

---

---

# THE CITY of *Altoona*

---

---

AGENDA FOR REGULAR COUNCIL MEETING ON **THURSDAY, SEPTEMBER 24, 2020**  
**6:00 P.M.**

**THE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE. AN INSTRUCTION PAGE WILL BE PROVIDED ON THE NEXT PAGE SHOWING HOW TO PARTICIPATE.**

You may join the September 24 meeting from your computer, tablet or smartphone via

**WEBSITE: <https://zoom.us/join>**

**WEBINAR ID: 844 2604 8715**

**WEBINAR PASSWORD: 696729**

**Or you can also dial in using your phone.**

**CALL IN PHONE NUMBER: 1-312-626-6799**

**WEBINAR ID: 844 2604 8715**

**WEBINAR PASSWORD: 696729**

*To make a public comment Raise your hand by pressing \*9 on your telephone keypad. You will be called upon in the order received.*

- I. Call Meeting to Order.
- II. Pledge of Allegiance.
- III. Roll Call for Council Persons/Roll Call for Department Heads.
- IV. Citizens Participation Period. (No more than twenty minutes unless extended by two-thirds vote.)
- V. Discuss/consider approval of minutes of the September 10, 2020 Regular Council Meeting and the September 18, 2020 Special Council Meeting. [To Minutes>>](#)
- VI. REPORTS
  - A. City Officers/Department Heads
  - B. City Committees
- VII. CONSENT AGENDA
  1. Proclamation Recognizing October as Community Planning Month. [To Summary and Materials>>](#)
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
  1. Discuss/consider Resolution 9A-20, A Resolution Authorizing the issuance and Sale of \$2,100,000 General Obligation Promissory Notes, Series 2020A. [To Summary and Materials >>](#)

2. Discuss/consider Resolution 9B-20, A Resolution Authorizing the issuance and Sale of \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3) Series 2020B.  
[To Summary and Materials>>](#)
3. Public Hearing at 6:00 p.m. or as soon thereafter as is practical regarding proposed Ordinance 9C-20, an Ordinance amending the City's Official Map (Discussed at September 22nd Plan Commission). [To Summary and Materials>>](#)
4. Discuss/consider adopting Ordinance 9C-20, an Ordinance amending the City's Official Map.  
[To Summary and Materials>>](#)
5. Public Hearing at 6:05 p.m. or as soon thereafter as possible regarding a CSM to subdivide parcel 024109905000 into two parcels located at 7739 US Hwy12 in the City's Extraterritorial Jurisdiction and accompanying ETJ Agreement (Discussed at the Sept 22, 2020 Plan Commission Meeting).[To Summary and Materials>>](#)
6. Discuss/consider ETJ CSM for property located at 7739 US HW12 and an ETJ Agreement between the City of Altoona, Town of Washington, and John Kelly.  
[To Summary>>](#)
7. Discuss/consider awarding a contract for consulting services for the Space Needs Analysis Project to FGM Architects. [To Summary and Materials>>](#)
8. Presentation by Staff regarding Smoking Cessation Campaign with possible action to follow.  
[To Summary and Materials>>](#)
9. Discuss/consider approval of Resolution 9C-20, a resolution extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.  
[To Summary and Materials>>](#)
10. Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - A. Purchase and/or sale of property.
11. Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.
  - A. Purchase and/or sale of property.

IX. MISCELLANEOUS BUSINESS AND COMMUNICATIONS

X. ADJOURNMENT

Cindy Bauer  
City Clerk

**Requests from persons with disabilities who need assistance to participate in this meeting/hearing should be made to the City Clerk's Office at 715-839-6092 with as much advance notice as possible.**

### **Speak Your Peace: The Civility Project**

The Common Council of the City of Altoona, Wisconsin, recognizes and has adopted by Resolution 3B-15 that the nine tools of civility, drafted by Speak Your Peace: The Civility Project will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our city. These tools include the following:

*Pay Attention | Listen | Be Inclusive | Don't Gossip | Show Respect | Be Agreeable  
Apologize | Give Constructive Criticism | Take Responsibility*

###

# THE CITY of *Altoona*

September 23, 2020

TO MAYOR AND COUNCIL MEMBERS:

The following is an Addendum to the City Council Agenda of September 24, 2020 to be held at 6:00 p.m. on Zoom Teleconference/Video Conference.

ADDENDUM I

IX. NEW BUSINESS

12. Discuss/consider amending the premise description on the "Class B" Combination Liquor and Beer License issued to Rolly's Coach Club, located at 2239 Spooner Avenue, to include the parking lot for the following date only: October 17, 2020.

[To Summary>>](#)



Cindy Bauer  
City Clerk



To Agenda>>



# ZOOM INSTRUCTION GUIDE

## WEBSITE and TELEPHONE

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE BUDGET COMMITTEE AND CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.*

### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**MEETING ID: 844 2604 8715**

**Webinar Password: 696729**

**CALL IN PHONE NUMBER: 1-312-626-6799**

#### **IMPORTANT INFORMATION**

*ZOOM can be accessed by telephone or computer. You must have a computer or mobile phone app to see the PowerPoint slides.*

*For those participating by computer only, you must have a microphone enabled computer to communicate verbally. Otherwise you will have to call in via the telephone as well.*



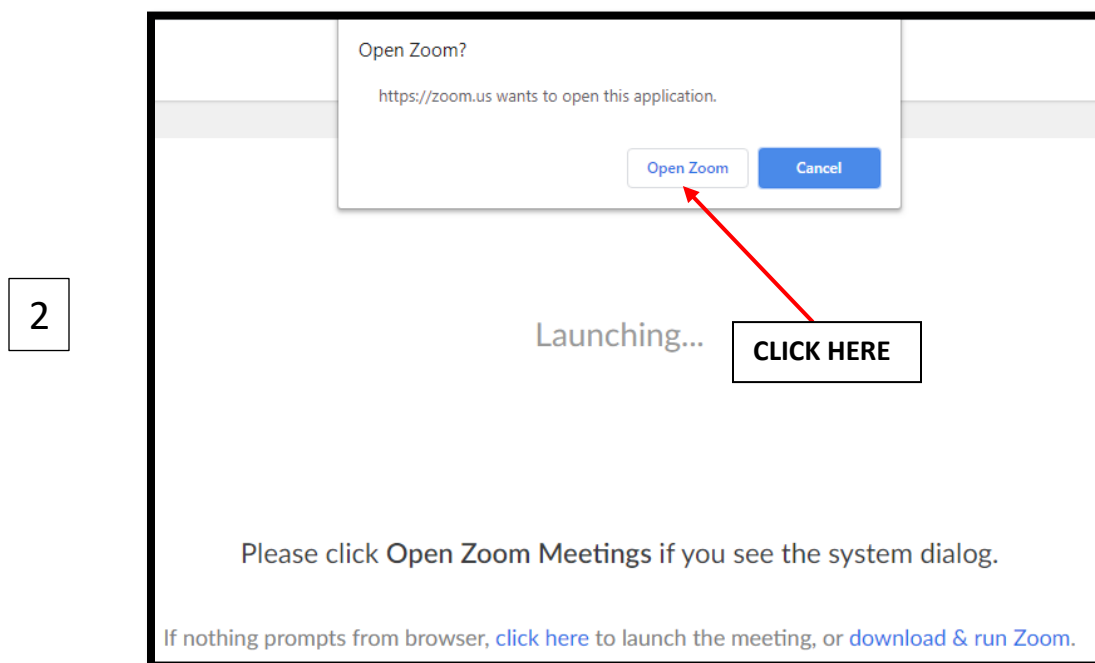
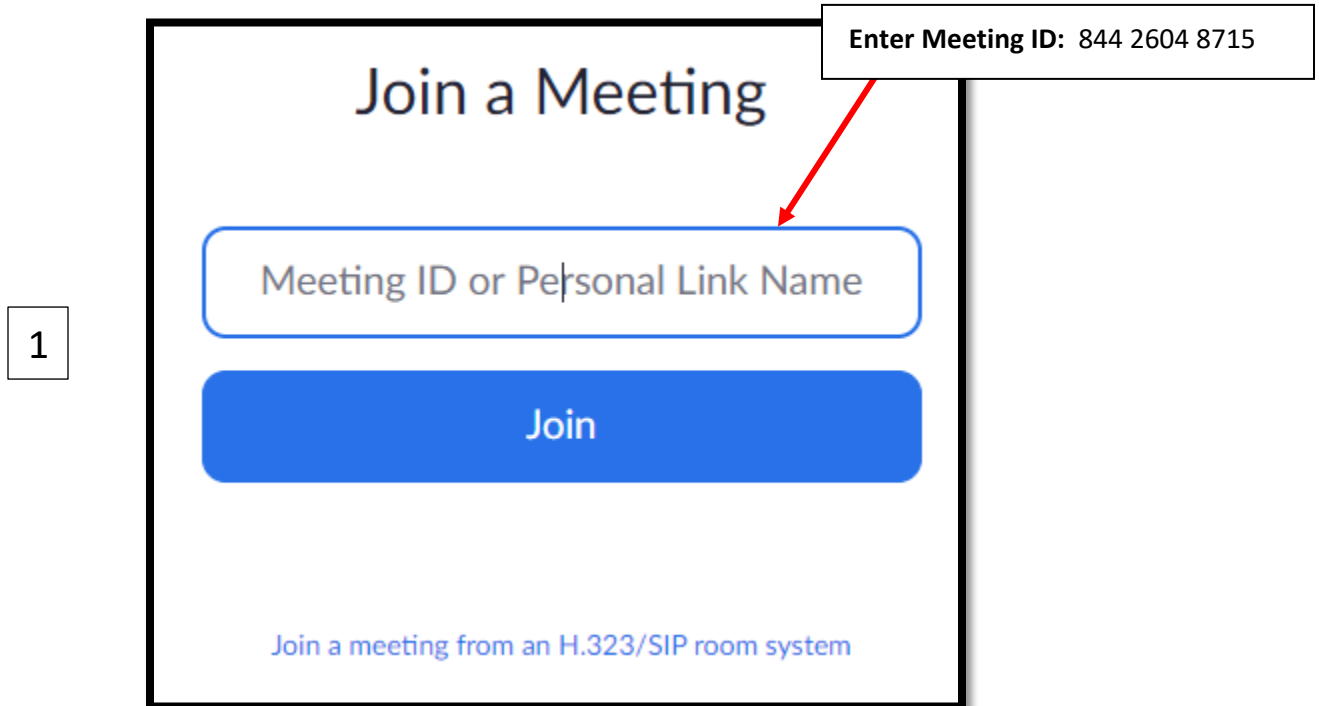
## **TO ACCESS VIA TELEPHONE:**

1. Call phone number: 1-312-626-6799
2. Enter Meeting ID: 844 2604 8715
3. Enter webinar password: 696729# to confirm you are a participant and enter the meeting
4. To state a public comment, "raise hand": \*9  
(You will be called on in order received)



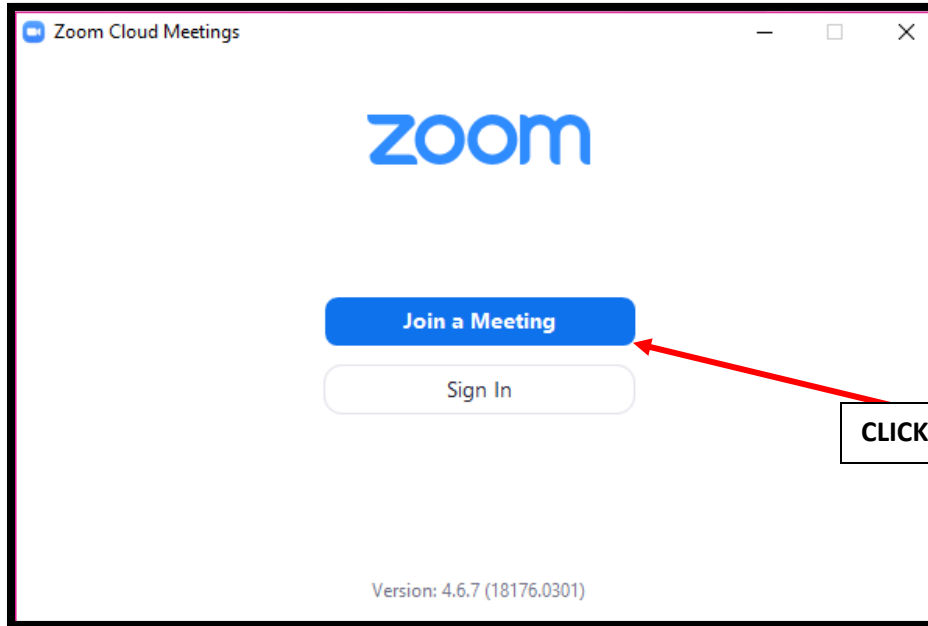
## TO ACCESS VIA WEBSITE:

1. Access website at: <https://zoom.us/join>
2. A set of dialogue boxes will appear (as seen below)



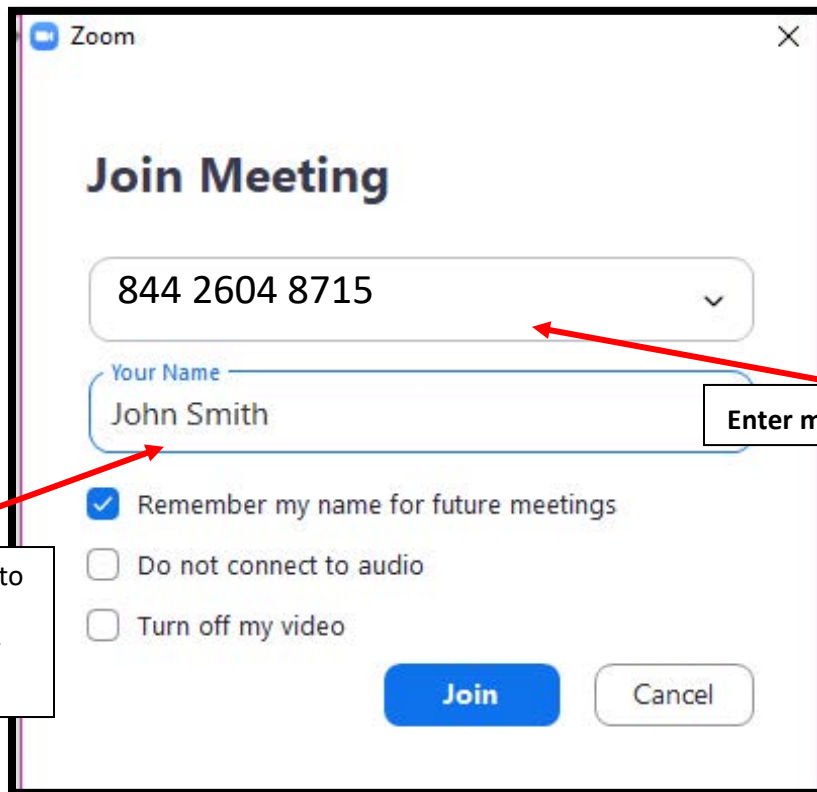


3



CLICK HERE

4



Enter meeting ID: 844 2604 8715

Enter Your **Name** to be displayed in Zoom meeting for public viewing

**5. Enter webinar password on the next screen: 696729**





5a

Computer Audio

Choose ONE of the audio conference options

Phone Call      Computer Audio

**Join with Computer Audio**

Failed to detect your microphone. Please make sure your microphone is properly connected.  
[Test Speaker and Microphone](#)

Automatically join audio by computer when joining a meeting

CLICK HERE

5b

Phone Call

Choose ONE of the audio conference options

Phone Call      Computer Audio

Dial:

1-312-626-6799 ✓

**Meeting ID: 844 2604 8715**

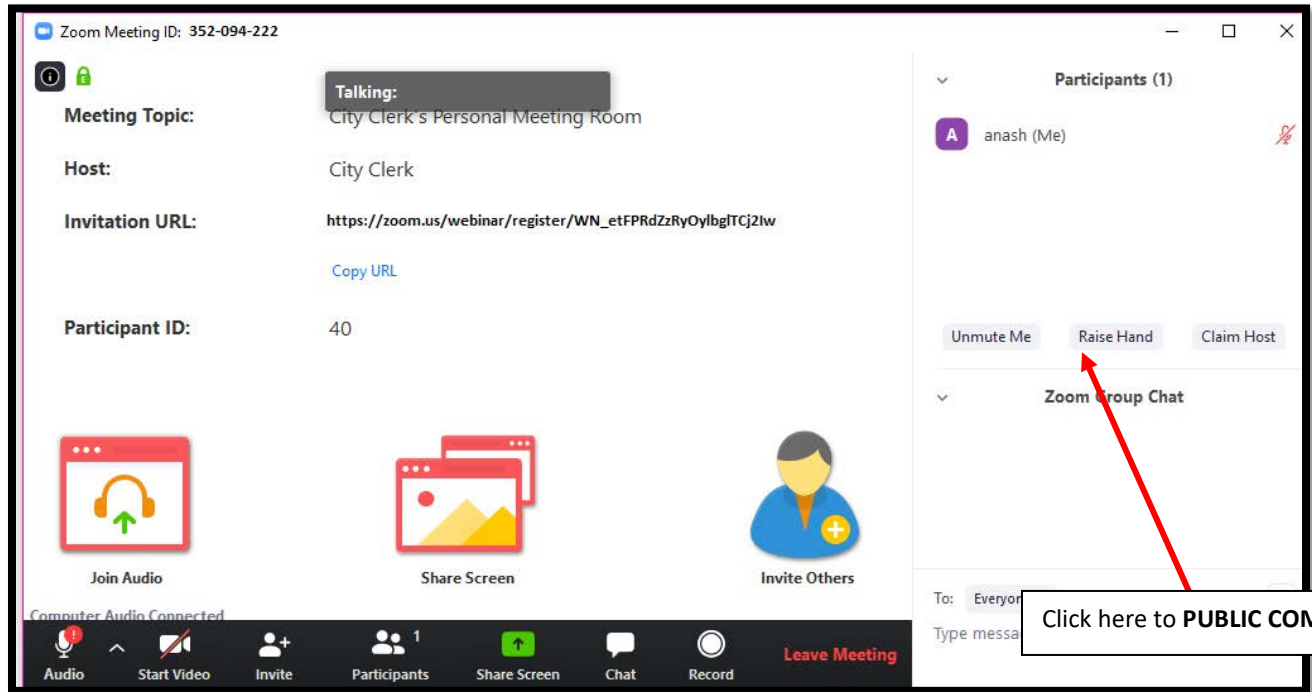
**Meeting Password: 696729** ✓

Done ✓

Call 1-312-626-6799



6



3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon in the order received.

## SEE WEBSITE LINKS BELOW FOR MORE TUTORIALS

<https://support.zoom.us/hc/en-us/articles/201362193>

<https://support.zoom.us/hc/en-us>

[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**September 10, 2020**

**(I) Call Meeting to Order**

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. The Regular Council Meeting was held via Zoom Teleconference/Video conference due to Coronavirus COVID-19.

**(II) Pledge of Allegiance**

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Timothy Lima, Maria Guzman, Matt Biren, Tim Sexton, and Susan Rowe were present. Also Present: Attorney Anders Helquist, City Administrator Michael Golat, City Planner Joshua Clements, DPW/City Engineer David Walter, Fire Chief Mark Renderman, Police Chief Kelly Bakken, Finance Director Tina Nelson, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

City Planner Joshua Clements recapped the Lake Road Condo Plat to Council.

Motion by Biren/Lima to close the Citizen Participation Period. **Motion carried.**

**(V) Approval of minutes.**

Motion by Stuber/Rowe to approve the minutes of the August 27, 2020 Regular Council Meeting.

**Motion carried.**

**(VI) City Officers/Department Heads Report**

City Administrator Golat commented on projects that are happening in the City. Golat thanked Festival Foods who were sponsors of the Labor Day Fireworks.

Police Chief Kelly Bakken gave an update on Donut the therapy dog. Bakken also commented on the traffic issues at the Altoona Elementary School. Bakken summarized recent cases the Altoona Police Department have been working on.

Fire Chief Mark Renderman reported there have been 704 EMS/Fire Calls this year so far.

**City Committee Reports – None.**

**(VII) Consent Agenda**

**(VIII) Unfinished Business – None.**

**(IX) New Business**

**(1) Discuss/consider approval of Ordinance 9A-20, an Ordinance repealing Chapter 3.01 of the Altoona Municipal Code “Financial Policy and Procedure”.**

Finance Director Tina Nelson explained that Chapter 3.01 of the Altoona Municipal Code is a policy that was put into ordinance form many years ago. This policy is hard to understand and is not followed. Upon research staff could not find another municipality that had such a policy. Staff recommends repealing the entire Chapter 3.01.

Motion by Sexton/Lima to approve the repeal of Ordinance 9A-20, an Ordinance repealing Chapter 3.01 of the Altoona Municipal Code. **Motion carried.**

**(IX)(2) Public Hearing at 6:05 p.m. or as soon thereafter as possible regarding a CSM in the City's Extraterritorial Jurisdiction to subdivide three parcels located at 1010 East Shore Drive in the Town of Washington (Discussed at the Sept 8, 2020 Plan Commission Meeting).**

Mayor Pratt opened the public hearing at 6:30 p.m.

City Planner Joshua Clements explained that the proposed CSM re-arranges three tax parcels totaling 6.23 acres located at 1010 East Shore Drive in the City's 1.5-mile extraterritorial jurisdiction. The property features an existing house. The proposed CSM creates a 4.42-acre parcel including the existing home and a 1.81-acre parcel intended to be suitable to meet County standards for citing a home with well and septic.

City Planner Clements noted that the City's ETJ provisions prohibit land divisions that create parcels smaller than ten acres unless the owners agree to enter into an agreement such that the property be incorporated into the City and connect to municipal utilities at such time that the property becomes adjacent to the City or utilities become available.

Stephen Toperzer, 1028 East Shore Drive, Altoona had questions regarding the CSM located next to his property.

Motion by Sexton/Lima to close the public hearing at 6:37 p.m. **Motion carried.**

**(IX)(3) Discuss/consider ETJ CSM for property located at 1010 East Shore Drive and an ETJ Agreement between the City of Altoona, Town of Washington, and Irfane and Saousan Khatib.**

Motion by Lima/Sexton to approve the ETJ CSM at 1010 East Shore Drive and the ETJ Agreement.

**Motion carried.**

**(IX)(4) Discuss/consider acceptance of the FEMA SAFER Grant (Staffing for Adequate Fire and Emergency Response).**

Fire Chief Mark Renderman explained that he applied for the FEMA SAFER Grant for the second year in a row after an unsuccessful attempt. The grant request is for two officers (Captains) to help the Fire Department with emergency response coverage of the city. The grant amount is \$587,560.32 to be expensed over the 2021, 2022, and 2023 budget cycles. Following those three years, the cost of these positions will fall on the City of Altoona 100%. Fire Chief Renderman just received notification that the City's grant application has been approved for award. The City has thirty (30) days from the date of the award notification to either accept or decline the award and the award must be accepted or declined by an Authorized Organization Representative within the FEMA GO system.

Motion by Lima/Biren to approve acceptance of the FEMA SAFER Grant. **Motion carried.**

**(IX)(5) Discuss/consider approval of changing the name of Altoona Police and Fire Department First Responders to Altoona Fire & Rescue to reflect the actual response agency name of operation in the Fire Department.**

Fire Chief Renderman explained that some time ago Altoona Police, Fire, and EMS were considered a Public Safety agency with staff cross trained between law enforcement as well as firefighters and EMTs. Our agency is currently licensed with the State of Wisconsin as Altoona Police and Fire Department First Responders to provide medical care. Fire Chief Renderman is asking for the council to approve an official name change for our EMS agency from Altoona Police and Fire Department First Responders to Altoona Fire & Rescue to reflect our actual response agency name.

Motion by Rowe/Guzman to approve changing the name of Altoona Police and Fire Department First Responders to Altoona Fire and Rescue to reflect the actual response agency name of operation in the Fire Department. **Motion carried.**

**(IX)(6) Discuss/consider approval of Ordinance 9B-20, an Ordinance amending Chapter 10.24 designating STOP control in the Hayden Addition.**

CE/DPW Walter explained that the Altoona School District is in the process of purchasing a building on Bartlett Avenue for use as a school facility. Upon review of the expected traffic patterns, both the Police Department and Public Works are of the opinion that additional traffic control is warranted in the Hayden Addition neighborhood. A map of the proposed additional STOP signs was provided to the Council, as well as a proposed ordinance revision to adopt them.

Motion by Biren/Lima to approve Ordinance 9B-20, an Ordinance amending Chapter 10.24 designating STOP control in the Hayden Addition. **Motion carried.**

**(IX)(7) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property. B. Lease Agreement with Altoona Historical Society regarding 10<sup>th</sup> Street Recreation Center.**

Motion by Lima/Sexton to convene in closed session at 6:50 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property and B. Lease Agreement with Altoona Historical Society. Roll call vote, 6-ayes, Lima, Sexton, Stuber, Biren, Rowe, Guzman, 0-nays. **Motion carried 6-0.**

**(IX)(9) Motion to reconvene to Open Session.**

Motion by Rowe/Guzman to reconvene in open session at 7:17 p.m. Roll call vote, 6-ayes, Guzman, Sexton, Stuber, Rowe, Biren, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there were items discussed in Closed Session pertaining to the sale of property

Motion by Lima/Sexton to accept the WB-40 Amendment to Offer to Purchase originally dated May 28, 2020 and accepted on May 28, 2020 from Hoss Brothers, LLC ISAOA for approx. 3.93 acres on Lake Road, with the closing date be changed from September 11, 2020 to March 1, 2021 and counter to rescind the License Agreement approved August 27, 2020 and to authorize the Mayor to sign the document on behalf of the City. **Motion carried.**

**(X) Miscellaneous Business and Communication.**

**(XI) Adjournment.**

Motion by Lima/Rowe to adjourn at 7:25 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk

**CITY OF ALTOONA, WI**  
**SPECIAL COUNCIL MEETING MINUTES**  
**September 18, 2020**

**(I) Call Meeting to Order**

Mayor Brendan Pratt called the meeting to order at 12:00 noon. The Special Council Meeting was held via Zoom Teleconference/Video conference due to Coronavirus COVID-19.

