



# 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, March 12<sup>th</sup>, 2024 7:00 p.m.**

- I. Call to order/roll call
- II. Pledge of Allegiance/Invocation – Karen Gygax-Rodriguez
- 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. Plan Commission minutes
  4. Building Inspector report
  5. EMS report
  6. Parks and Recreation / Senior Center report
  7. Public Works report
  8. City Administrator report
  9. 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 – February 13<sup>th</sup>, February 26<sup>th</sup>
- VII. Agenda Items
  1. Pay Application #2 – Chemical Feed Project  
(Staff note: Pay Application #2 (Final) for the Water Department Chemical Feed Project with Mid City Corporation totaling \$20,953.13 is recommended for approval.)
  2. Pay Application #6 – State Street Project  
(Staff note: Pay Application #6 for the State Street Project with RLAM totaling \$17,801.34 is recommended for approval.)
  3. 2024 Sidewalk Repair Proposal

(Staff note: The enclosed staff report and proposal from Safe Step regarding the 2024 sidewalk program are submitted for consideration.)

4. Housing Program Request #2

(Staff note: The enclosed staff report requests additional funds for the 2024 Sandmar Lot Sale Program due to additional developer interest.)

5. Resolution – Tax Increment District #5 Termination

(Staff note: TID #5 was created in 2000 and extended last year to collect increment for affordable housing. Sufficient increment has been collected and it is now required to be closed.)

VIII. Project Updates & Staff Reports

IX. Mayor's Communications and Appointments

X. Agenda items for future Council meetings

XI. Adjourn

RHPC

Meeting 2/7/24

1. Call to order
2. Roll call. Present: Koski, Riemer, Hutton, Silber, Splitt, Walker
3. Approval of Agenda: motion by Riemer 2<sup>nd</sup> by Hutton approved by all
4. Approval of Minutes: motion by Hutton 2<sup>nd</sup> by Silber approved by all
5. Acceptance of financial report: motion by Silber, 2<sup>nd</sup> by Walker approved by all
6. No Public comments
7. Certificate of Appropriateness: none
8. Update on 1071/2 Watson: still working with window company
9. S.W. Historic District signage: Matt Koski will have maps made up for next meeting
10. Design Manual grant status: moved to next month's agenda
11. Haas Brewery barn discussion: Structural Engineering proposal was for \$8000.00. Commission decided to wait on proposal and do a walkthrough of the building with a local engineer, City Inspector, and commission members. Will set a date for this. John Splitt will get more information on costs to lift or move the barn. At this point it might be best to sell the barn to a private party for reclaiming the lumber. In either case, the DNR most likely will have to be involved.
12. New Commission members: 2 names submitted: Rhonda Pehr and David Sakrison.
13. Next meeting: Wed March 6 at 6:30pm.
14. Adjournment: motion by Walker 2<sup>nd</sup> by Hutton approved by all.

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**From:** Ellen Sorensen  
**Sent:** Thursday, February 29, 2024 6:45 PM  
**To:** Heather Donovan;  
**Subject:** Minutes

**RIPON AREA FIRE DISTRICT**  
FIRE STATION, 515 Aspen St.  
7:00 pm  
Tuesday, February 6, 2024  
BOARD MEETING MINUTES

I. Call to Order/Roll Call

Sorensen, Iverson, Schatzinger, Vanderbrink, Page and Kreuger. Gatzke was excused and not present. Also present was Interim Chief Hollatz and Interim Deputy Chief Boers.

II. Approve agenda

Motion to approve the agenda by Page and second by Krueger. Motion Carried 6-0.

III. Public Comment

No public comment.

IV. Approve Secretary's Report for January.

Motion to approve the minutes from the January meeting. Motion by Vanderbrink and second by Krueger. Motion carried 6-0.

V. Treasurer's Report

a. Possible financial Report

Still working on customizing reports for salaries. Motion to accept the financials by Vanderbrink and second by Page. Motion carried 6-0.

b. Approve writing for FEMA grant application – Short term Goal in Strategic Plan 9-Action Item.

The federal account and to be reactivated so that the grant could be filed. Motion to file the FEMA grant by Page and second by Schatzinger. Motion carried 6-0.

c. 2% dues audit Report.

The District passed the State 2% dues audit by vastly improving documentation by using the ESO system. We still need to add more detail to the call data. Brief discussion of restrictions of the 2% dues money.

d. Youth FF Training Program Grant- Action Item

This grant will help offset the cost of the cadet program. Motion by Schatzinger and second by Krueger. Discussion by Schatzinger and Sorensen on a Webster's Grant. No

action taking of the acceptance of the Webster's Grant but will be on the March Agenda. Motion for the Youth FF Training Grant carried, 6-0.

## VI. Chief's Report

### a. Department Staffing & Morale Update

Holding Steady

### b. Certification update

3 registered at Moraine Park for FF 1 class

### c. Monthly calls for service

36 Calls, 45 for the year which 12 EMS lift assists

### d. Fire inspection update

1<sup>st</sup> round has started for the 2024 inspection cycle

### e. SOP's – Action Item

Discussion of adding a new Standard Operating Procedure -2-002 Structure Fire Full Response. This needed to be adopted for the next 2% dues audit. Motion to accept by Iverson and second by Krueger. Motion carried 6-0.

Discussion of SOP 1-001 Battalion Captain/ Duty Officer. This had never been approved by the board. Issuance date to February 6, 2024. Motion to accept SOP 1-001 by Iverson and second by Krueger. Motion carried 6-0.

## VII. Old Business

### a. Accounting transition – Update

This was discussed above.

### b. Review drafts of Policies and Procedures and By-Laws

Several aspects of the bylaws were noted including there is a negative quorum if the town members of the board don't wish to do or spend money in a certain way. The review of the policies and procedure included discussing deleting the fee structure and adding as an appendix. Discussion of cleaning up the language related to the review of the chief, posting of the agenda electronically, equipment replacement fund, examination for the leave policy as it regards to training and return to active duty.

### c. Designate \$18,024.76 of the Brievogal bequeath for the purchase of radios – Action Item. Discussion the cost of the radios, Kenwood v Motorola. Motion to move the \$18,024.76 from the Brievogal bequeath to the equipment fund by Iverson and second by Page. Motion carried 6-0.

## VIII. New Business

### a. Review and possible action on short term goal 1 in strategic plan- Staffing Update.

Discussion adding a full time fire inspector. Discussion adding a contractor for McMahon Engineering up to 8 hours a week. Discussion of advertising for part time chief up to 20 hours a week. Discussion of the lack of strong checks and balances for the accounting system.

### b. Review and possible action on short term goal 2 in strategic plan – Health and safety committee. This relates to SPS 330 and is a state requirement. Motion to form a health and safety committee by Schatzinger and second by Iverson. Motion carried 6-0.

### c. Review and possible action on short term goal 7 in strategic plan – Update Bylaws and policies and procedures

d. Structure

IX. Future Agenda Items

a. Short term Goal 3 Create recruitment/retention committee

b. Short term Goal 4 Implement us of ESO Records Management System.

X. Next Regular meeting March 5, 2024

XI. Adjourn

Motion to adjourn by Page and second by Schatzinger. Motion carried 6-0. Adjourned at 9:45 pm

Get [Outlook for iO](#)

Ellen Sorensen

District 1

# PLAN COMMISSION MEETING

## February 21<sup>st</sup>, 2024

Present: Grant, Splitt, Denkert, Poppy, Iverson  
Absent: Hutton, Boscaljon  
Others: City Administrator Sonntag, City Attorney Wurtz, Building Inspector Leahy, Don Lenz

Mayor Grant called the meeting to order at 7:00 p.m.

### **Approval of Agenda**

Iverson moved and Splitt seconded a motion to approve the agenda. Motion carried.

### **Approve Meeting Minutes**

Denkert moved and Iverson seconded a motion to approve minutes from January 17<sup>th</sup>, 2024. Motion carried.

### **Action Items**

#### **CSM (Extraterritorial) – Kovalaske – W14295 Dartford Rd.**

The Commission reviewed an extraterritorial CSM for the combination of 3 lots into 1 lot for a new building. Denkert questioned the setback encroachments on the survey. Don Lenz noted these were conforming, but non-compliant. Splitt moved and Poppy seconded a motion to approve the CSM for W14295 Dartford Rd. Motion carried.

#### **Site Plan – Alliant Energy – Douglas St.**

The Commission reviewed the final site plan for Alliant Energy Project on Douglas St. The Commission reviewed the plan approximately one year ago. Denkert asked about the drainage areas in the rear parking/storage yard area. Leahy noted there were no issues the plans. After discussion, Denkert moved and Poppy seconded a motion to approve the site plan for Alliant Energy on Douglas St. Motion carried.

### **Project Updates and Staff Reports**

None.

### **Agenda Items for Future Meetings**

None.

With no further business, Iverson moved and Splitt seconded a motion to adjourn. Motion carried. Mayor Grant declared the meeting adjourned at 7:23 p.m.

CITY OF RIPON				BUILDING REPORT				FEBRUARY		2024
TYPE OF PERMIT	No.	MONTH Estimated Value	Permit Cost	No.	YEAR TO DATE		Permit Cost	No.	LAST YEAR TO DATE	
					Estimated Value	Permit Cost			Estimated Value	Permit Cost
Single Family Residence								2	\$699,000.00	\$3,320.16
Two-Family Residence										
Multi-Family Residence										
Residential Garage										
Residential Garage Alteration				1	\$10,836.00	\$62.00				
Residential Alteration	1	\$40,000.00	\$240.00	6	\$195,465.00	\$1,211.31		7	\$255,858.00	\$1,193.49
Commercial										
Commercial Alteration	2	\$150,000.00	\$456.80	3	\$178,480.00	\$627.68		7	\$835,500.00	\$4,101.00
Industrial										
Industrial Alteration	1	\$1,400,000.00	\$2,150.00	2	\$1,493,260.00	\$2,709.56		1	\$1,400,000.00	\$1,649.43
Signs	1	\$4,285.00	\$55.48	1	\$4,285.00	\$55.48		4	\$3,200.00	\$187.50
Miscellaneous										
Demolition										
Hospital										
Church										
School										
College				1	\$8,500,000.00	\$19,163.95				
Trailer Homes										
<b>Total Building Permits</b>	<b>5</b>	<b>\$1,594,285.00</b>	<b>\$2,902.28</b>	<b>14</b>	<b>\$10,382,326.00</b>	<b>\$23,829.98</b>		<b>21</b>	<b>\$3,193,558.00</b>	<b>\$10,451.58</b>
Commercial Plan Approval										
Plumbing Permits	5		\$737.56	19		\$9,856.41		16		\$851.80
Electrical Permits	2		\$210.00	8		\$1,200.80		14		\$1,215.00
Heating Permits	1		\$100.00	10		\$15,239.19		11		\$1,230.67
<b>Total Permit Fees</b>			<b>\$3,949.84</b>			<b>\$50,126.38</b>				<b>\$13,749.05</b>
<b>Totals</b>	<b>13</b>	<b>\$1,594,285.00</b>	<b>\$3,949.84</b>	<b>51</b>	<b>\$10,382,326.00</b>	<b>\$50,126.38</b>		<b>62</b>	<b>\$3,193,558.00</b>	<b>\$13,749.05</b>





# **RIPON GUARDIAN AMBULANCE**

## **MONTHLY REPORT**

**February 2024**

### **DEPARTMENT UPDATES:**

#### **Personnel/Operations-**

- We continue to experience higher than average call volume, especially for this time of year. As of 3/8/2024 we are 111 calls ahead of last year on the same date.
- We've taken delivery of our new portable Kenwood radios.

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

#### **Community Involvement and Training-**

- 2/7 Participated in emergency drill with RASD. RASD staff holds these drills periodically to practice their response and management of medical emergencies in the school.
- 2/9 Chief Matuszeski attended a leadership workshop hosted by Ripon College.
- 2/16 On-duty crew participated in a lightning tournament at Ripon Middle School. This was a fundraiser for American Heart Association.

