



# CITY OF RIPON

100 Jackson Street \* Ripon, WI 54971-1396

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## **CITY OF RIPON COMMON COUNCIL MEETING Council Chambers, City Hall Tuesday, May 14<sup>th</sup>, 2024 7:00 p.m.**

- I. Call to order/roll call
- II. Pledge of Allegiance/Invocation – Becky Feyen
- III. Approval of agenda
- IV. Public communications and comment
- V. Accept Informational Reports from Standing Committees and Staff
  1. Historic Preservation minutes
  2. Ripon Area Fire District minutes
  3. Park and Recreation minutes
  4. Plan Commission minutes
  5. Building Inspector report
  6. EMS report
  7. Parks and Recreation / Senior Center report
  8. Police Department report
  9. Public Works report
  10. City Administrator report
  11. Financial report
- VI. Consent calendar (Unless the Mayor, Council or staff asks that one or more of the items listed be pulled, this list may be approved with a single vote.)
  1. Common Council Minutes – April 9<sup>th</sup>, April 16<sup>th</sup>, and April 22<sup>nd</sup>
- VII. Mayoral Proclamation – LGBTQ+ Pride Month
- VIII. Mayoral Proclamation - Honoring Esther Acken
- IX. Motion to Convene in Closed Session pursuant to WI Statutes 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” and 19.85(1)(a) “Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.”

RE: Development Agreement – Parkside St. Utility Extension and Housing Development

RE: Child Sex Offender Child Safety Zone Ordinance Exemption Request

The council will also review the minutes from the closed session on April 9<sup>th</sup>, 2024.

- X. Adjourn and Reconvene to Open Session (Approximately 30 minutes)
- XI. Public Hearing – Certificate of Appropriateness – 117 Watson St. – Grant Endeavors, LLC  
(Staff note: The Historic Preservation Commission has reviewed the application for a Certificate of Appropriateness from 117 Watson St. at their 4/3, 4/10, and 5/1 meetings. On 4/10, a motion to allow replacement apartment windows, all tuckpointing, stone cap on top of building, store signage and a new roof was approved. The second motion was approved on 4/10 to deny the application’s front entrance/façade design. On 5/1, a motion was approved to affirm the apartment windows, tuckpointing, stone cap, store signage and roof. A motion to deny the application’s front entrance/façade design failed to receive a second, and there was no additional action taken on the item. Per 20.43.170 C. A public hearing shall be held for review of the application.)
- XII. Agenda Items
1. Council Action of Certificate of Appropriateness – 117 Watson St. – Grant Endeavors, LLC
  2. Outdoor Open Container Entertainment Event Permit Application(s)  
(Staff note: Ripon Main Street, Inc. has applied for permits for the Ripon Summer Concert series that will be held at the Village Green and on a portion of Seward St. and Watson St. on June 7 & 14 July 26, and August 16 & 31.)
  3. Temporary Class “B”/”Class B” License Application for Riponfest, Inc. and Outdoor Open Container Entertainment Event Permit Application  
(Staff note: Riponfest is scheduled for June 28<sup>th</sup>-30<sup>th</sup>, 2024, in Barlow Park. Ripon Fest, Inc. has applied for a Temporary Class “B” license and an Outdoor Open Container Entertainment Event Permit for the event.)
  4. Request for Change in City Hall Hours  
(Staff note: The enclosed request changes the hours of operation for city hall between Memorial Day and Labor Day.)
  5. Pay Application – Tygert Street Bridge Removal Project  
(Staff note: Pay application #1 for the project totaling \$45,366.78 is recommended for approval.)
  6. Pay Applications – Industrial Park Water Tower Rehabilitation Project  
(Staff note: Pay application #1 and #2 for the project totaling \$55,423.00 and \$136,895.00 are recommended for approval.)
  7. Ordinance to Amend Section 9.01.040 Beekeeping – Hives required of the Ripon Municipal Code  
(Staff note: An amendment to the ordinance to allow for the keeping of Layens type hives is enclosed.)
  8. Discussion of the Memorandum of Understanding Between the City and Ripon Public Library  
(Staff note: The draft MOU has been reviewed and approved by the Ripon Public Library Board. The MOU clarifies roles and responsibilities of each party in the continued operation of the library.)
  9. Discussion on the City Website Calendar  
(Staff note: Council member Denkert requested the item be placed on the agenda for discussion.)

- XIII. Project Updates & Staff Reports
- XIV. Mayor's Communications and Appointments
- XV. Agenda items for future Council meetings
- XVI. Adjourn

CITY OF RIPON				BUILDING REPORT			APRIL		2024
TYPE OF PERMIT	MONTH			YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence	1	\$300,000.00	\$1,732.04	3	\$470,000.00	\$4,827.08	5	\$1,469,000.00	\$8,228.72
Two-Family Residence					\$770,000.00				
Multi-Family Residence									
Residential Garage									
Residential Garage Alteration				1	\$10,836.00	\$62.00			
Residential Alteration	10	\$135,074.00	\$896.93	20	\$395,056.00	\$2,466.18	34	\$688,778.00	\$3,767.82
Commercial	1		\$1,214.34	1		\$1,214.34			
Commercial Alteration				5	\$381,560.00	\$1,801.28	10	\$969,500.00	\$5,105.00
Industrial	2	\$12,243,000.00	\$6,379.20	2	\$12,243,000.00	\$6,379.20			
Industrial Alteration				2	\$1,493,260.00	\$2,709.56	1	\$1,400,000.00	\$1,649.43
Signs	2		\$212.46	5	\$8,097.00	\$387.93	9	\$44,332.00	\$622.00
Miscellaneous	8	\$17,650.00	\$400.00	13	\$51,692.00	\$650.00	8	\$112,456.00	\$844.00
Demolition									
Hospital									
Church									
School									
College				1	\$8,500,000.00	\$19,163.95	1	\$8,500,000.00	\$1,798.90
Trailer Homes									
<b>Total Building Permits</b>	<b>24</b>	<b>\$12,695,724.00</b>	<b>\$10,834.97</b>	<b>53</b>	<b>\$24,323,501.00</b>	<b>\$39,661.52</b>	<b>68</b>	<b>\$13,184,066.00</b>	<b>\$22,015.87</b>
Commercial Plan Approval	1		\$350.00	2		\$600.00			
Plumbing Permits	6		\$3,370.60	33		\$13,708.29	31		\$1,786.80
Electrical Permits	6		\$2,133.76	20		\$3,915.84	21		\$1,978.50
Heating Permits	2		\$1,888.76	16		\$17,403.83	18		\$1,730.67
<b>Total Permit Fees</b>			<b>\$18,228.09</b>			<b>\$74,689.48</b>			<b>\$27,511.84</b>
<b>Totals</b>	<b>39</b>	<b>\$12,695,724.00</b>	<b>\$18,578.09</b>	<b>124</b>	<b>\$24,323,501.00</b>	<b>\$75,289.48</b>	<b>138</b>	<b>\$13,184,066.00</b>	<b>\$27,511.84</b>



# **RIPON GUARDIAN AMBULANCE**

## **MONTHLY REPORT**

**April 2024**

### **DEPARTMENT UPDATES:**

**Personnel/Operations-** Although we experienced a relatively low call volume in April, total call volume for the year remains higher than normal. Last year as of today, 5/9, we were at 649 calls. Last year on 5/9 we were at 536 calls and in 2022 589 calls.

**Apparatus-** All apparatus are in service.

### **Runs by Response Disposition**

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs	Transport Disposition (3.4=itDisposition.102/3.5=eDisposition.30)
Treated & Transported by this EMS Unit	85	71.43%	Transport by This EMS Unit (This Crew Only)
Transport Refused by Patient (AMA)	16	13.44%	Patient Refused Transport
Lift Assist	7	5.61%	No Transport
Standby - No Patient Contacts	3	2.52%	No Transport
Canceled Prior to Arrival at Scene	2	1.68%	
Dead at Scene – Resuscitation Attempted (without Transport)	1	0.84%	No Transport
No Treatment/Transport Required	1	0.84%	No Transport
No Treatment/Transport Required	1	0.84%	Patient Refused Transport
Transported but Refused Care &/or Evaluation	1	0.84%	Transport by This EMS Unit (This Crew Only)
Treated, Referred to Law Enforcement	1	0.84%	No Transport
Treated/Transported by EMS custody of Law Enforcement	1	0.84%	Transport by This EMS Unit (This Crew Only)
<b>Total: 119</b>		<b>Total: 100.00%</b>	

### **Runs by Response Request**

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	82	68.91%
Interfacility Transport	26	21.85%
EMS Service Call Lift/Move	7	5.88%
Standby	4	3.36%
<b>Total: 119</b>		<b>Total: 100.00%</b>

### **Runs by Responding Unit**

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
Med 1	112	94.12%
Med 2	7	5.88%
<b>Total: 119</b>		<b>Total: 100.00%</b>

## Number of Calls by Age of Patient

Patient Age Range In Years	Number of Runs	Percent of Total Runs
No Patient	5	4.20%
1 - 9	1	0.84%
10 - 19	5	4.20%
20 - 29	6	5.04%
30 - 39	5	4.20%
40 - 49	3	2.52%
50 - 59	10	8.40%
60 - 69	24	20.17%
70 - 79	34	28.57%
80 - 89	21	17.65%
90 - 99	5	4.20%
<b>Total: 119</b>		<b>Total: 100.00%</b>

## Calls by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	20	16.81%
Monday	13	10.92%
Tuesday	16	13.45%
Wednesday	23	19.33%
Thursday	17	14.29%
Friday	22	18.49%
Saturday	8	6.72%
<b>Total: 119</b>		<b>Total: 100.00%</b>

## Calls by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	3	2.52%
01:00:00 - 01:59:59	2	1.68%
02:00:00 - 02:59:59	2	1.68%
03:00:00 - 03:59:59	1	0.84%
04:00:00 - 04:59:59	2	1.68%
05:00:00 - 05:59:59	3	2.52%
06:00:00 - 06:59:59	3	2.52%
07:00:00 - 07:59:59	4	3.36%
08:00:00 - 08:59:59	7	5.88%
09:00:00 - 09:59:59	8	6.72%
10:00:00 - 10:59:59	6	5.04%
11:00:00 - 11:59:59	8	6.72%
12:00:00 - 12:59:59	4	3.36%
13:00:00 - 13:59:59	5	4.20%
14:00:00 - 14:59:59	7	5.88%
15:00:00 - 15:59:59	8	6.72%
16:00:00 - 16:59:59	7	5.88%
17:00:00 - 17:59:59	6	5.04%
18:00:00 - 18:59:59	6	5.04%
19:00:00 - 19:59:59	9	7.56%
20:00:00 - 20:59:59	5	4.20%
21:00:00 - 21:59:59	4	3.36%
22:00:00 - 22:59:59	6	5.04%
23:00:00 - 23:59:59	3	2.52%
<b>Total: 119</b>		<b>Total: 100.00%</b>

## Runs by Zone - District

Scene Incident Zone	Number of Runs	Percent of Total Runs
City of Ripon	98	82.35%
Town of Nepeuskun	5	4.20%
Town of Metomen	4	3.36%
Town of Rosendale	4	3.36%
City of Berlin	3	2.52%
Town of Ripon	2	1.68%
Village of Rosendale	2	1.68%
Village of Fairwater	1	0.84%
<b>Total: 119</b>		<b>Total: 100.00%</b>

## YTD Average Call Times (911 Responses Only)

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene in Minutes	Avg Unit Arrived on Scene to Left Scene in Minutes	Avg Unit Left Scene to Arrived at Destination in Minutes	Avg Unit Arrived at Destination to Unit Back In Service in Minutes	Number of Runs
3.85	4.35	20.85	7.20	21.62	82

City of Ripon Parks and Recreation Department / Senior Activity Center

April 2024 Monthly Report

*Parks and Recreation Director – Ashton Zeien*

- **Programming**
  - **Summer programming was released in April**
  - **Summer 2023 we ran 8 programs from June-August vs. Summer 2024 we have 31 programs set to run from June-August**
  - **We are working on organizing a few hours of family fun prior to the start of the July 4<sup>th</sup> fireworks in partnership with the Chamber**
  - **I will be participating in the Murray Park School Wellness Day on May 17<sup>th</sup> and Max will be participating in the Kids to Parks Day in partnership with United Way and the Ripon Public Library**
- **Tree planting went great!**
  - **39 trees were planted Friday, April 19<sup>th</sup> and DPW finished off the planting process of mulching and staking on Monday, April 22<sup>nd</sup>.**
  - **2 additional trees were donated and planted by SSM Health through our Tree Donation Program on Earth Day**
- **I am getting quotes and opinions on many aspects of the ball diamonds including infield maintenance, backstop replacement, and batting cage replacement**
  - **With the information I collect, we will continue the conversation with the local clubs on how to move forward with these improvements**
  - **Currently, based on our survey results from the clubs, Legion and High School, the top priority for both Murray Park and Barlow Park are infield improvements**
- **Max Bryant's internship concluded on April 29<sup>th</sup>**
  - **May 15<sup>th</sup> he will be back assisting DPW with park maintenance and then transitioning over to 20 hours with Rec and 20 hours with DPW starting June 3<sup>rd</sup>.**
- **All park bathrooms are opened with the exception of Ceresco Park as we are waiting on parts due to plumbing issues**
- **All shelters are now open, and reservations start May 5<sup>th</sup>**
- **Mowing of all parks started in April and weed spraying will begin at all ball diamonds starting in May**
- **Sand volleyball nets are up for the season and tennis nets at Murray Park are on a temporary stand still until new nets are delivered on the second week of May**



## *Senior Activity Center – Christine Leusch*

### Facility Use:

- 1,080 check-ins to Senior activities in April!!!
- 605 check-ins at the Senior Activity Center
- 475 Check-ins at Willmore Center for Water Aerobics (Spring Break week off)
- 95 total events, classes, and activities
  - 21 for monthly Birthday Party
  - 25 for monthly Potluck
  - 114 for 3 Lunch and Learn events
  - 38 for StockBox

### Volunteers:

Volunteers are an integral part of the operations and programming of the Senior Center.

- 31 individuals volunteered in April
- Volunteers contributed 307 hours of their time to center exercise classes, programs, and general day-to-day operations.
- Volunteers came from the following sources:
  - Wisconsin Senior Employment Program (WISE)
  - Retired Senior Volunteer Program (RSVP)
  - Aging and Disability Resource Center (ADRC)
  - Ripon College
  - Ripon Public Library
  - Eden Senior Care
  - Compassus
  - Green Lake County Public Health
  - Tailored Hearing Solutions
  - Ripon Police Department
  - Lakeland Care
  - Individuals from the community

### Promotions

- 5 Radio interviews
- 95 Facebook posts
- 640 FB content interactions (the number of likes or reactions, saves, comments, shares, and replies)
- 600 Newsletters distributed
- Emails sent to 752 with newsletter and event announcements

Upcoming:

- 4 Lunch and Learn events in May
- Amish Country Tour Day Trip – SOLD OUT – May 29
- Brat Fry Fundraiser on June 1
- Peace, Love and Party! – 1960's Themed party, June 13, Sponsored by Alliance Laundry Systems
- Citywide Rummage Sale fundraiser on June 20-21
- Planning fundraising event for later in August or September with Eden Senior Care

# City of Ripon Police Department

## April 2024 Monthly Report

**TO:** Mayor Ted Grant, City Administrator Sonntag, City Council Members, and the Police Commission

**FROM:** Chief William Wallner, City of Ripon Police Department

**DATE:** May 02, 2024

### April 2024 Department Activity

- Department activity always seems to increase when warmer weather is upon us, and this month is consistent with that variety of activity.
- Staff is busy planning summer events that require additional officers. Many overtime shifts with added work will be done over what we expect to be a very busy summer. Because of short staffing currently, officers are working many shifts of overtime.
- Our department K9 has experienced some significant medical issues. We will be having a major fundraising campaign to raise monies for the K9 program. It has been 10 years since we had a fundraising campaign. We have selected a new K9 Handler because of the pending retirement for our current K9. Officer Brandon Howell will take over that position this fall.

### Training

- Officers Henning, Volz, and Bonack completed Emergency Vehicle Operations Training for Patrol Intervention Techniques at FVTC.
- Sgt. Tipton is finishing up the final week of Leadership in Policing Organizations training.
- All department officers completed the annual Taser recertification training.

### Personnel

- Conditional Offers were extended to two individuals for new officer positions. One position is to fill a vacant position currently, that candidate will be currently finishing her Master Degree in Social Work and will be sworn in on May 30<sup>th</sup> with our department. The other position is an Officer in Training position, that candidate will begin Law Enforcement Recruit Academy in June for 17 weeks, before returning to the department to begin Field Training.

Additional information attached.