**(II) Pledge of Allegiance**

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Timothy Lima, Maria Guzman, Matt Biren, Tim Sexton, and Susan Rowe were present. Also Present: Attorney John Behling, City Administrator Michael Golat, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

Paul Johnson, 1604 Lake Road asked for an update regarding writing an ordinance regarding a no-wake zone on Lake Altoona.

Motion by Sexton/Biren to close the Citizen Participation Period. **Motion carried.**

**(V) New Business**

**(1) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.**

Motion by Sexton/Rowe to convene in closed session at 12:07 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property Roll call vote, 6-ayes, Lima, Guzman, Sexton, Stuber, Biren, Rowe, 0-nays. **Motion carried 6-0.**

**(V)(2) Motion to reconvene to Open Session.**

Motion by Biren/Lima to reconvene in open session at 12:20 p.m. Roll call vote, 6-ayes, Biren, Lima, Rowe, Sexton, Guzman, Stuber, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there were items discussed in Closed Session pertaining to the purchase of properties.

Motion by Lima/Stuber to make the WB-11 Residential Offer to Purchase property from K & R Properties, for property located at 211 Division Street, Altoona, with the terms set forth in the offer to purchase agreement and to authorize the City Administrator to sign the document on behalf of the City.

Motion by Biren/Stuber to direct the City Attorney to draft a WB-11 Residential Offer to Purchase property at 213 Division Street to include the provisions set forth. **Motion carried.**

**(VI) Miscellaneous Business and Communication**

None.

**(VII) Adjournment.**

Motion by Rowe/Biren to adjourn at 12:20 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(VII) CONSENT AGENDA**

**ITEM 1 - Proclamation Recognizing October as Community Planning Month.**

See Enclosed:

- 2020 Proclamation of Community Planning Month

October of each year is designated as Community Planning Month. The proclamation highlights the general importance of community planning in light of the many profound events and influences of the past year.

**(VIII) UNFINISHED BUSINESS - None.**

**(IX) NEW BUSINESS**

**ITEM 1 - Discuss/consider Resolution 9A-20, A Resolution Authorizing the issuance and Sale of \$2,100,000 General Obligation Promissory Notes, Series 2020A.**

Attached for your consideration is Resolution 9A-20. The resolution accepts the best bid for the general obligation Promissory Notes, Series 2020A and secures the proposed terms for closing on the notes. The Notes are being issued to provide financing for the general fund 2020 capital projects.

Suggested motion: I move to approve/not approve Resolution 9A-20 a resolution authorizing the issuance and sale of a \$2,100,000 general obligation promissory note, series 2020A.

**ITEM 2 - Discuss/consider Resolution 9B-20, A Resolution authorizing the issuance and Sale of \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3) Series 2020B.**

Attached for your consideration is Resolution 9B-20. The resolution accepts the best bid for the Tax Increment Refunding Revenue Bonds, Series 2020B and secures the proposed terms for closing on the bonds. The Bonds are being issued to provide refinancing for the State Trust Fund Loans 2015A and 2015B.

Suggested motion: I move to approve/not approve Resolution 9B-20 a resolution authorizing the issuance and sale of a \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3), series 2020B.

**ITEM 3 - Public Hearing at 6:00 p.m. or as soon thereafter as is practical regarding proposed Ordinance 9C-20, an Ordinance amending the City's Official Map (Discussed at September 22nd Plan Commission)**

See Enclosed:

- Staff Report 20-09G
- Ordinance 9C-20 Official Map (2 pages, incl. illustration)
- Official Map Public Notice
- Ordinance 9A-02

The portion of previously platted Evening Trail between North 10th Street and Twin Oak Drive was vacated with Ordinance 9A-02. This vacation was conducted in association with the realignment of North 10th Street, part of a larger project with the HW53 Bypass, which reconfigured several local roads and resulted in the current configuration. For whatever reason, the City did not follow-up and update the City's Official Map with a new alignment of Evening Trail. The design of North 10th Street included a full road intersection to receive a public way between Twin Oak Drive and North 10th Street, reflecting that intention.

As stated in Ord. 9A-02, the City maintains a utility easement over the entire previous alignment of Evening Trail. It is expected that, when the owner of the intervening property seeks development, that easement may be vacated in exchange for dedication and completion of the right-of-way connection between Twin Oak Drive and North 10th Street.

As you know, New Pine Drive - Twin Oak Drive is a 1,765-foot-long cul-de-sac with no alternative access. As shown in Staff Report 20-09G, this area is approximately 18.3 acres, and includes 92 dwellings in 25 buildings, an additional 186 units in 2512 New Pine Drive and 342 Twin Oak Drive. This creates significant challenges for public safety and public works operations, as well as limited mobility options for residents.

Official Mapping is a tool to implement the community vision and aspirations by planning for orderly and coordinated future growth. Cities are able to include future roads, parks, waterways, wetlands, public facilities, historic districts, and other features in their Official Map. This mapping may prevent certain private development to take place within the illustrated boundaries, and at such time a land division occurs within the City's limits, the land for future public use must be dedicated to the City ([Wis. Stats § 62.23\(6\)\(c\)](#)).

Official Mapping is an exercise of police power described in WI Statutes that allow local units of government to describe and reserve lands for future public facilities and infrastructure. Use of this authority requires land to be dedicated during the subdivision process, and control over the issuance of building permits.

The Plan Commission will consider a recommendation at their September 22nd meeting. The connection is strongly recommended by: Public Works, Police, Fire, and City Planning.

**Suggested Motion:** I move to close the public hearing.



**ITEM 4 - Discuss/consider adopting Ordinance 9C-20, an Ordinance amending the City's Official Map**

See ITEM 3 for Materials and Summary

**Suggested Motion:** I move to approve / not approve Ordinance 9C-20 amending the City's Official Map.

**ITEM 5 - Public Hearing at 6:05 p.m. or as soon thereafter as possible regarding a CSM subdivide parcel 024109905000 into two parcels located at 7739 US HW12 in the City's Extraterritorial Jurisdiction and accompanying ETJ Agreement (Discussed at the Sept 22, 2020 Plan Commission Meeting).**

See Enclosed:

- Proposed CSM
- Proposed ETJ Agreement

The proposed CSM subdivides a 8.55-acre parcel located at 7739 U.S. Highway 12 in the Town of Washington, within the City's 1.5-mile extraterritorial jurisdiction. The property features an existing house. The proposed CSM creates a 1.68-acre parcel including the existing home and a 6.87-acre parcel. The owner of the property, Mr. John Kelly, also owns the adjoining 10.145-acre parcel at 7825 Prill Road, Chippewa Valley Growers, from which an access easement to the subject property is shown on the CSM.

As you know, the City's ETJ provisions prohibit land divisions that create parcels smaller than ten acres unless the owners agree to enter into an agreement such that the property be incorporated into the City and connect to municipal utilities at such time that the property becomes adjacent to the City or utilities become available.

**Suggested Motion:** I move to close the public hearing.

**ITEM 6 - Discuss/consider ETJ CSM for property located at 7739 US HW12 and an ETJ Agreement between the City of Altoona, Town of Washington, and John Kelly.**

See ITEM 5 for materials and summary.

**Suggested Motion:** I move to approve/not approve the ETJ CSM at 7739 US HW12 and corresponding ETJ Agreement.

**ITEM 7 - Discuss/consider awarding a contract for consulting services for the Space Needs Analysis Project to FGM Architects.**

As you may recall, a budget item for conducting a Space Needs Analysis was included and approved in the 2020 City Budget in order to determine short and long-term needs. Expected deliverables are a space needs analysis report, listed by building or department as specified by the City. This report will provide a list of capital projects required to meet the city's space needs immediately, in 5-year, 10-year, and 20-year increments.

The City prepared and released an RFP for the Space Needs Analysis project for responses due on September 2, 2020 and received six total proposals from the following consultants:

Consultant Name	Proposed Fee
River Valley Architects	\$24,750
Lien and Peterson	\$37,000
FGM Architects	\$38,810 and plan reprographics are not included in the fee
Wendel	\$39,640 and \$500 for reimbursable expenses
Cedar Corp	\$43,250
Samuels Group	\$45,400 and a recommendation of \$4,500 for contingency by the city

Based on our selection committee's review, one selected consultant (FGM Architects) was interviewed on Tuesday, September 8th and the committee recommends entering into a contract with FGM Architects. The selection committee noted the FGM Architects scope of services as a well-constructed staff as determining factors in their selection.

**Suggested Motion:** I move to approve/not approve awarding contract for consulting services for the Space Needs Analysis Project to FGM Architects.

**ITEM 8 - Discuss/consider approval of Preliminary Plat - Condominium Instrument and Development Agreement for River Prairie Townhomes located on Lake Road. (Public hearing at the September 22, 2020 Plan Commission Meeting).**

See Enclosed:

- Proposed Condominium Instrument for River Prairie Townhomes
- Proposed Declaration of Covenants and Restrictions for River Prairie Townhome Condominium
- Proposed By-laws of the River Prairie Townhome Condominium Owner Association
- Public Hearing Notice Mailing List

The proposed Condominium Instrument creates individual tax parcels for the dwellings plus common property associated with the approved River Prairie Townhomes. As you may recall, the combined General Implementation Plan and Specific Implementation Plan was approved by the Council on August 27th.

The public hearing was held before the Plan Commission on September 8th and again on September 22.

Also enclosed is the proposed Development Agreement between the City and Developer providing standards, requirements and assurity for modification to or construction of public infrastructure and related provisions relating to the development.

**Suggested Motion:** I move to approve / not approve the preliminary plat and the development agreement for River Prairie Townhomes.

**ITEM 9 - Presentation by Staff regarding Smoking Cessation Campaign with possible action to follow.**

As you are aware, during discussion in June regarding issuance of tobacco sales licenses, Council directed staff to develop a plan for reducing tobacco and vaping product use in Altoona. City Administration and the Police Chief have been working with the Altoona School District and the Eau Claire City/County Health department to develop such a plan. The plan includes several elements that we are seeking input from Council prior to proceeding.

Below is a list of initiatives we would like to pursue:

1. Update City's smoking ordinance consistent with Health Department recommendations and best management practices.
2. Update City ordinance to include an explicitly smoking and vaping prohibition on school property for all. Likely consolidating chapters 8.06 and 9.24.
3. Research options for prohibiting smoking in parks, portions of parks or at city-sponsored events in city parks.
4. Develop a joint marketing approach/plan--apply for grants to support the campaign.
5. Work towards installation of vape detectors at the school.
6. Update school policies related to smoking and vaping.
7. Engage student groups at the middle school level to discourage smoking and vaping.

Staff will present the plan and request input from Council on direction or any other ideas.

**ITEM 10 - Discuss/consider approval of Resolution 9C-20, a resolution extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.**

The declaration of an emergency in the City of Altoona related to the COVID-19 outbreak is scheduled to expire on September 28, 2020. Circumstances still persist that may require the City to take extraordinary action in response to the COVID-19 crisis to assure a flexible and timely response. Therefore, staff is recommending the City extend the City's declaration of emergency until October 26, 2020. The ratified declaration of emergency proclamation allowed the following:

- Preparedness for a flexible and timely response to an identified national and state health emergency with strong potential for local impacts and the ability to implement necessary community responses.

- Permits remote attendance options for City Council, board and committee meetings and cancelation of non-essential meetings while facilitating reasonable public access to meetings within current social gathering recommendations.
- Expresses support for the County Health Department Emergency Order.

Suggested motion: I move to approve/not approve Resolution 9C-20, a resolution authorizing extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(VII) CONSENT AGENDA**

**ITEM 1 - Proclamation Recognizing October as Community Planning Month.**

See Enclosed:

- 2020 Proclamation of Community Planning Month

October of each year is designated as Community Planning Month. The proclamation highlights the general importance of community planning in light of the many profound events and influences of the past year.



# CITY OF ALTOONA PROCLAMATION

By

Mayor Brendan Pratt

## *National Community Planning Month*



**WHEREAS**, change is constant and affects all counties, cities, neighborhoods, towns, and other places; and

**WHEREAS**, community planning, plans and strategies can help proactively manage and positively shape this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning creates opportunities for all residents to be equally involved in making choices that determine the shared-vision of their community and neighborhoods; and

**WHEREAS**, thoughtful planning and proactive implementation is fundamental to improve community health, create engaging places, pursue complete environmental sustainability and social equity, facilitate economic vibrancy and resilience, anticipate and prepare for disruption, inform the efficient use of public resources; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the tumultuous and ongoing events of 2020 have further emphasized the critical role and impact of community planning and evidence-based decision making on everyday life, including:

- (A) The Covid-19 pandemic revealing the central importance of flexible and well-designed public space in advancing commerce, health, and overall quality of life;
- (B) Racially motivated incidents and protests across the county that have elevated dialogue and awareness of persistent racial and social inequity, divisiveness, and exclusion, and how these dynamics relate to how our communities and neighborhoods are designed and managed;
- (C) Yet another year of extreme weather events, wildfires, temperatures and drought likely exacerbated by land use decisions and a changing climate resulting from the collective impact of our decisions, including the built environment;

**WHEREAS**, The American Planning Association, its professional institute, the American Institute of Certified Planners, and the APA Wisconsin Chapter, designate and endorse October as National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our lives, settlements and environment; and

**WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the dedication of the members of City Council, Planning Commission, Parks & Recreation Board, and other citizen planners who have contributed their time and expertise to the improvement of the City of Altoona and Chippewa Valley; and

**WHEREAS**, we recognize the many valuable contributions made by professional community and regional planners and allied professions in the City of Altoona and the Chippewa Valley, and extend our heartfelt thanks for the continued commitment to public service by these professionals;

**NOW, THEREFORE**, be it resolved that, I, Brendan Pratt, Mayor of the City of Altoona, WI, proclaim the month of October 2020 is hereby designated as **Community Planning Month**.

Dated this 24<sup>th</sup> day of September, 2020

**CITY OF ALTOONA, WISCONSIN**

Drafted by: Joshua Clements, ACIP, City Planner

\_\_\_\_\_  
Mayor Brendan Pratt

Attest: \_\_\_\_\_  
Cindy Bauer, City Clerk

[To Agenda>>](#)

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 1 - Discuss/consider Resolution 9A-20, A Resolution Authorizing the issuance and Sale of \$2,100,000 General Obligation Promissory Notes, Series 2020A.**

Attached for your consideration is Resolution 9A-20. The resolution accepts the best bid for the general obligation Promissory Notes, Series 2020A and secures the proposed terms for closing on the notes. The Notes are being issued to provide financing for the general fund 2020 capital projects.

Suggested motion: I move to approve/not approve Resolution 9A-20 a resolution authorizing the issuance and sale of a \$2,100,000 general obligation promissory note, series 2020A.

RESOLUTION NO. 9A-20

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE  
OF \$2,100,000 GENERAL OBLIGATION PROMISSORY  
NOTES, SERIES 2020A

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Altoona, Eau Claire County, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of 2020 street improvement and other capital improvement projects, such as city hall projects, police equipment, park projects and equipment, EMS building improvements, fire equipment, and public works equipment and projects (collectively, the "Project");

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers"), in consultation with the officials of the City, prepared the term sheet (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of General Obligation Promissory Notes, Series 2020A (the "Notes"); and

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to sell the Notes to [\_\_\_\_\_] (the "Purchaser"), pursuant to the proposal form attached hereto as Exhibit B and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1A. Authorization and Sale of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) from the Purchaser in accordance with the terms and conditions of this Resolution and the Proposal. The Proposal is hereby accepted and the Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, the general obligation promissory notes aggregating the principal amount of TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) for principal amount of the Notes, plus accrued interest to the date of delivery.

Section 1B. Ratification of the Term Sheet. The Common Council of the City hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Term Sheet and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Term Sheet and any other offering materials are hereby ratified and approved in all respects.



Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020A"; shall be issued in the principal amount of \$2,100,000; shall be dated their date of issuance; shall be in the denomination of \$100,000 or more; shall be numbered R-1; shall bear interest at the rate of [\_\_\_]% per annum; and shall be payable in installments of principal, on the dates and in the principal amounts as set forth on the Debt Service Schedule (the "Schedule") attached hereto as Exhibit C and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1, of each year commencing on June 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months. The schedule of principal and interest payments due on the Notes is set forth on the Schedule.

Section 3. Redemption Provisions. The Notes are subject to redemption prior to maturity, at the option of the City, on any date. Said Notes are redeemable as a whole or in part, and if in part from installments as selected by the City, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit D and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2020 through 2029 for the payments due in the years 2021 through 2030 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above)

shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser

upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Clerk or the City Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 16. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 17. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 24, 2020.

\_\_\_\_\_  
Brendan Pratt  
Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Bauer  
City Clerk

(SEAL)

EXHIBIT A

Term Sheet

(See Attached)

DRAFT

EXHIBIT B

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT



EXHIBIT D

(Form of Note)

NUMBER	UNITED STATES OF AMERICA STATE OF WISCONSIN EAU CLAIRE COUNTY CITY OF ALTOONA	DOLLARS
R-1	GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2020A	\$2,100,000

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE:

June 1, 2030                      October 15, 2020                      \_\_\_\_\_%

REGISTERED OWNER: \_\_\_\_\_

PRINCIPAL AMOUNT: TWO MILLION ONE HUNDRED THOUSAND DOLLARS  
(\$2,100,000)

FOR VALUE RECEIVED, the City of Altoona, Eau Claire County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), the principal amount set forth above in installments on the dates and in the amounts as set forth on the attached Schedule A, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2021 until the aforesaid principal amount is paid in full.

Both the principal of and interest on this Note are payable in lawful money of the United States by the City Clerk or City Treasurer (the "Fiscal Agent").

Payment of each installment of principal and interest (except the last) shall be made to the Registered Owner hereof who shall appear on the registration books of the City maintained by the Fiscal Agent and shall be paid by check or draft of the City mailed to such Registered Owner at his address as it appears on such registration books or at such other address as may be furnished in writing by such Registered Owner to the Fiscal Agent. The last installment of principal and interest on this Note shall be payable only upon presentation and surrender of this Note at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes including paying the cost of 2020 street improvement and other capital improvement projects, such as city hall projects, police equipment, park projects and equipment, EMS building improvements, fire equipment, and public works

equipment and projects, as authorized by a resolution adopted on September 24, 2020. Said resolution is recorded in the official minutes of the Common Council for said date.

The Note is subject to redemption prior to maturity, at the option of the City, on any date. The Note shall be redeemable as a whole or in part, and if in part, from installments as selected by the City, at the principal amount thereof, plus accrued interest to the date of redemption.

Before the redemption of the Notes, unless waived by the registered owner, the City shall give notice of such redemption at least thirty (30) days prior to the date fixed for redemption to the registered owner, at the address shown on the registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

The Notes are issued in registered form in the denomination of \$100,000 or more. This Note may be exchanged at the office of the City Clerk or City Treasurer for a like aggregate principal amount of Notes of the same maturity in other authorized denominations.

This Note is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Note, in authorized denomination or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The City may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the City shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Altoona, Eau Claire County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF ALTOONA  
EAU CLAIRE COUNTY, WISCONSIN

By: \_\_\_\_\_  
Brendan Pratt  
Mayor

(SEAL)

By: \_\_\_\_\_  
Cynthia Bauer  
City Clerk

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Registered Owner)

NOTICE: This signature must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

\*The Internal Revenue Code of 1986 (IRC Section 149) requires that for interest on a municipal obligation with a term greater than one year to be exempt from federal income tax, the obligation must be issued and remain in registered form.

Section 67.09, Wisconsin Statutes provides that the City Clerk of the City when acting as the registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Note is to be assigned, the City Clerk of the City should be notified and a copy of this Assignment should be sent to the City Clerk of the City for his or her records.

To Agenda>>

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 2 - Discuss/consider Resolution 9B-20, A Resolution authorizing the issuance and Sale of \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3) Series 2020B.**

Attached for your consideration is Resolution 9B-20. The resolution accepts the best bid for the Tax Increment Refunding Revenue Bonds, Series 2020B and secures the proposed terms for closing on the bonds. The Bonds are being issued to provide refinancing for the State Trust Fund Loans 2015A and 2015B.

Suggested motion: I move to approve/not approve Resolution 9B-20 a resolution authorizing the issuance and sale of a \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3), series 2020B.

RESOLUTION NO. 9B-20

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF  
\$6,857,000 TAX INCREMENT REVENUE REFUNDING BONDS (TID NO. 3), SERIES  
2020B

WHEREAS, the City of Altoona, Eau Claire County, Wisconsin (the "City") has determined that it is necessary and desirable to raise funds for the public purpose of current refunding the City's State Trust Fund Loans dated October 5, 2015 and December 30, 2015 (collectively, the "Refunded Obligations");

WHEREAS, the Refunded Obligations financed project costs included in the project plan for the City's Tax Incremental District No. 3 ("TID No. 3") consisting of water, sewer, storm water and street improvements related to the River Prairie development project and Altoona school;

WHEREAS, the development projects in TID No. 3 constitute revenue-producing enterprises of the City which are operated for public purposes and constitute a "public utility" within the meaning of Section 66.0621, Wis. Stats.;

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations (the "Refunding") for the purpose of achieving debt service savings;

WHEREAS, it is desirable to borrow the funds needed for the Refunding through the issuance of revenue bonds pursuant to Section 66.0621, Wis. Stats., which bonds are to be payable only from the Revenues (as defined herein);

WHEREAS, the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers"), in consultation with the officials of the City, prepared the term sheet (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of Tax Increment Revenue Refunding Bonds (TID No. 3), Series 2020B (the "Bonds"); and

WHEREAS, the City has determined that it is necessary and desirable to sell the Bonds to [ ] (the "Purchaser") pursuant to the proposal form attached hereto as Exhibit B and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Altoona, Eau Claire County, Wisconsin, as follows:

Section 1A. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 66.0621, Wisconsin Statutes, the principal sum of SIX MILLION EIGHT HUNDRED FIFTY SEVEN THOUSAND DOLLARS

(\$6,857,000) from the Purchaser in accordance with the terms and conditions of this Resolution and the Proposal. To evidence the obligation of the City, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and deliver to the Purchaser for, on behalf of and in the name of the City, the Bonds in the principal amount of SIX MILLION EIGHT HUNDRED FIFTY SEVEN THOUSAND DOLLARS (\$6,857,000) for the principal amount of the Bonds, plus accrued interest to the date of delivery. The Mayor and City Clerk are hereby authorized to execute the Proposal.

Section 1B. Ratification of the Term Sheet. The Common Council of the City hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Term Sheet and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Term Sheet and any other offering materials are hereby ratified and approved in all respects.

Section 2. Terms of the Bonds. The Bonds shall be issued in the aggregate principal amount of \$6,857,000. The Bonds shall be designated "Tax Increment Revenue Refunding Bonds (TID No. 3), Series 2020B", shall be numbered R-1 and shall be dated their date of delivery. The Bonds shall bear interest at the rate of [\_\_\_\_\_] % per annum, be in denominations of \$100,000 or more and shall be payable in installments of principal and interest on March 1 of each year (each, a "Bond Payment Date), in the years and principal amounts as set forth on the schedule attached hereto as Exhibit C (the "Schedule"). Interest shall be computed on the basis of a 360 day year of twelve 30 day months.

The Bonds shall be subject to redemption prior to maturity, at the option of the City, on any date. Said Bonds shall be redeemable as a whole or in part, and if in part, from installments as selected by the City, at the principal amount thereof, plus accrued interest to the date of redemption.

The schedule of installments coming due is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

The Common Council hereby determines that the Refunding is advantageous and necessary to the City.

Section 3. Form of Bonds. The Bonds shall be in substantially the form set forth on Exhibit D hereto.

Section 4. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the City nor a charge against its general credit or taxing power. The Bonds are limited obligations of the City and shall be payable only out of the Special Redemption Fund as hereinafter provided, and shall be a valid claim of the owner thereof only against the Special Redemption Fund and from the Revenues (defined below) pledged to such fund.

The Bonds shall be payable solely from (a) Available Tax Increment which has been received and retained by the City in accordance with the provisions of Section 66.1105 of the Wisconsin Statutes and appropriated by the Common Council to the payment of the Bonds and (b) any other funds of the City appropriated by the Common Council for payment of the Bonds as provided in Section 5 below (hereinafter referred to collectively as "Revenues").

"Available Tax Increment" means an amount equal to the annual gross tax increment revenue actually received and retained by the City which is generated by the increment value of the property in TID No. 3.

Section 5. Statement of Intent to appropriate. As stated above, the application of Available Tax Increment to payment of the Bonds is subject to future annual appropriation by the Common Council. However, the City fully expects and anticipates that to the extent the Available Tax Increment is generated and received by the City, it will appropriate such Available Tax Increment to the payment of the principal of and interest on the Bonds.

The Common Council acknowledges that the Available Tax Increment may not be sufficient to pay all debt service on the Bonds as it becomes due and the City makes no representation or covenant, express or implied, that Available Tax Increment will be generated or that it will be sufficient to pay, in whole or in part, the Bonds. The City hereby declares that it fully expects and anticipates that, if such a shortfall occurs, it will appropriate funds from other available revenues of the City sufficient to fund any such shortfall, provided however, that such payment shall be subject to annual appropriation by the Common Council.