### **Runs by Response Disposition**

<b>Disposition Incident Patient Disposition (eDisposition.12)</b>	<b>Number of Runs</b>	<b>Percent of Total Runs</b>	<b>Transport Disposition (3.4=itDisposition.102/3.5=eDisposition.30)</b>
Treated & Transported by this EMS Unit	129	78.18%	Transport by This EMS Unit (This Crew Only)
Lift Assist	7	4.24%	Patient Refused Transport
Other	5	3.03%	Transport by This EMS Unit (This Crew Only)
Lift Assist	5	3.03%	No Transport
Transport Refused by Patient (AMA)	5	3.03%	Patient Refused Transport
Transport Refused by Patient (AMA)	3	1.82%	No Transport
Dead at Scene – No Resuscitation Attempted (without Transport)	2	1.21%	No Transport
Standby - No Patient Contacts	2	1.21%	
Canceled (Prior to En Route)	1	0.61%	No Transport
Canceled On or After Arrival at Scene	1	0.61%	
Canceled On or After Arrival at Scene	1	0.61%	No Transport
No Treatment/Transport Required	1	0.61%	No Transport
Patient Treated, Transported by Another EMS Unit	1	0.61%	Transport by Another EMS Unit
Person Refused Evaluation, Care, and Transport	1	0.61%	No Transport
Treated, Referred to Law Enforcement	1	0.61%	No Transport
<b>Total:</b>	<b>165</b>	<b>100.00%</b>	

### Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	119	72.12%
Interfacility Transport	35	21.21%
EMS Service Call Lift/Move	7	4.24%
Standby	3	1.82%
Mutual Aid	1	0.61%
	<b>Total: 165</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	153	92.73%
Med 2	12	7.27%
	<b>Total: 165</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	6	3.64%
1 - 9	1	0.61%
10 - 19	5	3.03%
20 - 29	8	4.85%
30 - 39	4	2.42%
40 - 49	5	3.03%
50 - 59	18	10.91%
60 - 69	41	24.85%
70 - 79	32	19.39%
80 - 89	36	21.82%
90 - 99	9	5.45%
	<b>Total: 165</b>	<b>Total: 100.00%</b>

### Calls by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	21	12.73%
Monday	21	12.73%
Tuesday	21	12.73%
Wednesday	33	20.00%
Thursday	27	16.36%
Friday	26	15.76%
Saturday	16	9.70%
	<b>Total: 165</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
4.03	4.00	19.25	7.45	19.83	119

### Calls by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	7	4.24%
01:00:00 - 01:59:59	2	1.21%
02:00:00 - 02:59:59	5	3.03%
03:00:00 - 03:59:59	3	1.82%
05:00:00 - 05:59:59	6	3.64%
06:00:00 - 06:59:59	4	2.42%
07:00:00 - 07:59:59	9	5.45%
08:00:00 - 08:59:59	10	6.06%
09:00:00 - 09:59:59	9	5.45%
10:00:00 - 10:59:59	5	3.03%
11:00:00 - 11:59:59	4	2.42%
12:00:00 - 12:59:59	15	9.09%
13:00:00 - 13:59:59	6	3.64%
14:00:00 - 14:59:59	7	4.24%
15:00:00 - 15:59:59	8	4.85%
16:00:00 - 16:59:59	10	6.06%
17:00:00 - 17:59:59	12	7.27%
18:00:00 - 18:59:59	8	4.85%
19:00:00 - 19:59:59	9	5.45%
20:00:00 - 20:59:59	11	6.67%
21:00:00 - 21:59:59	4	2.42%
22:00:00 - 22:59:59	6	3.64%
23:00:00 - 23:59:59	5	3.03%
<b>Total: 165</b>		<b>Total: 100.00%</b>

### Runs by Zone - District

Scene Incident Zone	Number of Runs	Percent of Total Runs
City of Ripon	145	87.88%
Town of Ripon	5	3.03%
Village of Rosendale	5	3.03%
Town of Rosendale	4	2.42%
City of Berlin	3	1.82%
Town of Metomen	2	1.21%
Village of Fairwater	1	0.61%
<b>Total: 165</b>		<b>Total: 100.00%</b>



## City of Ripon Parks and Recreation Department / Senior Activity Center

February 2024 Monthly Report

*Parks and Recreation Department – Ashton Zeien*

- Upcoming Programming
  - We have our Murray Park Trail Bunny Hop coming up on March 24<sup>th</sup> in coordination with the Ripon Early Bird Kiwanis. The event is an interactive walk set up around the quads in Murray Park. Children ages 2-10 will follow interactive signage around the trail as they collect eggs and goodies from our participating booths. Before or after making their way around the trail they are able to visit and take photos with the Easter Bunny and other local mascots!
    - Participating organizations/businesses/City departments:
      - Ripon Early Bird Kiwanis
      - Parks and Recreation Department
        - w/ Ripon College Basketball
      - United Way
      - Boys and Girls Club
      - Police Department
      - Sweeter and Saltier
      - Ripon Children's Learning Center
      - Fortifi Bank
      - Sassy Pop-A-Lot
      - Great and Small Farm
      - Fire Department
      - Advanced Physical Therapy
      - EMS
      - Ripon Public Library
      - Websters (Webbie Mascot)
      - Ripon College (Rally Mascot)
      - Ripon School District (Tiger Mascot)
      - Kristina's (Olaf costume)
    - We have our Code Quest: Park's Adventure starting on March 25<sup>th</sup>
      - Code Quest is an engaging hunt spread across 5 weeks, featuring a new code to crack each week throughout 5 parks. Individuals will decipher weekly posted puzzles, solve it, and search for the posted answer signs based on the puzzles answer. Each week participants will send a photo of themselves and the answer to the Rec Department. Each photo sent will put their name

into a drawing to win the hunt grand prize! Prize winner will be drawn on April 29th.

- Meeting with the Ripon Diamond Booster, Ripon Youth Baseball/Softball and the High School on March 14<sup>th</sup> to see how we can work together to improve the ball diamonds.
- We received a \$4989 grant from the Alliant Energy One Million Trees Community Tree Planting Program. This is a nationally recognized tree planting program in which Alliant Energy, Trees Forever and communities work together to plan, fund and implement community tree planting projects. This will fund roughly 33 balled and burlapped trees in our parks.
  - Potential Earth Day planting collaboration with the High School on April 19<sup>th</sup> dependent on delivery date of trees.
- Our intern Max has returned for the Spring Semester

*Senior Activity Center – Christine Leusch*

Facility Use:

- 687 check-ins at the Senior Activity Center
- 75 for 3 Lunch and Learn events
- 33 for StockBox
- 371 Check-ins at Willmore Center for Water Aerobics
- 85 total events, classes, and activities
  - 2 Health Screening
  - 2 Health Presentations (62 Attendees)
  - 1 day of ADRC Office Hours
  - 43 Exercise classes
  - Food Distribution (33 Attendees)
  - 2 Lunch and Learn Events (70 Attendees)
  - Birthday Party (24 Attendees)
  - Valentine's Day Luncheon (67 Attendees)
  - Potluck Luncheon (33 Attendees)
  - Book Club (12 Attendees)
  - Leap Year Party (40 Attendees)

Collaborated with or Supported by:

- ADRC
- Eden Senior Care
- Fond du Lac County ADRC
- Fond du Lac County United Way
- Green Lake County Aging Unit
- Hunger Task Force
- Ripon Public Library
- Ripon Senior Center Association
- Wisconsin Council of Senior Centers
- Various individuals, instructors, educators, and volunteers

Donations from:

- Grant of \$1,500 from Webster's Foundation
- Grant of \$250 from Alliance Laundry Systems for Peace Love and Party!
- Anonymous Donation of \$1,300 for Amish Day Trip
- \$360 in various gift cards for door prizes

#### Promotions

- 4 Radio interviews
- Featured in 2 Newspaper articles
- 67 Facebook posts
- 600 Newsletters distributed

#### Upcoming:

- 3 Lunch and Learn events in March
- Added Euchre 101 – learn to play cards
- Amish Country Tour Day Trip – May 29
- Peace, Love and Party! – 1960's Themed party, June 13



# Department of Public Works Monthly Report

Highlights for February/March 2024

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

- **Welcome** to Katie Anding the City's new Assistant Director of Public Works. Katie's primary role is leading our Waste Water and Water utilities. Katie brings several years of progressively responsible experience with utilities.
- **Capital & Contracted Work**
  - ✓ **DPW Facility Design** –90% building plans received.
  - ✓ **Street-Parks-Cemetery Tree Removal:**
    - Gabe's recently completed its work in removing Street, Parks, and Cemetery Trees and Stumps.
    - Approved a re-freshed proposal from Best Stump Grinding for the removal and restoration of 96 stumps to include removal and restoration of park stumps for \$130 per stump, a decrease of \$10 per stump. Work anticipated to be completed in May.
- **Streets Operations**
  - ✓ **DPW Vacancies:** Conducted candidate interviews for crew member vacancy.
  - ✓ **Snow and Ice Removal:** Responded to 3 events in February, deploying 59 regular man-hours, 9 OT man-hours and 42 tons of roads salt.
  - ✓ **Railroad Crossing Improvements:** Continuing to communicate and work with WATCO with permanent improvements planned for 2024.
  - ✓ **Vehicle & Equipment Maintenance:**
    - **Brush Chipper:** Chipper experience power loss during park removal activities. Short term repairs made. Permanent repairs necessitating more time in the shop will be performed when parks work is completed.
    - **Chainsaws:** Performing repairs and maintenance during course of Park tree removal operations.
    - **Lawnmowers and Lawn Maintenance Equipment:** Readyng lawn mowing equipment for the growing season. Two lawn mowers remain to be readied. String trimmers were serviced, one found to be unserviceable and has been replaced.
    - **Refuse Truck:** Performed extensive repairs/rebuild on many work parts such as bushings and grippers for the automated arm. The frequency and rigors of the movements of the arm promote deterioration of these parts despite greasing through each day's use.
  - ✓ **Street-Parks-Cemetery Tree Removal:**
    - Crews continued removal of Ash trees in Barlow, Murray, and Selfridge Park, removing 75 dead trees. Activities are continuing in removing large diameter sections, chipping smaller diameter section, raking debris, and preparing stumps for removal.
    - **Contracted removal** of large dead Ash tree located at NE corner of Murray Park.
    - **Trimming:** Crews completed trimming terrace trees to meet traffic and sidewalk overhead clearances.
    - **Remaining Ash Tree Inventory:** GIS Tree App identifies 42 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.
  - ✓ **Parks:**
    - **Maintenance & Improvement Review:** Joint review with Parks & Recreation Director identified routine, seasonal, and periodic items for maintenance, repair and improvements to be employed in regular and seasonal work plans.

- **Tree Planting:** Joint planning effort with Parks & Recreation Director in developing and implementing a planting plan that will permit DPW crews to successfully sustain a water program.
- **Cemeteries**
  - ✓ **Burial:** One burial in February.
  - ✓ **CIMS Cemetery Management Program:**
    - New Administrative Assistant is training and learning about the CIMS program, has coordinated identified mapping corrections, has commenced data entry for Woodlawn Cemetery.





# 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 – March 2024

Below is the report for the month:

- Selfridge Park Project: Staff are working with MSA to have a project design contract put in place to finalize plans for bidding. I anticipate that being on the docket for later this month. Ultimately, the goal is to start this project in 2024. However, the delay in the DNR contract may make that difficult.
- Library MOU: The city has drafted an MOU for the library facility to better establish responsibilities between the city and library board. I anticipate this coming forward to the council for review in the coming months.
- City staff and MSA continue to plan St. Wenceslaus St. in preparation for a 2024 bid. Staff and engineers met with the school district to ensure the project aligns with their plans at Ingalls Field. The city remains on a tight schedule to complete this project ahead of the 2024 school year starting in the fall.
- Another reminder, the city needs residents to serve on the newly created CDA. It is important that this board becomes active to help support some of the upcoming economic development projects and goals. Please let me know if you have any suggestions for members.
- The new Communications and HR Generalist position has been posted and we are receiving applications. If you know of anyone that may be interested in this opportunity, please encourage them to apply.
- Housing Project Updates: I continue to work on the development with SC Swiderski (SCS). There is another opportunity on the horizon that I hope to share as project plans progress. Staff held a meeting with Ehlers to discuss the plans and timelines for TID assistance for the SCS project as described in our development agreement. The closure of TID 5 and the early closure of TID 10 will allow the city to create an overlay district in TID 7 for the SCS project. Ehlers is putting together a timeline for this so we can meet all our obligations and assist with additional housing developments.
- Financial Planning: Staff are revisiting our Capital Improvement Plan. It is my goal to develop a more thorough and realistic CIP that can be used to better direct the financial planning of the city. City Administration has also engaged Ehlers to discuss creating a financial management plan for the city to better forecast our financial needs. I hope to have a proposal from Ehlers in the coming weeks.

Let me know if you have any questions. I am likely forgetting something!

**CITY OF RIPON  
REPORT TO THE CITY COUNCIL  
SCHEDULE OF REVENUES AND EXPENDITURES  
FOR THE PERIOD ENDED February 29, 2024  
(17% of Year)**

Fund		Period Actual	YTD Actual	2024 Budget	YTD Variance	% of Budget
10 General Fund						
Legislative		\$3,233.98	\$6,467.96	\$50,858.00	\$44,390.04	13%
City Attorney		\$9,768.91	\$19,537.82	\$143,877.96	124,340.14	14%
City Administration		\$41,230.76	\$91,362.17	\$561,107.36	469,745.19	16%
Elections		\$1,673.23	\$1,714.16	\$22,850.00	21,135.84	8%
Non-Departmental Insurance		\$2,840.00	\$52,363.84	\$241,170.08	188,806.24	22%
Contingency		\$0.00	\$0.00	\$0.00	0.00	0%
Police Department		\$181,348.44	\$369,714.71	\$2,270,778.54	1,901,063.83	16%
Fire Department		\$0.00	\$213,206.22	\$396,688.69	183,482.47	54%
Emergency Gov't		\$90.00	\$90.00	\$26,400.00	26,310.00	0%
Inspection		\$39,004.94	\$40,866.26	\$49,800.00	8,933.74	82%
Engineering		\$0.00	\$0.00	\$0.00	0.00	0%
Operations		\$69,564.74	\$89,492.23	\$432,139.87	342,647.64	21%
Streets		\$88,358.11	\$216,048.68	\$1,189,321.42	973,272.74	18%
Buildings & Grounds		\$3,135.87	\$10,662.97	\$122,100.00	111,437.03	9%
Waste Management		\$20,198.54	\$46,810.87	\$284,056.54	237,245.67	16%
Compost		\$423.74	\$889.95	\$25,144.18	24,254.23	4%
Parks & Recreation		\$21,587.09	\$32,494.58	\$170,120.21	137,625.63	19%
Senior Center		\$0.00	\$80.64	\$0.00	(80.64)	0%
Cable TV		\$9,970.05	\$15,907.25	\$78,841.72	62,934.47	20%
Animal Control		\$0.00	\$5,064.65	\$6,200.00	1,135.35	82%
Cemetery		\$35,850.00	\$36,111.22	\$105,915.92	69,804.70	34%
Transfers to Other Funds		\$0.00	\$0.00	\$0.00	0.00	0%
<b>Total</b>	<b>Exp</b>	<b>\$528,278.40</b>	<b>\$1,248,886.18</b>	<b>\$6,177,370.49</b>	<b>\$4,928,484.31</b>	<b>20%</b>
Taxes		\$1,807.60	\$2,621,252.48	\$2,658,123.00	\$36,870.52	99%
Special Assessments		\$0.00	\$0.00	\$25,000.00	25,000.00	0%
Intergovernmental		\$3,666.40	\$179,386.43	\$2,920,713.70	2,741,327.27	6%
Licenses and permits		\$27,420.07	\$82,111.38	\$211,415.00	129,303.62	39%
Fines and forfeitures		\$6,315.18	\$13,011.04	\$81,100.00	68,088.96	16%
Public charges for service		\$17,959.24	\$90,102.01	\$158,750.00	68,647.99	57%
Charges to local departments		\$0.00	\$0.00	\$60,000.00	60,000.00	0%
Miscellaneous revenue		\$446.35	\$10,352.09	\$148,500.00	138,147.91	7%
Operating transfers in		\$0.00	\$0.00	\$179,800.00	179,800.00	0%
<b>Total</b>	<b>Rev</b>	<b>\$57,614.84</b>	<b>\$2,996,215.43</b>	<b>\$6,443,401.70</b>	<b>\$3,447,186.27</b>	<b>47%</b>
20 Recycling Fund						
	Exp	\$11,960.06	\$21,920.49	\$160,000.00	\$138,079.51	14%
	Rev	\$0.00	\$0.00	\$160,000.00	\$160,000.00	0%
21 Emergency Medical Services						
	Exp	\$48,830.87	\$120,303.67	\$845,180.52	\$724,876.85	14%
	Rev	\$50,785.25	\$88,562.01	\$845,181.00	\$756,618.99	10%
22 City Revolving Loan Fund						
	Exp	\$0.00	\$3,950.00	\$152,500.00	\$148,550.00	3%
	Rev	\$0.00	\$0.00	\$0.00	\$0.00	0%
23 Library						
	Exp	\$44,181.55	\$134,970.97	\$674,135.00	\$539,164.03	20%
	Rev	\$1,068.32	\$453,831.90	\$674,135.00	\$220,303.10	67%
24 Taxi						
	Exp	\$35,015.15	\$65,088.24	\$416,000.00	\$350,911.76	16%
	Rev	\$8,773.50	\$30,122.00	\$355,000.00	\$324,878.00	8%
25 Community Promotion						
	Exp	\$19,566.81	\$26,506.81	\$129,500.00	\$102,993.19	20%
	Rev	\$0.00	\$0.00	\$129,500.00	\$129,500.00	0%
27 CDBG Revolving Loan Fund						
	Exp	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Rev	\$1,224.12	\$2,450.28	\$0.00	(\$2,450.28)	0%
28 Special Donations						
	Exp	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Rev	\$68.57	\$2,377.48	\$0.00	(\$2,377.48)	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	\$332,231.37	\$333,400.57	\$776,729.39	\$443,328.82	43%
	Rev	\$0.00	\$779,619.82	\$776,729.00	(\$2,890.82)	100%

