



# CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

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## **COMMON COUNCIL MEETING** **Council Chambers, City Hall** **Monday, April 26, 2021** **7:00 p.m.**

- I. Call to order/roll call
- II. Pledge of Allegiance/Invocation – Kevin Mundell
- III. Approval of agenda
- IV. Public communications and comment
- V. Proclamation – National Peace Officers’ Memorial Day and National Police Week
- VI. Action Items
  1. Intergovernmental Agreement with Fond du Lac County Concerning Public Safety Communication Services  
(Staff note: Establishes public safety communication services with Fond du Lac County and adds the City of Ripon to existing Intergovernmental Agreement.)
  2. Resolution – Authorized Representative to File Applications for Financial Assistance from State of WI Environmental Improvement Fund  
(Staff note: Staff recommends approval of resolution as a requirement to apply for the Private Lead Service Line Replacement Program, which assists with the costs of lead services in the water system.)
  3. Resolution – Outdoor Recreation Grant Applications  
(Staff note: Staff recommends approval of the resolution as a requirement for the DNR Stewardship Grant Application for the Elizabeth Murray Park Trail Extension and Trailhead Facility.)

4. Resolution – Amending the 2021 Budget  
(Staff note: The Common Council may amend the amounts and appropriations in an annual budget by a 2/3 affirmative vote. Staff recommends approval of the resolution to qualify for the 2022 expenditure restraint payment.)

VII. Discussion Items

1. Senior Center/Trailhead Project Design and Survey Services Agreement  
(Staff note: MSA Professional Services has proposed the agreement for architectural, design, and survey services for the Senior Center and Trailhead Project.)

VIII. Project updates & staff reports

1. Recognition of employees celebrating anniversaries in March

IX. Mayor's communications and appointments

1. Plan Commission

X. Agenda items for future Council meetings

- XI. Adjourn to closed session under Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility"

RE: Severance agreements for Dispatchers

Council will also review the minutes from the closed session on March 22, 2021 for accuracy.

*Proclamation*

***DESIGNATING MAY 15<sup>TH</sup> as  
NATIONAL PEACE OFFICERS' MEMORIAL DAY,  
and the OBSERVANCE of NATIONAL POLICE WEEK from  
MAY 9<sup>TH</sup> through MAY 15<sup>TH</sup>, 2021 in the CITY OF RIPON.***

Whereas, Police Week's origins began on October 1, 1962, when U.S. President John F. Kennedy signed Public Law 87-726, a joint resolution of the 87th Congress; and the act reads: Pursuant to 36 U.S.C. 136-137, the President designates May 15 of each year as 'Peace Officers Memorial Day' and the week in which it falls as 'Police Week'; and

Whereas, in 1994, U.S. President William J. Clinton signed Public Law 103-322, a joint resolution of the 103rd Congress directing that the flag of the United States be flown at half-staff on all government buildings on May 15; and

Whereas, in 2019, the Common Council of the City of Ripon passed its first Proclamation establishing the recognition of National Peace Officers' Memorial Day and National Police Week as an annual event in the City of Ripon; and

Whereas, each year during Police Week, communities across the United States hold a memorial service in remembrance of police officers who have made the supreme sacrifice for their communities; and

Whereas, it is appropriate that we take time each year to honor our law enforcement professionals understanding that Police work is inherently dangerous, recognizing that, on average, more than 58,000 law enforcement officers are assaulted each year, and that one law enforcement officer is killed in the line of duty somewhere in the United States every 53 hours; and

Whereas, since the first known line-of-duty death in 1791, more than 24,817 U.S. law enforcement officers have made the ultimate sacrifice, and

Whereas, so far in 2021, 103 United States police officers, sheriffs, park rangers, correctional officers, immigration and customs agents, and U.S. marshals have died in the line of duty.

