
THE CITY of *Altoona*

AGENDA FOR REGULAR COUNCIL MEETING ON THURSDAY, AUGUST 25, 2022
6:00 P.M.

Held in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, Altoona, WI

- 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 August 11, 2022 Regular Council Meeting.
- VI. REPORTS
 - A. City Officers/Department Heads
 - B. City Committees
- VII. CONSENT AGENDA
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
 1. Update by Mark Beckfield regarding the Veterans Memorial Foundation Project.
 2. Discuss/consider appointment of Council Member for District 5, Wards 9 and 10 to fill the vacant position for the remainder of term April 2023.
 3. Discuss/consider Mayoral Appointment and Chairperson to the following committees to fill the vacant Council Positions:
 - A. Plan Commission
 - B. Finance Committee
 - C. Park & Rec Committee and Chairperson
 4. Public Hearing at 6:00 p.m. (or as soon thereafter as is possible) to rezone 18.25 acres located at 257 Bartlett Avenue (Parcel 201102401000, Lot 1, CSM 3757) from R-1 One Family Dwelling District (temporary assignment) to confirmation of zoning TH - Twin Home District and R3 Multiple Family Dwelling District.
 5. Discuss/consider approval of Ordinance 8A-22, an ordinance rezoning 18.25 acres located at 257 Bartlett Avenue (201102401000) as mentioned in Item 4. (Discussed at the August 16, 2022 Plan Commission Meeting.
 6. Discuss/consider awarding a contract for the Tree Inventory & Management Plan project. (Thurs material)

7. Discuss/consider awarding a contract for the annual Tree Planting Program. (Thursday materials)
8. Discuss/consider awarding a contract for the 10th Street Park Irrigation project. (Thursday materials)
9. Discuss/consider awarding contract for the River Prairie Center Kitchen Improvement Project

X. MISCELLANEOUS BUSINESS AND COMMUNICATIONS

XI. 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*

###

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 11, 2022**

(I) Call Meeting to Order

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. The Regular Council Meeting was held in person in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, WI.

(II) Pledge of Allegiance

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

(III) Roll Call

City Clerk Cindy Bauer called the roll. Council Persons Dale Stuber, Timothy Lima, Jon Olson, Matthew Biren and Susan Rowe were present. Also Present: Attorney Justin Andrews, City Administrator Michael Golat, Assistant City Administrator Richard Downey, Police Chief Kelly Bakken, Finance Director Tina Nelson, City Engineer/Dir of Public Works (CE/DPW) David Walter, Fire Chief Mark Renderman, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

There being no Citizen Participation, motion by Biren/Lima to close the Citizen Participation Period.
Motion carried.

(V) Approval of minutes.

Motion by Lima/Stuber to approve the minutes of the July 28, 2022, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Michael Golat thanked Clerk Bauer and Election staff for their participation in the August 9, 2022 Election. Golat commented on the new play structure at Tenth Street Park.

CE/DPW Walter updated the Council on the Daniels Avenue Street Construction which one of the components will start the end of this month and then other work to start after Labor Day.

Fire Chief Renderman commented that EMS Fire Calls are 678 so far to date as of July 2022.

Police Chief Kelly Bakken updated the Council on police officer hiring; currently hiring one full time police officer. National Night Out was last week (Aug 2) and was well attended. Bakken also commented that they are working on a new program, partnering with the WI State Patrol, to do a volunteer preliminary breath test (PBT) on Aug 24 to educate the public on OWI, PBT at River Prairie Park. Educational materials will be available. Bakken updated the Council on Police Dept. cases.

City Committee Reports –

(VII) Consent Agenda – None

(VIII) Unfinished Business - None

(IX) New Business

(1) Discuss/consider approval of Resolution 8A-22, A resolution authorizing the closing of books of account for the year ended December 31, 2021 and to accept the Comprehensive Annual Financial Report for 2021. (Discussed at the August 11, 2022 Finance Committee Meeting.)

City Administrator Golat explained that following completion of the Auditor's presentation, given at the August 11, 2022 Finance Committee meeting, staff recommended Council approve a motion to authorize closing the books of account for 2021 and to accept the City's 2021 Comprehensive Annual Financial Report as presented.

Draft Minutes

Council Members were provided the 2021 Financial Statement and Communication Letters. Council Members were also provided a summary of the Financials prepared by CLA (CliftonLarsonAllen LLP).

Some suggestions from the audit team that staff is currently looking at are:

1. Give the checks (after they have been printed and stamped) to an employee that is not involved in the cash disbursement process to review and mail. The employee would print a list of checks from Workhorse and double check the Workhorse list with the checks to make sure the vendor and amount matches. I am not sure how easy this would be to implement but just an idea to help separate more functions related to the cash disbursement cycle.
2. Look into positive pay with banks.
3. Create a record retention policy.
4. Approve a new procurement policy that follows Federal Single Audit Uniform Guidance.

Motion by Lima/Biren to approve Resolution 8A-22, a resolution authorizing the closing of books of account for the year ended December 31, 2021 and to accept the Comprehensive Annual Financial Report for 2021. **Motion carried.**

(IX)(2) Discuss/consider approval of Resolution 8B -22, A Resolution amending the General, Capital, ARPA and NEI 2022 Budgets

Finance Director Tina Nelson explained Resolution 8B-22. This budget amendment accounts for the following items:

Boys & Girls Club of the Chippewa Valley Support	\$ 25,000.00
Use of ARPA-Local Fiscal Recovery Funds	\$179,886.63
2022 NIF-Container Park Grant Project Revenues & Expenses	\$168,986.63
2022 NIF-Public Safety Grant Project Revenues & Expenses	\$ 71,000.00
Solis Circle Roof Replacement Project	\$ 80,000.00
Law Enforcement Agency Initiative Grand Revenues & Expenses	\$ 23,087.00
Property Acquisition (3rd Street)	\$ 61,785.00
Well Site Property Purchase (Prairie View Ridge)	\$ 65,200.00

Motion by Biren/Lima to approve Resolution 8B-22, a Resolution amending the 2022 General, Capital, ARPA & NEI Budgets. **Motion carried.**

(IX)(3) Discuss/consider awarding a contract for the Solis Circle Roof Replacement project.

CE/DPW explained the bid tabulation of the results of a bid opening held on July 27, 2022 for the above project. The roof at Solis Circle is due for a replacement and is also the first step prior to installing the solar panels funded via a grant. Walter said the bidding documents were structured with a base bid for asphalt shingles, with a bid alternate for standing-seam metal panels. As you can see, standing-seam metal panels are substantially more expensive than asphalt shingles, and staff recommendation is to proceed with the base bid. The roof replacement will be funded through the designated Solis Circle fund. Although only one bid was submitted, staff research suggests that the price is within industry standards. Staff contacted references and received favorable feedback on the bidder.

Motion by Lima/Biren to approve a base bid contract with C&A Custom Contractors, LLC for \$79,925.00 for the replacement of the Solis Circle roof. **Motion carried.**

(IX)(4) Discuss/consider approval of an easement to TDS Metrocom LLC for placement of equipment on City property.

CE/DPW David Walter explained that TDS Metrocom LLC has declared their intent to construct a network throughout Altoona to provide phone, internet, and TV services. Construction of the network will require control

cabinets placed at two locations within the city. The first proposed location is on the corner of the Well #6 property at 1106 Devney Drive. Public Works has reviewed the requested location and has determined it does not present an obstacle to use of the property now or in the future for well operations. The proposed easement, including a drawing was attached for Council review. TDS Metrocom is proposing to reimburse the City \$5,000 for the easement.

Motion by Lima/Biren to approve an easement to TDS for placement of equipment on City property.

Motion carried.

(IX)(5) Discuss/consider awarding a contract for the USH 12 Utility Extension project.

CE/DPW Walter explained that the 2022 budget includes a capital project for extending sanitary sewer and watermain along USH 12 to serve City property on the northeast corner of USH 12 and County Highway SS. The project also serves to connect the existing water distribution system to the Well #8 site. Ayres Associates was selected to design the project, and the bid opening was held on Monday, August 8, 2022. Council Members were provided copies of the two bids; one from Haas Sons and the other from A-1 Excavating. The Base Bid included installation of ductile iron water main, with an alternate for PVC. The availability of ductile iron is such that one shipment would arrive in November with the other in December according to the contractor. PVC pipe is immediately available and is lower in cost, therefore, Staff recommended award of the project based upon Bid Alternate #1 to include PVC pipe.

Motion by Lima/Biren to approve awarding a contract for the USH 12 Utility Extension project to A-1 Excavating with the bid alternate as recommended by staff to go with alternate 1, therefore reducing the amount and bringing it a total of \$1,657, 655. **Motion carried.**

(IX)(6) Discuss/consider approving an Update to the City's Classification and Compensation Study by Carlson Dettmann.

City Administrator Golat explained that the city last updated its classification and compensation study in 2019 and implemented the findings of the study for the 2020 budget year. In 2021 the City implemented a structural adjustment of 1% to the wage table, and in 2022 the table was adjusted by 2.5%. However, the 2021 actual Consumer Price Index (CPI) was 7% and the current year to date CPI for July 2022 is currently 8.5% year over year.

City Administrator Golat commented that the current labor market is very tight. As an example, Golat noted that it took us six months to recruit a replacement for our City Planner. Further, we recently had a failed search for filling a police officer position and have lost two police officers to the private sector. City Administrator Golat referred to some articles on the current state of public sector labor, that illustrate the many challenges associated with recruiting and retaining public sector employees.

City Administrator Golat mentioned that to assure the City remains competitive in today's labor market, staff is recommending that the City's classification and compensation study be updated. The City received a proposal from Carlson Dettman to update the study for \$8,000 that would revise the City's wage structure based on comparable.

Motion by Biren/Lima to approve an Update to the City's Classification and Compensation Study by Carlson Dettmann for \$8,000 and to amend the budget if necessary to pay for the update. **Motion carried.**

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Biren/Lima to adjourn at 6:41 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, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(VII) CONSENT AGENDA

(VIII) UNFINISHED BUSINESS

(IX) NEW BUSINESS

ITEM 1 - Update by Mark Beckfield regarding the Veterans Memorial Foundation Project.

Mark Beckfield from the Eau Claire County Veterans Tribute Foundation will be present to give an update on the next phase of the Veterans Memorial Foundation Project.

ITEM 2 - Discuss/consider appointment of Council Member for District 5, Wards 9 and 10 to fill the vacant position for the remainder of term April 2023.

As you are aware, Council Member Tim Sexton resigned as Council Member effective July 29, 2022 due to moving out of the City of Altoona. His Council seat is now vacant. Consistent with Altoona Municipal Code, the Council is required to appoint a replacement from a pool of interested applicants.

Vacancy notices inviting applications from interested citizens were placed in the Leader Telegram, the City's website, Facebook, City's weekly e-newsletter, and a media release to local media. The deadline for submitting applications/resumes was August 17, 2022 at 2:00 p.m.

The term for appointment will be until April 18, 2023 at which time the selected council person can take out nomination papers in December 2022 to be on the April 2023 Spring Ballot.

Clerk Bauer received three applications. Those applicants have been invited to the meeting to make a presentation regarding their interest in the position. After the presentation is completed, Council will be asked whether their preference is to vote by a voice vote or by private ballot for their preferred candidate. Since there are three candidates, a first ballot will be taken. If no applicant receives a majority of votes during the first ballot, the candidate receiving the lowest number of votes will be dropped and a second vote will be taken on the remaining two candidates.

After the Council selects the new Council Member, Clerk Bauer will swear in the newly appointed Council Member and the selected candidate will take their seat that evening.

ITEM 3 - Discuss/consider Mayoral Appointment and Chairperson to the following committees to fill the vacant Council Positions:

- A. Plan Commission**
- B. Finance Committee**
- C. Park & Rec Committee and Chairperson**

Due to the resignation of Council Representative Tim Sexton, the above mentioned committees have vacancies. Per Municipal Code Chapter 2.08.060 “Vacancy filling”, Vacancies in elective offices shall be filled as follows: *C. In all other elective offices, by appointment by the mayor, subject to confirmation by the Council.*

The Mayor is recommending the following Council Members to fill those vacant positions.

- A. Plan Commission - Sue Rowe
- B. Finance Committee - The newly appointed Council Person
- C. Park & Rec Committee and Chairperson - The newly appointed Council Person to serve on the committee and be appointed the Chairperson for the Park & Rec Committee.

Suggested motion: I move to approve/not approve the mayoral appointments and chairperson as recommended by Mayor Pratt to serve on the aforementioned committees.

ITEM 4 - Public Hearing at 6:00 p.m. (or as soon thereafter as is possible) to rezone 18.25 acres located at 257 Bartlett Avenue (Parcel 201102401000, Lot 1, CSM 3757) from R-1 One Family Dwelling District (temporary assignment) to confirmation of zoning TH Twin Home District and R3 Multiple Family Dwelling District as submitted by Craig Wurzer.

See Enclosed:

- Staff Report 22-08A
- Application for Rezoning
- Rezoning Application Package
- Proposed Ordinance 8A-22

As you may recall, the City Council approved the Preliminary Plat for “Bartlett Crossing” on July 14, 2022, which comprised approximately 18.25 acres located at 257 Bartlett Avenue, annexed to the City on June 23rd. Per Altoona Municipal Code, the property is assigned R1 Zone until the Plan Commission recommends and Council approves another district.

The easterly 5.49 acres of the territory is proposed for TH-Twin Home Zoning assignment, to be developed as 24 twin home lots. The westerly 12.76 acres is proposed for R3 Multiple Family Dwelling District Zoning assignment, to be developed with 162 dwellings. These dwellings are in two general configurations: townhouse-style apartments in 8-, 10-, and 14- dwelling structures, and two 12-dwelling “barbell” configurations similar to those developed in the Prairie View Ridge subdivision.

See enclosed Staff Report 22-08A and Rezoning Application for further description.

Suggested motion: I move to close the public hearing.

ITEM 5 - Discuss/consider approval of Ordinance 8A-22 an ordinance rezoning 18.25 acres located at 257 Bartlett Avenue (#201102401000, Lot 1, CSM 3757) as mentioned in Item 4. (Discussed at the August 16, 2022 Plan Commission Meeting.

See ITEM 4 for materials and summary.

Staff finds the proposal as consistent with the City of Altoona Comprehensive Plan, and recommends approval of Ordinance 8A-22, rezoning 18.25 acres TH and R3 Districts as proposed, and Outlots 2-5 of that same plat “P Public and Conservancy District”.

The Plan Commission unanimously recommended approval of the staff recommendation on August 16th, 2022.

Suggested motion: I move to approve/not approve Ordinance 8A-22.

ITEM 6 - Discuss/consider awarding a contract for the Tree Inventory & Management Plan project.

The 2022 budget includes a capital project for compiling an inventory of trees in public space and a management plan. This is the next step in our urban forestry efforts, and is funded in part by a grant from the Wisconsin Department of Natural Resources. The purpose of this effort is to better prepare the City for future challenges similar to the Emerald Ash Borer, Oak Wilt, and other diseases and pests, and to guide our ongoing tree planting and maintenance efforts.

Proposals are due on August 23rd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the Tree Inventory & Management Plan project to _____, in the amount of \$_____.

ITEM 7 - Discuss/consider awarding a contract for the annual Tree Planting Program.

As you may be aware, the City has systematically removed ash trees in conformance with the Emerald Ash Borer Mitigation plan. Removals on public property are now complete. The City is in its 4th year of replacement plantings, and this year’s budget includes funds to continue. The City solicited proposals for supply and planting of 50 trees in various locations throughout the city. This urban forestry effort is also funded in part by a Wisconsin Department of Natural Resources grant

Proposals are due on August 23rd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the annual Tree Planting Program to _____, in the amount of \$_____.

ITEM 8 - Discuss/consider awarding a contract for the 10th Street Park Irrigation project.

Included in the 2022 budget is a project to install an irrigation system within 10th Street Park. The scope of the project will include all remaining non-irrigated sections. The ballfield has a separate dedicated system in place. The proposed system will also aid in establishing healthy turf around the perimeter of the Fish House.

Proposals are due on August 22nd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the 10th Street Park Irrigation project to _____, in the amount of \$_____.

ITEM 9 - Discuss/consider awarding contract for the River Prairie Center Kitchen Improvement Project.

As you are aware, the City is partnering with its new operator of River Prairie Center, Hospitality Management T & T, to purchase equipment and complete other upgrades necessary to make the RPC kitchen a fully functional kitchen as opposed to its current “catering” kitchen configuration. The City issued a request for proposals for the work and equipment which are due on August 25, 2022 at 1 PM. Staff will send Council the proposals and review them before the Council meeting. At the Council meeting staff will provide a recommendation to Council regarding selection of a vendor to complete the work. Attached for your review is the request for proposals that was issued.

Suggested Motion: I move to approve/not approve awarding a contract for the River Prairie Center Kitchen Improvement Project to _____, in the amount of \$_____..

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

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ITEM 2 - Discuss/consider appointment of Council Member for District 5, Wards 9 and 10 to fill the vacant position for the remainder of term April 2023.

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After the Council selects the new Council Member, Clerk Bauer will swear in the newly appointed Council Member and the selected candidate will take their seat that evening.

From: Kaitlyn Leopold [Kaitlyn.m.leopold@gmail.com]
Sent: Wednesday, August 3rd, 2022
To: Cindy Bauer, City Clerk
Subject: City Council Position for Aldermanic District 5 (wards 9 and 10)
Attachments: Kaitlyn Leopold Resume 8.3.2022

I am writing to submit my resume for consideration for the city council position for aldermanic district 5 (ward 9 and 10). I was excited to hear about this opportunity as I have been searching for a way to serve my community. I appreciate your time and consideration.

Thank you,

Kaitlyn Leopold

Kaitlyn Leopold

Kaitlyn Leopold

3028 Valmont Ct, Altoona, WI, 54720 - (920)517-8303 - kaitlyn.m.leopold@gmail.com

Education

B.S. in Industrial Engineering/Engineering Management - South Dakota School Of Mines and Technology
Minor in Occupational Safety

Work Experience

Mayo Clinic Health System, Eau Clair, WI – February 2022 – Present – Management Consultant

- Performed business case analysis for departments including gathering and analyzing quantitative and qualitative data, drawing conclusions, and developing actionable recommendations to inform leadership decision.
- Independently evaluate the impacts of solutions and create presentations synthesizing project findings.
- Leverage lessons learned to create best and next practice models, tools, frameworks, and methods enabling sustained transformational capabilities.
- Completed multiple utilization studies identifying the current and future space needs to best serve the patient population.

Hutchinson Technology, Eau Claire, WI - November 2017 – February 2022 - Industrial Engineer

- Designed an automated Materials Planning Report in Microsoft PowerBI to streamline and improve decision making within the planning and purchasing process.
- Coordinated monthly S&OP assumptions, analyzed factory capacity, and provided outputs within strict deadlines.
- Developed and implemented a change management system for the monthly S&OP process to regulate changes.
- Evaluated scenarios and facilitated strategic business discussions.
- Designed data packets for proposed product marketing and identified elements for customer negotiations.
- Worked with process supervisors, managers, and operators to provide accurately forecast labor requirements.
- Developed a streamlined capacity model and in house databases to reduce errors and manual operations.

Solvay Chemicals, Green River, WY - June 2015 - November 2017 - Safety Engineer

- Perform numerous qualitative and quantitative industrial hygiene risk assessments.
- Conducted industrial hygiene sampling for multiple contaminants on surface and underground.
- Research and helped implement controls to reduce exposures.
- Conduct numerous risk assessments and encouraged the growth of the safety culture.
- Analyze near miss and injury data for trends.
- Help implement new company standards and rules and conduct emergency drills.
- Interact with employees frequently and frequently lead safety meetings.

Caterpillar Inc., Peoria, IL - Summer 2014 - Industrial Engineering Intern, Global Quality

- Lead a six sigma project to reduce the Claims Room Inspection velocity from 30 days to 8 days.
- Redesigned the layout of the claims room to increase velocity and decrease walking distance.

Caterpillar Inc., Peoria, IL - Summer 2013 - Industrial Engineering Intern, Facility Engineering

- Researched and created a practice document for an environmentally friendly building.
- Determined the size of location needed for over 1000 individual parts for a parts transfer to a different facility.

Banner Engineering, Aberdeen, SD - Summer 2012 - Industrial Engineering Intern

- Gained experience with lean manufacturing, kaizen events, and 5S.
- Grouped over 3000 parts into families and conducted a time study for each.

Nicholas N Solberg
3304 W Country Club Ln.
Altoona, WI 54720
August 13th, 2022

Dear Councilmembers-

I am writing to express my interest in filling the vacancy on the city council.

These are exciting times for our city. To anyone driving through on the HWY 53 Inner Bypass or down Highway 12 it is apparent Altoona is a growing, vibrant community that is building wealth in both the business sector and new resident departments.

I have been employed at PDM Bridge/Veritas Steel since my graduation from UW-Stout in 2010. Finding career success has been made possible through hard work and the guidance of great teachers (managers) who have drawn from both superior management skills and years of experience, which can't be taught in a classroom/seminar.

In addition to my professional career, I am also involved in the local Elks Lodge #402 and Altoona Youth Softball/Baseball. I have served various positions on the Elks Officers Team since 2014 and have been the Lodge Hoop Shoot director since 2015. This past Spring was my 2nd year helping coach my son's baseball team.

I am a husband, father, and business professional who has been lucky enough to live to both grow up in Altoona; then move for college/career; and now have the chance to come back and raise my children here. When I walk through the River Prairie Development, I must remind myself that less than 20 years ago this was unused space, that few people realized what a great community draw potential it had. Similarly, it is with both nostalgia and a sense of pride explaining to my son that that Centennial Park was not a reality in my youth, and that while sad that Hillcrest Golf is no more, it has been repurposed as a fantastic location for families to make Altoona their home.

An interview will give us the opportunity to better get to know one another. I can be reached at (715) 559-9427 or through email at solberg_n@yahoo.com.

I look forward to contributing to Altoona's story. Let's get to work.

Sincerely,

Nicholas N Solberg

Enclosure: Resume



Nicholas N Solberg

solberg_n@yahoo.com
715.559.9427

3304 W Country Club Ln.
Altoona, WI 54720

Professional Experience

Veritas Steel LLC.

August 2018 to Present

Logistics Manager

- Comprehensive administration of Veritas' inbound/outbound logistics operations for 3 manufacturing facilities including: Scheduling, Department Staffing, and Warehousing (Storage Yard Layouts)
- Dotted line report structure for each of Veritas' plant location Yard Managers as well as material handling crews.
- Accountable for Veritas specialized trailer fleet- annual maintenance, Capex repairs, new purchase justifications.
- Successfully onboarded multiple new vendors to service Veritas' transportation requirements
- Worked with CFO to determine and achieve appropriate levels of insurance coverage for each vendors' freight-class.
- Responsible for annual company expenditures of over \$8 million dollars in freight budgets.
- Continuation of majority of Logistics Engineer duties assumed/progressively added since 2010.

Veritas Steel LLC. /PDM Bridge LLC. Eau Claire, WI

August 2010 to August 2018

Logistics Engineer

- Completed project estimates for project delivery cost component.
- Negotiated contract rates and project spot-market prices for multiple modes of transportation and manufacturing consumables.
- Developed force rank system to evaluate potential vendors and identify areas in need of service level improvement.
- Presented cost trade-off research with fact-based analysis in determining the best manufacturing strategy/location from a delivery perspective.
- Planned and scheduled outbound material deliveries for three of Veritas/PDM's four manufacturing locations.
- Supervised crew of material handlers/shipping personnel both at Veritas/PDM plant locations and on-site/field locations for material unload and transloads.
- Oversaw employee production performance levels and worked to develop standard rates for truckload, railcar, and barge labor hours.
- Assisted purchasing department in procurement strategies for production supplies and consumables.
- Assisted purchasing department in developing a metric used to evaluate and recognize savings for in-house arrangement of inbound shipments.
- Designed and implemented budget tracking system for project accounts; provided the project management function for the freight cost component for multiple projects from different manufacturing facilities.
- Researched suppliers; provided recommendations for vendor consolidation and realignment.

PDM Bridge, LLC. Eau Claire, WI

March 2010 to August 2010

Supply Chain Intern

- Defined current standard for product shipments.
- Identified opportunities for improvement in current outbound freight system.
- Created a transportation cost model to improve estimation process for product shipments.
- Provided PDM senior management with recommendations and justification.

Menards, Inc. Eau Claire, WI
Part-Time Warehouse Receiving

- Received Auto & Direct shipments.
- Cross Dock van loads.

March 2009 to August 2010

CCS Distributing Eau Claire, WI
Production Foreman

- Scheduled chemical production.
- Worked with Operations Manager to develop a lean manufacturing system, based on inventory control.
- Evaluated suppliers and performed supplier audits.

June 2004 to August 2010

Education

University of Wisconsin-Stout, Menomonie, WI
Bachelor of Science May 2010
Major: Business Administration
Concentration: Supply Chain Management

Chippewa Valley Technical College, Eau Claire, WI
Associate of Science, May 2008
Business Management

APICS Certification
Level 1: Basics of Supply Chain Management

Educational Concentration

- Supply Chain Systems Design
- Logistics
- Negotiation and Contracts
- Resource Planning and Materials Management
- Purchasing, Procurement and Supply Chain Management

Honors and Awards

- UW- Stout Academic Honor Society
- UW-Stout Chancellor's List
- Chippewa Valley Technical College President's List

Spring 2009, Fall 2009, Spring 2010
Fall 2008, Spring 2009, Fall 2009
Summer 2007, Fall 2007, Spring 2008

References

Available upon request

Sarah M. Gordee
414 Club View Lane
Altoona, WI 54720
612-209-6031
sarahgogo@live.com

August 17, 2022

Cindy Bauer
Altoona City Clerk
1303 Lynn Avenue
Altoona, WI 54720

Dear Ms. Bauer;

Please accept this cover letter and resume as application for your consideration for the City Council Vacancy for District 5 (Wards 9 and 10). As a resident of District 5 in Altoona, I would be honored to represent the people of my Wards as a City Council Member.

Service to others has always been a priority to me. My business background is extensive, as you'll see in my included resume. I have always viewed my roles in business through the lens of providing service to others, whether they're coworkers, direct reports, clients or superiors. It is through servant leadership that genuine relationships are fostered and goals are achieved.

In addition to my business credentials, I have served in many capacities to organizations as a volunteer. I have held positions on the Finance Council of three different parishes. I am on the Workforce Committee for the Board of Directors of Momentum West. I am a past Ambassador for the Eau Claire Area Chamber of Commerce and a present Ambassador for the Chippewa Falls Area Chamber of Commerce. I am currently in the Leadership Eau Claire class of 22-23 through the Eau Claire Area Chamber of Commerce. And I consistently volunteer my time, talent and treasure for many different non-profit organizations.

I believe I would be a great addition to the Altoona City Council - my perspective as a woman, a relatively recent Altoona resident, a tenured business person, and a service-oriented individual would bring new perspectives and ideas to the table and help to support the growth and prosperity of the City of Altoona.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Best Regards,

Sarah M. Gordee



Sarah M. Gordee
414 Club View Lane
Altoona, WI 54720
612-209-6031
sarahgogo@live.com

PROFESSIONAL SUMMARY

Sarah is a talented business executive with a successful background in organizational development, driving organic business growth and building high-performing teams. Her commitment to integrity, authenticity and servant leadership is foundational to her relationships and helps pave the way for success.