**CITY OF RIPON  
REPORT TO THE CITY COUNCIL  
SCHEDULE OF REVENUES AND EXPENDITURES  
FOR THE PERIOD ENDED February 29, 2024  
(17% of Year)**

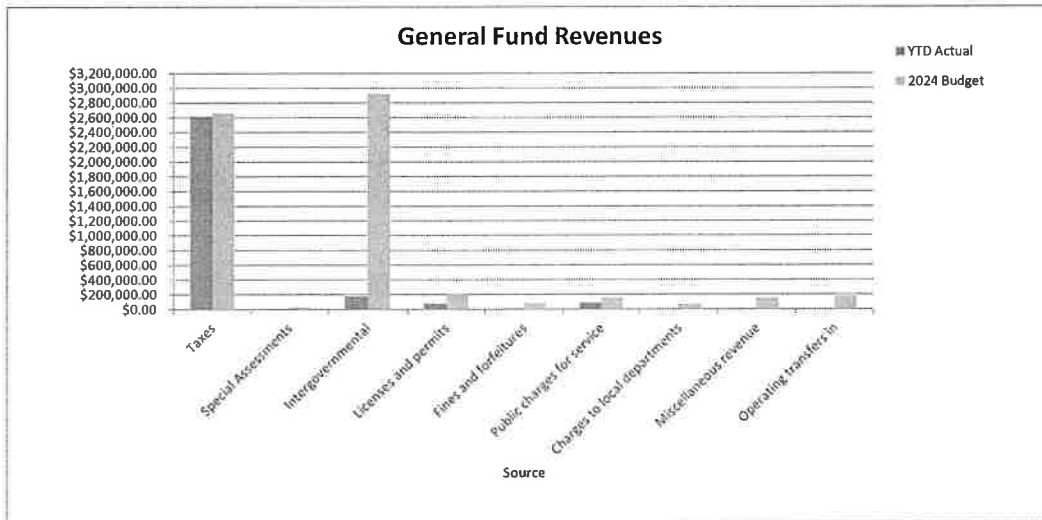
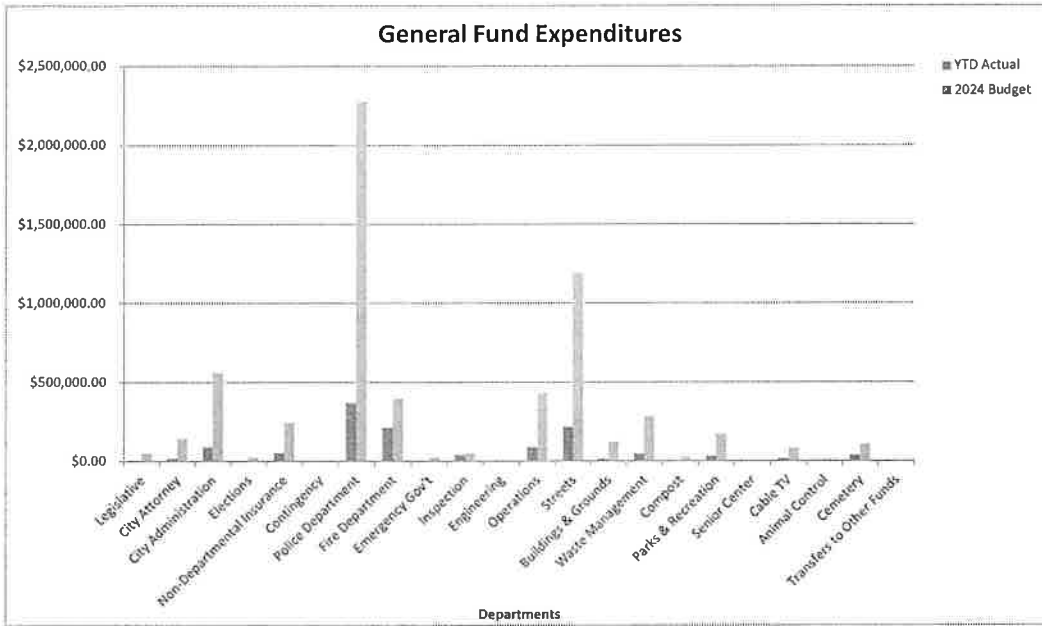
Fund		Period Actual	YTD Actual	2024 Budget	YTD Variance	% of Budget
40 Capital Projects	Exp	\$211,558.27	\$554,457.70	\$2,395,103.00	\$1,840,645.30	23%
	Rev	\$0.00	\$0.00	\$1,557,290.13	\$1,557,290.13	0%
47 TID #4 Industrial Park	Exp	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Rev	\$0.00	\$0.00	\$0.00	\$0.00	0%
48 TID #5 Industrial Development	Exp	\$74.88	\$451.44	\$229,414.00	\$228,962.56	0%
	Rev	\$0.00	\$217,624.37	\$229,413.89	\$11,789.52	95%
49 TID #6 Highway 23W	Exp	\$8,513.47	\$8,990.96	\$582,300.00	\$573,309.04	2%
	Rev	\$0.00	\$509,871.23	\$582,300.29	\$72,429.06	88%
41 TID #7 Highway 44/49S	Exp	\$57,800.21	\$58,396.10	\$257,151.00	\$198,754.90	23%
	Rev	\$0.00	\$143,158.59	\$171,334.26	\$28,175.67	84%
42 TID #11 Downtown Business	Exp	\$28,318.63	\$30,135.52	\$786,828.00	\$756,692.48	4%
	Rev	\$0.00	\$69,086.29	\$890,636.59	\$821,550.30	8%
43 TID #9 Highway 44/Olden Rd	Exp	\$1,213.18	\$2,732.37	\$123,431.38	\$120,699.01	2%
	Rev	\$0.00	\$118,873.94	\$124,572.92	\$5,698.98	95%
44 TID #10 Highway 23/Douglas	Exp	\$1,213.18	\$2,732.37	\$231,173.38	\$228,441.01	1%
	Rev	\$0.00	\$207,336.97	\$231,173.70	\$23,836.73	90%
45 TID #14 Ind Dev Hwy 23/Douglas	Exp	\$1,213.18	\$2,732.37	\$307,187.38	\$304,455.01	1%
	Rev	\$0.00	\$292,027.13	\$307,187.00	\$15,159.87	95%
46 TID #12 Ind Development Vermont/Hall	Exp	\$1,213.18	\$2,732.37	\$275,488.38	\$272,756.01	1%
	Rev	\$0.00	\$76,101.85	\$81,441.55	\$5,339.70	93%
50 TID #15 Downtown Development	Exp	\$74.88	\$456.17	\$25,810.00	\$25,353.83	2%
	Rev	\$0.00	\$57,716.51	\$61,001.00	\$3,284.49	95%
51 Equipment Replacement Fund	Exp	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Rev	\$0.00	\$83.40	\$0.00	(\$83.40)	0%
61 Sewer Utility Fund Sanitary Sewer Wastewater Treatment Plant		\$0.00	\$0.00	\$0.00	\$0.00	0%
		\$50,236.77	\$225,414.09	\$1,450,826.24	\$1,225,412.15	16%
Total	Exp	\$50,236.77	\$225,414.09	\$1,450,826.24	\$1,225,412.15	16%
Utility Billing Revenue		\$129,965.34	\$244,822.49	\$1,465,000.00	\$1,220,177.51	17%
Other Revenue		\$0.00	\$54.26	\$22,700.00	\$22,645.74	0%
Fund Balance Applied		\$0.00	\$0.00	\$0.00	\$0.00	0%
Total	Rev	\$129,965.34	\$244,876.75	\$1,487,700.00	\$1,242,823.25	16%
62 Water Utility Fund	Exp	\$88,077.15	\$204,895.57	\$1,600,340.00	\$1,395,444.43	13%
	Rev	\$114,460.47	\$215,973.76	\$1,600,340.00	\$1,384,366.24	13%
70 Health Insurance Fund	Exp	\$100,212.83	\$198,647.55	\$0.00	(\$198,647.55)	0%
	Rev	\$89,291.60	\$180,597.88	\$0.00	(\$180,597.88)	0%
83 Business Improvement District	Exp	\$0.00	\$0.00	\$61,900.00	\$61,900.00	0%
	Rev	\$0.00	\$51.01	\$61,900.00	\$61,848.99	0%
<b>Total Expenses</b>		<b>\$1,569,784.02</b>	<b>\$3,247,801.51</b>	<b>\$17,662,118.16</b>	<b>\$14,414,316.65</b>	<b>18%</b>
<b>Total Revenues</b>		<b>\$453,252.01</b>	<b>\$6,686,558.60</b>	<b>\$16,770,238.03</b>	<b>\$10,083,679.43</b>	<b>40%</b>

**VARIANCE DISCUSSION  
FEBRUARY 2024**

Fund Account	Reason for Large Variance
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*Amanda Toney*  
3/7/2024

CITY OF RIPON  
 REPORT TO THE CITY COUNCIL  
 SCHEDULE OF REVENUES AND EXPENDITURES  
 FOR THE PERIOD ENDED February 29, 2024  
 (17% of Year)



**CITY OF RIPON  
COMBINED CASH INVESTMENT  
FEBRUARY 29, 2024**

COMBINED CASH ACCOUNTS

01-11100	GENERAL CASH CHECKING	3,001,534.52
01-11112	UTILITY CASH CLEARING	2,449.07
01-11115	A/R CASH CLEARING	( 147,679.34)
01-11301	CASH - LGIP	( 13,977.08)
01-11302	CASH - RBC LONG TERM INVESTMNT	3,304,962.29
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	<u>6,333,128.49</u>
01-11111	CASH ALLOCATED TO OTHER FUNDS	( 6,333,128.49)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,042,020.06
20	ALLOCATION TO RECYCLING FUND	( 182,452.16)
21	ALLOCATION TO EMERG MED SVCS FUND	380,607.03
22	ALLOCATION TO CITY REVOLVING LOAN FUND	25,309.32
23	ALLOCATION TO LIBRARY FUND	372,707.16
24	ALLOCATION TO TAXI FUND	( 337,434.31)
25	ALLOCATION TO COMMUNITY PROMOTION FUND	209,707.20
27	ALLOCATION TO CDBG REVOLVING LOAN FUND	34,392.35
28	ALLOCATION TO DONATIONS SPECI REV FUND	( 29,337.27)
29	ALLOCATION TO CDBG HOUSING FUND	39,201.69
30	ALLOCATION TO DEBT SERVICE FUND	1,258,081.87
40	ALLOCATION TO CAPITAL PROJECTS FUND	( 3,963,764.91)
41	ALLOCATION TO TID #7 HWY 44/49 SOUTH FUND	( 280,674.06)
42	ALLOCATION TO TID #11 DOWNTOWN BUSINESS FUND	3,223,117.58
43	ALLOCATION TO TID #9 HWY 44/OLDEN RD FUND	887,131.05
44	ALLOCATION TO TID #10 HWY 23/DOUGLAS FUND	751,060.05
45	ALLOCATION TO TID #14 FUND	757,444.42
46	ALLOCATION TO TID # 12 IND DEVEL VERM/HALL	276,513.46
47	ALLOCATION TO TID #4 INDUSTRIAL PARK FUND	( 3,624.43)
48	ALLOCATION TO TID #5 INDUSTRIAL DEVELOP FUND	361,109.89
49	ALLOCATION TO TID #6 HWY 23 W FUND	827,393.82
50	ALLOCATION TO TID #15 DOWNTOWN DEVELOPMENT	( 201,956.87)
51	ALLOCATION TO EQUIPMENT REPLACEMENT FUND	45,880.10
61	ALLOCATION TO SEWER UTILITY FUND	( 457,315.71)
62	ALLOCATION TO WATER UTILITY FUND	539,348.05
70	ALLOCATION TO HEALTH INSURANCE FUND	( 220,074.33)
82	ALLOCATION TO FF/NN LANDFILL PRP FUND	40,082.73
83	ALLOCATION TO BUSINESS IMPR DIST FUND	( 61,345.29)