# Ripon Police Department

## April 2024 Monthly Report

Incident Type	Total	INFORMATION TO DOCUMENT	
911 CHECK	25	INTOXICATED DRIVER	4
ABANDONED VEHICLE	1	INTOXICATED SUBJECT	1
ACCIDENT	9	INTRUSION ALARM	4
ACCIDENT W/BLOCKAGE	2	JUVENILE PROBLEM	12
AMBULANCE	63	LITTERING	1
ANIMAL ABUSE	2	LOST ANIMAL	1
ANIMAL BITE	1	LOST ANIMAL LOCATED	1
ANIMAL COMPLAINT	7	LOST PROPERTY	1
ASSIST AGENCY	6	MINI DIRT/BIKE COMPLAINT	1
ASSIST CITIZEN	46	MISSING ADULT	1
ASSIST MOTORIST	1	NEIGHBORHOOD POLICING	3
ATTEMPT TO LOCATE	3	NOISE COMPLAINT	3
BATTERY	2	NOTIFY MED EXAMINER	2
BIKE STOP	1	OCCUPIED DISABLED	2
BUILDING CHECK	313	OFFICER STANDBY	1
CHECK WELFARE	24	OPEN DOOR	3
CHILD ABUSE/NEGLECT	1	ORDINANCE VIOLATION	10
CHILD CUSTODY	6	PARKING ENFORCEMENT	46
CIVIL PROBLEM	5	PATROL ASSIST FIRE	15
COURT ORDER VIOLATION	1	PORNOGRAPHY	1
DIRECTED AREA PATROL	56	PROBATION HOLD VIOLATION	1
DISABLED VEHICLE	5	PURSUIT	1
DISORDERLY CONDUCT	8	RECKLESS DRIVER	7
DOMESTIC	5	REPOSSESSION	2
DRUGS/NARCOTICS	8	RUNAWAY	1
EXTRA PATROL	26	SCAM COMPLAINT	3
FIGHT	1	SCHOOL CROSSING	1
FOLLOW UP	35	SEXUAL ASSAULT	2
FOOT PATROL	2	SPECIAL ASSIGNMENT	26
FOUND ANIMAL	3	SUBJECT STOP	2
FOUND PROPERTY	2	SUBJECT WITH A WEAPON	1
FRAUD COMPLAINT	2	SUBJECT WITH GUN	1
HARASSMENT	3	SUSPICIOUS ACTIVITY	14
HIT AND RUN	4	SUSPICIOUS VEHICLE	9
HOUSE WATCH REQUEST	3	TAVERN CHECK	3

# Ripon Police Department

## April 2024 Monthly Report

THEFT	6
THREATS COMPLAINT	3
TRAFFIC ENFORCEMENT	4
TRAFFIC PROBLEM	6
TRAFFIC STOP	141
TRESPASSING	2
TRUANCY	2
UNDERAGE POSSESSION	3
VANDALISM	3
VEHICLE LOCKOUT	10
WARRANT	2
WARRANT OTHER AGENCY	2
WEATHER RELATED INFO	6
<b>Total</b>	<b>1076</b>

<b>Date Issued</b>	<b>Citation number</b>	<b>Citation type</b>	<b>Offense Description</b>
04/03/24	72700	TRF	SPEEDING ON CITY HIGHWAY
04/03/24	72701	TRF	VIOLATE DRIVING LICENSE R
04/04/24	72702	TRF	OPERATE MOTOR VEHICLE W/O
04/03/24	72703	ORD	POSSESSION OF THC
04/04/24	72871	TRF	INATTENTIVE DRIVING
04/04/24	72872	TRF	OPERATE WHILE REVOKED - R
04/04/24	72873	TRF	FAIL TO STOP AT STOP SIGN
04/05/24	72874	TRF	OPERATE MOTOR VEHICLE W/O
04/05/24	73354	TRF	SPEEDING ON CITY HIGHWAY
04/05/24	73355	TRF	SPEEDING ON CITY HIGHWAY
04/07/24	73356	TRF	NON-REGISTRATION OF AUTO
04/06/24	73357	TRF	OPERATE M/V WHILE REVOKED
04/07/24	73358	ORD	Possession of Drug Paraph
04/07/24	73359	ORD	POSSESSION OF THC
04/08/24	73595	TRF	NON-REGISTRATION OF AUTO
04/08/24	73596	TRF	OPERATING WHILE SUSPENDED
04/08/24	73597	TRF	SPEEDING ON CITY HIGHWAY
04/06/24	73598	TRF	OPERATE WHILE REVOKED - R
04/06/24	73599	TRF	VIOLATE DRIVING LICENSE R
04/09/24	73760	TRF	HIT AND RUN - UNATTENDED
04/09/24	73761	TRF	OPERATE W/O VALID LICENSE
04/10/24	73915	TRF	OPERATE MOTOR VEHICLE W/O
04/11/24	74113	TRF	OPERATE MOTOR VEHICLE W/O
04/12/24	74114	TRF	OPERATE MOTOR VEHICLE W/O
04/12/24	74115	TRF	OPERATING WHILE SUSPENDED
04/12/24	74573	TRF	SPEEDING ON CITY HIGHWAY
04/12/24	74580	TRF	OPERATING WHILE SUSPENDED
04/13/24	74581	TRF	FAIL TO STOP AT STOP SIGN
04/13/24	74582	TRF	SPEEDING ON CITY HIGHWAY
04/12/24	74606	TRF	OPERATING WHILE UNDER THE
04/12/24	74607	TRF	OPERATING WHILE SUSPENDED
04/13/24	74608	ORD	DISORDERLY CONDUCT - ADOP

04/16/24	74977	TRF	OPERATE MOTOR VEHICLE W/O
04/17/24	75148	TRF	OPERATE MOTOR VEHICLE W/O
04/17/24	75149	ORD	Unlawful Use of Computeri
04/15/24	75306	ORD	Own/possess biting animal
04/19/24	75307	ORD	POSSESSION OF THC
04/19/24	75992	TRF	SPEEDING ON CITY HIGHWAY
04/20/24	75994	TRF	SEATBELT - OPERATOR USE R
04/20/24	75995	TRF	RIDE IN VEHICLE W/O WEARI
04/20/24	75996	TRF	SPEED ZONES - EXCEEDING P
04/20/24	75997	TRF	OPERATING WHILE UNDER THE
04/20/24	75998	TRF	OPERATE WHILE REVOKED - R
04/20/24	75999	TRF	VIOLATE DRIVING LICENSE R
04/22/24	76000	TRF	VIOLATE DRIVING LICENSE R
04/22/24	76001	TRF	OPERATE MOTOR VEHICLE W/O
04/21/24	76002	ORD	DISORDERLY CONDUCT - ADOP
04/19/24	76003	ORD	Prohibition of tobacco on
04/21/24	76068	TRF	FAIL TO YIELD WHILE MAKIN
04/22/24	76069	TRF	OPERATING WHILE SUSPENDED
04/22/24	76070	TRF	OPERATE MOTOR VEHICLE W/O
04/23/24	76071	TRF	SPEED ZONES - EXCEEDING P
04/23/24	76254	TRF	SEATBELT - OPERATOR USE R
04/24/24	76255	TRF	SPEED ZONES - EXCEEDING P
04/24/24	76256	TRF	VIOLATE DRIVING LICENSE R
04/23/24	76257	TRF	UNSAFE LANE DEVIATION
04/18/24	76258	ORD	TRUANCY - 14 YEARS OLD AN
04/24/24	76592	TRF	TEXT WHILE DRIVING
04/24/24	76593	TRF	OPERATING WHILE SUSPENDED
04/24/24	76594	TRF	SEATBELT - OPERATOR USE R
04/25/24	76595	TRF	FAIL TO STOP AT STOP SIGN
04/24/24	76596	TRF	SPEEDING ON CITY HIGHWAY
04/24/24	76597	TRF	SPEEDING ON CITY HIGHWAY
04/23/24	76598	ORD	Prohibition of tobacco on
04/24/24	76599	ORD	POSSESSION OF THC
04/28/24	77081	TRF	OPEN INTOXICANTS IN MOTOR
04/28/24	77082	TRF	OPERATE W/O VALID LICENSE
04/26/24	77083	ORD	Damage to Property

04/27/24	77084	ORD	DISORDERLY CONDUCT - LOUD
04/26/24	77087	TRF	OPERATE W/O VALID LICENSE
04/28/24	77088	ORD	Resisting or Obstructing
04/26/24	77090	TRF	FAIL TO YIELD RIGHT OF WA
04/27/24	77091	TRF	SPEEDING ON CITY HIGHWAY
04/29/24	77224	TRF	OPERATE MOTOR VEHICLE W/O
04/29/24	77225	TRF	OPERATING WHILE SUSPENDED
04/29/24	77226	TRF	OPERATE AFTER REVOCATION/
04/29/24	77304	TRF	SPEEDING ON CITY HIGHWAY
04/29/24	77305	TRF	OPERATE MOTOR VEHICLE W/O
04/29/24	77306	TRF	OPERATING WHILE SUSPENDED
04/29/24	77307	TRF	OPERATE MOTOR VEHICLE W/O
04/30/24	77461	TRF	SPEEDING IN OUTLYING DIST
04/30/24	77465	TRF	OPERATING WHILE SUSPENDED
04/30/24	77466	TRF	OPERATE MOTOR VEHICLE W/O

**DEPARTMENT TOTALS**

**TRAFFIC        68**

**ORDINANCE    15**

**TOTAL           83**



Incident number	Date	Time	Street	People injured	People killed
RD2400880	04/30/24	18:33	W OSHKOSH ST EUREKA ST	0	0
RD2400878	04/30/24	14:00	PARKING LOT PARKSIDE ST	0	0
RD2400860	04/28/24	07:45	PRIVATE PROPERTY ARDMORE AVE	0	0
RD2400820	04/23/24	10:23	FOND DU LAC ST W & ARCADE RD	2	0
RD2400807	04/22/24	07:38	PARKING LOT TIGER DR	0	0
RD2400778	04/19/24	14:05	SHEPARD ST 521 FT N DOTY ST	1	0
RD2400764	04/17/24	11:00	1188 W FOND DU LAC ST	0	0
RD2400754	04/16/24	05:43	E HWY 23 & N BRANDON RD	0	0
RD2400750	04/14/24	18:00	1113 W FOND DU LAC ST	0	0
RD2400742	04/11/24	00:00	303 WATSON ST	0	0
RD2400699	04/09/24	12:30	PRIVATE PROPERTY AT HWY 023	0	0
RD2400658	04/04/24	07:55	HWY 23 100 FT N E SEWARD ST	0	0
RD2400666	04/04/24	00:00	WATSON ST 112 FT N E FOND DU LAC ST	0	0

**TOTAL COLLISIONS**

**13**

**TOTAL INJURED**

**3**

**TOTAL KILLED**

**0**



# Department of Public Works Monthly Report

Highlights for April/May 2024

Allyn Dannhoff  
Director Of Public Works  
920-748-4908  
adannhoff@cityoftrinon.com

- **Welcome** to Dan Kastein, new DPW crew member.
- **Capital & Contracted Work**
  - ✓ **Safety Training:** Assistant Director is coordinating an all-day safety training day scheduled for May 29<sup>th</sup>.
  - ✓ **DPW Facility Design** –Final Plan modifications in process in preparation for bidding. .
- **Streets Operations**
  - ✓ **Snow and Ice Removal:** Performed turf restorations identified from plowing operations.
  - ✓ **Railroad Crossing Improvements:** Continuing to communicate and work with WATCO with permanent improvements planned for 2024.
  - ✓ **Street Sweeping:** Continued sweeping streets. New sweeper delivery delayed by Francis Scott Key Bridge collapse.
  - ✓ **Vehicle & Equipment Maintenance:**
    - **Brush Chipper:** Repairs completed. .
    - **Grader:** Performing repairs and maintenance associated with leaking hydraulic rams and lines.
    - **2008 End Loader:** Head gasket is blown leaking coolant into cylinders and oil system. Securing servicing manuals in attempts to self-perform repairs to defray costs if performed by a John Deere shop.
    - **1996 Sewer Jetter Truck:** Pump broke down, unable to use for sewer jetting. Investigating options: do replacement parts exist or can modifications be made to retrofit with a different pump.
    - **Small Equipment Repairs:** Made several repairs to string trimmers. Converted small John Deere tractors from winter snow removal mode to summer lawn mowing mode.
    - **Flail Mower:** Readied and repaired the flail mower for the John Deere Tractor.
    - **Plow Truck Repairs:** Major repair underway for a plow frame assembly bent on one of the plow trucks. Cutting welds to replace/reinforce bent structural steel, then reweld.
    - **Plow Trucks:** Removed plows, wings, salters. Readied for summer use.
  - ✓ **DPW Facilities**
    - **DPW Yard Clean Up:** Crews commenced sorting, disposing, prepping for auction items in the yard in preparation for new facility construction.
    - **DPW Garage Roof Repairs:** Repairs to roofing membrane to resolve several leaks around the perimeter of the building.
  - ✓ **Parks and Cemeteries**
    - **Grass Maintenance:** Mowing and trimming operations have ramped up; all crews are now engaged in attempts to keep pace with rapid spring growth and provide presentable parks and cemeteries for Memorial Day weekend.
    - **Tree Planting.** Planned, prepared, performed planting/staking/mulching of 41 Park trees.
    - **Ball Diamonds:** Installed netting and sun shades for backstops, dugouts, and batting cages. Rolled all diamonds and some areas of the parks.
    - **Parks Restrooms:** Continuing to open restrooms. Deferred maintenance has resulted in employing assistance of a plumbing contractor to repair, replace, and/or improve water connections.
    - **Stump Removal:** Stump removal for trees removed in winter anticipated to proceed week of May 13, pending weather and turf conditions.

- **Remaining Ash Tree Inventory:** GIS Tree App identifies 38 Ash trees remaining to be removed from parks and street terraces and 138 trees of other species identified for removal in the 2022 survey. Working toward bidding another round of Ash tree removals DPW crews are unable to safely remove.
  - **Storm Damaged Trees:** Contracted removal of 2 trees DPW Crews are not equipped to remove; 1 each in Horner Park and Hillside Cemetery.
- **Cemeteries**
    - ✓ **CIMS Cemetery Management Program:**
      - Administrative Assistant continuing to train on the CIMS program, has commenced inputting records into this system.
- **Waste Water Treatment Plant**
    - ✓ **Facility**
      - WET Testing
        - April WET testing was a “mock” sample prepared by Badger Laboratories.
        - Collected industrial samples to locate potential toxicity source(s)
        - Toured local industries
      - Ripon High School, Earth Science Tour
      - Installation of tank, pump and mixer for Magnesium Hydroxide addition
      - PJ Kortens repaired sand filter control panel
      - Performed maintenance on and installed UV system in preparation of May 1 start-up
      - New VFD installed on #1 aerator
      - Sabel Mechanical pulled #3 Raw pump for repair
      - Interview candidates for wastewater operator position.
      - Begin application and sampling for WPDES renewal
      - Maintained 100% compliance for the April DNR Monitoring report.
    - ✓ **Lift Stations**
      - Lift station maintenance and cleaning
- **Water**
  - **Distribution System**
    - No Main Breaks in the month of April
    - Beacon Software Training with Midwest Meter
    - Ridgeline Utility Co. Tested 43 meters
    - Alliant Energy connected to distribution system
    - Main break road and lawn repair preparations
    - Met with Jacobs Engineering for service material inventory for EPA/DNR- Due Oct 16, 2024
  - **Water Tower**
    - The tarp has been installed
    - Paint colors have been selected
    - Blasting and coating has begun on the water tower
    - Internal structure is nearing completion
  - **Wells**
    - Monthly Maintenance
  - **Lead and Copper testing**
    - 20 houses inspected
  - **Digger Locates**
    - 133 Sewer and Water main locates performed

## Safety Training Agenda

What: Safety Training

When: 08:00 a.m. to 3:00 p.m. May 29, 2024

Where: Ripon Senior Center  
388 Murray Park Dr  
Ripon, WI 54971

Lockout tag out Awareness (15 minutes;)

Confined Space Awareness (15 minutes)

Trench and Shoring (90 minutes)

Hearing conservation (60 minutes)

Electrical safe work practices w/Hand & Power tools (30 minutes)

PPE (30 minutes)

Lunch

Fall Protection (60 minutes)

Emergency action plan (15 minutes; review shelter in place/evacuation plans; drills if requested)

Walking working surfaces (30 minutes)

Bloodborne Pathogens (45 minutes – Awareness, 30 minutes – Clean-up)



# CITY OF RIPON

100 Jackson Street \* Ripon, WI 54971-1396

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TO: Mayor Grant & Members of the Common Council

RE: City Administrator Report – May 2024

Below is the summary for May:

- The St. Wenceslaus St. Project is planned to start in early June. Project contracts have been signed and property easements are being drafted.
- Water Tower Reconditioning: Blasting and priming is complete, and the stripe coat has been applied to weld seams and edges on the exterior and interior. With ideal weather, Classic Protective Coatings projects finishing the coatings by the end of May. The electrician will come later after the coatings are complete.
- I have been spending a lot of time with the new Communications and HR Generalist, Mary Vesely, to get her up to speed. There is a long list of projects and priorities that we will begin implementing as Mary settles into the role.
- The city is exploring applying for a Flexible Facilities Grant with the DOA for a Barlow Park improvement. MSA is also working on an application to this program for the library.
- Housing Projects: I continue to have conversations about housing projects and opportunities with developers and builders. This also includes progress on the Vierbicher housing study and planning. Agreements and updates will be provided when available.
- I am working on replacing the 3 Industrial Park signs for the City Industrial Park. They are outdated and need attention.
- The city has been working on a parking signage project for downtown with Ripon Main St.
- The city is working on a proposal to bring EV charging stations to a downtown parking lot. This includes a significant donation to move the project along.
- The PSC rate case has been accepted by the DNR and a public hearing has been set for June 13<sup>th</sup>.
- I participated in the groundbreaking ceremony for the Boys and Girls Club project. I am excited to see the project progress over the next year!

Please let me know if you have any questions.

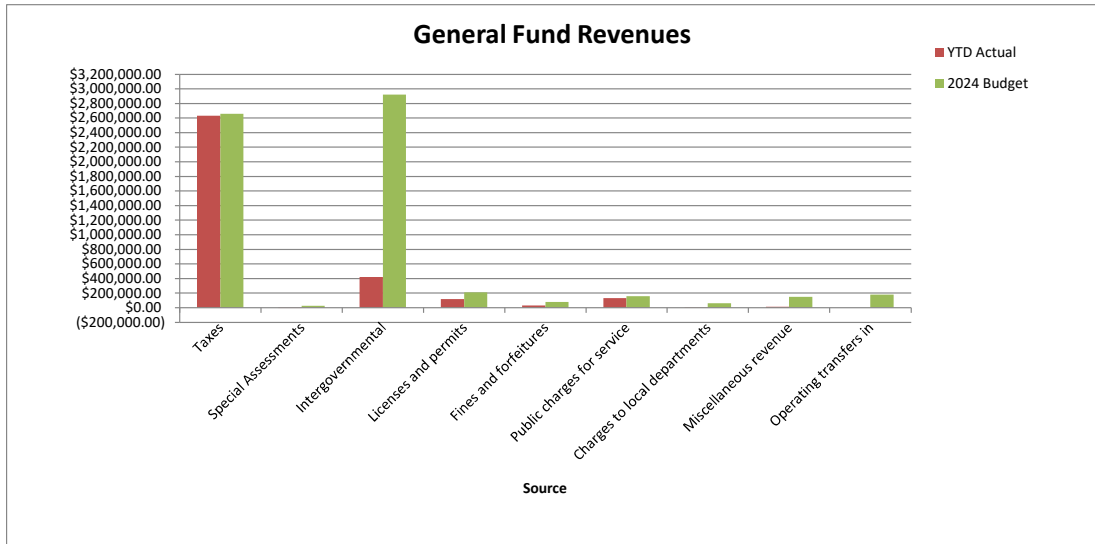
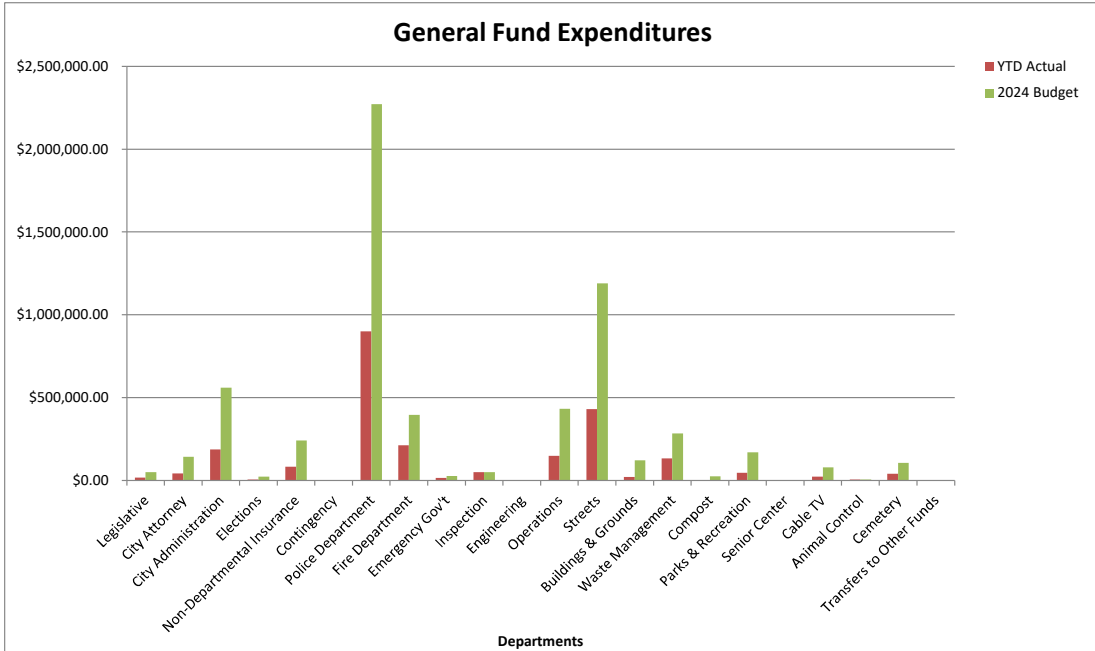
Thank you!