Therefore, the City of Ripon Mayor and Common Council Members do hereby declare May 15<sup>th</sup> as NATIONAL PEACE OFFICERS' MEMORIAL DAY, and the OBSERVANCE OF NATIONAL POLICE WEEK from May 9<sup>th</sup> THROUGH May 15<sup>th</sup>, 2021 in the City of Ripon; and

The Observance will include the following: flags are to be flown at half staff on May 15<sup>th</sup>; the official flag of the National Law Enforcement Memorial is to be flown at the City Hall all week; and all uniformed police department personnel are to wear a black mourning band across the uniform badge during National Police Week in remembrance of the officers who have lost their lives in the line of duty.

*Proclaimed this 26th day of April, 2021.*

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Theodore Grant, Mayor

Intergovernmental Agreement With Fond du Lac County  
 Concerning Public Safety Communication Services  
 involving  
 The City of Fond du Lac,  
 The City of Waupun  
 and  
 The Village of North Fond du Lac  
 and  
 The City of Ripon

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**Intergovernmental Agreement With Fond du Lac County  
Concerning Public Safety Communication Services  
involving  
The City of Fond du Lac  
The City of Waupun  
and  
The Village of North Fond du Lac  
and  
The City of Ripon**

**I. PREAMBLE**

This Intergovernmental Agreement is entered into, pursuant to Section 66.0301 of the Wisconsin Statutes, by Fond du Lac County, (hereinafter referred to as the "County") and the City of Fond du Lac, City of Waupun, and the Village of North Fond du Lac and the City of Ripon (hereinafter referred to as the "Municipalities") for the provision of public safety communication services by the County to the Municipalities.

It is the intent of this Agreement that the Municipalities shall jointly and cooperatively support the provision of public safety communication services to its citizens, recognizing that the elimination of duplicative service where possible is the most cost-effective method of providing these services.

**II. SERVICES, EQUIPMENT & PERSONNEL TO BE PROVIDED FOR  
PUBLIC SAFETY COMMUNICATION SERVICES BY THE COUNTY**

**A. Communication Services**

Fond du Lac County shall provide public safety communication and enhanced 911 services (hereinafter "Communication Service") to all areas served by the Municipalities as well as all areas served by Fond du Lac County. Fond du Lac County will strive to attain industry best practices in the provision of those services. The Communication Service provided by the County shall include but not be limited to the following:

1. Answer incoming calls on telephone lines designated by the Municipalities.
2. Receive and record information pertaining to requests for emergency and non-emergency public safety service.
3. Alert the appropriate public safety departments and broadcast emergency and non-emergency information promptly.
4. Receive and record information from all public safety employees and officers as they perform their duties.

5. Receive acknowledgement of alert and emergency information.
6. Refer non-emergency/administrative calls to appropriate telephone numbers.
7. Provide TIME services to all police officers while they are on duty including warrant entry and maintenance.
8. Provide quality customer service to all internal and external customers.
9. Provide the foregoing services twenty-four hours per day, seven days per week, while the Agreement is in effect.
10. Provide dispatch services for MABAS Division 120.
11. Provide emergency medical and emergency fire dispatching.

**B. Equipment**

The County shall provide all Communication Services from the 911 Center located in the Fond du Lac County Jail Building that is owned and maintained by the County and on equipment that is owned and maintained by the County. The purchase of new equipment for the 911 Center shall be the responsibility of the County. Fond du Lac County will maintain an awareness of technological changes that could improve 911 Center services and procure equipment to support advances in technology and improve 911 Center services subject to budget constraints. The Communications Services Administrative Review Board may make recommendations to Fond du Lac County regarding the procurement of equipment.

In order to ensure 911 Center county-wide system interoperability, any end-user of the services of the 911 Center, when contemplating equipment upgrades, technology changes, or any other change that would impact the 911 Center operations, shall consult with and advise the Director of Communications of those changes in the early planning stages of the project. It is recommended, due to the complexity of the systems that support the 911 Center, that any change contemplated to an agency's operations be discussed with the Director of Communications. The Director of Communications will then share, as an agenda item, with the board, the proposed project to prevent any interoperability issues with users of the 911 Center services.

**C. Personnel**

The County shall employ sufficient staff to perform the Communication Services required by the Agreement.

The Fond du Lac Dispatch Center is under the County's Director of Communications who reports to the County Executive and is under the oversight of the Public Safety Committee of the Fond du Lac County Board.