CITY OF RIPON  
COMBINED CASH INVESTMENT  
FEBRUARY 29, 2024

TOTAL ALLOCATIONS TO OTHER FUNDS  
ALLOCATION FROM COMBINED CASH FUND - 01-11111

6,333,128.49  
( 6,333,128.49)

ZERO PROOF IF ALLOCATIONS BALANCE

.00

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
02/24	02/02/2024	81029	115552	Adult Child & Adolescent Psychiat	Overpayment	10-12100	.00	281.65
02/24	02/02/2024	81030	115552	Ali Tipton	Tipon 1.22.24	10-2150-53500	.00	160.00
02/24	02/02/2024	81031	1080	ALLIANT ENERGY/WP&L	January 2024	10-5100-52200	.00	42,915.41
02/24	02/02/2024	81032	114445	AMAZON CAPITAL SERVICES	Multiple	62-6678-53500	.00	352.05
02/24	02/02/2024	81033	115552	Annie & Joshua Downs	01292024	10-12100	.00	4.13
02/24	02/02/2024	81034	115699	APHE Wisconsin LLC	2278	21-2300-52500	.00	15.00
02/24	02/02/2024	81035	115659	Aramark	Multiple	10-5100-52900	.00	375.79
02/24	02/02/2024	81036	113078	ASSOCIATED APPRAISAL CON	172676	10-1410-52100	.00	2,693.51
02/24	02/02/2024	81037	2470	ASSOCIATED VET CLINIC	01.31.2024	28-1940-48510	.00	130.99
02/24	02/02/2024	81038	114429	AT&T MOBILITY	2879072022	21-2300-52200	.00	342.56
02/24	02/02/2024	81039	3300	BADGER LABORATORIES INC	Multiple	62-6643-52900	.00	1,555.00
02/24	02/02/2024	81040	113210	BADGER STATE WASTE LLC	Multiple	61-3800-52100	.00	7,870.70
02/24	02/02/2024	81042	115552	BRET HENNING	Henning 01.2	10-2150-52500	.00	37.03
02/24	02/02/2024	81043	5460	BROOKS TRACTOR	S43611	10-3300-53500	.00	746.14
02/24	02/02/2024	81044	5500	BROWN CAB SERVICE INC.	4369	24-4500-46350	.00	8,724.59
02/24	02/02/2024	81047	6870	CHARTER COMMUNICATIONS	1717755010	10-3500-52200	.00	1,023.52
02/24	02/02/2024	81049	7800	CITY OF RIPON	Fire Inspectio	62-6923-52100	.00	260.00
02/24	02/02/2024	81050	7800	CITY OF RIPON UTILITIES	Feb Utilities	10-3400-52200	.00	943.33
02/24	02/02/2024	81051	8250	CLIFFS TIRE & BATTERY	307891	10-3300-52410	.00	125.16
02/24	02/02/2024	81052	114470	CLIFTON LARSON ALLEN LLP	L241009403	61-3800-52100	.00	9,450.00
02/24	02/02/2024	81053	115552	Crete Slattery	Slattery 2.1.2	10-5150-52900	.00	300.00
02/24	02/02/2024	81054	115570	Darwin Digital Development LLC	020	10-5150-52900	.00	1,050.00
02/24	02/02/2024	81055	115347	DIVERSIFIED BENEFIT SERVIC	401286	70-1933-55200	.00	215.73
02/24	02/02/2024	81056	114572	EGBERT EXCAVATING INC	17586	62-6675-53500	.00	4,670.00
02/24	02/02/2024	81057	113720	ENVIRONMENTAL CONSULTING	6844	61-3800-52100	.00	650.00
02/24	02/02/2024	81058	115552	Estate of William Leslie Stewart	Property Tax	10-12100	.00	960.38
02/24	02/02/2024	81059	112214	FERGUSON WATERWORKS #14	0408082	62-6673-52300	.00	650.00
02/24	02/02/2024	81061	114932	GFL ENVIRONMENTAL	Multiple	10-3620-52900	.00	897.69
02/24	02/02/2024	81062	112515	GRANT's PACKAGEHUB	8638	10-2150-53110	.00	13.24
02/24	02/02/2024	81063	17065	HAWKINS INC	Multiple	61-3800-53400	.00	5,273.35
02/24	02/02/2024	81064	113392	HENRY SCHEIN INC	Multiple	21-2300-53400	.00	2,686.05
02/24	02/02/2024	81065	112843	HOMAN FORD INC	Multiple	21-2300-52410	.00	184.33
02/24	02/02/2024	81067	18900	J & H CONTROLS INC	1000002550	10-3500-52410	.00	536.00
02/24	02/02/2024	81068	115552	JASON MANSMITH	Mansmith 2.1	10-5150-52900	.00	375.00
02/24	02/02/2024	81069	114424	KRIETE TRUCK CENTER STEVE	Multiple	10-3230-52410	.00	517.13
02/24	02/02/2024	81070	115007	LEXIPOL LLC	INVLEX1232	10-2150-52100	.00	9,118.12
02/24	02/02/2024	81071	115552	LIND KRAUSE	Krause 2.1.2	10-5150-52900	.00	375.00
02/24	02/02/2024	81072	114667	LOYALTY	24914	10-1410-52410	.00	1,490.54
02/24	02/02/2024	81073	115552	MARTIN ERNSER	Ernsers 2.1.24	10-5150-52900	.00	900.00
02/24	02/02/2024	81074	16125	MICHELS, LINDSEY	Michels 01.2	10-2150-52500	.00	25.52
02/24	02/02/2024	81076	25153	MODERN RENTALS INC	314743	10-3300-52410	.00	68.76
02/24	02/02/2024	81077	113971	MSA PROFESSIONAL SERVICE	Multiple	10-1930-52100	.00	38,137.33
02/24	02/02/2024	81078	114174	MUNICIPAL WELL & PUMP	21715	62-6614-52100	.00	22,012.00
02/24	02/02/2024	81079	25675	NAPA AUTO PARTS	Multiple	10-3300-52410	.00	1,067.15
02/24	02/02/2024	81080	112391	O'REILLY AUTOMOTIVE STORE	2427236256	21-2300-52410	.00	20.14
02/24	02/02/2024	81081	115552	Paul Axelrod	Property Tax	10-12100	.00	5.00
02/24	02/02/2024	81082	115003	R. BAUMAN & ASSOCIATES S.C.	Multiple	10-2150-53400	.00	990.00
02/24	02/02/2024	81083	30600	RENNERTS FIRE EQUIP SVC	1811	21-2300-52410	.00	1,854.18
02/24	02/02/2024	81084	115552	Richard Finley	Finley - 24 C	61-3800-52500	.00	135.13
02/24	02/02/2024	81085	31140	RIPON ACE HARDWARE	Multiple	10-3230-53100	.00	60.94
02/24	02/02/2024	81086	31200	RIPON AREA CHAMBER COME	1271	10-1410-53200	.00	692.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
02/24	02/02/2024	81087	31610	RIPON COMMONWEALTH PRES	372235	10-1410-53200	.00	382.10
02/24	02/02/2024	81088	34400	SERVICE MOTOR CO	P44125	10-3300-52410	.00	153.00
02/24	02/02/2024	81089	115552	Sharon Ramos	Multiple	61-3800-46410	.00	1,904.80
02/24	02/02/2024	81090	115552	Tim Grenier	Grenier 01.2	10-2150-52500	.00	92.22
02/24	02/02/2024	81091	114492	TRC LOCKBOX	630575	82-23821	.00	12,574.43
02/24	02/02/2024	81092	115552	Troy Loest	Loest Utility	61-3800-46410	.00	203.36
02/24	02/02/2024	81093	115552	Ty Bradley	Bradley 2.1.2	10-5150-52900	.00	75.00
02/24	02/02/2024	81094	115724	USA BlueBook	Multiple	62-6652-52300	.00	5,126.16
02/24	02/02/2024	81095	40375	WALLNER, WILLIAM B	Wallner 01.3	10-2150-53400	.00	100.00
02/24	02/02/2024	81096	113698	WEBSTER'S MARKETPLACE	Multiple	10-3230-52500	.00	312.43
02/24	02/02/2024	81097	115467	William Reid Ltd	60717	61-3800-52300	.00	258.63
02/24	02/19/2024	81098	115725	A. Rifkin Co.	4241661	10-1440-53400	.00	653.23
02/24	02/19/2024	81099	635	AIRGAS USA LLC	9146262242	10-3300-53400	.00	119.26
02/24	02/19/2024	81100	1080	ALLIANT ENERGY/WP&L	Alliant Jan	10-5100-52200	.00	3,063.37
02/24	02/19/2024	81101	114445	AMAZON CAPITAL SERVICES	Multiple	62-6673-52300	.00	918.29
02/24	02/19/2024	81102	115659	Aramark	Multiple	10-3230-53410	.00	179.90
02/24	02/19/2024	81103	3230	BADGER METER	80148990	62-6921-52200	.00	1,038.08
02/24	02/19/2024	81104	113210	BADGER STATE WASTE LLC	Multiple	61-3800-52100	.00	7,290.45
02/24	02/19/2024	81106	3700	BALLWEG IMPLEMENT	P82823	61-3800-52410	.00	390.16
02/24	02/19/2024	81107	5157	BOUNDTREE MEDICAL	Multiple	21-2300-53400	.00	1,508.04
02/24	02/19/2024	81108	111966	Brightspeed	02.03.2024 J	62-6921-52200	.00	49.65
02/24	02/19/2024	81109	5460	BROOKS TRACTOR	S43047	10-3300-53500	.00	316.37
02/24	02/19/2024	81110	5500	BROWN CAB SERVICE INC.	4422	24-4500-46350	.00	21,991.65
02/24	02/19/2024	81112	114151	CINTAS	4181655972	61-3800-52420	.00	231.81
02/24	02/19/2024	81113	7590	CITY OF APPLETON	Multiple	10-1410-52100	.00	2,049.00
02/24	02/19/2024	81114	114906	City of Waupun	1367	10-2150-52900	.00	3,450.00
02/24	02/19/2024	81115	113386	COLE OIL & PROPANE	1750872	10-3230-53400	.00	22.00
02/24	02/19/2024	81117	115552	Estate of William Leslie Stewart	Stewart 1.6.2	10-12100	.00	960.38
02/24	02/19/2024	81118	115572	Fond du Lac County Treasurer	2023 Feb Set	10-12100	.00	693,072.57
02/24	02/19/2024	81119	14600	FOX VALLEY TECH COLLEGE	MyTraining	10-2150-52500	.00	165.00
02/24	02/19/2024	81120	115726	Gabe Top It or Drop It Tree Serv	24-0036	10-4910-53400	.00	93,550.00
02/24	02/19/2024	81121	112895	GFC LEASING WI	Multiple	10-1410-55300	.00	375.46
02/24	02/19/2024	81122	114932	GFL ENVIRONMENTAL	Multiple	10-3620-52900	.00	8,280.36
02/24	02/19/2024	81123	114330	GRAND VALLEY INSPECTION S	2024-25	10-2400-52100	.00	38,323.58
02/24	02/19/2024	81124	112340	GRAY'S INC	Multiple	10-3300-53500	.00	4,502.35
02/24	02/19/2024	81125	17065	HAWKINS INC	6686019	61-3800-53400	.00	3,364.59
02/24	02/19/2024	81126	112843	HOMAN FORD INC	Multiple	10-2150-52410	.00	156.30
02/24	02/19/2024	81127	115634	Hotel R & D LLC	RIPo001302	24-4500-52100	.00	4,250.00
02/24	02/19/2024	81128	113903	HYDROCORP	0076271-IN	62-6923-52100	.00	1,126.00
02/24	02/19/2024	81129	115552	Jeffrey Wiley	Wiley 02.09.2	61-3800-46410	.00	7.02
02/24	02/19/2024	81130	115552	Kristy Markeland	Hearty Bowls	10-5100-53300	.00	200.00
02/24	02/19/2024	81131	114667	LOYALITY	Multiple	62-6921-52410	.00	11,356.00
02/24	02/19/2024	81132	113369	MARTELLE WATER TREATMEN	26523	62-6641-53400	.00	8,372.75
02/24	02/19/2024	81133	115552	Matthew A. Broughton Jr	Broughton Ta	10-12100	.00	30.00
02/24	02/19/2024	81134	115442	MGT of America Consulting	GHR 01-000	10-3230-52100	.00	6,648.15
02/24	02/19/2024	81136	25153	MODERN RENTALS INC	Multiple	10-3300-53400	.00	125.19
02/24	02/19/2024	81137	113971	MSA PROFESSIONAL SERVICE	Multiple	40-7010-58400	.00	45,907.84
02/24	02/19/2024	81138	25675	NAPA AUTO PARTS	Multiple	61-3800-53500	.00	306.07
02/24	02/19/2024	81139	27051	NORTHEAST ASPHALT	Pay App 2	40-7010-58500	.00	136,007.61
02/24	02/19/2024	81140	115420	PJ Kortens & Company Inc.	10024731	62-6652-52300	.00	1,835.00
02/24	02/19/2024	81141	28900	POSTMASTER	Election Sta	10-1440-53400	.00	1,020.00
02/24	02/19/2024	81142	115406	R.N.O.W. INC	2024-69032	10-3620-53500	.00	303.07
02/24	02/19/2024	81143	115640	RecDesk LLC	INV-14538	10-5100-53300	.00	4,800.00
02/24	02/19/2024	81144	31140	RIPON ACE HARDWARE	Multiple	21-2300-58220	.00	269.43
02/24	02/19/2024	81145	31200	RIPON AREA CHAMBER COME	02.05.2024 4	25-1130-57200	.00	19,566.81
02/24	02/19/2024	81146	31770	RIPON ELECTRIC INC	Multiple	10-3300-52300	.00	3,315.13