- Proven ability to build and lead high performing teams
- Verifiable track record of setting *and achieving* organizational strategies, initiatives and goals
- Exceptionally talented at transforming teams – focusing on strengths to achieve excellence
- Thrives while navigating dynamic work environments and balancing shifting priorities
- Highly motivated, genuinely competitive, natural leader

PROFESSIONAL EXPERIENCE

HOOKD PROMOTIONS

2018 - PRESENT

Director of Sales

Hookd Promotions is a local Digital Marketing Agency serving small to medium size businesses across the Chippewa Valley and beyond. I was hired to help expand the business community's awareness of Hookd, work to define and promote our service offerings, and to grow organizational revenue. Since starting in 2018, Hookd has more than doubled in revenue, despite losing 40% of our book of business during the pandemic. We are now a well known entity within the Chippewa Valley and we have an absolutely top notch team providing unique and complex services to the clients we serve.

THE WILLOW GROUP – (ACQUIRED BY IMPROVING ENTERPRISES)

2013 – 2016

Sr. Account Executive

Recruited by the CEO and given responsibility for reestablishing business with Company's most tenured customers. Internal resource constraints had resulted in significant business decline, diminished revenue and deteriorated relationships.

- Fostered and developed key relationships within accounts in order to partner with customers to effectively plan and successfully drive strategic projects
- Directly engaged with new and existing clients to reestablish communication, renew relationships and deliver value
- Created, socialized and executed Strategic Account Plans

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- Transitioned client relationship from transactional to business value focused
- Elevated the conversation to align service lines with client business needs
- Transitioned client contacts to executive level decision makers and stakeholders
- Grew assigned territory exponentially, taking primary assigned account from revenue of \$250K at my start to booked revenue of \$3.5M by June, 2016
- Opened and developed multiple new revenue generating accounts to grow business upside

MICROSOFT**2011 – 2013*****Territory Services Executive***

As a Territory Services Executive at Microsoft, was responsible for driving the overall services relationship and consulting services revenue within assigned enterprise accounts (Fortune 500).

- Worked broadly across the full Microsoft account servicing team to create and deliver a successful services sales strategy for the assigned territory
- Led individual account strategy sessions with virtual Microsoft teams, including legal, sales, product development, product support and partner organizations
- Proposed, managed and executed on customer contracts to achieve both revenue and business goals
- Year over year, successfully attained quota within assigned accounts; approximately \$3M+ in Consulting Services and \$3M+ in Premier Services

ANALYSTS INTERNATIONAL (AIC)**2009 – 2010*****Area Vice President, Minneapolis***

Recruited to join an Executive Team tasked with an organizational turnaround; ignite sales, align business needs, and build high performing teams.

- Led the Minneapolis Area to record growth over one-year span
 - Revenue growth of 37%, Gross Margin growth of 57%, Contribution Margin growth of 111%
 - Exceeded 2010 Budget by 16% on the top line and 24% on the bottom line
- Capitalized on high volume sales by implementing creative recruiting models internal and external to organization
- Overhauled operations to mend strained consultant and client relationships, developing a Consultant Care Model that achieved quick success and was implemented nationally as an organizational best practice

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- Improved employee retention, increased referrals, mitigated risk and resulted in demonstrable cost savings to customers

COHERENT SOLUTIONS**2010 - 2011*****Vice President of Sales***

Recruited to ignite a fire and transition a corporate culture from being operations driven, to sales driven. Scope included restructuring the sales organization, crafting a go to market approach and developing and implementing sales strategies for revenue growth and market penetration. Managed all US sales and marketing.

- Facilitated strategic sales planning sessions for one, three and five year plans
- Aligned sales team to business needs, revamped sales processes, defined and communicated metric-based success measures
- Developed job descriptions and compensation plans for sales team
- Contributed to revenue growth, personally closing \$600k + in revenue

VALERE**2006 – 2009*****Founder, Owner and CFO***

Founded, developed, grew and managed a startup IT Staffing firm to address what I saw as a lack of quality in the technology recruiting and staffing space. The commoditization of technology professional services was the driver behind the creation of a business model based on high quality, high touch and high value as central to all interactions

- Created service offerings, lines of business and defined target market
- Quickly achieved profitability – generated \$1.1M in revenue first year in business
- Opened accounts, secured contracts, drove sales
 - Wells Fargo, RCIS, Digital River, Patterson Dental, Zurich, Travelers, Thomson Reuters, etc.

RCM TECHNOLOGIES**2005 – 2006*****National Account Manager, Wells Fargo***

Brought on board as a National Account Manager to build and develop a national sales model around the Wells Fargo account that could easily be replicated and utilized internally to develop additional national accounts. Tasked with motivating and leading a virtual team of account reps across the US and Canada to increase sales, improve relationships and exceed service level agreements with Wells Fargo.

- Established and led a national team selling technology staffing to Wells Fargo
- Developed and implemented a National Account Strategy and Plan

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612-209-6031
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- Managed corporate relationship between Wells Fargo and RCM Technologies
 - Pricing, service level agreements and contractual documents
- Mentored and trained Account Managers and Branch Managers in service delivery to Wells Fargo
- Increased revenue by 20% at the national level and 50% in individual territory

COMSYS/VENTURI TECHNOLOGY PARTNERS/PGA AND ASSOCIATES 2001 – 2005

Regional Managing Director

Hired to lead the merger and consolidation of three acquired companies located in Silicon Valley into one branch office of Venturi. Success required a strong leader to make tough decisions, remove barriers to team development, drive cultural change, build a high performance team and successfully navigate the organization through the "Dot Com Bust", all while at the epicenter of the recession (Silicon Valley, CA).

- Merged and consolidated three companies into one team comprised of 8 sales reps and 9 recruiters
- Drove organizational change to create a new team identity built on a culture of excellence and continuous improvement
- Attained and sustained profitability during the "Dot Com Recession" and following the 9/11 terror attacks
 - Focused sales efforts, managed costs tightly and right-sized organization
 - More than doubled Revenue from \$9M to \$20M within two years
 - Increased overall gross margins to an average of 30% and \$20 per hour
 - Grew net operating income from net loss in 2001 to net profit of \$1.6M in 2002
- Conceptualized, developed and implemented new line of business to align services with VMS clients. Hailed as innovative and highly successful, this business model was rolled out nationally across Comsys

SPHERION 2000 – 2001

Branch Manager

Promoted from Account Executive and relocated to Northern California to direct the integration, merger and day to day management of the Silicon Valley Trattner Network acquisition.

- Built, trained and managed a team of sales reps and recruiters new to the staffing industry
- Transitioned organization from net loss to net profit inside 6 months (\$8M P&L)
- Awarded *Technology Business Solutions Group Division Award for Outstanding Achievement*

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612-209-6031
sarahgogo@live.com

Other Roles at Spherion (Interim Technology, Computer Power Group): Account Executive, Consultant, Recruiter

STRENGTHSFINDER TOP 5 THEMES (GALLUP)

Individualization – A gift for figuring out how differing people can work together successfully

Adaptability – Able to deal with problems and take advantage of opportunities the moment they arise

Relator – Find deep satisfaction in working hard with trusted team members to achieve goals

Competition- Always striving to win first place, relishes contests

Maximizer – Focus on strengths as a way to promote personal and group excellence

EDUCATION AND TRAINING

University of Wisconsin Stout, Menomonee, WI

Miller Heiman Strategic Selling, OZ Selling with Focus and Passion, Dale Carnegie Sales Training

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 3 - Discuss/consider Mayoral Appointment and Chairperson to the following committees to fill the vacant Council Positions:

- A. Plan Commission**
- B. Finance Committee**
- C. Park & Rec Committee and Chairperson**

Due to the resignation of Council Representative Tim Sexton, the above mentioned committees have vacancies. Per Municipal Code Chapter 2.08.060 "Vacancy filling", Vacancies in elective offices shall be filled as follows: *C. In all other elective offices, by appointment by the mayor, subject to confirmation by the Council.*

The Mayor is recommending the following Council Members to fill those vacant positions.

- A. Plan Commission - Sue Rowe
- B. Finance Committee - The newly appointed Council Person
- C. Park & Rec Committee and Chairperson - The newly appointed Council Person to serve on the committee and be appointed the Chairperson for the Park & Rec Committee.

Suggested motion: I move to approve/not approve the mayoral appointments and chairperson as recommended by Mayor Pratt to serve on the aforementioned committees.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 4 - Public Hearing at 6:00 p.m. (or as soon thereafter as is possible) to rezone 18.25 acres located at 257 Bartlett Avenue (Parcel 201102401000, Lot 1, CSM 3757) from R-1 One Family Dwelling District (temporary assignment) to confirmation of zoning TH Twin Home District and R3 Multiple Family Dwelling District as submitted by Craig Wurzer.

See Enclosed:

- Staff Report 22-08A
- Application for Rezoning
- Rezoning Application Package
- Proposed Ordinance 8A-22

As you may recall, the City Council approved the Preliminary Plat for “Bartlett Crossing” on July 14, 2022, which comprised approximately 18.25 acres located at 257 Bartlett Avenue, annexed to the City on June 23rd. Per Altoona Municipal Code, the property is assigned R1 Zone until the Plan Commission recommends and Council approves another district.

The easterly 5.49 acres of the territory is proposed for TH-Twin Home Zoning assignment, to be developed as 24 twin home lots. The westerly 12.76 acres is proposed for R3 Multiple Family Dwelling District Zoning assignment, to be developed with 162 dwellings. These dwellings are in two general configurations: townhouse-style apartments in 8-, 10-, and 14- dwelling structures, and two 12-dwelling “barbell” configurations similar to those developed in the Prairie View Ridge subdivision.

See enclosed Staff Report 22-08A and Rezoning Application for further description.

Suggested motion: I move to close the public hearing.

ITEM 5 - Discuss/consider approval of Ordinance 8A-22 an ordinance rezoning 18.25 acres located at 257 Bartlett Avenue (#201102401000, Lot 1, CSM 3757) as mentioned in Item 4. (Discussed at the August 16, 2022 Plan Commission Meeting.

See ITEM 4 for materials and summary.

Staff finds the proposal as consistent with the City of Altoona Comprehensive Plan, and recommends approval of Ordinance 8A-22, rezoning 18.25 acres TH and R3 Districts as proposed, and Outlots 2-5 of that same plat “P Public and Conservancy District”.

The Plan Commission unanimously recommended approval of the staff recommendation on August 16th, 2022.

Suggested motion: I move to approve/not approve Ordinance 8A-22.

Address 257 Bartlett Avenue
Parcel ID 201-1024-01-000
Application Rezoning / Zoning Assignment
Prepared By Joshua Clements, AICP, City Planning Consultant

SUMMARY

Applicant Craig Wurzer, 1750 Hallie Road, Chippewa Falls, WI 54729

Owner(s) John, Michael, and Francis Schmidt, 400 Sunday Drive, Altoona, WI 54720

Parcel Description Lengthy. See Ordinance 6A-22

Requested Action Zoning Assignment

Proposal Summary

The City Council approved an appeal for Annexation by Unanimous Consent, Ordinance 6A-22, on June 23, 2022 (DOA CASE #14508) for one parcel comprising approximately 19.64 acres. Per Altoona Municipal Code § 19.24.030, the property is assigned R1 Zone until the Plan Commission recommends and Council approves another district, to be considered within 120 days of the annexation.

The entire property is part of the Preliminary Plat for Bartlett Crossing, approved by the City Council on July 14, 2022. The easterly 5.49 acres is proposed for TH Twin Home Zoning assignment. The westerly 12.76 acres is proposed for R3 Multiple Family Dwelling District Zoning assignment. The proposed zoning assignments correspond to the platting arrangement and corresponding land uses proposed by the applicant.

The twin home zone area is proposed to be comprised of 24 twin home lots (12 twin homes), plus one outlot for stormwater and one outlot for parkland dedication.

The proposed R3 zone area is to be developed with 162 dwellings in two general building configurations: townhouse-style apartments in 8-, 10-, and 14- dwelling structures, and two 12-dwelling “barbell” configurations similar to those developed in the Prairie View Ridge subdivision.

These land use arrangements have been approved through the preliminary platting stage. The rezoning was intended to be considered simultaneously to the preliminary plat, however, the procedural requirement of the Council receiving the rezoning application and referring to the Plan Commission separated the actions in scheduling.

Submittals Enclosed in the August 16, 2022 Plan Commission Packet:

- (1) Application for Rezoning
- (2) Preliminary Plat (approved)

Applicable Standards City of Altoona Comprehensive Plan (2022)
Title 19: Zoning

Public Hearing City Council, August 25, 2022 [Scheduled]

Approval Authority City Council, upon recommendation by the Plan Commission (August 16)

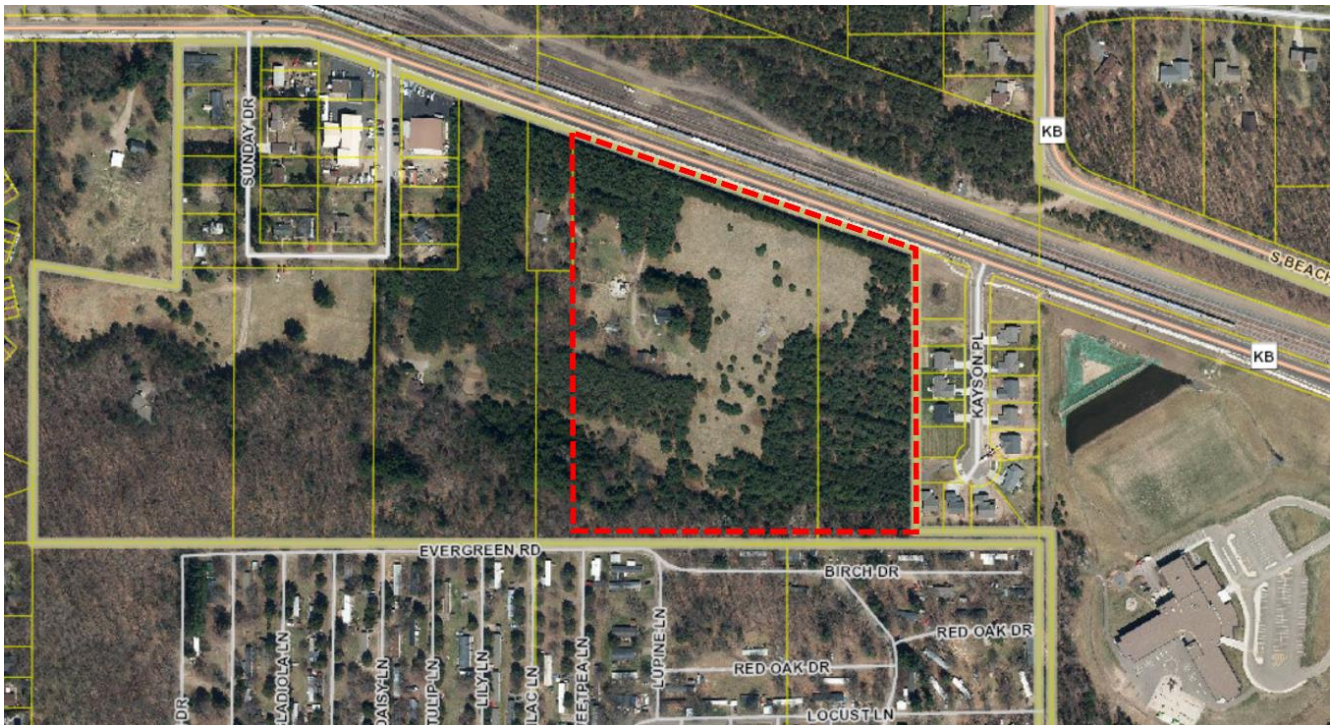
Reviewed By Planning Department;

Staff Recommendation **Approve** the application of TH and R3 Zone District, and recommend the application of P District for Outlots 2-5.

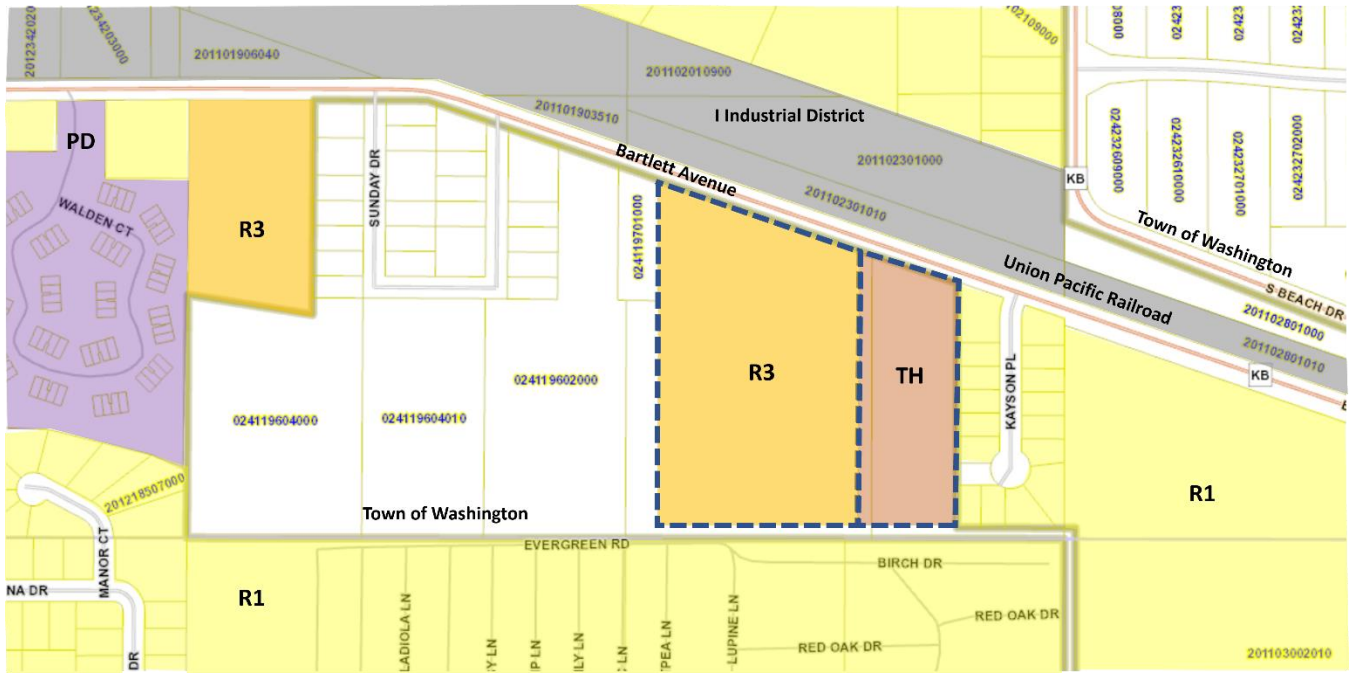
Background Information

Zoning & Land Use The current land use of the parcel is a single detached dwelling.

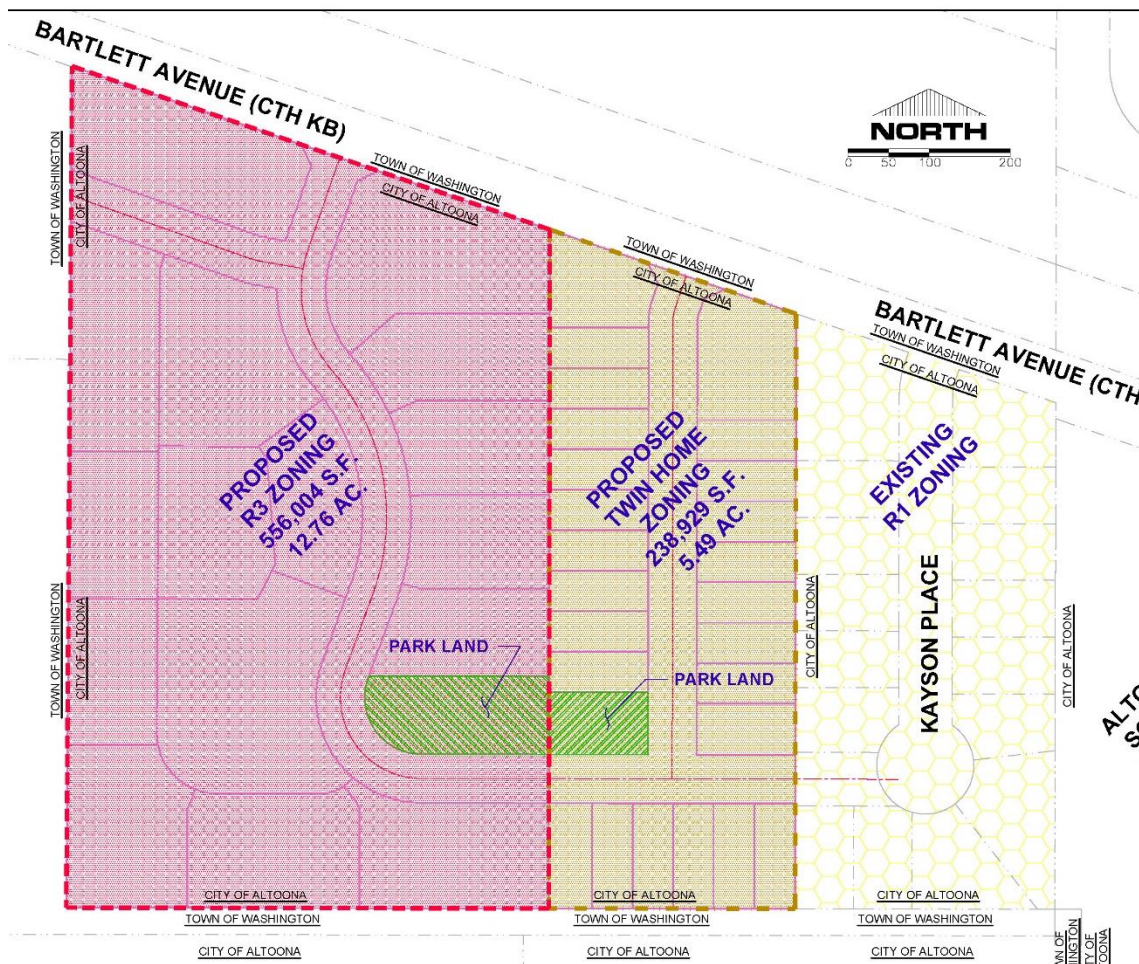
319 Bartlett Avenue	Zoning	Land Use
Subject Site	R-1 (Temporary)	Detached Dwelling – 257 Bartlett Avenue
West	R1L (EC County) Single Dwelling – Large Lot	<i>Detached Dwelling - 319 Bartlett Avenue</i>
North	I Industrial District	Union Pacific Railroad
East	R-1	<i>Kayson Place Subdivision</i>
South	R-1	<i>Hillcrest Estates Manufactured Home Community</i>



Above: Territory for Rezoning (2020 Eau Claire County aerial image)



Above: Existing / Proposed Zoning Assignment. Subject area bounded in **BLUE** dashed line.
Below: Proposed Zoning and Land Use Arrangement, Bartlett Crossing



Proposed Land Use	Twin Home Dwellings; Multi-Dwelling Structures; Parkland; Public Right-of-Way
Conformance with Comprehensive Plan	The 2022 City of Altoona Comprehensive Plan identifies the area as “Planned Neighborhood Type B”. The proposed uses and land use arrangement is generally consistent with the Comprehensive Plan.
Criteria for Approval	The most relevant ordinance sections that provide the principal regulatory guidelines and standards are as follows: <ul style="list-style-type: none">• 2022 Comprehensive Plan• 19.68 Amendments

Zoning Statement

The proposed plat area is divided into an area for Twin Home Zone District, permitting side-by-side two-dwelling attached structures (“twin-home”), and multi-dwelling structure area R3 Zone District. The illustrations of structures included in this section are examples provided by City Staff and are for reference purposes only.

The R3 area has two general structure types, “stacked townhouse” style attached dwellings, where one dwelling is immediately above another (stacked), in rows. In this proposal, the rows are 8, 10, and 14 total dwellings. This style is substantially similar to 1152 North Hillcrest Parkway and 3604 Spooner Avenue. Garage entrances are from the building rear, with “front doors” to the first level dwellings facing the public street or outward.



Above: 3604 Spooner Avenue (Google Streetview, October 2021)



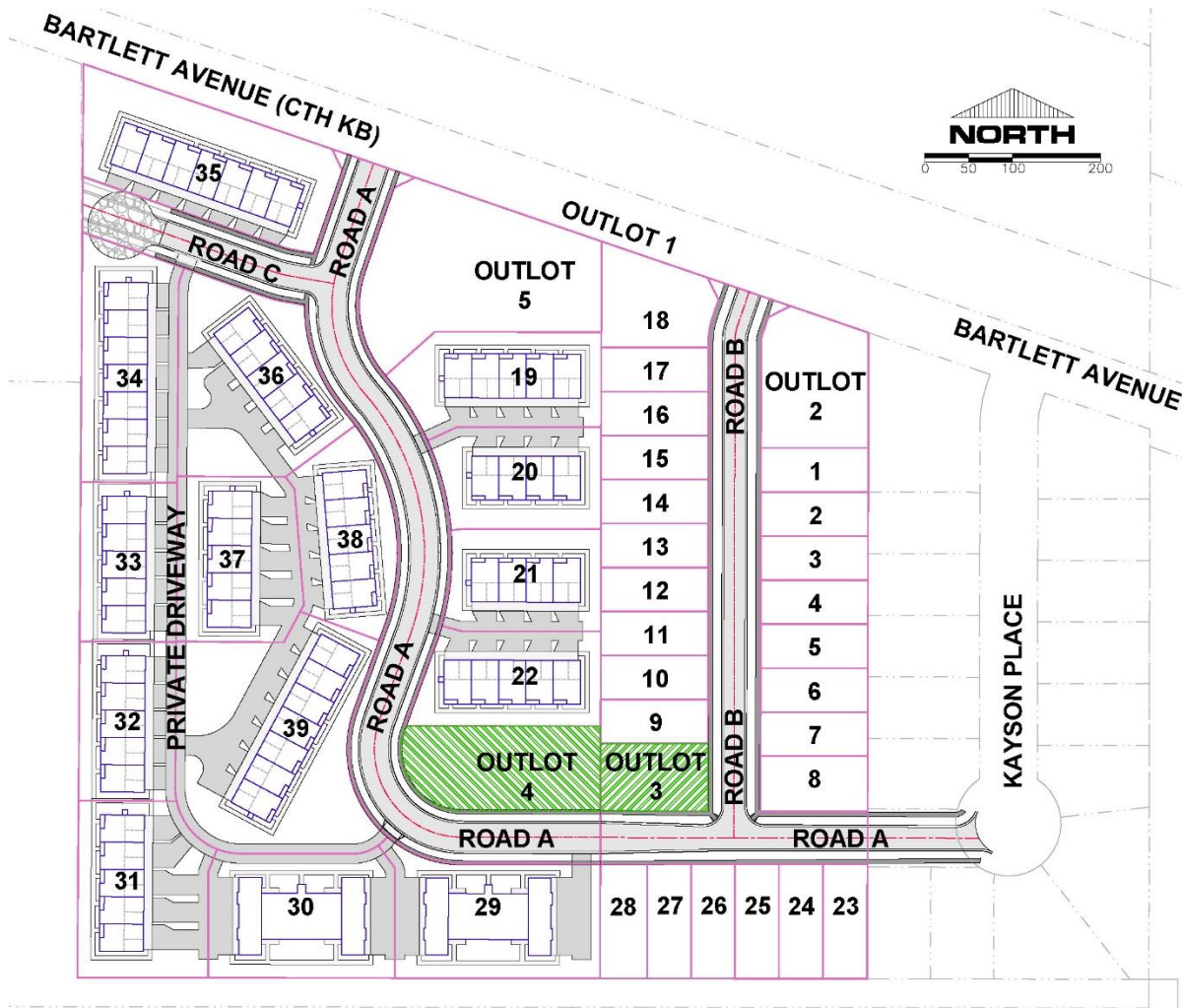
Above: 1152 North Hillcrest, front (May 2021)



Above: Above: 1152 North Hillcrest, rear (Oct 2021)

The second building type is substantially similar to those constructed in “Prairie View Ridge” in Altoona and several other locations in the region. These “barbell” structures have vehicle garages on two wider ends, with dwellings in the center. Two 12-dwelling structures are proposed near the south line of the property.





