

THE CITY OF PLATTEVILLE, WISCONSIN

COMMON COUNCIL AGENDA

PUBLIC NOTICE is hereby given that a regular meeting of the Common Council of the City of Platteville shall be held on Tuesday, February 8, 2022 at 6:00 PM in the Council Chambers at 75 North Bonson Street, Platteville, WI.

***Please note - this meeting will be held in-person.**

The following link can be used to view the livestream of the meeting:

<https://us02web.zoom.us/j/89465034744>

I. CALL TO ORDER

II. ROLL CALL

III. CONSIDERATION OF CONSENT AGENDA – The following items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Council President if you would prefer separate discussion and action.

- A. Council Minutes – 01/25/22 Regular
- B. Payment of Bills
- C. Appointments to Boards and Commissions
- D. Licenses – One-Year and Two-Year Operator License to Sell/Serve Alcohol

IV. CITIZENS' COMMENTS, OBSERVATIONS and PETITIONS, if any – Please limit comments to no more than five minutes.

V. REPORTS

- A. Board/Commission/Committee Minutes (Council Representative)
 1. Airport Commission (Kopp) 12/13/21
 2. Commission on Aging (Kopp) 12/15/21
 3. Police and Fire Commission (Kopp) 1/4/22
- B. Other Reports
 1. Taskforce on Inclusion, Diversity, and Equity Update
 2. Department Progress Reports

VI. ACTION

- A. Inclusive Playground Financial Request [1/25/22]
- B. Housing Authority Loan Proposal [1/25/22]

VII. INFORMATION AND DISCUSSION

- A. Resolution – Authorizing the City Manager to Submit Applications to the WisDOT for the 2022-2026 Transportation Alternatives Program (TAP) Award Cycle
- B. City Motto Submissions
- C. Fire Station Professional Design Services RFP
- D. Community Development Board Proposal

VIII. ADJOURNMENT

***Please note - this meeting will be held in-person.**

Please click the link below to join the webinar to view the livestream:

<https://us02web.zoom.us/j/89465034744>

or visit zoom.us, select "Join a Meeting" and enter the Webinar ID: 894 6503 4744

Connect by phone:

877 853 5257 (Toll Free) or

888 475 4499 (Toll Free)

Webinar ID: 894 6503 4744

If your attendance requires special accommodation, write City Clerk, P.O. Box 780, Platteville, WI 53818 or call (608) 348-9741 Option 6.

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

**COUNCIL SECTION:
CONSIDERATION OF
CONSENT AGENDA
ITEM NUMBER:
III.**

**TITLE:
Council Minutes, Payment of Bills, Financial Report,
Appointment to Boards and Commissions, and Licenses**

**DATE:
February 8, 2022
VOTE REQUIRED:
Majority**

PREPARED BY: Candace Klaas, City Clerk

Description:

The following items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Council President if you would prefer separate discussion and action.

Budget/Fiscal Impact:

None

Sample Affirmative Motion:

"I move to approve all items listed under Consent Calendar"

Attachments:

- Council Minutes
- Payment of Bills
- Financial Report
- Appointment of Boards and Commissions
- Licenses

PLATTEVILLE COMMON COUNCIL PROCEEDINGS
January 25, 2022

The regular meeting of the Common Council of the City of Platteville was called to order by Council President Barbara Daus at 6:00 PM in the Council Chambers of the Municipal Building.

ROLL CALL

Present: Barbara Daus, Lynne Parrott, Kathy Kopp, Isaac Shanley, Eileen Nickels, Jason Artz, and Ken Kilian. Excused: None.

PRESENTATION – City Manager Adam Ruechel gave a presentation on the City of Platteville 2021 Year in Review.

PUBLIC HEARING

- A. Ordinance 22-01 – Chapter 5 Health and Property Maintenance – Community Development Director Joe Carroll explained that the changes to Chapter 5 are related to the regulations concerning weeds and lawn maintenance, garbage and junk vehicles on property, and swimming pool fences. Motion by Artz, second by Kilian to close the public hearing. Motion carried 7-0 on a roll call vote. Motion by Kilian, second by Shanley to amend the proposed Chapter 5 Ordinance 22-01 to address the control of Creeping Charlie. Motion carried 6-1 on a roll call vote with Nickels voting against. Motion by Shanley, second by Artz to adopt the amended Ordinance 22-01 to amend Chapter 5 Health and Property Maintenance. Motion carried 7-0 on a roll call vote.
- B. Ordinance 22-02 – Chapter 22 Sidewalk Policy Amendment - Community Development Director Joe Carroll explained that the changes to Chapter 22 would make amendments to Sections 22.061 and 22.062 of the zoning ordinance related to sidewalk requirements for commercial and multi-family development projects. Motion by Nickels, second by Kilian to close the public hearing. Motion carried 7-0 on a roll call vote. Motion by Nickels, second by Kopp to approve Ordinance 22-02 to amend Chapter 22 Sidewalk Policy Amendment. Motion carried 7-0 on a roll call vote.

CONSIDERATION OF CONSENT AGENDA

Motion by Kilian, second by Artz to approve the consent agenda as follows: Council Minutes – 1/11/21 Regular; Payment of Bills in the amount of \$3,509,312.05; Appointments to Boards and Commissions, Tammy Enz to the Public Transportation Committee; Temporary Class “B” to serve Fermented Malt Beverages to Rountree Gallery at 120 W Main Street on Friday, February 18 from 4:00 PM to 7:00 PM for Artist Opening Reception, One-Year Operator License, Colin N Schuetz; Two-Year Operator License, Trevor A Bohn, Kailey R Droessler, Emilee A Klaas, Logan R Page, Raymond C Pustelnik; Taxi Driver License, Kyle A Pielmeier; Farmer’s Market Street Closing Permit/Banner Permit/Gazebo Rental Fee Waived. Motion carried 7-0 on a roll call vote.

CITIZENS’ COMMENTS, OBSERVATIONS AND PETITIONS, if any.

Aldersperson Nickels made an announcement that the Museum would not be holding a Miner’s Ball for the 2022 year. They will be selling Pasties for an alternative fundraiser. City Clerk Klaas made an

announcement that a flyer is being distributed around various areas of the city to highlight the My Vote website. This website is for voters to use for election needs and information.

REPORTS

- A. Board/Commission/Committee Minutes – Community Safe Routes Committee, Library Board, Museum Board, Parks, Forestry, and Recreation Committee, and Historic Preservation Commission.

ACTION

- A. *Kennel Relocation Proposal Request – 345 Bayley Ave* – Dan Winch, 345 Bayley Ave, spoke in favor. Monica Miller, 150 Rountree Ave, submitted an email against. Motion by Shanley, second by Kopp to deny financial assistance to the Kennel Relocation Proposal Request. Motion carried 7-0, on a roll call vote. Motion by Kopp, second by Nickels to approve a 3-month extension of the current Private Kennel License issued to Dan Winch until April 30, 2022. Motion carried 6-1, on a roll call vote with Shanley voting against.
- B. *PEAK Program and Senior Center Van, Budget Amendment* – The Council has directed City Staff to develop an RFP as the City continues to pursue the project. The Council would like to see the total costs associated with the van purchase to be able to further discuss a budget amendment for potential purchase of a van. The Council would also like to review the donors as well as their donations. Stacey Gengler of Kunes Commercial and Cindy Tang 995 Highbury Cir., spoke in favor. Motion by Kopp, second by Artz for staff to continue to develop the proposal and accompanying documents relative to cost of acquiring a vehicle for the Senior Center. Motion carried 7-0, on a roll call vote.

INFORMATION AND DISCUSSION

- A. *Runde Chevrolet Driveway* – City Manager Adam Ruechel gave an update that City Staff had received correspondence from an attorney for Circumstance of a Claim on Runde’s behalf. This has been forwarded on to EMC, the City’s insurance, for a recommendation on how to proceed.
- B. *Inclusive Playground Financial Request* – Christina Burr, 6826 Woodland Rd, Platteville, gave an informative presentation on the Inclusive Playground project and asked the City to support the project in the amount of \$100,000 without conditions.
- C. *Housing Authority Loan Program* – Joyce Bos of the Housing Authority Board, together with Jen Weber the Director of the Housing Authority explained that some applicants are in situations that do not allow them to be able to have funds to put down for a security deposit and/or first month’s rent. The Housing Authority would like to develop a program funded with the amount of \$20,000 to be able to provide up to 10 applicants, per year, the option for assistance for security deposit/first month’s rent.

WORK SESSION

Emmi Roth was not present for this meeting, but will be appearing at a future meeting to discuss future expansion of their facility.

ADJOURNMENT

Motion by Kilian, second by Kopp to adjourn. Motion carried 7-0 on a voice vote. The meeting was adjourned at 8:23 PM.

Respectfully submitted,

Candace Klaas, City Clerk

DRAFT

SCHEDULE OF BILLS

MOUND CITY BANK:

1/27/2022	Schedule of Bills (ACH payments)	6692	\$	5,000,000.00
1/28/2022	Schedule of Bills (ACH payments)	6693-6698	\$	95,221.71
1/28/2022	Schedule of Bills	73486-73496	\$	131,931.91
1/28/2022	Payroll (ACH Deposits)	110396-110498	\$	171,549.22
1/31/2022	Void	6658	\$	(2,862.02)
2/2/2022	Schedule of Bills (ACH payments)	6699-6725	\$	1,145,636.20
2/2/2022	Schedule of Bills	73497-73557	\$	152,346.49
			\$	-
			\$	-

	(W/S Bills amount paid with City Bills)	\$	(85,751.18)
	(W/S Payroll amount paid with City Payroll)	\$	<u>(30,393.20)</u>
Total		\$	6,577,679.13

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount	
6656									
01/22	01/19/2022	6656	CARDMEMBER SERVICE	SEWER DEPT CHARGES	01.03.2022	33	111.00	111.00	M
Total 6656:								111.00	
6657									
01/22	01/19/2022	6657	ENTERPRISE FLEET MA	ENTERPRISE FLEET LEA	FBN4369589	3	1,877.46	1,877.46	M
Total 6657:								1,877.46	
6658									
01/22	01/19/2022	6658	AMAZON CAPITAL SERVI	SEWER DEPT SUPPLIES	1LKT-F7P4-	1	26.12	26.12	
01/22	01/31/2022	6658	AMAZON CAPITAL SERVI	SEWER DEPT SUPPLIES	1LKT-F7P4-	1	26.12-	26.12-	V
01/22	01/19/2022	6658	AMAZON CAPITAL SERVI	SEWER DEPT SUPPLIES	1LKT-F7P4-	1	26.12	26.12	M
Total 6658:								26.12	
6668									
01/22	01/19/2022	6668	HEISER HARDWARE	SEWER DEPT CHARGES	12.31.2021	1	125.68	125.68	
01/22	01/19/2022	6668	HEISER HARDWARE	SEWER DEPT CHARGES	12.31.2021	2	23.15	23.15	
01/22	01/19/2022	6668	HEISER HARDWARE	WATER DEPT CHARGES	12.31.2021	3	18.99	18.99	
01/22	01/19/2022	6668	HEISER HARDWARE	WATER DEPT CHARGES	12.31.2021	4	23.57	23.57	
01/22	01/19/2022	6668	HEISER HARDWARE	WATER DEPT CHARGES	12.31.2021	5	6.99	6.99	
01/22	01/19/2022	6668	HEISER HARDWARE	WATER DEPT CHARGES	12.31.2021	6	9.99	9.99	
01/22	01/19/2022	6668	HEISER HARDWARE	SEWER DEPT CHARGES	12.31.2021	15	30.35	30.35	
Total 6668:								238.72	
6671									
01/22	01/19/2022	6671	J & R SUPPLY INC	HYDRANT	2112200-IN	1	1,210.50	1,210.50	
01/22	01/19/2022	6671	J & R SUPPLY INC	CURB STOP	2201001-IN	1	271.25	271.25	
Total 6671:								1,481.75	
6672									
01/22	01/19/2022	6672	JOHNSON BLOCK & CO I	WATER CONVENTIONAL	492425	1	250.00	250.00	
Total 6672:								250.00	
6673									
01/22	01/19/2022	6673	KRAEMERS WATER STO	LAB	12.31.2021	1	61.15	61.15	
Total 6673:								61.15	
6675									
01/22	01/19/2022	6675	LIQUI-SYSTEMS INC	WATER	20018B1	1	423.28	423.28	
01/22	01/19/2022	6675	LIQUI-SYSTEMS INC	WATER	20018B2	1	423.28	423.28	
Total 6675:								846.56	
6676									
01/22	01/19/2022	6676	NCL OF WISCONSIN INC	LAB	464583	1	671.75	671.75	
01/22	01/19/2022	6676	NCL OF WISCONSIN INC	LAB	464719	1	389.49	389.49	
01/22	01/19/2022	6676	NCL OF WISCONSIN INC	WWTP LAB	464871	1	789.89	789.89	
01/22	01/19/2022	6676	NCL OF WISCONSIN INC	WWTP	465108	1	156.00	156.00	

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 6676:								2,007.13
6677								
01/22	01/19/2022	6677	OREILLY AUTO PARTS	TRUCK	2324-471032	1	185.89	185.89
01/22	01/19/2022	6677	OREILLY AUTO PARTS	TRUCK	2324-471363	1	174.30-	174.30-
01/22	01/19/2022	6677	OREILLY AUTO PARTS	TRUCK	2324-493526	1	50.41	50.41
01/22	01/19/2022	6677	OREILLY AUTO PARTS	TRUCK	2324-495283	1	41.23	41.23
01/22	01/19/2022	6677	OREILLY AUTO PARTS	TRUCK	2324-496534	1	22.09	22.09
Total 6677:								125.32
6679								
01/22	01/19/2022	6679	PIONEER FORD SALES L	TRUCK	135743	1	1,320.68	1,320.68
Total 6679:								1,320.68
6681								
01/22	01/19/2022	6681	PUBLIC SERVICE COMMI	WATER RATE CASE	2112-I-04700	1	1,291.16	1,291.16
Total 6681:								1,291.16
6684								
01/22	01/19/2022	6684	STRAND ASSOCIATES IN	WATER SYSTEM COMPR	0178808	1	2,990.87	2,990.87
01/22	01/19/2022	6684	STRAND ASSOCIATES IN	WATER RISK & RESILIEN	0178809	1	3,924.52	3,924.52
Total 6684:								6,915.39
6687								
01/22	01/19/2022	6687	TRICOR INC	2022 WS WORKERS COM	42555	13	3.50	3.50
01/22	01/19/2022	6687	TRICOR INC	2022 WS WORKERS COM	42555	14	3.50	3.50
01/22	01/19/2022	6687	TRICOR INC	2022 WATER UMBRELLA	42569	1	2,113.00	2,113.00
01/22	01/19/2022	6687	TRICOR INC	2022 SEWER UMBRELLA	42569	2	2,113.00	2,113.00
01/22	01/19/2022	6687	TRICOR INC	2022 WATER WOR,KERS	42569	3	8,028.85	8,028.85
01/22	01/19/2022	6687	TRICOR INC	2022 SEWER WOR,KERS	42569	4	10,704.15	10,704.15
01/22	01/19/2022	6687	TRICOR INC	2022 WATER PROPERTY/	42569	5	10,099.75	10,099.75
01/22	01/19/2022	6687	TRICOR INC	2022 SEWER PROPERTY/	42569	6	30,299.25	30,299.25
01/22	01/19/2022	6687	TRICOR INC	2022 WATER VEHICLE P	42569	7	5,622.50	5,622.50
01/22	01/19/2022	6687	TRICOR INC	2022 SEWER VEHICLE P	42569	8	7,194.50	7,194.50
Total 6687:								76,182.00
6690								
01/22	01/19/2022	6690	WESTPHAL & COMPANY I	LIFT STATION REPAIRS	27398	1	2,119.21	2,119.21
Total 6690:								2,119.21
6701								
02/22	02/02/2022	6701	AMAZON CAPITAL SERVI	HEADSET 1/2 SEWER DE	137W-QDMY	1	14.99	14.99
02/22	02/02/2022	6701	AMAZON CAPITAL SERVI	HEADSET 1/2 WATER DE	137W-QDMY	2	15.00	15.00
02/22	02/02/2022	6701	AMAZON CAPITAL SERVI	MAILING LABELS - 1/2 W	1MMV-QWM	1	21.40	21.40
02/22	02/02/2022	6701	AMAZON CAPITAL SERVI	MAILING LABELS - 1/2 SE	1MMV-QWM	2	21.39	21.39
Total 6701:								72.78