**D. Personnel Costs**

The County shall pay all operational costs including the salaries and fringe benefit costs of all personnel employed in the Communication Center.

**E. Capital Costs / Operational Costs**

1. The following costs of the Fond du Lac County Communication Center shall be funded through the Fond du Lac County Budget:
  - a. Contractual services, utilities, telephone, TIME (Transaction Information for Management of Enforcement), and rent for the space occupied by the Department
  - b. Materials and supplies for the operation of the communications center
  - c. Capital expenditures for the communications center, radio, telephone, voice logging, and computer hardware located and maintained within the communications center
  - d. All costs associated with the operation, maintenance upgrade of the Computer Aided Dispatch (CAD) and records management software and hardware
  - e. Mandates by regulatory authorities required to operate a Public Safety Answering Point (PSAP)
  - f. All labor relation costs
  - g. All training and travel costs of employees of the department
  - h. All costs for fixed charges, lease or rental of equipment and services necessary to operate the communications center
  - i. All original equipment and upgrade costs
  - j. All applicable Federal Communication Commission (FCC) licensing
  - k. All antennas, towers, and fixed radio equipment
  - l. Such other costs as are attributable to the operations of the communications center and which are not the responsibility of the user agency as defined below.

2. Each user agency will be responsible for any and all costs associated with user costs for mobile and portable equipment including hardware and licensing.

### III. ADMINISTRATIVE REVIEW BOARD

Fond du Lac County Communication Services Administrative Review Board shall be created as follows.

#### A. Composition

The Administrative Review Board shall be composed of twelve (12) voting members.

1. Fond du Lac County Sheriff
2. Fond du Lac Police Chief
3. Fond du Lac Fire Chief
4. Waupun Police Chief
5. Waupun Fire Chief
6. North Fond du Lac Police Chief
7. North Fond du Lac EMS Director/Fire Chief
8. Ripon Police Chief
9. Ripon Fire Chief
10. Ripon EMS Chief
11. A representative from the Fond du Lac County Fire Chiefs Association selected from a fire department not already represented on the board.
12. A member appointed by the County Executive.

Each of these individuals may, at their discretion, appoint a designee to serve in their place or absence.

#### B. Officers

At the first meeting of the year, starting in 2018, and every two years thereafter, the membership shall elect from its members a President to preside at its meetings



and a Vice President to act in the absence of the President and shall designate a secretary.

**C. Duties**

The Administrative Review Board shall generally oversee the Communication Service operations. The duties of the Board shall include but shall not be limited to:

1. Develop and recommend policies and procedures for emergency services communications in Fond du Lac County.
2. Review all unresolved service concerns identified by police, fire, or emergency services personnel including jurisdictions not represented on the board and make recommendations for service improvements to the Director of Communications and to the County Executive.
3. Review the proposed Communication Services Budget before it is submitted to the County Executive.
  - a. Recommend changes in service and staffing levels as deemed appropriate.
  - b. Recommend funding for software and equipment required for the efficient operation of the Center.
4. Wherein a vacancy in the position of Director of Communications occurs, the position shall be filled pursuant to the normal County selection process. The position may be announced internally and externally in order to secure the most qualified candidate for the position and the selection process shall culminate with the County Human Resource Director and the County Director of Administration submitting a ranked order list of certified candidates to the County Executive for his/her consideration for appointment to the position. The interview panel utilized during the interview phase of this selection process shall be comprised of four (4) members of the Administrative Review Board (one from each municipality that is party to this agreement) and the County Director of Administration, County Human Resource Director, and one other individual deemed appropriate by the County Executive. Each member of the interview panel shall assign an interview score for each candidate interviewed. The scored results shall be submitted to the County Human Resource Director for compilation and assignment of an overall panel interview score for each candidate.

**D. Meetings**

1. **Regular and Special.** The Administrative Review Board shall hold

quarterly meetings at a place and time to be fixed by the Administrative Review Board for the purpose of overseeing the functioning of the Communication Services. Special meetings may be held whenever called by its President, or on written request of two (2) members of the Administrative Review Board, or upon the written direction of the City Councils or Village Board. The Clerks of the Municipalities and the members of the Administrative Review Board shall be notified at least seven (7) days prior to any regular or special meeting. The Administrative Review Board shall keep a written record of its proceedings.