Above: Proposed Land Use Arrangement, Bartlett Crossing

As briefly displayed below and included in the applicant’s materials, the proposed development intensity is below the minimum lot area (density) standards in Altoona Municipal Code.

Development Intensity*

Proposed TH Density: 6.65 dwellings/acre	Proposed R3 Density: 16.93 dwellings/acre
Permitted TH Density: 9.68 dwellings/acre	Permitted R3 Density: 25.83 dwellings/acre
Percent of Permitted: 68.7%	Percent of Permitted: 65.5%

*- Based upon number of dwellings and lots, per established formula, net area. Net area is excluding street area, stormwater, and parkland, per computation definition.

The proposed land use intensity and lot characteristics meet land division standards (Title 18) and standards by zoning district (Title 19).

NOTE: The rezoning criteria do not include site-specific or building design standards. Per Altoona Code, all structures with three or more dwellings require site plan review. However, city staff have discussed building types and land arrangements cognizant of desirable neighborhood design characteristics with the applicant

for the past several months with various iterations resulting in the current proposal. The proposed arrangement is generally responsive to most comments and recommendations provided by staff.

NOTE: Approval of the Preliminary Plat does not constitute approval or recommendation regarding proposed zoning. The zoning action shall take place as a separate action due to timing of referral of rezoning from the City Council to the Plan Commission.

NOTE: Site Plans are required for all lots within areas proposed to be zoned R3. Site plans are not required or scrutinized as integral to the plat.

Section **19.68** "Amendments", more specifically **19.68.050** "Factors to be considered": [ordinance text in bold, staff analysis below]

In deciding upon any petition for an amendment or rezoning, factors which a council may consider include, but are not limited to, the following:

A. Whether the requested amendment is justified by a change in conditions since the original title is adopted or by an error in the original text;

The territory has been annexed to the City of Altoona and temporary assigned R1 One Family Dwelling District zoning, per City Ordinance. The zoning action is required to confirm the temporary zoning or to assign a different district. The territory was annexed at the appeal of the owner as part of a development interest.

B. The precedence, and the possible effects of such precedence, which might likely result in approval or denial of the petition;

The proposed land uses are generally consistent with the Comprehensive Plan, Future Land Use Map.

C. The ability of the city or other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved;

The property is adjacent to an existing City/County Road, recently reconstructed with stormwater and pedestrian infrastructure. The property is served by existing municipal sewer and water.

D. The possibility of any significant and negative environmental impacts which would reasonably occur if the petition zoning changed or resulting permitted structures were built; including, but not limited to, surface water drainage problems, waste water disposal problems, or the loss of locally valuable natural resources;

Environmental assessments have been completed in conjunction with the preliminary plat. These studies indicate that no wetlands or endangered species are present during the time of survey.

The land development shall be required to meet city storm water standards.

E. The compatibility of the proposed uses associated with the petitioned zoning change to existing or planned uses with the immediate area;

There are no identified harms or likely induced nuisances created upon existing or planned uses that may cause incompatibility.

F. The effective approval of the petition on adopted development policies of the city;

Adopting zoning changes does not affect development policies; it is to be a reflection of and consistent with development policies as expressed in the Comprehensive Plan.

The proposed zoning is generally consistent with the 2022 Comprehensive Plan and Future Land Use Map. The Comprehensive Plan identifies this territory as “Planned Neighborhood Type B”, which is defined as “A carefully planned mix of single dwelling unit detached or attached, two-dwelling, multi-dwelling, small scale business, community facilities, and parks, recreation, and conservancy uses consistent with Traditional Neighborhood Design principles and forms of development at a minimum of 6 dwelling units per gross acre.”

The proposed change is consistent with development policies of the city to improve fiscal solvency, promote a diversity of housing choices, orderly and rational development of the city, economic development opportunities, and efficient use of infrastructure.

G. The compliance of the proposed rezoning with the policies of the comprehensive plan of the city.

See F., above.

Proposed Modifications to the Appeal

Outlots 2 and 5 of the approved Preliminary Plat are to be dedicated to the City of Altoona for storm water facilities. Outlots 3 and 4 are to be dedicated to the City as parkland. Staff recommends these parcels be assigned “P Public and Conservancy District”. Uses in this district are generally restricted to public facilities, recreation, and environmental stewardship purposes. This District better fits the dedicated uses of the properties.

Staff Recommendation Planning Department recommends the City Council **approve** the application of TH Twin Home District and R3 Multiple Family Dwelling District as proposed and assigning Outlots 2-5 “P Public and Conservancy District”.





1303 Lynn Avenue
Altoona, Wisconsin 54720
715-839-6092

Office Use (date stamp)
Fee Received: \$ _____
Site Plan attached: Yes No

APPLICATION FOR REZONING

FEE: \$ 400.00

1. Applicant's Name (s) Craig C Wurzer
(First) (Middle) (Last)

Address: 1750 Hallie Road Chippewa Falls WI 54729
(Street) (City) (State/Zip)

Phone Number# (715) 839-9701
(Business)

Interest in subject property Property Owners

2. Property Owner's Name (s) John W. Schmidt, Michael W and Francis C Schimdt
(First) (Middle) (Last)

Address: : 400 Sunday Drive Altoona WI 54720
(Street) (City) (State/Zip)

Phone Number (715) 835-0611 & 715-456-9371
(Business)

3. Address of property sought to be rezoned: 319 Bartlett Ave

4. Legal description of subject property:
Lot (s) Lot 1
Block (s) _____
Addition CSM 3757, Volume 22, Page 57-58
Parcel No. (s) Not listed on GIS site

5. The property sought to be rezoned is located at or on Bartlett Avenue/CTH KB,
between Sunday Dr and Kayson Pl on the South side of the
street; it has a frontage of 1107.62 feet and a depth of 1038.39 feet.

6. The area (in square feet or acres) of the property sought to be rezoned is 855,395 square feet

7. It is desired and requested that the foregoing property be rezoned:
FROM: R1 TO TH & R3
(Example: from R-1 to Commercial)

- 8. The reasons for requesting such a rezoning are as follows:
The owner of the property would like to build twinhomes and multifamily housing.
- 9. The existing use (s) of the subject property is (are): Residential
- 10. The existing use of adjacent properties are:
 North R1
 East R1
 South R1
 West A2 and R1L (Eau Claire County)
- 11. The proposed use of the subject property is: Twin homes and multifamily housing
- 12. The proposed timetable for use of the subject property as described above is:
Next 1 to 3 years
- 13. I (we), the undersigned, do hereby respectfully make application and petition to the City Council to amend the Zoning Ordinance and to change the Zoning map of the City of Altoona as requested above, and in support of this application present the above facts along with a full, accurate and current list of the names and addresses of all property owners and tenants within 200 feet of the area proposed to be rezoned. (Not mandatory for current list)

Respectfully submitted this _____ day of _____, 20 21.

SIGNATURES: _____

CHECKLIST:

- 1. Petition to City Council. City Council Meeting Date: _____.
- 2. City Council refer petition to Plan Commission and set a date for the Public Hearing before Council.
- 3. Plan Commission Meeting Date: _____. (Recommendation).
- 4. Public Hearing Date before the Common Council: _____.
- 5. Publish notice in newspaper (Class 2 notice, last notice being no less than 8 days before the public hearing). Dates Published: _____ and _____.
- 6. Send notice to surrounding property owners within 200 feet. Date Sent: _____.
(Reference Chapter 19.68)

EVERYDAY SURVEYING & ENGINEERING

LETTER OF TRANSMITTAL

to:
 City of Altoona
 Attn: Joshua Clements
 1303 Lynn Avenue
 Altoona, WI 54720

from:
 sender: Mark Erickson
 date: June 8, 2022

information:

document:	submitted:	via:
<input checked="" type="checkbox"/> letter	<input type="checkbox"/> at your request	<input type="checkbox"/> mail
<input type="checkbox"/> report	<input checked="" type="checkbox"/> for your information / use	<input type="checkbox"/> express mail
<input checked="" type="checkbox"/> drawing / plan	<input checked="" type="checkbox"/> for your review / comment	<input checked="" type="checkbox"/> messenger
<input type="checkbox"/> specifications	<input type="checkbox"/> for your action	<input type="checkbox"/> pickup
<input type="checkbox"/> other		

contracts
 pay request
 change order
 invoice
 for your approval / signature

Please note:
 revisions additions deletions other

Items attached:

description:	revision:	date:	copies:
Letter to City of Altoona			
Bartlett Crossing Narrative and Community Impact Statement			
Bartlett Community Impact Calculations			
Density by Zoning District			
Density by Multi-Family District			
Density by Twin Home District			
Zoning Exhibit			
Lot Layout Exhibit			
Utility Layout			
Multi-Family Rezoning Boundary Legal Description			
Twin Home Rezoning Boundary Legal Description			
Recorded CSM			

comments:

Everyday Surveying and Engineering, LLC

Civil Engineering • Land Surveying



June 8, 2022

City of Altoona
Attn: Joshua Clements
1303 Lynn Avenue
Altoona, WI 54720

Re: Bartlett Crossing Information

Dear Mr. Clements:

We have compiled all the information for the above-mentioned project as it pertains to the Preliminary Plat and Re-Zoning of this land.

In the attached documents you will find all the necessary items for the City's Review.

Please let us know if you have any questions, please let us know.

Sincerely,

Mark A. Erickson, P.E.
Principal Engineer



Everyday Surveying and Engineering, LLC

Civil Engineering • Land Surveying



Bartlett Crossing Proposed Subdivision Community Impact Statement & Narrative

CDPG Developers are very exciting to bring forth Bartlett Crossing to the City of Altoona. Bartlett Crossing subdivision will offer twelve (12) Twin Homes Buildings and a variety of Multi-Family Building along the south side of Bartlett Avenue and slightly west of Altoona Elementary School on Altoona's east side. This development will allow many families the opportunity to be part of the Altoona community and to take advantage of all it has to all to offer.

CDPG Developers is comprised of four (4) local and talented team members that are all very well respected and have been successful in their respective businesses located in the Chippewa Valley. The acronym of their company's name CDPG stands for:

Craig Wurzer of C & E Wurzer Builders

Damian Prince of Chippewa Valley Excavating

Paul Holzinger of Holzinger Homes

Grady Wold of Trend Stone Surfaces

This development will be completed in phases over the next two to three years. When fully completed it will bring forth to the City of Altoona on-site Park Land for the residences, nearly a half mile of public road, and a population between 360 to 390 people. The land will be appropriately rezoned to meet the end usage of approximately 5.5 acres for Twin Homes and 12.8 acres for Multi-Family. By their respective zoning districts land area, this will yield a density of 0.30 acres per unit for the Twin Home District and 0.08 acres per unit for the Multi-Family district. This type of land use and density is comparable to the zoning code density guidelines of 0.10 acres per unit for Twin Home District and 0.039 acres per unit of the Multi-Family District.

The project is proposed to create three (3) new public roadways along with the associated public utility extension that are currently available from Bartlett Avenue. The public roadway and infrastructure systems will be fully installed by the development team and turned over to the City with no cost borne by the City. The public roadway will have an expected life to be near 20 years and the public infrastructure expected life to be near 50 years. The systems will be designed in compliance with the City's regulations and fully accessible for emergency service vehicles. The roadway will be built in concert with their respective adjacent land usage. Road A will be connected with the existing terminus of Kayson Place's Cul-De-Sac, while creating loop

Everyday Surveying and Engineering, LLC

Civil Engineering • Land Surveying



along the southern limits and ultimately connecting back to Bartlett Avenue on the north. Portions of Road A in the Multi-Family District will be a back-to-back curb width of 37 feet wide allowing parking on one side of the street during the winter months. Road B & C and portions of Road A located within the Twin Home District will provide a back-to-back curb width of 32 feet wide.

The land set aside for Park Land for both the Twin Home and Multi-Family areas will be dedicated to the City. The existing storm water pond within the Kayson Place development will be connected with the proposed storm water pond for the Twin Home District thus creating a semi-regional storm water pond system and using the land to the fullest. The Multi-Family and the Twin Home Districts will pond areas will be dedicated to the City for storm water pond / facilities, as has been done in the past.

The Altoona Elementary School property is located approximately 320 feet away and up 1,200 feet away to the east of this site. The school district officials, with their best educated guess, use the baseline that there are 0.45 students per every dwelling unit. Bartlett Crossing's projected unit count is 186 units or what would be rounded up to 84 possible students. This would be compared to the approximately 1,700 of students in the district, showing a potential student body increase of less than 5%, dispersed between all the school districts buildings / campuses.

Costs associated with the new public roadways and utilities along with the potential increase in the students would perceivably be offset by the expected increase in tax revenues.

The CDPG Developers are looking forward to another successful development, bringing their hometown spirit and workmanship to the City of Altoona for a beautiful development.

Bartlett Crossing - Community Impact Calculations

Twin Home Buildings		
# of Buildings		12
Valuation Per Twin Home		\$ 640,000
Twin Home Value		\$ 7,680,000
Multi-Family (R3)		
8 Unit Building		
# of Buildings		2
Valuation Per Building		\$ 1,700,000
8 Unit Value		\$ 3,400,000
10 Unit Building		
# of Buildings		8
Valuation Per Building		\$ 2,100,000
8 Unit Value		\$ 16,800,000
12 Unit Building		
# of Buildings		2
Valuation Per Building		\$ 2,350,000
8 Unit Value		\$ 4,700,000
14 Unit Building		
# of Buildings		3
Valuation Per Building		\$ 2,850,000
8 Unit Value		\$ 8,550,000
Total Valuation		\$ 41,130,000
Total Property Tax	0.021544	\$ 886,105
City Rate	0.006564	\$ 269,977
County Rate	0.004200	\$ 172,746
School District	0.009844	\$ 404,884
Tech College	0.000935	\$ 38,457
		\$ 1,772,168

Infrastructure	
Total Estimated Cost	\$ 1,400,000
Roads, Sidewalk, & Excavation Cost	\$ 780,000
Utility Cost	\$ 620,000

School District		
# of Dwelling		186
# of Students (per Dwelling)		0.45
# of Students Total		84
State Aid per Pupil	\$ 7,565	\$ 635,460
Categorical Funding per Pupil	\$ 1,423	\$ 119,532
Local Cost Share per Pupil	\$ 3,240	\$ 272,160

City of Altoona	
Service Cost per Unit	Not Determined

10 Year Projected Taxes	
	\$ 8,861,047
	\$ 2,699,773
	\$ 1,727,460
	\$ 4,048,837
	\$ 384,566
	\$ 17,721,683

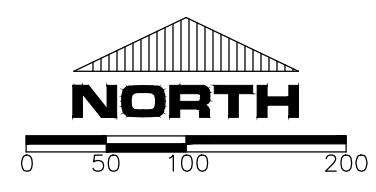
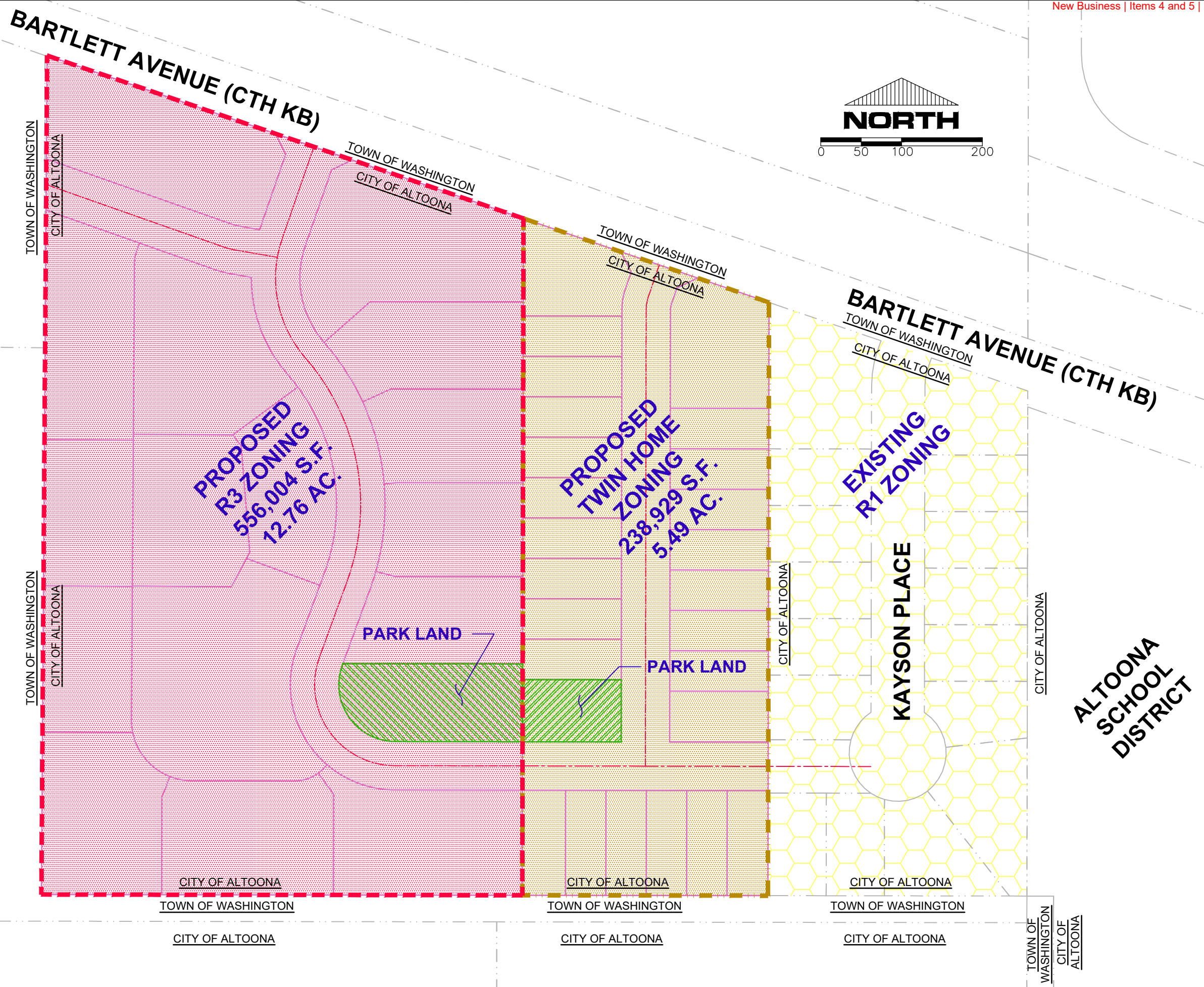
Bartlett Crossing - Proposed Density by Zoning District						
	Area		Total Number of Units	Acres per	Square Feet	Units per
	S.F.	Acre		Unit	per Unit	Acre
Twin Home District	238,929	5.49	18	0.30	13,274	3.28
Multi-Family (R3) District	556,004	12.76	162	0.08	3,432	12.69

Bartlett Crossing - Multi-Family District Density Calculations

Lot	Lot Area		Number Of Units	Area Required (s.f.)			City of Altoona R3 Lot Requirements: 8,000 SF for first 4 dwellings, plus 1,500 SF for each dwelling thereafter			
	S.F.	Acre		Base	Additional	Total				
19	24,297	0.56	10	8,000	1,500	17,000				
20	21,150	0.49	8	8,000	1,500	14,000				
21	20,115	0.46	8	8,000	1,500	14,000				
22	21,990	0.50	10	8,000	1,500	17,000				
29	31,353	0.72	12	8,000	1,500	20,000				
30	29,979	0.69	12	8,000	1,500	20,000				
31	28,778	0.66	10	8,000	1,500	17,000				
32	19,919	0.46	10	8,000	1,500	17,000				
33	19,910	0.46	10	8,000	1,500	17,000				
34	29,207	0.67	14	8,000	1,500	23,000				
35	36,267	0.83	14	8,000	1,500	23,000				
36	34,586	0.79	10	8,000	1,500	17,000				
37	25,766	0.59	10	8,000	1,500	17,000				
38	21,839	0.50	10	8,000	1,500	17,000				
39	51,801	1.19	14	8,000	1,500	23,000				
Total	416,957	9.57	162			273,000	6.27	0.039	1,685	25.83
							Area Required	Acres per	Square Feet	Units per
							(Acres)	Unit	per Unit	Acre

Bartlett Crossing - Twin Home District Density Calculations									
Lot	Lot Area		Number Of Units	Area Required (s.f.)					
	S.F.	Acre		Base					
1	6,100	0.14	1		4,500				
2	6,100	0.14	1		4,500				
3	6,100	0.14	1		4,500				
4	6,100	0.14	1		4,500				
5	6,100	0.14	1		4,500				
6	6,100	0.14	1		4,500				
7	6,100	0.14	1		4,500				
8	7,687	0.18	1		4,500				
9	6,100	0.14	1		4,500				
10	6,100	0.14	1		4,500				
11	6,100	0.14	1		4,500				
12	6,100	0.14	1		4,500				
13	6,100	0.14	1		4,500				
14	6,100	0.14	1		4,500				
15	6,100	0.14	1		4,500				
16	6,100	0.14	1		4,500				
17	6,100	0.14	1		4,500				
18	12,508	0.29	1		4,500				
23	6,586	0.15	1		4,500				
24	6,501	0.15	1		4,500				
25	6,502	0.15	1		4,500				
26	6,502	0.15	1		4,500				
27	6,502	0.15	1		4,500				
28	6,937	0.16	1		4,500				
Total	157,325	3.61	24		108,000	2.48	0.10	4,500	9.68
						Area Required	Acres per	Square Feet	Units per
						(Acres)	Unit	per Unit	Acre

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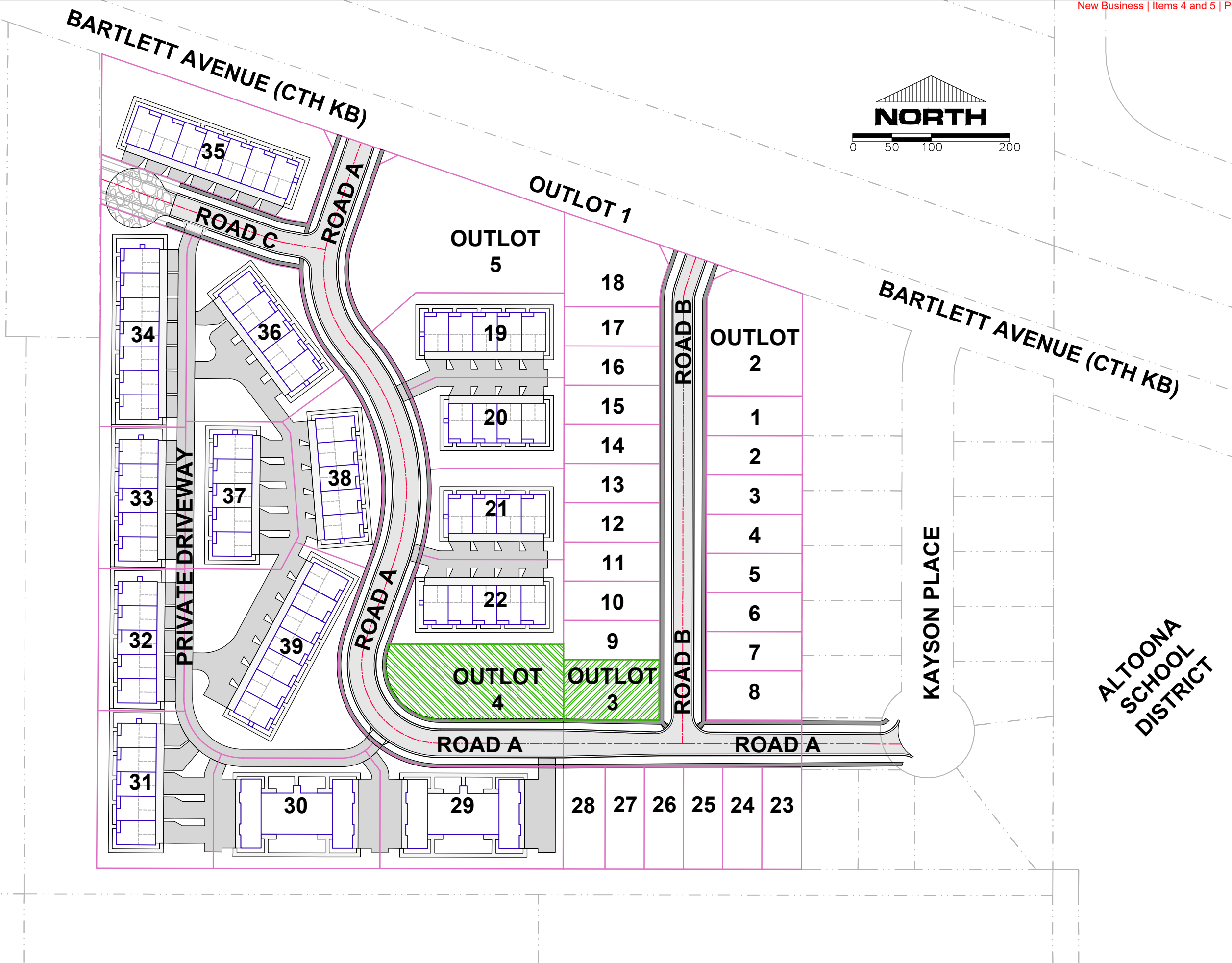
EVERYDAY SURVEYING & ENGINEERING
 711 S. HILLCREST PARKWAY • ALTOONA, WI 54720
 PH: (715) 891-0654 • EMAIL: INFO@ESE.CO

DR BY:	MAE	JOB NO:	21151
CHK BY:	XXX	DWG NAME:	ZONING
DATE:	06-08-2022	APPR:	XX-XX-XX

BARTLETT CROSSING
 ZONING EXHIBIT
 CITY OF ALTOONA, WI

SHEET NO:
 1

FILE PATH: L:\PROJECTS\21151 CDPG DEVELOPERS, LLC - ALTOONA KB SUBDIVISION\3 PRODUCTION DRAWINGS\1 CIVIL PLOTS\21151 ZONING.DWG