**CITY OF RIPON**  
**REPORT TO THE CITY COUNCIL**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**FOR THE PERIOD ENDED April 30, 2024**  
**(34% of Year)**

Fund	Period Actual	YTD Actual	2024 Budget	YTD Variance	% of Budget
10 General Fund					
Legislative	\$3,579.35	\$16,515.27	\$50,858.00	\$34,342.73	32%
City Attorney	\$9,768.91	\$42,743.53	\$143,877.96	101,134.43	30%
City Administration	\$44,281.32	\$187,003.05	\$561,107.36	374,104.31	33%
Elections	\$4,023.51	\$5,963.98	\$22,850.00	16,886.02	26%
Non-Departmental Insurance	\$9,135.57	\$83,705.83	\$241,170.08	157,464.25	35%
Contingency	\$0.00	\$0.00	\$0.00	0.00	0%
Police Department	\$296,426.21	\$900,161.45	\$2,270,778.54	1,370,617.09	40%
Fire Department	\$0.00	\$213,206.22	\$396,688.69	183,482.47	54%
Emergency Gov't	\$14,580.00	\$14,670.00	\$26,400.00	11,730.00	56%
Inspection	\$6,285.39	\$50,333.11	\$49,800.00	(533.11)	101%
Engineering	\$0.00	\$0.00	\$0.00	0.00	0%
Operations	\$27,107.52	\$148,463.51	\$432,139.87	283,676.36	34%
Streets	\$105,975.76	\$431,179.72	\$1,189,321.42	758,141.70	36%
Buildings & Grounds	\$4,267.34	\$20,358.67	\$122,100.00	101,741.33	17%
Waste Management	\$66,296.27	\$133,215.53	\$284,056.54	150,841.01	47%
Compost	\$863.81	\$2,715.19	\$25,144.18	22,428.99	11%
Parks & Recreation	\$3,687.37	\$47,261.08	\$170,120.21	122,859.13	28%
Senior Center	\$0.00	\$80.64	\$0.00	(80.64)	0%
Cable TV	\$3,640.79	\$23,467.99	\$78,841.72	55,373.73	30%
Animal Control	\$0.00	\$5,118.28	\$6,200.00	1,081.72	83%
Cemetery	\$4,581.15	\$40,824.82	\$105,915.92	65,091.10	39%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	0.00	0%
<b>Total</b>	<b>Exp \$604,500.27</b>	<b>\$2,366,987.87</b>	<b>\$6,177,370.49</b>	<b>\$3,810,382.62</b>	<b>38%</b>
Taxes	\$1,813.83	\$2,630,181.81	\$2,658,123.00	\$27,941.19	99%
Special Assessments	\$0.00	(\$77.92)	\$25,000.00	\$25,077.92	0%
Intergovernmental	\$192,329.07	\$423,078.98	\$2,920,713.70	2,497,634.72	14%
Licenses and permits	\$24,175.58	\$117,786.97	\$211,415.00	93,628.03	56%
Fines and forfeitures	\$10,339.42	\$30,130.66	\$81,100.00	50,969.34	37%
Public charges for service	\$21,483.87	\$143,582.33	\$158,750.00	15,167.67	90%
Charges to local departments	\$0.00	\$600.00	\$60,000.00	59,400.00	1%
Miscellaneous revenue	\$1,765.97	\$13,902.66	\$148,500.00	134,597.34	9%
Operating transfers in	\$0.00	\$0.00	\$179,800.00	179,800.00	0%
<b>Total</b>	<b>Rev \$251,907.74</b>	<b>\$3,359,185.49</b>	<b>\$6,443,401.70</b>	<b>\$3,084,216.21</b>	<b>52%</b>
20 Recycling Fund					
Exp	\$12,631.71	\$46,512.26	\$160,000.00	\$113,487.74	29%
Rev	\$0.00	\$0.00	\$160,000.00	\$160,000.00	0%
21 Emergency Medical Services					
Exp	\$159,387.78	\$360,483.60	\$845,180.52	\$484,696.92	43%
Rev	\$63,225.41	\$181,087.34	\$845,181.00	\$664,093.66	21%
22 City Revolving Loan Fund					
Exp	\$35,406.00	\$61,356.00	\$152,500.00	\$91,144.00	40%
Rev	\$0.00	\$0.00	\$0.00	\$0.00	0%
23 Library					
Exp	\$45,889.14	\$245,900.70	\$674,135.00	\$428,234.30	36%
Rev	\$222,371.25	\$677,307.63	\$674,135.00	(\$3,172.63)	100%
24 Taxi					
Exp	\$0.00	\$65,088.24	\$416,000.00	\$350,911.76	16%
Rev	\$0.00	\$84,540.10	\$355,000.00	\$270,459.90	24%
25 Community Promotion					
Exp	\$0.00	\$26,506.81	\$129,500.00	\$102,993.19	20%
Rev	\$21,524.94	\$21,524.94	\$129,500.00	\$107,975.06	17%
27 CDBG Revolving Loan Fund					
Exp	\$0.00	\$0.00	\$0.00	\$0.00	0%
Rev	\$1,220.03	\$4,892.38	\$0.00	(\$4,892.38)	0%
28 Special Donations					
Exp	\$0.00	\$349.98	\$0.00	(\$349.98)	0%
Rev	(\$557.49)	\$1,469.82	\$0.00	(\$1,469.82)	0%
29 CDBG Housing Fund					
Exp	\$0.00	\$0.00	\$3,750.00	\$3,750.00	0%
Rev	\$0.00	\$0.00	\$0.00	\$0.00	0%
30 General Debt Service					
Exp	\$34,020.00	\$382,333.82	\$776,729.39	\$394,395.57	49%
Rev	\$842.16	\$781,513.43	\$776,729.00	(\$4,784.43)	101%



**CITY OF RIPON  
 REPORT TO THE CITY COUNCIL  
 SCHEDULE OF REVENUES AND EXPENDITURES  
 FOR THE PERIOD ENDED April 30, 2024  
 (34% of Year)**





**CITY OF RIPON**  
**COMBINED CASH INVESTMENT**  
**APRIL 30, 2024**

COMBINED CASH ACCOUNTS

01-11100	GENERAL CASH CHECKING	1,425,924.17
01-11112	UTILITY CASH CLEARING	( 216,202.20)
01-11115	A/R CASH CLEARING	( 114,008.18)
01-11301	CASH - LGIP	( 13,950.33)
01-11302	CASH - RBC LONG TERM INVESTMNT	3,297,367.33
01-11503	CASH - CDBG BMO 81226	39,468.49
01-11701	ADJ FOR FMV ON LONG TERM INVES	( 6,296.11)
01-11506	CASH - S/T INVESTMENT CD - LIB	46,666.65
01-11507	CASH - RIPON AREA FOUNDATION	106,000.00
	TOTAL COMBINED CASH	4,564,969.82
01-11111	CASH ALLOCATED TO OTHER FUNDS	( 4,564,969.82)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,602,905.44
20	ALLOCATION TO RECYCLING FUND	( 207,043.93)
21	ALLOCATION TO EMERG MED SVCS FUND	238,089.20
22	ALLOCATION TO CITY REVOLVING LOAN FUND	( 32,436.68)
23	ALLOCATION TO LIBRARY FUND	482,391.63
24	ALLOCATION TO TAXI FUND	( 305,221.58)
25	ALLOCATION TO COMMUNITY PROMOTION FUND	218,907.46
27	ALLOCATION TO CDBG REVOLVING LOAN FUND	40,392.35
28	ALLOCATION TO DONATIONS SPECL REV FUND	( 32,605.92)
29	ALLOCATION TO CDBG HOUSING FUND	39,201.69
30	ALLOCATION TO DEBT SERVICE FUND	1,210,200.07
40	ALLOCATION TO CAPITAL PROJECTS FUND	( 4,114,178.08)
41	ALLOCATION TO TID #7 HWY 44/49 SOUTH FUND	( 344,318.79)
42	ALLOCATION TO TID #11 DOWNTOWN BUSINESS FUND	2,957,199.08
43	ALLOCATION TO TID #9 HWY 44/OLDEN RD FUND	884,592.20
44	ALLOCATION TO TID #10 HWY 23/DOUGLAS FUND	748,406.11
45	ALLOCATION TO TID #14 FUND	754,795.88
46	ALLOCATION TO TID # 12 IND DEVEL VERM/HALL	273,458.15
47	ALLOCATION TO TID #4 INDUSTRIAL PARK FUND	( 3,624.43)
48	ALLOCATION TO TID #5 INDUSTRIAL DEVELOP FUND	361,002.77
49	ALLOCATION TO TID #6 HWY 23 W FUND	825,007.47
50	ALLOCATION TO TID #15 DOWNTOWN DEVELOPMENT	( 202,256.63)
51	ALLOCATION TO EQUIPMENT REPLACEMENT FUND	45,918.90
61	ALLOCATION TO SEWER UTILITY FUND	( 588,637.52)
62	ALLOCATION TO WATER UTILITY FUND	( 1,032.78)
70	ALLOCATION TO HEALTH INSURANCE FUND	( 221,379.48)
82	ALLOCATION TO FF/NN LANDFILL PRP FUND	62,033.28
83	ALLOCATION TO BUSINESS IMPR DIST FUND	( 126,796.04)

CITY OF RIPON  
COMBINED CASH INVESTMENT  
APRIL 30, 2024

TOTAL ALLOCATIONS TO OTHER FUNDS	4,564,969.82
ALLOCATION FROM COMBINED CASH FUND - 01-11111	( 4,564,969.82)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>

Report Criteria:

Report type: Summary

[Report].Invoice GL Account (2 Characters) = {<>} "23"

Check.Type = {<>} "Void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/24	04/01/2024	81333	29205	PUBLIC SERVICE COMMISSION	2402-I-05105	62-6923-52100	.00	2,209.92
04/24	04/01/2024	81334	115731	Renning Lewis & Lacy	7324934	61-3800-52100	.00	2,985.57
04/24	04/01/2024	81335	31140	RIPON ACE HARDWARE	Multiple	10-3300-53500	.00	140.27
04/24	04/01/2024	81336	31770	RIPON ELECTRIC INC	22924	10-3230-52420	.00	194.25
04/24	04/01/2024	81337	114663	RIPON EMS ASSOCIATION	300002673	21-2300-53200	.00	400.00
04/24	04/01/2024	81338	112243	SPEEDY CLEAN Inc	82490	61-3800-52100	.00	10,231.03
04/24	04/01/2024	81339	115024	SUBURBAN LABORATORIES	208559	61-3800-52100	.00	2,148.65
04/24	04/01/2024	81340	114492	TRC LOCKBOX	642344	82-23821	.00	6,788.98
04/24	04/01/2024	81341	113363	TRUCK EQUIPMENT INC	1087540-00	10-3300-52410	.00	110.00
04/24	04/01/2024	81342	115664	University of Wisconsin-Madison	Roni 03.14.2	28-1940-48510	.00	2,011.01
04/24	04/01/2024	81343	115349	VIERBICHER ASSOCIATES INC	00001V	22-1411-57200	.00	340.00
04/24	04/01/2024	81344	40375	WALLNER, WILLIAM B	Wallner 03.1	10-2150-53500	.00	55.00
04/24	04/01/2024	81345	113698	WEBSTER'S MARKETPLACE	Multiple	10-5100-53300	.00	295.76
04/24	04/01/2024	81347	115733	Woody's CDL, LLC	787542	10-3230-52500	.00	735.00
04/24	04/01/2024	81348	115552	ACE RBHS LLC	ACS 03.14.2	61-3800-46410	.00	4.42
04/24	04/01/2024	81349	1080	ALLIANT ENERGY/WP&L	Alliant 03.22.	10-5100-52200	.00	40,764.96
04/24	04/01/2024	81350	114445	AMAZON CAPITAL SERVICES	Multiple	21-2300-53400	.00	742.65
04/24	04/01/2024	81351	115659	Aramark	Multiple	10-3230-53410	.00	180.58
04/24	04/01/2024	81352	114429	AT&T MOBILITY	Multiple	10-2150-52200	.00	1,335.14
04/24	04/01/2024	81353	3300	BADGER LABORATORIES INC	Multiple	62-6643-52900	.00	327.00
04/24	04/01/2024	81355	115552	Beverly Rivera	Rivera 3.14.2	61-3800-46410	.00	55.00
04/24	04/01/2024	81356	5157	BOUNDTREE MEDICAL	Multiple	21-2300-53400	.00	437.36
04/24	04/01/2024	81357	5500	BROWN CAB SERVICE INC.	4548	24-4500-46350	.00	22,205.37
04/24	04/01/2024	81359	6870	CHARTER COMMUNICATIONS	1717755010	10-3500-52200	.00	1,023.85
04/24	04/01/2024	81360	114151	CINTAS	4187422096	61-3800-52420	.00	245.54
04/24	04/01/2024	81361	8250	CLIFFS TIRE & BATTERY	309416	21-2300-52410	.00	35.50
04/24	04/01/2024	81362	115347	DIVERSIFIED BENEFIT SERVIC	406395	70-1933-55200	.00	101.38
04/24	04/01/2024	81363	110375	ENERGY CONTROL & DESIGN I	0099131-N	61-3800-52420	.00	601.84
04/24	04/01/2024	81364	113720	ENVIRONMENTAL CONSULTING	7029	61-3800-52100	.00	700.00
04/24	04/01/2024	81365	114781	FERGUSON ENTERPRISES LLC	0410023	62-6673-52300	.00	650.00
04/24	04/01/2024	81366	112214	FERGUSON WATERWORKS #14	0410023	62-6673-52300	.00	650.00
04/24	04/01/2024	81367	112895	GFC LEASING WI	I00903266	10-5100-53100	.00	476.58
04/24	04/01/2024	81368	114932	GFL ENVIRONMENTAL	Multiple	10-3620-52900	.00	1,482.01
04/24	04/01/2024	81369	112515	GRANT's PACKAGEHUB	Multiple	10-1410-53900	.00	669.30
04/24	04/01/2024	81370	16200	GRAPHIC SIGN & LETTER CO	240207	10-5100-58100	.00	273.60
04/24	04/01/2024	81371	17065	HAWKINS INC	6717938	61-3800-53400	.00	1,838.95
04/24	04/01/2024	81372	17200	HEATLEY ELECTRIC	13401	10-3300-52300	.00	282.00
04/24	04/01/2024	81373	113392	HENRY SCHEIN INC	78924681	21-2300-53400	.00	.10
04/24	04/01/2024	81375	18900	J & H CONTROLS INC	1000002569	10-3500-52410	.00	536.00
04/24	04/01/2024	81376	111861	JEFFERSON FIRE & SAFEY INC	IN312794	21-2300-52410	.00	42.49
04/24	04/01/2024	81377	115552	Judy Robbert	Robbert 03.1	61-3800-46410	.00	29.49
04/24	04/01/2024	81378	115732	Life-Assist, Inc.	1417695	21-2300-58100	.00	1,370.45
04/24	04/01/2024	81379	114667	LOYALTY	25123	10-1930-52100	.00	189.75
04/24	04/01/2024	81380	115552	MacKenzie Nelson	Nelson	61-13100	.00	82.64
04/24	04/01/2024	81381	115552	MARK AND BRENDA SOLUM	Solum 03.14.	61-3800-46410	.00	259.19
04/24	04/01/2024	81382	113369	MARTELLE WATER TREATMEN	26755	62-6641-53400	.00	6,390.10
04/24	04/01/2024	81383	115552	Max Bryant	Bryant 3.29.2	10-1410-51120	.00	450.00
04/24	04/01/2024	81384	114245	MID-STATE EQUIPMENT	P91988	10-3500-52410	.00	822.13
04/24	04/01/2024	81386	25153	MODERN RENTALS INC	315898	10-3400-52420	.00	30.00
04/24	04/01/2024	81387	113971	MSA PROFESSIONAL SERVICE	Multiple	40-7010-58400	.00	3,710.72
04/24	04/01/2024	81388	25675	NAPA AUTO PARTS	Multiple	10-3230-53410	.00	2,461.68