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
6704								
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	DEWEY STREET RECON	18296	1	391.75	391.75
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	DEWEY STREET RECON	18296	2	391.75	391.75
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	COMMERCE STREET WA	18298	1	88.50	88.50
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	ENGINEERING - UWP SE	18359	1	9,247.00	9,247.00
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	CEDAR STREET	18362	3	2,580.25	2,580.25
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	CEDAR STREET	18362	4	2,580.25	2,580.25
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	GRIDLEY AVE - SANITAR	18365	1	709.38	709.38
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	GRIDLEY AVE - WATER	18365	2	709.37	709.37
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	HICKORY ST - SANITARY	18365	5	2,128.13	2,128.13
02/22	02/02/2022	6704	DELTA 3 ENGINEERING I	HICKORY ST - WATER	18365	6	2,128.12	2,128.12
Total 6704:								20,954.50
6706								
02/22	02/02/2022	6706	ESRI INC	ARCGIS ONLINE	94184254	3	791.67	791.67
02/22	02/02/2022	6706	ESRI INC	ARCGIS ONLINE	94184254	4	791.66	791.66
Total 6706:								1,583.33
6712								
02/22	02/02/2022	6712	KEMIRA WATER SOLUTI	PHOSPHORUS REMOVAL	9017741621	1	7,325.68	7,325.68
Total 6712:								7,325.68
6714								
02/22	02/02/2022	6714	NCL OF WISCONSIN INC	LAB	465181	1	968.71	968.71
Total 6714:								968.71
6715								
02/22	02/02/2022	6715	OREILLY AUTO PARTS	SEWER DEPT CHARGES	2324-497212	1	7.49	7.49
Total 6715:								7.49
6720								
02/22	02/02/2022	6720	SPRING GREEN	WELL	3863772 202	1	204.52	204.52
Total 6720:								204.52
73410								
01/22	01/14/2022	73410	ALLIANT ENERGY/WP&L	ELECTRIC-SEWER	01.14.2022	1	110.15	110.15
01/22	01/14/2022	73410	ALLIANT ENERGY/WP&L	ELECTRIC-WATER	01.14.2022	2	71.47	71.47
01/22	01/14/2022	73410	ALLIANT ENERGY/WP&L	GAS/HEATING-WATER	01.14.2022	8	127.29	127.29
Total 73410:								308.91
73411								
01/22	01/14/2022	73411	CENTURYLINK	WATER DEPT PHONE CH	01.03.2022	6	272.22	272.22
01/22	01/14/2022	73411	CENTURYLINK	SEWER DEPT PHONE CH	01.03.2022	7	200.68	200.68
Total 73411:								472.90
73419								
01/22	01/19/2022	73419	A-C SERVICE PLATTEVIL	WWTP	01.04.2022	1	347.87	347.87

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73419:								347.87
73421								
01/22	01/19/2022	73421	ADVANCE PUMP & EQUI	SEWER	44104	1	353.67	353.67
Total 73421:								353.67
73424								
01/22	01/19/2022	73424	ALLEGIANT OIL LLC	DIESEL	265914	1	283.69	283.69
01/22	01/19/2022	73424	ALLEGIANT OIL LLC	WWTP	271682	1	1,132.80	1,132.80
01/22	01/19/2022	73424	ALLEGIANT OIL LLC	DIESEL	271683	1	304.14	304.14
01/22	01/19/2022	73424	ALLEGIANT OIL LLC	DIESEL	271688	1	210.13	210.13
Total 73424:								1,930.76
73426								
01/22	01/19/2022	73426	APPLIED MICRO INC	WWTP	113175	1	224.00	224.00
Total 73426:								224.00
73435								
01/22	01/19/2022	73435	CENTURYLINK	SEWER LONG DISTANCE	276351224	1	2.35	2.35
01/22	01/19/2022	73435	CENTURYLINK	WATER LONG DISTANCE	276351224	8	2.34	2.34
Total 73435:								4.69
73443								
01/22	01/19/2022	73443	DUBUQUE HOSE & HYDR	SEWER	679276	1	33.34	33.34
Total 73443:								33.34
73445								
01/22	01/19/2022	73445	EASTMAN CARTWRIGHT	WWTP	3492	1	53.75	53.75
Total 73445:								53.75
73446								
01/22	01/19/2022	73446	EHLERS INVESTMENT P	MANAGEMENT FEES-WA	12.31.2021	2	21.11	21.11
01/22	01/19/2022	73446	EHLERS INVESTMENT P	MANAGEMENT FEES-SE	12.31.2021	3	65.13	65.13
01/22	01/19/2022	73446	EHLERS INVESTMENT P	2021 CONTINUING DISCL	88675	2	760.00	760.00
01/22	01/19/2022	73446	EHLERS INVESTMENT P	2021 CONTINUING DISCL	88675	3	760.00	760.00
Total 73446:								1,606.24
73447								
01/22	01/19/2022	73447	FIRST SUPPLY LLC-DUB	WWTP	3234577-00	1	399.00	399.00
01/22	01/19/2022	73447	FIRST SUPPLY LLC-DUB	WWTP	3236844-00	1	29.85	29.85
01/22	01/19/2022	73447	FIRST SUPPLY LLC-DUB	WWTP	3236844-01	1	59.70	59.70
Total 73447:								488.55
73448								
01/22	01/19/2022	73448	FLOW-RITE	SEWER TELEVISIONING	10525	1	6,101.32	6,101.32

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73448:								6,101.32
73449								
01/22	01/19/2022	73449	GFC LEASING WI	COPIER LEASE-SEWER	I00706260	1	41.38	41.38
01/22	01/19/2022	73449	GFC LEASING WI	COPIER LEASE-WATER D	I00706260	2	41.38	41.38
Total 73449:								82.76
73450								
01/22	01/19/2022	73450	GRAINGER	WWTP	3022350944	1	65.48	65.48
01/22	01/19/2022	73450	GRAINGER	WWTP	9164592736	1	65.48	65.48
01/22	01/19/2022	73450	GRAINGER	WWTP	9168153162	1	65.48-	65.48-
01/22	01/19/2022	73450	GRAINGER	WWTP	9168470970	1	65.48	65.48
Total 73450:								130.96
73452								
01/22	01/19/2022	73452	LV LABORATORIES LLC	WWTP	18227	1	1,385.00	1,385.00
Total 73452:								1,385.00
73455								
01/22	01/19/2022	73455	MENARDS	WWTP	94709	1	249.25	249.25
Total 73455:								249.25
73456								
01/22	01/19/2022	73456	MID-AMERICAN RESEAR	LIFT STATION	0750961-IN	1	169.38	169.38
Total 73456:								169.38
73460								
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	TRUCK	870480	1	17.23	17.23
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	TRUCK	870482	1	179.00	179.00
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	EQUIPMENT	870745	1	4.74	4.74
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	EQUIPMENT	870747	1	4.74-	4.74-
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	TRUCK	870792	1	19.98	19.98
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	TRUCK	870840	1	17.23	17.23
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	TRUCK	871053	1	8.99	8.99
01/22	01/19/2022	73460	NAPA AUTO PARTS-PLAT	WWTP	871061	1	14.41	14.41
Total 73460:								256.84
73462								
01/22	01/19/2022	73462	OWENS EXCAVATING & T	COMMERCE STREET - W	4682	1	9,464.16	9,464.16
Total 73462:								9,464.16
73473								
01/22	01/19/2022	73473	SPEE-DEE	SHIPPING	493435	1	26.94	26.94
01/22	01/19/2022	73473	SPEE-DEE	SHIPPING	502737	1	16.30	16.30
Total 73473:								43.24

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
73477								
01/22	01/19/2022	73477	TRUCK COUNTRY OF IO	TRUCK	X102102706:	1	226.71	226.71
Total 73477:								226.71
73484								
01/22	01/19/2022	73484	WI STATE LAB OF HYGIE	TESTING	701676	1	26.00	26.00
Total 73484:								26.00
73486								
01/22	01/28/2022	73486	CENTURYLINK	SEWER DEPT PHONE CH	437994120 0	1	225.56	225.56
Total 73486:								225.56
73487								
01/22	01/28/2022	73487	CENTURYLINK	CPE RENT-SEWER DEPT	277091811	1	14.24	14.24
01/22	01/28/2022	73487	CENTURYLINK	CPE RENT-WATER DEPT	277091811	11	14.24	14.24
Total 73487:								28.48
73489								
01/22	01/28/2022	73489	DELTA DENTAL OF WISC	DENTAL INSURANCE-SE	1718058	2	787.03	787.03
01/22	01/28/2022	73489	DELTA DENTAL OF WISC	DENTAL INSURANCE-WA	1718058	22	532.02	532.02
Total 73489:								1,319.05
73490								
01/22	01/28/2022	73490	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 FEB	1	312.55	312.55
01/22	01/28/2022	73490	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 FEB	12	249.49	249.49
Total 73490:								562.04
73491								
01/22	01/28/2022	73491	PLATTEVILLE POSTMAST	POSTAGE TO MAIL BILLS	01.28.2022	1	700.38	700.38
01/22	01/28/2022	73491	PLATTEVILLE POSTMAST	POSTAGE TO MAIL BILLS	01.28.2022	2	700.38	700.38
Total 73491:								1,400.76
73492								
01/22	01/28/2022	73492	QUARTZ HEALTH BENEFIT	HEALTH INSURANCE-SE	9001069065	2	11,929.78	11,929.78
01/22	01/28/2022	73492	QUARTZ HEALTH BENEFIT	HEALTH INSURANCE-WA	9001069065	22	9,043.99	9,043.99
Total 73492:								20,973.77
73498								
02/22	02/02/2022	73498	A-C SERVICE PLATTEVIL	WWTP	01/22/2022	1	150.30	150.30
02/22	02/02/2022	73498	A-C SERVICE PLATTEVIL	WWTP	1.21.2022	1	427.09	427.09
Total 73498:								577.39
73500								
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	ELECTRIC-WATER	02.02.2022	12	1,526.75	1,526.75
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	ELECTRIC-WATER	02.02.2022	13	5,075.35	5,075.35
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	GAS/HEATING-WATER	02.02.2022	14	2,292.43	2,292.43
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	ELECTRIC-SEWER	02.02.2022	15	3,772.88	3,772.88

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	GAS/HEATING-SEWER	02.02.2022	16	2,171.22	2,171.22
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	GAS/HEATING-SEWER	02.02.2022	17	2,240.68	2,240.68
02/22	02/02/2022	73500	ALLIANT ENERGY/WP&L	ELECTRIC-SEWER	02.02.2022 2	6	18.22	18.22
Total 73500:								17,097.53
73503								
02/22	02/02/2022	73503	BESSION, CALEB	OVR PYMT ON WS FINAL	38-1424-14	1	83.34	83.34
Total 73503:								83.34
73517								
02/22	02/02/2022	73517	GRAINGER	WWTP	1436626631	1	95.41	95.41
Total 73517:								95.41
73522								
02/22	02/02/2022	73522	LISLE, MICHAEL & SHAR	OVR PYMT ON WS FINAL	34-1205-01	1	46.35	46.35
Total 73522:								46.35
73523								
02/22	02/02/2022	73523	MADURO, PAULO	OVR PYMT ON WS FINAL	38-1453-11	1	68.72	68.72
Total 73523:								68.72
73529								
02/22	02/02/2022	73529	NAPA AUTO PARTS-PLAT	VEHICLE	871705	1	37.98	37.98
02/22	02/02/2022	73529	NAPA AUTO PARTS-PLAT	WWTP	871817	1	183.78	183.78
02/22	02/02/2022	73529	NAPA AUTO PARTS-PLAT	WWTP	871836	1	9.98	9.98
02/22	02/02/2022	73529	NAPA AUTO PARTS-PLAT	VEHICLE	871874	1	8.16	8.16
Total 73529:								239.90
73532								
02/22	02/02/2022	73532	PIONEER APTS	MULTI-FAMILY RATE BILLI	12-0169-00	1	40.42	40.42
Total 73532:								40.42
73534								
02/22	02/02/2022	73534	PLATTEVILLE MHP LLC	MULTI-FAMILY RATE BILLI	10-1000-02	1	10,448.14	10,448.14
Total 73534:								10,448.14
73538								
02/22	02/02/2022	73538	PRAIRIE VIEW APTS	MULTI-FAMILY BILLING R	34-1200-01	1	403.43	403.43
Total 73538:								403.43
73543								
02/22	02/02/2022	73543	SCOTT IMPLEMENT	WWTP	403209	1	69.01	69.01
02/22	02/02/2022	73543	SCOTT IMPLEMENT	WWTP	71724	1	352.53	352.53
Total 73543:								421.54

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
73549								
02/22	02/02/2022	73549	US CELLULAR	CELL PHONE CHARGES-	0484225132	1	239.72	239.72
02/22	02/02/2022	73549	US CELLULAR	CELL PHONE CHARGES-	0484225132	2	239.72	239.72
02/22	02/02/2022	73549	US CELLULAR	CELL PHONE CHARGES-	0484861349	1	14.76	14.76
02/22	02/02/2022	73549	US CELLULAR	CELL PHONE CHARGES-	0484861349	2	14.76	14.76
Total 73549:								508.96
73556								
02/22	02/02/2022	73556	WILSON, DYLAN	OVR PYMT ON WS FINAL	01.01.2022	1	119.50	119.50
Total 73556:								119.50
Grand Totals:								204,591.25

The above listed bills are recommended for payment by the Water/Sewer Commission.