Section 6A. Special Redemption Fund. For the purpose of the application and proper allocation of the Revenues, and to secure the payment of the principal and interest on the Bonds, the Special Redemption Fund is hereby created and shall be used solely for the purpose of paying principal and interest on the Bonds. The Special Redemption Fund shall be used for no purpose other than the payment of interest upon and principal of the Bonds promptly as the same become due and payable. All money in the Special Redemption Fund shall be deposited in a special account and invested in legal investments subject to Section 66.0603(1m), Wisconsin Statutes, and the payments described below to be made to the Special Redemption Fund shall be made directly to such account.

Section 6B. Application of Revenues to Payment of the Bonds. On or before each Bond Payment Date, the City shall deposit the Revenues which have been appropriated by the Common Council for the payment of the principal of and interest on the Bonds in the Special Redemption Fund. On each Bond Payment Date, the funds in the Special Redemption Fund shall be applied first to the payment of interest due on the Bond Payment Date and then to the payment of any principal due on that Bond Payment Date.

If on any Bond Payment Date there shall be insufficient Revenues to pay the principal of and interest due on the Bonds, the amount due but not paid shall accumulate, with interest accruing at the rate payable on the Bonds, and be payable on the next Bond Payment Date until the final Bond Payment Date. The City shall have no obligation to pay any amount of principal



or interest on the Bonds which remains unpaid after the final Bond Payment Date and the owner of the Bonds shall have no right to receive payment of such amounts, unless there are Revenues appropriated by the Common Council, to the payment of the Bonds.

If for any reason (other than voluntary resolution of the Common Council) TID No. 3 terminates prior to the final Bond Payment Date, and there remain amounts outstanding and unpaid on the Bonds, then the remaining balance of principal of and interest on the Bonds shall be deemed paid in full, it being understood that upon such termination of TID No. 3, the obligation of the City to make any further payments on the Bonds shall also terminate. Upon termination of TID No. 3, the City shall have no obligation to pay any amount of principal or interest on the Bonds which remains unpaid upon termination of TID No. 3 and the owner of the Bonds shall have no right to receive payment of such amounts.

Section 7. City Covenants. It is covenanted and agreed by the City with the owner of the Bonds that:

(a) If the City's proposed annual budget does not in any year provide for the appropriation of Available Tax Increment in an amount sufficient to make the principal and interest payments coming due on the Bonds in that year, the City will notify the owner or owners of the Bonds of that fact within 10 days of the Common Council vote on the budget;

(b) The City will take no action, other than action required under Wisconsin Statutes, to dissolve TID No. 3 prior to payment of all the debt service shown on the Schedule;

(c) Subject to future annual appropriation of Available Tax Increment by the Common Council to the payment of the Bonds, in each year that a payment on the Bonds is due, the City covenants that if the Common Council does not appropriate funds in an amount sufficient to pay such payment in full, the City will not apply Available Tax Increment to any purpose other than for payment of the Bonds until the earlier of (1) December 31 of that year or (2) the date the City deposits funds into the Special Redemption Fund in an amount sufficient to pay the payment coming due that same year on the Bonds; and

(d) The City will not issue bonds or obligations payable from the Available Tax Increment in such manner as to enjoy priority over the Bonds. Additional obligations may be issued or incurred if their lien and pledge of the Available Tax Increment is junior and subordinate to that of the Bonds.

Section 8. Application of Bond Proceeds. All accrued interest received from the sale of the Bonds shall be deposited into the Special Redemption Fund. An amount necessary to accomplish the Refunding shall be deposited in a special fund to be used for the Refunding (the "Refunding Fund"). The balance remaining in said fund after paying said costs shall be transferred to the Special Redemption Fund for use in payment of principal of and interest on the Bonds.

Section 9. Amendment to Resolution. After the issuance of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except:

(1) The City may, from time to time, amend this Resolution without the consent of, but with written notice to the owner of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and

(2) This Resolution may be amended, in any respect, with the written consent of the owner of the Bond.

Section 10. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the City and the owner of the Bonds, and after issuance of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 9, until the Bonds have been paid in full as to both principal and interest. The owner of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's rights against the City, the governing body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the City, its governing body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bond shall be paid by the City Clerk or City Treasurer (the "Fiscal Agent").

Section 12. Persons Treated as Owner; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name the Bonds shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the Bonds shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Bonds to the extent of the sum or sums so paid.

The Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee a new Bond for the then outstanding principal amount, having the same terms as the Bond submitted for transfer, and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bonds surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond necessary to effect any such transfer.

Section 13. Record Date. The fifteenth day of each calendar month next preceding each Bond Payment Date shall be the record date for the Bond (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owner of the Bond as it appears on the registration book of the Fiscal Agent at the close of business on the Record Date.

Section 14. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on January 6, 2021. All actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 15. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at closing for further distribution as directed by Ehlers.

Section 16. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 17. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and the Refunded Obligations and their ownership, management and use will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause the Bonds to be arbitrage bonds or private activity bonds within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bond provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

The foregoing covenants shall remain in full force and effect, notwithstanding the defeasance of the Bonds, until the date on which all of the Bonds have been paid in full.

Section 18. Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" pursuant to Section 265 of the Code relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent, sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Lender upon payment to the City of the purchase price thereof, plus accrued interest, if any, to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bond, at least one of the signatures appearing on the Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 21. Severability of Invalid Provisions. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining sections, paragraphs and provisions of this Resolution.

Section 22. Conflicting Ordinances or Resolutions. All prior ordinances, resolutions, rules, or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage.

Adopted, approved and recorded September 24, 2020

\_\_\_\_\_  
Brendan Pratt  
Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Bauer  
City Clerk

DRAFT

EXHIBIT A  
TERM SHEET  
(SEE ATTACHED)

DRAFT

EXHIBIT B  
PROPOSAL  
(SEE ATTACHED)

DRAFT

EXHIBIT C

DEBT SERVICE SCHEDULE

(SEE ATTACHED)

DRAFT



EXHIBIT D  
FORM OF BOND

UNITED STATES OF AMERICA  
STATE OF WISCONSIN  
EAU CLAIRE COUNTY  
CITY OF ALTOONA  
TAX INCREMENT REVENUE REFUNDING BOND (TID NO. 3), SERIES 2020B

<u>Number</u>	<u>Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>Principal Amount</u>
R-1	[ ]%	March 1, 2024	October 15, 2020	\$6,857,000

FOR VALUE RECEIVED, the City of Altoona, Eau Claire County, Wisconsin (the "City"), promises to pay to [ ] or registered assigns (the "Registered Owner"), but only in the manner, at the times, from the source of revenue and to the extent hereinafter provided, the principal amount identified above and interest hereon at the rate of interest per annum identified above in installments as described below.

This Bond is issued pursuant to Article XI, Section 3 of the Wisconsin Constitution and Section 66.0621, Wisconsin Statutes and acts supplementary thereto, and is payable only from the Revenues of the City herein described, which Revenues have been set aside as a special fund for that purpose and identified as the "Special Redemption Fund" which fund was created by a resolution adopted by the Common Council of the City on September 24, 2020 (the "Resolution"). This Bond is issued pursuant to the Resolution for the purpose of refunding obligations issued to finance project costs in the project plan for the City's Tax Incremental District No. 3 ("TID No. 3").

The principal of and interest on this Bond shall be payable solely from Available Tax Increment (as defined in the Resolution) received by the City which is appropriated by the Common Council to the payment of this Bond or other funds appropriated by the Common Council to payment of this Bond (the "Revenues"). Reference is hereby made to the Resolution for a more complete statement of the Revenues from which and conditions under which this Bond is payable, and the general covenants and provisions pursuant to which this Bond has been issued.

Interest shall be computed on the basis of a 360 day year of twelve 30 day months and be payable annually on March 1 of each year commencing on March 1, 2021 and continuing through and including March 1, 2024 (each, a "Bond Payment Date"). The amount of principal

and interest payments due on the Bond on each Bond Payment Date is set forth on the schedule attached hereto (the "Schedule").

If on any Bond Payment Date there shall be insufficient Revenues to pay the principal of and interest due on the Bonds, the amount due but not paid shall accumulate, with interest accruing at the rate payable on the Bonds, and be payable on the next Bond Payment Date until the final Bond Payment Date. The City shall have no obligation to pay any amount of principal or interest on the Bonds which remains unpaid after the final Bond Payment Date and the owner of the Bonds shall have no right to receive payment of such amounts, unless there are Revenues appropriated by the Common Council to the payment of the Bonds.

If for any reason (other than voluntary resolution of the Common Council) TID No. 3 terminates prior to the final Bond Payment Date, and there remain amounts outstanding and unpaid on the Bonds, then the remaining balance of principal of and interest on the Bonds shall be deemed paid in full, it being understood that upon such termination of TID No. 3, the obligation of the City to make any further payments on the Bonds shall also terminate. Upon termination of TID No. 3, City shall have no obligation to pay any amount of principal or interest on the Bonds which remains unpaid upon termination of TID No. 3 and the owner of the Bond shall have no right to receive payment of such amounts.

**THE CITY MAKES NO REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, THAT THE AVAILABLE TAX INCREMENT OR REVENUES WILL BE SUFFICIENT TO PAY, IN WHOLE OR IN PART, THE AMOUNTS WHICH ARE OR MAY BECOME DUE AND PAYABLE HEREUNDER.**

**THE CITY'S PAYMENT OBLIGATIONS HEREUNDER ARE SUBJECT TO FUTURE ANNUAL APPROPRIATION BY THE COMMON COUNCIL OF THE AVAILABLE TAX INCREMENT OR OTHER AMOUNTS TO MAKE PAYMENTS DUE ON THIS BOND.**

**THIS BOND IS A SPECIAL, LIMITED REVENUE OBLIGATION AND NOT A GENERAL OBLIGATION OF THE CITY, AND IS PAYABLE BY THE CITY ONLY FROM THE SOURCES, TO THE EXTENT, AND SUBJECT TO THE QUALIFICATIONS STATED OR REFERENCED HEREIN. THIS BOND IS NOT A GENERAL OBLIGATION OF THE CITY, AND NEITHER THE FULL FAITH AND CREDIT NOR THE TAXING POWERS OF THE CITY ARE PLEDGED TO THE PAYMENT OF THE PRINCIPAL OF OR INTEREST ON THIS BOND.**

This Bond is subject to prepayment prior to maturity, at the option of the City, on any date. This Bond shall be redeemable as a whole or in part, and if in part, from installments as selected by the City, at the principal amount thereof, plus accrued interest to the date of redemption.

Notice of prepayment of this Bond shall be given at least thirty (30) days prior to the date fixed for prepayment to the registered owner of this Bond at the address shown on the registration books of the City Clerk or the City Treasurer (the "Fiscal Agent").

Both the principal of and interest on this Bond are payable in lawful money of the United States by the Fiscal Agent.

Payment of each installment of principal and interest of this Bond (except the last) shall be made to the Registered Owner hereof who shall appear on the registration books of the City maintained by the Fiscal Agent at the close of business on the 15th day of the calendar month next preceding the annual interest payment date (the "Record Date") and shall be paid in lawful money of the United States of America by check or draft of the City mailed to such Registered Owner at his address as it appears on such registration books or at such other address as may be furnished in writing by such Registered Owner to the Fiscal Agent. The final installment of principal and interest on this Bond shall be payable only upon presentation and surrender hereof at the office of the Fiscal Agent.

This Bond is a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended.

The Bond is issued in registered form in the denomination of \$100,000 or more. This Bond may be exchanged at the office of the Fiscal Agent for a like aggregate principal amount of Bonds of the same maturity and interest rate as the Bond surrendered.

This Bond is transferable by a written assignment duly executed by the Registered Owner hereof or by such Registered Owner's duly authorized legal representative. Upon such transfer a new registered Bond, in authorized denominations or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The City may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the City shall not be affected by notice to the contrary.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law.

IN WITNESS WHEREOF, the City of Altoona, Eau Claire County, Wisconsin, has caused this Bond to be signed by its Mayor and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF ALTOONA,  
EAU CLAIRE COUNTY,  
WISCONSIN

(SEAL)

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

COPY

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

---

---

---

(Please print or typewrite name and address, including zip code, of Assignee)

Please insert Social Security or other  
identifying number of Assignee

---

the within Bond, and all rights thereunder, hereby irrevocably constituting and appointing

---

Attorney to transfer said Bond on the books kept for the registration thereof with full power of  
substitution in the premises.

Dated:

---

NOTICE: The signature to this assignment must  
correspond with the name as it appears upon the  
face of the within Bond in every particular, without  
alteration or enlargement or any change whatever.

Signature(s) guaranteed by:

---

EXHIBIT A  
SCHEDULE  
(SEE ATTACHED)

COPY

[To Agenda>>](#)

## MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

### **(IX) NEW BUSINESS**

#### **ITEM 3 - Public Hearing at 6:00 p.m. or as soon thereafter as is practical regarding proposed Ordinance 9C-20, an Ordinance amending the City's Official Map (Discussed at September 22nd Plan Commission)**

See Enclosed:

- Staff Report 20-09G
- Ordinance 9C-20 Official Map (2 pages, incl. illustration)
- Official Map Public Notice
- Ordinance 9A-02

The portion of previously platted Evening Trail between North 10th Street and Twin Oak Drive was vacated with Ordinance 9A-02. This vacation was conducted in association with the realignment of North 10th Street, part of a larger project with the HW53 Bypass, which reconfigured several local roads and resulted in the current configuration. For whatever reason, the City did not follow-up and update the City's Official Map with a new alignment of Evening Trail. The design of North 10th Street included a full road intersection to receive a public way between Twin Oak Drive and North 10th Street, reflecting that intention.

As stated in Ord. 9A-02, the City maintains a utility easement over the entire previous alignment of Evening Trail. It is expected that, when the owner of the intervening property seeks development, that easement may be vacated in exchange for dedication and completion of the right-of-way connection between Twin Oak Drive and North 10th Street.

As you know, New Pine Drive - Twin Oak Drive is a 1,765-foot-long cul-de-sac with no alternative access. As shown in Staff Report 20-09G, this area is approximately 18.3 acres, and includes 92 dwellings in 25 buildings, an additional 186 units in 2512 New Pine Drive and 342 Twin Oak Drive. This creates significant challenges for public safety and public works operations, as well as limited mobility options for residents.

Official Mapping is a tool to implement the community vision and aspirations by planning for orderly and coordinated future growth. Cities are able to include future roads, parks, waterways, wetlands, public facilities, historic districts, and other features in their Official Map. This mapping may prevent certain private development to take place within the illustrated boundaries, and at such time a land division occurs within the City's limits, the land for future public use must be dedicated to the City ([Wis. Stats § 62.23\(6\)\(c\)](#)).

Official Mapping is an exercise of police power described in WI Statutes that allow local units of government to describe and reserve lands for future public facilities and infrastructure. Use of this authority requires land to be dedicated during the subdivision process, and control over the issuance of building permits.

The Plan Commission will consider a recommendation at their September 22nd meeting. The connection is strongly recommended by: Public Works, Police, Fire, and City Planning.

**Suggested Motion:** I move to close the public hearing.



THE CITY of *Altoona*

**PLANNING DEPARTMENT STAFF REPORT**

**20-09G**

ORDINANCE 9C-20 OFFICIAL MAP AMENDMENT (EVENING TRAIL)

2020 Sep 22

**TO:** City of Altoona City Council & Plan Commission  
Mike Golat, City Administrator

**FROM:** Joshua Clements AICP, City Planner

**CC:** Dave Walter, Director of Public Works & City Engineer  
Kelly Bakken, Police Chief  
Mark Renderman, Fire Chief

**SUBJECT:** Ordinance 9C-20 Official Map Amendment

The area of the City served by New Pine Drive and Twin Oak Drive is a very long cul-de-sac with a single point of access. The length of the street is approximately **1,790 lineal feet**. As shown in the enclosed illustration, there are **92 dwellings** in 25 buildings, and **186 assisted living units** at three sites served by this single route.



Historically, Evening Trail was a platted street connecting near the current end of Twin Oak Drive, extending from North Willson Street to the then-terminus of North 10<sup>th</sup> Street (near where 10<sup>th</sup> Street now bends west). North Willson Street used to be an at-grade crossing of the railroad. In conjunction with the planning, design and construction activities associated with the Highway 53 Bypass, among other things, 10<sup>th</sup> Street was realigned and

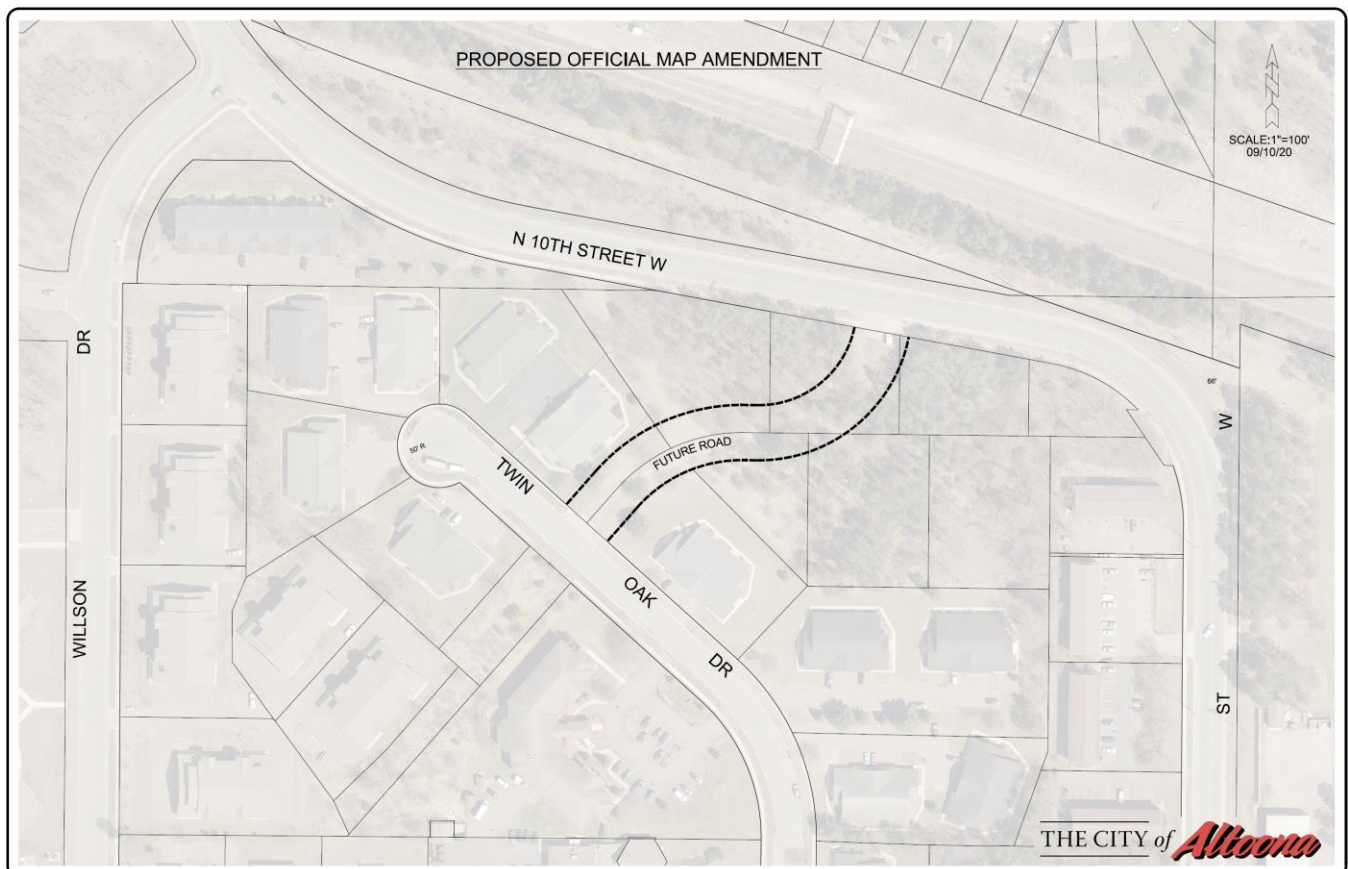
continued west along the railroad to its current configuration, replacing the at-grade railroad crossing to the bridge. In association with that work, Evening Trail was vacated as a right-of-way, as the implementation of that alignment would have created a problematic intersection with 10<sup>th</sup> Street and duplicative roadway. An illustration of the pre-HW53 project platting is enclosed.

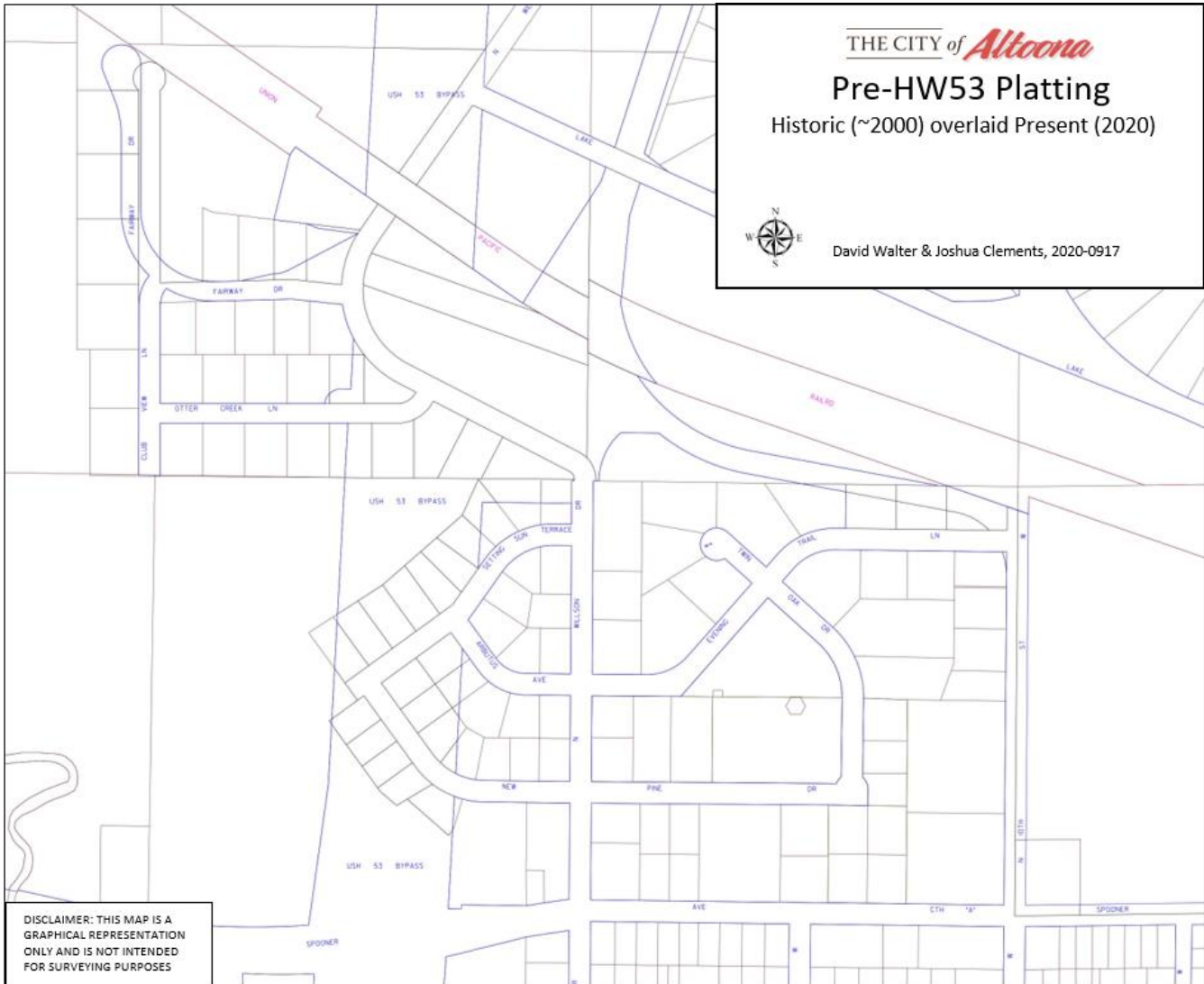
The portion of Evening Trail connecting Twin Oak Drive to 10<sup>th</sup> Street was vacated in with Ordinance 9A-02 in 2002. Based upon the construction of North 10<sup>th</sup> Street, it is clear that there was intent to complete the connection between Twin Oak Drive and 10<sup>th</sup> Street. A full road intersection was constructed where Evening Trail is now proposed to be added to the Official Map.

As has been discussed with recent projects, cul-de-sacs present a wide range of operational challenges, safety problems, transportation and mobility problems, and other negative consequences. This cul-de-sac is a particular problem due to the long length and large number of dwelling units – 278 – are accessed from the single point from New Pine Drive at North Willson Drive. It is not clear from meeting minutes and other documents why the right-of-way was vacated and not re-established with a modified alignment.

Ordinance 9A-02 vacating that portion of right-of-way does reserve an exclusive easement through the entire prior right-of-way, preventing any development or other use of the property. I expect that this easement would be vacated once the new proposed right-of-way, and shown in Ordinance 9C-20, is dedicated. The intervening properties are held by a single owner, who has discussed development with the City over the past several years. Adopting the Official Map as proposed would require the right-of-way be dedicated and the roadway constructed as a condition of property development.

