



CITY OF WAUPACA
COMMON COUNCIL MEETING AGENDA
TUESDAY OCTOBER 6, 2020
VIA VIDEO / TELECONFERENCING
6:00 P.M.

CITY OF WAUPACA MISSION STATEMENT: "The city of Waupaca's mission is to lead creatively, plan wisely and spend prudently to provide the services that ensure a safe and vibrant community."

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLERK ON OPEN MEETING LAW COMPLIANCE**
- 4. ROLL CALL**
- 5. CONSENT AGENDA**

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Council member or City staff so requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda. The items selected for the Consent Agenda are as follows: Regular and Special Meeting Minutes, Monthly Income Report for the Parks and Recreation Department, Airport Hangar Reports, Monthly Department Head Reports, Payrolls and Bills, Quarterly Weights and Measures Reports, Quarterly Room Tax Reports, project invoices for projects previously approved by City Council, any low bid budgeted operating or capital expenditure under \$25,000 approved by the appropriate Board or Committee and any expenditure of non-city funds that received a unanimous recommendation.

A. PAY REQUESTS AND CHANGE ORDERS, INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL: none

B. MONTHLY/QUARTERLY/ANNUAL REPORTS:

1. Waupaca County Economic Development Corp. Monthly Report for September 2020

C. APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

D. MEETING MINUTES:

1. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on September 3, 2020
2. INLAND LAKES PROTECTION AND REHABILITATION DISTRICT MEETING
 - Minutes of a Public Hearing and Annual Meeting on September 1, 2020
3. AIRPORT BOARD
 - Minutes of a Regular Meeting on September 23, 2020
4. WAUPACA AREA FIRE DISTRICT

- Minutes of a Regular Meeting on September 29, 2020
- 5. LIBRARY BOARD
 - Minutes of a Regular Meeting on September 16, 2020
- 6. WAUPACA HISTORICAL SOCIETY
 - Minutes of a Regular Meeting on August 6, 2020
- 7. COUNCIL PROCEEDINGS
 - Minutes of a Regular Meeting on September 1, 2020

6. REGULAR AGENDA

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A) ANNOUNCEMENTS AND CORRESPONDENCE:

1. Change the November 3, 2020 Council Meeting to *Wednesday November 4, 2020* due to the General Election being held on that date
2. Resignation of John Gusmer from the Airport Board

B) PUBLIC INPUT

8. UNFINISHED BUSINESS: none

9. NEW BUSINESS:

- a. Purchase 720 and 740 Smith Street from Waupaca County Treasurer – Kathy Kasza, Finance Director/Treasurer
- b. Extension Agreement with Brown Cab – Kathy Kasza, Finance Director/Treasurer
- c. Assessor Maintenance Bids for 2021-2023 – Aaron Jenson, City Administrator
- d. Resolution No. 1466 (2020), A Resolution Supporting Connect Communities Program Application – Aaron Jenson, City Administrator
- e. Airport Hangar Lease Renewal with Waupaca Foundry – Aaron Jenson, City Administrator / Ald. Paul Hagen
- f. Ordinance No. 10-2020, An Ordinance Creating a New Section in Chapter 13.01(10) Lead Service Replacement, City of Waupaca Municipal Code (1st Reading) – Justin Berrens
- g. License Report No. 1513, Operator’s Licenses – Sandy Stiebs, City Clerk

10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED: none

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

12. ADJOURNMENT

/s/ Mayor Brian Smith

PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND. PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

NOTE: THIS MEETING WILL HELD VIRTUALLY VIA VIDEO / TELECONFERENCING.

Waupaca County Economic Development Corp.

Date: September 30, 2020

To: Mayors, Village Presidents, City Councils & Village Boards

From: David Thiel, WCEDC Executive Director

Re: Monthly Report for September 2020

We are eight months into an economic crisis that has caused more disruption than the 2008-9 Great Recession. Some things have started to become a little clearer as this crisis has been unfolding over the course of this year. According to a Harvard University study dated August 9th, Wisconsin has 35% fewer businesses in the hotel and restaurant industries since January of this year. Most economists think that the tourism and hospitality businesses will not fully rebound until the virus has stopped spreading to the point where people feel safe again. Manufacturing, which is the most significant employment and income-generating sector for Waupaca County, as well as the State of WI, has returned much of their workforce from the initial layoffs during the late March and April timeframe, when considerable parts of the WI economy were closed in an attempt to stop the spread of the virus. In fact, the overall WI unemployment numbers have continued to go down month after month, as more and more businesses have been able to resume operations, with a number of additional safety measures in place of course. In March of this year, Waupaca County had an unemployment rate of 3.4%. That rate almost quadrupled in April to 12.5%. By June, Waupaca County's unemployment rate was down to 7.2%, and the August rate is 5.2%, which is the most recent figure put out by the WI Department of Workforce Development.

With the above information as the background, I have re-started some of the work that I was involved with prior to March of this year. That work started after the most recent WCEDC Workforce Summit held in October of 2019. I was approached after that event by the Waupaca School District Superintendent, Ron Saari. He was very excited about the information presented at the Summit, to the point that he asked if I would return to Waupaca with him to hold a roundtable discussion with some of his staff (to further discuss the information presented at the Summit). I went over to their offices at the Waupaca High School after closing up the event. That discussion eventually led to a community advisory group called the Waupaca Growth Committee. A sub-committee, consisting of Ron, myself, and City Administrator Aaron Jenson, was put together to formulate a plan of action and bring it back to the larger group. I brought in My Marketing Director owner Bill Zeinert to assist us in that task.

At the final meeting of the sub-committee in February, before the health crisis changed everyone's to do list for months, Bill unveiled a marketing plan that was built off of the research, experience and results we have gathered over several years of operating the Waupaca County Marketing Cooperative. Bill and I had discussed for years how we thought we could use very similar strategies to attract workers that we were using to attract visitors. Bill was now expanding our theory to include attracting residents and students. In order to accomplish that, Bill and I suggested we could initiate a new research project based on the same model we initially used for the Marketing Cooperative. We also suggested that we use the same company, Claritas, to provide the data. However, instead of providing visitor zip codes to Claritas, in order for them to

identify the lifestyle characteristics of the people visiting Waupaca County, we would provide Claritas with Waupaca County property addresses and have them identify the lifestyles of the people living here. We could then use the same messaging channels developed by the Marketing Cooperative over the past nine years, in order to try and influence people with similar lifestyles living in other parts of the State and/or the U.S., to consider moving to Waupaca County. We told Ron and Aaron that we would need 3-4 months to put the research project together, and then the pandemic struck Wisconsin about two weeks after our February meeting.

Because this new research project could benefit the entire County, I proposed to my Board of Directors that the WCEDC pay for this new project with funds from the Marketing Cooperative. That made sense because Waupaca County and eight of its municipalities pay \$36,000 per year to have the WCEDC operate the Marketing Cooperative. The WCEDC Board approved my request at their May meeting and My Marketing Director began the project soon thereafter. By the middle of September, the data had been purchased, analyzed and was ready to be deployed. Below is a preview of what a typical marketing plan would look like utilizing this new data. Bill and I are both excited about getting back involved with the Waupaca Growth Advisory Committee to show them this data. We also have begun working with the New London Economic Development Committee on a housing development project they have been focused on for a while.

<p>Recruit</p>	<p>High count. High index.</p> <p>Clusters who account for more than 1.5% of the overall state population, and index more than 100 for Waupaca County.</p>	<p>Convert like-minded non-residents to make the move to Waupaca County.</p>
<p>Retain</p>	<p>Low count. High index.</p> <p>Clusters who already identify with lifestyles available in Waupaca County but are less than 1.5% of the overall state population.</p>	<p>Enhance existing resources and strengthen current resident's commitment to county.</p>
<p>Attract</p>	<p>High count. Low index.</p> <p>Clusters who account for more than 1.5% of the overall state population, but who index less than 100 for Waupaca County.</p>	<p>Create NEW opportunities to attract these segments to Waupaca County.</p>
<p>Niche</p>	<p>Low count. Low index.</p> <p>Clusters who account for less than 1.5% of the overall state population, and index less than 100 for Waupaca County.</p>	<p>Requires monumental changes and extensive marketing.</p>

**CITY OF WAUPACA
PARKS AND RECREATION BOARD**

**REGULAR MEETING
COUNCIL CHAMBERS AND
VIA VIDEO / TELECONFERENCING**

THURSDAY, SEPTEMBER 3, 2020

5:17 P.M.

A. ROLL CALL

Present: Loren Fritz, Mary Trice, Mark Jensen, Town of Farmington, Ald. Dave Peterson, Ald. Eric Olson, Pat Phair, and John Kneer.

Absent: Jeff Barlow, Town of Dayton, (excused), Dana Gustke, Town of Waupaca, (excused) and Gabe Klug, Youth Representative (unexcused)

Also Present: Cassandra Humke, Recreation Programmer, Trish Nau, Principal Planner ECWRPC

B. APPROVE AGENDA

MOVED by Mr. Phair, **SECONDED** by Ald. Olson to **APPROVE** the Agenda. 7 ayes, 0 nays, 3 absent.
MOTION CARRIED ON A VOICE VOTE.

C. APPROVAL OF MONTHLY REPORTS

- **Revenue and Expenditure Reports**

MOVED by Mr. Jensen, **SECONDED** by Ms. Trice to **APPROVE** the Monthly Reports. 8 ayes, 0 nays, 2 absent. **MOTION CARRIED ON A VOICE VOTE.**

D. CORP PLAN GOALS AND VISIONING – TRISH NAU, PRINCIPAL PLANNER ECWRPC

Ms. Nau gave a brief overview of the process for the Comprehensive Outdoor Recreation Plan. She said the group is in phase 2 and 3 of the project for September and October. This includes visioning, smart goal setting and preliminary recommendations with survey results in at the October meeting. The group can then build off the survey results, recommendations and an action plan. Phase 4 completes the process with finalization of the document and then present the plan to City Council.

She gave a brief overview of the SWOT analysis, (strengths, weaknesses, opportunities, threats). There was general discussion of the SWOT analysis beginning with strengths. Strengths mentioned were the following:

- Public beach

Parks and Recreation Board Meeting
September 3, 2020

- Greenspace and water in all of the park spaces
- Trail system
- Community access
- Strong programs
- City and township teamwork
- Playgrounds
- Skateboard park
- Sled hill
- Storybook trail
- Senior center
- Senior programs
- Partnership with the schools
- Cleanliness of the parks
- The number of unique parks
- Volunteer groups helping with flowers, art murals, etc.

Weaknesses:

- Eco Park is currently under utilized
- Maintenance of trails
- Equity and accessibility of programs
- Ice skating rink
- Swimming pool for winter swimming
- Cost of programs for some people
- Winter programs

Opportunities:

- Need more kayaking
- Promote leisure activities in the greenspaces, trails and water
- Good long term planning should be done for anything such as a pool, or other waterfront improvements
- Other trail opportunities, trail bike
- Outdoor classroom at Eco Park
- Disc golf course

Threats:

- Indoor water opportunities in other communities
- Variety of amenities
- Outdoor fitness equipment

Parks and Recreation Board Meeting
September 3, 2020

- Pricing for youth programs
- Teen groups, difficult to get engaged in programs
- Splash pad in Manawa

Ms. Nau moved to the goal building exercise with smart goals. The goals should be specific, measurable, achievable, and relevant or time bound.

Seven categories: Health and fitness, variety, conservation, accessibility and level of service, partnerships, financials and quality of life and rate them on a scale of 1-10.

- Health and fitness: 9, 8, 8.5, 8.5
- Variety: 10, 7, 7, 9, 8
- Conservation: 10, outdoor conservation programming: 8
- Accessibility and design: 9, 9, 9, 8
- Partnerships: 7.5, 9
- Financial, cost effectiveness: 9, 9, 9, 8
- Quality of life: 10

Goals:

- Establish a community wide system of parks
- Programming services for every age group
- Bicycle and pedestrian plan, comprehensive system and routes to city
- Addressing and promoting your water, habitat restoration
- Encourage and work with municipalities

Ms. Nau mentioned that at the October meeting she plans to discuss survey results and information from the poster boards. All of the information helps create recommendations, strategy and a 5-year action plan.

E. RECREATION PROGRAMS UPDATE – KASSANDRA HUMKE

Recreation Programmer Cassandra Humke reviewed the reasoning behind providing a drive-in style movie for the community with 'Park and Watch' at Swan Park on August 21. An average of 2-3 people per car in approximately 53 cars attended the movie.

She also gave a brief overview of the new 'E-Sports League' where participants will race each other using Mario kart on a video console.

'Disc Golf 101' is a repeat of the summer program opportunity. There were multiple requests to see if we would run the program again.

Ms. Humke explained her idea for the 'Building with Perler Beads' program as a fun way to get kids together and be creative.

Ms. Humke gave a brief overview of the 'Virtual Escape Room'. Participants will register for this free program online to receive a URL code. The URL code will bring the participants to a Google form that has a story line. Participants need to follow the story line by going out to parks and trails and correctly answer questions from the story in order to proceed to the next question. Participants will not know if they have correctly answered the final question in the story. Only correct answers of the final question will be submitted in a drawing to win a prize.

Swan Park will host the Halloween Party in a drive-through style on Friday, October 30.

Ms. Humke said she received very good feedback regarding the new summer programs this year. She is also working on collaborating for a golf lesson program at a neighboring golf course. She mentioned she is working on providing a football camp. Each participant would have their own football and work on throwing, catching, running, routes and defense drills.

Mark Jensen left the meeting.

F. ANY OTHER BUSINESS - none

G. ADJOURNMENT

MOVED by Ald. Olson, **SECONDED** Mr. Phair to **ADJOURN** the September 3, 2020 Regular Parks and Recreation Board Meeting. 6 ayes, 0 nays, 4 absent. **MOTION CARRIED ON A VOICE VOTE.**

The meeting adjourned at 6:35 P.M.

Andrew Whitman
Parks and Recreation Director

tj

CITY OF WAUPACA

**PUBLIC HEARING
VIA VIDEO / TELECONFERENCING**

**TUESDAY, SEPTEMBER 1, 2020
6:01 P.M.**

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson

Absent: none

PUBLIC NOTICE

CITY OF WAUPACA INLAND LAKES PROTECTION AND REHABILITATION DISTRICT MEETING

NOTICE IS HEREBY GIVEN, that the Public Hearing and Annual Meeting of the City of Waupaca Public Inland Lakes Protection and Rehabilitation District will be held on the 1st day of September, 2020 at 6:00 p.m. in the Council Chambers, City Hall, 111 S. Main Street, Waupaca, Wisconsin.

AGENDA

Public Hearing and Annual Meeting on proposed budget for 2021:

1. Call to order
2. Roll Call
3. Approve Agenda
4. Approval of minutes of the Annual Meeting on August 20, 2019
5. Resolution No. IL-49
6. Adjournment

INLAND LAKES OPERATING BUDGET

	2021 PROPOSED	2020 ESTIMATED	2019 ACTUAL
REVENUES			
Property Taxes	\$10,000	\$10,000	0
Proposed Grant	\$0	\$19,054	0
TOTAL REVENUES	\$10,000	\$29,054	0
DISBURSEMENTS			
Contract Services	\$2,500	\$27,054	\$1,718
Advertising	\$200	\$200	\$184
Miscellaneous	\$0	\$0	\$155
Supplies	\$500	\$400	\$320
TOTAL DISBURSEMENTS	\$3,200	\$27,654	\$2,377
ESTIMATED BALANCE ON HAND	\$9,058	\$2,258	\$858

To operate the District under the proposed budget for 2021, it WILL be necessary to place a mill rate on taxable property within the City of Waupaca. Further expenditures may result in a tax in the future.

Publish: August 20 and August 27, 2020

Sandy M. Stiebs
City Clerk

Inland Lakes Public Hearing
September 1, 2020

Mayor Brian Smith asked for testimony in favor of the subject and limit comments to 3 minutes or less.

Aaron Jenson, City Administrator read Carol Elvery's, 33 Shadow Woods Lane, Waupaca, member of Friends of Mirror and Shadow Lakes Group, letter of support into the record. Ms. Elvery spoke in favor of the proposed Inland Lakes Budget for 2021 as follows, "I wish to thank the Lake District and the City Council for supporting the Friends of Mirror and Shadow Lakes for the last 16 years. The staff liaisons have been very supportive and helpful in finding ways to achieve our goals. Thanks to John Edlebeck and Justin of Public Works and Russ, Aaron and now Andrew of Parks and Rec. Special thanks to Andrew who had to pick up for me last Fall. I support the resolution in support of the proposed budget for the Lake District for fiscal 2021. Much of the work on the water has been done by volunteers up to now. We have pretty well done as much as lay people can and are in need of expert guidance. That is what I expect the city will receive as a result of Onterra's Lake Management Plan. Regardless, there will be costs to using their expertise. I am sure you will continue to have a group of loyal volunteers to assist and support the experts. They are also essential to the process. Please continue to support and appreciate them. Please continue to fund the District in a way that protects both Mirror and Shadow Lakes in the future. They are one of Waupaca's special features."

Hearing no further testimony in favor of the subject, Mayor Smith asked for testimony in opposition of the subject.

Hearing no further testimony in favor or in opposition of the subject, Mayor Smith declared the Public Hearing closed at 6:06 P.M.

Mayor Brian Smith, Chairperson

ss

**CITY OF WAUPACA
INLAND LAKES PROTECTION & REHABILITATION DISTRICT**

**ANNUAL MEETING
VIA VIDEO / TELECONFERENCING**

**TUESDAY, SEPTEMBER 1, 2020
6:06 p.m.**

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson

Absent: none

1. APPROVAL OF AGENDA

MOVED by Ald. Hackett, **SECONDED** by Ald. Phair to **APPROVE** the agenda as printed. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED** on voice vote.

2. APPROVAL OF MINUTES OF THE ANNUAL MEETING ON AUGUST 20, 2019

MOVED by Ald. Kjelland, **SECONDED** by Ald. Martin to **APPROVE** the minutes of the Annual Meeting of the Inland Lakes Protection and Rehabilitation District on August 20, 2019 and places on file for the record. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED** on voice vote.

3. RESOLUTION NO. IL-49

Andrew Whitman, Parks and Recreation Director explained the revenues by saying that \$10,000 will come from property tax revenues to be used for the removal of aquatic invasive species, phosphorous issues or runoff issues. Kathy Kasza, Finance Director added that the \$10,000 property tax revenue only equates to 2 cents per thousand for each property owner within the city.

MOVED by Ald. Martin, **SECONDED** by Ald. Kjelland to **APPROVE** Resolution No. IL-49. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

4. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Chesnut, the City of Waupaca Inland Lakes Protection and Rehabilitation District adjourns until the next annual meeting in August 2021, subject to call. 10 ayes 0 nays 0 absent. **MOTION CARRIED** on voice vote.

Meeting adjourned at 6:14 p.m.

Mayor Brian Smith, Chairperson

ss

**CITY OF WAUPACA
AIRPORT BOARD MEETING**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**WEDNESDAY, SEPTEMBER 23, 2020
5:40 P.M.**

Present: Ald. Paul Hagen, Chairperson, Jeff Lange, James Woroniecki, John Gusmer arrived at 5:40 p.m., and Shane Lehman, Waupaca Foundry Representative arrived at 6:00 p.m.

Absent: Leota Studzinski Youth Representative (unexcused)

Also Present: Beth Christiansen, Plane Guys Aviation, Fixed Base Operator, Keith Gilbertson, Service Manager, Premier Motorcars, Kathy Kasza, Finance Director/Treasurer and Aaron Jenson, City Administrator

1. APPROVE AGENDA

MOVED by Mr. Lange, **SECONDED** by Mr. Gusmer to **APPROVE** the Agenda as presented. 4 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

2. APPROVE THE MINUTES OF THE JULY 22, 2020 MEETING

MOVED by Mr. Gusmer, **SECONDED** by Mr. Lange to **APPROVE** the Minutes of the July 22, 2020 meeting and place them on file. 4 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**3. REVIEW MANAGER'S REPORT, HANGAR REPORT AND TRAFFIC
COUNT REPORT – BETH CHRISTIANSEN, PLANE GUYS AVIATION,
FIXED BASE OPERATOR**

Beth Christiansen, Fixed Base Operator reported that replacing the snow removal equipment is going to be bumped again because BOA is having issues with getting waivers due to the fact all equipment has to be American made. Ms. Christiansen thanked Public Works Director Justin Berrens for having dirt delivered to fill the sink holes and also thanked Brian Long for using his equipment to fill those holes. She mentioned that the Brunner Hangar large hangar door will need to have the cables replaced before next year. There was another unauthorized vehicle caught on the runway again which Ms. Christiansen has dealt with. Ms. Christiansen thanked Klatt Aero for repairing the Jet A fuel farm and also thanked Roger Hansen and the City Street Department for replacing the terminal roof.

MOVED by Mr. Lange, **SECONDED** by Mr. Woroniecki to **APPROVE** the Manager's Report, Hangar Report and Traffic Count Report and places it on file. 4 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

4. PRESENTATION BY KEITH GILBERTSON, SERVICE MANAGER, PREMIER MOTORCARS WITH DISCUSSION AND BOARD ACTION TO FOLLOW

Beth Christiansen, Fixed Base Operator said that Keith Gilbertson, Service Manager with Premier Motorcars was in attendance to ask the board for approval to allow Wanta Go Fast to rent the Airport to host half mile events where two cars are sent down a mile-long runway at the same time and they cease the run at a half mile. The speed is clocked with top speed winning the day, adding that they carry the necessary insurance levels required, they will supply portable bathrooms, have food trucks available and they only hire local support for towing, medical, etc. Mr. Gilbertson elaborated on the details and requested a two-day event held at the Waupaca Airport to be scheduled sometime in summer of 2021. There was discussion on including a Young Eagles flying event in conjunction with the racing event.

MOVED by Mr. Woroniecki, **SECONDED** by Mr. Lange to **APPROVE** Mr. Gilbertson's request for a 2-day racing event for Wanta Go Fast at the Waupaca Municipal Airport to coincide with a Young Eagles flying event in summer of 2021. 4 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

Shane Lehman entered the meeting at 6:00 p.m.

5. DISCUSSION AND ACTION ON CREW CAR REPAIRS

Ms. Christiansen explained that the crew car needs substantial repairs and she has received three quotes to have it fixed. She has asked the board if they wanted to have it repaired or if it is not worth repairing should they look around for another vehicle or possibly use one of the city owned taxi cabs that will be retired and coming up for sale. This item was tabled.

6. DISCUSSION AND ACTION ON AIRPORT HANGAR LEASE RENEWAL WITH WAUPACA FOUNDRY

Ald. Paul Hagen said that the city and the Waupaca Foundry have agreed to the Airport Hangar Lease that is included in the packet. Aaron Jenson, City Administrator added that the proposed Lease is for 10 years versus 30 years and he checked with the Bureau of Aeronautics (BOA) when looking for a fair amount to charge. After reviewing other municipal airport rates he determined that \$.15 per square foot (\$840 per year) with a 3% annual escalator in years 6-10 was an average rate that most accurately reflects the current market.

MOVED by Mr. Lange, **SECONDED** by Mr. Woroniecki to **APPROVE** the Airport Hangar Lease Renewal with Waupaca Foundry for the amount of \$.15 per square foot (\$840) per year with a 3% annual escalator in years 6-10. 5 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

7. LIST OF BILLS AND ANY OTHER INVOICES THAT MAY COME BEFORE THE BOARD

MOVED by Ald. Hagen, **SECONDED** by Mr. Lange to **APPROVE** the List of Bills as presented. 5 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

8. CONFIRM NEXT REGULAR MEETING DATE NOVEMBER 18, 2020

MOVED by Mr. Lange **SECONDED** by Ald. Hagen to **CONFIRM** the next Airport Board meeting date of November 18, 2020. 5 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

John Gusmer sent his resignation from the Airport Board to Mayor Smith and Ald. Paul Hagen thanked him for his many years of service to the City and the Municipal Airport.

9. ADJOURNMENT

MOVED by Ald. Lange, **SECONDED** by Mr. Woroniecki to **ADJOURN** the September 23, 2020 Regular Airport Board Meeting. 5 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

Meeting adjourned at 6:26 p.m.

Ald. Paul Hagen
Chairperson Airport Board

ss

**FIRE DISTRICT COMMISSION MEETING
FIREMEN'S MEETING ROOM, FIRE STATION, WAUPACA,
Masks over mouth and nose are required
TUESDAY, SEPTEMBER 29, 2020
12 P.M. (NOON)**

Minutes of Meeting

CALL TO ORDER **Chairman Steve Gall call this meeting to order at 12:06 pm.**

OPEN MEETING STATEMENT: This meeting and all other meetings of this Commission are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so that the citizenry may be aware of the time, place and agenda of this meeting. **Was read by Chairman Steve Gall**

ROLL CALL(P = Present; A = Absent)

Evan Abrahamson, Town of Waupaca	P	Craig Nelson, Town of Farmington	P
John Miller, Town of Dayton	P	Brian Smith, City of Waupaca	P
Steve Gall, Town of Lind	P		
Jerry Deuman, Fire Chief	P	Kim Nelson, Assistant Chief	P

Others in Attendance:

None

APPROVE OR AMEND AGENDA

It was moved by

Abrahamson

Seconded by

Nelson

To approve the Agenda as presented. Motion carried by unanimous voice vote.

APPROVE MINUTES OF PRIOR MEETINGS HELD ON JULY 28, 2020.

It was moved by

Gall

Seconded by

Miller

To approve the Minutes of Prior meeting Held on July 28, 2020.

Motion carried by unanimous voice vote

AUTHORIZE PAYMENT OF BILLS SINCE LAST MEETING.

It was moved by

Nelson

Seconded by

Miller

To authorize the payment of bills since last meeting.

Motion carried by unanimous voice vote

FIRE CHIEF'S REPORT (Chief's report and requests will be handed out at meeting):

a. Announcements

See below. No action.

Waupaca Fire District Commission Meeting 09/29/20

Announcements

- 226 Calls for 2020
- Yearly banquet. Postponed until further notice. COVID status dependent

Personnel

- Lieutenant position (no decision)
- Resignations
 - Jason Grenlie 20+ years
- Additional Personnel
 - Paul Glodowski, Weyauwega (pending approval) Background Check Complete
 - Daniel Volkman, (pending approval) Background Check Complete

Other Items

- COVID – 19
 - Sanitizing / cleaning after each call.
 - Having meeting in the apparatus bay(social distancing)
 - Fire Prevention. No in person prevention talks / tours.
- Sesquicentennial planning (moving forward)
 - May 22, 2021
 - Parade, Bands / activities
- Retirement Program
 - State retirement program. Enlisted in to program.
 - Getting rid of old. Annuity (bad business)
 - Received check to deposit in a CD to pay off retired members.
 - Working on Cash surrender values for life insurance policies.
- Veterans Home FD?
- Full time personnel? Budget for 2022

Equipment

- Apparatus.
 - Repairs on 909(Aerial) Hydraulic seals, turntable, ladder certification.
 - Repairs on 904 (engine) water pipe at pump, engine mounts bad.
 - Rotating engine / Tender each month is working well

Inspections

- Kim Nelson Report

EFFECTIVE: 9/28/20

Chief Deuman,

I have proudly served the Waupaca area fire district for the past 20 plus years. The time has come for me to retire from my position. I really enjoyed my time here and want to thank all of you for your hard work and dedication.

Cheers,

Jason Grenlie

b. Personnel

See Above. Plus:

It was moved by Smith seconded by Gall to accept Jason Grenlie's resignation, with regrets. Motion carried by unanimous voice vote.

It was moved by Gall seconded by Smith to appoint Paul Glodowski as new Fireman. Motion carried by unanimous voice vote.

c. Retirement account for Firemen

See above. No action.

d. Other items

See above. No action.

e. Fire inspections

Assistant Chief Kim Nelson reported that they are still out doing inspections. Will be caught up by the end of the year. Are behind because of shutting down inspections for a couple months because of the covid-19.

APPROVE 2021 BUDGET.

It was moved by

Gall

Seconded by

Miller

To authorize Budget 2021.

ROLL CAL VOTE (Y = Yes or Aye; N = No or Nay)

Evan Abrahamson, Town of Waupaca	Y	Craig Nelson, Town of Farmington	Y
Jim Peglow, Town of Dayton	Y	Brian Smith, City of Waupaca	Y
Steve Gall, Town of Lind	Y		

ANY OTHER BUSINESS WHICH MAY COME BEFORE THE COMMISSION AND IS COVERED BY LAW

None

NEXT MEETING DATE: Tuesday, November 24, 2020 at NOON.