Date: _____

_____ Director of Public Works

_____ W/S Commission President

_____ W/S Commission Secretary

Submitted by:

_____ Financial Operations Manager

Report Criteria:

Report type: GL detail

Bank.Bank Number = 6,1

[Report].Invoice GL Account = "60010001000000"- "60063251000000"



BOARDS AND COMMISSIONS VACANCIES LIST

As of 1/25/22

Board of Appeals (ET Zoning) (3 year term ending 4/1/24)
Board of Appeals (ET Zoning) Alternate (3 year term ending 4/1/22)
Board of Appeals (Zoning) Alternate (2 - 3 year term ending 10/1/24)
Board of Appeals (Zoning) Alternate (partial term ending 10/1/22)
Broske Center Care Committee (5 - non-expiring terms)
Community Development Board (2 - partial terms ending 10/1/22)
Community Development Board (3 year term ending 10/1/24)
Community Safe Routes Committee (partial term ending 9/1/22)
Plan Commission (2 - partial terms ending 5/1/22)
Plan Commission (partial term ending 5/1/24)

UPCOMING VACANCIES - March 2022

None

Application forms for the City of Platteville Boards and Commissions are available in the City Clerk's office in the Municipal Building at 75 N Bonson Street, Platteville, WI or online at www.platteville.org. Please note that most positions require City residency.

PROPOSED LICENSES

February 8, 2022

One Year Operator License

- None

Two Year Operator License

- Yesenia M Gonzalez
- Ashlyn A King
- Spencer D Reinecke
- Rachel E Smith

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: REPORTS ITEM NUMBER: V.A.	TITLE: Board, Commission, and Committee Minutes	DATE: February 8, 2022 VOTE REQUIRED: None
PREPARED BY: Colette Steffen, Administrative Assistant II		

Description:

Approved minutes from recent Boards and Commissions meetings. Council representative may give a summary of the meeting.

Budget/Fiscal Impact:

None

Attachments:

- Airport Commission
- Commission on Aging
- Police and Fire Commission

Minutes of Dec. 13th, 2021

As Recorded by Chuck Runde. DRAFT Submitted by Doug Stephens, Jan. 5th, 2022.

As Amended and Approved on Jan. 10th, 2022.

Submitted by Doug Stephens on Feb. 1st, 2022.

Airport Commission Meeting

Dec. 13th, 2021, 6:00 pm

Meeting held in person at the Platteville Airport, 5157 Hwy 80, Platteville, WI.

- I. Commission Meeting Call to Order: by Cooley, Chair @ 5:55 pm
 - a. Quorum achieved.
 - b. Attendance, Commission Members: Dennis Cooley (P), Doug Du Plessis (P), Chuck Runde (P), Joe Sener (A), Doug Stephens (A), Danny Xiao (P). Others: Kathy Kopp (City of Platteville Common Council, Airport Representative), Alaine Olthafer-Lange (A&A Aviation, Airport Management), Adam Ruechel (City of Platteville Manager), Mark Graczykowski (Bureau of Aeronautics), Mike Dmyterko (Coffman Associates), Christina Curras (UW-Platteville), Austin Polebitski (UW-Platteville).
- II. Approval of Minutes, Nov. 8th: Cooley, Chair
 - a. Motion by Du Plessis to approve the minutes, 2nd by Runde. Passed with the following changes: Loan payoff amount \$33,998.89, one typo.
- III. Presentation by UW-Platteville Students “Astonishing Industries, LLC on Snow Removal Equipment Building”.
 - a. Copy of slide presentation in Airport Office.
- IV. Treasurer’s Report, Nov. 30, 2021: Du Plessis, Treasurer
 - a. Monthly Income, from Financial Report: \$30,863.15
 - b. Monthly Expense, from Financial Report: \$35,099.43
 - c. Monthly Invoice Payments: \$49,444.76
 - d. Will end year with good fuel inventory.
 - e. Will end year with good earnings.
 - f. Motion to approve by Du Plessis to approve the Treasurer’s Report and pay the vouchers. 2nd by Xiao and passed.
- V. Manager’s Report: A&A Aviation Manager
 - a. Year end totals will be given at next meeting.
 - b. Flight Operations (as received from A&A on 1/5/2022)

Flight Activity Nov. 2021		Flight Activity Nov. 2020	
Total Flights 1260		Total Flights 1458	
Personal	154	Personal	206

Business 64	Business 72
Instruction 1042	Instruction 1180

c. Fuel Sales:

Fuel Sales Nov. 2021	Fuel Sales for Nov. 2020
100LL 1191 Gallons	100LL 1043 Gallons
JetA 1370 Gallons	JetA 1119 Gallons

d. Fuel Purchased and Current Price (Nov. 2021):

Fuel Type	Quan. Purchased	Current Price
100LL	8220	\$4.60
JetA	0	\$3.75

e. Hangar status: one on waiting list.

VI. Presentation by UW-Platteville Students “Dairyland Drainage Consultants” on Platteville Municipal Airport Drainage Study.

- a. Copy of slide presentation in Airport Office.

VII. Adjournment: Cooley, Chair

- a. Motion to adjourn by Runde, 2nd by Du Plessis. Passes unanimously. Adjourned at 7:24 PM

If attendance requires special accommodation needs, please contact (608)348-9741, ext. 2238

Commission On Aging

Dec. 15, 2021 at 9:30 a.m.

155 E. Lewis St, Platteville

Present: Ray Banfi, Joyce Bos, Bill Cramer, Jill Goffinet, Josephine Kischer, Larry McReynolds, Jon Meidinger, Ally Shanahan

Assent: Debara Browning, Kathy Kopp

- I. Meeting is called to order by Bill Cramer at 9:35 a.m.
- II. Motion by Joyce to approve Minutes of November 17th, second Ray, all in favor, Minutes are approved.
- III. Reports: PEAK Jon Meidinger
Luke Peters (Director of Parks and Recreation) is leaving Platteville; Jon and Jill will be attending a meeting regarding this position.
It seems that the decision about the Fire Station has been made and we may be moving again. Ray suggests that we need to fight for the Senior Center and include the "Community Center" to stay at O.E. Grey. Jon suggests that we need a stronger effort to advocate for the Senior Center, form a task force to study and promote the needs and plans for the Senior Center. He will go through some of the materials that will be helpful in advocating and promoting. The Council will meet on January 11th and January 25th; it would be helpful to be present. Ally will form a task force to represent the Senior Center at the Jan. 25th meeting (she is asking us for names of people to contact). She will put together a fact sheet to provide to the task force in January. She also suggests we get testimonies from other Senior Centers on how important these centers are to their respective communities. Ally suggests that the task force meeting should be an evening meeting, as this is easier for working people.

PASS: Bill Cramer

Debara will be speaking at the Optimists Club on January 14th. We need to give her our “wish list”, i.e. transportation concerns, accessibility for the handicapped, our main fundraising is Brat Sales, selling canned Beef, Craft Fairs, and donations from local companies. Jon will get the information to Debara.

We may consider doing a Brat Sale on Graduation night in the Spring. This would mean having two sales on that Saturday.

- IV. Our new Mission Statement is approved.
- V. Next GOA meeting will be on January 19, 2021
- VI. Motion to adjourn by Ally, second Ray, all in favor, meeting adjourns at 10:39 a.m.

Josephine Kischer, Secretary

Police and Fire Commission
Regular Meeting Minutes
January 4, 2022

Attendance: Deborah Rice, Mike Dalecki, Vikki Peterson, Frank King, Council Liaison Kathy Kopp, City Manager Adam Ruechel, Fire Chief Ryan Simmons, Chief of Police Doug McKinley; Absent Tim Boldt

- The meeting was called to order at 5:00 p.m. by President Dalecki
- The meeting minutes from the regular meeting of the PFC on November 2, 2021 were unanimously approved (motion by Peterson, 2nd by Rice).
- There were no citizen comments or observations.
- Fire Department Update:

I. Membership Update

- We are currently at 50 volunteers.
 - We have dropped some members from the roster as they have not attended trainings or responded to calls minimally in 2021 and several have not responded to calls and training for the past 2-3 months. We spoke with each member and it was determined that being a volunteer was just not going to work at this time.
 - We did have 8 newer firefighters (6 months or less on department) complete all the hands-on skills required for their Entry-Level Firefighter class. They need to ensure all the classroom work is complete and then they will receive a completion certificate from SWTC that they have passed the Entry-Level Firefighter course. They will then complete a department skills competency test and upon passing will be authorized to participate in all firefighting activities as they will have the minimum training required by the State.

II. Reports of Significant Service Calls

- The fire department responded to 23 incidents in November and 21 incidents in December for a total of 267 calls for 2021. This was 42 more calls which calculates to 18.7% increase in call volume over 2020. We had a total of 225 calls for the entire year in 2019 and 2020.

III. Information Updates

- Chapter 24 Fire Prevention Ordinance – The updated ordinance was approved by the Common Council at the November 9th meeting and will go into effect on January 1, 2022.
- Radio System Update – Racom has ordered some parts to replace cables and antennas that they found faults in. We are hopeful this will give some improvement to the radio system but will not know how much the faulty parts were having in radio reception until they are replaced. This is not a permanent solution to the problems, so we continue to work with the radio vendors and Grant Co. Sheriff to work towards a permanent solution.
- Command Vehicle – We received the old Sergeant squad from the PD to be used as a

command vehicle. It is functional and has been used on several incidents already. We have a command box to install yet which will be received and installed this week which has drawers, a whiteboard, and areas to hold equipment to allow for operational efficiency at incidents. This is a vehicle we have requested for the past 5 years and received authorization and were allowed to carryover some 2020 unspent budget funds to cover the cost to upfit the vehicle with equipment.

IV. Personnel Issues/Concerns/Updates

- Nothing at this time.
- Police Department Update: Jennifer Schmid retired after 37 years with the PD. Jenny was a Telecommunicator for 27 years and she spent the last 10 years as the PD's Administrative Assistant; Officer Jeremy Tyler is progressing well during phase II of FTO training; the PD is conducting a hiring process to fill a full-time Telecommunicator vacancy; in 2022 the PD will be working with other City Staff on a city-wide camera project.
- The Commission went into closed session at 5:13 p.m. per Wis. Stat. 19.85(1)(c)-Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (motion by King, 2nd by Peterson). Specifically the Commission was considering the probationary status of a Police Lieutenant.
- The Commission returned to open session at 5:17 p.m.
- A motion passed unanimously stating that Police Lieutenant Josh Grabandt has successfully completed his probationary period (motion by Peterson, 2nd by Rice).
- The meeting adjourned at 5:18 p.m.

Respectfully Submitted,

Doug McKinley
Chief of Police

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

**COUNCIL SECTION:
REPORTS
ITEM NUMBER:
VI.B.**

**TITLE:
Taskforce on Inclusion, Diversity, and Equity and
Department Progress Reports**

**DATE:
February 8, 2022
VOTE REQUIRED:
None**

PREPARED BY: Colette Steffen, Administrative Assistant II

Description:

Taskforce on Inclusion, Diversity, and Equity, and Department Progress reports for Council Review.

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: REPORTS ITEM NUMBER: V.B.3.	TITLE: Taskforce on Inclusion, Diversity, and Equity Update	DATE February 8, 2022 VOTE REQUIRED: N/A
PREPARED BY: Adam Ruechel, City Manager		

Description:

The Taskforce for Inclusion, Diversity, and Equity met formally on Tuesday, January 25, 2022. Those members in attendance were Staff Liaisons Adam Ruechel & Jessica Lee-Jones, Council Representatives Lynne Parrott and Jason Artz, and TIDE members Keith Custer, Ela Kakde, Wayne Wodarz, Royal Palmer, and Jean Zawacki. During the meeting, the Taskforce reviewed the Community Assistance Resource Guide and the various sections of the document. The guide is to be a tool for individuals experiencing homelessness or those at risk of homelessness. The guide's purpose is to connect individuals and service providers to valuable and relevant community resources in Platteville and the Grant County Region. The direction was given to have members review the document another month for changes and or alterations so it could be formally sent to the Common Council for consideration. Discussion was had about the next step of reaching out to various organizations to have tool kits created for use by individuals looking for assistance. The Taskforce also discussed various inclusivity, diversity, and equity opportunities that are being researched by City Staff. City staff have been in contact with UW-Platteville about training that could be done for City employees, committee members, elected officials, and the public. UW-Platteville is in the process of creating a proposal to be reviewed further later. The Taskforce also reviewed the opportunity to be involved in UW-Platteville's Enhancing Campus Climate Team. City Manager Ruechel has expressed City Staff's willingness to be on this committee as well as inviting anyone from TIDE who would wish to join these discussions. As more information becomes available regarding dates further information will be provided to the Taskforce. The Taskforce also discussed future topics they would like to discuss as a group such as bringing in experts from various areas to provide educational opportunities to the group such as Southwest Rainbow Alliance and various other student organizations from UW-Platteville. The Taskforce also discussed having community dialogues or meeting nights in the park where the atmosphere could be less formal. An update was provided by Ela with WEDC (Wisconsin Economic Development Corporation) in reference to their efforts with SWCAP (Southwestern Wisconsin Community Action Program) in potential refugee placement within Grant County and the City of Platteville. The Taskforce also at a future meeting will be discussing topics to discuss a joint work session with the Common Council slated for April 26th.

**DEPARTMENT
PROGRESS
REPORTS**



Department Progress Report

Administration Department

Nicola Maurer, Director
January 2022

ACCOMPLISHMENTS:

- Finance division:
 - Processing of in-person and mailed tax payments with deadline of January 31
 - Management of 2021 vs 2022 invoice payments
 - Processing of first payroll of the year including incorporation of 1% compensation plan increase for all employees and implementation of new vacation schedule for eligible employees
 - Completion and issuance of employee W2s
 - Completion and issuance of 1099s
 - Initial work on Wisconsin Retirement System year end reconciliation
 - Continued work on updating of cemetery records
 - Beginning City audit preparation including bank and debt confirmations

- Clerk division:
 - Provide back-up support for Parks & Recreation function and front desk during transition to new City Hall Office Assistant and Recreation & Community Events Coordinator
 - Coordination nursing home voting and ballots for Feb 15 election
 - Management of absentee ballot issuance
 - Preparation for early in-person voting
 - Planning for and communication of election day voting with new district boundaries and polling location for District 4

- Human Resources:
 - Continued recruiting process for Parks & Recreation Director, Recreation & Community Events Coordinator and City Hall Office Assistant
 - Coordination of onboarding for new employees
 - Preparation for implementation of 2022 pay rates and vacation accruals
 - Completion and distribution of first annual employee notification for pay and vacation changes
 - Support department personnel needs

- Information Technology:
 - Preparation for and participation in monthly management meeting to review next steps on projects and collaborate on City IT needs

- Utilities:
 - Continued coordination of PSC Water Rate Case
 - Continued implementation of Disconnect Policy

- Collaboration on coding of purchase orders for 2022 Utility CIP utilizing enhanced general ledger tracking
- Beginning preparation for Utility audit

MAJOR OBJECTIVES FOR THE COMING MONTH:

➤ Finance division:

- Completion of February tax settlement
- Completion of Wisconsin Retirement System annual reconciliation
- Completion and issuance of 1095s
- Backup support for planned absence
- Work on 2022 Budget Book
- Implementation of investment through ICS (Insured Cash Sweep)
- Annual evaluation process for Finance staff
- Update of TID projections
- Work on grant reporting and accounting

➤ Clerk division:

- Assistance with training of new City Hall Office Assistant and Recreation & Community Events Coordinator
- Assistance with onboarding of Parks and Recreation Director
- Coordination of absentee ballots and early in-person voting
- Scheduling and training of election workers
- Conducting of February 15 election
- Updating of website information for 2022 assessing

➤ Human Resources:

- Onboarding of new employees including coordination of benefit enrollment
- Support for department personnel needs
- Relocation to first floor office to accommodate new Rec/Comm Events Coordinator
- Begin work to update Employee Handbook

➤ Information Technology:

- Coordination of hardware purchases for employees
- Review of ITS recommendations for server/storage upgrades
- Work with both PDs on defining requirements for City-wide camera system

➤ Utilities:

- Coordination with PSC on Water Rate Case and preparation for PSC public hearing in March
- Continued implementation of Disconnect Policy
- Year end accounting and completion of all documentation for Utility audit



City of Platteville
January 2022 Progress Report
City Manager

Accomplishments:

- Attended numerous meetings regarding exploratory refugee engagement and resettlement discussions pertaining to Afghan refugees being relocated in the city of Platteville.
- Met with owners of Pioneer Ford to discuss concerns with Business Hwy 151 project completion.
- Attended Chamber of Commerce Appreciation Night to showcase support for all the volunteer work the organization does for our community.
- Assisted in the interviews and selection of new Parks and Recreation Director.
- Met with members of community group completing grant work on Indian Park to determine timeline to complete community dialogue sessions to be done during Parks, Forestry and Recreation Committee, Historical Preservation Committee and eventually the Common Council.
- Met with members of PAIDC and site selector firm on scheduling meetings to meet with firms for the potential recruitment of new businesses to the City of Platteville.
- Met with community member Elizabeth Gates who announced at the January Parks, Forestry, and Recreation Committee Meeting a donation to the City of Platteville was given to be utilized towards incentive program for lifeguards and managers at the Platteville Family Aquatic Center.
- Assisted in the recruitment and hiring of a new Recreation & Community Events Coordinator.
- Assisted in the recruitment and hiring of a new City Hall Office Assistant.
- Attended the monthly Commission on Aging Meeting at the Platteville Senior Center to provide an update about the possible Fire Station being located at the OE Gray Location.
- Assisted in the planning of a DOT TAP Grant Submission for the City of Platteville regarding new trail locations. Further information will be provided to the Common Council in February.
- Met with a local business owner to discuss potential expansion opportunities for her exercise facility.
- Attended Grant County Economic Development meeting in Louisburg.
- Assisted in the coordination of the Broske Center soundproofing installation.