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Check Amount
02/24	02/19/2024	81162	33900	SCHMITT LUMBER	108823	62-6675-53500	.00	93.90
02/24	02/19/2024	81163	113630	SECURIAN FINANCIAL GROUP I	Life 2024	10-21530	.00	3,457.52
02/24	02/19/2024	81164	34400	SERVICE MOTOR CO	P44238	10-3400-53400	.00	70.45
02/24	02/19/2024	81165	113881	SHORT ELLIOTT HENDRICKSO	Multiple	62-6610-52100	.00	35,245.85
02/24	02/19/2024	81166	115412	SSM HEALTH AT WORK	Multiple	10-3300-52100	.00	425.00
02/24	02/19/2024	81167	112441	SSM Health Laboratories	4603024	10-2150-52100	.00	120.00
02/24	02/19/2024	81168	114961	STANARD & ASSOCIATES INC	SA00005677	10-2150-53400	.00	372.00
02/24	02/19/2024	81170	115649	Top Pack Defense	Multiple	10-2150-53500	.00	527.14
02/24	02/19/2024	81171	113363	TRUCK EQUIPMENT INC	1084906-00	10-3300-53500	.00	600.28
02/24	02/19/2024	81173	38760	UPS	00004367X3	10-2150-53110	.00	20.79
02/24	02/19/2024	81174	115008	VERIZON	608000554	10-3620-53400	.00	45.90
02/24	02/19/2024	81175	115368	W.T.S.O.A.	Ripon PD	10-2150-52500	.00	250.00
02/24	02/19/2024	81176	113698	WEBSTER'S MARKETPLACE	Multiple	10-2350-52500	.00	331.97
02/24	02/19/2024	81177	114440	WHIT MEZA PHOTOGRAPHY	341	10-5150-52100	.00	416.73
02/24	02/19/2024	81178	115135	WM CORPORATE SERVICES IN	Multiple	20-2000-52699	.00	11,960.06
02/24	02/19/2024	81179	115552	Zahid & Fatima Zouhair	Zouhair 2.9.2	61-3800-46410	.00	71.32
02/24	02/21/2024	81180	43249	VI EMERGENCY MGMT	Multiple	62-6923-52900	.00	820.00
02/24	02/23/2024	81181	115572	Fond du Lac County Treasurer	Feb Settleme	10-12100	.00	309,597.78
02/24	02/23/2024	81182	25250	MORAINES PARK TECH COLLEG	24 Feb Tax S	10-12100	.00	127,669.23
02/24	02/23/2024	81183	111957	RIPON AREA SCHOOL DISTRIC	24 Feb Settle	10-12100	.00	1,740,416.84
Grand Totals:							.00	3,559,100.58

Report Criteria:

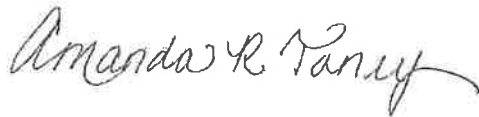
Report type: Summary

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

Check.Type = {<>} "Void"

DESCRIPTION	AMOUNT
PSN INVOICE	256.20
RECORD ACH TO HUMANA FOR VOLUNTARY INS	3,409.77
BANKCD CHARGES	54.59
DELTA DENTAL	536.78
POSITIVE PAY CHARGES	218.90
RECORD ACH TO EBC FOR FSA CLAIMS DEDUCTIBLE	1,110.62
FUEL CARDS EXXON PAYMENT	12,054.85
PAYROLL	209,330.79
ICMA FOR PAYROLL	7,504.15
UNION DUES FOR PAYROLL	578.50
FEDERAL WITHHOLDING	71,776.55
STATE WITHHOLDING	12,462.88
BANCORP TRANSACTIONS	1,881.37
RECORD EMPLOYEE TRUST FUND PAYMENT	48,222.67
MONTHLY LEASE CHARGE ON VEHICLES	19,453.97
HEALTH INSURANCE BILLING	93,388.78
INTEREST ON 2019A TAXABLE REFUNDING BOND	28,243.75
PAYMENT ON 2012 STF LOAN	109,046.40
PAYMENT ON 2020B BOND	37,882.54
PAYMENT ON 2020A BOND	251,466.35
TOTAL ACH PAYMENTS	<u>\$908,880.41</u>
A/P CHECKS	3,559,100.58
TOTAL DISBURSEMENTS	\$4,467,980.99

RESPECTFULLY SUBMITTED,



AMANDA TONEY  
FINANCE DIRECTOR/ASSISTANT CITY ADMINISTRATOR



## Ripon

100 Jackson St, Ripon, Wisconsin

### Meeting Minutes

February 13, 2024 - Common Council - 07:00 PM

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

via Zoom: Sorensen

Staff Present: City Administrator Sonntag; Mayor Grant, Police Chief Wallner, Park Director Zeien, Senior Center Director Leusch and City Clerk Miller

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

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

#### 2. Pledge of Allegiance/Invocation

Pledge of Allegiance was lead by Mayor Grant.

The invocation was lead by Pastor Kevin Mundell.

#### 3. Approval of agenda

**Moved By:** Doug Iverson

**Seconded By:** Jolene Schatzinger

The agenda was approved as presented.

Carried Unanimously

#### 4. Public communications and comment

Thomas Heyn of 723 Chester Court spoke to council thanking them for the opportunity to learn about democracy, as he is working to obtain the merit badge in Boy Scouts on local government.

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

**Moved By:** John Splitt

**Seconded By:** Steve Riemer

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

1. Historic Preservation Minutes - January 3, 2024
2. Plan Commission Minutes - January 17, 2024
3. Ripon Area Fire District Minutes - January 2, 2024
4. Building Inspector Report - January 2024
5. EMS Report - January 2024
6. Parks and Recreation/Senior Center Report - January 2024
7. Police Department report -
8. Public Works Report - January 2024
10. City Administrator Report - January 2024
11. Financial Report - January 2024

Iverson asked to pull the Ripon Area Fire Districts highlighting the fire board is still working through the budget, staffing and the audit.

Sonntag pointed out the finance report has a page covering the annual report for the Fond du Lac Area Foundation Account.

Carried Unanimously

**6. Consent calendar**

**Moved By:** Doug Iverson

**Seconded By:** Jonathan Gatzke

Motion made to approve the following Common Council minutes – January 9, 2024 and January 22, 2024.

Carried Unanimously

**7. Agenda Items**

**7.1 Pay Application #2 - Murray Park Trail Project**

**Moved By:** Doug Iverson

**Seconded By:** John Splitt

City Staff recommends approving Pay Application #2 for the Murray Park Trail Project, amounting to \$136,007.61. Dan Rammer from MSA joined via Zoom to address any questions. Another payment application will be forthcoming upon the completion of punch list items." Motion made to approve Pay Application #2.

Carried Unanimously

**7.2 Professional Services Agreement - Hamburg St. and Hennie St. Reconstruction**

**Moved By:** David Gallops

**Seconded By:** Terry Grunert

The Professional Services Agreement (PSA) from MSA for Hamburg St. and Hennie St. Reconstruction Project was reviewed. The Wisconsin DOA has certified the CDBG income-based survey for the Hamburg and Hennie Streets for grant eligibility. The PSA encompasses grant application to the CDBG Program, project design, and environmental review. Sonntag recommended approval of the PSA. Motion to approve the \$105,000 contract to MSA in support of the grant.

Carried Unanimously

**7.3 Industrial Park Water Tower Rehabilitation Bid Award**

**Moved By:** Doug Iverson

**Seconded By:** David Gallops

Bids for the Industrial IPark Water Tower Rehabilitation were received on Febraury 1, 2024. A motion was made to accept the low base bid from Classic Protective Coatings, Inc. totaling \$478,950.00, plus Bid Alternate 1 - Interior Dry Insulative Coating System on Access Tube and Bowl totaling \$29,400.00, Bid Alternate 3 - Exterior Coating System totaling \$32,500.00, and Bid Alternate 6 - Additional 3 Year Warranty totaling \$15,000.00 for a grand total amount of \$555,850.00. Jana Nyhagen, Senior Engineer with SEH was in attendance via zoom for any questions on the project.

Carried Unanimously

**7.3.1 Industrial Park Water Tower Rehabilitation Bid Award**

**Moved By:** John Splitt

**Seconded By:** Terry Grunert

Motion made to do Alternate 7, two sided with Ripon, Wisconsin logo and underneath, "Birthplace of the Republican Party." Reimer seconded the motion and then withdrew his second after further consideration.

Name	Yes	No	Abstained	Absent
David Gallops		✓		
Jonathan Gatzke		✓		
Terry Grunert	✓			
Doug Iverson		✓		
Steve Riemer		✓		
Jolene Schatzinger		✓		
Ellen Sorensen		✓		
John Splitt	✓			

Defeated

**7.3.2 Industrial Park Water Tower Rehabilitation Bid Award**

**Moved By:** John Splitt

**Seconded By:** Steve Riemer

Motion to accept the bid Alternate 7 with City of Ripon logo on one side and underneath the slogan "Birthplace of the Republican Party." Motion carried 5 - 3

Name	Yes	No	Abstained	Absent
David Gallops		✓		
Jonathan Gatzke	✓			
Terry Grunert	✓			
Doug Iverson		✓		
Steve Riemer	✓			
Jolene Schatzinger	✓			
Ellen Sorensen		✓		
John Splitt	✓			

Carried

**7.4 Resolution - Intent to Reimburse Expenditures for the Industrial Park Water Tower Rehabilitation Project through the State of WI Environmental Improvement Fund**

**Resolution No:** 2024-01

**Moved By:** Doug Iverson

**Seconded By:** Steve Riemer

The resolution allows expenditures from the project to be eligible for reimbursement through the DNR ELF - Safe Drinking Water Loan Fund if the city chooses to pursue funding through the program. Motion to adopt the resolution with intent to reimburse expenditures for the industrial Park Water Tower through the state of Wisconsin Environmental Improvement Fund.

Name	Yes	No	Abstained	Absent
David Gallops	✓			
Jonathan Gatzke	✓			
Terry Grunert	✓			
Doug Iverson	✓			
Steve Riemer	✓			
Jolene Schatzinger	✓			
Ellen Sorensen	✓			
John Splitt	✓			

Carried Unanimously

**7.5 Housing Study Proposals**

**Moved By:** Doug Iverson

**Seconded By:** John Splitt

The 2022 housing market analysis and needs assessment require updating. Vierbicher Associates, Inc. proposed an agreement to the City of Ripon for this update, priced at \$2,720. The update will include an evaluation of programs and ordinances affecting housing development, an assessment of the current housing supply, identification of gaps, and projections for current and future housing demand. Motion to accept the Vierbicher proposal to update the housing analysis in the amount of \$2,720.

Carried Unanimously

**7.5.1 Housing Study Proposals**

**Moved By:** Doug Iverson

**Seconded By:** Jonathan Gatzke

Motion to approve an agreement with Vierbicher to develop a concept plan for the 40-acre School District site to include mixed use, residential use, a trail and open space in the amount of \$19,860.

Carried Unanimously

**7.6 Parks and Recreation/Senior Activity Center Annual Report**

The Parks and Recreation Director and Senior Center Director presented their department's annual report to the common council.

**7.7 DNR Stewardship Grant Acceptance**

**Moved By:** Jolene Schatzinger

**Seconded By:** Jonathan Gatzke

The DNR outdoor recreation aids grant contract for the Selfridge Park Project totaling \$468,240 was presented to council. The project scope is to utilize urban rivers funding for improvements at Selfridge Park. The improvements include the following: multi-use path, kayak launch, nature viewing area, fishing pier, lighting, small open air shelters, shoreline restoration and an asphalt parking lot. Motion to accept the the DNR Outdoor Recreations Aids Grant Contract for the Selfridge Park Project totalling \$468,240.

Carried Unanimously

**7.8 Ordinance to Establish a Municipal Court**

**Moved By:** Jonathan Gatzke

**Seconded By:** John Splitt

The ordinance amends the original ordinance to allow for the inclusion of the Village of Eden in the Lakeside Municipal Court.

Name	Yes	No	Abstained	Absent
David Gallops	✓			
Jonathan Gatzke	✓			
Terry Grunert	✓			
Doug Iverson	✓			
Steve Riemer	✓			
Jolene Schatzinger	✓			
Ellen Sorensen	✓			
John Splitt	✓			

Carried Unanimously

**7.9 Intergovernmental Agreement for Municipal Court Services**

**Moved By:** John Splitt

**Seconded By:** Jonathan Gatzke

Once a village, town or city is added or removed from the municipal court system, according to state law the Intergovernmental Agreement needs to be updated. Motion to accept the Intergovernmental Agreement for Municipal Court Services.

Name	Yes	No	Abstained	Absent
David Gallops	✓			
Jonathan Gatzke	✓			
Terry Grunert	✓			
Doug Iverson	✓			
Steve Riemer	✓			
Jolene Schatzinger	✓			
Ellen Sorensen	✓			
John Splitt	✓			

Carried Unanimously

**8. Project Updates & Staff Reports**

Public Works - Gabe's Tree Service has almost completed the tree trimming for the City of Ripon. Ash trees at local parks have been getting cut down due to emerald ash borer. The future goal is to plant trees to replace.

An offer for the Assistant Director of Public Works position has been accepted. Out of five conducted interviews, Carol (Katie) Anding stood out as the top candidate. Katie will start on March 4, 2024.

Karen Engle the Utility Clerk is retiring after 25 years of service in March.