ADJOURNMENT It was moved by Gall seconded by Miller to Adjourn. Motion carried by unanimous voice vote. Adjourned at 12:52 pm.

Steve Gall, Chairman

Mailing List:

Farmington, Craig Nelson, N4228 Morgan Dr., Waupaca, froval@icloud.com

Dayton, Jim Peglow, rx4fire@hotmail.com

Waupaca, Evan Abrahamson, N3514 County Rd E, Waupaca, chairtownofwaupaca@yahoo.com

Lind, Steve Gall, N2228 Cty Rd A, Waupaca, stevegall@swiderskiequipment.com

City of Waupaca, Brian Smith, 111 S Main St, Waupaca, bsmith@cityofwaupaca.org

Jerry Deuman, Fire Chief, jdeuman7415@gmail.com

Kim Nelson, Assistant Fire Chief, ksnelson@charter.net

Waupaca County Post, alandsverk@mmcllocal.com

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY SEPTEMBER 16, 2020, 4:30PM
VIRTUAL TELECONFERENCE MEETING

Mission Statement: "...committed to offering opportunities for connections innovation, and engaged learning."

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. MINUTES FROM MEETING HELD WEDNESDAY, AUGUST 19, 2020

ACTION ITEM: APPROVE minutes of August 19th Meeting

4. MONTHLY BILLS FOR AUGUST 2020, **BILLS \$79,104.81, PERSONNEL \$71,744.01**

ACTION ITEM: APPROVE August bills with personnel costs and donation expenditures

5. LIBRARY EXHIBIT ROOM

A. Exhibit Coordinator's Report

6. LIBRARY STATISTICS FOR AUGUST 2020

- A. Fine Income, Copy Income and Meeting Room Income Reports
- B. Volunteer Hours, Reference Transactions, Library Visits & Internet Use
- C. Interloan Chart (No Data)
- D. Circulation Chart with Municipality Statistics (to be distributed)

7. DEPARTMENT REPORTS

A. Director's Report

ACTION ITEM: APPROVE using fund balance for overage in supplies and technology line items

ACTION ITEM: APPROVE closing early at 5:00pm on Monday, September 21 due to scheduled power outage.

- B. Adult Services Report (authored by Adult Program Librarian and Adult Services Librarian)
- C. Youth Services Report
- D. Teen Services Report

8. COMMITTEE REPORTS

- A. Library Finance Committee
 - a. Meeting scheduled for September 16
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. No Meeting
- D. Personnel Committee

9. OLD BUSINESS

- A. Strategic Plan (to be distributed)

10. NEW BUSINESS

- A. Incident Report
- B. OWLS Membership Agreement 2021-2022

ACTON ITEM: APPROVE the 2021-2022 OWLs Membership Agreement

- C. OWLS Minutes

11. ANNOUNCEMENTS & CORRESPONDENCE

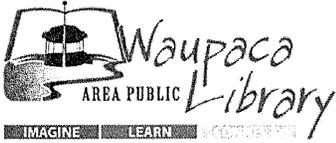
- A. Next meeting will be Wednesday, October 21, 2020 at 4:30 pm

12. ADJOURNMENT

PLEASE CALL PEG BURINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND.

THIS IS A VIRTUAL MEETING. YOU WILL RECEIVE AN EMAIL LINK FOR THE MEETING.

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF
WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS



CITY OF WAUPACA

WAUPACA AREA PUBLIC LIBRARY BOARD

REGULAR MEETING 2020

WAUPACA CITY COUNCIL CHAMBERS

DATE:

TIME:

1. ROLL CALL

- Present:**
- Julie Eiden, President
 - Ald. Lori Chesnut, Vice President
 - Glenda Rhodes
 - Mary Zimmerman [excused]
 - Steve Thomaschefsky
 - Holly Olsen, Treasurer
 - Karyn Morrissey, Youth on Board [joined at 5pm]
 - Joyce Boyer
 - Rebecca Thieme-Baeseman [excused]
 - Ald. Paul Hagen, City Council Alternate (non-voting member)

- Also Present:**
- Peg Burington, Library Director
 - Patsy Servey, Adult Services Librarian
 - Liz Kneer, Exhibit Room Coordinator Other
 -

2. APPROVAL OF AGENDA

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

OPEN MEETINGS LAW STATEMENT

"This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting."

was stated by

3. APPROVAL OF MEETING MINUTES

FROM MEETING HELD

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

4. MONTHLY BILLS

Approve bills from

in the amount of

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

B. Exhibit Room Coordinator's Report (report attached)

6. LIBRARY STATISTICS FOR

A. Fine Income, Copy Income and Meeting Room Income Reports

Fine Income:
Copy Income:
Meeting Room Income:
Material Replacement:

B. Volunteer Hours, Reference Transactions, Library Visits and Internet Use

Volunteer Hours:
Reference Transactions:
Library Visits:
Internet Use (wireless):
Internet Use (stations):

C. Interloan Chart

Items Loaned:
Items Borrowed:

D. Circulation Chart with Municipality Statistics

Total Circulation for past month

7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

B. Adult Services Report (report attached)

ACTION ITEM:

D. Children's Department Report (report attached)

ACTION ITEM:

E. Teen Department Report (report attached)

ACTION ITEM:

8. COMMITTEE REPORTS

A. Library Finance Committee:

Immediately following the September 16, 2020 Library Board Meeting.

B. Library Planning Committee:

C. Library Policy Committee:

D. Library Personnel Committee:

ACCEPT the amended minutes from July 18, 2020. MOVED by Ms. Chesnut
SECONDED by Mr. Tomaschefskey, MOTION PASSED ON VOICE VOTE 7
ayes, 0 nays, 2 absent

APPROVE pay increase for Taylor Wilcox (from \$17.51 to \$19.00/hour) and
Molly Reinke (from \$12.36 to \$15.00/hour). MOVED by Ms. Boyer
SECONDED by Ms. Chesnut, AMENDED WITH: retroactively as of August 1,
2020 7 aye, 0 nay, 2 absent MOTION PASSED ON VOICE VOTE

9. OLD BUSINESS

10. NEW BUSINESS

11. ANNOUNCEMENTS & CORRESPONDENCE

OWLS minutes from October

Next meeting will be held:

September 16, 2020

12. ADJOURNMENT

MOVED by

Mr. Thomaschefsky,

SECONDED by

Ms. Boyer,

to

Adjourn

Ayes:

8

Nays:

0

Absent:

2

MOTION CARRIED on a voice vote.

to **ADJOURN** the Regular Library Board Meeting.

Meeting adjourned at

5:32 pm

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

PS

Bills August	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	TOTAL BUDGET		\$ 764,740.00				
	TOTAL PERSONNEL AUGUST		\$ 71,744.01				
	TOTAL BILLS FOR AUGUST		\$ 79,104.81				
	YTD EXPENDITURES		\$ 521,079.27				
	REMANING BUDGET		\$ 243,660.73				

Exhibit Room Report

Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda September 2020

The Exhibit Room Committee resumed meeting on September 9. Exhibits are still on hold until 2021, but we will work on craft kits to distribute this fall, as well as an ornament kit for the Yuletide Trail on December 12.

I am working with library staff on the Read Woke fall reading challenge; we are meeting every other week to coordinate marketing, strategy, and programming. I am helping with graphics, as well as assisting Patsy with the Beanstack website.

Snapshot was a wonderful opportunity to have an outdoor, in-person exhibit. Entries remained on display through September 9.

I continue to attend monthly marketing meetings, adult programming meetings, and WAACN meetings to coordinate programming and maintain our strong community relationships and collaborations.

Snapshot (August 1-October 10)

The Snapshot Exhibit and Great Neighbor Shout Out were installed on the City Square bandstand through September 9. The website for both events will remain online into the fall. You can click [here](#) to visit the virtual exhibit.

This exhibit was a wonderful partnership between Waupaca Community Arts Board and Waupaca CHAT.

2020 Schedule

- *Thinking Money for Kids*: December 14, 2019-January 25, 2020
- *Youth Art Month*: February 15-early/mid June
- *Summer Reading Program: Read 5000*: June 15-August 31
- *Snapshot*: August 1-October 10
- *Roots of Jazz (Partnership with Winchester Academy)*: October 17/early December **POSTPONED**
- *Cooking Themed Exhibit*: December/early February **POSTPONED**

2021 Schedule

- *Food/Kitchens/Cooking*: December/early February
- *Youth Art Month*: February/March
- *Rooted in Imagination: Author/Illustrators Missy Mittel & Amy Ward/Earth Day*: April-June
- *Summer Reading Program*: June/July
- *Ruth Wydeven (Dort's artist friend)*: August/September

2020 Fine Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$400.59	\$204.06	\$210.05	\$76.05	\$0.00	\$31.79	\$102.75	\$71.33					\$1,096.62
Waived												
\$22,705.76	\$1,424.84	\$785.70	\$268.40	\$308.87	\$1,057.46	\$2,268.41	\$4,538.41					\$33,357.85
2020 Running Total												
\$400.59	\$604.65	\$814.70	\$890.75	\$890.75	\$922.54	\$1,025.29						\$1,025.29
2019 Running Total												
\$603.58	\$1,281.18	\$2,134.87	\$2,847.27	\$3,559.81	\$3,895.29	\$4,651.91	\$5,443.14	\$6,137.81	\$6,823.87	\$7,330.03	\$7,955.38	\$7,955.38
2018 Running Total												
\$566.48	\$1,287.38	\$2,174.85	\$2,965.92	\$3,634.45	\$4,286.10	\$5,161.17	\$5,942.62	\$6,484.81	\$7,162.46	\$7,831.31	\$8,302.91	\$8,302.31
2020 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 600.59	\$579.41	\$284.54	\$2.27	\$3.32	\$65.39	\$170.19	\$266.18					\$ 1,971.89
2019 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 416.89	\$429.28	\$604.38	\$530.13	\$550.63	\$593.60	\$551.30	\$588.23	\$574.79	\$602.65	\$536.86	\$438.86	\$ 6,417.60
2020 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$493.50	\$254.00	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00					\$1,128.00
2019 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$223.50	\$111.50	\$189.50	\$196.50	\$525.00	\$533.00	\$302.50	\$121.50	\$123.25	\$364.00	\$359.50	\$289.00	\$3,338.75
2020 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$247.50	\$360.99	\$182.55	\$246.54	\$17.00	\$78.00	\$89.00	\$316.00					\$1,537.58
2019 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.78	\$170.00	\$258.95	\$690.29	\$804.06	\$563.47	\$469.00	\$520.39	\$216.13	\$322.40	\$419.39	\$773.09	\$5,618.95
2020 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$72.78	\$75.83	\$11.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$160.30

2020 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020	40	40.5	0	0	0	0	0	0					81
2019	38	34	43	105	68	233	262	71	65	74	46	114	1,151
2018	52	32	101	89	74	297	225	53	63	39	32	39	1,094
2017	75	129	130	64	91	429	393	107	89	117	63	83	1,771

2020 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020	982	999	669	265	829	1,295	1,490	1,328					7,857
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201
2018	809	1,145	1,320	1,211	1,039	1,163	1,077	835	933	1,107	991	865	12,495
2017	957	969	1,028	895	936	1,050	976	1,182	935	923	815	725	11,391
2016	900	1,063	1,091	1,129	988	1,219	1,389	1,067	1,063	993	914	854	12,670

2020 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020	9,351	9,409	3,451	0	0	60	844	4,232					27,347
Fridays after 5	101	123	na	0	0	na	na	na					224
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140
2018	10,359	8,925	10,051	9,107	8,817	12,306	13,803	10,359	8,641	9,908	8,983	7,634	118,893
2017	9,544	10,560	11,717	10,404	10,142	13,528	18,349	13,530	9,482	10,622	9,070	8,330	135,278
2016	10,128	10,598	11,183	11,312	10,002	13,883	14,348	14,300	10,720	10,983	10,604	9,362	137,423

2020 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020 Wireless	1,107	1,147	901	234	443	509	636	681					5,658
2020 Stations	1,163	1,086	591	0	0	132	211	na					3,183
2019 Wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 Stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Director's Report

August/September 2020

The Trustee Training offered in August is available through slides and recordings found on this website <https://www.wistrusteetraining.com/recordings>. I had time to view the recorded sessions and recommend the sessions on **Equity, Diversity, Inclusion: What Library Trustees Need to Know** and **Core Values of Librarianship**. I think they address some of the questions that have recently come up in our Board Meetings and help build a solid foundation of knowledge about libraries. I'd be happy to set up a study room or conference room for anyone who wants to watch them at the Library.

Since the migration on August 15th, much of our energy and time has been directed towards the **new circulation software system**. There were a few hiccups but we are mostly stable now. Staff have been really good about learning and using the new procedures and should be commended for their Herculean efforts. We are still trying to figure out the new reporting structure to provide monthly statistics. I will provide the missing pieces as soon as I am able.



Staff has been dealing with the increase in circulation this past month. In addition to increased volume, the regular delivery schedule has been reinstated with five-day-a-week delivery. The quarantining process is being strictly observed, which makes for crowded work spaces. Curbside delivery has tapered off but there are still patrons who prefer the convenience or the safety aspects of this service option. I can see continuing this service in some capacity after we recovered from the pandemic.

In August 2016, the Library Board signed a contract which would allow patron accounts, who had bills for materials in excess of \$50, to be sent to the collection agency Unique Management. Since the Safer @ Home mandate we suspended sending delinquent patrons to Collections. Now that our book drops are open 24/7, we have resumed Collections activities. Paula Reedy attempted to contact all patrons who would be eligible before their accounts were sent to Collections. I agreed to waive the \$10 collection fee for **contacted** patrons when they return all materials. We have \$500 budgeted for Collections and have spent about \$120 year to date.

Update on Director's Goals for 2020-2021

1. Detailed instructions for processes that are the sole responsibility of the Director.
 - **Completed** documenting Quick Books, City Financial Software and agenda preparation in August
 - Will continue to update documentation as procedures change
 - **Need to complete** documentation on using Adobe Acrobat Professional to prepare the Board Packet for publication; and filing procedures
2. Oversee staff training in new circulation platform
 - **Initial training completed by August 17th**. There will be ongoing training as the software is developed. Much of the credit for this accomplishment can be given to Laura Jandacek and Patsy Servey who served as our trainers and to OWLS for getting us through the migration.
3. Provide leadership on the Community Compassion Project
 - Worked with the Arts Community to install the compassion flags downtown
 - Reimagining "Life Class" to meet current needs to understand systemic racism with assistance from Laura Jandacek
 - Participated in interview with U.S. Representative Mike Gallagher (podcast link to be shared with Library Board upon publication)
 - Supporting role in the Fall Reading Challenge, "Read Woke."
4. Concentrate efforts on Strategic Plan Initiatives: Access, Marketing, Connectedness and Inclusive Services (see report on Strategic Plan)
5. Communication among staff and colleagues
 - Met with other city leaders to improve communication efforts
 - Regularly held (or participated in) Management Team, Library staff and Department Head meetings

We continue to be over budget in the Supplies line item. We have also spent technology funds for washable keyboards and mice. I am carefully tracking Covid 19 related expenditures. Unfortunately the expenditures for regular supplies and technology related purchases, including our annual computer replacements still need to go forward. I don't expect to see reimbursement for Covid 19 expenses until sometime next year. I would ask the Board to approve using fund balance to cover those expenses until reimbursement is received.

ACTON ITEM: APPROVE using fund balance for overage in supplies and technology line items

Due to the construction taking place at Bank First, the building will experience a planned power outage on Monday September 21 at 6:00 pm. I would ask that the Library close at 5pm that day.

ACTON ITEM: APPROVE closing early at 5:00pm on Monday, September 21 due to scheduled power outage.

Respectfully submitted by Peg Burington

August 2020 Adult Services Report

Adult Programs

As the Summer Reading Program continues to wind down, we (Children, Teen and Adult departments) post approximately two times daily on social media primarily Facebook, but also some Instagram.

The library partnered with the Waupaca Historical Society during the month of August to distribute historical craft kits to the public. Overall the craft kits have been very super popular this summer. I am very thankful that we have connected with various groups to be able to provide ongoing craft kits throughout the summer reading program. August 10 we started handing out Victorian Fancywork Bean Mosaic kits, two weeks later on August 24, we started handing out Teddy Bear Craft Kits.

We received approximately 100 recipes, stories and photos for our pandemic cookbook and have started the editing process.

We exceeded our goal of 5000 books read with a total of 5808, 183 people registered for the **Adult** Reading Challenge this year. A Grand Prize winner was chosen and I created a \$50 tailor made gift basket specifically for that patron. She was overjoyed to receive it and allowed us to post a photo on our Facebook page.

Adult Circulation & Information Report

Library services continue picking up, especially after the state mandate for wearing masks. We believe that people feel comfortable visiting the library now that people are required to wear masks, but also because of our safety precautions. There have been a few who were frustrated because of the requirements, or families who could not enter because of the parent to child ratio. Staff continues to work hard finding ways to serve these patrons despite their not being able to enter the building.

Laura Jandacek and I conducted a staff training day for the new CARL circulation software on August 7th and the system went live on August 17th. We struggled for the first two weeks but by day 14 things were beginning to settle into a rhythm. My time was fully consumed with training, fielding challenges, and working with OWLS on computer work arounds. The staff at OWLS worked tirelessly to support all of the libraries in the system and were a great help to us.

Beanstack, our online reading program software, invited our library to participate in a webinar. Over 100 librarians around the US joined in as we shared our favorite things about Beanstack and how we implemented the community challenge of reading 5000 books together. This was my first time giving a webinar presentation.

The Social Connectedness Action Team has been steadily moving forward looking for ways to implement our plan in a covid environment. You may have received a notice about Neighborhood Partners inviting you to nominate a neighbor for recognition. We hope to eventually have a safe gathering to celebrate good neighbors together, but in the meantime, we will share the stories that we gather on social media and perhaps in the newspaper and on radio. The ultimate goal is for a neighborhood to emerge that would like to do community building work together. We will also be working on a positive messaging campaign, perhaps using flags on the light posts of Main Street similar to the kindness art and the graduation images.

Respectfully submitted by Laura Jandacek and Patsy Servey

Children's Dept. Board Report – August 2020

The best quote from August came from a friend who works for the Wisconsin Dept. of Public Instruction. She was commiserating with us about our tendency to compare one summer to the past summer. She said, "This year it's like comparing apples to.....the apocalypse!" How true!

Children's Dept. staff worked hard toward community engagement this summer. Without being able to actually be with families, we relied on virtual content. This virtual content is difficult to measure. Coming off a spring where students were burned out of screen time made it even more difficult. I am very proud of the work we produced. We found hidden talents which could be our pathway to the library of the future.

Beanstack, our online reading challenge, helped us organize our WEREAD5000 challenge. I am proud to report that we exceeded our goal by having 5808 books by August 31st. This will help us set a new, higher goal for next year. We provided prize drawings (\$20 Chamber Gift Certificates) throughout the summer that promoted local business. One Grand Prize Winner was selected to receive a \$50 gift basket on August 31st. The young man that was selected by Beanstack had made a personal goal to read all 57 books in a series over the summer. What a marvelous reward for sticking to a reading goal!

108 Children registered to participate
53 Active Readers submitted books and activities for badges
5 Children submitted 9 book reviews
Kids read 53% of our 5808 books!

Moving ahead to the new challenges that fall and the start of school brings, has urged us to add another outcome to our list of departmental goals.

1. Access to books and promote reading
2. Out-of-school learning/staying curious/lifelong learning
3. Connections: to the library, to the community to each other
- 4. Support students/families/teachers in the multiple learning styles**

Recognizing that children in some families are homeschooling, real-time virtual learning, and in-person learning, gives us more opportunity for collaboration. Understanding where the greatest needs are will require a listening ear to the pulse of our community. Keeping dialogue open between staff and parents, staff and teachers, staff and administrators, staff and kids, will be the only factor that will keep true library service relative and useful. I encourage you all to share any feedback you may be hearing about needs in our community during this time of suspended in-person programming.

We are continuing with providing curbside "Take & Make" kits and plan to collaborate with the Waupaca Park & Rec Dept. on a Halloween event at Swan Park. Video book talks and story reading will continue with targeted audiences in consideration. We will continue to host our First Graders in a virtual tour and an opportunity to get their very first library card.

Respectfully submitted,
Sue Abrahamson, Children's Librarian

August 2020 Board Report

Teen Department

The teen programs we hosted virtually over the summer went very well! Taylor, the Teen Librarian, is excited to introduce some new programs and continue some old ones during the school year. On August 31st, we had 42 total teens registered in our Teen Summer Library Program and they read 491 books of the 5,808 books read over the summer! Taylor also knows of many teens who, despite not reading specifically for the Summer Library Program, we're reading heavily over the summer!

Page Turners, our virtual Teen Book Club, has 8 members and our teens love it enough that they have voted to keep meeting throughout the school year! This club will continue to meet each Wednesday at 4:00 P.M. In August, our teens all voted and decided to read and discuss *The Hate U Give* by Angie Thomas in September. Our first meeting went over well and our teen members brought some very insightful questions and observations to the discussion.

Our Teen Dungeons & Dragons Club will be continuing into the school year, but we are taking a break in September to plan for future sessions. Starting in October, the Teen Department will be offering 2 Dungeons & Dragons game sessions per month via Zoom. Switching to Zoom over the school year will open up the club to our younger Teen patrons due to Discords age restrictions. Each game session will have 5 available player slots that teens will be able to sign up for. However, each month we will select one game (one-shot) to play, and play it at both sessions which means that players will only be able to sign up for one session each month. These game sessions will offer our teens a chance to socialize outside of school while exploring in-depth environments and practicing their abilities to coordinate and overcome challenges together.

In October, also known as Teentober, we're hoping to show some appreciation for our Teen Patrons by offering the following activities: a library-wide reading contest, a month-long art event, and a take-and-make activity for our teen patrons.

August Teen Programs and Events Included:

- Teen Dungeons & Dragons Club: 3 regular members, every other Friday in August.
- Page Turners (Every Wednesday in August): 7 members attend almost every meeting.
- Teen Summer Library Program: 42 teens registered! 491 books read and logged! Congratulations to Alex, our grand prize winner in the Teen Department!

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

September 8, 2020

MEMBERSHIP AGREEMENT
Waupaca Area Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Waupaca Area Public Library, located in the City of Waupaca, County of Waupaca, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Waupaca Area Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Waupaca Area Public Library.
- (4) The Waupaca Area Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Waupaca to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Waupaca Area Public Library Board certifies that the Waupaca Area Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Waupaca County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Waupaca in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Waupaca Area Public Library Board agrees that the Waupaca Area Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Waupaca Area Public Library Board meeting;
 - (b) Minutes of each Waupaca Area Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Waupaca Area Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of services to users with special needs;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Waupaca Area Public Library for providing library service to residents of Waupaca County living outside of municipalities with public libraries in accordance with the Library Service Plan for Waupaca County;
- (3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
- (4) Provide to the Waupaca Area Public Library:
- (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
- (5) Provide to the Waupaca Area Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Waupaca Area Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.

- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes s. 43.18*, the Waupaca Area Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2022 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2022, the term of this agreement shall be automatically extended through December 31, 2023.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Waupaca Area Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)

Outagamie Waupaca Library System
Board of Trustees
July 23, 2020 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe online via GoToMeeting.

PRESENT: Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Marilyn Herman, David Hovde, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

EXCUSED: Will Bloedow, Bobbie Buchholtz, Mike Hankins, Nate Wolff.

OTHERS PRESENT: Bradley Shipps, Liz Kauth.

Frola moved, seconded by Marnocha, to approve the agenda as presented. Motion carried.

Trentlage moved, seconded by Hovde, to approve the June 18, 2020 meeting minutes as presented. Motion carried.

Frola moved, seconded by Herman, to approve the 2019 audit. Motion carried.

Trentlage moved, seconded by Marnocha, to accept the June 2020 financial report and file for audit. Motion carried.

Girod moved, seconded by Craig, to approve checks and EFTs numbered 31776- 31802 inclusive in the amount of \$118,147.22 and payroll-related expenditures in the amount of \$92,686.18.. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Trustees reviewed the Computer Support Policy. No action taken.

Trustees reviewed Trustee Essential 15. No action taken.

Having completed the agenda, the meeting was adjourned by President Forsythe at 6:58pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*

WAUPACA HISTORICAL SOCIETY BOARD MTG. VIRTUAL AUGUST 6, 2020

President Dennis called the Virtual meeting to order 5:03 P.M.

Roll call Present: Dennis Lear, Tracy Behrendt, Ron Arthur, Jeff & Nancy Weasner, Brian Godfrey, Kent Pegorsch, Mike Kirk, Lori Chesnut, Tim Drake, Marge Witt & Betty Stewart.

Agenda: OK as is.

July Board Minutes reviewed – Ron motioned approval, seconded by Kent. Motion accepted.

REPORTS: Mike – Depot: worked on cleaning the caboose roof. We had some visitors who wore masks. All 4 of them were virtual RR fans. Photos of caboose were taken. Turned in the bills for the floor. Brett worked on painting. Lane helped us put in 2 new windows. Later we will work on potato car. The Whispering Pines 1932 milk truck is being repaired. The Foundry has cast the yoke bracket for the school bell. Jan has always worked so much with us at the Depot. She stopped in say her husband, Tim, has died. Tracy will send her a sympathy note.

Director-Tracy Report presented. We have had about 30 appointments. Linda Kirk has taken a break from cleaning the Holly Center. We are doing the cleaning ourselves. We had about 5000 or 6000 views of our website photos. Our Newsletter will be mailed next week. Monday the Victorian craft kits for the kids will start. In about 2 weeks, the teddy bear craft kits will begin. Cookbook from pandemic times is being compiled. Whispering Pines wagon is being repaired.

Holly Center roof: Mike talked to Lane Streck about the lift, which can extend about 40 feet up. Mike also talked to Don of (H. of Habitat), who will measure for the Hutchinson House fence later. Treated wood is difficult to obtain. Dennis thanked Mike for all his work.

Executive Committee has reviewed our Phase 2 COVID Plan. Ron made a motion that all 2020 programs & rentals be cancelled to the end of the year. Notify all speakers. Other delayed programs from earlier in 2020 now have new dates for 2021. Nancy seconded. Motion accepted. Nancy also explained that at the brat fry's, Plexiglas is in front on table and the area is roped off.

Treasurer-Ashlie: Current budget presented. Ashlie is added as the Community Foundation contact and has been added to the Janssen e-mail so she can enter figures. Our PPP Fund to us is still pending.

Unfinished Business: Holly Center second floor furnace/air conditioner needs replacement. We have quotes from Sunshine & Wesley but await more quotes before making the decision of who gets our order. Interest in forming a Building and Grounds Committee. Mike, Jeff, Dennis and Brian all volunteered to be on the committee. Dennis motioned to form the new committee with above members; Nancy seconded. Motion accepted.

New Business: Chamber of Commerce brochure rack – Jeff motioned that we pay the \$50 for the year; seconded by Ashlie. Motion accepted.

Voting Proxy: Ron sent Tracy the proxy & she inserted it into the current Newsletter.

Nancy motioned to adjourn, Mike seconded. Motion accepted. Meeting concluded at 5:46 p.m.

Betty Stewart, Secretary

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**TUESDAY SEPTEMBER 1, 2020
6:14 P.M.**

1. CALL TO ORDER

Pursuant to regulations, the Common Council of the city of Waupaca met on the above date and time.

2. PLEDGE OF ALLEGIANCE

3. CLERK TO READ OPEN MEETING STATEMENT

Sandy Stiebs, City Clerk stated this meeting and all other meetings of the Common Council are open to the public. Proper notice has been posted and given to the Media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

4. ROLL CALL

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson

Absent: none

A quorum was declared.

Also Present: Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, City Attorney Tom Hart, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Chief Brian Hoelzel and Josh Werner, IT Community Media Director

5. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Council member or City staff so requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda. The items selected for the Consent Agenda are as follows: Regular and Special Meeting Minutes, Monthly Income Report for the Parks and Recreation Department, Airport Hangar Reports, Monthly Department Head Reports, Payrolls and Bills, Quarterly Weights and Measures Reports, Quarterly Room Tax Reports, Second Reading of Ordinances, if received a unanimous recommendation at the previous meeting, project invoices for projects previously approved by City Council, any low bid budgeted operating or capital expenditure under \$25,000 approved by the appropriate Board or Committee and any expenditure of non-city funds that received a unanimous recommendation.