Major Objectives for the Coming Month:

- Continue to work with Staff on ever changing COVID-19 environment.
- Work with City Staff on successful onboarding of Parks and Recreation Director, Recreation and Community Events Coordinator, and City Hall Office Assistant.
- Continue to work with Department Heads on the finalization of 2021 Budget Expenditures.
- Continue to work with Department Heads on implementation of 2022 Budget Expenditures.
- Continue to work on City Manager Assigned 2022 City Goals:
 - Fire Station
 - Begin fundraising campaign for new/updated fire station.
 - Create an RFP for architecture firms to create new/updated fire station floor plan.

- RFP has been drafted and will be reviewed by Common Council during the month of February.
- TIDE (Taskforce for Inclusion, Diversity, and Equity)
 - Hold joint TIDE/Common Council meeting to set objectives and goals for the community to achieve in all areas of inclusivity and diversity.
 - Work Session is currently slated for April 26.
- Marketing
 - Continue to work with Communication Specialist on the roll-out of various City video series.
 - Work with Communication Specialist on development of historical storyline flyer
 - Work with Communication Specialist/Common Council on official adoption of City of Platteville Motto and Tommyknocker logo.
 - Work with Communication Specialist and Platteville Economic Development Partners on the creation of a shared marketing campaign.
- Thoughtful Development/Prosperous Economy
 - Conduct RFPs for municipal service providers. (audit, assessors, financial advisors, bus service, etc.)
 - Continue to work with private developers to establish additional subdivisions within the city of Platteville.
 - Work with City Staff on the creation of a long-term staffing analysis for adopting and implementing starting in 2023.
- Quality Infrastructure, Amenities & Services
 - Work with partners on the creation of a business plan for a community center.
 - Work with City Staff on long-term camera system upgrade plan and start installation in 2022.
 - Work with inclusive playground organization on successful completion of inclusive playground.
 - Work with Staff on implementation of 2022 CIP Projects.

DEPARTMENT PROGRESS REPORT
Community Planning & Development



February 2022

ACCOMPLISHMENTS

- Worked on administering the affordable housing assistance programs including documents for several additional properties.
- Working on the Kwik Trip and Kunes Country development agreements.
- Working on potential changes to the Historic Preservation Commission approval process and potential changes to Chapter 27 – Historic Preservation.
- Completed the modifications to Chapter 5 and Chapter 22.
- Working on updates to the application forms for various development requests.
- Working on updating the kennel application and review process.

MAJOR OBJECTIVES FOR THE COMING MONTHS

- Continue promoting the affordable housing incentive programs utilizing funds from the extension of TID 4.
- Work on the Intergovernmental Planning Agreement extension/modification with Platteville Township.
- Work on updating the kennel application and review process.

PUBLIC INFORMATION ITEMS

- None

THINGS THAT NEED ATTENTION (City Manager/City Council)

- None

OTHER INFORMATION

- None

DEPARTMENT PROGRESS REPORT
Fire Department
January 2022



ACCOMPLISHMENTS

- Call Response - The fire department responded to 20 incidents in January. FD response summary is as follows:
 - Fires..... 4
 - Vehicle Crashes..... 2
 - Gas Odor/CO Alarms..... 5
 - Alarm System Activation..... 9
- FEMA Assistance to Firefighters (AFG) Grant – Chief Simmons has been working with Grant County Emergency Management to write and submit a FEMA AFG grant for new portable radios. Our current portable radios are over 15 years old and no longer supported by Motorola. We submitted a 95%/5% cost share grant in the amount of \$212,850.00 for 45 new portable radios. The anticipated award notification dates are between April 30, 2022 and September 30, 2022.
- RFP for Professional Design Services for Fire Station – Chief Simmons has been working with City Manager Ruechel and other department heads to review and develop an RFP for Professional Design Services for a fire station. City Manager Ruechel created the draft document and then shared the document for review to create a draft that will be presented to the City Council in February. A copy of the RFP will be shared with the Commission members once approved by the Common Council.

MAJOR OBJECTIVES FOR THE COMING MONTH

- Radio System Preventative Maintenance – Racom will be working over the first week in February to replace worn out and damaged equipment with the antenna system on the City’s radio system. We are hopeful this will give some improvement to the radio system but will not know how much the faulty parts were having in radio reception until they are replaced. This is not a permanent solution to the problems, so we continue to work with the radio vendors and Grant Co. Sheriff to work towards a permanent solution.
- Prescribed Vegetation Management Burn Permit – Finish Development of permit form and process to reflect updated regulation allowing prescribed vegetation management burns within city limits. We anticipate a few permit requests will be submitted in the spring.

PUBLIC INFORMATION ITEMS

- None

THINGS THAT NEED ATTENTION (City Manager/City Council)

- Continue to focus on the next steps for a new Fire Safety Facility which include funding for site/building design.

COMMITTEE REPORT

- Next regular meeting of the PFC is tentatively scheduled for Tuesday, March 1, 2022 at 5:00pm in the Police Department Training Room.

**Platteville Public Library
Director's Report
January 5, 2022**

LIBRARY NEWS

Outreach Coordinator Breanna Callahan submitted an NEH Grant application. If we receive the grant, we will host a community-wide read and welcome award-winning author Shannon Gibney for a speaking engagement.

Library Specialist Maggie Bahn Denowski submitted an application for Inclusive Financial Literacy Programming available through the American Library Association and FINRA Foundation. If we receive the grant, we would be sent an Inclusive Financial Literacy Programming Kit, including reading lists, program best practices, and financial literacy books to add to our collection.

The Tri-County Needle Arts group once again decorated our holiday tree with their original creations.

OverDrive has been working to increase the accessibility of the Libby App, which our patrons use to read ebooks or listen to audiobooks available through the Wisconsin Public Library Consortium. Some of the enhancements coming in January of 2022 include screen reader and voice control improvements, keyboard focus indicators, new accessibility features, full-screen menus, and updated menu icons. This is particularly important because the company's more accessible OverDrive app will be sunset in the next year, and Libby will become the primary e-reader app for library patrons.

Library Specialists Binga, Nancy, and Rachel have been working on replacing lost and missing items, tracking down missing and mysterious items, and deleting expired patrons to help us prepare for our annual report numbers. A 2020/2021 visitor count can be viewed [here](#).

Thank you to our Adult Services Library Specialist Roxanne for hosting the December Adult Book Club on short notice.

Thanks to all that voted for the Library's window display through the Chamber of Commerce competition. We won first place, which includes a variety of marketing opportunities. Kudos to the Adult Services team for planning and executing the creative display.

STAFF UPDATES

- During the December 10 in-service, the staff viewed a webinar entitled "How to backup a co-worker during a crisis". We also discussed 2022 goals and policy/procedure reviews.
- Outreach Coordinator Breanna Callahan resigned after one month on the job, due to an offer for a remote-work position with a significant pay increase. The Outreach Coordinator position is now vacant and accepting applications through January 11.
- Due to holiday schedules and vacation/sick leave usage, the library has been particularly short-staffed during December. Thanks to all staff for using paid time off strategically, communicating about schedule changes, and covering various service desks as needed.

FOUNDATION UPDATES

- Donor wall installation was completed on December 29
- The Foundation welcomed new Board member Tammy Black
- The Foundation Board will meet on Tuesday, January 11

LIBRARY DIRECTOR MEETINGS	
12/1 City of Platteville/UW-Platteville DEI Training Discussion, City Manager Ruechel, Dr. Frank King, Kayden Carpentier 12/2 Library Leadership team 12/2 Karina 12/3 Cheryl 12/3 Maggie Bahn Denowski, new employee orientation 12/3 Festive Friday setup 12/6 Cheryl 12/6 Outreach Coordinator hiring plan 12/7 Erin 12/8 Roxanne Boardman, new employee orientation 12/9 Community Enrichment 12/10 staff in-service, carpet cleaning 12/10 Festive Fridays 12/13 SWLS Annual Report preparation webinar	12/14 Kanopy demonstration 12/14 Erin 12/14 Common Council 12/15 Department Director Meeting 12/16 Library leadership team 12/16 Children's Desk coverage 12/16 Karina 12/20 Breanna Callahan, exit interview 12/20 Cheryl 12/20 Afghan Refugee Assistance web meeting 12/20 Adam, 2021 review 12/21 Reference desk coverage 12/23 Children's desk coverage 12/24-26 Library closed 12/27-1/3 out of office due to COVID

PATRON SERVICES ACTIVITY Karina Zidon, Nancy Sagehorn, Roxanne Boardman, vacant	
Programs	Community outreach, partnerships, volunteers
12/21 Book club: End of year book potluck - 6 adults	
Self-directed activities	Professional Development
12/18 Small Business Passport - 39 participants 12/15 - 12/19 Community Room available for UWP finals study	12/07 WPLC Collection Development Committee - Karina 12/08 Dontchya Know with Shauna: Community Outreach (SWLS) - Nancy

YOUTH SERVICES ACTIVITY Erin Isabell, Lydia Sigwarth, Valerie Curley, Maggie Bahn Denowski	
Programs	Community outreach, partnerships, volunteers
Exploration night @ Neal Wilkins- 80 Read to a bird- 21 PJ storytime- 21 Early release- 22 (3 sessions) Kids book club- 6 Teen craft day- 6 Crafternoon- 39 (3 sessions)	Jen Mariskanish & Maloo UWP AmeriCorps Farm to School Platteville School District
Self-directed activities	Professional Development
Gnome for the holidays- 51 Dial-a-story- 28 Teen bulletin board- 6 Coloring station- 122	12/7 Core values of librarianship- Maggie 12/9 Getting hit on by customers- Maggie 12/9 Notable book marathon- Lydia 12/9 Oceans of possibilities- SLP- Lydia & Maggie 12/30 Librarians guide to homelessness (part 1)- Maggie



City of Platteville Museum Department

Progress Report for January 2022

Prepared Feb. 2, 2022

ACCOMPLISHMENTS

Attendance, Education & Programs

- In-person and off-site or virtual program/virtual tour/virtual exhibition/virtual school field trip attendance for January 2022 was 604.
 - In-Person Attendance: 0 vs. 0 in 2021 and 50 in 2020. (There were no in-person programs offered this January.)
 - Virtual School Field Trips: 45
 - Virtual Tours: 479
 - Virtual Programs: 19
 - Virtual Exhibitions: 61
- Year-to-Date in-person and off-site or virtual program/virtual tour/virtual exhibition/virtual school field trip attendance is 604 vs. 77 in 2021 and 128 in 2020.
- Continued alternative program delivery per digital strategy
 - Website metric: 1,436 users, 1660 sessions, (91.5 / 8.5% new users), 3,304 page views, 1.99 pages per session, 1:22 session average duration, 68.92% bounce rate (a bounce is a single-page session on the site)
 - Social media remote learning campaign:
 - Facebook Daily Page Engaged Viewers for January: 2,353 [The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)]
 - Jan. 17 Cornish pasty sale Facebook post reached 12,657 people and was shared 69 times.
 - Facebook Daily Page Engaged Viewers for Year to Date: 2,353
 - New Facebook page likes in January: 21
 - Lifetime Total Facebook page likes: 1911
 - YouTube views in January: 169 views, 39.2 hours watch time, 2 new subscribers, (60 channel subscribers total)
 - YouTube view year to date: 169 views, 39.2 hours watch time, 2 new subscribers

Operations

- Museum staff worked to complete course plans for two Platteville School District summer school courses, a program that the Museum was invited to participate in for the first time. We will likely offer a course for grades 2-3 on Toys from Long Ago and one for grades 4-5 on Wisconsin Earth Science Exploration Adventure.
- Museum staff invited all Grant County school principals and 4th grade teachers to register for spring field trips with grant-supported scholarships covering admission and bussing costs. Thanks to a \$5,000 grant from the Ann & Leo Stoll Jr. Charitable Trust managed by Mound City Bank and a \$1,000 grant from the Platteville Optimist Club, the Friends of The Mining & Rollo Jamison Museums will offer scholarships to all Grant County 4th Grade classrooms covering the costs of museum admission and bussing. The goal of the Field Trip Scholarship Program is to ensure that all 4th graders in Grant County can visit the Museum. If all schools in the county take advantage of the offer, the program will benefit approximately 521 students and their teachers.

- We are accepting registrations for the upcoming Frozen Mine Experience on Feb. 19 and the seven-lecture Winter Lyceum, which begins Feb. 20. Learn more and register at www.mining.jamison.museum/programs.

Buildings and Grounds

- The Museum Director worked with Tammy Black, architect at Delta 3 Engineering, to approve submittals and proposed details for construction of the flat portion of the Hanmer Robbins building roof in the spring. Tammy Black will be transitioning to a different firm starting Jan. 14th and construction administration will be handled by Scott Chyko moving forward. Also a change order was signed by Ron Brisbois of Grant County to allow installation of prefabricated roof ridge roll terminations.
- Bill's Plumbing and Heating completed repairs on the wall-mounted facilities maintenance shop.
- UW-Platteville IT network architect Dan Dargel created a wireless signal isopach map to improve connectivity of wireless temp and humidity sensors across the Museum.
- The Museum Director met with Droessler Building Restoration and Baker Iron Works to consult on rehab projects involving a WWI German mortar and two historic train cars.
- The Museum Director contracted with Preserve LLC to complete the preservation plan and MEP study funded by the 2022 CIP budget.