2. **Quorum.** A majority of the members of the Administrative Review Board shall constitute a quorum for all purposes.

**E. Required Votes**

In order for a motion to be adopted or for any recommendations to be made to the County, a simple majority vote of all members of the Administrative Review Board is required.

**F. By-Laws**

The Administrative Review Board may adopt rules, policies, and/or by-laws as it deems necessary for its control, management, and governance and for the regulation of its business and proceedings. Upon the request of any Administrative Review Board member, such rules, policies and/or by-laws may be subject to approval by the Village Board and City Councils and the County Board of Supervisors.

**IV. COOPERATION WITH ADMINISTRATIVE REVIEW BOARD**

The County shall cooperate with the Administrative Review Board. This cooperation shall include, but not be limited to, all of the following:

**A. Duty of Response**

Fond du Lac County in its role as operator, and its respective employees and agents, shall acknowledge receipt of recommendations received from the Administrative Review Board, and shall consider and respond to those recommendations within 15 days. In the event the Administrative Review Board's recommendations are not followed as recommended, or are not followed within the time that is recommended by the Administrative Review Board, the Director of Administration shall provide an explanation to the Administrative Review Board outlining the reasons that the recommendations were not followed, or were not followed within the time requested. The Administrative Review Board may appeal any decision to the Fond du Lac County Executive within 10 days of

receiving the explanation from the Director of Administration. The County Executive shall meet with the board or its designated representatives before a decision is made on a recommendation of the board. The decision of the County Executive shall be final.

**B. Duty of Openness**

The County and its respective employees and agents, shall make available such information as is requested by the Administrative Review Board relating to the Communication Service. The County and Municipalities and their respective employees and agents shall meet with the Administrative Review Board on the Administrative Review Board's request, at a mutually agreed upon time and place.

**C. Duty of Support**

The County shall provide respective day-to-day support for the Administrative Review Board without charge.

**V. JOINT POWERS AGREEMENT**

The municipalities contemplate that this agreement will result in the provision of combined communication services subject to Section 256.35 of the Wisconsin Statutes. Therefore, the municipalities agree to annually enter into a Joint Powers Agreement pursuant to Section 256.35(9) of the Wisconsin Statutes, and to file such agreement as required by law with the Wisconsin Department of Justice.

**VI. INITIAL TERM AND AUTOMATIC EXTENSION**

The Agreement shall commence upon its execution by the parties. This Agreement shall automatically renew for additional one year periods, except that any party may provide notice of termination of its participation in this Agreement. Notice of termination must be in writing, and delivered by personal service or by certified mail, return receipt requested, to the clerk of the other municipalities.

A notice of termination or intent not to renew this agreement by Fond du Lac County must be received by the other parties at least one year prior to the end of the term. A notice of termination by the City of Fond du Lac, City of Waupun, or the Village of North Fond du Lac or the City of Ripon must be received by the other parties at least 120 days prior to the end of the term. Except for a notice of termination by Fond du Lac County, the Agreement shall automatically renew for an additional one-year period for those parties who do not provide a notice of termination as described above.

VII. TERMINATION UPON BREACH

Any party may terminate its participation in this Agreement upon the substantial breach by any other party of any of the provisions of this Agreement, if the terminating party has provided written notice to the other parties of the existence of the breach, and the breaching party has failed to correct or remedy the breach within 30 days of the receipt of the notice.

