supervisor.

Positions are scheduled 40 hours per week and can be expected to last (3) months from approximately mid-May to mid-August.

Examples of Duties:

Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Operates tractors, mowers and pick-up trucks necessary for construction and maintenance of parks grounds and facilities.
- Assists Street Maintenance Workers in repair and maintenance of the maintenance facility and public right away.
- Performs preventive maintenance work on parks grounds and parks facilities.
- Performs the necessary maintenance for the proper upkeep of parklands such as mowing grass, planting and trimming trees, shrubbery and flowers, removal of trash, leaves and other debris.
- Use of hand tools, pressure washers and power tools.
- Painting walls and buildings.
- Roadside clean up.
- Minor vehicle maintenance such as washing and cleaning.

- Washing of windows.

Typical Qualifications:

Supervisory Requirements:

- There are no supervisory responsibilities.

Education and/or Experience Requirements:

- High school diploma or GED preferred.
- Experience and/or ability to drive a tractor and truck required

Licenses, Certifications, etc.

- Must be at least 18 years of age
- Must possess a valid Wisconsin Driver's License

Supplemental Information:

Knowledge, Skills, and Abilities:

- Knowledge of the use of shop tools.
- Ability to operate tractors, mowers and pick-up trucks.
- Ability to apply common sense understanding to carry out simple one or two step instructions.

Levy Increase _____
Levy Decrease ↓$28,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 42
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove East-West Bus Route

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: #36

Description of Proposed Amendment:

This amendment would eliminate the "Fitchburg Flyer".

Council Sponsor Notes:

The Mayor has been quoted that transit changes should not be done in the budget. To that end, our own consultant recommended not adding this route. In addition, we see the conditions we put ourselves in when we engage in structural deficits. While connectivity to the City Center is important, we have ways to do so more efficiently within the study for less money. TTC should investigate that and make recommendations to that end in a budget year that is more responsible to taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5352-200	Metro Transit Services	↓	$28,000
	Subtotal Expenditure Change	↓	**$28,000**
100-4111-000	Property Tax Levy – General Fund	↓	$28,000
	Subtotal Revenue Change	↓	**$28,000**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	36
Sponsor/Department:	Mayor/Transit			Original (x)	X
Title/subject:	East-West Fixed Transit			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Fitchburg has good transit service in the Fish Hatchery Rd corridor south to Hatchery Hill, and in the Verona Rd corridor south to Orchard Pointe. However, the service is optimized for travel to Madison, and doesn't connect these transit-rich areas with each other or with the city hall campus. Without service to the city hall campus, residents who don't drive or who have no access to a private vehicle are deprived of important city services, including library, court, and city government proceedings. While a patchwork of transportation options is currently used to help older residents get to the Senior Center, new east-west service would dramatically expand access and reduce the cost of the other options. The service proposed would go into effect in August 2016 with the general update to the Metro Transit Route system, and would provide two runs in each direction, mid-morning and mid-afternoon, a total of four runs each weekday. No evening or weekend service would be provided in 2016, but there is need for early and late evening service. As mayor, I hope to propose two additional runs in each direction, a total of four additional runs each weekday, effective January 2017 for a total cost of $84,000.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$112,000	$112,000	$	$
Non Personnel One-Time Costs	$	$	$	$
Total Year One Costs	$112,000	$112,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	It is unfair to residents who don't drive to provide services at locations that cannot be reached by public transit. This inequity should be ended as soon as possible.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		yes	
Prepared by	Mayor Arnold	Date	9/17/15
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$28,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 43
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove East-West Bus Route

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

Delete - Not enough supporting data. No plan presented for proof of performance of route. $112,000 total annual cost less $84,000 deficit to be made-up in 2017 = $28,000 reduction in 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5352-200	Metro Transit Services	↓	$28,000
	Subtotal Expenditure Change	↓	**$28,000**
100-4111-000	Property Tax Levy – General Fund	↓	$28,000
	Subtotal Revenue Change	↓	**$28,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 44
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Metro Transit: add a clause that bus route will be a pilot for a year

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

I propose to keep this new bus route (flyer route) on a **trial basis only and only if** we add a clause to the proposal that this route will be a pilot for a year and after that year (July 2017) the City Transportation Engineer or designated staff will provide ridership numbers for the period starting July 2016 to July 2017.

It is critical to know how many people will ride this route. If the numbers are not satisfactory, then we should take it out of the budget in 2017 and discontinue this route permanently.

If we cannot get the numbers, I propose to remove it from the 2016 budget.

Council Sponsor Notes:

The City Transportation Engineer should work with the Madison Metro System to get the ridership and other data in order to make a sound decision and determine if this flyer route is viable. The Transportation Engineer should provide a report to the City Council in July 2017 with that information.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Transit Amendment by Alder Arata Fratta

This memo is in response to the amendments that have been proposed for transit services.

Amendment from Alder Arata Fratta

While it is possible to complete a transit pilot, staff would like to point out that ridership of new routes typically does not fully develop for approximately 3-years. It takes time for riders to become aware of new services and it also takes time for behavior shifts toward utilizing the new service.

Establishing a new route requires a significant amount of effort to establish. The establishment requires extensive public involvement, outreach, and publication of new routes. Routes also require installation of infrastructure (signage, boarding pads, etc).

Monthly ridership would be provided by Metro. These numbers would not include a stop by stop evaluation of ridership (boarding/disembarking numbers). We anticipate that Metro would not have the resources available to evaluate ridership on a stop by stop basis for this pilot.

Levy Increase ↑$28,500
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 45
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Issuance of Metro Transit RFP for Transit Options

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

Particularly because most people that regularly use transit have an annual or monthly Metro bus pass to use to get around, it would be best, for them, if the City participates in cross-city transit via Metro service, so they don't have to incur additional expense to get from one side of Fitchburg to the other.

Also, an upcoming consideration that is apparently on the horizon is a funding cutback of the 8520 Federal Grant Program, which funds the Shared Ride Taxi Program

However, if the council intends to defeat a Metro proposal, we should have another option available in the budget.

Therefore, if the Metro proposal is defeated, I'm asking our Transportation Engineer to prepare an RFP for additional options to be sent out early in 2016 which will presume service to begin on or before June 1, 2016 to make summer service available to the city campus and parks.

I'm also asking council to include any funding necessary for the RFP as well as a best estimate of funding for whatever service might be awarded as part of the 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

Assumed that this amendment would be for mass transit services provided by a vendor other than Metro. A separate account would be created to track that cost. Also included below is the same funding that is currently in the Mayor's proposed budget for transit based on the description ($28,000).

Account #	Account Name	Amount of Amendment	
100-5300-320	Public Works Publications (RFP)	+	$200
100-5300-345	Public Works Public Info & Education (RFP)	+	300
100-5352-290	Non-Metro Transit Services (Awarded Service)	+	28,000
	Subtotal Expenditure Change	**+**	**$28,500**
100-4111-000	Property Tax Levy – General Fund	+	$28,500
	Subtotal Revenue Change	**+**	**$28,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Transit Amendment by Alder Krause

This memo is in response to the amendments that have been proposed for transit services.

Amendment from Alder Krause

The only costs for preparing an RFP would be staff time, publication costs, and some printing costs. We would approximate a maximum of $500.

It is very difficult to determine an accurate cost to run alternatives to Metro service, without knowing what is being considered. There are options such as shared ride taxi programs, or a flexible fixed bus that could loop around Fitchburg. Both of those programs are very costly - and because of that, there are federal grants that we could apply for to offset some of that cost. However, we would likely not be able to secure federal grants in time to begin operating this service in June 2016. More like June 2017 or 2018.

One option that the Transit study looked at was a shared ride taxi service. The transit study envisioned three medium duty busses with service hours of 6AM-10PM and an estimated productivity rate of 3-5 passengers per hour. Draft estimates for ridership were between 36,000 and 60,000. The cost for this service was estimated at 420,000 for operating costs and 240,000 for capital costs. These costs could likely be offset by grants to bring the City operating cost down to 126,000 and capital cost to 48,000. If the City desired grant funding, a June 2016 schedule would not be feasible.

The transit study also looked at a flexible fixed bus. Ridership and costs for this alternative are higher than the shared ride taxi service.

One option may include purchasing a single shuttle bus/van and hiring a driver to shuttle people around the City. That would probably cost less (although still likely be around $80-$100,000 when you include the operating and vehicle capital), but offer the most flexibility to get people where they want to go.

Levy Increase ↑ $17,762
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 46
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Additional Part-Time Senior Center Receptionist

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 37

Description of Proposed Amendment:

The senior center has a half-time receptionist, who can cover morning hours, but they need someone to also cover afternoon hours.

The person in that position handles cash, credit cards and confidential information, as well as arranging rides for program participants, all of which is difficult or inappropriate to manage with volunteers.

The Senior Center has indicated a willingness to work with two half-time staff rather than one full-time.

Doing so would allow an appropriate sharing of responsibilities, maintain confidential information, responsible money handling, and be more cost effective for the City.

Council Sponsor Notes:

Finance Director's Notes:

Assumed an additional part-time person would not elect health and dental insurance; would not be eligible for WRS, life, and disability; and would be hired at Step 1.

Account #	Account Name	Amount of Amendment	
100-5460-110	Salaries & Wages (permanent part-time)	+	$16,276
100-5460-131	FICA	+	1,245
100-5154-595	Worker's Compensation	+	41
100-5460-325	Training & Staff Development	+	200
	Subtotal Expenditure Change	**+**	**$17,762**
100-4111-000	Property Tax Levy – General Fund	+	$17,762
	Subtotal Revenue Change	**+**	**$17,762**

COUNCIL ACTION: Approved ☐ Failed ☐

Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: October 19, 2015
To: Fitchburg City Council
Cc: Misty Dodge, Finance Director
From: Jill McHone, Senior Center Director
Subject: Budget Amendment

As you work through the 2016 budget I ask that you consider supporting an amendment to the Mayor's proposed budget and include the new proposal that would increase the Office Assistant position from 20 hours to 40 hours. An alternative to making the position full time would be to add another 20 hour Office Assistant position in our Department. Below are some of the facts I shared at the budget meeting earlier this month.

1) The Senior Center is the only department in the City that uses volunteers for a front office position. Issues that arise when using volunteers include;
    a. Volunteers cannot be held as accountable as employees when there are problems.
    b. Confidential information cannot be shared with volunteers which limits the tasks that they can perform and questions that they are able to answer.
    c. Volunteers are not employees and therefore are not "required" to show up.
    d. We have been advised to not let volunteers use the credit card machine which will eliminate our taking credit cards in the afternoons or when the Office Assistant is out.
    e. There is a risk involved when having volunteers accept cash/check payments.

2) The Senior Center averages 150 people each day participating in programs and volunteering. This does not include any "walk-ins", case management clients, or new visitors. With this number of participants, a large majority stop at the front desk with payments, registrations and general questions.

3) The Senior Center schedules, on the average, 53 rides per month. This is not just a simple phone call. Scheduling a ride can entail many phones calls to find a driver, reschedule canceled appointments, find addresses of clinics, etc. All rides are coordinated by the Office Assistant position with some support from volunteers.

4) The Senior Center averages $2000 per month in revenue. In 2005 our revenues totaled $4000. In 2014 our revenues totaled $20,000. All revenues are handled by the Office Assistant position.

5) Our proposed county funding for nutrition and case management will increase by approximately $8000 from 2015 to 2016. From 2001 to 2016, the increase will be $18,000. These amounts have increased because the number of clients we serve for Case Management and Nutrition have increased.

6) Senior Center program participation from 2000 to 2015 has increased 118%.

Thank you in advance for your consideration. Please let me know if you would like more information or have any questions.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	37
Sponsor/Department:	Senior Center			Original (x)	X
Title/subject:	Office Assistant Position to Full-Time			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	I am requesting that the 20 hours/week Office Assistant position be increased to 40 hours /week. The Office Assistant position, which was a new position added in August of 2014, is one of the most critical positions in our Department. This position is responsible for greeting customers, registering participants for programs, receiving and tracking program payments, scheduling all rides and many other duties as assigned. Previously held by multiple volunteers, the addition of this position has allowed our Department to provide more efficient customer service, improve money management, and improve communication among staff. Confidentiality is critical to our clients and customers. With this position we are now able to share pertinent information with the employee so they are able to answer questions and offer a greater level of assistance than are volunteers could offer. By allowing our Department to have a full time Office Assistant, we can extend the responsibilities noted above to encompass the entire work day. It is difficult to grow as a department when relying on volunteers. We hope to offer on line registrations as well as accepting credit cards in 2016. Without a full time Office Assistant, this will be difficult.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$38,354	$38,354	$	$
Non Personnel Recurring Costs	$200	$200	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$38,554	$38,554	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	37

Position Title	**Office Assistant**		
Reason or Need	By allowing our Department to have a full time Office Assistant, we can extend the responsibilities to encompass the entire work day. It is difficult to grow as a department when relying on volunteers. We hope to offer on line registrations as well as accepting credit cards in 2016. Without a full time Office Assistant, this will be difficult.		
Existing Classification	Grade B	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**2080**		Expected Overtime hours	0	
Estimated Hourly Wage		16.09/16.54 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$200**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing pay plan.

Levy Increase ↑$5,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 47
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add City Programming in the Boys & Girls Club

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

At a Council meeting on 10/13/15 the Council was informed that the Boys & Girls Club building was available for community use from 9:00 AM to noon weekdays during the school year.

Given the desire by the Senior Center, the Library, and the Recreation Department to provide services to the northwest areas of the city, within one of the most underserved parts of the city, programming in the club should be explored.

The Senior Center would like to consider a senior exercise program as well as consultations with social workers, the Library would enjoy hosting regular story times with parents and preschoolers, and Recreation is open to considering ideas presented by a study of Belmar Park area residents.

There would be promotional materials, contract instructor fees, and materials costs anticipated, offset by user fees, possibly subsidized for Fitchburg residents unable to afford the full cost of participation, so $5,000 is an approximate amount to fund programming as necessary.

Council Sponsor Notes:

Finance Director's Notes:

Included in the costs below are a very rough estimate of allocation of costs and funding sources.

Account #	Account Name	Amount of Amendment	
100-5460-387	Senior Program Expense	+	$5,710
100-5460-330	Senior Center Vehicle Use Reimbursement	+	1,040
100-5530-387	Recreation Program Expense	+	4,970
100-5530-330	Recreation Vehicle Use Reimbursement	+	780
250-5511-340	Library Operating Materials & Supplies	+	740
250-5511-330	Library Vehicle Use Reimbursement	+	260
	Subtotal Expenditure Change	**+**	**$13,500**
100-4672-300	Senior Program Fees	+	$4,250
100-4672-100	Recreation Fees	+	4,250
100-4111-000	Property Tax Levy – General Fund	+	4,000
250-4111-000	Property Tax Levy – Library Fund	+	1,000
	Subtotal Revenue Change	**+**	**$13,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: October 20, 2015
To: City Council Members
Cc: Misty Dodge, Finance Director
From: Jill McHone, Senior Center Director; Wendy Rawson, Library Director; Scott Endl, Parks and Recreation Director
Subject: Budget Amendment #29 - Add Programming in the Boys & Girls Club

While the need to increase programming for all ages in the Allied Drive area is critical, the Senior Center, Library and Recreation Departments do not have adequate staff to run new programs off site. Adding $5000 to the city budget through amendment #29 is an affordable start to supporting this vision.

Prior to implementing any activities or services a neighborhood survey would be created by staff and distributed to area residents to determine program interests. This expense should be minimal and would need to be taken out of the $5000.

While the Senior Center and Recreation Departments are more likely to contract with various instructors for new programs, the Library's participation in expanding their offerings is contingent on their new Outreach position being funded in 2016.

Levy Increase _____
Levy Decrease ↓ $1,401
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 48
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Parks/Public Works Additional LTE Hours

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 40

Description of Proposed Amendment:

This amendment removes the parks/public works LTE position additional hours. It will save a cost of $1,401.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$1,200
100-5520-131	FICA	↓	92
100-5154-595	Worker's Compensation	↓	59
100-5520-323	Uniforms & Protective Gear	↓	50
	Subtotal Expenditure Change	↓	**$1,401**
100-4111-000	Property Tax Levy – General Fund	↓	$1,401
	Subtotal Revenue Change	↓	**$1,401**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry
5520 Lacy Road
Fitchburg, WI 53711
Phone: (608)270-4288
Scott.Endl@fitchburgwi.Gov

Memo

To: Common Council

From: Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #48

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below information:

These additional 120 hours would allow for a 25% increase in summer park maintenance staffing (going from 3 workers to 4).

Remove Parks/Public Works Additional LTE Hours

Currently the Park's budget calls for 3 park LTE seasonal workers budgeted for 600 hours each (1800 total hours). This proposal would change the budget to 4 park LTE seasonal workers budgeted for 480 hours each (1920 total hours).
There are several reasons for the shift in quantity of staff and total hours. These include:

- It is difficult to find seasonal employees that are able to utilize entire 600 hours. Frequently applicants need to return to school and getting the full 600-hours utilized is difficult.
- Additional "bodies" are extremely beneficial for several reasons. Having one additional seasonal staff provides redundancy to deal with vacations/unanticipated resignations/fluctuating workloads.
- It is desirable to keep seasonal staff below the 600-hour threshold as this can trigger additional costs to the City for retirement benefits.

The peak time in the Park's division is generally mid-May through mid- August; where there is a daily routine can consist of cleaning 8 current shelters including the Splash Pad, empty trash at those shelters, and ball field prepping - up to 7 per day. We also have a weekly routine that includes mowing of all the park's, City owned terraces and open spaces, painting of soccer fields, lacrosse fields, flag football fields, foul lines for all of the ball fields (each during their respective seasons), and a complete trash run throughout the parks system. Other tasks include playground mulching, string trimming, ground litter pickup, tree mulching and watering – generally things that keep the parks safe and looking nice. With current staffing level's we are finding it difficult to get these things complete.

This proposal only results in a modest increase of 120 seasonal hours per year and will enable a much better level of service during the spring/summer for our parks.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	40
Sponsor/Department:	Parks/Public Works			Original (x)	X
Title/subject:	Parks/Public Works Summer Seasonal Park Maintenance (120 hours)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Add additional flexibility with seasonal staff for vacation/high workload.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$1,351	$1,351	$	$
Non Personnel Recurring Costs	$50	$50	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$1,401	$1,401	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	40

Position Title	**Additional 120 hour of summer seasonal park maintenance**		
Reason or Need	Need for additional seasonal employees. These additional hours will allow for the creation of (4) 480hr. summer seasonal positions. Currently there are (3) 600hr. summer seasonal positions.		
Existing Classification	PT Seasonal LTE C	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**120** **additional hours**		Expected Overtime hours	N/A	
	Estimated Hourly Wage	$10.00		Source: Union Contract, Pay Plan, Comparable Community Average	approved 2016 LTE pay plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$50**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by approved LTE schedule effective 1/1/16

Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Fitchburg Common Council and Mayor
From:	Cory Horton, Director of Public Works/City Engineer
Date:	August 14, 2015
Subject:	Additional Seasonal Park Workers

Currently the Park's budget calls for 3 park LTE seasonal workers budgeted for 600 hours each (1800 total hours). This proposal would change the budget to 4 park LTE seasonal workers budgeted for 480 hours each (1920 total hours).

There are several reasons for the shift in quantity of staff and total hours. These include:

- It is difficult to find seasonal employees that are able to utilize entire 600 hours. Frequently applicants need to return to school and getting the full 600-hours utilized is difficult.
- Additional "bodies" are extremely beneficial for several reasons. Having one additional seasonal staff provides redundancy to deal with vacations/unanticipated resignations/fluctuating workloads.
- It is desirable to keep seasonal staff below the 600-hour threshold as this can trigger additional costs to the City for retirement benefits.