Collections

- The Museum collections crew is maintaining a breakneck pace as they advance deliverables in improving environmental conditions and artifact registration for the IMLS Inspire! Grant for Small Museums that expires Aug. 31.
- In January collections staff constructed a new furniture racking system in the Hanmer Robbins storage floor, with assistance from Friends board member Mark Hass of Fastenal.
- Completed creation of wayfinding diagrams for all collections storage rooms.
- Finished assigning and securing labels to all collection's storage shelving units, cabinets, drawers
- Accelerated registration of artifacts in PastPerfect catalog.
- Digital catalog records created:
 - 526 Monthly Total
 - 3,552 cataloged to date under current grant (since October 2020)
 - 8,472 Total since the start of cataloging in PastPerfect (since April 2016)

Exhibits and Interpretation

- Working with Driftless Pathways archeologists on a three-case and three-poster exhibit design as we wrap up a \$10K Wisconsin Humanities major grant project.

Development, Fundraising, and PR

- The Friends of The Mining & Rollo Jamison Museums concluded 2021 having met their \$100K fundraising goal, which will support \$47 in direct 2022 Museum operations.
- Kicking off 2022 fundraising, the Friends of the Museums are holding a Cornish pasty fundraiser starting Jan. 17, and closing on Feb. 19, for pasty pick-up on St. Piran's Day on March 5 at the Museum. Learn more at www.mining.jamison.museum/pasty! The pasty sale will be the Museum's most important fundraiser of the year since the next Miners Ball will not be held until 2023.
- Friends of The Mining & Rollo Jamison Museums income for January 2022 totaled \$1,148.64.
 - 2022 Income to date totals \$1,148.64.

- Year-to-date Unrestricted Gifts of General Support, Membership Dues, Sponsorships, and Special Events income total \$1147. This is:
 - 1.7% of Friends' \$66,195 Annual Budget for these categories of income
 - Cash on hand is \$65,947 (Mound City Bank Super NOW).
- Year-to-date Special Project Restricted Gifts total \$0 (0% of \$21,300 Annual Budget for this category of income).
- Year-to-date gifts to the Endowment total \$1,000 (100% of the \$1,000 Annual Budget for this category of income).
- Grants: We on Feb. 2 that the Wisconsin Tourism Capital Grant (\$3.26M) to implement the Site & Facility Comprehensive Plan was not received.
- Development:
 - Museum staff processed gifts in response to the Annual Appeal and mailed acknowledgement letters.
 - Plans continued for a February 2022 Cornish pasty fundraiser.

Museum Volunteers and Staffing

- 5 volunteers worked 21 volunteer hours for the month (21 hours so far in 2022).

MAJOR OBJECTIVES FOR THE COMING MONTH

- Operations and Programs:
 - Complete successful Cornish Pasty fundraiser. See below and www.mining.jamison.museum/pasty for details and to place an order.
 - Begin successful Winter Lyceum, which will take place via Zoom on Sundays at 5 p.m. from February 20 to April 3. See below and www.mining.jamison.museum/programs for details and to register.
- Development
 - Schedule joint Museum Board-Friends of The Mining & Rollo Jamison Museums visioning session to update our Vision Statement.
- Collections:
 - Continue IMLS-supported collections work plan, which expires Aug. 31, 2022.
- Exhibitions:
 - Wisconsin Humanities grant project: Continue design of remaining exhibition for February deadline and May 2022 opening.

PUBLIC INFORMATION ITEMS

- **2022 Museum Hours:**
 - The Winter Lyceum will take place via Zoom on Sundays at 5 p.m. from Feb. 27 – April 3. Cost is \$4 each or \$20 for all seven presentations. Learn more and register at (608) 348-3301 or at www.mining.jamison.museum/programs.
 - The Museum will open for daily admission, train rides and mine tours May 1 through January 31, 2022, 10 a.m. – 5 p.m. During the off-season of January through May, the Museums are closed for tours except for ticketed special events and virtual programs. Off-season office hours are Mon.-Fri. 10 a.m. – 5 p.m.
 - Shop for merchandise online at www.mining.jamison.museum/shop. We offer year-round in-store or curbside pickup (no delivery) for online orders. Call us at (608) 348-3301 to schedule a pickup time.
- **Upcoming Events:**
(see next pages)

- **Upcoming Events:**

- **Cornish Pasty Sale Fundraiser**

Sale: January 17 to February 19

Pick-up: March 5, 10 a.m. to 1 p.m.

Cost: \$10/pasty for orders of 1-4, \$8/pasty for orders of 5-9, or \$7/pasty for orders of 10 or more.

Celebrate the birth of Wisconsin and its Badger State identity with the food that our earliest miners ate: Cornish pasty! This fundraiser benefits The Mining & Rollo Jamison Museums. Pasties (pronounced "PAST-ease") are hand pies with savory fillings, and have been a staple of the diet of Cornwall – where many of the world's greatest miners originated – for more than 700 years. Pasties were enjoyed by Wisconsin's pre-Civil War lead miners, and are still considered a delicious treat. Enjoy the authentic and award-winning taste of Cornish pasties from the Walker House in Mineral Point. These 7-ounce pasties are offered frozen in four flavors, to be baked at home for a piping hot meal and accompanied by your favorite condiment. (We recommend chili sauce.) Pick up will be at the Museums on March 5, 2022, St. Piran's Day, from 10 a.m. to 1 p.m. St Piran is the patron saint of tin-miners and is one of the patron saints of Cornwall.

Order online at www.mining.jamison.museum/pasty

Frozen Mine Experience

Date: Saturday, February 19

Time: 1-4 p.m., tours depart every half hour

Cost: \$12 ages 13+, \$10 ages 65+, \$6 ages 5-12, \$3 ages 0-4

Visit Platteville's underground frozen mine and discover a miraculous wonderland of natural ice sculptures! Learn about the differences between caves and mines and celebrate the beauty of the natural wonders of winter underground. Last year, cold February temperatures brought natural ice stalagmites, nicknamed "ice cobras," to the Bevans Mine. These beautiful formations grew up to four feet tall. This year, the museum will provide a "Frozen Mine Experience" where visitors can experience these unique and wonderful formations first-hand. Even if the weather does not cooperate, the museum will create a special winter atmosphere for visitors to enjoy. Register now at www.mining.jamison.museum/programs

- **Winter Lyceum**

DATE: Sundays, February 20 to April 3

TIME: 5 p.m.-6 p.m. (Approx. 45-Minute Talk Followed by 15-Minute Live Q&A)

COST: \$4 Per Lecture or \$20 for all seven (7) Lyceum Lectures

LOCATION: Online Via Zoom | Link provided by email upon advance registration

REGISTRATION: www.mining.jamison.museum/programs

February 20: Dr. James Wright Presents "From Zinc Miner to Dartmouth College President"

In this engaging conversation with Dr. James Wright, the son of a World War II veteran and grandson of a miner, we will hear a fascinating story with roots in the Upper Mississippi Valley mining district. This dialogue will explore how Wright enlisted in the U.S. Marine Corps after graduating from Galena High School and returned home to experience a fascinating career trajectory from working as a powderman in the Birkett and Graham mines to becoming an accomplished historian, educator, and president of Dartmouth College. He graduated from what was then the Wisconsin State College and

Institute of Technology in 1964 and remains grateful to his Platteville undergraduate faculty mentors for their support and encouragement.

February 27: Dr. Gene Tesdahl and Dr. Joshua Wachuta Present “Ho-Chunk Sovereignty, Black Voices, and the Driftless Lead Boom”

Native American history and African American history have deep roots in the Driftless Region. Come appreciate the complexities that Ho-Chunk leaders, African American lead miners, and U.S. officials negotiated during the Driftless lead boom, 1825-1848. The region witnessed illegal slavery even as it transitioned from free Michigan Territory to free Wisconsin Territory ending in Wisconsin statehood as a free state. Ho-Chunk leaders including Caaxšépsgaaga, Wakajawixka, and Wanig-sučka sought to maintain their ancestral rights to the lead region, but faced an overwhelming U.S. military occupation after 1827. Enslaved black lead workers Paul Jones and Toby Dodge navigated their way through this period gaining freedom as Wisconsinites along the way.

March 6: Brad Gottschalk Presents “An Overview of Wisconsin Mining History”

Platteville-raised Archivist for the Wisconsin Geological and Natural History Survey Brad Gottschalk presents an overview of the history of mining in the state of Wisconsin. Not limited only to the Upper Mississippi Valley Lead-Zinc District, mining in the state has included development of Banded Iron Formations, Volcanogenic Massive Sulfides, silica sand deposits and more.

March 13: Dr. Jack Williams Presents “Changes in Wisconsin Ecosystems and Environments Since the Last Ice Age”

UW-Madison geography professor Dr. Jack Williams paints a picture of the ecological upheaval of the North American landscape just after the retreat of the ice sheets 15,000 years ago. Recent research using fossil pollen, charcoal and dung fungus spores help us visualize a post-ice age terrain different from anything in the world today. The disappearance of mammoths, giant beavers, ground sloths and other large animals preceded a massive change in plant communities, providing new insight into the dynamics of extinction and its pervasive influence on a given landscape.

March 20: A Panel of Archeologists Presents “14,000 Years of Driftless Ingenuity”

In conjunction with unveiling a new analysis of nearly 1,200 Native American stone tools in the collection of The Mining & Rollo Jamison Museums, a panel of archeologists will reveal how stone tools were made in this nook of the Driftless Region, and how the museum collection demonstrates the ingenuity of native peoples who inhabited this area through time. From the end of the Ice Age though the period of European contact, Native Americans crafted tools in response to changing natural and cultural environments. The materiality and design of implements were adapted to different flora and fauna over time and for each season. A flintknapping demonstration and sneak peek of a new museum exhibit (supported in part by a major grant from Wisconsin Humanities) will be included.

March 27: Dr. Nancy Von Meyer Presents “GIS in the Mining District”

Dr. Nancy Von Meyer, who began her career in Platteville as a mining engineer and went on to become a pioneer in the field of digital mapping, presents her insights into the Geographic Information Systems (GIS) in the Tri-state area's Upper Mississippi Valley Mining District. She will also explore public mapping, and will help identify GIS data and maps that would be useful for museum enthusiasts. Dr. Nancy Von Meyer is an expert in GIS and land records and is the president of Fairview Industries, where she has solved many problems related to land records.

April 3: Luke Sprague Presents “Oral History Interviewing Theory, Processes, and Techniques”

This talk by Luke Sprague, Oral Historian for the Wisconsin Veterans Museum in Madison, is a quick beginner’s-level training for people who want to conduct oral history interviews. There are three parts to the talk, and we will cover all three in brief. Part one covers the theory, ethics, and principles of conducting oral history interviews. Part two explains the pre-interview processes and the interview guide development. Part three reveals some good interview techniques.

General Information:

MISSION

Our mission is to continue in the pursuit of excellence in the areas of regional and mining history. To achieve that purpose, the museums are commissioned to be custodians of the past; to interpret the rich lead and zinc mining heritage of the region, as well as to preserve, interpret, and display the artifacts that help define Southwest Wisconsin.

VISION

The Mining & Rollo Jamison Museums aspires to be the premiere mining and regional history museum in the Upper Midwest and to instill an appreciation of the past and a sense of place for the future.

City of Platteville

DEPARTMENT PROGRESS REPORT

Police Department

Week Ending: Saturday, January 29, 2022

ACCOMPLISHMENTS

- The PD's annual report has been completed and shared with the PFC, the Common Council, and local media. It is also available on the PD's website.
- An employment offer has been made to an applicant and he will be starting as a full-time Telecommunicator at the end of February.
- Two department training days were held in January. The topics included the CPR recertification and de-escalation training.

MAJOR OBJECTIVES FOR THE COMING MONTH.

- Meet with vendors and begin development of an RFP for the City's camera system project.
- Welcome back Officer Josh Stowe after his deployment with the Marines and have him step back into his role as the Community Resource Officer.
- Adjust several department policies in light of recent statute changes.
- Develop a new "ask an officer" social media episode

PUBLIC INFORMATION ITEMS

Nothing at this time.

THINGS THAT NEED ATTENTION (City Manager/City Council)

Nothing currently.

COMMITTEE REPORT

- The Police and Fire Commission is scheduled to meet on February 1st at the Platteville PD.

City of Platteville
DEPARTMENT PROGRESS REPORT
Department of Public Works
Howard B. Crofoot, P.E.

Period Ending: January 5, 2022

ACCOMPLISHMENTS

- Submitted the 2022 LSL grant request to the DNR.
- Submitted three Transportation Alternatives Program (TAP) grants for consideration for 2025 and 2026
 - Moundview Park Trail improvements
 - Main Street Connector Trail construction
 - Southeast Rail Corridor Trail construction
- Cleared streets from snow events and conducted snow enforcement process.
- Held Public Information meetings on street projects.
- Worked with UW-Platteville students on two senior projects
 - Moundview Trail bridge
 - OE Gray Monopole support design

MAJOR OBJECTIVES FOR THE COMING MONTH

- Continue to prepare for spring projects
- Assist with CDBG-CV Platteville Inclusive Playground project

PUBLIC INFORMATION ITEMS

- Hickory & Gridley Reconstruction on February 28 – To Council for Information on March 8, Action on March 22
- W. Main St Culvert on March 9 – To Council for Information on March 22, Action on April 12
- Cedar St Reconstruction on March 14 – To Council for Information on March 22, Action on April 12
- Rountree Branch Streambank Restoration on March 31 – To Council for Information on April 12, Action on April 26

THINGS THAT NEED ATTENTION (City Manager/City Council)

COMMITTEE REPORTS

Project Update

02/02/2022

Lead Service Lines (LSL): The 2021 grant cycle closed on December 31, 2021. Staff submitted paperwork requesting 2022 grant funding. Grant awards should be announced by the end of February.

Current counts are:

136 known lead lines

476 properties have replaced their lead lines.

2021 Projects

Business Highway 151 Highway Safety Improvement Program (HSIP): This is a safety project on Business Highway 151 to reduce traffic crashes. The contractor is working on the trail from NAPA/NOVUS to Eastside Road. The contractor has completed the work from Staley to Water. The contractor has completed the pavement work from Water to Insight Drive. Signals have been installed, the thin overlay has been installed and lanes have been painted. The work in the Water Street intersection will be delayed until spring. The trail work will be completed in spring. (No change)

Dewey Street: The contract was awarded to Owen's Excavating. We are holding retainage until spring to ensure grass will grow. (No change)

2022 Projects

Rountree Branch Streambank Stabilization: Staff submitted a grant request last spring for the 2021-2022 DNR grant program. Last summer, staff were informed that our project would not be funded. Late January, staff were informed by DNR staff that there was additional funding for the program and our grant request will be funded. The local match will be a part of the 2022 budget request for project completion in 2022. There are four locations along the Rountree that were selected for grant funding. This will be similar to the earlier project on UW-Platteville and Chamber properties. The DNR sent the official award document on July 1 for 3 of the 4 locations. The final location out past the JN Stone railroad bridge was deleted from the project. (No change)

Project Survey and Design: There were a total of six people who attended the three public information meetings for the West Main Street culvert project, the Cedar Street project and the Hickory – Gridley Street project. The following is the project schedule:

Hickory & Gridley Reconstruction on February 28 – To Council for Information on March 8, Action on March 22

W. Main St Culvert on March 9 – To Council for Information on March 22, Action on April 12

Cedar St Reconstruction on March 14 – To Council for Information on March 22, Action on April 12

Rountree Branch Streambank Restoration on March 31 – To Council for Information on April 12, Action on April 26

Platteville Senior Center & PEAK Program Report

January 2022

Delivered our digital-delivery-only monthly newsletter to 230 households. Event and menu calendars can also be found in the Platteville Journal, and county-wide ADRC News & Views newsletter.