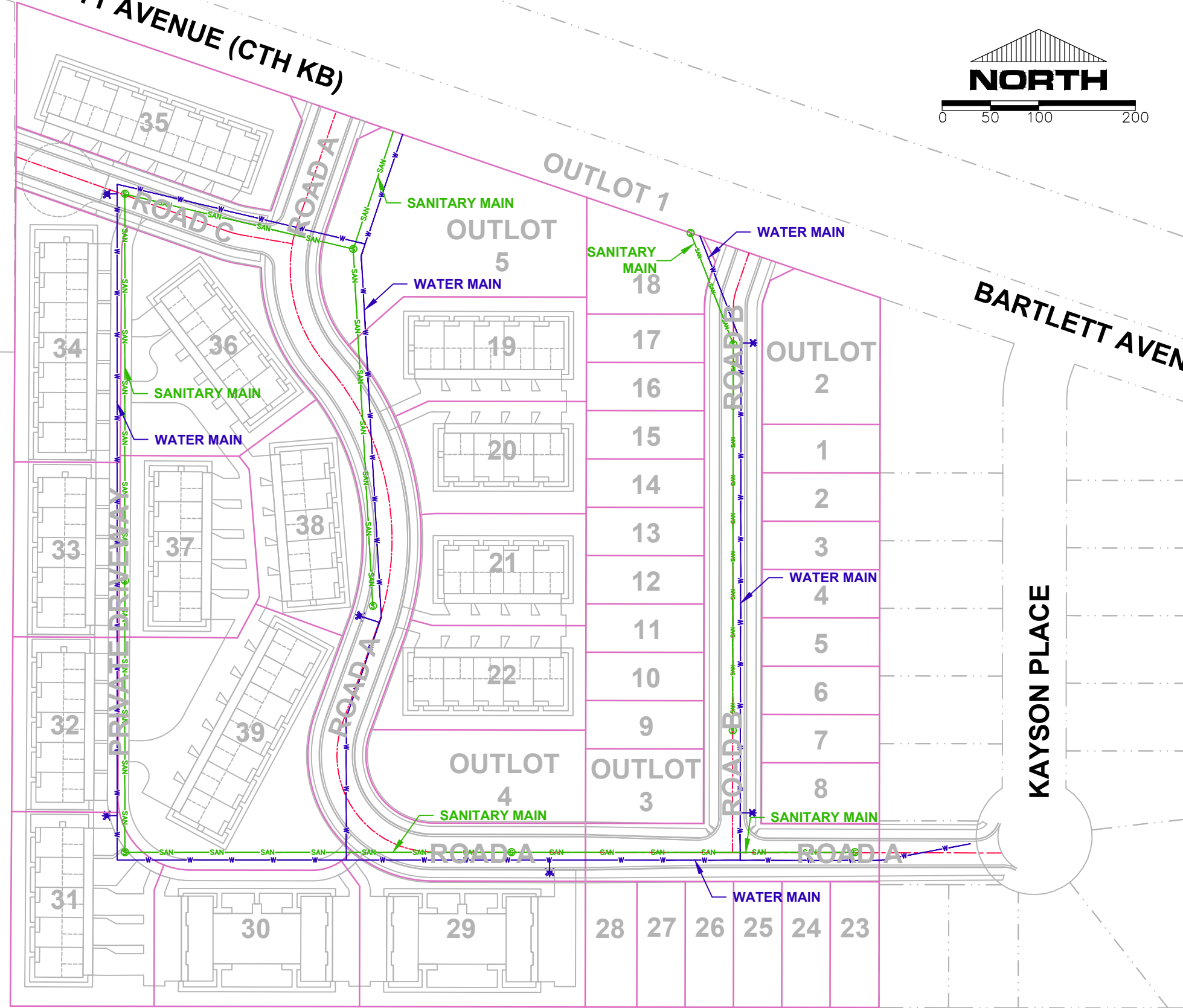
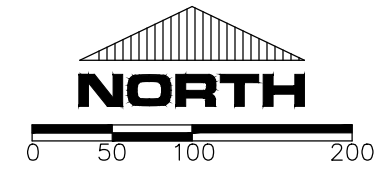
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DR BY:	MAE	JOB NO:	21151
CHK BY:	XXX	DWG NAME:	ZONING
DATE:	06-08-2022	APPR:	XX-XX-XX

BARTLETT CROSSING
 LOT LAYOUT
 CITY OF ALTOONA, WI

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BARTLETT AVENUE (CTH KB)



BARTLETT AVENUE (CTH KB)

KAYSON PLACE

ALTOONA SCHOOL DISTRICT

EVERYDAY SURVEYING & ENGINEERING

DR BY: MAE	JOB NO: 21151
CHK BY: XXX	DWG NAME: ZONING
DATE: 06-08-2022	APPR: XX-XX-XX

BARTLETT CROSSING
 UTILITY LAYOUT
 CITY OF ALTOONA, WI

**BARTLETT CROSSING
PROPOSED R3 ZONING DESCRIPTION**

Part of Lot 1 of Certified Survey Map Number 3575 recorded in Volume 22 of Certified Survey Maps on Pages 57-58 as Document Number 1231192, located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the South Quarter Corner of said Section 24;
Thence S89°54'32"E, 92.36 feet along the South line of the Southeast Quarter of said Section 24;
Thence N00°23'30"E, 33.00 feet to the Southwest Corner of said Lot 1 and the Point of Beginning;
Thence N00°23'30"E, 1,038.39 feet along the West line of said Lot 1 to the Southwest right-of-way line of County Road "KB";
Thence S71°06'56"E, 623.01 feet along said right-of-way line;
Thence S00°06'07"W, 837.67 feet to the South line of said Lot 1;
Thence N89°54'32"W, 595.08 feet along said South line to the Point of Beginning.

Said parcel contains 556,004 square feet or 12.76 acres, more or less.

**BARTLETT CROSSING
PROPOSED TWIN HOME ZONING DESCRIPTION**

Part of Lot 1 of Certified Survey Map Number 3575 recorded in Volume 22 of Certified Survey Maps on Pages 57-58 as Document Number 1231192, located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the South Quarter Corner of said Section 24;
Thence S89°54'32"E, 92.36 feet along the South line of the Southeast Quarter of said Section 24;
Thence N00°23'30"E, 33.00 feet to the Southwest Corner of said Lot 1;
Thence S89°54'32"E, 595.08 feet along the South line of said Lot 1 to the Point of Beginning;
Thence N00°06'07"E, 837.67 feet to the Southwesterly right-of-way line of County Road "KB";
Thence S71°06'56"E, 321.10 feet to the East line of said Lot 1;
Thence S00°06'07"W, 734.23 feet to the Southeast corner of said Lot 1;
Thence N89°54'32"W, 304.00 feet along the South line of said Lot 1 to the Point of Beginning.

Said parcel contains 238,929 square feet, or 5.49 total acres, more or less.



DocID:086277334

Txi:4204758

1231192

TINA K. POMMIER
 EAU CLAIRE COUNTY WI
 REGISTER OF DEEDS
 RECORDED ON
 05/09/2022 01:05 PM
 REC FEE: 30.00
 CSM NO: 3757
 VOL: 22 CSM PAGE: 57
 PAGES: 2

CERTIFIED SURVEY MAP NO. 3757
VOLUME 22 CSM PAGE 57

Part of Lot 1 of Certified Survey Map Number 2491, recorded in Volume 13 of Certified Survey Maps on Page 313-315 as Document Number 970161, and all of Lot 4 of Certified Survey Map Number 3091, recorded in Volume 17 of Certified Survey Maps on Page 230-231 as Document Number 1117662, all located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, Town of Washington, Eau Claire County, Wisconsin.

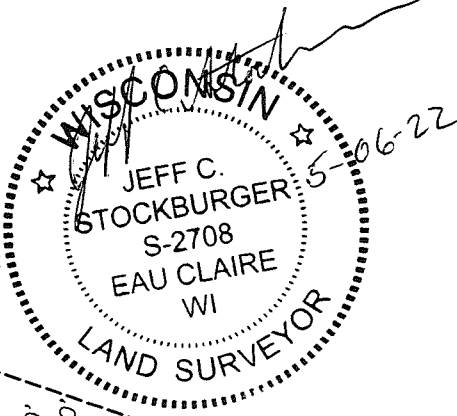
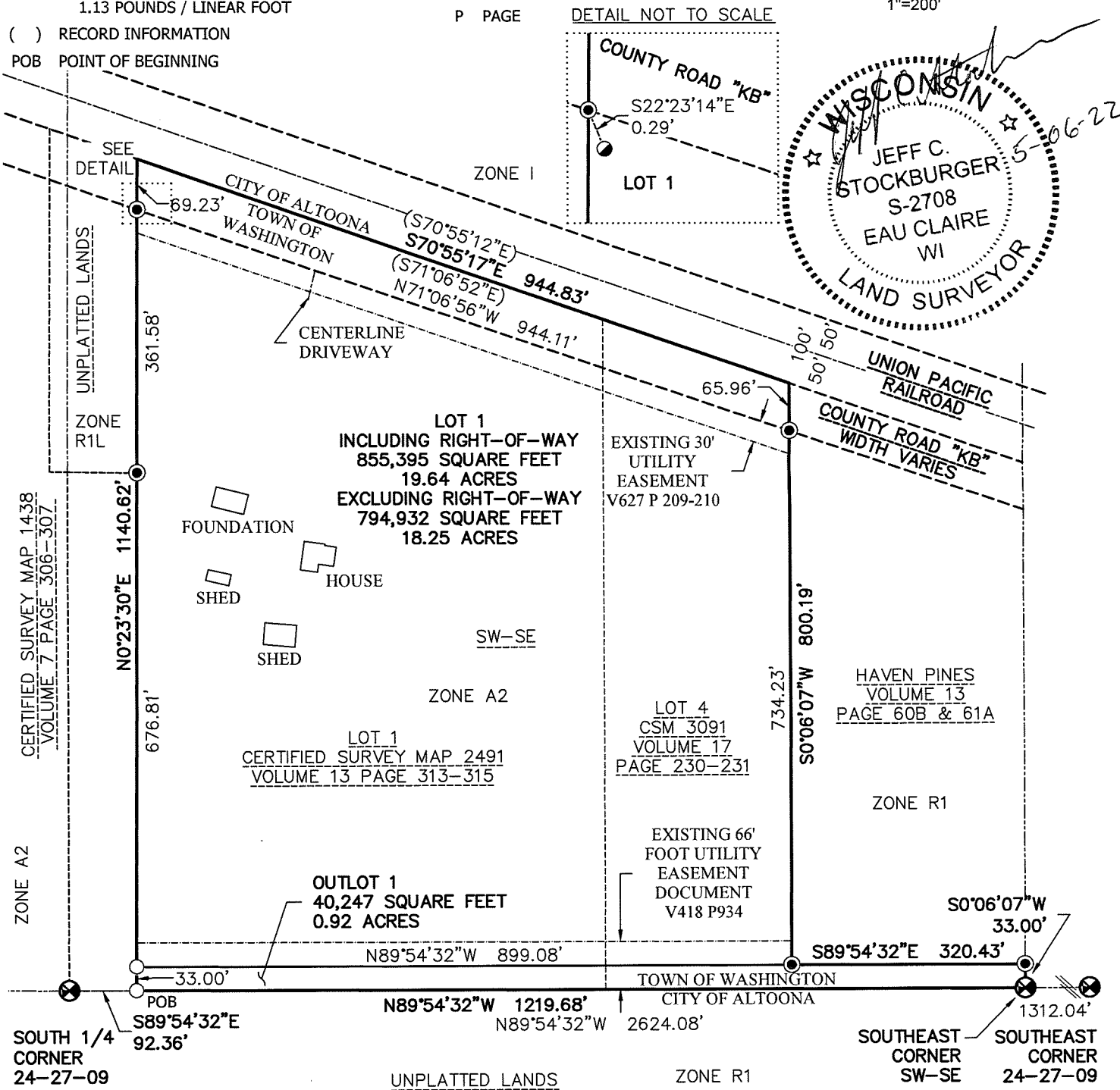
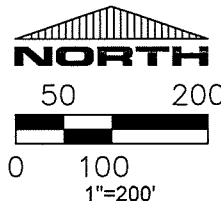
BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 24, WHICH IS ASSUMED TO BEAR N89°54'32"W.

LEGEND

- ⊗ FOUND BRASS CAP MONUMENT
- FOUND 3/4" IRON BAR
- ⊙ FOUND 1" OUTSIDE DIAMETER IRON PIPE
- SET 1" OUTSIDE DIAMETER BY 18" IRON PIPE, 1.13 POUNDS / LINEAR FOOT
- () RECORD INFORMATION
- POB POINT OF BEGINNING

ABBREVIATIONS

- CSM CERTIFIED SURVEY MAP
- SW SOUTHWEST
- SE SOUTHEAST
- V VOLUME
- P PAGE



Notes:
 Outlots 1 and 2 are not approved for building purposes.
 No land use or sanitary permits for habitable structures shall be issued until this lot meets all the criteria for a building lot as defined by Titles 8, 17 and 18.

Owners:
 Michael W & Francis C Schmidt John W Schmidt
 1132 Mulberry Drive 400 Sunday Drive
 Altoona, WI 54720 Altoona, WI 54720

EVERYDAY SURVEYING & ENGINEERING
 1818 BRACKETT AVENUE • EAU CLAIRE, WI 54701
 PH: (715) 831-0654 • EMAIL: INFO@ESELLC.CO

CERTIFIED SURVEY MAP NO. 3757
VOLUME 22 CSM **PAGE** 58

Part of Lot 1 of Certified Survey Map Number 2491, recorded in Volume 13 of Certified Survey Maps on Page 313-315 as Document Number 970161, and all of Lot 4 of Certified Survey Map Number 3091, recorded in Volume 17 of Certified Survey Maps on Page 230-231 as Document Number 1117662, all located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, Town of Washington, Eau Claire County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, Jeffrey C. Stockburger, Professional Land Surveyor in the State of Wisconsin, do hereby certify that by the order of Michael Schmidt, I have surveyed part of Lot 1 of Certified Survey Map Number 2491, recorded in Volume 13 of Certified Survey Maps on Page 313-315 as Document Number 970161, and all of Lot 4 of Certified Survey Map Number 3091, recorded in Volume 17 of Certified Survey Maps on Page 230-231 as Document Number 1117662, all located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, Town of Washington, Eau Claire County, Wisconsin. The parcel is more particularly described as follows:

Commencing at the South Quarter Corner of said Section 24;
Thence S89°54'32"E, 92.36 feet along the South line of the Southeast Quarter of said Section 24 to the Point of Beginning;
Thence N0°23'30"E, 1140.62 feet to the northerly line of said Lot 1;
Thence S70°55'17"E, 944.83 feet along said northerly line of said Lot 1 and a southeasterly extension thereof to the Northeast corner of said Lot 4;
Thence S0°06'07"W, 800.19 feet along the East line of said Lot 4;
Thence S89°54'32"E, 320.43 feet along the South line of Haven Pines recorded in Volume 13 of Plats on Page 60B & 61A, as Document Number 1136649, to the Southeast Corner of said Haven Pines;
Thence S0°06'07"W, 33.00 feet to the Southeast Corner of the Southwest Quarter of the Southeast Quarter;
Thence N89°54'32"W, 1219.68 feet along the South line of said Southeast Quarter to the Point of Beginning.

Said Parcel contains 895,642 square feet or 20.56 total acres, more or less.

I also certify that I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, Wisconsin Administrative Code Chapter AE-7, and the Eau Claire County Subdivision Ordinance. I further certify to the best of my knowledge and belief that the accompanying map is a true and correct representation of the exterior boundaries of the land surveyed and the division thereof made.

Dated this 6th day of May, 2022.

Jeffrey C. Stockburger
Jeffrey C. Stockburger, Wisconsin Professional Land Surveyor, S-2708
Project Number: 21151



COUNTY PLANNING AND DEVELOPMENT

I, Rodney J. Eslinger, Director of Eau Claire County Planning and Development, hereby certify that this Certified Survey Map is approved of as complying with Subtitle III, the Subdivision Control Code, of Title 18 of General Ordinances.

Dated this 9th day of May, 2022.

Rodney J. Eslinger
Rodney J. Eslinger, Director

CERTIFICATE OF THE CITY OF ALTOONA

The City of Altoona hereby certifies that this Certified Survey Map is approved pursuant to Title 18 of the Municipal Code.

Approved this 7th day of May, 2022

Josh Clements
Josh Clements, Zoning Administrator



THE CITY of *Altoona*

1303 Lynn Avenue, Altoona, WI 54720

NOTICE OF PUBLIC HEARING Rezoning

NOTICE IS HEREBY GIVEN that on **Thursday, August 25, 2022, at 6:00 p.m.** (or as soon thereafter as is practical) there will be a public hearing before the Altoona Common Council at Altoona City Hall, located at 1303 Lynn Avenue, Altoona, WI to rezone 18.25 acres located at 257 Bartlett Avenue (parcel 201102401000) from R-1 One Family Dwelling District (temporary assignment) to confirmation of the following zoning:

Easterly 5.49 acres: TH Twin Home District

Westerly 12.76 acres: R3 Multiple Family Dwelling District

An illustration of the proposed zoning is available by contacting the City Clerk.

All interested parties are invited to attend or submit your comment in writing prior to the public hearing to 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.

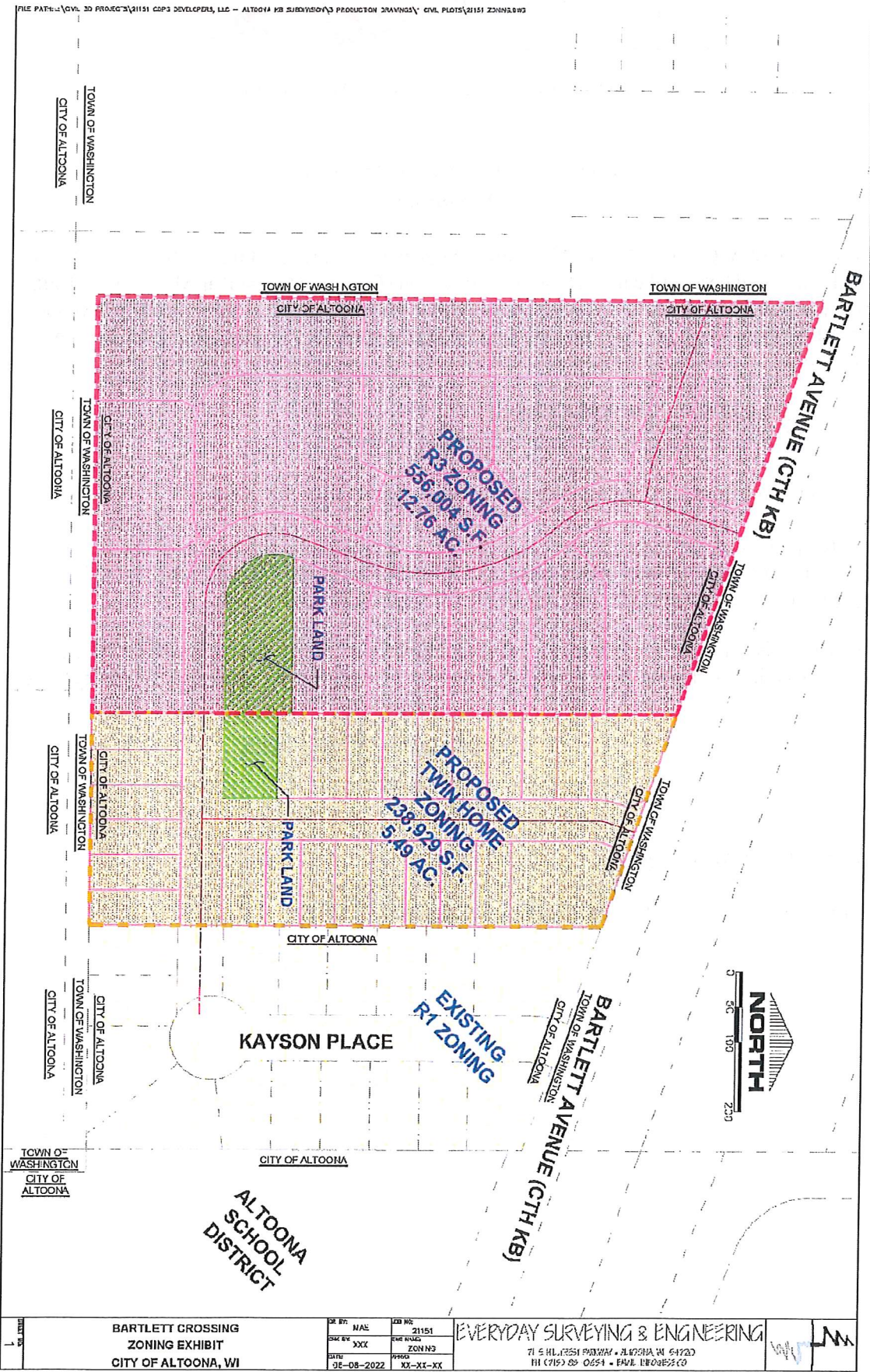
The Plan Commission will be making a recommendation at its **Tuesday, August 16th, 2022**, Plan Commission Meeting starting at **5:30 p.m.** (Agendas for all meetings are available on the city's website)



Cindy Bauer
City Clerk

Dated this 4th day of August, 2022

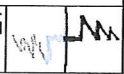
Published Wednesday August 10th and Wednesday, August 17th, 2022



BARTLETT CROSSING
 ZONING EXHIBIT
 CITY OF ALTOONA, WI

DR BY:	MAE	JOB NO:	21151
SCALE:	XXX	DATE:	ZONING
TITLE:	08-08-2022	PROJ:	XX-XX-XX

EVERYDAY SURVEYING & ENGINEERING
 715 HILLCREST PARKWAY • ALTOONA, WI 54720
 PH (715) 837-0651 • FAX (715) 837-0652



BARTLETT CROSSING MAILING Labels

	A	B	C	D
1	FirstName LastName	Address	City State Zip	
2	ALTOONA SCHOOL DISTRICT	1903 BARTLETT AVE	ALTOONA WI 54720-1723	
3	HILLCREST ESTATES LLC	1930 VILLAGE CENTER CIR #3-3487	LAS VEGAS NV 89134-6299	
4	R & J RYAN PROPERTIES LLC	1140 COVENTRY CLS	ALTOONA WI 54720-2311	
5	ABIGAIL R LEMOS	719 KAYSON PL	ALTOONA WI 54720-4003	
6	ADAM BOLDIG	783 KAYSON PL	ALTOONA WI 54720-4003	
7	AMANDA SCHMIDT	400 SUNDAY DR	ALTOONA WI 54720-2369	
8	ANDREW HISS	795 KAYSON PL	ALTOONA WI 54720-4003	
9	ATTN: PROPERTY TAX UNION PACIFIC RR CO	1400 DOUGLAS ST STOP 1640	OMAHA NE 68179-1001	
10	BERNARD RUDI	730 KAYSON PL	ALTOONA WI 54720-4003	
11	BRETT M PETERSON	735 KAYSON PL	ALTOONA WI 54720-4003	
12	DENNIS ALOIA	754 KAYSON PL	ALTOONA WI 54720	
13	DEREK R BOYCE	747 KAYSON PL	ALTOONA WI 54720-4003	
14	GLEN & CONNIE ST AUBIN	383 SUNDAY DR	ALTOONA WI 54720-2303	
15	GREGORY TURGEON	744 KAYSON PL	ALTOONA WI 54720	
16	JACOB NASH	231 W COLUMBIA ST	CHIPPEWA FALLS WI 54729-2320	
17	JENNIFER CAREY	770 KAYSON PL	ALTOONA WI 54720-4003	
18	JEREMY WARD	769 KAYSON PL	ALTOONA WI 54720-4003	
19	JOHN W & LORI L SCHMIDT	400 SUNDAY DR	ALTOONA WI 54720-2369	
20	JUSTIN SPENCER-MATTSON	798 KAYSON PL	ALTOONA WI 54720-4003	
21	MATTHEW J KLOMSTAD	796 KAYSON PL	ALTOONA WI 54720	
22	MICHAEL DUGAN	791 KAYSON PL	ALTOONA WI 54720-4003	
23	PHILLIP LATHROP	759 KAYSON PL	ALTOONA WI 54720-4003	
24	City of Altoona Resident	652 BIRCH DR	ALTOONA WI 54720	
25	City of Altoona Resident	651 BIRCH DR	ALTOONA WI 54720	
26	City of Altoona Resident	650 BIRCH DR	ALTOONA WI 54720	
27	City of Altoona Resident	649 BIRCH DR	ALTOONA WI 54720	
28	City of Altoona Resident	648 BIRCH DR	ALTOONA WI 54720	
29	City of Altoona Resident	647 BIRCH DR	ALTOONA WI 54720	
30	City of Altoona Resident	646 BIRCH DR	ALTOONA WI 54720	
31	City of Altoona Resident	645 BIRCH DR	ALTOONA WI 54720	
32	City of Altoona Resident	644 BIRCH DR	ALTOONA WI 54720	
33	City of Altoona Resident	643 BIRCH DR	ALTOONA WI 54720	
34	City of Altoona Resident	641 BIRCH DR	ALTOONA WI 54720	
35	City of Altoona Resident	640 BIRCH DR	ALTOONA WI 54720	
36	City of Altoona Resident	425 LILAC LN	ALTOONA WI 54720	
37	City of Altoona Resident	447 LILAC LN	ALTOONA WI 54720	
38	City of Altoona Resident	446 LILAC LN	ALTOONA WI 54720	
39	City of Altoona Resident	448 SWEETPEA LN	ALTOONA WI 54720	
40	City of Altoona Resident	449 SWEETPEA LN	ALTOONA WI 54720	
41	City of Altoona Resident	473 SWEETPEA LN	ALTOONA WI 54720	
42	City of Altoona Resident	474 LUPINE LN	ALTOONA WI 54720	
43	City of Altoona Resident	474 LUPINE LN APT A	ALTOONA WI 54720	
44	City of Altoona Resident	475 LUPINE LN	ALTOONA WI 54720	
45	City of Altoona Resident	642 BIRCH DR	ALTOONA WI 54720	
46	City of Altoona Resident	472 SWEETPEA LN	ALTOONA WI 54720	
47	City of Altoona Resident	424 LILAC LN	ALTOONA WI 54720	



ORDINANCE 8A-22

To assign zoning to territory annexed to the City of Altoona known as “Bartlett Crossing”

Preamble:

The City of Altoona adopted Ordinance 6A-22 on June 23, 2022, acting upon petition for direct annexation by unanimous consent attaching approximately 18.25 acres of property to the city. Per Altoona Municipal Code Section 19.24.030, adoption of Ordinance 6A-22 temporarily assigned the territory R1 One Family Dwelling District and referred this matter to the Plan Commission for their recommendation of zoning assignment to be acted upon within 120 days of annexation.

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

Section One:

Having conducted a duly noticed public hearing consistent with WI Stats. §62.23(7)(d) and Altoona Municipal Code, and upon recommendation of the Altoona Plan Commission, the following zoning districts are hereby applied:

- A. That the easterly 5.49 acres of Eau Claire County parcel 201-1024-01-000, Lot 1 CSM # 3757, further described in Exhibit A and visually depicted in Exhibit B, excepting Outlots 2 and 3, shall be zoned TH Twin Home District.
- B. That the westerly 12.76 acres of Eau Claire County parcel 201-1024-01-000, Lot 1 CSM # 3757, further described in Exhibit A, and visually depicted in Exhibit B, excepting Outlots 4 and 5, shall be zoned R-3 Multiple Family Dwelling District.
- C. Outlots 2 and 5, to be dedicated to the City of Altoona for storm water management, visually depicted in Exhibit B, shall be zoned P Public and Conservancy District.
- D. Outlots 3 and 4, to be dedicated to the City of Altoona as parkland, visually depicted in Exhibit B, shall be zoned P Public and Conservancy District.

Section Two

Upon consideration of the appeal, the City Council finds that the zoning assignment is consistent with the City of Altoona Comprehensive Plan in accordance with WI Stats. § 66.1001(3).

Section Three:

That the official zoning map of the City of Altoona be changed to reflect this amendment.

Section Four:

That this Ordinance need not be codified and shall take effect upon its adoption and publication as required by law.

Dated this 25th day of August, 2022.