**9. Mayor's communications and appointments**

Mayor Grant intends to veto the motion to approve water tower rehabilitation bid alternate #7 adding "Birthplace of the Republican Party" logo to one side of the water tower totalling \$2,500.

Gatzke recognized Sergeant Brad Kurczek and Officer Ali Tipton on the Department commendation for life saving actions on a drug overdose.

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

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

**11. Adjourn**

**Moved By:** Doug Iverson

**Seconded By:** Steve Riemer

With no further business, Mayor Grant declared the meeting adjourned at 8:33pm.

Carried Unanimously

Naomi Miller, City Clerk



## Ripon

100 Jackson St, Ripon, Wisconsin

### Meeting Minutes

**February 26, 2024 - Common Council - 07:00 PM**

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

via Zoom: Grunert, Sorensen, Gallops

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

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

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

#### 2. Pledge of Allegiance/Invocation

Pledge of Allegiance was lead by Mayor Grant.

The invocation was lead by Heather Brewer.

#### 3. Approval of agenda

**Moved By:** Steve Riemer

**Seconded By:** Jonathan Gatzke

The agenda was approved as written.

#### 4. Public communications and comment

Donna Marquart of 640 E. Jackson spoke to council sharing her opinion to only have Ripon, WI on the water tower keeping it simple.

Tammy Scoronski of 822 Fluor Ct asked council to keep the Birthplace of the Republican Party slogan on the water tower.

Rob Wittchow of 468 North St, Green Lake spoke to the mayor about his disapproval of the veto.

Scott Zemlicka of N7847 Cty Rd E spoke to council in favor of the Birthplace of the Republican Party slogan on the water tower.

Orlando Nieves of 827 Watson St. spoke to the mayor disagreeing with the veto.

Anita Jacisin of 211 Davis Avenue, Wisconsin Rapids spoke about the Little White Schoolhouse and her disapproval at the relocation of the building.

Scott Milheiser of 2000 Johnston Dr. Manitowoc spoke in opposition of Mayor Grants veto.

Cory Borrgmans of 4326 Cobbskill Ct, Green Bay spoke in favor of the Birthplace of the Republican Party slogan being placed on the water tower.

Andrew Dowling of 214 Houston Street spoke in support of Mayor Grant's Veto.

#### 5. Agenda Items

##### 5.1 Hotel Market Study and Feasibility Analysis

Mike Lindner from Hotel R&D, LLC was in attendance and presented the hotel study to council.

##### 5.2 Outdoor Open Container Entertainment Event Permit

**Moved By:** John Splitt



**Seconded By:** Jonathan Gatzke

Ripon Main Street, Inc. has applied for a permit for April 26, 2024 for the Spring Wine Walk held in the 100, 200 and 300 blocks of Watson Street. Craig Tebon was in attendance for questions. Motion made to grant the permit to Ripon Main Street.

Carried Unanimously

**5.3 Ripon Guardian Ambulance Annual Report**

EMS Chief Matuszeski presented the department's annual report.

**5.4 Communications and Human Resources Generalist Position**

**Moved By:** Jolene Schatzinger

**Seconded By:** Doug Iverson

There is a vacancy within the City Administration office with the retirement of the current Billing Clerk. The Billing Clerk position is being absorbed into other areas of staff. A job description for the position of Communications/Human Resources Generalist was shared with council. Motion to approve the creation of the position and to begin advertising.

Carried Unanimously

**5.5 Corporate Resolution for Transactions Involving Treasury Securities**

**Moved By:** Doug Iverson

**Seconded By:** Terry Grunert

City Administration is requesting approval of the Resolution to authorize financial transactions and obtain a medallion stamp on behalf of city. Motion made to approve of the Resolution for Transactions Involving Treasury Securities.

Carried Unanimously

**5.6 Authorizing Resolution to Submit a Community Development Block Grant (CDBG Application)**

**Moved By:** John Splitt

**Seconded By:** Doug Iverson

Motion to approve the authorizing resolution to submit a CDBG application for the Street and Utility Improvement Project on Hamburg & Hennie Streets.

Carried Unanimously

**5.7 Veto Resolution for Bid Alternate #7 of the Industrial Park Water Tower Rehabilitation Project**

**Moved By:** John Splitt

**Seconded By:** Terry Grunert

Motion made to overturn the mayoral veto in the form of the resolution presented. After much discussion, the motion to overturn the mayoral veto failed.

Name	Yes	No	Abstained	Absent
David Gallops		✓		
Jonathan Gatzke		✓		
Terry Grunert		✓		
Doug Iverson		✓		
Steve Riemer		✓		
Jolene Schatzinger		✓		
Ellen Sorensen		✓		
John Splitt	✓			

Defeated

**6. Project Updates & Staff Reports**

City Clerk updated council Next Election is April 2, 2024, Spring Election and Presidential Preference Vote. Absentee

Ballots will be going out in the mail this Wednesday, February 28th. College Voter Registration Day is scheduled for March 21, 2024 between 11 and 1pm in the Commons.

**7. Mayor's communications and appointments**

**Moved By:** Doug Iverson

**Seconded By:** Steve Riemer

Parks and Recreation Committee  
Tim Fox - new appointment to fill a vacancy

Carried Unanimously

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

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

**9. Adjourn**

**Moved By:** Doug Iverson

**Seconded By:** John Splitt

With no further business, Mayor Grant declared the meeting adjourned at 8:41pm.

Carried Unanimously

Naomi Miller, City Clerk



**Contractor's Application for Payment No.** 2

Application Period: 9/16/2023-11/1/2023	Application Date: 12/26/2023
To (Owner): City of Ripon	From (Contractor): Mid City Corporation
Project:	Via (Engineer): SEH
Owner's Contract No.:	Contractor's Project No.: 2023-026
	Engineer's Project No.:

**Application For Payment  
Change Order Summary**

Approved Change Orders	Number	Additions	Deductions
	1	\$5,175.00	
<b>TOTALS</b>		\$5,175.00	
<b>NET CHANGE BY CHANGE ORDERS</b>		\$5,175.00	

1. ORIGINAL CONTRACT PRICE.....	\$ 111,125.00
2. Net change by Change Orders.....	\$ 55,175.00
3. Current Contract Price (Line 1 ± 2).....	\$ 116,300.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 116,300.00
5. RETAINAGE:	
a. 5% X _____ Work Completed.....	\$ _____
b. 5% X _____ Stored Material.....	\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....	\$ _____
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 116,300.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 95,346.87
8. AMOUNT DUE THIS APPLICATION.....	\$ 20,953.13
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ _____

**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: *[Signature]* Date: 12/26/2023

Payment of: \$ 20,953.13  
(Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 3/6/2024  
(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 - Lump Sum Work**

**Contractor's Application**

For (Contract):		Application Number: 2						
Application Period: 9/16/2023-11/1/2023		Application Date: 12/26/2023						
A		B	Work Completed		E	F		G
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
	<b>Well 5 Work:</b>							
	Chemical Feed	\$14,000.00	\$14,000.00			\$14,000.00	100.0%	
	Electrical	\$2,200.00	\$2,200.00			\$2,200.00	100.0%	
	<b>Well 6 Work:</b>							
	Chemical Feed	\$14,000.00	\$14,000.00			\$14,000.00	100.0%	
	Mechanical Piping	\$28,000.00	\$28,000.00			\$28,000.00	100.0%	
	Electrical	\$2,200.00	\$2,200.00			\$2,200.00	100.0%	
	Painting	\$5,000.00		\$5,000.00		\$5,000.00	100.0%	
	<b>Well 8 Work:</b>							
	Chemical Feed	\$14,000.00	\$14,000.00			\$14,000.00	100.0%	
	Mechanical Piping	\$21,525.00	\$21,525.00			\$21,525.00	100.0%	
	Electrical	\$2,200.00	\$2,200.00			\$2,200.00	100.0%	
	Painting	\$8,000.00		\$8,000.00		\$8,000.00	100.0%	
	Change Order 1	\$5,175.00		\$5,175.00		\$5,175.00	100.0%	
	<b>Totals</b>	<b>\$116,300.00</b>	<b>\$98,125.00</b>	<b>\$18,175.00</b>		<b>\$116,300.00</b>		

**REQUEST AND CERTIFICATE FOR PAYMENT**

PROJECT: CITY OF RIPON  
STATE STREET RECONSTRUCTION

ENGINEER: MSA Professional Services

SUBCONTRACTOR:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ENGINEERS PROJECT NO \_\_\_\_\_  
 CONTRACTOR: RLAM, INC.  
1110 Dartford Road, Ripon, WI 54971

CONTRACT NO.: \_\_\_\_\_  
 REQUEST DATE February 5, 2024 REQUEST NO: 6  
 PERIOD FROM: November 22, 2023 TO: February 5, 2024

Request is made for Payment, as shown below, in connection with the Contract. CONTINUATION SHEET, is attached.

The present status of the account for this Contract is as follows:

**CHANGE ORDER SUMMARY**

Change Orders approved previously		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Subsequent Change Orders			
Number	Approved (date)		
1	07/21/23	\$ 12,959.10	
2		\$ 34,155.40	
3	02/05/24	\$ 31,948.35	
TOTALS		\$79,062.85	\$0.00

ORIGINAL CONTRACT SUM	\$	846,046.45
Net change by Change Orders	\$	79,062.85
CONTRACT SUM TO DATE	\$	925,109.30
TOTAL COMPLETED AND STORED TO DATE	\$	925,109.30
RETAINAGE <u>5.0%</u> of Completed and Stored to Date	\$	23,127.73
TOTAL EARNED LESS RETAINAGE	\$	901,981.57
LESS 1% BID BOND COST		
LESS PREVIOUS CERTIFICATES FOR PAYMEN	\$	884,180.23
CURRENT PAYMENT DUE	\$	17,801.34

Net change by Change Orders \$79,062.85

State of: Wisconsin County of: Fond du Lac

The undersigned Contractor certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

In accordance with the Contract and this Application for Payment the Contractor is entitled to payment in the amount shown above.

Contractor: RLAM, Inc.

By: Jeff Washkovick, President of RLAM, INC.

---

Payment of: \$ 17,801.34

Recommended by: Don Rammer 2/8/2024  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Owner) (Date)

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REQUEST AND CERTIFICATE FOR PAYMENT, containing CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 6

PROJECT NAME: State Street

0

ENGINEER'S PROJECT NO:

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UNIT (UM)	UNIT PRICE (D)	Work Completed						% Com		
					Previous Request (E)		This Request (F)		Stored Materials (G)			Total Completed and Stored to Date (E+F+G)	
					Quantity	Amount	Quantity	Amount	Quantity	Amount		Quantity	Amount
A.1	Mobilization, Bonds, and Insurance	1	LS	\$ 57,000.00	1	\$ 57,000.00		\$ -		\$ -	1	\$ 57,000.00	
A.2	Unclassified Excavation	2510	CY	\$11.13	2510	\$ 27,936.30		\$ -		\$ -	2510	\$ 27,936.30	
A.3	Cleaning and Grubbing	1	LS	\$ 1,300.00	1	\$ 1,300.00		\$ -		\$ -	1	\$ 1,300.00	
A.4	Asphalt Pavement Removal	3140	SY	\$ 1.00	3140	\$ 3,140.00	1400	\$ 1,400.00		\$ -	4540	\$ 4,540.00	
A.5	Concrete Pavement Removal	40	SY	\$ 10.00		\$ -		\$ -		\$ -	0	\$ -	
A.6	Curb and Gutter Removal	1200	LF	\$ 3.00	1200	\$ 3,600.00		\$ -		\$ -	1200	\$ 3,600.00	
A.7	Concrete Sidewalk Removal	415	SY	\$ 3.00	515	\$ 1,545.00		\$ -		\$ -	515	\$ 1,545.00	
A.8	Tree Removal	4	EA	\$ 520.00	4	\$ 2,080.00		\$ -		\$ -	4	\$ 2,080.00	
A.9	Topsoil Placement and Grading	2740	SY	\$ 5.03	2865	\$ 14,410.95	613.74	\$ 3,087.11		\$ -	3478.74	\$ 17,498.06	
A.10	Seeding, Fertilizing and Mulch	2740	SY	\$ 1.88	2865	\$ 5,386.20	613.74	\$ 1,153.83		\$ -	3478.74	\$ 6,540.03	
A.11	Erosion and Sedimentation Control	1	LS	\$ 6,500.00	1	\$ 6,500.00		\$ -		\$ -	1	\$ 6,500.00	
A.12	Traffic Control	1	LG	\$ 7,200.00	1	\$ 7,200.00		\$ -		\$ -	1	\$ 7,200.00	
A.13	2-Inch Insulation	80	SF	\$ 3.00	106	\$ 318.00		\$ -		\$ -	106	\$ 318.00	
A.14	Concrete Curb and Gutter, 30", Type D w/BAD	1720	LF	\$ 18.10	1758	\$ 31,819.80		\$ -		\$ -	1758	\$ 31,819.80	
A.15	Concrete Driveway, 8" Thick w/BAD	1880	SF	\$ 6.28	1971	\$ 12,377.88		\$ -		\$ -	1971	\$ 12,377.88	
A.16	Asphalt Driveway, 3-Inch Thick w/ Dense Graded	90	SY	\$ 53.75	112	\$ 6,020.00		\$ -		\$ -	112	\$ 6,020.00	
A.17	Gravel Driveway, 3/4-Inch (12-Inch Thick)	110	SF	\$ 2.00		\$ -		\$ -		\$ -	0	\$ -	
A.18	Gravel Shoulder, 3/4-Inch	1075	LF	\$ 3.33	1060	\$ 3,529.80		\$ -		\$ -	1060	\$ 3,529.80	
A.19	Puweriza, Salvage & Regrade Existing Asphalt & Base	885	SY	\$ 5.20	885	\$ 5,122.00		\$ -		\$ -	885	\$ 5,122.00	
A.20	Dense Graded Base, 1-1/4-Inch, (6-Inch Thick)	1420	TON	\$ 12.63	1668.23	\$ 21,069.74		\$ -		\$ -	1668.23	\$ 21,069.74	
A.21	Breaker Run (8-Inch Thick)	1875	TON	\$ 12.63	1708.92	\$ 21,583.66		\$ -		\$ -	1708.92	\$ 21,583.66	
A.22	Asphalt Binder Layer (2.50-Inch Thick)	490	TON	\$ 65.75	631.73	\$ 41,536.25		\$ -		\$ -	631.73	\$ 41,536.25	
A.23	Asphalt Surface Layer (1.50-Inch Thick)	290	TON	\$ 78.00	508.39	\$ 39,654.42		\$ -		\$ -	508.39	\$ 39,654.42	
A.24	Concrete Sidewalk, 4" Thick w/BAD	3250	SF	\$ 6.07	3003	\$ 18,228.21		\$ -		\$ -	3003	\$ 18,228.21	
A.25	Concrete Sidewalk, 6" Thick w/BAD	540	SF	\$ 7.10	823.5	\$ 5,846.85		\$ -		\$ -	823.5	\$ 5,846.85	
A.28	Detectable Warning Field	24	SF	\$ 44.00	32	\$ 1,408.00		\$ -		\$ -	32	\$ 1,408.00	
A.27	Concrete Flume	60	SF	\$ 19.00	51	\$ 969.00		\$ -		\$ -	51	\$ 969.00	
A.20	Geotextile Fabric, Type SAS	4280	SY	\$ 2.35	3565.33	\$ 9,083.53		\$ -		\$ -	3565.33	\$ 9,083.53	
A.29	Excavation Below Subgrade (ERS)	340	CY	\$ 33.00	127.71	\$ 4,214.43		\$ -		\$ -	127.71	\$ 4,214.43	
A.30	2-Foot x 3-Foot Storm Inlet	2	EA	\$ 3,500.00	2	\$ 7,000.00		\$ -		\$ -	2	\$ 7,000.00	
A.31	2-Foot Dia. Catch Basin	1	EA	\$ 2,400.00	1	\$ 2,400.00		\$ -		\$ -	1	\$ 2,400.00	
A.32	4-Foot Dia. Storm Inlet Manhole	1	EA	\$ 4,250.00	1	\$ 4,250.00		\$ -		\$ -	1	\$ 4,250.00	
A.33	5-Foot Dia. Storm Inlet Manhole	1	EA	\$ 5,600.00		\$ -		\$ -		\$ -	0	\$ -	
A.34	6-Foot Dia. Storm Inlet Manhole	1	EA	\$ 7,300.00	2	\$ 14,600.00		\$ -		\$ -	2	\$ 14,600.00	
A.35	8-Foot Dia. Storm Manhole	1	EA	\$ 7,800.00	1	\$ 7,800.00		\$ -		\$ -	1	\$ 7,800.00	
A.36	8-Inch PVC Storm Sewer	315	LF	\$ 33.00	277	\$ 9,141.00		\$ -		\$ -	277	\$ 9,141.00	
A.37	12-Inch CMP Storm Sewer	34	LF	\$ 47.00	34	\$ 1,598.00		\$ -		\$ -	34	\$ 1,598.00	
A.38	12-Inch RCP Storm Sewer	135	LF	\$ 61.00	140	\$ 8,540.00		\$ -		\$ -	140	\$ 8,540.00	
A.38	24-Inch RCP Storm Sewer	40	LF	\$ 112.00	58	\$ 6,496.00		\$ -		\$ -	58	\$ 6,496.00	
A.40	36-Inch RCP Storm Sewer	320	LF	\$ 137.00	318	\$ 43,703.00		\$ -		\$ -	319	\$ 43,703.00	
A.41	45-Inch x 29-Inch HERCP Storm Sewer	460	LF	\$ 171.00	463	\$ 79,173.00		\$ -		\$ -	463	\$ 79,173.00	
A.42	12-Inch CMP Endwall	2	EA	\$ 300.00	2	\$ 600.00		\$ -		\$ -	2	\$ 600.00	
A.43	45-Inch x 29-Inch HERCP Endwall	1	EA	\$ 2,000.00	1	\$ 2,000.00		\$ -		\$ -	1	\$ 2,000.00	
A.44	Rip Rap (Medium)	32	CY	\$ 60.00		\$ -		\$ -		\$ -	0	\$ -	
A.45	Insert Tee, 8-Inch	9	EA	\$ 380.00	8	\$ 3,040.00		\$ -		\$ -	8	\$ 3,040.00	
A.46	Connect to Existing Storm Sewer	3	EA	\$ 1,260.00	3	\$ 3,780.00		\$ -		\$ -	3	\$ 3,780.00	
A.47	Abandon Storm Sewer	1	LS	\$ 13,000.00	1	\$ 13,000.00		\$ -		\$ -	1	\$ 13,000.00	

A.48	4-Foot Dia. Sanitary Manhole	2	EA	\$ 4,800.00	2	\$ 9,600.00	\$ -	\$ -	2	\$ 9,600.00
A.49	8-Inch PVC Sanitary Sewer	555	LF	\$ 60.00	555	\$ 33,300.00	\$ -	\$ -	555	\$ 33,300.00
A.50	8-Inch PVC Sanitary Sewer Lateral	170	LF	\$ 71.00	243	\$ 17,253.00	\$ -	\$ -	243	\$ 17,253.00
A.51	8-Inch x 6-Inch Wye	7	EA	\$ 290.00	7	\$ 2,030.00	\$ -	\$ -	7	\$ 2,030.00
A.52	Connect to Existing Sanitary Lateral	7	EA	\$ 290.00	7.0	\$ 2,030.00	\$ -	\$ -	7	\$ 2,030.00
A.53	Connect to Existing Sanitary Sewer	1	EA	\$ 1,100.00	1	\$ 1,100.00	\$ -	\$ -	1	\$ 1,100.00
A.54	Abandon Existing Sanitary Sewer	1	LS	\$ 2,200.00	1	\$ 2,200.00	\$ -	\$ -	1	\$ 2,200.00
A.55	8-Inch PVC Water Main	645	LF	\$ 61.13	654	\$ 39,979.02	\$ -	\$ -	654	\$ 39,979.02
A.56	8-Inch Valve & Box	3	EA	\$ 1,900.00	3	\$ 5,700.00	\$ -	\$ -	3	\$ 5,700.00
A.57	8-Inch Tee	1	EA	\$ 650.00	1	\$ 650.00	\$ -	\$ -	1	\$ 650.00
A.58	8-Inch 45 Degree Bend	2	EA	\$ 460.00		\$ -	\$ -	\$ -	0	\$ -
A.59	8-Inch 90 Degree Bend	1	EA	\$ 500.00	1	\$ 500.00	\$ -	\$ -	1	\$ 500.00
A.60	8-Inch Plug	1	EA	\$ 325.00	1	\$ 325.00	\$ -	\$ -	1	\$ 325.00
A.61	Hydrant	1	EA	\$ 5,700.00	1	\$ 5,700.00	\$ -	\$ -	1	\$ 5,700.00
A.62	1-Inch HDPE Water Service	125	LF	\$ 50.00	194	\$ 9,700.00	\$ -	\$ -	194	\$ 9,700.00
A.63	1-Inch Tap, Saddle, Corporation, Curb Stop & Box	7	EA	\$ 680.00	7	\$ 4,760.00	\$ -	\$ -	7	\$ 4,760.00
A.64	Connect to Existing Water Service	7	EA	\$ 250.00	7	\$ 1,750.00	\$ -	\$ -	7	\$ 1,750.00
A.65	Connect to Existing Water Main	1	EA	\$ 1,700.00	0.00	\$ -	\$ -	\$ -	0	\$ -
A.66	Abandon Existing Water Main	1	LS	\$ 1,400.00	1	\$ 1,400.00	\$ -	\$ -	1	\$ 1,400.00
A.67	Removing Structure (Sta. 8+30.00)	1	EA	\$ 4,000.00	1	\$ 4,000.00	\$ -	\$ -	1	\$ 4,000.00
A.68	Excavation for Structures Culverts (Sta. 8+30.00)	1	EA	\$ 9,000.00	1	\$ 9,000.00	\$ -	\$ -	1	\$ 9,000.00
A.69	Temporary Water Diversion	1	EA	\$ 12,700.00	1	\$ 12,700.00	\$ -	\$ -	1	\$ 12,700.00
A.70	Backfill Structure Type B	410	TON	\$ 12.50	387.76	\$ 4,597.00	\$ -	\$ -	387.76	\$ 4,597.00
A.71	Breaker Run (Structure)	195	TON	\$ 14.00	219.13	\$ 3,067.82	\$ -	\$ -	219.13	\$ 3,067.82
A.72	Rubberized Membrane Waterproofing	3	SY	\$ 300.00	3	\$ 900.00	\$ -	\$ -	3	\$ 900.00
A.73	Rip Rap (Heavy)	52	CY	\$ 50.00	56	\$ 2,800.00	\$ -	\$ -	56	\$ 2,800.00
A.74	Geotextile Type C	220	SY	\$ 4.00	200	\$ 800.00	\$ -	\$ -	200	\$ 800.00
A.75	Precast Concrete Box Culvert, 8-Foot x 4-Foot	102	LF	\$ 1,225.00	102	\$ 124,950.00	\$ -	\$ -	102	\$ 124,950.00
A.76	Precast Concrete Wingwalls	1	EA	\$ 10,000.00	1	\$ 10,000.00	\$ -	\$ -	1	\$ 10,000.00
A.77	Sheet Membrane Waterproofing for Buried Structures	223	SY	\$ 7.00	223	\$ 1,561.00	\$ -	\$ -	223	\$ 1,561.00
A.78	Fence Chain Link 5-Foot	32	LF	\$ 135.00		\$ -	\$ -	\$ -	0	\$ -
CO 1	Railing	1	LS	\$ 12,959.10		\$ -	\$ 12,959.10	\$ -	1	\$ 12,959.10
CO 2	Granular Backfill	745.86	TN	\$ 25.00	745.86	\$ 18,646.50	\$ -	\$ -	745.86	\$ 18,646.50
CO 2	Additional Utility Work	1	LS	\$ 15,508.90	1	\$ 15,508.90	\$ -	\$ -	1	\$ 15,508.90
CO 3	Balancing Quantities Spreadsheet	1	LS	\$ 31,948.35		\$ -	\$ -	\$ -	0	\$ -
						\$ -	\$ -	\$ -	0	\$ -
	<b>TOTAL</b>					<b>\$ 906,509.26</b>	<b>\$ 18,600.04</b>	<b>\$ -</b>	<b>\$ 925,109.30</b>	





## Staff Report

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

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**Agenda Item:** Safe Step LLC Sidewalk Improvement Proposal

**Date:** March 6, 2024

**Background:** The Department of Public Works administers an annual Sidewalk Improvement Program, working methodically through the city to improve the safety of the public sidewalks. Trip hazards are the primary area of focus in efforts to improve as much sidewalk as possible each year, employing two methods: Grinding vertically displaced edges and where grinding is not an option, replacing sidewalk panels.

Staff secured the attached proposal from Safe Step LLC for grinding displaced edges. Staff is unable to identify other contractors performing this service. Safe Step's proposal identifies the scope of work in the Review summary on page 2, their Execution Strategy on page 3, and the Priority Area Map is page 4. Safe Step will evaluate the Priority Area and provide a report identifying sidewalk panels eligible for grinding vs. replacement. Staff will then secure quotes for replacing sidewalk panels that are not recommended for grinding.

Staff will then send communications to affected owners advising of cost share, their responsibilities, options, and schedules.

**Supporting Documents:** Safe Step LLC Proposal.

**Funding:** The 2024 Sidewalk Improvement Budget is \$50,000. Staff established a do not exceed value of \$40,000 for Safe Step's proposal in attempts to ensure sufficient remaining funds for replacing identified concrete panels.

**Additional Notes:** Recognizing staff is monitoring quantities and costs for grinding and replacement in efforts to maximize the budgeted funds for improving sidewalk, staff seeks flexibility to adjust the value of the Safe Step proposal if determined additional work can be performed within the budgeted funds.

**Action:** Staff seeks and recommends a motion for approval of the proposal from Safe Step LLC with approval to increase the contracted costs without the sidewalk improvement program exceeding the \$50,000 budgeted funds.



# Sidewalk Repair Proposal

Presented to: Allyn Dannhoff  
City of Ripon  
Ripon Saw-cutting Project 2024  
February 27, 2024

Rob Strauss • Project Manager • 920.540.7414 • [rob@notrippin.com](mailto:rob@notrippin.com) • [www.notrippin.com](http://www.notrippin.com)

*Information contained in this proposal is proprietary and confidential, and is to be used solely by City of Ripon personnel in evaluating the project. Copying, unauthorized disclosure, reuse in any form is prohibited.*



# Introduction

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February 27, 2024

Allyn Dannhoff  
City of Ripon  
570 Aspen St  
Ripon, Wisconsin 54971

Allyn,

Thank you for the opportunity to present this proposal for sidewalk trip hazard repair.

## Review

1. The City of Ripon has requested Safe Step LLC evaluate sidewalk segments, identified by the City of Ripon, in priority order until the \$40,000 budget has been reached.
2. Safe Step LLC will evaluate sidewalk defects that meet the criteria established for saw-cutting repairs, and evaluate sidewalk defects that meet the criteria for slab replacement.
3. The evaluation of the sidewalk segments prioritized but the City of Ripon will stop when the total cost of saw-cutting repairs and estimated costs of sidewalk replacement reaches \$40,000.
4. If all the priority sidewalks have been evaluated and there is still budget available, the City of Ripon can provide additional sidewalk segments for evaluation.

## Notable Proposal Contents

- Page 2: Execution Strategy
- Page 3: Priority Areas Map
- Page 4: Evaluation Criteria
- Page 7: Proposal Acceptance

Please let me know if you have any questions. We look forward to serving your needs.