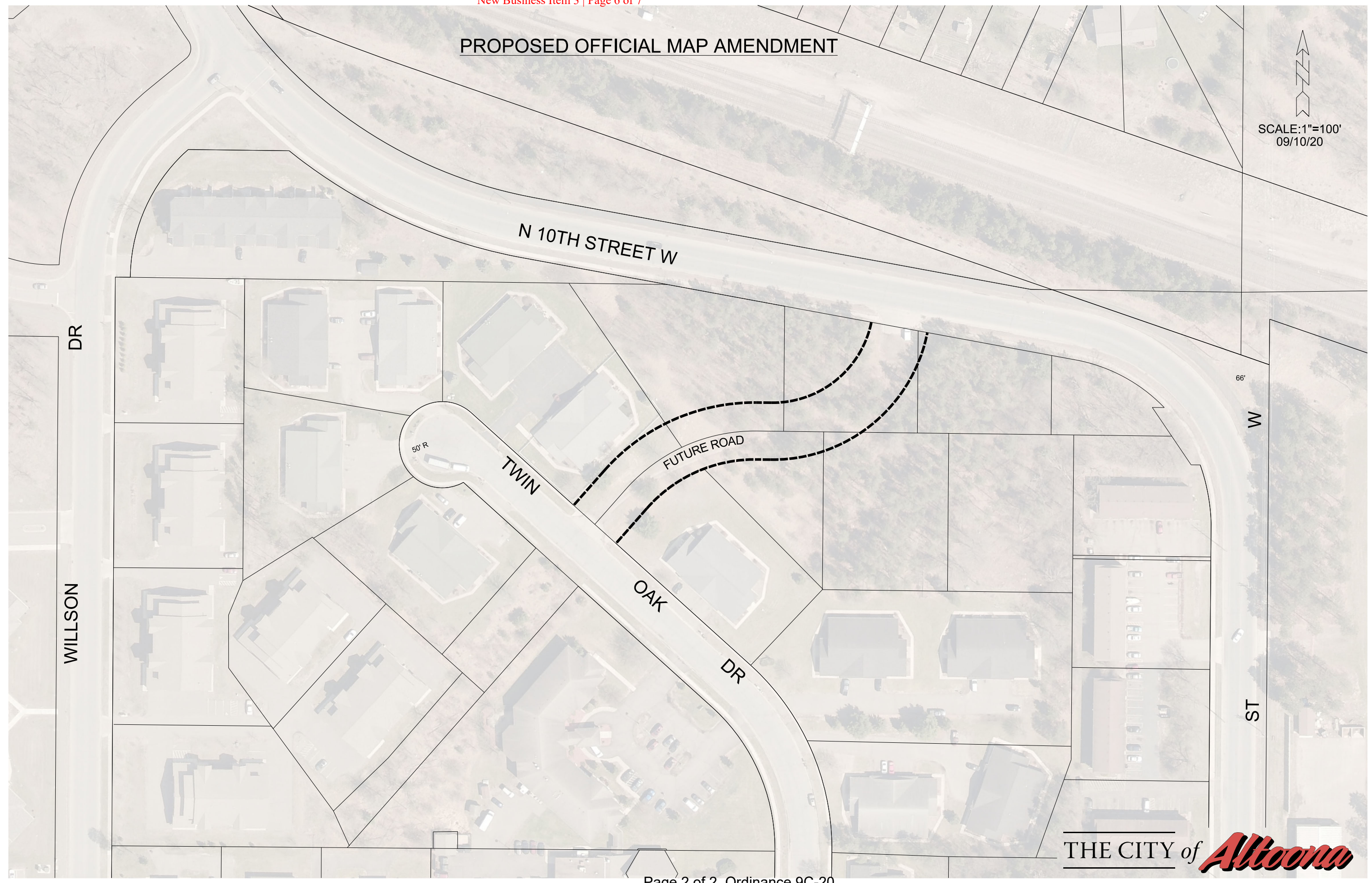
Adoption is recommended by the Planning Department, Public Works, Fire Department and Police Department.





PROPOSED OFFICIAL MAP AMENDMENT

SCALE: 1"=100'  
09/10/20



---

---

THE CITY of *Altoona*

---

---

1303 Lynn Avenue, Altoona, WI 54720

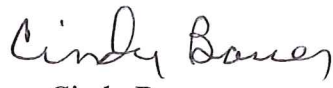
**NOTICE OF PUBLIC HEARING**  
**City of Altoona**  
**Amending the Official City Map**

NOTICE IS HEREBY GIVEN that on **Thursday, September 24, 2020 at 6:00 p.m.** (or as soon thereafter as is possible) there will be a public hearing before the Altoona Common Council on Zoom Teleconference/Video Conference to consider amending the Official City Map per Altoona Municipal Code 12.02 to reestablish Evening Trail as a public roadway between North 10<sup>th</sup> Street and Twin Oak Drive.

The Plan Commission will be making a recommendation at its **September 22, 2020** Meeting starting at **5:30 p.m.**

Due to Coronavirus COVID-19, residents are encouraged to attend the Council Meeting via the application Zoom until further notice. Visit the City's website at [www.ci.altoona.wi.us](http://www.ci.altoona.wi.us) for more information.

A copy of the map is available upon request from the City Clerk's Office. All interested parties are invited to attend via Zoom Teleconference or submit your comment in writing prior to the public hearing to [cityhall@ci.altoona.wi.us](mailto:cityhall@ci.altoona.wi.us) or mail to Altoona City Hall, 1303 Lynn Avenue, Altoona, WI 54720. If you have any questions, please call Altoona City Hall at 715-839-6092.

  
Cindy Bauer  
City Clerk

Dated this 8th day of September, 2020

Published Friday, September 11, 2020 and Wednesday, September 16, 2020.

To Agenda>>

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 4 - Discuss/consider adopting Ordinance 9C-20, an Ordinance amending the City's Official Map**

See ITEM 3 for Materials and Summary

**Suggested Motion:** I move to approve / not approve Ordinance 9C-20 amending the City's Official Map.

**ORDINANCE 9C-20**

**An ordinance of the Altoona Common Council amending Chapter 12.02 of the Altoona Municipal Code, amending the Official City Map to define future public road right-of-way between Twin Oak Drive and North 10<sup>th</sup> Street.**

THE COMMON COUNCIL OF THE CITY OF ALTOONA DOES HEREBY ORDAIN AS FOLLOWS:

**Section One:** That Section 12.02 of the Altoona Municipal Code is hereby amended to include all features illustrated in the attached map for the geography indicated. These features are summarized as a 66-foot-wide public right-of-way “Evening Trail” connecting Twin Oak Drive and North 10<sup>th</sup> Street, connecting existing physical intersection features on each end. The Official Map is hereby amended to conserve and promote the public health, safety, convenience and general welfare, established pursuant to Wisconsin Stats. 62.23(6).

**Section Two:** That the Altoona Common Council considered this Ordinance following a public hearing at a regular meeting on the date indicated herein upon proper notice consistent with Wis. Stats., and that the Plan Commission of the City furnished an affirmative recommendation for adoption.

**Section Three:** That this ordinance shall be effective upon its adoption and publication as required by law. That this section need not be codified.

Dated this 24<sup>th</sup> day of September, 2020

**CITY OF ALTOONA**

By: \_\_\_\_\_  
Brendan Pratt, Mayor

By: \_\_\_\_\_  
Cindy Bauer, City Clerk

Approved: 9/24/2020

Published: \_\_\_\_\_

Adopted: 9/24/2020

This document was drafted by City Planner Joshua Clements.

To Agenda>>

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 5 - Public Hearing at 6:05 p.m. or as soon thereafter as possible regarding a CSM subdivide parcel 024109905000 into two parcels located at 7739 US HW12 in the City's Extraterritorial Jurisdiction and accompanying ETJ Agreement (Discussed at the Sept 22, 2020 Plan Commission Meeting).**

See Enclosed:

- Proposed CSM
- Proposed ETJ Agreement

The proposed CSM subdivides a 8.55-acre parcel located at 7739 U.S. Highway 12 in the Town of Washington, within the City's 1.5-mile extraterritorial jurisdiction. The property features an existing house. The proposed CSM creates a 1.68-acre parcel including the existing home and a 6.87-acre parcel. The owner of the property, Mr. John Kelly, also owns the adjoining 10.145-acre parcel at 7825 Prill Road, Chippewa Valley Growers, from which an access easement to the subject property is shown on the CSM.

As you know, the City's ETJ provisions prohibit land divisions that create parcels smaller than ten acres unless the owners agree to enter into an agreement such that the property be incorporated into the City and connect to municipal utilities at such time that the property becomes adjacent to the City or utilities become available.

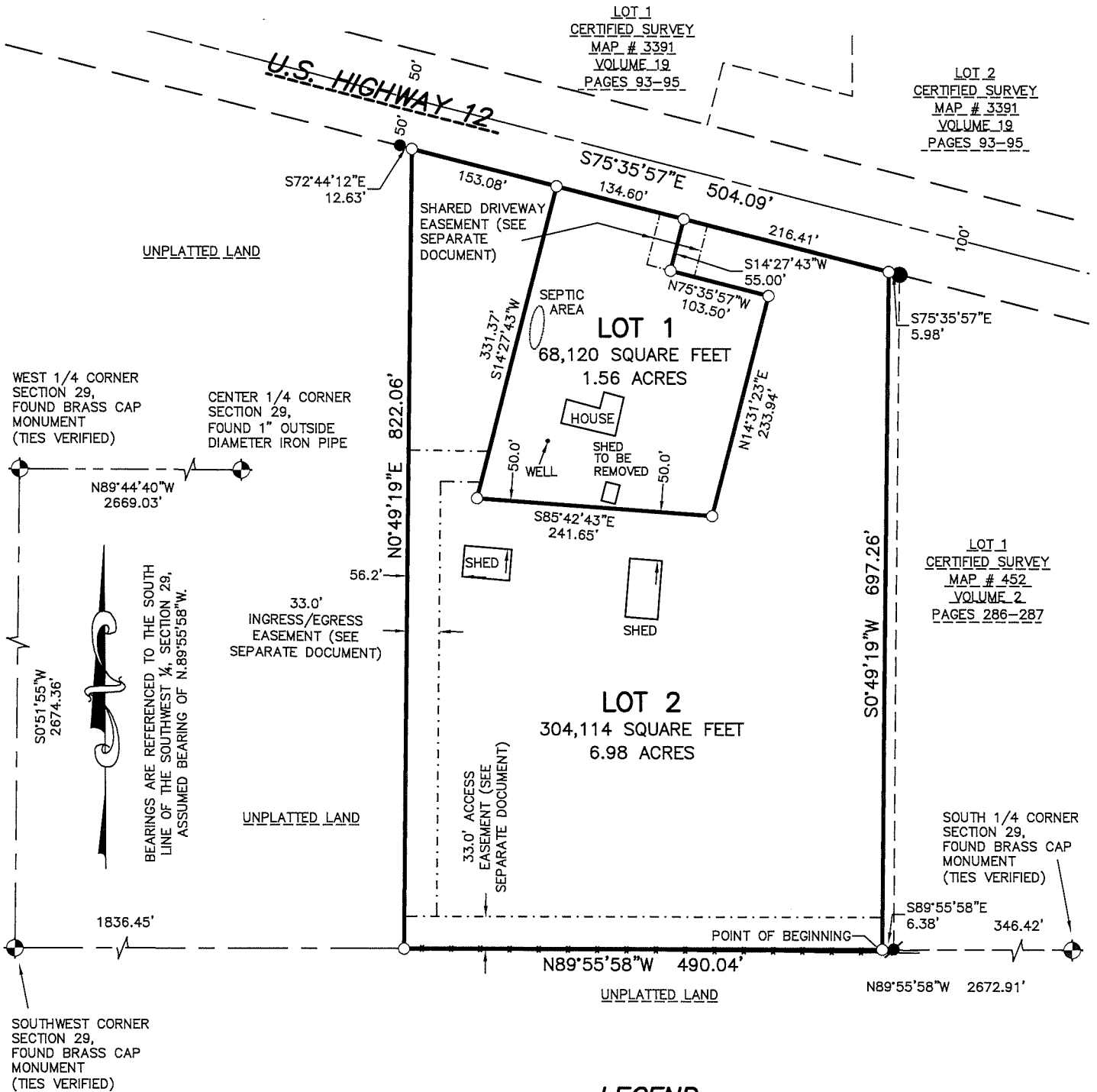
**Suggested Motion:** I move to close the public hearing.



VOLUME \_\_\_\_\_ OF CERTIFIED SURVEY MAPS, PAGE \_\_\_\_\_

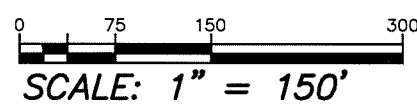
CERTIFIED SURVEY MAP, NUMBER \_\_\_\_\_

LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4,  
 SECTION 29, TOWNSHIP 27 NORTH, RANGE 8 WEST,  
 TOWN OF WASHINGTON, EAU CLAIRE COUNTY, WISCONSIN



**LEGEND**

- ----- FOUND 1-1/4" OUTSIDE DIAMETER IRON PIPE
- ----- FOUND 1/2" OUTSIDE DIAMETER IRON PIPE
- ----- FOUND 1" OUTSIDE DIAMETER IRON PIPE
- ----- SET 1" OUTSIDE DIAMETER x 18" IRON PIPE WEIGHING 1.13 POUNDS PER LINEAR FOOT
- --- EXISTING FENCE



VOLUME \_\_\_\_ OF CERTIFIED SURVEY MAPS, PAGE \_\_\_\_\_

**CERTIFIED SURVEY MAP, NUMBER \_\_\_\_\_**

LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHWEST ¼,  
SECTION 29, TOWNSHIP 27 NORTH, RANGE 8 WEST,  
TOWN OF WASHINGTON, EAU CLAIRE COUNTY, WISCONSIN

**SURVEYOR'S CERTIFICATE:**

I, PETER J. GARTMANN, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:  
THAT BY THE DIRECTION OF JOHN KELLY, I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND PARCEL WHICH IS REPRESENTED BY THIS CERTIFIED SURVEY MAP.  
THAT THE EXTERIOR BOUNDARY OF THE LAND PARCEL SURVEYED AND MAPPED IS AS FOLLOWS: A PARCEL OF LAND LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHWEST ¼, SECTION 29, TOWNSHIP 27 NORTH, RANGE 8 WEST, TOWN OF WASHINGTON, EAU CLAIRE COUNTY, WISCONSIN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

- COMMENCING AT THE SOUTH ¼ CORNER OF SECTION 29;
- THENCE N.89°55'58"W., ALONG THE SOUTH LINE OF THE SOUTHWEST ¼ OF SECTION 29, A DISTANCE OF 346.42 FEET TO THE POINT OF BEGINNING;
- THENCE CONTINUING N.89°55'58"W., ALONG SAID SOUTH LINE, A DISTANCE OF 490.04 FEET;
- THENCE N.00°49'19"E., A DISTANCE OF 822.06 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 12;
- THENCE S.75°35'57"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 504.09 FEET;
- THENCE S.00°49'19"W., A DISTANCE OF 697.26 FEET TO THE POINT OF BEGINNING.

AND BEING SUBJECT TO EXISTING EASEMENTS.

THAT THIS CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY SURVEYED AND DESCRIBED, AND THE DIVISION OF IT. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AE-7 OF THE WISCONSIN ADMINISTRATIVE CODE, AND THE SUBDIVISION REGULATIONS OF THE TOWN OF WASHINGTON, EAU CLAIRE COUNTY, WISCONSIN IN SURVEYING AND MAPPING THE SAME.

\_\_\_\_\_ DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020  
PETER J. GARTMANN, P.L.S. NO. 2279

**CERTIFICATE OF COUNTY PLANNING AND DEVELOPMENT:**

I, RODNEY J. ESLINGER, DIRECTOR OF THE EAU CLAIRE COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT, HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP IS APPROVED OF AS COMPLYING WITH SUBTITLE III, SUBDIVISION CONTROL, OF TITLE 18 OF THE COUNTY CODE OF GENERAL ORDINANCES.

\_\_\_\_\_ DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020  
RODNEY J. ESLINGER

**CERTIFICATE OF THE ALTOONA CITY COUNCIL:**

THE CITY OF ALTOONA HEREBY CERTIFIES THIS CERTIFIED SURVEY MAP COMPLIES WITH THE CITY OF ALTOONA'S MUNICIPAL CODE SUBDIVISION ORDINANCE AND IS APPROVED BY THE ALTOONA CITY COUNCIL PURSUANT TO THE SUBDIVISION ORDINANCE.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020 BY THE ALTOONA COMMON COUNCIL

\_\_\_\_\_  
BRENDAN PRATT, CITY OF ALTOONA MAYOR

Owner:  
7825 Prill Road LLC  
John Kelly  
S2980 S. 140<sup>th</sup> Ave  
Fall Creek, WI 54742

THIS SPACE RESERVED FOR RECORDING DATA

RETURN TO:

*City of Altoona  
1303 Lynn Avenue  
Altoona, WI 54720*

## **EXTRATERRITORIAL AGREEMENT**

**Document Number**

---

This Extraterritorial Agreement dated as of \_\_\_\_\_, 2020 (“the Effective Date”) entered into by and between **JOHN KELLY**, an individual with ownership interest in real property (“Owner”) and the **CITY OF ALTOONA**, a Wisconsin municipal corporation (“City”), located in Eau Claire County, and the **TOWN OF WASHINGTON**, a Wisconsin municipal corporation (“Town”), also located in Eau Claire County, hereby collectively agree to the following:

## **RECITALS**

WHEREAS, Owner owns property within the jurisdictional boundaries of the Town and is seeking to divide and reconfigure a single parcel totaling approximately 8.55 acres into two parcels, via Certified Survey Map; the parcels are more fully described in Exhibit A (Exhibit A is hereby incorporated into this Agreement by reference); and

WHEREAS, Town is the municipal body where Owner's property is located and Town understands and does not object to Owner's desire to create the new parcels; and

WHEREAS, City enforces extraterritorial subdivision jurisdiction pursuant to Wisconsin State Statute §§ 236.25 and 236.10(1)(b) and Altoona City Code Ch. 18.20, within a 1.5 mile radius from the jurisdictional boundaries of City; and

WHEREAS, Both lots of the Certified Survey Map are less than 10 acres (1.68 and 6.87 acres) permitted by Altoona City Code Ch. 18.20 without special agreement; and

WHEREAS, Town and Owner understand, comprehend and respect City's authority over land divisions within the 1.5 mile extraterritorial jurisdiction, and all the aforementioned parties are willing to enter into a written Extraterritorial Agreement which satisfies the rules, regulations, and policies of both City and Town, specifically consistent with Altoona Municipal Code Chapter 18.20.

WHEREAS, the parcels subject to this Agreement are not currently situated adjacent to the boundary between the City and Town.

NOW, THEREFORE, for and in consideration of the rights and obligations set forth in this Extraterritorial Agreement held between Owner, Town and City, all parties agree as follows:

## OWNER OBLIGATIONS

Owner has had an opportunity to review and consider the extraterritorial land division regulations laid out in City's code, specifically Ch. 18.20, and as part of acknowledging and accepting City's extraterritorial jurisdiction agrees to the execution of the following obligations:

A. That the Owner, his heirs, successors or assigns shall not further divide or reconfigure the subject parcels to create lots less than ten (10) acres, whether by an official certified survey map, subdivision or other action, until such time as the property is annexed to the City.

B. That at such time as when any part of the referenced parcels of real estate shown in Exhibit "A" becomes contiguous to the boundary of the City, whether by reason of the annexation of lands lying between it and the boundary of the City as of the date of this Agreement, or pursuant to the terms of a Boundary Agreement between the City and the Town, the Owner, his heirs, successors or assigns shall, within thirty (30) days of the date upon which the parcel becomes contiguous to the City, submit a petition for direct annexation of the same to City in accord with § 66.0217 (2), Wis. Stats. If annexation is not initiated by Owner, his heirs, successors or assigns within thirty (30) days, City may initiate annexation proceedings, any cost of subject proceedings to be paid by the Owner, and, by entering into this Agreement, Owner hereby waives all and any rights afforded by State law or local ordinances to protest such annexation.

C. That Owner, his heirs, successors or assigns agree to pay their proportionate share of any future extension of public infrastructure or upgrades to serve the parcels of real estate shown in Exhibit "A", such costs to be determined in the sole discretion of the City consistent with its assessment policies and any other applicable City policies.

D. That, at such time as the parcels are annexed and further subdivided in the future, the Owner, his heirs, successors or assigns shall pay a professional engineer to complete a traffic impact analysis, if determined necessary by the City in its sole discretion, to evaluate traffic impacts to the local and regional roadway system and shall be responsible for mitigating any impacts identified.

E. That Owner, his heirs, successors or assigns agree that the subject parcels will be connected with City sanitary sewer services and that Owner will take all proper steps to abandon any existing private sewage disposal system within sixty (60) days of access to a sanitary sewer main being made available to the parcel described in Exhibit A or upon annexation of the parcel to the City, all in accord with § 13.36.090 of the City

Code. In addition, Owner shall connect the parcel to City municipal water services within sixty (60) days of annexation or when access to a water main is made available to the parcel described in Exhibit A, and that Owner shall take all steps to comply with Ch. 13.38 of the City Code pertaining to the abandonment of any existing wells once such connection has been made.

F. That Owner understands that City's land division control requirements in relationship to the provision of public space, road right-of-ways, and easements must be satisfied at the time of annexation and further subdivision of the property.

G. That Owner further agrees that any development which Owner may propose for the subject parcels, shall be consistent with City's peripheral area land use plan at the time of such development and will be subject to City review and approval.

H. That Owner recognizes this Agreement shall be recorded and any obligations of the Owner shall transfer to the Owner's heirs, successors and/or assigns.

### **TOWN OBLIGATIONS**

Town has an opportunity to review, consider and agrees to binding itself through this agreement to the following obligations:

A. Town fully understands and comprehends that at some point in the future Owner or Owner's heirs, successors or assigns will file with City a petition for annexation for the parcels described in Exhibit A. Town agrees that providing City complies with the appropriate annexation process and procedures, Town will not contest the annexation.

### **CITY OBLIGATIONS**

City has had an opportunity to review, consider and contemplate the obligations proposed by both Owner and Town. As part of this agreement, City agrees to the following obligations:

A. That City will work with Owner, heirs, successors and assigns in answering any questions related to the extraterritorial land divisions and provisions of the Altoona City Code applicable to land use and land division.

B. That upon annexation into the jurisdictional boundaries of City, City will comply with any and all statutory requirements regarding required payments from City to Town as part of an accepted annexation into City's jurisdictional boundaries.

### **GENERAL PROVISIONS**

1. Notices. All notices given under any of the provisions of this Agreement shall be in writing and deemed to have been duly given if mailed by certified or registered mail to:

To City: Mike Golat, City Administrator

City of Altoona

PO Box 8

Altoona WI 54720-0008

To Town: Janelle Henning, Town Administrator

Town of Washington

5750 Old Town Hall Road

Eau Claire, WI 54701

To Owner: John Kelly

7825 Prill Road LLC

S2980 S 140<sup>th</sup> Avenue

Fall Creek, WI 54742

or to such other address(es) as may be given to the other party from time to time in writing.

2. Amendments. Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated orally, or in any manner other than by instrument in writing signed by the party against which the enforcement of the change, waiver, discharge or termination is sought.
3. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto and there are no agreements, covenants, representations or warranties between the parties other than those set forth as provided for herein.
4. Benefit. This Agreement shall be binding upon and inure to the benefit of City, Town and Owner and their respective successors, assigns, heirs and personal representatives.
5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Wisconsin.
6. Counterparts. This Agreement may be executed in any number counterparts, each of which shall be deemed to be an original.



**CITY OF ALTOONA**

STATE OF WISCONSIN )

) ss.

EAU CLAIRE COUNTY )

By: \_\_\_\_\_

Brendan Pratt, Mayor

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above-named, Brendan Pratt, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
\_\_\_\_\_

Notary Public, State of Wisconsin

My commission is permanent/expires\_\_\_\_\_.

**RESIDENT**

**TOWN OF WASHINGTON**

**OWNER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Janelle Henning, Town Administrator

John Kelly

STATE OF WISCONSIN )

STATE OF WISCONSIN )

) ss.

) ss.

EAU CLAIRE COUNTY )

EAU CLAIRE COUNTY )

Personally came before me this \_\_\_\_\_ day of

Personally came before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2020, the above-named, Janelle Henning, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_, 2020, the above-named, John Kelly, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Wisconsin

My commission is permanent/expires \_\_\_\_\_.

Notary Public, State of Wisconsin

My commission is permanent/expires\_\_\_\_\_.

**EXHIBIT A**

LOCATED IN THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHWEST  $\frac{1}{4}$ , SECTION 29,  
TOWNSHIP 27 NORTH, RANGE 8 WEST, TOWN OF WASHINGTON, EAU CLAIRE  
COUNTY, WISCONSIN, COMMENCING AT THE SOUTH  $\frac{1}{4}$  CORNER OF  
SECTION 29 AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THENCE N.89°55'58"W., ALONG THE SOUTH LINE OF THE SOUTHWEST  $\frac{1}{4}$  OF SECTION 29, A  
DISTANCE OF 346.42 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N.89°55'58"W.,  
ALONG SAID SOUTH LINE, A DISTANCE OF 490.04 FEET; THENCE N.00°49'19"E., A DISTANCE OF  
822.06 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 12; THENCE S.75°35'57"E.,  
ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 504.09 FEET; THENCE  
S.00°49'19"W., A DISTANCE OF 697.26 FEET TO THE POINT OF BEGINNING.



**NOTICE OF HEARING**

**City of Altoona  
Certified Survey Map  
Extraterritorial Jurisdiction**

NOTICE IS HEREBY GIVEN that on **Thursday, September 24, 2020 at 6:05 p.m.** (or as soon thereafter as is possible) there will be a public hearing before the Common Council via Zoom Teleconference/Video Conference regarding a Certified Survey Map (CSM) within the City of Altoona's Extraterritorial Jurisdiction to subdivide parcel #024109905000 into two lots located at 7739 US Hwy 12.