- A) PAY REQUESTS AND CHANGE ORDERS, INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL:** none
- B) MONTHLY/QUARTERLY/ANNUAL REPORTS:** none

C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

D) MEETING MINUTES:

1. LIBRARY BOARD
 - Minutes of a Regular Meeting on August 19, 2020
2. WAUPACA HISTORICAL SOCIETY
 - Minutes of a Regular Meeting on July 2, 2020
3. SENIOR CENTER ADVISORY BOARD
 - Minutes of a Regular Meeting on July 21, 2020
4. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on August 6, 2020
5. COUNCIL PROCEEDINGS
 - Minutes of two Public Hearings and a Regular Meeting on August 4, 2020

MOVED by Ald. Hackett, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Consent Agenda as printed. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

6. REGULAR AGENDA

City Clerk Sandy Stiebs said that additional information was uploaded to the city website under No. 9 New Business, Letter a, Resolution No. 1465.

MOVED by Ald. Olson, **SECONDED** by Ald. Chesnut Council **APPROVES** of the Regular Agenda as amended. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A. ANNOUNCEMENTS AND CORRESPONDENCE:

1. **Presentation of Certificate of Appreciation to Daniel Wasrud for 5 years of service to the city** – Officer Wasrud was not present Mayor Smith thanked him for his dedication and 5 years of service to the city.
2. **Waupaca Area Chamber of Commerce Proclamation** – City Administrator Aaron Jenson read the Waupaca Area Chamber of Commerce Proclamation into the record.

B. PUBLIC INPUT - NON AGENDA ITEMS: none

8. UNFINISHED BUSINESS: none

9. NEW BUSINESS:

- a. **Resolution No. 1465, Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$6,100,000 General Obligation Promissory Notes – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy Kasza said that as part of the 2020 Budget, the Capital Improvement Fund provided for borrowing \$1,500,000 to finance a portion of the 2020 capital projects. Staff has been reviewing with RW Baird, the City's financial advisors, the options available for financing the projects. Due to the favorable financial position the City is in, and the lower rates available on the open market; it was determined to again go out to bond for the 2020 capital projects, as well as, an estimated amount (\$2.5 Million) for the 2021

capital projects to take advantage of the lower interest rate environment we are in, especially since 2021 is the year the City will be financing its portion of the Main Street Reconstruction project. Due to the lower rates, staff is also recommending that the 2010 Refunding Bonds for the outstanding TID #8 principal amount be called and refinanced. The estimated savings of the refinancing would provide \$563,000 in interest and allow the TID debt to be paid off by 2024 instead of 2030; which will allow the City to close that TID earlier than originally estimated. Justin Fischer, from RW Baird, is attending the meeting to review the financing illustration and answer any questions relative to the sale.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Resolution No. 1465, Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$6,100,000 General Obligation Promissory Notes. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

b. Ordinance No. 08-2020, An Ordinance that Repeals and Recreates Chapter 13.02 Sewer Use Regulations, City of Waupaca Municipal Code (1st Reading) – Justin Berrens, Public Works Director

Public Works Director Justin Berrens read Ordinance No. 08-2020 into the record for the first reading.

c. License Report No. 1511, Operator’s Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Hackett, **SECONDED** by Ald. Martin, Council **APPROVES** of License Report No. 1511, Operator’s Licenses, pending background checks and payment of any monies owed to the city. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED: none

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

Mayor Smith said that he and staff have decided that all future city meetings will be held virtually through September 2020.

12. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Olson, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday September 15, 2020, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 6:53 P.M.

Mayor Brian Smith

E2316 Lamplighter Lane
Waupaca, WI 54981
September 19, 2020

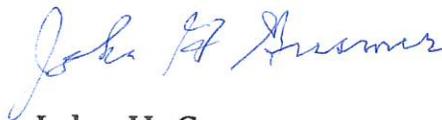
Brian Smith, Mayor
Waupaca City Hall
111 S. Main Street
Waupaca, WI 54981

Dear Mayor Smith:

This letter is to confirm our discussion Thursday. I have been fighting Parkinson's Disease for more than a year. This does not give me much energy to spend on my civic duty on the Airport Board. I regret that the Waupaca Airport Board is one of the activities that I must curtail. This letter is my resignation from the Waupaca Airport Board.

I thank you for the opportunity to serve where I could use my background.

Sincerely,



John H. Gusmer

City of Waupaca
Council Agenda Item Staff Report

FROM: Kathryn Kasza
Finance Director/City Treasurer 

DATE: September 25, 2020

SUBJECT: Purchase 720 & 740 Smith Street from Waupaca County Treasurer

DISCUSSION:

The staff received notice from Waupaca County that several properties were for sale that were taken through tax foreclosure. The two (2) vacant parcels located at 720 & 740 Smith Street abut City owned property in the area (see attached map). Waupaca County Treasurer will accept the City purchasing the properties for \$2,823.95. It is staff's recommendation that the City acquire the properties to be able to control and possibly market in the future. Funding for the purchase is available using TID #4 since the properties are within the boundaries.

If you have any questions regarding the item, please contact me prior to the meeting.

REQUESTED ACTION:

Recommend the Common Council approve purchasing 720 & 740 Smith Street from the Waupaca County Treasurer in the amount of \$2,823.95, as presented.





**City
Administrator**

Aaron Jenson, City Administrator
111 S. Main Street • Waupaca, WI 54981
ajenson@cityofwaupaca.org
www.cityofwaupaca.org
715.258.4411

To: Mayor Smith, Members of City Council
From: Aaron Jenson, City Administrator
Date: 10/6/20
Re: Assessment Services Bid for 2021- 2023

Background: Since 2005 Bowmar Appraisal Inc. has been performing the City’s annual assessment maintenance service. Bowmar has provided this work in an effective manner and has had a positive working relationship with the City over this time. Since 2005 their contract has been set to automatically renew at the end of each contract year. This summer we have taken the opportunity to prepare a bid document and request proposals for annual maintenance services along with an exterior revaluation that would take place in 2023.

Summary: To be consistent with our procurement policy, staff prepared a request for proposals and distributed an RFP to all 31 Assessment Services listed in our region per the Wisconsin Department of Revenue’s website. The bid document was emailed to all parties on Friday, August 14th and the bids were due on Monday, September 21st at 2:00 p.m. The RFP process only resulted in two submittals. One was Bowmar Appraisal Inc. and the other was Accurate Appraisal LLC. Here are the results from the process.

• Bowmar Appraisal Inc.	21-22 Annual Maintenance Cost:	\$22,500
	23 Ext. Re-evaluation + Maintenance:	<u>\$82,000</u>
	Total:	\$127,000
• Accurate Appraisal LLC.	21-22 Annual Maintenance Cost:	\$20,500
	23 Ext. Re-evaluation + Maintenance:	<u>\$92,000</u>
	Total:	\$130,200

Per their proposals Bowmar Appraisal Inc. comes in \$3,200 lower over the next three years for maintenance costs and revaluation work. The total costs outlined above accurately reflects the City’s needs, along with the timeline that staff feels is most appropriate for a revaluation to occur. We included an exterior revaluation into our bid for a number of

reasons. A revaluation has not been done in the City since 2005. Since that time property value ratios in residential and commercial have dipped into non-compliance ranges. The State mandates a full revaluation if a City has 6 years out of compliance. The plan to perform an exterior revaluation in 2023 would rebalance the residential and commercial values to ensure all City taxpayers are paying their fair share of taxes. It would also do so in a year that we are planning to close TID #6 and TID #3. When performing revaluations there are often properties in which mill rates increase and many where they decrease. The plan to conduct a revaluation in the same year as the closure of TID #6 and #3 would mean property values that increased will be offset by overall property value being added to the tax roll. This could mean a combined positive impact even for those properties in which assessed value increased due to the revaluation.

Bowmar Appraisal Inc. has had a good working relationship with staff and in addition to being the low bid, staff feels comfortable from an efficiency and working relationship standpoint in entering into a 3-year contract with Bowmar Appraisal Inc.

Recommendation: To enter into a 3-year contract with Bowmar Appraisal Inc. (2021-2023) to complete annual maintenance and an exterior revaluation for an amount not to exceed \$127,000.

Attachments:

- *Request for Proposals Document (Prepared by Staff)*
 - *Bowmar Appraisal Inc. Bid Document*
 - *Accurate Appraisal LLC Bid Document*
-



REQUEST FOR PROPOSAL
FOR
ASSESSMENT SERVICES
FOR THE
CITY OF WAUPACA, WISCONSIN

DUE DATE:
Monday, September 18 2020
at 2:00 PM

CITY OF WAUPACA REQUEST
FOR PROPOSAL FOR
ASSESSMENT SERVICES
Table of Contents

I.	INTRODUCTION.....	1
	Purpose of Document.....	1
	Background Information.....	1
	Due Date of Proposal.....	1
	Cost of Information Preparation.....	2
	Acceptance/Rejection of Process.....	2
	Amendments and Withdrawal.....	2
	Questions/Surveying Premises.....	2
	Term of Engagement.....	3
II.	TIME REQUIREMENTS.....	3
III.	SPECIFIC SERVICES REQUIRED.....	3
IV.	ASSESSMENT SOFTWARE.....	7
V.	CITY OBLIGATIONS.....	7
VI.	GENERAL PROPOSAL REQUIREMENTS.....	8
VII.	OTHER INFORMATION.....	10
VIII.	EVALUATION CRITERIA.....	10
IX.	FINAL SELECTION.....	11
X.	RIGHT TO REJECT PROPOSALS.....	11

I. INTRODUCTION

Purpose of Document

The City of Waupaca is seeking proposals from qualified assessment firms/individuals to provide annual assessment services for the City of Waupaca, Wisconsin, (hereafter, referred to as “City”) located in Waupaca County, for the 2021 and 22 assessment rolls. The City is seeking a firm/individual to serve as its statutory assessor and to provide annual maintenance work in a competent, timely, efficient, cost- effective and customer service-oriented manner.

Background Information

The City has a population of 6,069 and it is located in Waupaca County, WI. The City’s 2020 Preliminary Equalized Value (including manufacturing and TID) is \$466,714,700. The City has 6 active Tax Incremental Financing Districts.

The City has the following parcel counts (from 2020 Statement of Assessment for Waupaca County):

	<u>Total Land</u>	<u>Improvements</u>
Residential	1,926	1,703
Commercial	418	352
Manufacturing	29	26
Agricultural	20	0
Undeveloped	13	0
Agricultural Forest	2	0
Forest Lands	9	0
Other	<u>0</u>	<u>0</u>
Total	2,417	2,081

Personal Property Accounts: For 2020, 401 accounts

A city-wide market revaluation was completed in 2005.

Due Date of Proposal

Proposals must be received by Aaron Jenson, City Administrator, by 2:00 p.m. on September 18, 2020. The effective date when the contract work is to begin is January 1, 2021.

Aaron Jenson, City Administrator
111 S. Main St.
Waupaca, WI 54981

Cost of Information Preparation

The costs of developing and submitting a proposal, discussions required to clarify items related to the proposal, and/or future interviews is entirely the responsibility of the applicant. All proposals and other information provided to the City become the property of the City. The City reserves the right to use such proposals and other material or information and any of the ideas presented therein without cost to the City.

Acceptance/Rejection Process

The City may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The City will award the contract for assessment services based upon the proposal that the City determines is in the best interests of the City.

The City reserves the right to reject any and/or all proposals received. The City will reject any proposal that does not meet all of the terms, services, and conditions requested in this RFP.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. **Responders must include acknowledgment of all addenda as part of the RFP.** Any withdrawal is effective upon issuance of such notice.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Questions/Surveying Premises

All site visits must be scheduled in advance and confirmed by contacting the City Administrator.

Applicants are encouraged to carefully inspect the community and facilities of the City, and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the

obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Term of Engagement

This proposal is for the term beginning January 1, 2021 and ending upon completion of the 2022 assessment roll. In addition, the bidder must be willing to answer questions/defend the tax roll if needed beyond the completion of the roll as needed.

II. TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	September 18, 2020
Selected firm notified (anticipated):	October 7, 2020
Coverage beginning date (no later than):	January 1, 2021

III. SPECIFIC SERVICES REQUIRED

1. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The assessor shall designate a qualified and responsible employee to supervise the operation of the assessor's staff for the entire contract period. The individual shall be certified Assessor Level II. The individual designated as such shall be available to the City for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The assessor shall be accountable and report to the City Administrator or his/her designee. The assessor shall meet with the City Administrator or designee on a regularly

scheduled basis as applicable (not less than monthly) to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.

2. The assessor and his/her City-approved designee(s) will not maintain regular office hours.
3. The assessor shall oversee and assist in all assessment-related clerical duties and customer service, as needed.
4. The assessor will provide a phone number and email address for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls and emails within twenty-four (24) hours.
5. The assessor will assist in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
6. The assessor will assist in the field review and assessment of new construction as of January 1st of the current year.
7. The assessor will assist in the performance of interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
8. The assessor will assist in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
9. The assessor will assist in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.
10. The assessor will be diligent in discovering and assessing all personal property. Assessor will assist in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
11. The assessor will oversee the mailing out of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will assist in the collection of the name and address of each personal property contact person, separate

- from the business name. The assessor shall keep on file in the office a doamage listing prior to open book review.
12. The assessor will assist in the accounting of all buildings destroyed or demolished.
 13. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption from property tax, and will mail written determinations to owners when requests are received.
 14. The assessor will assist in taking digital photographs of new construction on or about January 1st annually, and also during the review process if needed.
 15. The assessor will assist in maintaining and annually updating property owner lists, with current name and address changes.
 16. The assessor will assist in validating sales and providing assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.
 17. The assessor will annually update all property owner information with new legal descriptions electronically.
 18. The assessor will assist in the mailing of Notice of Assessment to property owners and others as required by Wisconsin Statute.
 19. The assessor shall notify the City Clerk for the publication of open book and Board of Review notices prior to open book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
 20. The assessor will work with the City Clerk who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings. The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of open book contacts to file with the State required AAR (Annual Assessor's Report).
 21. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor shall update the City's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review. The assessor shall oversee updating the City's assessment computer data. Assessment roll summaries and totals shall be forwarded to the City Clerk, Finance Director, City Administrator, the Waupaca County Property Lister, and Waupaca County Treasurer.

22. The assessor will attend the Board of Review hearings, serve as City staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review assessment modifications as approved.
23. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
24. The assessor will assist in valuing all mobile homes in parks as required by law.
25. The assessor will assist in valuing all airport hangers and buildings on leased land as required by law.
26. The assessor will assist in the coordination with the Real Property Listing office of Waupaca County to facilitate the compatibility with the Waupaca County computer system and the digital transfer of data and values.
27. The assessor shall also perform all other duties incidental to the normal duties of the assessor, including, but not limited to, reports necessary for the tax incremental financing districts (TIDS), tracking omitted property values for future rolls, work associated with ag use conversion notices, and municipal boundary agreements.
28. The assessor will be required to provide 100% performance bond or stand-by letter of credit to the City prior to the start of the contract in the amount of the full contract price.
29. All assessment files and records created and data collected by the assessor shall remain the property of the City. Records removed for work in progress shall be returned to the City offices.
30. The assessor shall communicate openly and in a timely manner with proper City personnel and the public regarding assessment matters. The assessor is encouraged to interface with the business and residential community and the media to provide greater clarity of the assessor's role in the property taxation and valuation process.
31. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
32. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the City.

33. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be actively certified and in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.
34. The assessor will provide and update the City with a listing of all personnel assigned. Copies of each employee's certificate shall be supplied to the City.
35. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the assessor's employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the City upon written request from the City.
36. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.
Limits of Liability shall not be less than:
 - a. Workers compensation statutory limits
 - b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit
 - c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit
37. The assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.
38. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Real Property Listing Office of Waupaca County. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
39. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.
40. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.

41. The assessor shall be required to execute a contract with the City that incorporates the information included in this RFP.
42. If during the term of the contract state statutes are amended regarding regulatory reporting for assessment liability, the contract may be altered or amended.

IV. ASSESSMENT SOFTWARE

The City of Waupaca is currently uses Market Drive software for all assessment work.

V. CITY OBLIGATIONS

1. The City currently employs a full time employee (Community Development Specialist) who has a strong assessor background and is certified as a property appraiser.
2. The City shall allow access by the assessor to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
3. The City shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement. Postage and envelopes, with the City's return address, will be provided by the City, along with the typical office supplies.

VI. GENERAL PROPOSAL REQUIREMENTS

1. Submit a total of three (3) copies of proposal, with one being unbound and single-sided.

2. All proposals must identify the firm name, address, and specific assessment service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the City's point of contact for the work to be performed; experience with conducting a revaluation process; identify experience with assessment evaluation of potential tax-exempt properties, demonstrate accuracy of assessment work.
3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the City of Waupaca for which your firm currently provides assessment services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.
4. The proposal shall include the total annual compensation rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment years 2021 and 22.
5. Proposals shall clearly list the fee for each assessment year for the proposed contract in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, transportation costs, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the firm/individual.
6. For future planning, the assessor shall provide separate cost estimates for a future exterior revaluation and market revaluation of City property. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall possess the Assessor 2 level of certification (or the level prescribed by the Wisconsin Property Assessment Manual). Staff should be competent and certified to perform such a revaluation of commercial and residential property. The revaluation will not be part of the services for this contract, as this would be through a separate agreement. The assessor shall also provide a timeline in which revaluation services for each type can be completed.
7. The proposal shall identify five (5) references from Wisconsin municipal clients of a size similar to the City of Waupaca for which the assessor and the person/persons to be assigned as the City's point of contact for the work to be performed and has provided assessment and/or revaluation services with the past two (2) years. References must include the name, title, address, and business phone number of the contact person.
8. The assessor shall provide a detailed resume of the person or persons assigned as the City's statutory assessor/point of contact for the work to be performed.
9. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of

Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license.

10. The assessor is advised to carefully inspect the community, the assessment records, and facilities of the City of Waupaca and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.
11. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.
12. The successful assessor will have five (5) years' experience in Wisconsin municipal government assessing, including re-evaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments.
13. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the City of Waupaca considering experience, price, and other factors. The City reserves the right to accept or reject any and all proposals received.
14. If a proposal is accepted, the assessor shall provide a certificate of insurance naming the City as additionally insured for the purposes of general and professional liability protection.
15. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents and employees while performing acts ostensibly under the terms of this contract. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

Limits of Liability shall not be less than:

- a) Worker's compensation Statutory Limits
- b) Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit.
- c) Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit.

VII. OTHER INFORMATION

A "sealed" original (unbound and single-sided) and three (3) copies of the Assessment Services Proposal must be received at the address listed below by no later than 2:00 PM on September 18th, 2020. Sealed envelopes shall be marked: City of Waupaca Assessor Services Proposal.

Include the dollar cost bid in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid Proposal for City of Waupaca Assessment Services for 2021 and 22.

Proposals shall be submitted to:

City of Waupaca
Attn: Aaron Jenson, City Administrator
111 S. Main St.
Waupaca, WI 54981

VIII. EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the RFP specifications requirements:

1. Demonstration of successful experience in providing general assessment services to Wisconsin municipalities of similar size as the City of Waupaca.
2. Personnel management experience.
3. Past experience with providing assessment and revaluation services.
4. Ability to provide and maintain a computerized database of property assessment records that is compatible with the Waupaca County computer system and which facilitates the digital transfer of data and values.
5. Demonstration of a high level of accuracy in assessment work for municipal clients.
6. Cost of Assessment Services.
7. Evidence of positive customer interaction.

IX. FINAL SELECTION

The City Council will select an assessment firm based upon the recommendation of staff. It is anticipated that a firm will be selected by approximately October 6, 2020. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to January 1, 2020. It is anticipated that the work under the contract will begin on no later than January 1, 2020. This Request for Proposal will serve as the basis of the initial services contract with the firm that is selected.

X. RIGHT TO REJECT PROPOSALS

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City reserves the right to accept the proposal considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.



Appleton ▪ Eau Claire ▪ Minocqua

City of Waupaca

Waupaca County



Proposal for
City Assessment Services



3005 W Brewster St
Appleton, WI 54914
Ph: 920-733-5369
Email: bowmar@sbcglobal.net
www.bowmarappraisal.com

September 14, 2020

City of Waupaca
City Council
111 S Main St
Waupaca, WI 54981

Re: Proposal for Assessment Services

Dear City Council,

I am pleased to provide the City of Waupaca with a proposal for assessment services with our firm. I would like to take this opportunity to share with you some information about Bowmar Appraisal, Inc.

Bowmar Appraisal has been a leader in the assessment field in Wisconsin for over 40 years. We have assisted municipalities across the state with revaluations, assessment maintenance and consulting work. Today, we have offices in Appleton, Eau Claire and Minocqua.

We have a full-time staff of state certified assessors and the expertise required to complete revaluations and assessment maintenance in any type of municipality, from the state's larger and more complex cities to its smallest rural townships. We also have a full-time office staff, available Monday through Friday, ready to help municipal officials and property owners with any questions they may have. We maintain great relationships with Real Property Listers and Department of Revenue officials, which makes the assessment cycle run quite smoothly.

Bowmar Appraisal uses Market Drive assessment software to create accurate assessments and maintains all assessment data, including pictures and building sketches, in a digital format. This information is made available to the public via an easy to use website offered by our software provider. This assessment software is also used by employees of City Hall.

Thank you for allowing us the opportunity to submit a proposal for assessment services. We are very proud of the company we have built, and this stands out in the quality of work we provide. Bowmar Appraisal has been serving the City of Waupaca for 15 years. Over that time, we have maintained great relationships with city staff as well as city residents. We look forward to continuing those relationships in the future.

The following pages include the RFP requirements, a contract for assessment services and an outline of services we would provide should the city choose to continue working with our firm. Please feel free to contact us with any questions you may have.

Kind Regards,

John Bodouski, President
Bowmar Appraisal Inc.

Bowmar Appraisal Inc ▪ Proposal Summary & Compensation

Proposal Summary:

The agreement for maintenance services provided by Bowmar Appraisal Inc. includes the following provisions unless otherwise specified by contract:

- We will fulfill all services outlined by the City in the RFP described as “Specific Services Required” on pages 3 through 8.
- Bowmar shall continue to use Market Drive CAMA Software for real estate, mobile homes, and personal property valuations. All assessment records will be kept electronically on Market Drive, including but not limited to building attributes, sketches, and photos of main buildings as well as sales and building permit data.

Invoice/billing information:

- Maintenance - The Assessor shall be paid in quarterly installments based on completion of work throughout the maintenance year.
- Revaluation - The Assessor shall be paid in installments based on services completed and expenses incurred throughout the revaluation project.

Property Records:

- Bowmar Appraisal uses Market Drive CAMA Software, which is the most widely used assessment software in the state, used by over 70% of municipalities. It is the most comprehensive and up to date software available and it continues to improve with the changing assessment standards in the State of Wisconsin. Property information is published yearly on an easy to use website offered by the software provider.

Assessment dates:

- Assessment services would begin as of January 1, 2021. Maintenance and/or revaluation work would be completed according to the timelines set by Wisconsin State Statutes.

Insurance Coverage:

- Provided by General Casualty; Certificate available upon request

Future Revaluation:

- Included in the following cost schedule is an estimated cost for an Exterior Revaluation. A Market Update Revaluation is **not** recommended due to the length of time since properties were physically visited by assessment staff. To fully have confidence in valuing the community, onsite visits would be necessary.

Compensation:

- **Option 1: 2-year Maintenance cost with option of an Exterior Revaluation**

Assessment Year	Assessment Type	Cost
2021	Maintenance	\$22,500
2022	Maintenance	\$22,500
2023	Maintenance w/ Exterior Reval	\$82,000
Total		\$127,000

- **Option 2: 2-year Maintenance cost and an Exterior Revaluation; total cost spread out over a 3-year period**

Assessment Year	Assessment Type	Cost
2021	Maintenance	\$30,000
2022	Maintenance, start Reval work	\$40,000
2023	Maintenance w/ Exterior Reval	\$57,000
Total		\$127,000

- ❖ The schedules above are to demonstrate payment and/or revaluation options. The contract included with this proposal is for two years of maintenance only.

Bowmar Appraisal Inc ▪ Client References

City of Kaukauna

Will Van Rossum, Finance Director
144 W Second St, Kaukauna, WI 54130
(920) 766-6312
wvanrossum@kaukauna-wi.org

Bowmar has completed 2 revaluations, is contracted for a third for 2021 and has been the acting assessor since 2005.

Town of Freedom

Colleen Laha, Clerk
W2004 Co Rd S, Freedom, WI 54131
(920) 788-4548
clerk@townoffreedom.org

Bowmar has completed 4 revaluations and has been the acting assessor since 1986.

Town of Grand Rapids

Lisa Dotter, Clerk
2410 48th St S
(715) 424-1821
clerk@grandrapids.org

Bowmar has completed 4 revaluations and has been the acting assessor since 1989.

Village of Kimberly

Danielle Block, Administrator
515 W Kimberly Ave, Kimberly, WI 54136
(920) 788-7500
dblock@vokimberly.org

Bowmar has completed 1 revaluation, is contracted for a second in 2021 and has been the acting assessor since 2020.

Village of North Fond du Lac

Nick Leonard, Administrator
16 Garfield St, NFDL, WI 54937
(920) 929-3765
administrator@nfdl.org

Bowmar has completed 2 revaluations and has been the acting assessor since 1995.

Village of Lomira

Jenna Rhein, Clerk
425 S Water St, Lomira, WI 53048
(920) 269-4412
jrhein@villageoflomira.com

Bowmar has completed 4 revaluations and has been the acting assessor since 1989.

City of Wisconsin Rapids

Steve Shepro, Assessor
444 W Grand Ave, Wisc Rapids, WI 54495
(715) 421-8230
steve@forwardappraisal.com

Bowmar has completed 4 revaluations.

Steve Shepro, Forward Appraisal

Assessor for the City of Wisconsin Rapids, City of Stevens Point & City of Green Bay Commercial
Property Appraiser
steve@forwardappraisal.com

*Additional references available upon request.

John Bodouski, President



Resume Objective

Assessor with extensive knowledge and experience in all aspects of the assessment field, completing appraisal work for the state, having represented a successful mass appraisal firm for over 40 years and performed over 100 revaluations.

Certifications

- Assessor I
WI27932CA

Qualifications

- Over 45 years in the assessment and appraisal field
- In depth knowledge of all aspects of the assessment field
- Knowledge and understanding of all laws governing municipal assessments
- Experience working with the top computer aided assessment software in the state
- Strong management and project organizing skills
- Performed countless Open Book and Board of Review meetings, as well defended value at Department of Revenue appeals
- Maintained/maintains Assessor Certification in Michigan, Washington and Wisconsin

Professional Experience

James R Laird Company

Residential and Commercial Appraiser
1968-1972

- Residential field work, including measuring and listing houses and gathering pertinent data
- Commercial field work, including measuring and listing buildings and gathering all pertinent data for proper classification and valuation
- Open Book and Board of Review

Wisconsin Department of Revenue

Supervisor of Assessments Office
1972-1975

- Analyzed sales
- Reviewed and fielded assessment data to arrive at yearly equalized values
- Assisted in presentations of classes at annual assessor classes for the purpose of informing appraisers on assessment procedures and new state laws

Bowmar Appraisal, Inc

Owner/President

1975-present

- Performs all statutory duties of the municipal assessor
- Responsible for managing assessment staff
- Provide quality control of final assessments
- Responsible for keeping current on all new laws governing the assessment practice
- Collect and process assessment data on all types of land and properties
- Analyze real estate trends and appropriate applications to assessments
- Explain and defend values at Open Book and Board of Review as well as appeals to the Wisconsin Department of Revenue
- Consulting work for numerous municipalities throughout Wisconsin

Education

United States Army

1966-1968

- Vietnam Veteran, Honorable Discharge

University of Michigan, Ann Arbor

1970-1971

- Michigan Assessors School

University of Wisconsin, Madison

1974-1975

- Real Estate Appraisal I

Various *Recent* Continuing Education Courses and Schools

1970-present

- Numerous courses conducted by the SRA Chapters in Michigan and Wisconsin
- Yearly Annual Assessor Meetings
- Exempt Status of Health Clinics – 2018
- Digital Imagery & Future Technology – 2018
- Dept of Revenue Updates – 2018
- Safety & Security in the Field – 2018
- WPAM Vol II Updates – 2017
- Land Classification - 2016
- Annual Assessment Report – 2016
- Property Tax Litigation Overview – 2016
- Uniformity and Equity – 2015
- Office Management – 2015
- What Makes a Good Appraisal - 2015
- Appraisal & Appeals at BOR – 2014
- Field Assessor/Appraiser Safety – 2014

- Commercial Appraisal – 2014
- AAR Reporting – 2013
- Sales Comparisons – 2013
- Preparing for 70.37 Stat. Trials – 2012
- Property Tax Litigation - 2012

Resume Objective

Accomplished Certified Assessor with 20 years' experience in the assessment field, having the knowledge and capability to perform all duties throughout the assessment cycle, from initial data collection to Board of Review to final reporting to the Department of Revenue. Has assisted in and completed multiple revaluations.

Certifications

- Assessor II
WI56284CA

Qualifications

- Over 20 years in the assessment field
- In depth knowledge of all aspects of the assessment field
- Knowledge and understanding of all laws governing municipal assessments
- Vast knowledge and experience working with Market Drive CAMA system
- Ability to manage staff and projects for efficient and accurate results
- Organizational skills to prioritize and manage multiple accounts
- Performed many Open Book and Board of Review meetings
- Maintains good relationships with County and State Officials

Professional Experience

Bowmar Appraisal, Inc.

Administrative Assistant
1998-2006

- Data collection processing
- Sketching residential and commercial properties

Assessment Technician
2006-2016

- Data collection
- Data collection processing
- Sketching residential and commercial properties
- Processing and maintaining personal property rolls
- Responsible for sending, receiving and balancing of real and personal property assessment rolls with the counties
- Answer questions from taxpayers, realtors and municipal officials

- Assist in open book meetings

Assessor I

2013-2018

- Data collection & processing
- Organize revaluation and revaluation projects
- Analyze sales data to develop land values
- Analyze sales data for residential property valuation
- Assist in final review of property values during revaluations
- Defend values at Open Book meetings
- Communicates with municipal officials on the assessment process

Assessor II

2018 – present

- Performs statutory duties of the municipal assessor
- Organize revaluation and maintenance projects
- Final Valuation Review for revaluation projects
- Manages staff to ensure annual assessment work is completed efficiently and accurately
- Quality control and supervision of final assessments
- Analyze real estate trends and appropriate applications to assessments
- Explain and defend values at Open Book and Board of Review as well as appeals to the Wisconsin Department of Revenue
- Responsible for keeping current on all new laws governing the assessment practice

Education

Appleton High School West

1994-1997

University of Minnesota

1997-1999

Various *Recent* Continuing Education Courses and Schools

2013-present

- Yearly Annual Assessor Meetings
- Market Drive Education - 2019
- Exempt Status of Health Clinics – 2018
- Digital Imagery & Future Technology – 2018
- Dept of Revenue Updates – 2018
- Safety & Security in the Field – 2018
- WPAM Vol II Updates - 2017
- Annual Assessment Report – 2016
- Land Classification – 2016
- Property Tax Litigation – 2016
- Uniformity and Equity – 2015

- Office Management - 2015
- What Makes a Good Appraisal - 2015
- Appraisal & Appeals at BOR – 2014
- Field Assessor/Appraiser Safety – 2014
- Commercial Appraisal – 2014
- AAR Reporting – 2013
- Sales Comparisons – 2013

Bowmar Appraisal Inc ▪ Client Listing (past & present)

Adams County

- Town of Adams

Ashland County

- City of Ashland
- City of Mellen

Barron County

- City of Cumberland
- Town of Dovre
- Village of Turtle Lake

Bayfield County

- City of Washburn

Burnett County

- Town of Trade Lake
- Village of Grantsburg

Brown County

- Town of Lawrence
- Town of Suamico
- Village of Allouez
- Village of Ashwaubenon
- Village of Denmark
- Village of Pulaski

Buffalo County

- Town of Nelson

Calumet County

- City of Brillion
- City of Chilton
- City of New Holstein

Chippewa County

- City of Bloomer
- City of Chippewa Falls
- City of Cornell
- City of Stanley
- Town of Goetz
- Town of Hallie
- Town of LaFayette
- Town of Sigel

- Village of Cadott
- Village of Lake Hallie
- Village of New Auburn

Clark County

- City of Greenwood
- City of Thorp
- City of Owen
- Village of Withee

Crawford County

- City of Prairie Du Chien

Dane County

- City of Sun Prairie
- Town of Springdale
- Village of Oregon

Dodge County

- City of Horicon
- City of Juneau
- City of Watertown
- Town of Chester
- Village of Lomira

Douglas County

- City of Superior
- Town of Wascott
- Village of Lake Nebagamon

Dunn County

- City of Menomonie
- Town of Eau Galle
- Village of Elk Mound

Eau Claire County

- City of Altoona
- Town of Brunswick
- Town of Pleasant Valley
- Town of Seymour
- Town of Union

Fond du Lac County

- Town of Ashford

- Town of Auburn
- Town of Eden
- Town of Empire
- Town of Fond Du Lac
- Town of Forest
- Town of Friendship
- Town of Marshfield
- Town of Osceola
- Town of Springvale
- Town of Taycheedah
- Village of Brandon
- Village of Campbellsport
- Village of Eden
- Village of North Fond Du Lac
- Village of Rosendale
- Village of St Cloud

Grant County

- Town of Mt Hope
- Village of Bloomington

Green Lake County

- City of Berlin
- City of Green Lake
- City of Princeton

Jackson County

- City of Black River Falls
- Town of Adams
- Town of Alma
- Village of Merrillan

Jefferson County

- Town of Aztalan

Juneau County

- Village of Necedah

La Crosse County

- Town of Burns

Lincoln County

- City of Merrill

Manitowoc County

- Town of Rockland

Marathon County

- Village of Rothschild

Marinette County

- Town of Beaver
- Village of Niagara

Marquette County

- Town of Harris
- Town of Moundville
- Town of Shields

Oconto County

- City of Oconto
- Town of Little Suamico

Oneida County

- Town of Hazelhurst
- Town of Lake Tomahawk
- Town of Minocqua
- Town of Nokomis
- Town of Three Lakes
- Town of Woodruff

Outagamie County

- City of Kaukauna
- Town of Dale
- Town of Deer Creek
- Town of Freedom
- Town of Grand Chute
- Town of Greenville
- Town of Oneida
- Village of Hortonville
- Village of Kimberly
- Village of Little Chute
- Village of Shiocton

Ozaukee County

- City of Port Washington

Pepin County

- City of Durand

Pierce County

- Village of Elmwood
- Village of Spring Valley

Polk County

- Town of Bone Lake

- Town of Garfield
- Village of Clayton

Price County

- City of Park Falls
- Town of Harmony
- Village of Kennan

Racine County

- Village of Sturtevant

Richland County

- City of Richland Center

Rusk County

- City of Ladysmith
- Town of Grant
- Village of Conrath
- Village of Weyerhaeuser

Sawyer County

- Town of Winter

St Croix County

- City of New Richmond
- City of Hudson
- Town of Troy
- Village of North Hudson

Sheboygan County

- Town of Greenbush

Trempealeau County

- Town of Lincoln

Vernon County

- Town of Jefferson

Vilas County

- Town of Arbor Vitae
- Town of Boulder Junction
- Town of Conover
- Town of Lac du Flambeau
- Town of Land O'Lakes

Washburn County

- City of Spooner

Washington County

- City of West Bend
- Village of Kewaskum

Waupaca County

- Town of Dayton
- City of Waupaca

Waushara County

- Town of Marion
- Town of Mount Morris
- Town of Richford
- Town of Rose
- Village of Wild Rose

Winnebago County

- City of Menasha
- City of Omro
- Town of Black Wolf
- Town of Menasha
- Town of Neenah
- Town of Omro
- Town of Vinland
- Village of Winneconne

Wood County

- City of Marshfield
- City of Wisconsin Rapids
- Town of Grand Rapids
- Town of Saratoga
- Village of Nekoosa
- Village of Port Edwards



Assessment Service Proposal 2021-2022
for the:
City of Waupaca

Prepared By:



Accurate Appraisal LLC

Proposal Due:

09/18/2020

A quick message from the Accurate Team

Thank you for the opportunity to present this proposal for the City of Waupaca. We don't take your time or consideration lightly and are very excited for the opportunity!

Our focus during the preparation of this proposal is to clearly and concisely address all your published questions / requirements from the bid, while at the same time highlighting why we believe our group at Accurate Appraisal will be a great fit with your community.

We realize you have a challenging task ahead of you in comparing other bids and deciding who you will partner with for assessment services over the coming years. With this in mind, we tried our best to lay out our proposal in the same fashion you prepared your bid. The easier you can find the information you need, the better!

Thanks again for your consideration...we really do appreciate it!!

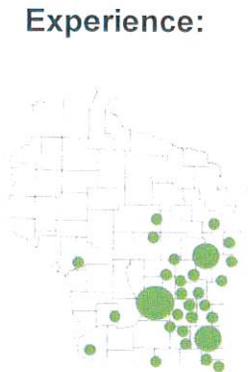
- The Accurate Appraisal Team



Table of Contents

	Accurate Appraisal LLC., Contact Information	4
I:	Introduction	4
II:	Specific Services Required	5
	1. Main Point of Contact	5
	2. Personal Property	5
	3. Assessment Files and Records	5
	4. Communication and Education Plan	6
	5. Insurance Coverage	6-7
III:	Assessment Software	8-9
	1. Experience in Other Computer Applications	8
	2. Converting Data	8
	3. Data Access	8
IV:	Main Point of Contact	10
V:	Our Management Team	11
VI:	Assessment Experience	12
	1. Experience Conducting Revaluation Process	12
	2. Experience with Tax-exempt Properties	12
	3. Accuracy of Assessment Work	12
	4. Evidence of Positive Customer Interaction	12
	5. References	13
	6. Listing of All Current Contracts	13-15
VII:	Timeline	15
VIII:	Proposed Project Summary	16-17
IX:	Signature Page	18

Accurate Appraisal LLC.,



Experience:

Transparency is our core principle in educating and empowering those we serve. For 20 years, Accurate Appraisal has continuously improved the assessment experience through innovation, education, and technology. We provide assessment solutions tailored to fit each municipality. We firmly believe that every property owner should be part of the assessment process. We work hard to make sure everyone is treated fairly and equitably. We're excited to have the opportunity to work with the City of Waupaca!

For a list of our current customers please refer to page 6.

Mailing Address:

PO Box 415
Menasha, WI 54952-0415

E-Mail Address:

info@accurateassessor.com

Website:

www.accurateassessor.com

Telephone:

920-749-8098; 800-770-3927

Fax numbers:

920-749-8099

For your convenience, we have utilized the layout of your bid to create the structure for our proposal. We believe this will make it easier for you to find all the information you and your team will need to make your decisions.

Accurate Appraisal is an independent contractor pursuant to Sec. 62.09(1)(c) Wis. Stats. We will not subcontract any portion of the contract with City of Waupaca to any other firms or individuals.

This is a formal proposal of assessment services between City of Waupaca, hereinafter referred to as "City", and Accurate Appraisal hereinafter referred to as "Accurate".

I: Introduction

Accurate has reviewed, understands, and agrees with all the points provided by the City in the RFP.

We will provide a competent, timely, efficient, cost-effective and customer-service oriented assessment program for the City. Transparency is our core principle in educating and empowering those we serve. We treat all taxpayers the same – fairly and equitably.

II: Specific Services Required

Accurate shall be responsible for all of the work performed to properly and professionally assess and defend values for the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.

Accurate has reviewed requirements 1-42. Accurate understands and agrees with all points provided by the City published in "Specific Service Required" section of the bid.

We have included further explanation to your "Specific Requirements" below. We refer to the requirement number before each explanation.

1. Main Point of Contact

Requirement 1.

At Accurate we form teams of qualified assessors to ensure that we always have a backup in place. Each team works together with one main point of contact. The designated individual for the City will be **Josh Sherman**. Josh and his team will be available to the City and the community. Josh is an Assessor II certified assessor. Along with our assessment duties our priority will be to educate and answer questions to ensure fairness and equity in assessments. Should Josh ever be re-assigned the City will be part of the selection process of a new qualified main point of contact. There will be more information about Josh later in the proposal document.

2. Personal Property

Requirement 10.

At Accurate we have a dedicated team that works on personal property. We take the time to reach out and consistently follow up. We will call, email, and mail out reminders. As a team we will work with the City and their representatives to complete the PP in a timely manner.

3. Assessment Files and Records

Requirement 29.

All assessment files and records created, and data collected by Accurate shall remain the property of the City. Records shall not be removed from the City premises without the permission from representatives of the City.

4. Communication and Education Plan

Requirement 30.

Taxpayers bear the burden of the City's facilities and services. The old-fashioned way of assessing is to send out notices to each property owner and sit back. This process stirs up the community and causes anxiety and mistrust. We believe there is a better way.

Our education plan involves:

- Mailing out post cards to let the community know we will be the new assessor along with an explanation of our process over the next 2 years. They will be directed to visit our website to watch our educational videos and learn more about the assessment process.
- Creation of marketing materials to be sent out regularly through your current communication channels such as social media, mail, etc. Together we will address the assessment process and educate the public.
- The option of either interactive open books with live videos and educational materials or over the phone open books for the convenience of your community or both options together.
- Our 3 live assessor certified customer service representatives are ready to answer questions over the phone, via email, or on our website live chat.
- Actively keep an eye on the call volume and social media outlets so we can create custom videos and other materials to inform and educate throughout the assessment process.
- The option of creating and sending updates to the public via text.

We believe the more we educate and include the community the less anxiety they will have and the more receptive they will be about the assessment process.

5. Insurance Coverage

Requirement 36.

Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

III: Assessment Software

Accurate operates on a 100% digital platform. We update and enter all data live and in the field. We provide the City access to our secure CAMA software from any device. Each City employee working with the software will be trained at no extra cost. All digital property record cards are available for **FREE** to your property owners on our website at www.accurateassessor.com.

All assessment data will be available to the City, accessible 24-7. The City can download reports and review information not available to the public such as notes, call logs, changes, etc. It can be accessed from any mobile device or any computer you are logged into. There are no setup costs, no license fees, and no software maintenance costs to the City of Waupaca. Accurate Appraisal also uses APEX and GIS sketching software. We can integrate our mapping into your systems as required. All of this is a **FREE** service that Accurate Appraisal provides all their customers.

All data is hosted on our secure data servers and monitored by our in-house IT department. We can add features custom to your community and set up reports for our monthly meetings. All of the data we collect is property of the City of Waupaca. There is no charge should you need to export this data in the future. Accurate is not the owner of assessment data, it is the City's data.

1. Experience in Other Computer Applications

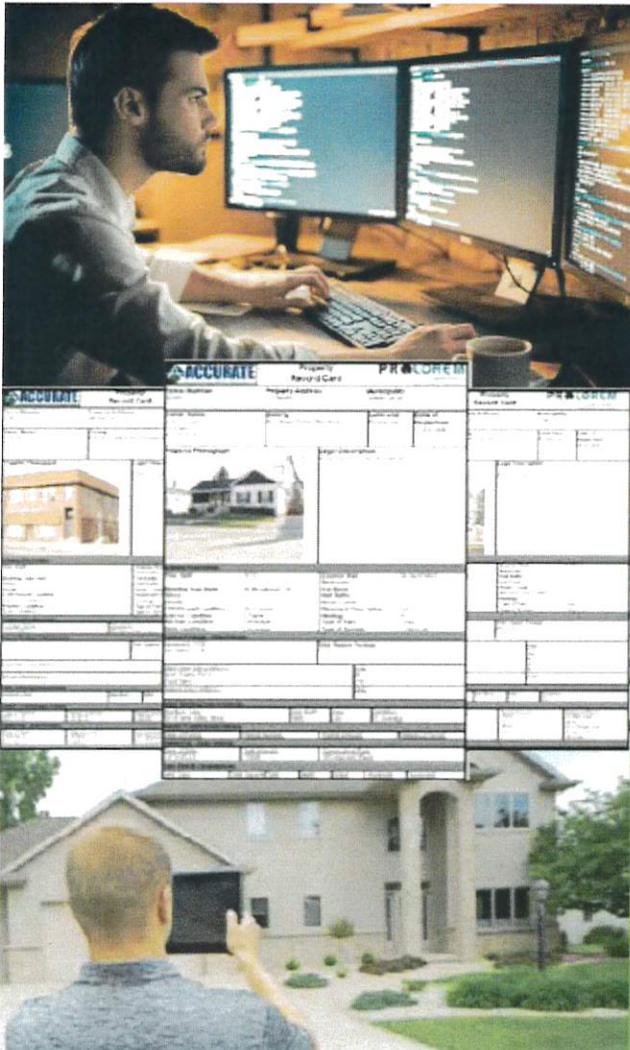
Accurate has experience with all types of CAMA software used in the State of Wisconsin. Should you decide to continue to use Market Drive we will need access to the software in order to complete the data entry. The City would be responsible for the license with your current provider.

2. Converting Data

The process of converting your data to our CAMA is quite simple. We would help in the transition of the data from your current provider by drafting a letter. Once we have the files, our team will import it into our cloud-based software and a team will review to ensure nothing is missed. We have experience in converting data from previous assessors, we have done this for the Town of Dayton nearby. There is no charge to convert your data to our digital CAMA.

3. Data Access

All members of the City involved in the assessment process will receive training on our software as well as access to it from any device they choose. Because our software is cloud based, it a simple log in from any device to access. No need for a server, re-entering notes, plus you can access it if you are working from home. Any future training of new hires is also included. **No extra fees!**



DATA

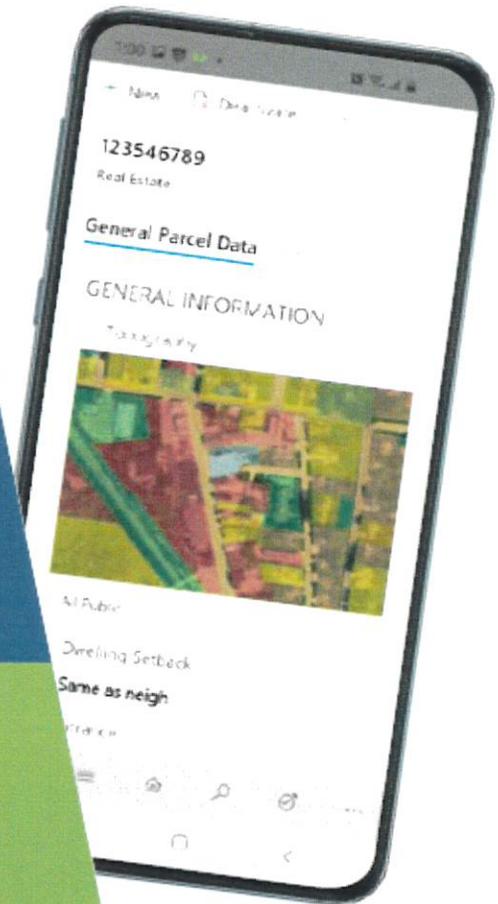
Our *cloud-based CAMA* allows for multiple user logins to access assesment data online. You have access to notes, personal property, permits, digital mapping, etc. The software can be *accessed from mobile devices* and is updated in real time, so data is always up to date. We have a *technical support team* in house that will train you how to use the software. They can also tailor the software to *meet your needs*.

ACCESS

Our *digital property record cards* are available on our website and can be integrated into your website, so taxpayers have access to see their parcel information. All property record cards have *images and detailed information* about the parcel. We believe in transparency of information so there is *no charge* for this service.

FLEXIBILITY

Because our software is cloud-based, we *use computer tablets in the field*. This allows us to eliminate errors without having to re-enter data when we get back to the office. We *update the information and take images* of the property on-site, then save them in real time in the cloud.



IV: Main Point of Contact



JOSH SHERMAN
Account Manager | Assessor II
Assessor # WI87084CA

Contact Me

920.213.5062
josh@accurateassessor.com

1428 Midway Road
Menasha, WI 54952

Skills / Strengths

Self-Motivation	Creativity
Organization	Team Leadership
Communication	Flexibility
Work Ethic	Responsibility

Education

Concordia University 2006
Education
University of Wisconsin - Oshkosh 1999
History & Political Science

Why Me

Energetic self-starter with professional success in the fields of Assessing, Compliance, Finance, Sales and Education. Effective communicator dedicated to achieving goals while building professional relationships. Quick learner committed to building relationships.

Experience

Assessor II | 2019 - present

"I've learned to be very prompt, organized, and resourceful... communication is my top priority"

"Being part of the entire assessing process creates ownership and a deep understanding of the community"

Municipal Assessment Experience

- Determine values using the three approaches (market, income, cost)
- Perform revaluations
- Statistically analyze market trends
- Land valuation review
- Personal property valuations
- Estimate valuations for TID creations
- GIS mapping
- Closing Boards of Review



V: Our Management Team

With a combined 50 years of experience our team of managers are involved with every municipality we serve. Our team works together to make sure every community is treated fairly and equitably. Along with Josh, you have access to all of us.



Addie Ebert – Operations Manager | Assessor III
addiee@accurateassessor.com

“Assessing is a convoluted process with several statutory deadlines. I greatly enjoy using my organizational and time management skills to guide my team to achieve their goals, while keeping the municipality informed each step of the way.”



Bill Gaber – Logistics Manager | Assessor II
billg@accurateassessor.com

“To me transparency is #1. If everybody is on the same page, there is less stress. Removing stress from our daily lives is essential for us to enjoy our jobs. I get a huge kick out of helping both co-workers and customers enjoy their jobs just a little more than before”



Jamie Busha – Quality Manager | Personal Property Director | Assessor I
jamieb@accurateassessor.com

“The world is always changing as it often leads to something better. Making sure our quality stays first-class prior to and during change is what I really get energized about.”



Chris Plamann – Director of Marketing & Sales
chrisp@accurateassessor.com

“I love being creative and thinking outside the box. I like to take complex situations and come up with new ideas and solutions. My favorite thing about my job is creating the tools to help educate those we serve. People don’t always remember what you do, but they will remember how you made them feel.”



Terri Muskevitsch – Customer Service Manager | Assessor I
terrim@accurateassessor.com

“Being the first connection with property owners, my goal is to be able to help them understand the process of assessing and how it affects them. Being a property owner, I understand how confusing and daunting the process can seem. It is extremely rewarding when I answer their questions, help them understand the process, and make someone’s day a little better.”

VI: Assessment Experience

1. Experience Conducting Revaluation Process

Josh has experience initiating and completing Full Revaluation, Market Revaluation and Maintenance programs. He has experience researching the community, completing the statistics, and adjourning the board of review.

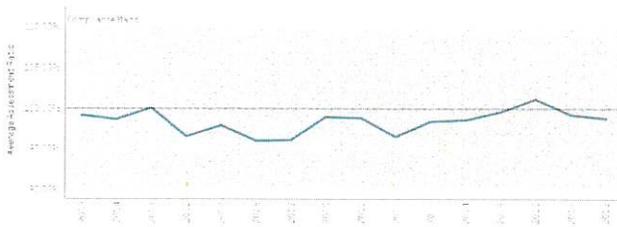
2. Experience with Tax-exempt Properties

We have vast experience with a wide variety of tax-exempt properties. Some unique examples include figuring out the exempt acreage limitation for Saint Norbert College in the City of De Pere and the exempt versus assessable nature to the hospital campus in the City of Portage.

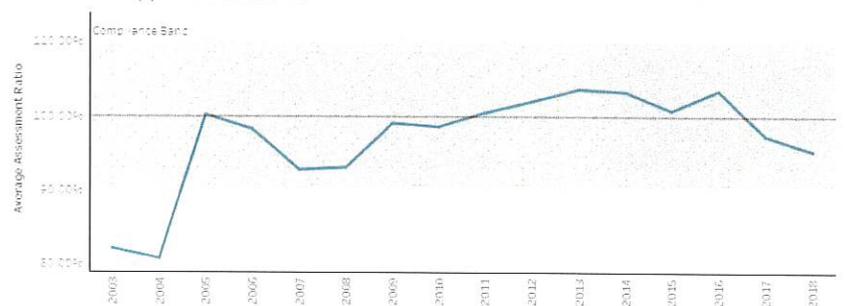
3. Accuracy of Assessment Work

Our field work is done in real time at the property, so the data entered is very accurate. This promotes data integrity and improves efficiency. We then use a team of assessors that spend time reviewing the data entered. It is channeled through a rigorous process of scrutiny before we complete any statistical analysis. We also track the sales in the community so we can forecast equalized value. To help you visualize the accuracy of our work the examples below are two municipalities we perform our Full Value program compared to Waupaca. You can see the variance over a 15-year period of less than 4% from equalized value.

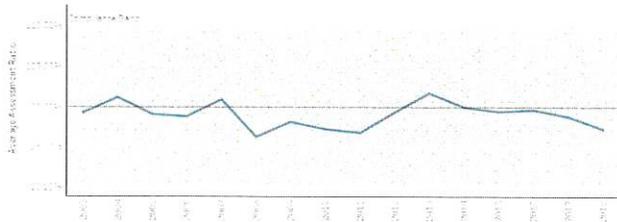
14205 BEAVER DAM (C) - DODGE COUNTY



68291 WAUPACA (C) - WAUPACA COUNTY



13281 ST. CUSHION (C) - DANE COUNTY



4. Evidence of Positive Customer Interaction

Our main goal is to become a trusted advisor for the City of Waupaca. To that end, Accurate will ensure we are exceeding your needs and the needs of the community. Some examples of our positive customer interaction are below:

- Our assessors stay late and answer questions from the community. Most people work past 5:00pm. Our normal hours end at 4:30pm but on many occasions we will take calls or answer questions on our website after hours.

- Conducting multiple sessions with the City Attorney in Glendale and the new owners of Bayshore Mall to make sure everyone was on the same page with the value, during our revaluation.
- We put together cause and effect illustrations for the Village of Fox Crossing to help taxpayers understand the revaluation and property tax process. Prior to commencing a revaluation project.
- We routinely join Council meetings to brief the Community Leaders as to what to expect during the revaluation ahead. Transparency is the core of our beliefs.
- We have joined podcasts and live streams to answer the public's questions in multiple communities including New Richmond.
- We create educational videos that are posted on our website. For example, we added a video to our appointment page for Monona residents to watch before they set an appointment.
- We include an "Understanding Your Assessment" sheet in all notices we mail so that property owners can learn more about how to review their assessment notice.

5. References

Below are references from municipal clients Accurate Appraisal has provided assessment services for.

<u>Municipality</u>	<u>Name</u>	<u>Role</u>	<u>Phone</u>	<u>Email</u>	<u>Address</u>
City of Portage	Marie Moe	Clerk	608-742-2176	Marie.Moe@portagewi.gov	115 W Pleasant Street Portage, WI 53901
Town of Greenville	Wendy Helgeson	Clerk	920-757-5151	whelgeson@townofgreenville.com	W6860 Parkview Drive Greenville WI 54942
Village of Fox Crossing	Jeff Sturgell	Village Manager	920-720-7100	jsturgell@foxcrossingwi.gov	2000 Municipal Drive Neenah, WI 54956
City of De Pere	Carey Danen	Clerk	920-339-4050	cdanen@mail.de-pere.org	335 South Broadway De Pere, WI 54115
City of Glendale	John Fuchs	City Attorney	414-228-1700	fuchs@fdblaw.com	5909 North Milwaukee River Pky Glendale, WI 53209

6. Listing of All Current Contracts

Accurate Appraisal currently serves 104 municipalities in the State of Wisconsin. With a diverse list of towns, villages, and cities. All of our contracts are customized to meet the needs of each community. The Blend service indicates a contract with at least one year of market revaluation services. Full Value is a term we use for our service in which a market revaluation is performed every year.

<u>MUNICIPALITY</u>	<u>TYPE</u>	<u>SERVICE</u>	<u>COUNTY</u>	<u>POPULATION</u>	<u>CONTACT</u>	<u>PHONE #</u>
Beaver Dam	City	FULL VALUE	Dodge	16,476	Zak Bloom	920-887-4600
Brillion	City	BLEND	Calumet	3,127	Lori Gosz	920-756-2250
Brodhead	City	BLEND	Green/Rock	3,276	Teresa Withee	608-897-4018
Burlington	City	FULL VALUE	Racine / Walworth	10,668	Diahnn Halbach	262-342-1171
Chilton	City	BLEND	Calumet	3,828	Henry Veleker	920-849-2451
Cudahy	City	FULL VALUE	Milwaukee	18,200	Dennis Broderick	414-769-2204
De Pere	City	FULL VALUE	Brown	24,893	Carey Danen	920-339-4050
Edgerton	City	FULL VALUE	Dane/Rock	5,552	Cindy Hegglund	608-884-3341
Elkhorn	City	FULL VALUE	Walworth	9,853	Lacey Reynolds	262-723-2219
Fennimore	City	BLEND	Grant	2,482	Debi Heisner	608-822-7271
Glendale	City	BLEND	Milwaukee	12,779	Megan Humitz	414-257-1800
Jefferson	City	FULL VALUE	Jefferson	2,231	Sarah Copsey	920-674-7700
Lake Geneva	City	FULL VALUE	Walworth	7,821	Lana Kropf	262-248-3673
Lancaster	City	BLEND	Grant	3,760	David Kurihara	608-723-4246
Manitowoc	City	MAINTENANCE	Manitowoc	32,936	Deborah Neuser	920-686-6931

MUNICIPALITY	TYPE	SERVICE	COUNTY	POPULATION	CONTACT	PHONE #
Monona	City	FULL VALUE	Dane	8,179	Joan Andrusz	608-222-2525
Mosinee	City	BLEND	Marathon	4,063	Bruce Jamroz	715-693-2275
New Richmond	City	FULL REVAL	St. Croix	8,966	Lori Brinkman	715-246-4268
Onalaska	City	MAINTENANCE	La Crosse	18,712	Cari Burmaster	608-781-9530
Platteville	City	BLEND	Grant	12,537	Candace Klaas	608-348-1821
Portage	City	FULL VALUE	Columbia	10,365	Marie Moe	608-742-2176
Prairie du Chien	City	FULL VALUE	Crawford	5,718	Tina Fuller	608-326-6406
Prescott	City	BLEND	Pierce	4,229	Beth Lansing	715-262-5544
River Falls	City	BLEND	St. Croix	15,800	Amy White	715-426-3408
Saint Francis	City	BLEND	Milwaukee	9,466	Anne Uecker	414-481-2300
Seymour	City	MAINTENANCE	Outagamie	3,443	Lori Thiel	920-833-2209
Sparta	City	FULL VALUE	Monroe	9,522	Julie Hanson	608-269-4340
Stoughton	City	FULL VALUE	Dane	13,134	Holly Licht	608-646-0423
Whitewater	City	FULL VALUE	Jefferson/Walworth	14,517	Michelle Smith	262-473-0500
Albion	Town	BLEND	Dane	2,103	Julie Hanewall	608-884-8974
Angelica	Town	MAINTENANCE	Shawano	1,812	Connie Przybylski	920-822-5554
Beloit	Town	BLEND	Rock	7,038	Karry Devault	608-364-2980
Berry	Town	MAINTENANCE	Dane	1,188	Brenda Kahl	608-767-4152
Blooming Grove	Town	BLEND	Dane	1,911	Mike Wolf	608-223-1104
Blue Mounds	Town	BLEND	Dane	951	Mike Freitag	608-437-8722
Bovina	Town	MAINTENANCE	Outagamie	1,151	Chuck Pluger	920-986-3224
Buchanan	Town	FULL VALUE	Outagamie	7,082	Cynthia Sieracki	920-734-8599
Burke	Town	BLEND	Dane	3,450	Brenda Ayers	608-825-8420
Caledonia	Town	BLEND	Columbia	2,491	Stephanie Brensike	608-742-4801
Courtland	Town	BLEND	Columbia	510	Kate Raley	920-992-6585
Cross Plains	Town	MAINTENANCE	Dane	4,148	Nancy Meinholz	608-798-0189
Dale	Town	BLEND	Outagamie	2,842	Jenny DeZeeuw	920-779-4609
Darien	Town	MAINTENANCE	Walworth	1,588	Marilyn Larson	262-882-3393
Dayton	Town	MAINTENANCE	Waupaca	2,703	Judy Suhs	715-258-0930
Deerfield	Town	BLEND	Dane	2,524	Bob Riege	608-764-2608
Dekorra	Town	BLEND	Columbia	2,350	Holly Priske	608-635-2014
Delavan	Town	BLEND	Walworth	8,385	Dixie Bernsteen	262-728-3471
Eldorado	Town	BLEND	Fond Du Lac	1,443	Karen Fontaine	920-872-5071
Fox Lake	Town	BLEND	Dodge	2,709	Ray Caballero	920-928-3573
Fulton	Town	FULL VALUE	Rock	3,158	Connie Zimmerman	608-868-4103
Geneva	Town	BLEND	Walworth	4,099	Debra Kirch	262-248-8497
Green Valley	Town	MAINTENANCE	Shawano	1,072	Janalee Jenerou	715-745-2699
Greenville	Town	FULL VALUE	Outagamie	11,874	Wendy Helgeson	920-757-5151
Jamestown	Town	BLEND	Grant	2,077	Mike Boge	563-599-3494
Lodi	Town	BLEND	Columbia	3,059	April Goeske	608-592-4868
Madison	Town	FULL VALUE	Dane	6,881	Renee Schwass	608-210-7260
Marathon	Town	BLEND	Marathon	1,048	Kelley Blume	715-443-3082
Menominee	Town	BLEND	Menominee	3,422	Sarah Lyons	715-799-3311
Oregon	Town	BLEND	Dane	1,053	Jennifer Hanson	608-835-3200
Perry	Town	BLEND	Dane	737	Mary Price	608-832-6877
Pleasant Springs	Town	FULL VALUE	Dane	3,387	Maria (Pili) Hougan	608-873-3063
Primrose	Town	BLEND	Dane	774	Ruth Hansen	608-832-8056
Randolph	Town	BLEND	Columbia	1,767	Maxine DeYoung	920-348-5597
Richmond	Town	BLEND	Walworth	1,835	Barbara Ceas	608-883-2017
Rose	Town	BLEND	Waushara	595	Kathy VandeCastle	920-622-3765
Sheboygan Falls	Town	BLEND	Sheboygan	7,435	Jenny Meyer	920-467-1922
Spring Prairie	Town	BLEND	Walworth	2,197	Debbie Collins	262-642-7477
Springdale	Town	BLEND	Dane	1,530	Susan Duerst Severson	608-437-6230
Sugar Creek	Town	BLEND	Walworth	3,973	Diane Boyd	262-742-3383
Union	Town	MAINTENANCE	Rock	2,776	Regina Riedel	608-882-5323
Upham	Town	BLEND	Langlade	647	Leah Antoniewicz	715-275-4229
Walworth	Town	BLEND	Walworth	2,816	Marie Baker	262-275-9800
Wescott	Town	BLEND	Shawano	3,135	Angela Vreeke	715-526-9755
Bayside	Village	FULL VALUE	Milwaukee/Ozaukee	4,377	Lynn Galyardt	414-351-8812
Blue Mounds	Village	BLEND	Dane	971	Mary Jo Michek	608-437-5197
Brooklyn	Village	BLEND	Green/Rock	1,466	Linda Kuhlman	608 455-4201
Brown Deer	Village	BLEND	Milwaukee	11,964	Jill Kenda-Lubetski	414-371-3050
Cambria	Village	BLEND	Columbia	753	Lois Frank	920-348-5443
Cambridge	Village	BLEND	Dane/Jefferson	1,518	Lisa Moen	608-423-3712
Cleveland	Village	BLEND	Manitowoc	1,477	Stacy Grunwald	920-693-8181

MUNICIPALITY	TYPE	SERVICE	COUNTY	POPULATION	CONTACT	PHONE #
Coloma	Village	BLEND	Waushara	456	Brenda Walker	715-228-2873
Combined Locks	Village	BLEND	Outagamie	3,588	Racquel Shampo-Giese	920-788-7740
Fontana	Village	BLEND	Walworth	1,713	Theresa Loomer	262-275-6137
Footville	Village	BLEND	Rock	810	Shawna March	608-876-6116
Fox Crossing	Village	FULL VALUE	Winnebago	18,892	Karen Backman	920-720-7149
Friesland	Village	MAINTENANCE	Columbia	356	Marcia Dykstra	920-348-5156
Harrison	Village	BLEND	Calumet	11,532	Jennifer Weyenberg	920-989-1062
Hazel Green	Village	MAINTENANCE	Grant	1,200	Sally Bauer	608-854-2953
Iron Ridge	Village	BLEND	Dodge	899	Arlette Lindert	920-387-3975
McFarland	Village	FULL VALUE	Dane	8,449	Cassandra Suettinger	608-838-3153
Mount Horeb	Village	BLEND	Dane	7,421	Alyssa Gross	608-437-6884
New Glarus	Village	MAINTENANCE	Green	2,172	Lynn Erb	608-527-5973
Oregon	Village	FULL VALUE	Dane	10,390	Peggy Haag	608-835-3118
Pardeeville	Village	BLEND	Columbia	2,067	Jennifer Becker	608-429-3121
Poynette	Village	BLEND	Columbia	2,494	Natalie Megow	608-635-2122
Prairie du Sac	Village	BLEND	Sauk	4,378	Niki Conway	608-643-2421
Rothschild	Village	BLEND	Marathon	5,325	Elizabeth Felkner	715-359-3660
Saint Nazianz	Village	BLEND	Manitowoc	755	Kay Mueller	920-773-2471
Saukville	Village	BLEND	Ozaukee	4,419	Mary Kay Baumann	262-284-9423
Shorewood	Village	BLEND	Milwaukee	13,338	Sara Bruckman	414-847-2701
Sullivan	Village	BLEND	Jefferson	669	Heather Rupnow	262-593-2388
Twin Lakes	Village	BLEND	Kenosha	6,064	Laura Roesslein	262-877-2858
Walworth	Village	BLEND	Walworth	2,816	Sabrina Waswo	262-275-2127
West Baraboo	Village	BLEND	Sauk	1,428	Carol Cox	608-356-2516
Windsor	Village	BLEND	Dane	7,795	Christine Capstran	608-888-0066

VII: Timeline

Accurate Appraisal can start providing assessment services to the City of Waupaca sooner than 1/1/2020. This gives us time to convert your data and prepare for the 2021 assessment year. A proposed timeline for assessment duties is below. Dates are subject to change to fit your community's needs.

Operation	Target Date
Convert Data	November
Confirm BOR Date	February
Permits Due	Monthly
New Construction Begins	First week of January
New Construction Completed	Second week of January
Sales Questionnaires Sent	Monthly
Sales Questionnaires Received	Monthly
Sales in PAD	Monthly after July 1
Notice Approval From Municipality	April
Roll Book Completed	March
Field Work Queries Ran	March

Operation	Target Date
Field Work, Data Entry & Review	March
Personal Property Due	April
Original Notices Sent	April
Original Exports and Website Update	April
Open Book	May
Open Book Change Notices Sent	May
Open Book Export Due	May
BOR Date	May
Final Export and Website Update	June
MARs and TARs Completed	June
AAR Completed	July

VIII: Proposed Project Summary

Thanks again for taking the time to look over our proposal. To make sure we clearly demonstrate and understand the work to be performed we put together a team to research the City of Waupaca. We also interpreted the sales and ratio information from the DOR website. From this data, we laid out where your City is now and how we plan to perform services for you in the coming years.

Your current assessor completed a market revaluation in 2005. Using sales analysis and major class comparison reports we determined your current assessor has conducted maintenance since 2005. They perform a revaluation only when you are out of compliance and a revaluation is needed. By waiting until you are out of compliance it causes **volatile increases and decreases** in the assessed value of the property in your community. This can stir up property owners when a revaluation is performed. It also means taxpayers are not paying their fair and equitable share of the tax burden.

To demonstrate your changes over time, we reviewed your residential and commercial ratios. Starting in 2019 the City's residential ratio was 93.37% and commercial was 89.71%. Commercial is a major class so 2019 is your first year out of compliance. Based on the 2020 equalized values we can determine your **2020 ratios** to be as follows: **Residential at 88%** and **Commercial at 86%**. We also conducted a sales analysis study for 2020 arm's length sales within the City. This helps us forecast where your 2021 ratios could land. Based on 2020 sales we forecast another drop in your ratios by at least 4%. This visual will help show the changes over time.

68291 WAUPACA (C) - WAUPACA COUNTY



Our recommendation would be to perform a maintenance in 2021 to and prepare the community for a revaluation in 2022. We also recommend the City of Waupaca select future services for a Market Revaluation completed at least every 3 years. This will help keep your community in compliance and ensure property owners are paying their fair share of taxes. It is possible to wait until 2023 for a revaluation. However, if you stay out of compliance until then, you would be 5 years out of compliance. This means you would need to have a revaluation completed before a State mandated full revaluation in 2024.

Our plan, should we become your assessor, is to make sure property owners are not left in the dark when it comes to their assessment. We will make it our priority to inform and educate the community about the services we perform through our education plan. During our monthly meetings we will take time to answer any questions and refine our services to meet your needs. Your main point of contact Josh, and his team of assessors will keep you up to date on our progress. We have experience with similar sized Cities and have long standing relationships with our current municipalities, some over 19 years. We are not the standard cookie cutter assessment firm that believes we know everything about your community. We take the time to learn what you need so we can give you the best services tailored to fit your community. **Transparency** between the **Taxpayer** the **City of Waupaca** and the **Assessor** is paramount.

IX: Signature Page

Agreement for Assessment Services

Provided by Accurate Appraisal, LLC

For

City of Waupaca, Waupaca County, for the assessment years

2021 – 2022

Dated this _____ day of _____, 2020.

Option Selected: _____

**Contract will be <<Selected Option Years>> years
For a total of <<Selected Option Cost>>**



Jim Danielson, Member
Accurate Appraisal, LLC

Date

Authorized Client Signatures:

Date

Date

City of Waupaca

Assessment Services Proposal

In an effort to help in the review process, we have created a checklist that follows your requirements. The page number is referenced next to each requirement to make it easier to find in our proposal document. Thank you, and good luck with reviewing and selecting the best candidate!

General Proposal Requirements Checklist:

- 3 Copies of proposal with one being unbound and single sided. (sealed envelope)
- Identify firm name, address, and specific assessment services provided. (pg. 4)
- Names, educational background, municipal assessment experience of the person assigned as the City's point of contact. (pg. 10)
- Experience conducting a revaluation process, experience with assessment evaluation of potential tax-exempt properties. (pg. 12)
- Demonstrate accuracy of assessment work. (pg. 12)
- Listing of Wisconsin municipalities reasonably comparable to the City of Waupaca. (pg. 13-15)
- Indicate whether the firm provides annual assessment services, revaluations, or both. (pg. 13-15)
- Include total annual compensation rate as described in the "Specific Services Required" for assessment years 2021 and 2022. (see sealed pricing)
- List the fee for each assessment year for the proposed contract in a not-to-exceed sum including all costs. (see sealed pricing)
- Assessor shall provide separate cost estimates for a future Exterior Revaluation and a Market Revaluation. (see sealed pricing)
- Assessor completed a revaluation in a similar size municipality. (pg. 13-15)
- Assessor shall be the Assessor 2 level of certification. (pg. 10)
- Staff should be competent and certified to perform a revaluation. (pg. 10-11)
- Timeline for revaluation services. (pg. 15)
- 5 references: name, title, address, and business phone number. (pg. 13)
- Detailed resume of the person assigned as the City assessor. (pg. 10)
- Certification of assigned assessor. (pg. 10)
- 5 years of experience in Wisconsin municipal assessing. (pg. 4)
- Experience in utilization of computer applications. (pg. 8-9)
- Maintain insurance coverage. (pg. 7)

City of Waupaca

Assessment Services Proposal

In an effort to help in the review process, we have created a checklist that follows your requirements. The page number is referenced next to each requirement to make it easier to find in our proposal document. Thank you, and good luck with reviewing and selecting the best candidate!

General Proposal Requirements Checklist:

- 3 Copies of proposal with one being unbound and single sided. (sealed envelope)
- Identify firm name, address, and specific assessment services provided. (pg. 4)
- Names, educational background, municipal assessment experience of the person assigned as the City's point of contact. (pg. 10)
- Experience conducting a revaluation process, experience with assessment evaluation of potential tax-exempt properties. (pg. 12)
- Demonstrate accuracy of assessment work. (pg. 12)
- Listing of Wisconsin municipalities reasonably comparable to the City of Waupaca. (pg. 13-15)
- Indicate whether the firm provides annual assessment services, revaluations, or both. (pg. 13-15)
- Include total annual compensation rate as described in the "Specific Services Required" for assessment years 2021 and 2022. (see sealed pricing)
- List the fee for each assessment year for the proposed contract in a not-to-exceed sum including all costs. (see sealed pricing)
- Assessor shall provide separate cost estimates for a future Exterior Revaluation and a Market Revaluation. (see sealed pricing)
- Assessor completed a revaluation in a similar size municipality. (pg. 13-15)
- Assessor shall be the Assessor 2 level of certification. (pg. 10)
- Staff should be competent and certified to perform a revaluation. (pg. 10-11)
- Timeline for revaluation services. (pg. 15)
- 5 references: name, title, address, and business phone number. (pg. 13)
- Detailed resume of the person assigned as the City assessor. (pg. 10)
- Certification of assigned assessor. (pg. 10)
- 5 years of experience in Wisconsin municipal assessing. (pg. 4)
- Experience in utilization of computer applications. (pg. 8-9)
- Maintain insurance coverage. (pg. 7)

City of Waupaca

Assessment Services Proposal

In an effort to help in the review process, we have created a checklist that follows your requirements. The page number is referenced next to each requirement to make it easier to find in our proposal document. Thank you, and good luck with reviewing and selecting the best candidate!

General Proposal Requirements Checklist:

- 3 Copies of proposal with one being unbound and single sided. (sealed envelope)
- Identify firm name, address, and specific assessment services provided. (pg. 4)
- Names, educational background, municipal assessment experience of the person assigned as the City's point of contact. (pg. 10)
- Experience conducting a revaluation process, experience with assessment evaluation of potential tax-exempt properties. (pg. 12)
- Demonstrate accuracy of assessment work. (pg. 12)
- Listing of Wisconsin municipalities reasonably comparable to the City of Waupaca. (pg. 13-15)
- Indicate whether the firm provides annual assessment services, revaluations, or both. (pg. 13-15)
- Include total annual compensation rate as described in the "Specific Services Required" for assessment years 2021 and 2022. (see sealed pricing)
- List the fee for each assessment year for the proposed contract in a not-to-exceed sum including all costs. (see sealed pricing)
- Assessor shall provide separate cost estimates for a future Exterior Revaluation and a Market Revaluation. (see sealed pricing)
- Assessor completed a revaluation in a similar size municipality. (pg. 13-15)
- Assessor shall be the Assessor 2 level of certification. (pg. 10)
- Staff should be competent and certified to perform a revaluation. (pg. 10-11)
- Timeline for revaluation services. (pg. 15)
- 5 references: name, title, address, and business phone number. (pg. 13)
- Detailed resume of the person assigned as the City assessor. (pg. 10)
- Certification of assigned assessor. (pg. 10)
- 5 years of experience in Wisconsin municipal assessing. (pg. 4)
- Experience in utilization of computer applications. (pg. 8-9)
- Maintain insurance coverage. (pg. 7)

City of Waupaca

Assessment Services Proposal

In an effort to help in the review process, we have created a checklist that follows your requirements. The page number is referenced next to each requirement to make it easier to find in our proposal document. Thank you, and good luck with reviewing and selecting the best candidate!

General Proposal Requirements Checklist:

- 3 Copies of proposal with one being unbound and single sided. (sealed envelope)
- Identify firm name, address, and specific assessment services provided. (pg. 4)
- Names, educational background, municipal assessment experience of the person assigned as the City's point of contact. (pg. 10)
- Experience conducting a revaluation process, experience with assessment evaluation of potential tax-exempt properties. (pg. 12)
- Demonstrate accuracy of assessment work. (pg. 12)
- Listing of Wisconsin municipalities reasonably comparable to the City of Waupaca. (pg. 13-15)
- Indicate whether the firm provides annual assessment services, revaluations, or both. (pg. 13-15)
- Include total annual compensation rate as described in the "Specific Services Required" for assessment years 2021 and 2022. (see sealed pricing)
- List the fee for each assessment year for the proposed contract in a not-to-exceed sum including all costs. (see sealed pricing)
- Assessor shall provide separate cost estimates for a future Exterior Revaluation and a Market Revaluation. (see sealed pricing)
- Assessor completed a revaluation in a similar size municipality. (pg. 13-15)
- Assessor shall be the Assessor 2 level of certification. (pg. 10)
- Staff should be competent and certified to perform a revaluation. (pg. 10-11)
- Timeline for revaluation services. (pg. 15)
- 5 references: name, title, address, and business phone number. (pg. 13)
- Detailed resume of the person assigned as the City assessor. (pg. 10)
- Certification of assigned assessor. (pg. 10)
- 5 years of experience in Wisconsin municipal assessing. (pg. 4)
- Experience in utilization of computer applications. (pg. 8-9)
- Maintain insurance coverage. (pg. 7)



Sealed Dollar Cost Bid Proposal for City of Waupaca services 2021 and 2022

	Maintenance Program	Market Revaluation Program	Exterior Walk Program
Description of Service	Maintenance	Market Revaluation	Market Revaluation with Exterior Walks
Data Conversion	Included	Included	Included
Cloud Based CAMA	Included	Included	Included
Yearly Contract Cost	\$20,500	\$34,500	\$92,000

The City's requested maintenance pricing is calculated below. Accurate recommends Option A, 2021 Maintenance year and a 2022 Market Revaluation, blending the price of the contract over the two-year period. Accurate can blend **any contract option** that works best for the City. Pricing shown below is a **not-to-exceed total**. There will be no additional charges.

	2 Year Maintenance Program	Option A Blend Program	Option B Future Blend Program
Description of Service	2021: Maintenance 2022: Maintenance	2021: Maintenance 2022: Market Revaluation	2023: Maintenance 2024: Maintenance 2025: Market Revaluation With Exterior Walks
Data Conversion	Included	Included	Included
Cloud Based CAMA	Included	Included	Included
Yearly Contract Cost	\$20,500	\$27,500	\$43,400
Term of Contract	2 Year	2 Year	3 Year
Total Contract	\$41,000	\$55,000	\$130,200
	<i>Requested in RFP</i>		

Blend Program: With this program we blend the cost of a market revaluation over the life of the contract. This helps with budgeting and means you don't have one very expensive year to save up for a large revaluation cost.

Exterior Walks: Accurate will visit every improved parcel to measure the exterior of each, verify data, and take new images.

All-Inclusive Contract: Our contract price is **all-inclusive**. That means *the price you see is the price you pay*. We don't add in additional costs for our CAMA, mailings, adding open book times, doing physical inspections, mobile homes, permits, etc. We believe you shouldn't pay extra for things we should know to include in our quote.

Invoice Agreement: Accurate Appraisal, LLC agrees to invoice monthly for the Client. In addition, per the contract agreement 10% of the contract will be retained by the Client until all work is completed. This 10% retention will be applied to the first invoice received. Upon request, a pay schedule can be adjusted to meet the needs of the City of Waupaca.

RESOLUTION NO. 1466 (2020)

A RESOLUTION SUPPORTING CONNECT COMMUNITIES PROGRAM APPLICATION

WHEREAS, downtown Waupaca is a treasured local asset and defining feature of the community;

WHEREAS, the City of Waupaca (City) is making significant physical and financial investments in its downtown as part of the 2021 Main Street reconstruction project;

WHEREAS, the City is partnering with downtown businesses, property owners, and organizations to identify additional place making opportunities for downtown Waupaca outside the scope of the Main Street project;

WHEREAS, the City is partnering with these same groups to identify fundraising strategies to support downtown place making opportunities;

WHEREAS, the City has established an Economic Development Advisory Group to provide recommendations on a downtown incentives program;

WHEREAS, the City's Main Street District is recognized by the Wisconsin and National Register of Historic Places for its concentration and breadth of historic structures;

WHEREAS, the City recognizes the need to strengthen its support for downtown businesses in order to ensure the continued economic viability of the district;

WHEREAS, the Connect Communities program provides technical assistance, educational opportunities, and networking opportunities for city staff and downtown leaders;

NOW, THEREFORE, BE IT RESOLVED, City of Waupaca, hereby supports application to the Connect Communities program administered through the Wisconsin Economic Development Corporation.

Passed: October 6, 2020

Approved: October 6, 2020

Brian Smith, Mayor

Attest:

Sandy M. Stiebs, City Clerk



**City
Administrator**

Aaron Jenson, City Administrator
111 S. Main Street • Waupaca, WI 54981
ajenson@cityofwaupaca.org
www.cityofwaupaca.org
715.258.4411

To: Mayor Smith, Members of City Council and Airport Board

From: Aaron Jenson, City Administrator

Date: 9/23/20

Re: Airport Hanger Lease Renewal with Waupaca Foundry

Background: This month it came to the City's attention that the Hanger Lot Lease Agreement with the Waupaca Foundry is set to expire on September 30th of this year. The City is proposing a renewal of this agreement that would run through September 30th of 2030 (10 years).

Summary: In 1990 the original lease agreement was entered into by both parties with the Lessee (Waupaca Foundry) paying an annual rate of \$100. A 30-year hanger lease is typical for the first term with most subsequent terms being anywhere from 2-10 years.

The terms in the proposed 10-year lease renewal is based off the most recent rate reports and comparisons compiled by the Wisconsin Department of Transportation and Bureau of Aeronautics. In analyzing the data of "Corporate Hanger Leases" we found that the median lease rate equaled \$.15 per square foot (\$840 per year). We believe the median rate most accurately reflects the market, as the "average" was skewed by a couple of drastic outliers at the top. The term of the proposed lease would begin on October 1st, 2020 and expire on September 30th, 2030. The prorated rate from October 1st, 2020 to December 31st, 2020 would equal \$210. Within the proposed agreement the Lessee agrees to pay a 3% annual escalator in years 6-10. Supporting documents have been attached for your review including the original lease agreement, proposed lease agreement, and the most recent rate reports from Wisconsin DOT and BOA.

Recommendation: To approve the attached Airport Hanger Lease Agreement between the City of Waupaca and the Waupaca Foundry through September 30th, 2030.

Attachments:

- *Proposed Lease Agreement*
- *Original Lease Agreement*
- *2018 Annual Wisconsin Bureau of Aeronautics Report (See Highlights on Page 20)*
- *2018 Data Comparing Rates Across Wisconsin of Corporate Hangers (See price per square foot)*

AIRCRAFT HANGAR LOT LEASE

THIS AGREEMENT, made and entered into on the date indicated below by and between the CITY OF WAUPACA, State of Wisconsin, a municipal corporation, hereinafter called the Lessor, and Waupaca Foundry, Inc. hereinafter called the Lessee.

WITNESSETH:

WHEREAS, Lessor owns and operates near the City of Waupaca, Wisconsin, an airport, known as the Waupaca Municipal Airport, and said Lessor is desirous of leasing to Lessee certain premises, hereinafter more fully described and located on said airport, together with the right to use and enjoy in common with others the facilities of Waupaca Municipal Airport; and

WHEREAS, Lessee desires to lease said premises from the City of Waupaca as a location for Lessee's aircraft hangar thereon for the storage of aircraft and to use and enjoy in common with others the facilities of Waupaca Municipal Airport;

NOW, THEREFORE, for and in consideration of the rent, covenants, and agreements herein provided for, Lessee does hereby hire, take and lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee the premises constituting a part of the premises of Waupaca Municipal Airport and described on Rider A attached hereto and incorporated herein by reference.

1. Term. The term of this lease shall be for a period of thirty years, commencing on the 1st day of September, 1990, to the 1st day of September, 2020, inclusive.
2. Permits. Lessee shall, at its own expense, obtain from the proper public authorities, all licenses and permits necessary to authorize the construction and use on the leased premises of an aircraft hangar, as hereinafter provided. Lessee shall also be required to obtain all necessary State or local approval of Lessee's building plans. Lessor agrees to cooperate with Lessee in obtaining all permits necessary for the aforesaid construction.
3. Airport Board - Approval of Plans. Prior to any construction, Lessee shall submit to the Airport Board, the building plans and specifications, for review and approval. Lessee shall not construct any building unless the Airport Board has reviewed and approved the building plans and specifications. If plans and specifications are approved, Lessee agrees to construct the building in conformance with the approved plans and specifications. The approval of the building plans and specifications shall be in writing.
4. Rent. Lessee agrees to pay as rent the sum of \$100.00 annually for a hangar lot on which hangar space for two (2) or less aircraft will be constructed (or) has been constructed.