Rob Strauss  
Project Manager  
PO Box 411  
Hortonville, WI 54944  
920.540.7414  
rob@notrippin.com

**Rob Strauss • Project Manager • 920.540.7414 • rob@notrippin.com • [www.notrippin.com](http://www.notrippin.com)**

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# Execution Strategy

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Based on our discussions, Safe Step will execute the project as follows:

1. Confirm sidewalk evaluation area and defect identification criteria (enclosed)

1. Page 3 of this proposal contains the sidewalk areas and the priority in which they should be evaluated and repaired.
2. Page 4 of this proposal contains the defect identification criteria that will be used to evaluate the sidewalks.

2. Evaluate current sidewalk conditions

1. Safe Step LLC will evaluate the sidewalk locations in the priority order until the budget is met.
2. Identified defects will be recorded along with the measurement, address, approximate GPS coordinates, important notes, and a photo of the defect.

3. Deliver evaluation results

1. Following the completion of the evaluation, Safe Step LLC will provide the sidewalk defect data through a proprietary online tool called *Sidewalk Central™*. This data includes locations, descriptions, suggested repair types, and photos of each defect identified.
2. *Sidewalk Central™* allows you to review, make notes, and confirm the preferred repair type for each defect.

4. Perform repairs

1. After you review and confirm the repair locations, we will schedule a timeframe to begin repairing the identified saw-cutting locations.
2. All saw-cutting repairs will be done in accordance with "The Safe Step LLC Approach" outlined on page 5 of this proposal.
3. *Sidewalk Central™* allows you to monitor the saw-cutting in real-time, providing defect completion status as well as repair photos and timestamps for quality assurance.

5. Provide documentation

1. At the conclusion of the project, we will provide a final report of saw-cut locations repaired including the displacement measurements, address, approximate GPS coordinates, and important notes.

**Rob Strauss • Project Manager • 920.540.7414 • [rob@notrippin.com](mailto:rob@notrippin.com) • [www.notrippin.com](http://www.notrippin.com)**

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# Sidewalk Evaluation Criteria

Condition		Record for Saw-Cutting	Record for Replacement
Panel Offset: Min (1/8s) <b>4</b> Max (1/8s) <b>12</b>		Y	If greater Y
Sharp edge: Height (1/8s) <b>4</b>		Y	N/A
Prior Grind/Saw-Cut Repairs <sup>1</sup> :		N	Y
Cutting to sunken panel:		N	Y
Waterpooling:		N	Y
Caused by tree:		Y	Y
Negative cross-slope:		Y	Y
Positive cross-slope:		Y	Y
Contains structural crack <sup>2</sup> : Qty no more than <b>1</b> Gap no more than <b>3/8"</b>		Y	Y
Displacement is a crack <sup>2</sup> : Perpendicular <b>Y</b> Parallel <b>Y</b>		Y	Y
Panel is spalled <sup>2</sup> : Surface less than <b>50%</b> Depth no more than <b>1/4"</b>		Y	Y
Sidewalk joint is decayed <sup>2</sup> : Width no more than <b>1/2"</b>		Y	Y
Curbing:		N	N
On bridge structure:		N	N
Parallel joints: Min. Height Max Height		N	N
Ramps: At Landing Max Ht <b>1 1/2"</b> At street Max Ht <b>1 1/2"</b>		Y	Y
Top of flowline:		N	N
Adjacent to asphalt:		N	Y
Adjacent to pavers:		N	Y
Saw-cut on monolithic driveways		N	N

Marking/Other	
Mark Saw-Cutting	Numbered

Mark R&R	Y- Paint Stick
4" R&R Sq. Ft. Cost	15.00
6" R&R Sq. Ft. Cost	15.00

Use Lifting for sunken & waterpooling panels	Y/N
Mark Lifting	Y/N
Lifting Sq. Ft. Price	

Scatter Sites	
Apply criteria to scatter sites?	Y
Survey only marked?	
Survey entire address?	
Survey entire block-face?	

Notes:  
 Parcels needed for this client  
 RR Marking - X in middle of panel

<sup>1</sup>As measured at presenting face; recorded values will be for proper 12:1 repair

<sup>2</sup>Parcels failing this criteria will be recorded for replacement regardless of offset

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# The Safe Step Approach

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## Specifications

1. Repairs will be tapered to a 1:12 slope ratio and taken to a zero point of differential between adjoining sidewalk panels along the full width of the sidewalk, in accordance with ADA standards.
2. Repairs shall have a smooth and uniform finish with a coefficient of friction meeting OSHA requirements and shall not impact adjoining sidewalks, driveways, landscaping, or other objects within the vicinity of the work.
3. In instances where sidewalk conditions do not permit a 1:12 slope ratio, repairs will be made with the shallowest slope possible for the given sidewalk condition.

## Clean-up

1. All saw-cutting will be performed without water-cooling; No slurry will be created eliminating the risk of "tracking" and run-off water contamination.
2. Saw mounted dust abatement systems will be used to minimize airborne dust. Containment systems are designed for fine dust applications.
3. Debris and concrete shall be cleaned from the sidewalk surface as well as surrounding rails, sidewalks, driveways, landscaping, or other objects within the vicinity of the work.

## Reporting

1. Upon completion of the project, Safe Step LLC will provide a detailed and audit-able report. This report will include the street address or location, dimensions, and GPS coordinates of each repair made.
2. An invoice for payment will be provided when the project has been completed. Payment in full is due **30 days** from the date of invoice. Late payments may be subject to a \$30 re-billing fee.

## Safety and Insurance

1. Safe Step LLC employees who work directly in slab displacement repair undergo a rigorous training process with emphasis on safe work practices, OSHA-approved personal protection equipment, and quality workmanship. It is not uncommon for our clients to receive unsolicited compliments on our safety practices and the quality of the work performed.
2. Safe Step LLC is fully licensed and insured. Proof of auto, liability, and workers compensation insurance are available upon request.

## Proprietary Technology

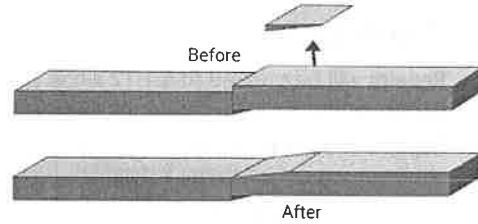
1. Safe Step LLC is the only entity in Wisconsin, Northern Illinois, and Southeast Minnesota authorized to use the Precision Concrete Cutting method for removing sidewalk trip hazards as described by the following patent numbers: U.S. Pat. No. 6,827,074, U.S. Pat. No. 7,000,606, U.S. Pat. No. 7,143,760, U.S. Pat. No. 6,896,604, U.S. Pat. No. 7,201,644, U.S. Pat. No. 7,402,095. These patents refer to the equipment, methods, and dust abatement systems used by Safe Step LLC. A sole source letter is available upon request.

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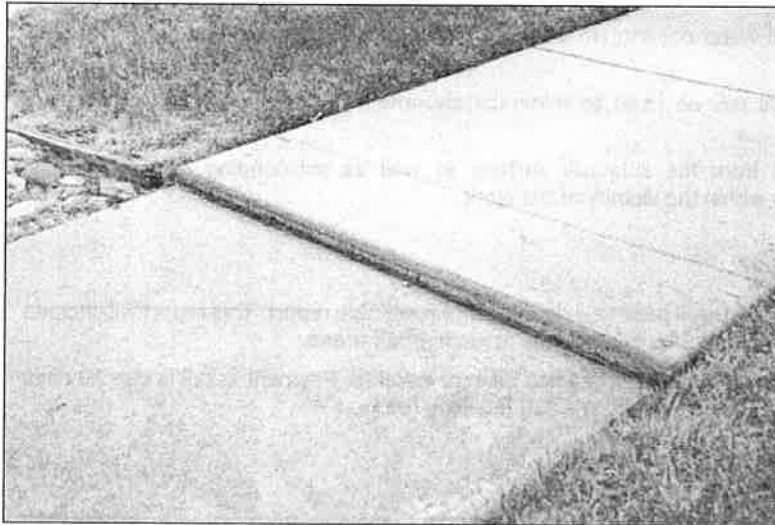
*Information contained in this proposal is proprietary and confidential, and is to be used solely by City of Ripon personnel in evaluating the project. Copying, unauthorized disclosure, reuse in any form is prohibited.*

# Our Result

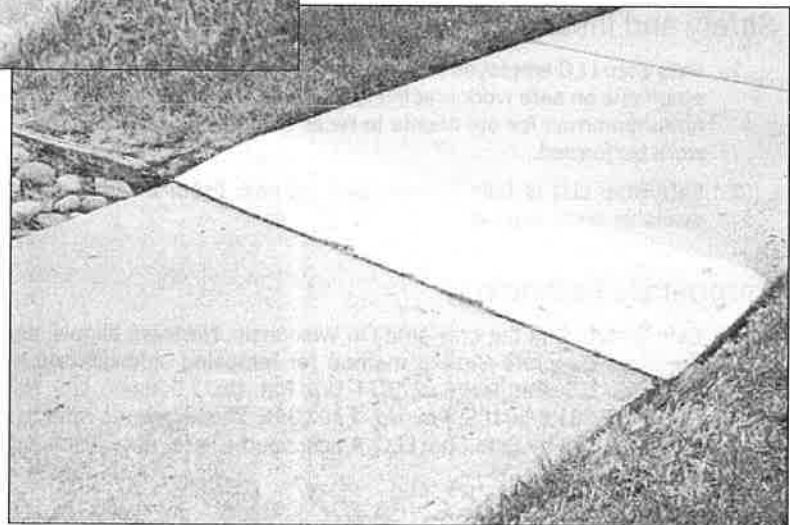
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Before



After



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# Proposal Acceptance

## Financial Parameters

1. Financial Parameters
  1. The total cost of the evaluating, reporting and saw-cutting repairs and replacements will not exceed **\$40,000**.
  2. Safe Step LLC will accept full responsibility for any project cost overage, provided that the scope of the project is not altered once the project begins. Any requested change in scope will be fully discussed and approved by the City of Ripon prior to the start of the work on the revised area.

If this proposal is acceptable, please complete and sign below. We will contact you upon receiving this form to schedule your project.

**Cost: \$0.00**

**Proposal #: 201778**

Due to the ongoing supply chain issues and labor availability, the pricing in this proposal is only valid until **March 29, 2024**.

Billing Contact Name:

Billing Email Address:

PO Number:  Does this project require prevailing wage?:

Approved by:  Date:

Signed:  \_\_\_\_\_ Title:

Client Notes:

*For a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the above signed hereby agrees to defend, indemnify, and hold contractor harmless with respect to any and all liability whatsoever arising from contractor's activities in attempting to repair concrete sidewalk and other slabs owned by the above signed or within the above signed's dominion and control, and to defend, indemnify, and hold harmless contractor with respect thereto.*

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## HOUSING PROGRAM FUNDING ALLOCATION REQUEST #2

### Requested 2024 Program Allocations:

Sandmar Lot Sale Program = \$110,000 (\$55,000 TID Housing Extension) / 5 Lot Sales

Exterior Home Repair Program = \$25,000

Total Allocation for 2024 Housing Programs = \$80,000

Projected Balance for Future Housing Programming = \$207,061\*

\*TID 5 closure in 2024 = Approximately \$180,000 (\$387,061 projected balance)

### **NOTES:**

The City launched the Sandmar Lot Sale Program on January 30<sup>th</sup>, 2024, with funding for 4 lot sales. All 4 grants have been awarded to build homes in 2024. There is a request to purchase a fifth lot to build another home by a developer that is seeking program funding.

City Administration is seeking council authorization to increase the 2024 allocation of the Sandmar Lot Sale Program to fund 5 lot sale grants. The increase is underlined above and totals \$11,000 TID7 and \$11,000 TID housing extension funds (\$22,000 total).

# Tax Incremental District (TID) Termination Resolution

City \_\_\_\_\_ of \_\_\_\_\_ Ripon \_\_\_\_\_ TID 5 Resolution \_\_\_\_\_  
(town, village, city) (municipality) (number) (number)

WHEREAS, the City \_\_\_\_\_ of \_\_\_\_\_ Ripon \_\_\_\_\_ created TID 5 on 09 25, 2000, and adopted  
(month) (day) (year)  
a project plan in the same year, and

WHEREAS, all TID 5 projects were completed in the prescribed allowed time; and:

WHEREAS, sufficient increment was collected as of the 2023 tax roll, payable 2024, to cover TID 5  
(year) (year)  
project costs.

WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City \_\_\_\_\_ of \_\_\_\_\_ Ripon \_\_\_\_\_ terminates TID 5; and

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Clerk shall notify the Wisconsin Department of Revenue (DOR),  
within sixty (60) days of this resolution or prior to the deadline of April 15, 2024, whichever comes first, that the TID  
(year)  
has been terminated; and

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Clerk shall sign the required DOR Final Accounting Submission  
Date form (PE-223) agreeing on a date by which the City \_\_\_\_\_ shall submit final accounting information to DOR;  
and:

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Treasurer shall distribute any excess increment collected after  
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as  
determined in the final audit by the City \_\_\_\_\_ 's auditor, CliftonLarsonAllen LLP  
(auditor name)

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ of \_\_\_\_\_ Ripon \_\_\_\_\_ shall accept all remaining debts for  
TID 5 as determined in the final audit by the City \_\_\_\_\_ auditor, CliftonLarsonAllen LLP  
(auditor name)

Adopted this 12 day of March, 2024  
(day) (month) (year)

Resolution introduced and adoption moved by alderperson \_\_\_\_\_  
(name)

Motion for adoption seconded by alderperson \_\_\_\_\_  
(name)

On roll call motion passed by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ nays  
(number) (number)

ATTEST:

\_\_\_\_\_  
(Mayor/Head of Government Signature)

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