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/24	04/01/2024	81389	26950	NORTH CENTRAL LABS	500982	61-3800-53400	.00	206.24
04/24	04/01/2024	81390	27260	NOVAK EXCAVATING INC	R0103	62-6673-52300	.00	1,522.42
04/24	04/01/2024	81391	115734	O&W Communications	69423	10-5100-52420	.00	375.00
04/24	04/01/2024	81392	112391	O'REILLY AUTOMOTIVE STORE	Multiple	21-2300-52410	.00	35.62
04/24	04/01/2024	81393	115552	Pat Stanton & Sons Construction	Stanton 03.1	61-3800-46410	.00	18.26
04/24	04/01/2024	81394	115552	Premier Real Estate	Premier 03.1	62-13100	.00	82.66
04/24	04/12/2024	81395	1080	ALLIANT ENERGY/WP&L	March 2024	10-5100-52200	.00	2,427.77
04/24	04/12/2024	81397	114445	AMAZON CAPITAL SERVICES	Multiple	21-2300-53400	.00	1,297.03
04/24	04/12/2024	81398	115659	Aramark	Multiple	10-3230-53410	.00	237.36
04/24	04/12/2024	81400	113078	ASSOCIATED APPRAISAL CON	173683	10-1410-52100	.00	2,693.51
04/24	04/12/2024	81401	114429	AT&T MOBILITY	2872907202	21-2300-52200	.00	376.05
04/24	04/12/2024	81402	3230	BADGER METER	80154126	62-6921-52200	.00	1,042.65
04/24	04/12/2024	81405	114374	BMO HARRIS BANK NA - PAYME	March BMO	10-5100-53300	.00	1,268.74
04/24	04/12/2024	81406	5157	BOUNDTREE MEDICAL	Multiple	21-2300-53400	.00	528.75
04/24	04/12/2024	81407	115617	BRAD KURCZEK	04.01.2024 K	10-2150-53500	.00	49.50
04/24	04/12/2024	81408	111966	Brightspeed	April Bill	62-6921-52200	.00	49.36
04/24	04/12/2024	81409	5460	BROOKS TRACTOR	S46268	10-3300-52410	.00	94.38
04/24	04/12/2024	81410	115738	Building Service Inc.	171452	10-1410-53100	.00	888.10
04/24	04/12/2024	81411	115627	Bureau Veritas National Elevator I	RI 24008764	10-3500-52410	.00	88.00
04/24	04/12/2024	81414	6870	CHARTER COMMUNICATIONS	Multiple	10-3500-52200	.00	1,605.91
04/24	04/12/2024	81415	7590	CITY OF APPLETON	13838	10-1410-52100	.00	690.00
04/24	04/12/2024	81416	7800	CITY OF RIPON UTILITIES	04.04.2024 U	10-1410-52200	.00	359.50
04/24	04/12/2024	81417	115717	Compass Minerals America Inc.	Multiple	10-3300-53700	.00	36,153.52
04/24	04/12/2024	81419	114008	CORE & MAIN	Multiple	62-6676-53500	.00	1,101.83
04/24	04/12/2024	81420	115728	Eliminator Pest Management Co.	Multiple	10-5100-52420	.00	150.00
04/24	04/12/2024	81421	115033	EMERGENCY SERVICES MARK	24-40705	21-2300-53200	.00	735.00
04/24	04/12/2024	81422	113720	ENVIRONMENTAL CONSULTING	7100	61-3800-52100	.00	2,000.00
04/24	04/12/2024	81423	115736	Federal Signal Corporation	8568569	10-2350-52410	.00	14,580.00
04/24	04/12/2024	81424	112214	FERGUSON WATERWORKS #14	0411271	62-6673-52300	.00	725.00
04/24	04/12/2024	81425	112895	GFC LEASING WI	Multiple	10-1410-53300	.00	202.96
04/24	04/12/2024	81426	114932	GFL ENVIRONMENTAL	V400000034	10-3620-52900	.00	7,032.79
04/24	04/12/2024	81428	114330	GRAND VALLEY INSPECTION S	2024-52	10-2400-52100	.00	5,277.01
04/24	04/12/2024	81429	112515	GRANT's PACKAGEHUB	Multiple	21-2300-53110	.00	83.95
04/24	04/12/2024	81430	16200	GRAPHIC SIGN & LETTER CO	240242	10-3300-58200	.00	264.24
04/24	04/12/2024	81431	113392	HENRY SCHEIN INC	80274161	21-2300-53400	.00	52.80
04/24	04/12/2024	81433	112843	HOMAN FORD INC	103512	10-2150-52410	.00	626.90
04/24	04/12/2024	81434	113903	HYDROCORP	0077190-IN	62-6923-52100	.00	1,126.00
04/24	04/12/2024	81435	112992	KAREN J BARANCZYK	04.08.2024 B	10-1410-52500	.00	44.22
04/24	04/12/2024	81436	115552	Kristy Markeland	Fiesta Freez	10-5100-53300	.00	160.00
04/24	04/12/2024	81437	111924	LAVIOLETTE, DAVID	WRWA Conf	62-6921-53300	.00	505.22
04/24	04/12/2024	81439	114667	LOYALTY	Multiple	10-1930-52100	.00	14,705.52
04/24	04/12/2024	81441	115552	MARTIN ERNSER	Ernser 03.31.	10-5150-52900	.00	75.00
04/24	04/12/2024	81442	114154	MID-STATE TECHNICAL COLLE	MSW32238	21-2300-52500	.00	390.00
04/24	04/12/2024	81444	25153	MODERN RENTALS INC	Multiple	10-3400-53400	.00	410.69
04/24	04/12/2024	81445	113971	MSA PROFESSIONAL SERVICE	Multiple	40-7010-58400	.00	43,866.27
04/24	04/12/2024	81446	25675	NAPA AUTO PARTS	Multiple	10-3300-52410	.00	302.06
04/24	04/12/2024	81447	115695	Nielson Communications Inc.	AR32701	21-2300-58100	.00	1,050.00
04/24	04/12/2024	81448	26950	NORTH CENTRAL LABS	501206	61-3800-53400	.00	114.93
04/24	04/12/2024	81449	27260	NOVAK EXCAVATING INC	Multiple	62-6673-52300	.00	5,821.97
04/24	04/12/2024	81450	112391	O'REILLY AUTOMOTIVE STORE	2427-245399	21-2300-52410	.00	28.99
04/24	04/12/2024	81451	115737	Oshkosh Area Community Found	RPL Renovat	28-1940-48510	.00	150.00
04/24	04/12/2024	81452	115420	PJ Kortens & Company Inc.	10024798	61-3800-52100	.00	1,954.70
04/24	04/12/2024	81453	114620	PSI	00921296	40-7010-58300	.00	3,575.00
04/24	04/12/2024	81456	112522	RESERVE ACCOUNT	Postage 4.8.	10-1410-53110	.00	2,000.00
04/24	04/12/2024	81457	18080	RILEY ICENOGLA	Icenogle 03.3	10-5150-53200	.00	659.88
04/24	04/12/2024	81458	31140	RIPON ACE HARDWARE	Multiple	10-5100-53400	.00	295.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/24	04/12/2024	81459	31610	RIPON COMMONWEALTH PRES	Multiple	10-1410-53200	.00	944.14
04/24	04/12/2024	81460	32350	RIPON MAIN STREET INC	2023 Taxes	83-1131-57800	.00	65,763.60
04/24	04/12/2024	81461	33910	SCHMUHL, KELLY	04.03.2027 S	10-2150-53500	.00	61.97
04/24	04/12/2024	81462	113630	SECURIAN FINANCIAL GROUP I	May Life	10-21530	.00	1,809.44
04/24	04/12/2024	81463	113881	SHORT ELLIOTT HENDRICKSO	Multiple	40-7010-58400	.00	35,009.17
04/24	04/12/2024	81464	115412	SSM HEALTH AT WORK	Multiple	10-3300-52100	.00	564.75
04/24	04/12/2024	81465	112441	SSM Health Laboratories	4604461	10-2150-52100	.00	80.00
04/24	04/12/2024	81466	36475	STREICHERS INC	Multiple	10-2150-53500	.00	2,304.00
04/24	04/12/2024	81468	114200	TACTICAL SOLUTIONS	10011	10-2150-52410	.00	717.00
04/24	04/12/2024	81469	4840	TINA M BLOCH	Multiple	10-2150-53500	.00	90.58
04/24	04/12/2024	81471	115724	USA BlueBook	Multiple	62-6614-52410	.00	3,039.72
04/24	04/12/2024	81472	115008	VERIZON	3340000536	10-3620-52900	.00	137.70
04/24	04/12/2024	81473	115616	W.J. Leasa Electric Inc.	53300	62-6614-52100	.00	1,109.56
04/24	04/12/2024	81474	113698	WEBSTER'S MARKETPLACE	Multiple	10-1410-53100	.00	264.22
04/24	04/12/2024	81475	110870	WI EMS ASSOCIATION	300002673	21-2300-53200	.00	400.00
04/24	04/12/2024	81478	115639	Wisconsin Rural Water Associatio	S6340	62-6921-53200	.00	550.00
04/24	04/12/2024	81479	115135	WM CORPORATE SERVICES IN	Multiple	20-2000-52699	.00	12,631.71
04/24	04/25/2024	81480	115229		LF133258	10-3620-52900	.00	406.00
04/24	04/25/2024	81481	114445	AMAZON CAPITAL SERVICES	Multiple	10-1440-53400	.00	1,978.87
04/24	04/25/2024	81482	115659	Aramark	6160225331	10-3230-53410	.00	28.91
04/24	04/25/2024	81483	114429	AT&T MOBILITY	Multiple	10-1410-53200	.00	1,709.16
04/24	04/25/2024	81484	3300	BADGER LABORATORIES INC	Multiple	61-3800-52100	.00	364.00
04/24	04/25/2024	81485	113210	BADGER STATE WASTE LLC	Multiple	61-3800-52100	.00	22,658.29
04/24	04/25/2024	81487	114374	BMO HARRIS BANK NA - PAYME	April 24 State	10-1410-53900	.00	3,117.67
04/24	04/25/2024	81488	114596	BRABAZON PUMP COMPRESS	5268496	61-3800-52100	.00	710.13
04/24	04/25/2024	81489	5460	BROOKS TRACTOR	Multiple	10-3300-52410	.00	784.33
04/24	04/25/2024	81490	114751	BUTZIN MARCHANT	0002063	10-1001-46745	.00	150.00
04/24	04/25/2024	81491	115552	Carolyn Bennet	Bennet 04.16	10-1001-46745	.00	58.00
04/24	04/25/2024	81494	114151	CINTAS	Multiple	61-3800-52420	.00	800.79
04/24	04/25/2024	81496	8600	CONDON OIL CO	Multiple	10-3300-52410	.00	828.84
04/24	04/25/2024	81497	115552	David Moore	Moore 04.15.	61-13100	.00	150.00
04/24	04/25/2024	81498	114224	DINGES FIRE CO	51776	61-3800-52300	.00	95.00
04/24	04/25/2024	81499	115347	DIVERSIFIED BENEFIT SERVIC	408740	70-1933-55200	.00	114.39
04/24	04/25/2024	81500	115739	Eagle Engraving, Inc.	Multiple	21-2300-53400	.00	189.15
04/24	04/25/2024	81501	112895	GFC LEASING WI	Multiple	10-3230-52410	.00	2,071.58
04/24	04/25/2024	81502	115552	Gideon Holdings	Gideon	61-13100	.00	47.25
04/24	04/25/2024	81503	113392	HENRY SCHEIN INC	77170248	21-2300-53400	.00	87.18
04/24	04/25/2024	81504	115531	IIMC	2024 Membe	10-1410-53200	.00	310.00
04/24	04/25/2024	81506	18900	J & H CONTROLS INC	1000002577	10-3500-52410	.00	536.00
04/24	04/25/2024	81507	115578	Leaves Inspired Tree Nursery	25719	10-3500-53500	.00	5,867.00
04/24	04/25/2024	81508	115552	Max Bryant	2nd Installme	10-1410-51120	.00	450.00
04/24	04/25/2024	81509	24200	MENARDS	73812	10-3400-53900	.00	701.89
04/24	04/25/2024	81510	115552	Michael Rasher	Rasher 4.15.	61-13100	.00	49.69
04/24	04/25/2024	81512	25153	MODERN RENTALS INC	316239	10-3300-52410	.00	623.65
04/24	04/25/2024	81513	113971	MSA PROFESSIONAL SERVICE	003711	61-3800-52100	.00	5,110.25
04/24	04/25/2024	81514	115558	Naomi Miller	04.18.2024 V	10-3500-53500	.00	25.00
04/24	04/25/2024	81515	115695	Nielson Communications Inc.	Multiple	10-2150-58100	.00	230,183.30
04/24	04/25/2024	81516	26950	NORTH CENTRAL LABS	502258	61-3800-53400	.00	959.80
04/24	04/25/2024	81517	29205	PUBLIC SERVICE COMMISSION	2403-I-05105	62-6923-52100	.00	4,972.69
04/24	04/25/2024	81518	115631	Ramaker & Associates Inc	128569	10-4910-53200	.00	2,500.00
04/24	04/25/2024	81519	115731	Renning Lewis & Lacy	7326156	61-3800-52100	.00	91.50
04/24	04/25/2024	81520	31140	RIPON ACE HARDWARE	Multiple	61-3800-52410	.00	550.18
04/24	04/25/2024	81521	113157	SABEL MECHANICAL	240189	61-3800-52410	.00	2,719.70
04/24	04/25/2024	81522	115741	Sirchie	Multiple	10-2150-53400	.00	142.00
04/24	04/25/2024	81523	115664	University of Wisconsin-Madison	190257	28-1940-48510	.00	557.70
04/24	04/25/2024	81524	115724	USA BlueBook	Multiple	62-6614-52410	.00	268.53

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
04/24	04/25/2024	81525	115349	VIERBICHER ASSOCIATES INC	Multiple	22-1411-57200	.00	2,406.00
04/24	04/25/2024	81526	113698	WEBSTER'S MARKETPLACE	Multiple	10-1440-53400	.00	268.72
04/24	04/25/2024	81527	42000	WI DEPT OF JUSTICE-TIME	455TIME-000	10-2150-52900	.00	371.25
04/24	04/25/2024	81528	115552	William Ryan	Ryan 2nd Ins	10-1410-51120	.00	500.00
04/24	04/25/2024	81530	114009	WISCONSIN MEDIA	Ripon Comm	10-5100-53200	.00	90.00
Grand Totals:							.00	704,344.18

Report Criteria:

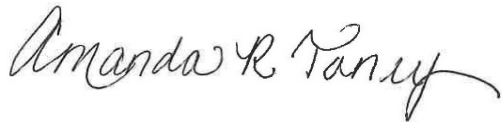
Report type: Summary

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DESCRIPTION	AMOUNT
PSN INVOICE	316.60
RECORD ACH TO HUMANA FOR VOLUNTARY INS	1,985.82
DELTA DENTAL	514.22
BANKCARD TRANSACTIONS	92.23
POSITIVE PAY CHARGES	266.90
RECORD ACH TO EBC FOR FSA CLAIMS DEDUCTIBLE	2,067.88
FUEL CARDS EXXON PAYMENT	8,093.36
PAYROLL	219,739.62
ICMA FOR PAYROLL	7,388.95
UNION DUES FOR PAYROLL	534.00
FEDERAL WITHHOLDING	75,831.53
STATE WITHHOLDING	24,792.29
BANCORP TRANSACTIONS	3,455.68
RECORD EMPLOYEE TRUST FUND PAYMENT	45,155.28
MONTHLY LEASE CHARGE ON VEHICLES	18,282.77
HEALTH INSURANCE BILLING	87,398.98
SANDMAR LOT PURCHASES - LOTS 20, 21 & 29	66,000.00
QUARTERLY SALES TAX PAYMENT TO STATE	1,050.48
ANNUAL TIF FILING FEE	1,200.00
SERIES 2021B BOND PAYMENT	356,327.50
SERIES 2022 BOND PAYMENT	87,343.63
PLOW TRUCK PAYMENT	34,020.00
TOTAL ACH PAYMENTS	<u>\$1,041,857.72</u>
A/P CHECKS	704,344.18
TOTAL DISBURSEMENTS	\$1,746,201.90

RESPECTFULLY SUBMITTED,



AMANDA TONEY  
FINANCE DIRECTOR/ASSISTANT CITY ADMINISTRATOR



## Ripon

100 Jackson St, Ripon, Wisconsin

### Meeting Minutes

**April 9, 2024 - Council Meeting - 07:00 PM**

Council Present: Iverson, Splitt, Grunert, Schatzinger, Riemer, Gatzke, Sorensen

Staff Present: City Administrator Sonntag; Mayor Grant, Police Chief Wallner, Public Works Director Dannhoff and City Clerk Miller

#### 1. Call to order/roll call

Mayor Grant called the Common Council meeting to order at 7:01pm.

#### 2. Pledge of Allegiance/Invocation

Pledge of Allegiance was lead by Mayor Grant.

The invocation was lead by Kevin Mundell.

#### 3. Approval of agenda

Moved By: Steve Riemer

Seconded By: Jonathan Gatzke

The agenda was approved as presented.

Carried Unanimously

#### 4. Public communications and comment

No one from the public was present to address the Council.

#### 5. Accept Informational Reports from Standing Committees and Staff

Moved By: John Splitt

Seconded By: Ellen Sorensen

That the following reports from Committees and Boards be accepted as presented:

1. Historic Preservation - Minutes March 6, 2024
2. Plan Commission minutes - March 20, 2024
3. Ripon Area Fire District minutes - March 5, 2024
4. Building Inspector report - March
5. EMS report - March 2024 Monthly Report
6. Parks and Recreation/Senior Center - Minutes March 27, 2024
  1. Senior Activity Center - March 2024 Monthly Report
7. Police Department report - March 2024
8. Public Works report - March 2024
9. Water/Wastewater
10. City Administrator report - March 2024
11. Financial report - March 2024

Iverson requested to pull Parks & Recreation minutes to clarify the site for a potential trailhead project with Fond du Lac County.

Carried Unanimously

#### 6. Consent calendar

Moved By: Jonathan Gatzke



Seconded By: John Splitt

Motion to approve the Common Council Minutes from March 12th removing Sorensen as absent and March 25th.

Carried Unanimously

## **7. Mayoral Proclamation**

Moved By: Ellen Sorensen

Seconded By: Doug Iverson

Mayor Grant proclaimed April 26, 2024 as Arbor Day in the City of Ripon urging everyone able to observe this day by planting of one or more trees. Residents are encouraged to participate in the Parks and Recreation Department's Arbor Day activities in partnership with the Ripon Area School District and Ripon Senior Activity Center on April 19, 2024. Motion to accept the Mayoral Proclamation.

Carried Unanimously

## **8. Agenda Items**

### **8.1 Liquor License for El Charro LLC**

Moved By: Ellen Sorensen

Seconded By: Jolene Schatzinger

Motion made to grant the liquor license to El Charro, LLC with the condition that a lease or ownership paperwork be submitted to City Clerk.