Due to Coronavirus COVID-19 Residents are encouraged to attend the Council Meeting via the application Zoom until further notice. Visit the City's website at [www.ci.altoona.wi.us](http://www.ci.altoona.wi.us) for more information.

A copy of the proposed CSM is available upon request from the City Clerk's Office. All interested parties are invited to attend or submit your comment in writing prior to the public hearing to [cityhall@ci.altoona.wi.us](mailto:cityhall@ci.altoona.wi.us) or mail to Altoona City Hall, 1303 Lynn Avenue, Altoona, WI 54720. If you have any questions, please call 715-839-6092.

The Plan Commission will be making a recommendation at its Tuesday, September 22, 2020 meeting starting at 5:30 p.m. (Agendas for all meetings are available on the city's website)

Dated this 8th day of September, 2020.

A handwritten signature in black ink that reads "Cindy Bauer".

Cindy Bauer  
City Clerk

Published: Friday, September 11 and Wednesday, September 16, 2020

To Agenda>>

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 6 - Discuss/consider ETJ CSM for property located at 7739 US HW12 and an ETJ Agreement between the City of Altoona, Town of Washington, and John Kelly.**

See ITEM 5 for materials and summary.

**Suggested Motion:** I move to approve/not approve the ETJ CSM at 7739 US HW12 and corresponding ETJ Agreement.

[To Agenda>>](#)

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 7 - Discuss/consider awarding a contract for consulting services for the Space Needs Analysis Project to FGM Architects.**

As you may recall, a budget item for conducting a Space Needs Analysis was included and approved in the 2020 City Budget in order to determine short and long-term needs. Expected deliverables are a space needs analysis report, listed by building or department as specified by the City. This report will provide a list of capital projects required to meet the city's space needs immediately, in 5-year, 10-year, and 20-year increments.

The City prepared and released an RFP for the Space Needs Analysis project for responses due on September 2, 2020 and received six total proposals from the following consultants:

Consultant Name	Proposed Fee
River Valley Architects	\$24,750
Lien and Peterson	\$37,000
FGM Architects	\$38,810 and plan reprographics are not included in the fee
Wendel	\$39,640 and \$500 for reimbursable expenses
Cedar Corp	\$43,250
Samuels Group	\$45,400 and a recommendation of \$4,500 for contingency by the city

Based on our selection committee's review, one selected consultant (FGM Architects) was interviewed on Tuesday, September 8th and the committee recommends entering into a contract with FGM Architects. The

selection committee noted the FGM Architects scope of services as a well-constructed staff as determining factors in their selection.

**Suggested Motion:** I move to approve/not approve awarding contract for consulting services for the Space Needs Analysis Project to FGM Architects.



# FGM ARCHITECTS

**AYRES**

Ingenuity, Integrity,  
and Intelligence.



## CITY OF ALTOONA

City of Altoona Space Needs Analysis Proposal  
September 2, 2020

TABLE OF CONTENTS

**Section 1** Qualifications ..... 01

**Section 2** Project Approach ..... 33

**Section 3** Proposed Fee ..... 37

**Section 4** Additional Information..... 38



September 2, 2020

Mr. Roy Atkinson, Management Analyst  
City of Altoona  
1303 Lynn Avenue  
Altoona, Wisconsin 54720  
RE: City of Altoona Space Needs Analysis

Dear Roy:

In submitting this proposal, we have assembled a team who is both familiar to you and brings an expertise in municipal buildings. As you will read in the subsequent pages of this proposal, FGM Architects has a long portfolio of well-designed municipal facilities – from Public Safety and City Halls, to Public Works and Parks & Recreation, and everything in between. Many of our most successful projects began as studies. In addition to the municipal facility planning expertise of FGM Architects, we have two engineering firms with strong municipal portfolios as well. Fresh off the success of the River Prairie project, Ayres Associates brings their local knowledge of Altoona and the region, along with their site planning expertise, to our team. Another consultant responsible for the success at River Prairie, MEP Associates, brings their knowledge of municipal building systems and an on-going professional relationship with FGM Architects and Ayres Associates.

As a team, we are excited to provide the City of Altoona our services throughout the course of the Citywide Space Needs Analysis and Facilities Assessment. This proposal will outline our collaborative approach to studies. We believe in listening to our clients, understanding their needs and giving them options to solve those needs. We understand the need for pre-design planning studies, and how important they are in shaping your future vision, goals and budgetary needs for your City.

We pride ourselves on assembling comprehensive project budgets. Not only do we assure our clients that all project costs are accounted for in our budgets; we also stand by our numbers. We do our homework. We keep up with current pricing trends and potential bidding or supply-chain issues – COVID-19 has us working overtime on this topic. We rely on our research, as well as our relationships with a list of contractors we trust. We also handle municipal projects in all phases of design and construction daily. This collective knowledge allows us to provide a complete budget for you. We understand the need to be upfront with your taxpaying citizens and to be prudent in spending that money.

Our team is eager to work with the City of Altoona's staff on this project. As part of the project, we anticipate involvement from our architects, planners, designers; mechanical, electrical, and plumbing engineers; civil engineers and cost estimators. This collection of professionals is ready to provide you with a complete document you can use in shaping the future of your community.

This project is as important to our team as it is to the City of Altoona, City Staff and Citizens. We take pride in the relationships we build with our clients. The reason our client relationships last is our commitment to service. We are a community focused team that thrives on being our clients' trusted partner. We look forward to getting to know your facilities and the needs of your staff. It is our job to guide you through the analysis, planning and design processes to establish that your staff have adequate facilities for their needs in serving your citizens. Through the analysis and planning, we want to ensure Altoona continues to be one of the fastest growing communities in Wisconsin.

Sincerely,

Brian Meade, AIA LEED AP  
FGM Architects  
Principal-in-Charge / Design Principal  
630.574.7078  
brianm@fgmarchitects.com

Andrew Mayo, AIA  
FGM Architects  
Project Manager / Contact Person  
414.346.7284  
andrewm@fgmarchitects.com

Lisa Fleming, PE  
Ayres Associates Inc.  
Project Manager / Contact Person  
715.834.3161  
flemingl@ayresassociates.com

**SECTION**

**1**

Qualifications



**FIRM HISTORY**

Founded in 1945 by Mount Vernon, Illinois architect Jake Gatewood, FGM Architects took root in the boom period of growth and optimism which swept the nation in the years following World War II.

From its small-town beginnings, today FGM Architects is a robust, full-service architectural firm with a workforce of 130+ professionals.

We practice architecture, interior design and landscape architecture. Our projects touch all aspects of community life: learning, working, protecting and playing.

FGM Architects was selected as the Distinguished Firm of the Year in 2019 by our local AIA Chapter and projects have been recognized with over 100 design awards since 2000.





# FGM Architects' Municipal practice is a dedicated group of individuals who focus exclusively on your type of project.

We understand that working with local government involves balancing the interests of elected officials with the needs of municipal staff and the demands of a community that may question the need to spend tax dollars on a capital project.

We begin with the end in mind starting with a carefully crafted project goal statement that captures your goals and defines how the project's success will be measured upon completion. This critical first step unifies everyone involved and facilitates important design decisions along the way.

From there, we bring innovative practice solutions to the table as we help our clients select the right choices for both the project and their community.

**FGM Architects' qualifications are informed by our core purpose, mission and values. These are the cornerstones of our practice and the source from which we meet our clients' goals and objectives, manage our firm and support the professional development of our staff.**

## CORE PURPOSE

FGM Architects exists to enhance communities by creating quality environments.

## MISSION

We provide architecture, planning and interiors services to a diverse clientele by assembling an integrated professional team who develops strong relationships and works collaboratively with the client to meet the client's present and future needs.

## VALUES

### **Commitment to our Clients:**

We build long-term relationships by providing quality design and services that meet our clients' needs, values and interests.

### **Commitment to the People of FGM Architects:**

We offer opportunity for quality professional life and support for quality personal life to all.

### **Commitment to Ethical Conduct:**

We bring integrity, respect, fairness and honesty to all our relationships.

### **Commitment to FGM Architects:**

We apply sustainable business practices. These include responsible fiscal management, market diversity and development of future leaders.



**FIRM NAME**

FGM Architects Inc.

**PROJECT OFFICE LOCATION  
MILWAUKEE**

219 North Milwaukee Street  
Suite 325  
Milwaukee, Wisconsin 53202  
414.346.7282

**CONTACT PERSON**

**Andrew Mayo, AIA**  
*Project Manager*  
414.346.7284  
andrewm@fgmarchitects.com

**KEY STAFF**

**Brian Meade, AIA LEED AP**  
*Principal-in-Charge/  
Design Principal*

**Jason Estes, AIA**  
*Fire Station Subject Matter Expert*

**YEAR ESTABLISHED**

1945

**OTHER OFFICE LOCATIONS**

**OAK BROOK**

1211 West 22<sup>nd</sup> Street  
Suite 700  
Oak Brook, Illinois 60523  
630.574.8300

**CHICAGO**

300 South Wacker Drive  
Suite 1100  
Chicago, Illinois 60606  
312.948.8461

**O'FALLON**

475 Regency Park  
Suite 325  
O'Fallon, Illinois 62269  
618.624.3364

**ST. LOUIS**

One Metropolitan Square  
Suite 1945  
St. Louis, Missouri 63102  
314.439.1601

**AUSTIN**

3520 Bee Caves Road  
Suite 150  
Austin, Texas 78746  
512.474.8085

**PRACTICE AREAS**

FGM Architects serves four practice areas: municipal, PK-12 education, higher education and federal, with locations in Wisconsin, Illinois, Missouri and Texas.

**AVAILABILITY**

We are confident that the level of service and response we provide is valued by our clients.

We are fortunate to have remained busy through the pandemic due to the diversity of experience we offer to our clients and locations where we practice. If we are fortunate enough to work with the City of Altoona on this project, our team will be fully committed to providing you with a high level of service. Your project is important to us. In addition to the team specifically assigned to your project, FGM Architects has a depth of 130+ professionals able to assist on an as needed basis.



Ingenuity, Integrity,  
and Intelligence.

**CONTACT**

3433 Oakwood Hills Parkway  
Eau Claire, Wisconsin 54701  
715.834.3161  
ayresassociates.com

**EXPERTISE**

Aquatic facilities  
Campuses: education & health care  
Complete streets  
Construction staking  
Environmental permitting  
Grant & loan assistance  
Land & site development  
Materials testing  
Mining sites, wind farms, & energy corridors  
Municipal construction observation  
Municipal engineering  
Park planning & design  
Stormwater management  
Streets, utilities, & lighting  
Urban flooding  
Wastewater collection & treatment systems  
Water supply, treatment, & distribution

**AYRES ASSOCIATES INC.**

**CIVIL & MUNICIPAL ENGINEERING**

Much of the work we complete in this industry is all but invisible to the public – and we consider that a sign we’ve done it well.

Problems with pipes, pavement, and property can negatively impact people in a community, on a campus, or in a private business. Our commitment to project success begins well before construction does.

For projects above and below ground, from pre-planning onward, you can count on us to help you realize quality design while we also help you find funding, mitigate potential regulatory issues, and develop an intelligent plan to keep your project on time and on budget.





City Council | September 24, 2020  
New Business Item 7 | Page 11 of 55



## MEP ASSOCIATES, LLC

MEP/FP Engineering

### CONTACT

2720 Arbor Court  
Eau Claire, Wisconsin 54701  
715.832.5680  
mepassociates.com

### EXPERTISE

Mechanical & Electrical  
Plumbing & Fire Protection  
Master Planning  
Energy Modeling  
Geothermal Design  
Commissioning & Retro-Cx  
3D Laser Scanning & Modeling

MEP is a multi-disciplinary engineering consulting firm specializing in a broad range of technical services and innovative solutions for sustainable, energy efficient systems, and complex projects nationwide. MEP believes that having a passion for the things and people you create for, is paramount. MEP believes in making compelling, innovative solutions based on strategy that has a point.

MEP has a history of delivering projects in an efficient, comprehensive, and economical manner. From large campus geothermal conversions to energy efficiency upgrades, you will find MEP has experience in a wide range of industries and unique qualifications that make them a great choice for your next project.

KEY PERSONNEL

# **FGM Architects, Ayers, and MEP Associates will provide the City of Altoona with a qualified team of experts who will strive to deliver your project on time and on budget.**

We offer you individuals with a proven record of experience who are committed to ensuring that your building will be of a highly distinctive quality.

FGM Architects together with Ayers and MEP Associates have developed a Principal-led team dedicated to the City of Altoona. We anticipate that this team will work together for all phases of the project.

The following pages include resumes of the FGM Architects, Ayers and MEP Associates team. Our municipal experts work with communities across the country. Our team brings value to our clients' projects, as well as experience, talent and a superior level of communication. With a wide range of previous project involvement, these individuals offer expertise in areas varying in detail with regard to municipal facilities.

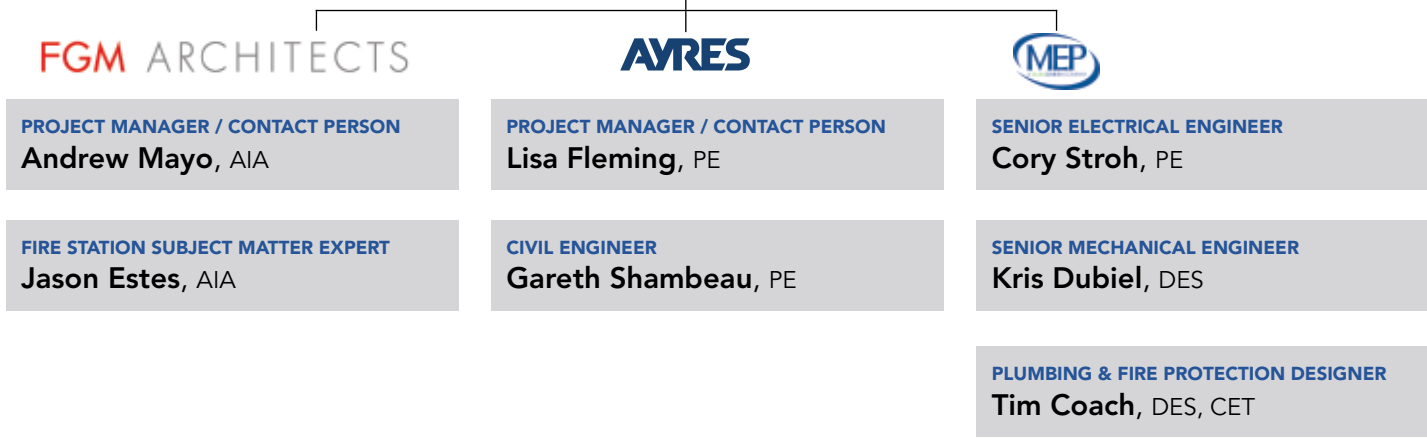




THE CITY of  
*Altoona*

**FGM** ARCHITECTS

PRINCIPAL-IN-CHARGE / DESIGN PRINCIPAL  
**Brian Meade, AIA LEED AP**





## BRIAN T. MEADE, AIA LEED AP

Principal

**“I help to strengthen communities through thoughtful design.”**

Brian has spent most of his career planning and designing civic and public safety architecture, including many combined facilities. His thought leadership has led to many national presentations, articles, and awards for this building type. In 2019, Brian was also a contributing author to the updated IACP Police Facility Planning Guidelines.

### EDUCATION

M in Architecture | University of Illinois at Urbana-Champaign | 1995

BS in Architectural Studies | University of Illinois at Urbana-Champaign 1993

### LICENSES & CERTIFICATIONS

Architect | Illinois | 2005

### MEMBERSHIPS

American Institute of Architects  
Academy of Architecture for Justice  
International Association of Chiefs of Police  
Green Building Certification

*\*Project completed while Brian was affiliated with another firm.*

### Project Role

Principal-in-Charge / Design Principal

### Experience

#### CITY OF OSHKOSH, WI

Police, Range, Training *STUDY*

#### CITY OF YUKON, OK\*

City Hall & Municipal Courts *STUDY*

#### CITY OF SCHAUMBURG, IL\*

Police Station *SPACE NEEDS STUDY*

#### VALENCIA COLLEGE, FL\*

Public Safety *STUDY*

#### VILLAGE OF LAKE IN THE HILLS, IL

Police, Village Hall, Training *STUDY*

#### CITY OF FAYETTEVILLE, AR\*

Police, Dispatch, Range  
*SPACE NEEDS ASSESSMENT STUDY*

#### CITY OF VAN ALSTYNE, TX\*

Police, Dispatch, Courts, Fire, Library  
*SPACE NEEDS STUDY*

#### NORTHBROOK LIBRARY, IL\*

Library *CONCEPT DESIGN STUDY*  
Library *RENOVATION*

#### CITY OF WEATHERFORD, TX\*

Police, Fire, Courts, Dispatch  
*SPACE NEEDS STUDY*

#### DEERFIELD PUBLIC LIBRARY, IL\*

Library *RENOVATION & ADDITION*

#### CITY OF TEMPLE, TX\*

Police Training Facility  
*SPACE NEEDS STUDY*

#### OREGON PUBLIC LIBRARY, IL\*

Library *CONCEPT DESIGN STUDY*

#### CITY OF VICTORIA, TX\*

Police, Range *SPACE NEEDS STUDY*

#### ALPHA PARK LIBRARY, IL\*

Library *STUDY CONCEPT DESIGN*

#### BEXAR COUNTY, TX\*

Sheriff Substation  
*SPACE NEEDS STUDY & CONCEPTUAL DESIGN*

#### GLENVIEW PARK DISTRICT, IL\*

Park and Facility Services East Building

#### CITY OF BAY CITY, TX\*

Police, Dispatch, Courts, Fire  
*SPACE NEEDS STUDY*

#### CITY OF JOLIET, IL\*

Nowell Park Recreation Center

#### CITY OF MCHENRY, IL\*

McHenry Aquatics & Recreation Center *FEASIBILITY STUDY*

### **SPEAKING ENGAGEMENTS**

"Envisioning A Spatial Framework for the Six Pillars" Session Speaker | AIA AAJ Annual Conference. San Diego, CA November 2019

"Planning, Design & Construction of Police Facilities" Session Speaker | International Association of Chiefs of Police Seminar. Falls Church, VA March 20-22, 2019

"Thin Blue Line: Mental Health & Mental Illness" Session Speaker | AIA AAJ Annual Conference. Jersey City, NJ November 2018

"Planning and Design Guidelines for Your Next Law Enforcement Facility Project" Panel Speaker | International Association of Chiefs of Police National Convention. Orlando, FL October 2018

Masonry Meets Modern Design: The Glen Ellyn, IL Police Station" Webinar Speaker | Architectural Record Masonry Academy Webinar August 14, 2018

"Glen Ellyn, IL Police: New Presence in the Park" Session Speaker | AIA Academy of Architecture Annual Conference. Cincinnati, OH October 31, 2017

"From Dream to Reality: Building Community Political Support for Your Next Public Safety Project" | International Association of Chiefs of Police National Convention. San Diego, CA October 2016

"Future Ready Design for Law Enforcement: The City of DeKalb Police Headquarters" Speaker | AIA Academy of Architecture for Justice Annual Conference. Miami, FL November 2015

### **DESIGN AWARDS & HONORS**

AIA Academy of Architecture for Justice - Justice Facilities Review Award – "Publication" | Glen Ellyn, IL Police Station | 2019

Masonry Advisory Council Excellence in Masonry Best of Governmental Architectural Award | Glen Ellyn, IL Police Station | 2018

AIA Northeast Illinois Chapter Merit in Architecture Award | Glen Ellyn, IL Police Station - Excellence Award | 2017

Association of Licensed Architects Design Awards | Dallas, TX Fire Station #37 – Don Erickson Presidential Award + Silver Award | 2015

AIA Academy of Architecture for Justice - Justice Facilities Review Award – "Publication" | Hanover Park, IL Police Headquarters Design | 2014

AIA Northeast Illinois Chapter Excellence in Architecture Award | Hanover Park, IL Police Headquarters | 2013

AIA Academy of Architecture for Justice - Justice Facilities Review Award – "Citation" | Tolleson, AZ Police and Court Center | 2012

ENR Midwest Best Project – Government / Public Building Category | Hanover Park, IL Police Headquarters | 2012

American Public Works Association – Fox Valley Branch Awards | Hanover Park, IL Police Headquarters – Public Works Project of the Year (Structures \$5-25M) | 2012

### **PUBLICATIONS: PRINT & ONLINE**

"Public Safety Facility Design Requires a Careful Balance of Security and Hospitality" - contributor | The Police Chief Magazine July pp48-50 | 2017

"What Industrial and Institutional Clients Want: Architects Discuss Trends" - contributor | Licensed Architects Magazine Fall pp22-24 | 2017

### **CITY OF LAWTON, OK\***

Police, Courts, Fire *NEW*

### **CITY OF SAND SPRINGS, OK\***

Police, Dispatch, Courts, Fire *NEW*

### **CITY OF BARTLESVILLE, OK\***

Police, Fire *NEW / RENOVATION*

### **CITY OF KILLEEN, TX\***

Police Headquarters *NEW*

### **CITY OF DALLAS, TX\***

Fire Station #37 *NEW*

### **CITY OF SPRINGDALE, AR\***

Police, Dispatch, City Hall & Courts *NEW*

### **CITY OF BELLA VISTA, AR**

Police, Dispatch & District Court *NEW*

### **CITY OF EAST DUNDEE, IL\***

Police Station *ADAPTIVE REUSE PROJECT*

### **VILLAGE OF ROMEOVILLE, IL\***

Police, Dispatch, Fire Station #1/#3, Village Hall *NEW*

### **CITY OF TOLLESON, AZ\***

Police, Dispatch, Courts *NEW*

### **CITY OF BRECKSVILLE, OH\***

Police, Dispatch, Courts *NEW*

### **VILLAGE OF GLEN ELLYN, IL\***

Police, Village Hall *NEW / RENOVATION*

### **CITY OF AURORA, IL\***

Fire Station #3 *NEW*

### **PINGREE GROVE FD, IL\***

Fire Station #3 *NEW*

### **CITY OF DEKALB, IL\***

Police Headquarters *NEW*

### **CITY OF HANOVER, IL\***

Police Headquarters *NEW*

### **CITY OF COUNTRYSIDE, IL\***

City Hall, Police Station *NEW*

### **VILLAGE OF CARY, IL**

Police, Village Hall, Training *NEW*

### **TOWN OF LEESBURG, VA**

Police, Dispatch, Training

*ADDITION / RENOVATION*



## ANDREW MAYO, AIA

Senior Associate

“Happy clients in new spaces—it’s why I love architecture.”

Andrew will be the primary day-to-day contact. He is responsible for overall coordination of the design team from the kick-off meeting to final completion. His primary responsibilities involve setting project goals, developing the design through the drawings and specifications and coordinating the work of FGM Architects, Ayers and MEP Associates.

### EDUCATION

B in Architecture Program  
Boston Architectural College | 2007

### LICENSES & CERTIFICATIONS

Architect | Wisconsin | 2017

### MEMBERSHIPS

American Institute of Architects

### Project Role

Project Manager / Contact Person

### Experience

**CITY OF OCONOMOWOC, WI**  
New Police Station *ADAPTIVE REUSE*

**CITY OF OSHKOSH, WI**  
City Hall *SPACE NEEDS ANALYSIS*  
Police Station  
*SPACE NEEDS ANALYSIS*  
FD Training Facility *STUDY*

**CITY OF BARABOO, WI\***  
Police Station & City Hall *NEW*

**KENOSHA COUNTY, WI**  
Kenosha Joint Services Public  
Safety Building *INTERIOR BUILDOUT*  
Kenosha Joint Services Fleet  
Maintenance Building  
*ADAPTIVE REUSE*  
Shooting Range

**CITY OF RACINE, WI**  
Community-Oriented  
Police Substation *NEW*  
Public Safety Building (PD/FD)  
*SPACE NEEDS STUDY*

**CITY OF NEENAH, WI**  
Training Facility & Garage  
*STUDY*

**DOOR COUNTY, WI\***  
ADRC Senior Center *ADAPTIVE REUSE*  
County EMS Garage *ADDITION*

**CITY OF MARSHFIELD, WI\***  
2<sup>nd</sup> Street Community Center  
*RENOVATION*

**CITY OF MUSKEGO, WI\***  
New City Hall *ADDITION*

**CITY OF APPLETON, WI\***  
Fox Cities Exhibition Center *NEW*  
Jones Park Amphitheater *NEW*

**LAKE VILLA FPD, IL**  
Station No. 2 *RENOVATION*

\*Project completed while Andrew was affiliated with another firm.



## JASON ESTES, AIA

Principal

**“I thoroughly enjoy solving problems using architecture as a tool.”**

Jason has a vast amount of experience working on municipal and public sector projects. He is skilled in the design of new facilities as well as the expansion and remodeling of existing facilities. Jason’s in-depth knowledge of municipal facilities, together with his leadership abilities, has resulted in successful projects, admiration from clients, and award recognition.