Hosted the local chapter of the Hearing Loss Association of America.

Featured a presentation by pharmacist Allegra Browne on the topic of COVID-19.

Continued regular programming aimed at maintaining and increasing socialization, such as cards, bingo, dominoes, and other popular games.

Offered blood sugar and blood pressure checks free of charge.

Hosted out monthly Senior Citizens Association meeting.

Hosted our monthly Commission on Aging Meeting.

Hosted our monthly Platteville Area Senior Support meeting.

Began advertising for an upcoming day trip to see Just Desserts: A Musical Bake-Off.

Presented to the Council an action to approve the purchase of a wheelchair accessible transit van.

Center staff met with City Manager Ruechel to discuss department head staff changes and possible facility changes which would effect the Senior Center.

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: ACTION ITEM NUMBER: VI.A.	TITLE: Inclusive Playground Financial Request	DATE February 8, 2022 VOTE REQUIRED: Majority
PREPARED BY: Adam Ruechel, City Manager		

Description:

At the Monday, January 17 Parks, Forestry, & Recreation Committee meeting, members from the Platteville Inclusive Playground Committee were in attendance. Christina Burr of the organization gave a presentation on the status of their efforts thus far. Christina and members from the Committee were also in attendance during the January 25, 2022 Common Council meeting to provide a similar presentation to Council Members.

Community Development Director Carroll with the assistance of other City Staff members submitted a Community Development Block Grant request to the Department of Administration on Thursday, January 13, 2022. The Grant included a total estimated project cost amount of \$2,221,970. The project has three components: an inclusive playground to be constructed in Smith Park, a sidewalk/path to be constructed along Second Street from Legion Field north and connecting to a path being constructed by Platteville Township, and new parking facilities in Smith Park and Legion Field that connects to the sidewalk/path and supports the inclusive playground. City Manager Ruechel will provide the Council with an update regarding the status of the grant submission during the February 8, 2022, meeting.

During the presentation, the Platteville Inclusive Playground Committee indicated when they approach donors for possible financial contributions, the number one question being asked is what the City has financially pledged towards this project.

Even if the City is successful in getting the Community Development Block Grant with 100% funding, some items cannot be funded by the grant. City Staff learned from the Department of Administration refurbishing the stone shelter bathrooms to be ADA accessible would not be eligible for grant funding as it is not considered a new structure.

Further, since the grant submittal, the Platteville Inclusive Playground Committee has also discussed with Staff the potential for additional items to be included with the project such as various forms of signage, a pavilion located within the playground complex, additional fencing to incorporate the large green space/pavilion area, and ADA accessible picnic tables. City Staff are working with the Committee on solidifying cost estimates for the assorted items.

Budget/Fiscal Impact:

The Platteville Inclusive Playground Committee is asking for the City of Platteville to pledge \$100,000 to go towards this project with no conditions, qualifications, or restrictions. The organization fears if conditions are placed on the pledge, it potentially could cause other donors to do the same.

The Parks, Forestry, and Recreation Department currently manages several trust funds and endowment funds. These funds and accounts are not funded by taxpayers and carry over from year-to-year. This is often money collected for a specific purpose via either a grant or donation so there are restrictions on how these monies can be spent.

In reviewing endowment and trust funds that could be utilized to assist with a pledge towards an inclusive playground the following would be potential options for the Council to consider:

1. Orlo Clayton Endowment Fund – Established in 2015. This fund was gifted for the Parks and Recreation Program for the maintenance and improvements of Smith Park and Legion Field as determined by the Common Council and the City of Platteville upon the recommendation of the appropriate City Staff. As of December 31, 2021, there is currently \$124,601.62 available which could be utilized for a project.
2. Cyril Clayton Endowment Fund – Established in 2015. This fund was gifted for the Parks and Recreation Program for the maintenance and improvements of Smith Park and Legion Field as determined by the Common Council and the City of Platteville upon the recommendation of the appropriate City Staff. As of December 31, 2021, there is currently \$35,417.50 available which could be utilized for a project.
3. Platteville Parks Endowment Fund – Established in 2014. The primary purpose of this fund is to maintain, improve, and/or expand City of Platteville parks, trails, and other recreational facilities and programs located in Platteville, Wisconsin. As of December 31, 2021, there is currently \$8,734.59 available which could be utilized for a project.
4. Platteville Parks Beining Trust – Established in 2012. The primary purpose of this fund is to maintain, improve, and/or expand City of Platteville parks, trails, and other recreational facilities and programs located in Platteville, Wisconsin. As of December 31, 2021, there is currently \$21,488.94 available which could be utilized for a project.
5. Park Impact Fees – The City's Municipal Code includes regulations regarding parkland dedication requirements. Within the corporate limits of the City, subdividers are required to dedicate sufficient land to provide park, recreation, and general open spaces to meet the anticipated neighborhood needs of residential and development areas or pay a fee-in-lieu-of-land. As of December 31, 2021, there is currently \$46,764.19 available which could be utilized for a project.

Recommendation:

The Platteville Parks, Forestry, & Recreation Committee at their January 17, 2022 meeting made the recommendation the Common Council pledge \$100,000 to come from one or several trust/endowment accounts to go towards the Platteville Inclusive Playground Project with no restrictions applied to the pledge.

If the Common Council wishes to pledge an amount, City Staff would recommend the entire pledge for the Platteville Inclusive Playground Project come out of the Orlo Clayton Endowment Fund. This fund is specifically designated for improvements to Smith Park and is the fund that currently has the most financial capacity to absorb the request. City Staff discussed the concern of depleting other accounts for this project as other accounts could be utilized in all our City parks whereas the Orlo Clayton Endowment fund can only be utilized for Smith or Legion Park. City Staff would also recommend the Parks, Forestry, & Recreation Committee's condition of the pledge being authorized with no restrictions.

Sample Motion:

"I move the City of Platteville pledge \$100,000 to come out of the Orlo Clayton Endowment Fund to be utilized with no restrictions towards the creation of an Inclusive Playground at Smith Park."

Attachments:

None

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: ACTION ITEM NUMBER: VI.B.	TITLE: Platteville Housing Authority Loan Proposal	DATE February 8, 2022 VOTE REQUIRED: Majority
PREPARED BY: Jennifer Weber, Housing Authority Executive Director		

Description:

The Platteville Housing Authority’s mission is to assist in the expansion of housing opportunities for the extremely low and low-income citizens of Platteville by promoting safe, affordable, and sanitary housing conditions.

The Platteville Housing Authority is autonomous from the City of Platteville and sustains most of its operations through funding provided by HUD (Housing and Urban Development) (Department of Housing and Urban Development). The Housing Authority has a memorandum of understanding in place with the City of Platteville.

Budget/Fiscal Impact:

Requesting \$20,000 from ARPA (American Rescue Plan Act) funds to provide security deposit assistance to Housing Authority program participants. There are few resources that provide security deposit assistance. Security deposits are typically equivalent to a month’s rent and can range anywhere from \$500 - \$1000. Assistance granted would be based on an application process and would be limited to \$400 per applicant. Applications would be reviewed by the Housing Authority Board members monthly and funding would be administered by the Housing Authority. Assistance provided would be distributed in one of two ways: repaid to the Housing Authority by the property owner at tenant move out or not repaid and given in grant format. If the assistance is repaid, funding would revolve long term and allow for assistance to other participants. The Housing Authority reviewed the Council’s request to have funding repaid by the participant. The Housing Authority would not request assistance be repaid by the participant because it would cause a financial hardship.

Recommendation:

Per the Housing Authority members, the recommendation is for the Common Council to grant \$20,000 in funding to the Housing Authority.

City Staff have also reviewed this request further with Council leadership and would recommend the following additions be made to the proposal:

- Before an application is reviewed and authorized by the Housing Authority the applicant should exhaust with assistance from the Housing Authority Executive Director all eligible grant and loan programs available before applying for this program.
- Adding language about Wisconsin State Statute 704.28 to the program. Statute addresses withholding from and return of security deposits. Specifically, it will need to be clear in the application process. The property owners need to return the security deposit given by the Housing Authority within 21 days (about 3 weeks) of the tenant leaving the premises.

Below is a copy of the information within the statutes:

704.28 Withholding from and return of security deposits.

(1) STANDARD WITHHOLDING PROVISIONS. When a landlord returns a security deposit to a tenant after the tenant vacates the premises, the landlord may withhold from the full amount of the security deposit only amounts reasonably necessary to pay for any of the following:

[704.28\(1\)\(a\)\(a\)](#) Except as provided in sub. [\(3\)](#), tenant damage, waste, or neglect of the premises.

(b) Unpaid rent for which the tenant is legally responsible, subject to s. [704.29](#).

(c) Payment that the tenant owes under the rental agreement for utility service provided by the landlord but not included in the rent.

(d) Payment that the tenant owes for direct utility service provided by a government-owned utility, to the extent that the landlord becomes liable for the tenant's nonpayment.

(e) Unpaid monthly municipal permit fees assessed against the tenant by a local unit of government under s. [66.0435 \(3\)](#), to the extent that the landlord becomes liable for the tenant's nonpayment.

(f) Any other payment for a reason provided in a nonstandard rental provision document described in sub. [\(2\)](#).

(2) NONSTANDARD RENTAL PROVISIONS. Except as provided in sub. [\(3\)](#), a rental agreement may include one or more nonstandard rental provisions that authorize the landlord to withhold amounts from the tenant's security deposit for reasons not specified in sub. [\(1\) \(a\)](#) to [\(e\)](#). Any such nonstandard rental provisions shall be provided to the tenant in a separate written document entitled "NONSTANDARD RENTAL PROVISIONS." The landlord shall specifically identify each nonstandard rental provision with the tenant before the tenant enters into a rental agreement with the landlord. If the tenant signs his or her name, or writes his or her initials, by a nonstandard rental provision, it is rebuttably presumed that the landlord has specifically identified the nonstandard rental provision with the tenant and that the tenant has agreed to it.

(3) NORMAL WEAR AND TEAR. This section does not authorize a landlord to withhold any amount from a security deposit for normal wear and tear, or for other damages or losses for which the tenant cannot reasonably be held responsible under applicable law.

(4) TIMING FOR RETURN. A landlord shall deliver or mail to a tenant the full amount of any security deposit paid by the tenant, less any amounts that may be withheld under subs. [\(1\)](#) and [\(2\)](#), within 21 days after any of the following:

(a) If the tenant vacates the premises on the termination date of the rental agreement, the date on which the rental agreement terminates.

(b) If the tenant vacates the premises or is evicted before the termination date of the rental agreement, the date on which the tenant's rental agreement terminates or, if the landlord rerents the premises before the tenant's rental agreement terminates, the date on which the new tenant's tenancy begins.

(c) If the tenant vacates the premises or is evicted after the termination date of the rental agreement, the date on which the landlord learns that the tenant has vacated the premises or has been removed from the premises under s. [799.45 \(2\)](#).

(5) APPLICATION TO RESIDENTIAL TENANCIES. This section applies to residential tenancies only.

History: [2011 a. 143](#); [2013 a. 76](#).

Cross-reference: See also s. [ATCP 134.06](#), Wis. adm. code.

Sample Affirmative Motion:

"I move to adopt \$20,000 in funding to the Platteville Housing Authority. Funding is to be administered by the Housing Authority with the conditions State Statute 704.28 is added into the program language and applicants will work with the Executive Director to exhaust all available grant and loan programs in conjunction with application submission."

Attachments:

- Housing Authority Security Deposit Application
- Funding from the City

PLATTEVILLE HOUSING AUTHORITY SECURITY DEPOSIT APPLICATION

PERSONAL INFORMATION:

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

ADDITIONAL HOUSEHOLD MEMBERS:

NAME: _____

NAME: _____

NAME: _____

NAME: _____

INCOME:

HOUSEHOLD MEMBER: _____

SOURCE (wages, social security, child support, etc.): _____

MONTHLY GROSS AMOUNT: (amount before taxes): _____

HOUSEHOLD MEMBER: _____

SOURCE (wages, social security, child support, etc.): _____

MONTHLY GROSS AMOUNT: (amount before taxes): _____

HOUSEHOLD MEMBER: _____

SOURCE (wages, social security, child support, etc.): _____

MONTHLY GROSS AMOUNT: (amount before taxes): _____

HOUSEHOLD MEMBER: _____

SOURCE (wages, social security, child support, etc.): _____

MONTHLY GROSS AMOUNT: (amount before taxes): _____

REASON REQUESTING SECURITY DEPOSIT ASSISTANCE:

SIGNATURE

DATE

FUNDING FROM CITY OF PLATTEVILLE

- Requesting \$20,000 in funding to be administered by the Housing Authority
- Security deposit assistance to new program participants
 - Security deposit amounts typically range from \$500 - \$1000
- Maximum amount of \$400 paid directly to the landlord upon lease signing
- Limit to 10 applicants/year – spending would be \$4000/year and would allow at least 5 years of assistance not factoring in amounts repaid by landlords at tenant move out
- Assistance to be repaid at move out – refunded by landlord directly to the housing authority *or* provided to participants by grant and not repaid to the program
- Application process to qualify
- One time assistance
- Encourage applying for assistance through the Foundation of Rural Housing first
- Monthly repayment would impose a financial hardship on low income participants

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.	TITLE: Resolution 22-xx Resolution Authorizing the City Manager of the City of Platteville to Submit Applications to the Wisconsin Department of Transportation (WisDOT) for the 2022 – 2026 Transportation Alternatives Program (TAP) Award Cycle	DATE February 8, 2022 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

The City of Platteville is competing for up to three Transportation Alternatives Program (TAP) grants for the 2022 – 2026 award cycle. Realistically, if awarded, the grants would be awarded for 2024 through 2026. The TAP grant program is for alternatives to motorized transportation, such as bicycle/pedestrian trails. The Sidewalk Plan/Map approved at the January 25, 2022 Common Council meeting showed three potential trails for construction or upgrade.

The Moundview Park Trail is to be upgraded from a gravel path to a paved and lighted trail from the connection to the Rountree Branch Trail near the bridge behind J&N Stone, to Mitchell Hollow Road, through Moundview Park, continuing past Faherty, Inc and connecting to Fairfield Drive near the newest soccer fields north of the High School. The proposed schedule is to do design in 2023 for \$141,706 using only City funding and construction in 2024 for \$1,716,165. The TAP grants are 80/20, so the City portion would be \$343,233.