CITY OF ALTOONA

Approved: _____

Published: _____

Adopted: _____

By: _____

Brendan Pratt, Mayor

By: _____

Cindy Bauer, City Clerk

Drafted by Joshua Clements, City Planner Consultant

EXHIBIT A

Legal Description of Territory for Zoning Assignment

The following territory shall be assigned TH Twin Home District:

Part of Lot 1 of Certified Survey Map Number 3575 recorded in Volume 22 of Certified Survey Maps on Pages 57-58 as Document Number 1231192, located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the South Quarter Corner of said Section 24;
Thence S89°54'32"E, 92.36 feet along the South line of the Southeast Quarter of said Section 24;
Thence N00°23'30"E, 33.00 feet to the Southwest Corner of said Lot 1;
Thence S89°54'32"E, 595.08 feet along the South line of said Lot 1 to the Point of Beginning;
Thence N00°06'07"E, 837.67 feet to the Southwesterly right-of-way line of County Road "KB";
Thence S71°06'56"E, 321.10 feet to the East line of said Lot 1;
Thence S00°06'07"W, 734.23 feet to the Southeast corner of said Lot 1;
Thence N89°54'32"W, 304.00 feet along the South line of said Lot 1 to the Point of Beginning.

Said parcel contains 238,929 square feet, or 5.49 total acres, more or less.

The following territory shall be assigned R-3 Multiple Family Dwelling District:

Part of Lot 1 of Certified Survey Map Number 3757 recorded in Volume 22 of Certified Survey Maps on Pages 57-58 as Document Number 1231192, located in the Southwest Quarter of the Southeast Quarter, Section 24, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

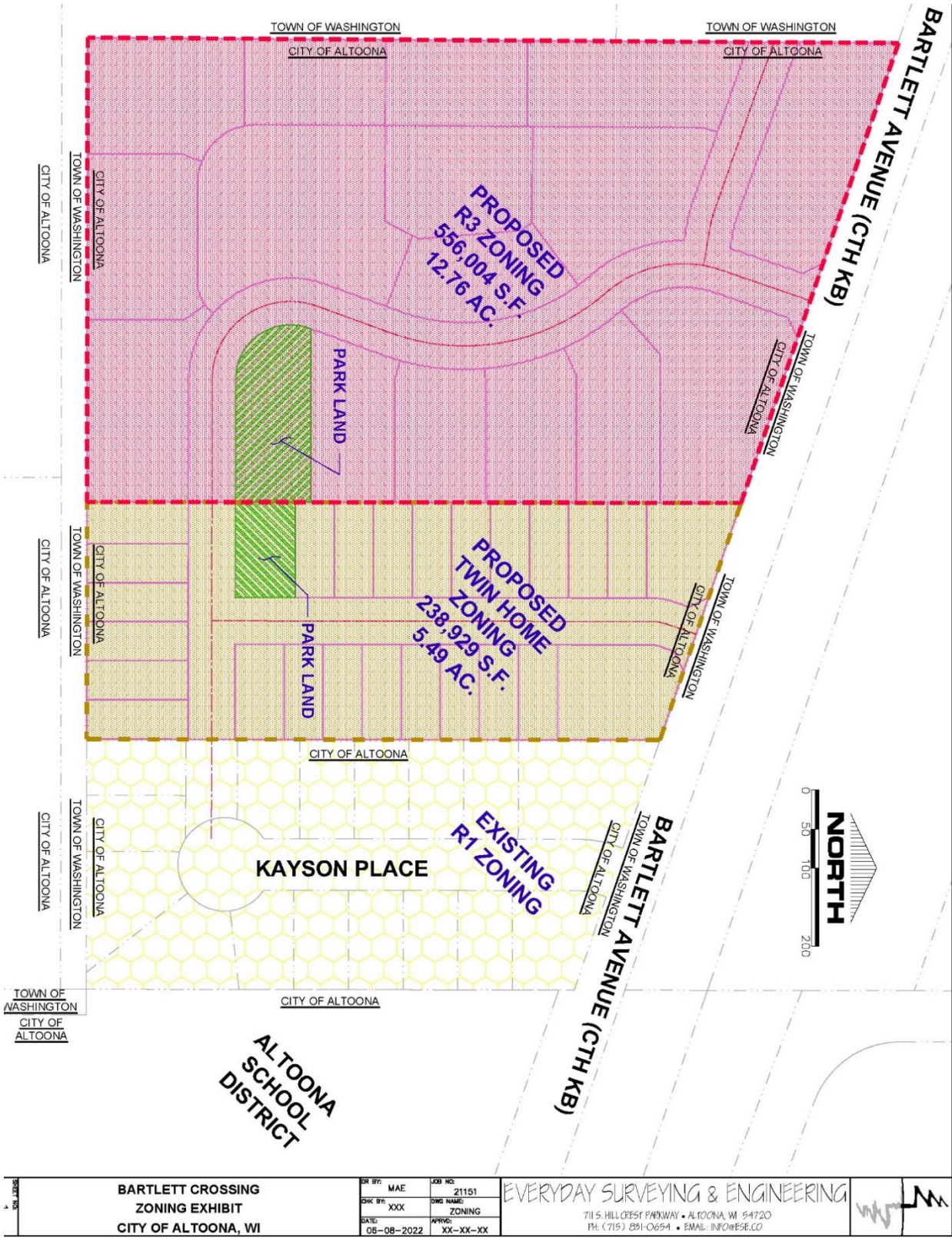
Commencing at the South Quarter Corner of said Section 24;
Thence S89°54'32"E, 92.36 feet along the South line of the Southeast Quarter of said Section 24;
Thence N00°23'30"E, 33.00 feet to the Southwest Corner of said Lot 1 and the Point of Beginning;
Thence N00°23'30"E, 1,038.39 feet along the West line of said Lot 1 to the Southwest right-of-way line of County Road "KB";
Thence S71°06'56"E, 623.01 feet along said right-of-way line;
Thence S00°06'07"W, 837.67 feet to the South line of said Lot 1;
Thence N89°54'32"W, 595.08 feet along said South line to the Point of Beginning.

Said parcel contains 556,004 square feet or 12.76 acres, more or less.

The following territory shall be assigned P Public and Conservancy District:

Outlots 2, 3, 4, and 5 of the Plat for Bartlett Crossing, recorded [*information to be added upon recording of the document*]

EXHIBIT B
 Graphical Illustration of Property for Zoning Assignment.



THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 6 - Discuss/consider awarding a contract for the Tree Inventory & Management Plan project.

The 2022 budget includes a capital project for compiling an inventory of trees in public space and a management plan. This is the next step in our urban forestry efforts, and is funded in part by a grant from the Wisconsin Department of Natural Resources. The purpose of this effort is to better prepare the City for future challenges similar to the Emerald Ash Borer, Oak Wilt, and other diseases and pests, and to guide our ongoing tree planting and maintenance efforts.

Proposals are due on August 23rd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the Tree Inventory & Management Plan project to _____, in the amount of \$_____.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: David A. Walter, P.E.
DPW/City Engineer

SUBJECT: Summary of Results
ITEM 6 - Discuss/consider awarding a contract for the Tree Inventory & Management Plan project.

Proposals were received for the Tree Inventory & Management Plan project on Tuesday, August 23, 2022. Three proposals were received as follows.

1. Bluestem Forestry Consulting, Inc. - Total Price: \$16,064.00
2. ArborPro Inc. - Total Price: \$18,900.00
3. Wachtel Tree Science, Inc. - Total Price: \$36,668.00

All three consultants are included in the Wisconsin DNR [2022 Urban Forestry Consultant Directory](#). Staff has reviewed the proposals and recommends awarding the contract to Bluestem Forestry Consulting, Inc.

Suggested motion: I move to approve/not approve awarding a contract for the Tree Inventory & Management Plan project to Bluestem Forestry Consulting, Inc. in the amount of \$16,064.00.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 7 - Discuss/consider awarding a contract for the annual Tree Planting Program.

As you may be aware, the City has systematically removed ash trees in conformance with the Emerald Ash Borer Mitigation plan. Removals on public property are now complete. The City is in its 4th year of replacement plantings, and this year's budget includes funds to continue. The City solicited proposals for supply and planting of 50 trees in various locations throughout the city. This urban forestry effort is also funded in part by a Wisconsin Department of Natural Resources grant

Proposals are due on August 23rd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the annual Tree Planting Program to _____, in the amount of \$_____.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: David A. Walter, P.E.
DPW/City Engineer

SUBJECT: Summary of Results
ITEM 7 - Discuss/consider awarding a contract for the annual Tree Planting Program

Proposals were received for the annual Tree Planting Program on Tuesday, August 23, 2022. Two proposals were received as follows.

1. Green Oasis - Total Price: \$10,569.00
2. Tree Savvy - Total Price: \$25,000.00

Staff has reviewed the proposals. Please note that Tree Savvy has offered up a five year warranty, including five years of trimming, which presumably explains the difference in price. The warranty requirement in the Request for Proposals was one year, in compliance with DNR requirements. Copies of the proposals are attached.

Suggested motion: I move to approve/not approve awarding a contract for the annual Tree Planting Program to Green Oasis, in the amount of \$10,596.00.



ATTACHMENT A – PROPOSAL FORM

Proposal Form

Tree Species	Quantity	Unit Price (\$)	Total (\$)
Kentucky Coffeetree	7	211.38	1,479.66
Thornless Honey Locust	6	211.38	1,268.28
Common Hackberry	7	211.38	1,479.66
American Linden (Basswood)	6	211.38	1,268.28
Flowering Crab	7	211.38	1,479.66
Japanese Lilac	6	211.38	1,268.28
Hybrid Elm	6	211.38	1,268.28
Pin Oak	5	211.38	1,056.90
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Total Price			10,569.00

* The City of Altoona reserves the right to reasonably increase or decrease the quantity of trees to be purchased based upon availability and budget.

Contractor Information

Company Name	Green Oasis
Mailing Address	1403 172nd St Chippewa Falls, WI 54729
Phone #	715-829-3063
E-mail Address	mkitzrow@greenoasis.co
Contact Person	Mitch Kitzrow
Title of Contact Person	Senior Landscape Designer
Signature	



Proposal

Green Oasis by Greener Grass Systems

Client Name: City of Altoona
Project Name: Tree Supply & Planting Program
Jobsite Address: Altoona, WI **Billing Address:** 1303 Lynn Ave Altoona, WI
Estimate ID: EST1536600
Date: Aug 16, 2022

This estimate is based on installing 50 trees with mulch rings throughout the City of Altoona in designated areas marked by the city.

2022 Planting of 50 Trees \$10,869.00

- Includes planting of 50 10 gallon potted trees
- Includes mulch ring around each tree
- Includes watering in each tree during and after planting

The City of Altoona is to be fully responsible for care of the trees after install is complete and guidelines are met given by city.

2 Cu Yd	Hardwood Mulch - EC -
7 Each	Gym Dio Kentucky Coffeetree - #10
6 Each	Gled tri inner Sunburst Honeylocust #10
7 Each	Celtis occidentalis Hackberry- #10
6 Each	Greenspire Linden - #10
7 Each	Malus Prairifire Crabapple - #10
6 Each	Japanese Tree Lilac ivory silk - #10
6 Each	Cathedral Elm - #10
5 Each	Quercus ellip Northern Pin oak- #10

Landscape Coupon -\$300.00

Subtotal	\$10,569.00
Taxes	\$0.00
Estimate Total	\$10,569.00

Definitions: Green Oasis is a division of Greener Grass Systems Inc. "Contractor" as listed in this agreement implies Green Oasis by Greener Grass Systems Inc. "Owner" as listed in this agreement implies the client name(s) as listed in the first page of the agreement. "Premises" as listed in this agreement implies the Job Site Address as listed in the first page of the agreement.

Property Lines/Locates/Underground Items: Prior to the commencement of the work, the Owner will provide the Contractor with the location of property lines and all private subsurface utility and service lines, including but not limited to underground pet fence, electrical, telephone and gas lines, water and irrigation pipe-lines and conduits. The Contractor may rely on the accuracy and completeness of all such information and shall not be liable for damages or costs resulting from any errors or omissions in that regard. Prior to the work commencement, the Contractor will be responsible for coordinating the marking of all public utility lines.

Soil Conditions/Underground Boring: If subsurface or otherwise concealed physical conditions at the Premises differ materially from those indicated in this Agreement or from those ordinarily found to exist in the vicinity of the Premises, including subsurface utilities, boulders, tree stumps, large tree roots, compacted soils, or construction debris, the the Contract Price will be adjusted to account for any changes required to this Agreement or in the materials or method of work required to carry out the Work. Any increase or decrease in costs to the Contractor due to changes in taxes after the date of this Agreement shall also increase or decrease the Contract Price accordingly. Contractor and/or its subcontractors may use mole or boring techniques and devices that go under driveways and sidewalks. Even though extreme care will be taken and all possible underground items will be located, it is possible that the boring equipment can deflect and follow a path that was not intended. Therefore, any additional repairs required because of the above circumstances shall be considered additional over and above the contract price and billed to Owner.

Copyright: Copyright for any Drawings and Specifications belong to the Contractor and shall not be used on any other project. The Owner may retain copies of the Drawings and Specifications for information and reference provided the Contractor has been paid in full for services rendered under this Agreement. The order of priority of documents, from highest to lowest, shall be this Agreement, followed by the Drawings, followed by the Specifications.

Signage/Photographs: The Contractor may erect a sign at the Premises identifying the Contractor during the construction and for a period of 6 weeks following completion of the Work. The Contractor shall also have the right to access the site for the purposes of taking photographs in relation to the Work both prior to and after completion of the Work and shall have and retain all copyright in said photographs which may be used by the Contractor at its sole discretion in reference and promotional materials, portfolios, websites, and/or publications.

Design: Owner understands that all 3D design screenshots, photographs and renderings are intended to provide a general understanding of the project scope and details. These documents are not guarantees of the finished project appearance. All provided 3D materials are not intended to be engineering drawings or blueprints and should not be treated as such. The actual finished appearance of the project may vary from the 3D documents provided.

Material Selections: Owner acknowledges and accepts the material colors as listed in the proposal. Owner accepts that Green Oasis will choose all installation patterns/layouts unless specifically listed in the proposal.

Lien Notice: As required by Wisconsin & Minnesota Construction Lien Law, the Contractor hereby Notifies the Owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the Undersigned Contractor, are those who contract directly with the Owner or those who give the owner notice within 60 days after they first furnished labor or materials for construction. Accordingly, Owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Terms: Owner will pay the Contractor 20% of the Contract Price upon signing of this agreement, 40% of the Contract Price prior to the first working day of the project, 20% of the Contract Price when approximately half of the project is complete, and the final 20% of the Contract Price when work is substantially complete, as determined by the Contractor. 10% of the total Contract Price is non-refundable and secures a place on the schedule. All invoices are due when rendered and will incur interest at a rate of 1.5% per month or 18% APR. If because of climatic or other conditions reasonably beyond the control of the Contractor the Work cannot be completed, payment in full for that portion of the Work which has been performed shall be made by the Owner and the Owner may withhold, until the remaining portion of the Work is completed such an amount sufficient and reasonable to cover the cost of performing such remaining work.

Payment Methods: Credit card payments will be assessed a 3% convenience fee, with the exception of the initial 20% deposit. Cash, check and/or money orders are accepted and exempt from the convenience fee.

Authorization: By authorizing below, the Owner agrees to pay the amounts indicated in this agreement for the installation of the Work as described.. The Owner gives the Contractor permission to perform the Work on the Premises. Changes in This Agreement can be made

only with the consent of both parties in writing. Contractor carries Public Liability Insurance and Workman's Compensation coverage and will follow the guidelines outlined in this Agreement.

Estimate authorized by:  _____ Estimate approved by: _____
Company Representative Customer Representative

Signature Date: _____ Signature Date: _____

ATTACHMENT A – PROPOSAL FORM

Proposal Form

Tree Species	Quantity	Unit Price (\$)	Total (\$)
Kentucky Coffeetree	5	500	2500
Thornless Honey Locust	5	500	2500
Common Hackberry	5	500	2500
American Linden (Basswood)	5	500	2500
Flowering Crab	5	500	2500
Japanese Lilac	5	500	2500
Hybrid Elm	5	500	2500
Pin Oak	5	500	2500
Other Species (please specify) <u>SWAMP WHITE OAK</u>	5	500	2500
Other Species (please specify) <u>ROYAL RED MAPLE</u>	5	500	2500
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Other Species (please specify) _____	_____	_____	_____
Total Price			\$25,000⁰⁰

* The City of Altoona reserves the right to reasonably increase or decrease the quantity of trees to be purchased based upon availability and budget.

Contractor Information

Company Name	TREE SAVVY LLC
Mailing Address	511265 Cty RD F ELEVA, VT 54738
Phone #	715-797-1514
E-mail Address	TREESAVVYLLC@gmail.com
Contact Person	LUKE MAHAL
Title of Contact Person	OWNER
Signature	

OUR TREE'S COME WITH A 5 YEAR WARRANTY AND FIRST 5 YEARS OF TRIMMING !! MORE SPECIES AVAILABLE ALSO

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 8 - Discuss/consider awarding a contract for the 10th Street Park Irrigation project.

Included in the 2022 budget is a project to install an irrigation system within 10th Street Park. The scope of the project will include all remaining non-irrigated sections. The ballfield has a separate dedicated system in place. The proposed system will also aid in establishing healthy turf around the perimeter of the Fish House.

Proposals are due on August 22nd, and staff will distribute a summary and recommendation prior to the Council meeting.

Suggested motion: I move to approve/not approve awarding a contract for the 10th Street Park Irrigation project to _____, in the amount of \$_____.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: David A. Walter, P.E.
DPW/City Engineer

SUBJECT: Summary of Results
ITEM 8 - Discuss/consider awarding a contract for the 10th Street Park Irrigation project.

Proposals were received for the Tree Inventory & Management Plan project on Monday, August 22, 2022. One proposal was received as follows.

1. Green Oasis - Total Price: \$59,445.84

Please note that the budget for this project is \$55,000.00 which was based upon an estimate submitted last year during the budget process. The price increase appears to be in line with other material cost increases experienced during recent capital project bidding results. Other Parks projects have been completed under budget, and the remaining funds are adequate to cover this price increase.

Suggested motion: I move to approve/not approve awarding a contract for the 10th Street Park Irrigation project to Green Oasis in the amount of \$59,445.84.

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

(IX) NEW BUSINESS

ITEM 9 - Discuss/consider awarding contract for the River Prairie Center Kitchen Improvement Project.

As you are aware, the City is partnering with its new operator of River Prairie Center, Hospitality Management T & T, to purchase equipment and complete other upgrades necessary to make the RPC kitchen a fully functional kitchen as opposed to its current “catering” kitchen configuration. The City issued a request for proposals for the work and equipment which are due on August 25, 2022 at 1 PM. Staff will send Council the proposals and review them before the Council meeting. At the Council meeting staff will provide a recommendation to Council regarding selection of a vendor to complete the work. Attached for your review is the request for proposals that was issued.

Suggested Motion: I move to approve/not approve awarding a contract for the River Prairie Center Kitchen Improvement Project to _____, in the amount of \$ _____.



REQUEST FOR PROPOSALS

FOR

RIVER PRAIRIE CENTER KITCHEN IMPROVEMENTS

PROCUREMENT NO. ADM2022-06

Submission Deadline:

August 25, 2022 – 1:00 p.m. CT

**REQUEST FOR PROPOSALS (RFP)
FOR
RIVER PRAIRIE CENTER KITCHEN IMPROVEMENTS**

TABLE OF CONTENTS

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3. Instructions to Contractors	4
4. Proposal Format	6
5. Evaluation / Selection Process	7
6. Required Insurance	8

**REQUEST FOR PROPOSALS (RFP)
FOR
RIVER PRAIRIE CENTER KITCHEN IMPROVEMENTS (THE
IMPROVEMENTS)**

SECTION 1 – INTRODUCTION & BACKGROUND

The City of Altoona is seeking the services of an experienced and qualified firm or company, hereinafter referred to as the “Proposer” or “Contractor,” to furnish equipment and labor as an integral element of expanding kitchen capabilities at the City’s River Prairie Center. Currently the kitchen space is set up as a “catering kitchen” without the equipment and appliances necessary to cook meals onsite. The Improvements include installation of equipment required to convert the existing catering kitchen to a fully-functioning kitchen where all meals may be prepared onsite.

SECTION 2 – SCOPE OF SERVICES

A. Description of Facilities

The building is located at 1445 Front Porch Place, on property owned by the City of Altoona. The building is an event center that hosts a wide variety of events.

B. Scope of Work

The City is requesting proposals from qualified vendors/contractors to provide the following equipment and services.

- I. Furnish and install the following commercial grade equipment at River Prairie Center, including all necessary hardware and ancillary equipment for connection and efficient kitchen operations to include casters and gas connection hoses and hardware:
 1. DOUBLE STACK GAS CONVECTION OVEN
 2. 36” RANGE WITH GRIDDLE TOP, OVER SHELF AND LOWER OVEN
 3. 24” GAS COUNTERTOP BROILER WITH TABLE
 4. (2) each 40# GAS FLOOR FRYERS
 5. 4 BURNER ELECTRIC TABLE TOP
 6. 12 FOOT EXHAUST HOOD WITH MAKEUP AIR, NO AIR CONDITIONING
 7. 8’ X 20’ WALK THROUGH OUTDOOR COMBINATION COOLER/FREEZER WITH SHELVING

All contractors intending to submit a proposal are required to meet with owner or owner’s representative onsite to view available space, determine appropriate equipment sizing and specifications and establish a viable strategy for installation of equipment. To schedule and appointment contact Dave Kremer at 651-269-8120.

- II. Relocate existing kitchen exhaust hood from its current location to location over dish washer.

III. Provide warranty on equipment and installation.

SECTION 3 – INSTRUCTION TO PROPOSERS

A. Examination of the Request for Proposals

It is the responsibility of the Proposer to carefully read the entire Request for Proposals (RFP) which contains provisions applicable to successful completion and submission of a proposal. If any ambiguity, inconsistencies, or errors are discovered in the RFP, the City Administrator must be notified in writing. Only interpretations or correction of the RFP made in writing through addenda by the City Administrator will be considered binding on the Proposer. The RFP consists of all documents identified in the Table of Contents.

B. RFP Timetable

The anticipated schedule for the RFP and contract approval is as follows:

- | | |
|--|--------------------------|
| <input type="checkbox"/> RFP submittal deadline | August 25, 2022, 1:00 PM |
| <input type="checkbox"/> Council Award of Contract | August 25, 2022 |

C. Proposal Submission

All proposals must be submitted to the City Administrator by email at michaelg@ci.altoona.wi.us. If file size prohibits transmittal via email, the City will accept hard copies delivered to City Hall at the address below by the submittal deadline.

City Administrator
CITY OF ALTOONA
1303 Lynn Avenue
Altoona, WI 54720

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

D. Additional Information / Addenda

Requests for additional information or clarification regarding this RFP must be made in writing. Requests should contain the Proposer's name, address, phone number and e-mail address. E-mail should be addressed to michaelg@ci.altoona.wi.us.

The City will issue responses to inquiries and any other corrections or amendments in written addenda issued prior to the Proposal due date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFP or addenda issued subsequent to the issuance of this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the City prior to submitting a proposal that all addenda have been received.

E. Modified Proposals

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal due date. The City will only consider the latest version of the proposal as part of its deliberations.

F. Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may only be withdrawn upon the expiration of ninety days after the due date of the proposals if a written request for withdrawal is received by the City prior to the award of a contract.

G. Late Proposals, Late Modifications, and Late Withdrawals

Proposals received after the Proposal due date and time are late and may not be considered, as determined in the City's sole discretion. Modifications received after the Proposal due date are also late and may not be considered as determined in the City's sole discretion. Letters of withdrawal received after the expiration of ninety days from the Proposal due date or after the award of contract, whichever comes first, are late and may not be considered as determined in the City's sole discretion.

H. RFP Postponement or Cancellation

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone, or cancel at any time this RFP process, or waive any irregularities in this RFP and award a contract in the best interest of the City of Altoona.

I. Proposal Preparation Costs

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

J. Intellectual Property

All items pertaining to this project shall become the intellectual property of the City of Altoona and shall be provided to the City in electronic format for both design and record drawing documents. **Equipment manuals and record drawing documents, if any, shall be delivered to the City within thirty (10) days of completion of construction.**

K. Proposals Not Confidential

Any info submitted as part of a proposal shall not be considered confidential. No proposal information or selection process information will be released until a final recommendation

has been prepared by the City or the process is terminated. Prior to that time, only a list of the Proposers will be made public.

M. Rules, Regulations and Licensing Requirements

All Proposers shall comply with all laws, ordinances, and regulations applicable to the services contemplated by the RFP, and **shall be responsible for obtaining any and all required building permits for the project**. Proposers are presumed to be familiar with all Federal, State, and Local laws, ordinances, codes, and regulations that may affect the services to be offered.

N. Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP and is a timely submission. Failure to comply with these requirements may deem a proposal as non-responsive.

O. Litigation

The contract resulting from this RFP shall be constructed in accordance with the laws of the State of Wisconsin. Any litigation between the parties arising out of, or in connection with, the contract shall be initiated either in the court system of the State of Wisconsin or the United States District Court for the Western District of Wisconsin.

P. Assignment, Transfer or Subcontracting

The Consultant shall not assign any interest in the contract resulting from this RFP and shall not transfer any interest in the same (whether by assignment or notation) without the prior written consent of the City. Consent will not be given to any proposed assignment which would release the Consultant of responsibilities under this contract. The Consultant must obtain prior written consent from the City to delegate, assign, transfer, or subcontract any functions or responsibilities required to fulfill the obligations under the contract resulting from this RFP.

Q. Termination for Cause

If the Consultant fails to fulfill any of the obligations under the contract resulting from this RFP in a timely manner, or otherwise violates any of the covenants, agreements or stipulations material to the contract, the City shall thereupon have the right to immediately terminate the contract by giving written notice to the Consultant of such termination.

SECTION 4 – PROPOSAL FORMAT

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the project. Proposals submitted which do not

include the items described or which do not meet the qualification requirements, or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

A. PART A.1 – PROPOSAL

The Proposal must contain the following information:

A.1.1 – Cover Page: The Cover Page should include the following information:

- ✓ Proposer's Name
- ✓ Contact Person for RFP
- ✓ Business Address
- ✓ Business Phone
- ✓ Facsimile Phone
- ✓ E-mail Address – Primary Contact
- ✓ Web Site Address – If Available
- ✓ Title of RFP: River Prairie Center kitchen improvements

A.1.2 – Project Approach: The Proposal should address how the Proposer will accomplish the Scope of Services, as described in Section 2 of this RFP. The submittal should include the following minimum information.

- a) Project Implementation – Describe how the Proposer will organize and perform the work describe in the Scope of Services. List the names of any sub-contractors intended to be used. **Note any services (if any) the Proposer does not intend to supply and will need to be furnished by the City including, for example, carpentry for any roof penetrations or other carpentry work, plumbing services and electrical services.** Also, provide drawings to illustrate location of any equipment installed.
- b) Time Schedule – Include a time schedule to complete the Scope of Services.

A.1.3 - Equipment, Warranty, and Service Information – Provide a list of equipment manufacturers, warranty, and service information for all work and equipment installed.

A.1.4 – Price Proposal: The Proposer shall submit a detailed, itemized price proposal for completion of the Scope of Services.

SECTION 5 – EVALUATION / SELECTION PROCESS

The City may select a Consultant on the basis of initial submittals received, without discussions. The City reserves the right to enter into contract negotiations with any Proposer. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with another Proposer. This process will continue until a contract acceptable to the City has been executed or all proposals are rejected. No proposer shall have any rights against the City arising from such negotiations or termination thereof.

The City reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of the City of Altoona, as determined in the City's sole discretion. The City further reserves the right to reject any and all proposals in its sole and absolute discretion.

SECTION 6 – REQUIRED INSURANCE

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance

The Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Wisconsin.
4. Professional Liability insurance appropriate to the Contractor's profession.

B. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance with respect to the work being completed for the City. Any insurance, self-insurance, or

insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor **before** commencement of work.

Quote

08/19/2022



Project:
Dave Kramer/City of Altoona





From:
Metropolitan Food Service
Equipment
Mark LaVick
2618 Birch Street
Eau Claire, WI 54703-3735
715-318-2337
715-491-3041 (Contact)

Job Reference Number: 3140





Prices Valid for Seven (7) Day & Do Not Include Freight or Sales Tax

Item	Qty	Description
1	1 ea	CONVECTION OVEN, GAS Iron Range Model No. IRCO-2 Convection Oven, natural gas, double-deck, full-size, (5) 18" x 26" pan capacity per oven, electronic controls with manual temperature knob, 150° to 550°F temperature range, 60-minute cook timer, (1) 2-speed fan per oven, interior lighting, double doors with dual pane thermal glass windows, includes: (5) chrome plated wire racks & (10) rack positions per oven, porcelainized interior, stainless steel construction, 6" casters (2 with locks), (2) 1/2 HP blower motors, 108,000 BTU, cETLus, ETL-Sanitation (ships with LP conversion kit)
	1 ea	Inbound ocean freight surcharge. NOTE: A 20% inbound ocean freight surcharge is currently being added to the net cost of all equipment & accessories.
	1 ea	Double deck ovens are shipped as single decks
	1 ea	1 year parts & labor warranty
	1 ea	120v/60/1-ph, cord with NEMA 5-15P
	2 kt	GAS CONNECTOR HOSE KIT / ASSEMBLY



Metropolitan Food Service Equipment

Item	Qty	Description
		BK Resources Model No. BKG-GHC-7548-SCK3 Packed 1 kt Gas Hose Connection Kit # 3, includes 48" long x 3/4" I.D. stainless steel hose with radial wrap & protective translucent coating, (1) shut off valve, (1) quick disconnect, (1) restraining cable & hardware, (2) male-to-female 90° elbows, cCSAus (packaged in point-of-purchase box)
	2 kt	5 year warranty on hose, 1 year warranty on shut off valve, quick disconnect, 90° elbows, & restraining cable, standard
	2	1 ea RANGE, 36", GRIDDLE Asber Model No. AER-G36-36-H Restaurant Range, gas, 36", (1) 36" griddle, 3/4" thick plate, manual controls, full width grease trough, standard oven base, stainless steel high shelf with reinforced backguard riser, pressure regulator, stainless steel front, sides, backguard & landing ledge, 6" adjustable steel feet, 102,000 BTU, cETLus, ETL-Sanitation, CSA, Made in North America (*Factory only item/Non-stocking model)
	1 ea	1 year parts & labor warranty, Continental USA & Canada, standard
	1 ea	Gas type to be specified
		1 kt GAS CONNECTOR HOSE KIT / ASSEMBLY BK Resources Model No. BKG-GHC-7548-SCK3 Packed 1 kt Gas Hose Connection Kit # 3, includes 48" long x 3/4" I.D. stainless steel hose with radial wrap & protective translucent coating, (1) shut off valve, (1) quick disconnect, (1) restraining cable & hardware, (2) male-to-female 90° elbows, cCSAus (packaged in point-of-purchase box)
	1 kt	5 year warranty on hose, 1 year warranty on shut off valve, quick disconnect, 90° elbows, & restraining cable, standard
	3	1 ea CHARBROILER, GAS, COUNTERTOP Iron Range Model No. IRRB-24 Radiant Charbroiler, natural gas, countertop, 24", (2) stainless steel burners, individual pilots with front access, stainless steel radiant plates, adjustable cast iron grates, manual controls, 4" backsplash & sidesplash, removable grease pan, stainless steel front, sides & backsplash, 4" adjustable non-skid stainless steel legs, 70,000 BTU, cETLus, ETL-Sanitation (ships with LP conversion kit)
	1 ea	Inbound ocean freight surcharge. NOTE: A 20% inbound ocean freight surcharge is currently being added to the net cost of all equipment & accessories.
	1 ea	1 year parts & labor warranty
	1 ea	EQUIPMENT STAND

Metropolitan Food Service Equipment

Item	Qty	Description
		BK Resources Model No. EETS-2430 Economy Equipment Stand, 24"W x 30"D, 23" working height, 18/430 stainless steel top reinforced with support channels, three-sided 1-1/2" riser with hemmed edges, adjustable galvanized undershelf, galvanized legs & adjustable stainless steel feet, NSF
	1 kt	5SBR-RA-PLY-PS4 Caster Kit, work table 5" diameter expanding stem, fits 1-5/8" OD tubing, non-marking polyurethane tread, top lock brake, 300 lb. capacity, resistant to acids & caustics, double ball bearing, operational temp range -45° to 180° F, zinc plated, POP box, NSF (4 per kit)
	1 kt	GAS CONNECTOR HOSE KIT / ASSEMBLY BK Resources Model No. BKG-GHC-7548-SCK3 Packed 1 kt Gas Hose Connection Kit # 3, includes 48" long x 3/4" I.D. stainless steel hose with radial wrap & protective translucent coating, (1) shut off valve, (1) quick disconnect, (1) restraining cable & hardware, (2) male-to-female 90° elbows, cCSAus (packaged in point-of-purchase box)
	1 kt	5 year warranty on hose, 1 year warranty on shut off valve, quick disconnect, 90° elbows, & restraining cable, standard
	4	GAS FLOOR FRYER Iron Range Model No. IRF-50 NAT Fryer, natural gas, floor model, 50 lb. oil capacity, 1-millivolt thermostat, 200°F - 400°F temperature range, (4) heat tubes 30,000 BTU each, (2) nickel plated baskets, auto reset high limit control, stainless steel front, sides, door & tank, stainless steel flue riser, 1-1/4" ball type full port drain valve, 5" casters, 120,000 BTU total, cETLus, ETL-Sanitation
	2 ea	Inbound ocean freight surcharge. NOTE: A 20% inbound ocean freight surcharge is currently being added to the net cost of all equipment & accessories.
	2 ea	1 year parts & labor warranty
	2 kt	GAS CONNECTOR HOSE KIT / ASSEMBLY BK Resources Model No. BKG-GHC-7548-SCK3 Packed 1 kt Gas Hose Connection Kit # 3, includes 48" long x 3/4" I.D. stainless steel hose with radial wrap & protective translucent coating, (1) shut off valve, (1) quick disconnect, (1) restraining cable & hardware, (2) male-to-female 90° elbows, cCSAus (packaged in point-of-purchase box)
	2 kt	5 year warranty on hose, 1 year warranty on shut off valve, quick disconnect, 90° elbows, & restraining cable, standard
	5	1 ea HOTPLATE, COUNTERTOP, ELECTRIC

Metropolitan Food Service Equipment

Item	Qty	Description
		Nemco Food Equipment Model No. 6311-4-240 Hotplate, (4) burner, 24" W, brushed stainless steel construction, cast iron alloy burners, built in thermo protection, (2) x .85 kw and (2) x 2.0 kw elements, 240v/60/1-ph, 5700 watts, 23.8 amps, cord with NEMA 6-30P
	1 ea	1 year parts & labor warranty, standard
	1 kt	GAS CONNECTOR HOSE KIT / ASSEMBLY BK Resources Model No. BKG-GHC-7548-SCK3 Packed 1 kt Gas Hose Connection Kit # 3, includes 48" long x 3/4" I.D. stainless steel hose with radial wrap & protective translucent coating, (1) shut off valve, (1) quick disconnect, (1) restraining cable & hardware, (2) male-to-female 90° elbows, cCSAus (packaged in point-of-purchase box)
	1 kt	5 year warranty on hose, 1 year warranty on shut off valve, quick disconnect, 90° elbows, & restraining cable, standard
	1 ea	DELIVERY & INSTALLATION OF EQUIPMENT Custom Includes construction and installation of gas manifold with regulators for gas appliances. Gas to be stubbed into building by owner.
	1 ea	LABOR & MATERIALS TO RELOCATE EXISTING EXHAUST HOOD Custom
	1 ea	EXHAUST HOOD ThermoTek Model No. 5424T-ND-2-PSP-F 12' 0" Long Exhaust-Only Wall canopy hood w 20" wide Front perforated Supply Plenum w/ Built-in 3 Back Standoff. 1" Insulated Backsplash Exhaust Fan Heated Make-U Air Unit Ductwork Electrical System Fire Suppression (Estimated at \$5,800) Does Not Include Site Prep for Make-Up Air Unit, i.e., such as concrete pad
	1 ea	WALK IN COMBINATION COOLER FREEZER, REMOTE US COOLER 8' x 20' x 7'-6" Walk-In Cooler/Freezer w/ Floor(s), Remote Refrigeration and Installation; not including any electrical hook-ups. Does Not Include Site Prep i.e., such as concrete pad, washed rock for leveling.
		Not Included: Any Electrical and/or Plumbing Connections or Hook-Ups Any Floor, Wall, Ceiling and/or Roof Penetrations

SKINT

Metropolitan Food Service Equipment

Any Patching, Finishing of any Wall, Floor, Ceiling or Roofing
Work By Other Trades

Owner to Carry Fire, Tornado and Other Necessary Insurance.

Any Alterations/Deviations from the Proposed Specifications by Customer's Request
Involving Additional Cost Will Only Be Executed by Written Change Order(s) and will
Incur Extra Charge(s) Over and Above Proposed Pricing

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby
accepted. You are authorized to do the work as specified. Payments will be make in
accordance to terms arranged.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total:



Quote

08/22/2022

Project:
 River Prairie Center kitchen
 improvements

From:
 Benedict Refrigeration
 Bill Candell
 1003 Harlem St
 Altoona, WI 54720
 7158343191
 715-834-3191 (Contact)

Item	Qty	Description	Sell	Sell Total
1	1 ea	CONVECTION OVEN, GAS Atosa USA, Inc. Model No. ATCO-513NB-2 CookRite Convection Oven, gas, double-deck, standard depth, independent doors, 150° to 500° F temperature range, digital controller with Cook 'n' Hold, 2-speed-fan with adjustable cool down mode, interior lighting, (5) wire racks per oven, removable 13-position rack guides per oven, door interlock switches, automatic pilot system with safety shut-off, enamel interior, stainless steel exterior, includes: stacking kit & (4) locking casters, (2) 115v/60/1-ph, (2) 8.5 amps, 92,000 BTU/HR, cETLus, ETL-Sanitation, ENERGY STAR®	\$7,134.00	\$7,134.00
	1 ea	Natural gas		
	1 kt	21211001026 Atosa Stacking kit & casters, for Convection Ovens (included with ATCO-513B-2)		
	1 kt	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$223.00	\$223.00

Benedict Refrigeration

08/22/2022

Item	Qty	Description	Sell	Sell Total
2	1 ea	RANGE, 36" GRIDDLE Atosa USA, Inc. Model No. AGR-36G-NG CookRite Range, natural gas, 36"W x 31"D x 57-3/8"H, griddle top, (1) 26-1/2"W oven, (2) adjustable chrome oven rack per oven, pilot light, drip tray, stainless steel front, back sides, kick plate, back guard & over shelf, (4) casters, total 102,000 BTU, cETLus, ETL-Sanitation Manual Control griddle top.	\$2,467.00	\$2,467.00
	1 ea	1 year parts & labor warranty (continental USA only)		
	1 ea	Extended warranty to a 5 year parts & labor (continental USA only) (NET)	\$211.00	<Optional>
	1 kt	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$223.00	\$223.00
2	1 ea	HD RANGE, 36" THERMOSTATIC GRIDDLE Turbo Air Model No. TAR-36G Radiance Heavy Duty Range, natural gas, 36", thermostatically controlled griddle, high efficiency griddle provides faster cooking & recovery using less gas, stainless steel front, sides & back riser lift-off high shelf, stainless steel oven interior 26.3" D standard oven base, crumb tray, fully adjustable oven thermostat providing temperatures from 250°F to 550°F, total 94,000 BTU, 6" stainless steel legs, CSA, CSA Flame, CSA Star, CSA-Sanitation	\$4,584.00	<Alternate>
	1 ea	Note: Contact factory representative for parts & accessories discounts		<Alternate>
	1 ea	1 year labor & parts warranty, standard		<Alternate>
	2 ea	RCP1111 Caster, 5", without brake, for Radiance Range (each)	\$43.00	<Alternate>
	2 ea	RCP1112 Caster, 5", with brake, for Radiance Range (each)	\$48.00	<Alternate>
	1 kt	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$223.00	\$223.00

Benedict Refrigeration

08/22/2022

Item	Qty	Description	Sell	Sell Total
3	1 ea	CHARBROILER, GAS, COUNTERTOP Atosa USA, Inc. Model No. ATCB-24 CookRite Charbroiler, Natural gas, countertop, 24"W x 27-3/5"D x 15-1/5"H (23.9"W 20.2"D cooking area), (2) stainless steel burners, standby pilots, stainless steel radiant plates, cast iron grill grates & lava rock grates, independent manual controls, adjustable multi-level top grates, stainless steel structure, adjustable stainless steel legs, 70,000 BTU, cETLus, ETL-Sanitation (ships with LP conversion kit)	\$861.00	\$861.00
	1 ea	1 year parts & labor warranty (continental USA only)		
	1 ea	Extended warranty to a 5 year parts & labor (continental USA only) (NET)	\$178.00	<Optional>
	1 ea	Natural gas (ships with LP conversion kit)		
	1 kt	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$223.00	\$223.00
	1 ea	John Boos EES8-3024-X Equipment Stand, open base, 24"W x 30"D x 24"H, 18/430 stainless steel top with 1-1/2" turned up edge on back & both sides, galvanized legs & adjustable undershelf, plastic bullet feet, NSF, KD (Available in Effingham and Nevada)	\$254.00	\$254.00
	1 ea	John Boos Standard flyer accessories only, NO modifications to flyer items allowed or their accessories		
	1 st	John Boos CAS01-R-X Casters, 5", heavy duty, locking, for 1-5/8" diameter legs (set of 4) (Available in Effingham and Nevada)	\$120.00	\$120.00
4	2 ea	GAS FLOOR FRYER Atosa USA, Inc. Model No. ATFS-40 CookRite Fryer, gas, floor model, 15-3/5"W x 30-1/10"D x 44-2/5"H, 40 lb. capacity, (3) burners, milivolt control, 200°F- 400°F temperature range, , (2) nickel plated baskets with coated handles, basket hanger, oil cooling zone seated in the bottom of the tank, stainless steel structure, (4) casters, cETLus, ETL-Sanitation	\$1,040.00	\$2,080.00
	2 ea	1 year parts & labor warranty (continental USA only)		
	2 ea	Extended warranty to a 5 year parts & labor (continental USA only) (NET)	\$178.00	<Optional>
	2 ea	Natural gas, 102,000 total BTU's		
	2 kt	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$231.00	\$462.00
	1 ea	21101001046 Joining Strip	\$36.00	<Optional>

Benedict Refrigeration

Item	Qty	Description	Sell	Sell Total
5	1 ea	HOTPLATE, COUNTERTOP, ELECTRIC Nemco Food Equipment Model No. 6311-4-240 Hotplate, (4) burner, 24" W, brushed stainless steel construction, cast iron alloy burners, built in thermo protection, (2) x .85 kw and (2) x 2.0 kw elements, 240v/60/1-ph, 5700 watts, 23.8 amps, cord with NEMA 6-30P	\$1,170.00	\$1,170.00
	1 ea	1 year parts & labor warranty, standard		
6	1 ea	ECONAIR EXHASUT HOOD Custom See attached PDF for descriptions and exclusions.	\$71,828.90	\$71,828.90

Benedict Refrigeration

Item	Qty	Description	Sell	Sell Total
7	1 ea	WALK IN COMBINATION COOLER FREEZER, BOX ONLY Crown Tonka 1) 10' 0" x 8' 0" x 8' 0" foam rail walk-in Holding FREEZER with non-NSF floor 2) 10' 0" x 8' 0" x 8' 0" foam rail walk-in Holding cooler with non-NSF floor	\$23,942.00	\$23,942.00
	1 ea	ROOF CAP Roof Cap: Duro-Last Flat Membrane - Free Standing - White, 40 Mil - Dim A = 12' 0" Dim B = 22' 0" Lap Length = 22' 0". Silicone (6 tubes) - FOB factory	\$769.00	\$769.00
	1 ea	Heatcraft Cooler Refrigeration CU CC SCRL 1.0HP 208-230/3/60 MED Ambient Temp : 95 °F Suction Temp : 25.0 °F Voltage : 208-230/3/60 Application Capacity* : 9,700 BTU/H Refrigerant Type : R448A AWEF Value : 7.6 UC C LP AIR 2F 115 1PH M QRC B 6 Evap. Temp : 25.0 °F Voltage : 115/1/60 Room Temp : Application Capacity* : 10,000 BTU/H Refrigerant Type : R448A Cooler AWEF > 32 : 9 Freezer AWEF <= 32 : N/	\$5,003.00	\$5,003.00
	1 ea	Heatcraft Freezer Refrigeration CU CC SCRL 3.0HP 208-230/3/60 LOW Ambient Temp : 95 °F Suction Temp : -20.0 °F Voltage : 208-230/3/60 Application Capacity* : 9,120 BTU/H Refrigerant Type : R448A AWEF Value : 3.15 UC C LP EL 2F 230 1PH M QRC B 6 Evap. Temp : -20.0 °F Voltage : 208-230/1/60 Room Temp : Application Capacity* : 9,900 BTU/H Refrigerant Type : R448A Cooler AWEF > 32 : 9 Freezer AWEF <= 32 : 4.03	\$6,498.00	\$6,498.00

Benedict Refrigeration

Item	Qty	Description	Sell	Sell Total
8	8 ea	WIRE SHELVING Stortec Model No. S1842EG Shelf, wire, 42"W x 18"D, green epoxy finish, NSF	\$31.00	\$248.00
	8 ea	Stortec epoxy green finish is also sold under the "Green Monster" name		
	8 ea	P74EG Post, 74"H, numbered & grooved at 1" increments for adjustability, with leveling foot & top cap, green epoxy finish, NSF	\$12.00	\$96.00
	8 ea	S2448EG Shelf, wire, 48"W x 24"D, green epoxy finish, NSF	\$40.00	\$320.00
	8 ea	P74EG Post, 74"H, numbered & grooved at 1" increments for adjustability, with leveling foot & top cap, green epoxy finish, NSF	\$12.00	\$96.00
	8 ea	S2442EG Shelf, wire, 42"W x 24"D, green epoxy finish, NSF	\$38.00	\$304.00
	8 ea	P74EG Post, 74"H, numbered & grooved at 1" increments for adjustability, with leveling foot & top cap, green epoxy finish, NSF	\$12.00	\$96.00
		Freezer shelving.		
9	8 ea	WIRE SHELVING Stortec Model No. S2148EG Shelf, wire, 48"W x 21"D, green epoxy finish, NSF	\$41.00	\$328.00
	8 ea	Stortec epoxy green finish is also sold under the "Green Monster" name		
	8 ea	P74EG Post, 74"H, numbered & grooved at 1" increments for adjustability, with leveling foot & top cap, green epoxy finish, NSF	\$12.00	\$96.00
	8 ea	S2154EG Shelf, wire, 54"W x 21"D, green epoxy finish, NSF	\$47.00	\$376.00
	8 ea	Stortec epoxy green finish is also sold under the "Green Monster" name		
	8 ea	P74EG Post, 74"H, numbered & grooved at 1" increments for adjustability, with leveling foot & top cap, green epoxy finish, NSF	\$12.00	\$96.00
		Cooler Shelving		

Benedict Refrigeration

Item	Qty	Description	Sell	Sell Total
10	1 ea	WALK IN INSTALLATION Benedict Sales & Service Perform installation of walk in cooler and freezer combo. Perform installation of refrigeration systems for freezer and cooler Perform start up and adjust of refrigeration systems. LOAD/UNLOAD DELIVERY SET BOX HANG COILS/SET CONDENSER SET DOORS INSTALL ROOF CAP DRAINS HANGERS BUILD RACK START UP REMOVAL OF TRASH INTO BUILDERS DUMPSTER. BASIC CLEAN UP MISC MATERIALS Does not include work by other trades, concrete by others. Electrical by others.	\$10,132.00	\$10,132.00
11	1 ea	DELIVERY-INSTALLATION Benedict Sales & Service Receive equipment and inspect for damage. Assemble equipment and deliver to site. Install equipment and perform start up. Set shelving for walk in cooler/freezer Does not include work from other trades. Plumbing or electrical. Demo or removing of existing equipment.	\$2,150.00	\$2,150.00
12		SHELVING WILL REQUIRE APPROVAL BY BUYER PRIOR TO ORDERING. PRICE SUBJECT TO CHANGE WITH CHANGES IN SHELVING SIZE.		

Merchandise	\$137,595.90
Freight	\$441.18
Tax 5.5%	\$3,641.45
Total	\$141,678.53

Prices Good Until: 07/27/2022

Benedict Refrigeration

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$141,678.53



ATOSA CATERING EQUIPMENT INC.

"COOKING NICELY!"

Toll Free: 855-855-0399 Email: info@atosausa.com
www.atosa.com / www.atosausa.com
 California, Colorado, Florida, Georgia, Illinois,
 New Jersey, Ohio, Texas, Washington

Gas Convection Ovens (Standard Depth & Bakery Depth)

MODELS:

ATCO-513B-1 / ATCO-513B-2
 ATCO-513NB-1 / ATCO-513NB-2

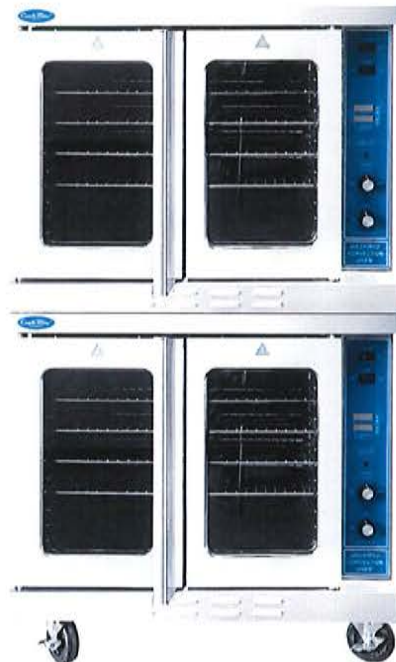
Standard Features:

- Stainless steel exterior and enamel interior with coved corners for easy cleaning
- 50/50 dependent doors with double pane thermal tempered glass on Bakery Depth model
- Bakery Depth model accepts five(5) 18" X 26" standard full-size baking pans left to right or front to back
- Standard Depth model accepts five(5) 18" X 26" standard full-size baking pans left to right
- Standard Depth model has independent doors
- Solid state digital controller with Cook 'n' Hold feature
- Temperature ranges from 150°F to 500°F
- Interior oven light(s) standard
- 46,000 BTU's per oven capacity
- Two speed-fan with adjustable cool down mode
- Five(5) nickel plated oven racks on 13-position rack guide
- Door interlock switch(s) automatically turns fan and burner off when the doors are opened
- Electronic spark ignition with an automatic pilot system with safety shut off
- 3/4" NPT rear gas connection and regulator
- Natural or Propane models available
- NEMA 5-15 plug for controller
- ATCO-513B-1 & ATCO-513NB-1 comes standard with 21^{1/2}" leg kit and total height of 27^{9/16}" with casters #21211001025
- ATCO-513B-2 & ATCO-513NB-2 comes standard with stacking kit and casters #21211001026
- Built in regulator

ATCO-513B-1 / ATCO-513NB-1



ATCO-513B-2 / ATCO-513NB-2



1 YR WARRANTY ON ALL PARTS AND LABOR (US ONLY)



Confirms to ANSI
 STD Z39.14-2008 (2011)
 Confirms to CSA
 STD C44-1001 (2011)
 Confirms to ANSI/ASTM



ATOSA CATERING EQUIPMENT INC.



"COOKING NICELY!"

ATOSA CATERING EQUIPMENT INC.

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 www.atosa.com | www.atosausa.com
 California, Colorado, Florida, Georgia, Illinois,
 New Jersey, Ohio, Texas, Washington

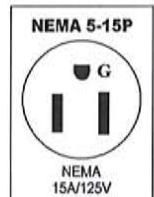
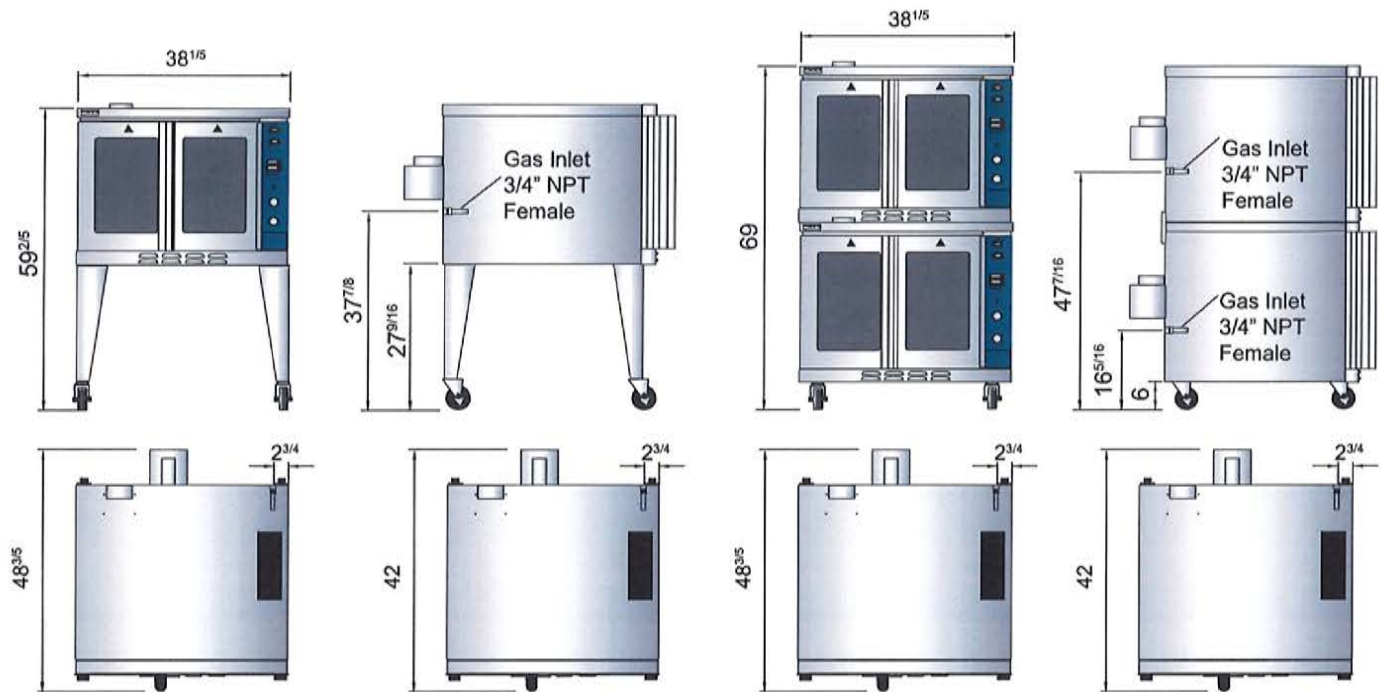
SPECIFICATIONS

Model	Shelves	Rack Guides	Voltage (V/Hz/Ph)	Total BTU B.T.U./h	Interior Dimension (inch)	Exterior Dimension (inch)	Net Weight (lbs)	Gross Weight (lbs)
ATCO-513B-1	5	13	115/60/1	46,000	29 × 30 ^{1/2} × 24	38 ^{1/8} × 48 ^{3/5} × 59 ^{2/5}	368	525
ATCO-513B-2	10	26	115/60/1	92,000	(2pcs) 29 × 31 ^{1/2} × 24	38 ^{1/8} × 48 ^{3/5} × 69	736	1050
ATCO-513NB-1	5	13	115/60/1	46,000	29 × 20 × 24	38 ^{1/4} × 42 × 59	379	545
ATCO-513NB-2	10	26	115/60/1	92,000	(2pcs) 29 × 20 × 24	38 ^{1/4} × 42 × 69	758	1090

PLAN VIEW

ATCO-513B-1 / ATCO-513BN-1

ATCO-513B-2 / ATCO-513NB-2



Control panel

Two speed-fan

Nickel plated oven racks

Casters

Digital display



Engineering Specification

Job Name _____ Contractor _____
 Job Location _____ Approval _____
 Engineer _____ Contractor's P.O. No. _____
 Approval _____ Representative _____
 SKU _____

SnapFast® Quick-Disconnect Assemblies

Sizes: 1/2" to 1 1/4"

SnapFast Quick-Disconnect Assemblies feature flexible movement and the one-handed quick-disconnect fitting with a unique thermal shut-off design that automatically shuts off the gas when the internal temperature exceeds 350°F (177°C).