IN WITNESS WHEREOF, the parties hereto have set their hands the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF FOND DU LAC LAC**

\_\_\_\_\_  
Joseph Moore, City Manager

\_\_\_\_\_  
Margaret Hefter, City Clerk

**CITY OF WAUPUN**

\_\_\_\_\_  
Julie Nickel, Mayor

\_\_\_\_\_  
Angela Hull, City Clerk

**CITY OF RIPON**

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

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

\_\_\_\_\_  
Ann Schommer, City Clerk

**VILLAGE OF NORTH FOND DU LAC**

\_\_\_\_\_  
Mike Streetar, Village President

\_\_\_\_\_  
Nick Leonard, Village Administrator

**FOND DU LAC COUNTY**

  
\_\_\_\_\_  
Allen J. Buechel, County Executive

  
\_\_\_\_\_  
Martin F. Farrell, County Board Chair

  
\_\_\_\_\_  
Lisa Freiberg, County Clerk

**RESOLUTION NO. 2021 - \_\_\_\_\_**

**AUTHORIZED REPRESENTATIVE TO FILE APPLICATIONS  
FOR FINANCIAL ASSISTANCE FROM  
STATE OF WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND**

**WHEREAS**, it is the desire of the City of Ripon, Wisconsin, a municipal corporation, to file several applications for state financial assistance for its Private Lead Service Line Replacement Program, under the Wisconsin Environmental Improvement Fund (ss. 281.58, 281.59, 281.60, and 281.61, Wis. Stats.);

**WHEREAS**, it is necessary to designate a representative for filing said applications;

**BE IT THEREFORE RESOLVED** by the Common Council of the City of Ripon that the City Administrator is hereby appointed as the authorized representative for the City of Ripon for the purpose of filing these applications, and that the representative is further authorized and empowered to do all necessary things and take all necessary steps in connection with said applications.

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

ATTEST:

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

AYES \_\_\_\_\_ NAYES \_\_\_\_\_

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Approved as to form:

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

**RESOLUTION NO. 2021 - \_\_\_\_\_**

**RESOLUTION FOR OUTDOOR RECREATION GRANT APPLICATIONS**

**WHEREAS**, the City of Ripon is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

**WHEREAS**, financial aid is required to carry out the project; and

**THEREFORE, BE IT RESOLVED**, that the City of Ripon has budgeted a sum sufficient to complete the project or acquisition and

**HEREBY AUTHORIZES** the City Administrator to act on behalf of the City of Ripon to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

**BE IT FURTHER RESOLVED** that the City of Ripon will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this day \_\_\_\_\_ of April, 2021.

I hereby certify that the foregoing resolution was duly adopted by the Common Council at a legal meeting on the \_\_\_\_\_ day of April, 2021.

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

ATTEST:

\_\_\_\_\_  
Ann Schommer, City Clerk

**RESOLUTION NO. 2021 - \_\_\_\_\_**

**RESOLUTION AMENDING THE 2020 BUDGET**

**WHEREAS**, the Common Council of the City of Ripon adopted the 2020 City of Ripon Budget after publication and public hearing on November 10, 2020; and

**WHEREAS**, pursuant to Wisconsin Statutes 65.90(5)(a), to amend the amounts of the appropriations and the purposes for such appropriations in the city budget must be approved by a two-thirds (2/3) affirmative vote of the Common Council.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Ripon hereby amended and authorized the following budget appropriations for the budget year ending December 31, 2021:

**Original General Fund Expenditures**

General Fund Contingency Line Item: \$30,000.00 (10-1990-59100)

Total General Fund Expenditures: \$6,581,754.00

**Amended General Fund Expenditures**

General Fund Contingency Line Item: \$29,800 (10-1990-59100)

Total General Fund Expenditures: \$6,581,554.00

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

ATTEST:

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

AYES \_\_\_\_\_ NAYES \_\_\_\_\_

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

PUBLISHED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Approved as to form:



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Ludwig L. Wurtz, City Attorney



## Task Order #5

**To: City of Ripon**  
**100 Jackson Street**  
**Ripon, WI 54971**

**Date of Issuance: 04/23/2021**

**MSA Project No.: 00026027**

Based on the Master Services Agreement dated June 25, 2019 between the CITY of RIPON and MSA PROFESSIONAL SERVICES, INC. (MSA), this Task Order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** Grace & Lloyd Mitchell Senior Center – Schematic Design & Survey

### **Project Description:**

The City of Ripon is considering a new approximately 3,600 square foot Senior/Community Center with 300 square foot covered outdoor area resulting in a preliminary approximate 2022 construction cost of \$1,590,000. Expandability and trailhead accommodations shall also be considered. The proposed location is in Murray Park on Murray Park Drive in Ripon, Wisconsin. The exact project scope, design and cost will be developed as part of the proposed services for this project. A starting point is the concept design created by MSA dated March 31, 2020 for the CDBG CLOSE grant application.