Carried Unanimously

### **8.2 2023 Chamber Room Tax Report**

The City has a Room Tax Agreement with the Ripon Chamber of Commerce requiring submission of an annual report to the Common Council. The 2023 report was presented to council.

### **8.3 2023 Main Street Room Tax Report**

Ripon Main Street receives a portion of city room tax and has submitted the 2023 report to the council for review.

### **8.4 Authorization to Purchase (DPW)**

Moved By: Steve Riemer

Seconded By: John Splitt

The DPW Plans must include building design details needed for the installation of the heavy vehicle & equipment lift, small vehicle & equipment lift, air compressor and the hot water pressure washer. The motion was made to accept the quote from Liftnow the Omer KAR 350 Vertical Rise Pantograph lift and Vertical Rise options for a combined total of \$185,530.79; Midwest Equipment Specialists for the purchase of the Challenger VLE 10 Two Post Lift and Turf Rail Kit for a combined total of \$13,530.48; Midwest Equipment Specialists for the purchase of the Emax 450 Air Compressor for \$5,283.24; Liftnow for the purchase of Easy-Kleen Hot Water Pressure Washing for \$14,030.50.

Carried Unanimously

### **8.5 Park Use Agreement - American Legion**

Moved By: Ellen Sorensen

Seconded By: Jolene Schatzinger

The Parks and Recreation Committee recommends approval of the Park Use Agreement with the American Legion for use of baseball and softball diamond facilities. Motion to execute the Park Use Agreement with the American Legion and the City of Ripon. Grunert Abstained.

Carried

### **8.6 Resolution - Amending Certain Park User Fees**

**Resolution No:** 2024-05

Moved By: Doug Iverson

Seconded By: Jonathan Gatzke

The Parks and Recreation Committee recommends changing the user fee for renting the Senior Activity Center. In the 2024 Fee Schedule the center may be rented for a flat fee of \$250. The recommended change is \$75 per hour - maximum charge of \$250. Motion to adopt the Resolution.

Carried Unanimously

### **8.7 Borrowing Resolution - TID 14 Water Tower Project**

**Resolution No:** 2024-06

Moved By: Ellen Sorensen

Seconded By: Doug Iverson

City Staff solicited rate quotes from local banking institutions to assist with funding the water tower reconditioning project. Fortifi Bank submitted the lowest rate for the \$415,000 promissory note. The City Administration is recommending utilization of TID 14 increment to make principal and interest payments for this project financing under the terms of the Borrowing Resolution. Motion to approve Borrowing Resolution 2024-06.

Carried Unanimously

## **9. Project Updates & Staff Reports**

City Clerk gave up update on the April 2, 2024 election to council.

Public Works is working with the Parks & Rec on tree planting.

Sonntag relayed Alliant is working with DNR to complete the Selfridge Park Project in late 2024 and/or early 2025. The St. Wenceslaus Street project has been put out for bid with a bid date of April 18, 2024. The Tygert Street bridge project has been delayed due to permitting with the DNR. The city's reorganization meeting is scheduled for April 16, 2024 at 7:00pm. Mary Vesely has accepted the position of HR/Communication and plans to start by May 1st.

## **10. Mayor's communications and appointments**

### **10.1 Community Development Authority #1**

Moved By: John Splitt

Seconded By: Steve Riemer

Mayor Grant recommends Jeff Liddicoat to the Community Development Authority term ending in 2026. Motion made to approve this appointment.

Carried Unanimously

### **10.2 Community Development Authority Appointment #2**

Moved By: Terry Grunert

Seconded By: Doug Iverson

Mayor Grant recommends Kimberly Chapman-Johnson to the Community Development Authority term ending in 2027. Motion made to approve this appointment.

Carried Unanimously

## **11. Agenda items for future Council meetings**

For future agenda items, please contact Mayor Grant or City Administrator Sonntag.

Grunert thanked the Mayor, City, Staff, and council for the opportunity to serve on the council.

## **12. Adjourn to closed session**

Moved By: Ellen Sorensen

Seconded By: Terry Grunert

Adjourn to closed session under WI Statutes 19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

RE: Development Agreement - Parkside St. Utility Extension and Housing Development

Council will also review the minutes from the closed session on December 12, 2023 for accuracy.

Carried Unanimously  
Naomi Miller, City Clerk



## Ripon

100 Jackson St, Ripon, Wisconsin

### Meeting Minutes

**April 16, 2024 - Reorganizational - 07:00 PM**

Council Present: Splitt, Grunert, Schatzinger, Riemer, Gatzke, Sorensen, Gallops

Staff Present: City Administrator Sonntag; Mayor Grant, Police Chief Wallner and City Clerk Miller

#### 1. Call to order/roll call

Mayor Grant called the Common Council meeting to order at 7:02pm.

#### 2. Approval of agenda

Moved By: Terry Grunert

Seconded By: David Gallops

The agenda was approved as presented.

Carried Unanimously

#### 3. Public communications and comment

No one from the public was present to address the Committee.

#### 4. Adjourn Current Council

Moved By: Terry Grunert

Seconded By: John Splitt

Mayor Grant declared the first portion of the reorganization meeting adjourned for outgoing council at 7:04pm.

Carried Unanimously

#### 5. Call to order/roll call (New Council Seated)

Mayor Grant reconvened the Common Council meeting at 7:05pm.

#### 6. Administration of Oaths

City Clerk administered the oath of office to the mayor and council members elected on April 2, 2024; Theodore Q. Grant - Mayor, Council members: Schatzinger, Gallops, Denkert and Splitt.

#### 7. Elections by the Council

##### 7.1 City Attorney

Motion made by Gallops, seconded by Denkert to elect Lud Wurtz as City Attorney.

Carried Unanimously

##### 7.2 Council President

Motion made by Reimer to nominate Splitt for Council President, seconded by Gatzke. Motion made by Gallops to nominate Sorenson for Council President, seconded by Gatzke. A written vote was taken. Motion passed with Sorenson receiving 4 and Splitt receiving 3 votes. Sorenson is elected Council President.

Carried Unanimously

##### 7.3 Plan Commission Representative

Mayor Grant made the recommendations to the Plan Commission, John Splitt and Mark Denkert. Motion made by Sorensen to appoint Splitt to the Plan Commission, seconded by Denkert. Motion carried.

Motion made by Splitt to appoint Denkert to the Plan Commission, seconded by Gatzke. Motion carried.

Carried Unanimously

#### **7.4 Council Appointments**

Mayor Grant made the following recommendations to committees:

Parks and Recreation Committee

Jolene Schatzinger

Historic Preservation Commission

John Splitt

David Gallops

Ripon Area Fire District

Jonathan Gatzke

Doug Iverson

Mark Denkert

Ellen Sorensen

Union Negotiating Committee

Ellen Sorensen

David Gallops

Library Board

Doug Iverson

Ripon Community Media Committee

Jolene Schatzinger

Public Works Committee

Steve Riemer

Mark Denkert

Jonathan Gatzke

CDA

Ellen Sorensen

Jonathan Gatzke

Board of Zoning Appeals

John Splitt

Steve Riemer

Board of Review

John Splitt

David Gallops

Jolene Schatzinger

Jonathan Gatzke

Splitt requested to pull the Historic Preservation from the motion as a separate discussion. Motion made by Gallops to approve the appointments as published, minus Historic Preservation, seconded by Sorensen. Motion carried.

Carried Unanimously

#### **7.5 Historic Preservation Commission**

Moved By: Ellen Sorensen

Seconded By: Jonathan Gatzke

After discussion, motion was made to appoint Splitt and Gallops to the Historic Preservation Commission.

Historic Preservation Commission

John Splitt

David Gallops

Carried Unanimously

#### **7.6 Designation of Official Publication**

Moved By: David Gallops

Seconded By: John Splitt

Motion made to designate the Ripon Commonwealth Press as the official publication for the City of Ripon.

Carried Unanimously

**8. Mayor's Address to the Council**

Grant expressed his gratitude to Grunert for his service and extended a warm welcome to Denkert as the newest member of the council. Grant eagerly anticipates collaborating with the entire council moving forward.

**9. Adjourn**

Moved By: David Gallops

Seconded By: John Splitt

With no further business, Mayor Grant declared the reorganizational meeting adjourned at 7:25pm.

Carried Unanimously

Naomi Miller, City Clerk



## Ripon

100 Jackson St, Ripon, Wisconsin

### Meeting Minutes

**April 22, 2024 - Common Council Meeting - 07:00 PM**

Council Present: Iverson, Splitt, Riemer, Gatzke, Gallops, Sorensen, Denkert

via Zoom: Schatzinger

Staff Present: City Administrator Sonntag; Mayor Grant, Police Chief Wallner and City Clerk Miller

#### 1. Pledge of Allegiance/Invocation

Pledge of Allegiance was led by Mayor Grant.

The invocation was led by Jeffrey Dodson.

#### 2. Call to order/roll call

Mayor Grant called the Common Council meeting to order at 7:00pm.

#### 3. Approval of agenda

Moved By: David Gallops

Seconded By: Doug Iverson

The agenda was approved as presented.

Carried Unanimously

#### 4. Public communications and comment

Wesley Brown of signed up 112 Hall Street signed in to speak before the council but was not present.

#### 5. Agenda Items

##### 5.1 Ripon Public Library Annual Report

The Library Director, Desiree Bongers and Library Board President, Lauren McConnell presented the Ripon Public Library's Annual Report.

##### 5.2 St. Wenceslaus Street Reconstruction Project Bid A

Moved By: Jonathan Gatzke

Seconded By: John Splitt

The St. Wenceslaus Street Reconstruction Project was bid out on April 18th with five bids being received for the project. Dan Rammer, Project Engineer for MSA recommends Egbert Excavating Inc. of Green Lake for bid appointment totalling \$932,348.50.

Carried Unanimously

##### 5.3 Professional Services Agreement for GIS System Upgrade

Moved By: Ellen Sorensen

Seconded By: Doug Iverson

MSA has provided a PSA for upgrading the city's GIS system at an estimated cost of \$27,246.25. This upgrade is required to move the current GIS software platform to ESRI's most recent software platform. Motion made to upgrade the GIS system at a cost of \$27,246.25.

Carried Unanimously

**5.4 Change Order No.4 - State Street Project**

RLAM, Inc the contractor for St. Street Project has submitted a change order totaling \$4,500 for traffic control. Motion made by Iverson to approve the change order, seconded by Denkert.

Carried Unanimously

**5.5 Resolution - Writing Off Uncollectible Ambulance Bills**

**Resolution No:** 2024-07

Moved By: Doug Iverson

Seconded By: Ellen Sorensen

Periodically, staff will bring forth certain ambulance bills deemed uncollectible by City Staff and the City Attorney. City staff recommends approval of the attached resolution writing off \$15,000.10. Motion made to approve this resolution.

Carried Unanimously

**5.6 Resolution - Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured**

**Resolution No:** 2024-08

Moved By: Ellen Sorensen

Seconded By: Doug Iverson

This is a required Resolution that provides a Guarantee of Match Funds for the 2024 Community Development Block Grant Public Facilities (CDBG-PF) Application for Hamburg/Hennie Project. Motion made to approve the resolution.

Carried Unanimously

**5.7 Resolution - Adopting the 2024-2-26 Infrastructure Capital Improvement Plan**

**Resolution No:** 2024-09

Moved By: John Splitt

Seconded By: Ellen Sorensen

The resolution adoption of the infrastructure capital improvement plan (CIP) allows the city to meet certain planning requirements for the CDBG application. Motion made to adopt the capital improvement plan.

Carried Unanimously

**5.8 Ordinance to Repeal Chapter 2.52 Parking Commission of the Ripon Municipal Code**

An Ordinance (2024-1539) to Repeal Chapter 2.52 Parking Commission of the Ripon Municipal Code was presented to council for discussion. Motion made by Iverson to adopt Ordinance 2024-1539, seconded by Denkert. Roll call vote was taken. Aye: Gatzke, Gallops, Iverson, Schatzinger, Splitt, Sorensen, Reimer and Denkert; Nay: 0

Carried Unanimously

**5.9 Ordinance to Repeal Chapter 2.48 Transportation Commission of the Ripon Municipal Code**

Moved By: Doug Iverson

Seconded By: David Gallops

Ordinance (2024-1540) to Repeal Chapter 2.48 Transportation Commission of the Ripon Municipal Code was discussed. Motion to adopt Ordinance 2024-1540. Roll call vote was taken. Aye: Gatzke, Gallops, Iverson, Schatzinger, Splitt, Sorensen, Reimer and Denkert; Nay: 0

Carried Unanimously

**5.10 Ordinance to Amend Section 20.46.074 Board of Appeals of the Ripon Municipal Code**

Ordinance (2024-1541) to Amend Section 20.46.074 of the Municipal Code. Denkert made a motion to adopt Ordinance 2024-1541, seconded by Gatzke. Roll call vote was taken. Aye: Gatzke, Gallops, Iverson, Schatzinger, Splitt, Sorensen, Reimer and Denkert; Nay: 0

Carried Unanimously



**5.11 Ordinance to Amend Section 2.56.010 of the Ripon Municipal Code**

Moved By: Doug Iverson

Seconded By: David Gallops

Ordinance (2024-1542) to Amend Section 2.56.010 Plan Commission Membership of the Ripon Municipal Code was presented. Motion made to adopt Ordinance 2024-1542. Roll call vote was taken. Aye: Gatzke, Gallops, Iverson, Schatzinger, Splitt, Sorensen, Reimer and Denkert; Nay: 0

Carried Unanimously

**6. Project Updates & Staff Reports**

Adam thanked everyone who showed up for the tree planting. The city was recently notified we received a municipal Street Improvement Supplemental (MSIS) Grant totalling \$639,185 to complete the Houston Street project.

**7. Mayor's communications and appointments****7.1 Community Development Authority Appointment**

Moved By: John Splitt

Seconded By: David Gallops

Mayor Grant recommended Laura Bruce to the Community Development Authority with a term expiring in 2028. Motion made to approve the appointment.

Carried Unanimously

**7.2 Plan Commission Appointment**

Mayor Grant made a recommendation to fill a position on the Plan Commission with Chris Mathias, term expiring in 2026. Motion made by Gatzke to approve the appointment, seconded by Denkert.

Carried Unanimously

**8. Agenda items for future Council meetings**

For future agenda items, please contact Mayor Grant or City Administrator Sonntag.

Denkert would like to have a discussion to improve the city's website.

**9. Adjourn**

Moved By: Doug Iverson

Seconded By: Jolene Schatzinger

With no further business, Mayor Grant declared the meeting adjourned at 7:58pm.

Carried Unanimously

Naomi Miller, City Clerk



# MAYORAL PROCLAMATION

## RECOGNIZING JUNE AS LGBTQ+ PRIDE MONTH IN THE CITY OF RIPON

**WHEREAS**, the City of Ripon cherishes the value and dignity of each person and appreciates the importance of diversity, equity, and inclusion; and

**WHEREAS**, all are welcome in the City of Ripon to live, work, and play, and where every family, in any shape, deserves a place to call home where they are safe, happy, and supported by friends and neighbors; and

**WHEREAS**, the City denounces prejudice and unfair discrimination based on age, gender identity, gender expression, race, color, religion, marital status, national origin, sexual orientation, or physical attributes as an affront to our fundamental principles; and

**WHEREAS**, Pride Month was first celebrated in June 1970 on the one-year anniversary of the June 1969 Stonewall Uprising in New York City where after LGBTQ+ and allied friends rose up and fought against the constant police harassment and discriminatory laws that have since been declared unconstitutional; and

**WHEREAS**, the City appreciates the cultural, civic, and economic contributions of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community; and

**WHEREAS**, this Pride Month, we reaffirm our commitment to standing in solidarity with LGBTQ+ Americans in their ongoing struggle against discrimination and injustice; and

**WHEREAS**, it is imperative that young people in our community, regardless of sexual orientation, gender identity, and gender expression feel valued, safe, empowered, and supported by their peers and community leaders; and

**WHEREAS**, despite being marginalized, LGBTQ+ people continue to celebrate authenticity, acceptance, and love.

**NOW THEREFORE**, I, Theodore Grant, Mayor of the City of Ripon, PROCLAIM the month of June 2024 as LGBTQ+ Pride Month in the City of Ripon and urge residents to recognize the valuable contributions made by members of the LGBTQ+ community and to actively promote a welcoming and inclusive community where all people can be their full, authentic selves.

---

Theodore Grant, Mayor



## MAYORAL PROCLAMATION

### Honoring Esther Acken for Over Two Decades of Service as a Crossing Guard in the City of Ripon

WHEREAS, Esther Acken has dedicated 21 years of service to the City of Ripon as a crossing guard, a role in which she has exemplified dedication, reliability, and vigilance, ensuring the safety of our children in all weather conditions – be it driving rain, biting cold, daunting snowstorms, or under the cheerful sun; and

WHEREAS, Esther has been instrumental in safely guiding thousands of children across the streets of Ripon, ensuring they traveled to and from school safely every single day, thereby playing a crucial role in the daily life and routine of our community's youth; and

WHEREAS, she has represented the epitome of community service and responsibility, demonstrating the utmost in care and attention in her duties, thereby embodying the very spirit of civic duty and the protection of our most precious assets – our children; and

WHEREAS, stationed faithfully at her post in the Metomen St. school zone, Esther has become a beloved and familiar presence to generations of Ripon's families, earning the respect and admiration of not only those she directly safeguarded but also their relatives and the broader community; and

WHEREAS, as Esther retires from her post, it is with deep gratitude and warmest wishes that the City of Ripon recognizes her profound contributions and unwavering commitment to the safety and wellbeing of our children.

NOW, THEREFORE, I, Theodore Grant, Mayor of the City of Ripon, do hereby proclaim immense appreciation and thanks to Esther Acken for her twenty-one years of outstanding service and declare the date of her retirement, \_\_\_\_\_, 2024, as:

### **Esther Acken Day**

in the City of Ripon. We celebrate her dedication, honor her legacy, and wish her happiness and fulfillment in all her future endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Ripon to be affixed this \_\_\_\_\_, 2024.

---

Theodore Grant, Mayor

**Ripon HISTORIC PRESERVATION COMMISSION**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

APR 18 2024

**Applicant Information**

Applicant Name: Grant Endeavors, LLC (Theodore Grant) Date: 3/25/2024

Property Address: 117 Watson St

Property Owner (if differs from Applicant): \_\_\_\_\_

Phone: (920) 273-3044 Email: tqgrant@grantstores.com

**Project Information**

Contractor Name: Self with Sub-contractors

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Designer / Architect: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Type:**

- New Construction  Additions  Demolitions  Exterior Alterations  
 Rehabilitation  Reconstruction  Restorations  Public Improvements  
 Historical Downtown District Project  Signage  Other: \_\_\_\_\_

**Project Description:**

Please describe the project in detail, including historical significance, distinguishing features, design plans, materials, and other necessary project information that allows the Historic Preservation Commission to make a recommendation on this application. Please attach additional information if necessary.