Features

SnapFast® One-Handed Quick-Disconnect

- Quick-Disconnect Brass body, aluminum collar
- Thermal Shut-off Shuts off gas when internal temperatures exceed 350°F (177°C)

Additional Components

- Restraining Device PVC coated, steel multi-strand cable and mounting hardware
- Valve Full port, brass body
- Elbow Malleable iron
- *Deluxe Kits Include The Dormont Blue Hose, valve, restraining device, elbows, SnapFast, display box

Specifications

The Dormont Blue Hose®

- Tubing Annealed, 304 stainless steel
- Braiding Multi-strand, stainless steel wire
- Coating Blue antimicrobial PVC, melts at 350°F (177°C); coating will not hold a flame
- End Fittings Carbon steel; zinc trivalent chromate
- Stress Guard® 360° rotational end fitting at both ends

Safety System

The Dormont Safety System™ is the first and only complete gas equipment connection system specifically engineered for the commercial kitchen. The Safety System consists of the famous Dormont Blue Hose and a variety of accessories designed for improved safety and performance in commercial kitchens. Because they are manufactured in the USA under an ISO qualified production process and to multiple design certifications, you can Connect with Confidence with the Dormont Safety System.

NOTICE

The information contained herein is not intended to replace the full product installation and safety information available or the experience of a trained product installer. You are required to thoroughly read all installation instructions and product safety information before beginning the installation of this product.

Dormont product specifications in U.S. customary units and metric are approximate and are provided for reference only. For precise measurements, please contact Dormont Technical Service. Dormont reserves the right to change or modify product design, construction, specifications, or materials without prior notice and without incurring any obligation to make such changes and modifications on Dormont products previously or subsequently sold. Refer to the owner's manual for warranty information.



Approvals & Certifications



NSF/ANSI 169 – Special-purpose food equipment and devices
 ANSI Z21.69 / CSA 6.16 – Connectors for moveable gas appliances
 ANSI Z21.41 / CSA 6.9 – Quick-disconnect devices for use with gas fuel appliances
 ANSI Z21.15 / CSA 9.1 – Manually operated gas valves for appliances, appliance connectors
 Meets requirements of ANSI Z223.1 / NFPA 54 National Fuel Gas Code
 Not for use in temperatures less than 32°F (0°C). For indoor use only.
 Max operating pressure 1/2 psi.
 Refer to the catalog for additional approvals and certifications or go to www.dormont.com.
A restraining device is required for all moveable gas equipment.

SnapFast® Quick-Disconnect Deluxe Kit Assembly

Ordering Information

CONFIGURATION	SIZE I.D.	24" (607MM)	36" (914MM)	48" (1,219MM)	60" (1,524MM)	72" (1,829MM)
Deluxe Kit*	½"	1650KIT24	1650KIT36	1650KIT48	1650KIT60	1650KIT72
Basic Kit**		1650BPQR24	1650BPQR36	1650BPQR48	1650BPQR60	1650BPQR72
Hose Assembly***		1650BPQ24	1650BPQ36	1650BPQ48	1650BPQ60	1650BPQ72
Deluxe Kit*	¾"	1675KIT24	1675KIT36	1675KIT48	1675KIT60	1675KIT72
Basic Kit**		1675BPQR24	1675BPQR36	1675BPQR48	1675BPQR60	1675BPQR72
Hose Assembly***		1675BPQ24	1675BPQ36	1675BPQ48	1675BPQ60	1675BPQ72
Deluxe Kit*	1"	16100KIT24	16100KIT36	16100KIT48	16100KIT60	16100KIT72
Basic Kit**		16100BPQR24	16100BPQR36	16100BPQR48	16100BPQR60	16100BPQR72
Hose Assembly***		16100BPQ24	16100BPQ36	16100BPQ48	16100BPQ60	16100BPQ72
Deluxe Kit*	1¼"	16125KIT24	16125KIT36	16125KIT48	16125KIT60	16125KIT72
Basic Kit**		16125BPQR24	16125BPQR36	16125BPQR48	16125BPQR60	16125BPQR72
Hose Assembly***		16125BPQ24	16125BPQ36	16125BPQ48	16125BPQ60	16125BPQ72

BTU/hr Flow Capacity Natural Gas

(Flow rating BTU/hr 0.64 SP. GR. @ 0.5 inch WC pressure drop)

MODEL	SIZE I.D.	LENGTH				
		24" (607MM)	36" (914MM)	48" (1,219MM)	60" (1,524MM)	72" (1,829MM)
1650BPQ	½"	87,000	77,000	68,000	60,000	55,000
1675BPQ	¾"	232,000	218,000	180,000	158,000	139,000
16100BPQ	1"	414,000	379,000	334,000	294,000	279,000
16125BPQ	1¼"	699,000	615,000	541,000	476,000	419,000

* **Deluxe Kits include:** The Dormont Blue Hose and restraining device, full port valve and (2) street elbows

****Basic Kits include:** The Dormont Blue Hose and restraining device, street elbow and SnapFast

*****Hose Assemblies include:** The Dormont Blue Hose, SnapFast and street elbow

Typical Installation



Options

The Dormont Blue Hose®

The Dormont Blue Hose is a commercial, moveable-grade gas connector designed for use with moveable equipment.

Moveable equipment is defined in ANSI Standard Z21.69/CSA 6.16 as gas utilization equipment that may be mounted on casters or otherwise be subject to movement.



SnapFast

- One-handed quick-disconnect fitting
- Thermal shut-off when internal temperature exceeds 350°F (177°C)



Restraining Device

- ANSI Z21.69 Standard section 1.7.4 states: Connectors when used on caster-mounted equipment shall be installed with a restraining device, which prevents transmission of the strain to the connector

Safety-Set®

Benefits

- Can be used with all caster-mounted equipment including cooking appliances, warming carts, salad bars, and refrigerators
- Crush Resistant
- Resistant to oils and greases
- Open-floor design allows appliance to rest level on the floor to ensure even cooking



Features

- Compatible with 4", 5", and 6" casters
- Certified to NSF/ANSI Standard 169 – Special Purpose Food Equipment & Devices
- Flexible, tough injection molded Thermoplastic Polyurethane (TPU)
- Able to withstand 1,000 PSI of crush pressure

Ordering Instructions:

The Safety-Set wheel positioning product can be ordered individually or with the Blue Hose Kit.

The Safety-Set model name is "PS" and the ordering number is 0241002.

When ordering the Safety-Set with the Blue Hose kit, simply add the letters "PS" to the end of the model number.



We guarantee our commercial gas connectors for the life of the original appliance to which it is connected.

Dormont
A WATTS Brand

USA: T: (800) 367-6668 • F: (724) 733-4808 • Dormont.com



"TO COOK NICELY!"

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www.atosa.com | www.atosausa.com
California, Colorado, Florida, Georgia, Illinois,
Massachusetts, New Jersey, Ohio, Texas, Washington

Gas Ranges with Griddle Tops

Standard Features

- Stainless steel exterior including front, back sides, kick plate, back guard and over shelf
- Heavy duty 3/4" thick polished steel griddle plate
- Drip tray provided under burners to catch grease drippings
- 27,000 BTU griddles & 27,000 BTU oven burners
- Oven temperature range between 175°F to 550°F
- Standing pilot for open top burners
- Oven pilot with 100% safety shut off
- Enamel interior oven for easy cleaning
- Multiple position oven rack guides
- Two(2) chrome oven rack per oven standard
- Available in Natural and Propane
- 3/4" NPT rear gas connection and regulator provided
- Four(4) casters standard

Optional Accessories

- Leg kit part #: 301110006
- AGR-24G extra oven rack part #: 301100013
- AGR-36G extra oven rack part #: 301100012

MODELS:

AGR-24G/AGR-36G

AGR-24G



AGR-36G



1 YR WARRANTY ON ALL PARTS AND LABOR (US ONLY)



Conforms to ANSI
Z59.24-1999 (2011)
Certified to CSA
Z59.24-2009 (2011)
Conforms to NSF/ANSI 6G-1





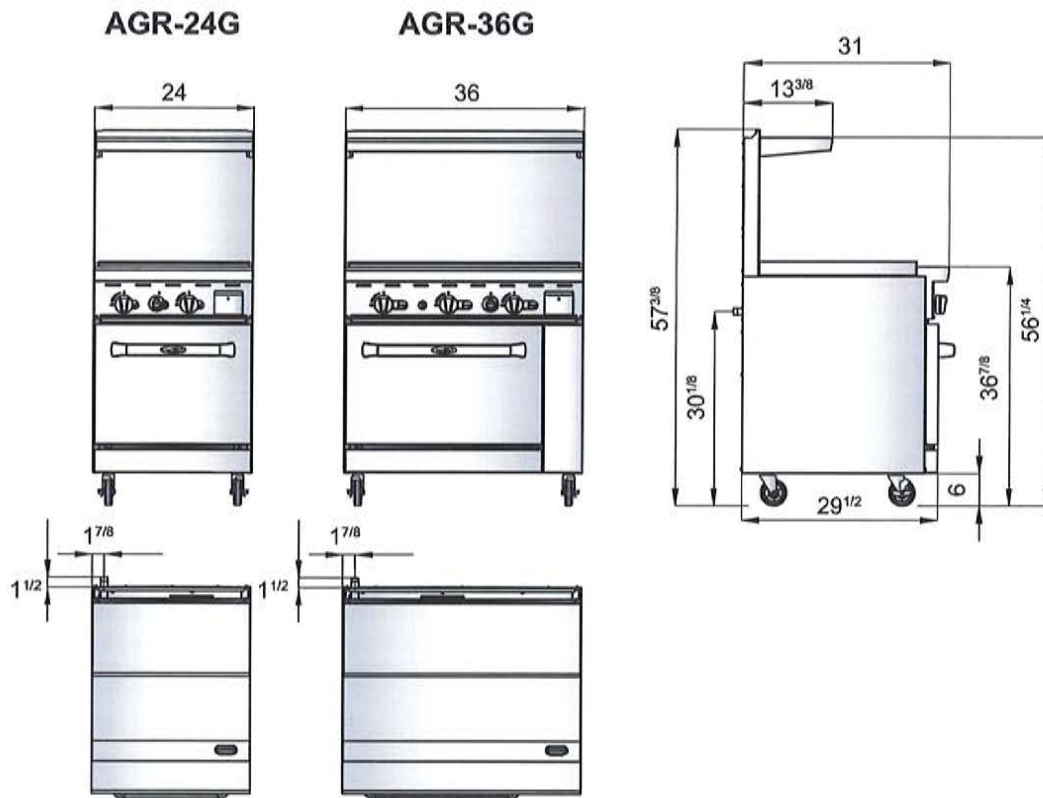
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 California, Colorado, Florida, Georgia, Illinois,
 Massachusetts, New Jersey, Ohio, Texas, Washington

SPECIFICATIONS

Models	Gas Type	Burner Name	Total BTU B.T.U./h	Number of Burners	Valve Types	Oven Size (inch)	Griddle Working Area (inch)	Exterior Dimensions (inch)	Net Weight (lbs)	Gross Weight (lbs)
AGR-24G	NG	Griddle	48,000	2	Pilot light	20×26×14	24×20 ^{5/8}	24×31×57 ^{3/8}	367	469
		Oven	24,000	1						
	LP	Griddle	48,000	2						
		Oven	24,000	1						
AGR-36G	NG	Griddle	75,000	3	Pilot light	26 ^{1/2} ×26×14	36×20 ^{5/8}	36×31×57 ^{3/8}	494	622
		Oven	27,000	1						
	LP	Griddle	75,000	3						
		Oven	27,000	1						

PLAN VIEW



Dripping hole



Stainless steel drip tray



Stainless steel knobs



Stainless steel legs





4184 E. Conant st., Long Beach, CA 90808
 Tel. 800-500-3519 Fax. 310-900-1066
www.turboairinc.com

Project :	
Model # :	
Item # :	Qty :
Available W/H :	
Approval :	

36" Wide Heavy Duty Restaurant Ranges

**Model : TAR-36G
 TAR-36G-LP**



≡ FEATURES & BENEFITS ≡

- Heavy gauge welded frame construction
- Fully adjustable oven thermostat providing temperatures from 250-550°F degrees
- Stainless steel front, sides, back riser lift-off high shelf
- Pull out stainless steel door for easy cleaning
- One 22,000 BTU/hr U shaped aluminized burner for every 12" of griddle width and one straight burner
- Thermostat controlled griddle
- 6" stainless steel adjustable legs (casters available as an option)
- 1 stainless steel oven rack standard (additional racks optional)
- High efficiency griddle will provide faster cooking and recovery but use less gas
- CSA certified for safety / sanitation for USA and Canada
- Wrap around full stainless steel oven interior / 26.3" depth standard



Model	Oven	Weight (lbs.)	Width (inches)	Total BTUs	Configuration
TAR-36G	1	650	36	94K	36" Griddle Top (NAT)
TAR-36G-LP	1	650	36	91K	36" Griddle Top (LPG)

36" Wide Heavy Duty Restaurant Ranges

Model : TAR-36G

DATA	TAR-36G
Gas Type	NAT
Gas Connection	3/4"
Regulator	3/4"
Gas Pressure	5 W.C"
BTU	94,000
DIMENSIONAL DATA	
Ext. Length Overall (inch)	36 (914mm)
Ext. Depth Overall (inch)	31 7/8 (810mm) + manifold
Ext. Height Overall (inch)	56 1/2 (1436mm)
OVEN DIMENSION (Interior)	
Number of Oven	1
Length (inch)	26 3/8 (670mm)
Depth (inch)	26 1/4 (669mm)
Height (inch)	13 5/8 (345mm)
Weight (lbs.)	650

DATA	TAR-36G-LP
Gas Type	LPG
Gas Connection	3/4"
Regulator	3/4"
Gas Pressure	10 W.C"
BTU	91,000
DIMENSIONAL DATA	
Ext. Length Overall (inch)	36 (914mm)
Ext. Depth Overall (inch)	31 7/8 (810mm) + manifold
Ext. Height Overall (inch)	56 1/2 (1436mm)
OVEN DIMENSION (Interior)	
Number of Oven	1
Length (inch)	26 3/8 (670mm)
Depth (inch)	26 1/4 (669mm)
Height (inch)	13 5/8 (345mm)
Weight (lbs.)	650

Design and specifications subject to change without notice.
 Actual shipping weight may differ due to extra packing materials for product protection.

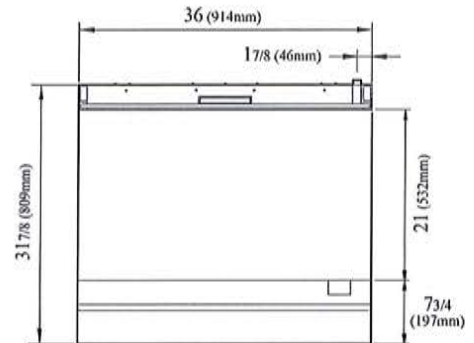
■ **WARRANTY : 1 Year Labor and Parts Warranty**

■ **OPTIONAL ACCESSORIES :**

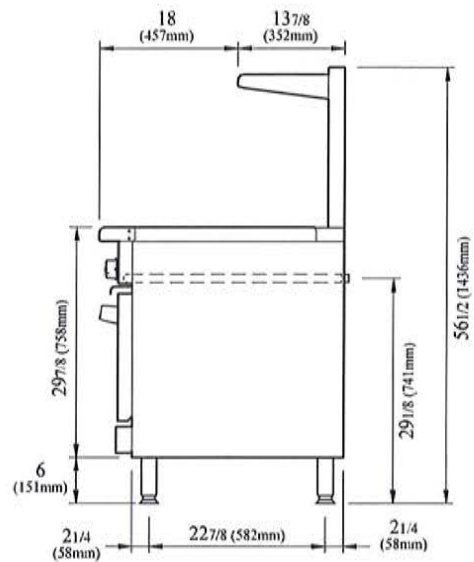
- Casters (Set of 4)
- Stainless steel oven racks
- Holder Set, Oven Kick Plate: RCP1126

PLAN VIEW

(unit : inch)



TOP VIEW



SIDE VIEW

Ver.20200921



- Turbo Air : 800-627-0032
- GK : 800-500-3519
- Warranty : 800-381-7770
- AC : 888-900-1002



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 California, Colorado, Florida, Georgia, Illinois,
 Massachusetts, New Jersey, Ohio, Texas, Washington

Countertop Charbroilers

Standard Features

- Stainless steel exterior and interior
- 35,000 BTU stainless steel burners with standby pilot
- Independent manual controls every 12"
- Heavy-duty, reversible cast iron grates
- Top grates are adjustable multi-level
- Units include lava briquettes standard
- Adjustable, stainless steel legs standard
- 3/4" NPT rear gas connection and regulator standard

MODELS:

ATCB-24 / ATCB-36 / ATCB-48

ATCB-24



ATCB-36



ATCB-48



1 YR WARRANTY ON ALL PARTS AND LABOR (US ONLY)



Conforms to ANSI
 STD Z461.16-2009 (2011)
 Certified for CE Marking
 STD 146-2009 (2011)
 Conforms to NSF/ANSI STD 4





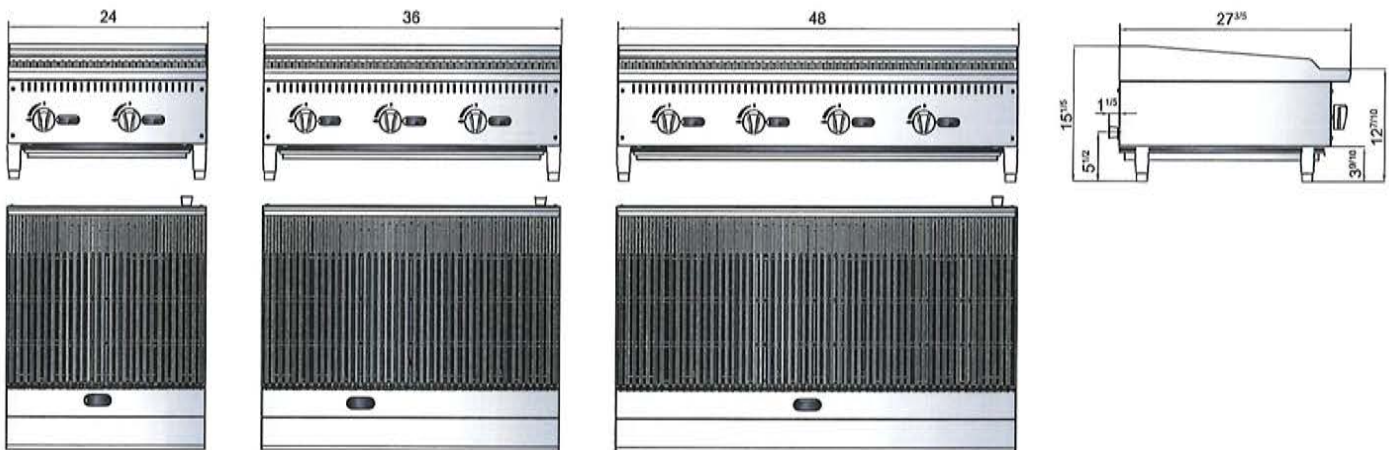
ATOSA USA, INC.

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 Massachusetts, New Jersey, Ohio, Texas, Washington

SPECIFICATIONS

Models	Burners and control method	Gas type	Intake-tube pressure (in. W.C.)	Per BTU B.T.U./h	Total BTU B.T.U./h	Regulator	Work area (inch)	Net weight (lbs)	Gross weight (lbs)
ATCB-24	2 Burners Independent Manual Control	NG	4	35,000	70,000	4" w.c.	23 ^{9/10} × 20 ^{1/5}	136.9	168.2
		LP	10	35,000	70,000	10" w.c.			
ATCB-36	3 Burners Independent Manual Control	NG	4	35,000	105,000	4" w.c.	35 ^{7/10} × 20 ^{1/5}	190.9	238.1
		LP	10	35,000	105,000	10" w.c.			
ATCB-48	4 Burners Independent Manual Control	NG	4	35,000	140,000	4" w.c.	47 ^{9/10} × 20 ^{1/5}	247.8	313.7
		LP	10	35,000	140,000	10" w.c.			

PLAN VIEW



ATCB-24

ATCB-36

ATCB-48





ITEM #: _____ QTY: _____
 MODEL #: _____
 PROJECT NAME: _____

070119

3601 S. Banker St. Effingham, IL 62401 • P.O. BOX 609 • Ph: (888) 431-2667 • Fax: (800) 433-2667

"EES8" EQUIPMENT STAND
GALVANIZED BASED



FEATURES:

- 18GA TYPE 430 STAINLESS STEEL TOP WITH #4 POLISH, SATIN FINISH
- 1-1/2" STALLION EDGE ON FRONT. TURNED UP BACK AND BOTH SIDES
- TOP FRAME IS REINFORCED BY A FULL FRAME FABRICATED OF 1-1/2" SQUARE O.D. TUBE 16GA GALVANIZED STEEL
- GALVANIZED STEEL BASE
- SHIPPED KNOCKED-DOWN, EASY - TO - ASSEMBLE

MATERIAL:

- TOP: 18GA STAINLESS STEEL TYPE 430 STAINLESS STEEL WITH #4 POLISH, SATIN FINISH
- SHELF: 18GA GALVANIZED STEEL
- LEGS: 1-5/8" ROUND O.D. 16 GA TUBULAR GALVANIZED STEEL
- GUSSETS: GALVANIZED STEEL
- FEET: 1" ADJUSTABLE PLASTIC BULLET FEET

CONSTRUCTION:

- TOP: STAINLESS STEEL TOPS ARE TIG WELDED, EXPOSED WELDS ARE POLISHED TO MATCH ADJACENT SURFACE

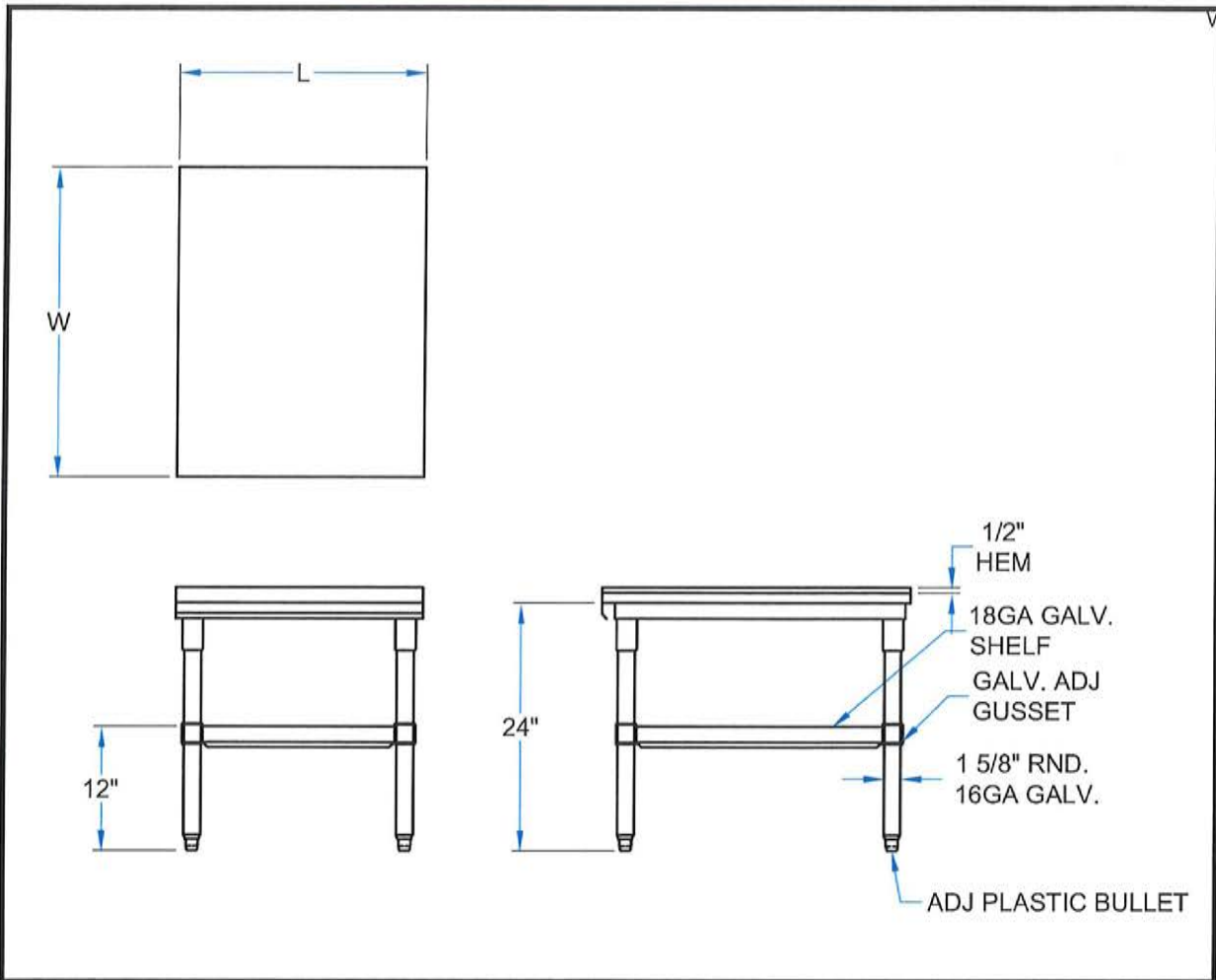


EES8-3048

ECONOMY EQUIPMENT STANDS WITH GALVANIZED LOWER SHELF

MODEL #	QTY
EES8-3015	
EES8-3018	
EES8-3024	
EES8-3036	
EES8-3048	
EES8-3060	
EES8-3072	

DETAILED SPECIFICATIONS



ECONOMY EQUIPMENT STANDS WITH GALVANIZED BASE

MODEL #	LENGTH	WIDTH	HEIGHT	WT. (LBS)
EES8-3015	15"	30"	24"	25
EES8-3018	18"	30"	24"	29
EES8-3024	24"	30"	24"	38
EES8-3036	36"	30"	24"	56
EES8-3048	48"	30"	24"	69
EES8-3060	60"	30"	24"	82
EES8-3072 *	72"	30"	24"	94

*NOTE: 3 SETS OF LEGS. WEIGHTS ARE SUBJECT TO ADDITIONAL PACKAGING

SOME UNITS SHIP UNASSEMBLED FOR REDUCED SHIPPING COST. ALL DIMENSIONS ARE TYPICAL. TOLERANCE +/- .500"
 John Boos & Co. is constantly engaged in a program of improving products and therefore reserves the right to change specifications without prior notice.