### EDUCATION

BS in Architecture  
Illinois Institute of Technology | 1997

### LICENSES & CERTIFICATIONS

Architect | Illinois | 2006

### MEMBERSHIPS

American Institute of Architects  
National Council of Architectural Registration  
Boards NCARB Certification

## Project Role

Fire Station Subject Matter Expert

## Experience

### CITY OF RACINE, WI

Public Safety Building (PD/FD)  
*SPACE NEEDS STUDY*

### EAST DUNDEE FPD, IL

HQ Station *SPACE NEEDS STUDY*  
HQ Station *NEW*

### DIXON RURAL FPD, IL

Station No. 1 *STUDY*

### ELBURN & COUNTRYSIDE FPD, IL

HQ Station *NEW*  
Station No. 1 *SPACE NEEDS STUDY*  
Station No. 2 *NEW*  
Station No. 3 *STUDY*

### ELGIN FD, IL

Department Wide  
*FACILITY SPACE NEEDS STUDY*  
Station No. 6 *NEW*  
Station No. 7 *NEW*  
Station No. 8 *FEASIBILITY STUDY*  
Station No. 8 *PLANNING & PROGRAMMING*

### ELMHURST FD, IL

Station No. 2 *SPACE NEEDS STUDY*  
Station No. 2 *NEW*

### GENOA-KINGSTON FPD, IL

HQ Station *FEASIBILITY STUDY*

### BARTLETT FPD, IL

District-wide  
*FACILITY SPACE NEEDS ANALYSIS*  
Station No. 2 *RENOVATION*  
Station No. 2 *STUDY*

### ILLINOIS FIRE SAFETY ALLIANCE (IFSA), IL

IFSA *FACILITY STUDY*

### VILLAGE OF MOUNT PROSPECT, IL

Police & Fire Department  
*SPACE NEEDS STUDY*

### FOREST VIEW FD, IL

HQ Station *SPACE NEEDS STUDY*  
HQ Station *NEW*

### WINFIELD FPD, IL

District-wide *FACILITY STUDY*  
Station No. 2 *STUDY*  
District-wide *SITE STUDY*

### KNOLLWOOD FPD, IL

HQ Station *SPACE NEEDS ANALYSIS*

### LA VISTA FD, NE

Department *SPACE NEEDS STUDY*  
Station No. 2 *NEW*

### ADDISON FPD, IL

HQ Station No. 1 *RENOVATION*  
Station No. 2 *ADDITION & RENOVATION*

**BRAIDWOOD FD, IL**

HQ Station *ADDITION & RENOVATION*

**ARLINGTON HEIGHTS FD, IL**

Station No. 4 *ADDITION & RENOVATION*

Station No. 3 *ADDITION & RENOVATION*

**BRISTOL KENDALL FPD, IL**

Station No. 2 *NEW*

Station No. 3 *NEW*

Station No. 1 Administrative

*SPACE NEEDS STUDY*

Station No. 1 Bunk Room *RENOVATION*

Station No. 1 Dayroom/Kitchen

*RENOVATION*

Station No. 1 Pavement

Replacement *RENOVATION*

Station No. 1 Flooring Replacement

*RENOVATION*

**CARBONDALE FD, IL**

Station No. 2 *NEW*

**ELK GROVE VILLAGE FD, IL**

Station No. 10 *NEW*

Station No. 8.5 *NEW*

**FRANKFORT FPD, IL**

Station No. 4 *NEW*

Station No. 5 *NEW*

Station No. 1 *ADMINISTRATION STUDY*

**GENESEO FPD, IL**

HQ Station *ADDITION & RENOVATION*

**GENEVA FD, IL**

HQ Station *SPACE NEEDS STUDY*

HQ Station *NEW*

Station No. 2 *NEW*

**GLENVIEW FD, IL**

Station No. 13 East Lake *NEW*

Station No. 14 The Glen *NEW*

**HARLEM-ROSCOE FPD, IL**

Station No. 1 *SPACE NEEDS ANALYSIS*

Station No. 1 *ADDITION & RENOVATION*

Station No. 2 *ADDITION & RENOVATION*

Station No. 3 *ADDITION & RENOVATION*

**LIMESTONE FPD, IL**

District Wide *SPACE NEEDS STUDY*

Central Station *NEW*

Station No. 2 *ADDITION & RENOVATION*

Station No. 4 *ADDITION & RENOVATION*

Station No. 5 *RENOVATION*

**LOCKPORT TOWNSHIP FPD, IL**

HQ Station No. 6 *NEW*

Station No. 4 *NEW*

**OSWEGO FPD, IL**

Central Station *NEW*

**VILLAGE OF WEST DUNDEE, IL**

Public Safety Building No. 2 *NEW*

**SYCAMORE FD, IL**

Station No. 2 *NEW*

**PLAINFIELD FPD, IL**

Administration Campus *MASTER PLAN*

HQ Campus *NEW*

Administration & Training Facility

*NEW*

Station No. 2 *NEW*

Maintenance Facility *NEW*

Station No. 3 *NEW*

Station No. 4 *NEW*

Station No. 1 *NEW*

**PLEASANTVIEW FPD, IL**

Station No. 2 *STUDY*

Station No. 2 *ADDITION & RENOVATION*

Station No. 3 *RENOVATION*

District-wide *SPACE NEEDS ANALYSIS*

**WEST CHICAGO FPD, IL**

Station No. 2 *NEW*

Station No. 3 *NEW*

Station No. 1 *RENOVATION*

**VILLAGE OF ADDISON, IL**

911 Communication Center *NEW*

**DUPAGE PUBLIC SAFETY**

**COMMUNICATIONS (DU-COMM), IL**

Back-Up Dispatch Facility

*SPACE NEEDS STUDY*

Renovation Work

*MISCELLANEOUS SMALL PROJECTS*

**CITY OF ELMHURST, IL**

Police Station *SPACE NEEDS STUDY*

**VILLAGE OF GLENDALE HEIGHTS, IL**

Police Station *NEW*

**KENCOM PUBLIC SAFETY DISPATCH, IL**

Kencom *RENOVATION*

**VILLAGE OF CLARENDON HILLS, IL**

Village Wide (VH/PW/FD/

Train Station) *FACILITIES STUDY*

**VILLAGE OF EAST DUNDEE, IL**

Police & Village Hall

*SPACE NEEDS ANALYSIS*

East Dundee Summit School

VH/Police

**VILLAGE OF GLENDALE HEIGHTS, IL**

Civic Center *RENOVATION*

**CITY OF PARK RIDGE, IL**

City Hall & Police *MASTER PLAN*

**STREAMWOOD PUBLIC WORKS, IL**

Roof *REPLACEMENT*



CONSULTANTS

# Together, our team will demonstrate the expertise required to provide options that will guide the City and address your unprecedented economic and population growth demands.

Our team has integrated their discipline strengths to provide analysis for your short and long-term goals. This team has been selected specifically because of their understanding and experience of the City's needs. Our strategic partnership will assist the City of Altoona in making educated and efficient decisions and develop a list of capital projects that will create an improved environment for all.

The experts we have selected complete our municipal facilities according to a high standard and client expectation.

**SITE, CIVIL & LOCAL COST ESTIMATING**  
**Ayres Associates Inc.**  
3433 Oakwood Hills Parkway  
Eau Claire, Wisconsin 54701  
715.834.3161  
ayresassociates.com

The list to the right includes consultants with whom we have worked and/or are currently working with on a variety of projects.

**MEP/FP**  
**MEP Associates, LLC**  
2720 Arbor Court  
Eau Claire, Wisconsin 54701  
715.832.5680  
mepassociates.com

Each team has a variety of expertise in varying project types and we propose to work with you to discuss the best team to deliver engineering services to meet the needs of your project.





# LISA FLEMING, PE

Ayres | Manager - Municipal Services

Lisa oversees the municipal services group as it serves municipal, county, state and private clients. She joined Ayres in 2003, bringing 22 years of experience in transportation engineering and construction supervision. As a civil engineer, she brings a straightforward approach to a range of planning and design engineering services. She has assisted many communities with planning for the most efficient and safe use of their utilities and other capital improvements and she maintains long-term relationships with many municipalities.

**EDUCATION**

BS in Civil Engineering  
University of Wisconsin-Madison

**LICENSES & CERTIFICATIONS**

Registered Professional Engineer |  
Wisconsin, Minnesota

**MEMBERSHIPS**

- American Society of Civil Engineers
- Wisconsin Wastewater Operators' Association
- Wisconsin Health Care Association

## Project Role

Project Manager / Contact Person

## Experience

**CITY OF ALTOONA, WI**

River Prairie  
*DEVELOPMENT PLANNING & CONSTRUCTION*  
USH 53/River Prairie Drive Ramp  
*MODIFICATIONS*

**VILLAGE OF OSCEOLA, WI**

Osceola Medical Center  
*SCHEMATIC DESIGN*

**CITY OF ONALASKA, WI**

Waterfront *MASTER PLAN*

**CITY OF EAU CLAIRE, WI**

Pablo Center  
Haymarket Landing  
Haymarket Plaza  
Marshfield Clinic Campus  
*EXPANSION, TRAFFIC & SURVEY SERVICES*

**GUILD APARTMENTS, WI**

*CONCEPT SITE PLAN*

**CHIPPEWA VALLEY TECHNICAL COLLEGE, WI**

(CVTC) Energy Education Center  
*DESIGN PHASE & STRUCTURE REHABILITATION*

**CITY OF CHIPPEWA FALLS, WI**

Nordson EDI Building  
Lake Wissota Business Park

**LAKE HALLIE, WI**

Business USH 53  
*REHABILITATION & RECONSTRUCTION*  
118th Street and 10th Avenue  
Water Main *EXTENSION*



# GARETH SHAMBEAU, PE

Ayres | Civil Engineer

Gareth provides analysis and design on a range of municipal, site/civil and water resources projects. His responsibilities include preparing plans, specifications and bidding documents; preparing permit applications and stormwater management plans; construction observation; CADD; and completing studies, modeling, reports, letters and cost estimates. He works on water distribution, treatment and storage systems; sanitary sewer collection systems; stormwater collection, storage and treatment systems; local streets; and site plans. He also works with clients, regulatory agencies and construction contractors.

### EDUCATION

BS in Civil Engineering  
University of Wisconsin-Platteville

### LICENSES & CERTIFICATIONS

Registered Professional Engineer | Wisconsin  
MSHA Part 46 New Miner Training, DSPS,  
2019

### MEMBERSHIPS

Association of State Dam Safety Officials

## Project Role

Civil Engineer

## Experience

### CITY OF ALTOONA, WI

River Prairie  
*DEVELOPMENT PLANNING & CONSTRUCTION*  
USH 53/River Prairie Drive Ramp  
*MODIFICATIONS*

### UNIVERSITY OF WISCONSIN-EAU CLAIRE, WI

Garfield Avenue Corridor  
*IMPROVEMENTS*  
Welcome Center *NEW*  
Marshfield Clinic Campus  
*EXPANSION*

### CITY OF EAU CLAIRE, WI

Sonnentag Centre  
Fleet Farm Store  
*CIVIL, ARCHITECTURAL & STRUCTURAL DESIGN*  
Drylock Office Building *SITE DESIGN*  
The Guild Apartments  
*CONCEPT SITE PLAN*

### CITY OF CHIPPEWA FALLS, WI

Nordson EDI Building  
Lake Wissota Business Park

### CITY OF ALTOONA, WI

River Prairie *DEVELOPMENT*

### RIVER FALLS SD, WI

Greenwood Elementary School  
*CIVIL ENGINEERING*  
Meyer Middle School  
*CIVIL ENGINEERING*  
Montessori Elementary School  
*CIVIL ENGINEERING*  
River Falls High School  
*CIVIL ENGINEERING*  
Rocky Branch Elementary School  
*CIVIL ENGINEERING*



# CORY STROH, PE

MEP Associates, LLC | Associate Vice President

Cory has gained extensive knowledge in the design of electrical systems and take the time to understand the needs, goals and challenges of each project recognizing that each facility is different. He is a diligent problem solver providing design solutions during the entire course of the project from start to finish, keeping project goals at the forefront of all design decisions.

### EDUCATION

BS in Electrical Engineering  
University of Minnesota

### LICENSES & CERTIFICATIONS

Registered Professional Engineer |  
Wisconsin, Illinois, Arizona, Arkansas,  
California, Colorado, Connecticut, Florida,  
Iowa, DC, Kansas, Kentucky, Louisiana,  
Massachusetts, Maine, Michigan, Maryland,  
North Carolina, Nebraska, New Hampshire,  
New Jersey, New York, Ohio, Oklahoma,  
South Dakota, Texas, Virginia, Vermont, West  
Virginia, Wyoming

### MEMBERSHIPS

Wisconsin Healthcare Engineers Association  
(WHEA)

## Project Role

Senior Electrical Engineer

## Experience

### WISCONSIN INDIANAHEAD TECHNICAL COLLEGE, WI

Agri-Shop Equipment & Vehicle  
Storage  
Campus Building *NEW*  
Classroom *REMODEL*  
Campus-Wide *FACILITY ASSESSMENT*  
Conference Center  
*HVAC RENOVATIONS*  
Exterior Entrances *LIGHTING*

### XCEL ENERGY, WI

Fleet Services Building *NEW*  
Service Center *RENOVATIONS*

### CLARK COUNTY HEALTHCARE CENTER, WI

Certified Skilled Nursing Facility  
Boiler Plant System  
*REMODEL & UPGRADES*  
Building  
*ADDITION & ENERGY EFFICIENT*  
*IMPROVEMENTS*  
Resident and Restroom *REMODEL*

### U.S. FISH & WILDLIFE SERVICE, WI

St. Croix WMD  
Maintenance/Shop  
Building *NEW*

### UPPER MISSISSIPPI RIVER NATIONAL WILDLIFE & FISH REFUGE, WI

Headquarters  
*ENERGY RENOVATION & GEOTHERMAL*  
*SYSTEM CONVERSION*  
Visitor Center  
*ENERGY RENOVATION & GEOTHERMAL*  
*SYSTEM CONVERSION*  
Maintenance Facilities  
*ENERGY RENOVATION & GEOTHERMAL*  
*SYSTEM CONVERSION*  
Building *NEW*

### DEPARTMENT OF MILITARY AFFAIRS, WI

Watertown Armory Steam Boiler  
& AC *REPLACEMENT*



## KRIS DUBIEL, DES

MEP Associates, LLC | Associate Vice President

Kris has successfully brought his technical experience to MEP to perform mechanical design on a variety of healthcare, government and commercial projects. By working closely with owners, facility managers and administrators, he gains a clear understanding of project expectations and delivers a customized approach to each project. Kris produces designs that not only exceed expectations, but also positively impact the efficiency of facility operations.

### EDUCATION

BS in Engineering Technology  
University of Wisconsin-Stout

AAS in Mechanical Design  
Chippewa Valley Technical College

### LICENSES & CERTIFICATIONS

Designer of Engineering Systems (DES)

### MEMBERSHIPS

American Society of Heating, Refrigeration  
and Air Conditioning Engineers (ASHRAE)

Wisconsin Healthcare Engineers Association  
(WHEA)

## Project Role

Senior Mechanical Engineer

## Experience

### MENOMONIE SD, WI

River Heights Elementary School

*ADDITIONS & RENOVATIONS*

Downsville Elementary School

*RENOVATIONS*

Menomonie High School

*ADDITIONS & RENOVATIONS*

Menomonie Middle School

*CHILLER REPLACEMENT*

### CLARK COUNTY HEALTHCARE CENTER, WI

Building

*ADDITION & ENERGY EFFICIENT*

*IMPROVEMENTS*

Resident and Restroom *REMODEL*

### ELCHO SD, WI

Building Systems & Components

*SITE/FIELD VERIFICATION*

School *ADDITIONS & RENOVATIONS*

### CHIPPEWA VALLEY TECHNICAL COLLEGE, WI

(CVTC) Energy Education Center

*NEW*

Data Center *NEW*



## TIM COACH, DES, CET

MEP Associates, LLC

Tim has extensive industry knowledge in the design of process and fluid flow systems, design of plumbing systems and heat and energy transfer systems. Tim is responsible for the design and specifications of plumbing systems, fire protection systems and medical gas systems. He performs calculations, sizes the equipment and prepares the plumbing design and construction documents. He also provides storm water, sewer, natural gas, fire suppression, domestic water, irrigation and other special water and waste project design.

### EDUCATION

AAS in Applied Science  
Chippewa Valley Technical College

AAS in Civil Structural Technology  
Chippewa Valley Technical College

### LICENSES & CERTIFICATIONS

Designer of Engineering Systemds (DES)

National Institute for Certification in  
Engineering Technologies (NICET)

Certified Engineering Technician (CET)

### MEMBERSHIPS

American Society of Plumbing Engineers  
(ASPE)

National Fire Protection Association (NFPA)

National Fire Sprinkler Association (NFSA)

### Project Role

Plumbing & Fire Protection Designer

### Experience

#### CITY OF ABBOTSFORD, WI

Municipal Center Public Library &  
City Hall *NEW*  
Public Safety Building *MEP DESIGN*  
Fire Station *NEW*

#### CITY OF ASHLAND, WI

County Court House & Jail *NEW*

#### CITY OF EAU CLAIRE, WI

County Court House & Jail *NEW*

#### CITY OF JANESVILLE, WI

Central Fire Station *NEW*

#### CITY OF JEFFERSON, WI

EMS Station  
*ADDITIONS & RENOVATIONS*

#### CITY OF SUPERIOR, WI

Fire Station *FACILITY STUDY*

#### CITY OF THORP, WI

Public Library  
*ADDITIONS & RENOVATIONS*  
Public Works Building  
*ADDITIONS & RENOVATIONS*

#### DEPARTMENT OF MILITARY AFFAIRS, WI

National Guard Armories Shower  
& Restroom *REMODELING & REHAB*

#### DEPARTMENT OF VETERAN AFFAIRS, WI

Oscar G. Johnson VA Medical  
Center Radiology Department  
*REMODEL*

Oscar G. Johnson VA Medical  
Center Surgery Department  
*REMODEL*

Oscar G. Johnson VA Medical  
Center Imaging Surgery  
Department *REMODEL*

#### CHIPPEWA VALLEY TECHNICAL COLLEGE, WI

(CVTC) Energy Education Center  
*NEW*  
Data Center *NEW*

#### ELCHO SD, WI

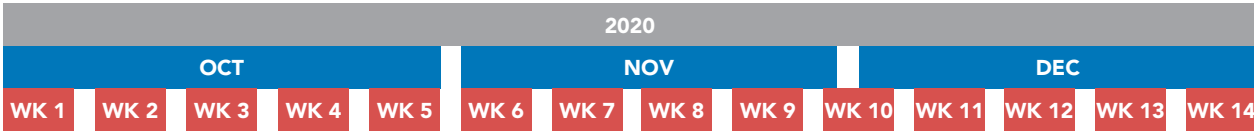
Building Systems & Components  
*SITE/FIELD VERIFICATION*  
School *ADDITIONS & RENOVATIONS*

#### MENOMONIE SD, WI

River Heights Elementary School  
*ADDITIONS & RENOVATIONS*  
Downsville Elementary School  
*RENOVATIONS*  
Menomonie High School  
*ADDITIONS & RENOVATIONS*  
Menomonie Middle School  
*CHILLER REPLACEMENT*



# Proposed Project Schedule



9/24  
A/E Contract  
Approval &  
Execution

City Council | September 24, 2020  
New Business Item 7 | Page 25 of 55

Early October  
Kick Off Meeting

**Staff Interviews  
& Information  
Gathering**

1 Week

**Building  
Assessment**

1 Week

**Analysis, Programming & Documentation**

5 Weeks

Mid November

Draft Review  
with City Staff

**Concept Options Refinement &  
Draft Revision**

4 Weeks

Mid December

Final Review  
with City Staff

December

Present Report & Findings  
to City Council

FGM ARCHITECTS REFERENCES

**Below, please review a brief listing of our team's past clients, with whom we have served on recent projects. Our references are the best testament to our work.**

We intend that the below provide a direct look into how we comport ourselves. At FGM Architects, we believe the greatest demonstration of our ability to deliver projects is the firm's long-standing relationships with our clients.

We encourage you to contact the references for the following projects:

**CITY OF OSHKOSH**

**Mark Rohloff**

*City Manager*

930.236.5002

mrohloff@ci.oshkosh.wi.us

**CITY OF OSHKOSH PD**

**Chief Dean Smith**

*Chief of Police*

920.236.5720

dsmith@ci.oshkosh.wi.us

**CITY OF RACINE FD**

**Chief Steve Hansen**

*Fire Chief*

262.636.9111

steve.hansen@cityofracine.org

**CITY OF OCONOMOWOC**

**Mark Frye**

*Director of Public Works*

262.569.2184

mfrye@oconomowoc-wi.gov

**CITY OF OCONOMOWOC PD**

**Chief Ron Buerger**

*Director of Public Safety*

262.569.3249

rbuerger@oconomowoc-wi.gov

**TOWN OF LEDGEVIEW**

**Sarah Burdette**

*Town Clerk/Administrator*

920.336.3360 x 108

sburdette@ledgeviewwisconsin.com





REFERENCES CONTINUED



**CITY OF ALTOONA**  
**Michael Golat**  
*City Administrator*  
715.514.0332  
michaelg@ci.altoona.wi.us

**Brendan Pratt**  
*Mayor*  
715.514.0331  
brendanp@ci.altoona.wi.us

**CITY OF EAU CLAIRE**  
**David Solberg**  
*Eau Claire City Engineer*  
715.839.4934  
dave.solberg@eauclairewi.gov

**VILLAGE OF LAKE HALLIE**  
**Gary Spilde**  
*Village President*  
715.944.9238  
gspilde@lakehallie.us



**CITY OF MADISON**  
**Bryan Cooper**  
*Principal Architect*  
608.261.5533  
bcooper@cityofmadison.com

**CITY OF MADISON**  
**Jonathan Evans**  
*City Engineer*  
608.243.5893  
jevans@cityofmadison.com

**CITY OF EAU CLAIRE**  
**Frank Draxler**  
*Director of Purchasing and  
Central Services*  
715.839.4919  
frank.draxler@co.eau-claire.wi.us





**MUNICIPAL CLIENTS (MORE AVAILABLE UPON REQUEST)**

**WISCONSIN**

- City of Oshkosh
- Village of Fontana
- Town of Ledgeview

**ILLINOIS**

- City of Country Club Hills
- City of Countryside
- City of Evanston
- City of Greenville
- City of McHenry
- City of Peoria
- City of Prospect Heights
- Lake County
- Village of Addison
- Village of Bloomingdale
- Village of Broadview
- Village of Cary
- Village of Downers Grove
- Village of East Dundee
- Village of Fox River Grove
- Village of Harwood Heights
- Village of Homewood
- Village of Itasca
- Village of Kildeer
- Village of Lake in the Hills
- Village of Libertyville
- Village of Morton Grove
- Village of Mt Prospect

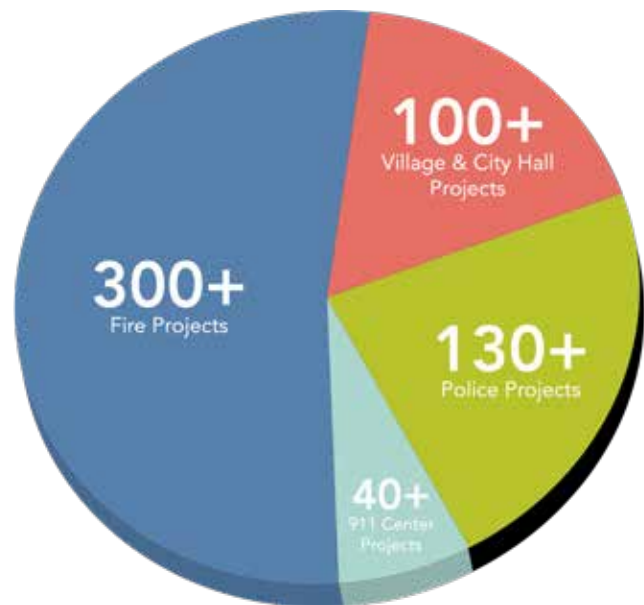
- Village of New Baden
- Village of Olympia Fields
- Village of Palatine
- Village of River Forest
- Village of Roxana
- Village of Streamwood
- Village of Wheeling
- Village of Woodridge

**MISSOURI**

- City of Farmington
- City of St. Peters

City Council | September 24, 2020  
New Business Item 7 | Page 28 of 55

**MUNICIPAL PROJECT EXPERIENCE**





**LAW ENFORCEMENT CLIENTS (MORE AVAILABLE UPON REQUEST)**

**WISCONSIN**

Kenosha Joint Services  
 County Sheriff & City PD  
 Oconomowoc PD  
 Racine PD  
 Neenah PD

**MINNESOTA**

Duluth PD

**ILLINOIS**

Addison PD  
 Arlington Heights PD  
 Bellwood PD  
 Bensenville PD  
 Broadview PD  
 Buffalo Grove PD  
 Burr Ridge PD  
 Carol Stream PD  
 Cary PD  
 Chicago Heights PD  
 Des Plaines PD  
 DuPage Public Safety  
 Communications  
 Edwardsville PD  
 Effingham PD  
 Elk Grove Village PD  
 Elmhurst PD  
 Fox Lake PD  
 Fox River Grove PD  
 Franklin Park PD  
 Glen Carbon PD

Glendale Heights PD  
 Glenview PD  
 Harwood Heights PD  
 Highland Park PD  
 Hoffman Estates PD  
 Itasca PD  
 Illinois State Police  
 Kildeer PD  
 Lake in the Hills PD  
 Lakemoor PD  
 Lake Forest PD  
 Lincoln PD  
 Lincolnshire PD  
 Manhattan PD  
 Matteson PD  
 McHenry PD  
 Morton Grove PD  
 Mount Prospect PD  
 Mundelein PD  
 New Lenox PD  
 Northbrook PD  
 Northwestern University PD  
 Oakbrook Terrace PD  
 Department  
 Oak Park PD  
 Oakwood Hills PD  
 Orland Park PD  
 Palatine PD  
 Park Ridge PD  
 Round Lake PD