The Main Street Connection Trail is to include an expansion of the trail head parking next to the Dog Park, and construction of a new trail from the connection to the Rountree Branch Trail near the Dog Park along the berm on the old rail bed to connect with existing sidewalks on East Main Street near the Skate Park. The proposed schedule is to do design in 2024 for \$73,706 using only City funding and construction in 2025 for \$819,000. The TAP grants are 80/20, so the City portion would be \$163,800.

The Southeast Rail Corridor Trail is to be constructed as a paved and lighted trail from the connection to the Rountree Branch Trail along Business 151, get onto the old rail bed and continue to Eastside Road and connect with the existing trail on Eastside Road near the intersection with Evergreen Road. The proposed schedule is to do design in 2025 for \$141,706 using only City funding and construction in 2024 for \$1,747,710. The TAP grants are 80/20, so the City portion would be \$349,542.

Budget/Fiscal Impact:

If awarded, the City pledges to include the City funding in the upcoming CIP cycles.

- 2023: \$ 141,706 design costs for Moundview Park Trail
- 2024: \$ 343,233 City construction costs for Moundview Park Trail
\$ 73,706 design costs for Main Street Connection Trail
- 2025: \$ 163,800 City construction costs for Main Street Connection Trail
\$ 146,076 design costs for Southeast Rail Corridor Trail
- 2026: \$ 349,542 City construction costs for Southeast Rail Corridor Trail

Recommendation:

Staff recommends approval.

Sample Affirmative Motion:

"I move to approve Resolution 22-xx authorizing the City Manager to submit applications to the Wisconsin Department of Transportation (WisDOT) for the 2022 – 2026 Transportation Alternatives Program (TAP) award cycle.

Attachments:

- Resolution 22-xx authorizing the City Manager to submit applications to the Wisconsin Department of Transportation (WisDOT) for the 2022 – 2026 Transportation Alternatives Program (TAP) award cycle.
- Moundview Park Trail map
- Main Street Connection Trail map
- Southeast Rail Corridor Trail map

RESOLUTION 22-xx

**Resolution Authorizing the City Manager of the City of Platteville
To submit applications to the Wisconsin Department of Transportation (WisDOT)
For the 2022 – 2026 Transportation Alternatives Program (TAP)
Award cycle**

WHEREAS, the Wisconsin Department of Transportation is offering grants for infrastructure-related projects and systems that will provide safe routes for non-drivers; and

WHEREAS, the City of Platteville has three applications for construction of:

1. The Moundview Park Trail - \$1,716,165
2. The Main Street Connection Trail - \$819,000
3. The Southeast Rail Corridor Trail - \$1,747,710; and

WHEREAS, the City of Platteville recognizes that WisDOT reimburses project sponsors for the federal share up to 80% of the approved TAP project costs, up to the limit of the federal award amount; and

WHEREAS. The City of Platteville is responsible for the local match and any nonparticipating costs for this project; and

WHEREAS, the local match is available through future Capital Improvement Program (CIP) budgets; and

NOW, THEREFORE BE IT RESOLVED, the Common Council of the City of Platteville does hereby authorize the City Manager to submit applications to the Wisconsin Department of Transportation for the above listed TAP projects

PASSED BY THE COMMON COUNCIL on the 22nd of February, 2022.

Barbara Daus, Council President

ATTEST:

Candace Klaas, City Clerk



MOUND VIEW PARK TRAIL
PRELIMINARY LAYOUT



EAST MAIN STREET TO DOG PARK CONNECTING TRAIL
PRELIMINARY LAYOUT



SOUTHEAST RAILROAD CORRIDOR TRAIL
PRELIMINARY LAYOUT - WEST PORTION



SOUTHEAST RAILROAD CORRIDOR TRAIL
PRELIMINARY LAYOUT - EAST PORTION

**THE CITY OF PLATTEVILLE, WISCONSIN
PFCR SUMMARY SHEET**

COUNCIL SECTION: DISCUSSION/ACTION ITEM NUMBER: VII.B.	TITLE: City Motto Submissions	DATE February 8, 2022 VOTE REQUIRED: Majority
PREPARED BY: Adam Ruechel, City Manager		

Description:

As part of being a safe, welcoming, and engaged community, the 2021-2023 City of Platteville Strategic Plan created a goal to adopt a mission statement that will increase the visibility and importance of Platteville’s History.

During the Tuesday, June 22, 2021, meeting, the City of Platteville Common Council approved the following vision and mission statements.

Vision Statement:

The city of Platteville is a place of rich history and distinctive character encompassed within the Driftless region of Wisconsin. The city strives to be recognized as an inclusive, safe, sustainable, welcoming, and engaged educational community. The city is dedicated to being a regional center for business, focused on expanding affordable housing, and aspires to be the premier visitor destination location in Southwest Wisconsin.

Mission Statement:

It is the mission of the City of Platteville to continuously improve the quality of life for our residents and visitors by delivering cost effective, highly responsive services with integrity and transparency.

Along with these statements, the Common Council approved holding a community-wide Marketing Challenge to develop a potential new motto statement. Previously the City of Platteville has utilized the motto “Pioneering the Good Life.”

To move forward with the Marketing Challenge, the City asked for participation from residents in the month of September 2021 to help derive ideas for the City of Platteville Motto Statement.

Individuals interested in submitting a City of Platteville Motto Statement were asked to send their ideas to cityofplatteville@platteville.org.

City Employees are being given the opportunity to express their thoughts and opinions regarding an official City of Platteville motto. Their thoughts will be shared with the Common Council during the February 22 Common Council meeting.

The top five motto choices will be selected by City Staff and the Common Council. The plan moving forward is that the City will ask the community to vote for the motto, they would like to see become official. The winning motto submission will receive a 25 dollar Platteville Chamber Gift Certificate.

Attached to this staff note are the various submissions we received from the public so far as possible motto options.

Budget/Fiscal Impact:

There is no budget or fiscal impact anticipated at this time.

Recommendation:

As the City Manager, I am looking for recommendations from City Staff and the Common Council on which five mottos you would like to have move to the next round for the community to officially vote on. I would be looking for Department Directors and the Common Council to review the submission already submitted as well as the submissions from City Staff members at the February 22 meeting. At the March 8 Common Council meeting, I would be looking for a motion to proceed with conducting a voting campaign.

Sample Affirmative Motion:

"I move City Staff to have the five agreed upon potential mottos moved to the next round for the community to vote in a marketing campaign."

Attachments:

- City of Platteville Motto/Slogan Submissions.

City of Platteville Motto/Slogan Submissions

Pioneering the Good Life

Pioneering the Future

Living the Good Life

We Focus on Excellence

Platteville – For All Seasons, For All Reasons

Platteville - A Great place to Live, Learn, Love and Grow.

Platteville - (An Oasis in a Driftless State of Mind)

Platteville – Connecting Business, Education and Community

Platteville – Mining History while Pioneering into the Future

Platteville – City with a Mound of Opportunities

Platteville – Small Community with Big Opportunities

Platteville – Combining a Small Town Feel with Big Opportunities

Platteville- the crossroads of history and progress

Proud of our Past - Anticipating a Glorious Future!

Gateway To The Badger State

Welcome Home

Heart of Gods' Country

Platteville – Here and Now

Platteville – Stronger Together

A Driftless State of Mind

Grow with us

More is Driftless

A Home to Learn and Live

In the Heart of the Driftless

Platteville – So Much To Love

A Wisconsin Neighborhood

Heart of the Driftless

For Students of All Ages

Learn. Live. Grow.

Part of the Driftless Neighborhood

Built on Lead. Taught Our Teachers. Engineering a Future.

A Driftless Community

Lead with Mining. Leading with Minds.

Small City. Big Community.

A Passageway to Driftless Country

Mined our Lead. Leading with our Minds.

Gateway to the Driftless Region

Platteville – Live. Learn. Grow. Return.

Platteville – Live. Play. Grow. Stay.

Platteville – Live. Work. Grow. Stay.

Platteville: The Driftless Area hub of ingenuity, inquiry, enterprise and development.

Platteville: Where “M” stands for a living tradition of the pioneering spirit.

Platteville: Where “M” stands for a pioneering tradition of ingenuity, inquiry, enterprise and development.

Platteville: Where “M” stands for mining, music, and more.

Platteville: The Driftless Area hub of innovation, education, and rural life.

**THE CITY OF PLATTEVILLE, WISCONSIN
PFRC SUMMARY SHEET**

COUNCIL SECTION: DISCUSSION/ACTION ITEM NUMBER: VII.C.	TITLE: Fire Station Professional Design Services RFP	DATE February 8, 2022 VOTE REQUIRED: Majority
PREPARED BY: Adam Ruechel, City Manager		

Description:

In 2021 the City of Platteville completed a Fire Department Comprehensive analysis which determined the current location of the Platteville Fire Department would not be suitable for renovation/expansion. The analysis recommended the potential for a new fire station to be located at the former OE Gray Learning Center building located at 155 W. Lewis Street. In 2021 the City of Platteville gained ownership of the Learning Center by entering into a transfer agreement with the School District of Platteville.

In the spring of 2021, the City of Platteville submitted a Community Project Funding request to Congressman Ron Kind’s office in which an \$8,000,000 request was submitted to the House Appropriations Committee. \$7,000,000 was authorized from the Committee Members to be included within the 2022 Fiscal Year Appropriation Cycle. The City of Platteville is awaiting final approval on whether this request will be authorized by the federal government.

In continuing to move the needle City Staff is requesting proposals from qualified architect/engineer (A/E) consultants to be part of a team to perform professional services for the design of a new Fire Station. The City is also requesting qualified architect/engineer consultants to review the potential for a new Fire Station to be combined with the current tenants of the OE Gray Learning Center which would include the Platteville Senior Center and other service-based organizations. Design services shall include landscape design, architectural design, interior design, site, civil, plumbing, mechanical, electrical, and telecommunication engineering services. The design proposal should include the following phases for program verification:

1. Schematic design (Consider standalone fire station and additional building for current OE Gray Tenants or design of joint facility)
2. Design development – Prepare detailed design documents (plans & specifications) for the approved design and layout
3. Construction documents – Plans, specifications, and contract
4. Bidding and construction administration services – with site inspections biweekly

The proposed project timeline would be as follows:

RFP Available for Distribution	February 23, 2022
Deadline for Submittal of RFP	March 25, 2022
Interviews (As Needed)	Week of April 4th
Council Review	April 12, 2022
Council Determination	April 26, 2022

Budget/Fiscal Impact:

Currently, City Staff is unsure of the potential budget or fiscal impact of this request. Potential bidders will be asked to break out the cost for conducting Phase 1, 2, and 3 of the RFP. City Staff are in the process of reviewing grant opportunities that would cover the cost of architectural services. Further City Staff are reviewing the potential for receiving private donations to cover either the entire or a portion of the cost to complete the RFP. City Staff is also analyzing available City funds to cover the cost of the proposal and will provide further recommendations after proposals have been received from potential firms.

Recommendation:

The City Manager is looking for the Council to review the proposed RFP for any recommended changes or alterations. Please provide the City Manager with any recommended changes so he may incorporate those into an updated document for the Council to consider acting upon. The City Manager would also be looking for the Common Council to officially authorize the dissemination of the RFP at the Tuesday, February 22 Common Council Meeting.

Sample Affirmative Motion:

"I move to authorize City Staff to disseminate the RFP for Professional Design Services for a Fire Station"

Attachments:

- Draft RFP

CITY OF

PLATTEVILLE



PLATTEVILLE

FIRE DEPARTMENT

Request for Proposals

Professional Design Services for Fire Station

March 31, 2022

City of Platteville
75 N. Bonson St.
Platteville, WI 53818
City of Platteville

Request for Proposals

Professional Design Services for Fire Station

INTRODUCTION

The City of Platteville is in the southeast portion of Grant County amongst the rolling hills of southwestern Wisconsin. The current population of Platteville is 12,569. Platteville is home to 14 parks, the Mining and Rollo Jamison Museums, the Stone Cottage, the University of Wisconsin-Platteville campus, the Big M, and the historic downtown Main Street area. The city is serviced by WI State Highways 80 and 81 and US Highway 151, as well as the Platteville Municipal Airport. The City of Platteville has 80+ permanent employees supplemented by seasonal and intern employees. The City's primary departments include administration, community development, fire, library, museum, parks and recreation, police, and public works. The 2021-2023 Strategic Plan, 2022 City Budget and 2020 Financial Statements and Audit Reports are available online at: <http://www.platteville.org>

Platteville's first organized fire protection came about in 1874. After a disastrous fire on the night of April 15, 1874, a paper was circulated and signed by some 60 businessmen of the village to meet and form an organization to protect the village against fire. On May 6, 1874, a committee met in the town clerk's office and drew up an application to the village board for the organization of the Hook & Ladder No. 1. On May 18, 1874, the organization was formed and adopted bylaws, elected officers, and established that the first Wednesday of September would be their annual meeting.

On November 6, 1874, another meeting took place to form an additional fire company. Using the Constitution and bylaws from Galena, Illinois as a guide, the Mound City Engine Company No. 1 was formed. By December of that year, a fire engine or pumper was purchased. The first "truck" or wagon for the Hook and Ladder Co. was built in April 1875 by Alexander Butler of Platteville for a cost of \$300. It came complete with ladders, grappling hooks, water buckets, axes, and chains.

The two fire companies would drill together. Both the ladder wagon and the pumper wagon were housed in the first "Engine House". In 1883, the second fire station was constructed. It was an addition to the south end of City Hall. On February 8, 1919, the Forehand Block fire occurred. Eight people, including four Platteville firefighters lost their lives in that fire. On December 13, 1926, a fire destroyed City Hall. In 1927, a new City Hall was constructed with the north side of the building home to Platteville's third fire station. This building is still in use as City Hall. On June 13, 1944, the first merger attempt of the two fire companies lost on a 19 to 11 vote. Also discussed at that meeting was pay for the firefighters. In the fall of 1951, the Hook and Ladder Company and the Mound City Engine Company consolidated to form the Platteville Fire Department.

In 1964, the fourth fire station was built. This station, on the corner of East Main Street and Ellen Street, is still in use today as the fire department.

GENERAL INFORMATION

SUMMARY

The City of Platteville is proposing to build a new Fire Station at the current OE Gray Learning Center Building located at 155 W. Lewis Street, Platteville, WI 53818. The city is requesting proposals from qualified architect/engineer (A/E) consultants to be part of a team to perform professional services for the design of the new Fire Station. The city is also requesting qualified architect/engineer consultants to review the potential for a new fire station to be combined with the current tenants of the OE Gray Learning Center which would include the Platteville Senior Center and other service-based organizations. Design services shall include landscape design, architectural design, interior design, site civil, plumbing, mechanical, electrical, and telecommunication engineering services. The design proposal should include the following phases for program verification:

1. Schematic design (Consider standalone fire station and additional building for current OE Gray Tenants or design of joint facility)
2. Design development – Prepare detail design documents (plans & specifications) for the approved design and layout
3. Construction documents – Plans, specifications, and contract
4. Bidding and construction administration services – with site inspections biweekly

BACKGROUND

The City of Platteville, WI is currently developing a new Fire Station that will replace the existing Fire Station located at 275 E Main Street, Platteville, WI 53818. In 2021 the City of Platteville received a Fire Department Comprehensive Analysis report which indicated the current OE Gray Learning Center Building at 155 W. Lewis Street, Platteville, WI 53818 as the most suitable location for an updated/new fire station. The City of Platteville is hopeful the selected architect/engineering firm will be able to incorporate the current tenants of OE Gray Learning Center into a potential joint facility or design for the creation of two separate buildings. A space need analysis indicated an anticipated facility size between 28,000 to 32,000 square feet. The intent of the city is to retain a design team that will develop a conceptual schematic design. After owner approval of the selected schematic designs, the design team will be authorized to begin development and proceed with the creation of construction documents. Prior to the design development stage, the city, working with the selected consultant, is expected to select a Construction Manager to manage bidding and construction of the project and to provide input on the design development and specifications. The city reserves the option of moving forward with a traditional hard bid, general contractor option.