New facade openings to the retail space on first floor.

Replace three apartment windows on north half of the building to match the three on the south half. Repaint trim on all six windows.

Tuckpoint and replace damaged bricks on the front wall of the building.

Replace top three courses of bricks with a stone cap.

Replace storefront signage.

Replace roof.

**Project Documentation:**

Please provide the following information if they are applicable to your project.

- Site Plan  
 Building Elevations (Existing and Proposed) and Renderings

- Photographs of Existing Conditions
- Material Samples
- Applicant to submit plan sets (electronically)

**Historic Downtown Ripon Design Manual:**

Projects located within the Historic Downtown District are required to review the design manual. This design manual is NOT a set of standards or requirements for buildings in Downtown Ripon. It is not a formula or specific solution. The purpose is to present and illustrate flexible design concepts and guidelines, to assist owners and contractors of new construction, renovation, or historic preservation projects in Downtown Ripon. The design manual can be reviewed at: <https://riponmainst.com/pdf/DowntownRiponDesignManual.pdf>

**The Historic Preservation Committee meets the 1<sup>st</sup> Wednesday of each month @ 6:30 p.m. unless otherwise noted. The applicant or a representative is encouraged to attend this meeting to present the information and clarify any application information.**

By signing below, the applicant confirms that all application information is true and complete to the best of their knowledge.

Applicant's Signature: *Theresa Lee* Date: 3/25/2024

**FOR OFFICE USE ONLY**

Date Received: 4/18/24

Building Inspector Review

Application Compliance:

- City Building Codes and Ordinances:  Yes  No  
Noted Codes: ADA ACCESSIBILITY WILL BE ADDRESSED DURING DESIGN PHASE PRIOR TO ISSUANCE OF BLDG PERMIT
- Historic Downtown Ripon Design Manual:  Yes  No  
Notes: MANUAL IS A GUIDE - DOORS ARE BEING RELOCATED BUT FOLLOW THE HISTORICAL DESIGN

Staff Recommendation

\_\_\_\_ Approve \_\_\_\_ Deny \_\_\_\_ Approve with Conditions: \_\_\_\_\_

Historic Preservation Commission:

\_\_\_\_ Approve \_\_\_\_ Deny \_\_\_\_ Approve with Conditions: \_\_\_\_\_

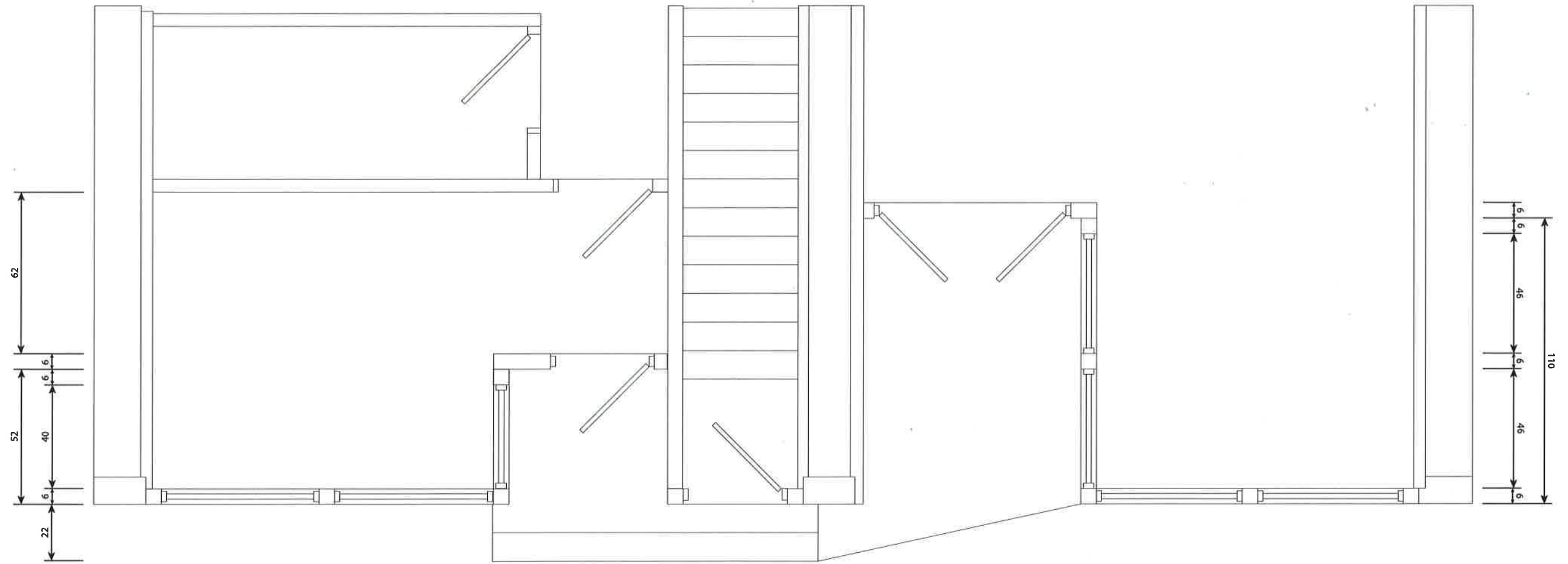
Reason for Denial: \_\_\_\_\_

Forwarded to Common Council on: \_\_\_\_\_

Final Determination:

\_\_\_\_ Approve \_\_\_\_ Deny \_\_\_\_ Approve with Conditions: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_





# *CERTIFICATE OF APPROPRIATENESS*

## RIPON HISTORICAL PRESERVATION

OWNER: *Grant Endeavors, LLC*

LOCATION: *117 Watson Street*

BUILDING USE: *Retail*

DESCRIPTION: *Tuckpointing & Replacement of the following:  
(3) 2<sup>nd</sup> Floor Windows, Damaged Brick, (3) Top  
Courses of Bricks w/ Stone Cap, Signage, &  
Reroof*

APPROVAL DATE: *April 10, 2022*

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Historical Preservation Chairman

---

Mayor

***OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT PERMIT APPLICATION***

Date of Event: beginning 6/7, 6/14, 7/26, 8/16, 8/31 and ending 6/7, 6/14, 7/26, 8/16, 8/31 . Fee: \$25.00  
(no more than 3 days)

Time of Event: beginning 5:00 pm and ending 11:00 pm .  
(Hours of operation shall not be permitted between 11:00 p.m. and 6:00 a.m.)

Name of Event: Ripon Summer Concert Series

Name of Organization Sponsoring Event: Ripon Main Street, Inc.

Address of Organization Sponsoring Event: 401 Watson Street, P.O. Box 365, Ripon WI 54971

Name, address and phone number of person in charge of event: Craig Tebon - Executive Director (920-748-7466)

Location of Event (be specific/detailed, provide detailed map and indicate any street closure requests):

Ripon Summer Concerts take place at the Village Green and the adjacent property including 409 Ransom Street. A large crowd is anticipated for the events on the dates listed above, and Ripon Main Street has requested to close Watson Street from the intersection of Seward south to the Horicon Bank drive-thru, and Seward Street from Watson west to Ransom.

Public entertainment (provide a detailed description of all public entertainment associated with the event:

Concert participants will be purchasing beverages at the beverage tent during the event.

Detailed security plan (all security personnel for an event shall be clearly identified by approved uniform):

Ripon Main Street has requested two officers from the Ripon Police Dept to provide security for the dates listed above.

---

Please respond to each of the following questions:

Are you aware Open Container must not exceed 16 fluid ounces in size? Yes  No

Will the Open Container be glass? Yes  No



Please respond to each of the following questions:

Are you aware Open Container must not exceed 16 fluid ounces in size? Yes  or No

Will the Open Container be glass? Yes  or No

Are you aware Open Container shall bear the “outdoor open container entertainment events” printed name and/or logo, or otherwise be identifiable as an open container if approved by Common Council? Yes  or No

Please describe the Open Container planned to be used at the event: 16 oz plastic cups provided by Miller.

---

Are you aware the applicant shall maintain the event area in a clean, sanitary, neat and orderly appearance at all times during the event? Yes  or No

Are you aware the applicant shall ensure that any event refuse is removed from the event area no later than 24 hours after the conclusion of the event? Yes  or No

Are you aware the applicant shall be responsible for providing an equal number of premises dispensing nonalcoholic beverages to premises dispensing fermented malt beverages and/or wine (1:1 ratio)? Yes  or No

Please describe your plan for meeting the 1:1 ratio requirement: \_\_\_\_\_

Soda and water will be available to all participants attending the event.

---

Are you aware that the sale or consumption of intoxicating liquors at an event licensed premises is prohibited? Yes  or No

Are you aware the applicant shall purchase its alcohol from a source authorized under Wis. Stats., Chapter 125? Yes  or No

Are you aware all individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event **must have a wristband** issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual? Yes  or No

Are you aware consumption of alcohol within an outdoor open container entertainment event from a can, bottle or a container which is not authorized pursuant to Section 6.37.070 of City of Ripon Ordinance 1502 is prohibited? Yes  or No

Are you aware event licensees shall not permit patrons to enter event licensed premises with fermented malt beverages and/or wine acquired from outside the outdoor open container entertainment event boundaries or a non-event licensed premises? Yes  or No

Are you aware any event licensee permitting patrons to remove a fermented malt beverage and/or wine from an event licensed premises for consumption during the outdoor open container entertainment event shall employ a person to monitor all exits of the licensed premises to ensure that all beverages are removed in accordance with Section 6.37.070 of the City of Ripon Ordinance 1502? Yes  or No

*Revised 4.19.2023*

Are you aware no person shall exit a designated outdoor open container entertainment event boundary with fermented malt beverages and/or wine purchased in an open container for consumption within the outdoor open container entertainment event boundary? Yes X or No

Are you aware licensed operators (bartenders) must be on premise during the event? Yes X or No

Are you aware operators (bartenders), including provisional or temporary operators, shall not imbibe alcoholic beverages while working or volunteering at an event licensed premises during the outdoor open container entertainment event? Yes X or No

---

Please attach additional information, including maps, diagrams, and event details. Additional information may be requested by City Staff and Common Council if an application is incomplete or at the time of the consideration of the application. The Common Council may place additional restrictions on the permitted event based on the information provided by the applicant.

The applicant signing below confirms understanding of all requirements of Chapter 6.37 of the City of Ripon Code of Ordinances. The applicant also attests to filling out this application with accurate information to the best of your knowledge.

*Craig Tebon*

\_\_\_\_\_  
Signature of Applicant

April 24, 2024

\_\_\_\_\_  
Today's Date

---

*For Office Use Only*

Receipt # \_\_\_\_\_

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

Copy of applicants Certificate of Insurance listing City of Ripon as additionally insured with the application in an amount of no less than \$1,000,000 on file?  Yes  No

Copy of Hold Harmless Agreement on file?  Yes  No

Date submitted to Council: \_\_\_\_\_

Approved

Denied

Date license issued, if approved: \_\_\_\_\_

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

April 24, 2024

Adam Sonntag  
City Administrator  
100 Jackson Street  
Ripon, WI 54971



Hello Adam & Bill,

On behalf of Ripon Main Street, Inc., I am contacting you for assistance with the upcoming Ripon Summer Concert Series scheduled for this summer (Friday evenings from June 7 through September 20). Given the larger crowds that turn out for our more popular bands, we are requesting permission to close the streets adjacent to the Village Green on the nights listed below to create more space for those attending the events.

***Requested Road Closures:***

June 7 & 14  
July 26  
August 16 & 31\*

*\*August 31 is a special bonus concert with national recording artist 10 Years*

During these events, we would like to close Seward Street from the intersection of Watson west to the intersection of Ransom, and Watson Street from Seward south to the Horicon Bank drive-thru entrance. Streets will be closed from 4:00 pm until the close of the concert (approximately 10:30 pm). A map highlighting the sections of streets is provided below.

As in the past, some sections may be reopened prior to the close of the event depending crowd turnout. Given that the event continues to grow in popularity and the turnout this season could be larger than anticipated, we believe public safety warrants this request. We will need 18 barricades and two "street closed ahead" signs dropped off at the Village Green prior to each concert.

Ripon Main Street will provide a certificate of insurance and hold harmless agreement as we have done for previous events. In addition, ID wristbands will be provided to all individuals that purchase beverage at the hospitality tent. Please call the Main Street office at (920) 748-7466 if there are any questions.

Regards,

Craig

**Craig Tebon, Downtown Manager**  
**Ripon Main Street, Inc.**  
401 Watson Street, P.O. Box 365  
Ripon, WI 54971

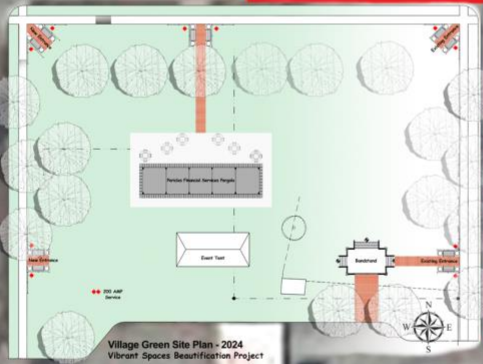
Phone: (920) 748-7466  
E-mail: [craig@riponmainst.com](mailto:craig@riponmainst.com)  
Website: [www.downtownripon.com](http://www.downtownripon.com)

**RANSOM STREET**

**WATSON STREET**

*Ripon  
Drug*

**SEWARD**



Village Green Site Plan - 2024  
Vibrant Spaces Beautification Project

*Horicon  
Bank*

**THORNE**

MAY 10 2024

Form  
AB-220

Temporary Alcohol Beverage License

Municipality  
City of Ripon

License(s) Requested	Fees	
	<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
	Background Check	\$
	Total Fees	\$

Part A: Organization Information

1. Organization Name  
Riponfest Inc

2. Organization Permanent Address  
Po Box 103 Ripon WI 54971

3. City  
Ripon WI

4. State  
WI

5. Zip Code  
54971

6. Mailing Address (if different from permanent address)

7. FEIN

8. Date of Organization/Incorporation  
2019

9. State of Organization/Incorporation  
WI

10. Phone  
920 [REDACTED]

11. Email  
[REDACTED]@om

12. Organization type (check one)

Bona Fide Club       Church       Fair Association/Agricultural Society       Veteran's Organization

Lodge/Society       Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? .....  Yes  No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Nigbor	Joshua	President	920 [REDACTED]
Nigbor	Maggie	Secretary	920 [REDACTED]
White	Ariel	Vice President	920 [REDACTED]
Stibb	Howard	Treasurer	920 [REDACTED]

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Riponfest			
2. Dates of Operation June 28, 29, 30, 2024		3. Hours of Operation 5-10p, 12p-10p, 10a-4 pm	
4. Premises Address Barlow Park			
5. City Ripon		6. State WI	7. Zip Code 54971
8. County Fond du Lac	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of:		10. Aldermanic District
11. Organizer of Event (if not the named applicant) NA		12. Email and/or Phone Number for Organizer of Event Riponfest.WI@gmail.com	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  Beer Tent Directly across from Riponfest Pavilion			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
<p><b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name Nigbor	First Name Joshua	M.I. D	
Title President	Email [REDACTED]	Phone 9208 [REDACTED]	
Signature [Signature]		Date 5-10-24	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk MAY 10 2024	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



# OUTDOOR OPEN CONTAINER ENTERTAINMENT PERMIT APPLICATION

Code Section 6.37

**Outdoor Open Container Entertainment Fee: \$25.00**

*Please Print Clearly*

Beginning date of Event: 28<sup>th</sup> June and Ending 30<sup>th</sup> June  
(No more than 3 days)

Time of Event: Beginning 5p Fri, 11a Sat, 8a Sun and Ending 10p Fri, 10p Sat, 4pm Sun  
(Hours of operation shall not be permitted between 11:00 p.m. and 6:00 a.m.)

Name of Event: RiponFest Location: Barlow Park  
*If a street closure is needed with barricades, please fill out a Street Closure Application.*

Name of Organization Sponsoring Event: RiponFest Inc.

Address of Organization Sponsoring Event: Po Box 103 Ripon WI 54971

Point of Contact for Event: Josh Nigbor 600 Melanie Ln. Ripon WI  
*Name address*

Point of Contact Phone Number: 920 896 5223 Email: nigborjosh09@gmail.com

- Public entertainment (provide a detailed description of all public entertainment associated with the event):

Live music, pony rides, petting zoo, Carnival + Midway, Car Show  
Cornhole Tournament, Minnow Races, Flea Market, Food Vendors.  
Beverage Tent

- Detailed security plan (all security personnel for an event shall be clearly identified by approved uniform):

We Have Fond du Lac County Reserves both Friday + Saturday

Please respond to each of the following questions:

Are you aware Open Container must not exceed 16 fluid ounces in size?  Yes  No

Will the Open Container be glass?  Yes  No

Are you aware Open Container shall bear the "outdoor open container entertainment events" printed name and/or logo, or otherwise be identifiable as an open container if approved by Common Council?

Yes  No

Please describe the Open Container planned to be used at the event: plastic Clear cups  
Stamped with beer Logo

Are you aware the applicant shall maintain the event area in a clean, sanitary, neat and orderly appearance at all times during the event?  Yes  No

Are you aware the applicant shall ensure that any event refuse is removed from the event area no later than 24 hours after the conclusion of the event?  Yes  No

Are you aware the applicant shall be responsible for providing an equal number of premises dispensing nonalcoholic beverages to premises dispensing fermented malt beverages and/or wine (1:1 ratio)?  Yes  No

Please describe your plan for meeting the 1:1 ratio requirement: Soda and Water  
Will Be Sold at a lesser Cost

Are you aware that the sale or consumption of intoxicating liquors at an event licensed premises is prohibited?  Yes  No

Are you aware the applicant shall purchase its alcohol from a source authorized under Wis. Stats., Chapter 125?  Yes  No

Are you aware all individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event must have a wristband issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual?  Yes  No

Are you aware consumption of alcohol within an outdoor open container entertainment event from a can, bottle or a container which is not authorized pursuant to Section 6.37.070 of City of Ripon Ordinance 1502 is prohibited?  Yes  No

Are you aware event licensees shall not permit patrons to enter event licensed premises with fermented malt beverages and/or wine acquired from outside the outdoor open container entertainment event boundaries or a non-event licensed premises?  Yes  No

Are you aware any event licensee permitting patrons to remove a fermented malt beverage and/or wine from an event licensed premises for consumption during the outdoor open container entertainment event shall employ a person to monitor all exits of the licensed premises to ensure that all beverages are removed in accordance with Section 6.37.070 of the City of Ripon Ordinance 1502?  Yes  No

Are you aware no person shall exit a designated outdoor open container entertainment event boundary with fermented malt beverages and/or wine purchased in an open container for consumption within the outdoor open container entertainment event boundary?  Yes  No


Are you aware licensed operators (bartenders) must be on premises during the event?  Yes  No



Are you aware operators (bartenders), including provisional or temporary operators, shall not imbibe alcoholic beverages while working or volunteering at an event licensed premises during the outdoor open container entertainment event?  Yes  No

Please attach additional information, including maps, diagrams, and event details. Additional information may be requested by City Staff and Common Council if an application is incomplete or at the time of the consideration of the application. The Common Council may place additional restrictions on the permitted event based on the information provided by the applicant.