The site work will include a parking lot, connecting sidewalks, some concrete patios and Stormwater provisions as required. The project does not include trail work at this time, but general planning and accommodations for the future adjacent trail connectivity will be included in the study.

An architectural site survey will be provided to assist in the consideration of the best location in the Park to place the facility.

### **The scope of the services authorized is:**

#### **I. Schematic Design Phase**

- a. Perform an Architectural Topographic Site Survey, extent is the southerly half of Murray Park (excludes the ball field areas).
- b. Meeting #1 - Kick-Off to review (may be virtual if desired by Owner):
  1. Project team and approach.
  2. Facility Potential/Options
    - Space Needs.
    - Facility Goals.
    - Opportunities.
  3. Previous Conceptual Design prepared for the CDBG CLOSE application.
  4. Global project budget.
  5. Project Milestone Schedule.

- c. MSA will prepare the following Pre-Design information in order to review and receive further Owner comments:
  - 1. Draft Space Needs Program with various Potential Project Components, associated order of magnitude budget.
  - 2. Prepare simply site location summary diagram of the park to depict general options.
- d. Owner video conference call to review.
- e. Further refine the Pre-Design information to reflect Owner comments.
- f. Meeting #2 - City Council/Stakeholder Workshop (if desired):
  - 1. Review initial ideas as previously developed.
  - 2. Brainstorm further facility use ideas.
  - 3. Review site placement locations.
  - 4. Prioritize facility desires.
- g. Prepare preliminary Schematic Design drawings and documents consisting of:
  - 1. Site Plan.
  - 2. Floor Plan.
  - 3. Exterior massing design.
  - 4. Updated budget summary.
- h. Coordinate geotechnical soil boring locations and obtaining a proposal for boring and report services for Owner selection and purchase.
- i. Meeting #3 - Review the design drawings and exterior massing (may be virtual if desired by Owner):
- j. Prepare Schematic Design package consisting of the following for approval by the Owner:
  - 1. Refined Site Plan.
  - 2. Refined Floor Plan.
  - 3. Building Cross Sections.
  - 4. Exterior design with finish material and fenestration (3D computer model).
  - 5. Updated budget summary.
  - 6. Tentative Milestone Schedule.
- k. Owner video conference call to review the Schematic Design drawings with the Owner. This could take place as a public Police Commission meeting if desired.
- l. Make minor revisions as needed.
- m. Deliverable: Schematic Design Package.

**Work Not included:**

- 1. Geotechnical investigation will be contracted directly with Owner and is estimated to be \$5,000.
- 2. Design Development, Construction Documents, Bidding and Construction Administration phases.

**The schedule to perform the work is:**

Approximate start:	May 3, 2021
Approximate completion:	July 1, 2021

**The lump sum fee for the work is:**

Architectural Topographic Site Survey	\$5,000
Schematic Design	<u>\$24,000</u>
<b>Total</b>	<b>\$29,000</b>

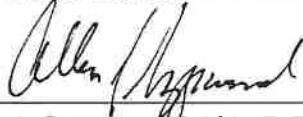
This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

**CITY OF RIPON**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Theodore Grant, Mayor  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Allen J. Szymanski AIA, P.E.,  
Architect/Engineer  
Date: 04/23/2021

\_\_\_\_\_  
Ann Schommer, City Clerk  
Date: \_\_\_\_\_

100 Jackson Street  
Ripon, WI 54971  
Phone: 920-748-4916

1230 South Blvd  
Baraboo, WI 53913  
Phone: 608-356-2771



# CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

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DATE: 4/23/2021  
TO: City Council  
FROM: Mayor Grant  
RE: Appointment

I would like to make the following appointment, subject to Council approval:

**Plan Commission**

- Lance Poppy (Appointment of a 3-year term through April 30, 2024)