The peak time in the Park's division is generally mid-May through mid- August; where there is a daily routine that can consist of cleaning 8 current shelters including the Splash Pad, empty trash at those shelters, and ball field prepping - up to 7 per day. We also have a weekly routine that includes mowing of all the park's, City owned terraces and open spaces, painting of soccer fields, lacrosse fields, flag football fields, foul lines for all of the ball fields (each during their respective seasons), and a complete trash run throughout the parks system. Other tasks include playground mulching, string trimming, ground litter pickup, tree mulching and watering – generally things that keep the parks safe and looking nice. With current staffing level's we are finding it difficult to get these things complete.

This proposal only results in a modest increase of 120 man hours per year and will enable a much better level of service during the spring/summer for our parks.

Levy Increase _____
Levy Decrease ↓ $1,508
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 49
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reinstate Contracted Median Mowing

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 41

Description of Proposed Amendment:

Keep median mowing program as is.

Council Sponsor Notes:

The formula for the eventual savings is slightly misrepresented. The mowing should be stopped when conditions allow. The savings therefore are overstated in future years. In a high tax increase environment I don't think it's reasonable to add money to this budget.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$33,948
100-5520-131	FICA	↓	2,597
100-5154-595	Worker's Compensation	↓	1,663
100-5520-323	Uniforms & Protective Gear	↓	300
100-5520-335	Fuel & Equipment Maintenance	↓	2,000
100-5520-290	Other Contractual Service	+	38,000
	Subtotal Expenditure Change	↓	**$2,508**
100-4111-000	Property Tax Levy – General Fund	↓	$1,508
100-4690-000	Weed Cutting Reimbursement – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$2,508**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry
5520 Lacy Road
Fitchburg, WI 53711
Phone: (608)270-4288
Scott.Endl@fitchburgwi.Gov

Memo

To: Common Council

From: Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #49 and 50

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below information:

By hiring these (2) 9 month positions Park maintenance would gain 16 hours of work per week for these 9 months (576 hours). A good return on $2,508.

Reinstate Contracted Median Mowing

Staff evaluated the balance between utilizing contracted services versus in-house staff. The City currently has a contract for completing median maintenance. This proposal looked at replacing the contracted median services with in-house staff. The current median contract includes but is not limited to mowing, string trimming and trash pickup of all the traffic islands on Fish Hatchery Rd, McKee Rd, Lacy Rd, Fitchrona Rd and select other areas. Weeding and trash pick-up 2 times per month all of the islands and areas that contain flowerbeds, along with a spring cleanup which consists of cleaning and mulching the flowerbeds each spring, mulching the trees in the medians, and a fall cleanup which consists of cutting and cleaning up all perennial plants for the winter. In talking with our current contractor, we estimate that the median contracts take around 40 hours per week to complete the work.

If the City of Fitchburg would decide to take over all aspects of the median maintenance contract we have determined that it would require nearly 2 new 9 month LTE positions. The excess capacity in utilizing two 9-month LTE positions would also allow us to complete the City Hall grounds maintenance and eliminate the budgeted City Hall Groundskeeper position of 720 hours per year.

By combining the median maintenance and City Hall groundskeeper the workload is estimated to be 64 hours of work per week, leaving around 16 hours, possibly more during a dry hot summer when mowing is not needed to complete other tasks, such as watering trees, flower beds, and many other projects throughout the parks system. Please keep in mind that additional areas are coming on line every year, and the Verona Road project will result in additional median maintenance for the local streets improved with the project (McKee, etc.). A spreadsheet showing the cost analysis of keeping with the current contract or maintaining

these areas with City staff is attached. The spreadsheet includes equipment, fuel, and maintenance estimates.

The spreadsheet shows the next 10 years as being fairly close in estimated cost; however we feel this gives the City more hours and flexibility with staffing than contracting it out. By adding two 9 month LTE positions we feel we could keep a better level of service for the medians and City Hall campus.

Eliminating the contract would also reduce staff workload for managing contractors, coordinating work, processing pay requests, bidding, etc.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	41
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	2 (9) month PT positions vs. Contractual Services			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Eliminate contractual maintenance and City Hall groundskeeper and replace with 2 (9 month) positions.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$38,208	$38,208	$	$
Non Personnel Recurring Costs	-$36,800	-$36,800	$	$
Non Personnel One-Time Costs	$100	$100	$	$
Total Year One Costs	$1,508	$1,508	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	41

Position Title	**2 (9) month PT positions vs. Contractual Services**		
Reason or Need	In an effort to get the most benefit from dollars spent for contractual median landscape mowing and maintenance and current City Hall Groundskeeper, staff is proposing 2 (9) month part-time Parks positions.		
Existing Classification	LTE/Seasonal Grade D	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**2 (1,524hr) = 3,048**		Expected Overtime hours	N/A	
Estimated Hourly Wage		$13.50		Source: Union Contract, Pay Plan, Comparable Community Average	Approved 2016 LTE schedule	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$100		**$0**	**$200**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				Yes - 2017	
	If so, will this be a new proposal or existing?				New Proposal	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by approved LTE schedule for 2016.

- See attached spreadsheet for 10 year projections of costs and savings.

Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Fitchburg Common Council and Mayor
From:	Cory Horton, Director of Public Works/City Engineer
Date:	August 14, 2015
Subject:	New Staffing Proposal for 2-(9) Month staff in lieu of contracted services and groundskeeper position

Staff evaluated the balance between utilizing contracted services versus in-house staff. The City currently has a contract for completing median maintenance. This proposal looked at replacing the contracted median services with in-house staff.

The current median contract includes but is not limited to mowing, string trimming and trash pickup of all the traffic islands on Fish Hatchery Rd, McKee Rd, Lacy Rd, Fitchrona Rd and select other areas. Weeding and trash pick up 2 times per month all of the islands and areas that contain flowerbeds, along with a spring cleanup which consists of cleaning and mulching the flowerbeds each spring, mulching the trees in the medians, and a fall cleanup which consists of cutting and cleaning up all perennial plants for the winter. In talking with our current contractor, we estimate that the median contracts take around 40 hours per week to complete the work.

If the City of Fitchburg would decide to take over all aspects of the median maintenance contract we have determined that it would require nearly 2 new 9 month LTE positions. The excess capacity in utilizing two 9-month LTE positions would also allow us to complete the City Hall grounds maintenance and eliminate the budgeted City Hall Groundskeeper position of 720 hours per year.

By combining the median maintenance and City Hall groundskeeper the workload is estimated to be 64 hours hour's of work per week, leaving around 16 hours, possibly more during a dry hot summer when mowing is not needed to complete other tasks, such as watering trees, flower beds, and many other projects throughout the parks system. Please keep in mind that additional areas are coming on line every year, and the Verona Road project will result in additional median maintenance for the local streets improved with the project (McKee, etc.). A spreadsheet showing the cost analysis of keeping with the current contract or maintaining these areas with City staff is attached. The spreadsheet includes equipment, fuel, and maintenance estimates.

The spreadsheet shows the next 10 years as being fairly close in estimated cost; however we feel this gives the City more hours and flexibility with staffing than contracting it out. By adding two 9 month LTE positions we feel we could keep a better level of service for the medians and City Hall campus.

Eliminating the contract would also reduce staff workload for managing contractors, coordinating work, processing pay requests, bidding, etc.

Median Maintenance - Continuing with the Contract

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Median Maintenance Contract	$38,000	$ 39,000	$40,000	$41,000	$42,000	$43,000	$44,000	$45,000	$46,000	$47,000	$48,000	$473,000
Future PD & Verona Rd Medians		$ 5,000	$ 5,200	$ 5,400	$ 5,600	$ 5,800	$ 6,000	$ 6,200	$ 6,400	$ 6,600	$ 6,800	$ 59,000
20 Mowings per year												
11 Weeding Cycles per year												
Spring Clean up and Mulching												
Fall Clean up												
Total	$38,000	$ 44,000	$45,200	$46,400	$47,600	$48,800	$50,000	$51,200	$52,400	$53,600	$54,800	$532,000

Option if Maintained by the City - Include City Hall Maintenance

	Hire Rate	Hours 1524 each	Cost	FICA 7.65%	WC/$100 $ 4.90	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Add 2 - 9 Month positions	$13.50	3,048	$41,148	$3,148	$ 2,016	$46,312	$ 46,775	$47,243	$47,715	$48,192	$48,674	$49,161	$49,653	$50,149	$50,651	$51,157	$535,683
Delete City Hall Groundskeeper	$10.00	(720)	$ (7,200)	$ (551)	$ (353)	$ (8,104)	$ (8,185)	$ (8,267)	$ (8,350)	$ (8,433)	$ (8,517)	$ (8,603)	$ (8,689)	$ (8,775)	$ (8,863)	$ (8,952)	$ (93,738)
Add 1 Pick up Truck (10 yr life)			$35,000				$ 35,000										$ 35,000
Add 1 Zero Turn Mower (10 yr life)			$ 9,000				$ 9,000										$ 9,000
Uniforms/PPE			$ 200			$ 300	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 2,300
Fuel and Maintenance			$ 2,000			$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 22,000
Total			$80,148			$40,508	$ 84,790	$41,176	$41,566	$41,959	$42,357	$42,759	$43,164	$43,574	$43,988	$44,405	$510,246
Savings/(Cost)						$ (2,508)	$ (40,790)	$ 4,024	$ 4,834	$ 5,641	$ 6,443	$ 7,241	$ 8,036	$ 8,826	$ 9,612	$10,395	$ 21,754

* - Median contract includes $1K per year increase (2.6% in 2017); $200/year increase in future contract (4% in 2018)
* - Wages refelect a 1% increase each year starting in 2017
* - Purchase required equipment in 2017 being the CIP deadline has already passed

Levy Increase _____
Levy Decrease ↓ $1,508
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 50
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reinstate Contracted Median Mowing

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 41

Description of Proposed Amendment:

This amendment removes the public works 2 (9) month PT positions and reinstates the contracted median mowing and City Campus Grounds LTE position. It will save a net cost of $1,508.

Council Sponsor Notes:

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$33,948
100-5520-131	FICA	↓	2,597
100-5154-595	Worker's Compensation	↓	1,663
100-5520-323	Uniforms & Protective Gear	↓	300
100-5520-335	Fuel & Equipment Maintenance	↓	2,000
100-5520-290	Other Contractual Service	+	38,000
	Subtotal Expenditure Change	↓	**$2,508**
100-4111-000	Property Tax Levy – General Fund	↓	$1,508
100-4690-000	Weed Cutting Reimbursement – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$2,508**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$5,000
Levy Decrease _____
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 51
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Dunn's Marsh Recreation Connection Feasibility Study

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Users of the Dunn's Marsh Facilities wishing to walk or bike around the marsh are currently unable to do so without going onto Seminole Highway.

There have been longstanding requests from the community, including a study by university interns, to recommend exploring options to complete a circuit around the marsh, affording excellent educational opportunities, by adding a boardwalk between the Cannonball Trail and Capital City Trail.

Given the wetlands involved, as well as the need for cross-municipality cooperation, at the suggestion of the Director of Public Works, it becomes appropriate to launch a study to identify wetland delineations, as well as do concept designs, cost estimates, and cost sharing among the City of Fitchburg, the City of Madison, and Dane County.

The 2014 construction of the Apache Pond Boardwalk, affording direct access to the marsh for Fitchburg residents can serve as an example of an appropriate connection to complete a recreation circuit of the marsh.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-210	Parks Professional Services	+	$5,000
	Subtotal Expenditure Change	**+**	**$5,000**
100-4111-000	Property Tax Levy – General Fund	+	$5,000
	Subtotal Revenue Change	**+**	**$5,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Partners for Recreation and Conservation (PARC) Grant Application

APPLICANT INFORMATION		
Organization City of Fitchburg		
Contact Name & Title Ahnaray Bizjak, P.E., Transportation Project Engineer		
Address 5520 Lacy Road, Fitchburg, WI 53711		
Daytime Phone 270-4262	Fax 270-4275	E-mail ahnaray.bizjak@city.fitchburg.wi.us

PROJECT INFORMATION	
Requirement: Projects must be on either public land or leased property that guarantees at least 20 years of public access. Projects proposed for land that has yet to be acquired may be deemed ineligible if the applicant does not have a reasonable acquisition plan. Applicants must identify any acquisition needs in the application.	
Project Title Apache Pond Boardwalk	
Project Location 4491 Crescent Road, Belmar Subdivision, Fitchburg, WI	
Estimated Start Date March 2014	Estimated End Date June 2014

PROJECT COST SUMMARY	
Project Costs $190,000	Grant Request (up to 50%) 50%
Sponsor Funds $95,000	Grants or Other Match

REQUIRED ATTACHMENTS

- ☒ Project Budget Form
- ☒ Project Narrative and Rating Questions
- ☒ Map or drawing of project
- ☒ Supporting documentation as appropriate, including but not limited to letters of support, photos, plans or studies, necessary permits or approvals, construction drawings, written specifications, etc.
- ☒ Letter of 501 (c) (3) status
- ☒ Resolution from the authorized organization
- ☒ Resolution from the municipality that the project is located within.

The undersigned hereby certifies that the information contained in this application and all attachments is true and correct to the best of his/her knowledge.

Name of Authorized Representative (please print) Paul Q. Woodard, P.E. Title: Director of Public Works

Signature of Authorized Representative Paul Q. Woodard Date: 5-2-13

Email applications to Sara Kwitek at Kwitek@countyofdane.com. Submit all required forms and maps or drawings as one PDF, not to exceed 5 MB in size.

Partners for Recreation and Conservation (PARC)
Budget Form

Please attach cost-estimates, invoices, grant contracts and any other information that will support the project budget. If you need additional space, please make copies of this form and attach to your application.
NOTE: Do not include budget information on this form for project components that don't have a conservation or recreation focus or will not be implemented within two construction seasons. Additional budget information may be submitted separately if desired.

PROJECT COSTS			
Item Description	**Quantity**	**Unit Cost**	**Total Cost**
Pressure Treated Lumber Boardwalk (10,000 lb rating)	1 LS	$74,000	$74,000
Pilings/Support	1 LS	$70,000	$70,000
Connections at Cannonball Path and Apache walking path (paving,			
Retaining walls, gravel)	1 LS	$40,000	$40,000
Signage (Educational plaques attached to railing)	3 EA	$2,000	$6,000
		Total Project Costs	$190,000

PROJECT FUNDING		
Funding Source (Other than PARC Grant Request)	**Status (i.e. pending or secured)**	**Amount**
City of Fitchburg	Secured through Cannonball Path	$95,000
	Total Project Funding	$95,000

GRANT REQUEST SUMMARY	
Grant Request (Total Project Costs less Total Project Funding)	$95,000
% of Total Project Costs *PARC Grants will only be awarded for 50% or less of total project costs.*	50%

Partners for Recreation and Conservation (PARC)
Project Narrative and Rating Questions

NOTE: Do not exceed space provided in each box. Font size must be 10pt or greater.

PROJECT DESCRIPTION

Describe the scope, goals, and need for the project:

The Cannonball Path project is a joint venture between the City of Fitchburg (Fitchburg), City of Madison (Madison) and Wisconsin Department of Natural Resources (WDNR). The abandoned Union Pacific Railroad corridor was acquired in 2008 under a Rails-to-Trails agreement. A Stewardship grant from WDNR covered approximately half of the purchase price for the corridor. Fitchburg and Madison have a Memorandum of Agreement to share the remaining purchase costs, development costs and future maintenance responsibilities. The Cannonball Path is a regional facility that connects on its west end to the Military Ridge State Trail, Capital City State Trail, Badger State Trail and Southwest Path. At its east end, it continues past Leopold School and, with the completion of Phase 3 this year (2013) by the City of Madison, will have a bridge over the Beltline Highway to connect with dedicated bike lanes on Fish Hatchery Road.

The City of Fitchburg will be constructing Phases 2 and 4 of the Cannonball Path in 2014 (see attached Cannonball Path map). As part of this project, Fitchburg would like to incorporate multiple access points to this regional trail. This application is being submitted to request funding for the construction of a boardwalk to connect the Cannonball Path to Crescent Road in the City of Fitchburg. This project will include a 10-foot wide boardwalk path for a length of approximately 320 feet.

The goal for this boardwalk connection is to provide a direct, convenient, and safe off-road path connection to this regional, recreational path. This boardwalk path will not only connect the residents who live to the north of this regional facility (Belmar, Renaissance on the Park, Dunn's Marsh, etc.) to Cannonball Path, but it will also serve the bicyclists who are already on this corridor who want to continue into and out of the City of Madison (see attached Location Map).

This connection will provide a parallel bike route to Seminole Highway, accommodating cyclists who are less confident riding on the shoulder of a higher volume road such as Seminole Highway. It also provides a safe and conflict-free crossing of the Beltline Highway (with the bike/ped overpass at Manitou Way), and will provide access to the UW-Arboretum and Regent Street area in Madison.

PROJECT TIMELINE

Provide key implementation goals and timeline:

Our plan is to construct this boardwalk connection with the Cannonball Path project in 2014. The Cannonball Path is currently under design. The boardwalk would consist of a pre-fabricated pressure treated lumber structure, manufactured by Wickcraft or equal.

The City expects the following milestones for this project:

Engineering Plans Complete: September 2013
Bid Project: December 2013
Start Construction: March 2014
End Construction: June 2014

RECOGNITION

Describe how you will recognize Dane County's financial contribution to the project, if funded:

Any signage that is included with this project will list Dane County as a financial contributor/partner for the construction of the boardwalk.

RATING QUESTIONS (40 Pts. Available)
RECREATION (7 Pts. Available)
1. Project will support more than five distinct outdoor recreation uses or provide for a unique recreation activity not currently offered in Dane County (1 Pt.) **Describe**: Biking, walking, roller-blading, bird-watching, and nature walks would be provided by this boardwalk and connection to the Dunn's Marsh.
2. Project will provide outdoor recreation facilities that can be accessed year-round (1 Pt.) **Describe:** Yes, both the boardwalk and Cannonball Path will be plowed during winter months.
3. Project will provide bicycle/pedestrian trail facilities (2 Pts.) **Describe:** This project provides direct pedestrian and bicycle access to a major regional shared-used path and provides an indirect connection to 3 other major state trails (Badger State, Capital City State, and Military Ridge State).
4. Project will improve access or provide recreational amenities for a lake or stream (2 Pts.) **Describe:** This project will provide access to Dunn's Marsh, since the Cannonball Path is being constructed adjacent to the north side of the marsh.
5. Project will serve recreation needs of disabled, elderly, youth, low income, or minority groups (1 Pt.) **Describe:** The boardwalk will be ADA-accessible, offering access to all to the Cannonball Path corridor and Dunn's Marsh. The Belmar and Renaissance on the Park neighborhoods in Fitchburg and Dunn's Marsh and Allied Drive neighborhoods in Madison are lower-income, transit-dependent areas that will directly benefit from this path connection.

CONSERVATION (7 Pts. Available)
6. Project will improve or restore native upland habitat (1 Pt.) **Describe:** This project does not include restoration of native upland habitat.
7. Project will improve water quality and aquatic habitat of a lake or stream (2 Pts.) **Describe:** The recently constructed Apache Pond has improved water quality by capturing and infiltrating stormwater before it enters the marsh. This project was completed in 2011 and was funded by a combination of grant and local funding. During the public process, interest was expressed to provide a path connection to the Cannonball Path as part of this project. Unfortunately, funding was not available to complete this path connection during the Apache Pond construction.
8. Project will manage for a rare, endangered, or threatened species or natural community (1 Pt.) **Describe:** There are no known endangered or threatened species within the project area.
9. Project will enhance or restore a wetland (1 Pt.) **Describe:** Although this project will not directly enhance or restore the wetland, the construction technique will have minimal, if any, impacts to the wetland vegetation. The boardwalk will enhance access to the marsh and wetland habitats found at Dunn's Marsh.
10. Project will include natural resource enhancement or restoration on a tract of land > 40 acres (2 Pts.) **Describe:** No comment.

REGIONAL BENEFIT (12 Pts. Available)
11. Project will benefit multiple jurisdictions in Dane County (2 Pts.) **Describe:** The boardwalk will immediately serve residents in 2 jurisdictions; Fitchburg and Madison. However, this path connection will benefit more than just the residents who live in the adjacent neighborhood. It will also serve bikers who are on the Cannonball Path by providing a convenient connection into and out of the City of Madison. Madison has marked bike routes that continue through Marlbrough Park, north to the overpass over the Beltline Highway near Manitou Way. As part of this project, marked bike routes will be provided on Apache Drive to guide/direct bicyclists to and from the Cannonball Path corridor.
12. Project will provide for a top recreation need as identified on pg. 44 of the Dane County 2012 – 2017 Parks and Open Space Plan? (2 Pts.) **Describe:** This project will support 2 of the top recreation needs; Access to Regional Trails and Wildlife Viewing Opportunities. It should be noted that Fitchburg is constructing a Bicycle Hub in the Dawley Conservancy Park, located immediately south of Dunn's Marsh. This boardwalk connection will enhance access to the Cannonball Path which, in turn, provides access to the Capital City State Trail and a potential future Mountain Bike trail system (County Parks project) as well as the new Bike Hub which will include a shelter and picnic area.
13. Project will have a significant economic impact and enhance tourism (3 Pts.) **Describe:** The Fitchburg Chamber has set biking as a number one tourist attraction for the City of Fitchburg. This is largely due to the fact that we have ideal access to 3 state trails and multiple local bike paths throughout the City. Fitchburg is one of 8 communities in the State of Wisconsin to hold the prestigious designation of a Bicycle Friendly Community, offered by the League of American Bicyclists. Improving the amenities for cyclists will increase people's interest to bike in Fitchburg, which will support more tourism to Fitchburg for these opportunities.
14. A plan or data supports the regional need and benefit of the project (2 Pts.) **Describe and/or include documentation with your application:** The Cannonball Path is projected to carry over 100,000 trips per year, based on the current ridership that is present on the nearby Capital City State Trail and Badger State Trail. This heavy usage supports multiple access locations to accommodate flexibility for the users of the path network and provide multiple locations to get on and off the regional path. This boardwalk location would be near the half-way point between the access at Seminole Highway and the access point near Southwest/Badger State Trail.
15. Project is identified within multiple regional plans such as the Dane County 2012 – 2017 Parks and Open Space Plan, Dane County Water Quality Plan, a local comprehensive outdoor plan or a state or federal plan (3 Pts.) **Describe:** Although this project is not specifically listed in a regional plan, the boardwalk connection will provide access to a potential Mountain Biking Trail system that the County is pursuing just west of the Dawley Conservancy Park. It will further support the opportunity for families or recreationalists to get to a County Park/Recreational area by bike!

PROJECT PLANNING AND IMPLEMENTATION (10 Pts. Available)
16. Necessary permits, approvals, or agreements are secured or are likely to be secured based on written correspondences or tentative approvals (1 Pt.) We are in the process of securing the DNR General **Include documentation with your application.** Permit for this project. DNR has tentatively approved.
17. Engineering or construction plans and specifications are complete (2 Pts.) This will be a pre-fab **Include copies with your application.** Wooden structure. Preliminary plans are attached.
18. Project incorporates green building practices (1 Pt.) **Describe:** No comment.
19. The project implementation goals and timeline as outlined on pg. 7 of the application appear realistic and attainable (1 Pts.) **Yes.** *Information provided on pg. 7 of application will be used to evaluate this component.*
20. Project has an achievable budget and financing plan (2 Pt.) **Yes.** *Information provided on the Budget Form will be used to evaluate this component.*
21. Matching funds are secured and available immediately (2 Pts.) **Yes.** *Information provided on the Budget Form will be used to evaluate this component.*
22. Project will be maintained and managed into the future as determined by any of the following: 1. The organizational structure and financial standing of the applicant, 2. Successful maintenance and management of similarly sized projects or 3. A detailed maintenance and management plan is included with the application (1 Pt.) **Provide explanation or include maintenance and management plan with application.** The City of Fitchburg will routinely maintain and inspect the condition of the boardwalk and will repair any deficiencies or damage to the structure.
COMMUNITY SUPPORT AND PARTNERSHIPS (3 Pts. Available)
23. Sponsor has letters of support from private and public groups (1 Pt.) Yes, City of Madison **Include copies with your application.**
24. Project involves and fosters multiple partnerships (2 Pt.) **Describe:** Yes. This project has been a joint collaboration including WisDNR, Madison, and Fitchburg. All 3 parties envisioned a continuous bike/ped path along this corridor and have promoted access points to this path from the adjacent neighborhoods. The path connections that are provided not only benefit the adjacent neighborhood, but they also provide flexibility to other trail users by offering multiple locations to get on and off this regional trail. Due to the higher cost of this connection, we are seeking additional funding sources to ensure that this connection is constructed with the Cannonball Path project in 2014.

Legend

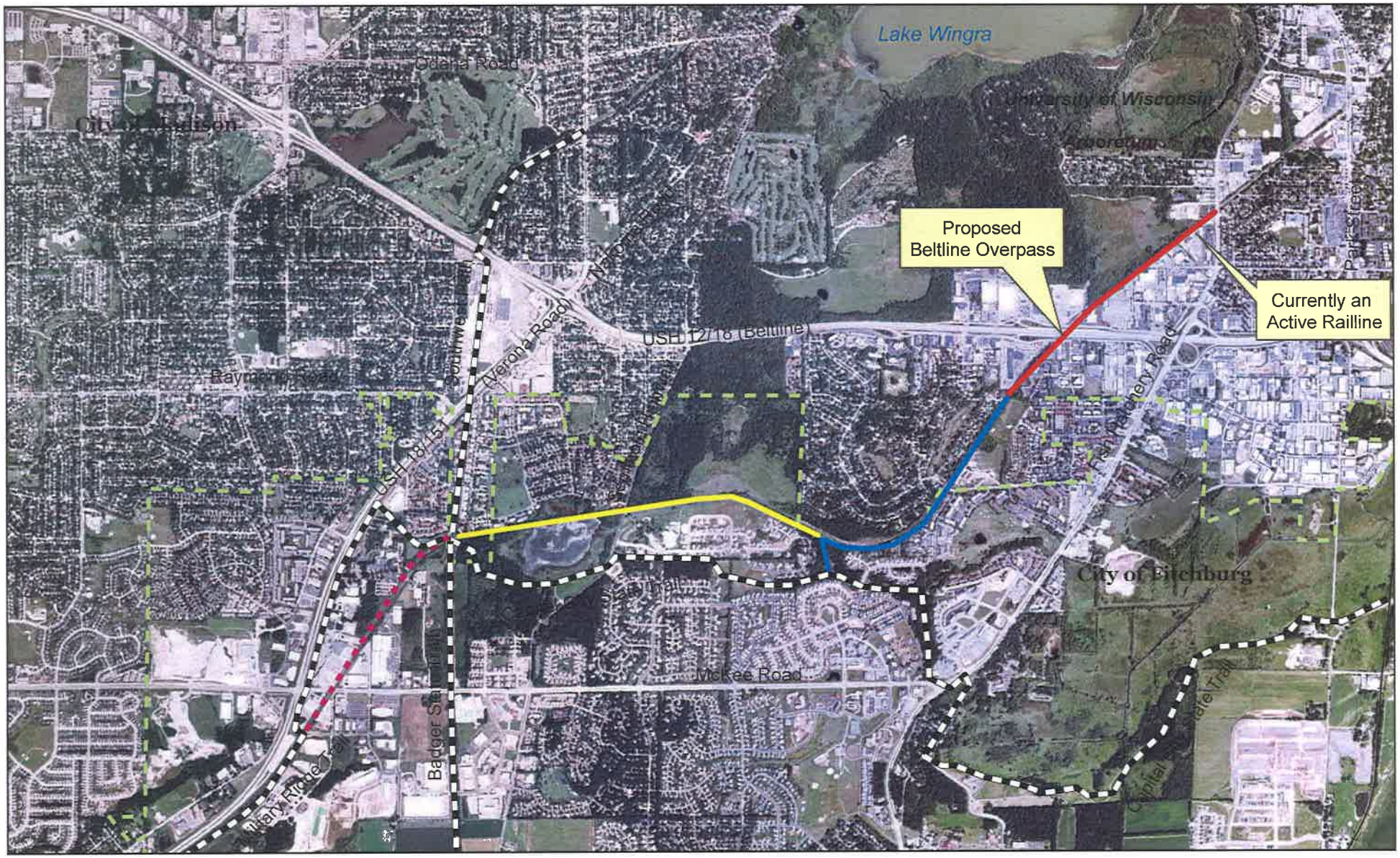
- City Borders
- Existing Trails

Proposed Cannonball Path

- Phase 1
- Phase 2
- Phase 3
- Phase 4

Cannonball Path

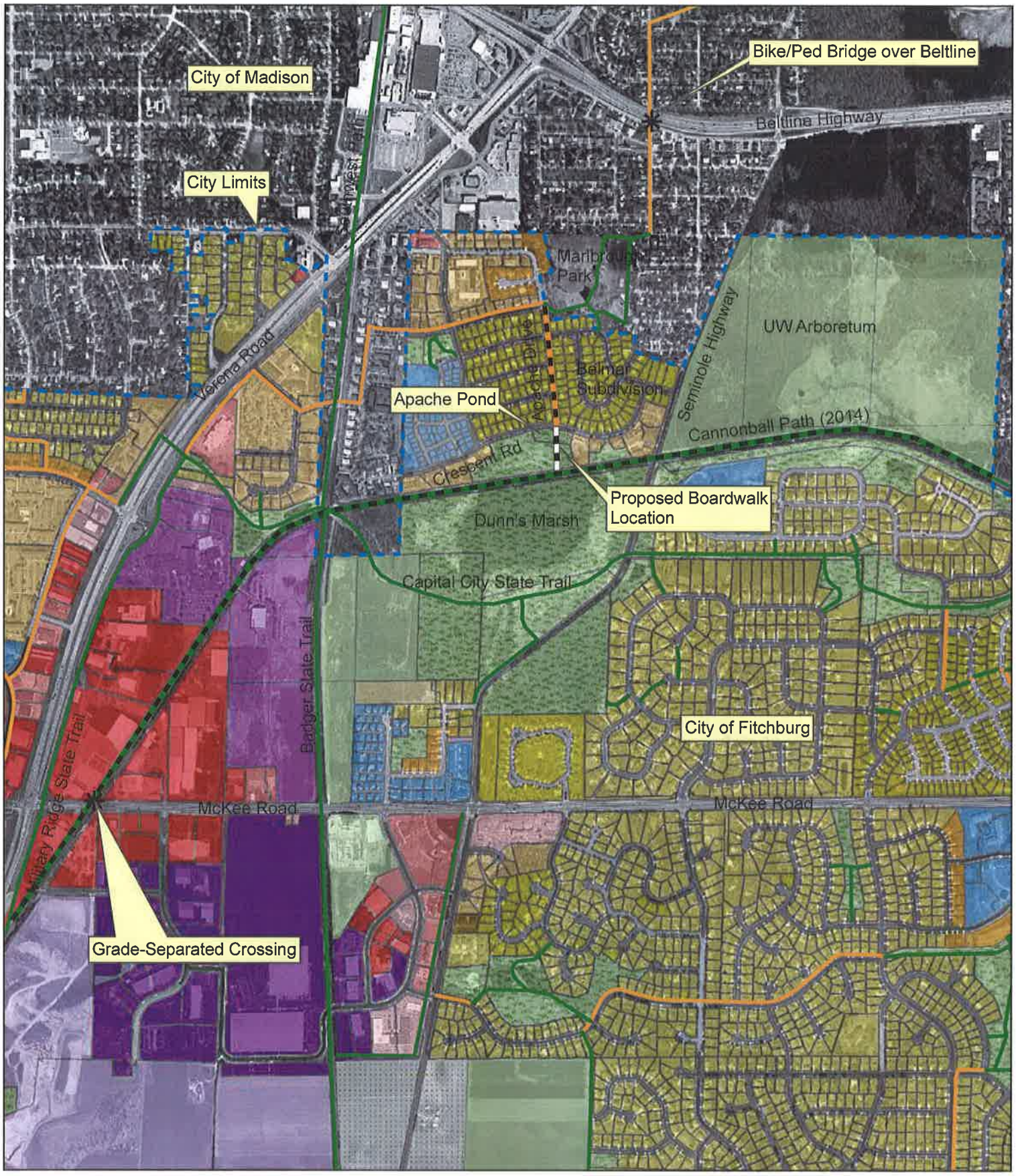
Phase 1: Greenway Court to Capital City Trail, Completed 2011
Phase 2: Capital City Connector to SW Path, Planned 2013
Phase 3: Greenway Court to Fish Hatchery Road, Planned 2013
Phase 4: SW Path to Military Ridge Trail, Planned 2013



Apache Pond Boardwalk Location Map

N

- Paved Bike/Ped Path
- Existing Bike Route
- Proposed Bike/Ped Path
- Proposed Bike Route
- Apache Pond Boardwalk



Levy Increase _____
Levy Decrease ↓$5,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/12/15

Amendment #: 52
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Nine Springs Year-Round Contract Increase by Half

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: #44

Description of Proposed Amendment:

Reduce the increase in the 2016 budget by $5,000 (from $10,000 to $5,000 additional). Previous funding from the city was at $20,000 per year and this would put the 2016 funding at $25,000.

Council Sponsor Notes:

The manager at NSGC has noted additional spending is needed for snow grooming equipment. We have learned of a group that can help design and groom ski trails for free and bring their equipment to use, which could save on expenses and staff time needed for trail grooming. Given that NSGC will have more staff hours as a result of going year-round, but noting that they will see additional revenue from operations, and that the city is planning to build an addition onto the building in the next 2 years, I recommend we increase the funding for NSGC by only $5000 for 2016, thereby taking $5000 off the levy.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-289	Golf Course Maintenance	↓	$5,000
	Subtotal Expenditure Change	↓	**$5,000**
100-4111-000	Property Tax Levy – General Fund	↓	$5,000
	Subtotal Revenue Change	↓	**$5,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry

Memo

To: Common Council

From: Dan Larsen NSGC

Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #52

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below comments:

#1 - **Decrease Nine Springs Year-Round Contract by $5,000**

NSGC would be run as a year-round (previously eight months) contracted service and would increase from $20,000 to $30,000 per year. The contract would be for a five year term and would:

- Allow for investment to improve NSGC grounds
- Allow for investment/improvement of maintenance equipment
- Allow for ample time to foster NSGC as a location for expansion of year-round park opportunities.

The contract would also include language allowing for the transition from contracted service to City-run operations, with agreement from both parties.

The additional $10,000 per year provides opportunities for winter programming efforts (going from 8 month programs to 12 month programs) along with new summer programming options. Please also find the below course improvements that this $10,000 will provide.

- ➢ Potential Program options - Anticipated revenue of $4,000 - $5,000 (rec programs and facility rental)

- Gardening Classes, Fitness Classes, Disc Golf Youth lessons/league, Disc Golf Year round, Golf lessons youth, Walking programs, Facility rentals, Snow showing lessons/availability, X-county skiing lessons/availability, Family sledding, Ice skating, 4th of July Celebration, Winter Carnival, City Benefit Golf events (2), Resident/Non Resident rates, Farmers Markets, MSCR programming partnerships and Branding of NSGC including signage.

- OVER –

Course facility improvements – provided by contractor in partnership with City where applicable.

2016

- Purchase 4 wheeler for winter disc golf tee grooming and x-country ski grooming
- Construct a lean to for winter storage of maintenance equipment
- Purchase and install 9 additional disc golf baskets
- Repair 27 bunkers including (edging and drainage) – in partnership with City
- Sand top dresser equipment purchase
- AC/HVAC updates – in partnership with City

2017

- Clubhouse merchandise update
- Bridge repairs/maintenance – in partnership with City
- Cart path work along 1, 2, 5, and 7 fairways - in partnership with City
- Tee box redo 5,6,7 and 2nd holes- in partnership with City
- North-South connection work (trails, bridges) - in partnership with City
- Disc Golf tee box improvements with recycled rubber surfacing- in partnership with City

2018

- Greens mower
- Bunker rake equipment (Sand Pro) purchase
- Irrigation control updates

2019

- Replace reel systems on mowers
- Net range nets and mats
- Tee-box repairs 1, 3, 4, 8, and 9- in partnership with City

2020

- Begin Green reconstruction

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	44
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	NSGC Contracted Service			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	NSGC would be run as a year-round (previously eight months) contracted service and would increase from $20,000 to $30,000 per year. The contract would be for a five year term and would: • Allow for investment to improve NSGC grounds • Allow for investment/improvement of maintenance equipment • Allow for ample time to foster NSGC as a location for expansion of year-round park opportunities. The contract would also include language allowing for the transition from contracted service to City-run operations, with agreement from both parties.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$10,000	$10,000	$	$
Non Personnel One-Time Costs	$	$	$	$
Total Year One Costs	$10,000	$10,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Endl	Date	8/24/15
Approved by		Date	

Levy Increase ↑$5,050
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 53
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Belmar Park Improvements & Neighborhood Study

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

This proposal is to add improvements in Belmar Park, beginning with a neighborhood study to determine the desire of area residents. It anticipates modest improvements to the park in 2016, affording greater use of the facilities by nearby Fitchburg neighbors, thereby creating a better sense of community.

History: a few years ago neighborhood residents advised against a proposed shelter in the park that was in the CIP, due to neighborhood concerns. That funding was removed rather than being used in other ways in the park to benefit the community.

There have been many discussions since then, including a staff suggestion of sand-volleyball, but no action was taken and there was no determination as to the best use of funding for the park.

Recently the City of Madison has been considering adding parkland to serve the Allied Drive community, which would change the dynamics of the use of Belmar Park.

The Parks Director has suggested a public process to occur before the spring of 2016 for community buy-in for both short and long term improvements, with the likelihood of minor additions, such as a sand-volleyball court and picnic areas in 2016.

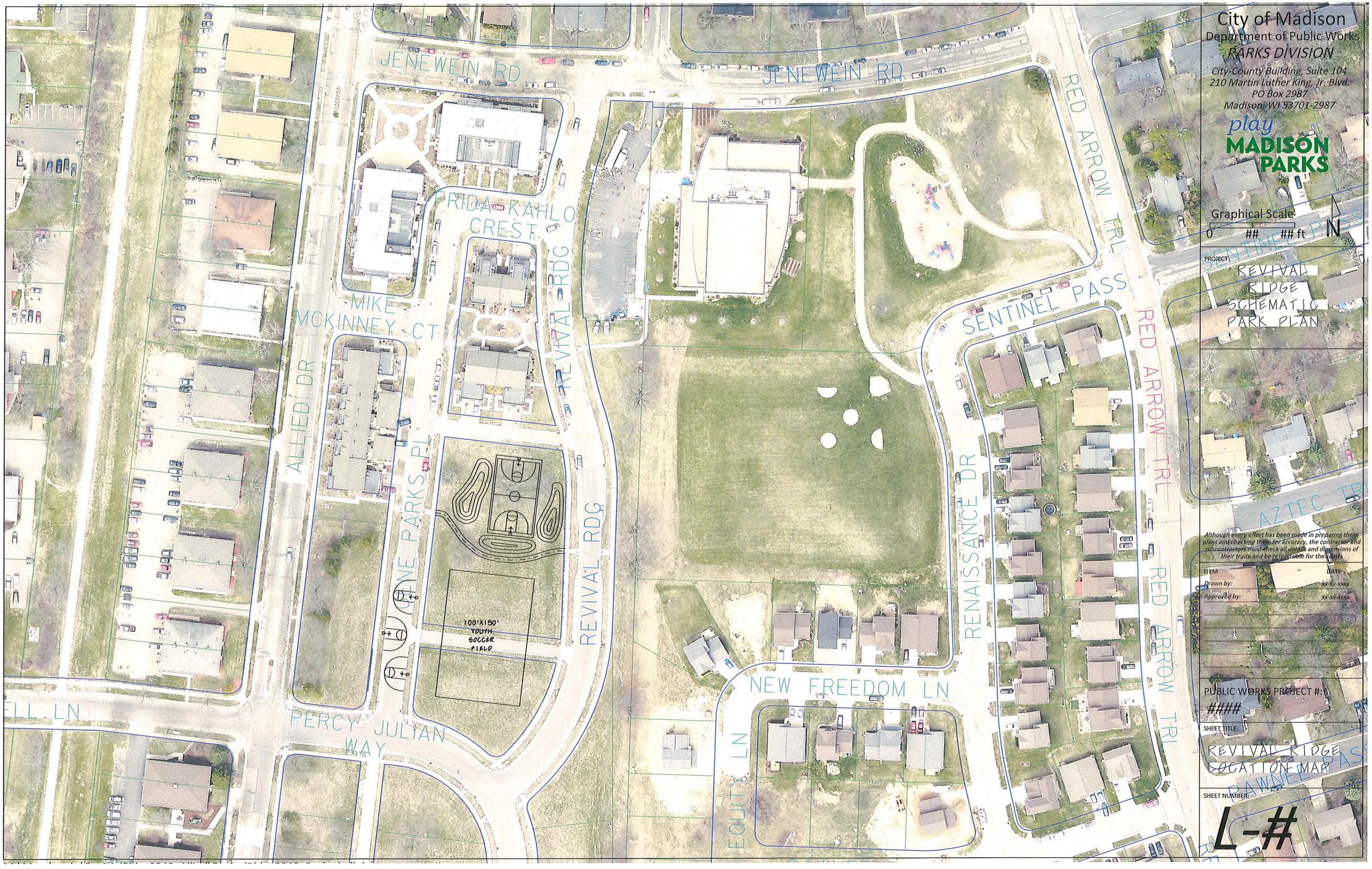
Council Sponsor Notes:

Finance Director's Notes:

Costing below includes estimated cost of copies and publication of the public notice for the public process. Our understanding is that staff would reach-out to the neighborhood for feedback rather than hiring a consultant.

Account #	Account Name	Amount of Amendment	
100-5520-310	Parks – Office Supplies & Postage (public process)	+	$20
100-5520-320	Parks – Publications (public process)	+	30
100-5520-340	Parks – Operating Supplies (park improvements)	+	$5,000
	Subtotal Expenditure Change	**+**	**$5,050**
100-4111-000	Property Tax Levy – General Fund	+	$5,050
	Subtotal Revenue Change	**+**	**$5,050**

COUNCIL ACTION: Approved ☐ Failed ☐



City of Madison
Department of Public Works
PARKS DIVISION
City-County Building, Suite 104
210 Martin Luther King, Jr. Blvd.
PO Box 2987
Madison, WI 53701-2987

play MADISON PARKS

Graphical Scale
0 ## ## ft

N

PROJECT:
REVIVAL RIDGE SCHEMATIC PARK PLAN

Although every effort has been made in preparing these plans and checking them for accuracy, the contractor and subcontractors must check all details and dimensions of their trade and be responsible for the same.

ITEM	DATE
Drawn by:	*xx-xx-xxxx*
Approved by:	*xx-xx-xxxx*

PUBLIC WORKS PROJECT #:
#####

SHEET TITLE:
REVIVAL RIDGE LOCATION MAP

SHEET NUMBER:
L-#

Levy Increase ↑ $3,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 54
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Additional Picnic Tables

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 47

Description of Proposed Amendment:

Any efforts to promote appropriate use of park facilities should be encouraged.

Strong parks make strong communities and the more people that visit parks, the less likelihood of troublesome behavior within parks.

A focus of locating new tables should be within parks in underserved communities in which use of the park is a significant source of community recreation and socialization.

Further, the addition of installed grills should be considered for the convenience of park users.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-355	Parks Equipment Expense	+	$3,000
	Subtotal Expenditure Change	**+**	**$3,000**
100-4111-000	Property Tax Levy – General Fund	+	$3,000
	Subtotal Revenue Change	**+**	**$3,000**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	47
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	Additional Picnic Tables			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	With requests from Neighborhood Associations for tables for their neighborhood events along with more use of McKee Farms Park and other parks additional tables are needed. This will also allow for the replacement of some existing/worn tables.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$5,000	$5,000	$	$
Total Year One Costs	$5,000	$5,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Endl	Date	9/3/15
Approved by		Date	

Levy Increase None
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 55
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add King James Park Privacy Fence

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

The residents at 2925 King James Way have requested a privacy fence be erected along the side of their house, both to provide privacy from park users looking into their home, and to protect their windows from damage from thrown or kicked balls.

Council Sponsor Notes:

Finance Director's Notes:

Per the Parks Director, costs for this project are included in the CIP project so no additional dollars are needed.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑ $7,500
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 56
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Park Signage

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 46

Description of Proposed Amendment:

Return funding for park signs to the 2016 budget. Without a form of identification, it can be unclear what the intended use of a piece of property might be. Especially for new urban parks, like the one on King James Way, we should make it clear to area residents that its intent is as a city park.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-355	Parks Equipment Expense	+	$7,500
	Subtotal Expenditure Change	**+**	**$7,500**
100-4111-000	Property Tax Levy – General Fund	+	$7,500
	Subtotal Revenue Change	**+**	**$7,500**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	46
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	Park Identification Signage for New Parks			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	New Park ID signs are needed for: Pinnacle, King James Way, Syene Road, Gold Addition, and Nobel Woods Parks.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$7,500	$7,500	$	$
Total Year One Costs	$7,500	$7,500	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		If we take ownership of additional parks.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Endl	Date	9/3/15
Approved by		Date	

Levy Increase _____
Levy Decrease ↓ $1,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 57
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Utilities for House on Irish & Fish

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Remove $1,000 allocation for Utilities for the house on Irish Lane and Fish Hatchery. House no longer exists.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-365	Utilities & Telephone	↓	$1,000
	Subtotal Expenditure Change	↓	**$1,000**
100-4111-000	Property Tax Levy – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$1,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑ $20,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 58
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Community Improvement Fund

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

This fund is intended to be patterned after the City of Madison's Emerging Opportunities grant program, which has the intent of addressing issues that impact such concerns as access to affordable housing; services for children, youth, adults, seniors and families; employment and training programs; community engagement and capacity building; and other activities that help improve the quality of life in neighborhoods.

As stated in the Madison program, strong proposals will:

1) Focus on emerging needs or unanticipated opportunities in the City that warrant resources and attention; and
2) Present opportunities to try new or innovative approaches to resolving issues or problems that adversely affect quality of life for city residents; and
3) Demonstrate resident and community interest and engagement in the development of the proposed project.

The fund, administered through CEDA, but not using room tax dollars, will be utilized by organizations within the community that address issues of poverty and inequality in the City of Fitchburg. Proposals will be reviewed and recommendations will be forwarded to the Common Council for final approval.

Council Sponsor Notes:

Finance Director's Notes:

Included below as a part of the Economic Development section of the General Fund based on CEDA's involvement but would create a separate account number to better track. Could also include in account number 100-5190-210 with the contribution to the Boys & Girls Club.

Account #	Account Name	Amount of Amendment	
100-5670-396	Community Grants Awarded	+	$20,000
	Subtotal Expenditure Change	**+**	**$20,000**
100-4111-000	Property Tax Levy – General Fund	+	$20,000
	Subtotal Revenue Change	**+**	**$20,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Emerging Opportunities Program
Fall 2015
Request for Proposals

GUIDELINES

I. PURPOSE

The Emerging Opportunities Program (EOP) was established to support projects and activities that address emerging needs or unanticipated opportunities that arise outside of the Community Development Division's (CDD) multi-year Purchase of Service processes. The EOP was created to allow the City to respond in a more timely manner and seize opportunities as they are presented and most viable. The EOP is also intended for new and promising organizations to receive City financial support, provided they demonstrate broad engagement in the development of the project or activity the organization proposes.

The City of Madison is seeking proposals at this time that address issues of poverty and inequality in the City of Madison. Strong proposals will:

1) Focus on **emerging needs or unanticipated opportunities** in the City that warrant resources and attention at this time; and

2) Present opportunities to try **new or innovative approaches** to resolving issues or problems that adversely affect quality of life for city residents; and

3) Demonstrate **resident and community interest and engagement** in the development of the proposed project.

Preference will be given to new and promising organizations. Proposals should address needs that arise outside the timelines of other established City funding processes. The program's intent is to address issues that fall under the purview of the Community Development Division and impact such concerns as access to affordable housing; services for children, youth, adults, seniors and families; employment and training programs; community engagement and capacity building; and other activities that help improve the quality of life in Madison's neighborhoods.

II. ELIGIBILITY

1. Applicants. Eligibility is limited to non-profit organizations and agencies that have obtained tax exempt status under 26 USC §501(c)(3) or groups that can secure, as fiscal agents, organizations that have obtained such status. Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf. Funds are available to support only those projects that will entirely or primarily benefit the City of Madison or its residents. Only one proposal from each agency or group will be considered within each application opportunity.

2. Activities. Proposals should demonstrate potential impact on an immediate need or a short-term opportunity. Project scopes can be as narrow as a single neighborhood and its residents or as broad as city-wide in focus.

3. Uses. Eligible expenditures include personnel costs, program costs, and space costs. In awarding grants, the City may identify specific uses for allocations. Capital purchases related to purchasing property will not be considered.

4. Organizational and Administrative Obligations. All organizations receiving EOP funding must be in compliance with City of Madison requirements including those pertaining to Madison Living Wage, Non Discrimination and Affirmative Action, and equal benefits protections. Applicants must demonstrate the ability to secure

required insurance coverage including workman's compensation and general liability. If funded, applicants will be required to add the City as an additional insured. Relevant insurance costs should be included in the proposal requests. The failure or inability to comply with these organizational and administrative expectations may disqualify an applicant from participation in this or other City funding processes. For more information please contact CDD staff at 266-6520.

5. Ineligible Programs or Proposals. Services or projects currently funded through the EOP process, or any other City funding, are not eligible to apply for additional or expansion funds for their currently funded programs or projects. However, programs that have contracts that will end by September 31, 2015 are eligible to apply for funds to continue their programs. Only one proposal from each organization will be considered within each application opportunity. Proposals requesting less than $5,000 will not be considered. Additionally, very few proposals over $25,000 have received funding.

III. FUNDS AVAILABILITY

The City's Community Development Division administers these funds. Proposals received in response to this solicitation will be reviewed by City staff and a Conference Committee comprised of members from the City's Community Development Block Grant Committee and Community Services Committee. Funding recommendations from the Conference Committee will be presented to Common Council on November 17, 2015 for final approval. Following approval contracts will be developed and implemented as quickly as possible.

The City anticipates having $100,000 available for this RFP opportunity. Allocations will reflect both the number and the quality of applications received. However, no awards will be made for amounts less than $5,000. In the Spring 2015 EOP process $175,0000 was available for allocation. The City received 36 applications seeking just under $700,000. Sixteen Emerging Opportunities allocations were made ranging from $5,000 to $28,000; the average award was $10,937.

IV. AWARD CRITERIA

City staff will review all proposals and provide preliminary recommendations to the Conference Committee. The Conference Committee will forward its recommendations to the Common Council. Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to staff reviewers or committee members or considered in the evaluation of proposals. Staff reviewer's scores will form the basis for staff recommendations. However, other factors may also be considered, e.g. the distribution of funds and efforts geographically or demographically across the city.

	Criteria	Point Value
1	Extent to which the proposal focuses on an emerging need or unanticipated opportunities and is likely to have a positive impact for low income residents. Proposal warrants City resources and attention at this time.	10
2	Extent to which the applicant organization demonstrates or reports sufficient organizational capacity, experience and/or support to accomplish the proposed program or project.	10
3	Extent to which the proposal reflects a new, unique or innovative approach to addressing needs or challenges confronting the City or its residents.	10
4	Extent to which the proposal demonstrates relevant engagement of residents and community in the proposed project or program	10
5	Applicant is new to CDD funding.	10
6	Extent to which the proposal is complete, well-planned, clearly states its intended results, and proposes a specific benefit to the City.	5

7	Extent to which the proposal's planning or implementation reflects participation by or coordination with appropriate service providers, organizations or resources.	5
8	Extent to which the proposal presents an adequate and detailed budget and demonstrates sufficient planning for any future funding needs.	5
	Total Points available	65

City staff evaluating proposals will not recommend any proposal that does not score over 25 points.

V. REGISTRATION AND APPLICATION WORKSHOPS

All applicants are asked to register their intent to submit an application. This registration will assist in planning for review processes and the application workshop. This registration can still be completed after the scheduled workshop date. Please register by clicking **here** and completing the brief registration form. The workshops will be held on September 9 in room 300 of the Madison Municipal Building, 215 MLK Jr. Blvd. Please sign up for either the morning (9-11 am) or afternoon (1-3 pm) session

VI. CONTRACTING AND REPORTING REQUIREMENTS

All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization, including scope of services, budget and reporting requirements. If funded, applicants will be expected to attend a **mandatory meeting** on contracting and reporting requirements the week of November 17. City purchase of service contracts include requirements regarding non discrimination, consideration of vulnerable populations, Affirmative Action, Living Wage and mandatory insurance coverage. City staff will review the contracting process with funded applicants at the **mandatory meeting**. If you have any questions about these requirements or processes please contact Laura Noel at 266-6563 or lnoel@cityofmadison.com.

VII. APPLICATION

The information and the EOP Proposal Application are available on the **City of Madison Community Development Division Funding Opportunities website.**

Please limit your proposal and responses to the form and space provided. Any materials submitted in addition to the application form provided will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter the form in any way*. Please be concise and respond within the word and character limits provided.

If the applicant is not a 501c(3) organization and will be utilizing a fiscal agent in the performance of the proposed program or project, the Fiscal Agent must complete and submit the Fiscal Agent Commitment form to the EOP applications mailbox, by the designated application due date.

Submit your proposal to EOPapplications@cityofmadison.com

Proposals will not be accepted after 12:00 pm (noon) on Monday, September 28, 2015.

VIII. PRESENTATIONS TO CONFERENCE COMMITTEE

The Community Development Division Conference Committee will review and make funding recommendations to Common Council on these proposals. Applicant agencies have the option of making a 3 minute (or less) presentation on their proposals to the Conference Committee at their scheduled meeting. These presentations are not required in order to be considered for funding.

VIII. TECHNICAL ASSISTANCE

Questions and requests for technical assistance, or questions concerning the program guidelines or proposal form may be directed to the Community Development Division at 266-6520.

Please see directory below for staff and relevant program expertise

Monica Host	Early Childhood and Family Support	mhost@cityofmadison.com	608-267-4995
Mary O'Donnell	Youth Services	modonnell@cityofmadison.com	608-261-9122
Mike Miller	Employment Services	mmiller2@cityofmadison.com	608-266-4916
Nancy Saiz	Crisis Support Services and Access to Services for Basic Needs	nsaiz@cityofmadison.com	608-266-6433
Sue Wallinger	Homeless Support Services	swallinger@cityofmadison.com	608-261-9148
Lorri Wendorf-Corrigan	Neighborhood Centers and Community Engagement	lwendorf-corrigan@cityofmadison.com	608-261-9121
Laura Noel	All Other Services and Overall Process and Application Issues	lnoel@cityofmadison.com	608-266-6563

IX. TIMELINE

A detailed final timeline will be presented at the application workshops on September 9, 2015 and subsequently posted on the CDD funding process website.

August 31, 2015	Proposal form will become available on the CDD Funding Opportunities website.
September 9 9-11am **or** 1-3pm	EOP Application workshops, 215 MLK Jr. Blvd Rm 300 (Madison Municipal Building)
Sept. 28, 2015	Proposal is due at 12:00 pm (noon).
Dates TBD October 21-27	Conference Committee meets to hear presentations and finalize recommendations.
Nov 3, 2015	Conference Committee recommendations are introduced at Common Council meeting. Recommendations for funding and final decisions will be posted on the CDD Funding Opportunities website.
Nov. 17, 2015	Common Council finalizes decisions. Funds will be available as city contracts are completed.
Nov 18, 2015	All applicants notified of Common Council Funding Decisions
TBD	Mandatory Contract Development meeting for all funded proposals

Levy Increase _____
Levy Decrease ↓$19,464
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/12/15

Amendment #: 59
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce New Outreach Librarian from 1 FTE to .75 FTE

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 56

Description of Proposed Amendment:

Make this position 0.75 FTE instead of full-time.

Council Sponsor Notes:

The outreach librarian is an important position that I support. Given that this is a new position and involves some nights and weekends, I would be more comfortable starting it at 0.75 FTE with the option of expanding those hours in future budgets.

Finance Director's Notes:

Assumed a .75 FTE would continue to elect City benefits at the reduced employer contribution. The computer and recruitment costs would remain in necessary in full.

Account #	Account Name	Amount of Amendment	
250-5511-110	Salaries & Wages	↓	$13,224
250-5511-131	FICA	↓	1,012
250-5511-132	WRS	↓	873
250-5511-160	Health Insurance	↓	3,744
250-5511-161	Life Insurance	↓	13
250-5511-162	Disability Insurance	↓	82
250-5511-163	Dental Insurance	↓	295
250-5511-590	Worker's Compensation	↓	33
250-5511-330	Mileage Reimbursement	↓	188
	Subtotal Expenditure Change	↓	**$19,464**
250-4111-000	Property Tax Levy – Library	↓	$19,464
	Subtotal Revenue Change	↓	**$19,464**

COUNCIL ACTION: Approved ☐ Failed ☐

5530 Lacy Rd.
Fitchburg, WI 53711-5318
www.fitchburgwi.gov/library
Phone: 608-729-1760
Fax: 608-729-1767

TO: City Council members
FROM: Wendy Rawson, Library Director
CC: Misty Dodge, Finance Director
DATE: 10-21-15
SUBJECT: Budget Amendment #59- Reducing Outreach Librarian to .75

The library's strategic planning core team did seriously consider starting the position at part time and increasing it to full time in a year. Through a lot of discussion, we identified a number of potential issues, listed below.

First is the candidate pool. For a part time position we'll have fewer qualified candidates overall, and our chances of finding an outgoing person who loves working with all ages, and is comfortable going out into the community will be less.

Second, we worry about schedule flexibility. My expectation for this position is that they will flex their schedule to cover community events as needed. Hiring a part time position makes it far more likely the employee will have other commitments (i.e. another job, school) and will be less flexible.

Third, you can't count on part time staff wanting a full time job, and you can't take a part time job away from someone just because you're ready to make it full time. You can get stuck for years waiting to change a jobs hours through attrition.

We also feel that there is plenty of work for this position as a full time employee, and with a .75 position we would be forced to cut potential services.

For these reasons, we would strongly prefer the job start as a full time position.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	56
Sponsor/Department:	Library			Original (x)	X
Title/subject:	Outreach librarian/volunteer coordinator			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$79,729	$79,729	$	$
Non Personnel Recurring Costs	$1,835	$1,835	$	$
Non Personnel One-Time Costs	$850	$850	$	$
Total Year One Costs	$82,414	$82,414	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Wendy W. Rawson	Date	8-18-15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	56
Position Title	**Outreach Librarian/Volunteer Coordinator**		
Reason or Need	Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.		
Existing Classification		**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	H

FULL TIME EQUIVALENT: Annual Hours		**1 FTE** **2080 hours**		Expected Overtime hours	0	
Estimated Hourly Wage		25.43		Source: Union Contract, Pay Plan, Comparable Community Average	Pay plan	
Benefit Information (✍)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$85**	**$1,000 cell phone**	**$0**	

	Other Related Expense	Description: Mileage reimbursement, acct 330: $750 Position Evaluation, Classification, 100-5143-210: $250 Recruitment Expenses, 100-5143-250: $550	
Vehicles	Will a city vehicle be required for this position?		No
	If so, will this be a new proposal or existing?		-

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by current pay plan, similar librarian positions.

JOB DESCRIPTION
Outreach Librarian/Volunteer Coordinator

Job Title:	Outreach Librarian/Volunteer Coordinator	**Reports To:**	Library Director
Department:	Library	**FLSA Status:**	Exempt
Division:		**EEO Code:**	2 - Professionals
Salary Grade:	TBD	**Employee Group:**	General Employee
Created:	August 2015	**Last Revision:**	August 2015

Position Summary:
Under the direction of the Library Director, the Outreach Services Librarian & Volunteer Coordinator coordinates the library's outreach activities throughout the community. This position also recruits and supervises volunteers for outreach activities and the day-to-day operation of the library. They will work at both the adult services reference desk and the youth services desk approximately 10% of the time.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:
- Serves as the principal contact for community groups interested in outreach services.
- Serves as a designated liaison to local organizations and city departments.
- Plans and implements programs throughout the community.
- Contacts and schedules volunteers to assist at outreach activities.
- Trains and supervises library volunteers.
- Coordinates with library managers to provide appropriate staffing for outreach events as needed.
- Conducts service evaluations and collects use statistics.
- Provides professional-level information services to customers.
- Trains users in the use of technology and information seeking strategies.
- Provides assistance to customers of all ages to meet information and recreational needs.
- Integrates early literacy skills into programming for children.

Additional Duties and Responsibilities:
- Assists in preparation of library marketing materials, including web content.
- Acts as "person-in-charge" in the absence of the department managers.
- Organizes library displays and contributes information for library publicity materials.
- Contacts users via telephone or email as needed.
- Other duties as assigned.

Supervisory Requirements:
- Volunteers

<u>Minimum Qualifications</u>
Education and/or Experience Requirements:
- Master's degree in Library Science or Information Science from an American Library Association accredited institution or related field required.

- Experience in a public library preferred.
- Spanish fluency highly desirable.

Certifications:

- Valid Wisconsin Driver's license required during course of employment.

Necessary Knowledge Skills and Abilities:

- Ability to analyze and effectively synthesize information and present findings.
- Ability to use standard library technology including online reference sources and social networking tools.
- Ability to effectively communicate and foster positive relationships with library users, volunteers, the community, and coworkers.
- Fully understand library policies and procedures.
- Ability to seek information in all areas and multiple formats for library users.
- Able to travel to meetings outside the library.
- Excellent organizational skills.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used

Personal computer, including word processing, database, and spreadsheet software; phone; copy machine; fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift up to 30 pounds and push or pull a cart weighing up to 150 pounds or more. Must be able to bend, stoop, lift, or stand for prolonged periods of time. Must be able to use a computer for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Levy Increase _____
Levy Decrease ↓$40,240
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 60
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start New Outreach Librarian as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 56

Description of Proposed Amendment:

Start the position after July 1, 2016 so as to save half a year in costs.

Council Sponsor Notes:

Finance Director's Notes:

Recruitment costs and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
250-5511-110	Salaries & Wages	↓	$26,447
250-5511-131	FICA	↓	2,023
250-5511-132	WRS	↓	1,746
250-5511-160	Health Insurance	↓	8,808
250-5511-161	Life Insurance	↓	25
250-5511-162	Disability Insurance	↓	164
250-5511-163	Dental Insurance	↓	586
250-5511-590	Worker's Compensation	↓	66
250-5511-330	Mileage Reimbursement	↓	375
	Subtotal Expenditure Change	↓	**$40,240**
250-4111-000	Property Tax Levy – Library Fund	↓	$40,240
	Subtotal Revenue Change	↓	**$40,240**

COUNCIL ACTION: Approved ☐ Failed ☐

5530 Lacy Rd.
Fitchburg, WI 53711-5318
www.fitchburgwi.gov/library
Phone: 608-729-1760
Fax: 608-729-1767

TO: City Council members
FROM: Wendy Rawson, Library Director
CC: Misty Dodge, Finance Director
DATE: 10-21-15
SUBJECT: Budget Amendment #60- Starting Outreach Librarian 7-1-16

We would like to start this position in early spring to help with our Summer Reading Program (SRP). This is our biggest program of the year, and it will start in mid-June, 2016. We would like to have the Outreach Librarian hired and trained before that time so they can publicize the program with parts of the community that may not have the opportunity to participate otherwise. I envision them making weekly visits to areas such as Nine Springs Golf Course, the Leopold summer program, and/or Fire Station #2 where kids can update their reading records and collect prizes.

Levy Increase _____
Levy Decrease ↓$30,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 61
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Amend CIP Project #1030 Logo Implementation and Wayfinding

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to amend CIP Project #1030 Logo Implementation and Wayfinding to reduce the 2016 budget by $30,000.

Council Sponsor Notes:

Keep the 2016 amount at the same level as 2017 through 2020.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
400-5711-030	Logo Implementation & Wayfinding	↓	$30,000
	Subtotal Expenditure Change	↓	**$30,000**
400-4111-030	Capital Tax Levy – Logo Implementation & Wayfinding	↓	$30,000
	Subtotal Revenue Change	↓	**$30,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Michael Zimmerman | E.D. Director
City Hall, 5520 Lacy Road, Fitchburg, Wisconsin 53711
Ph: 608.270.4245 | Fx: 608.270.4212 | fitchburgwi.gov

Date: October 20, 2015
To: Mayor Arnold and Common Council
From: Michael Zimmerman
Subject: Budget Amendment CIP Project #1030 Amendment #39

In the 2016-2020 CIP, the funding request was increased as we work on implementing the Civic Campus wayfinding signage. The additional funds requested in 2016 would be used to add monument signs that will flank the south entrance to the campus (drive off of Lacy Road) and the west side of the campus (Research Park Drive). We have had several requests by residents and visitors to provide better signage on the campus. In 2015, we started implementing a Civic Campus Wayfinding strategy by hiring a sign company to fabricate and install lettering on each of the Civic Campus Buildings. The fabrication is underway with installation estimated to be the second week of November.

The Wisconsin State Budget included hotel room tax statute language that could change how Fitchburg currently allocates those revenues. The new legislation requires that the municipality forward the portion of room tax revenues required to be spent on tourism promotion and development (70%) to a local Tourism Commission. Because similar hotel room tax language changes have been proposed in the last couple of legislative sessions we planned for this possibility. As part of Forward Fitchburg, our Fitchburg Chamber significantly enhanced their capacity to serve as our local Visitor Bureau. This included rebranding their organization to the Fitchburg Chamber Visitor Business Bureau. Once we have a clearer understanding of the new hotel room tax language, the City may need to look at the allocation of the room tax dollars between the Fitchburg Chamber Visitor Business Bureau and the Fitchburg Community and Economic Development Authority (CEDA) and possible changes to Fitchburg's hotel room tax ordinance. Currently, streetscape enhancements like banners and snowflakes were funded via hotel room tax. With a potential reallocation of hotel room tax dollars, we are not sure if we will have the resources to fund replacement and expansion of those items in the future.

In preparation for this law change, CIP #1030 was requested to provide a source of funds for these types of items. We still have several large items that need to be completed such as campus monument signs, additional Welcome to Fitchburg signs, potentially civic campus directional, locational signage throughout the City, banner and snowflake maintenance and replacement along with dollars for marketing the City that were previously funded through room tax.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # **1030**

Project Name **Logo Implementation and Wayfinding**

Department General Government
Contact City Administrator
Type Equipment
Useful Life 5 yrs
Category General Equipment
Priority 5 Future Consideration
Status Active
Total Project Cost: **$180,000**

Description

Funding for updates to current monument signs, additional monument signs at Civic Campus, wayfinding throughout the City, snowflake and banner replacement and possible expansion to new developments, supplies for banners and snowflakes and additional cost of branding of items as needed.

Amended in 2015 to increase costs as follows:
2016: $10,000 to $60,000
2017-2020: new costs

Justification

Implementation of logo is an important component of the Forward Fitchburg, marketing and economic development strategic plan completed by the City and the Fitchburg Chamber Visitor and Business Bureau. As usage increases in the many state bike paths and other corridors throughout the City, it is important to provide a uniform signage system that will continue to identify the City as an important destination. Signs would provide directions for City Campus trail users and historical landmarks. As we replace vehicles, the new logo will begin to be more prominent.

Expenditures	2016	2017	2018	2019	2020	Total
Other	60,000	30,000	30,000	30,000	30,000	180,000
Total	**60,000**	**30,000**	**30,000**	**30,000**	**30,000**	**180,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	60,000	30,000	30,000	30,000	30,000	180,000
Total	**60,000**	**30,000**	**30,000**	**30,000**	**30,000**	**180,000**

Budget Impact/Other

Fitchburg

Exterior Sign Program

Directional Signage

DOUBLE-FACED, INTERNALLY ILLUMINATED MONUMENT SIGN – ILLUMINATED WITH WHITE LEDS

TOP OF CABINET TO HAVE WHITE PUSH THROUGH LETTER WITH DARK BROWN TRANSLUCENT VINYL

CABINET PAINTED BEIGE WITH TEXCOAT AND DARK BROWN

BOTTOM OF CABINET TO HAVE ROUTED OUT LETTERS BACKED WITH BEIGE TRANSLUCENT VINYL

FLAT CUT ALUMINUM ADDRESS NUMBERS AND FITCHBURG LOGOS PAINTED DARK BROWN

SIGN BASE AND VERTICAL PILLAR TO BE BRICK TO MATCH EXISTING BUILDING

TOP CAP TO BE FOLDED ALUMINUM PAINTED DARK BROWN

Levy Increase _____
Levy Decrease ↓$43,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 62
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce CIP Project #6302 (City Campus Bldg Sys Replace) by $43,000

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to reduce CIP project #6302 (City Campus Building Systems Replacement) in the amount of $43,000 and keep the level of expenditures at the same $75,000 per year as 2017-2020.

Council Sponsor Notes:

The City is in the process of creating an ad hoc committee to determine the feasibility of a new campus expansion. So, I would not invest in unnecessary expenses on the Campus until we have a better idea of the future of that building.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
400-5716-302	City Campus Building Systems Replacement	↓	$43,000
	Subtotal Expenditure Change	↓	**$43,000**
400-4116-302	Property Tax Levy – Capital Projects Fund – City Campus Building Systems Replacement	↓	$43,000
	Subtotal Revenue Change	↓	**$43,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	City Campus Building Services Replacements

This memo is in response to the amendments that have been proposed for CIP project #6302

Amendment from Alder Arata Fratta

The CIP included $118,000 for building systems maintenance in year 2016. The projects listed for 2016 included repairs to the roof/gutters/soffits/air conditioning/parking lot striping and entry door to the community center.

These repairs are all to the City Hall building and are independent of the use of City Hall. These are maintenance activities that are needed. These repairs are very necessary to protect one of the City's largest assets.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 6302

Project Name City Campus Building Systems Replacement

Department Public Works - B&G
Contact Director of Public Works
Type Improvement
Useful Life 10 years
Category Facilities Projects
Priority 2 Very Important
Status Active
Total Project Cost: **$668,000**

Description

This fund was created in 2006 to plan for the replacements of building systems and to set aside funds on an annual basis for system replacements . As the City campus buildings continue to age, it is necessary to plan for replacement of large scale projects.

2016 Repairs to gutters/roof repairs/soffits/ac compressor/parking lot striping; replace front entry door into Community Center
2017 Replace carpet and paint 1st floor City Hall
2018 Replace carpet and paint 2nd floor City Hall
2019 Replace carpet and paint 3rd floor City Hall
2020 Restripe Parking Lot
2020 Oak Hall Room flooring ($250,000)

* Note - This schedule can be altered if necessary and does not include unexpected repairs needed to the buildings that would also be included in this project.

2015 Update: Add Community Center exterior door to 2016 ($18,000); increase 2017 - 2020 from $50,000 to $75,000

Justification

The City Hall building is 18 years old and the exterior has not been re-stained. All wood exterior surfaces need to be resealed and gutters need to be added in some areas to redirect water away from building.

Not all mechanicals were updated with the addition to the Community Center.

Replacement of the front doors will make the building more secure. The doors are no longer weather-tight and will help keep a more consistent temperature in the Community Center corridor.

Expenditures	2016	2017	2018	2019	2020	Total
Maint of Existing Facilities (non-hwy, non-util)	118,000	75,000	75,000	75,000	325,000	668,000
Total	**118,000**	**75,000**	**75,000**	**75,000**	**325,000**	**668,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Borrowing (non-util, GO debt)					250,000	250,000
Capital Project Levy	118,000	75,000	75,000	75,000	75,000	418,000
Total	**118,000**	**75,000**	**75,000**	**75,000**	**325,000**	**668,000**

Budget Impact/Other

Levy Increase _____
Levy Decrease ↓$27,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 63
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Defer CIP Project #2136 (Police Fleet Vehicle Replacement #64)

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to remove from the 2016 budget the purchase of Police Fleet Vehicle #64 in CIP project #2136 for $27,000 and defer the purchase to 2017. I also propose to defer the purchase of police fleet vehicle replacements #65, #67 and #69 to 2018 and 2019 respectively. We should keep buying one vehicle per year. Police is getting a replacement crime scene vehicle in 2016.

Council Sponsor Notes:

Finance Director's Notes:

This vehicle is included in the Mayor's proposed budget as funded by expenditure restraint program (ERP) funds. If this project is deferred, I included in the costing below a shift in the ERP funds to further support CIP project #1012 (IT Upgrade and Replacement), which is currently shown as funded by both ERP and property tax levy. This shift will effectively lower the tax levy by the amount of this proposal, as intended by the amendment.

Account #	Account Name	Amount of Amendment	
400-5722-136	Police Fleet Vehicle #64	↓	$29,000
	Subtotal Expenditure Change	↓	**$29,000**
400-4362-136	Expenditure Restraint Funds – PD Fleet Vehicle #64	↓	$27,000
400-4882-136	Sale of Fixed Asset – PD Fleet Vehicle #64	↓	2,000
400-4361-012	Expenditure Restraint Funds – IT Upgrade and Replace	+	$27,000
400-4111-012	Capital Projects Fund Tax Levy – IT Upgrade and Replace	↓	$27,000
	Subtotal Revenue Change	↓	**$29,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 2136

Project Name Fleet Vehicle Replacement #64

Department Police Department
Contact Police Chief
Type Equipment
Useful Life 10 yrs
Category Equipment Replace/ Resurface
Priority 2 Very Important
Status Active
Total Project Cost: $29,000

Description

Replacing our multi-use fleet vehicle (#64), which is currently a 2006 Ford Taurus. VIN: 1FAFP53U26A247434

Justification

This vehicle will be 10 years old in 2016. Current mileage is 59,971, with an estimated trade-in mileage of 67,467. Concerns for rust and increase of mechanical problems.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings (non-hwy, non-util)	29,000					29,000
Total	**29,000**					**29,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	27,000					27,000
Sale/Trade In (non-hwy, non-util)	2,000					2,000
Total	**29,000**					**29,000**

Budget Impact/Other

Levy Increase _____
Levy Decrease ↓$145,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 64
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Purchase of Replacement Plow Truck from CIP Project #3101

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to amend CIP project #3101 (Public Works Equipment Replacement) to defer replacement of a plow truck from 2016 to 2017. There are no other plows planned for replacement in 2017. I will keep the new (add to fleet) plow in 2016 that is currently funded by borrowing. This truck is needed to address our additional maintenance responsibilities. There will be 10 plow trucks in service after the new truck is purchased. The trucks have about a 12 year life. This would work out to about one plow truck per year. In years where an additional truck is needed to add to the fleet due to growth, the City likely can plan for that to occur in the years where a replacement is not needed so that it can be funded by levy (not borrowing) in future. This approach is positive financial planning from my perspective.

Council Sponsor Notes:

Overall funding level considerations:

1) Adopted CIP includes a large drop from 2016 to 2017 for tax levy funding.
2) 2017 will continue to have expenditure restraint funds applied (based on 2015 budget qualifying for program).
3) 2018 CIP may not have expenditure restraint funding so we will need to be cautious about pushing projects to that year. If the 2016 budget does not qualify, during the 2017-2021 CIP I believe we should discuss accelerating projects from 2018 to 2017 to level-out our capital funding and avoid large swings.
4) Consider accelerating one of the two plows scheduled for replacement in 2020 to 2019 to keep on the 1 per year schedule.

Finance Director's Notes:

This vehicle is included in the Mayor's proposed budget as funded by expenditure restraint program (ERP) funds. If this project is deferred, I included in the costing below a shift in the ERP funds to support the projects listed below which are currently shown as funded by both property tax levy. This shift will effectively lower the tax levy by the amount of this proposal, as intended by the amendment.

Note: Depending on the status of the police vehicle #64 delay amendment, the CIP project #1012 (IT Upgrade and Replacement) may need to be or could be revised. Also included other projects that could reasonably be funded by ERP funding instead of levy.

Account #	Account Name	Amount of Amendment	
400-5733-101	Public Works Equipment Replacement	↓	$160,000
	Subtotal Expenditure Change	↓	**$160,000**
400-4363-101	ERP – Public Works Vehicles	↓	$145,000
400-4883-101	Sale of Fixed Asset – Public Works Vehicle/Equipment	↓	15,000
400-4361-036	ERP – Timekeeping	+	50,000
400-4111-036	Capital Tax Levy – Timekeeping	↓	50,000
400-4362-124	ERP – PD Interview Recording Equipment	+	15,000
400-4112-124	Capital Tax Levy – PD Interview Recording Equipment	↓	15,000

400-4362-126	ERP – PD Electronic Control Devices (ECD)	+	19,500
400-4112-126	Capital Tax Levy – PD Electronic Control Devices (ECD)	↓	19,500
400-4362-258	ERP – Fire Flame Sim Training Program	+	13,800
400-4112-258	Capital Tax Levy – Fire Flame Sim Training Program	↓	13,800
400-4363-428	ERP – Bicycle & Pedestrian Plan Update	+	15,000
400-4113-428	Capital Tax Levy – Bicycle & Pedestrian Plan Update	↓	15,000
400-4364-630	ERP – Verona Road Coalition Contribution	+	25,000
400-4114-630	Capital Tax Levy – Verona Road Coalition Contribution	↓	25,000
400-4361-012	ERP – Information Technology Upgrade & Replace	+	6,700
400-4111-012	Capital Tax Levy – IT Upgrade & Replace	↓	6,700
400-4362-302	ERP – EMS Vehicle Replacement	+	
400-4112-302	Capital Tax Levy – EMS Vehicle Replacement	↓	
400-4366-261	ERP – Nine Springs Golf Course	+	
400-4116-261	Capital Tax Levy – Nine Springs Golf Course	↓	
	Subtotal Revenue Change	↓	**$160,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 3101

Project Name Public Works Equipment Replace

Department Public Works - General
Contact Director of Public Works
Type Equipment
Useful Life varies
Category Equipment Replace/ Resurface
Priority 2 Very Important
Status Active
Total Project Cost: $2,564,000

Description

The Public Works Department follows a replacement schedule that allows a yearly budget amount for replacement of street and parks operations equipment. Utility operations equipment replacement follows a similar schedule, but not an even amount due to the limited amount of equipment. This replacement schedule was started in 1996 for streets. Originally, $145,000 a year was budgeted for street operations equipment. The dollar amount needs to be increased to keep up with the replacement schedule and increased equipment costs. Plow trucks have increased in cost over $45,000 in the last 5 years. This CIP item now includes parks equipment to reflect the joint operations (formerly Project 6210). An additional plowtruck is scheduled beyond the annual amount in 2016. This truck is needed to accommodate the plowing of McKee Road and other newer developed roads such as Orchard Pointe and Uptown that have divided 4 lane roadways.

2015 Update: projects updated and new items added - see supporting spreadsheet for details.

Justification

It is important that a yearly replacement plan is followed to avoid having large future fiscal impacts because of replacement backlogs. This reduces the maintenance and repair account funds needed on a yearly basis. By having the necessary equipment, we are able to respond with our own crews to snowstorm events, repair water main breaks faster and eliminate the need to call in outside resources.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings (non-hwy, non-util)	116,000	90,500	85,000	104,000	82,500	478,000
Equip/Vehicles/Furnishings (highway)	444,000	270,000	237,000	375,000	601,000	1,927,000
Equip/Vehicles/Furnishings (water/sewer utilities)	55,000	0	30,000	0	14,000	99,000
Equip/Vehicles/Furnishings (stormwater utility)	25,000	0	0	25,000	10,000	60,000
Total	**640,000**	**360,500**	**352,000**	**504,000**	**707,500**	**2,564,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Borrowing (non-util, GO debt)	160,000	180,000	0	0	0	340,000
Capital Project Levy	363,000	149,500	280,000	421,900	594,000	1,808,400
Sale/Trade In (hwy)	27,000	25,000	37,000	37,000	83,500	209,500
Sale/Trade In (non-hwy, non-util)	10,000	6,000	5,000	20,100	6,000	47,100
Utility - Rates (stormwater)	23,000	0	0	25,000	9,500	57,500
Utility - Rates (water & sewer)	50,500	0	27,500	0	13,000	91,000
Utility - Sale/Trade In (storm)	2,000	0	0	0	500	2,500
Utility - Sale/Trade In (W&S)	4,500	0	2,500	0	1,000	8,000
Total	**640,000**	**360,500**	**352,000**	**504,000**	**707,500**	**2,564,000**

Budget Impact/Other

2015 Public Works Equipment Inventory- Engineering & Streets

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST	Vehicle Type
	ENGINEERING DIVISION										
1	Utility Vehicle 4X4	Jeep	Cherokee	2013	2012	Rotation 1	$20,000		$26,000		
3	1/2 Ton Pickup Truck extended cab	Chev.	Colorado	2012	2012	2024	$15,000		$25,000		
4	3/4 Ton Pickup Truck	GMC	2500	2002	2002	2020	$2,000	$1,000	$45,000	$44,000	
	STREET DIVISION										
	Light Duty Trucks										
10	1 Ton Truck w/platform & dump box	Ford	F450	2004	2004	2016	$15,000	$5,000	$55,000	$50,000	
11	3/4 Ton Pickup Truck	GMC	2500	2011	2011	2021	$10,000		$30,000		
12	3/4 Ton Pickup Truck	GMC	2500	2008	2008	Rotation	$5,000		$30,000		
13	1 Ton Truck w/platform & dump box	Ford	F550	2012	2012	2026	$35,000		$55,000		
	Heavy Duty Trucks										
15	Aerial Basket-38' reach	GMC	3500	1999	1999	2017	$8,000	$5,000	$70,000	$65,000	
16	17 Yard dump truck	International	7600	2008	2011	2030	$65,000		$125,000		U
17	Aerial Basket-75' reach	GMC	C8500	2000	2011	2019	$45,000	$25,000	$175,000	$150,000	U
NEW	Tandem Plow Truck	International	7400	2015	2016	2028			$170,000	$170,000	
	Plow Trucks										
20	Plow Truck	International	7400	2009	2008	2020	$50,000	$25,000	$166,000	$141,000	
21	Plow Truck	International	7400	2014	2013	2024	$130,000		$175,000		
22	Plow Truck	International	Diamond	2004	2003	2015	$20,000	$15,000	$150,000	$135,000	
25	Plow Truck	International	7400	2010	2009	2021	$60,000		$166,000		
24	Plow Truck	International	7400	2011	2010	2022	$75,000		$170,000		
28	Plow Truck	International	7400	2008	2008	2020	$40,000	$25,000	$166,000	$141,000	
26	Plow Truck	International	Diamond	2006	2006	2018	$30,000	$15,000	$165,000	$150,000	
23	Plow Truck	International	Diamond	2004	2004	2016	$20,000	$15,000	$160,000	$145,000	
27	Plow Truck	International	Diamond	2002	2002	Rotation	$10,000	$10,000	$150,000	$140,000	
29	Pretreater	International	7400	2003	2000	2014	$25,000	$25,000			
NEW	New plow truck				2016				$160,000	$160,000	
30	**Heavy Equipment**										
31	Tractor Crawler	John Deere	450B	1970	1983	2020	$5,000	$2,000	$40,000	$38,000	U
33	Loader	Case	821F	2013	2013	2026	$175,000		$200,000		
34	4 Wheel Drive Excavator	Volvo	EW 180B	2005	2005	2020	$50,000	$30,000	$180,000	$150,000	
35	Skidsteer Loader	Case	1840	2005	2005	2016	$5,000	$5,000	$20,000	$15,000	
36	Road Grader (W/Wing&Plow)	John Deere	772 BH	1989	1989	2017	$30,000	$20,000	$200,000	$180,000	
37	Tractor plow				2019	2019		$0	$25,000	$25,000	
40	**Rollers & Tractors**										
42	Roller	Wacker		1996	1996	unknown	$5,000		$10,000		U
43	Tractor	Farmall	75C	2012	2012	2024	$20,000		$30,000		
44	Tractor and broom	Farmall	75C	2012	2012	2024	$20,000		$40,000		
45	Tractor	John Deere	6430	2008	2011	2030	$40,000		$60,000		U
46	Tractor	Case IH	125	2009	2009	2019	$45,000	$10,000	$60,000	$50,000	
48	Tractor Loader Backhoe w/cab	Caterpillar	426C	1997	1999	2018	$25,000	$20,000	$65,000	$45,000	U
50	**Attachments**										
50	Mower	Alamo Tiger	Side Arm	2011	2011	2030	$20,000		$60,000		
51	Mower	Landpride	6 foot	2013	2013	2019	$4,000	$250	$5,000	$4,750	
52	Mower	Landpride	6 foot	2013	2013	2019	$4,000	$250	$5,000	$4,750	
52a	Mower	Landpride	10 foot	2013	2013	2019	$11,000	$500	$10,000	$9,500	
53	Pre-treater	Varitech	4L300-TFK-6V	2011	2011	2021	$5,000		$8,000		
54	Brush Chipper	Vermeer	BC 1400	2002	2002	2015	$10,000	$5,000	$50,000	$45,000	
55	Machine Shouldering	Wausau	SM2	1967	1967	2016	$3,000	$2,000	$25,000	$23,000	U
56	Front End Loader w/front grapple	Westendorff	TA29	2011	2011	2030	$12,000		$14,000		
57	Trailer-12 Ton	Miller		1979	1983	2019	$3,000	$1,000	$10,000	$9,000	
58	Trailer-Sign trailer	Gator		2004	2004	2020	$2,500	$500	$4,000	$3,500	
59	Trailer Skidsteer	Olympic	14	2009	2009	unknown	$5,000		$5,000		
	Accessory Equipment										
60	Indoor sweeper	Advance	Captor	2008	2008	2020	$25,000		$50,000		
60a	Indoor sweeper	American Lincoln	114 ES	1999	1999	unknown	$500		$15,500		
61	Air Compressor	Ingersoll Rand		1996	1996	unknown	$5,000		$10,000		U
62	Card & Roll system for pumps		K800	1992	1992	unknown	$1,000		$7,000		
63	Diesel Pump	Gil Barco	625-5	1992	1992	unknown	$500		$5,500		
64	Gas Pump (double)	Gil Barco	655-1	1992	1992	unknown	$500		$5,500		
65	Steamer	M1-T-M Corp.		1990	1990	unknown	$1,000		$8,000		
66	Striper			2007	2007	2018	$4,000	$2,000	$7,000	$5,000	
67	Sign Board #1	SMC	mini 4000	2014	2014	unknown	$11,500				
68	Sign Board #2	SMC	mini 4000	2014	2014	unknown	$11,500				
69	Snow Blower				2019	2019	$0	$0	$60,000	$60,000	
	Forklift				2021				$15,000		
70	Mini Backhoe				2019	2019	$0	$0	$25,000	$25,000	
NEW	Sign Board #3	SMC	mini 4000		2016	2016	$12,000	$0	$12,000	$12,000	
NEW	Sign Board #4	SMC	mini 4000		2016	2016	$12,000	$0	$12,000	$12,000	
	STREET TOTALS						**$1,264,000**		**$3,828,500**		

		Trade value	Cost	Net
Total forStreets	2016	$27,000	$444,000	$417,000
	2017	$25,000	$270,000	$245,000
	2018	$37,000	$237,000	$200,000
	2019	$37,000	$375,000	$338,000
	2020	$83,500	$601,000	$517,500
Total				**$1,717,500**

****U stands for equipment purchased used. 1. Vehicle rotates into the Rec Vehicle Rotation**

2015 Public Works Equipment Inventory-Utility

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	UTILITY DIVISION									
	Heavy Duty Trucks									
101	Sewer Vacuum Cleaner	International	2554	2000	2000	2015	$25,000	$25,000	$310,000	$285,000
120	**Light Duty Trucks**									
120	3/4 Ton Pickup Truck w/utility box	Ford	F350	2004	2004	2015	$2,500	$4,000	$30,000	$26,000
121	3/4 Ton Pickup Truck w/utility box	GMC	2500	2008	2008	2018	$8,000	$2,500	$30,000	$27,500
122	3/4 Ton 4X4 Pickup Truck	GMC	2500	2005	2005	rotation	$5,000		$30,000	
123	3/4 Ton Pickup Truck w/utility box	GMC	Sierra	2002	2002	2016	$2,000	$2,500	$30,000	$27,500
124	3/4 Ton Pickup Truck w/utility box	Chev	Silverado	2012	2012	2024	$15,000		$30,000	
125	1/2Ton Pickup Truck	Dodge	Dakota	2003	2003	2016	$4,000	$2,000	$25,000	$23,000
160	**Accessories**									
161	Portable Welder	Miller	40	1976	1976	unknown	$2,000		$5,000	
163	Generator Inland Diesel	Kohler	300RZDD1	1992	1992	Unknown	$8,000		$40,000	
	Trench box trailer	unknown	7'x12'	1986		unknown	$500		$1,500	
	Water main break trailer	Olympic	8'x14'	2006	2006	unknown	$2,500		$2,500	
	Mower Trailer	Olympic	7'x13'	2005	2005	unknown	$1,500		$2,000	
164	Valve Exerciser	TBD			2013		$25,000		$25,000	
	Scag Mower	Scag	SSV-52	1995	1995	2015	$500	$500	$8,000	$7,500
	Tar Kettle	Seal Master	CP-60	2012	2012	2020	$11,000	$1,000	$14,000	$13,000
	UTILITY TOTALS						**$112,500**		**$583,000**	

		Trade value	Cost	Net
Total for Utility	2016	$4,500	$55,000	$50,500
	2017	$0	$0	$0
	2018	$2,500	$30,000	$27,500
	2019	$0	$0	$0
	2020	$1,000	$14,000	$13,000
				$78,000

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	STORMWATER UTILITY DIVISION									
	Accessory Equipment									
	Hydroseeder	Doolittle		2004	2004	2020	$5,000	$500	$10,000	$9,500
14	Street Sweeper	Schwarze	A7000	2008	2008	2015	$50,000	$20,000	$200,000	$180,000
NEW	Mini Backhoe				2019				$25,000	$25,000
2	1/2 Ton Pickup	Dodge	Dakota	2002	2002	2016	$5,000	$2,000	$25,000	$23,000
	STORMWATER UTILITY TOTALS						**$60,000**		**$260,000**	

		Trade value	Cost	Net
Total for Stormwater utility	2016	$2,000	$25,000	$23,000
	2017	$0	$0	$0
	2018	$0	$0	$0
	2019	$0	$25,000	$25,000
	2020	$500	$10,000	$9,500
				$57,500

2015 Public Works Equipment Inventory-Parks

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	Parks Division									
	Vehicles									
250	Forestry 4X4	Dodge	Dakota	2002	2002	2016	$5,000	$2,000	$30,000	$28,000
251	1 ton Pick-up with plow	Ford	F-350	2015	2014	2014	$30,000		$35,000	
252	1 ton dump with plow	Ford	F-350	2008	2008	2020	$15,000	$4,000	$55,000	$51,000
253	Jeep 4x4 with plow	Jeep	Wrangler	2003	2003	2015	$5,000	$2,000	$30,000	$28,000
254	3/4 Ton with plow	GMC	2500	2004	2004	2017	$10,000	$2,000	$35,000	$33,000
255	1 ton with dump box w/plow	GMC	3500	1997	1997	2015	$3,000	$2,500	$55,000	$52,500
256	1 Ton with plow	GMC	3500	2011	2011	2021	$20,000		$30,000	
256	1ton Flat Bed with plow	Ford	F-350	2015	2014	2014	$44,000		$45,000	
257	1 ton dump with chipper box	Ford	F-350	1999	1999	2018	$8,000	$5,000	$55,000	$50,000
258	1/2 Ton Silverado	Chevy	1500	2000	2000	Rotation	$2,000			
259	4/4 SUV	Ford	Explorer	2003	2003	Rotation	$5,000		$0	
	Trailers									
260	Double D Trailer	Double D		2000	2000	unknown	$2,000		$4,000	
261	Double D Trailer	Double D		2001	2001	unknown	$2,000		$5,000	
262	Double D Trailer	Double D		2009	2009	unknown	$1,500		$2,500	
	Mowers									
270	6' Zero Turn	Toro	Z master	2003	2003	2014	$2,000	$1,000	$10,000	$9,000
271	6' Mower w/cab	John Deere	1435	2006	2006	2016	$5,000	$3,000	$33,000	$30,000
272	6' Mower w/cab	John Deere	1445	2008	2008	2016	$15,000	$5,000	$33,000	$28,000
273	16' wing mowers	Toro	Groundsmaster	2013	2013	2023	$80,000		$100,000	
274	16' wing mowers	Toro	Groundsmaster	2009	2009	2019	$50,000	$20,000	$100,000	$80,000
275	36" Scag	Scag	V-Ride	2013	2013	2013	$6,000		$7,000	
276	60" Zero Trun	Toro	Z master	2014	2014	2014	$8,900		$9,000	
277	6' Mower w/cab	John Deere	F1145	2000	?	Rotation	$2,000	$1,000	$30,000	
	Equipment									
280	Bobcat Toolcat	Bobcat	5600	2012	2012	2024	$35,000		$55,000	
281	Skidsteer	Case	60XT	2006	2006	2017	$12,000	$3,000	$45,000	$42,000
282	Ball Diamond Conditioner	Toro	5040	2006	2011	2020	$5,000	$1,000	$22,000	$21,000
283	Morbark Chipper	Morbark	M15R	2012	2012	2024	$35,000		$50,000	
	Attachments									
290	Snowblower for skidsteer	Erskine	1812	unknown	unknown	2014	$7,000	$0	$7,000	$7,000
291	Snowblower for JD mower	John Deere		2008	2008	2019	$2,500	$100	$4,000	$3,900
292	Harley Rake	Glenmac	T-8	?	?	?	$4,000		$10,000	
293	Broom for JD mowers	John Deere		2006	2006	2017	$1,500	$1,000	$6,000	$5,000
294	Pretreater	SnowEx	VSS3000	2010	2010	2020	$5,000	$1,000	$5,500	$4,500
295	Skidsteer Auger	McMillen	X1975	?	?	?	$2,000		$4,500	
296	Tractor Seeder	Cosmo	500	?	?	?	$500		$1,000	
297	Zamboni	Homemade		2010	2010	2010	$2,500		$3,000	
298	Toolcat V Plow	Bobcat	72"	2012	2012	2022	$2,500		$3,000	
299	Toolcat Fork Grapple	Bobcat	66"	2012	2012	2022	$3,000		$3,000	
300	Snowblower SB240	Bobcat	72"	2014	2014	2024	$5,500		$5,500	
301	Stump Grinder	Bobcat	SG60	2012	2012	2024	$6,000		$6,500	
	Forestry Mower	NEW				2018			$30,000	$30,000
	Top Dresser	NEW			2016		$20,000		$20,000	$20,000
	Roller	NEW			2017	2017	$4,500		$4,500	$4,500
	PARKS TOTALS						**$474,900**		**$989,000**	

	Trade value	Cost	Net
2016	$10,000	$116,000	$106,000
2017	$6,000	$90,500	$84,500
2018	$5,000	$85,000	$80,000
2019	$20,100	$104,000	$83,900
2020	$6,000	$82,500	$76,500
Total			**$430,900**

Levy Increase _____
Levy Decrease ↓$80,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 65
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Funding Source for Nine Springs Shelter Upgrades CIP #6261

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment would pay for the upgrades to the Nine Springs Public/Private shelter upgrades from General Fund fund balance. Another option would be to issue a State Trust Fund Loan for the project.

Council Sponsor Notes:

As a public/private partnership unable to be borrowed for using our normal means, fund balance seems an appropriate use as a funding source while facing a nearly 10% Mayor sponsored tax rate increase.

Finance Director's Notes:

I have concerns about using General Fund fund balance for a project that was not specifically identified in the CIP due to how it could be perceived as poor planning by Moody's.

The comment about being unable to be borrowed for using our normal means refers to the rules surrounding issuing tax exempt debt. The City could borrow taxable debt; however, using our normal process it would have to be a separate issue, which would come with its own set of fees and often a higher interest rate.

The other option would be to request a State Trust Fund Loan which is more flexible on purpose of debt. I recommend still discussing the project with Ehler's to ensure it is compatible with our other issuances but, if we pursue the State Trust Fund Loan process, there should not be separate fees for Moody's or bond counsel. The rates offered through the State Trust Fund Loan program are intended to be comparable to other debt issuances.

I included in the costing the option to use fund balance because that is what was first listed in the description.

Account #	Account Name	Amount of Amendment	
100-4930-100	General Fund – Fund Balance Applied	+	$80,000
	Subtotal Expenditure Change	**+**	**$80,000**
100-5920-954	General Fund – Transfer out to Capital Projects	+	$80,000
400-4936-261	Capital Projects – Transfer in from General Fund	+	80,000
400-4116-261	Capital Projects – Levy	↓	80,000
400-4906-261	Capital Projects Fund – Debt Proceeds	+	-0-
	Subtotal Revenue Change	**+**	**$80,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 6261

Project Name Nine Springs Golf Course

Department Public Works - Parks
Contact Parks Director
Type Improvement
Useful Life 25 - 30 yrs
Category Equipment Replace/ Resurface
Priority 3 Important
Status Active
Total Project Cost: **$80,000**

Description

Funds to be used to redo the Clubhouse including an additional patio and screened in area.

Justification

There are two options presented for 2016 for the golf course. Proposal 1 is preferred by staff and the golf course operator and is included in the CIP. A memo describing the second option and the alternate project detail form is included in the support.

This project will assist the City in improving and maintaining this City park amenity. Additionally this project will assist in continuing our work in making NSGC a multi-use/multi-season facility. Under this preferred proposal, the following items would also apply:

a.City reserves the patio (similar to Community Center) and coordinates rentals.
B.City utilizes this facility for offering of recreational programming
c.Mr. Larsen and NSCG LLC may rent this patio if he chooses.
D.Mr. Larsen will be offered as a potential caterer for events held in this patio. City receives a 10 % of this catering fee.
E.If City utilizes Mr. Larson as coordinator for activities he would qualify for the 80/20 program agreement.
F.There would be a resident / non-resident green fee rate structure.

Expenditures	2016	2017	2018	2019	2020	Total
Maint of Existing Facilities (non-hwy, non-util)	80,000					80,000
Total	**80,000**					**80,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	80,000					80,000
Total	**80,000**					**80,000**

Budget Impact/Other

Additional rental income revenue would be generated through the reservations of the new facility through the City.

Budget Items	2016	2017	2018	2019	2020	Total
Additional Revenue	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000
Total	**-1,000**	**-1,000**	**-1,000**	**-1,000**	**-1,000**	**-5,000**

June 18, 2015 – further clarification of Proposal #1 - requested by Mayor Arnold.

2016 – 2020 CIP account # 6261

** These proposals are only for 2016 with no future CIP allocations proposed.

Proposal 1 – ($80,000) used to redo Clubhouse including additional patio and screened in area.

- This patio and screened in area would be adjacent to the current clubhouse. This enclosed space would be approximately 20' x 30' (600 square feet) in size and be available for use and/or rent year round for family gatherings, recreational programming, and warming house functions. An additional open air patio may also be included.

a. City reserves the patio/screened in area (similar to Community Center) and coordinates rentals.
b. City utilizes this facility for offering of recreational programming
c. Mr. Larsen and NSCG LLC may rent this patio/screened in area if he chooses.
d. Mr. Larsen will be offered as a potential caterer for events held in this patio. City receives a 10 % of this catering fee.
e. If City utilizes Mr. Larson as coordinator for activities he would qualify for the 80/20 program agreement.
f. There would be a resident / non-resident green fee rate structure.

Proposal 2 - $55,000 used as Dan Larsen decides to improve golf operations including upgrades to Clubhouse for aesthetics and roof repairs, new park signage and rain shelter adjacent to hole #4.

a. There would be a resident / non-resident green fee rate structure.
b. Common Council would have final approval on these improvements
c. Lease payments would be phased out over 5 year lease term.
d. Current lease 5.6 and 5.7 sections would remain included:

5.6 Except tee boxes and greens, the City reserves the right to establish cross country ski, snow shoeing and walking trails and a skating pond or rink on the leased premises for public use between November 16 and March 14 (golf/disc golf season start is March 15, see Sec. 5.1) and to install facilities such as low-level lighting or plumbing, which may be necessary or desirable to facilitate such uses. The City also reserves the right to utilize the Clubhouse during this same timeframe (November 16 thru March 14th)

5.7 The City reserves the right to utilize the Nine Springs Golf Course 2 days per week for Recreational Programs from March 15 thru November 15th without substantial disruption to normal Golf/disc golf operations. The City further reserves the right to use Nine Springs Golf Course for Community events (2 minimum) as determined by City staff and Lessee.

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 66
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Remaining City Campus Retro-Commissioning Projects

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 20

Description of Proposed Amendment:

This amendment would eliminate this project.

Council Sponsor Notes:

After speaking with John Crook, Building Inspector, the fixes in this project are either untenable or have no payback. With a possible building addition looming, it seems like money ill spent.

Finance Director's Notes:

When preparing the Mayor's proposed budget I did not include the retro-commission projects in the CIP budget for 2016; therefore there is no levy impact for this amendment. The amendment essentially serves as direction to Staff, for both 2015 and 2016, not to pursue these projects.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Retrocommissioning Amendment by Alder Stern

This memo is in response to the amendments that have been proposed for New proposal #20.

Building maintenance is no longer handled by Mr. Crook, and as such he does not have the knowledge of the details of the recommended improvements.

The suggested retrocommissioning projects were recommended by an engineer with extensive knowledge of building systems and energy savings. The proposed projects will have energy savings and a payoff, although calculating an exact savings and payoff year is difficult.

Furthermore, our HVAC contractor has recommended installing some of the improvements as a means of increasing system component life. The variable frequency drives result is less frequent hard stop and start cycles of the cooling fans. This improves energy usage and lengthens the lifespan of equipment.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	20
Sponsor/Department:	Public Works			Original (x)	
Title/subject:	Retro-commissioning – Facility Energy Savings			Supplemental (x)	X
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: **(Area will expand as needed)**	In 2013, SCS Engineers prepared an analysis of energy-saving recommendations for City Hall campus buildings: City Hall, Community Center and Library Facilities. Staff have implement the majority of items, realizing a significant energy cost savings of ~$23,000 annually with an investment payback of 2.9 years. Here are the remaining recommendations with associated costs: **City Hall Building** • Implement standby CFM set points in less frequently used areas. ($2,880) • Install VFD controls on cooling tower fans ($3,600) **Public Library** • Add temperature resets to the air handling unit ($1,200) • Reduce VFD minimum setting ($360)				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$8,040	$8,040	$	$
Total Year One Costs	$8,040	$8,040	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Partially	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	Proposed energy efficiency upgrades will reduce energy and operational costs.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$50,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 67
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Move Anton Drive Planning Study to TID # 6

Submitted By: Julia Arata Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to add to TID# 6 Anton Drive Planning Study in the amount of $50,000.

Council Sponsor Notes:

With this amendment I also ask staff to submit a budget amendment to move the 2015 eligible portion of the project to also be paid by TID #6 instead of the capital projects fund. The money that was levied for the Anton Drive plan should instead be used to offset overages in other individual projects or held to reduce future funding needs.

Finance Director's Notes:

Included in the 2016 budget is the second year of costs for the study.

2015 Costs (as adopted):

- $50,000 Capital Projects Fund Levy
- $35,000 Developer Contribution
- $30,000 BUILD Grant

2016 Costs (as proposed by Mayor):

- $50,000 Capital Projects Fund Levy

Total Cost: $165,000

The tax increment revenue in TID #6 would remain the same regardless of this project being funded. Fund balance and excess increment would be used to support the additional cost.

See staff memo regarding eligibility of this study for inclusion in TID #6.

Account #	Account Name	Amount of Amendment	
400-5771-034	Anton Drive Planning Study (Capital Projects Fund)	↓	$50,000
406-5732-003	Legal, Consult, & Other Prof Service–amend1 (TID #6)	+	$50,000
	Subtotal Expenditure Change	**n/a**	**$-0-**
400-4111-034	Capital Projects Fund Tax Levy	↓	$50,000
	Subtotal Revenue Change	**↓**	**$50,000**

COUNCIL ACTION: Approved ☐ Failed ☐

MEMORANDUM

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

TO:	**Mayor Arnold**
	Common Council
FROM:	**Thomas D. Hovel, Zoning Administrator/City Planner**
DATE:	**October 20, 2015**
SUBJECT:	**Anton Drive Planning Study (amendment #67)**

The question has arisen as to whether or not the Anton Drive Planning study can be funded out of TID #6. I will leave the formal opinion on that matter to the city attorney. This planning study was not included as a specific project in the TID #6 Project Plan. The whole of the Anton Drive area, including Wingra Stone, is within the ½ mile boundary of TID #6. I will point out that section 66.1105(2)(f) states that "to the extent the costs benefit the municipality outside the tax increment district, a proportionate share of the cost is not a project cost." In terms of area 18.5 acres of the 91 acre Anton Drive area (absent the Wingra Stone property) is within TID #6. However, area is not the sole deciding proportional factor. Other factors include, but are not limited to the following: First, the whole plan is predicated by the institution of the interchanges, one at Williamsburg Way and the other at McKee Road. Second, most of the vacant land (other than the Wingra Stone property which is its own alternate) is in the TID boundary. Third, the traffic at the McKee interchange is the more critical planning component of the two interchanges; for example, the traffic study for the Orchard Pointe area noted that with full build-out that development would overtax some of the peak hour turning movements in the interchange. Giving due consideration to proportions, it would appear, in my judgment, that 55% of the funding could be allocated to TID 6 and the remainder to the general fund.

Relative to estimated project costs, planning staff received four responses to a request for proposal, and worked with two of the responders to refine the project scope and project cost. The selected responder, MSA Professional Services, has provided a cost of $105,800 excluding Wingra Stone; the Wingra Stone cost is estimated at $28,600 which yields a potential total cost of $134,400. There is an additional per meeting charge in case any additional meetings are necessary. As of this writing Wingra Stone has not informed us as to whether or not they will participate.

In terms of funding, the CIP set aside $50,000 per year in 2015 and 2106. The city has been notified that it will receive a Dane County BUILD grant at the maximum award of $15,000. Wingra, per the CIP amendment of Alderperson Stern, would be responsible for an estimated share of $28,600.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 1034

Project Name Anton Drive Planning Study - AMENDED

Debt Term

Department General Government
Contact Planning/Zoning
Type Improvement
Useful Life varies
Category Apparatus & Equipment
Priority 1 Urgent
Status Active
Total Project Cost: $115,000

Description

During 2015 operating budget deliberations, the Common Council approved an amendment to add the Anton Drive Planning study with $50,000 coming from the 2015 CIP, $50,000 coming from the 2016 CIP, $30,000 from a grant, and an estimated $35,000 from a landowner.

2015 Update: Removed contribution from developer. TID funding possibility to be researched.

2015 Amendment: Reinstated funding from landowner.

Justification

Analyze impacts and opportunities for land use and public services due to the Verona Rd reconstruction project, and create strategies and identify action items. Please note that grants/donations may be received in 2015, and some of the funds from those sources may be expended in 2015. Total estimated cost is $165,000 with an additional $50,000 having been allocated in the 2015 CIP.

Expenditures	2016	2017	2018	2019	2020	Total
Planning/Design/Engineering	115,000					115,000
Total	**115,000**					**115,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	50,000					50,000
Contribution from Other Entities	35,000					35,000
Grants/Donations (non-util)	30,000					30,000
Total	**115,000**					**115,000**

Budget Impact/Other

Thomas Hovel

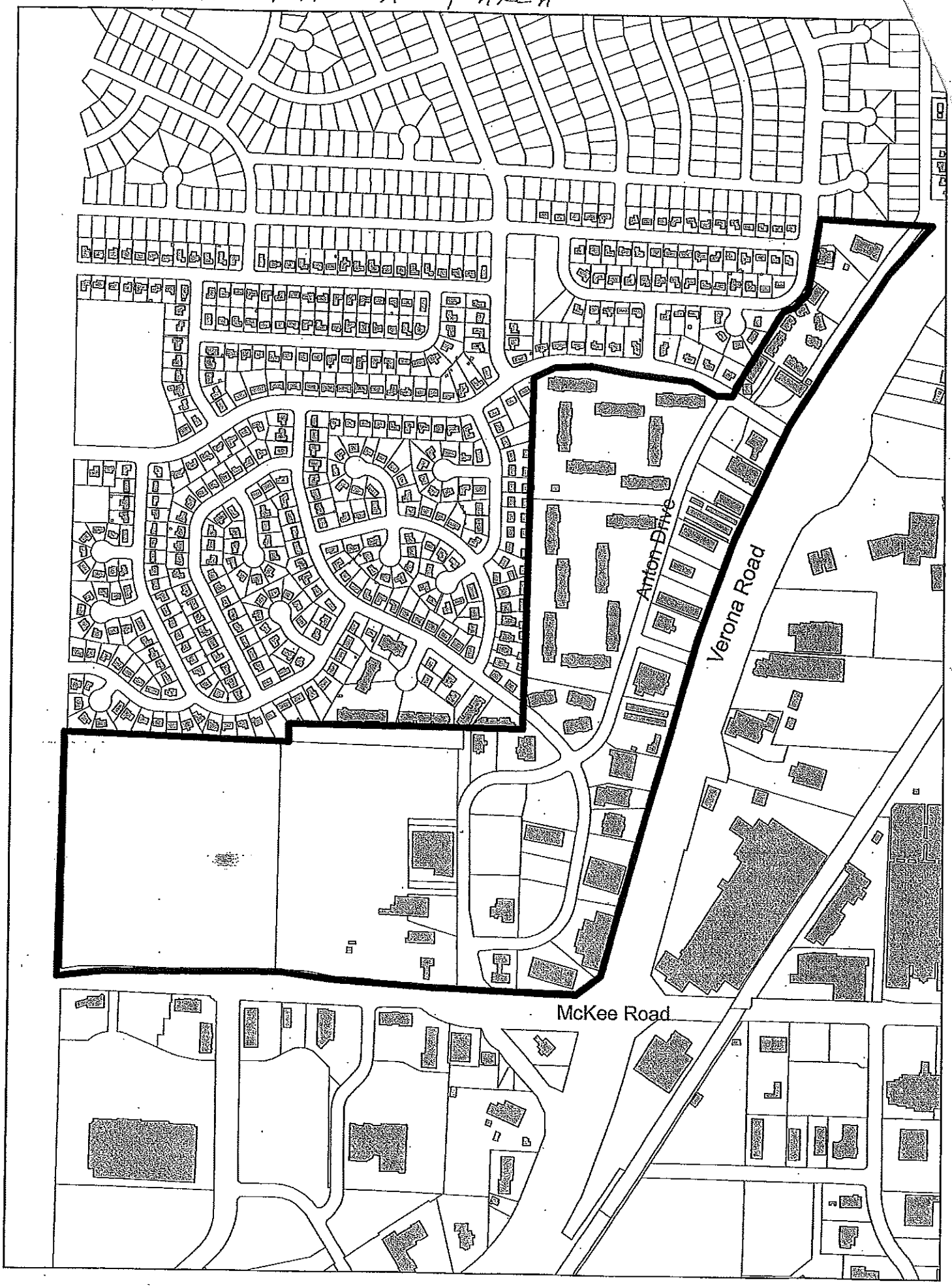
From: Michael Zimmerman
Sent: Friday, October 03, 2014 12:48 PM
To: Shawn Pfaff; Carol Poole; Tony Roach; Misty Dodge; Thomas Hovel; Susan Badtke; Joyce Frey
Subject: Verona Road West/Anton Neighborhood Plan

I wanted to float the idea about revisiting how we could keep alive the Verona Road West/Anton Drive Neighborhood Plan in the current budget process. The reason being is the VRBC submitted a $50,000 grant application request to WEDC that requires a 3 to 1 match and the neighborhood plan is identified in the grant application as our match. We will probably know in about a month if our grant application is successful.

With that possible grant in mind, could we break down the cost of neighborhood plan across both the 2015 and 2016 budgets to make it more manageable? We would start neighborhood plan process in second half of 2015 and finish by end of first half of 2016. I checked with Tony and Misty and the best approach so we don't jeopardize expenditure restraint would be to do it as an amendment to CIP. If total cost of study is $165,000 could we break cost out $80,000 in 2015 and $85,000 in 2016 with CIP amendment. Then break down those respective CIP years even further with $50,000 from TID # 6 each year from the Professional Services or Contribution to CDA Project Cost Categories. Tony, if those categories are identified in TID project plan but there is not a dollar amount line item is that possible? The remainder sources of funds would be to pursue a Dane County BUILD grant $30,000 and then see if Bob Shea would participate with $35,000 since this would provide some necessary planning analysis for development of his property on north side of PD. Shawn or Carol, have either of you ever had a conversation with Bob Shea about potentially participating financially on a neighborhood plan study? Obviously, if the ag use amendment request by Bob Shea is approved that may change financial capacity of the TID. Philosophically, I don't think ag use value should be allowed or supported in tax increment districts. The City of Fitchburg is not participating in the profits from land sales nor should we then shoulder the holding costs. The goal is to increase value not decrease it.

I know budget amendments are due October 14th so wanted to propose the idea so we can think about strategy and financial structure to make this a possibility for budget amendment consideration by Council. Hopefully, our internal staff team can put together a financial structure for neighborhood plan to share with Mayor and Carol to see if you are comfortable offering it as an amendment. Thank you for your consideration.

ANTON DRIVE PLAN - STUDY AREA



Levy Increase _____
Levy Decrease ↓$6,250
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 68
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: **Remove the Envision Maple Lawn Heights Consultant**

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 48

Description of Proposed Amendment:

I propose to remove the $25,000 Envision Maple Lawn Heights consultant from the 2016 budget even if it is included and paid with funds in TID# 7. This oversight should be done by a staff person, such as the Director of Economic Development. This is a very costly budget already to have unnecessary expenditures.

Council Sponsor Notes:

Finance Director's Notes:

The tax increment revenue in TID #7 would remain the same regardless of this project being funded. Fund balance and excess increment would be used to support the additional cost.

Based on recent discussions among staff, there is a belief that only 75% of the Maple Lawn Heights study can be attributable to TID #7. As such, $6,250 of the $25,000 study should be moved to the general fund. This will be accomplished through the Omnibus Amendment.

Account #	Account Name	Amount of Amendment	
407-5730-003	Legal, Consulting, & Other Prof Service (TID #7)	↓	$18,750
100-5630-210	Planning Department Professional Services	↓	6,250
	Subtotal Expenditure Change	↓	**$25,000**
100-4111-000	Property Tax Levy – General Fund	↓	$6,250
	Subtotal Revenue Change	↓	**$6,250**

COUNCIL ACTION: Approved ☐ Failed ☐

MEMORANDUM

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

TO:	**Mayor Arnold**
	Common Council
FROM:	**Thomas D. Hovel, Zoning Administrator/City Planner**
DATE:	**October 20, 2015**
SUBJECT:	**Envision Maple Lawn Heights Planning Study**
	(Amendment #'s 68 and 69)

Two budget amendments have been submitted in regard to this project. One by Alderperson Stern desiring Plan Commission and Council action of the Planning Area, and the second by Alderperson Arata-Fratta to eliminate funding. While there is a preliminary identified planning area, the idea behind this project is to identify infill and redevelopment strategies and create a "roadmap" of next steps critical to planning and implementation. The area generally is along each side of the Fish Hatchery Road north of Hatchery Hill to the City boundary. This section of Fish Hatchery is a potential Bus Rapid Transit (BRT) route and this study would identify strategies and parameters to guide development/redevelopment and assess value.

Planning staff feels it would be beneficial to have guidance and ideas on the above factors from an outside expert to assist in the creation of the strategies and parameters that would be used to guide growth within the corridor. These are critical factors that involve balancing a variety of concerns, and the outside consultant with expertise in development/redevelopment planning, especially as it relates to BRT, would be helpful.

The Map on the following page is the preliminarily identified planning area.

FITCHBURG
U.S. HIGHWAYS 12/14 (BELTLINE)
N. FISH HATCHERY ROAD
INDEX ROAD
POST ROAD
POST ROAD
LEOPOLD WAY
TRACEWAY DRIVE
HIGH RIDGE TRAIL
Legend
MAPLE LAWN HEIGHTS NEIGHBORHOOD
Planning Area
City of Fitchburg-City of Madison Boundary
Proposed Bus Rapid Transit Station
0 250 500 1,000 Feet
Fitchburg

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	48
Sponsor/Department:	Planning			Original (x)	X
Title/subject:	Envision Maple Lawn Heights (Fish Hatchery Rd)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Several planning studies have been completed for parts of this area over the past 12 years. Staff will consolidate prior documents to identify areas of agreement, conflicts and gaps. A consultant will be hired to assist with further development of sense of place, identification of critical infill and redevelopment strategies to be consistent with Bus Rapid Transit (BRT), identify parameters to guide development/redevelopment and assess value, and create "roadmap" of next steps critical to the areas planning and implementation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$25,000	$25,000	$	$
Total Year One Costs	$25,000	$25,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Additional planning and implementation items may occur.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		yes	
Prepared by	T. Hovel	Date	07/21/2015
Approved by		Date	

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 69
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Identify Envision Maple Lawn Heights Study Area

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 48

Description of Proposed Amendment:

Add oversight to envision Maple Lawn Heights.

Council Sponsor Notes:

The Plan Commission and Common Council should have oversight into the district that is defined as Maple Lawn Heights. The Commission should recommend, and the Council should approve, the planning area. The study and plan for the study should not begin while any outstanding area studies are incomplete.

Finance Director's Notes:

Based on recent discussions among staff, there is a belief that only 75% of the Maple Lawn Heights study can be attributable to TID #7. As such, $6,250 of the $25,000 study should be moved to the general fund. This will be accomplished through the Omnibus Amendment.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 70
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Public Works Engineering Technician

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 58

Description of Proposed Amendment:

This amendment removes the additional Public Works Engineering Technician. It will save $84,154.

Council Sponsor Notes:

Finance Director's Notes:

Due to the alternate accounting structure, the new proposals were included as a separate account number. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on components of the costs. The utility revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
600-5920-101	Water – Salaries New Proposals (Budget Only)	↓	$12,930
600-5926-101	Water – Benefits New Proposals (Budget Only)	↓	7,270
600-5930-100	Water – Miscellaneous General Expense	↓	838
600-5850-201	Sewer – Salaries New Proposals (Budget Only)	↓	12,931
600-5854-201	Sewer – Benefits New Proposals (Budget Only)	↓	7,270
600-5856-200	Sewer – Miscellaneous General Expense	↓	838
601-5920-301	Stormwater – Salaries New Proposals (Budget Only)	↓	25,863
601-5926-301	Stormwater – Benefits New Proposals (Budget Only)	↓	14,539
601-5930-300	Stormwater – Miscellaneous General Expense	↓	1,675
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,500
	Subtotal Expenditure Change	↓	**$85,654**
700-4760-000	Technology Fund Allocations from Departments	↓	1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Engineering Technician Amendment by Alder Carpenter

This memo is in response to the amendments that have been proposed for New proposal #58.

Amendment from Alder Carpenter

Significant new developments are anticipated next year including:

- North Stoner Prairie
- Fahey Fields
- Quarry Vista 1st addition
- North Fish Hatchery Road commercial developments
- Renaissance on the Park Phase II
- North Park 1st Addition
- Hartung Property
- SubZero

Significant CIP/public works projects are also anticipated including:

- Murphy Road bridge replacement
- Fire station traffic pre-emption signal at Marketplace
- Verona Road utility relocations
- Road resurfacing/chip seal/crack filling/pavement markings
- Mckee/McGaw Park improvements
- New well #12
- Schumann Greenway
- Seminole Highway sewer interceptor extension
- Huegel Jamestown meter station shelter
- Lacy Road reconstruction
- Fish Hatchery - Pike Drive Intersection signalization

There is over 10 million dollars of CIP projects to be implemented by Public works next year. City engineering staff capacity is maxed out. We will not have capacity to complete necessary tasks for next year. If new proposal #58 is not authorized, staff response time to developments will be delayed and consultants will need be utilized extensively for construction observation services.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	58
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Public Works Engineering Technician			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Additional capacity needed. Currently we have two techs. Reduce consultants use on private developments. This position would allow an engineering technician for transportation/stormwater/water				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**50/50 Utility/Storm Rates**
Personnel Costs (Employee requests must include supplemental detail)	$80,804	$	$	$40,402 $40,402
Non Personnel Recurring Costs	$2,200	$	$	$1,100 $1,100
Non Personnel One-Time Costs	$1,150	$	$	$575 $575
Total Year One Costs	$84,154	$	$	$42,077 $42,077
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	58

Position Title	**Public Works Engineering Technician**
Reason or Need	Public works needs additional capacity for design assistance/field tasks/inspection. Currently we have two engineering technicians that assist the stormwater utility, water utility, and transportation. The amount of in-house projects and review/oversight of public infrastructure for developments has necessitated outsourcing work to consultants as well as significant overtime. Outsourced work for consultants frequently is around $100/hour. One additional engineering technician would allow for more work to be completed in-house at a lower rate. It is also much easier to maintain consistency with contractors when handling projects with in-house staff. This position would also decrease the need for overtime pay by 80 hours.

Existing Classification	Grade H Pay plan	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**2,080**		Expected Overtime hours	60	
	Estimated Hourly Wage	$25.43		Source: Union Contract, Pay Plan, Comparable Community Average	Current Pay Plan	
Benefit Information (🖉)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue Per contract		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$300**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$250/year**	**$1,200 (cell phone)**	**$500**	
	Other Related Expense	Description: Training **Construction Inspector Training 100-5300-325**			**$500**	
Vehicles	Will a city vehicle be required for this position?				Yes	
	If so, will this be a new proposal or existing?				**Existing**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by pay plan

Engineering Technician II

Class Code:
NR-H08

Bargaining Unit: Non-Represented

CITY OF FITCHBURG (WI)
Revision Date: Jun 5, 2015

SALARY RANGE

$25.43 - $29.06 Hourly
$52,894.40 - $60,444.80 Annually

CLASS CONCEPT:

Under the direction and supervision of the Project Engineer, performs surveying, construction inspection, plan review and design for public works projects.

EXAMPLES OF DUTIES:

Essential Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Under the direction of the Engineer monitor and record pertinent data of the construction of public works projects, such as streets, sewer, water storm sewer, and other municipal projects.
- Design roads and other infrastructure using AutoCAD Civil 3D.
- Respond to public concerns regarding public works projects.
- Maintain City files of construction records.
- Operate engineer's total station level, transit, and other surveying equipment.
- Read and obtain data from certified survey maps, plats and engineering/architectural drawings.
- Recover surveys and other recorded legal documents from City and County records.
- Prepare Assessments Reports (both preliminary and final) for construction projects.
- Maintain City records on street lighting. Coordinating the initial energizing between the Utility Company, Contractor and City.
- Update the City's Road Inventory.
- Process and track permits for right of way excavation, driveways, message board and street use.

Other Functions:

- Performs such other duties and work assignments as the City Engineer or Mayor and Council at its discretion may assign.
- Assists other City departments in the performance of their functions as directed by the Project Engineer. These functions include, but are not restricted to, surveying and layout work, and public facility construction inspection.
- Keeps records of daily work functions, fills out and submits time distribution of activities.
- Prepares and submits reports on all accidents, personal injuries, and other engineering department functions as directed.

- Oversee the day to day activities of the engineering intern.
- Coordinating Street Division assistance in the yearly road maintenance contracts.
- Responsible for construction quality control. This includes but not limited to:
    - The responsibility to make judgement calls on various construction phases, including undercut, erosion control, and other field decisions that relate to weather, subbase stability, and/or material quality.
- Responsible for preparation of payment requests to the Contractor or City construction projects.

TYPICAL QUALIFICATIONS:

Education and/or Experience Requirements:

- Associate Degree in Civil Engineering Technology. At least 5 years of experience. Additional education beyond an Associates Degree in an engineering related field may substitute for experience.

Licenses, Certification, etc.

- Must posses a valid Wisconsin Driver's License and maintain during entire course of employment.
- National Institute for Certification in Engineering Technologies (NICET) or equivalent certificate desired.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

- Knowledge of the principles, tools and techniques in the engineering field.
- Knowledge of technological issues related to engineering.
- Knowledge of city ordinances and the basic organization of a municipality.
- Familiarity with surveying equipment, stormwater management, and water, sanitary, and street layouts.
- Excellent overall computer skills in a variety of software applications such as, but not limited to: Word, Excel, Access, Arc View, and AutoCAD/Civil 3D.
- Demonstrated ability to interact effectively with the public. Communicate effectively orally and in writing, and instruct others on computer applications.
- Ability to prepare and present well-written and organized reports.

Physical Demands:

Light Work: Exerting 31–75 lbs. seldom. Exerting 11-30 lbs. occasionally. Exerting 0-10 lbs. frequently. Frequently sitting and occasionally standing and walking. Seldom running.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 75% of the time and outside work 25% of the time. Environmental conditions: Occasionally exposed to heat and cold extremes, temperature changes, moderate noise, vibrations, odors, and poor ventilation. Seldom exposed to loud noises and dust. Never exposed to toxic conditions. Seldom exposed to hazards or risk of bodily injury.

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 71
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Presentation of Fund Balance Use for Fire Station Land Purchase

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment changes the way that the use of General Fund designated fund balance for the fire station land purchase is presented. Rather than showing the transfer in and out between funds, the property tax levy for the General Fund will be reduced by the amount of fund balance applied and the property tax levy for the Capital Projects Fund will be increased by the same amount. The alternate presentation meets the same objectives but removes the transfer from the calculation of expenditure restraint program (ERP) eligibility.

Council Sponsor Notes:

This amendment is only necessary if there are other reductions to general fund expenditures made that will allow the City to otherwise be eligible for ERP with the 2016 budget. If those reductions are not done through the amendment process, this amendment will be withdrawn as the current presentation is favorable for future years' eligibility for ERP. This amendment will also need to be revised if the Nine Springs Golf Course project amendment is approved and fund balance is used for that project as well.

Finance Director's Notes:

This alternate presentation will require some explaining to Moody's but should not be viewed unfavorably in our next rating.

The best analogy I have to explain the difference is that currently we are transferring $500 from checking to a property tax escrow account. The alternate presentation will instead change the direct deposit of our next paycheck and put $500 directly into the escrow and the remaining amount into checking; essentially meeting the same end result.

Account #	Account Name	Amount of Amendment	
100-5920-954	General Fund – Transfer out to Capital Projects Fund	↓	$1,187,000
	Subtotal Expenditure Change	↓	**$1,187,000**
100-4111-000	General Fund – Property Tax Levy	↓	$1,187,000
400-4112-249	Capital Projects Fund – Property Tax Levy Fire Station	+	1,187,000
400-4922-249	Capital Projects Fund – Transfer in from General Fund for Fire Station	↓	1,187,000
	Subtotal Revenue Change	↓	**$1,187,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 72
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Presentation of Staff Time Spent on Other Funds

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment changes the way that staff time for General Fund employees is charged to the other funds. Rather than showing the transfer in and out between funds, the hours will be directly charged to the other funds. The alternate presentation meets the same objective but lowers the general fund expenditures for certain employees by the transfer amounts. This is a strategy we could use to help qualify for the expenditure restraint program (ERP) with the 2016 budget.

Council Sponsor Notes:

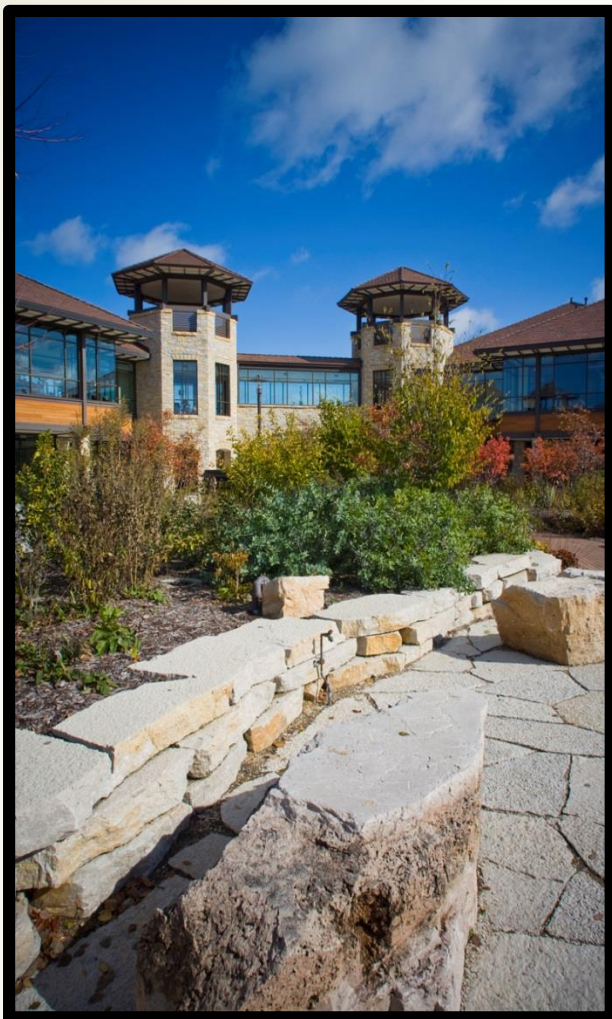
This amendment is only necessary if there are other reductions to general fund expenditures made that will allow the City to otherwise be eligible for ERP with the 2016 budget. If those reductions are not done through the amendment process, this amendment will be withdrawn as the strategy could be saved for a future year when it will make the difference between being eligible for ERP or not.

Finance Director's Notes:

Because there are various different departments involved in this strategy, I summarized the amounts rather than listing each individual account number. Also, because the TID budgets are more informal than other funds and because ultimately we want to show the staff costs as an implementation/administrative expense, no expenditure change is included for the TID funds. The Stormwater Utility also uses a different account number structure so the charge will continue to use the same account number and no change is needed.

Account #	Account Name	Amount of Amendment	
100-xxxx-1xx	General Fund – Various wage and benefit accounts for Administration, Legal, Finance, Assessing, Economic Development, Public Works, and Planning.	↓	$179,867
225-5922-100	CEDA Fund – Transfer to General Fund	↓	54,867
225-5610-1xx	CEDA Fund – Various wage and benefit accounts	+	54,867
213-5920-100	Refuse Fund – Transfer to General Fund	↓	20,000
213-5362-1xx	Refuse Fund – Various wage and benefit accounts	+	20,000
	Subtotal Expenditure Change	↓	**$179,867**
100-4922-225	General Fund – Transfer from CEDA	↓	$54,867
100-4922-300	General Fund – Transfer from Brush Collection	↓	20,000
100-4922-320	General Fund – Transfer from TID	↓	60,000
100-4830-600	General Fund – SUD Reimbursement for Hwy Work	↓	45,000
	Subtotal Revenue Change	↓	**$179,867**

COUNCIL ACTION: Approved ☐ Failed ☐



2016 Budget *NEW* Amendments

THE CITY OF
Fitchburg

Levy Increase ___
Levy Decrease __X_
No Levy Effect ___
(To Be Completed by Finance Director)

Date Submitted: 11/18/15

Amendment #:____
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Adjustment of gas and diesel prices

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: ___

Description of Proposed Amendment:

Current federal government predictions are for average gas prices in 2016 to be 2.33/gallon and average diesel prices to be 2.70/gallon. Based on current budget figures, we can safely and conservatively lower our estimated costs for these items to 2.45/gal for gas and 2.95/gal for diesel for 2016. This would give us a savings of $15,180

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
	Gas price adjustment	↓	$15,180
	TOTAL	↓	**$515,180**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ___
Levy Decrease __X_
No Levy Effect ___
(To Be Completed by Finance Director)

Date Submitted: 11/18/15

Amendment #:____
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce fees for chamber memberships

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 50 & 51 econ

Description of Proposed Amendment:

Reduce the city's commitment to chamber memberships by $200

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
		↓	$200
	TOTAL	↓	**200**

COUNCIL ACTION: Approved ☐ Failed ☐

Misty Dodge

From: Jason Gonzalez
Sent: Thursday, November 19, 2015 9:32 AM
To: Misty Dodge
Cc: Patrick Marsh; Mark Sewell
Subject: New Budget Amendments

Misty:

Here are my proposed budget amendments for the upcoming Council meeting.

1) 2 full-time firefighters start July 1, 2016.
2) 2 full-time firefighters start October 1, 2016.
3) Remove 2 full-time firefighter positions.
4) Start outreach librarian July 1, 2016.
5) Start outreach librarian October 1, 2016.
6) Remove outreach librarian position.
7) Remove additional sustainability coordinator hours, fund it at current rate.
8) Remove funding for Boy's and Girl's Club.
9) Remove funding for Verona Area Need's Network.
10) Defund city council alder positions (7 positions) and council president position (1 position (8 x $5000 + 1 x $5,500 = $45,000).
11) Defund mayor position ($10,000).
12) Reallocate the money from the 8 alder positions and mayor position ($55,000) to fund an annual grant in the amount of $50,000 to be allocated in a competitive process to a Fitchburg non-profit.
13) Eliminate Sustainability Management Training
14) Remove East-West Bus Route
15) Remove City Programing at Boys and Girls Club.
16) Remove Envision Maple Lawn Heights Consultant
17) Remove Crime Analyst/Analyst Position to be shared with other PD agencies.
18) Reduce Municipal Court Judge's salary to $8,000 from $18,000.
19) Reallocate the $10,00 from the municipal court judge's salary to the Verona Area Needs network.
20) Offer 5 year contract to Nine Springs Golf Course but keep 2016 amount at current rate and increase by $5,000 in 2017 and an additional $5,000 in 2018 and an agreed upon percentage each year after until contract ends.

Let me know if you have any questions.

Jason

Misty Dodge

From: Tony Hartmann
Sent: Thursday, November 19, 2015 11:01 AM
To: Misty Dodge
Cc: Patrick Marsh
Subject: Official request: Detective promotion amendment to failed 2016 budget

Misty, per our earlier conversations please include the following as a separate amendment for Tues. 11/24/15;
1) Delay the replacement of the FPD's car until 2017
2) Allow FPD to promote a patrol officer to detective status and pay, with the understanding that they would still have patrol duties until a future budget cycle when a replacement officer position is approved
3) Save the difference (approx. $25,000) in the 2016 proposed budget Thank you for your assistance.
Tony

H. Tony Hartmann, 608-215-4446
Fitchburg Common Council, District 4, Seat 8

Levy Increase _____
Levy Decrease ___x___
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: _____

Amendment #: _____
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Public Works CIP Account 3319 Road Resurfacing

Submitted By: Poole

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Remove $500,000 from 2016 Levy and move to 2018. PW Dir would select the projects to move to 2018. We would fund the extra 500k with expenditure restraint recaptured in the 2016 Budget. This leaves 285k for any emergency repairs.

Council Sponsor Notes:

Maint of Existing Facilities 240,000 (highway)- goes down from 740k.
Maint of Existing Facilities 16,000 (uttil W&S)
Maint of Existing Facilities 29,000 65,000 (util storm)
Total 285,000
Capital Project Levy 25,000 goes down from 525K

Finance Director's Notes:

Account #	Account Name	Amount of Amendment
		(500,000.00)

COUNCIL ACTION: Approved ☐ Failed ☐

	PENDING REFERRAL ITEMS
•	Rezone Request RZ-1853-09 by Randy Bruce of Knothe & Bruce Architect, LLC, Agent for McKee Family, LLC, to Rezone from Residential Medium Density (R-M) to Planned Development District General Implementation Plan (PDD-GIP) Property Associated with Lots 53 & 54 of Chapel Valley Plat
•	R-70-14 Resolution Designating Path Location for a Connection to McKee Road from the Military Ridge Path - tabled June 24, 2014
•	2014-O-22 Chapter 54 - Parks, Recreation and Forestry, Article III Division 3. Tree and Shrub Management
•	R-26-15 Authorizing Acceptance of 2015 Contract Bid
•	R-102-15 Approving Huegel-Jamestown Park Master Plan Update
•	Final Plat Request FP-2081-15 by Ron Klaas, Agent for Fahey Land, LLC, for the Final Plat of Fahey Fields
•	Rezone Request RZ-2080-15 by Ronald Klaas, Agent for Fahey Land, LLC, to Rezone a Portion of Lot 2 CSM 9896 from the A-T (Transitional Agriculture) District to the A-X (Small Lot Agriculture), a Portion to the P-R (Parks & Recreation), a Portion to the R-H (Residential-High Density) and a Portion to the R-LM (Residential-Low to Medium Density) Districts
•	Preliminary Plat Request PP-2092-15 by Chris Ehlers of William Ryan Homes, Agent for O'Brien Family Limited Partnership, for the Stoner Prairie Preliminary Plat
•	2015-O-31 An Ordinance Amending Chapter 14 to Amend Article 3 Section 14-63(a) and Create Article 3 Section 14-63(a)(1) and Article 3 Section 14-63(a)(2)