Rockford PD  
 Rosemont PD  
 Roxana PD  
 Schaumburg PD  
 Shiloh PD  
 Skokie PD  
 Streamwood PD  
 St. Charles PD  
 South Barrington PD  
 Tower Lakes PD  
 Wauconda PD  
 Waukegan PD  
 Wheaton PD  
 Wilmette PD  
 Winfield PD  
 Winnetka PD  
 Woodridge PD

**MISSOURI**

Cape Girardeau PD  
 Farmington PD  
 Franklin County Sheriff's  
 Department  
 Kinlock PD  
 St. Francois County 911

**MICHIGAN**

Lansing PD

**TEXAS**

City of Hutto PD



City Council | September 24, 2020  
 New Business Item 7 | Page 30 of 55

**FIRE SERVICE CLIENTS (MORE AVAILABLE UPON REQUEST)**

**WISCONSIN**

Racine FD  
 Oshkosh FD  
 Ledgeview FD

**ILLINOIS**

Addison FPD  
 Algonquin/Lake in the Hills FPD  
 Arlington Heights FD  
 Barrington Countryside FPD  
 Bartlett FPD  
 Beach Park FD  
 Belleville FD  
 Bloomingdale FPD  
 Bourbonnais FPD  
 Braidwood FD  
 Bristol Kendall FPD  
 Buffalo Grove FD  
 Carbondale FD  
 Carpentersville FD  
 Cherry Valley FPD  
 Clarendon Hills FD  
 Countryside FPD  
 Darien-Woodridge FPD  
 Des Plaines FD  
 Dixon Rural FPD  
 DuPage Airport Authority  
 East Dundee FPD  
 East Side FPD  
 Edwardsville FD  
 Elburn & Countryside FPD  
 Elgin FD  
 Elk Grove Village FD  
 Elmhurst FD  
 Evanston FD  
 Fairview-Caseyville Township FPD  
 Forest View FD  
 Frankfort FPD

Geneseo FPD  
 Geneva FD  
 Genoa-Kingston FPD  
 Glen Carbon FPD  
 Glenside FPD  
 Glenview FD  
 Greater Round Lake FPD  
 Gurnee FD  
 Hanover Park FD  
 Harlem-Roscoe FPD  
 Hinsdale FD  
 Hoffman Estates FD  
 Hometown FPD  
 Huntley FPD  
 Knollwood FD  
 Lake Forest FD  
 Lake Villa FPD  
 Lake Zurich FD  
 Libertyville FD  
 Limestone Township FPD  
 Lincolnshire-Riverwoods FPD  
 Lockport Township FPD  
 Marquette Heights FD  
 Maywood FD  
 McHenry Township FPD  
 Merrionette Park FD  
 Minooka FPD  
 Morton FD  
 Morton Grove FD  
 Mount Prospect FD  
 Mundelein FD  
 New Douglas Community FPD  
 Northwest St. Clair FPD  
 Orland FPD  
 Oswego FPD  
 Palatine FD  
 Pekin FD

Peoria Heights Police and Fire  
 Pingree Grove FPD  
 Plainfield FPD  
 Pleasantview FPD  
 Quincy FD  
 Rockford FD  
 Roxana FD  
 Schaumburg FD  
 Smithton FD  
 South Elgin & Countryside FPD  
 Sparta FD  
 Streamwood FD  
 Streator FD  
 Swansea FD  
 Sycamore FD  
 Taylorville FD  
 Tinley Park FD  
 Tri-State FPD  
 Troy FPD  
 University of Illinois at Urbana-Champaign  
 US Department of the Navy  
 Villa Park FD  
 Waterman Community FPD  
 Wauconda FD  
 Waukegan FD  
 West Chicago FPD  
 West Dundee FD  
 West Peoria FPD  
 Western Springs FD  
 Westmont FD  
 Wheaton FD  
 Wilmette FD  
 Winfield FPD

Wood Dale FPD

**MISSOURI**

Black Jack FPD  
 Cape Girardeau FD  
 Cedar Hill FPD  
 Central County Fire & Rescue  
 Columbia FPD  
 Community FPD  
 Cottleville FPD  
 Farmington FD  
 Florissant Valley FPD  
 Fredericktown FD  
 I.A.F.F. Local 2665  
 Maryland Heights FPD  
 Metro North FPD  
 Metro West FPD  
 Monarch FPD  
 North Jefferson County Ambulance District  
 O'Fallon FPD  
 Pattonville FPD  
 Robertson FPD  
 Rock Township Ambulance District  
 City of St. Louis FD  
 Sedalia FD  
 Spanish Lake FPD  
 Sullivan FPD  
 Wentzville FPD  
 West Overland EMS & FPD  
 Wright City FPD

**IOWA**

Grimes FD

**NEBRASKA**

LaVista FD



**LIBRARY CLIENTS (MORE AVAILABLE UPON REQUEST)**

City Council | September 24, 2020  
 New Business Item 7 | Page 31 of 55

**ILLINOIS**

- Grayslake Area Public Library
- Bensenville Public Library
- Carol Stream Public Library
- Mount Prospect Public Library
- Cary Library
- La Grange Public Library
- Valmeyer Library
- Highwood Library
- Mt. Vernon C.E. Brehm Memorial Library
- Greenville Public Library
- Hanover Park Poplar Creek Crawshaw Library
- Sycamore CUSD
- CPS Mather HS
- Mascoutah HS
- Lincoln ES
- West Washington SD
- Hadley JHS Library
- Warren Park ES
- Wingate ES
- Avery Coonley
- Morton West HS

**MISSOURI**

- St. Louis County Library
- Union Scenic Library District
- Farmington Library



**DEPARTMENT OF PUBLIC WORKS CLIENTS (MORE AVAILABLE UPON REQUEST)**

City Council | September 24, 2020  
 New Business Item 7 | Page 32 of 55

**WISCONSIN**

Ledgeview Public Works

**ILLINOIS**

Buffalo Grove Public Works

City of Oakbrook Terrace

City of Rolling Meadows

City of Wentzville

Gurnee Public Works Facility

Lake County DOT

Lincolwood Public Works

Maywood Train Station

Warming Shelter

Round Lake Public Works

Village of Burr Ridge Public Works

Village of Clarendon Hills Public Works Building

Village of Streamwood Public Works

Village of Wauconda

Village Western Springs Public Works

Village of Wheeling

Village Winnetka Public Works

**TEXAS**

City of Austin Brackenridge GIS Substation

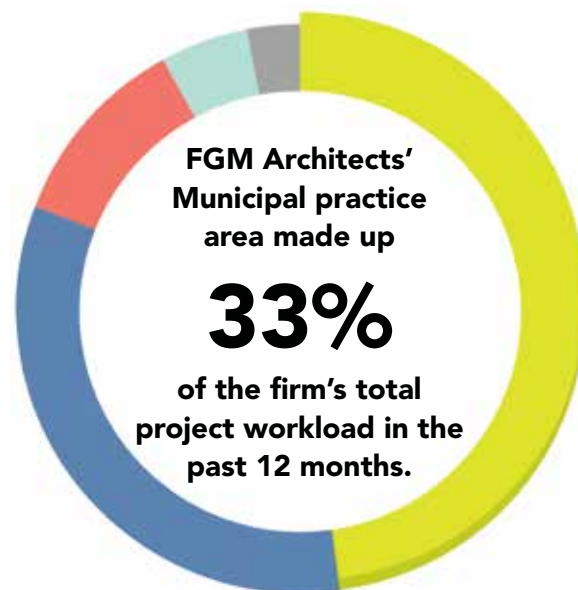
**CURRENT WORKLOAD BREAKDOWN FOR OTHER PRACTICE AREAS:**

**PK-12 EDUCATION: 48%**

**FEDERAL: 5%**

**HIGHER ED: 11%**

**CORPORATE: 3%**

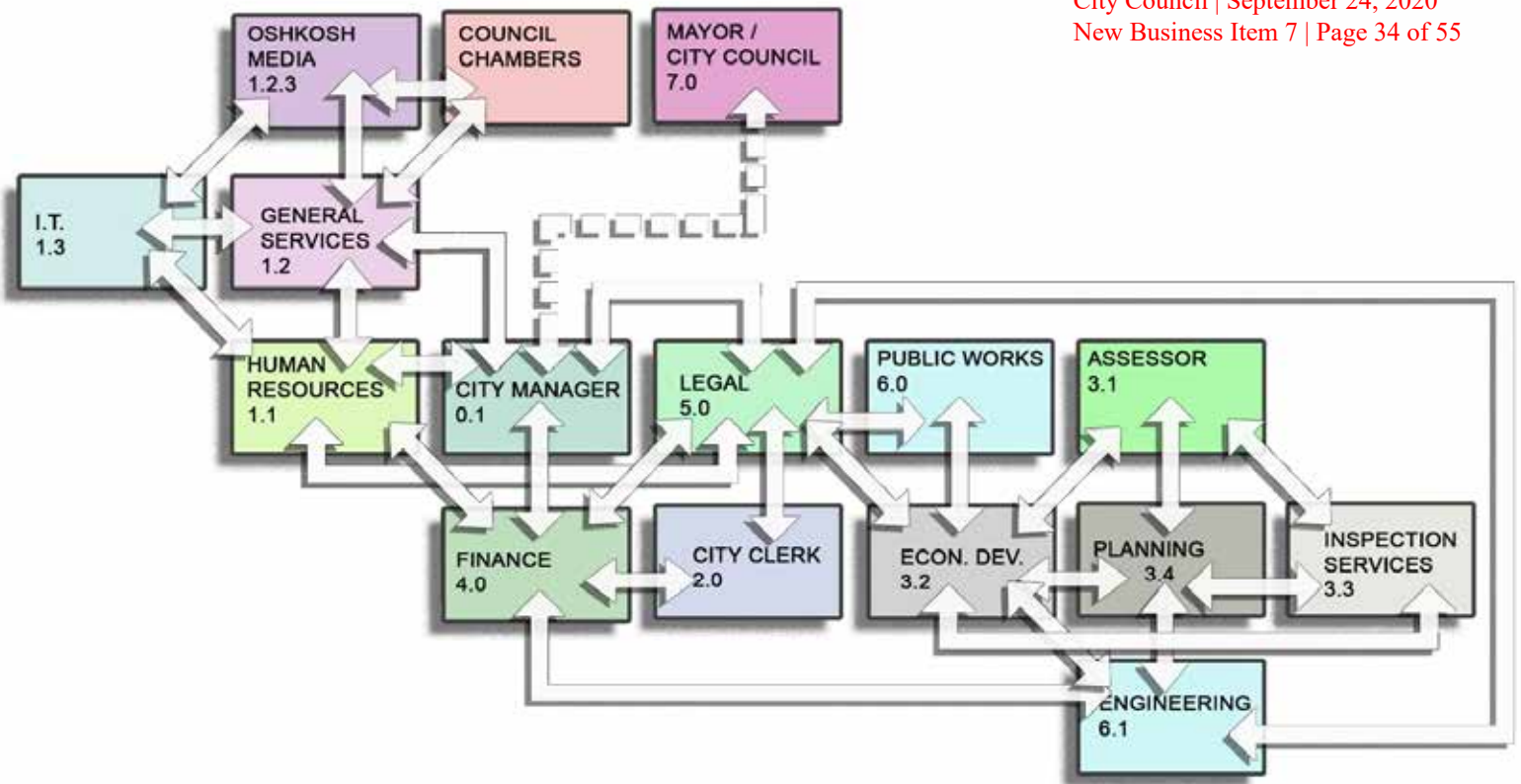




**PARKS AND RECREATION CLIENTS (MORE AVAILABLE UPON REQUEST)**

City Council | September 24, 2020  
New Business Item 7 | Page 33 of 55

- City of McHenry
- Lake Bluff Park District
- River Forest Park District
- Arlington Heights Park District
- Gurnee Park District
- City of Mt. Vernon
- Glenview Park District
- Oak Brook Park District
- Park Ridge Youth Campus
- Des Plaines Park District
- NEDSRA Recreation Center
- River Forest Park District
- Chicago 16" Softball Hall of Fame
- Addison Park District
- Glendale Lakes Golf Club
- Itasca Park District
- Lockport Township Park District
- Village of Glendale Heights
- City of Crystal Lake
- Vernon Hills Park District
- Bensenville Park District
- Bloomington Park District
- Hoffman Estates Park District
- Westchester Park District
- Park District of Franklin Park
- Chicago Ridge Park District
- City of Countryside
- Grayslake Park District
- Glen Ellyn Park District
- Round Lake Area Park District
- Winnetka Park District
- Palatine Park District
- Village of Buffalo Grove Arboretum Golf Club
- Lindenhurst Park District
- Salt Creek Park District
- Huntley Park District
- Streamwood Park District
- Rolling Meadows Park District
- Schaumburg Flyers Baseball
- Westchester Park District
- Schaumburg Park District
- Wheeling Park District
- Bartlett Park District
- Elk Grove Park District
- Hodgkins Park District
- Lincolnwood Recreation Department
- Schiller Park Recreation Department
- Lombard Park District
- Oak Lawn Park District
- Joliet Park District
- Oregon Park District
- Morton Grove Park District
- Cole Center Family YMCA
- Kishwaukee Family YMCA



**CLIENT**  
 City of Oshkosh

**SIZE**  
 Multiple Projects

**COMPLETED**  
 07/2020

**PROJECT COST**  
 N/A (Study Only)

**DELIVERY METHOD**  
 Study

**PROJECT TYPE**  
 Facilities Needs Analysis

**KEY TEAM MEMBERS**  
 B. Meade  
 J. Estes  
 A. Mayo  
 B. Wright  
 P. Luzeky

**REFERENCE**  
 Mr. Mark Rohloff  
 City Manager  
 930.236.5002  
 MRohloff@ci.oshkosh.wi.us

# Providing Options for the Future

## CITY HALL, POLICE DEPARTMENT AND FIRE DEPARTMENT TRAINING FACILITY

Oshkosh city leaders are ensuring their community stays strong with capital improvement plans to modernize public facilities. FGM Architects has completed space needs analyses for City Hall, the Police Department and Fire Department Training Facility. Each analysis includes input from department/division staff and elected officials, close observation of how space is currently used and future growth projections. The studies also include a facilities assessment to determine remaining life of current buildings and systems.

### CITY HALL

FGM Architects' analysis found that the building can be reconfigured to use space more efficiently and accommodate future personnel growth. There is also room on site for a modest addition.

The combined effort of renovation, modernization and the addition will cost less than building a new facility.

FGM Architects offered three options with estimated cost ranges for each:

- Option 1: Renovate the existing City Hall and create a 3,000-sf addition





City Council | September 24, 2020  
New Business Item 7 | Page 35 of 55

- Option 2: Renovate the existing building and relocate a major department to another City-owned building
- Option 3: Renovate the existing City Hall and reconfigure City departments within the existing space

Each option projects the number of years it will suffice to meet the City's space needs, ranging from 30 years for Option 1 to 5 years for Option 3. Reliable data helped the City make an informed decision in budgeting for the project's capital needs.

### POLICE DEPARTMENT

FGM Architects' space needs analysis produced three options:

- Option #1: This short-term option would slightly expand Police Department storage at an existing off-site location to free up space in the current facility
- Option #2: A medium-term choice would maintain police functions in current facility with modest changes to make existing space more functional and enhance training capacity
- Option #3: The option with long-term impact would result in a new police facility that accommodates required functionality and aligns with the City's projected growth needs

### FIRE DEPARTMENT TRAINING FACILITY

To meet accreditation and fire protection standards, the Fire Department tasked FGM Architects with pre-design planning for a new Training Center. Luckily, a city owned former National Guard facility can be renovated to fill this need and will be designed to also serve as the City's primary emergency operations center. Key proposed components include:

- An Apparatus Bay to house the Fire Department's auxiliary fleet
- A Training Tower and Burn Box for scenario training
- An indoor training room and "Dirty Classroom"
- Fire Department administrative offices
- Locker Rooms and Break Rooms



City Council | September 24, 2020  
New Business Item 7 | Page 36 of 55

**CLIENT**  
City of Racine

**SIZE**  
97,150 sf

**COMPLETED**  
02/2019

**PROJECT COST**  
N/A (Study Only)

**DELIVERY METHOD**  
Study

**PROJECT TYPE**  
Facilities Needs Assessment

**KEY TEAM MEMBERS**  
B. Wright  
R. Lee  
J. Estes  
L. Kowalczyk  
A. Mayo

**REFERENCE**  
Chief Steve Hansen  
Fire Chief  
262.635.7900  
steve.hansen@cityofracine.org

# Study Assesses Current & Future Facility's Needs

## POLICE & FIRE FACILITY PROGRAMMING STUDY

The City of Racine selected FGM Architects to complete programming of municipal police and fire department facilities to assess the current and projected facility's needs, identify existing facilities deficiencies and to develop facilities capital investment options for the City of Racine Police and Fire Departments.

Study consisted of evaluations of 6 fire stations, police stations, police impound lot, and city multi-purpose annex building.

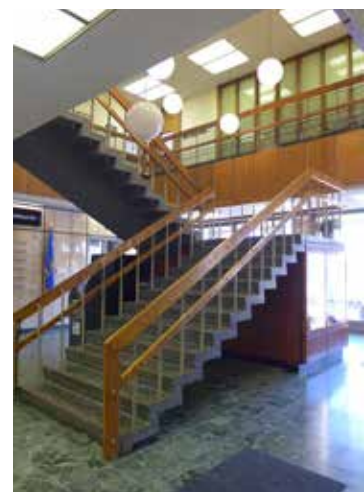
This study addresses the following:

- Determine whether the existing police and fire facilities meet the City of Racine's current and projected public safety needs. If not, identify deficiencies.
- Identify negative impacts facilities deficiencies have on the Police and Fire Departments' operations and their ability to perform their missions.
- Determine whether facilities deficiencies negatively impacting the Police and Fire Departments can be economically corrected through the renovation and/or expansion of existing police/fire facilities or other existing city facilities.



- If not, identify options, along with associated costs, for constructing a new facility or facilities.
- Identify and describe impacts of maintaining the police and fire facilities in their current configurations with no significant upgrades (including prosecutorial, public safety, operational, capital spending, economic development, employee retention, risk management, political, legal and institutional). Describe the scenarios or sequences of events that will most likely occur if no workable solutions are implemented.

City Council | September 24, 2020  
New Business Item 7 | Page 37 of 55





**CLIENT**  
Town of Ledgeview

**SIZE**  
13,000 sf

**COMPLETED**  
10/2018

**PROJECT COST**  
Town Hall & Fire Station  
\$5.2M (e) \$4.9M (a)  
Department of Public Works  
\$2.7M (e) \$2.5M (a)

**DELIVERY METHOD**  
Study  
Design / Build

**PROJECT TYPE**  
New

**KEY TEAM MEMBERS**  
B. Wright  
L. Kowalczyk  
R. Porter

**REFERENCE**  
Ms. Sarah Burdette  
Town Clerk/Administrator  
920.336.3360 x108  
sburdette@ledgeviewwisconsin.com

# Study Leads to New Facilities

City Council | September 24, 2020  
New Business Item 7 | Page 38 of 55

## TOWN HALL, FIRE STATION & DPW GARAGE

Ledgeview's Town Hall, Public Works and Fire departments had been co-located. As the town grew, so did the demand for services from the entities.

Ledgeview selected local architect, Performa, teamed with FGM Architects as design architect, to create a dedicated public works facility, first by determining space needs for a new town hall and Fire Station No. 1. Beginning with a study, the team set the schedule, budget and scope for the project. After passing a referendum, the team began project implementation. Designed with future expansion in mind, the layout of the new facility accommodates double the current fleet and anticipates growth in maintenance serviceability.

The building features a large fleet storage bay with glass doors to maximize daylight, a jib crane for maintenance and a storage mezzanine. The office portion houses the supervisor, work stations, break room and locker room accommodations.

## SECTION

# 2

Project Approach



SPACE NEEDS ASSESSMENT

# Collaboration

Our Team works with you from the planning phase through contract completion. These services are organized according to the following phases:

## Phase 1



### SPACE NEEDS ASSESSMENT AND REVIEW

- Pre-meeting Preparation
- Project Kick-Off Meeting
- Interviews with key City & Department staff
- Develop/review space needs for all City Departments and 8 Buildings listed in the RFP
- Existing Building Evaluation

## Phase 2



### EVALUATE OPTIONS

- Site Analysis
- Develop diagram solution options
- Develop budgets for options
- Study presented to City Council

## Phase 1

### SPACE NEEDS ASSESSMENT AND FACILITY ANALYSIS



This initial phase of work will determine the types and amount of spaces that will be required by the new office facility to operate effectively.

#### PRE-MEETING PREPARATION

We will have initial discussions with key Staff to discuss the operations of current facilities. During the pre-meeting preparation, FGM Architects' in-house team of facility design experts will review any pertinent documentation including organizational charts, standard operational procedures, existing building plans, proposed building plans, maintenance records, past studies, etc.

#### PROJECT KICK-OFF MEETING

We begin every project with a Kick-Off Meeting to establish the project goals by which the City will measure the project's success upon completion. To produce an effective analysis, FGM Architects believes that we must delve into key desires and concerns for the analysis. At the Kick-Off Meeting we:

- Introduce the team and their roles
- Develop the study goals
- Identify questions to be answered in Phase I
- Discuss the City's and Architect's preferred communication
- Identify members of City staff who will be interviewed by the design team
- Confirm the initial project schedule
- Set a date/frequency for update meetings to keep the project moving at an enthusiastic and appropriate pace

#### DELIVERABLES

- Written Project Goal Statement
- Written questions that must be answered by the study

- Project Team Directory
- Project Schedule

#### REVIEW OF SPACE NEEDS INFORMATION

Our team specializes in working with Municipalities; therefore, we understand and speak their language. We are skilled at engaging even the staunchest staff member which truly aids our ability to determine actual space needs versus wants.

The design team will meet with key City staff within each Department to better understand operations. During these interviews, we will focus on the shortcomings of the current facility that affect operations. We will discuss programming needs and spatial analysis, taking into consideration working environments, technology, current trends in remote work, and maintenance.

During our review, we will ask questions about:

- Future Planning & Growth Projections
- Functionality
- Security
- Spatial Relationships and Adjacencies
- Workspace Furnishings
- Equipment and Storage Needs
- Parking and Other Site Requirements

Time spent in interviews will discuss future changes, current challenges, and functional issues. We use our experience to suggest solutions and potential methods to allow the staff to function more efficiently.

During this phase of work, FGM Architects also spends time observing how the City's facilities function. We have found through conducting many assessments that we can find ways to increase operational efficiencies by observing with a "fresh eye."

## PROGRAM DEVELOPMENT

FGM Architects will prepare a draft Program Statement detailing current and future space needs requirements for all City Departments.

Included in the program development is an analysis of parking requirements for the Emergency Service Departments, staff and public. As Municipal facilities design specialists, we are well versed in codes and standards applicable to both facilities, which can affect space requirements.

The Program Statement is reviewed with designated representatives to make certain we correctly understood all the information obtained during the interviews. The draft Program is then refined to incorporate requested changes or additions. It is very important that we get the “recipe” for the space needs correct as the Program is the most important starting point for getting the project right.

### DELIVERABLES

- Building Program (spreadsheet) for all buildings and departments
- Adjacency Diagram

## EXISTING BUILDING EVALUATION

FGM Architects, Ayers Associates and MEP Associates each bring experts in their disciplines to our team. Those experts will evaluate each of the eight (8) buildings listed in the RFP with a keen eye. We will spend half to a full day in each building analyzing the following for their current condition and remaining useful life:

- Architectural
- Exterior Façade, Windows & Roof
- Structural Systems
- Mechanical, Electrical, & Plumbing Systems
- Code & Accessibility (ADA) Compliance
- Storage
- Furniture & Equipment
- Parking

The assessment of each of these systems in each building will then be compiled into a comprehensive existing conditions report. We will identify any deficiencies and assign cost and lifespan until failure remaining. This report will help to guide decisions made in Phase 2.

### DELIVERABLES

- Eight (8) Existing Conditions Reports compiled into one comprehensive report

## SUSTAINABILITY

Our team works diligently to incorporate a resilient and sustainable approach into all our projects. We are proud to join the AIA's 2030 Commitment to Sustainability. As part of that commitment, we have invested in highly technical software, Cove Tool, that integrates with our existing BIM software. This integration allows us to analyze real time changes as we design.

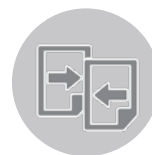
We will use this tool to understand what sustainable steps can be taken in your existing buildings. We will also use it to make informed decisions on life cycle costs for future renovations or new facilities. This data-driven approach to sustainability will save the City and its taxpayers in future construction, maintenance, and operations costs while allowing them to make better, more informed decisions.

### DELIVERABLES

- Cove Tool Energy Cost & Life Cycle Report

## Phase 2

### EVALUATE OPTIONS



This second phase will review the potential solutions for any current or future space needs deficiencies found in Phase 1. Our team has great experience providing this type of analysis for Municipal clients. Our approach for this phase is as follows:



## SITE ANALYSIS

FGM Architects and Ayres understand that the City has sites in mind for future facility needs and growth. With due diligence of the site conducted by the City, our team will provide an analysis of sites identified for future use. We plan to evaluate two sites, 711 S. Hillcrest Parkway and 2000 Spooner Ave., as potential candidates for the needs of Emergency Services and DPW respectively.

To have a clear understanding of how the site can be developed, our team will begin with analysis of the City's due diligence reports and City Zoning Ordinance. This exercise will help us determine where on the site we can and cannot build and what environmental and structural constraints exist with the physical site.

We will use our expertise in Municipal Facilities to review best options for site circulation, ingress, and egress. This will allow us to make sound decisions when locating the building concept design on the site. As we work through this exercise, our site plan will take shape.