5. Utilities and Maintenance. Lessee shall be responsible for the payment of all utility expenses and maintenance costs, including the initial cost of hook-up for any hangar located on the premises described in this lease. Lessee agrees to pay all utility bills in a timely manner and agrees not to allow any utility accounts to become delinquent.
6. Title to Hangars. The title to any hangar building constructed on the leased premises shall be in the Lessee and upon termination of this lease the Lessee may or at the option of the Lessor, must remove said building and all equipment and property therein. In the event of hangar removal, the Lessee shall restore the leased premises to its original condition or a mutually agreed upon condition in writing from the City of Waupaca. Title of the hangar may be transferred through sale or assignment. At the termination of this lease (or any extension of this lease), if the City of Waupaca consents, in writing, the hangar/building may remain on the premises and ownership transferred to the City of Waupaca or another approved third party, through sale, assignment or gift.
7. Extension of Lease. Within one year prior to the termination of this lease, the parties may agree to extend this lease for an additional term of not to exceed ten (10) years. If the parties agree to extend the lease, they shall renegotiate the terms and conditions in good faith. In the event the parties cannot agree to the terms and conditions of an extension of this lease, the lease shall terminate on its regularly scheduled termination date.
8. Use of Leased Premises. Lessee shall have the right and privilege of using the demised premises for the storage and maintenance of aircraft and shall have the right to install, operate, maintain and store all equipment necessary for the safe hangaring of the Lessee's aircraft and the right to use the hangar for general storage purposes, under the terms and conditions as set forth hereinafter, provided, however, that this agreement shall not be construed in any manner to grant Lessee or those claiming under them the exclusive right to the use of the premises and facilities of said airport other than those premises leased exclusively to lessee hereunder. The primary purpose of the use of the leased premises shall be the storage of aircraft.
9. Access, Use of Airport Facilities. The Lessee shall have the right to non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right of ingress to and egress from the demised premises, which right shall extend to Lessee's employees, guests and patrons; the right, in common with others authorized so to do, to use common areas of the airport, including runways, taxiways, aprons, roadways and other conveniences for take-off, flying and landing of aircraft. Lessee is hereby granted permission to enter upon Lessor's premises for the purpose of bringing sewer, water, electricity, and gas (if available) to the leased premises from the nearest location of such utilities outside the leased premises. This permission includes, in accordance with

plans and specifications approved by the Lessor, permission to install electrical transmission poles and wires over Lessor's premises and permission to make such excavations on Lessor's premises as may be necessary to bury the various connecting pipes and lines in the ground and permission to repair or replace such pipes and lines from time to time; provided that upon completion of the installation, repair or replacement of such pipes and lines Lessee will restore the surface of Lessor's lands to their condition immediately prior thereto.

10. Laws and Regulations. Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations validly promulgated and enforced by Lessor in its governmental capacity and all reasonable rules and regulations adopted by Lessor in its capacity as proprietor of the airport, and by other proper governmental authority having jurisdiction over the conduct of operations at the airport.
11. Hold Harmless. Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon behalf of or by any person or persons for any wrongful act or omissions.
12. Insurance. Lessee will keep the leased premises insured against fire, with extended coverage, and against the peril of collapse due to the weight of ice and snow, in companies authorized to do business in the State of Wisconsin. Such insurance shall be in the amount of the full insurable value of the premises and shall name Lessor and Lessee as insureds as their interest may appear.
13. Accidental Destruction of Leased Premises. In the event of damage or destruction to any structure on the leased premises by fire or any other casualty, Lessee shall have the option (i) to repair the structure or replace, if necessary, or (ii) to restore the leased premises to their condition prior to the construction of said structure. Lessee shall give notice to Lessor concerning which course it will take within ninety (90) days of the date of such damage or destruction occurred and will complete the repair or replacement, or the restoration of the premises to their condition prior to the construction of said structure within 120 days of the date such damage or destruction occurred, except for delays due to weather conditions.
14. Lessee's Prerogative. In the event that the Lessee does not wish to reconstruct the damaged or destroyed hangar then the Lessee will be responsible for debris removal and restoration of the premises as stated in paragraph 13. The Lessor shall return the unused rent for hangar lot prorated from the completion of restoration to the land and next anniversary date of lease. This lease shall then become null and void.
15. Waiver of Subrogated Claim. The Lessor shall not be liable to the Lessee and the Lessee shall not be liable to the Lessor for the

damage to or destruction to the leased premises, or the whole of which they are a part, or to the contents thereof, from any cause covered by fire and extended coverage insurance, carried by either the Lessor or the Lessee notwithstanding the fact that said damage or destruction was caused by the negligence of either the Lessee or the Lessor.

16. Subletting and Assignment. Lessee shall have and is hereby given the right to sublet all or part of the premises subject to the approval and consent of the Lessor and subject to all of the terms, covenants and conditions of this lease. In the event of such assignment or sublease, Lessee shall continue liable and responsible for the performance of all the terms, covenants and conditions of this lease, unless the Lessee shall obtain the consent of the Lessor to such assignment or sublease. It is mutually agreed that all of the terms, covenants and conditions of this lease shall extend, apply to and firmly bind the heirs, legal representatives, successors and assigns of the parties hereto as fully as the respective parties are themselves bound. This lease may be transferred to a new owner at the time of sale.
17. Authority to Rent. The Lessor and Lessee each represent that they have legal authority to enter into this lease upon the terms and agreement herein expressed, and the Lessor further represents and covenants that it has good title to the leased premises.
18. Lessor's Right of Entry. Lessor reserves the right to enter upon the leased premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.
19. Fire and Police Protection. Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants and facilities on the airport.
20. Taxes and Assessments. Lessee shall pay all taxes or assessments that may be validly levied against the personal property of the Lessee.
21. Signs. Lessee agrees that no signs or advertising matter may be erected without the consent of Lessor.
22. Lessor's Reserved Rights. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of the Lessee in this regard.

The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure

on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States, or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this lease may be amended to include revisions required by these agreements with the United States or the State of Wisconsin.

23. If the airport is officially and permanently closed, then this contract is null and void.

24. Lessee's Defaults. If Lessee breaches or fails to observe any covenant, restriction or other provision of this lease, and such breach and non-observance continues for a period of thirty (30) days after notice thereof to Lessee or, if the cure for such breach or non-observance is reasonably longer than thirty (30) days after such notice and, if Lessee fails to commence to cure such breach or non-observance within the thirty (30) day period, then Lessor at its election may terminate this lease and repossess the leased premises (i.e. the real estate). Lessor may also exercise any other remedies provided by law.

25. Notices. All notices permitted or required hereunder shall be in writing and shall be given by mailing the same, postage prepaid, by certified mail, return receipt requested, and shall be deemed given when mailed as provided in this paragraph. If the notice is to Lessor, the same shall be mailed to Lessor at City Hall, 124 S. Washington Street, Waupaca, Wisconsin, 54981, or at such other address as Lessor may hereafter designate by notice to Lessee; and if to Lessee, the same shall be mailed to Donno R

Honovich, Waupaca Foundry Inc - Cassville

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 17th day of September, 1990.

LESSOR:

IN THE PRESENCE OF

CITY OF WAUPACA

Jean M. Dege
John Peters

By James W. Boyer
James W. Boyer, Mayor
By Beverly R. Sather
Beverly R. Sather, Clerk-Treasurer

LESSEE:

Waupaca Foundry, Inc
By John Honovich - Cashier-Treasurer

APPROVED AS TO FORM:

Thomas A. Maroney
Thomas A. Maroney
City Attorney, City of Waupaca

AIRCRAFT HANGAR LOT LEASE

THIS AGREEMENT, made and entered into on the date indicated below by and between the **City of Waupaca**, Wisconsin, a municipal corporation, hereinafter called the Lessor, and **Waupaca Foundry**, hereinafter called the Lessee.

WITNESSETH:

WHEREAS, Lessor owns and operates near the City of Waupaca, Wisconsin, an airport, known as the Waupaca Municipal Airport - Brunner Field and said Lessor is desirous of leasing to Lessee certain premises, hereinafter more fully described and located on said airport, together with the right to use and enjoy in common with others the facilities of Waupaca Municipal Airport – Brunner Field; and

WHEREAS, Lessee desires to lease said premises from the City of Waupaca as a location for Lessee's aircraft hangar thereon for the storage of aircraft and to use and enjoy in common with others the facilities of Waupaca Municipal Airport - Brunner Field;

NOW THEREFORE, for and in consideration of the rent, covenants, and agreements herein provided for, Lessee does hereby hire, take, and lease from Lessor, and Lessor does hereby grant, demise, and lease unto Lessee the premises constituting a part of the premises of Waupaca Municipal Airport – Brunner Field and described on Rider A attached hereto and incorporated herein by reference.

1. TERM. The term of this lease shall be for a period of 5 years, commencing on the 1st day of October, 2020, to the 30th day of September, 2025, inclusive.
2. RENT. Lessee agrees to pay as rent the sum of \$840.00 or \$.15 per square foot per year for each year of the five-year lease term.
3. UTILITIES AND MAINTENANCE. Lessee shall be responsible for the payment of all utility expenses and maintenance costs, including the initial cost of hook-up for any hangar located on the premises described in this lease. Lessee agrees to pay all utility bills in a timely manner and agrees not to allow any utility accounts to become delinquent.
4. TITLE TO HANGARS. The title to any hangar building constructed on the lease premises shall be in the Lessee and upon termination of this lease the Lessee may or at the option of the Lessor, must remove said building and all equipment and property therein. In the event of hangar removal, the Lessee shall restore the leased premises to its original condition or a mutually agreed upon condition in writing from the City of Waupaca. Title of the hangar may be transferred through sale or assignment. At the termination of this lease or any extension of this lease, if the City of Waupaca consents, in writing, the hangar/building may remain on the premises and ownership transferred to the City of Waupaca or another approved third party, through sale, assignment, or gift.
5. EXTENSION OF LEASE. Within one year prior to the termination of this lease, upon request of the lessee, and at the sole option of the city, this lease may be extended for an additional term of up to but no more than ten (10) years. If the city, in its discretion, agrees to an extension, the parties shall renegotiate the terms and conditions in good faith. In the event the parties cannot agree to the terms and conditions of an extension of this lease, the lease shall terminate on its regularly scheduled termination date. This same procedure shall be used by the parties for any

second and subsequent extension requests, which shall be for terms up to but no more than ten (10) years.

6. USE OF LEASE PREMISES. Lessee shall have the right and privilege of using the hangar for the storage and maintenance of aircraft and shall have the right to install, operate, maintain, and store all equipment necessary for the safe hangaring of the Lessee's aircraft and the right to use the hangar for general storage purposes, under the terms and conditions as set forth hereinafter, provided, however, that this agreement shall not be construed in any manner to grant Lessee or those claiming under them the exclusive right to the use of the premises and facilities of said airport other than those premises leased exclusively to lessee hereunder. The primary purpose of the use of the leased premises shall be the storage of aircraft. Lessee shall not store any personal property outside the hangar.
7. ACCESS, USE OF AIRPORT FACILITIES. The Lessee shall have the right to non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right of ingress to and egress from the demised premises, which right shall extend to Lessee's employees, guests and patrons; the right, in common with others authorized so to do, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for take-off, flying and landing of aircraft. Lessee is hereby granted permission to enter upon Lessor's premises for the purpose of bringing sewer, water, electricity, and gas (if available) to the leased premises from the nearest location of such utilities outside the lease premises. This permission includes, in accordance with plans and specifications approved by the Lessor, permission to install electrical transmission poles and wires over Lessor's premises and permission to make such excavations on Lessor's premises as may be necessary to bury the various connecting pipes and lines in the ground and permission to repair or replace such pipes and lines from time to time; provided that upon completion of the installation, repair or replacement of such pipes and lines Lessee will restore the surface of Lessor's lands to their condition immediately prior thereto.
8. LAWS AND REGULATIONS. Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules, and regulations validly promulgated and enforced by Lessor in its governmental capacity and all reasonable rules and regulations adopted by Lessor in its capacity as proprietor of the airport, and by other proper governmental authority having jurisdiction over the conduct of operations at the airport.
9. HOLD HARMLESS. Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon behalf of or by any person or persons for any wrongful act or omissions.
10. INSURANCE. Lessee will keep the leased premises insured against fire, with extended coverage, and against the peril of collapse due to the weight of ice and snow, in companies authorized to do business in the State of Wisconsin. Such insurance shall be in the amount of the full insurable value of the premises and shall name Lessor and Lessee as insured as their interest may appear.
11. ACCIDENTAL DESTRUCTION OF LEASED PREMISES. In the event of damage or destruction to any structure on the leased premises by fire or any other casualty, Lessee shall have the option (i) to repair the structure or replace, if necessary, or (ii) to restore the leased

premises to their condition prior to the construction of said structure. Lessee shall give notice to the Lessor concerning which course it will take within ninety (90) days of the date of such damage or destruction occurred and will complete the repair or replacement, or the restoration of the premises to their condition prior to the construction of said structure within 120 days of the date such damage or destruction occurred, except for delays due to weather conditions.

12. LESSEE'S PREROGATIVE. In the event that the Lessee does not wish to reconstruct the damaged or destroyed hangar then the Lessee will be responsible for debris removal and restoration of the premises as stated in paragraph 13. The Lessor shall return the unused rent for hangar lot prorated from the completion of restoration to the land and next anniversary date of lease. This lease shall then become null and void.
13. WAVIER OF SUBROGATED CLAIM. The Lessor shall not be liable to the Lessee and the Lessee shall not be liable to the Lessor for the damage to or destruction to the leased premises, or the whole of which they are a part, or to the contents thereof, from any cause covered by fire and extended coverage insurance, carried by either the Lessor or the Lessee notwithstanding the fact that said damage or destruction was caused by the negligence of either the Lessee or the Lessor.
14. SUBLETTING AND ASSIGNMENT. Lessee shall have and is hereby given the right to sublet all or part of the premises subject to the approval and consent of the Lessor and subject to all of the terms, covenants, and conditions of this lease, provided Lessee shall give a 30-day written notice to the Lessor of Lessee's intent to sublet. In the event of sublease, Lessee shall continue to be liable and responsible for the performance of all such terms, covenants, and conditions of this lease. It is mutually agreed that all of the terms, covenants, and conditions of this lease shall extend, apply to, and firmly bind the heirs, legal representatives, successors, and assigns of the parties hereto as fully as the respective parties are themselves bound. In the event that Lessee is desirous of assigning or selling this lease to a new owner prior to the termination of this lease, such sale or assignment shall be made only with the prior consent of the Lessor and only if the new owner enters into a new lease with Lessor upon terms as may be agreeable with Lessor.
15.
 1. Mortgage by Lessee. With the written consent of Lessor, Lessee may at any time assign or mortgage its interest in Lessee's interest in the premises and any building or improvement then or thereafter situated thereon; provided, that Lessee shall not be in default in any agreements herein contained to be kept, observed and performed by Lessee and shall have paid all rents, taxes, assessments, insurance premiums and all other charges of every kind which shall have accrued hereunder; and provided further, that no leasehold mortgagee or anyone to claim by, through or under such assignments or mortgage, shall, by virtue thereof, acquire any greater rights in premises and any building or improvement thereon than Lessee then had under this Lease; and provided further, that such assignment or mortgage shall be subject to all the conditions and obligations of this Lease and to the rights of the Lessor thereunder.
 2. No Lease Amendments. This Lease shall not be (i) amended or modified or (ii) terminated or cancelled by reason of the exercise of any option or election by Lessee under this Lease, or by the giving of any notice by Lessee under this Lease, unless such amendment, modification, termination, or cancellations is assented to in writing by Leasehold Mortgagee. Any such attempted amendment or modification, termination, or cancellation without that assent shall be

void. Leasehold Mortgagee shall agree to reasonable amendments or modifications to this Lease not adversely affecting Leasehold Mortgagee.

3. Notice. Lessor, upon serving Lessee with any notice under this Lease, shall also serve a copy of that notice upon Leasehold Mortgagee in the same manner as required by the Lease for notices to be delivered to Lessee. The delivery shall be made at the address Leasehold Mortgagee shall have designated in writing to Lessor from time to time. No notice from Lessor to Lessee shall be deemed to have been duly given unless and until a copy of the notice has been so served to Leasehold Mortgagee.

4. Cure. If Lessee defaults under the Lease and, after notice, fails to cure its default within the cure period provided in the Lease, Lessor will afford Leasehold Mortgagee an additional fifteen (15) business days to cure that default.

- a) If Lessee defaults on a non-monetary obligation under the Lease and such default cannot reasonably be cured within such 15-business day period, then Lessor will afford Leasehold Mortgagee such additional time as may be reasonably required to cure the default or, at Leasehold Mortgagee's option, to foreclose the Leasehold Mortgage or pursue secured creditor rights in any Lessee bankruptcy proceeding, provided Leasehold Mortgagee proceeds diligently and continuously with the cure and in addition continues to cure any monetary defaults that are not more than ninety (90) days in arrears on the date Leasehold Mortgagee is given notice of them.
- b) Before the expiration of the cure period, Lessor will not exercise any of its remedies under the Lease, including, without limitation, terminating the Lease, evicting Lessee or exercising any self-help rights. Nothing contained herein shall constitute an obligation of Leasehold Mortgagee to cure any default of Lessee.

5. Rights of Foreclosing Leasehold Mortgagee. If Leasehold Mortgagee fore-closes the Leasehold Mortgage or otherwise acquires leasehold title to the Premises by assignment in lieu of foreclosure, bankruptcy sale or otherwise (any of the foregoing being a "Foreclosure"), the following terms and conditions will govern the respective rights and obligations of Lessor and Leasehold Mortgagee or its designee as new owner of the leasehold interest in the Premises (Leasehold Mortgagee or its designee, as the case may be, being the "New Owner"):

- a) Lessor will, upon notice of the transfer, recognize the New Owner as the Lessee under the Lease. Lessor expressly agrees that Foreclosure will not constitute a default under the Lease nor will it result in termination of the Lease;
- b) The New Owner and its successors shall have the right in their sole discretion to assign this Lease or sublet all or a portion of the Premises; and
- c) Other than Leasehold Mortgagee's obligations to cure Lessee's monetary defaults that are no more than ninety (90) days in arrears as set forth in Section 3, the New Owner shall not incur any liability under this Lease until it shall

have obtained leasehold title to the Premises by Foreclosure, and then only to the extent of liabilities or obligations arising subsequent to the date upon which the New Owner obtained leasehold title to the Premises and before the date on which the New Owner assigns leasehold title to the Premises to another party.

6. New Lease. If this Lease is terminated before its stated termination date on account of a default by Lease that by its nature is incurable by Leasehold Mortgagee (including without limitation, a rejection of the Lease by the trustee of Lessee's bankruptcy estate), Lessor agrees that Leasehold Mortgagee or its designated affiliate shall have the option to enter into a new lease with Landlord. Any such new lease shall have the same priority as this Lease and shall be for a period equal to the remainder of the term of this Lease, at the same rent, and upon each and all of the terms, covenants, agreements and conditions contained in this Lease. It shall be a condition of Lessor's obligation to enter into a new lease with Leasehold Mortgagee that Leasehold Mortgagee cure Lessee's monetary defaults that are no more than ninety (90) days in arrears on the date when Leasehold Mortgagee receives notice of them.

7. Insurance Proceeds and Condemnation Awards. Notwithstanding any other provision in this Lease, in the event of any casualty to or condemnation of the Property or any portion thereof during such time as any Leasehold Mortgage is unsatisfied, all insurance proceeds and /or condemnation awards (if greater than \$100,000) shall be deposited with an independent third party financial institution selected by Leasehold Mortgagee to act as escrow agent. Any such institution shall have assets in excess of \$100 million, and Leasehold Mortgagee shall have the right to appoint itself escrow agent.

- a) Subject to the following paragraph, Lessee shall as fully as possible repair and reconstruct the improvements to their condition before the casualty or condemnation, and Lessee shall be responsible for any deficiency between the amount of the proceeds or award and the cost to so restore. The escrow agent shall pay Lessee and its agents from the escrow account for such restoration in accordance with usual and customary disbursement requirements for construction loans, including upon being presented evidence (i) that the billed for services have been performed, (ii) that the remaining escrowed amount is sufficient to complete restoration, and (iii) that the Property has been kept free of mechanics' liens.
- b) If a substantial portion of the Property is subject to the casualty or condemnation and (i) Lessor and Lessee agree that restoration is impracticable, or (ii) such casualty or condemnation occurs during the final three (3) years of the lease term, then in either instance, Lessee shall have the right to terminate this Lease, in which event the proceeds or award shall be payable as follows: first, to Leasehold Mortgagee in the amount of any outstanding amounts

16 AUTHORITY TO RENT. The Lessor and Lessee each represent that they have legal authority to enter into this lease upon the terms and agreement herein expressed, and the Lessor further represents and covenants that it has good title to the leased premises.

17. LESSOR'S RIGHT OF ENTRY. Lessor reserves the right to enter upon the leased premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.
18. FIRE AND POLICE PROTECTION. Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants and facilities on the airport.
19. TAXES AND ASSESSMENTS. Lessee shall pay all taxes or assessments that may be validly levied against the personal property of the Lessee.
20. SIGNS. Lessee agrees that no signs or advertising matter may be erected without the consent of Lessor.
21. LESSOR'S RESERVED RIGHTS. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of the Lessee in this regard.

The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States, or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this lease may be amended to include revisions required by these agreements with the United States or the State of Wisconsin.

22. If the airport is officially and permanently closed, then this contract is null and void.
 23. LESSEE'S DEFAULTS. If Lessee breaches or fails to observe any covenant, restriction or other provision of this lease, and such breach and non-observance continues for a period of thirty (30) days after notice thereof to Lessee or, if the cure for such breach or non-observance is reasonably longer than thirty (30) days after such notice and, if Lessee fails to commence to cure such breach or non-observance within the thirty (30) day period, then Lessor at its election may terminate this lease and repossess the leased premises (i.e. the real estate). Lessor may also exercise any other remedies provided by law.
 24. NOTICES. All notices permitted or required hereunder shall be in writing and shall be given by mailing the same, postage prepaid, by certified mail, return receipt requested, and shall be deemed given when mailed as provided in this paragraph. If the notice is to Lessor, the same shall be mailed to Lessor at City Hall, 111 S. Main Street, Waupaca, Wisconsin, 54981, or at such other address as Lessor may hereafter designate by notice to Lessee; and if to Lessee, the same shall be mailed to:
-

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this _____ day of _____,

IN THE PRESENCE OF

(Name)

(Name)

IN THE PRESENCE OF

(Name)

(Name)

LESSOR:

CITY OF WAUPACA

By _____
Brian Smith, Mayor

By: _____
Sandy M. Stiebs, City Clerk

LESSEE:

By: _____

By: _____

Airport Facility Name:	Was airport property leased for corporate hangars in 2018?	How many corporate hangars were located on the airport in 2018?	Are additional corporate hangar lots available for immediate development on the airport?	What was the average annual lease rate for a corporate hangar in 2018 with the following characteristics: 4,000 ft ² Lot (70'x70') 2,500 ft ²	Calculated Per Square Foot Lease Rate for a 70'x70' Lot
Appleton International Airport	Yes	2	Yes	\$1,180.00	\$0.24
Baraboo-Wisconsin Dells Regional Airport	Yes	3	Yes	\$539.00	\$0.11
Batten International Airport	Yes	13	Yes	\$906.00	\$0.18
Black River Falls Area Airport	Yes	1	Yes	\$500.00	\$0.10
Burlington Municipal Airport	Yes	25	No	\$441.00	\$0.09
Burnett County Airport	Yes	1	Yes	\$15,000.00	\$3.06
Central Wisconsin Airport	Yes	3	Yes	\$2,250.00	\$0.46
Chippewa Valley Regional Airport	Yes	4	Yes	\$1,125.00	\$0.23
Dane County Regional Airport	Yes	6	Yes	\$4,000.00	\$0.82
Dodge County Airport	Yes	7	Yes	\$735.00	\$0.15
Eagle River Union Airport	Yes	2	Yes	\$200.00	\$0.04
Fond du Lac County Airport	Yes	5	Yes	\$2,000.00	\$0.41
Fort Atkinson Municipal Airport	Yes	2	Yes	\$600.00	\$0.12
General Mitchell International Airport	Yes	7	Yes	\$1,677.00	\$0.34
Green Bay Austin Straubel International Airport	Yes	6	Yes	\$1,239.00	\$0.25
John F. Kennedy Memorial Airport	Yes	1	Yes	\$250.00	\$0.05
Kenosha Regional Airport	Yes	7	Yes	\$980.00	\$0.20
L.O. Simenstad Airport	Yes	2	Yes	\$6,507.00	\$1.33
La Crosse Regional Airport	Yes	7	Yes	\$2,768.00	\$0.56
Langlade County Airport	Yes	1	Yes	\$38.00	\$0.01
Marshfield Municipal Airport, Roy Shwery Field	Yes	2	Yes	\$380.00	\$0.08
Mauston-New Lisbon Union Airport	Yes	4	Yes	\$2,700.00	\$0.55
Merrill Municipal Airport	Yes	1	Yes	\$325.00	\$0.07
Middleton Municipal Airport, Morey Field	Yes	3	No	\$1,715.00	\$0.35
Monroe Municipal Airport	Yes	4	Yes	\$735.00	\$0.15
New Richmond Regional Airport	Yes	8	Yes	\$490.00	\$0.10
Oconto - J. Douglas Bake Municipal Airport	Yes	0	Yes	\$0.00	\$0.00
Platteville Municipal Airport	Yes	4	Yes	\$884.00	\$0.18
Price County Airport	Yes	5	Yes	\$294.00	\$0.06
Rhineland-Oneida County Airport	Yes	10	Yes	\$343.00	\$0.07
Rice Lake Regional Airport	Yes	2	Yes	\$500.00	\$0.10
Sawyer County Airport	Yes	1	No	\$250.00	\$0.05
Sheboygan County Memorial Airport	Yes	7	Yes	\$1,200.00	\$0.24
Southern Wisconsin Regional Airport	Yes	5	Yes	\$559.00	\$0.11
Stevens Point Municipal Airport	Yes	2	Yes	\$1,750.00	\$0.36
Taylor County Airport	Yes	1	Yes	\$700.00	\$0.14
Tri-County Regional Airport	Yes	3	Yes	\$350.00	\$0.07
Watertown Municipal Airport	Yes	3	Yes	\$286.00	\$0.06
Waukesha County Airport	Yes	4	Yes	\$1,274.00	\$0.26
Waupaca Municipal Airport	Yes	2	Yes	\$500.00	\$0.10
Wautoma Municipal Airport	Yes	1	Yes	\$450.00	\$0.09
West Bend Municipal Airport	Yes	4	Yes	\$588.00	\$0.12
Wittman Regional Airport	Yes	6	Yes	\$784.00	\$0.16

2018 Wisconsin Airports Rates and Charges Survey



June 2019

Introduction

Each year, the Wisconsin Department of Transportation's Bureau of Aeronautics (BOA) surveys public use airports in Wisconsin for information regarding rates, charges and related activities. Per Wisconsin Administrative Code Trans 55, airports are required to submit responses as a condition of receiving state funding. More importantly, the survey results serve as a comparative tool to help airports gauge financial practices and needs.

In February 2019, the 2018 Rates and Charges Survey was distributed to the 97 airports included in the Wisconsin State Airport System Plan (SASP). Respondents completed the survey by using an online survey tool or by submitting a hard copy.

Of the 97 SASP airports, 91 provided a response to the survey. Respondents included all eight commercial service airports, 13 of 14 large general aviation (GA) airports, 46 out of 47 medium GA airports, and 25 out of 28 small GA airports, for a total SASP response rate of 94 percent. A complete list of responding airports can be found at the end of this report starting on page 31. It is important to note that airport representatives were responsible for the accuracy of the answers provided. If there are questions regarding specific airport data, please consult the airport directly.

This report is an overview of the 2018 survey results. Complete rates and charges survey data can be found on the Wisconsin Department of Transportation web site: <https://wisconsindot.gov/av-pubs>.

Questions regarding this survey and report should be directed to Wisconsin Department of Transportation's Bureau of Aeronautics, (608) 266-3351.

Trends and Observations

While much of the reported rates and charges only vary slightly year to year, a few trends and observations were identified following this year's survey. The 100LL fuel prices have remained relatively stable for the last several years. Jet A fuel prices however, are rising. Figure 1 depicts the average fuel prices reported since 2012.

The average annual ground lease rate across all airports increased slightly from \$0.11 in 2017 to \$0.14 per square foot in 2018. Similarly, the median rate increased to \$0.08 per square foot.