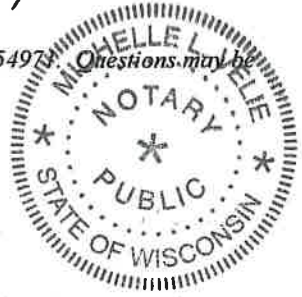
The applicant signing below confirms understanding of all requirements of Chapter 6.37 of the City of Ripon Code of Ordinances. The applicant also attests to filling out this application with accurate information to the best of your knowledge.

  
 \_\_\_\_\_  
 SIGNATURE OF APPLICANT  
 (Sign Before a Notary)

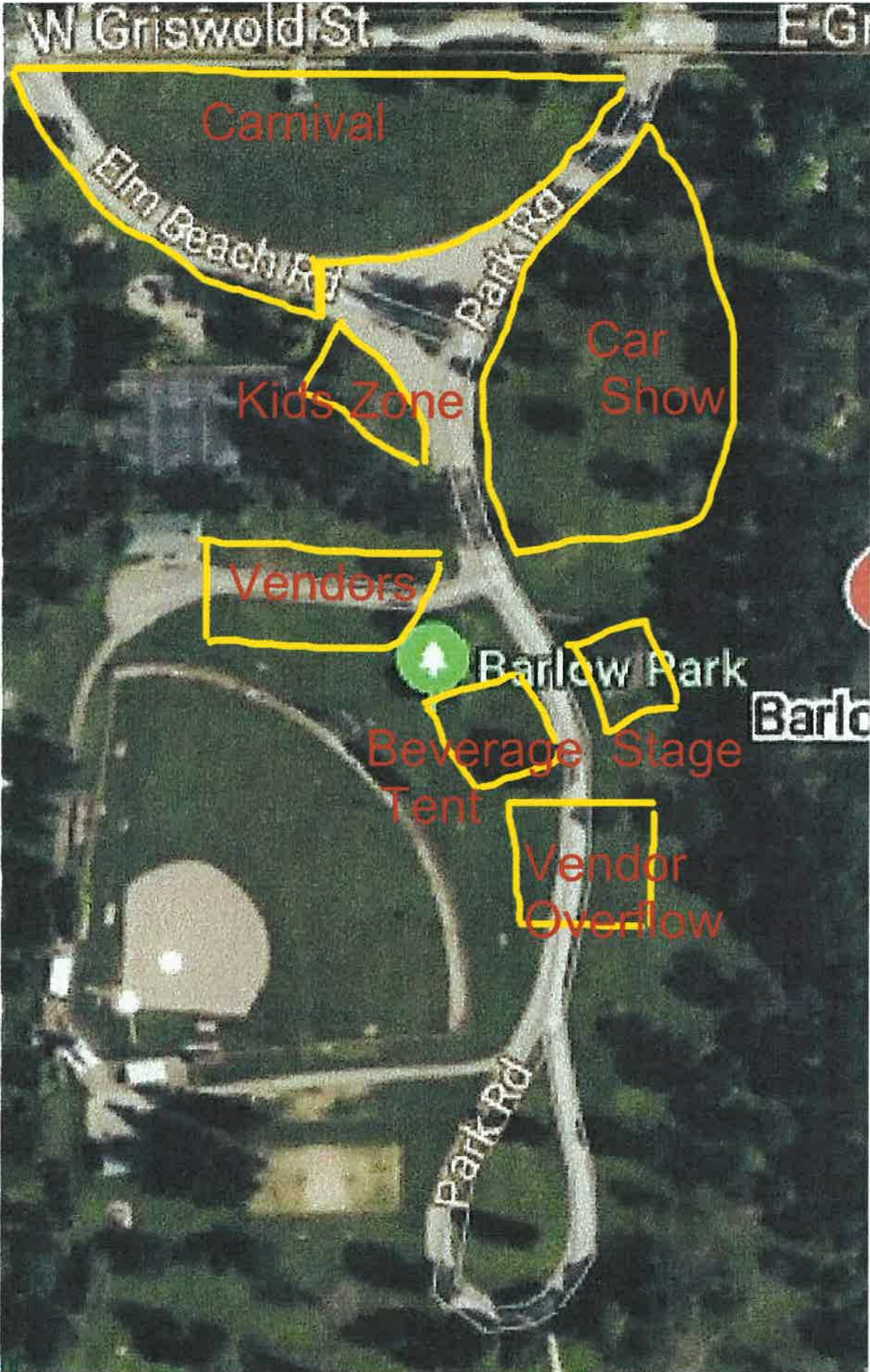
4-19-24  
 \_\_\_\_\_  
 Today's Date

*This instrument was acknowledged before me in Fond du Lac County on April 19, 2024 by Joshua Nigbor. Michelle L. Miller exp. 4-19-2027*

Applicant may mail or drop off the application and fee to the Ripon City Hall, 100 Jackson St., Ripon, WI 54974. Questions may be emailed to the City Clerk at [nmiller@cityofripon.com](mailto:nmiller@cityofripon.com) or call 920-748-4915.



Date received and filed with Municipal Clerk: <u>4/23/24</u>	<input checked="" type="radio"/> Cash, <input type="radio"/> Check or Credit Card (Circle One)	Receipt Number: <u>1.272909</u>
Copy of Hold Harmless Agreement on file? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Copy of applicants Certificate of Insurance listing City of Ripon as additional insured with the application in the amount of no less than \$1,000,000 on file? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted to Council:  Council Determination: <input type="checkbox"/> Approve <input type="checkbox"/> Denied
Permit Number:	Date Issued:	Initial of Clerk/Deputy Clerk:





# CITY OF RIPON

100 Jackson Street \* Ripon, WI 54971-1396

## Staff Report

**Agenda Item:** Request for Change in City Hall Hours

**Background:**

Current office hours for City Hall are Monday-Friday - 7:30 AM – 4:00PM.

Previous employee handbook provisions prevented changes due to OT pay. Those policies have been updated to provide greater flexibility with staff hours.

Staff completed a customer count of Friday visits to City Hall for over a year. The results of that survey are below. During the summer months, customer activity on Friday’s declines to an average of 2 customers per hour.

Surveying other communities, the implementation of City Hall “summer hours” has become very common. Every community is different, but the number of city halls implementing reduced hours on Friday and closing anywhere from 11:00 AM to 2:30 PM has grown significantly in the past 5 years.

The main reasoning for implementing summer hours, include:

- Lack of customers during summer months on Friday;
- Expanded hours during the workweek when customers are better able to access services;
- Staff productivity; and
- Employee work-life balance.

**Request:**

From Memorial Day to Labor Day, City Hall hours of operation will move to:

Monday – Thursday – 7:30 AM – 4:30 PM

Friday – 7:30 AM – 2:30 PM


**Customer County Survey:**

	Noon-2pm	2pm-4pm	Total
5/26/2023	7	4	11
6/2/2023	5	3	8
6/9/2023	7	5	12
6/16/2023	7	4	11
6/23/2023	4	4	8
6/30/2023	1	4	5
7/7/2023	2	4	6
7/14/2023	6	6	12

7/21/2023	5	8	13
7/28/2023	1	7	8
8/4/2023	4	6	10
8/11/2023	10	6	16
8/18/2023	7	5	12
8/25/2023	2	0	2
<b>Average</b>	<b>4.86</b>	<b>4.71</b>	<b>9.57</b>
9/1/2023	3	3	6
9/8/2023	5	6	11
9/15/2023	2	7	9
9/22/2023	10	7	17
9/29/2023	5	5	10
10/6/2023	3	13	16
10/13/2023	5	7	12
10/20/2023	11	7	18
10/27/2023	2	7	9
11/3/2023	6	6	12
11/10/2023	6	2	8
11/17/2023	6	4	10
12/1/2023	4	2	6
12/8/2023	13	7	20
12/15/2023	20	25	45
12/22/2023	17	5	22
12/29/2023	14	27	41
1/5/2024	8	8	16
1/19/2024	9	12	21
1/26/2024	8	12	20
2/2/2024	2	8	10
2/9/2024	8	11	19
2/16/2024	8	9	17
2/23/2024	10	11	21
3/1/2024	5	8	13
3/8/2024	4	5	9
3/15/2024	10	8	18
3/22/2024	4	7	11
4/5/2024	5	4	9
4/12/2024	8	11	19
4/19/2024	10	4	14
<b>Average</b>	<b>7.45</b>	<b>8.32</b>	<b>15.77</b>

**Contractor's Application for Payment No.**

1

Application Period:		Application Date: 4/29/2024
To (Owner): City of Ripon	From (Contractor): Egbert Excavating	Via (Engineer): MSA Professional Services, Inc. 
Project: Tygert St Bridge Removal (Project B)	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 00026037

**Application For Payment  
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$ -	\$ -
NET CHANGE BY CHANGE ORDERS	\$	-

1. ORIGINAL CONTRACT PRICE.....	\$	\$262,627.50
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$262,627.50
4. TOTAL COMPLETED AND STORED TO DATE (Column F or I total on Progress Estimates).....	\$	\$47,754.50
5. RETAINAGE:		
a. 5% X \$47,754.50 Work Completed.....	\$	\$2,387.73
b. 0% X \$0.00 Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$2,387.73
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$45,366.78
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	\$45,366.78
9. BALANCE TO FINISH, PLUS RETAINAGE (Column [G for LS] or [J for UP] total on Progress Estimates + Line 5.c above).....	\$	\$217,260.73

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.


(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature**

By:  Date: 4/30/24

Payment of: \$45,366.78  
(Line 8 or other - attach explanation of the other amount)

is recommended by:  4/30/2024  
(Engineer) (Date)

Payment of: \$  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract) Tygart St Bridge Removal (Project B)											Application Number: 1					
Application Period: End April 29, 2024											Application Date: 4/29/2024					
A					B	C	D	E	F	G	H	I	J			
Item					Contract Information					Work Completed to Date			Materials Presently Stored (not in F)	Total Completed and Stored in Date (G + H)	% (I / J)	Balance to Finish (B - I)
Bid Item No.	Spec. Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantities from Previous Pay Applications	Estimated Quantities Installed this Pay Period	Value of Work Installed this Pay Period	Total Estimated Quantity Installed	Value of Work Installed to Date					
B.1		Mobilization, Bonds, and Insurance	1	LS	\$33,409.00	\$33,409.00		0.5	\$16,704.50	0.5	\$16,704.50	\$0.00	\$16,704.50	50.0%	\$16,704.50	
B.2		Erosion and Sedimentation Control	1	LS	\$4,500.00	\$4,500.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$4,500.00	
B.3		Prosser Mat, Class 1 Type B	900	SY	\$2.85	\$2,565.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,565.00	
B.4		Topsoil Placement and Grading	1,600	SY	\$4.25	\$6,800.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$6,800.00	
B.5		Seeding, Fertilizing and Mutch	1,600	SY	\$5.75	\$9,200.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$9,200.00	
B.6		Traffic Control	1	LS	\$4,500.00	\$4,500.00		0.5	\$2,250.00	0.5	\$2,250.00	\$0.00	\$2,250.00	50.0%	\$2,250.00	
B.7		Asphalt Pavement Removal	600	SY	\$3.25	\$1,950.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$1,950.00	
B.8		Curb and Gutter Removal	100	LF	\$10.00	\$1,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00	
B.9		Retaining Wall Removal	400	LF	\$20.00	\$8,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$8,000.00	
B.10		Concrete Sidewalk Removal	250	SF	\$10.00	\$2,500.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,500.00	
B.11		Tree Removal	6	EA	\$800.00	\$4,800.00		6	\$4,800.00	6.0	\$4,800.00	\$0.00	\$4,800.00	100.0%	\$0.00	
B.12		Abandon Storm Sewer	1	LS	\$1,000.00	\$1,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00	
B.13		Inlet Removal	1	EA	\$500.00	\$500.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$500.00	
B.14		Fence Removal	1	EA	\$500.00	\$500.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$500.00	
B.15		Removing Structure Over Waterway Minimal Debris (structure)	1	EA	\$20,000.00	\$20,000.00		1	\$20,000.00	1.0	\$20,000.00	\$0.00	\$20,000.00	100.0%	\$0.00	
B.16		Unclassified Excavation	1,910	CY	\$18.00	\$34,380.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$34,380.00	
B.17		Clearing and Grubbing	1	LS	\$5,200.00	\$5,200.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,200.00	
B.18		Concrete Curb and Gutter, 30-Inch, Type D w/ Dense Graded Base (6-Inch Thick)	160	LF	\$72.00	\$11,520.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$11,520.00	
B.19		Concrete Driveway, 8-Inch Thick w/ Dense Graded Base (8-Inch Thick)	310	SF	\$18.00	\$5,580.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,580.00	
B.20		Concrete Sidewalk, 8-Inch Thick w/ Dense Graded Base (8-Inch Thick)	300	SF	\$18.00	\$5,400.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,400.00	
B.21		Concrete Sidewalk, 6-Inch Thick w/ Dense Graded Base (6-Inch Thick)	60	SF	\$12.00	\$720.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$720.00	
B.22		Concrete Sidewalk, 4-Inch Thick w/ Dense Graded Base (6-Inch Thick)	430	SF	\$15.00	\$6,450.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$6,450.00	
B.23		Detectable Warning Field	12	SP	\$60.00	\$720.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$720.00	
B.24		Dense Graded Base, 1-1/4-Inch, (12-Inch Thick)	100	TON	\$24.00	\$2,400.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,400.00	
B.25		Asphalt Pavement (4-Inch Thick)	15	TON	\$50.00	\$750.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$750.00	
B.26		Furnish and Install Wood Fence	30	LF	\$50.00	\$1,500.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$1,500.00	
B.27		Excavation Below Subgrade (HBS)	6	CY	\$100.00	\$600.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$600.00	
B.28		2-Foot x 3-Foot Storm Inlet	1	EA	\$2,250.00	\$2,250.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,250.00	
B.29		4-Foot Dia. Storm Manhole	1	EA	\$3,100.00	\$3,100.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$3,100.00	
B.30		12-Inch HDPE Storm Sewer	5	LF	\$80.00	\$400.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$400.00	
B.31		18-Inch RCP Storm Sewer	38	LF	\$62.00	\$2,356.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,356.00	
B.32		18-Inch RCP Endwall	1	EA	\$1,100.00	\$1,100.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$1,100.00	
B.33		Connect to Existing Storm Sewer	2	EA	\$1,200.00	\$2,400.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$2,400.00	
B.34		Rip Rap (Heavy)	1,000	SY	\$8.00	\$8,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$8,000.00	
B.35		Work Area Isolation	1	LS	\$5,000.00	\$5,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,000.00	
B. Alt. 43		Topsoil Placement and Grading	1,590	SY	\$4.25	\$6,757.50			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$6,757.50	
B. Alt. 44		Seeding, Fertilizing and Mutch	1,590	SY	\$6.00	\$9,540.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$9,540.00	
B. Alt. 45		Asphalt Sidewalk, 3-Inch Thick w/ Dense Graded Base (9-Inch Thick)	400	SY	\$58.00	\$23,200.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$23,200.00	
B. Alt. 46		Unclassified Excavation	135	CY	\$38.00	\$5,130.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,130.00	
B. Alt. 47		Install Bench Pad	4	EA	\$1,000.00	\$4,000.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$4,000.00	
B. Alt. 48		Relocate Decorative Boulders	1	LS	\$1,500.00	\$1,500.00		1	\$1,500.00	1.0	\$1,500.00	\$0.00	\$1,500.00	100.0%	\$0.00	
B. Alt. 49		Tree Protection	1	LS	\$2,500.00	\$2,500.00		1	\$2,500.00	1.0	\$2,500.00	\$0.00	\$2,500.00	100.0%	\$0.00	
<b>Contract Totals</b>						<b>\$262,627.50</b>			<b>\$47,754.50</b>		<b>\$47,754.50</b>	<b>\$0.00</b>	<b>\$47,754.50</b>	<b>18.2%</b>	<b>\$214,873.00</b>	



Building a Better World  
for All of Us®

April 26, 2024

RE: City of Ripon, WI  
Industrial Park Water Tower  
Rehabilitation  
SEH No. RIPON 174334 14.00

Adam Sonntag  
City Administrator  
City of Ripon  
100 Jackson Street  
Ripon, WI 54971

Dear Adam:

Please find enclosed Application for Payment No. 1 from Classic Protective Coatings, Inc. for the referenced project. The pay application is in the amount of \$55,423.00 and provides for retainage in accordance with the contract documents for work completed through April 20, 2024. We have reviewed the Application for Payment and recommend that payment be made as indicated.

If you have any questions, please contact me at 715.781.4567 or [jnyhagen@sehinc.com](mailto:jnyhagen@sehinc.com).

Sincerely,

A handwritten signature in blue ink that reads "Jana Nyhagen".