## REVIEW OPTIONS AND SOLUTIONS

With a thorough understanding of the City's space needs, FGM Architects will develop conceptual solutions on how to address the needs of each department's current and future needs (immediate, 5 year, 10 year, and 20 year).

Initial explorations will be performed in the form of plan sketches. This work is performed interactively with significant input from staff. For each option explored, a simple "square foot" conceptual budget will be developed to identify the potential difference in magnitude of costs which must be considered in any solution. We anticipate a series of several meetings between the design team and the City to thoroughly evaluate all the potential options.

Once the initial concept plans are narrowed down, FGM Architects will further develop selected option(s) with conceptual floor plans and other drawings as necessary to convey the intent of the option. The conceptual plans will be diagrammatic in nature and illustrate where each department will be located.

For the further developed options, our team will utilize all information generated and will provide a square foot cost construction estimate and total project budget which includes site and building construction costs, furniture, fixtures and equipment costs, fees and other soft costs.

Our team understands the importance for an accurate, all-inclusive project budget that the City can rely upon as a reasonably anticipated ( $\pm$ ) budget for the project as it will be used to secure funding. With our extensive experience in the design and construction of City facilities locally, we have amassed an extensive knowledge base of construction costs. In addition, we monitor global economic conditions, forecasting what may affect the cost of a facility in the future. Our experience and understanding of facility costs will help the City to make informed choices on how to best move forward.

### DELIVERABLES

- Conceptual Site and Floor Plan Drawings (department / division level diagrams)
- Budgets for each option developed

## FINAL REPORT AND PRESENTATION TO CITY BOARD

From information gathered and generated, we will prepare a summary report that will detail our methodology, findings and recommendations. Our team's philosophy for studies includes preparation of a clear, concise and easy to understand report. The report will contain an executive summary, a synopsis of all options studied, budgets and recommendations. We will develop a draft report for the City to review and then incorporate any changes requested.

Our team will make a presentation to the City Council to discuss the findings of the assessment.

### FINAL DELIVERABLES

- Space Needs Analysis Report
- Existing Conditions Evaluation Report
- Site & Floor Plan Concept Options
- Budgets for each option developed
- Final Presentation

**SECTION**

**3**

Proposed Fee





**PROPOSED FEE**

City Council | September 24, 2020  
New Business Item 7 | Page 45 of 55

Proposed Fee is provided under separate cover.

## FGM ARCHITECTS

September 2, 2020

Mr. Roy Atkinson  
City of Altoona  
1303 Lynn Ave.  
Altoona, WI 54720

### **RE: City of Altoona Request for Proposal – Space Needs Analysis**

#### **Professional Fees**

FGM Architects proposes to complete and deliver architectural and engineering services identified in FGM's proposal for the City of Altoona Space Needs Analysis in accordance with the scope identified in the Request for Proposal dated August 10, 2020.

Professional Fee is based on the following assumptions:

- Evaluation of 8 Buildings
- Existing Drawings in PDF format (or similar) available for use

Adjustment to the Professional Fee may occur for deviations from the above assumptions.

#### **Total Not-To-Exceed Professional Fee: \$38,810.00**

See attached Rate Sheet for hourly rates.

#### **Expenses Included in Fee:**

- Mileage, Travel Costs, Photocopying

#### **Other Expenses, not included in fee:**

- Plan Reprographics

This includes all labor necessary to perform the tasks identified in the Request for Proposal dated August 10, 2020. This fee proposal expires 6 months from the date of submission and assumes the following schedule:

- September 2020 – A/E Contract Award
- December 2020 – Study Completion & Council Presentation

**FGM** ARCHITECTS

**FGM Hourly Rate Schedule**

Effective November 1, 2018\*

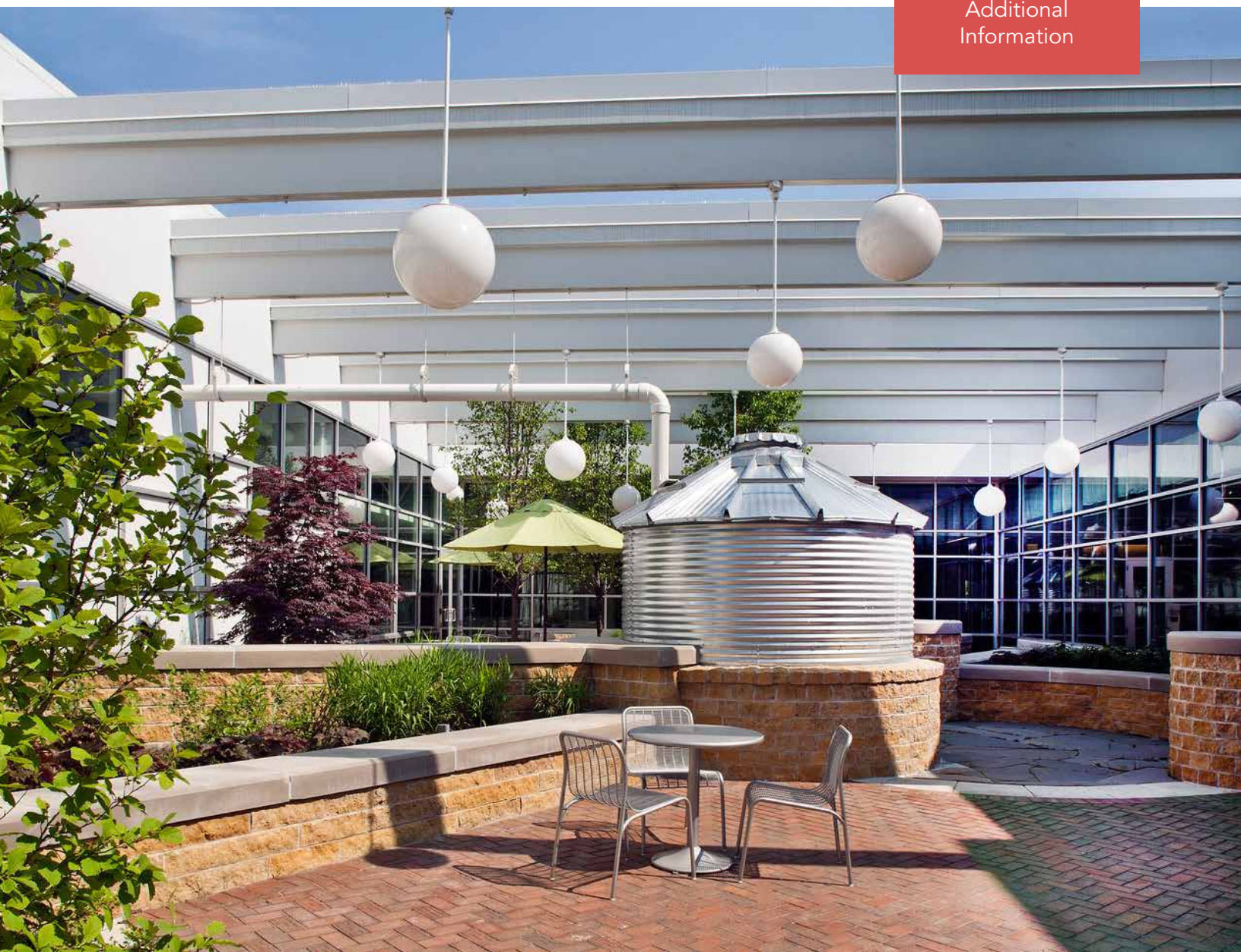
Principal	\$250.00
Arch IV	\$195.00
Arch III	150.00
Arch II	120.00
Arch I	90.00
Intern	65.00
Interior Designer IV	\$185.00
Interior Designer III	145.00
Interior Designer II	120.00
Interior Designer I	85.00
Landscape Architect	\$160.00
Project Administrator III	110.00
Project Administrator II	85.00
Project Administrator I	75.00

*\*Rates are subject to adjustment each November 1<sup>st</sup>.*

## SECTION

# 4

Additional  
Information



SUSTAINABILITY

# FGM Architects is committed to preserving the environment through sustainable design & energy conservation.

We have invested in training to educate our team to value the importance of sustainability which is then incorporated into the planning, design and construction of each of our projects.

Our team has 23 employees who are LEED Accredited Professionals and FGM Architects is also a member of the U.S. Green Building Council. This accreditation recognizes expertise in green building and Leadership in Energy and Environmental Design (LEED). The focus on the environment and the incorporation of sustainable design and energy conservation principles is integral to our design process.

The focus on the environment and the incorporation of sustainable design and energy conservation principles is integral to our design process. These practices contribute to the development of healthy, safe, energy-efficient facilities regardless of LEED accreditation.

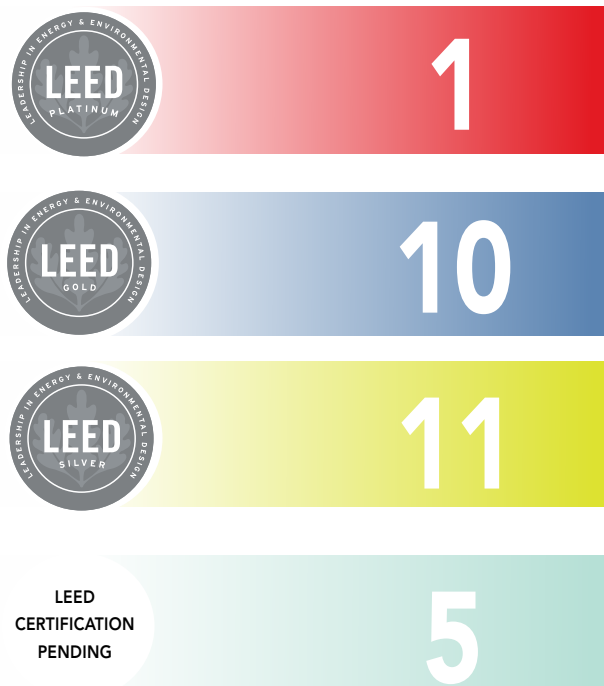
## AIA 2030 COMMITMENT

FGM Architects is a proud signatory of The American Institute of Architects 2030 Commitment Program which is a response to our climate crisis. This program creates a platform for design teams to demonstrate climate action through energy efficient design.

We are committed to help accelerate building design performance through in house energy modeling tools, such as Cove Tool.

Whether clients are inherently interested in environmental impacts or are more motivated by long-term operating costs, pushing towards zero net carbon can achieve both goals. The bottom line is “We can give you a high-performing building that will save operating dollars.”

## FGMA LEED® Facts



#### SUSTAINABLE PROCESS

We work with our clients early in the process to set environmental goals that are reasonable, practical and meet the budget. On every project, whether or not LEED Certification is pursued, we incorporate green solutions which achieve healthy indoor environments and high-performance systems. Green design does not need to cost more but is dependent upon the choices made during the design process. We analyze the first cost vs. life cycle operational costs of systems such as mechanical, electrical or exterior envelope systems. We understand that as stewards of your institution, we need to help you make the best decisions for today as well as future decades.

#### WHY IS SUSTAINABLE DESIGN IMPORTANT?

Design has a tremendous impact on health, operational costs and the environment.



#### NET ZERO ENERGY BUILDING

In order to provide safer and healthier Law Enforcement spaces, buildings must become more high performing. These facilities must also provide Police the opportunity to interact with the environment and have the building itself serve as a tool.

To produce quieter, more productive spaces, facilities must use advanced energy-efficient heating and cooling systems.

#### ENHANCED ENVIRONMENTAL EFFICIENCY

Buildings that incorporate energy efficiency and renewable energy technologies make a strong statement about the importance of protecting the environment. Buildings can be teaching tools that demonstrate scientific and philosophical best practices.

#### REDUCED OPERATING COSTS

Many Law Enforcement buildings spend more money on energy each year than on supplies. By using energy efficiently and lowering a building's energy bills, millions of dollars each year can be redirected toward improving facilities, increasing salaries or providing Law Enforcement resources.

#### LOWER CONSTRUCTION COSTS/FASTER PAYBACK

Well-designed, energy-efficient buildings can cost less to build than normal buildings.

#### ACHIEVING THE 50% ENERGY SAVINGS GOALS

Building a new Police Department to meet a goal of at least 50% energy savings is not difficult, rather it takes commitment and determination. The City's commitment to the goal is incorporated in the City's policy. An individual from the City with decision-making power must then champion the project. The design team must be willing and able to produce a design that meets the target energy savings. The construction of the building is ensured, and the Law Enforcement staff are trained to operate the energy systems properly.

#### AIA 2030 COMMITMENT

FGM Architects is proud to soon finalize our firm's commitment to support the 2030 Challenge. The American Institute of Architects developed the 2030 Commitment Program which will transform the practice of architecture to respond to the climate crisis in a way that is holistic, firm-wide, project-based, and data-driven.



# 7 WELL BUILDING CONCEPTS

AIR

LIGHT

FITNESS

WATER

COMFORT

NOURISHMENT

MIND

## WELL BUILDING

**The way that buildings are designed, constructed and maintained impacts the way we sleep, what we eat and how we feel.**

The WELL Building Standard uses innovative, research-based strategies to advance health, happiness, mindfulness and productivity in our buildings and communities.

The WELL Building Standard consists of features across the seven concepts that comprehensively address not only the design and operations of buildings, but also how they impact and influence human behaviors related to health and well-being.

We feel that WELL Building Standards are especially important to incorporate into our Public Safety and Law Enforcement projects. Through our collaboration with mental health researchers, we understand the need for our building design to support your mission. Keeping police and firefighters physically safe and mentally healthy in their own facilities is our primary goal.

WELL BUILDING CONTINUED

## AIR



Establishes requirements in buildings that promote clean air and reduce or minimize the sources of indoor air pollution.

## LIGHT



Provides guidelines that minimize disruption to the body's circadian system, enhance productivity, support good sleep quality and provide appropriate visual acuity.

## WATER



Promotes safe and clean water through the implementation of proper filtration techniques and regular testing for building occupants to receive optimal quality of water for various uses.

## FITNESS



Promotes the integration of physical activity into everyday life by providing the opportunities and support for an active lifestyle and discouraging sedentary behaviors.

## NOURISHMENT



Requires the availability of fresh, wholesome foods while limiting unhealthy ingredients and encouraging better eating habits and food culture.

## COMFORT



Establishes requirements to create a distraction free, productive and comfortable indoor environment.

## MIND



Optimizes cognitive and emotional health through design, technology and treatment strategies.

WELL projects complete third party, on-site testing to ensure they've achieved key components of the WELL Building Standard. Performance verification is built into the WELL Certification process.

GRANT OPPORTUNITIES

# FGM Architects has helped our clients receive over \$8M in grants on recent projects.

Our firm has worked with many dispatch centers and Public Safety Answering Points to receive funding from a local Emergency Telephone System Board, a taxing agency for the area.

## COMMUNICATION GRANTS

We can assist your agency to complete the proper documentation for these grant submissions. These funds are often used for equipment only – radio and dispatch equipment, Computer Aided Dispatch systems, Uninterrupted Power Supply systems and Record Management System.

## ENERGY GRANTS

FGM Architects has also assisted many of our clients in pursuing sustainable design grants, including those from the Clean Energy Community Foundation and the Department of Commerce and Economic Opportunity, as well as multiple lighting and energy efficiency grants.

These grants support energy efficiency projects, renewable energy installations and sustainable building design and construction.



Energy Efficiency Grant programs have been operating successfully in some parts of the country since the late 1980's. From our team's experience with these successful programs, a number of best practice strategies have evolved that assist our clients in securing these opportunities. Our goal is to help our clients develop designs that deliver energy efficiencies and optimize budgets while ensuring results. Due to our familiarity with these grants, FGM Architects is proud to say that we have helped our clients receive over \$8M in grants on recent projects.

The advantage of these different grant programs and their separate funding sources is that municipalities may apply for multiple grants from these various agencies for the same project in order to really stretch their matching dollars.

In addition, FGM Architects is adept at going above and beyond the requirements set forth by the United States Green Building Counsel to incorporate LEED points when possible.

FGM Architects has dedicated resources to research and monitor local, state and federal grant opportunities which can be used to support both new construction and renovations.



City Council | September 24, 2020  
New Business Item 7 | Page 54 of 55

<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span> PUBLIC ACCESS AREAS FIRST FLOOR	3,064 SF
<span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> VILLAGE HALL AND POLICE SHARED AREAS FIRST FLOOR	2,630 SF
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue; border:1px solid black;"></span> POLICE STAFF SECURED AREAS FIRST FLOOR	2,112 SF
<span style="display:inline-block; width:15px; height:15px; background-color:purple; border:1px solid black;"></span> VILLAGE HALL STAFF SECURED AREAS FIRST FLOOR	3,287 SF



SCALE 1/16" = 1'-0"

**RECENT BUDGET TRACK RECORD  
FROM STUDY TO OCCUPANCY**

	CONSTRUCTION COST IN STUDY	ACTUAL CONSTRUCTION COST
<b>TOWN OF LEDGEVIEW</b>   Ledgeview, Wisconsin Town Hall and Fire Station	\$5M - 5.8M	\$4.9M
<b>VILLAGE OF LAKEMOOR</b>   Lakemoor, Illinois Village Hall and Police Department	\$5.9M - 6.5M	\$5.3M
<b>VILLAGE OF CARY</b>   Cary, Illinois Village Hall and Police Department	\$8M - 8.5M	\$9.5M
<b>VILLAGE OF BENSENVILLE</b>   Bensenville, Illinois Police Department	\$11M - 12.2M	\$12.4M
<b>CITY OF LINCOLN</b>   Lincoln, Illinois Police Department	\$5.7M	\$2.8M
<b>CITY OF EFFINGHAM</b>   Effingham, Illinois Police Department	\$8.3M - 10.4M	\$7.5M
<b>CITY OF ST. CHARLES</b>   St. Charles, Illinois Police Department	\$22M - 23M	\$22M
<b>VILLAGE OF BROADVIEW</b>   Broadview, Illinois Village Hall and Police Station	\$8M - 8.6M	\$8.2M



**FGM ARCHITECTS** **AYRES** **MEP**

SUBMITTED BY  
**ANDREW MAYO**  
Project Manager  
andrewm@fgmarchitects.com | 414.346.7284

SUBMITTED TO  
**CITY OF ALTOONA**  
Attn: Roy Atkinson, Management Analyst  
roya@ci.altoona.wi.us | 715.839.6092

219 North Milwaukee Street, Suite 325  
Milwaukee, Wisconsin 53202

1303 Lynn Avenue  
Altoona, Wisconsin 54720

To Agenda>>

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 9 - Presentation by Staff regarding Smoking Cessation Campaign with possible action to follow.**

As you are aware, during discussion in June regarding issuance of tobacco sales licenses, Council directed staff to develop a plan for reducing tobacco and vaping product use in Altoona. City Administration and the Police Chief have been working with the Altoona School District and the Eau Claire City/County Health department to develop such a plan. The plan includes several elements that we are seeking input from Council prior to proceeding.

Below is a list of initiatives we would like to pursue:

1. Update City's smoking ordinance consistent with Health Department recommendations and best management practices.
2. Update City ordinance to include an explicitly smoking and vaping prohibition on school property for all. Likely consolidating chapters 8.06 and 9.24.
3. Research options for prohibiting smoking in parks, portions of parks or at city-sponsored events in city parks.
4. Develop a joint marketing approach/plan--apply for grants to support the campaign.
5. Work towards installation of vape detectors at the school.
6. Update school policies related to smoking and vaping.
7. Engage student groups at the middle school level to discourage smoking and vaping.

Staff will present the plan and request input from Council on direction or any other ideas.



**ALTOONA UNITED**  
*a Smoke Free Altoona*

**MEMORANDUM**

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting agenda items.

**(IX) NEW BUSINESS**

**ITEM 10 - Discuss/consider approval of Resolution 9C-20, a resolution extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.**

The declaration of an emergency in the City of Altoona related to the COVID-19 outbreak is scheduled to expire on September 28, 2020. Circumstances still persist that may require the City to take extraordinary action in response to the COVID-19 crisis to assure a flexible and timely response. Therefore, staff is recommending the City extend the City's declaration of emergency until October 26, 2020. The ratified declaration of emergency proclamation allowed the following:

- Preparedness for a flexible and timely response to an identified national and state health emergency with strong potential for local impacts and the ability to implement necessary community responses.
- Permits remote attendance options for City Council, board and committee meetings and cancelation of non-essential meetings while facilitating reasonable public access to meetings within current social gathering recommendations.
- Expresses support for the County Health Department Emergency Order.

Suggested motion: I move to approve/not approve Resolution 9C-20, a resolution authorizing extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.



**RESOLUTION 9C-20**

**A RESOLUTION EXTENDING AN EMERGENCY DECLARATION IN THE CITY OF ALTOONA RELATED TO THE OUTBREAK OF COVID-19**

**WHEREAS**, conditions exist within the State of Wisconsin related to the outbreak of COVID-19 that threaten the health, safety, and welfare of state residents, and the strong potential exists for these conditions to continue to spread to the City of Altoona and the surrounding vicinity, which such conditions require preparedness for a flexible and timely response as conditions change and additional data becomes available; and

**WHEREAS**, millions of people around the world have tested positive for COVID-19, including more than 6.6 million people in the United States, more than 97,000 people in Wisconsin, and more than 1,300 people in Eau Claire County;

**WHEREAS**, the City Council of the City of Altoona is authorized to invoke emergency powers in such circumstances by §§ 323.11, 323.14 and 62.11, Wis. Stats., among other statutory, constitutional, and other authority provided by law, to respond in this time of emergency to protect, as best able, the life, liberty, and property of its citizens; and

**WHEREAS**, under Wisconsin Statute 252.03, the Eau Claire City-County Health Department is the lead agency for controlling and responding to communicable disease threats and has opened Incident Command to plan for and to respond to the needs of our residents; and

**WHEREAS**, on September 18, 2020, the Eau Claire City-County Health Department issued an updated COVID-19 Prevention and Control Order under the authority provided in Wis. Stat. § 252.03; and

**WHEREAS**, on August 27, 2020 the City Council approved a declaration of an emergency in the City of Altoona related to the COVID-19 outbreak which is scheduled to expire on September 28, 2020; and

**WHEREAS**, circumstances still persist that may require the City to take extraordinary action in response to the COVID-19 crisis to assure a flexible and effective response; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Altoona: That the City Council hereby extends the state of emergency within the City of Altoona until 12:00 a.m. on the 26th day of October, 2020, as subject to extension or rescission by future action of the City Council.

**BE IT FURTHER RESOLVED**, by the City Council of the City of Altoona that the City Council does hereby adopt and apply within the City of Altoona, the Eau Claire County Health Department COVID-19 Prevention and Control Order dated September 18, 2020, and any extension of or reduction to said Order while the City's Emergency Declaration remains in effect, finding it necessary and expedient for the health, safety, protection, and welfare of persons and property within the City under authority granted by Wis. Stat. §323.14(4) along with all its constitutional, statutory local home rule and police power authority.

**BE IT FURTHER RESOLVED**, the City Administrator and any designees or successors to that office are acknowledged as the head of emergency government for the City of Altoona with the full authority as stated under §§ 323.11, 323.14, Wis. Stats., to take action necessary and expedient for the health, safety, welfare, and good order of the City during the duration of this declared emergency, unless any of said authority is removed sooner by lawful action of the City Council. While said emergency authority exists, it shall include, but not be limited to, the following expressly granted powers: Emergency procurement under Wis. Stat. §62.15(1b) permitting the letting of public works contracts without notice or competitive bidding; cooperate with other local units of government under §66.0301 to furnish emergency services; employ volunteer, personnel, facilities and other resources; temporarily modify or suspend local ordinances, regulations and standards not contrary to state, federal, or constitutional laws and principles, and such other action necessary and expedient for the health, safety, protection and welfare of persons and property within the City of Altoona.

**Dated this 24th Day of September, 2020**

**CITY OF ALTOONA, WI**

\_\_\_\_\_  
**Mayor Brendan Pratt**

**Attest:** \_\_\_\_\_

**Cindy Bauer, City Clerk**

---

# THE CITY of *Altoona*

---

## MEMORANDUM

To Agenda>>

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, SEPTEMBER 24, 2020** Addendum Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, SEPTEMBER 24, 2020** Council Meeting Addendum agenda item.

### **(IX) NEW BUSINESS**

**ITEM 12- Discuss/consider amending the premise description on the “Class B” Combination Liquor and Beer License issued to Rolly’s Coach Club, located at 2239 Spooner Avenue, to include the parking lot for the following date only: July 25 and October 17, 2020.**

Rolly Knusalla, owner of Rolly’s Coach Club, 2239 Spooner Avenue, is asking for an amendment to his current “Class B” Liquor and Beer license premise description to include his parking lot for the following date only: October 17, 2020 for a fundraiser for the Hockey Association. Estimated people at the event is approximately 100 people. There will be a tent set up in the parking lot where alcohol will be served. Rolly Knusalla (Rolly’s) is aware that alcohol may not leave the premise.

As you recall, Rolly was approved an amendment to the premise description for a July 25, 2020 event. Council approved the July 25, 2020 event on July 9, 2020 but did not approve the October 17, 2020 fundraiser at that meeting. Council Members wanted to see how the July 25<sup>th</sup> event went before approving the October 17 event.

Police Chief Bakken noted that she did not receive any complaints relating to the July 25, 2020 benefit. If approved, the conditions will remain the same that Rolly operate in accordance with the Eau Claire City/County guidelines which includes screening and a roster of the attendees to the event.

Suggested motion: I move to amend/not amend Rolly’s Coach Club “Class B” Liquor and Beer License premise description to include the parking lot only for the specific dates of October 17, 2020 with a condition of limiting the gathering to no more than 50 people outside at one time and follow the guidelines set by the Eau Claire City/County Health Dept. which includes screening and a roster of the attendees to the event.