Finally, six additional airports reported the availability of Part 61 flight instruction in 2018, bringing the total to 54 of 91 responding airports.

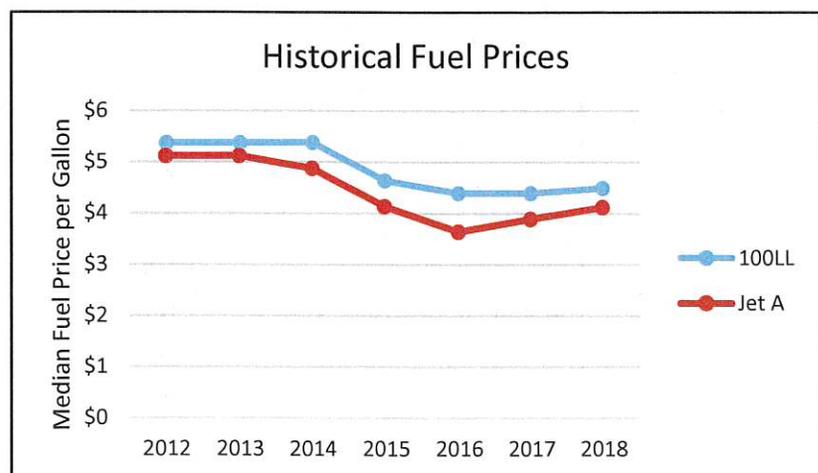


Figure 1

Jet A

Jet A fuel sales were reported at 56 airports in 2018. All commercial service airports and large GA airports reported Jet A sales. In addition, 34 of 46 medium GA airports and one small GA airport reported Jet A sales. A total of 33 airports indicated that an FBO was the Jet A seller, while 23 airports specified that the airport sold the Jet A.

Fuel flowage fees for Jet A were charged at 70% of airports reporting Jet A sales. Fuel flowage fees for Jet A ranged from less than \$0.05 to more than \$1.00 per gallon. Table 2 categorizes Jet A seller, fuel flowage fee and price data by airport classification.

Fuel prices for Jet A on December 31, 2018 were also collected. Figure 4 (p.8) depicts these Jet A prices. Jet A prices ranged from less than \$3.00 to more than \$5.00 per gallon. Jet A prices per gallon predominantly fell between \$4.26 - \$4.50. In addition, Figure 5 (p.9) illustrates the quantity of Jet A sold per airport.

Jet A Data in Relation to Airport Classification

Commercial Service	Seller of Jet A	Airport - 0	FBO - 8	Other - 0
	Fuel Flowage Fees	Yes - 8	No - 0	
	Modal Fuel Flowage Fee	\$0.06 - \$0.10		
	Modal Jet A Price	\$4.26 - \$4.50		
Large General Aviation	Seller of Jet A	Airport - 1	FBO - 12	Other - 0
	Fuel Flowage Fees	Yes - 12	No - 1	
	Modal Fuel Flowage Fee	\$0.06 - \$0.10		
	Modal Jet A Price	\$4.26 - \$4.50		
Medium General Aviation	Seller of Jet A	Airport - 21	FBO - 13	Other - 0
	Fuel Flowage Fees	Yes - 18	No - 16	
	Modal Fuel Flowage Fee	\$0.06 - \$0.10		
	Modal Jet A Price	\$4.26 - \$4.50		
Small General Aviation	Seller of Jet A	Airport - 1	FBO - NA	Other - 0
	Fuel Flowage Fees	Yes - 1	No - 0	
	Modal Fuel Flowage Fee	\$0.51 - \$0.75		
	Modal Jet A Price	\$3.76 - \$4.00		

Table 2

MoGas

MoGas was also sold at 13 airports responding to the 2018 survey. MoGas sellers included one commercial service airport, three large GA airports, eight medium GA airports and one small GA airports. Half of the airports reported fewer than 5,000 gallons in total sales.

Six airports indicated that fuel flowage fees were charged on MoGas purchases.

MoGas prices on December 31, 2018 ranged from less than \$3.75 to more than \$4.00 per gallon. Figure 6 (p.10) depicts these MoGas prices.

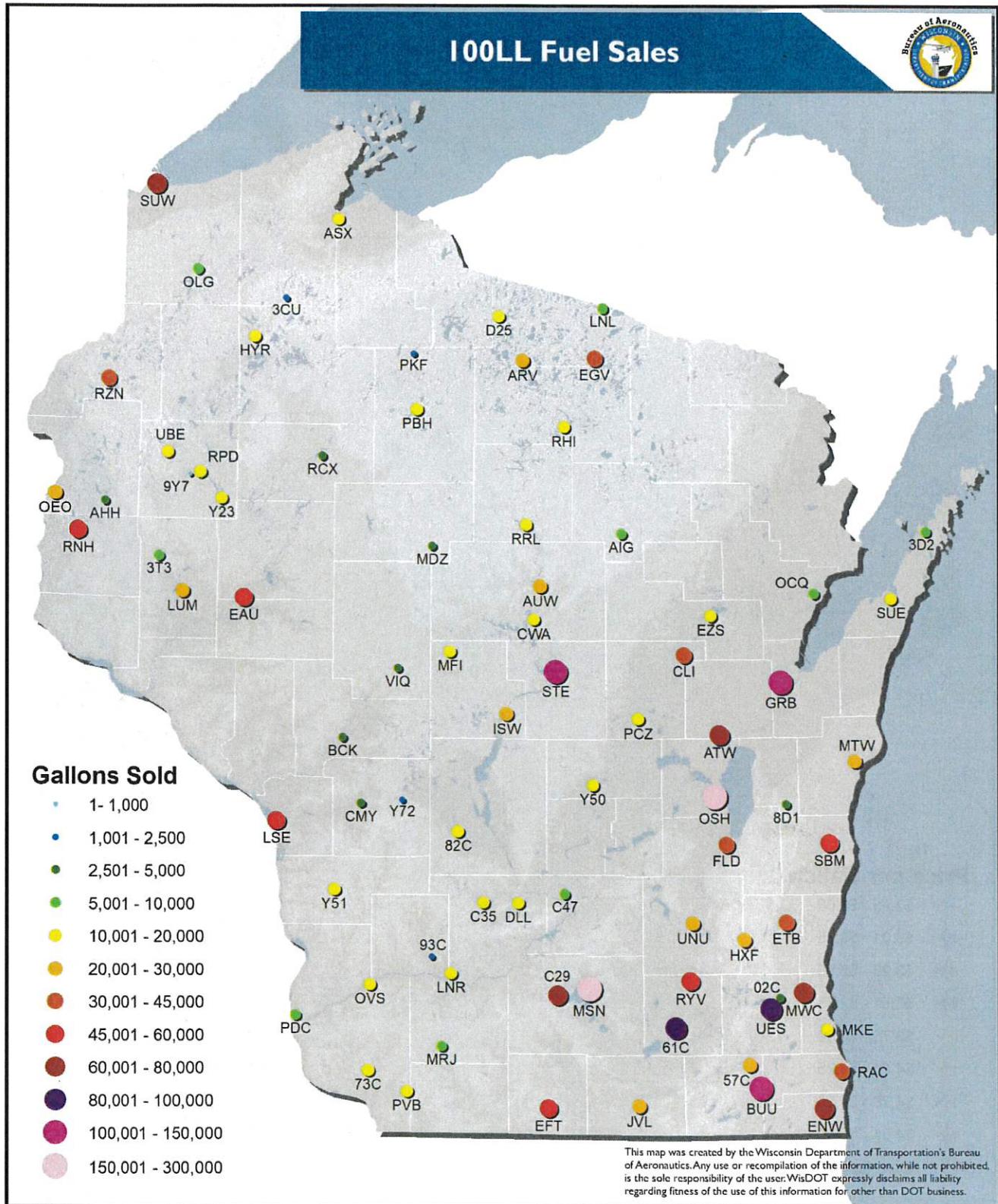


Figure 3

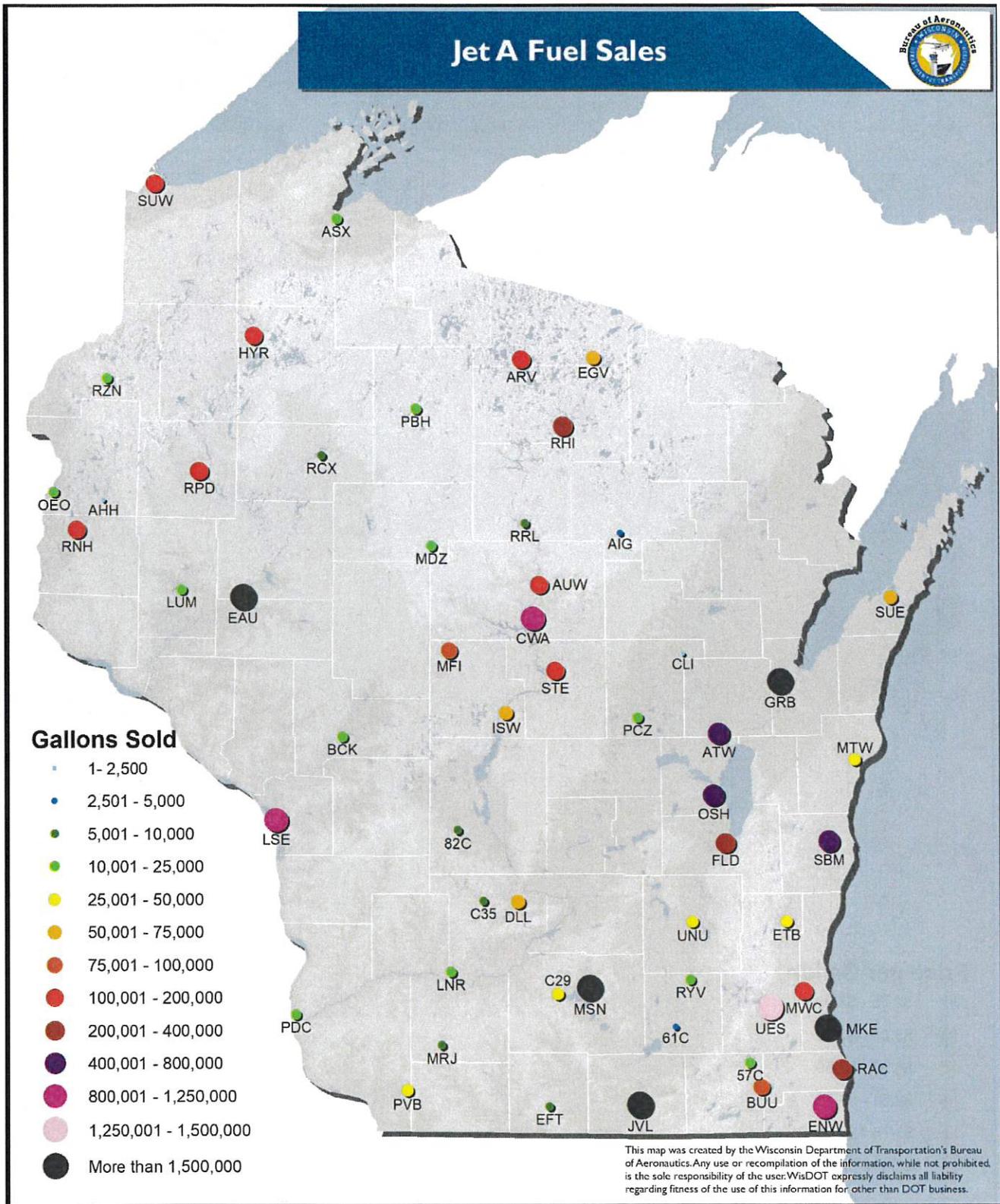


Figure 5

Landing Fees

Of the 91 airport respondents, 17 airports reported charging landing fees in 2018: all eight commercial service airports, and four large GA airports and five medium GA airports. No small GA airports reported charging landing fees.

Of the 17 airports reporting landing fees:

- One airport reported landing fees for a Cessna 172.
- 12 airports reported landing fees for a chartered Beechcraft King Air.
- 13 for a chartered Hawker 800.
- 13 reported landing fees for a Bombardier CRJ-200 airline aircraft.

The landing fee for a 50,000-pound CRJ-200 ranged from \$60 to \$270.

Tie-down Fees

Tie-down or parking fees of some kind were reported at 32 airports in 2018. The fees were collected by 13 airports and 19 FBOs. More airports offered daily rates than monthly rates.

The survey asked for tie-down rates for three aircraft: a Cessna 172, Beechcraft King Air and a Hawker 800. Table 3 summarizes the results.

		Number of Airports	Fee Range	Average Fee
Cessna 172	Daily	27	\$3.00 – \$25.00	\$10.00
	Monthly	9	\$25.00 – \$300.00	\$92.00
Beechcraft King Air	Daily	27	\$5.00 – \$150.00	\$34.00
	Monthly	8	\$25.00 – \$300.00	\$132.00
Hawker 800	Daily	25	\$5.00 – \$200.00	\$62.00
	Monthly	7	\$25.00 – \$300.00	\$133.00

Table 3

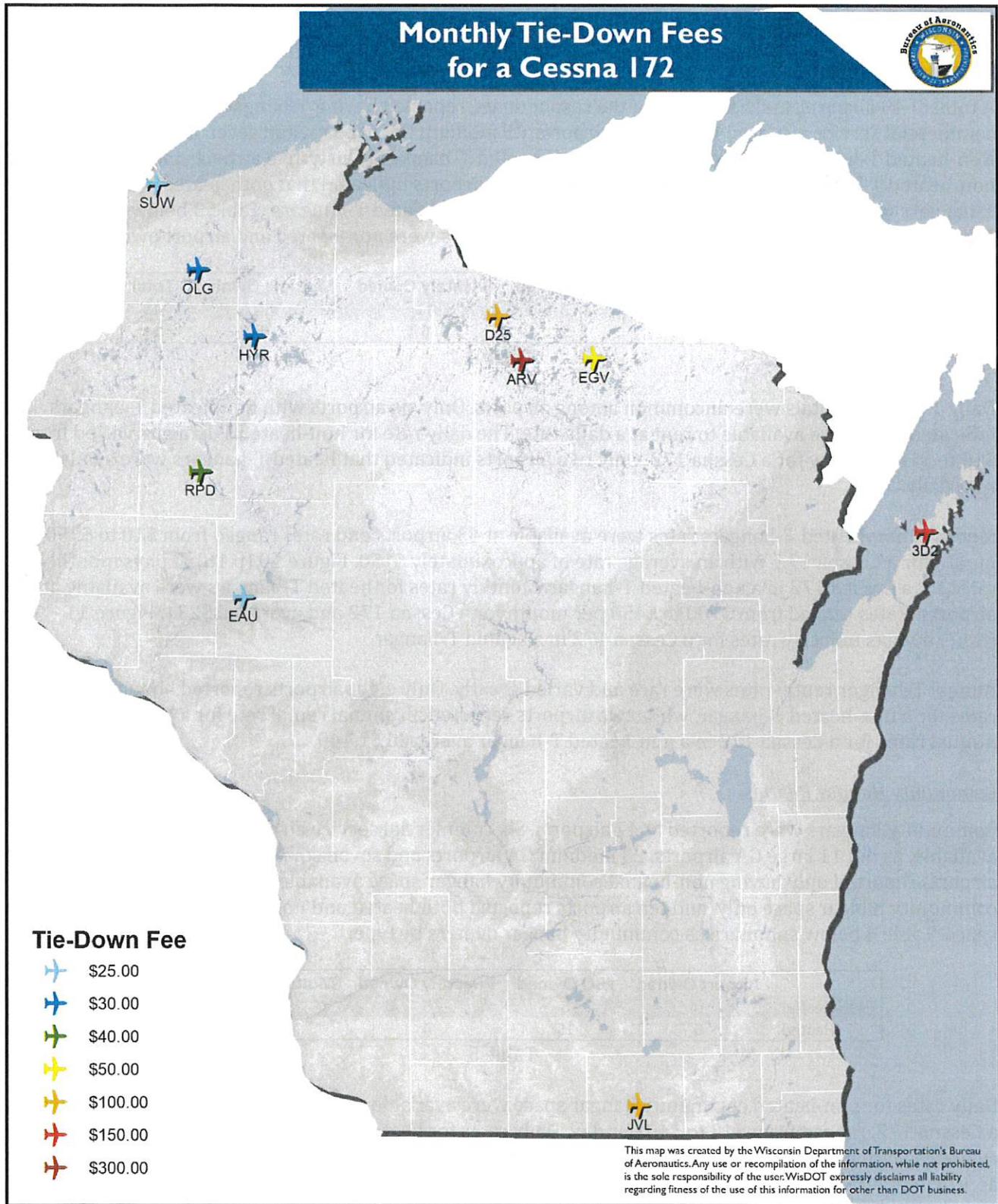


Figure 8

Monthly rates for non-heated community hangar space, available at 18 airports, ranged from \$30 to \$480 per month. The average monthly rental rate for non-heated community hangar space was approximately \$147. Figure 12 (p.18) depicts monthly non-heated community hangar space rates for a Cessna 172 by airport.

Monthly rates for heated community hangar space were available at 23 airports and ranged from \$125 to \$400 per month. The average monthly rental rate for heated community hangar space was approximately \$232. Figure 13 (p.19) depicts monthly heated community hangar space rates for a Cessna 172 by airport.

As with T-hangar rentals, annual rates for community hangar rental space were also rare. Six airports reported annual rates for non-heated community hangar space while three airports reported annual rates for heated community hangar space.

Hangar Ground Leases

Ground leases were divided into three categories: private, corporate and commercial. For the purposes of this survey, each hangar category was defined as follows:

- Private Hangar – leased by an individual or group for private aeronautical use.
- Corporate Hangar – leased by a company for the purpose of conducting private air travel.
- Commercial Hangar – leased for the purpose of operating an aeronautical business.

Figure 9 below summarizes the types of hangars reported by airports in 2018. Private hangar ground leases were the most common method of aircraft storage.