Jana Nyhagen, PE  
Project Manager  
(Lic. IA, IN, MN, ND, SD, TN, WI)

**Attachment**

c: Classic Protective Coatings, Inc.

x:\pt\ripon\174334\7-const-svcs\73-app-pymt\afp 1 letter.classic.docx

Engineers | Architects | Planners | Scientists

**Short Elliott Hendrickson Inc.**, 326 South Main Street, Suite 100, Rice Lake, WI 54868-2238

715.236.4000 | 800.903.6970 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Ripon</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>S.E.H.</u>	<b>Engineer's Project No.:</b> <u>Ripon 174344</u>
<b>Contractor:</b> <u>Classic Protective Coatings, Inc.</u>	<b>Contractor's Project No.:</b> <u>24-0006</u>
<b>Project:</b> <u>Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>1</u>	<b>Application Date:</b> <u>4/22/2024</u>
<b>Application Period:</b> From <u>4/1/2024</u> to <u>4/20/2024</u>	

1. Original Contract Price	\$ 555,600.00
2. Net change by Change Orders	\$ (2,760.00)
3. Current Contract Price (Line 1 + Line 2)	\$ 552,840.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 58,340.00
5. Retainage	
a. <u>5%</u> X \$ 58,340.00 Work Completed	\$ 2,917.00
b. _____ X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 2,917.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 55,423.00
7. Less previous payments (Line 6 from prior application)	_____
8. Amount due this application	\$ 55,423.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 497,417.00

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Classic Protective Coatings, Inc - N7670 State Road 25 - Menomonie, WI 54751

**Signature:** *Michaela Bunke* **Date:** 4/19/2024

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>Jana N. Nyhagen</u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>April 26, 2024</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> <u>N/A</u>	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____



**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

<b>Owner:</b>	City of Ripon	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	S.E.H.	<b>Engineer's Project No.:</b>	SEH RIPON 174334
<b>Contractor:</b>	Classic Protective Coatings, Inc.	<b>Contractor's Project No.:</b>	24-0006
<b>Project:</b>	Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid		
<b>Contract:</b>			

Application No.:	1	Application Period:	From	04/01/24	to	04/20/24	Application Date:	04/22/24	
A	B	C	D		E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)	
			(D + E) From Previous Application (\$)	This Period (\$)					
<b>Original Contract</b>									
	Mobilization	20,000.00		10,000.00		10,000.00	50%	10,000.00	
	Waste Disposal	4,500.00				-	0%	4,500.00	
	Disinfection	2,000.00				-	0%	2,000.00	
	Site Restoration	3,000.00				-	0%	3,000.00	
	2-year Warranty	2,000.00				-	0%	2,000.00	
	Caulking of Lapped Plates, Seams and Penetrations	3,000.00				-	0%	3,000.00	
	Cutting Torch or Grinding of Scabs	2,500.00				-	0%	2,500.00	
	Weld Bar Across Riser Inlet	500.00		500.00		500.00	100%	-	
	Replace All Manway Gaskets and Hardware	500.00				-	0%	500.00	
	Upper Platform Drainage Holes	500.00		500.00		500.00	100%	-	
	Lower Platform Drain Line Modifications	2,800.00		2,800.00		2,800.00	100%	-	
	Install Tank Mixing System	24,000.00		12,000.00		12,000.00	50%	12,000.00	
	Repair/Resurface Grout/Concrete At Tank Base Interior	2,000.00				-	0%	2,000.00	
	Adjust Hinged Roof Access Manway & Install Gasket	500		300.00		300.00	60%	200.00	
	Access Tube Venting Modifications	1,000.00		1,000.00		1,000.00	100%	-	
	Obstruction Light	3,000.00		1,000.00		1,000.00	33%	2,000.00	
	Access Tube Air Gap UV Resistant Rubber Seal	1,200.00				-	0%	1,200.00	
	Remove Existing and Install New AWWA Frost-Free Aluminum	6,000.00		4,500.00		4,500.00	75%	1,500.00	
	Industrial Tower Overflow Modifications	1,500.00		1,500.00		1,500.00	100%	-	
	Thomas Street Tank Overflow Modifications	4,500.00		4,000.00		4,000.00	89%	500.00	
	Replace 2" rubber seals and clamps	500				-	0%	500.00	
	Repair/Resurface Grout/Concrete At Tank Base Exterior	3,000.00				-	0%	3,000.00	
	Interior Dry-Partial Removal and Reconditioning (Non-Sweating Surfaces)	8,200.00				-	0%	8,200.00	
	Interior Dry - Partial Removal and Reconditioning Base Bid (Sweating Surfaces)	27,000.00	-	5,000.00		5,000.00	19%	22,000.00	
	Interior Wet - Full Reconditioning Base Bid D102 ICS-6	119,000.00	-	9,000.00		9,000.00	8%	110,000.00	
	Exterior - Full Reconditioning Base Bid D102 OCS-6	177,250.00				-	0%	177,250.00	
	Dehumidification	5,000.00		5,000.00		5,000.00	100%	-	
	Ripon Name Logo Drawing 2A (Two Locations, Cost Per Location = 2 X \$7,000)	14,000.00		4,000.00		4,000.00	29%	10,000.00	
	Containment	40,000.00				-	0%	40,000.00	

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

<b>Owner:</b>	City of Ripon	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	S.E.H.	<b>Engineer's Project No.:</b>	SEH RIPON 174334
<b>Contractor:</b>	Classic Protective Coatings, Inc.	<b>Contractor's Project No.:</b>	24-0006
<b>Project:</b>	Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid		
<b>Contract:</b>			

<b>Application No.:</b>	1	<b>Application Period:</b>	From	04/01/24	to	04/20/24	<b>Application Date:</b>	04/22/24	
A	B	C	D		E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)	
			(D + E) From Previous Application (\$)	This Period (\$)					
	Alternate 1 - Interior Dry Coating Insulative Coating System Sweating Surfaces ADD TO BASE BID	29,400.00				-	0%	29,400.00	
	Alternate 3 - Exterior Coating System Full Reconditioning D102 OCS-4 ADD TO BASE BID	32,250.00				-	0%	32,250.00	
	Alternate 6 - Additional 3-Year Warranty ADD TO BASE BID	15,000.00				-	0%	15,000.00	
<b>Original Contract Totals</b>		<b>\$ 555,600.00</b>	<b>\$ -</b>	<b>\$ 61,100.00</b>	<b>\$ -</b>	<b>\$ 61,100.00</b>	<b>11%</b>	<b>\$ 494,500.00</b>	

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	City of Ripon	Owner's Project No.:	
Engineer:	S.E.H.	Engineer's Project No.:	SEH RIPON 174334
Contractor:	Classic Protective Coatings, Inc.	Contractor's Project No.:	24-0006
Project:	Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid		
Contract:			

Application No.: 1 Application Period: From 04/01/24 to 04/20/24 Application Date: 04/22/24

A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
<b>Change Orders</b>								
	Credit DH and site sign	(5,500.00)		(5,500.00)		(5,500.00)	100%	-
	Remove CP sytem and weld patch	2,740.00		2,740.00		2,740.00	100%	-
	<b>Change Order Totals</b>	\$ (2,760.00)	\$ -	\$ (2,760.00)	\$ -	\$ (2,760.00)	100%	\$ -
<b>Original Contract and Change Orders</b>								
	<b>Project Totals</b>	\$ 552,840.00	\$ -	\$ 58,340.00	\$ -	\$ 58,340.00	11%	\$ 494,500.00

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Ripon</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>S.E.H.</u>	<b>Engineer's Project No.:</b> <u>Ripon 174344</u>
<b>Contractor:</b> <u>Classic Protective Coatings, Inc.</u>	<b>Contractor's Project No.:</b> <u>24-0006</u>
<b>Project:</b> <u>Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>2</u>	<b>Application Date:</b> <u>5/8/2024</u>
<b>Application Period:</b> From <u>4/21/2024</u> to <u>5/4/2024</u>	

1. Original Contract Price	\$	555,600.00
2. Net change by Change Orders	\$	(2,760.00)
3. Current Contract Price (Line 1 + Line 2)	\$	552,840.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	202,440.00
5. Retainage		
a. <u>5%</u> X \$ <u>202,440.00</u> Work Completed	\$	10,122.00
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	10,122.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	192,318.00
7. Less previous payments (Line 6 from prior application)	\$	55,423.00
8. Amount due this application	\$	136,895.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	360,522.00

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Classic Protective Coatings, Inc - N7670 State Road 25 - Menomonie, WI 54751

**Signature:** *Michaela Burke* **Date:** 5/8/2024

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u><i>Jana Nyhagen</i></u>	<b>By:</b> _____
<b>Title:</b> <u>Jana Nyhagen, Project Manager, SEH Inc.</u>	<b>Title:</b> _____
<b>Date:</b> <u>5/10/2024</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> <u>N/A</u>	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	City of Ripon	Owner's Project No.:	
Engineer:	S.E.H.	Engineer's Project No.:	SEH RIPON 174334
Contractor:	Classic Protective Coatings, Inc.	Contractor's Project No.:	24-0006
Project:	Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid		
Contract:			

Application No.:	Application Period:		From	to	Application Date:			
2			04/21/24	05/04/24		05/08/24		
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
<b>Original Contract</b>								
	Mobilization	20,000.00	10,000.00	-		10,000.00	50%	10,000.00
	Waste Disposal	4,500.00				-	0%	4,500.00
	Disinfection	2,000.00				-	0%	2,000.00
	Site Restoration	3,000.00				-	0%	3,000.00
	2-year Warranty	2,000.00				-	0%	2,000.00
	Caulking of Lapped Plates, Seams and Penetrations	3,000.00				-	0%	3,000.00
	Cutting Torch or Grinding of Scabs	2,500.00		2,500.00		2,500.00	100%	-
	Weld Bar Across Riser Inlet	500.00	500.00	-		500.00	100%	-
	Replace All Manway Gaskets and Hardware	500.00				-	0%	500.00
	Upper Platform Drainage Holes	500.00	500.00	-		500.00	100%	-
	Lower Platform Drain Line Modifications	2,800.00	2,800.00	-		2,800.00	100%	-
	Install Tank Mixing System	24,000.00	12,000.00	-		12,000.00	50%	12,000.00
	Repair/Resurface Grout/Concrete At Tank Base Interior	2,000.00				-	0%	2,000.00
	Adjust Hinged Roof Access Manway & Install Gasket	500	300.00	-		300.00	60%	200.00
	Access Tube Venting Modifications	1,000.00	1,000.00	-		1,000.00	100%	-
	Obstruction Light	3,000.00	1,000.00	-		1,000.00	33%	2,000.00
	Access Tube Air Gap UV Resistant Rubber Seal	1,200.00				-	0%	1,200.00
	Remove Existing and Install New AWWA Frost-Free Aluminum	6,000.00	4,500.00	-		4,500.00	75%	1,500.00
	Industrial Tower Overflow Modifications	1,500.00	1,500.00	-		1,500.00	100%	-
	Thomas Street Tank Overflow Modifications	4,500.00	4,000.00	-		4,000.00	89%	500.00
	Replace 2" rubber seals and clamps	500				-	0%	500.00
	Repair/Resurface Grout/Concrete At Tank Base Exterior	3,000.00				-	0%	3,000.00
	Interior Dry-Partial Removal and Reconditioning (Non-Sweating Surfaces)	8,200.00		4,000.00		4,000.00	49%	4,200.00
	Interior Dry - Partial Removal and Reconditioning Base Bid (Sweating Surfaces)	27,000.00	5,000.00	11,200.00		16,200.00	60%	10,800.00
	Interior Wet - Full Reconditioning Base Bid D102 ICS-6	119,000.00	9,000.00	62,400.00		71,400.00	60%	47,600.00
	Exterior - Full Reconditioning Base Bid D102 OCS-6	177,250.00		44,000.00		44,000.00	25%	133,250.00
	Dehumidification	5,000.00	5,000.00	-		5,000.00	100%	-
	Ripon Name Logo Drawing 2A (Two Locations, Cost Per Location = 2 X \$7,000)	14,000.00	4,000.00	-		4,000.00	29%	10,000.00
	Containment	40,000.00		20,000.00		20,000.00	50%	20,000.00

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

<b>Owner:</b>	City of Ripon	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	S.E.H.	<b>Engineer's Project No.:</b>	SEH RIPON 174334
<b>Contractor:</b>	Classic Protective Coatings, Inc.	<b>Contractor's Project No.:</b>	24-0006
<b>Project:</b>	Industrial Park Water Tower Rehabilitation - 500,000 Gallon Spheroid		
<b>Contract:</b>			

<b>Application No.:</b>	2	<b>Application Period:</b>	From	04/21/24	to	05/04/24	<b>Application Date:</b>	05/08/24	
A	B	C	D		E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)	
			(D + E) From Previous Application (\$)	This Period (\$)					
	Alternate 1 - Interior Dry Coating Insulative Coating System Sweating Surfaces ADD TO BASE BID	29,400.00				-	0%	29,400.00	
	Alternate 3 - Exterior Coating System Full Reconditioning D102 OCS-4 ADD TO BASE BID	32,250.00				-	0%	32,250.00	
	Alternate 6 - Additional 3-Year Warranty ADD TO BASE BID	15,000.00				-	0%	15,000.00	
						-			
<b>Original Contract Totals</b>		<b>\$ 555,600.00</b>	<b>\$ 61,100.00</b>	<b>\$ 144,100.00</b>	<b>\$ -</b>	<b>\$ 205,200.00</b>	<b>37%</b>	<b>\$ 350,400.00</b>	



ORDINANCE NO. \_\_\_\_\_

**ORDINANCE TO AMEND SECTION 9.01.040  
OF THE MUNICIPAL CODE**

**WHEREAS**, the Common Council for the City of Ripon is desirous to amend Section 9.01.040 Beekeeping – Hives required of the Ripon Municipal Code; and

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIPON, WISCONSIN THAT SECTION 9.01.040 BE AMENDED TO READ AS FOLLOWS:

**9.01.040 Hives required.**

All bee colonies shall be kept in Langstroth or Layens type hives with removable frames, which shall be kept in sound and usable condition.

This ordinance shall take force and be in effect upon passage and publication, as provided by law.

\_\_\_\_\_  
Theodore Grant, Mayor

ATTEST:

\_\_\_\_\_  
Adam Sonntag, City Administrator

AYES \_\_\_\_\_ NAYES \_\_\_\_\_  
PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.  
PUBLISHED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

Approved as to form:

\_\_\_\_\_  
Ludwig L. Wurtz, City Attorney



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF RIPON  
AND THE RIPON PUBLIC LIBRARY**

This Memorandum of Understanding (MOU) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF RIPON, a Wisconsin municipal corporation located in Fond du Lac County, with its offices at City Hall, 100 Jackson St., Ripon, WI 54971 (the "City"); and the Ripon Public Library Board, a public library located at 120 Jefferson St., Ripon, WI 54971 ("Library"). Collectively these entities will be referred to as the "Parties".

This MOU shall clarify roles and responsibilities of each party in the continued operation of the library. This includes specific financial services and the ownership, maintenance, operation and replacement of the Library Building and Grounds.

**Definitions:**

For purposes of this MOU, the following definitions shall apply:

"Agency Partners" shall mean groups, existing or formed, such as the Library Foundation and/or Friends of the Library, that support the financial position and operations of the Library. Agency Partners shall be considered component funds of the Library.

"Building" shall mean the entire structure located at 120 Jefferson St., including the major building systems (HVAC, plumbing, roofing, windows, electrical, fire alarm, and fire sprinkler).

"Capital Improvements" shall mean equipment, repairs, or improvements (including renovations and additions) with a cost in excess of \$10,000 and expected life in excess of 5 years.

"Financial Services" shall mean the financial processing, as directed by Wis. State Statute, of library board approved bills or vouchers and regular wages or salary (payroll) by the City finance department.

"Grounds" shall mean the lawn, landscaping, and walks directly adjacent to the Building.

"Public Grounds" shall mean the public sidewalks and parking lot.

"Maintenance Services" shall mean general exterior maintenance responsibilities, including lawn care, weed spraying, snow removal, and non-contracted tree removal. Maintenance Services shall not include responsibility for flower beds, weed pulling, wildflower/natural areas (including the Silver Creek area), other landscaping necessitating efforts beyond that of a typical facility or park.

**Responsibilities:**

Chapter 43, Wis. Stats provides that the City shall annually levy and allocate funds to the control of the Library Board for their exclusive use in the operation of the Library Building and Grounds. It is recognized that the City is the owner of the Library Building and Grounds in

which responsibility for their maintenance and upkeep are remanded to the custody of the Library Board.

The City shall allocate staff through the Public Works Department to provide Maintenance Services to the Library. The City shall review the associated costs with these Maintenance Services and reduce the annual levy fund allocation accordingly. The Library may request additional maintenance-type services be provided by the City. The City Public Works Department shall review these requests and address them if adequate staffing resources are available. The City shall bill the Library time and materials for requested additional services.

The City shall provide Financial Services to the Library under the processes and procedures established by the City for these financial activities.

The Library Board shall be responsible for the annual development and submittal of a budget to the City that shall include all expected expenses and revenues associated with the insurance, maintenance, operation and repair of the Library Building and Grounds.

The Library, in collaboration with the City, shall be responsible for establishing a Building and Grounds 5-year Capital Improvement Plan (CIP).

The City and Library shall cooperate with respect to capital improvements, replacements and repairs to the Building and Grounds. The Library, as a department of the City, shall submit proposed capital improvements, expenditures, and plans for Building and Grounds for consideration by the City during the annual budget process. Such capital improvement and expenditure submittals shall contain a summary of explored alternate funding sources in addition to City funding. Such alternative funding sources shall include, where applicable, donations (in-kind or otherwise), grants, reserve, and restricted funding. Participation, if warranted from Agency Partners, shall be evaluated and/or acknowledged as part of the alternative funding exploration. The City shall consider and responsibly fund such requests within the context of compliance with statutory and City budgetary requirements and conditions. Generally, the City shall consider capital improvements that sustain or augment the capabilities of the Building and Grounds. Agency Partners of the Library will be expected to consider improvements that result in enhancing the abilities of Library staff, equipment, programs, and services.

The City and Library shall arrange participation in the City's annual financial audit. The Library shall provide detailed financial statements for all financial activity for the fiscal year. The Library shall also provide the City detailed financial statements from Agency Partners to be included in annual financial audit.

Unexpected repairs or replacements (whether eligible for insurance reimbursement or not) to the Building and Grounds as a result of equipment failure, weather, acts of God, vandalism, or other occurrence that will or may result in the immediate disruption of services or programs, endanger the safety of employees and users of the Library, or its safe and efficient operation shall be considered initially a Library expenditure with subsequent consideration by the Common Council for a budget amendment/reallocation to fund such repair/replacement as requested by Library Board. Such approval by the Common Council to fund repair/replacement shall not unreasonably be withheld.

**Severability:**

If any term or other provision of this MOU is determined to be invalid, illegal, or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this MOU shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Upon such determination that any term or other provision is invalid, illegal, or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this MOU if necessary, so as to affect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.

**Termination:**

This MOU shall remain in effect in perpetuity or terminate upon one of the following occurrences:

1. Upon dissolution, disbanding or other discontinuation of one of the Parties;
2. By mutual agreement of both parties.
3. Any change in the laws governing libraries in the State of Wisconsin.

Accepted and approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

**For the City:**

**For the Library:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Library Director