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AQ AutoQuotes

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www.johnboos.com



ITEM #: _____ QTY: _____

MODEL #: _____

PROJECT NAME: _____

021521

3601 S. Banker St. Effingham, IL 62401 • P.O. BOX 609 • Ph: (888) 431-2667 • Fax: (800) 433-2667

"CAS" CASTERS & FEET**CASTERS & FEET**

MODEL #	QTY	ITEM	DESCRIPTION	SET OF
CAS01-R		CASTERS	5", HEAVY DUTY, LOCKING, FOR 1-5/8" DIAMETER LEGS	4
CAS02-R		CASTERS	5", HEAVY DUTY, LOCKING, FOR 1-5/8" DIAMETER LEGS	6
CAS03		CASTERS	2-1/2", HEAVY DUTY, LOCKING	4
CAS-RN		CASTERS	3", BLACK, LOCKING	4
CAS23-R		CASTERS	5", HEAVY DUTY, LOCKING, FOR 2" SQUARE TUBE	4
CUCCAS-DLGS		CASTERS	5", SWIVEL LOCKING PLATE CASTER	4
CAS05		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL	4
CAS05H		FLANGE FEET	ADJUSTABLE WITH HOLES FOR ATTACHMENT TO FLOOR, STAINLESS STEEL	4
CASWS05-4		CASTERS	LOCKING W/ BUMPERS	4
CAS06		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL	6
CAS06H		FLANGE FEET	ADJUSTABLE WITH HOLES FOR ATTACHMENT TO FLOOR, STAINLESS STEEL	6
CAS07		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL	EACH
CAS07-4		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL, ONE (1) EACH PER LEG OF TABLE	4
CAS07-6		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL, FOR 1-5/8" DIA. LEG	6
CAS08		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL, FOR 1-1/2" SQUARE LEG	EACH
CAS08-4		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL, FOR 1-1/2" SQUARE LEG	4
CAS08-6		BULLET FOOT	ADJUSTABLE, STAINLESS STEEL, FOR 1-1/2" SQUARE LEG	6
CAS12-1		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL, (W/ MOUNTING HOLES)	EACH
CAS14		CASTERS	5", HEAVY DUTY, LOCKING	4
CAS14-6		CASTERS	5", HEAVY DUTY, LOCKING	6
CAS15		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL	EACH
CAS16		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL, 3-1/2" DIA.	4
CAS17		FLANGE FEET	ADJUSTABLE, STAINLESS STEEL, 3-1/2" DIA., (TABLES 84" & LONGER WITH 6 LEGS)	6



CAS01-R



CAS03



CAS-RN



CASWS05-4



CAS07

SOME UNITS SHIP UNASSEMBLED FOR REDUCED SHIPPING COST. ALL DIMENSIONS ARE TYPICAL. TOLERANCE +/- .500"
John Boos & Co. is constantly engaged in a program of improving products and therefore reserves the right to change specifications without prior notice.



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New Jersey, Ohio, Texas, Washington

Fryers

MODELS:

ATFS-35ES / ATFS-40 / ATFS-50 / ATFS-75

Standard Features

- Stainless steel exterior and interior
- Welded stainless steel tank
- Heavy duty burners with a standing flame, standby pilots
- High quality thermostat maintains select temperature automatically between 200°F-400°F
- Oil cooling zone in the bottom of the tank captures food particles and extends oil life
- Safety valve with an automatic voltage stabilizing function
- Self-reset high temperature limiting device
- Two(2) nickel plated baskets with coated handles standard
- Wire mesh crumb screen and basket hanger standard
- Available in Natural & Propane gas
- 3/4 " NPT rear gas connection and regulator
- Four (4) casters standard

Optional Accessories

- Leg kit part #: 301110006
- Fryer splash guard #: 21101001047
- ATFS-40 & ATFS-50 Fryer cover #: 21201001019
- ATFS-75 Fryer cover #: 21201003015
- Joiner strip #: 21101001046

ATFS-35ES



ATFS-40



ATFS-50



ATFS-75

1 YR WARRANTY ON ALL PARTS AND LABOR (US ONLY)
5 YEARS OIL TANK WARRANTY

Conforms to ANSI
STD Z39.1-16-2009 (2011)
Certified to CSA
STD 1.4-06 (2009 (2011))
Conforms to NSF/ANSI STD 4



ATOSA CATERING EQUIPMENT INC.



ATOSA CATERING EQUIPMENT INC.

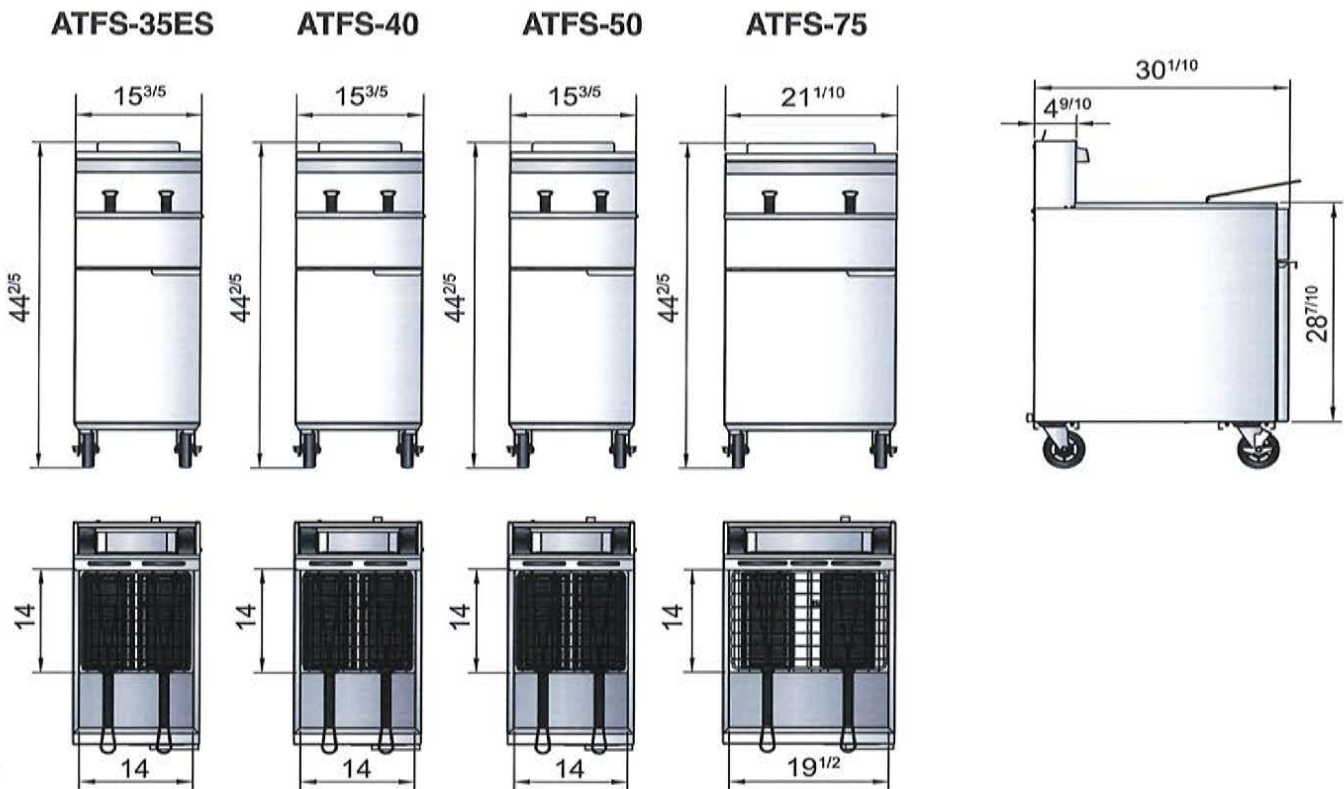
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 California, Colorado, Florida, Georgia, Illinois,
 New Jersey, Ohio, Texas, Washington

SPECIFICATIONS

Model	Burners and Control Method	Gas Type	Intake-Tube Pressure (In W.C.)	Per BTU B.T.U./H	Total BTU B.T.U./H	Regulator	Basket Dimensions (inch)	Exterior Dimensions (inch)	Net Weight (lbs)	Gross Weight (lbs)
ATFS-35ES	3 Burners, Independent Manual Control	NG	4	20,000	60,000	4" w.c.	13 ^{3/10} ×6 ^{1/2} ×5 ^{9/10}	15 ^{3/5} ×30 ^{1/10} ×44 ^{2/5}	133	166
		LP	10	20,000	60,000	10" w.c.				
ATFS-40	3 Burners, Independent Manual Control	NG	4	34,000	102,000	4" w.c.	13 ^{3/10} ×6 ^{1/2} ×5 ^{9/10}	15 ^{3/5} ×30 ^{1/10} ×44 ^{2/5}	131	160
		LP	10	30,000	90,000	10" w.c.				
ATFS-50	4 Burners, Independent Manual Control	NG	4	34,000	136,000	4" w.c.	13 ^{3/10} ×6 ^{1/2} ×5 ^{9/10}	15 ^{3/5} ×30 ^{1/10} ×44 ^{2/5}	143	171
		LP	10	30,000	120,000	10" w.c.				
ATFS-75	5 Burners, Independent Manual Control	NG	4	34,000	170,000	4" w.c.	13 ^{3/10} ×9 ^{3/10} ×5 ^{9/10}	21 ^{1/10} ×30 ^{1/10} ×44 ^{2/5}	168	200
		LP	10	30,000	150,000	10" w.c.				

PLAN VIEW



Stainless Steel Tank



Baskets



Baskets Hanger



Temperature Limiting Device



Countertop Hot Plates

model #: 6310-1, 6310-1-240, 6310-2, 6310-2-240, 6310-3, 6310-3-240, 6311-1-240, 6311-4-240



DIMENSIONS

6310-1 (shown), 6310-1-240

Equipment (w x d x h)12" x 13½" x 5½"
 Shipping Carton (l x d x h)16½" x 16½" x 7¾"
 Equipment Weight12 lbs
 Shipping Weight15 lbs

6310-2 (shown), 6310-2-240

Equipment (w x d x h)24½" x 13½" x 5½"
 Shipping Carton (l x d x h)29" x 17½" x 6"
 Equipment Weight22.5 lbs
 Shipping Weight26, Dim. 28 lbs

6310-3, 6310-3-240

Equipment (w x d x h)12½" x 25½" x 5½"
 Shipping Carton (l x d x h)17½" x 29" x 6"
 Equipment Weight22.5 lbs
 Shipping Weight26, Dim. 29 lbs

6311-1-240

Equipment (w x d x h)11¾" x 24½" x 14½"
 Shipping Carton (l x d x h)14½" x 29" x 17½"
 Equipment Weight28 lbs
 Shipping Weight34, Dim. 49 lbs

6311-4-240 (shown)

Equipment (w x d x h)24" x 24½" x 14½"
 Shipping Carton (l x d x h)29" x 27" x 18"
 Equipment Weight58 lbs
 Shipping Weight70, Dim. 85 lbs

Powerful units that offer oversized burners, Nemco's Countertop Hot Plates are built for heavy-duty cooking. All models are equipped with spill-proof, solid-top French burners that provide an even-heat distribution and quick heat-up time. These hot plates are ideal for cooking or holding soups, sauces or stews in large stock pots—as well as fulfilling pan frying and sautéing needs.

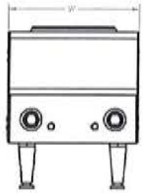
Choose from three conveniently portable countertop models—in a variety of sizes to meet your specific space requirements. Each element has a built-in thermo-protection device to prevent overheating.

STANDARD FEATURES

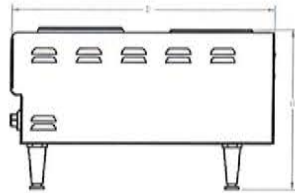
- Brushed stainless steel construction
- Solid, 8" cast-iron alloy burners
- Six-position temperature controls that range from simmering to boiling
- Heating elements with built-in thermo-protection
- Adjustable feet
- 6' cord-and-plug
- Single-phase
- 1-Year parts and labor warranty



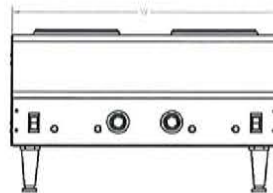
Countertop Hot Plates



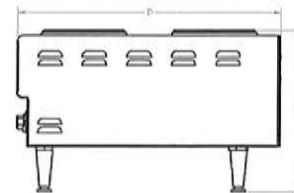
Model #6311-1-240



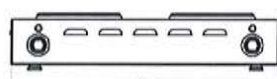
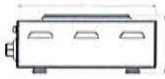
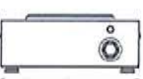
Model #6310-1



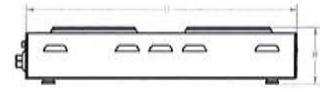
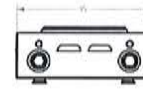
Model #6311-4-240



Model #6310-2



Model #6310-3



Model #	Description	Size (WxDxH)	Volts	Watts	Amps	Hz	Plug Configuration
6310-1	Single Cast-Iron Alloy Burner, 1.5 kw Element	12"x 13 1/2"x 5 1/8"	120	1500	12.5	60	NEMA 5-15P
6310-1-240	Single Cast-Iron Alloy Burner, 2.0 kw Element	12"x 13 1/2"x 5 1/8"	240	2000	8.3	50/60	NEMA 6-15P
6310-2	Horizontal Cast-Iron Alloy Burner, .5 kw/1.5 kw Elements	24 1/8"x 13 1/2"x 5 1/8"	120	2000	16.7	60	NEMA 5-20P
6310-2-240	Horizontal Cast-Iron Alloy Burner, Two- 1.5 kw Elements	24 1/8"x 13 1/2"x 5 1/8"	240	3000	12.5	50/60	NEMA 6-15P
6310-3	Vertical Cast-Iron Alloy Burner, 1.5 kw/.5 kw Elements	12 1/8"x 25 1/2"x 5 1/8"	120	2000	16.7	60	NEMA 5-20P
6310-3-240	Vertical Cast-Iron Alloy Burner, Two- 1.5 kw Elements	12 1/8"x 25 1/2"x 5 1/8"	240	3000	12.5	50/60	NEMA 6-15P
6311-1-240	Two Cast-Iron Alloy Burner, Two- 1.5 kw Elements	11 3/8"x 24 1/8"x 14 1/2"	240	3000	12.5	50/60	NEMA 6-15P
*6311-4-240	Four Cast-Iron Alloy Burner, Two- .85 kw, Two- 2.0 kw Elements	24"x 24 1/8"x 14 1/2"	240	5700	23.8	50/60	NEMA 6-30P

* Model 6311-4-240 has multiple burners to offer heating versatility: Two rocker switches operate the right and left FRONT fixed-temperature burners while two rotary switches operate the right and left BACK burners.

OTHER FEATURES

All electric hot plates have a stainless steel body, solid-cast iron alloy burners and are equipped with a thermostatic control and metal sheath heating elements. The thermostat has adjustable heat settings. A 6' cord-and-plug is included for easy installation. All hot plates are approved through ETL testing laboratories and are NSF listed.

***PLEASE NOTE:** 120V models are not designed for saucepots over 4 qts. They are designed for pan frying, sautéing or simmering.

INSTALLATION REQUIREMENTS:

- The hot plate must be positioned on a levelled surface
- All surfaces must comply with the minimum distances from the hot plate:

REAR PANEL: 18" (458mm)

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, AUGUST 25, 2022** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, AUGUST 25** Council Meeting agenda items.

ITEM 10 - Discuss/consider a contract amendment with MSA Professional Services for engineering services related to Well #8 and #9.

A previously approved contract with MSA Professional Services included engineering services for Well #8, including test well construction, well and wellhouse design, and bid package preparation. Since that time, the need for an additional well was identified. Completed activities related to the new well include the purchase of property within the Prairie View Ridge subdivision for Well #9, as well as completion of the related test well. The attached contract amendment includes engineering services for the design of Well #9, as well as bidding and construction services for both wells. The proposed fee reflects 12.4% of the estimated construction cost, which is within the customary range for engineering services.

The 2022 budget includes adequate funds for this year's efforts. Remaining activities for next year will be programmed into the proposed 2023 budget. The source of funds will be a combination of TID #4 and the Safe Drinking Water Loan Program.

Suggested motion: I move to approve/not approve amending the engineering contract with MSA Professional Services in the amount of \$262,000.00 and authorizing the City Administrator to sign the contract.



Amendment No. 2

To: City of Altoona

Date of Issuance: 8/16/2022

MSA Project No.: 08451019

This is an amendment to the Agreement dated October 19, 2019 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

Project Name: Well #8 Development

The project scope has changed due to: Addition of Well and Wellhouse #9 Final Design, and Wellhouses #8 and #9 Construction

The scope of the work authorized is: See Attachment B – Scope of Services

The schedule to perform the work is: Approximate Start Date: 5/30/2022
Approximate Completion Date: June 2024

The estimated fee for the work: \$262,000

Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a time and materials basis.

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

CITY OF ALTOONA

MSA PROFESSIONAL SERVICES, INC.

Mike Golat, City Administrator




Rob Uphoff, PE, Vice President

Date: _____

Date: 8/16/2021

Attest:

Cindy Bauer, City Clerk



Brad Stuczynski, PE, Project Manager

Date: _____

Date: 8/16/2021

1303 Lynn Avenue
Altoona, WI 54720
Phone: 715-839-6092

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

**ATTACHMENT A:
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative	\$ 80 – \$140/hr.
Architects	\$ 65 – \$190/hr.
Community Development Specialists	\$125 – \$150/hr.
Digital Design.....	\$150 – \$170/hr.
Environmental Scientists/Hydrogeologists.....	\$100 – \$150/hr.
Geographic Information Systems (GIS).....	\$ 80 – \$170/hr.
Housing Administration	\$ 80 – \$140/hr.
Inspectors/Zoning Administrators	\$ 95 – \$120/hr.
IT Support	\$150 – \$170/hr.
Land Surveying	\$ 85 – \$170/hr.
Landscape Designers & Architects.....	\$ 85 – \$190/hr.
Municipal Advisor.....	\$150 – \$190/hr.
Planners.....	\$ 90 – \$150/hr.
Principals	\$170 – \$300/hr.
Professional Engineers/Designers of Engineering Systems	\$130 – \$170/hr.
Project Managers.....	\$135 – \$230/hr.
Real Estate Professionals	\$120 – \$130/hr.
Staff Engineers	\$ 65 – \$120/hr.
Technicians.....	\$ 85 – \$130/hr.
Wastewater Treatment Plant Operator	\$ 75 – \$ 90/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports.....	\$10
Copies.....	\$0.20/page
Plots	\$0.015/sq.in.
Flash Drive	\$10
GPS Equipment	\$30/hour
Laser Level	\$10/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70 mile
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$40/hour
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Geodimeter	\$30/hour
Drone Flight	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2022.

ATTACHMENT B

AMENDMENT #2 TO CONTRACT DATED 10/24/2019

ADDITIONAL SCOPE OF WORK for PROFESSIONAL SERVICES

Project: Well #8 Development

Client: City of Altoona, Wisconsin

Date: August 16, 2022

Description of the Project:

Construction of a new municipal well (Well #9), and related facilities located on property at the intersection of Baumbach Way and Kyler Street with the following general components and characteristics:

- Sandstone final well with a depth of approximately 160 feet.
- Vertical turbine pump and vertical hollow-shaft motor to produce approximately 300 gallons per minute.
- Exterior standby generator with automatic transfer switch.
- Masonry wellhouse building to house pumping equipment, electrical controls, chemicals
- Wellhouse design to allow for expansion to accommodate future treatment equipment.
Note: Future treatment equipment is assumed to be a 3-cell ion exchange system with a loading rate of 4.6 gpm/sf intended to remove nitrates.
- Chemical feed equipment for addition of caustic soda and sodium hypochlorite, with provisions for one (1) future chemical addition.
- Motor control/supervisory control at wellhouse.
- Supervisory Control and Data Acquisition (SCADA) upgrades to be incorporated into existing system.
- Site work to include asphalt driveway/parking area.
- Connecting water mains (to Kyler Street).
- Connecting sanitary sewer lateral (to Kyler Street)
- Utility services: 3-phase electric, fiber optic and natural gas

SCOPE OF SERVICES

Design, bidding and construction phase services for final well #9, wellhouse #9 facilities, and related improvements to complete the project described above. All work will be performed in conformance with the standards stipulated by the Engineers Joint Contract Document Committee and published jointly by the American Consulting Engineer Council and the National Society of Professional Engineers.

Final Well #9 Design

Assumes concurrent design and bidding schedule with final Well #8

- Project Management and internal quality control reviews
- Prepare bidding documents
- Correspondence with Owner throughout design and bidding
- Prepare advertisement for bids and provide to City for advertising
 - *Note: Advertising costs will be invoiced directly to Owner*
- Distribute bidding documents to prospective bidders
- Respond to Contractor questions during bidding phase and issue one (1) addendum
- Attend and conduct bid opening online

- Prepare bid tabulation, evaluate bids, and make recommendation to Owner
- Prepare contract documents for execution by Owner and Contractor
- Reimbursables (mileage, copies, submittal fees)

Final Wellhouse #9 Design

- Project Management and internal Quality Control Reviews
- Meet with Owner and review MSA's "Wellhouse Design Checklist" and plan set progress (2 meetings)
- Correspondence with Owner to provide updates and discuss general design details
- Perform topographic survey of site and base map development
- Prepare plans and specifications for a final wellhouse facility which includes the design of the following:
 - *Final Site/grading plan*
 - *Erosion Control plan*
 - *Architectural*
 - *Mechanical, heating, ventilating, and plumbing systems*
 - *Process mechanical*
 - *Chemical feed systems*
 - *Electrical, emergency power, and control systems*
 - *Connecting water main and sanitary sewer*
 - *Stormwater conveyance (no post construction stormwater treatment)*
- Prepare specifications and bidding documents for wellhouse and related facilities
- Coordination with electric, fiber optic and natural gas utilities
- Prepare cost estimate for well, wellhouse and related facilities
- Review final plans, specifications, and bidding documents with Owner (over virtual meeting)
- Submit plans, specifications, and checklists to WDNR on behalf of the Owner for the following:
 - Wellhouse building
 - Chemical feed
 - Well pump
 - Water Main Extension
 - Respond and revise plans, permits, specifications and other documents based on review comments from WDNR.
- Coordinate City Building permit (to be submitted by Contractor)
- Coordinate Wellhead Protection Plan (WHPP)
 - *(Note: WHPP to be completed by Wisconsin Rural Water Association.)*
- Assistance with SDWL Application preparation and submittal.
- Reimbursables (mileage, copies, submittal fees)

Wellhouses #8 and #9 Bidding

Note: Coordination and facilitation of one (1) bid opening was included in the original contract. The original scope assumed bidding both the well and wellhouse together at one time. A second bid opening (Wellhouses #8 and #9) is considered additional to the original scope

- Prepare advertisement for bids and provide to City for advertising
 - *Note: Advertising costs will be invoiced directly to Owner*
- Distribute electronic plans/specifications to statewide "plan rooms"
- Solicit prospective bidders utilizing the Quest electronic bidding network
- Correspondence with prospective bidders and material supplier questions during project advertising period
- Prepare and distribute addenda to plan holders (two assumed)
- Conduct bid opening at MSA office and simultaneous virtual meeting
- Review bids and prepare bid tabulation

- Make recommendation to Owner on contractor selection and prepare contract documents for execution by Owner and Contractor
- Prepare and distribute construction contract documents
- Reimbursables (mileage, copies, submittal fees)

Final Well Construction Related Services

Assumes both Well #8 and Well #9 will be awarded to the same contractor and be completed in 2022

- Project management and internal quality control reviews
- Attend and conduct preconstruction meeting; prepare minutes and distribute
- Perform one-time construction staking for final well and wellhouse building corners
- Review shop drawings
- Provide periodic construction observation (70 hrs. on-site estimated plus travel) and documentation
- Process pay applications (3) and change order requests (2)
- Preparation for and attendance at Owner meetings to provide updates (2 assumed)
- Correspondence with Owner and updates for Council meetings as necessary
- Evaluate final well test pumping results; finalize pump selection
- Prepare “punch” list of required corrections before final close-out and issue certificate of substantial completion
- Prepare record drawing and provide to Owner in electronic pdf format
- Reimbursables (mileage, copies, submittal fees)

Wellhouses #8 and #9 Construction Related Services

Assumes both Wellhouses #8 and Well #9 will be awarded to the same contractor and be completed in between November 2022 and April 2024

- Project management and internal quality control reviews
- Preparation for and attendance at meetings with Owner to provide updates (3 assumed)
- Attend and conduct preconstruction meeting; prepare minutes and distribute.
- Attend and conduct masonry preconstruction meeting; prepare minutes and distribute.
- Prepare “Construction Document” set of plans and specifications based on bid addenda
- Review shop drawings and submittals
- Review and process pay applications (16 assumed)
- Coordinate and process change order requests (7 assumed)
- Perform construction staking for wellhouse, driveway subgrade, driveway basecourse, water main and sanitary sewer.(4 trips assumed)
- Provide periodic construction observation and documentation for major items throughout the project (220 hours on-site estimated plus travel).
- Correspondence with Contractor to discuss progress and construction details
- Correspondence and written monthly updates to Owner
- Witness generator and wellhouse start-up, and evaluate test results. (4 trips assumed) .
- Start-up review for new well pump, motor, controls, and related facilities
- Prepare “punch” list of required corrections before final close-out. This will include a project walk-thru with the Owner, Contractor(s) and MSA
- Review manufacturer’s operation and maintenance manuals (supplied by Contractors and Suppliers)
- Prepare record drawings and provide to Owner in electronic pdf format.
- Notify Owner at 11-months after substantial completion and perform follow-up warranty inspection
- Reimbursables (mileage, copies, submittal fees)

Additional Services

The following additional services are not included in the Scope of Basic Services, but are available at standard billing rates upon request:

- Publishing costs for public notices (including Advertisement for Bids)
- Wellhead Protection Plan preparation
- Additional Meetings
- Additional Construction Observation
- Utility Map Updates
- Water Model Updates
- Storm water NOI/Permitting to DNR or City
 - *Permit is not required as project site disturbs less than one acre*
- Sanitary Sewer Extension permit application
- Property surveys, CSM's, and legal descriptions.
- Assistance with funding administration (i.e., Safe Drinking Water Loan Program) and wage rate monitoring
 - To be provided by a separate MSA Contract

Owner's Responsibilities

Owner's responsibilities include the following:

- Provide requested information and documentation for the existing water system
- Provide plans for USH 12 utility extensions project and coordinate connections and limits of scope.
- Secure land and easements as necessary
- Publishing costs for public notices, including Advertisement for Bids

Estimated Fee

Phase Description	Fee
Final Design - Well & Wellhouse #9	\$80,000
Wellhouses #8/9 Bidding	\$6,000
Wells #8/9 Construction	\$27,000
Wellhouses #8/9 Construction	\$149,000
Total Estimated Fee	\$262,000

Estimated Schedule

Phase Description	Month/Year
Wellhouses #8/9 Bidding	Sept 2022
Wells #8/9 Substantial Completion	Dec 2022
Wellhouse #8 Substantial Completion (well online)	Sept 2023
Wellhouse #9 Substantial Completion (well online)	Apr 2024
Wellhouses #8/9 Final Completion	June 2024