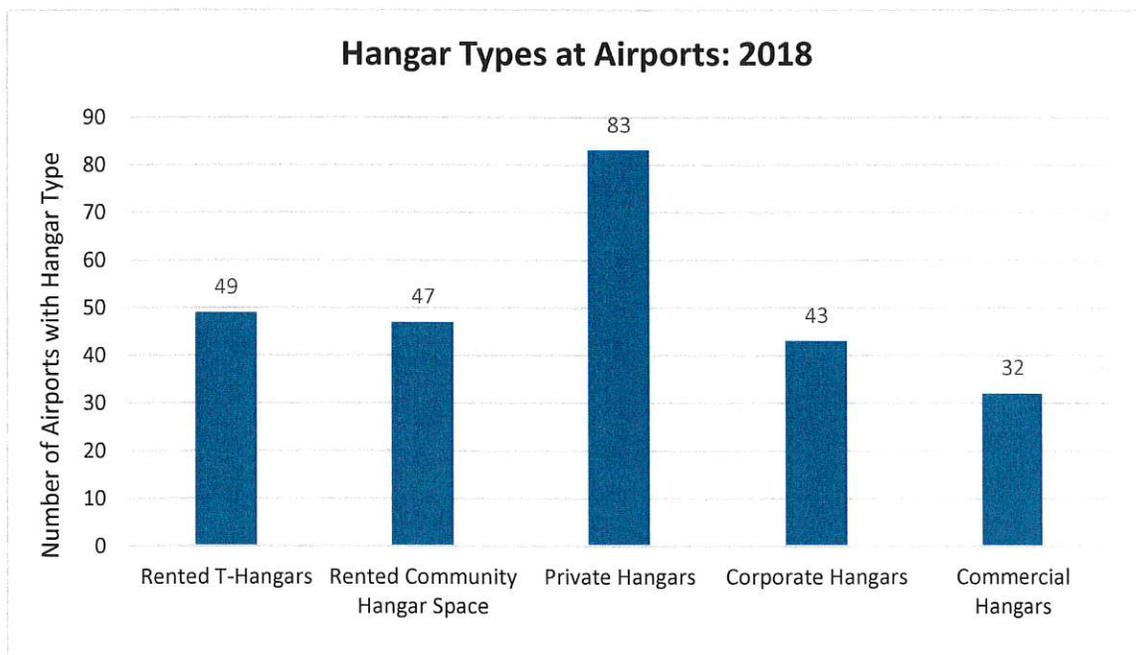


Figure 9

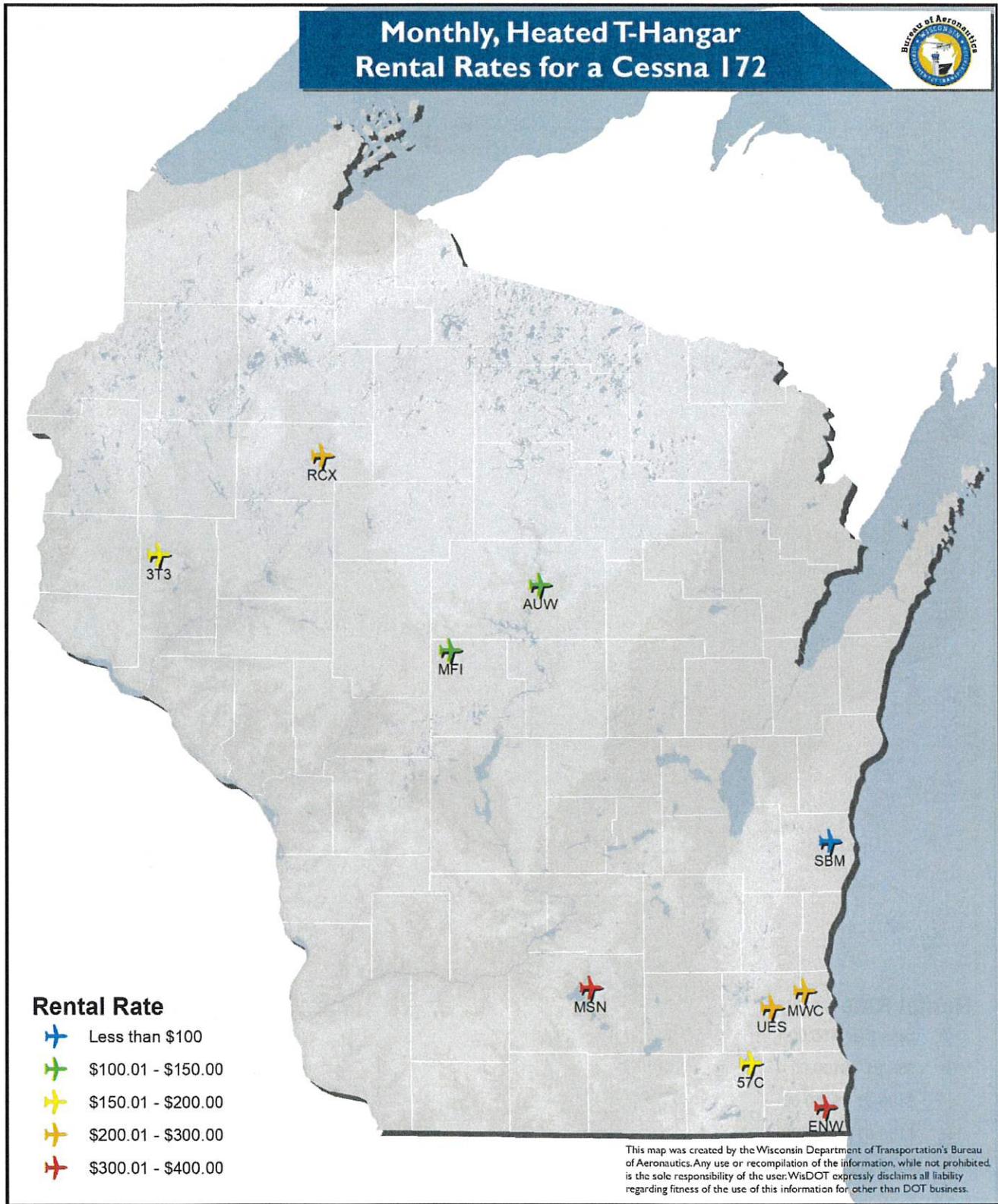


Figure 11

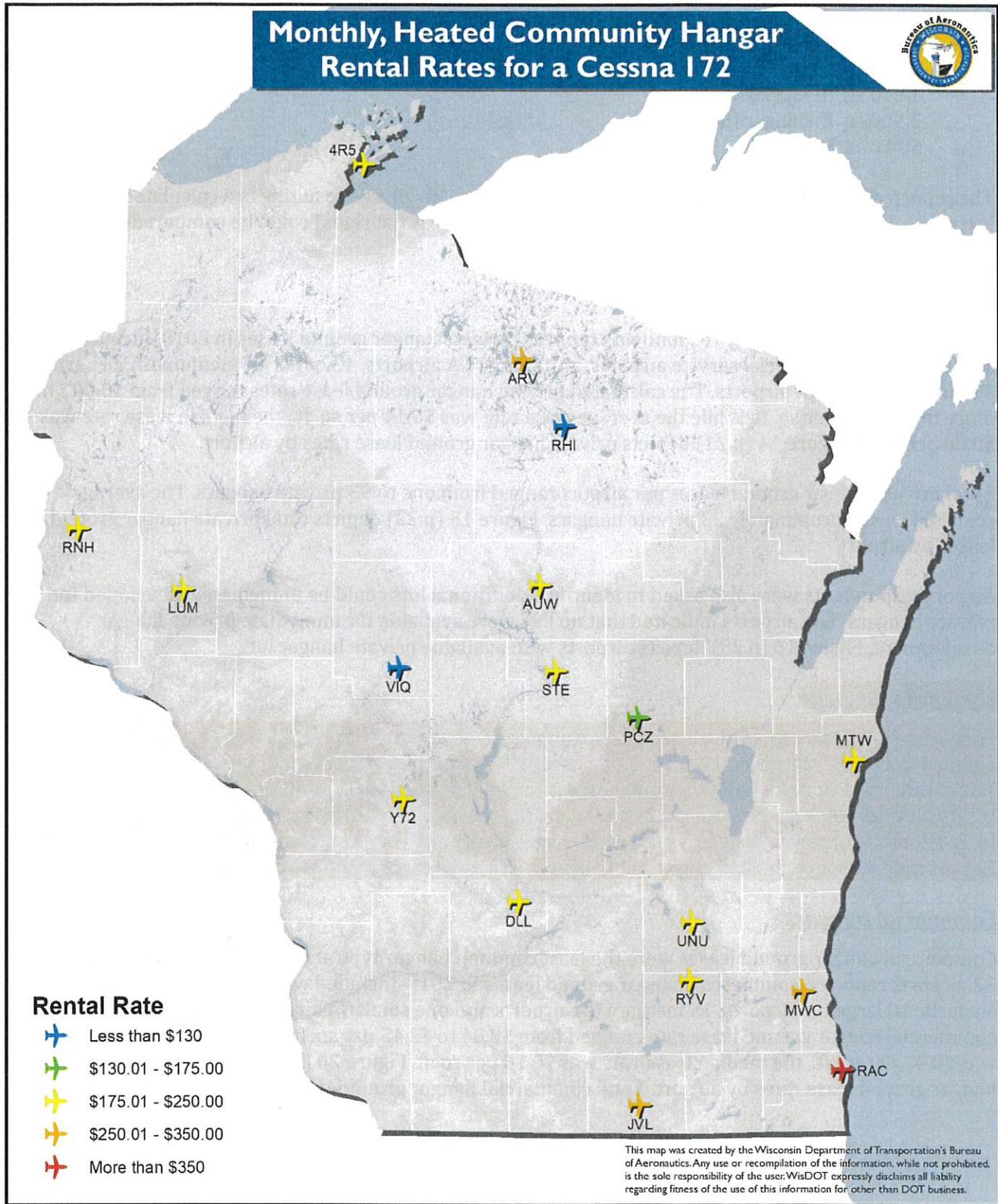


Figure 13

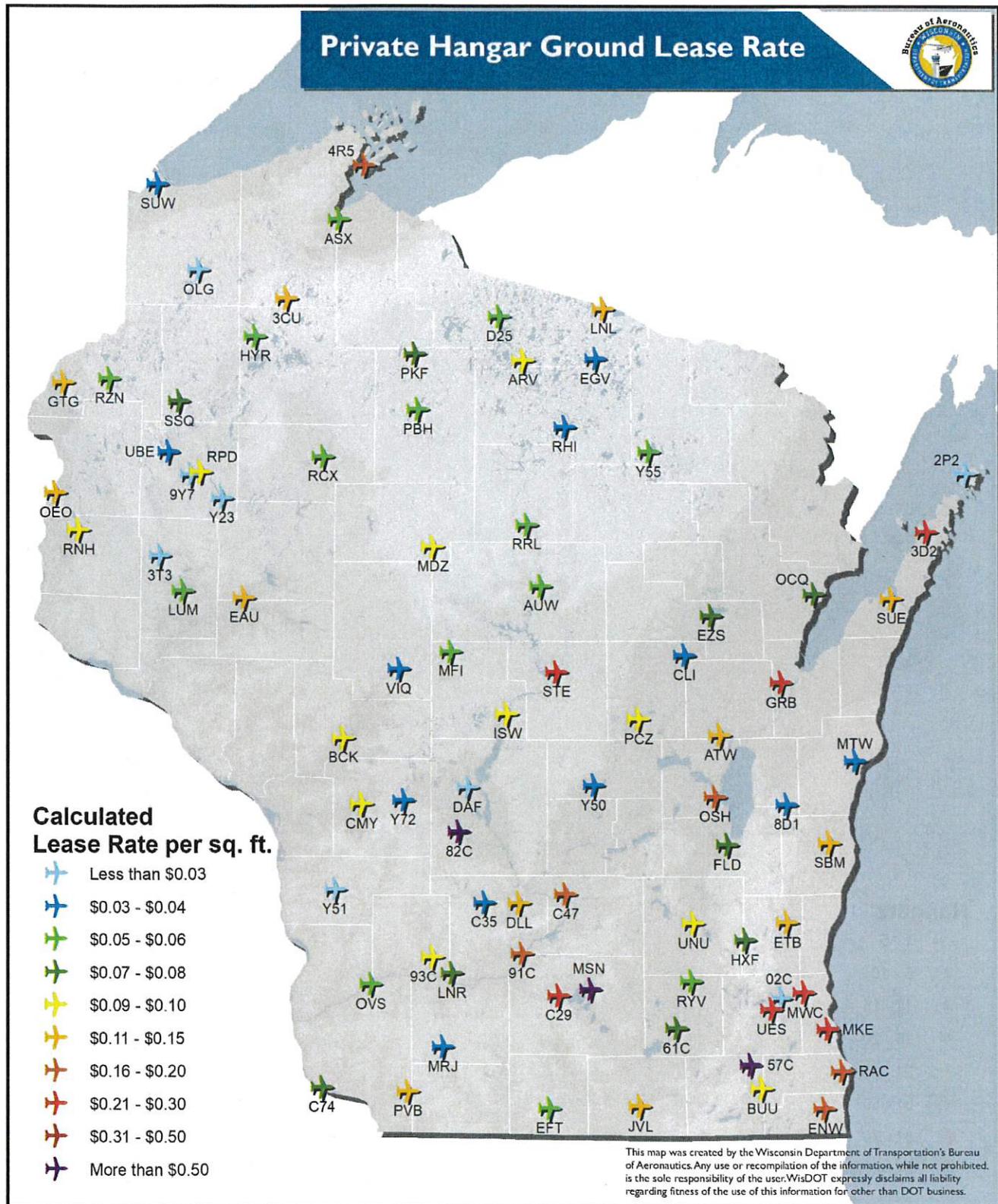


Figure 14

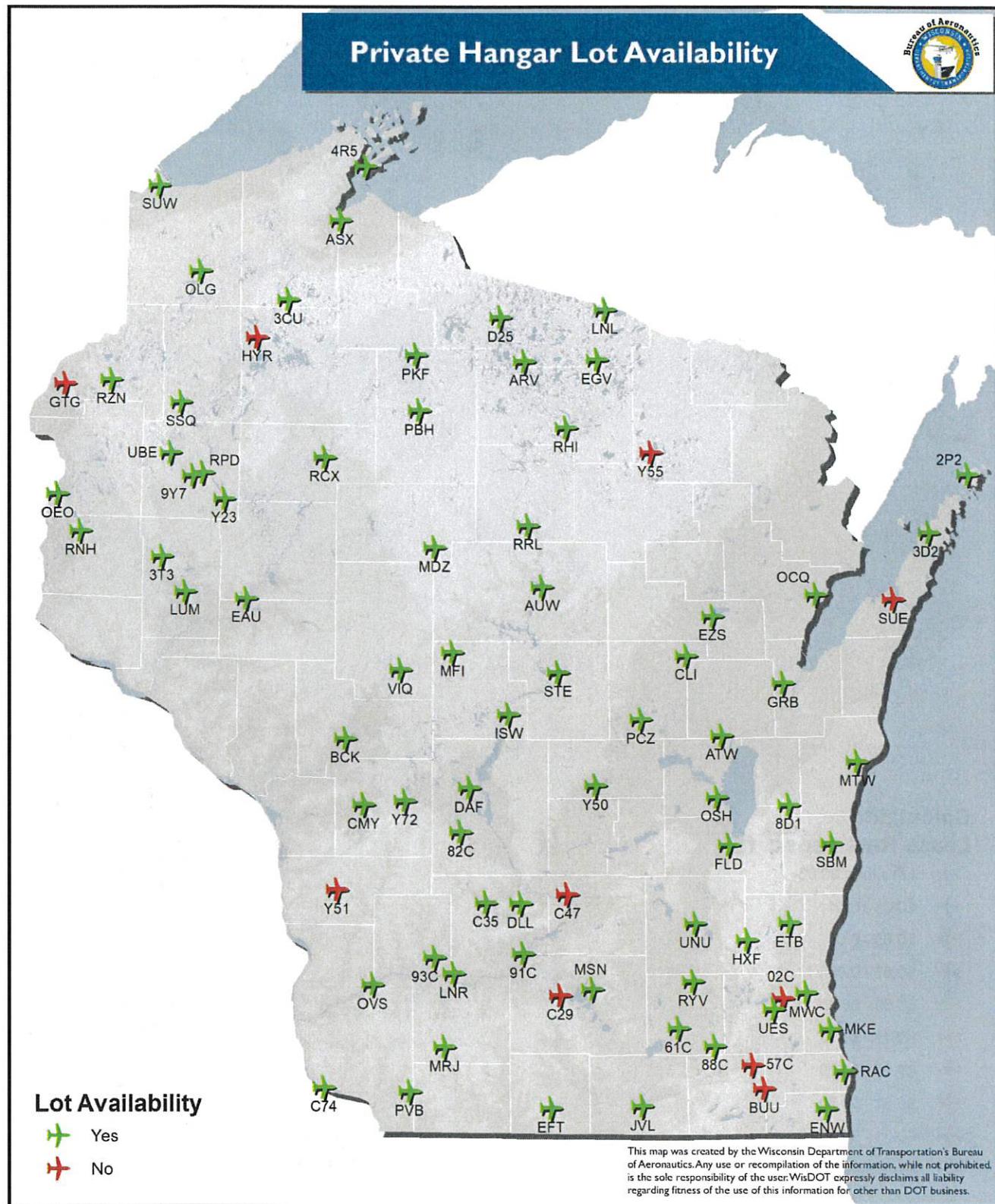


Figure 16

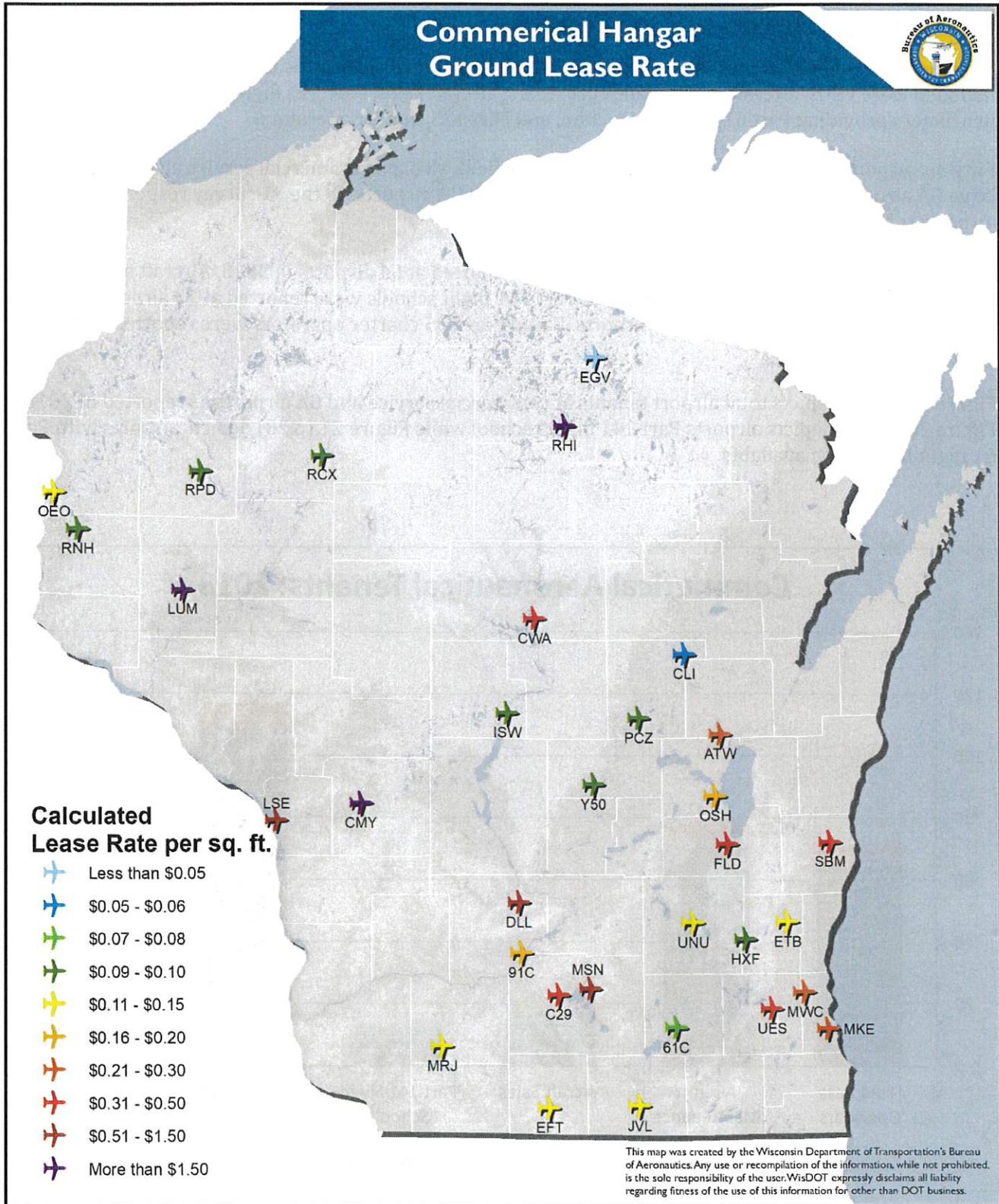


Figure 18

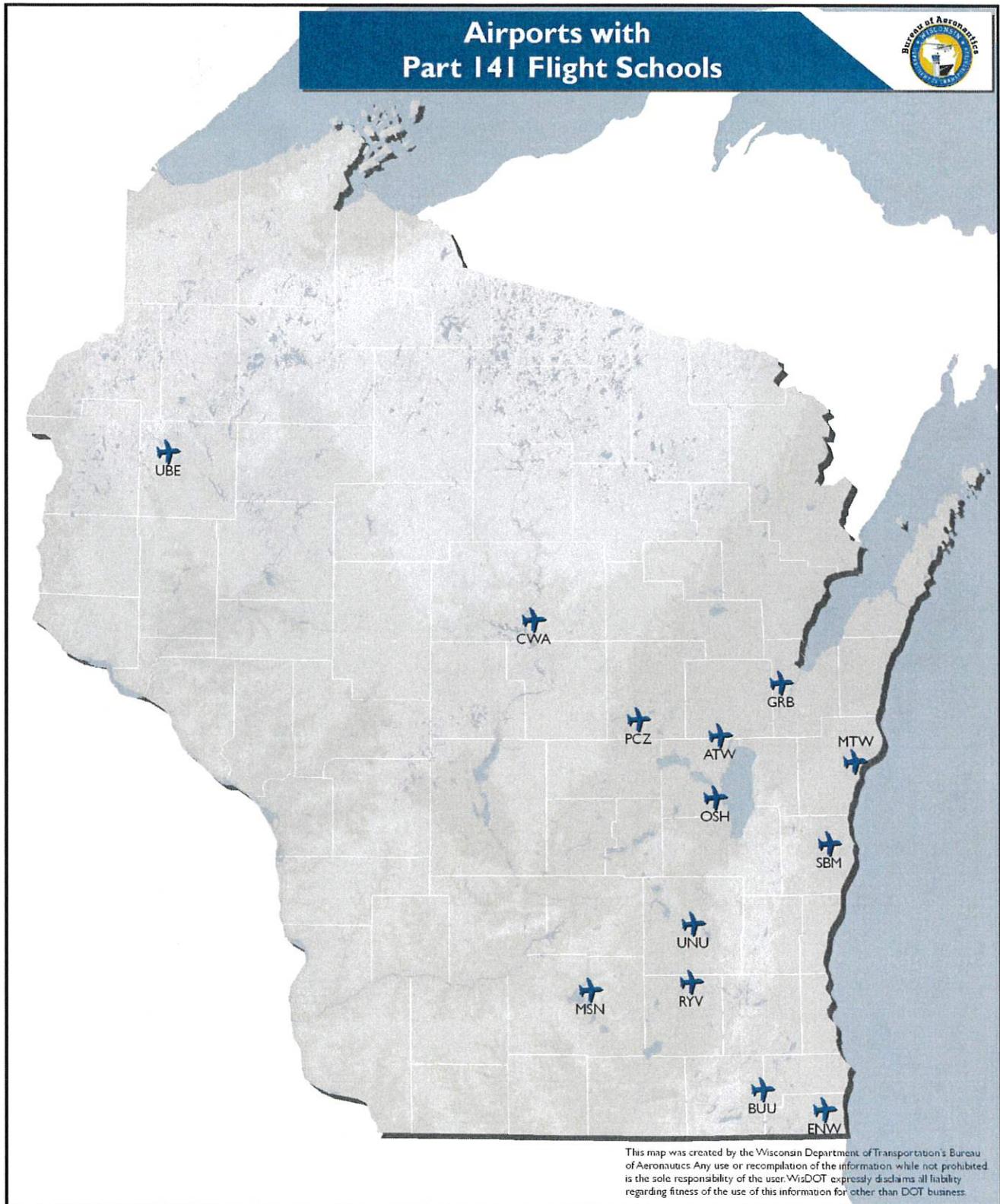


Figure 20

Agricultural Leases

In 2018, 52 airports reported agricultural leases: four commercial service airports, nine large GA airports, 29 medium GA airports and ten small GA airports. Total airport property leased for agricultural purposes per airport ranged from less than 25 acres to more than 1,000 acres. Annual lease rates ranged from less than \$10 to more than \$250 per acre. The most common lease rate was \$100 - \$150 per acre.

Thirty-five airports reported that the agricultural leases were competitively bid. In addition, airports which reported competitively bidding agricultural leases also reported considerably higher lease rates when compared to airports which did not competitively bid the agricultural leases.

Figure 22 (p.30) depicts agricultural ground lease rates by airport.

As always, consult with BOA in regard to location, types of crops and other important considerations before pursuing a new agricultural lease.

Financial Self-Sustainability

Airports which accept federal funding are obligated to maintain a fee and rental structure that makes the airport as self-sustaining as possible under existing circumstances. Factors such as airport size, activity levels, traffic mix and airline service obviously play an important role in an airport's ability to collect revenue and, at times, cut costs. While self-sustainability is a universal goal, 70% of Wisconsin airports required local-subsidies in 2018. Six of the eight commercial service airports reported self-sustainability as well as 21 of 83 GA airports.

At large GA airports, annual subsidies ranged from less than \$10,000 to more than \$500,000.

At medium GA airports, annual subsidies ranged from less than \$2,000 to more than \$250,000. The most common range reported was \$100,000 - \$150,000.

At small GA airports, annual subsidies ranged from less than \$2,000 to more than \$50,000.

For additional analysis, please visit the BOA website to view the raw survey data.

<https://wisconsin.gov/av-pubs>

List of Responding Airports

Airport Facility Name:	LOCID	State Airport System Plan Classification:
Alexander Field- South Wood County Airport	ISW	Medium General Aviation
Amery Municipal Airport	AHH	Medium General Aviation
Appleton International Airport	ATW	Commercial Service
Baraboo-Wisconsin Dells Regional Airport	DLL	Medium General Aviation
Barron Municipal Airport	9Y7	Small General Aviation
Batten International Airport	RAC	Large General Aviation
Black River Falls Area Airport	BCK	Medium General Aviation
Blackhawk Airfield Inc	87Y	Small General Aviation
Bloyer Field	Y72	Small General Aviation
Boscobel Municipal Airport	OVS	Medium General Aviation
Boulder Junction Payzer Memorial Field	BDJ	Small General Aviation
Boyceville Municipal Airport	3T3	Small General Aviation
Burlington Municipal Airport	BUU	Medium General Aviation
Burnett County Airport	RZN	Medium General Aviation
Cable Union Airport	3CU	Small General Aviation
Capitol Drive Airport	02C	Medium General Aviation
Cassville Airport	C74	Small General Aviation
Central Wisconsin Airport	CWA	Commercial Service
Chetek Southworth Municipal Airport	Y23	Medium General Aviation
Chippewa Valley Regional Airport	EAU	Commercial Service
Clintonville Municipal Airport	CLI	Medium General Aviation
Crandon/Steve Conway Municipal Airport	Y55	Small General Aviation
Cumberland Municipal Airport	UBE	Medium General Aviation
Dane County Regional Airport	MSN	Commercial Service
Dodge County Airport	UNU	Medium General Aviation
Door County Cherryland Airport	SUE	Medium General Aviation
Eagle River Union Airport	EGV	Medium General Aviation
East Troy Municipal Airport	57C	Large General Aviation
Ephraim-Gibraltar Airport	3D2	Small General Aviation
Fond du Lac County Airport	FLD	Large General Aviation
Fort Atkinson Municipal Airport	61C	Medium General Aviation
General Mitchell International Airport	MKE	Commercial Service
Grantsburg Municipal Airport	GTG	Small General Aviation
Green Bay Austin Straubel International Airport	GRB	Commercial Service
Hartford Municipal Airport	HXF	Medium General Aviation
Iowa County Airport	MRJ	Medium General Aviation
John F. Kennedy Memorial Airport	ASX	Medium General Aviation
Kenosha Regional Airport	ENW	Large General Aviation
King's Land O'Lakes Airport	LNL	Medium General Aviation

Stevens Point Municipal Airport	STE	Medium General Aviation
Taylor County Airport	MDZ	Medium General Aviation
Tri-County Regional Airport	LNR	Medium General Aviation
Viroqua Municipal Airport	Y51	Medium General Aviation
Washington Island Airport	2P2	Small General Aviation
Watertown Municipal Airport	RYV	Medium General Aviation
Waukesha County Airport	UES	Large General Aviation
Waupaca Municipal Airport	PCZ	Medium General Aviation
Wausau Downtown Airport	AUW	Medium General Aviation
Wautoma Municipal Airport	Y50	Small General Aviation
West Bend Municipal Airport	ETB	Large General Aviation
Wittman Regional Airport	OSH	Large General Aviation



Public Works

Justin Berrens, Director
111 S. Main Street • Waupaca, WI 54981
jberrens@cityofwaupaca.org
www.cityofwaupaca.org
715.258.4420

MEMO

TO: Mayor Smith and Common Council
FROM: Justin Berrens
Director of Public Works
DATE: September 30, 2020
SUBJECT: Lead Service Line Ordinance Creation

Ordinance No. 10-2020 will adopt a new section within our Chapter 13 utility code - Lead Service Line (LSL) Replacement. Many municipalities have adopted similar ordinances and adoption is highly encouraged by Wisconsin Department of Natural Resources (WDNR) and the Environmental Protection Agency (EPA).

Below is a summary of the ordinance:

- This new section will effectively prohibit any lead service lines in the future.
- Current lines that are in existence can be requested to be replaced by the City or the Utilities at any time (given proper notification is provided).
- Lead lines cannot be replaced in partial or any part repaired whether it is composed of lead or other metal material.
- Lead lines are required to be replaced from the water main to the customer water meter.
- The ordinance provides an additional payment method for the home owner for replacing the lead line.

The WDNR has published a new LSL funding program. Adopting a LSL ordinance will help obtain additional funding as the application is scored and ranked amongst other municipalities.

REQUESTED ACTION:

I am requesting the Common Council support the adoption of this new section.

INCLUDED DOCUMENTS:

- 1) Ordinance 10-2020
-

Ordinance No. 10-2020
This Ordinance creates new section in Chapter 13.01 (10) LEAD SERVICE LINE REPLACEMENT
City of Waupaca Municipal Code

13.01 – WATER UTILITY.

(10) LEAD SERVICE LINE REPLACEMENT.

(a) Findings. The common council finds that:

1. Disturbance of lead water service lines, particularly partial lead service line replacement, has been shown to increase lead levels in drinking water.
2. Partial replacement or reconnection of existing lead water service lines has been shown to increase lead levels in drinking water.
3. Full replacement of lead service lines, as opposed to partial replacement, can reduce exposure to lead in drinking water.
4. Because of the significant risks to public health and safety posed by disturbance of lead water service lines and reconnection of lead to copper service lines, the city has a strong public interest in remediating privately-owned lead water service lines under certain circumstances.
5. The establishment of a comprehensive program for the removal and replacement of lead pipe water service lines in use within both the city utility's water system and in private systems will help the city meet the Wisconsin Department of Natural Resources' requirements for local compliance with the Lead and Copper Rule (see 56 CFR 6460, 40 CFR parts 141.80-141.90 and Wis. Admin. Code §§ NR 809.541-809.55).

(b) Purpose. For the reasons stated in paragraph (a) Findings, and under the authority granted to the city to regulate connections to public water mains by Wis. Stats. § 66.0911 and 281.45, to act for the health, safety, and welfare of the public by Wis. Stats. § 62.11(5), the common council finds that it is necessary and appropriate to establish and enforce requirements for the full replacement of lead water service lines under certain conditions and to provide a funding mechanism to assist affected property owners in complying with those requirements.

(c) Record Keeping. The water utility shall create and maintain a record of the location of all identified lead service lines in the City of Waupaca.

(d) Definitions. In this section:

Lead water service line means a service made of lead which connects the water main to the building inlet and any lead pigtail, gooseneck or other fitting which is connected to such lead line.

Privately-owned portion of a lead water service line means the section of water service piping from the outlet joint of the curb stop to the outlet of the water meter outlet valve with the exception of the water meter itself, regardless of the ownership of the property upon which the piping is located.

Utility-owned portion of a lead water service line means the section of water service piping from the main to, but not including, the outlet joint of the curb stop.

(e) Replacement requirement. The privately-owned portion of a lead water service line shall be replaced whenever any of the following occurs:

1. A leak or failure has been discovered on either the privately-owned or utility-owned portion of the service line.
2. The utility-owned portion of the line is replaced on either a planned or emergency basis.

(f) Repair or reconnection prohibited. No repair of a privately-owned lead water service line, or reconnection of a privately-owned lead water service line to a utility-owned water service line, shall be permitted under any of the circumstances specified in paragraph (e) of this section.

(g) Exception. The sewer and water superintendent or sewer and water superintendent's designee may, at his or her discretion, grant a temporary exception to the requirement of paragraph (e) of this section and the prohibition of paragraph (f) of this section if the sewer and water superintendent or sewer and water superintendent's designee determines that doing so will not create an imminent threat to health, safety, or welfare of the public.

(h) Notice.

1. *Leak or emergency replacement.* In the event of a service line leak or failure under subparagraph (e)(1) of this section or emergency replacement of the utility-owned portion of the service line under subparagraph (e)(2) of this section, the sewer and water superintendent or sewer and water superintendent's designee shall provide written notice of the replacement requirement to the owner upon the sewer and water superintendent's or sewer and water superintendent's designee's determination that replacement of the utility-owned portion of the line is required.
2. *Planned replacement.* In the event of a planned replacement under subparagraph (e)(2) of this section, the sewer and water superintendent or sewer and water superintendent's designee shall provide written notice of the replacement requirement to the owner at least 30 days prior to the commencement of the planned replacement of the utility-owned portion of the service line.
3. *Right of entry.* Upon presentation of credentials, representatives of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the utility for inspection of service line. If entry is refused, such representatives shall obtain a special inspection warrant under Wis. Stats. § 66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system on such property.
4. *Written Notice.* The water utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the water distribution system that has been inspected and determined to be constructed of lead.

(i) Owner election. Upon receipt of the notice in subparagraph (h)(4) of this section, the owner shall, within thirty (30) business days, do one of the following:

1. Replace the privately-owned portion of the lead service line at the owner's expense by contracting with a licensed contractor. The work shall be performed in accordance with all applicable state, local, and utility regulations.
2. Elect to have a city contractor replace the privately-owned portion of the lead service line.

(j) Financing of replacement by city contractor. If the owner elects to have a city contractor complete the replacement under subparagraph (i)(2) of this section, the cost of replacing the privately-owned portion of the lead service line shall be paid in the following manner:

1. The cost of such work shall be assessed to the owner pursuant to Wis. Stats. ch. 66, subch. VII (Wis. Stats. § 66.0701 et seq.), and also in accordance with requirements of the state public service commission, if applicable. All water service laterals shall be one-inch type K soft temper copper pipe, or 1" HDPE plastic pipe. Installation of a differing size maybe approved by the director of public works.
2. If the owner chooses, a contract may be entered into with the city on or before November 15 of the year in which the project was commenced, for the payment of the entire assessment, which shall be divided into ten equal yearly installments of not less than \$200.00 per year, together with interest at a rate which is two (2) percent above the City's current borrowing rate upon the unpaid balance. Assessments placed on the installment plan shall be financed by the general city fund, and not by the sewer and water utility.

After being placed on the tax roll in annual installments or otherwise, the amounts of special assessments shall be paid within the time allowed for the payment of general property taxes. If the property owner fails to pay a special assessment within the time allowed for payment, it shall become delinquent and shall be treated in the same manner and subject to the same laws as a delinquent general property tax.

(k) Enforcement.

1. *Performance of work by city.* If the owner fails to comply with paragraph (e) of this section within the time specified in paragraph (i) of this section, the sewer and water superintendent or sewer and water superintendent's designee may apply for and obtain an appropriate court-issued warrant pursuant to Wis. Stats. § 66.0119 and 196.171, to gain access to the property and have the required work performed pursuant to Wis. Stats. § 281.45. The cost of this work shall be assessed and collected as a special assessment on the property.
2. *Penalty.* Any person who violates any provision of this subsection shall be subject to a penalty as provided in sec. 25.04 of this Code.
3. *Discontinuation of service.* As an alternative to any other methods provided for obtaining compliance with this section, if the sewer and water superintendent or sewer and water superintendent's designee, in consultation with the director of public works, determines that the owner's failure to comply with paragraph (e) of this section will create an imminent threat to the health, safety, or welfare of the public, the sewer and water superintendent or sewer and water superintendent's designee may discontinue water service to the property upon notice to the owner and reasonable opportunity to comply with the requirements of this section, and in a manner consistent with the rules and regulations of the City of Waupaca water utility and the public service commission of Wisconsin governing discontinuation of water service.

(Ord. No. 10-2020; 10/20/2020)

LICENSE REPORT NO. 1513

WE, the Common Council of the City of Waupaca have considered the following license applications and approve the issuance of the license upon meeting the requirements of said license and upon payment of the fees and stipulations provided by ordinances:

OPERATOR'S LICENSES: 2020– 2021

ALL LICENSES PENDING BACKGROUND CHECK AND PAYMENT OF ANY MONIES OWED TO THE CITY

Kari	Bruestle	101 W Main St, Apt 12	Weyauwega
Jamie	Grimsley	320 S Main St #L	Waupaca
Carol	Hutchison	802 Bartlett St	Waupaca
Stephanie	Johnson	E1042 Crystal Lake Rd	Waupaca
Montana	Kovac	355 North St	Waupaca
Robin	Madson	PO Box 334	Waupaca
Jolene	Nord	3841 Kjer Ward Dr	Amherst
Pamela	Polly	N1974 Virginia Dr	Waupaca
Savannah	Westphal	5971 County Rd DD	Waupaca
Wanda	Wiedemann	W10845 Evergreen St	New London

* Pending payment of money owed to city of Waupaca

DATED: OCTOBER 6, 2020