PROJECT COMMUNICATION

This project will require an approach that supports a philosophy of shared information, openness, and collaboration between many different interests. The proposal should describe specifically how your team will support and sustain a high level of communication and collaboration. Further, it should demonstrate your ability to communicate the protective service terminology clearly and concisely into easy-to-understand public communications. The main point of contact for this RFP shall be Adam Ruechel, City Manager, in association with Ryan Simmons, Fire Chief. They can be reached as follows:

Adam Ruechel, City Manager – citymanager@platteville.org, Phone – (608)-348-1821

SCOPE OF SERVICES

The A/E firm will be responsible for, but not limited to, the following:

A. Phase 1 – Planning

- i. The Architect will conduct a review of the already completed Facilities Study for City of Platteville Fire Department as part of their background for the project planning.
- ii. Using industry standards, project experience, and input from City Staff, the Architect will conduct appropriate space programming for the building interior including basic information such as sizes, space requirements, workflows, activities, and special uses.
- iii. The Architect will facilitate meetings with City Staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs.
- iv. The Architect will make recommendations regarding sustainable options to consider in the construction of the Facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards.
- v. The Architect will create and provide schematic site plan sketches, elevations, renderings, schematic cost estimates, and conceptual project schedules as necessary to create the conceptual project design.
- vi. The Architect will make recommendations regarding alternative materials, construction methods, or design features that offer potential cost savings while meeting desired quality standards.
- vii. Once the Common Council has accepted the recommended conceptual design as outlined here within Phase 1, then the Architect shall proceed to Phase 2.

B. Phase 2 – Design

- i. The Architect shall prepare all construction documents, civil engineering plans, specifications, final construction cost estimates, and final timelines for completion of the project.
- ii. The Architect will attend all applicable public meetings associated with the review and approval of the proposed design.
- iii. Once the Common Council has accepted the recommended final design as outlined here within Phase 2, then the Architect shall proceed to Phase 3.

C. Phase 3 – Bidding

- i. The Architect shall prepare all the bid documents and specifications suitable for public bidding according to applicable standards.
- ii. The Architect shall respond to all questions posed by prospective bidders during the construction bid process.
- iii. The Architect shall also prepare and distribute any necessary addenda, distribute plans, and bid documents, and keep a record of the plan holder's list.

- iv. The Architect shall make a recommendation to the City on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price.

INSTRUCTIONS TO PROPOSERS

REQUEST FOR PROPOSAL INFORMATION

It is the responsibility of the Consultant to carefully read the entire Request for Proposal, which contains provisions applicable to successful completion and submission of an RFP. If any ambiguity, inconsistencies, or errors are discovered in the RFP, the city must be notified in writing. Only interpretations or corrections of the RFP made in writing through addenda by the city will be considered binding. The city must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of the RFP.

SUBMISSION OF PROPOSAL

The following information must appear on the lower left-hand corner of the container:

RFP for Professional Design Services for City of Platteville Fire Station

The information must be addressed to: City Manager, 75 N. Bonson St., Platteville, WI 53818.

All submittals by mail, email or in person must be received no later than 4:30 p.m. on March 31, 2021. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays observed by the city.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Electronic proposals (email) may be submitted via citymanager@platteville.org. PDF format shall be utilized in this format.

RFP SUBMITTAL REQUIREMENTS

PART A – TECHNICAL (consisting of the firm's qualifications and scope of work)

Technical Proposal: Proposers shall include their complete return address on the outer envelope wrapper. One (1) unbound paper copy and one (1) digital copy of the technical proposal must be submitted for review.

PART B – INTERVIEW/PRESENTATION (IF REQUESTED) The top firms, based on their Technical Proposal Score, may be invited to and evaluated on an oral interview/presentation. The City reserves the right to award the contract without interviews.

PART C – PRICE PROPOSAL

Firms shall submit a price proposal in a sealed separate envelope. The Price Proposal envelope should be identified in the lower left-hand corner with the words **Price Proposal RFP Platteville Fire Station**. The Proposer's name must also appear on the outside of the envelope. Price Proposals must be signed by an officer of the company, who is legally authorized to enter a contractual relationship in? the name of the Proposer. The submittal of a Proposal will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated prices.

MODIFIED SUBMISSIONS OF RFP

Modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information. The City of Platteville Common Council will only consider the latest version as part of its deliberations.

WITHDRAWAL OF RFP

Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request, on the Consultant's letterhead, submitted to the city.

RFP POSTPONEMENT OR CANCELLATION

The city may, at its sole and absolute discretion, reject all, or parts of all submittals to the RFP, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the City of Platteville.

CONTRACTING DEPARTMENT

The City of Platteville City Manager and Fire Chief will administer the contract resulting from this RFP.

INCURRING COSTS

The City of Platteville is not liable for any cost incurred by proposers in replying to this RFP. The City of Platteville reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the City of Platteville.

PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL". The City shall comply with State and Federal Law(s) as to complying with request information.

FIXED PRICE PERIOD

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The City reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.

RESTRICTING COMPETITION

No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

PRE-SUBMITTAL CONFERENCE

None expected at this time.

CERTIFICATION OF THE RFP (REQUEST FOR PROPOSALS)

If additional information is necessary to assist the vendor in interpreting this RFP written questions will be accepted by: City of Platteville City Manager – citymanager@platteville.org. Other than written questions, firms are requested not to contact city staff, elected officials, or the selection committee during the RFP process. Any lobbying by firms during the RFP process may result in disqualification from the project.

CONTRACT AND TERMS

The selected firm shall provide a copy of their standard contract to the City for review. Any exceptions or proposed changes shall be discussed and agreed to prior to execution of the contract.

PREPARING AND SUBMITTING PROPOSAL

GENERAL INSTRUCTIONS

Evaluation and selection of the consultant for this project will be based on information submitted in the request for proposal plus references, oral presentations (if requested), other references and supplemental information. Failure to respond to each requirement in the RFP may be the basis for rejecting a response.

ELABORATE PROPOSALS

e.g., expensive artwork beyond that which is sufficient to present a complete and effective proposal is not necessary.

ALTERNATE PROPOSAL

Proposers may submit an alternate proposal or creative cost-saving alternatives, which meet minimum requirements and specifications of this RFP. Indicate such on the proposal. Proposers may submit more than one proposal.

LETTER OF INTRODUCTION/STATEMENT OF INTEREST

Summarize the firm's interest in this project and any special knowledge or expertise that the firm has to offer. Include name of contact person, phone number, fax number, e-mail address and website address.

FIRM'S INFORMATION; INCLUDING THE FOLLOWING:

- Office location
- Ownership, affiliation, and size of agency.
- Provide a description of the qualifications, experience, organization, and resources of the firm relative to this project.
- Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules. Submit a detailed description (including photographs if possible) of six recent projects either completed or under construction, projects must be Fire Station with emphasis on those that incorporated training facilities in the design, and involving personnel proposed to be assigned to this project including the following information:
 - The actual design and construction costs of the project bid(s) compared to the architect estimate.
 - The date the project was designed and constructed.
 - contact information for the client (name, address, telephone number).
 - Design Team Professional.
 -

KEY INDIVIDUALS' QUALIFICATIONS AND EXPERIENCE

- Provide a description, resume or bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
- Indicate key individuals' experience with Fire Station or similar projects.
- Identify the function/responsibility of everyone assigned to work on this project (e.g., project manager, technician, etc.) along with their previous experience in similar roles on similar projects.
- Identify any sub-consultants to be used on the project and the percentage of their level of involvement along with their experience working on like projects.
- List office location of key individuals.

PROPOSED SERVICES: STATE HOW YOUR FIRM WILL MEET THE SCOPE OF SERVICES, INCLUDE THE FOLLOWING:

- Proposed work plan or proposed scope of work and technical/innovative approaches for the project. Provide both a summary and the detail of your proposed services.
- Indicate proposed timeframe to complete the tasks.

EVALUATION CRITERIA

The evaluation team will base their decision on the qualifications and experience of the firm and staff along with feedback from references and other sources. The evaluation process will include a review and ranking by each individual member of the review team of each proposal. The review team will meet and combine their rankings to select the top firms to interview.

The recommendation to award the contract will be to the firm that has the highest point total of the top selected firms.

Subject to change, the following is a general list of evaluation points:

- Firms experience with Fire Stations, Fire Stations with incorporated training facilities, Fire Stations with incorporated community center spaces or similar projects in the 15,000 to 30,000 plus square foot range of new building experience. (25 points)
- Experience of key personnel proposed for this project, including any sub-consultants, with relevant experience to carry out a successful building project. (25 points)
- Experience of firm and key individuals with sustainable design. (5 points)
- Experience of firm and key individuals with Construction Manager. (5 points)
- Success in completing comparable conceptual design phases and Fire Station building design projects on schedule and within budget. (5 points)
- Demonstrated ability to communicate effectively with City of Platteville Project Management Staff, Fire Department, Common Council, and other key stake holder groups formed around the Fire Station project. (10 points)
- Proposed scope of work including project approach. (25 points)
- Total Maximum Points: 100 points

PROJECT TIMELINE

Please note the following All-In schedule:

RFP Available for Distribution	February 23, 2022
Deadline for Submittal of RFP	March 25, 2022
Interviews (As Needed)	Week of April 4th
Council Review	April 12, 2022
Council Determination	April 26, 2022

NEGOTIATIONS

Upon selection of the top-rated firm, the City may enter limited negotiations with the selected top-rated firm to clarify the scope of services to be provided. Note, however, that costs for services are part of the evaluation and scoring of points. You are encouraged to submit your best and final offer with the proposal.

TERMS OF AGREEMENT

Upon mutually agreeing to the terms of the contract, written agreement will be prepared by the City utilizing a Standard AIA Owner – Architect Form of Agreement.

Failure to Reach Agreement

If an agreement cannot be reached with the top-rated firm, negotiations will be terminated, and the City will open negotiations with the second rated firm. The negotiation process will continue until an agreement is reached with one of the short-listed firms. If not, agreement is reached with the short-listed firms the negotiation process will be terminated at the City's discretion.

Appendix A
Fee Proposal Form

Enter Amount

Phase 1 – Planning \$ _____

- i. The Architect will conduct a review of the already completed Facilities Master Plan and Public Safety Analysis as part of their background for the project planning.
- ii. Using industry standards, project experience, and input from City Staff, the Architect will conduct appropriate space programming for the building interior including basic information such as sizes, space requirements, workflows, activities, and special uses.
- iii. The Architect will facilitate meetings with City Staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs.
- iv. The Architect will make recommendations regarding sustainable options to consider in the construction of the Facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards.
- v. The Architect will make recommendations regarding alternative materials, construction methods, or design features that offer potential cost savings while meeting desired quality standards.
- vi. The Architect will create and provide schematic site plan sketches, elevations, renderings, schematic cost estimates, and conceptual project schedules as necessary to create the conceptual project design.

Phase 2 – Design \$ _____

- i. The Architect shall prepare all construction documents, civil engineering plans, specifications, final construction cost estimates, and final timelines for completion of the project.
- ii. The Architect will attend all applicable public meetings associated with the review and approval of the proposed design.

Phase 3 – Bidding \$ _____

- i. The Architect shall prepare all the bid documents and specifications suitable for public bidding according to applicable standards.
- ii. The Architect shall respond to all questions posed by prospective bidders during the construction bid process.
- iii. The Architect shall also prepare and distribute any necessary addenda, distribute plans, and bid documents, and keep a record of the plan holder's list.
- iv. The Architect shall make a recommendation to the City on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price.

Total Proposed Architectural Fee (Items 1 – 3) \$ _____

Signature

Date

Printed Name and Title

**THE CITY OF PLATTEVILLE, WISCONSIN
PFRC SUMMARY SHEET**

**COUNCIL SECTION:
DISCUSSION/ACTION
ITEM NUMBER:
VII.D.**

**TITLE:
Community Development Board Proposal**

**DATE
February 8, 2022
VOTE REQUIRED:
Majority**

PREPARED BY: Carroll Swain Jr, City Manager Intern/Adam Ruechel, City Manager

Description:

Recently City Staff have been asked by Council leadership to conduct a comprehensive review of the Community Development Board. The Community Development Board was established by Council Ordinance to meet Federal requirements of citizen participation in the operation of the Community Development Block Grant Program for the City of Platteville. The Board administers Community Development Revolving Loan Funds consistent with the philosophies, policies, and procedures set out in the City of Platteville's Community Development Policy and Procedures Manual to attain rehabilitation of housing for eligible city residents.

The City of Platteville currently holds a Community Planning and Development Department that is responsible for guiding, promoting, and regulating the enrichment of the built environment for the City of Platteville. Through cooperation with the Township, the department works in regulating activities both long-term and short-term within the surrounding extraterritorial zoning and planning area. Implementing plans, redevelopment projects, historic preservation, zoning, housing program, and building inspection.

Municipalities similar in size to Platteville follow a Community Development Board makeup that includes typically seven members as seen in Baraboo, Portage, Whitewater, Burlington, Richfield, Waupun, Cedarburg, and Port Washington.

Alternatives discovered such as Richland Center encompass a Director of Community Development who works with the City Clerk and Zoning Administrator to plan projects. Other alternatives include Fort Atkinson which intends on using a "Steering Committee" that includes up to fifteen members made up of individuals from City Departments, business professionals, educators, and other groups from their community.

The Community Development Board's last meeting was held in June of 2019, its last action being the Single-Family Rehab Project in works with Southwest Wisconsin Community Action Program. A project that focused on offering to Platteville residents who met requirements, the ability to receive no interest loans. After reviewing municipalities like Platteville and the function of their Community Development Board; it was proven that other boards rarely held meetings some meet around three times a year or showed a long list of cancelled meetings. With the most active Board being in the City of Baraboo that the only function their Board held was to approve any vouchers brought to the board as well as discussions on topics that for the City of Platteville the Common Council would already cover in their meetings.

Budget/Fiscal Impact:

There is not a budget or fiscal impact anticipated at this time.

Recommendation:

City Staff has been tasked with the question as to whether the Community Development Board should continue to function in its current format or with the board not meeting over such a great length of time does it make sense to dismiss the board and best divide its duties among the council and existing committees.

Consideration also needs to be made due to changes by the Wisconsin Department of Administration minimizing the duties of the board which has decreased the need for the board to meet.

After reviewing the information city staff recommends It is best to dismiss the board and give any responsibilities previously held to be put in the hands of the common council instead.

Sample Affirmative Motion:

"I move to eliminate the Community Development Board and shift all duties and responsibility previously held to be brought forward to the common council for future consideration"

Attachments: