

THE CITY OF PLATTEVILLE, WISCONSIN COMMON COUNCIL AGENDA

PUBLIC NOTICE is hereby given that a regular meeting of the Common Council of the City of Platteville shall be held on Tuesday, February 28, 2023 at 6:00 PM in the Council Chambers at 75 North Bonson Street, Platteville, WI.

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

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

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

I. CALL TO ORDER

II. ROLL CALL

III. PRESENTATION – Annual Tourism Report – Executive Director of the Platteville Regional Chamber of Commerce Wayne Wodarz

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

- A. Council Minutes – 2/14/23 Regular and 2/15/23 Special
- B. Payment of Bills
- C. Appointments to Boards and Commissions
- D. Licenses – One-Year and Two-Year Operator License to Sell/Serve Alcohol
- E. Run/Walk Permit – High Vibe Fitness – St. Paddy’s 5K Walk/Run on Saturday, March 18 from 10:30 A.M. to Noon

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

VI. REPORTS

- A. Board/Commission/Committee Minutes (Council Representative)
 - 1. Board of Appeals Zoning (Kasper) 8/15/22
 - 2. Historic Preservation Committee (Kilian) 12/20/22
- B. ARPA Funds Update

VII. ACTION

- A. Resolution 23-03 Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services [2/14/23]
- B. Stormwater Pond Opportunity at the High School [2/14/23]
- C. Construction Management at Risk Services – Fire Station RFP

VIII. INFORMATION AND DISCUSSION

- A. Contract 3-23 Keystone Development (TID 5) Sidewalk Construction
- B. Contract 6-23 Sidewalk Repair
- C. Employee Handbook Revisions
- D. Set Public Hearing for March 14 for CDBG-CV Grant for Inclusive Playground Project

IX. ADJOURNMENT

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

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

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

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

Connect by phone:

877 853 5257 (Toll Free) or

888 475 4499 (Toll Free)

Webinar ID: 894 6503 4744

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

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

COUNCIL SECTION: PRESENTATION ITEM NUMBER: III.	TITLE: Annual Tourism Report	DATE: February 28, 2023 VOTE REQUIRED: None
PREPARED BY: Nicola Maurer, Interim City Manager		

Description:

A copy of the Platteville Regional Chamber of Commerce Tourism Entity Report will be provided to each Council Member for their review. Chamber of Commerce Executive Director Wayne Wodarz will briefly present the Annual Tourism report.

PLATTEVILLE REGIONAL CHAMBER TOURISM ENTITY REPORT FOR THE YEAR 2022

The Platteville Regional Chamber's marketing plan for the community of Platteville had seven major components:

1. The Wisconsin Welcome Center-Platteville
2. Destination Marketing of Platteville
3. Website/Social Media
4. Calendar of Events
5. Public Relations
6. Events/Projects
7. Contract Administration

The results for 2022 continue to show some impact from post pandemic issues but also highlight the addition of many new opportunities. This is reflected in the narratives and numbers shared below. As a Tourism Entity, we were open for business year round. We once again had a slow spring, but as the summer approached we had increases in our numbers as happenings and events opened up. When fall came, we noticed a lot of travelers moving about to take advantage of outdoor recreation and leaf looking. We continued to promote many of the wonderful opportunities in our own community. And we focused our social media posts to convey outdoor recreation and events in our tourism themes.

In November of 2021, we were awarded a Destination Marketing Organization Grant from the Wisconsin Department of Administration for an amount of \$82,572.75. This money arrived in February of 2022 and was to be spent in totality during 2022 towards tourism efforts. We planned for this grant to be spent towards items above and beyond our usual budgeted expenditures so that it would not impact the money used for regular tourism promotion that had already been budgeted. It was used for items we typically would not have had the funding to do, and items from our wish list. The spending from this grant award will be shown at the end of this report, but did allow us to purchase a rotating billboard campaign targeting Iowa and Illinois locations, in addition to Wisconsin sites. We were also able to advertise in a national publication with tremendous results.

Our hotel tax revenue had a noticeable increase over last year. We are certain that by expanding our reach with advertising into new locations, an ad placement in the Midwest Living publication, and other efforts in promoting our community, that we have given great motivation to come and visit and stay in our lodging properties. But it should be mentioned that we have also been fortunate to have some long term construction stays that have benefited us as well. And so we do not forget, there is still one lodging property that continues to be closed since a fire in October of 2019. It is hoped to have this property open up sometime in the spring of 2023.

Please remember that this initial report is based on our regular Tourism Action Plan from the revenues generated from the hotel tax. The following are the ways we were able to promote Platteville and local tourism in 2022, divided into the seven components:

1. WISCONSIN WELCOME CENTER-PLATTEVILLE

(\$57,500 Budgeted, 50% of total budget, Spent \$55,850)

We now are one of only six Wisconsin Welcome Centers throughout the State of Wisconsin. This refresh and new marketing campaign released in 2022 has moved at a very slow pace as workforce issues have slowed the redesign and refreshed new look for the Welcome Centers. Our purpose will remain to greet visitors and “sell Platteville and Southwest Wisconsin” through promotion of the hotels, restaurants, attractions, events and retail outlets; stocking and ordering brochures; giving directions; tracking of visitors; answering phones; distributing maps and brochures; and assisting travelers with itineraries, history and any other need they may have.

We provide information to those traveling throughout Southwest Wisconsin. We are also a local tourism resource for our community and many community members visit our location each year to gather travel information.

In 2022, our Wisconsin Welcome Center was open 8 a.m.-5 p.m. Monday-Friday, Jan. 1 – April 30. On May 1, the Welcome Center hours were extended through Oct. 31 to also include Saturdays 10 a.m.-4 p.m. and Sundays 10 a.m.-2 p.m. Regular Monday –Friday 8 a.m.-5 p.m. hours resumed Nov. 1 through the end of the year.

This line item within our tourism budget includes rent (utilities, computers, phones, copy machines, supplies, postage & shipping, maintenance of building & equipment, etc.) and staffing for the Welcome Center.

Statistics from the Welcome Center for 2022:

- **Number of Visitors:** 3,409 -- *down from 4105 in 2021*
 - change in department tracking created difference
- **E-mails & Tourism Related Calls:** thousands of emails & calls were received
 - Tourism-related inquiries, press releases, fulfillment of questions relating to lodging, events, meetings, information sharing, brochures, etc.
- **Tourism Packets mailed:** 34 – *down from 45 in 2021*
1,219 -- from Midwest Living postcard request (new in 2022)
- **Bundled Packets:** 531 packaged bundles distributed off the porch (487 in 2021)
(97 of SW WI)
- **Publication Distribution:** Almost 28,200 brochures, maps and publications were disbursed through the Platteville Welcome Center during 2022. (30,000 last year)
Shipping for Grant County Guide was about 2,000 less this year.

2. DESTINATION MARKETING OF PLATTEVILLE

(\$26,000 Budgeted, 23% of total budget, Spent \$44,000)

The Platteville Regional Chamber uses a variety of advertising mediums to promote the community to visitors in more distant locations, including the following:

- Platteville Community Guide
 - Produced and distributed **15,000** copies of the annual Platteville Community Guide throughout the State of Wisconsin and tri-state area. This year we did insert it into the local shoppers to make sure all households received one.
 - This guide is the publication we use when visitors request information about our community.
 - It is also the piece to market other segments of the community, including economic development and relocation.
- Dubuque Travel Planner
 - We promote the Platteville community through a paid advertisement in the Dubuque Travel Planner, produced by Travel Dubuque.
 - Over **100,000** copies produced and distributed throughout the United States.
- Grant County Activity Guide
 - The Platteville Chamber purchased the inside cover of the Grant County Activity Guide in 2022 for an ad featuring Platteville events and Wisconsin Welcome Center.
 - Over **40,000** total copies of this tourism publication were produced and distributed in 2022 throughout Wisconsin, Illinois and Iowa, plus shipped to many areas within the United States. (**21,000** inserted in Shopping News)
- Print and Distribute 2022 Platteville Community Event Posters
 - Hometown Festival Week including Southwest Music Festival
 - Farm to Family Dinner
 - Holiday Events/Promotions
- Department of Tourism Official Travel Guides
 - Information and photos are submitted to the Department of Tourism for their website and for use in their publications.
 - Again this year they did not do the Travel Wisconsin Events Guide. We did purchase a full page ad in the official Travel Wisconsin Guide.
- Radio Advertising
 - In 2022, the Chamber coordinated radio advertising in an effort to promote the Platteville community throughout the tri-state area for our several community events, which included Hometown Festival Week including the Southwest Music Festival, Farm to Table Dinner and Holiday Promotions.

3. WEBSITE/SOCIAL MEDIA

(\$7,000 Budgeted, 6% of total budget, Spent \$7,500)

- **Platteville.com**
 - Platteville Regional Chamber's website, promoting Platteville attractions and events for the community, continues to be an up-to-date tourism resource.

- The website had 27,000 users versus 18,000 last year.
- **TravelWisconsin.com**
 - The Platteville Regional Chamber updates entries on the Wisconsin Department of Tourism website, adding local information to the state-wide database for lodging, dining, attractions and events, allowing us to get visibility from across the state. The Chamber is an official Extranet Partner with the Department, the responsibilities of which are to update the Department about Platteville and area events/promotions.
- **GrantCounty.org**
 - Platteville also contributes significant information to the Grant County website, including events, tourism businesses and community updates. The website also serves as the official tourism hub for the county.
- **Facebook.com/Platteville Regional Chamber**
 - The Chamber has actively improved its presence on Facebook this year.
 - 364 posts in 2022 (348 in 2021; a 5% increase in volume)
 - Posts included a mix of videos, images, graphics and shares.
 - Saw an increase in Facebook followers – 2,947 followers in 2022, up 269 from 2021.
 - Our reach was 47,792 – up 31% over 2021.

4. CALENDAR OF EVENTS

(\$2,300 Budgeted, 2% of total budget, Spent \$2,300)

The Platteville Regional Chamber compiles and maintains a calendar of events for the community and promotes these local events through various platforms. The process of promoting local events continued to remain a high priority throughout 2022 as many events came back bigger than ever. A great deal of attention was given to ensuring that our ongoing community events were listed in all of the various venues available to us, helping to ensure each event's success. These included:

- www.platteville.com
- Platteville Community Guide
- www.TravelWisconsin.com
- Hidden Valleys of Southwest Wisconsin publication
- Telegraph Herald's Vacationland print publication
- The Shopping News' Day Tripper digital publication
- The Platteville Journal's Exploring the Tri-States print publication
- www.grantcounty.org
- Platteville Regional Chamber's monthly Newsletter and weekly News In A Nutshell, both e-mailed to all Chamber members
- Holiday Calendar of Events distributed on posters around Platteville, on our website and e-mailed to Chamber members
- Radio Guest Spotlights featuring National Tourism Week, Hometown Festival Week, Farm to Family Dinner, Taste of Platteville & Pickleball Tournament, and Holiday Events
- City of Platteville 53818 Magazine

5. PUBLIC RELATIONS

(\$4,600 Budgeted, 4% of total budget, Spent \$5,600)

- The Platteville Regional Chamber writes press releases, produces media kits and maintains a very successful relationship and actively participates with its tourism partners:
 - Wisconsin Department of Tourism
 - Southwest Chamber Alliance
 - Grant County Tourism
 - City of Platteville
 - Regional Attractions
 - Regional Media
 - Travel Dubuque
- We provided editorial for several publications including, but not limited to:
 - The Galenian
 - Vacationland
 - Grant County Activity Guide
 - Hidden Valleys
- We issued press releases and specific articles on events and special promotions
- We also worked with the Department of Tourism on various projects to draw attention to our area.
- We served as an official Fall Color Coordinator for Grant County for the Department of Tourism.
- We attended the Wisconsin Governor's Conference on Tourism (WIGCOT), which is one of the nation's premier tourism conferences. We were able to get updates on state and national tourism trends, learn about upcoming programs and changes in the industry, as well as network with regional and state leaders. We also submitted and presented local nominees for the awards to make Platteville a visible tourism advocate.
- We attended informative webinars on outdoor tourism and quarterly tourism updates.
- We maintained a tourism information center with over 500 tourism publications.
- We represented the community of Platteville through active participation with Grant County Tourism Council, The Southwest Chamber Alliance, and Travel Dubuque.
- Staff attended the monthly Grant County Tourism Council meetings and assisted with the development of the annual Grant County Activity Guide.
- Space has been identified within our Welcome Center for displays by the Mining & Jamison Museums and UW-Platteville to promote their athletic and cultural events.
- We shared regional tourism partners' attractions, events and information on our Facebook page.

6. EVENTS/PROJECTS

(\$14,150 Budgeted, 12% of total budget, Spent \$19,650)

This year we had a full schedule of local events that were promoted. The Southwest Music Festival and 75th Annual Dairy Days activities were welcome additions to our community and a great opportunity to bring guests to town. Here is a brief highlight of our local events:

- **Hometown Festival Week**

This weeklong celebration, held the last full week of July each year, celebrates our community as a wonderful place to live, work and play. The Hometown Festival returned many of our usual events. Some of these included:

- Climbing the World's Largest 'M'
- Southwest Berry Fest
- Platteville Family Resource Center Benefit Bicycle Race
- An Evening in Katie's Garden
- Party in the Park "Salute to Volunteers"
- Art & Craft Fair in City Park with live Music
- Southwest Christian Music Festival
- Ice Cream Social at Mitchell Rountree Stone Cottage

- **Southwest Music Festival**

This year's event was built in a bigger and better fashion, allowing us to showcase this as a "tourism" event for the region, held in Platteville. We promoted this event in a broader fashion in an effort to bring guests into our community that could enjoy the event, as well as spend their dollars in our community. We nailed it, and doubled our attendance from the year before! We are planning on expanding the day in 2023 to begin earlier and offer more entertainment and value to the event.

- **Ag-Tourism Events**

In 2022 we were pleased to offer the "Farm to Table Dinner" event as a drive thru with a dine-in option at the Broske Event Center. We had a beautiful day that made for a wonderful showcasing of the food vendors we featured in our fabulous meal. Of course this was a sold out meal! This event will alternate every other year with the Day on the Farm event, which has yet to have its date set.

- **Mining and Rollo Jamison Museum**

As the Tourism entity, we collaborated with the Mining & Rollo Jamison Museums to promote events and tours that showcased the museums. Museum events such as the Heritage Day, STEM events, and special presentations including lyceums and virtual tours were highlighted and promoted. We also devoted several months of billboard advertising in rotating locations to representing the Mining Museum. We were a gold sponsor for the "M" Ball which took place this year. We also worked with the museum to coordinate advertising opportunities with Grant County Tourism. A hugely successful campaign ad in the May/June issue of Midwest Living Magazine supported over 1,200 requests for information about Platteville and the Mining & Rollo Jamison Museums.

7. CONTRACT ADMINISTRATION

(\$3,450 Budgeted, 3% of total budget, Spent \$3,220)

Staff prepared routine reports and produced financial statements per the Tourism Entity Agreement to the City's Tourism Committee in 2022. Staff also attended regular meetings of the Tourism Committee. The Chamber's financials prepared by our accountant and the year-end financial report is made part of this report.

DEPARTMENT OF ADMINISTRATION
DESTINATION MARKETING ORGANIZATION GRANT BUDGET

	<u>Actual</u>	<u>Budget</u>
1. Rotating Billboard Marketing (IL, IA & WI)	\$26,300	\$20,000
2. Tourism Marketing Coordinator	7,295	17,572
3. Welcome Center updates and additions	6,800	15,000
<ul style="list-style-type: none"> • Concrete Pad for Charging Station & landscaping • Phone system upgrade • Signage, Seating, Water Filling Station, Recycling (did not happen) 		
4. Marketing promotions using Radio, TV, or digital Ads	4,332	10,000
Additional marketing promotions utilizing print	29,345	-0-
5. Video of 4 seasons to promote Welcome Center	7,000	10,000
6. Video of Platteville Community & local attractions	<u>1,500</u>	<u>10,000</u>
TOTAL EXPENDITURES	<u>\$82,572</u>	<u>\$ 82,572</u>

**The money from this grant was utilized so as not to affect the “annual” budget items.

**PLATTEVILLE AREA CHAMBER OF COMMERCE
SERVING AS THE TOURISM ENTITY
FOR THE CITY OF PLATTEVILLE**

PROPOSED TOURISM ACTION PLAN 2023

**(approved by the Chamber Tourism Council 12-1-2022)
(approved by the Chamber Board 12-21-2022)**

Campaign Philosophy

The Tourism Entity continues to work through the after effects of COVID relief efforts in state, regional, and local tourism as we enter into 2023. We have been contacted by many of our partners to learn about changes in pricing and publication dates that are taking place for the upcoming year. Many publications have adjusted timing and size scales of their projects and costs are continually going up. We are confident that we have developed a strong promotional program, taking into account that our funding continues to trend upwards for the upcoming year through room tax revenues. Conversations with some of our lodging properties have led us to believe that a 5% increase in our budget for next year is an appropriate goal, as there are still many unknowns with fuel prices, inflation, etc. This 5% is what we have targeted as our goal.

The Tourism Entity dedicated funding in 2022 to draw tourism from Iowa, Illinois, and Eastern Wisconsin to our community. We recruit regional visitors to the Platteville community while they are visiting the tri-state area for other reasons and attractions. And we will continue to collaborate with neighboring tourism entities to promote our local events, attractions and businesses, and prepare messages in a variety of formats to reach a broader audience. We have been fortunate to have had many long term construction stays during the year as well. We will keep a watchful eye and adjust our spending as revenue numbers dictate.

The Wisconsin Welcome Center-Platteville is a vital asset to our community, welcoming over 12,000 visitors in 2022. Signage along Hwy. 151 directs traffic from the four-lane highway to our tourism information center, allowing us to showcase the best of our region upon arrival. Trained staff are available to give directions; make suggestions for dining, lodging, and attractions; and provide free maps and brochures for future travel options. Our brochure collection continues to grow as we add more opportunities for visitors each month.

Collaborating with tourism entities in Galena, Illinois, and Dubuque, Iowa, whose combined budgets are in excess of \$2.5 million, allows us to attract visitors they are already targeting from Chicago, Milwaukee, Madison, Des Moines, Cedar Rapids, Iowa City, Quad Cities, St. Louis and beyond. Local room tax monies can run an effective campaign in major markets when added with shared money, and will also allow for marketing in multiple areas. These partnerships have proven effective.

Our marketing plan is based on both traditional methods, including print and radio advertising, press releases, publishing event listings, website, social media and outdoor signage to promote our local events and attractions. This past year we have created some video and drone footage that we will continue working with and convert to newer methods and utilize this new technology to expand into digital marketing. We will continue to spread funding into multiple platforms to effectively use the room tax money to promote the region as a destination and attract new visitors.

We were fortunate last year to be the recipients of a Department of Administration Destination Marketing Organization grant for \$82,572.50. This grant helped out tremendously with promoting lost tourism dollars from the prior year. The grant application laid out a potential spending plan which is provided at the end of this plan along with a recap of the expenditures made from the grant. We did not spend grant money doing any of our “regular” annual budgeted promotional spending, but utilized the monies to enhance the plan we had in place to increase ad size and reach, or to promote in other markets of interest.

SUPPORTING DOCUMENTATION

1. VISITOR CENTER — \$60,000 (50% of budget)

The Tourism Entity will continue to operate a year-round visitor center – known as Wisconsin Welcome Center-Platteville, one of six such official locations throughout the State of Wisconsin. Winter hours of operation will be Monday-Friday from 8AM-5PM from November 1st through April 30th, and summer hours of Monday-Friday 8AM-5PM, Saturdays 10AM-4PM and Sundays from 10AM-2PM from May 1st through October 31st.

Expenses include rent of a portion of the Chamber office, staffing, equipment (such as phones, computers, copy machine), supplies, postage (for sending out visitor packets and Platteville Community Guides), free wifi to visitors and assistance with internet searches for the convenience of our visitors. Many compliments are heard about our spacious, clean restrooms.

Staff continue to be trained to greet visitors and “sell Platteville” by promoting hotels, restaurants, attractions, events, and retail in our historic downtown. Additional duties include general housekeeping, stocking and ordering brochures, giving directions, tracking visitors, answering phones, distributing maps, helping with itineraries, sharing history, and current events.

Rent (includes utilities, equipment usage) =	\$13,800
Office supplies/Postage/Dues/Subscriptions =	\$8,000
Staffing = 40 hours per week November 1 st -April 30 th and 50 hours per week May 1 st through October 31 st) =	<u>\$38,200</u>
	\$60,000

2. DESTINATION MARKETING — \$27,600 (23% of budget)

- Dubuque Travel Guide- (\$1,970) – 70,000 copies are produced and distributed at travel shows and are available to the 1.5 million visitors to the Dubuque area each year.
- The Galenian (\$1,000 x 2) – Published by the Galena Gazette in Galena, IL. Over 47,000 copies are printed in each spring and fall edition.
- Department of Tourism Wisconsin Travel Guide – (\$5,400-full page) - 200,000 copies distributed annually
- Midwest Living Magazine—(\$5,815-half page)
- Grant County Activity Guide – (\$1,400) 37,000 copies published and distributed throughout the Midwest. We reserve the inside front cover.
- Wisconsin Great River Road publication – (\$975-half page)
- Shopping News “Day Tripper” – (\$600x 2) Spring & Fall editions
- Platteville Journal “Exploring the Tri-States” – (\$525)
- Super 8 Motel & Luxury Suites in-room publication – (\$300)
- Country Inn & Suites “information” sign- (\$500)
- Cobblestone Inn & Suites publication – (\$265)
- Platteville Community Guide- (\$3,000) 17,500 copies w/6,200 inserted into Grant & Lafayette County Shopping News
- Along the River- (\$300)
- Hidden Valleys- (\$300)
- Northwoods Map (WI Travel Atlas)- (\$1,100)
- TH Vacationland-(\$300)
- PCA Trail Map-(\$250)
- Miner’s Ball sponsorship (Mining/Rollo Jamison Museum)- (\$500)

- Joint Effort Marketing PEPs-(\$1,000)
 - Southwest Wisconsin Chamber Alliance Joint Effort Marketing—(\$500)
 - Print Ads: (\$2,000) Day on the Farm (\$2,000) Southwest Music Festival (\$2,000)
 - Miscellaneous- (\$1,500)
- ✓ Wish List Items (in no particular order):
- Billboard continuation
 - Website videos
 - Drone videos
 - Digital Marketing
 - ATV/UTV trail videos
 - UW-Platteville Athletics & CFA
 - Social Media updates

3. WEBSITE/SOCIAL MEDIA – \$7,200 (6% of budget)

The Tourism Entity plans to maintain and update the Chamber’s website – www.Platteville.com – to help support Platteville attractions and events for the whole community in an effort to encourage tourism. This information is available 24 hours a day, 365 days a year and is consistently monitored and updated.

The Tourism Entity will put a major emphasis on utilizing social media venues for additional marketing. Investigate the possibility of Tik Tok and Instagram posting.

The Tourism Entity is an official Extranet Partner with the Wisconsin Department of Tourism, the responsibilities of which are to update the Department about Platteville and area events/promotions. As such, the Tourism Entity will continue to provide updates onto the Wisconsin Department of Tourism website – www.travelwisconsin.com. This statewide database has information on lodging, dining, attractions and events for our community. The Tourism Entity also provides the Department of Tourism with updates on the fall color, local photos and details about attractions and upcoming events.

The Tourism Entity will also contribute visitor information (events, attractions, lodging, etc.) to the Grant County websites www.grantcountytourism.com and www.grantcountyorg.

Staffing = 255 hours + freelance assistance	\$5,200
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Chamber website upgrade/maintenance	\$2,000
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Wish List Items:

- Staffing for additional website/social media outreach including digital
- Add Platteville destinations and attractions to other platforms (Tripadvisor, etc.)

4. CALENDAR OF EVENTS — \$2,200 (2% of budget)

The Tourism Entity will continue to advertise local events through their website online calendar, the Platteville Community Guide, Department of Tourism publications, area newspapers & tourism publications – Hidden Valley publication, Telegraph Herald Vacationland, Day Tripper and Exploring the Tri-States. In addition, the Tourism Entity includes events in their monthly newsletter calendar and produces a “Holiday Calendar of Events” for the community. The Tourism Entity will also utilize print, radio, website and social media advertising for community events. All of our events and promotions will be submitted to the Department of Tourism’s website – www.travelwisconsin.com. Plans are to increase the ‘free’ submissions to sites that allow them.

Staffing = \$2,200

5. PUBLIC RELATIONS — \$4,900 (4% of budget)

The Tourism Entity will write and distribute press releases, produce media kits and continue to maintain a very successful relationship with the Wisconsin Department of Tourism. We provide editorial for many publications including Wisconsin Department of Tourism, Vacationland, the Grant County Travel Planner, our own Platteville community guide, plus many others. We also have radio interviews as necessary during which we promote the Welcome Center and community events. Travel and training expenses will also be allocated under this category. We intend to foster partnerships with the airport, lodging properties, and attractions, to develop day trips and tours to promote our community and region.

Staffing = \$2,900

Travel/training expenses \$2,000

6. EVENTS/PROJECTS — \$14,400 (12% of budget)

As the Tourism Entity, we realize that events and miscellaneous projects are a great draw for visitors. The Chamber’s efforts to create, organize and host multiple events each year have created annual events/festivals that are becoming increasingly popular and attendance has been on the upswing across the board. The Platteville Regional Chamber’s signature events include:

- *Annual Southwest Music Festival
- *Bi-Annual Ag-tourism “Day on the Farm” event
- *76th Annual Dairy Days Parade (in conjunction with the Dairy Days Committee)
- *24th Annual Hometown Festival Week
- *Platteville Hometown Christmas

We will continue to locally promote other community events such as Dairy Days, 4th of July, all events hosted and coordinated by the Mining & Jamison Museums, as well as those hosted and

coordinated by UW-Platteville's Center For The Arts and Athletic Department by way of print, social media, and email notices. Moving forward, we plan to promote these signature events to areas outside our local area to reach farther. We wish to broaden our advertising area to partner more with Dubuque, Dyersville, Galena, and other regional communities and entities.

Staffing = \$14,400

7. CONTRACT ADMINISTRATION -- \$3,600 (3% of budget)

These are costs specifically allocated to the cost to administer the tourism entity contract. It includes staff attendance at monthly City Tourism Committee meetings and designated City Council meetings, monthly reports, cost of accountant and legal fees, and compilation and production of the annual report.

Staffing = \$1,400

Accounting/Legal Fees = \$2,200

PROPOSED 2022 TOURISM BUDGET

	2021	2022	2023
1. Visitor Center (50%)	\$45,000	\$57,500	\$60,000
2. Destination Marketing (23%)	17,500	26,000	27,600
3. Website/Social Media (6%):	5,400	7,000	7,200
4. Calendar of Events (2%):	1,180	2,300	2,400
5. Public Relations (4%):	3,600	4,600	4,800
6. Events/Projects (12%):	9,000	14,150	14,400
7. Contract Administration (3%):	<u>2,700</u>	<u>3,450</u>	<u>3,600</u>
TOTAL EXPENDITURES	\$ 85,000	\$115,000	\$120,000

4TH QUARTER 2022
CITY OF PLATTEVILLE ROOM TAX

TOTAL RECEIPTS	\$ 1,271,323.05
LESS EXEMPT RECEIPTS	<u>\$ (238,843.04)</u>
TAXABLE RECEIPTS	\$ 1,510,166.09
ROOM TAX RATE (5%)	X 5%
TOTAL ROOM TAX	<u>\$ 51,624.00</u>

2% MOTEL ADMINISTRATIVE FEE	\$ 1,032.48
28% CITY OF PLATTEVILLE PORTION	\$ 14,454.72
70% VISITOR & TOURISM PROMOTION COMMISSION (PAY PLATTEVILLE REGIONAL CHAMBER)	<u>\$ 36,136.80</u>
TOTAL ROOM TAX	\$ 51,624.00

ACCOUNT #100.56600.650.000

JANUARY 1, 2022 - DECEMBER 31, 2022
CITY OF PLATTEVILLE ROOM TAX

TOTAL RECEIPTS	\$ 5,058,015.27
LESS EXEMPT RECEIPTS	<u>\$ (875,981.70)</u>
TAXABLE RECEIPTS	\$ 5,933,996.97
ROOM TAX RATE (5%)	X 5%
TOTAL ROOM TAX	<u>\$ 209,101.69</u>

2% MOTEL ADMINISTRATIVE FEE	\$ 4,182.03
28% CITY OF PLATTEVILLE PORTION	\$ 57,376.17
70% VISITOR & TOURISM PROMOTION COMMISSION	<u>\$ 147,543.48</u>
TOTAL ROOM TAX	\$ 209,101.69

JANUARY 1, 2021 - DECEMBER 31, 2021
CITY OF PLATTEVILLE ROOM TAX

TOTAL RECEIPTS	\$ 1,576,465.08
LESS EXEMPT RECEIPTS	<u>\$ (244,667.24)</u>
TAXABLE RECEIPTS	\$ 1,821,132.32
ROOM TAX RATE (5%)	X 5%
TOTAL ROOM TAX	<u>\$ 66,589.91</u>

2% MOTEL ADMINISTRATIVE FEE	\$ 1,326.15
28% CITY OF PLATTEVILLE PORTION	\$ 18,650.82
70% VISITOR & TOURISM PROMOTION COMMISSION	<u>\$ 46,612.93</u>
TOTAL ROOM TAX	\$ 66,589.91

SUMMARY OF ROOM TAX COLLECTIONS:

(Past 8 Years)

<u>YEAR</u>	<u>QUARTER</u>	<u>CITY</u>	<u>TOURISM COMM</u>	<u>MOTEL ADM</u>	<u>TOTAL</u>
2021	1ST QTR.	\$ 9,113.74	\$ 22,784.35	\$ 650.98	\$ 32,549.07
	2ND QTR.	\$ 15,239.94	\$ 42,202.90	\$ 1,172.30	\$ 58,615.14
	3RD QTR.	\$ 18,567.78	\$ 46,419.44	\$ 1,326.27	\$ 66,313.48
	4TH QTR.	\$ 14,454.72	\$ 36,136.80	\$ 1,032.48	\$ 51,624.00
		<u>\$ 57,376.17</u>	<u>\$ 147,543.48</u>	<u>\$ 4,182.03</u>	<u>\$ 209,101.69</u>
2021	1ST QTR.	\$ 7,736.28	\$ 19,340.73	\$ 552.60	\$ 27,629.61
	2ND QTR.	\$ 14,516.05	\$ 36,290.15	\$ 1,036.86	\$ 51,843.07
	3RD QTR.	\$ 17,183.03	\$ 42,957.59	\$ 1,227.36	\$ 61,367.98
	4TH QTR.	\$ 13,133.78	\$ 32,820.35	\$ 932.08	\$ 46,886.21
		<u>\$ 52,569.15</u>	<u>\$ 131,408.81</u>	<u>\$ 3,748.90</u>	<u>\$ 187,726.86</u>
2020	1ST QTR.	\$ 7,674.21	\$ 19,185.56	\$ 548.17	\$ 27,407.94
	2ND QTR.	\$ 5,218.53	\$ 13,046.33	\$ 372.75	\$ 18,637.61
	3RD QTR.	\$ 10,617.63	\$ 26,544.06	\$ 758.40	\$ 37,920.09
	4TH QTR.	\$ 8,041.98	\$ 20,104.97	\$ 574.43	\$ 28,721.38
		<u>\$ 31,552.35</u>	<u>\$ 78,880.92</u>	<u>\$ 2,253.75</u>	<u>\$ 112,687.02</u>
2019	1ST QTR.	\$ 9,179.86	\$ 22,950.50	\$ 656.07	\$ 32,786.43
	2ND QTR.	\$ 14,002.11	\$ 35,004.42	\$ 999.78	\$ 50,006.31
	3RD QTR.	\$ 14,763.10	\$ 36,906.55	\$ 1,053.99	\$ 52,723.64
	4TH QTR.	\$ 12,333.53	\$ 30,832.96	\$ 880.60	\$ 44,047.09
		<u>\$ 50,278.60</u>	<u>\$ 125,694.43</u>	<u>\$ 3,590.44</u>	<u>\$ 179,563.47</u>
2018	1ST QTR.	\$ 9,828.76	\$ 24,573.26	\$ 702.64	\$ 35,104.65
	2ND QTR.	\$ 13,492.74	\$ 33,731.47	\$ 963.60	\$ 48,187.81
	3RD QTR.	\$ 15,762.04	\$ 39,405.08	\$ 1,125.85	\$ 56,292.97
	4TH QTR.	\$ 13,179.40	\$ 32,949.29	\$ 941.73	\$ 47,070.42
		<u>\$ 52,262.93</u>	<u>\$ 130,659.10</u>	<u>\$ 3,733.82</u>	<u>\$ 186,655.85</u>
2017	1ST QTR.	\$ 6,213.24	\$ 15,532.73	\$ 443.64	\$ 22,189.61
	2ND QTR.	\$ 10,012.50	\$ 25,031.89	\$ 715.45	\$ 35,759.84
	3RD QTR.	\$ 10,592.26	\$ 26,480.48	\$ 756.52	\$ 37,829.26
	4TH QTR.	\$ 9,989.08	\$ 24,972.49	\$ 713.42	\$ 35,674.99
		<u>\$ 36,807.08</u>	<u>\$ 92,017.59</u>	<u>\$ 2,629.03</u>	<u>\$ 131,453.70</u>
2016	1ST QTR.	\$ 5,814.45	\$ 14,536.31	\$ 415.40	\$ 20,766.16
	2ND QTR.	\$ 8,512.06	\$ 21,284.86	\$ 610.02	\$ 30,406.94
	3RD QTR.	\$ 10,709.95	\$ 26,772.82	\$ 764.12	\$ 38,246.89
	4TH QTR.	\$ 8,049.68	\$ 20,124.36	\$ 575.04	\$ 28,749.08
		<u>\$ 33,086.14</u>	<u>\$ 82,718.35</u>	<u>\$ 2,364.58</u>	<u>\$ 118,169.07</u>
2015	1ST QTR.	\$ 5,539.58	\$ 13,849.41	\$ 395.88	\$ 19,784.87
	2ND QTR.	\$ 9,189.41	\$ 22,972.71	\$ 656.04	\$ 32,818.16
	3RD QTR.	\$ 11,721.94	\$ 29,304.89	\$ 837.30	\$ 41,864.13
	4TH QTR.	\$ 7,602.59	\$ 19,006.41	\$ 543.02	\$ 27,152.02
		<u>\$ 34,053.52</u>	<u>\$ 85,133.42</u>	<u>\$ 2,432.24</u>	<u>\$ 121,619.18</u>

Platteville Area Chamber of Commerce
Profit & Loss - Tourism
 January through December 2022

	<u>Jan - Dec 22</u>
Ordinary Income/Expense	
Income	
43 · TOURISM REVENUES	
4301 · Room Tax	144,227.04
Total 43 · TOURISM REVENUES	<u>144,227.04</u>
Total Income	<u>144,227.04</u>
Gross Profit	144,227.04
Expense	
51 · CHAMBER EXPENSES	
5101 · PAYROLL EXPENSE	
51011 · SALARIES & WAGES	
510115 · Assistant director	1,128.50
510112 · Administrative Assistant	300.00
510113 · Clerical/Secretarial	<u>0.00</u>
Total 51011 · SALARIES & WAGES	1,428.50
51012 · PAYROLL TAXES	<u>3,059.17</u>
Total 5101 · PAYROLL EXPENSE	4,487.67
5105 · OFFICE EXPENSE	
510510 · ADVERTISING & PROMOTION	
5105101 · Advertising & Promotion	
5105105 · Shop Local	82.00
5105101 · Advertising & Promotion - Other	<u>1,525.00</u>
Total 5105101 · Advertising & Promotion	1,607.00
Total 510510 · ADVERTISING & PROMOTION	<u>1,607.00</u>
Total 5105 · OFFICE EXPENSE	<u>1,607.00</u>
Total 51 · CHAMBER EXPENSES	6,094.67
52 · COMMITTEE EXPENSES	
5213 · FALL HARVEST TABLE DINNER	
52132 · Advertising	<u>180.00</u>
Total 5213 · FALL HARVEST TABLE DINNER	180.00
Total 52 · COMMITTEE EXPENSES	180.00
53 · TOURISM EXPENSES	
5305 · - RENT	13,800.00
5301 · PAYROLL EXPENSE	
53011 · SALARIES & WAGES	
530111 · Executive Director	9,605.49
530115 · Assistant director	16,236.50
530112 · Administrative Assistant	<u>12,097.83</u>
Total 53011 · SALARIES & WAGES	37,939.82
Total 5301 · PAYROLL EXPENSE	37,939.82
5302 · EMPLOYEE BENEFITS	
53021 · Health Insurance	<u>4,186.92</u>
Total 5302 · EMPLOYEE BENEFITS	4,186.92
5303 · UTILITIES	
53033 · Internet Services	<u>248.93</u>
Total 5303 · UTILITIES	248.93

Platteville Area Chamber of Commerce
Profit & Loss - Tourism
January through December 2022

	<u>Jan - Dec 22</u>
5304 · OFFICE EXPENSES	
530402 · Dues & Subscriptions	400.00
530403 · Legal & Accounting	1,970.00
530405 · Office Supplies	535.77
530406 · Postage & Freight	2,739.00
530410 · ADVERTISING & PROMOTION	
5304105 · Freelance Graphic Design	6,825.00
5304101 · Advertising & Promotion	66,096.74
5304102 · Hospitality	187.31
5304104 · Travel & Lodging	2,375.68
530410 · ADVERTISING & PROMOTION - Other	12,264.49
Total 530410 · ADVERTISING & PROMOTION	<u>87,749.22</u>
530413 · REPAIRS & MAINTENANCE	
5304131 · Building R/M	128.00
5304132 · Office Equipment R/M	1,594.50
Total 530413 · REPAIRS & MAINTENANCE	<u>1,722.50</u>
Total 5304 · OFFICE EXPENSES	<u>95,116.49</u>
Total 53 · TOURISM EXPENSES	<u>151,292.16</u>
Total Expense	<u>157,566.83</u>
Net Ordinary Income	<u>-13,339.79</u>
Net Income	<u><u>-13,339.79</u></u>

Total Tourism Impacts															
Wisconsin and Counties - Alphabetical															
	Total Business Sales			Direct Visitor Spending			Employment			Total Labor Income			State and Local Taxes		
	Millions		%	Millions		%	Total		%	Millions		%	Millions		%
County	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change
Wisconsin	\$17,267	\$20,929	21.2%	\$9,803.6	\$12,856.3	31.1%	157,332	169,707	7.9%	\$5,143.9	\$5,798.3	12.7%	\$1,165.4	\$1,388.2	19.1%
Adams County	\$192	\$223	16.0%	\$137.8	\$164.5	19.3%	1,458	1,577	8.2%	\$40.3	\$46.6	15.7%	\$14.7	\$16.3	11.0%
Ashland County	\$53	\$60	15.1%	\$34.7	\$40.0	15.5%	537	590	9.9%	\$14.3	\$16.3	14.2%	\$4.4	\$5.0	12.6%
Barron County	\$136	\$162	18.9%	\$87.8	\$109.5	24.7%	1,234	1,350	9.4%	\$34.9	\$40.7	16.8%	\$9.2	\$10.6	14.9%
Bayfield County	\$68	\$84	22.4%	\$52.6	\$63.0	19.7%	596	706	18.3%	\$11.5	\$14.2	23.8%	\$6.3	\$7.2	13.7%
Brown County	\$891	\$1,098	23.2%	\$476.1	\$632.7	32.9%	9,148	9,863	7.8%	\$446.9	\$494.2	10.6%	\$71.7	\$85.8	19.6%
Buffalo County	\$20	\$26	29.5%	\$12.1	\$17.4	44.4%	190	224	17.5%	\$4.6	\$5.5	20.3%	\$1.3	\$1.6	28.6%
Burnett County	\$33	\$40	23.5%	\$21.2	\$26.5	25.4%	321	374	16.2%	\$7.0	\$8.8	26.3%	\$2.5	\$2.9	19.1%
Calumet County	\$52	\$61	15.5%	\$24.7	\$31.1	25.8%	548	583	6.3%	\$15.7	\$17.9	14.4%	\$3.2	\$3.6	12.9%
Chippewa County	\$141	\$159	12.7%	\$89.1	\$103.8	16.5%	1,374	1,445	5.2%	\$37.2	\$42.2	13.4%	\$9.3	\$10.1	9.1%
Clark County	\$49	\$55	12.4%	\$28.1	\$33.8	20.5%	330	347	5.1%	\$7.1	\$7.6	7.8%	\$2.8	\$3.0	8.8%
Columbia County	\$156	\$184	17.9%	\$98.9	\$120.8	22.1%	1,574	1,737	10.3%	\$40.5	\$49.0	21.0%	\$12.7	\$15.7	23.2%
Crawford County	\$55	\$67	22.1%	\$35.4	\$45.5	28.5%	585	661	13.0%	\$12.7	\$15.0	18.2%	\$4.6	\$5.5	19.6%
Dane County	\$1,624	\$1,968	21.2%	\$783.3	\$1,049.7	34.0%	15,808	16,545	4.7%	\$578.3	\$635.5	9.9%	\$106.1	\$127.6	20.3%
Dodge County	\$135	\$153	14.1%	\$65.6	\$81.9	24.9%	1,305	1,393	6.7%	\$35.0	\$38.2	9.3%	\$7.8	\$8.9	13.9%
Door County	\$397	\$531	33.7%	\$304.2	\$423.0	39.1%	2,744	3,323	21.1%	\$80.4	\$102.5	27.5%	\$32.5	\$42.7	31.2%
Douglas County	\$124	\$149	20.4%	\$82.5	\$103.6	25.6%	1,088	1,240	14.0%	\$28.2	\$33.7	19.6%	\$9.3	\$11.0	18.5%
Dunn County	\$73	\$85	16.3%	\$38.2	\$48.5	27.0%	690	747	8.2%	\$17.8	\$20.1	12.5%	\$4.8	\$5.6	17.0%
Eau Claire County	\$317	\$381	20.0%	\$178.1	\$229.4	28.8%	3,469	3,728	7.4%	\$99.7	\$112.9	13.2%	\$22.7	\$27.4	21.2%
Florence County	\$7	\$9	23.4%	\$4.9	\$5.7	16.8%	79	87	10.4%	\$1.6	\$1.8	16.6%	\$0.5	\$0.6	9.4%
Fond du Lac County	\$205	\$241	17.7%	\$108.5	\$137.8	27.0%	2,210	2,298	4.0%	\$62.8	\$68.7	9.3%	\$14.0	\$16.0	14.5%
Forest County	\$18	\$22	23.6%	\$11.3	\$13.8	21.8%	187	210	12.1%	\$3.0	\$3.6	21.2%	\$1.5	\$1.7	13.3%
Grant County	\$84	\$95	13.5%	\$47.0	\$56.8	21.0%	862	976	13.2%	\$23.7	\$27.4	15.3%	\$5.3	\$6.3	18.2%
Green County	\$64	\$72	13.1%	\$33.8	\$40.9	21.2%	657	676	2.9%	\$19.2	\$20.9	8.9%	\$4.0	\$4.4	9.8%
Green Lake County	\$44	\$52	18.5%	\$24.4	\$31.2	27.7%	545	561	3.1%	\$12.4	\$14.7	19.0%	\$3.6	\$4.2	14.9%
Iowa County	\$53	\$67	25.1%	\$33.2	\$44.7	34.6%	384	429	11.5%	\$11.3	\$12.8	13.2%	\$2.8	\$3.4	20.3%

Total Tourism Impacts															
Wisconsin and Counties - Alphabetical															
County	Total Business Sales			Direct Visitor Spending			Employment			Total Labor Income			State and Local Taxes		
	Millions		%	Millions		%	Total		%	Millions		%	Millions		%
	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change
Iron County	\$27	\$33	21.5%	\$20.0	\$24.3	21.7%	221	270	22.2%	\$4.1	\$5.3	30.6%	\$2.1	\$2.6	22.0%
Jackson County	\$48	\$59	23.0%	\$29.5	\$39.5	33.8%	408	468	14.7%	\$9.2	\$10.5	14.6%	\$3.4	\$4.1	22.4%
Jefferson County	\$154	\$179	16.4%	\$84.2	\$105.5	25.3%	1,479	1,590	7.6%	\$42.6	\$46.4	8.7%	\$9.4	\$10.8	14.8%
Juneau County	\$88	\$106	20.6%	\$60.1	\$75.9	26.3%	677	743	9.8%	\$15.7	\$18.4	17.3%	\$6.1	\$7.0	14.3%
Kenosha County	\$315	\$373	18.4%	\$183.7	\$231.9	26.2%	2,825	3,084	9.2%	\$86.9	\$99.6	14.6%	\$20.1	\$23.3	16.0%
Kewaunee County	\$37	\$43	16.3%	\$22.0	\$27.7	25.8%	336	375	11.7%	\$6.2	\$6.7	8.8%	\$2.5	\$2.9	17.8%
La Crosse County	\$350	\$433	23.5%	\$196.9	\$262.6	33.4%	3,450	3,852	11.7%	\$102.5	\$126.5	23.5%	\$25.5	\$31.8	24.7%
Lafayette County	\$20	\$23	17.6%	\$10.3	\$13.7	32.5%	173	181	4.7%	\$3.4	\$3.8	11.4%	\$1.3	\$1.4	14.2%
Langlade County	\$62	\$71	14.0%	\$40.9	\$48.8	19.2%	414	441	6.5%	\$11.2	\$12.2	8.9%	\$3.8	\$4.1	8.7%
Lincoln County	\$83	\$96	16.0%	\$51.9	\$62.8	21.2%	631	659	4.3%	\$16.8	\$17.9	6.4%	\$5.1	\$5.5	7.6%
Manitowoc County	\$164	\$194	18.2%	\$86.4	\$112.2	29.8%	1,601	1,739	8.6%	\$48.0	\$52.4	9.3%	\$11.3	\$13.2	17.6%
Marathon County	\$352	\$403	14.5%	\$181.9	\$219.2	20.5%	3,371	3,473	3.0%	\$103.6	\$116.9	12.9%	\$23.3	\$25.8	10.6%
Marinette County	\$203	\$232	14.3%	\$141.5	\$167.0	18.0%	1,395	1,483	6.3%	\$34.4	\$38.4	11.7%	\$13.3	\$14.4	8.7%
Marquette County	\$33	\$38	16.2%	\$21.7	\$25.4	17.2%	271	307	13.1%	\$5.2	\$6.2	18.9%	\$2.4	\$2.7	12.4%
Menominee County	\$4	\$5	14.0%	\$2.0	\$2.5	28.2%	42	44	4.2%	\$0.6	\$0.6	3.1%	\$0.3	\$0.3	11.1%
Milwaukee County	\$2,806	\$3,352	19.5%	\$1,331.9	\$1,774.2	33.2%	23,946	25,092	4.8%	\$1,015.5	\$1,100.0	8.3%	\$161.4	\$188.4	16.7%
Monroe County	\$115	\$146	27.5%	\$71.0	\$97.0	36.6%	920	1,062	15.5%	\$26.4	\$30.4	15.3%	\$7.9	\$9.8	23.6%
Oconto County	\$109	\$123	13.2%	\$75.6	\$88.7	17.4%	705	732	3.9%	\$15.3	\$16.8	9.6%	\$6.7	\$7.0	5.2%
Oneida County	\$281	\$332	18.0%	\$210.8	\$254.3	20.6%	1,946	2,129	9.4%	\$53.7	\$62.6	16.5%	\$19.2	\$21.3	10.9%
Outagamie County	\$479	\$581	21.2%	\$231.1	\$312.2	35.1%	4,916	5,206	5.9%	\$154.3	\$174.5	13.1%	\$30.8	\$37.6	22.3%
Ozaukee County	\$175	\$209	19.3%	\$80.6	\$107.9	33.9%	1,786	1,940	8.6%	\$60.2	\$66.3	10.2%	\$10.0	\$12.2	21.4%
Pepin County	\$11	\$13	21.8%	\$6.2	\$8.3	34.1%	95	114	19.6%	\$2.1	\$2.5	16.6%	\$0.7	\$0.9	29.9%
Pierce County	\$47	\$55	14.9%	\$24.4	\$31.4	29.0%	389	426	9.5%	\$10.5	\$11.5	9.8%	\$2.8	\$3.3	17.9%
Polk County	\$125	\$140	12.7%	\$82.7	\$96.3	16.4%	1,000	1,097	9.7%	\$24.4	\$28.8	17.7%	\$8.1	\$8.9	10.5%
Portage County	\$190	\$217	14.2%	\$97.9	\$118.5	21.0%	1,753	1,830	4.3%	\$45.0	\$49.8	10.5%	\$12.5	\$14.0	11.9%
Price County	\$28	\$33	17.8%	\$14.8	\$18.0	21.0%	276	286	3.8%	\$6.3	\$7.2	14.1%	\$1.9	\$2.1	9.5%

Total Tourism Impacts															
Wisconsin and Counties - Alphabetical															
	Total Business Sales			Direct Visitor Spending			Employment			Total Labor Income			State and Local Taxes		
	Millions		%	Millions		%	Total		%	Millions		%	Millions		%
County	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change	2020	2021	Change
Racine County	\$379	\$427	12.7%	\$189.7	\$231.2	21.9%	3,455	3,588	3.9%	\$115.7	\$129.2	11.7%	\$21.7	\$24.4	12.3%
Richland County	\$31	\$36	14.3%	\$18.1	\$22.2	22.6%	297	317	6.7%	\$7.1	\$7.8	9.5%	\$2.0	\$2.3	12.2%
Rock County	\$335	\$393	17.4%	\$189.9	\$237.0	24.8%	3,474	3,716	7.0%	\$101.2	\$114.2	12.9%	\$23.5	\$26.8	14.1%
Rusk County	\$38	\$42	12.8%	\$24.7	\$28.2	14.0%	366	412	12.5%	\$8.0	\$9.7	21.4%	\$2.6	\$2.9	11.6%
St. Croix County	\$158	\$188	18.7%	\$90.4	\$113.3	25.4%	1,747	1,836	5.1%	\$48.3	\$54.1	12.2%	\$11.3	\$12.8	12.4%
Sauk County	\$1,236	\$1,779	44.0%	\$960.7	\$1,485.5	54.6%	9,517	11,234	18.0%	\$223.8	\$278.3	24.4%	\$101.9	\$136.7	34.2%
Sawyer County	\$111	\$131	17.6%	\$82.7	\$95.9	15.9%	879	956	8.7%	\$23.4	\$28.2	20.4%	\$8.7	\$9.6	9.5%
Shawano County	\$86	\$98	14.7%	\$54.1	\$65.4	20.8%	763	801	5.0%	\$20.0	\$22.4	11.8%	\$5.8	\$6.4	10.2%
Sheboygan County	\$316	\$389	22.9%	\$171.0	\$229.2	34.0%	2,893	3,144	8.7%	\$84.4	\$95.9	13.7%	\$22.8	\$28.4	24.4%
Taylor County	\$43	\$49	14.5%	\$25.6	\$31.3	22.0%	276	311	12.7%	\$7.1	\$8.3	17.3%	\$2.3	\$2.7	13.8%
Trempealeau County	\$52	\$60	15.9%	\$27.4	\$34.8	27.2%	362	403	11.4%	\$8.1	\$9.0	10.4%	\$2.7	\$3.2	17.2%
Vernon County	\$57	\$66	16.5%	\$36.6	\$44.8	22.6%	457	528	15.5%	\$11.7	\$13.3	14.0%	\$3.7	\$4.2	15.6%
Vilas County	\$291	\$339	16.4%	\$231.1	\$268.7	16.3%	1,928	2,163	12.2%	\$46.3	\$55.7	20.4%	\$22.0	\$24.4	10.6%
Walworth County	\$613	\$790	29.0%	\$437.9	\$594.5	35.8%	5,895	6,846	16.1%	\$183.1	\$223.4	22.1%	\$52.3	\$65.9	26.1%
Washburn County	\$39	\$48	24.0%	\$24.6	\$31.0	26.3%	434	483	11.2%	\$11.6	\$13.4	15.7%	\$2.9	\$3.3	15.2%
Washington County	\$212	\$252	18.7%	\$97.3	\$129.3	32.9%	2,023	2,232	10.3%	\$62.1	\$69.6	12.2%	\$11.7	\$14.2	21.5%
Waukesha County	\$1,204	\$1,420	17.9%	\$573.9	\$740.1	29.0%	11,891	12,245	3.0%	\$402.5	\$439.6	9.2%	\$69.9	\$81.4	16.5%
Waupaca County	\$128	\$146	14.1%	\$78.8	\$94.7	20.1%	1,109	1,183	6.7%	\$24.9	\$28.4	14.2%	\$8.8	\$9.9	12.2%
Waushara County	\$96	\$110	15.4%	\$70.0	\$82.6	18.0%	756	846	11.9%	\$15.2	\$18.4	21.1%	\$7.0	\$7.8	11.3%
Winnebago County	\$392	\$458	17.1%	\$175.3	\$229.1	30.7%	3,811	4,040	6.0%	\$127.3	\$145.7	14.4%	\$22.4	\$27.0	20.9%
Wood County	\$155	\$173	11.9%	\$70.7	\$86.1	21.9%	2,046	2,130	4.1%	\$62.4	\$70.6	13.1%	\$9.9	\$11.1	12.4%

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

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

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

**DATE:
February 28, 2023
VOTE REQUIRED:
Majority**

PREPARED BY: Candace Klaas, City Clerk

Description:

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

Budget/Fiscal Impact:

None

Sample Affirmative Motion:

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

Attachments:

- Council Minutes
- Payment of Bills
- Appointment of Boards and Commissions
- Licenses
- Permits

PLATTEVILLE COMMON COUNCIL PROCEEDINGS
February 14, 2022

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

ROLL CALL

Present: Barbara Daus, Eileen Nickels, Kathy Kopp, Jason Artz, Lynne Parrott, and Ken Kilian. Excused: Todd Kasper

CONSIDERATION OF CONSENT AGENDA

Motion by Kilian, second by Kopp to approve the consent agenda as follows: Council Minutes – 1/24/23 Regular; Payment of Bills in the amount of \$732,998.63; Financial Report – January; Appointments to Boards and Commissions, None; Licenses - “Class B” Combination Beer and Liquor – contingent upon passing all inspections - 7 Hills Brewing Co. LLC, Dubuque, IA (John Reuter, Agent), for premises at 45 N Second Street (Beastro Se7en); Request to Extend Licensed Premises - Nick’s Bar at 74 N. Second Street to include parking lots on 3rd Street from 7:00 A.M. Saturday, May 6 to 2:30 A.M. Sunday, May 7 for Derby Days; Temporary Class “B” License to Sell Fermented Malt Beverages - Rountree Gallery at 120 W Main Street on Friday, March 3 from 4:00 to 7:00 P.M. for Drift Artist Reception; Operator License - Two Year, Joseph A Baldocchi; Taxi Driver - John M Calvert, Debra A Carl, LLOYD L Clough, Carl H Coates, Jerome D Ihm, Kenneth F Junk, Lorie J Leibfried, Jon S Mominee, Glen L Temperly, Tony R Timmerman, and John A Trane. Banner Permits - March 13 to March 31 for the Platteville Fire Department Annual Pancake Breakfast Fundraiser, May 1 to October 30 for the Platteville Farmer’s Market; Street Closing Permits - N Bonson Street along City Park and E Mineral Street from N Bonson Street to N Fourth Street for Farmer’s Market on Saturdays 6:30 AM – 1:00 PM, May 6 through October 28; Irving Place and N Court Street between Main Street and Irving Place, and N Bonson Street between Irving Place and Main Street for Alternate Farmer’s Market Site for Dairy Days and UW-P Homecoming Parades and Sweet Treats on Main from 6:30 AM to 1:00 PM. Motion carried 6-0 on a roll call vote.

CITIZENS’ COMMENTS, OBSERVATIONS AND PETITIONS, if any.

Aldersperson Nickels announced that the Museum is having pasty sale until 2-17-23. Aldersperson Parrott announced that the University’s Ebony Weekend is February 18-19.

REPORTS

- A. Board/Commission/Committee Minutes – Tourism Committee, Housing Authority Board, Library Board, Airport Commission, Parks, Forestry, & Recreation Committee, and Police and Fire Commission.
- B. Other Reports – Water and Sewer Financial Report – January, Airport Financial Report – January, Taskforce for Inclusion, Diversity, and Equity Update, and Department Progress Reports.

ACTION

- A. *Resolution 23-02 – Community Development Investment Grant Application – Updraft Brewery*
Motion by Kopp, second by Artz to approve the resolution authorizing submission of an application for a Community Development Investment Grant to assist the Updraft Brewery. Motion carried 5-0 on a roll call vote with Nickels abstaining.

INFORMATION AND DISCUSSION

- A. *Resolution urging Legislature and Governor to Fix Broken System of Funding Critical Local Services* – Administration Director Nicola Maurer explained that Wisconsin’s system for funding vital local services like police, fire protection, EMS, well maintained streets, parks, and other critical needs is broken, unsustainable, and needs to be reformed. According to the League of Wisconsin Municipalities, over the last 20 years, state aid for police, fire, and other critical services has steadily declined in real dollars, while inflation has caused average costs to increase by 51 percent. The decline in state support has placed municipalities in the position of having to use property taxes, special fees and short-term budget fixes like borrowing and deferred maintenance to make ends meet. Change is needed now to revitalize the state/local government partnership and modify the way in which local government is funded in Wisconsin. To compete nationally and globally, Wisconsin needs to develop and maintain quality communities with desirable amenities that can attract and retain talent and enterprise and spur job creation. The resolution that was presented urges the Governor and legislators to continue the work to reform the way in which sales taxes and income taxes are shared with municipalities. If adopted, the resolution will be delivered to Governor Evers, Senator Marklein, Representative Tranel and to the League of Wisconsin Municipalities.
- B. *Stormwater Pond Opportunity at the High School* – Public Works Director Howard Crofoot explained that the Wisconsin DNR has issued a stormwater permit for the City of Platteville. One of the requirements is that the City must have stormwater controls to remove 20% of the calculated Total Suspended Solids (TSS) over the uncontrolled condition. In conjunction with the Platteville School District construction project at the high school, staff tasked Delta 3 Engineering to redesign a pond from the 2016 Stormwater Management plan located at the high school such that it would accomplish the 20% overall TSS reduction required under the permit. Dan Dresseens of Delta 3 Engineering spoke to the details of the project. The School District is willing to enter into a cooperative effort with the city by contributing an estimated \$75,000 to the project. The updated cost estimate for the pond is \$598,900. The City share of this cost represents 76% of typical City funding for the annual CIP budget. The project could be included in annual borrowing with street reconstruction potentially reduced.

ADJOURNMENT

Motion by Kopp, second by Parrott to adjourn. Motion carried 6-0 on a roll call vote. The meeting was adjourned at 7:17 PM.

Respectfully submitted,

Candace Klaas, City Clerk

PLATTEVILLE COMMON COUNCIL PROCEEDINGS
February 15, 2023

The special meeting of the Common Council of the City of Platteville was called to order by Council President Barbara Daus at 4:30 PM in the Police Department Training Room, 165 N 4th Street, Platteville, WI.

ROLL CALL

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

CLOSED SESSION- per Wisconsin Statute 19.85(1)(c) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility – Review City Manager Candidates.

ADJOURNMENT

Motion by Nickels, second by Daus to adjourn. Motion carried 7-0 on a voice vote. The meeting was adjourned at 6:30 PM.

Respectfully submitted,

Candace Klaas, City Clerk

SCHEDULE OF BILLS

MOUND CITY BANK:

2/9/2023	Void	75114	\$	(650.00)
2/10/2023	Void	7769	\$	(217.11)
2/10/2023	Schedule of Bills (ACH payments)	7778-7780	\$	50,730.96
2/10/2023	Schedule of Bills	75279-75281	\$	755.76
2/10/2023	Payroll (ACH Deposits)	113736-113848	\$	192,030.46
2/17/2023	Schedule of Bills (ACH payments)	7781	\$	1,437.44
2/17/2023	Schedule of Bills	75282-75290	\$	3,914,816.56
2/20/2023	Void	7733,7766	\$	(1,266.70)
2/22/2023	Schedule of Bills (ACH payments)	7782-7816	\$	116,947.98
2/22/2023	Schedule of Bills	75291-75347	\$	1,397,086.40
			\$	-
	(W/S Bills amount paid with City Bills)		\$	(87,552.97)
	(W/S Payroll amount paid with City Payroll)		\$	(31,902.58)
	Total		\$	<u>5,552,216.20</u>

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount	
7733									
02/23	02/20/2023	7733	DEBS FASHIONS TO FIT	UNIFORM ALTERATIONS	885450	1	22.50-	22.50-	V
Total 7733:								22.50-	
7766									
02/23	02/20/2023	7766	REILLY PLUMBING & HEA	INSTALL TWO STEAM RA	14861	1	1,244.20-	1,244.20-	V
Total 7766:								1,244.20-	
7769									
02/23	02/10/2023	7769	SENSIT TECHNOLOGIES	FD - SMALL EQUIPMENT	0339597-IN	1	217.11-	217.11-	V
Total 7769:								217.11-	
7778									
02/23	02/10/2023	7778	INTERNAL REVENUE SE	FEDERAL INCOME TAX F	PR0204231	1	13,058.61	13,058.61	M
02/23	02/10/2023	7778	INTERNAL REVENUE SE	FEDERAL INCOME TAX S	PR0204231	2	11,211.43	11,211.43	M
02/23	02/10/2023	7778	INTERNAL REVENUE SE	FEDERAL INCOME TAX S	PR0204231	3	11,211.43	11,211.43	M
02/23	02/10/2023	7778	INTERNAL REVENUE SE	FEDERAL INCOME TAX	PR0204231	4	2,622.03	2,622.03	M
02/23	02/10/2023	7778	INTERNAL REVENUE SE	FEDERAL INCOME TAX	PR0204231	5	2,622.03	2,622.03	M
Total 7778:								40,725.53	
7779									
02/23	02/10/2023	7779	WI DEFERRED COMP BO	DEFERRED COMPENSAT	PR0204231	1	1,579.69	1,579.69	M
02/23	02/10/2023	7779	WI DEFERRED COMP BO	DEFERRED COMPENSAT	PR0204231	2	1,582.54	1,582.54	M
Total 7779:								3,162.23	
7780									
02/23	02/10/2023	7780	WI DEPT OF REVENUE	STATE INCOME TAX STA	PR0204231	1	6,843.20	6,843.20	M
Total 7780:								6,843.20	
7781									
02/23	02/17/2023	7781	AFLAC	MONTHLY PREMIUMS N	PR0107231A	1	290.47	290.47	M
02/23	02/17/2023	7781	AFLAC	MONTHLY PREMIUMS FL	PR0107231A	2	428.31	428.31	M
02/23	02/17/2023	7781	AFLAC	MONTHLY PREMIUMS N	PR0121231A	1	290.43	290.43	M
02/23	02/17/2023	7781	AFLAC	MONTHLY PREMIUMS FL	PR0121231A	2	428.23	428.23	M
Total 7781:								1,437.44	
7782									
02/23	02/22/2023	7782	CARDMEMBER SERVICE	COMMUNITY PLANNING	02.01.2023	1	506.42	506.42	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	LIBRARY CHARGES	02.01.2023	2	73.09	73.09	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FIRE DEPT CHARGES	02.01.2023	3	305.21	305.21	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FIRE DEPT CHARGES	02.01.2023	4	119.99	119.99	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FIRE DEPT CHARGES	02.01.2023	5	87.30	87.30	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FIRE DEPT CHARGES	02.01.2023	6	20.98	20.98	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FIRE DEPT CHARGES	02.01.2023	7	75.48	75.48	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	STREET DEPT CHARGES	02.01.2023	8	32.57-	32.57-	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	STREET DEPT CHARGES	02.01.2023	9	59.98	59.98	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	SENIOR CENTER CHARG	02.01.2023	10	331.53	331.53	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	AIRPORT	02.01.2023	11	365.03	365.03	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	MUSEUM CHARGES	02.01.2023	12	204.94	204.94	M

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount	
02/23	02/22/2023	7782	CARDMEMBER SERVICE	PARKS CHARGE	02.01.2023	13	190.22	190.22	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	PARKS CHARGE	02.01.2023	14	564.50	564.50	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	MUSEUM CHARGES	02.01.2023	15	9.99	9.99	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	MUSEUM CHARGES	02.01.2023	16	45.75	45.75	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	CLERK CHARGES	02.01.2023	17	130.00	130.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	CLERK CHARGES	02.01.2023	18	1,383.00	1,383.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FINANCE CHARGES	02.01.2023	19	38.78	38.78	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	FINANCE CHARGES	02.01.2023	20	219.92	219.92	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	MAINTENANCE CHARGE	02.01.2023	21	558.00	558.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	SENIOR CENTER REMO	02.01.2023	22	656.00	656.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	RECREATION CHARGES	02.01.2023	23	15.81	15.81	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	CLERK CHARGES	02.01.2023	24	29.99	29.99	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	ADMINISTRATION CHAR	02.01.2023	25	145.02	145.02	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	SUNSHINE FUND CHARG	02.01.2023	26	373.04	373.04	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	27	12.75	12.75	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	28	55.15	55.15	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	29	1,490.00	1,490.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	30	682.00	682.00	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	31	658.39	658.39	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	32	16.99	16.99	M
02/23	02/22/2023	7782	CARDMEMBER SERVICE	POLICE DEPT CHARGES	02.01.2023	33	434.30	434.30	M
Total 7782:								9,826.98	
7783									
02/23	02/22/2023	7783	ACCESS SYSTEMS	COPIES - PD	INV1327319	1	115.47	115.47	
Total 7783:								115.47	
7784									
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	DIESEL FUEL - UWP	310907	1	927.00	927.00	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE - UWP	310908	1	1,284.19	1,284.19	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	FORKLIFT	311000	1	57.25	57.25	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	DIESEL FUEL	311232	1	3,270.29	3,270.29	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE	311233	1	1,318.98	1,318.98	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	DIESEL FUEL - UWP	311234	1	1,302.74	1,302.74	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE - UWP	311235	1	444.44	444.44	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE - UWP	311460	1	1,324.08	1,324.08	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	DIESEL FUEL - UWP	311957	1	498.00	498.00	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE - UWP	311961	1	944.46	944.46	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	DIESEL FUEL	312140	1	2,448.50	2,448.50	
02/23	02/22/2023	7784	ALLEGIANT OIL LLC	GASOLINE	312141	1	1,341.89	1,341.89	
Total 7784:								15,161.82	
7785									
02/23	02/22/2023	7785	BADGER WELDING SUPP	SHOP SUPPLIES	3752264	1	6.20	6.20	
02/23	02/22/2023	7785	BADGER WELDING SUPP	REFILL OXYGEN - PD	3753547	1	36.33	36.33	
Total 7785:								42.53	
7786									
02/23	02/22/2023	7786	BAKER IRON WORKS LL	TRUCK REPAIR	86789	1	139.75	139.75	
Total 7786:								139.75	

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
7787								
02/23	02/22/2023	7787	BILLS PLUMBING & HEAT	HEATER INSTALLATION	42630	1	1,955.20	1,955.20
02/23	02/22/2023	7787	BILLS PLUMBING & HEAT	HEATER - MINI SPLIT	42644	1	3,491.42	3,491.42
Total 7787:								5,446.62
7788								
02/23	02/22/2023	7788	CAPITAL SANITARY SUP	TOILET PAPER	D132553	1	199.00	199.00
02/23	02/22/2023	7788	CAPITAL SANITARY SUP	JANITORAL SUPPLIES	D133080	1	111.48	111.48
Total 7788:								310.48
7789								
02/23	02/22/2023	7789	CAREYS SEAMLESS GUT	COLD STORAGE DOORS	20081	1	367.77	367.77
Total 7789:								367.77
7790								
02/23	02/22/2023	7790	CHASE, CONNOR	CDL LICENSE	02.20.2023	1	34.68	34.68
02/23	02/22/2023	7790	CHASE, CONNOR	CDL LICENSE	02.20.2023	2	34.68	34.68
Total 7790:								69.36
7791								
02/23	02/22/2023	7791	COMELEC SERVICES IN	BROSKE REPAIRS	0477755-IN	1	353.25	353.25
Total 7791:								353.25
7792								
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	STORM WATER MANAGE	19623	1	8,338.50	8,338.50
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	MCGREGOR PLAZA SEW	19624	1	5,205.50	5,205.50
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	JEFFERSON ST RECONS	19625	1	3,196.75	3,196.75
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	JEFFERSON ST RECONS	19625	2	3,196.75	3,196.75
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	JEFFERSON ST RECONS	19625	3	3,196.75	3,196.75
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	JEFFERSON ST RECONS	19625	4	3,196.75	3,196.75
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	TID 5 SIDEWALK	19626	1	5,476.00	5,476.00
02/23	02/22/2023	7792	DELTA 3 ENGINEERING I	SIDEWALK REPAIR	19627	1	684.00	684.00
Total 7792:								32,491.00
7793								
02/23	02/22/2023	7793	DEMCO	BUILDINGS AND GROUN	7254445	1	695.81	695.81
02/23	02/22/2023	7793	DEMCO	OFFICE SUPPLIES	7254445	2	28.72	28.72
Total 7793:								724.53
7794								
02/23	02/22/2023	7794	DIETZEL-GOLDTHORPE,	MEALS AT TRAINING	02.15.2023	1	142.83	142.83
Total 7794:								142.83
7795								
02/23	02/22/2023	7795	DROESSLER, ANDREA	MEALS AT TRAINING	02.08.2023	1	22.38	22.38
Total 7795:								22.38

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
7796								
02/23	02/22/2023	7796	FASTENAL COMPANY	DIE GRINDER BITS	WIPIA119998	1	33.43	33.43
Total 7796:								33.43
7797								
02/23	02/22/2023	7797	HAWKINS INC	CHEMICALS-WWTP CHL	6402591	1	110.00	110.00
02/23	02/22/2023	7797	HAWKINS INC	CHEMICALS-WWTP SO2	6402591	2	30.00	30.00
Total 7797:								140.00
7798								
02/23	02/22/2023	7798	INGERSOLL PLUMBING &	AUGER MAIN SEWER LIN	39793	1	441.65	441.65
Total 7798:								441.65
7799								
02/23	02/22/2023	7799	J & R SUPPLY INC	1" CURB STOP	2302011-IN	1	1,570.00	1,570.00
Total 7799:								1,570.00
7800								
02/23	02/22/2023	7800	KEMIRA WATER SOLUTI	PHOSPHORUS REMOVAL	9017782946	1	11,627.79	11,627.79
Total 7800:								11,627.79
7801								
02/23	02/22/2023	7801	LUPEE, IRVIN	WWTP REPAIR PARTS	02.20.2023	1	10.18	10.18
Total 7801:								10.18
7802								
02/23	02/22/2023	7802	MCGRAW PEST CONTRO	PEST CONTROL-POLICE	17597	1	37.00	37.00
Total 7802:								37.00
7803								
02/23	02/22/2023	7803	MCKINLEY, DOUGLAS	MEALS AT TRAINING	02.08.2023	1	22.38	22.38
02/23	02/22/2023	7803	MCKINLEY, DOUGLAS	DONUTS/COFFEE FOR M	02.21.2023	1	60.50	60.50
Total 7803:								82.88
7804								
02/23	02/22/2023	7804	MINERS DEVELOPMENT	LIBRARY RENT	FEB 2023	1	18,333.00	18,333.00
Total 7804:								18,333.00
7805								
02/23	02/22/2023	7805	MV SERVICE & CONSULT	SENIOR CENTER REMO	5933	1	13,700.00	13,700.00
Total 7805:								13,700.00
7806								
02/23	02/22/2023	7806	NAPA AUTO PARTS-PLAT	EQUIPMENT	893494	1	54.47	54.47
02/23	02/22/2023	7806	NAPA AUTO PARTS-PLAT	VEHICLES	893550	1	9.98	9.98
02/23	02/22/2023	7806	NAPA AUTO PARTS-PLAT	TRUCK #45	893559	1	333.83	333.83

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Total 7806:								398.28
7807								
02/23	02/22/2023	7807	NCL OF WISCONSIN INC	LAB	482829	1	78.64	78.64
02/23	02/22/2023	7807	NCL OF WISCONSIN INC	LAB	483289	1	766.11	766.11
Total 7807:								844.75
7808								
02/23	02/22/2023	7808	OREILLY AUTO PARTS	FD VEHICLE REPAIR	2324-140643	1	24.72	24.72
02/23	02/22/2023	7808	OREILLY AUTO PARTS	VEHICLE EXPENSE	2324-144216	1	6.10	6.10
02/23	02/22/2023	7808	OREILLY AUTO PARTS	FD VEHICLE REPAIR	2324-145847	1	50.60	50.60
Total 7808:								81.42
7809								
02/23	02/22/2023	7809	PARTS AUTHORITY	VEHICLE MAINTENANCE	431-352926	1	63.84	63.84
02/23	02/22/2023	7809	PARTS AUTHORITY	SHOP SUPPLIES	431-352928	1	31.63	31.63
02/23	02/22/2023	7809	PARTS AUTHORITY	SHOP SUPPLIES	431-352967	1	32.45	32.45
02/23	02/22/2023	7809	PARTS AUTHORITY	SHOP SUPPLIES	431-356314	1	90.10	90.10
Total 7809:								218.02
7810								
02/23	02/22/2023	7810	PIONEER FORD SALES L	WIRE SAFETY LIGHTS	142167	1	1,052.72	1,052.72
Total 7810:								1,052.72
7811								
02/23	02/22/2023	7811	PLATTEVILLE CLEANERS	FD - CLASS A UNIFORM	K5539	1	29.60	29.60
Total 7811:								29.60
7812								
02/23	02/22/2023	7812	RICOH USA INC	COPIES-ENGINEERING	5066808638	1	451.50	451.50
02/23	02/22/2023	7812	RICOH USA INC	COPIES-COMMUNITY DE	5066808638	2	225.75	225.75
02/23	02/22/2023	7812	RICOH USA INC	COPIES-RECREATION	5066808638	3	225.74	225.74
Total 7812:								902.99
7813								
02/23	02/22/2023	7813	RURAL EXCAVATING LLC	MAIN BREAK	16396	1	800.00	800.00
Total 7813:								800.00
7814								
02/23	02/22/2023	7814	STRAND ASSOCIATES IN	WATER CORROSION CO	0193074	1	1,416.96	1,416.96
Total 7814:								1,416.96
7815								
02/23	02/22/2023	7815	TYLER, JEREMY	TRAINING MEALS	02.09.2023	1	12.54	12.54
Total 7815:								12.54

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
7816								
02/23	02/22/2023	7816	UBS FINANCIAL SERVICE	ANNUAL LENGTH OF SE	2022157	1	6,000.00	6,000.00
02/23	02/22/2023	7816	UBS FINANCIAL SERVICE	ANNUAL LENGTH OF SE	2022157	1	6,000.00-	6,000.00- V
Total 7816:								.00
75114								
02/23	02/09/2023	75114	WI LAW ENFORCEMENT	ANNUAL PROGRAM FEE-	30	1	650.00-	650.00- V
Total 75114:								650.00-
75279								
02/23	02/10/2023	75279	COLLECTION SERVICES	CHILD SUPPORT CHILD	PR0204231	1	214.76	214.76
Total 75279:								214.76
75280								
02/23	02/10/2023	75280	MISSIONSQUARE	ICMA DEFERRED COMP	PR0204231	1	25.00	25.00
Total 75280:								25.00
75281								
02/23	02/10/2023	75281	WPPA/LEER	UNION DUES POLICE U	PR0204231	1	516.00	516.00
Total 75281:								516.00
75282								
02/23	02/17/2023	75282	AXLEY BRYNELSON LLP	GENERAL ATTORNEY	918944	1	1,866.00	1,866.00
02/23	02/17/2023	75282	AXLEY BRYNELSON LLP	LEGAL SERVICES TIF6	918944	2	709.50	709.50
Total 75282:								2,575.50
75283								
02/23	02/17/2023	75283	CENTURYLINK	ADMIN PHONE CHARGE	02/03/2023	1	263.26	263.26
02/23	02/17/2023	75283	CENTURYLINK	POLICE DEPT CHARGES	02/03/2023	2	641.05	641.05
02/23	02/17/2023	75283	CENTURYLINK	MUSEUM DEPT PHONE C	02/03/2023	3	64.58	64.58
02/23	02/17/2023	75283	CENTURYLINK	LIBRARY PHONE CHARG	02/03/2023	4	34.47	34.47
02/23	02/17/2023	75283	CENTURYLINK	AIRPORT PHONE CHARG	02/03/2023	5	245.36	245.36
02/23	02/17/2023	75283	CENTURYLINK	PHONE BILLS-WATER DE	02/03/2023	6	289.55	289.55
02/23	02/17/2023	75283	CENTURYLINK	PHONE BILLS-SEWER D	02/03/2023	7	217.35	217.35
Total 75283:								1,755.62
75284								
02/23	02/17/2023	75284	GRANT CTY CLERK	DOG LICENSES JAN	DEC JAN 20	1	327.00	327.00
Total 75284:								327.00
75285								
02/23	02/17/2023	75285	GRANT CTY TREASURER	FEBRUARY TAX SETTLE	2022 TAXES	1	1,091,648.26	1,091,648.26
Total 75285:								1,091,648.26
75286								
02/23	02/17/2023	75286	GRANT CTY TREASURER	MATCHING FUNDS-STRE	02.14.2023	1	2,000.00	2,000.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 75286:								2,000.00
75287								
02/23	02/17/2023	75287	HEISER HARDWARE	FIRE DEPT CHARGES	01.30.2023	1	74.99	74.99
02/23	02/17/2023	75287	HEISER HARDWARE	FIRE DEPT CHARGES	01.30.2023	2	4.68	4.68
02/23	02/17/2023	75287	HEISER HARDWARE	LIBRARY CHARGES	01.30.2023	3	32.33	32.33
02/23	02/17/2023	75287	HEISER HARDWARE	MAINTANENCE DEPT CH	01.30.2023	4	629.52	629.52
02/23	02/17/2023	75287	HEISER HARDWARE	MAINTANENCE DEPT CH	01.30.2023	5	16.35	16.35
02/23	02/17/2023	75287	HEISER HARDWARE	MAINTANENCE DEPT CH	01.30.2023	6	1.99	1.99
02/23	02/17/2023	75287	HEISER HARDWARE	POLICE CHARGES	01.30.2023	7	13.98	13.98
02/23	02/17/2023	75287	HEISER HARDWARE	POLICE CHARGES	01.30.2023	8	8.36	8.36
02/23	02/17/2023	75287	HEISER HARDWARE	STREET DEPT CHARGES	01.30.2023	9	106.33	106.33
02/23	02/17/2023	75287	HEISER HARDWARE	SENIOR CENTER NEW	01.30.2023	10	418.34	418.34
02/23	02/17/2023	75287	HEISER HARDWARE	PARKS CHARGES	01.30.2023	11	9.56	9.56
02/23	02/17/2023	75287	HEISER HARDWARE	WATER DEPT CHARGES	01.30.2023	12	36.97	36.97
02/23	02/17/2023	75287	HEISER HARDWARE	WATER DEPT CHARGES	01.30.2023	13	18.08	18.08
02/23	02/17/2023	75287	HEISER HARDWARE	WATER DEPT CHARGES	01.30.2023	14	21.58	21.58
02/23	02/17/2023	75287	HEISER HARDWARE	WATER DEPT CHARGES	01.30.2023	15	137.54	137.54
02/23	02/17/2023	75287	HEISER HARDWARE	SEWER DEPT CHARGES	01.30.2023	16	134.85	134.85
02/23	02/17/2023	75287	HEISER HARDWARE	SEWER DEPT CHARGES	01.30.2023	17	382.47	382.47
02/23	02/17/2023	75287	HEISER HARDWARE	SEWER DEPT CHARGES	01.30.2023	18	111.80	111.80
Total 75287:								2,159.72
75288								
02/23	02/17/2023	75288	SCHOOL DISTRICT OF P	FEBRUARY TAX SETTLE	2022 TAXES	1	2,479,750.51	2,479,750.51
Total 75288:								2,479,750.51
75289								
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	1	3.04-	3.04-
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	2	7.06	7.06
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	3	14.49	14.49
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	4	18.70	18.70
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	5	11.83	11.83
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	6	14.26	14.26
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	7	159.23	159.23
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	8	15.27	15.27
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	9	26.60	26.60
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	10	41.88	41.88
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	11	.68	.68
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	12	12.28	12.28
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	13	6.68	6.68
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	14	4.10	4.10
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	15	100.42	100.42
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	16	8.50	8.50
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	17	12.31	12.31
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	18	26.57	26.57
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	19	30.42	30.42
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	20	1.58	1.58
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	21	38.84	38.84
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	22	118.66	118.66
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	23	124.28	124.28
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	24	190.89	190.89
02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	25	482.48	482.48

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02/23	02/17/2023	75289	SECURIAN FINANCIAL G	LIFE INSURANCE PREMI	047102 MAR	26	118.40	118.40
Total 75289:								1,583.37
75290								
02/23	02/17/2023	75290	SOUTHWEST TECHNICA	FEBRUARY TAX SETTLE	2022 TAXES	1	333,016.58	333,016.58
Total 75290:								333,016.58
75291								
02/23	02/22/2023	75291	1ST AYD CORPORATION	SHOP SUPPLIES	PSI593219	1	297.42	297.42
Total 75291:								297.42
75292								
02/23	02/22/2023	75292	A-C SERVICE PLATTEVIL	WWTP	02.13.2023	1	883.47	883.47
Total 75292:								883.47
75293								
02/23	02/22/2023	75293	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-STR	02.22.2023	1	95.78	95.78
02/23	02/22/2023	75293	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-STO	02.22.2023	2	161.00	161.00
02/23	02/22/2023	75293	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-PAR	02.22.2023	3	283.07	283.07
Total 75293:								539.85
75294								
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	OFFICE SUPPLIES	17CM-7DLR-	1	18.99	18.99
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	SENIOR CENTER PROGR	1D1N-DY6K-	1	39.00	39.00
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	SUPPLIES	1D1R-VMTY-	1	99.24	99.24
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	SENIOR CENTER	1GXY-HC1H-	1	113.45	113.45
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	OFFICE SUPPLIES	1JRH-C1MD-	1	15.19	15.19
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	UNIFORM ALLOWANCE	1K9H-7LY7-	1	49.99	49.99
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	SUPPLIES	1LXH-HHDT-	1	50.99	50.99
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	OFFICE SUPPLIES	1N4R-D6NP-	1	147.46	147.46
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	OFFICE SUPPLIES	1NRV-PG9N-	1	174.98	174.98
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	TRAINING ROOM MIRROI	1RHR-1VQV-	1	152.00	152.00
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	OFFICE SUPPLIES	1XF3-FDNV-	1	31.18	31.18
02/23	02/22/2023	75294	AMAZON CAPITAL SERVI	PRINTER TONER	1YWF-CGK7	1	86.13	86.13
Total 75294:								978.60
75295								
02/23	02/22/2023	75295	AQUATIC INFORMATICS I	WWTP SCADA SOFTWARE	102391	1	13,464.00	13,464.00
Total 75295:								13,464.00
75296								
02/23	02/22/2023	75296	AT&T MOBILITY	FIRE - CELLULAR	2873130488	1	159.54	159.54
Total 75296:								159.54
75297								
02/23	02/22/2023	75297	B L MURRAY CO INC	OPERATING AND CUSTO	21095	1	35.65	35.65

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 75297:								35.65
75298								
02/23	02/22/2023	75298	BAKER & TAYLOR	ADULT FICTION	0237319779	1	40.82	40.82
02/23	02/22/2023	75298	BAKER & TAYLOR	CHILDREN'S BOOKS	2037283117	1	5.97	5.97
02/23	02/22/2023	75298	BAKER & TAYLOR	CHILDREN'S BOOKS	2037283118	1	15.40	15.40
02/23	02/22/2023	75298	BAKER & TAYLOR	CHILDREN'S BOOKS	2037312189	1	53.90	53.90
02/23	02/22/2023	75298	BAKER & TAYLOR	CHILDREN'S BOOKS	2037312190	1	4.06	4.06
02/23	02/22/2023	75298	BAKER & TAYLOR	CHILDREN'S BOOKS	2037312191	1	6.60	6.60
02/23	02/22/2023	75298	BAKER & TAYLOR	ADULT FICTION	2037319778	1	27.85	27.85
02/23	02/22/2023	75298	BAKER & TAYLOR	ADULT FICTION	2037319780	1	34.74	34.74
02/23	02/22/2023	75298	BAKER & TAYLOR	ADULT NON-FICTION	2037319781	1	12.31	12.31
Total 75298:								201.65
75299								
02/23	02/22/2023	75299	BLACKSTONE PUBLISHI	ADULT FICTION	2085855	1	34.94	34.94
Total 75299:								34.94
75300								
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2017A PAYING A	77604	1	400.00	400.00
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2018A PAYING A	77605	1	400.00	400.00
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2020A PAYING A	77606	1	400.00	400.00
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2020A BOND FE	77606	2	100.00	100.00
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2020B PAYING A	77607	1	400.00	400.00
02/23	02/22/2023	75300	BOND TRUST SERVICES	03.01.23 2022A PAYING A	77608	1	400.00	400.00
Total 75300:								2,100.00
75301								
02/23	02/22/2023	75301	CENTURYLINK	PHONE BILLS-SEWER D	437994120 0	1	245.36	245.36
Total 75301:								245.36
75302								
02/23	02/22/2023	75302	CINTAS CORPORATION #	PROFESSIONAL SERVIC	4145778528	1	59.47	59.47
Total 75302:								59.47
75303								
02/23	02/22/2023	75303	CORE & MAIN LP	METERS	S266606	1	48.45	48.45
Total 75303:								48.45
75304								
02/23	02/22/2023	75304	CORE TECHNOLOGY CO	POLICE DEPT CHARGES	CORMN0000	1	2,968.00	2,968.00
Total 75304:								2,968.00
75305								
02/23	02/22/2023	75305	DEBS FASHIONS TO FIT	UNIFORM ALTERATIONS	885450	1	22.50	22.50
Total 75305:								22.50

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
75306								
02/23	02/22/2023	75306	EHLERS INVESTMENT P	MANAGEMENT FEES-CE	01.31.2023	1	9.25	9.25
02/23	02/22/2023	75306	EHLERS INVESTMENT P	MANAGEMENT FEES-WA	01.31.2023	2	19.37	19.37
02/23	02/22/2023	75306	EHLERS INVESTMENT P	MANAGEMENT FEES-SE	01.31.2023	3	63.62	63.62
Total 75306:								92.24
75307								
02/23	02/22/2023	75307	ENGRAVED GIFT COLLE	RECOGNITION DONOR	22973	1	24.00	24.00
Total 75307:								24.00
75308								
02/23	02/22/2023	75308	JOHN FIBICK TRACTOR	2022 CAT 926M	PIMS024659	1	416.76	416.76
Total 75308:								416.76
75309								
02/23	02/22/2023	75309	FINK FENCING	LEGION FENCE REPAIRS	2010	1	2,589.54	2,589.54
Total 75309:								2,589.54
75310								
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3412784-00	1	12.52	12.52
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3412784-01	1	116.94	116.94
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3412784-02	1	516.83	516.83
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3412784-03	1	14.58	14.58
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3412784-04	1	33.60	33.60
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3418933-00	1	21.52	21.52
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3419245-00	1	126.00	126.00
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3421606-00	1	43.72-	43.72-
02/23	02/22/2023	75310	FIRST SUPPLY LLC-DUB	WWTP	3421609-00	1	45.44	45.44
Total 75310:								843.71
75311								
02/23	02/22/2023	75311	GUNDERSEN HEALTH S	TESTING	4-0482 02/06	1	135.00	135.00
02/23	02/22/2023	75311	GUNDERSEN HEALTH S	ANNUAL DRUG/ALCOHO	4-3075 02/06	1	100.00	100.00
Total 75311:								235.00
75312								
02/23	02/22/2023	75312	HOTTENSTEIN, MERV	BROSKE REFUND	R2749	1	75.00	75.00
Total 75312:								75.00
75313								
02/23	02/22/2023	75313	JEFFERSON FIRE & SAF	FIRE DEPT GEAR	IN148938	1	207.20	207.20
Total 75313:								207.20
75314								
02/23	02/22/2023	75314	JUNEAU COUNTY	MDV PHOSPHOROUS PA	2022	1	3,231.59	3,231.59
Total 75314:								3,231.59

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
75315								
02/23	02/22/2023	75315	LANGE ENTERPRISES IN	MATERIALS FOR SIGNS-	82974	1	2,191.52	2,191.52
Total 75315:								2,191.52
75316								
02/23	02/22/2023	75316	LV LABORATORIES LLC	TESTING	24590	1	75.00	75.00
Total 75316:								75.00
75317								
02/23	02/22/2023	75317	MENARDS	LIGHT CLIPS	10784 2023	1	6.70	6.70
02/23	02/22/2023	75317	MENARDS	TREE CARE	10964	1	26.70	26.70
02/23	02/22/2023	75317	MENARDS	SHOP SUPPLIES	11037	1	60.96	60.96
02/23	02/22/2023	75317	MENARDS	SHOP TOOLS	11162	1	40.51	40.51
02/23	02/22/2023	75317	MENARDS	NUTS AND BOLTS	11257	1	23.34	23.34
02/23	02/22/2023	75317	MENARDS	BOLTS	11475	1	12.88	12.88
02/23	02/22/2023	75317	MENARDS	DECORATIVE STREET LI	11677	1	467.15	467.15
02/23	02/22/2023	75317	MENARDS	BOTTLE JACK	11681	1	71.99	71.99
02/23	02/22/2023	75317	MENARDS	DOOR LOCK	11682	1	289.00	289.00
02/23	02/22/2023	75317	MENARDS	WWTP	11715	1	39.42	39.42
02/23	02/22/2023	75317	MENARDS	SHELF FOR BASEMENT	11746	1	32.08	32.08
02/23	02/22/2023	75317	MENARDS	NUTSAND BOLTS	11747	1	16.02	16.02
02/23	02/22/2023	75317	MENARDS	DOOR LOCK	11932	1	289.00-	289.00-
02/23	02/22/2023	75317	MENARDS	FD - VEHICLE REPAIRS	12055	1	151.97	151.97
Total 75317:								949.72
75318								
02/23	02/22/2023	75318	MIDWEST PATCH	COLD PATCH	3326	1	1,759.00	1,759.00
Total 75318:								1,759.00
75319								
02/23	02/22/2023	75319	MORTON SALT INC	ROAD SALT	5402763242	1	4,128.38	4,128.38
Total 75319:								4,128.38
75320								
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 INTEREST 2017	77381	1	19,100.00	19,100.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL 2018	77382	1	50,000.00	50,000.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 INTEREST 2018	77382	2	17,700.00	17,700.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL 2020	77383	1	65,000.00	65,000.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 INTEREST 2020	77383	2	9,520.00	9,520.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.2023 INTEREST 202	77384	1	9,575.00	9,575.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL 2022	77385	1	100,000.00	100,000.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 INTEREST 2022	77385	2	28,328.89	28,328.89
02/23	02/22/2023	75320	MOUND CITY BANK	3.01.2023 BOND INTERE	CITY/TID7 3/	1	38,640.00	38,640.00
02/23	02/22/2023	75320	MOUND CITY BANK	3.01.2023 BOND INTERE	CITY/TID7 3/	2	43,877.50	43,877.50
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL KF7	TID7 CITY 03	1	305,000.00	305,000.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL HN4	TID7 CITY 03	2	300,000.00	300,000.00
02/23	02/22/2023	75320	MOUND CITY BANK	03.01.23 PRINCIPAL KF7	TID7 CITY 03	3	170,000.00	170,000.00
Total 75320:								1,156,741.39

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
75321								
02/23	02/22/2023	75321	PETTY CASH/POLICE DE	POSTAGE-POLICE DEPT	02.08.2023	1	15.85	15.85
Total 75321:								15.85
75322								
02/23	02/22/2023	75322	PINKS AUTOMOTIVE SER	TRUCK #230	101872	1	475.66	475.66
Total 75322:								475.66
75323								
02/23	02/22/2023	75323	PLATTEVILLE LIBRARY F	SQUARE READER MONI	02.09.2023	1	174.30	174.30
Total 75323:								174.30
75324								
02/23	02/22/2023	75324	PLATTEVILLE REGIONAL	ROOM TAX	4TH QTR 20	1	36,136.80	36,136.80
Total 75324:								36,136.80
75325								
02/23	02/22/2023	75325	PRECISION AUTOMOTIV	TOW TO IMPOUND-POLI	28268	1	150.00	150.00
02/23	02/22/2023	75325	PRECISION AUTOMOTIV	TOW TO IMPOUND-POLI	28269	1	175.00	175.00
Total 75325:								325.00
75326								
02/23	02/22/2023	75326	PUBLIC ADMIN ASSOC LL	CITY MANAGER RECRUI	C-22-23	1	4,600.00	4,600.00
Total 75326:								4,600.00
75327								
02/23	02/22/2023	75327	QUILL LLC	OFFICE SUPPLIES	30474444	1	95.97	95.97
Total 75327:								95.97
75328								
02/23	02/22/2023	75328	REILLY PLUMBING & HEA	INSTALL TWO STEAM RA	14861	1	1,244.20	1,244.20
Total 75328:								1,244.20
75329								
02/23	02/22/2023	75329	SAUK COUNTY CPZ	MDV PHOSPHOROUS PA	2022	1	11,539.97	11,539.97
Total 75329:								11,539.97
75330								
02/23	02/22/2023	75330	SCHEDULESPUS LLC	SENIOR CENTER SCHED	2126	1	840.00	840.00
Total 75330:								840.00
75331								
02/23	02/22/2023	75331	SHERWIN WILLIAMS	WWTP	9652-3	1	632.98	632.98
Total 75331:								632.98

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
75332								
02/23	02/22/2023	75332	SIGNS TO GO! INC	LEASE TRUCK LETTERIN	31559	1	296.00	296.00
Total 75332:								296.00
75333								
02/23	02/22/2023	75333	SOUTHWEST HEALTH CE	DRUG & ALCOHOL EMPL	286082 2/15/	1	115.00	115.00
02/23	02/22/2023	75333	SOUTHWEST HEALTH CE	ALCOHOL BLOOD DRAW	286082 2/15/	2	28.00	28.00
Total 75333:								143.00
75334								
02/23	02/22/2023	75334	SPEE-DEE	SHIPPING	749454	1	18.50	18.50
02/23	02/22/2023	75334	SPEE-DEE	SHIPPING	752321	1	18.54	18.54
02/23	02/22/2023	75334	SPEE-DEE	SHIPPING	754246	1	18.54	18.54
Total 75334:								55.58
75335								
02/23	02/22/2023	75335	STREICHERS	UNIFORM ALLOWANCE	11616719	1	552.00	552.00
Total 75335:								552.00
75336								
02/23	02/22/2023	75336	SW WI COMM ACT PROG	CDBG MONTHLY EXPEN	8904	1	396.04	396.04
Total 75336:								396.04
75337								
02/23	02/22/2023	75337	SYNTECH	FUEL SYSTEM UPDATE	260923	1	145.00	145.00
Total 75337:								145.00
75338								
02/23	02/22/2023	75338	THOMPSON TRUCK & TR	TRUCK #62	X201108596:	1	195.39	195.39
Total 75338:								195.39
75339								
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHARGES-	0560994791	1	226.05	226.05
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHARGES-	0560994791	2	226.05	226.05
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHARGES-	0560994791	3	31.09	31.09
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHARGES-	0560994791	4	31.09	31.09
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHARGES-	0560994791	5	64.98	64.98
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHGS.-STR	0560994791	6	133.32	133.32
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHGS-WAT	0561464351	1	14.76	14.76
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHGS-SEW	0561464351	2	14.76	14.76
02/23	02/22/2023	75339	US CELLULAR	CELL PHONE CHGS.-STR	0561464351	3	340.16	340.16
Total 75339:								1,082.26
75340								
02/23	02/22/2023	75340	VERNON COUNTY LAND	MDV PHOSPHORUS PAY	2022	1	2,060.89	2,060.89
Total 75340:								2,060.89

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
75341								
02/23	02/22/2023	75341	WI DEPT OF NATURAL R	TRAINING	WASTEWAT	1	50.00	50.00
Total 75341:								50.00
75342								
02/23	02/22/2023	75342	WI DEPT OF REVENUE	MANUFACTURING PROP	2022 ASSES	1	1,283.57	1,283.57
02/23	02/22/2023	75342	WI DEPT OF REVENUE	MANUFACTURING PROP	2022 ASSES	2	15.53	15.53
02/23	02/22/2023	75342	WI DEPT OF REVENUE	MANUFACTURING PROP	2022 ASSES	3	440.26	440.26
Total 75342:								1,739.36
75343								
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CIT	1912168	1	40.14	40.14
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CO	1912168	2	124.41	124.41
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CIT	1912168	3	176.55	176.55
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-AD	1912168	4	194.96	194.96
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-FIN	1912168	5	222.72	222.72
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-PO	1912168	6	2,661.11	2,661.11
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-FIR	1912168	7	160.51	160.51
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-BL	1912168	8	69.52	69.52
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-EN	1912168	9	57.51	57.51
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-ST	1912168	10	538.62	538.62
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-ST	1912168	11	12.44	12.44
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-ST	1912168	12	40.98	40.98
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-RE	1912168	13	192.84	192.84
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CE	1912168	14	67.20	67.20
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-LIB	1912168	15	375.23	375.23
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-MU	1912168	16	69.52	69.52
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-PA	1912168	17	138.11	138.11
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-RE	1912168	18	139.04	139.04
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-PO	1912168	19	3.61	3.61
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CO	1912168	20	124.41	124.41
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-WA	1912168	21	505.44	505.44
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-SE	1912168	22	809.11	809.11
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-EM	1912168	23	937.96	937.96
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	VISION INSURANCE PRE	1912168	24	477.37	477.37
02/23	02/22/2023	75343	DELTA DENTAL OF WISC	DENTAL INSURANCE-CO	1912169	1	79.00	79.00
Total 75343:								8,218.31
75344								
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	1	14.63	14.63
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	2	35.93	35.93
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	3	70.72	70.72
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	4	68.96	68.96
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	5	84.96	84.96
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	6	36.91	36.91
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	7	1,074.38	1,074.38
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	8	85.33	85.33
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	9	41.23	41.23
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	10	36.97	36.97
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	11	201.80	201.80
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	12	4.92	4.92
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	13	20.16	20.16
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	14	52.44	52.44

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	15	41.04	41.04
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	16	200.16	200.16
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	17	41.18	41.18
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	18	89.33	89.33
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	19	69.91	69.91
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	20	3.91	3.91
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	21	58.05	58.05
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	22	241.08	241.08
02/23	02/22/2023	75344	MADISON NATIONAL LIF	DISABILITY INSURANCE-	019686 MAR	23	305.83	305.83
Total 75344:								2,879.83
75345								
02/23	02/22/2023	75345	MORRISSEY PRINTING I	PROGRAM POSTER	58168	1	33.50	33.50
Total 75345:								33.50
75346								
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CIT	9001069078	1	737.31-	737.31-
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CO	9001069078	2	1,943.75	1,943.75
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CIT	9001069078	3	3,024.54	3,024.54
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-AD	9001069078	4	3,045.86	3,045.86
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-FIN	9001069078	5	3,585.88	3,585.88
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-PO	9001069078	6	39,579.34	39,579.34
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-FIR	9001069078	7	2,614.00	2,614.00
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-BL	9001069078	8	1,441.05	1,441.05
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-EN	9001069078	9	1,080.79	1,080.79
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-ST	9001069078	10	6,648.96	6,648.96
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-ST	9001069078	11	194.38	194.38
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-ST	9001069078	12	817.71	817.71
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-RE	9001069078	13	3,012.81	3,012.81
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CE	9001069078	14	1,156.19	1,156.19
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-LIB	9001069078	15	5,617.95	5,617.95
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-MU	9001069078	16	1,441.05	1,441.05
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-PA	9001069078	17	3,408.25	3,408.25
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-RE	9001069078	18	2,882.10	2,882.10
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-PO	9001069078	19	144.11	144.11
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CO	9001069078	20	1,943.75	1,943.75
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-WA	9001069078	21	8,321.47	8,321.47
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-SE	9001069078	22	12,711.67	12,711.67
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-EM	9001069078	23	14,634.66	14,634.66
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	MONTHLY HEALTH INSU	9001069078	24	2,284.95	2,284.95
02/23	02/22/2023	75346	QUARTZ HEALTH BENEFI	HEALTH INSURANCE-CO	9001069078	25	761.65	761.65
Total 75346:								121,559.56
75347								
02/23	02/22/2023	75347	UBS FINANCIAL SERVICE	ANNUAL LENGTH OF SE	2022157	1	6,000.00	6,000.00
Total 75347:								6,000.00
Grand Totals:								5,479,641.29



BOARDS AND COMMISSIONS VACANCIES LIST

As of 2/21/23

- Board of Appeals (ET Zoning)** (partial term ending 4/1/24)
- Board of Appeals (ET Zoning)** (partial term ending 4/1/25)
- Board of Appeals (ET Zoning) Alternate** (partial term ending 4/1/25)
- Board of Appeals (Zoning) Alternate** (partial term ending 10/1/24)
- Board of Appeals (Zoning) Alternate** (partial term ending 10/1/25)
- Board of Review** (5 year term ending after 2027 meeting)
- Broske Center Care Committee** (5 - non-expiring terms)
- Community Safe Routes Committee** (partial term ending 9/1/25)
- Historic Preservation Commission** (partial term ending 5/1/24)
- Historic Preservation Commission** (partial term ending 5/1/25)
- Historic Preservation Commission - Alternate** (partial term ending 5/1/24)
- Plan Commission** (partial term ending 5/1/24)
- Public Transportation Committee** (3 year term ending 9/1/25)
- Redevelopment Authority Board** (partial term ending 7/1/23)
- Redevelopment Authority Board** (2 - partial terms ending 7/1/27)

UPCOMING VACANCIES - April 2023

None

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

PROPOSED LICENSES

February 28, 2023

One Year Operator License

- Laura S Walker

Two Year Operator License

- Koralie C Reuter
- Jared G Schulting

PERMIT APPLICATION

PARADE WALK RUN OTHER
DATE: 2.7.23
EVENT FEE \$50.00

EVENT

Event Title: St. Paddy's 5K
Date of Event: 3.18.23 Start & End Time: 10:30 - 12:00
Route (or attach map): same as past years
Assembly Area: The Annex Disbanding Area: The Annex
Estimated Number of Participants: 300

2/8/23

INSURANCE

Name of Insurance Company: Wisconsin Mvfa
Amount of Liability Insurance: _____

APPLICANT

Name of Organization: High Vibe Fitness
Contact Name: Jess Berggren Phone: 608-778-2774
Street Address: 590 US Bus Hwy 151
City, State, & Zip: Platteville WI 53918

If you would like to request that the event fee be waived, please submit a reason in writing along with this application.

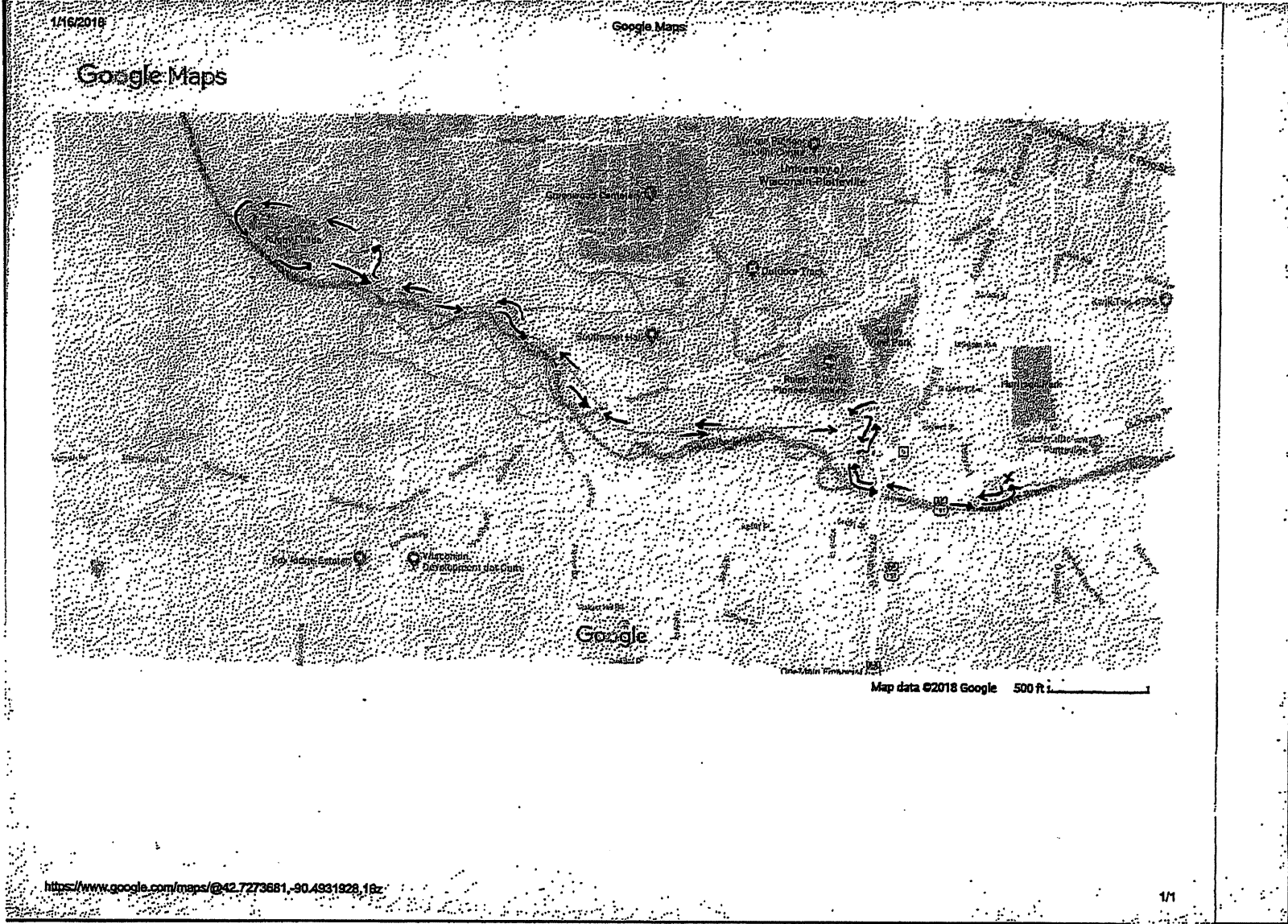
APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in consideration of the granting of this permit, to comply with the laws of the State of Wisconsin, and to the provisions of Section 41.07 of the City of Platteville Municipal Code.

Signature: [Signature] Date: 2.7.23

Office Use Only:

Date Application Received: 2/8/2023 Receipt #: ck
Date Liability Insurance Certificate Received: _____
Police Department Date: (A or D) DM#300 Streets Department Date: A or D _____
Council Action and Date: A or D _____ License #: _____
Date Issued: _____ Issued by: _____ (City Clerk)



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

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

**TITLE:
Board, Commission, and Committee Minutes**

**DATE:
February 28, 2023
VOTE REQUIRED:
None**

PREPARED BY: Colette Steffen, Administrative Assistant II

Description:

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

Budget/Fiscal Impact:

None

Attachments:

- Board of Appeals Zoning
- Historic Preservation Commission

Minutes

page 1 of 2

City of Platteville Zoning Board of Appeals
August 15, 2022 at 7:00 p.m.
City Hall Council Chambers at City Hall
75 North Bonson Street
Platteville, Wisconsin 53818

Members present: Joie Schoonover, Todd Kasper, Dana Niehaus, Gene Weber

Alternate Members present: None

Members absent: None

Staff present: Ric Riniker (Building Inspector)

Applicants present: Rich and Jeanne Bonin

Meeting called to order by: Schoonover

Approval of Minutes: Motion by Kasper, second by Weber to approve Minutes July 18, 2022, as printed. Motion passed

Riniker introduced the variance request from the applicants where by they wish to construct a four foot open addition to an existing open frame porch. The porch is in need of repair so applicants would like to do the extension of the floor while the contractor is on site doing the remodeling of the porch. This open addition would extend the porch floor into a street yard which would then be about 10' from the Elm Street property line. The existing porch is currently legal non-conforming in regards to street setbacks.

This 4' addition would allow a passage-way for occupants to go from the porch to the existing parking which is on the Elm Street side of the house. Perhaps questionable if walking around the existing porch is an unnecessary hardship, but not having to walk around the existing porch to get to the parking is a plus for the property.

The house is located on a lot which is smaller than most lots in the area. This particular lot also has three street frontages, thus making this a unique feature of the property.

No statement was made by the applicants and no statements were made in favor or against the requested variance.

If this variance would be granted it would have little or no impact on the public interest. Most homes in this area are non-conforming in setback from property lines.

The Board discussion centered around visibility, lot size, age of existing structure, and time of lot platting in relationship to our modern day zoning requirements.

Page 2 of 2

Motion by Weber, second by Kasper to approve the request for the street yard setback variance.
Motion carried.

Findings of fact: Will not affect visibility.
No public concerns.
Lot platted and home built about 100 years ago.
Similar variances have been approved in the past.

Motion by Weber, second by Kasper to adjourn. Motion carried.

Respectfully submitted,

Ric J. Riniker, Building Inspector

MINUTES

TUESDAY, DECEMBER 20, 2022 – 6:00 P.M.
COUNCIL CHAMBERS IN CITY HALL – 75 N. BONSON STREET

MEMBERS PRESENT: Beth Frieders, Ken Kilian
ALTERNATES PRESENT: Tracey Roberts
MEMBERS ABSENT: Lisa Haas, Michael Albees
ALTERNATES ABSENT: None
STAFF PRESENT: Ric Riniker, Joe Carroll
OTHERS PRESENT: None

Call to Order

Chairman Kilian called the meeting to order at 6:05 pm.

Approval of Minutes – September 20, 2022

Motion by Frieders to approve the minutes. Second by Roberts. Motion approved.

Action Items

- a. Certificate of Appropriateness – 100 E. Main Street

The HD Academy is currently located at 50 S. Oak Street. They have outgrown that facility and need additional space, so they bought this building. They want a sign that matches the existing signage on their Oak Street building. The request is for approval of a new projecting sign that will be 48" x 48", double-sided, non-illuminated, and mounted on an existing bracket on the Main Street façade.

Motion by Frieders to approve the signage. Second by Roberts. Motion approved.

Discussion Items

Mural at 55 N. Oak Street

This property is not located in a historic district, and is not designated individually, so this is a courtesy presentation to keep the Commission informed. Tammy Enz from the Platteville Main Street program had sent information regarding a proposed mural to be painted on the south side of the building at 55 N. Oak Street. This will be a Main Street project done in cooperation with the building owner.

The Commission had the following questions/comments: Need to spell "Platteville" correctly. Question regarding the hose going across the windows. Is that correct? Will look strange if window is open. Overall, will look nice.

Citizen Comments

None

Announcements/Upcoming Items

None

Next Meeting Date If needed, the next meeting will be on Tuesday, January 17, 2023 at 6 p.m. Roberts will not be at that meeting. The Chapter 27 update item that was tabled until this meeting will be delayed until the February 21st meeting.

Adjourn

Motion by Frieders to adjourn. Second by Roberts. Motion approved. Meeting adjourned at 6:27 p.m.



Joe Carroll, Community Development Director

2/21/2023

Date Approved

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

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

**TITLE:
ARPA Funds Update Report**

**DATE:
February 28, 2023
VOTE REQUIRED:
None**

PREPARED BY: Nicola Maurer, Interim City Manager

Description:

American Rescue Plan Act (ARPA) funds update for Council Review.

ARPA Spending and Reporting

Department	Project	Approved Amount	Capital Project Tax Lev	ARPA Budget	CIP Carryover	Committed or Expended as of 02/23/23	Expected	Project Description
General Government	Server Upgrade (incorporating surveillance camera needs)	56,000		56,000		64,928		Upgrade of virtual server infrastructure leveraging new software standards that can maintain data integrity and service delivery. Will bill & complete in 2023.
	Audio/Visual upgrades to Council Chambers, North Conference Room and HR office, along with HVAC and remodeling	100,000		100,000		57,724	42,276	Renovation of the office areas on the west side of City Hall, specifically the first floor north side. This area will be turned into a large conference-training room and an office area. The renovation will include removing temporary walls, installing HVAC, new ceiling clouds and lighting, and audiovisual/computer links to support conference or training needs. Postponed to 2023.
		13,000		13,000		12,330		Supplemented with CIP tax levy in 2023 budget.
	Compensation Plan Update	17,000				17,000		Update the 2016 compensation plan. Underway in 2023.
Police Department	City-wide surveillance cameras	140,000		100,000	40,000	54,233	45,767	Replacement and upgrade of City-wide security camera system including establishing a standard brand and architecture for video surveillance systems throughout the City of Platteville. Underway, completion expected in 2023.
DPW	West Main Street culvert replacement	350,000		350,000		368,312	Addtl engineering	Replacement of the existing culvert under W. Main Street that is located between College Drive and Preston Drive. The culvert will be constructed of a polymer coated corrugated metal pipe and upsized to a 126" diameter pipe which will allow it to be lined in the future. Completion in Spring 2023. Cost of engineering in 2023 not yet included.
	Rountree streambank stabilization	240,985		120,492		10,940	109,552	Streambank stabilization with rip rap and turf reinforcement matting along the Rountree Branch at the trail bridge, at the Valley Road stream bend and at the E. Mineral St bridge. DNR has ruled out rip rap. Grant extended to 12/31/23.
	Second St. Sidewalk	25,000				-		This project has been funded by the CDBG grant
	Cedar St. overage					2,591		Estimated amount needed to cover overage after bond funds and taxes
	Street Maint/Thin Overlay overage	14,923				14,923		Estimated amount needed to cover overage after wheel taxes. Pending in 2023.
Parks/Rec	Legion Field West Parking Lot	15,333				-		This project has been funded by the CDBG grant
	Legion Field Stormwater/electric/fountain	38,044				38,044		2nd St stormwater in conjunction with sidewalk project, consolidation of electrical panels to eliminate meters and new drinking fountain near the playground.
	Smith Park Stone Shelter Restrooms	61,852				61,852		Remodel of the Smith Park restrooms
Museum	Safety, Security and Air Quality	38,890	22,090	16,800		16,800		Re-wire security/fire alarm, lightening-proof Museum buildings, upgrade electrical systems, install security cameras, upgrade locks, install dehumidifiers and furnace. Completion in 2023.
Water/Sewer	WWTP Air Handling - Step Screen building	30,000		30,000		23,585		Replacement of the failing air handling unit in the step screen building of the wastewater treatment plant.
	WWTP Air Handling - Sand Filter building	90,000		90,000		77,420		Replacement of the failing air handling unit in the sand filter building of the wastewater treatment plant.
Other	Housing Authority Grant	20,000		20,000		20,000		Provide security deposit assistance via the Housing Authority. Assistance will be up to \$400 per applicant. Review of applications and administration of funding will be performed by the Housing Authority Board.
	Industrial Park Stormwater Pond	194,000		60,000		60,000		Industrial park expansion stormwater pond construction
	Housing Developer Incentive	75,000		75,000		-		Incentive to encourage and assist with housing development in the City
	Broadband Provider Incentive	75,000		75,000		-		Funding to provide an incentive for private enterprise to invest in enhancing infrastructure to address the issues residents are experiencing with accessing the internet.
					158,837			
				\$ 1,265,129		\$ 900,683	\$ 197,595	Totals

\$ 1,098,278 Grand Total ARPA Utilized

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

COUNCIL SECTION: ACTION ITEM NUMBER: VII.A.	TITLE: Resolution 23-03 - Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services	DATE February 28, 2023 VOTE REQUIRED: Majority
PREPARED BY: Nicola Maurer, Interim City Manager		

Description:

Wisconsin’s system for funding vital local services like police, fire protection, EMS, well maintained streets, parks, and other critical needs is broken, unsustainable, and needs to be reformed. According to the League of Wisconsin Municipalities, over the last 20 years, state aid for police, fire, and other critical services has steadily declined in real dollars, while inflation has caused average costs to increase by 51 percent. The funding level for County and Municipal Aid in 2003 was \$938.5 million. Today, it is \$753 million.

During this period, state sales and income tax revenues have substantially increased but the share of those taxes going to support critical local services such as police, fire, street maintenance, and other local needs has decreased.

The decline in state support has placed municipalities in the position of having to use property taxes, special fees and short-term budget fixes like borrowing and deferred maintenance to make ends meet.

Change is needed now to revitalize the state/local government partnership and modify the way in which local government is funded in Wisconsin. To compete nationally and globally, Wisconsin needs to develop and maintain quality communities with desirable amenities that can attract and retain talent and enterprise and spur job creation.

For communities to flourish and the state’s economy to grow, state and local leaders must work collaboratively on a long-term solution to funding local government. Local governments need diverse, growing, and sustainable sources of revenue to continue to deliver police, fire protection, ambulance services and safe streets now and into the future.

Over the past year there has been growing support for reform amongst the legislature and significant work on this matter has already been accomplished in the capitol. Last month the Governor signaled his support for reform in how shared revenues are calculated.

The attached resolution urges the Governor and legislators to continue the work to reform the way in which sales taxes and income taxes are shared with municipalities. If adopted, the resolution will be delivered to Governor Evers, Senator Marklein, Representative Tranel and to the League of Wisconsin Municipalities.

Budget/Fiscal Impact:

No direct fiscal impact, although it is hoped that passing this resolution and providing it to the Governor and Legislators will encourage the current work to continue and result in increases to City revenues from the State.

Recommendation:

Recommend adoption of the resolution

Sample Affirmative Motion:

“Move to adopt Resolution 23-03 Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services.”

Attachments:

- Resolution 23-03

RESOLUTION NO. 23-03

URGING LEGISLATURE AND GOVERNOR TO FIX BROKEN SYSTEM OF FUNDING CRITICAL LOCAL SERVICES

WHEREAS, Wisconsin's system for funding vital local services like police, fire protection, EMS, well maintained streets, parks and libraries is broken, unsustainable, and needs to be reformed; and

WHEREAS, communities are forced to rely on property taxes and flat or declining state aid to pay for critical local services that residents and businesses need; and

WHEREAS, state sales and income tax revenues have tripled in the last 30 years, but the share of those taxes going to support police, fire, EMS, and other local services has decreased; and

WHEREAS, over the last 20 years, state aid for police, fire, and other critical services has steadily declined in real dollars, while inflation has caused average prices to increase by 51 percent. (The funding level for County and Municipal Aid in 2003 was \$938,529,507. Today, it is \$753,032,613); and

WHEREAS, County and Municipal Aid payments to the City of Platteville has dropped from \$2,607,773 in 2006 to \$2,491,154 in 2022; and

WHEREAS, the steady decline in the state's contribution to the cost of critical local services has forced communities to rely more heavily on property taxes and fees to maintain police, fire, and EMS service levels; and

WHEREAS, the over reliance on property taxes to pay for critical local services must end; and

WHEREAS, to compete globally, Wisconsin needs to develop and maintain quality communities that can attract and retain talent and enterprise and spur job creation; and

WHEREAS, for local communities to flourish and the state's economy to grow, state and local leaders must work collaboratively; and

WHEREAS, local governments need reliable, growing, sustainable, and diverse sources of revenue to continue to deliver police, fire protection, ambulance services and safe streets now and into the future.

NOW THEREFORE, BE IT RESOLVED THAT THE COMMON COUNCIL OF THE CITY OF PLATTEVILLE hereby urges the Legislature and the Governor to work collaboratively with the League of Wisconsin Municipalities, Wisconsin Counties Association, Wisconsin Towns Association, other local government leaders, and business leaders to create a better way of funding local governments that includes revenue options other than property taxes to continue delivering police, fire, EMS, and other critical services.

PASSED BY THE COMMON COUNCIL on the __th day of _____, 2023.

THE CITY OF PLATTEVILLE,

Barbara Daus, Council President

Attest:

Candace Klaas, City Clerk

DRAFT

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

COUNCIL SECTION: ACTION ITEM NUMBER: VII.B.	TITLE: Stormwater Pond at the High School	DATE February 28, 2023 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E. Director of Public Works		

Description:

The Wisconsin DNR has issued a stormwater permit for the City of Platteville. One of the requirements is that the City must have stormwater controls to remove 20% of the calculated Total Suspended Solids (TSS) over the uncontrolled condition. In 2016 the City hired Delta 3 Engineering to develop our Stormwater Management Plan to determine how close we are to the 20% requirement and what it would take to meet the requirement. The 2016 plan indicated that the City already removes 18.93% of the TSS with existing practices. The plan included a pond at the northeast corner of Madison and Water Street on the High School property that was designed to get 40% TSS removal efficiency. Under the 2016 plan, the pond was estimated to bring the City to 19.54% TSS removal city-wide.

Ponds or other practices that have been installed to satisfy new development since 2016 do not count toward the city-wide reduction. Only practices that manage stormwater from unmanaged areas prior to 2016 count toward the 20%. During the fall of 2022, the DNR performed an inspection of the City's stormwater plan and procedures under the DNR permit. We have not seen the results yet, but we can expect the DNR to note that we have yet to reach the 20% reduction level as required.

Staff tasked Delta 3 Engineering to redesign the pond from the 2016 plan such that it would accomplish the 20% overall TSS reduction required under the permit. This pond would manage water flowing from the north and west as far as Second Street. In addition, it would be designed to regulate the flow of water to reduce the water levels below Madison Street, but that will also mean that water will flow for a couple days after a storm is finished. The design includes a fence, which is not a legal requirement but is required by the school district. The pond will have a permanent pool of water. The design also includes a 10 foot long "safety shelf" at a 10:1 slope where a person would need to be 10 feet into the pond before the water is 1 foot deep.

The urgency of this matter is that the Platteville School District is currently bidding a project to add playing fields and parking to the north of the High School. As a part of that project, they are developing a stormwater bioretention basin to meet DNR and City stormwater management Ordinances. The bid price for the bioretention basin has been separated in the bid request to obtain a price for comparison. The project bid opening is February 23.

The School District is willing to enter into a cooperative effort with the City. The School District would grant an easement to the City to have a wet storm water pond on the High School property. The City would manage and maintain the wet pond upon completion of the project. The District would eliminate the bioretention basin from their project and instead would execute a Change Order to install the wet pond during their project in spring/summer 2023. They would pay for the pond up front, if the City promises to reimburse them out of the 2024 CIP budget. The School District would like an answer from the City by March 1 to allow them to proceed with their project timeline.

Budget/Fiscal Impact:

The updated cost estimate from Delta 3 for the pond is \$598,900. (The 2016 pond was estimated at \$140,000 - \$176,000.) The School District estimates that their bioretention basin will cost \$75,000. The School District would pay for the entire project up front in 2023 and the City would reimburse the School District the difference between the actual cost of the pond and the bid price for the bioretention basin. Based on these estimates, it would be \$523,900. Staff hopes to have the actual bid price for the bioretention basin at the next meeting. Per Superintendent Boebel, even if the bioretention pond costs more than \$75,000, the School District would limit their contribution to the wet pond to \$75,000. The School District bioretention pond will manage stormwater from approximately 13 acres. The wet pond will manage stormwater from approximately 118 acres. The bioretention pond would manage stormwater from about 11% of the acreage managed by the wet pond. The \$75,000 cost of the bioretention pond is about 12.5% of the cost of the \$598,900 wet pond. The proposed cost split appears to be equitable.

In the 2019 – 2023 budgets, the average amount of CIP funding from taxes and reserves was \$688,704., the estimated City share for the High School pond of \$523,900 would represent 76% of this average, if funded from taxes and reserves.

A portion of the cost could be included with the CIP street reconstruction borrowing. In recent years, CIP borrowing has generally been limited to the amount of levy supported principal paid off in the previous year. For 2024 that amount is \$1,385,000. After funding the Jefferson St reconstruction project scheduled for 2024, \$302,000 would be available to borrow towards the pond cost or towards the other street reconstruction projects. The council could choose to borrow more than \$1,385,000 to fund the entire \$523,900 pond cost through debt.

The attached list of DPW 2024 planned CIP items is listed in order of priority. After the Jefferson St. Reconstruction there are three items totaling \$675,000 that are of higher priority than the pond. During the 2023 budget, with BIL funds not awarded, the proposed Jefferson Street reconstruction was decreased from 0.51 miles to 0.15 miles. Staff would prefer not to defer additional streets in 2024.

Recommendation:

The Common Council will have to weigh the advantages of meeting the DNR requirement with the help of some cost sharing from the School District against the many items the City needs to fund.

In favor of this project is being able to meet the DNR requirements of the stormwater permit and receiving a contribution from the School District of an estimated \$75,000 towards the total cost. If the DNR inspection finds that the City is out of compliance with the 20% requirement, it is not known what the expectations of the DNR may be.

Against this project is the significant financial cost to the City and the diversion of these funds away from other critical City needs.

Sample Motions:

“Move to pledge \$523,900 of 2024 CIP funds to reimburse the Platteville School District for a wet storm water retention pond at the northeast corner of Madison and Water Streets. The two parties would enter into an easement agreement whereby the City would manage and maintain the wet pond upon completion of the project.”

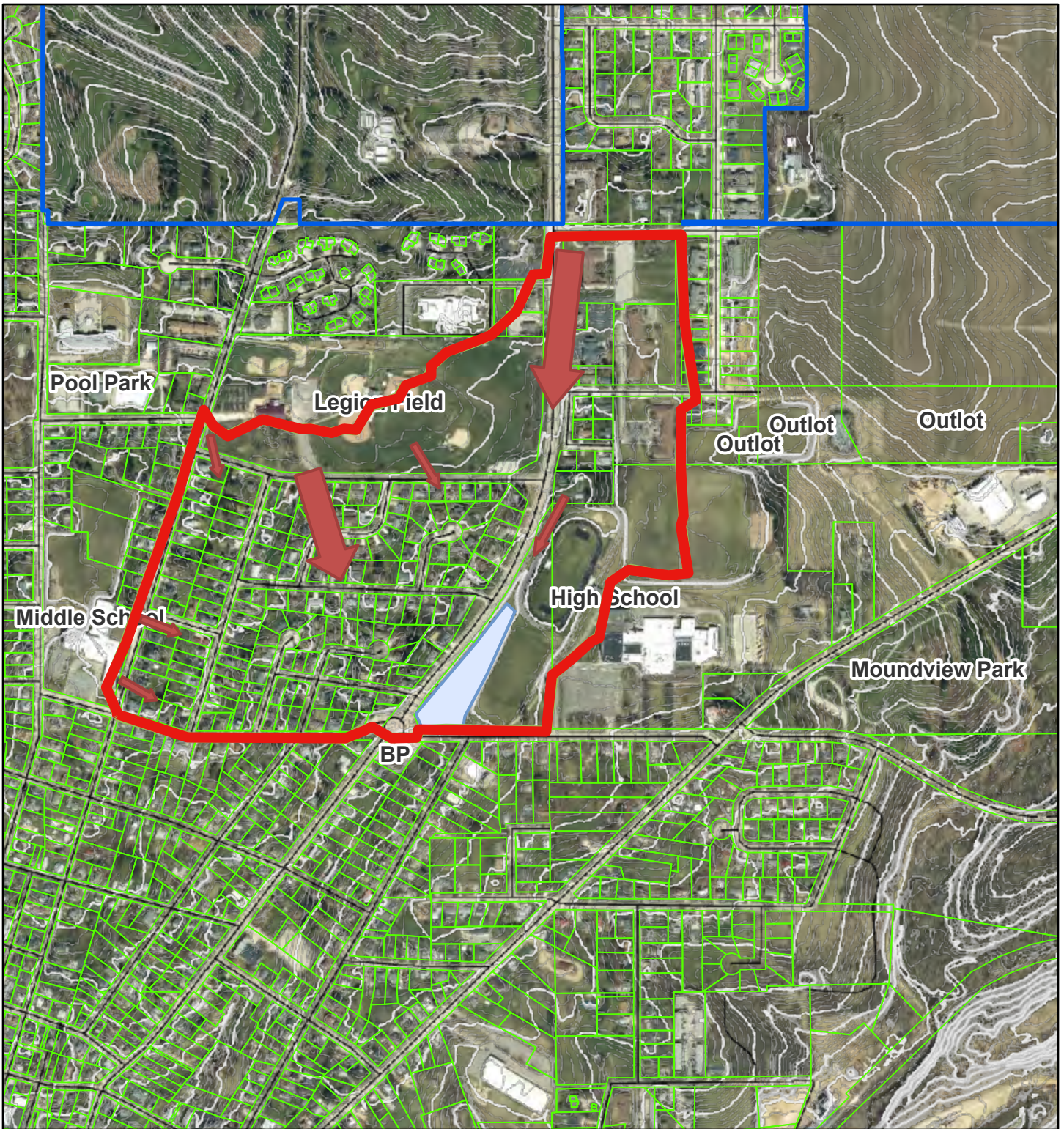
OR

“Move to defer installation of a wet pond at the High School and request the School District continue with its plans to install a bioretention pond at its expense to manage stormwater runoff from its redevelopment.”

Attachments:

- Proposed stormwater pond location map with drainage area.
- Spreadsheet with 2024 DPW requests

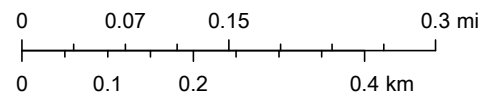
HS Pond and drainage area



2/8/2023, 2:32:14 PM

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- | | | |
|----------------------|-----------------------------|--------------------|
| — Centerlines | --- Intermediate Depression | Override 2 |
| 2ft Contours | Lines | City Boundary |
| — Index | — Override 1 | Parcel Data (2022) |
| --- Index Depression | — Override 2 | Landmark Names |
| — Intermediate | Areas | |
| | — Override 1 | |



2024 City CIP items (Priority Order)

Project	Cost	Borrow	GF Taxes	Miles
Jefferson St (Cedar to Madison) 1900 ft	1,083,000	1,083,000	-	0.36
2.5 Ton Truck	260,000		260,000	
Snow Blower #12	230,000		230,000	
Aerial Bucket #13	185,000		185,000	
HS Storm Pond (with fence)	598,900	302,000	296,900	
Grace St (Madison to cul-de sac) 634 ft	361,380	-	361,380	0.12
Sowden St (Grace to Water) 792 ft	451,440		451,440	0.15
Henry St (Jewett to Camp) 687 ft	391,590		391,590	0.13
Street Repair & Maintenance * Wheel Tax	110,000		110,000	
Highway Striping	30,000		30,000	
Wheel Loader	83,000		83,000	
Mini Excavator	75,000		75,000	
Leaf Blower	32,000		32,000	
Wood Chipper	40,000		40,000	
Alleys	30,000		30,000	
Sidewalk Repair	30,000		30,000	
Trail Maintenance	10,000		10,000	
Pavement Cutter	15,000		15,000	
	\$ 4,016,310	\$1,385,000	\$ 2,631,310	0.76

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

COUNCIL SECTION: ACTION ITEM NUMBER: VII.C.	TITLE: Request for Proposal – Fire Station Construction Manager at Risk RFP Selection	DATE February 28, 2022 VOTE REQUIRED: N/A
PREPARED BY: Fire Chief Ryan Simmons & Fire Station Consultant Adam Ruechel		

Description:

The City of Platteville invited firms to submit a Construction Management at Risk (CM@R) Services proposal for the Platteville Fire Station Construction Project. The CM@R will be part of an integrated team to assure that the scope of work and the goals of the City are properly aligned through the design process. The intent of the City is to retain a Construction Management at Risk firm to assist the City and the architectural/engineering firm Wendel/Five Bugles Design in managing bidding and construction of the project and to provide input on the design development, construction documents and specifications.

Interested firms were given a deadline to submit proposals by 4:00p.m. on Friday, February 17, 2023. Fire Chief Simmons received proposals from the following firms:

- Miron Construction Co. Inc – Madison, WI
- C.D. Smith Construction- Madison, WI
- Epic Construction- Kieler, WI
- Market & Johnson- La Crosse, WI
- Kraemer Brothers- Plain, WI

To review the firms’ proposals and provide the Common Council members with a formal recommendation a subcommittee was formed consisting of Fire Chief Simmons, Fire Station Consultant Adam Ruechel, Building Operations Manager Shannon Butson, and citizen and community members Bill Kloster, Tammy Black, Bob Brodbeck and Dan Rohrbach. The subcommittee met on Tuesday, February 21 and Wednesday, February 22 to review the proposals and determine the firms that would be selected for semifinalist interviews.

Although the subcommittee was impressed with aspects of all the firms’ proposals, a consensus was gained that two firms’ proposals stood out in the reviews of subcommittee members. Market & Johnson and Kraemer Brothers were selected by the subcommittee for semifinalist interviews to occur on Monday, February 27. Attached to this staff note are the RFPs for the semifinalists. If Council members want to review the other submissions, Fire Chief Simmons will have those available for review upon request.

Budget/Fiscal Impact:

As part of the RFP process, the firms selected for semifinalist interviews must provide the subcommittee with the information requested on pages 8 and 9 of the RFP, the fee submittal estimations. Therefore, in this staff note, the estimated cost for a Construction Manager at Risk is undetermined. During the Common Council meeting, Fire Chief Simmons will update Council members on the fee submittals received by the semifinalist firms. Council members should consider allowing City Staff to negotiate with a selected firm on the overall fee price.

The overall cost will be assigned to the Fire Station project and funded either through the \$7,000,000 appropriation received or through a combination of funding mechanisms such as additional grants, donations, and fundraising.

Recommendation:

Fire Chief Simmons during the Common Council meeting will provide Council members with an overview of the semifinalist interviews and a formal recommendation from the subcommittee on a recommended firm for the Council to consider entering into a Construction Manager at Risk Service Agreement.

Sample Affirmative Motion:

"I move to authorize Interim City Manager Maurer, Fire Chief Simmons, and Fire Station Consultant Ruechel to negotiate with Firm XX on the finalization of a Construction Manager at Risk Service Agreement."

Attachments:

- RFP-Platteville Fire Station CM@R
- RFP Submission Market & Johnson
- RFP Submission Kraemer Brothers



**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT AT RISK SERVICES
FOR PLATTEVILLE FIRE STATION CONSTRUCTION PROJECT**

1. INTRODUCTION

The City of Platteville invites firms to submit a Construction Management at Risk (CM@R) Services proposal for the Platteville Fire Station Construction Project. The CM will be part of an integrated team to assure that the scope of work and the goals of the city are properly aligned through the design process.

Interested firms must submit their proposals by **4:00 p.m. on Friday, February 17, 2023.**

RFP Dates of Importance (subject to change)

- Proposals due 4:00 p.m., February 17, 2023
- Interviews Held February 22-24, 2023
- Council to Award February 28, 2023

2. PROJECT DESCRIPTION

The City of Platteville is proposing to build a new fire station at the current OE Gray Learning Center building located at 155 W. Lewis Street, Platteville, WI 53818. The City of Platteville, WI is currently developing a new Fire Station that will replace the existing Fire Station located at 275 E Main Street, Platteville, WI 53818. In 2021 the City of Platteville received a Fire Department Comprehensive Analysis report which indicated the current OE Gray Learning Center Building at 155 W. Lewis Street, Platteville, WI 53818 as the most suitable location for an updated/new fire station. A space need analysis indicated an anticipated facility size between 28,000 to 32,000 square feet. The intent of the city is to retain a Construction Management at Risk firm to assist the city and the architectural/engineering firm Wendel/Five Bugles Design in managing bidding and construction of the project and to provide input on the design development, construction documents and specifications.

3. CONSTRUCTION MANAGEMENT AT RISK (CM@R) – Scope of Services

Contract Type: The contract for the project will be AIA A133-2019, Standard Form of Agreement Between Owner and Construction Manger as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

The Platteville Fire Station project will require multiple bid packages, and some with complicated scheduling and coordination issues which are expected to benefit from the Construction Management method.

It is expected that communication will be maintained through regularly scheduled meetings with written meeting minutes to keep everyone apprised of the activities of the projects from early planning meetings to the final punch list item. Communication skills are essential since many of the materials in the planning and in the implementation, phases are funneled through two points of contact: the CM, manager of the construction team, and the Architect, manager of the design team. Both entities are hired as the City's agents and will endeavor as a team to guard the City's interests.

It is not intended that the CM team and the Architect partner but that they provide independent services to the City and thereby offer checks and balances in the interest of maximizing facility improvement funds while retaining buildings of high quality.

The approach to Construction Management services (CM) anticipated for this work include the following concepts:

- The CM offers a perspective on cost, quality, and value to provide the city with the best information possible in the development of building programs
- The CM acts as Owner's agent in the field and contractually during construction
- Allows the inclusion of smaller, local contractors since the project is broken down into numerous small projects
- Multiple bid packages can be implemented and managed
- Added experience helps identify lead time concerns and cost control methods during the design process
- The CM retains the primary responsibility on the budget and project delivery schedules during the implementation phases

More specifically, the scope of the service will include the following:

1. Assist in managing the overall planning and processes for the project.
2. Develop detailed cost estimates for all phases.
3. Track costs against budgets on a timely basis.
4. Assist and manage team meetings with the Owner and design team
5. Prepare a detailed project schedule, including sites and phasing.
6. Provide regular schedule updates.
7. Provide services to the City that include project advertising, securing bids, bid results analysis and recommendations on awards of contracts.
8. All scopes of work to be competitively bid out.

9. Provide comprehensive construction phase administration which would include on-going, full-time supervision, project management and inspection of work, review of shop drawings, preparation of change orders and contractor payment estimates, final inspections and submission of project completion reports.
10. Perform CM@R services as detailed in the A133– 2019 Contract.
11. Adhere to all requirements for bidding and contractual obligations that pertain to USDA Rural Development requirements.

The architect identified and selected for this work is: Wendel/Five Bugles Design, www.fivebuglesdesign.com, Main Contact: Laura Eysnogle, Project Manager/Architecture/Interior Designer, 715.832.4848 or 608.449.3182

4. SUBMISSION REQUIREMENTS

Interested firms shall submit 3 bound copies, 1 unbound copy or an electronic version of the submittal by 4:00 p.m., Friday, February 17, 2023, to the attention of Ryan Simmons, Fire Chief at 75 N. Bonson Street, Platteville, WI 53818. Questions shall be directed to Chief Ryan Simmons by phone at (608) 348-7826 or via email at firechief@platteville.org.

The submission shall include the following:

A. Cover Page:

- i. Identify the name of the project.
- ii. Company Name, Address, Phone & Fax Numbers, Contact Person, voice telephone, and e-mail address.

B. Business Organization and History

- i. Brief history of the firm, including listing of principal officers, corporate structure, and ownership type. Identify the number of years the firm has provided similar construction manager at risk services.
- ii. Identify other services your firm presently provides, besides construction management, under the name stated above or any other name. Identify construction services and/or other services, you provide as agency construction manager.

C. Team Identification

- i. Identify key staff, consultants, and positions for each of the phases proposed for this work. Include basic and brief resume' information focusing on project experience that enhances qualifications for this work.
- ii. Identify project availability during the work and any project conflicts based upon other work or project commitments.

D. Key Qualifications and Approach

i. Identify CM@R experience for fire stations and/or public safety facilities within the last ten years not to exceed five project examples. Please include the following information:

- a. Project type and location
- b. Square footage and cost
- c. Project delivery method
- d. Owner contact information

ii. Identify CM@R experience, if any, on projects that were funded in part by the State of Wisconsin or Federal Government through an appropriation process.

ii. Based upon your knowledge of the proposed work, describe why the City of Platteville should team with your firm for these projects. Key reasons may include some of the essential process items listed below in Part E.

iii. Briefly, how do you propose to administer this project.

E. Supplemental Information

i. Briefly, utilize this portion of the proposal to identify those “value-added” qualities, conditions, services, or attributes of your proposal that enhance or support the proposal document.

F. Cost Proposal

While price and fees are a factor, this is not a price competition. The City of Platteville’s selection will be based upon qualifications and experience with similar projects.

The cost proposal must include the following elements:

i. Please outline your firms not to exceed staff cost, not to exceed CM Fee expressed as a percentage or lump sum, and not to exceed reimbursable expenses expressed as a lump sum.

ii. Please note the number of hours you will allocate per week toward onsite supervision during the construction phase.

iii. Please separate the costs as stated in F.i. above into two phases; preconstruction/bidding services and construction/post construction services.

iv. In order to assist in comparing proposals, please fill out the attached Construction Manager at Risk Fee Summary

Please provide estimated fees and cost schedules and a sample completed AIA A133-2019 agreement with all applicable attachments in a separately marked envelope as part of the submittal package.

5. METHOD OF SELECTION

The city intends to retain the services of the firm evaluated to be best qualified to perform the work for the city, cost and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

The review committee will undertake a preliminary review of all proposals submitted and shall determine which firms it will call for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to decide. Any other pertinent data generated by the city will be considered.

The City Council reserves the right to reject all proposals, in whole or in part, to waive any or all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

6. OTHER

Proposer understands and acknowledges that this proposal is subject Wisconsin Open Records Requirements. Proposals are private or nonpublic until they are opened by the city. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal are private or nonpublic data until the completion of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public except for trade secret data as defined and classified in Wisconsin Statutes. Data always will be governed by the Wisconsin Open Records Requirements. Proposer agrees to maintain all data obtained by the City consistent with the requirements of Wisconsin Open Meeting laws. Proposer agrees to defend/indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the Proposer's failure to comply with the requirements of Wisconsin Open Meetings laws.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when required by the City or for participating in any meetings or interviews.

CITY OF PLATTEVILLE FIRE STATION PROJECT NARRATIVE

In February of 2021, Five Bugles Design along with Public Administration Associates presented during a Common Council Work Session at the Broske Event Center a finalized Platteville Fire Department Operational Overview as well as a space needs analysis for a new City of Platteville Fire Station. The presentation provided several organizational recommendations about considering the needs of the Platteville Fire Department for the next 50 years. Within the Space Needs Analysis portion of the Fire Department Comprehensive Analysis the study projected the need for a facility of around 31,900 square feet. The study reviewed three locations, the current site of the fire station, OE Gray Learning Center, and the Platteville Armory.

Here is a breakdown of each of the sites from the study:

1. Current Fire Station

- 6 Apparatus nearly fills the site, 8 bays would completely take up the site.
- No room for Apparatus Support
- No drive-through capabilities
- No on-site parking
- Structure would be several stories to accommodate program needs.

2. Platteville Armory

- The site does have good access to Water Street
- Potential room for training on site
- 6 apparatus bays nearly fill the site, 8 bay would completely take up the site.
- Would require a three-story concept facility.
- Challenges with parking
- Challenges with pedestrian traffic
- No room for future growth
- Limited or no room for additional training spaces

3. OE Gray Learning Center

- Meets all program goals.
- Has additional space for a community room.
- Has space for additional training on site.
- Expressed existing facility will need to be razed due to age of building, decontamination.
- requirements, cost to retrofit plumbing, electrical, HVAC, load requirements would be cost prohibitive.

When the Council made the official motion to purchase OE Gray Community Learning Center located at 155 W. Lewis Street in June of 2021 it was with the understanding the Fire Department Comprehensive Analysis report completed in February of 2021 identified the property as a location for a new fire station with the possibility for the property to serve other recreational or civic uses.

In May of 2022, the Common Council authorized the approval of Five Bugles design to be the architectural firm to provide professional designs services which would include schematic design, design development, construction documents, and bidding and construction administration services for a new fire station to be located at the current location of the OE Gray Community Learning Center. One aspect of the design was to consider whether the fire station could have additional training/spaces for service-based

organizations. A Community Room space with a commercial kitchen has been proposed within the concept plan we will be discussing in more detail.

During the summer of 2022 City Staff have been working with Five Bugles Design on a concept plan for the new fire station. Wendel/Five Bugles Design presented the results of those efforts at the Tuesday, November 8 Council meeting, and provided an opportunity to garner feedback from Council Members, Staff, and the community regarding the proposed concept plan.

During the winter of 2023 City Staff have been working with Wendel/Five Bugles Design on the schematic design for the new fire station. It is anticipated the CMAR will review the finalized plan with staff and Wendel/Five Bugles Design before it is presented to the common council.

**City of Platteville Fire Station Project
Construction Manager at Risk Fee Submittal**

February 17, 2023
Contract to be AIA 133-2019
Assumed Construction Budget \$13.5M

Note: Assumes a construction duration of 10 months when filling out this fee schedule, which does not include the preconstruction and estimating timeframe. The CMAR is to be engaged with the Owner and Design Team on or about March 3, 2023, for preconstruction and estimating services.

Preconstruction & Bidding Phase		10 Months		
Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Preconstruction Manager	0	HRS	\$ -	\$ -
Project Administrator	0	HRS	\$ -	\$ -
Project Engineer	0	HRS	\$ -	\$ -
Chief Estimator	0	HRS	\$ -	\$ -
Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
Document Quality Control Team	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Preconstruction & Bidding				\$ -

Project Reimbursable Expenses		10 Months		
Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Manager	0	HRS	\$ -	\$ -
Project Engineer/Assistant Project Manager	0	HRS	\$ -	\$ -
General Superintendent	0	HRS	\$ -	\$ -
Superintendent	0	HRS	\$ -	\$ -
Assistant Superintendent	0	HRS	\$ -	\$ -
Cost Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
QAQC Director	0	HRS	\$ -	\$ -
Safety Director	0	HRS	\$ -	\$ -
Project Accountant	0	HRS	\$ -	\$ -
Project Assistant	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Reimbursable Expenses				\$ -

GC's/Project Reimbursable Expense Costs*

10 Months

Description	Quantity	Unit	Unit Cost	Total
Project Management Software	0	MO	\$ -	\$ -
Cell Phone	0	MO	\$ -	\$ -
Printing	0	MO	\$ -	\$ -
Postage & Delivery	0	MO	\$ -	\$ -
Temporary Toilets	0	MO	\$ -	\$ -
Field Office Equipment	0	MO	\$ -	\$ -
Site Trailer	0	MO	\$ -	\$ -
Small Tools	0	MO	\$ -	\$ -
Internal Equipment	0	MO	\$ -	\$ -
Superintendent Truck	0	HRS	\$ -	\$ -
Progress Cleanup	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal General Conditions				\$ -

General Liability Insurance

General Liability Insurance	1	LS	0.000%	\$0
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Builder's Risk Insurance

Builder's Risk Insurance	1	LS	0.00%	\$0
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Construction Manager Fee

Proposed Construction Manager Fee	1	LS	0.00%	\$0
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Total Fee Including Preconstruction/Bidding, Project Reimbursable expenses, General Conditions, General Liability and Builder's Risk Insurance, and CM Fee				\$0.00
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**Expenses listed above reflect the total anticipated CMAr compensation, including any portion of the General Conditions that the CMAr expects to self-perform, and/or equipment that will be provided to the project by the CMAr.*



Addendum to RFP Documents

Date: 02/10/2023

Addendum: #01

Request for Proposal: Construction Management at Risk Services for Platteville Fire Station Construction Project

All Addenda can be found at the City of Platteville RFP website page at <https://www.platteville.org/rfps>.

Addendum No. 1- The following changes to the Request for Proposal and clarification are provided based on questions, received, and must be added/considered when completing your submittal. Acknowledgement of receipt of this **ADDENDUM** is required in the Statement of Proposal cover page. Please clearly note the addendum date and number.

1. Page 8 & 9 (Construction Manager At Risk Fee Submittal) shall be turned in only at the time of the interview by the shortlisted firms. After the interviews and the tentative selection of the CM is made, the CM submittals of pages 8 & 9 can be opened. At such time, the city will enter into an agreement with the chosen CM, or negotiate with the CM the terms that require negotiation to a successful conclusion as a condition of award.

PROPOSAL FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES

CITY OF PLATTEVILLE FIRE STATION CONSTRUCTION PROJECT





February 16, 2023

LA CROSSE OFFICE

1652 Lakeshore Drive
La Crosse, WI 54602
Phone: 608-784-5000

EAU CLAIRE OFFICE

P.O. Box 630
2350 Galloway Street
Eau Claire, WI 54703
Phone: 715-834-1213

MINNESOTA OFFICE

1950 Curve Crest Blvd.
Stillwater, MN 55082
Phone: 651-340-6146

PRIMARY CONTACT

Jason Plante
Division Manager
Phone: (715) 832-8624
jplante@market-johnson.com

WWW.MARKET-JOHNSON.COM

Ryan Simmons, Fire Chief
Platteville Fire Department
75 N. Bonson Street
Platteville, WI 53818

Chief Ryan Simmons:

Market & Johnson is pleased to submit a response to the City of Platteville's Request for Proposal to provide construction management services for the construction of the Platteville Fire Station. As a proven construction manager with direct and relevant experience providing our services to over forty municipalities in western Wisconsin, we are firmly committed to providing the highest quality construction management solutions for the City of Platteville. **Additionally, we acknowledge the receipt of Addendum #1 that was issued on 02/10/2023.**

Since 1948, Market & Johnson has been a leader in the construction industry throughout the upper Midwest. While there has been a tremendous amount of growth, development, and improvements over the past 75 years, many still need to learn about our firm. While most local people know our name and that we do a fair amount of the large work throughout the region, many still don't understand our depth of resources, the state-of-the-art services we offer, or the sheer volume of work we complete on time and within budget. The Platteville Fire Station is a significant project for the city of Platteville. Our experience shows that we are best suited for your proposed construction management approach. Market & Johnson has unparalleled construction management experience working with counties and municipalities on a variety of projects, including Fire Stations and Public Safety Centers. Our team will provide the highest quality service from start to finish, and we believe we are a perfect fit for this project based on our firm exhibiting the following characteristics:

- Our firm has recent and relevant experience with the construction of fire stations, including work on fire stations in the last three years for the City of La Crosse, Manitowish Waters, and Eagan, Minnesota. Additionally, our firm has extensive public safety-related experience, including providing construction management and general contracting for county jail facilities, public safety training facilities, and EMS Facilities. Our firm's experience providing construction management solutions for over forty municipalities will add real value to your project.
- Our firm has put together a project team with extensive experience in various facets that directly relate to this project. We are proposing a project team that has experience in the Platteville construction market, as well as experience in the construction of fire stations and other Emergency Service facilities. This experience will be valuable to the city of Platteville because of our ability to qualify subcontractors and ensure quality bid coverage on all categories of work. Our team's experience with public safety facilities will also benefit the city of Platteville due to our ability to navigate the nuances associated with this project and any hurdles that may arise.

- Market & Johnson has developed a refined approach to value engineering that helps owners understand needs versus wants and provides quantitative information to support their decision-making process. Our firm also has relevant experience with life-cycle costing that we incorporate into the value-engineering process as needed.

As you review our qualifications, I hope you find that our team is uniquely qualified. Market & Johnson is committed to being a high-quality project partner from pre-construction through project completion and well into the future. Our firm recognizes the importance of this project to the community and will go to great lengths to provide community engagement, community communications and ensure local subcontractors can meaningfully participate in the project. We will utilize our expertise and experience to ensure this project is successful and a facility that the community and fire department can be proud to have. Market & Johnson is extremely thankful for the opportunity to submit our qualifications for consideration. We know that our services will be a great match for this project.

Sincerely,

A handwritten signature in black ink that reads "Jason Plante". The signature is written in a cursive, flowing style.

Jason Plante
Vice President
Market & Johnson
P (715) 577-1801
E jplante@market-johnson.com



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SOUTHWEST HEALTH CENTER EMS FACILITY AND AMBULANCE GARAGE • PLATTEVILLE, WI

BUSINESS ORGANIZATION & HISTORY



MARKET & JOHNSON COMPANY PROFILE

Providing construction solutions since 1948, Market & Johnson has evolved to become one of the Midwest's leading construction management and general contracting companies. We take pride in providing our clients with innovative and cost-saving construction solutions that go well beyond traditional bricks and mortar.

Market & Johnson operates **offices in three locations, Eau Claire and La Crosse, Wisconsin, and Stillwater, Minnesota**, and employs approximately 350 employees, most of which are our highly-trained field workforce. **We provide flexible preconstruction and construction services** to the following markets: civic/municipal, commercial, education, food processing, healthcare, industrial, manufacturing, student housing/multi-unit housing, senior living, and religious.

FIRM OWNERSHIP

Market & Johnson operated as a family business until early 2001, when Dan Market began offering ownership opportunities to key employees. The new ownership team maintains our small-town family atmosphere where our business philosophy is simple—**we are in the business of building relationships**. These relationships are based on trust, honesty, commitment to excellence, and a sincere desire to satisfy every one of our client's needs. We work together as a team with the owner and architect to ensure every project exceeds our expectations.



Today, Market & Johnson is led by the ownership team of nine principals, pictured left to right (sitting in front) Justin Geissler, Mike Shea, Tyler Swanson, and Patrick Sullivan; (back row) Mike Seichter, Kevin Renley, Dan Market, Jason Plante, and Kasey Lemke.

OFFICE LOCATIONS

PRIMARY PROJECT OFFICE

652 Lakeshore Drive
La Crosse, WI 54603
608.784.5000

CORPORATE OFFICE

2350 Galloway Street
Eau Claire, WI 54703
715.834.1213

BRANCH OFFICE

1950 Curve Crest Blvd.
Stillwater, MN 55082
651.340.6146

TYPE OF ORGANIZATION

S-CORPORATION

CONTACT PERSON

JASON PLANTE

Vice President
jplante@market-johnson.com
715.577.1801

COMPANY STATISTICS

75 YEARS - FOUNDED IN 1948

by Juel Market and Milt Johnson in Eau Claire, WI

3 OFFICE LOCATIONS

Eau Claire and La Crosse, WI, and Stillwater, MN

\$350M ANNUAL VOLUME

Our firm is #283 on the ENR's 400 Largest Construction Firms in the United States

350 EMPLOYEES

most of which are our highly-trained field workforce.

82 COMMUNITY ORGANIZATIONS

have benefited from the Employee Impact Fund in the past 7 years



HUDSON FIRE DEPARTMENT • HUDSON, WI

TEAM IDENTIFICATION

CM@R EXPERIENCE AND ADEQUACY OF PERSONNEL

Market & Johnson takes great pride in completing projects on time and under budget. Our firm is dedicated to providing our clients with a high level of service and the attention to detail required to ensure their project is a true success from start to finish. We performed over **\$350 million in construction volume in 2022** and are on pace to have a similar volume in 2023. During our 75 years of providing construction management solutions for our clients, we have worked on a wide range of complex projects in unique environments and will bring that experience to bear for the City of Platteville.

In addition to providing construction management services for municipalities, Market & Johnson provides construction management across a diverse range of industry sectors, including hospitals and medical clinics, senior living facilities, advanced manufacturing environments, food processing facilities, and colleges and universities. Each industry segment we serve and each construction project we manage requires a project team with a depth and breadth of experience in construction management, along with a sound understanding of the industry segment our team is serving. The project team we are proposing for the City of Platteville has 187 years of combined construction experience, ensuring the depth of resources needed to add real value to the project. In addition, our project team has a unique set of attributes we think Platteville will find beneficial throughout the process, including the following:

Construction Management Experience

Over 80% of our work is completed using our construction management services, and it is the lifeblood of Market & Johnson. Our firm has had the opportunity to provide construction management services to over 40 municipalities in western Wisconsin and eastern Minnesota, resulting in over \$300 million in municipal projects in the last decade. These projects include jails, judicial centers, public works facilities, fire stations, public safety centers, and administrative buildings. Market & Johnson's construction management experience in the public sector will prove invaluable throughout this project's life cycle.

Public Safety Experience

Market & Johnson knows Public Safety Construction. Our construction management experience with fire stations will translate into value for the city of Platteville. Our firm has worked with ten different municipalities on fire station-specific projects that, along with our experience with the state and federal regulatory environment, different construction types, MEP options, and a myriad of other issues, will be highly beneficial to the Platteville Fire Department. Our project team has direct and relevant experience in fire station construction management and general contracting. Our project team members for your project have worked on the La Crosse Fire Station, Southwest Health EMS facility and Ambulance Garage, La Crosse County jail, Winona County Jail, Hudson Fire Station, and the Eau Claire Fire Station.

Market & Johnson has completed many public safety facilities throughout Wisconsin, some of which are shown below:



LA CROSSE FIRE STATION # 4



LA CROSSE FIRE STATION # 1



HUDSON FIRE STATION



LAKE HALLIE PUBLIC SAFETY FACILITY



CVTC FIRE TRAINING CENTER

Direct Market & Johnson Owner Involvement

From the beginning through the end, the City of Platteville will have direct involvement from the Market & Johnson ownership group. Our selected team includes three owners of Market & Johnson, demonstrating our commitment to the City of Platteville and the overall importance of this project.



Kasey Lemke, an owner of Market & Johnson and the Director of Preconstruction Services. He has 20 years of construction experience. Kasey has been involved in almost all the municipal projects highlighted in this RFP submittal. Kasey is responsible for developing estimates ranging from preliminary budgets during the schematic design phase to overseeing the commodity markets, ensuring we have the most updated pricing and lead times for materials.



Mike Seichter is an owner of Market & Johnson and La Crosse's Vice President of Operations where he leads the LaCrosse office and is a readily accessible liaison between our clients, their architects, and our field staff. With over 42 years of construction experience, Mike brings a wealth of knowledge to the project with his municipal public safety project management experience.



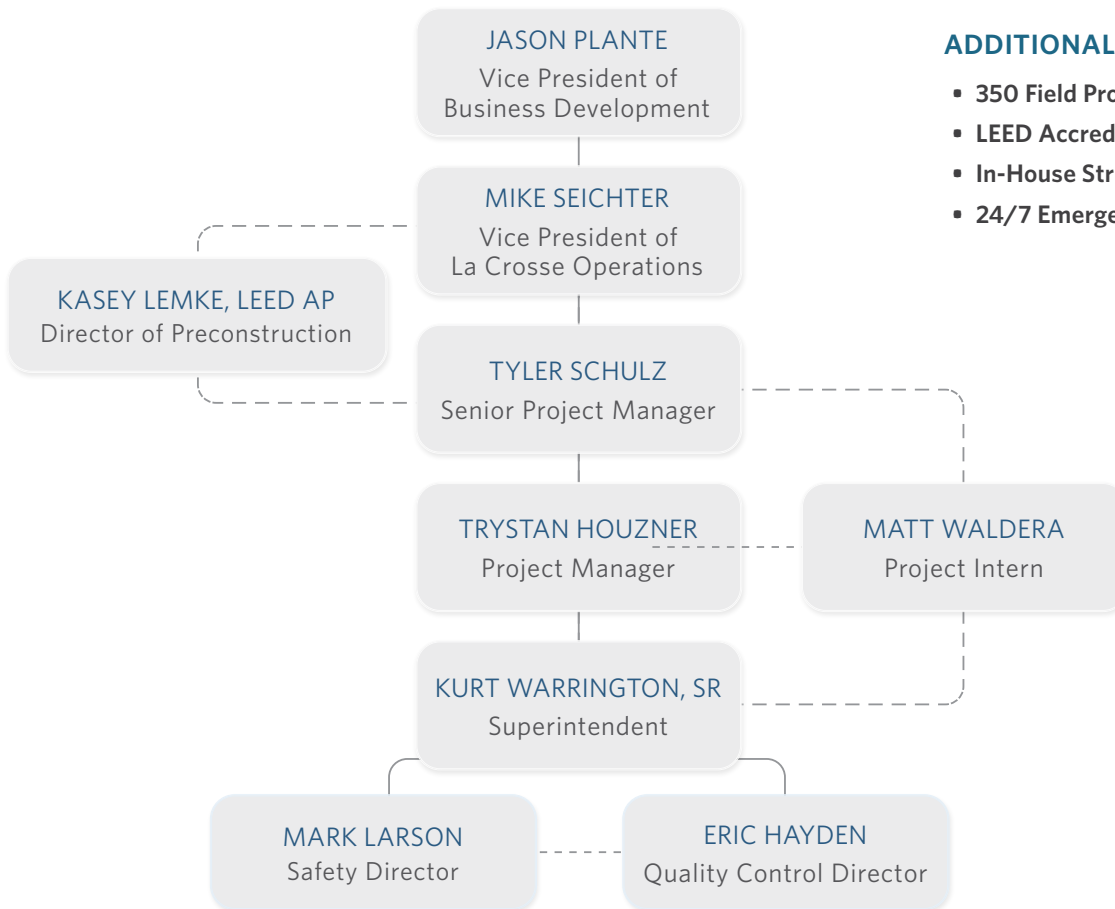
Jason Plante is Vice President of Business Development and an owner of Market & Johnson. He has been in the construction industry for 20 years and has been a key part of various municipal projects throughout the Midwest. Jason will be a team leader from the beginning of design development through the project's turnover. Jason brings value to communicating with the community and key stakeholders involved. He has worked with over 40 municipalities and understands your high expectations for our firm.

With these individuals serving as a liaison for your fire station, they will be able to anticipate any challenges and will find workable solutions for you. Mike and Jason have been partners in ownership of Market & Johnson since 2012 and Kasey since 2022.



TEAM ORGANIZATIONAL CHART

To ensure the success of your project, we have selected key members from our professional project management team to ensure your project's goals and expectations are not only met, but exceeded. Market & Johnson has the history and track record to understand the value of what each team member can bring to the table, and we are confident we built the right team to set your project up for success.



ADDITIONAL RESOURCES

- 350 Field Professionals
- LEED Accredited Professionals
- In-House Structural Engineer
- 24/7 Emergency Response Division

PROJECT TEAM



JASON PLANTE
VICE PRESIDENT OF
BUSINESS DEVELOPMENT

Jason is a Vice President of Market & Johnson and serves on the Board of Directors and will be a team leader from design development through turnover. During the preconstruction phase, he will be involved in making sure effective budgeting, and value engineering options are developed.

Jason has 23 years of construction experience, all with Market & Johnson and holds a Marketing and Management degree from UW-Eau Claire.

QUALIFICATIONS

- 23 years of construction experience
- Principal of Market & Johnson
- UW-Eau Claire – Eau Claire, WI – 1997
B.S. Degree Marketing and Management
- American Society of Healthcare Engineers (ASHE) Certified in Health Care Construction/Infectious Control
- WHEA Advanced Healthcare Certified
- Serves on the Board of Directors for Boys and Girls Club
- Former UW – System Board Regent

SELECTED PROJECT EXPERIENCE

Hudson Fire Department – Hudson, WI

\$5.7M 26,785 sq. ft. new facility

Osceola Fire Station – Osceola, WI

\$1M 20,000 sq. ft. renovation

Eau Claire Fire Station #10 – Eau Claire, WI

\$4.2M 18,000 sq. ft. replacement facility

CVTC Emergency Service Education Center – Eau Claire, WI

\$9.5M 38,515 addition and 25,000 sq. ft. remodel

Tomah Memorial Hospital – Tomah, WI

\$46M 148,465 sq. ft. new replacement critical access hospital

Southwest Health Clinic - Cuba City, WI

\$2.1M 8,800 sq. ft. new clinic

CVTC Transportation Education Center- Eau Claire, WI

\$29.5M 120,837 sq. ft. new facility and 14,669 sq. ft. storage building

Southwest Health Clinic - Cuba City, WI

\$2.1M 8,800 sq. ft. new clinic

County Materials Complex – Eau Claire, WI

\$86.5M 340,000 sq. ft. event center and recreation complex

Vernon Manor – Viroqua, WI

\$6.5M 31,170 sq. ft. 2-story RCAC addition

Gundersen Health System Clinic – Sparta, WI

\$9M 36,000 sq. ft. new LEED Gold medical clinic

Hayward Area Memorial Hospital – Hayward, WI

Inpatient addition/surgical expansion, \$1.5M new Emergency Department, \$3.2M 9,800 sq. ft. rehabilitation department remodel and addition, \$440K 2,400 sq. ft. emergency department remodel

Crossing Rivers Health – Prairie du Chien, WI

\$38M 122,000 sq. ft. replacement hospital

Crossing Rivers Health Clinic – Prairie du Chien, WI

\$1.3M 6,600 sq. ft. new clinic

Black River Memorial Hospital – Black River Falls, WI

\$12.5M 54,000 sq. ft. remodel and additions, \$1.4M 7,545 sq. ft. office building, 733 sq. ft. pharmacy remodel, \$90K 1,296 sq. ft. office remodel

Southwest Health Hospital – Platteville, WI

\$5.1M 24,770 sq. ft. expansion, \$1.5M 9,000 sq. ft. EMS facility and ambulance garage, \$3.2M 12,883 sq. ft. OR alterations, \$7M 30,000 sq. ft. clinic addition



MIKE SEICHTER
VICE PRESIDENT OF
LA CROSSE OPERATIONS

Mike has 42 years of construction experience and has been with Market & Johnson for 33 years. He is a principal of Market & Johnson and actively serves on the Board of Directors. Mike is experienced in all project activities, including budgeting, systems analysis, value engineering, project scheduling, and project administration.

In addition, Mike will assist the project team by using his past senior living experience to find value engineering opportunities, discuss best practices, and ensure all safety practices are being performed.

QUALIFICATIONS

- 33 years construction experience with Market & Johnson
42 years of construction experience
- UW-Stout - Menomonie, WI
B.S. Degree Construction Management
- CVTC - Eau Claire, WI
Wood Techniques Program
- Carpenter Apprenticeship to Journeyman Program
- La Crosse Chamber of Commerce Leadership Program
- AGC Training - Project Manager Course, Leadership Course, Lean Construction 1-3
- TEC 21 Pier Group
- Lake Charles CEO Performance Roundtable Group
- Serves on the Board of Directors for LADCO
- Dale Carnegie Course
- Participant Wisconsin State Carpentry Contest
- WHEA Advanced Healthcare Certified
- CPR/AED and First Aid Certified
- Construction Career Academy

SELECTED PROJECT EXPERIENCE

Southwest Health - Platteville, WI

\$1.5M 9,000 sq. ft. EMS facility and ambulance garage

Winona County Jail - Winona, MN

\$25M 54,453 sq. ft. new facility

UW-La Crosse - La Crosse, WI

\$29.5M 140,000 sq. ft. new fieldhouse

La Crosse Center - La Crosse, WI

\$45M expansion and remodeling

LaValle Telephone Cooperative - LaValle, WI

\$2.6M 14,906 sq. ft. new facility

Festival Foods - Onalaska, WI

\$8M 33,582 sq. ft. new office support center facility

Lanesboro Schools - Lanesboro, MN

\$6.8 M 39,400 sq. ft. Addition & Remodel

McDonald's - Multiple Locations

New store and remodels

Kwik Trip Stores - Multiple Locations and Stores

New stores, additions, car washes and CNG fueling stations to stores throughout Wisconsin, Minnesota, and Iowa averaging \$3M/4M from 2005 to present

Winona YMCA - Winona, MN

\$17.3M 65,095 sq. ft. new facility

Stevens Point Honda - Stevens Point, WI

\$2.9M 18,840 sq. ft. new auto dealership

Riverland Energy Cooperative - Holmen WI

\$3.6 19,075 sq. ft. new office, shop and warehouse building

Sparta School District - Sparta, WI

\$25M 138,842 sq. ft. new Herrman Elementary School



**KASEY LEMKE, LEED AP
DIRECTOR OF PRE-CONSTRUCTION**

Kasey is responsible for developing estimates ranging from hard bid jobs to preliminary budgets during the schematic design phase. He works closely with clients, members of the design team, project manager teams, and the business development team.

QUALIFICATIONS

- LEED Certified AP BD+C
- 20 years of construction experience
6 years with Market & Johnson, 11 years with Walsh Group
- UW-Stout - Menomonie, WI - 2006
B.S. Degree Construction Management; Minor in Business
- Member of USGBC
- Associate Constructor - American Institute of Constructors
- Member of Association of Subcontractors & Affiliates (ASA Chicago)
- CPR/AED and First Aid Certified

SELECTED PROJECT EXPERIENCE

UW-Eau Claire - Eau Claire, WI

\$4.5M new UWEC Visitor Center and Admissions

UW-La Crosse - La Crosse, WI

\$29.5M 140,000 sq. ft. new fieldhouse

Rochester Community Technical College - Rochester, MN

\$18.9M 55,000 sq. ft. Memorial Hall and Plaza Hall demolition, addition and chiller plant

Teamvantage Molding - Forest Lake, MN

13,200 sq. ft. buildout of class 8 cleanroom, finish printing spaces, offices and conference room, \$441K 8,000 sq. ft. mezzanine project

Winona YMCA - Winona, MN

\$17.3M 65,095 sq. ft. new facility

UW-La Crosse - La Crosse, WI

\$20.5M 56,509 sq. ft. Wittich Hall renovation

Spring Valley Elementary School - Spring Valley, WI

\$18M 100,000 sq. ft. new facility

Tomah Memorial Hospital - Tomah, WI

\$46M 148,465 sq. ft. new replacement critical access hospital

Midwest Medical Center Expansion & Renovation - Galena, IL

\$30M 65352 sq. ft. hospital expansion and renovation

Southwest Health Center - Platteville, WI

\$7M 30,000 sq. ft. clinic addition

Phillips Medisize St. Croix Meadows - Hudson, WI

\$65M St. Croix Meadows 2.0 new production facility, \$400K 2nd level build-out, \$443K 3,600 sq. ft. southeast packaging whiteroom

Phillips Medisize - New Richmond, WI

\$2.5M 10,000 sq. ft. office expansion, \$5M 53,000 sq. ft. warehouse and production expansion, \$130K parking lot expansion, \$650K 6,500 sq. ft. class seven clean room, \$600K 10,000 sq. ft. building E alterations, \$1.5M 10,000 sq. ft. class 8 cleanroom, \$153K Northwest and East parking lot expansions, \$410K secured semi-parking, \$462K 3,456 sq. ft. KONG storage expansion, \$150K Class 8 cleanroom humidity upgrades

Phillips Medisize - Menomonie, WI

\$8M 80,000 sq. ft. new manufacturing and office facility, \$234K exterior maintenance, \$500K 5,000 sq. ft. second level build-out of Oaklawn Building, \$150K 5,000 sq. ft. Oaklawn Kong temporary support, \$150K 5,000 sq. ft. roof replacement, \$160K parking lot expansion, \$117K Oaklawn KONG shipping and receiving modify



TYLER SCHULZ
SENIOR PROJECT MANAGER

As Senior Project Manager, Tyler will focus on the client and architect relationship to ensure the architect and construction team has the full support of Market & Johnson. He will coordinate and manage all pre-construction and construction resources required to support the project and be directly involved in establishing the GMP. In addition, Tyler will work closely with the City of Platteville, providing leadership to all project activities to ensure the project's goals and deadlines are met.

QUALIFICATIONS

- 18 years with Market & Johnson
20 years of construction experience
- UW-Platteville - Platteville, WI
B.S. Degree Construction Management, Minor in Business - 2007
- Dale Carnegie Training Program
- AGC Training - BIM Education Sessions 1 - 4, BIM Certificate Testing, Blueprint: Moving Past Basics, Project Manager Development Series, Project Management Course
- FMI - Improving Construction Productivity
- Supervisor Leadership Series - Leadership Training Program
- WHEA Advanced Healthcare Certified
- Maxwell Users Conference - Las Vegas, NV
- Rotary After Hours Committee Member - La Crosse, WI
- CPR/AED and First Aid Certified

SELECTED PROJECT EXPERIENCE

Southwest Health - Platteville, WI

\$1.5M 9,000 sq. ft. EMS facility and ambulance garage

La Crosse Fire Station #2 - La Crosse, WI

20,680 sq. ft. two story fire station facility with personnel living quarters

Midwest Medical Center Expansion & Renovation - Galena, IL

\$30M 65352 sq. ft. hospital expansion and renovation

Winona County Jail - Winona, MN

\$25M 54,453 sq. ft. new facility

UW-La Crosse - La Crosse, WI

\$29.5M 140,000 sq. ft. new fieldhouse; \$763K Whitney Center loading dock, pedestrian bridge, and parking lot replacements and reconstruction

Kwik Trip Stores - Multiple Locations and Stores

New stores, additions, car washes and CNG fueling stations to stores throughout Wisconsin, Minnesota, and Iowa averaging \$3M/4M from 2005 to present

Winona School District - Winona, MN

\$2.9M phase 2 district wide renovations

McDonald's - Multiple Locations

New store and remodels

Jackson County - Black River Falls, WI

\$3.2M 8,000 sq. ft. courthouse addition and remodel

Western Technical College - La Crosse, WI

\$1.86M 11,121 sq. ft. greenhouse with classroom and growing rooms

Lunda Community Center - Black River Falls, WI

\$21M 117,557 sq. ft. new community center

Western Technical College - La Crosse, WI

\$3.66M 97,693 sq. ft. three story precast parking ramp

Southeast Technical College - Winona, MN

\$2.38M 25,030 sq. ft. transportation building addition

Onalaska School District - Onalaska, WI

\$14.5M 130,000 sq. ft. Northern Hills Elementary addition and remodel to existing school. Irving Pertzsch Elementary's new gym with lobby and exit corridor \$18.6M 155,448 school addition

PROJECT TEAM



TRYSTAN HOUZNER **PROJECT MANAGER**

Trystan will work closely with the Senior Project Manager, Tyler Schulz, to ensure all project deadlines are met. Trystan will be responsible for estimating, managing, and coordinating all project services. He is experienced in all project activities, including budgeting, systems analysis, value engineering, project scheduling, and project administration throughout the entire lifecycle of a project.

QUALIFICATIONS

- 2.5 years with Market & Johnson
7 years of construction experience
- University of Minnesota-Twin Cities, MN - 2019
B.S. Degree Construction Management
- Dale Carnegie Training Program
- Servant Leadership Training
- Bluebeam Basics Training
- OSHA 30 Certified
- Erosion and Stormwater Management Certified.
- WHEA Advanced Healthcare Certified
- Leadership Winona Training Course - Winona Chamber
- Hydromobile Scaffold Training
- Communication - Non-verbal Language and Delivery Training

FIELD ENGINEER PROJECT EXPERIENCE

UW-La Crosse - La Crosse, WI

\$29.5M 140,000 sq. ft. new fieldhouse

FIELD ENGINEER PRECONSTRUCTION EXPERIENCE

Chetek Wastewater Treatment Plant -Chetek, WI

\$20M Wastewater treatment plant

Midwest Medical Center Expansion & Renovation - Galena, IL

\$30M 65352 sq. ft. hospital expansion and renovation



MATT WALDERA **PROJECT INTERN**

Matt will work closely with Trystan and Kurt on day-to-day project coordination. Matt will assist with resolving on-site conflicts and issues by working with the project team and issuing RFI's and submittals. Matt will also assist in coordinating and managing the project's subcontractors and suppliers and will review and assist with the management of on-site safety and quality control.

QUALIFICATIONS

- 3 years of construction related experience within commercial construction.
- University of Wisconsin- Platteville, Platteville, WI - 2025
B.S. Degree Construction Management, Minor in Architecture
- Youth Apprentice Carpentry Level 1 Certification- WI DWD
- Procore Student Certification
- Training in Bluebeam and RS Means

EMPLOYMENT EXPERIENCE

Market & Johnson, Inc. - La Crosse, WI

May 2022 - September 2022

Pre-Construction Intern: Assisted Estimating Manager with takeoff, Coordinate Quotes with Subcontractors, attend Prebid Meetings with Lead Estimating Manager

RJ Jurowski Construction, Inc. - Whitehall, WI

April 2021 - August 2021

Youth Apprentice and Laborer: Assisted Journeyman Carpenters in Assigned Tasks, Maintained Cleanliness of the Job Site, worked on General Maintenance and Shop Tasks



**KURT WARRINGTON SR.
PROJECT SUPERINTENDENT**

Kurt has been with Market & Johnson for 9 years and has 29 years of construction experience. Throughout his career he has consistently demonstrated the knowledge, skill, and experience required to lead many projects for Market & Johnson.

As the Project Superintendent for Market & Johnson, Kurt will provide on-site leadership, quality control, enforce project safety programs, manage subcontractors, maintain schedules, and provide the owner with day-to-day on-site contact.

QUALIFICATIONS

- 30 years of construction experience
10 years with Market & Johnson
- CPR/AED and First Aid Certified
- MSHA 24 Hour Training
- MSHA Part 46 Annual Refresher
- OSHA 30 Hour Training
- Hilti Power Actuated Tools Training
- Travelers Mobile Crane Management Training
- Field IT Training

SELECTED PROJECT EXPERIENCE

Badger Mining – Taylor, WI

8,500 sq. ft. office renovation and a new 10,000 sq. ft. metal building maintenance facility with wash bay, offices, and warehouse area, overall building area

Western Technical College – La Crosse, WI

\$761K 55,000 sq. ft. Lot B new parking lot with bio retention ponds and 3 solar array panels for electric vehicle charging.

Longfellow School - La Crosse, WI

2,300 sq. ft. secure entry addition

Pontotoc Sands – Stonewall, OK

Kwik Trip - Worthington, MN

7,297 sq. ft. facility Demo of an existing C-Store, removal of existing tanks, dispensers and all site paving. A new 8,500 sf Gen 3 store with a stand-alone single bay carwash. 52,000 sf parking lot.

Grand River Medical Group – Richland Center, WI

\$771K 5,300 sq. ft. Dialysis Department buildout and center pharmacy

Scenic Rivers Cooperative - Lancaster, WI

\$10.4M 59,724 sq. ft. new facility



ERIC HAYDEN
QUALITY CONTROL DIRECTOR

Eric is a resource for our project superintendent and superintendent to ensure quality standards are met and will assist in preplanning with scheduling, sequencing, site conditions, submittals, and plans. Eric will attend preinstall meetings and weekly site inspections. He will work with the estimating department to review plans and help determine the best installation methods. He will work with installers to verify quality and ensure proper installation is utilized. He will conduct weekly quality control checks and assist with implementing M&J safety standards. Eric will help conduct a final quality inspection as phases of the job are completed.

QUALIFICATIONS

- 30 years of construction experience; 18 years at Market & Johnson
- AGC Supervisory Training Program Classes Unit 1 - Unit 10
- OSHA 10 & 30 Hour Trainings
- Trainings: Rigging/Signaler; Aerial Lift Training; Forklift/All Terrain Operator; Confined Space; CPR/AED and First Aid Certified



MARK LARSON
SAFETY MANAGER

As the Safety Manager for Market & Johnson, Mark is responsible for ensuring a safe job site during a project's construction. He will provide safety planning, training, assess job sites for potential hazards, and audits the site's operations to ensure compliance with safety procedures. Mark is responsible for establishing standards for construction procedures and the use of safety equipment. He ensures compliance with safety regulations set by local and federal government agencies.

QUALIFICATIONS

- 17 years of construction experience; 13 years at Market & Johnson
- MSHA Trainer
- OSHA Outreach Trainer
- CPR/AED and First Aid Certified
- Trainings: Forklift Operator; Aerial, Scissors, and Boom Lifts; Rigging and Signaling; Hydromobile Scaffold



CVTC EMERGENCY SERVICES EDUCATION CENTER • EAU CLAIRE, WI

KEY QUALIFICATION & APPROACH

SIMILAR PROJECT EXPERIENCE



EAU CLAIRE FIRE STATION #10 EAU CLAIRE, WI

Market & Johnson was the Construction Manager for the City of Eau Claire's new Fire Station # 10. M&J worked closely with the City of Eau Claire, ECFD, and Five Bugles Design, since conceptual design/site selection. M&J has worked closely with City Purchasing and Finance to assist in City Council and Committee approvals. The fire station is a 19,767 square foot facility with five apparatus bays with attached office, training and living quarters. The facility is built on a historical landfill and includes a soil vapor mitigation system.

Type Of Construction: New Construction

Size: 19,767 SF

Construction Cost: \$4,004,219

Services Provided: General Contractor

Construction Management Services

Owner: City of Eau Claire

Contact Information: Chris Bell 715-839-5012

christian.bell@eauclairewi.gov

Start Date: September 2017 **Completion Date:** September 2018





MANITOWISH WATERS FIRE COMPANY MANITOWISH WATERS, WI

This new fire station for the northern Wisconsin town of Manitowish Waters replaces the town's obsolete and outdated facility. The 10,300-square-foot station includes offices, a training area, a kitchen, a fitness center, bathrooms, showers, and four drive-through apparatus bays. The exterior of the building is clad in custom precast panels mixed with black stained wood with an acid-green steel canopy.

Type Of Construction: New Build

Size: 10,300 SF

Construction Cost: \$2,980,307

Services Provided: Construction Manager

Owner: Manitowish Waters Fire Company

Contact information: Bob Skrobot 715-904-0221
bigdodgebob@hotmail.com

Start Date: October 2019 **Completion Date:** August 2020





OSCEOLA FIRE STATION
OSCEOLA, WI

The Village of Osceola's project consisted of relocating the existing Fire Department. The Village purchased a vacant wood-framed building and former lumber yard that was transformed into a Fire Station. Our team renovated offices and turned the 15,000 square foot cold storage into a conditioned apparatus bay.

Type Of Construction: Remodel

Size: 15,000 SF

Construction Cost: \$1,248,000

Services Provided: Construction Manager

Owner: Village of Osceola

Contact information: Joel West 612-756-2571
rjwest@myosceola.com

Start Date: August 2017 **Completion Date:** January 2018





**SOUTHWEST HEALTH EMS FACILITY & AMBULANCE GARAGE
PLATTEVILLE, WI**

Market & Johnson built this new \$1.6 million, 8,320 SF ambulance facility with three ambulance stalls, offices, community room, day room, locker rooms, and living quarters for staff.

Type Of Construction: New Construction

Size: 8,320 SF

Construction Cost: \$1,600,000

Services Provided: Construction Manager

Owner: Southwest Health Center,

Contact information: Dan Rohrbach 608-330-3313
rohrbachd@southwesthealth.org

Start Date: April 2016

Completion Date: August 2016



SIMILAR PROJECT EXPERIENCE



ELLSWORTH FIRE STATION ELLSWORTH, WI

Market & Johnson was selected as the Construction Manager for the Ellsworth Fire Station project. The project consisted of a 5,200 square foot addition and 6,700 square foot remodel.

Type Of Construction: Remodel and Addition

Size: 7,500 ^{SF} remodel and 5,200 ^{SF} addition

Construction Cost: \$1,114,489

Services Provided: Construction Manager
General Building Contractor

Owner: Ellsworth Fire Service Association

Contact Information: David Deiss 651-592-2849
dhdeiss@mmm.com

Start Date: November 2016 **Completion Date:** July 2017



PUBLIC SAFETY FACILITIES EXPERIENCE



LA CROSSE FIRE STATION #4, LA CROSSE, WI

Fire Station #4 is a ground up new station for the City of La Crosse. This 20,680 square foot, \$5,354,406 project includes 2 apparatus bays, living quarters, and a full size commercial kitchen.

Contact information: Jeff Murphy – Assistant Fire Chief
608-769-9747
Murohyj@cityoflacrosse.org



LA CROSSE FIRE STATION #1, LA CROSSE, WI

The La Crosse Fire Station #1 project included remodeling in the basement and dispatch room, new roofing above the maintenance garage, exterior window and door replacements and reconstruction of the mechanical and electrical systems. The project also included the removal and replacement of approximately 1,900 square feet of existing concrete flooring between the basement and first floor of the existing maintenance shop.



HUDSON FIRE DEPARTMENT, HUDSON, WI

Market & Johnson was the general contractor on this 26,785 square foot fire station for the City of Hudson. The new facility replaced their current downtown location with additional fire truck capacity, offices, conference room, and future dorms—additionally, the project incorporated a new training facility by adding a two-story hose tower. The construction consisted of precast wall panels, precast roof tees, and cast-in-place foundations. The City built the facility to handle Hudson's current and future growth.



CVTC EMERGENCY SERVICES ED. CTR, EAU CLAIRE, WI

CVTC's Emergency Service Education Center project included two additions totaling 28,000 square feet and an additional 25,000 square feet of phased remodeling. The facility houses CVTC's law enforcement, fire protection, and emergency medical services programs and now provides these programs with updated classroom space, a student commons, a shooting range, and an apparatus bay.



LAKE HALLIE PUBLIC SAFETY BUILDING, LAKE HALLIE, WI

This 26,692 square foot Lake Hallie Municipal Building houses the Lake Hallie administrative offices, fire department, police department and the emergency medical service. The facility also includes an apparatus bay for the fire department, fire department offices and dorm areas.



TOMAH HEALTH, TOMAH WI

CONSTRUCTION MANAGEMENT EXPERIENCE WITH FEDERALLY FUNDED PROJECTS

Market & Johnson is uniquely situated in the Wisconsin construction market due to being Western Wisconsin's largest contractor. Due to our Wisconsin office locations being located in Eau Claire and La Crosse, our firm has become an expert at large scale construction projects in rural communities. Many of these projects are tied to federal funding sources because of their locations, needs, and qualifications. Whether funding is from USDA, FEMA, or through the federal appropriations process, our firm has the knowledge and experience to ensure the project complies with all standards associated with the funding source.

Market & Johnson has substantial experience working with governmental agencies at the federal, state, and local levels. Our proposed project team has the accreditations and specialized qualifications to support our ability to provide value in our interactions with public agencies. Below is an expanded explanation of our experience and a few project examples of federally funded projects we have been the selected Construction Manager for:

USDA EXPERIENCE

Our firm is extremely experienced with working closely with the USDA and their team of professionals on construction projects. Dating back to 2009, when we did our first USDA project together, our teams have worked seamlessly on over a dozen construction projects. We have been so successful that in 2012, the USDA invited our team to present the benefits of using the construction management delivery method to all the USDA field directors.

Since then, we have completed projects ranging from community centers to student dorms to several nursing homes, and, at the time, the largest project the USDA had completed in the State of Wisconsin - the new Crossing Rivers Health Hospital in Prairie du Chien, Wisconsin. Some other notable and relevant projects that utilized USDA funding and our construction management services include Tomah Health's replacement facility and the recent addition of Vernon Manor in Vernon County. You will not find another team that understands the USDA expectations, process, checklists, and paperwork like we do.

Our USDA expertise includes the following:

- Extensive knowledge of their procurement processes
- Strong understanding of their contracting process and expectations
- In-depth experience with their project approval process
- Knowledge of their GMP expectations and process
- Experience with USDA paperwork and payment application
- Strong working relationship with Kathy (USDA Architect), Brian Deaner, and several of their field directors.
- Proven history with subcontractor paperwork and final project closeout

RECENT USDA EXPERIENCE:

- Tomah Memorial Health
- Spooner Health
- Crossing Rivers Hospital
- Hayward Area Hospital/Nursing
- Memorial Medical - Galena, IL
- Vernon Manor Nursing
- Colfax Nursing
- ParkView Homes
- Augusta Nursing



FEMA EXPERIENCE

Over the past four years, Market & Johnson has worked closely with countless school districts and FEMA throughout the design and construction process to build emergency storm shelters. These projects stem from FEMA starting a Pre-Disaster Mitigation (PDM) program to assist rural areas in constructing emergency shelters that can withstand an F5 Tornado, more commonly referred to as the PDM Grant Program. These shelters are typically made into an extra gymnasium or classroom space for school districts and the community. Although the shelters are physically connected to the school, they must have their own generator, water supply, and bathrooms. This experience helps us fully understand the federal regulations tied to federal funding and ensure that the project is in compliance.

OUR FEMA EXPERTISE INCLUDES:

- Spencer School District
- Luck School District
- Owen-Withee School District
- Abbotsford School District
- Norwalk-Ontario-Wilton School District

FEDERAL APPROPRIATIONS EXPERIENCE

Market & Johnson has been heavily involved as the construction expert in multiple projects that received federally funding from the Omnibus Appropriations Act for Fiscal Year 2023. As we have closely followed many requests, including the request from the City of Platteville, we have already been the selected Construction Manager for the Chippewa Valley Boys & Girls Club and the St. Croix Foodbank, both who received \$1,000,000 and \$4,319,000 respectively from this same Omnibus Appropriations Act. Our firm understands the importance of receiving this funding and the regulatory strings attached to it. We will be an active partner in the project and ensure communication and the necessary information will be provided to all stakeholders involved.

KEY REASONS TO SELECT M&J AS YOUR CONSTRUCTION PARTNER

Market & Johnson is excited about the opportunity to work for the City of Platteville. We feel there are several reasons why you should select Market & Johnson as your construction partner for this project. As your project team compares the RFP submittals and deliberates on what firms will get an interview, we want to make sure you remember the below qualities about Market & Johnson. **Many of these qualities and experiences complement each other and offer real-life efficiencies as they become cross functional.**

Southwest Wisconsin Construction Experience

Although Market & Johnson completed \$310M in construction in 2022 and completed work in 9 states over the last five years, most of our work is focused here in Western Wisconsin. One of the unique aspects of Market & Johnson is that our firm focuses on a very limited geographic region that does not include major metro markets; therefore, our expertise working in rural communities is key. Since our La Crosse office opened in 1995, it has served as the project office for projects throughout Southwest Wisconsin. These projects include the Grand River Medical Group Dialysis facility in Richland Center, the recently completed Scenic Rivers Energy Cooperative in Lancaster, and several projects for Southwest Health in Platteville and the surrounding Grant County area. Since early 2010 our firm has worked exclusively with Southwest Health on over \$75 million in construction. These projects have included clinic additions, an EMS facility, and recently a 26,000 square foot outpatient services addition. In just the past three years, we have also completed standalone family medicine clinics for Southwest Health in Cuba City and Kieler, Wisconsin. Although our upcoming \$30 million addition at Midwest Medical Center in Galena, Illinois is across the border, it is important to note the project as we will have additional subcontractor experience in the area as this project is scheduled to start in April 2023.

Experience with WENDEL/ 5 Bugles Design Team

Since our first project with Wendel/ 5 Bugles in 2004, our firms have been key partners in delivering successful construction projects. Not only have we worked together on countless public safety projects, we have also worked together in the following market sectors: healthcare, advanced manufacturing, education, and senior living. Specifically, with 5 Bugles, our team has delivered successful projects for the City of La Crosse, Eau Claire, and Chippewa. Our teams are currently working together again on La Crosse Fire Station Four, which is expected to finish in March 2023. Our firms' experience working together will promote collaboration, communication, and problem solving. The City of Platteville will benefit from our firm's ability to reduce change orders during the design process and ensure timely communication to the city and design team.

Team Experience

As stated throughout this RFP response, our project team includes 187 years of construction experience and direct ownership involvement. We also propose using the same project team working on the La Crosse Fire Station Four with Wendel/ 5 Bugles. We are also proposing using the same Senior Project Manager, Tyler Schulz, who will manage the large hospital addition in Galena, Illinois. Tyler's knowledge and experience working with Southwest Health in Platteville and Midwest Medical in Galena, Illinois, will allow him to use his knowledge of local subcontractors to ensure this project has multiple competitive bids from subcontracts with a vested interest in this project and the Platteville community. Jason, Mike, and Tyler's experience working with WENDEL/ 5 Bugles on various other projects throughout Western Wisconsin will allow for natural operational efficiencies as we go through the rest of the design and preconstruction process together. Our teams have demonstrated the ability to deliver successful projects all over Wisconsin, and we encourage you to contact our past clients who have worked with our firms.

Additionally, this project team is well-versed with USDA funds and will ensure adherence to all bidding and contractual obligations that pertain to USDA Rural Development requirements. Finally, we are proposing to utilize a project intern, Matt Waldera, a student in the Construction Management program at UW-Platteville, allowing Matt to have real world construction experience on a project he has a vested interest in. These opportunities are exciting, and we hope they further demonstrate our commitment to this project and keeping all resources local.

We appreciate the opportunity to submit our qualifications for the Platteville Fire Station and hope we have demonstrated why you should select Market & Johnson as your construction partner. No singular reason above should be why you choose Market & Johnson, but rather all the key reasons together should be why you select Market & Johnson. You will not find another firm with the cross-functional experience we possess. Our team has demonstrated how to successfully deliver projects in the Platteville construction market for the last decade, has worked with WENDEL/ 5 Bugles for the previous two decades, and has delivered over \$150 million in federally funded projects over the last decade alone.



PROJECT APPROACH AND UNDERSTANDING

Over the course of providing construction and construction management solutions to clients for more than seventy years, Market & Johnson has developed an innovative process to deliver real results that add significant value to our clients.

Our understanding of the project begins with recognizing that the city of Platteville has engaged in a thoughtful and deliberative process with Wendel/ 5 Bugles to create a request for proposal with the expectation that our request for proposal response will give an all-inclusive overview of our experience, project team, preconstruction services, and ability to develop options and bring the project to completion within budget.

We further understand that the city of Platteville has selected a quality architectural and engineering partner in Wendel/ 5 Bugles to oversee the design of your new facility. Additionally, we understand that together the city and 5 Bugles have been working towards this project since early 2021. That further underscores the importance of this project to the community and the fire department. Throughout the space needs analysis and operational overview, we understand that the city and 5 Bugles evaluated multiple sites and considered the needs of the department for the next 50 years. As of May 2022 we recognize the Common Council moved forward with the design of the fire station at the OE Gray Community Learning Center. This site allows the station to have additional training spaces and will allow for the growth of the department as needed.

As Construction Manager we will work collaboratively and diligently with your design partner throughout the entire process to meet your needs. We recognize that there is a proposed schedule created that shows a construction timeline of 10 months and a project budget of \$13.5M for a 28,000-32,000sqft facility. Market & Johnson can and will meet this timeline and budget while being an active member of the project team. According to the Fire Station project narrative we believe that the city of Platteville is looking to include a community room and commercial kitchen in the proposed concept depending on budget constraints and value engineering opportunities. These opportunities and challenges excite our team as we look to find creative solutions to complex problems that would allow for all potential components of the building to be included in this project. This is where our past knowledge and experience of public safety facilities, as well as our knowledge of the Platteville construction market and subcontractors, will add value to the project. This experience and institutional knowledge will drive down the cost of the Fire Station by having multiple competitive bids in all categories of work. As well as bringing past project knowledge to the table when looking at innovative solutions to the project's constraints.

Our team will work with all key stakeholders to meet the city of Platteville's budget and develop options to ensure we are being cost conscious throughout the duration of this project.

Based on our previous experience providing the same services to a host of other municipalities, our proposed project team has the requisite background and expertise to provide high-quality Construction Management services and exceed Platteville's expectations throughout the project.

Over 80% of the \$300 million in construction volume M&J performed in 2022 was completed as a construction manager. Our firm prides itself on becoming an active team member early in the project life cycle, and our experience has shown that the first 20% of decisions made will impact 80% of the project cost. By having the full team at the table early on and partnering with key parties involved in the design and construction of the project, we develop a team of industry experts who will assist you and add value to the project from start to finish. This approach also allows team members to bring their previous experience to the project and identify unique solutions to ensure the project is delivered on time, under budget, and are inclusive of operational efficiencies that reduce the life cycle costs of the facility.

Our innovative project approach, called the Market Method, provides quality cost control, and achieves value-added results for our clients. While not comprehensive,

The Market Method can be summarized in the graphic on the right.

THE MARKET METHOD

PRE PLANNING PHASE

- Verify and Affirm Needs Assessment
- Affirm Budget
- Square Foot Assumptions
- Establish Project Timeline
- Entitlements Analysis

PROGRAMMING & PLANNING

- Project Kick Off Design Meeting
- Concept Designs
- Concept Budgets
- Financial Review

DESIGN PHASE

- Evaluate Design Options
- Develop Detailed Cost Estimates
- Evaluate Building Systems/Materials
- Ensure Design Meets Budget
- Verify Design Adheres to State and National Statues
- Develop Phasing/Schedule

BIDDING PHASE

- Local Contractor Open House
- Advertisement to Contractors
- Qualifications of Contractors
- Open Book Bidding Process
- Verification of all Selected Bidders
- Establish Guaranteed Maximum Price

CONSTRUCTION MANAGEMENT

- Subcontractor Management
- Drive Schedule
- Quality Control & Safety
- All Project Communication
- Project Close Out



PRE-CONSTRUCTION PHASE SERVICES

Over 90% of our workload is comprised of projects where the owner has incorporated our services very early in the process; that's because the most impact that we can have on a project in terms of cost and schedule occurs during the design phase. Our hybrid Integrated Project Delivery Model, called the Market Method is our platform to providing high quality, consistent and impactful project services.

One of the keys to our preconstruction services is focused around two concepts. The first is aligning of strengths and the second is communication. We feel that every team member brings knowledge and expertise to the project and those skills should be capitalized on during the process. Our role is to not only be your construction expert during this time, but also to facilitate everyone's skills and to balance that within your project. In doing that, communication becomes a key component. As your construction manager, we will not only bring the construction skills to impact your project, but we will listen to other team members, balance their ideas and concepts, proactively solicit ideas from team members and will manage that entire project while keeping the budget, schedule and quality as the overarching goals. One of the most important areas that our team is challenged with is balancing the wants and needs of the client.

Below is a summary of the key skills that Market & Johnson provides during the preconstruction phase:

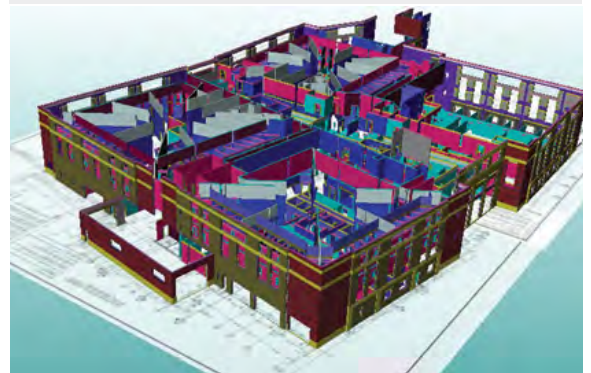
- Continual Project Budgeting
- Systems Review-Life Cycle Costing
- Value Engineering
- Project Scheduling-phasing
- Beginning of Infection Control Planning
- Building Information Modeling (BIM)
- LEED/Green Concept Integration

BUILDING INFORMATION MODELING

Our firm has been utilizing 3-dimensional estimating and take-off software for several years. This additional depth of 3-dimensional viewing is especially effective with our masonry professionals. This estimating tool allows for instant access to block types, how changes impact design, as well as a excellent visualization tool.

Our team is willing to provide this 3-dimensional tool at no additional fee. We have used BIM on several projects and have found it to be a useful tool during the planning and design as well as during construction.

We will lead the coordination efforts with our architectural, mechanical, electrical, plumbing and fire protection partners in an effort to enhance the design and minimize changes.



Our team utilizes a sophisticated budgeting approach to develop the most cost-effective project. The largest impact that we can have is during design, so we concentrate our focus on these areas in order to keep your project under budget.

ESTIMATING AND COST MANAGEMENT

All projects, large or small, operate within a finite budget. Compromise, creativity, cost-cutting, and value judgements are a normal part of the design process. Finding the balance between creative design, quality appearance, durable construction, and value comes with experience and practice. Helping our clients make value judgements starts at the programming phase and endures until the building's grand opening day or beyond.

Budget management and control have become a major challenge for most owners. We approach budget control by providing as much information as possible to you so that good decisions can be made. This information is based on experience and input from architects, contractors, and consultants.

BUDGETING PROCESS



CONCEPTUAL DESIGN BUDGETS

The very first step in our estimating approach is to develop a very preliminary design, floor plan and potential exterior elevation and then utilize our historic cost database to develop a preliminary square foot budget. This provides a baseline as to owners' expectations and the preliminary design and allows the team to begin evaluating the most cost effective manner to design and build the project.



SCHEMATIC DESIGN BUDGETS

As the design becomes more detailed, our ability to budget does as well. During this phase, our budgets will begin to show the divisions of work and will become more detailed and broken down into specific areas. We can start to budget specific material and can begin to evaluate some of the systems options that may be available for the project (HVAC, Electrical and Plumbing needs).



DESIGN DEVELOPMENT BUDGETS

Our team is now able to provide very detailed budgets. The estimates are based on actual quantity take offs and actual product costs. The budgets become very accurate at this point so the detailed process of value engineering, material evaluation and systems analysis can occur. All of these can have a tremendous impact on the overall project costs.



FINAL CONSTRUCTION BUDGETS

At this point the drawings are complete and our budgets have been fine tuned to a point that the project is ready for the bidding process. Our firm will solicit bids on the work and will be able to determine a Guaranteed Maximum Price during this phase. You will have the ability to review all the bids received and will have the flexibility to select the contractors that you want to work with. Our team will evaluate all the bids so you can feel confident in the subcontractor team and the overall project costs.



The needs, wants and opportunities will make budget a key design criteria throughout the project. Scope, quality and provisions for future opportunities will be evaluated at each phase and resolved before proceeding to the next phase. It is never easy to “take things out” of a project — but if revisions or reductions are based on the project’s clearly articulated objectives, strategy and vision, then every decision has a standard evaluation process.

Estimating is a continual process. Individual systems are compared to alternatives, and each finish selected by comparing several manufacturers. The level of detail continues to be refined as the documents are completed. We will provide estimates at the completion of each phase and will continually update and price alternates throughout the process.

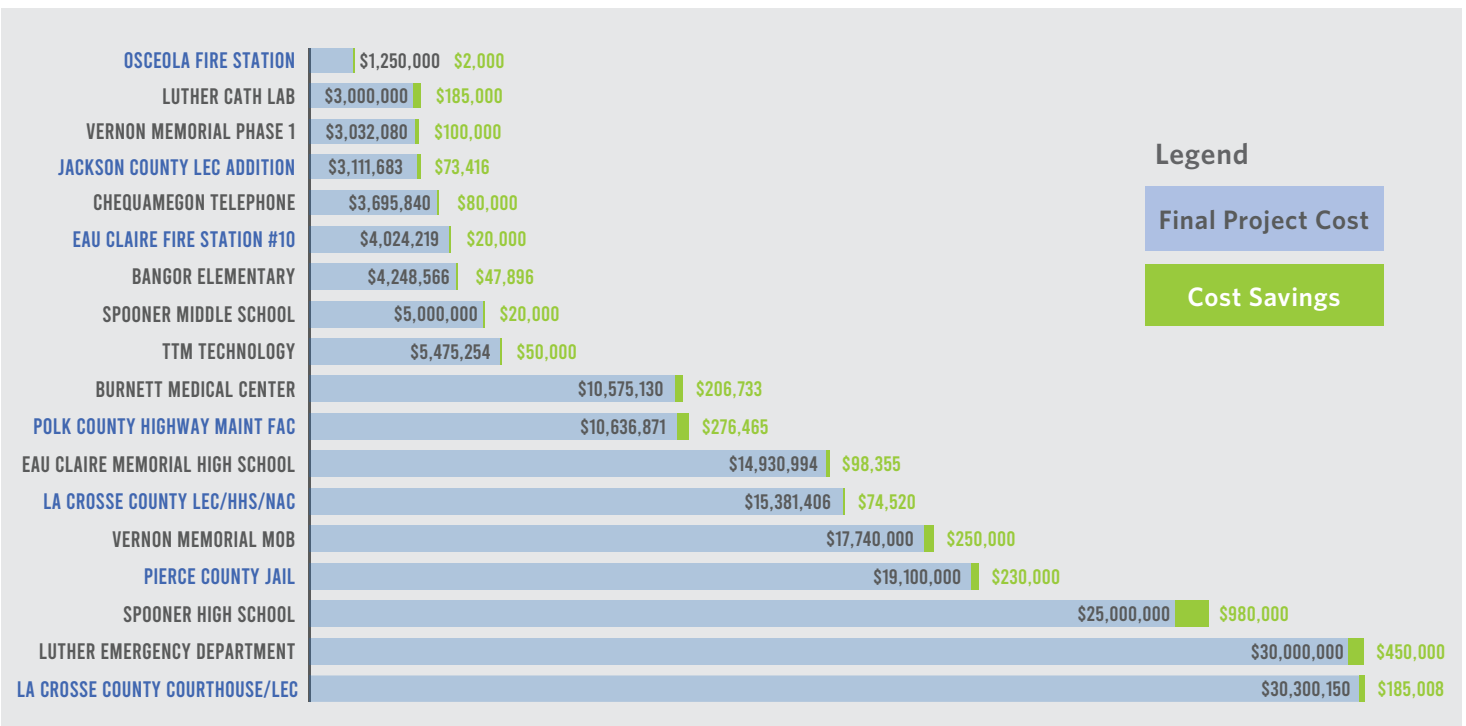
ESTIMATING ACCURACY AND PROJECT SAVINGS

Our team has the unique ability to provide accurate preliminary estimates, backed up by a proven track record of creating project efficiencies resulting in real cost savings. Our team is the only one that can combine all the above critical components to this process. With many of our recent projects, our summary reports have shown savings in various areas, which has allowed the owner the ability to enhance the project in other areas.

Results:

Our firm is proud of our proven track record of delivering projects within budget and often times under budget.

Below is a partial list of project savings recently returned to our clients.



Detailed Cost Estimating:

As drawings and specifications are developed, the schematic design estimate is refined and updated. Using information regarding quantity surveys, previous cost data, current market pricing and features unique to the project, a realistic construction estimate is developed. An actual takeoff will be performed and will provide a very accurate cost estimate. In our opinion, a detailed cost estimate should be completed when the construction documents are at the 50% complete point and again at the 80% complete point.



When it comes to value engineering, we are not looking for ways to cheapen a project but instead look for alternatives to enhance the project while developing cost-saving opportunities.

VALUE ENGINEERING/COST SAVINGS PROCESS

Over 90% of our work is negotiated where we are involved throughout the design, working with the team to develop cost options. In this process, our team provides preconstruction services that include value engineering to assist the owner and designer with balancing wants and needs with the budget.

Our value engineering examples include the over \$4 million worth of options developed for Crossing Rivers Health's new replacement hospital to the roofing and structural options we developed for Hayward Memorial Hospital that created enough project savings to add a new entrance. We also generated over \$100,000 in opportunities on the Sacred Heart Emergency Department project and over \$250,000 worth of options for the new Trempealeau County Healthcare Center.

See a small portion of the Value Engineering Suggestions chart for Crossing Rivers Health below:

VALUE ENGINEERING SUGGESTIONS

- 1 IDENTIFY AN EXTENSIVE LIST OF COST SAVING OPPORTUNITIES.
- 2 DETERMINE AMOUNT OF SAVINGS.
- 3 TEAM DISCUSSION OF ITEMS TO BE CONSIDERED, CHOSEN, OR TABLED FOR FUTURE CONSIDERATION.

Area	Item	Description	Cost Savings	Revised Cost Savings	RFMS Option 1 Savings	RFMS Option 2 Savings	PdCMH Selected Savings	M-J/SFMS Savings	Notes	Accept	Reject
Sitework	1	Eliminate Covered Vehicle Canopy or use fund raising dollars.	\$289,000	\$289,000	\$289,000	\$289,000	\$289,000	\$289,000	Kalwall Panels are extremely expensive. Cost range from \$65 to \$70 installed. Possibly look into different form of construction if Canopy is to remain. Could bid as an alternate. M-J to provide cost for steel column/perine, standing seam roof.		
	2	Seed area in lieu of sod along walk path	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	Without irrigation of this area it will be difficult to establish sod.		
	3	Native Area- Change to Low Mow seed mix	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	Native seed is much more expensive than the Low Mow seed or select a less expensive mix for native grasses.		
	4	Reduce Shade Trees by 50%	\$21,200	\$21,200	\$21,200	\$21,200	\$21,200	\$21,200			
	5	Limestone Walls Reduce Quantity by 50%	\$13,950	\$13,950	\$13,950	\$13,950	\$13,950	\$13,950	Eliminate 465 SF of walls, they are decorative and have no function. Keep most in front		
Architectural /Structural	1	Reduce Quantity of Stone interior on Exterior to SD volume or select a less expensive stone product	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	SD budget included 7,700 SF of stone DD budget includes 14,200 SF of stone at the following locations. No locations have been eliminated at this time.		
	2	Reduce thickness of concrete roof at hospital and change MOB roof to bar joist/metal deck roof	\$48,222	\$48,222	\$48,222	\$48,222	\$48,222	\$48,222	Reduce quantity of stone and use a less expensive product DD Budget includes 7.5 overall thickness of concrete at roof. The roofs steel construction is nearly identical to that shown on first floor. The steel cost is approximately \$9.25/SF and the concrete topping costs come in at \$3.94/SF.		
	3	Reduce MOB Roof to 2inch thick for structural	\$20,666	\$20,666	\$20,666	\$20,666	\$20,666	\$20,666	Suggest placing a 3.5" concrete roof deck and eliminate the parapet that would have been added. Same cost savings.		
	4	Reduce Quantity of Vegetated Roof to SD level	\$42,223	\$42,223	\$42,223	\$42,223	\$42,223	\$42,223	Currently the DD set includes 7100 S of Vegetated Roof @ \$15.74. Ballasted Roofing is \$6.45/SF. Only put vegetative roof at OB		
	5	Remove cover board @ Ballasted Roofing	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	Spec calls for a cover board over the insulation, with a ballasted roof this has to be a wood fiber type product (can't put a gyp. product as the top layer of a ballasted assembly), but its not really needed anyway for warranty.		
	6	Change Canopy Construction	\$96,000	\$96,000	\$96,000	\$96,000	\$96,000	\$96,000	Kalwall Panels range from \$65- \$70 SF installed. Look at changing construction of roof or reducing quantity of Kalwall panels. Can we find a material that can be installed for \$35/SF		
	7	Eliminate pneumatic tube system	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	Include rough in for future installation.		
	8	Eliminate pre-cast bands & replace w/brick	\$125,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	Use brick instead of ornamental pre-cast banding		
	9	Eliminate screen wall on roof at equipment	\$79,800	\$79,800	\$79,800	\$79,800	\$79,800	\$79,800	Do not include a screen wall to hide equipment on roof.		
	10	Move Chapel to interior space	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Move Chapel to inside where small conf room is located		
Mechanical /Electrical	1	Change doors to ER Treatment Rooms to hinged type from break-away doors	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	Change 6 doors to hinged doors. Does not include Trauma Rooms		
	1	Eliminate one 750kw Generator-do not put all of hospital on emergency backup	\$457,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	Typical hospital generator costs @ \$2.83/SF. Two 750 KW generators cost \$853,000 or \$6.20/SF. Reduce quantity of generators may save \$457,000. If PdCMH only uses 1 750KW generator possible savings \$300K		
	2	Eliminate Low Voltage Bank-Concrete Enclosure	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	Look at running wires in conduit in lieu of duct bank.		
	3	MC Cable for all MOB electrical	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Use MC for all electrical in MOB		
	4	Eliminate Lightning Protection	\$63,423	\$63,423	\$63,423	\$63,423	\$63,423	\$63,423	Two Story structure is this required? Scott Hale says some insurance carriers give lower premiums for this "Master Label".		



CONSTRUCTION PHASE SERVICES

PROJECT COST CONTROLS

Controlling project costs is always an owner's major concern. Our team is always on top of cost controls by performing weekly and monthly reports to compare the budgeted costs to the actual costs. This process acts as a proactive means to red flag any potential problem areas. Our main reporting systems include:

Weekly Labor Cost Reports

Every week our field supervisors will receive a report that indicates the estimated hours, actual hours used and projected hours to complete for the literally hundreds of work phases on the project. This is the first line of defense in not allowing a project's labor costs to get out of control. This report is used if we self perform the work with M&J employees.

Weekly Job Costs Reports

Our project managers will have weekly reports that indicate not only where the labor hours are, but also the status of material costs, equipment costs, and indirect costs. Our project managers will monitor your project on a weekly basis and react to those areas that show signs of concern.

Weekly & Monthly Summary Report

As owner, you can receive weekly or monthly reports that summarize the entire project indicating the estimated costs, actual costs and projected costs. With many of our recent projects, these reports have shown savings in various areas, which has allowed the owner the ability to enhance the project in other areas.

Executive Summary Report

This communication tool is a high-level review of all major components of your project.



BID AND AWARD PROCESS

Our philosophy is to assure you that all capable subcontractors, equipment providers, and material suppliers are knowledgeable of your project and invited to bid on their respective divisions of work. We utilize the various Builders Exchanges, Dodge Reporting Service, Market & Johnson's own in-house "Bid Notification Software," and direct phone contacts.

As design nears completion, an appropriate list of bidders is identified, prequalified, and recommended. To ensure competitive bidding and accurate pricing, our team formulates a list of qualified vendors and subcontractors.

Selection from this list will be determined by the following criteria:

- Relevant project experience
- Previous experience with the team
- Ability to staff the project and maintain schedules
- Financial strength
- Safety record
- Minority business enterprise considerations
- Owner approval
- Local experience

CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT

Once construction begins, Market & Johnson initiates our quality project management services. Our leaders will direct and manage the communication process necessary to successfully complete every project.

Our management skills and tools are two of our firm's strongest assets and allow the project management team to deliver a cost-effective, high quality, and safe project.

PROJECT MANAGEMENT SERVICES

- On-Site Management
- Project Scheduling
- Budget Control
- Quality Assurance
- Subcontractor Management
- Project Communication
- Project Safety Plan



LOCAL SUBCONTRACTOR ENGAGEMENT

Whether we are managing construction for school districts, electric and telephone cooperatives or local units of government, Market & Johnson recognizes the importance of ensuring local contractors, have the opportunity to participate in the project through our competitive bidding process. We go to great lengths to identify local subcontractors and understand their capacity to provide a competitive bid, and we strive to ensure they have the information needed to be successful on bid day. We will also closely examine our approach to formulating the bid packages in an effort to ensure more local subcontractors are available to bid on the project. For example, we are accustomed to breaking up the concrete bid into multiple bid packages, resulting in more opportunities for locals to be involved in the project. This drives local engagement and local satisfaction in the overall project.

Our experience with large projects in southern Wisconsin means we have an extensive database of local subcontractors we can attract to bid on your project. Local subcontractor engagement and involvement increases interest and excitement in your project along with lowering costs. Our firm is committed to driving local engagement from the subcontracting community to your project and delivering quality results.

As your construction manager we view part of our role as a facilitator to local subcontractors and drive their engagement in the building process. Our methods to achieve this local engagement involve going above and beyond traditional bid posting and achieve real results.



At a minimum Market & Johnson is committed to the following:

- Local Identification & Evaluation
- Local Open House Before Bid Day
- Multiple Bid Packages in Certain Divisions of Work to Drive More Local Involvement
- Active Communication with All Local Subcontractors



SAFETY PRACTICES

Project safety cannot be emphasized too much. It is our responsibility to make certain that all persons— construction trades people, your employees, and visitors are all exposed to a safe and friendly construction environment. It is critical for both our reputations. In the construction industry safety is a critical component of every project. Market & Johnson places a tremendous value on safety in many different aspects. From our employees to subcontractor and from our client’s employees to the general public that may come in contact with your building project—Market & Johnson makes safety our number one priority. Our goal on every project is to have everyone that project touches go home safely at night.

OUR SAFETY PROGRAM IS BASED ON CONTINUAL TRAINING, ON-SITE EVALUATION, SITE SPECIFIC PLANS AND A MOTIVATIONAL INCENTIVE PLAN.

Our full time safety director leads a very proactive safety program that produces positive results and creates safe projects. Our safety program is based on continual training, on-site evaluation, site specific plans and a motivational incentive plan. Preplanning is also a major component of our program. By proper planning we are able to create plans for those activities that possess a safety risk. We then can develop a specific training for that activity ahead of time.

Over the past 10 years, Market & Johnson has received numerous safety awards from the Associated General Contractors of Wisconsin.

Market & Johnson Safety Program:

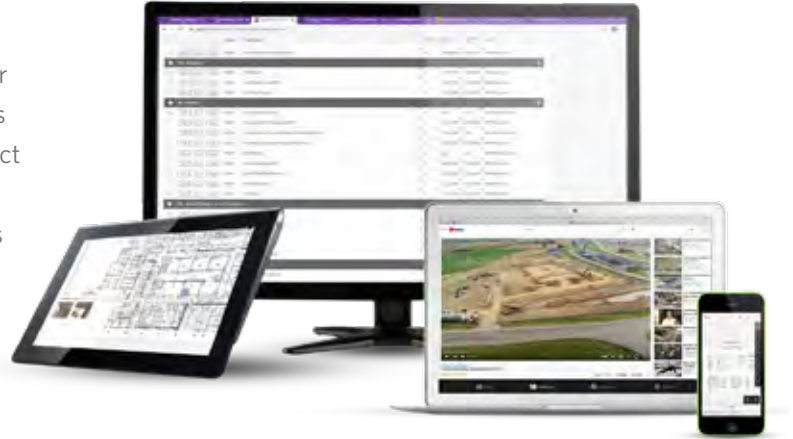
- Project Specific Program for Platteville Fire Station
- Sub Contractor Management
- Pre Planning Each Day

EMR RATING - EXPERIENCE MODIFICATION RATE					
2023	2022	2021	2020	2019	2018
.60	.63	.64	.70	.68	.71

COMMUNICATION METHODS

24/7 Procore Communication

Market & Johnson uses Procore software to provide our clients with all their project communication needs. This secure, online tool allows our clients access to all project information 24 hours a day, seven days a week on any media device. From drawings and budgets to schedules and RFI's—our clients always have the ability to see the most up-to-date information on their project.



Executive Monthly Report

Each month an Executive Monthly Report is created to keep the project team updated with the project's progress. The report is then emailed or printed for distribution to the project team. Report highlights include what has happened in the last 30 days, what will happen in the next 30 days, key project schedule dates and pictures of the project's progress.



Drone Footage

One new form of communication Market & Johnson has invested in is unmanned aerial vehicles (UAVs), more commonly known as drones. Our drones are used to take aerial photos and videos of projects to show clients the progress of their project. These images and videos allow stakeholders to keep track of the progress visually without ever setting foot on the property.

Our drones are registered with the Federal Aviation Administration (FAA), and our drone operators are all certified with the FAA. Shown here Hudson Fire Department in Hudson, Wisconsin



MARKET & JOHNSON'S QUALITY CONTROL PROGRAM

It is the policy of Market & Johnson to construct all building projects of such quality that they reliably perform their intent to the standards that Market & Johnson is recognized for within the construction industry. All contractual agreements, local, state, and federal regulations, and Market & Johnson's quality standards will direct all projects.

In pursuit of this overall policy, it is the intent of Market & Johnson that:

- All building projects are regulated by any applicable laws and regulations quality control standards.
- All building projects exceed the client's expectations and thereby contribute positively to Market & Johnson's construction quality reputation.
- All subcontractors will be held to the same quality assurance standards and regulations to assist in maintaining or exceeding Market & Johnson's quality reputation. These standards are enforced regardless of project size, the material used, or location.

Responsibility and Authority

- Market & Johnson utilizes a team approach in compliance with our quality assurance program. The Vice President of Operations is responsible for the design and implementation of all quality control and safety procedures. Project Managers are held accountable for the implementation of these programs on each job site, and the Project Superintendent monitors and enforces these procedures.
- Any employee who finds a nonconforming process or procedure can initiate a change request. These procedures will then be evaluated immediately by a Market & Johnson management member.
- All conditions adverse to quality assurance and safety that are not resolved are reported to Market & Johnson's Executive Committee to resolve the issue before it affects the project quality.

Resources

- Market & Johnson utilizes several resources to ensure quality. These resources are responsible for inspections, testing, and training.
- To ensure proper quality control checks, Market & Johnson uses an independent testing agency to test several processes. These processes include but are not limited to: concrete slump and strength, soil testing, and steel strength, welds, and tension on bolts.
- Market & Johnson's employees are extensively trained to uphold our quality standards. Our internal training program focuses on proper techniques, safety, and quality standards. The training program focuses on concrete crack controlling, studs and drywall techniques, masonry procedures for flashing and cracking, and other relevant procedures.
- In compliance with our quality standards, Market & Johnson also rely on several external training resources to properly train all personnel. Our employees go through an extensive OSHA 10-hour training program, Supervisory Training Program through AGC (Association of General Contractors), and periodic seminars on specific issues.
- Quality and Safety audits are performed and evaluated periodically. Weekly progress meetings focus on quality assurance, safety compliance, and overall progress. Personnel conducting the audits are properly trained to assess that specific process.

Procedures

- We designed this Quality Assurance program to offer employees and clients the means to understand Market & Johnson's position on quality. Market & Johnson strives to consistently maintain the highest level of quality and safety on all projects.

Our quality control procedures include but are not limited to the following:

- Contract Review
- Control of sub contractor
- Control of inspection & testing equipment
- Control of Quality Records
- Limited Design Control
- Corrective and Preventive Action
- Inspection and Testing Status
- Internal Audits
- Management weekly Review
- Product Identification and Handling
- Quality Control Training
- Safety Training



PROJECT CLOSE-OUT

The items targeted in the project close-out phase may seem rather small when compared to the scope of your entire project, but we feel very strongly that they are vitally important to bringing a project to a satisfactory completion. Our team will work diligently to accomplish these items.

System Start-Up and Testing. It is recommended that the owner's facilities and maintenance personnel join the project team to observe the trade contractor's check-out of operational systems and equipment evaluation for readiness while assisting in their initial start-up and testing. Videotaping will take place as requested and be furnished for future training and reference purposes.

Punch List. All subcontractors are required to self administer punch lists of their work as they near completion. The progress of these items is monitored during weekly meetings. We have experienced that a quality subcontractor can eliminate nearly all of the typical punch list items.

As the work nears completion, City of Platteville and Market & Johnson will determine the appropriate time to inspect each area for contract compliance. Our team will publish a list to correct items that are not in compliance with the drawings and specifications, and then be responsible for correcting all non-compliant items. This work is typically completed right after substantial completion.

Certification of Substantial and Final Completion. As the work approaches completion, a list of incomplete items and a completion schedule is prepared. Progress is monitored and preparations are made for final inspection and issuance of the Architect's Certificate of Final Completion.

Required guarantees, affidavits, releases, bonds, and waivers are completed and delivered. Additional items that will be delivered to the City of Platteville include all keys, manuals, record drawings, and additional material stock.

Post-Construction. We also believe it is important for the people operating systems to be assisted by engineers and suppliers during the first year's seasonal transitions. Collaboration between our team and the facilities personnel during the first year will help the key systems changeover events run smoothly. All team members are only a short drive from City of Platteville and will be available to help with any issues that may arise. Our relationships are of utmost importance to us and we will make sure that you are satisfied.

Extended Warranty. As part of the project team, Market & Johnson is committed to your success. Our firm is in the business of building long lasting relationships. Recognizing that commitment, we are extending the standard one-year warranty to two-years for City of Platteville!

Annual Inspection. As an added precaution, an annual inspection will be completed. Our team will review the entire project, looking for anything that may fall within the extended two-year warranty period. Market & Johnson will also meet with the owner's representatives to review any concerns City of Platteville may have with any feature of your building and its systems. This allows us the opportunity to make any needed corrections before the expiration of the extended two-year warranty.

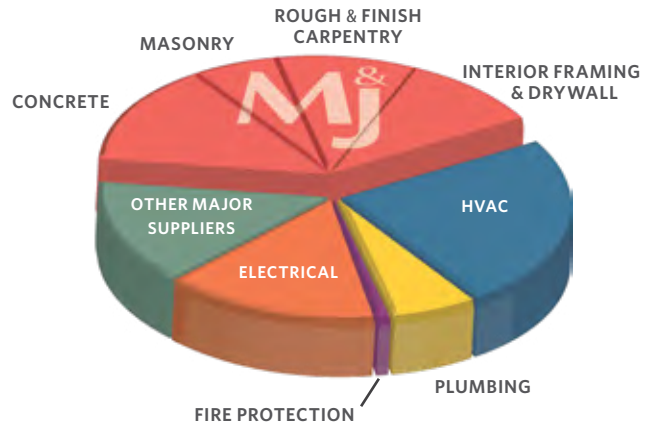


SELF-PERFORM CAPABILITIES

Our firm has the ability to self-perform many of the critical trade activities including concrete, masonry, carpentry, metal stud/drywall, and steel erection. Our ability to self-perform is what allows our team to control project cost, project schedule, quality and project safety.

Our self-perform capabilities also lead to more accuracy during budgeting and pre-construction. Our workforce in the field means we have unique insight into material cost and labor costs.

All self performed categories for your project will be competitively bid out.



Our firm has the ability to self-perform many of the critical trade activities including concrete, masonry, carpentry, metal stud/drywall, and steel erection.



SPECIAL PROJECT SERVICES

Remodeling

- ADA Restroom Upgrades
- Retail White Box and Build-Outs
- Door and Window Replacement
- Office Spaces

Emergency Repairs

- Car Damage
- Water Infiltration
- Vandalism

Concrete Work

- Removal and Replacement
- Sidewalks and Drives
- Equipment Bases

Steel Work

- Stairs and Landings
- Equipment & Process Area Catwalks
- Guard Posts and Rails

Building & Grounds Maintenance

Masonry Work & Restoration

Budgeting & Cost Analysis

Design & Permitting Assistance

SPECIAL PROJECTS DIVISION

Sometimes it's the little things that cause the biggest headaches. For over seventy years, Market & Johnson has provided construction management and general contracting services for large construction projects. During that time, we've learned our clients need more than a quality builder and expect a firm who can help them address smaller projects and take care of the little things that happen along the way.

Market & Johnson's Special Projects Division is dedicated to addressing the needs of smaller construction and maintenance projects and finding cost-effective solutions so that our clients can focus on their core business.

This team of experienced construction professionals is dedicated and committed exclusively to smaller projects. Their focus on budget, organization and coordination of smaller projects allows them to effectively provide turnkey solutions at a competitive rate.

The Special Projects Division supervises a wide variety of operations including maintenance, warranty work and small remodeling projects. We strive to control costs, stay within budget and complete projects in a timely manner.

Our Industrial & Millwright Division has traveled to 12 states to deliver projects for our clients.



INDUSTRIAL / MILLWRIGHT DIVISION

Market & Johnson's highly skilled millwrights offer our clients a wide variety of services providing a one-stop-shop for budgeting and cost analysis, design and permitting, large equipment moving and setting, emergency repairs, as well as building and equipment maintenance!

Our Millwright training includes aerial lift, forklift, confined space, first aid, MSHA, OSHA 10 and OSHA 30, conveyor and monorail, welding, crane pick plan, rigging and signaling, laser alignment, optical alignment, pump alignment, and blueprint reading.

Some of the markets we serve include: factories, manufacturing facilities, food processing facilities, product assembly lines, construction, water treatment facilities, bottling and canning plants, paper mills, power generation plants



EAU CLAIRE FIRE STATION #10 • EAU CLAIRE, WI

SUPPLEMENTAL INFORMATION



INTERIOR CLINIC ADDITION - 2021

SOUTHWEST HEALTH EXPERIENCE

Our firm's long standing relationship with Southwest Health in Platteville, Wisconsin, demonstrates our commitment to the Platteville community and our ability to complete large scale construction projects on time and under budget in this construction market for the past decade.

Market & Johnson's relationship with Southwest Health started in 2013 when our firm completed a 25,000 square foot, two-story clinic addition. We continued to work with Southwest Health in 2016 to complete a 9,000 square foot EMS facility and ambulance garage. In 2021, we completed a 26,000 square foot addition for outpatient services.

A comprehensive list of projects we have completed for Southwest Health is shown below.



CAMPUS CLINIC ADDITION - 2013



EMS FACILITY/AMBULANCE GARAGE - 2016



OR DEPARTMENT REMODEL - 2018



CUBA CITY CLINIC- 2022



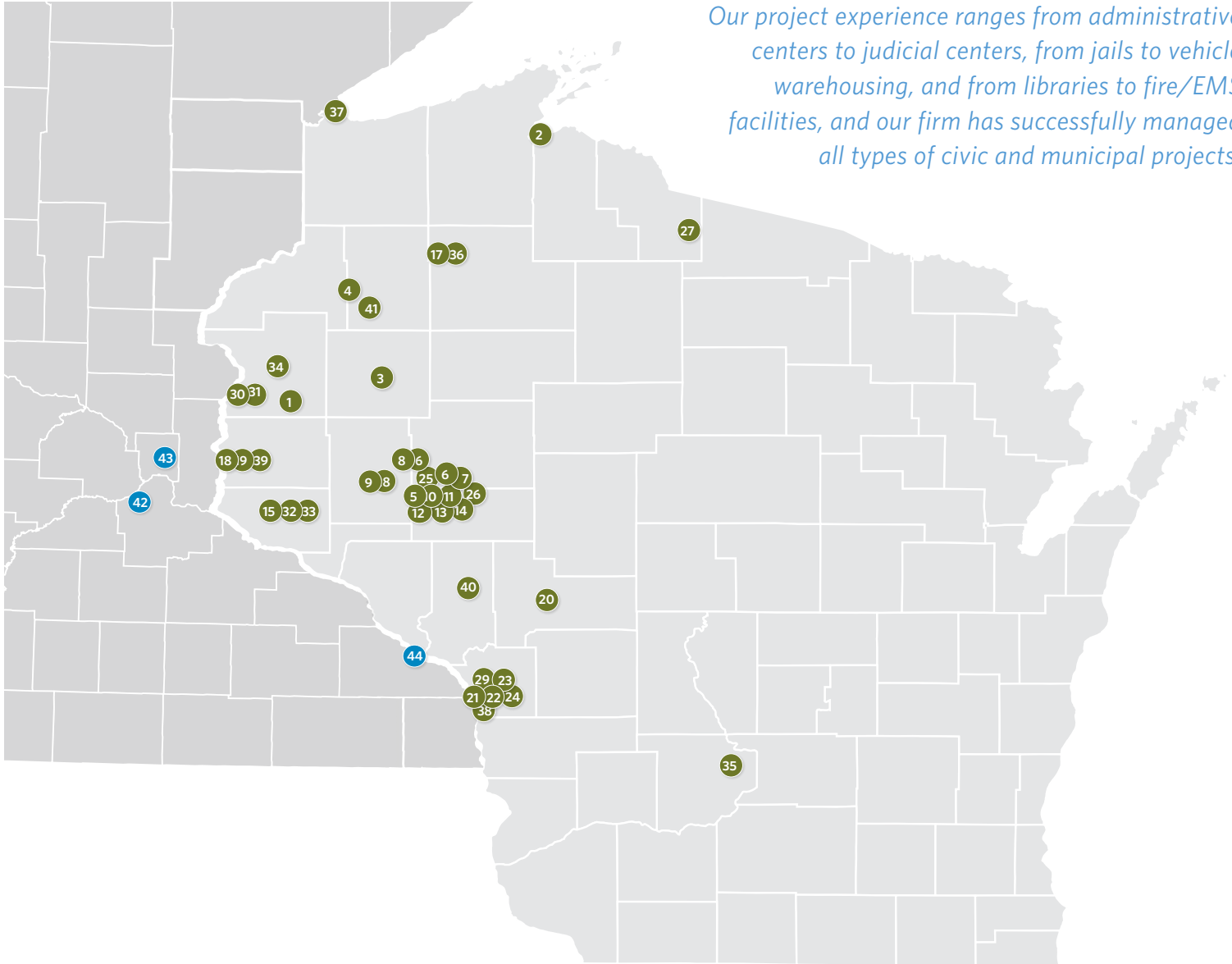
KIELER CLINIC - 2022



CLINIC ADDITION - 2021

CONSTRUCTION MANAGEMENT AT RISK LOCAL, STATE AND FEDERAL EXPERIENCE

Our project experience ranges from administrative centers to judicial centers, from jails to vehicle warehousing, and from libraries to fire/EMS facilities, and our firm has successfully managed all types of civic and municipal projects.



WISCONSIN

- | | | |
|--|--|---|
| 1. Amery City Center, Amery | 17. Hayward Armory Vehicle Storage Facility, Hayward | 33. Pierce County Jail & Sherrif's Department Facility, Ellsworth |
| 2. Ashland Ore Dock, Ashland | 18. Hudson City Hall Remodel, Hudson | 34. Polk County Highway Facility, Balsam Lake |
| 3. Barron County Justice Center, Barron | 19. Hudson Fire Department, Hudson | 35. Sauk County West Square Building, Baraboo |
| 4. Burnett County Hlghway Shop, Siren | 20. Jackson County Law Enforcement Ctr., Black River Falls* | 36. Sawyer County Jail, Hayward |
| 5. Central Maintenance Facility, Eau Claire | 21. La Crosse City Hall Council Chambers, La Crosse | 37. Social Security Administration Office, Superior |
| 6. Chippewa County Courthouse, Chippewa Falls | 22. La Crosse Country Courthouse & Law Enforcement Ctr., La Crosse | 38. Social Security Administration, La Crosse |
| 7. Chippewa County Highway Shops, Chippewa Falls | 23. La Crosse Country Administration, La Crosse | 39. St. Croix County Jail - Huber Center, Hudson |
| 8. Colfax Bus Maintenance Garage, Colfax | 24. La Crosse Fire Station #1, La Crosse | 40. Trempealeau County Courthouse, Whitehall |
| 9. Dunn County Judicial Center, Menomonie | 25. Lake Hallie Public Safety Building, Lake Hallie | 41. Washburn County Government Center, Shell Lake |
| 10. Eau Claire City Hall, Eau Claire | 26. L.E. Phillips Memorial Public Library, Eau Claire | |
| 11. Eau Claire County Highway Facility, Eau Claire | 27. Manitowish Waters Fire Company, Manitowish | |
| 12. Eau Claire City Transit Center, Eau Claire | 28. Menomonie Community Center, Menomonie | |
| 13. Eau Claire County Jail/Courthouse, Eau Claire | 29. Onalaska Armory Vehicle Storage Facility, Onalaska | |
| 14. Eau Claire Fire Station #10, Eau Claire | 30. Osceola Discovery Center, Osceola | |
| 15. Ellsworth Fire Station, Ellsworth | 31. Osceola Fire Station, Osceola | |
| 16. Geriatric Prison, Chippewa Falls | 32. Pierce County Government Office Building, Ellsworth | |

MINNESOTA

- 42. Eagen Fire Station Dorm Remodel, Eagen, MN
- 43. Richard H. Rowan Public Safety Training Center, St. Paul, MN
- 44. Winona County Jail, Winona

* Indicates repeat clients



OFFICE LOCATIONS

PROJECT OFFICE

1652 Lakeshore Drive
La Crosse, WI 54603
Phone (608) 784-5000

CORPORATE OFFICE

2350 Galloway Street
Eau Claire, WI 54703
Phone (715) 834-1213

BRANCH OFFICE

1950 Curve Crest Blvd.
Stillwater, MN 55082
Phone (651) 340-6146

www.market-johnson.com



REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT AT RISK SERVICES

February 17, 2023

PLATTEVILLE
FIRE STATION





“
“
“This is a unique company, because they truly represent the owner in a business manner that makes us feel that they are partners with us. The team at Kraemer Brothers is wonderful. They build a great product, because they listen and care about every customer.”



KRAEMER BROTHERS

A MESSAGE FROM KYLE & GREG



Dear Fire Chief Simmons,

Kraemer Brothers is honored to be considered for Construction Management at Risk Services for Platteville Fire Department.

The following pages give you a comprehensive look at our skills and experience, and how our performance has been recognized by similar clients who continue to select us. We hope this information offers you insight into the vast experience our firm has in public safety facilities.

We differentiate from our competitors by working with only a few clients at a time, giving those clients the attention, priority, and service they deserve.

Kraemer Brothers is especially adept at working on public safety facilities on tight budgets and in providing valuable construction input into project design to help reduce costs and improve schedules.

Thank you for your consideration,

Kyle Kraemer

KYLE KRAEMER

Vice President

Email: kjkraemer@kraemerbrothers.com

Cell Phone: 608-588-4534

Greg Callin

GREG CALLIN

VP of Client Services

Email: gcallin@kraemerbrothers.com

Cell Phone: 608-345-6545

WE ACKNOWLEDGE THE RECEIPT OF ADDENDUM #01 DATED 02/10/2023



SUPERIOR CRAFTSMANSHIP | UNCOMPROMISING VALUES | SINCE 1948

PROPOSAL FOR CONSTRUCTION SERVICES

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BUSINESS ORGANIZATION & HISTORY

COMPANY DESCRIPTION

Name: Kraemer Brothers, LLC

Contact Info:

Office Address: 925 Park Avenue, Plain, WI 53577

Yard Address: 1250 Kraemer Avenue, Plain, WI 53577

Phone: 608-546-2411

Fax: 608-546-2509

Website: www.kraemerbrothers.com

Year established: 1948

Type: Our legal organization is Kraemer Brothers, LLC. The owners are Ryan Kraemer, President; Kevin Kraemer, Executive Vice President; Ross Kraemer, Vice President of Construction Operations; and Kyle Kraemer, Vice President.

Average number of employees: Kraemer Brothers employs between 200 to 250 employees.

Our Platteville Roots: For over 72 years, Kraemer Brothers has been invested in the Platteville Community, through both the people and its buildings. Our commitment to long-time relationships with businesses such as Dick's Supermarket and Mound City Bank date back to 1967. Our relationships with the people in the community are just as important. Our team members actively participate in committees at their alma matter, UW-Platteville, advising future construction leaders. Our recruitment efforts also gravitate towards this area, knowing the caliber of students graduating from UW-Platteville.

Kraemer Brothers has built **more than just buildings.**

We have built a solid reputation. That reputation is our personal heritage — a commitment to *quality in our workmanship, reliability in our service and integrity in our relationships.*



HISTORY OF OUR COMPANY

Kraemer Brothers was founded in 1948 when three World War II veterans Alfred, Norm and Linus Kraemer, teamed up to open a small construction business in their hometown of Plain, WI.

With their strong Wisconsin work ethic and a dedication to craftsmanship and customer satisfaction, the company expanded along with its reputation for quality, efficiency and integrity. We have built more than just buildings. We have built a solid reputation. That reputation is our personal heritage – a commitment to quality in our workmanship, reliability in our service and integrity in our relationships.

Kraemer Brothers is one of the largest and most respected independent contractors in the Midwest. Kraemer Brothers is also one of the region's few major construction companies that is family-owned and family managed. **More than 20 Kraemer family members**, spanning three generations, are involved at every level – from the company's top executive to project managers and on-site supervisors to craftsmen.

2023

over
75 years
and
1,000 projects



COMPANY LEADERSHIP



FROM LEFT

RYAN KRAEMER
PRESIDENT

ROSS KRAEMER
*VICE PRESIDENT
CONSTRUCTION
OPERATIONS*

KYLE KRAEMER
VICE PRESIDENT

KEVIN KRAEMER
*EXECUTIVE VICE
PRESIDENT*

TOM KRAEMER
CEO



ANNUAL REVENUE

~\$200M

PERCENT OF REVENUE from Public Projects

~40% Public

Our revenue and work with these clients varies depending upon stage in the project cycle, project type, and other industry work.

TRADEMARKS OF OUR COMPANY



TRUST

Trust is the cornerstone of every client relationship. That is earned-everyday, every client, every project.



KRAEMER FAMILY INVOLVEMENT

With multiple generations and over 20 family members involved in the business, you'll work with a Kraemer family member on every aspect of your project. Family pride drives our performance and is our legacy.



BEST OF BOTH WORLDS

We bring the skills, experience, technology and horsepower of any large national builder, combined with the service, attention and priority you'd receive from a small company. Bigger isn't better, but better is.



TALENT

We outperform competitors of all sizes with the best talent in the industry, and with little to no turnover, talent and consistency drive our client satisfaction and repeat business.



EXPERTISE

We excel at complex and sophisticated projects and with clients who share high standards and expectations.

INDUSTRIES WE SERVE



**GOVERNMENT &
PUBLIC SAFETY**



INDUSTRIAL



FOOD & DAIRY



SCIENCE &
TECHNOLOGY



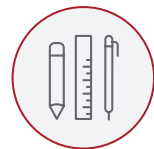
HOSPITALITY



RETAIL



HISTORIC



EDUCATION



RELIGIOUS



HEALTHCARE



CORPORATE &
OFFICE

OUR ORGANIZATION BUILDING STRONG COMMUNITIES



OFFICE

Our main headquarters is located in Plain, WI. This location includes offices of the executive management, project managers, client services, accounting staff, human resources, information technology, office management, and support staff.



YARD

Our equipment and distribution center is also located in Plain. Our yard specialists oversee heavy equipment mechanics, metal fabrication, carpentry, equipment management and transportation.



FIELD

Our field personnel includes project superintendents, field engineers, and various supervisors and laborers in our highly skilled trades of concrete, steel erection, masonry and carpentry.

PUBLIC SAFETY PROJECTS

A HISTORY OF CONSTRUCTION LEADERSHIP



1951
Kraemer Brothers completed its first fire station – **Fennimore Fire Station.**



1952
Kraemer Brothers finished up their first education project, **Winskill Grade School**, in Lancaster, WI.



1998
Kraemer Brothers completed it's first prison facility job with **SuperMax** in Boscobel, WI, the largest and only Federal prison in WI history.



2021
Kraemer Brothers continues it's unblemished record of public safety facilities by completing the **Iowa County Law Enforcement Center** in Dodgeville, WI.

OUR EXPERTISE

- NEW FACILITY CONSTRUCTION
- REMODELING/ RENOVATION
- ADDITIONS/ EXPANSIONS
- WORKING IN OCCUPIED FACILITIES
- COMMUNITY INVOLVEMENT
- AWARD-WINNING PROJECTS
- ADA COMPLIANCE AND SAFETY
- OVER 70 YEARS OF CONSTRUCTION FOR PUBLIC SAFETY

YOUR PARTNER
AT EVERY STAGE OF THE PROJECT



"Kraemer Brothers has an established reputation which helped in our selection process. There is a reason for their outstanding reputation - they do what they say. Their guidance throughout the project was instrumental in keeping the project on track."

STEVEN MICHEK
Former Sheriff
Iowa County

OUR WORK IN NUMBERS



\$600 Million
in correctional/public safety projects



OVER 25
completed correctional/public safety projects



70+ YEARS
of construction experience

Unmatched expertise in public safety construction

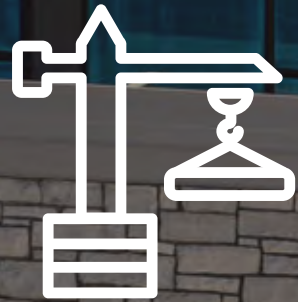
Always on schedule and usually at or below budget

Experience working in occupied facilities

KRAEMER
BROTHERS

OVER 3 MILLION
total square feet constructed

OUR COMPANY: MAIN SERVICES



CONSTRUCTION MANAGEMENT

We will properly manage every construction project with an experienced and dedicated team.



GENERAL CONTRACTING

Traditional project approach, we self-perform construction and oversee all aspects of the build.



DESIGN/BUILD

Client has a single point of contact in all aspects of the project.

SKILLED CRAFT WORKERS

Kraemer Brothers employs skilled craftworkers in the following trades: concrete, carpentry, masonry, steel, as well as crane and equipment operators. Using Kraemer Brothers for this work allows a project to benefit from high-quality work at a lower cost due to the removal of unnecessary subcontractor management costs and profit margins. It also allows us to accelerate project schedules. We aggressively bid these trades on construction management projects, giving clients the best value from both a time and money perspective.



CONCRETE

Our force is made up of concrete finishers and installers that are certified by the American Concrete Institute and have built many of Wisconsin's prominent landmarks.



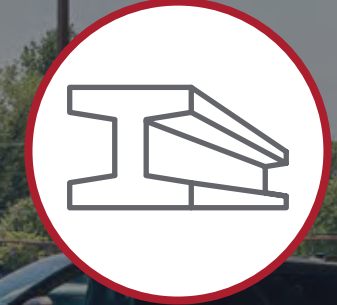
CARPENTRY

The Kraemer Brother's carpentry team is made up of some of the most skilled carpenters and finish carpenters in the industry. Attention to detail is their specialty.



MASONRY

Our tradesmen perform brick, stone, block and other masonry. Kraemer Brothers recently received a best masonry in the nation award by a widely recognized national publication.



STEEL

There is no better steel crew in Wisconsin, all of whom are American Institute of Steel Construction certified steel erectors.



We also employ crane and equipment operators and 100% dedicated onsite management.

UNIQUE CERTIFICATIONS



Our unique combinations of certifications held by our skilled craft workers differentiates Kraemer Brothers from other contractors throughout Wisconsin. We are proud members of the following:

- ACI- American Concrete Institute
- AISC- American Institute of Steel Construction
- MCAA- Mason Contractors Association of America
- PCI- Precast Concrete Institute
- CSI- Construction Specifications Institute Madison Chapter
- AWI- Architectural Woodworking Institute



QUALITY CONTROL



Kraemer Brothers recognizes the importance of understanding, managing and influencing needs so that customer expectations are met. Kraemer Brothers' construction quality management plan will establish the procedures and processes that will drive the quality control operations for construction in such a way to confirm that the work will be in conformance with the plans and specifications, with minimal need for rework and/or re-inspection. It delineates the quality system employed on a given project with a mission to require uniform quality throughout.

1

On average, Kraemer Brothers' punch lists have 78% less items than industry averages

2

The number of warranty call backs puts Kraemer Brothers in the top 1% nationally for warranty requests after completion

3

Kraemer Brothers is one of a handful of Construction Managers in the country who are ACI (concrete), AISC (steel erection) and AWI (finish carpentry) certified

4

Kraemer Brothers has the highest number of QA/QC staff per revenue dollar in WI

5

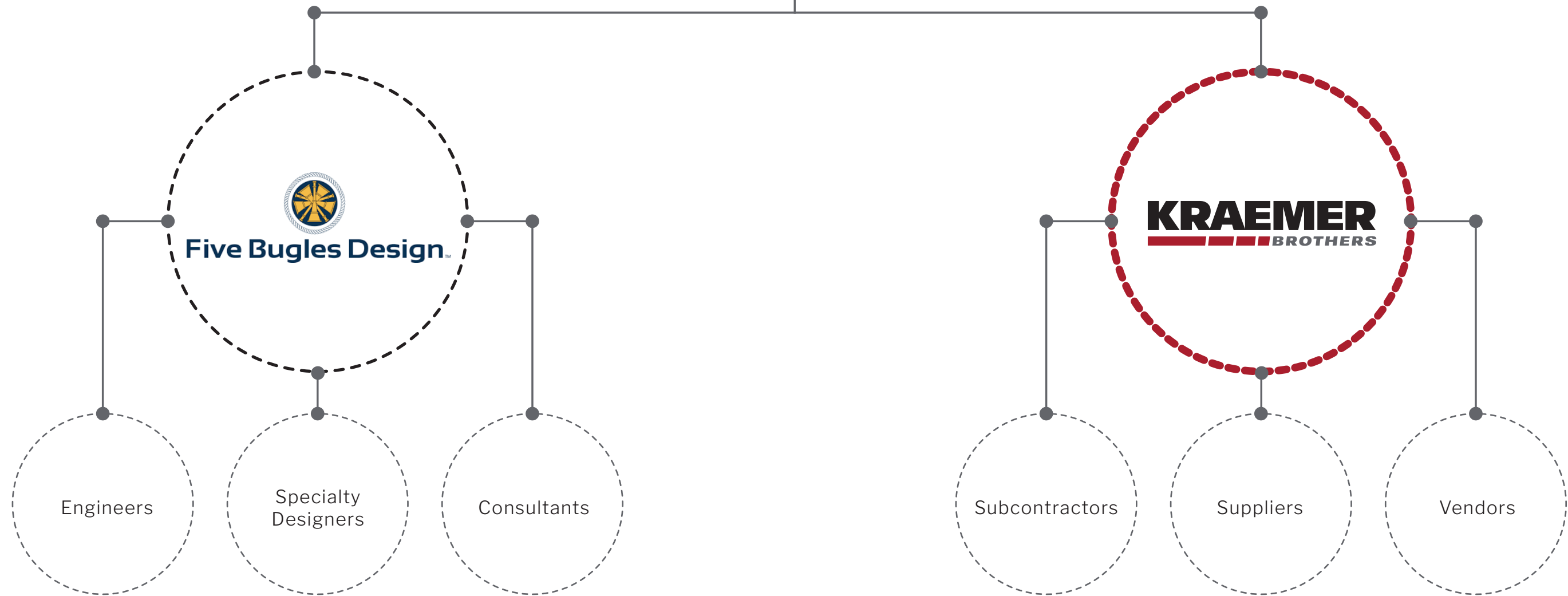
Kraemer Brothers' involvement in design results in 64% fewer field requests for clarification



TEAM IDENTIFICATION

PROJECT
LEADERSHIP

PLATTEVILLE
FIRE DEPARTMENT



PROJECT TEAM

PLATTEVILLE FIRE DEPARTMENT



KYLE KRAEMER
Vice President



GREG CALLIN
VP of Client Services



ROSS KRAEMER
Vice President of Construction
Operations General Superintendent



RYAN FUHRMANN
Productivity and Planning
Manager, LEED AP



ROSS JOHANNING
Project Manager Candidate
LEED AP



SHELEY SCALLON
Project Manager Candidate
LEED AP



MITCH GILBERTSON
Project Manager Candidate
LEED AP



ERIC PORTZ
Project Superintendent
Candidate



MATT BRICKL
Project Superintendent
Candidate



BRAD KRAEMER
Project Superintendent
Candidate



PAUL BARTLESON
Director of Risk Management &
Workforce Development



MATT MORLEY
Safety Director



ADEL "TAB" TABRIZI
MEP Coordinator



JIM SCHEY
Quality Assurance



REMINGTON STITTLEBURG
Marketing & Communications Specialist



TEAM: Company and individual experience brought together from various projects. Work collaboratively to oversee and manage the projects from start to finish.



PRESIDENT/VP: Primary liaison to Platteville Fire Department. Provides overall leadership to the team which includes establishing client goals & objectives, leads all client meetings, facilitating the preconstruction schedule, approving project budgets and schedules, and coordinating all Kraemer Brothers resources.



GENERAL SUPERINTENDENT: Manages construction field operations and has full oversight of on-site construction work. Ensures proper scheduling of field personnel and equipment and coordinates all on-site activities to be sure all milestone dates are met. Also ensures that quality control standards are achieved.



PROJECT MANAGER/ESTIMATOR: Provides detailed estimating of project components. Leads and coordinates subcontractor and supplier bidding. Issues subcontractor contracts. Prepares financial summary of project during construction.



PROJECT SUPERINTENDENT: Responsible for the onsite day-to-day construction activities. This includes coordination of field personnel and subcontractors, as well as quality control and schedule control.



MEP SYSTEMS COORDINATOR & QUALITY ASSURANCE: Provides advice and revision of all MEP systems, equipment analysis & selection, including first cost and life cycle costs.



PLANNING AND PRODUCTIVITY MANAGER: Provides leadership to project managers during estimating phase. Provides all project schedules, site logistics plans, and additional cost studies and analysis on various systems and materials. Also provides constructibility reviews during design phases.



SAFETY DIRECTOR & WORKFORCE DEVELOPMENT: Develops all project and workforce safety guidelines for all site workers prior to the start of construction. Leads all jobsite safety training. Identifies and assesses all risks at the project site.



MARKETING & COMMUNICATIONS SPECIALIST: Provides graphic design assistance, messaging support, strategy consultation, coordination of special events, photography/video, and other marketing duties for the project.

Availability and Capacity

We understand and agree to the project schedule, and all personnel listed in this response are available for the duration of the project.



KYLE KRAEMER

VICE PRESIDENT

ROLES & RESPONSIBILITIES

Kyle serves as the long-term contact for clients over the lifetime of a project – from start to finish. In the early stages of a project with both clients and prospective clients, he provides guidance on preconstruction services, including strategic planning, master planning, budgeting and scheduling. Kyle also helps clients understand the advantages of using Kraemer Brothers and works to align those advantages with Platteville’s unique needs. He assists in selection of Kraemer Brothers’ team to optimize client satisfaction, project fit, and overall project performance. When needed, he provides clients with important referrals to other key advisors and team members. Kyle brings over 15 years of diversified construction experience, working with administrators, CEOs and other industry leaders by providing advice and oversight for project success. Kyle will be your main point of contact throughout the project.

EDUCATION

- Bachelor of Construction Management
- Business Minor
- UW-Stout, Menomonie, WI

PROFESSIONAL AFFILIATIONS

- WASBO
- WASDA
- AGC and ABC Wisconsin Member
- International Facilities Manager Association
- Dale Carnegie Training
- BioForward Member

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff’s office, Coroner’s office, community rooms, EMS, and jail facility.

SAUK PRAIRIE POLICE STATION

- Police personnel offices, indoor parking garage.

BARABOO PUBLIC SAFETY & ADMINISTRATION BUILDING

- Police Station, vehicle garage, administrative offices and council chambers.

BURNETT COUNTY PUBLIC SAFETY FACILITY

- Sheriff’s office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

CULVER COMMUNITY PARK

- 67 acre community park, north shelter building.

SYSCO FOODS FUELING ISLAND & WASH BAY

- Indoor wash bay, maintenance and repair area, refueling island.

UW-HEALTH AIR AMBULANCE BUILDING

- Medical equipment storage, med-flight office, indoor parking hangar.

SAUK PRAIRIE COMMUNITY CENTER

- Interior renovation.

KLONDIKE CHEESE LOCKER ROOM ADDITION & REMODEL

- Employee breakroom addition and locker room remodel.

REEDSBURG AREA MEDICAL CENTER

- Central Utility Plant renovation.

15 Years of Experience



GREG CALLIN

VP OF CLIENT SERVICES

ROLES & RESPONSIBILITIES

Greg provides clients and prospective clients with preconstruction services, including strategic planning, budgeting and scheduling. He also helps clients and prospective clients understand Kraemer Brothers competitive advantages and how those advantages can benefit them. To optimize client results and ensure the ideal fit for both the client and project, Greg assists in the selection of the Kraemer Brothers’ team. He works to connect clients with important referrals to other key advisors and team members when needed. Greg serves as the long term contact for clients over the lifetime of projects as well as the span of the client relationship. With over 33 years of diversified business experience working with administrators, CEOs, and other leaders, Greg provides advice and strategic oversight for organizational success. Greg will be your main point of contact throughout the project.

EDUCATION

- Bachelor of Business Administration
- UW-Eau Claire, Eau Claire, WI
- Masters of Business Administration
- Edgewood College, Madison, WI

PROFESSIONAL AFFILIATIONS

- WASBO
- WASDA
- WHA
- WHEA
- AGC and ABC Wisconsin Member
- International Facilities Manager Association
- BioForward Member

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff’s office, Coroner’s office, community rooms, EMS, and jail facility.

SAUK PRAIRIE POLICE STATION

- Police personnel offices, indoor parking garage.

BARABOO PUBLIC SAFETY & ADMINISTRATION BUILDING

- Police Station, vehicle garage, administrative offices and council chambers.

BURNETT COUNTY PUBLIC SAFETY FACILITY

- Sheriff’s office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

CULVER COMMUNITY PARK

- 67 acre community park, north shelter building.

SYSCO FOODS FUELING ISLAND & WASH BAY

- Indoor wash bay, maintenance and repair area, refueling island.

UW-HEALTH AIR AMBULANCE BUILDING

- Medical equipment storage, med-flight office, indoor parking hangar.

SAUK PRAIRIE COMMUNITY CENTER

- Interior renovation.

REEDSBURG AREA MEDICAL CENTER

- Central Utility Plant renovation.

33 Years of Experience



ROSS KRAEMER

VICE PRESIDENT OF CONSTRUCTION OPERATIONS & GENERAL SUPERINTENDENT

ROLES & RESPONSIBILITIES

Ross oversees and manages Kraemer Brothers' team of Project Superintendents. He partners with the onsite construction field operations team to troubleshoot issues, remove barriers, and ensure his team is able to successfully complete the project. Ross is also responsible for appropriately staffing a jobsite as well as making sure equipment is readily available when needed. He has over 20 years of construction experience, with 5 of those years as a Project Superintendent and 12 years in his leadership role as VP of Construction Operations.

EDUCATION

- Bachelor of Construction Management
UW-Stout, Menomonie, WI

PROFESSIONAL AFFILIATIONS

- CSI member
- Past ABC Board Member
- Level 1 Post Tensioning Training

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff's office, Coroner's office, community rooms, EMS, and jail facility.

BURNETT COUNTY PUBLIC SAFETY FACILITY

- Sheriff's office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

SYSCO FOODS FUELING ISLAND & WASH BAY

- Indoor wash bay, maintenance and repair area, refueling island.

KLONDIKE CHEESE LOCKER ROOM ADDITION & REMODEL

- Employee breakroom addition and locker room remodel.

UW-HEALTH AIR AMBULANCE BUILDING

- Medical equipment storage, med-flight office, indoor parking hangar.

20 Years of Experience



RYAN FUHRMANN

PRODUCTIVITY AND PLANNING MANAGER, LEED AP

ROLES & RESPONSIBILITIES

Ryan oversees and develops project schedules, including preliminary milestone schedules and detailed final schedules. He also provides cost information for company estimates, both preliminary and final. Well versed in construction systems, computerized information systems, and field methods & productivity, Ryan has over 23 years of construction experience, including 8 years as Project Superintendent and 10 years in Productivity and Planning.

EDUCATION

- Bachelor of Civil Engineering
UW-Platteville, Platteville, WI



PROFESSIONAL AFFILIATIONS

- LEED Accredited Professional
- Infection Control Certified
- Supervisory Training Program,
AGC of Wisconsin

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff's office, Coroner's office, community rooms, EMS, and jail facility.

SAUK PRAIRIE POLICE STATION

- Police personnel offices, indoor parking garage.

BURNETT COUNTY PUBLIC SAFETY FACILITY

- Sheriff's office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

CULVER COMMUNITY PARK

- 67 acre community park, north shelter building.

SYSCO FOODS FUELING ISLAND & WASH BAY

- Indoor wash bay, maintenance and repair area, refueling island.

UW-HEALTH AIR AMBULANCE BUILDING

- Medical equipment storage, med-flight office, indoor parking hangar.

REEDSBURG AREA MEDICAL CENTER

- Central Utility Plant renovation.

SAUK PRAIRIE COMMUNITY CENTER

- Interior renovation.

23 Years of Experience



ROSS JOHANNING

PROJECT MANAGER CANDIDATE, LEED AP

ROLES & RESPONSIBILITIES

With over 35 years of experience in the construction industry, Ross will be involved and fully integrated in your project from start to finish. Managing all aspects of project management from budgeting, bidding, and coordination of subcontractors to primary contact with the architect, change orders, and project close out, he works to stay on budget and remove any barriers that arise. He also performs value analysis review of building systems and materials to ensure the most efficient and cost effective project for the client. As a LEED AP certified professional, he also oversees documentation of LEED points and certification.

EDUCATION

- Bachelor of Civil & Environmental Engineering
UW-Madison, Madison, WI

RELEVANT PROJECT EXPERIENCE

GOVERNMENT/PUBLIC WORKS

- USFS Forest Products Laboratory

EDUCATION

- Waterloo School District
- Edgar School District
- Indianola School District

INDUSTRIAL

- Kraemer Brothers Maintenance Facility
- Weldcorp Manufacturing Facility

RETAIL/OFFICE

- Don Larson Automotive Building
- John Nolen Drive Office Building
- Chamberlain Research Consultants Build-out
- Sysco Foods Office Remodel (Phase I & Phase II)
- Oscar Mayer Station Facility Upgrades

HOSPITALITY/MULTI-FAMILY HOUSING

- Copa Cabana Waterpark Addition
- Courtyard Discover Springs by Marriott
- Homewood Suites
- Hilton Garden Inn
- Kalahari Resort Waterpark - Pocono, PA (Phase I & Phase II)
- Great Wolf Resorts - Pocono, PA (Waterpark & Sitework)

HEALTHCARE

- Maplewood Nursing Home Addition
- Maplewood Private Resident Room Addition

FOOD/DAIRY

- Foremost Farms Freezer Addition
- Sysco Food Warehouse Reconstruction
- Schreiber Foods Warehouse Addition
- Sysco Foods Fueling Station

RELIGIOUS

- St. Stephens Church Demolition

35 Years of Experience



SHELEY SCALLON

PROJECT MANAGER CANDIDATE, LEED AP

ROLES & RESPONSIBILITIES

With over 25 years of experience in the construction industry, Sheley will be involved and fully integrated in your project from start to finish. Managing all aspects of project management from budgeting, bidding, and coordination of subcontractors to primary contact with the architect, change orders, and project close out, she works to stay on budget and remove any barriers that arise. She also performs value analysis review of building systems and materials to ensure the most efficient and cost effective project for the client. As a LEED AP certified professional, she also oversees documentation of LEED points and certification.

EDUCATION

- Bachelor of Civil Engineering
UW-Platteville, Platteville, WI



PROFESSIONAL AFFILIATIONS

- LEED Accredited Professional
- Infection Control Certified
- World of Concrete

RELEVANT PROJECT EXPERIENCE

EDUCATION

- School District of Reedsburg
- Belmont Community School District
- Richland School District
- Dodgeville School District
- Ithaca School District
- St. Luke's Catholic School
- St. Joseph's Catholic School

SCIENCE & TECHNOLOGY

- Promega Faraday Zen Zone
- Promega BTC Remodel

RETAIL/OFFICE

- American Players Theatre Gateway Project
- Trappers Turn Clubhouse Bar Addition
- Wind River Financial Headquarters
- American Players Theater Up-The-Hill Renovation
- The Abbey Bar Remodel

HOSPITALITY/MULTI-FAMILY HOUSING

- Ho-Chunk Tomah Casino & Convenience Store Addition
- Chula Vista Wave Pool and Day Spa Buildings
- DoubleTree by Hilton Renovation
- Kalahari Speed Slide Addition
- Fairfield Inn & Suites Renovation
- Great Wolf Resorts - Pocono, PA (Hotel Addition & Lobby/Restaurant Addition)

HEALTHCARE

- Gundersen Boscobel Area Hospital Corridor Remodel
- Mile Bluff Medical Center ORC
- St. Clare Hospital MRI Remodel
- Sauk Prairie Hospital Clinic
- UW-Health Air Ambulance Building

FOOD & DAIRY

- Wisconsin Specialty Protein Addition
- Neesvig's Addition & Remodel

25 Years of Experience



MITCH GILBERTSON

PROJECT MANAGER CANDIDATE, LEED AP

ROLES & RESPONSIBILITIES

With over 20 years of experience in the construction industry, Mitch will be involved and fully integrated in your project from start to finish. Managing all aspects of project management from budgeting, bidding, and coordination of subcontractors to primary contact with the architect, change orders, and project close out, he works to stay on budget and remove any barriers that arise. He also performs value analysis review of building systems and materials to ensure the most efficient and cost effective project for the client. As a LEED AP certified professional, he also oversees documentation of LEED points and certification. Mitch is on the Board of Building Construction Management at UW-Platteville.

EDUCATION

- Bachelor of Construction Management
UW-Platteville, Platteville, WI



PROFESSIONAL CERTIFICATIONS

- LEED Accredited Professional
- Infection Control Certified



Mitch is a volunteer firefighter and actively involved with Plain Fire Department. He is passionate about his first responder duties.

20 Years of Experience

RELEVANT PROJECT EXPERIENCE

GOVERNMENT/PUBLIC WORKS

- Sauk Prairie Police Station
- Burnett County Public Safety Facility

EDUCATION

- Cuba City Middle School Addition & Elementary School Remodel
- Mineral Point Elementary School Addition & Renovation
- River Ridge Addition & Remodel
- Fennimore High School/Middle School Addition & Remodel
- Fennimore Elementary School Remodel
- Mineral Point High School/Middle School Roof Repair
- Woods Hollow Children's Center Addition & Renovation

SCIENCE & TECHNOLOGY

- Promega Kepler Center Addition
- Promega Parking Ramp Expansion
- Promega Central Utility Plant Expansion
- Promega Feynman Solar Panel Array

INDUSTRIAL

- Hartung Plane Hangar
- Lemon Plane Hangar

RETAIL/OFFICE

- Ballweg Chevrolet Alterations

FOOD/DAIRY

- Schreiber Foods Fill Tanks
- Schreiber Foods Project Maxwell
- Schreiber Foods East Plant Basement
- Schreiber Foods Mezzanine Addition
- Straka Meats Building Addition
- Cedar Grove Cheese Cold Storage Addition

HOSPITALITY/MULTI-FAMILY HOUSING

- Colorado Commons Multi-Family Housing



ERIC PORTZ

PROJECT SUPERINTENDENT CANDIDATE

ROLES & RESPONSIBILITIES

The Project Superintendent has total responsibility for day-to-day onsite construction activities, including oversight of all field personnel and subcontractors. The Project Superintendent sets quality measures and performance goals to help ensure his team is successful in meeting the schedule and project objectives. He is also responsible for reporting on project progress in meetings with both Kraemer Brothers' leaders as well as the client. His leadership and construction experience allows him to efficiently resolve any onsite issues or emergencies that arise during the project. Eric's career spans over 14 years in the construction industry, with 4 of those as Project Superintendent.

RELEVANT PROJECT EXPERIENCE

EDUCATION

- Mineral Point Elementary School Addition & Renovation

RETAIL/OFFICE

- UW-Health Care Direct Office Addition
- UW-Health Care Direct Pharmacy Build-Out

HOSPITALITY

- Great Wolf Resorts - Pocono, PA (Hotel Addition & Lobby/Restaurant Addition)
- Great Wolf Resorts - Pocono, PA (Waterpark & Sitework)

EDUCATION

- Bachelor of Construction Management
UW-Stout, Menominee, WI

PROFESSIONAL CERTIFICATIONS

- ABC Wisconsin - Various Training
- Level 1 Post Tensioning Training
- Robotic Tool Station Training
- Low-Sloped Roofing Systems Training
- OSHA 30-hour
- CPR/First Aid Certified

14 Years of Experience



MATT BRICKL

PROJECT SUPERINTENDENT CANDIDATE

ROLES & RESPONSIBILITIES

The Project Superintendent has total responsibility for day-to-day onsite construction activities, including oversight of all field personnel and subcontractors. The Project Superintendent sets quality measures and performance goals to help ensure his team is successful in meeting the schedule and project objectives. He is also responsible for reporting on project progress in meetings with both Kraemer Brothers' leaders as well as the client. His leadership and construction experience allows him to efficiently resolve any onsite issues or emergencies that arise during the project. Matt's career spans over 24 years in the construction industry, with 2 of those as Project Superintendent.

PROFESSIONAL CERTIFICATIONS

- ABC Wisconsin - Various Training
- AGC Wisconsin - Various Training
- Apprentice Carpenter - Level 4 (Graduate)
- Robotic Tool Station Training
- OSHA 30-hour
- CPR/First Aid Certified

RELEVANT PROJECT EXPERIENCE

GOVERNMENT/PUBLIC WORKS

- Middleton Fire Department Pavilion
- Culver Community Park (Phase I)

EDUCATION

- Wonewoc-Union Center School District Addition & Renovation
- Mill Creek Academy

INDUSTRIAL

- Clack Corporation Crane Pad & Equipment

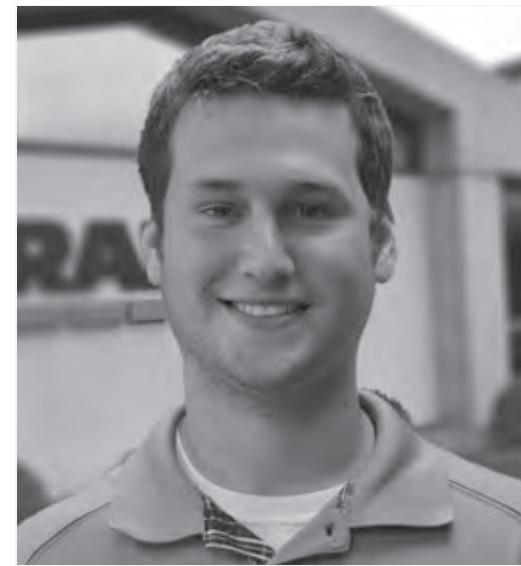
SCIENCE & TECHNOLOGY

- Labcorp Renovations

FOOD/DAIRY

- Schreiber Foods Blast Cooler
- Klondike Cheese Dry Storage Addition
- Klondike Cheese Cream Room & Silo Addition

26 Years of Experience



BRAD KRAEMER

PROJECT SUPERINTENDENT CANDIDATE

ROLES & RESPONSIBILITIES

The Project Superintendent has total responsibility for day-to-day onsite construction activities, including oversight of all field personnel and subcontractors. The Project Superintendent sets quality measures and performance goals to help ensure his team is successful in meeting the schedule and project objectives. He is also responsible for reporting on project progress in meetings with both Kraemer Brothers' leaders as well as the client. His leadership and construction experience allows him to efficiently resolve any onsite issues or emergencies that arise during the project. Brad's career spans over 7 years in the construction industry as a Field Engineer, Assistant Superintendent and Project Superintendent.

EDUCATION

- Bachelor of Construction Management
- Bachelor of Business Administration Human Resources
- UW-Platteville, Platteville, WI



PROFESSIONAL CERTIFICATIONS

- ABC Wisconsin - Various Training
- AGC Wisconsin - Various Training
- Masonry Bracing Training
- OSHA 30-hour
- NSC First Aid, CPR & AED Certified

RELEVANT PROJECT EXPERIENCE

FIELD ENGINEER EXPERIENCE

EDUCATION

- UW-Platteville Williams Fieldhouse Addition

SCIENCE & TECHNOLOGY

- Promega Chappelle Manufacturing Center
- Catalent Pharma Solutions 3rd Train GMP

PROJECT SUPERINTENDENT EXPERIENCE

EDUCATION

- Westside Christian School Addition

INDUSTRIAL

- Weldcorp Manufacturing

HOSPITALITY

- Great Wolf Resorts - Pocono, PA (Hotel Addition & Lobby/Restaurant Addition)

7 Years of Experience



PAUL BARTLESON

DIRECTOR OF RISK MANAGEMENT & WORKFORCE DEVELOPMENT

ROLES & RESPONSIBILITIES

Paul is responsible for identifying and assessing all possible threats and risks to our construction projects. Taking into account any financial, legal, environmental, and safety risks, he works closely with Kraemer Brothers' executive team, project managers, human resources, and legal teams. Paul has over 30 years of experience in the field of construction risk and safety, with 20 of those years serving as Kraemer Brothers' Safety Director and the last 6 as Risk Manager. As former Chairman of the National Safety Council Construction Division, and current member of the Associated General Contractors Safety and Health Committee, Paul brings an unlimited amount of knowledge to our projects.

EDUCATION

- Bachelor of Public Administration
UW-La Crosse, La Crosse, WI

PROFESSIONAL AFFILIATIONS

- CHST Certified
- CSP Certified
- Former Chairman of National Safety Council - Construction Division

30 Years of Experience



MATT MORLEY

SAFETY DIRECTOR

ROLES & RESPONSIBILITIES

Working closely with the Project Superintendents and Director of Risk Management & Workforce Development, Matt oversees all on-site safety and health matters. Matt also assists in developing, implementing, and monitoring site specific safety plans, while also conducting weekly on-site inspections of job sites. Playing a role in new hire orientations, Matt administers the Kraemer Brothers Foundations Program. With 6 years of experience at Kraemer Brothers, Matt got his start as a safety professional working in the chemical and metal manufacturing industry and has been a member of the ABC Safety Committee since 2016.

EDUCATION

- Bachelor of Fire and Emergency Response Management
UW-Oshkosh, Oshkosh, WI
- Associates of Fire Protection Technician
Fox Valley Technical College, Appleton, WI

PROFESSIONAL CERTIFICATIONS

- Hazardous Materials - Technician
- Confined Space Rescue - Technician
- Trench Rescue - Technician
- OSHA 30 Hour



10 Years of Experience

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff's office, Coroner's office, community rooms, EMS, and jail facility.

SAUK PRAIRIE POLICE STATION

- Police personell offices, indoor parking garage.

BARABOO PUBLIC SAFETY & ADMINISTRATION BUILDING

- Police Station, vehicle garage, administrative offices and council chambers.

BURNETT COUNTY PUBLIC SAFETY FACILITY

- Sheriff's office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

CULVER COMMUNITY PARK

- 67 acre community park, north shelter building.

SYSCO FOODS FUELING ISLAND & WASH BAY

- Indoor wash bay, maintenance and repair area, refueling island.

UW-HEALTH AIR AMBULANCE BUILDING

- Medical equipment storage, med-flight office, indoor parking hangar.

SAUK PRAIRIE COMMUNITY CENTER

- Interior renovation

KLONDIKE CHEESE LOCKER ROOM ADDITION & REMODEL

- Employee breakroom addition and locker room remodel.

REEDSBURG AREA MEDICAL CENTER

- Central Utility Plant renovation.



ADEL "TAB" TABRIZI

MEP COORDINATOR

ROLES & RESPONSIBILITIES

"Tab" was the Director of the Bureau of Architecture and Engineering and State Chief Engineer in the Division of Facilities Development since 1993. During his tenure in the Division of Facilities Development, the division was responsible for more than a billion dollars of construction in a biennium and 1,600 active projects. Tab is responsible for inspection of materials, methods, and equipment used. He also develops and modifies methods, techniques and procedures to complete construction to code and design criteria. Other responsibilities include off-site inspection of manufactured and stored materials and ensuring quality of workmanship; maintaining as-built drawings and ensuring that all deficiencies in work and/or work practices are corrected; review of design criteria; basis of design documented and assurance that all systems are maintained. Tab has been a contractor in Madison, Milwaukee and Manlius, New York. Tab has 38 years of experience with the last 11 with Kraemer Brothers as Mechanical Electrical Plumbing (MEP) Quality Assurance and Coordinator. Tab is a registered engineer in the State of Wisconsin License E-13881.

RELEVANT PROJECT EXPERIENCE

SAUK PRAIRIE SCHOOL DISTRICT

- Athletic complex, classroom renovation, secure entrances, aquatics center.

SCHOOL DISTRICT OF REEDSBURG

- New Intermediate school. Security upgrades and renovations to 4 other locations.

PROMEGA RESEARCH & DEVELOPMENT BUILDING

- New facility.

CHARTWELL PHARMACY

- Pharmacy and office renovation, warehouse addition.

PROMEGA COMPONENT MANUFACTURING BUILDING

- New facility.

PROMEGA BIOTECH BUILDING RENOVATIONS

- Phase II & Phase III.

BRUKER AXS

- Interior renovations.

38 Years of Experience



JIM SCHEY

QUALITY ASSURANCE

ROLES & RESPONSIBILITIES

Jim is responsible for quality assurance oversight of MEP activities including design criteria and technical plan review, field inspection of materials and installation, progress reviews, witnessing startup/testing/balancing/commissioning of systems, system performance review, troubleshooting, ensuring correction of deficiencies and completion of record documents and training. Jim's career includes 30 years with the State Division of Facilities Development and 8 years in engineering consulting. He was the Engineering Section Chief of the Bureau of Architecture and Engineering in the Division of Facilities Development overseeing a staff of 24 multi-discipline engineers, project managers and construction inspectors responsible for a \$1 billion biennial building program for a portfolio of 6,800 buildings. Jim is proficient in Plumbing, Fire Protection, HVAC, Solar, Central Utility Plants and Civil Site Utilities engineering and project management. Jim is a registered engineer in the State of Wisconsin, License E-24850.

RELEVANT PROJECT EXPERIENCE

PROMEGA KORNBERG CENTER

- New 270,000 square foot facility.

PROMEGA CHAPPELLE MANUFACTURING CENTER

- New 160,000 square foot manufacturing facility.

PROMEGA BIOTECH BUILDING RENOVATIONS

- Phase II & Phase III.

PROMEGA ROSALIND FRANKLIN CENTER

- Small scale manufacturing addition.

38 Years of Experience



REMINGTON STITTLEBURG

MARKETING & COMMUNICATIONS SPECIALIST

ROLES & RESPONSIBILITIES

Remington executes all marketing functions for Kraemer Brothers and serves as a marketing resource to clients during their project. He provides graphic design assistance, messaging support, strategy consultation, coordination of special events, and photography/video. Remington also has experience in social media content preparation and platforms as well as website management experience. With over 9 years of experience in the construction industry and 5 years of marketing experience, Remington brings a well-rounded background to support client needs.

EDUCATION

- Bachelor of Business Administration
UW-Platteville, Platteville, WI



PROFESSIONAL CERTIFICATIONS

- FAA Licensed Drone Pilot

RELEVANT PROJECT EXPERIENCE

IOWA COUNTY LAW ENFORCEMENT CENTER

- Sheriff's office, Coroner's office, community rooms, EMS, and jail facility.

SAUK PRAIRIE POLICE STATION

- Police personnel offices, indoor parking garage.

BURNETT COUNTY PUBLIC SAFETY FACILITY

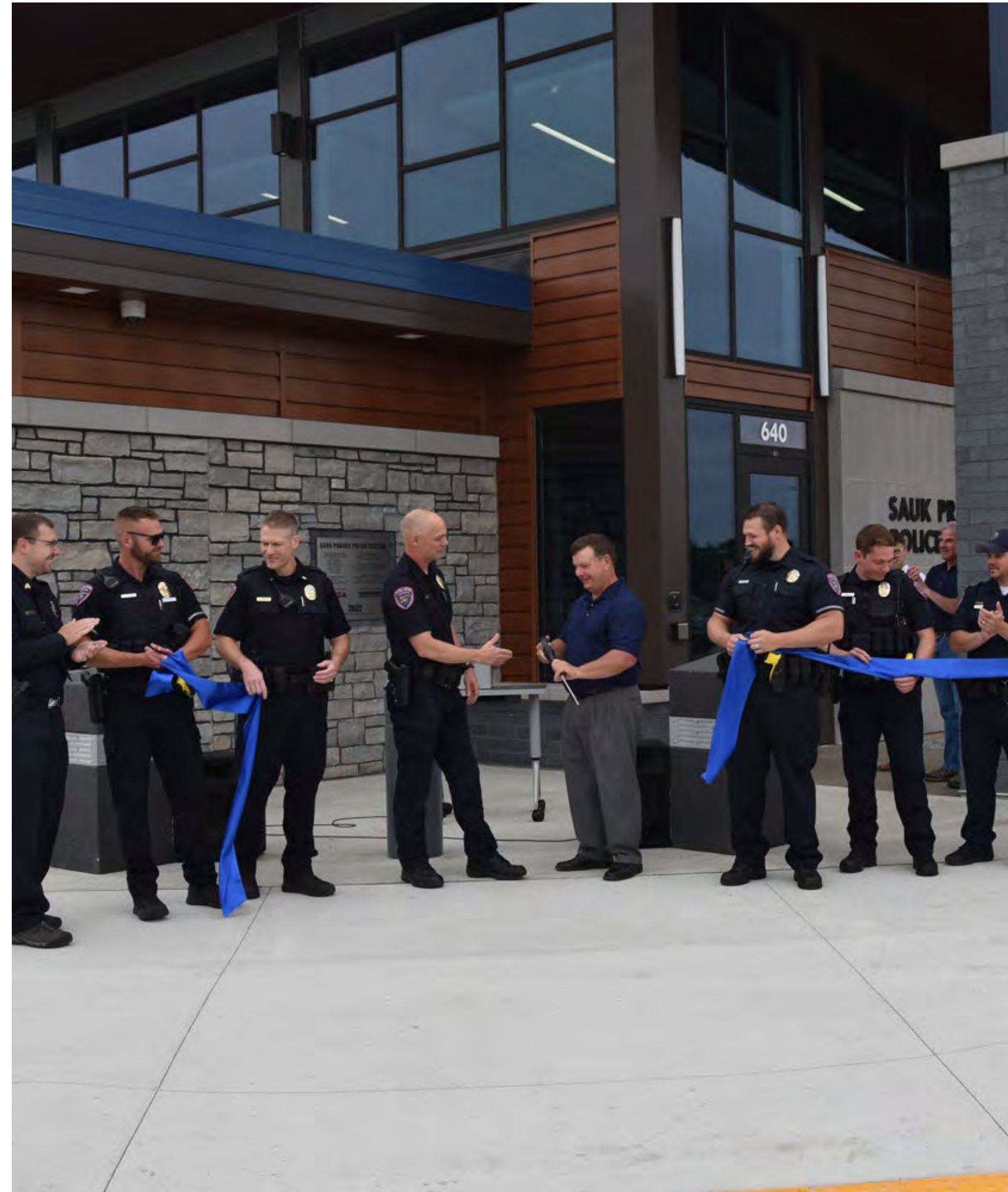
- Sheriff's office, evidence processing rooms, EMS, and jail facility.

SAUK COUNTY HIGHWAY DEPARTMENT

- Indoor fleet parking, maintenance and repair facility, dispatch center and wash bays.

CULVER COMMUNITY PARK

- 67 acre community park, north shelter building.



9 Years of Experience



KEY QUALIFICATIONS & APPROACH

DODGEVILLE, WI

IOWA COUNTY LAW ENFORCEMENT CENTER

Client: Iowa County

Client Relationship: Since 2020

Year Completed: 2021

Contact Person:

Larry Bierke, County Administrator
608-935-0318

SERVICES PROVIDED:

Preconstruction
Construction Management

Type of Work: New Construction

Architect: Potter Lawson, Inc.



IMPORTANT FACTS



74,000
square feet



20 MONTHS
project duration



\$27M
final budget

PROJECT OVERVIEW

With the original Law Enforcement Center dated and at capacity, Iowa County selected Kraemer Brothers to build a new facility to house the sheriff's office, jail, emergency management, and coroner's office. Months of coordinated pre-construction planning between the Architect, Department of Corrections, Jail Administration, County Sheriff, and Kraemer Brothers resulted in a building that would greatly serve the county long term. The building features 65 jail cells (96 sleeping units/beds), evidence processing rooms, a drive-through sallyport, and numerous employee offices along with a master plan to allow for expanded jail housing, courtrooms, and vehicle storage. Receiving approval just over a week prior to the breakout of the COVID-19 pandemic, we quickly started construction, ultimately finishing one month ahead of schedule and returning over \$1 million in savings upon completion. Designed with safety, security, and operational efficiency in mind, this building includes state-of-the-art technology and will continue to serve the citizens of Iowa County for decades to come.



2022 ABC Project of Distinction
2022 AGC Build Wisconsin
2021 Daily Reporter Top Projects

PRAIRIE DU SAC, WI

SAUK PRAIRIE POLICE STATION

Client: Sauk Prairie Police Commission

Client Relationship: Since 2021

Year Completed: 2022

Contact Person:
Paul Dietmann, Commission President
608-643-2427

SERVICES PROVIDED:
Construction Management

Type of Work: New Construction

Architect: MSA Professional Services



IMPORTANT FACTS



27,500
square feet



14 MONTHS
project duration



\$5.7M
final budget

PROJECT OVERVIEW

Given the continuing growth of the Sauk City and Prairie Du Sac Community, the need for a new police station was long overdue. This new facility features police personnel offices, community conference rooms, exercise & wellness rooms, evidence processing rooms, and a large indoor parking garage. Using a butterfly-style roof and modern clerestory windows, natural daylighting shines into the briefing and walking corridors. Decorative quarry stone and brick cover the exterior intermixed by burnt orange metal siding and blue fascia, broadcasting a premium look to the new building. To offset supply chain issues with rigid insulation, Kraemer Brothers purchased supplies from multiple vendors, making sure we had the materials in hand to install it. Providing an energy efficient touch, Kraemer Brothers constructed three rainwater retention ponds, implemented electric vehicle chargers, while also installing photovoltaic solar panels covering the entire garage roof, creating an abundance of electricity for this building. Security features of this building include bullet-resistant wall panels, doors and frames, a locking gate system, special access doors, and security cameras.



2022 ABC Project of Distinction



BARABOO, WI

BARABOO PUBLIC SAFETY & ADMINISTRATION BUILDING

Client: City of Baraboo

Client Relationship: Since 2001

Year Completed: 2018

Contact Person:

Casey Bradley, City Administrator
608-355-2720

SERVICES PROVIDED:

Construction Management

Type of Work: New Construction

Architect: MSA Professional Services



IMPORTANT FACTS



48,000
square feet



11 MONTHS
project duration



\$9.5M
final budget

PROJECT OVERVIEW

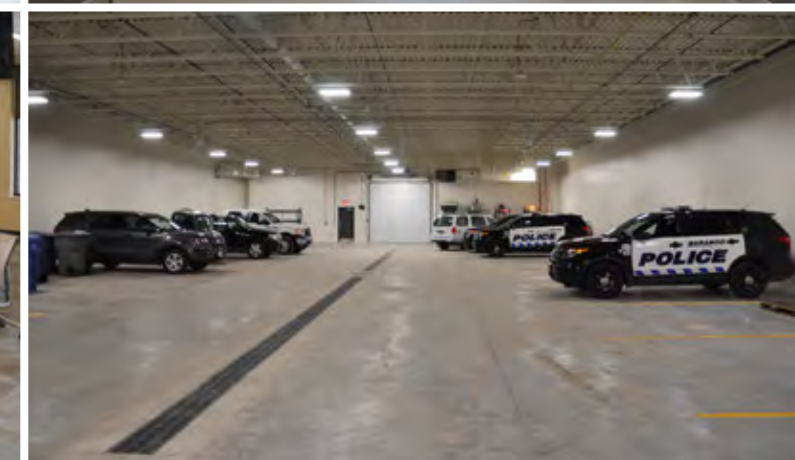
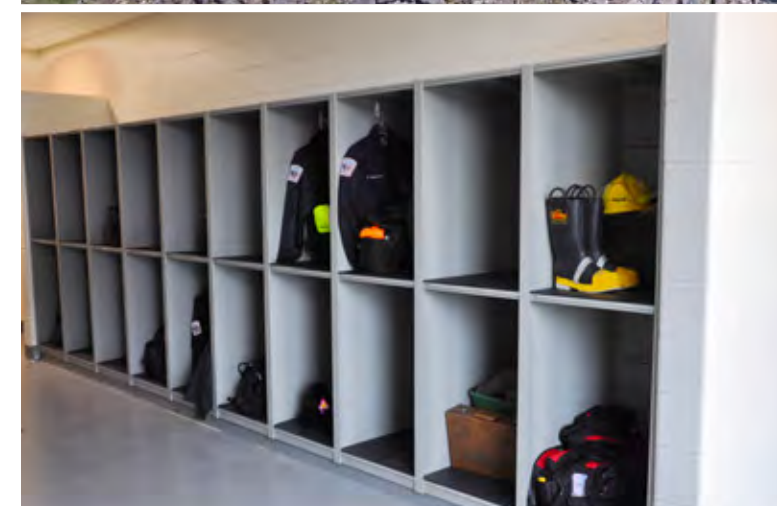
Kraemer Brother's experience in building jails, prisons and public safety buildings became very relevant during the construction of the new Baraboo Public Safety and Administration Building on the banks of the Baraboo River. The building's ground floor is the city's police station, sally port, vehicle garage and evidence processing. The second story contains council chambers and administrative offices. The handsome exterior of the building features a brick and stone façade with composite metal panels and a glass curtain wall overlooking the river. Retaining walls had to be built along the river prior to construction. Something not often seen on a construction site, elephants from Baraboo's Circus World Museum joined other city dignitaries for the buildings' ribbon-cutting!



This building was financed by a grant from the US Department of Agriculture Rural Development Office due to the overcrowding and lack of necessary safety features at the former building.



2018 ABC Project of Distinction
2019 AGC Build Wisconsin



SIREN, WI

BURNETT COUNTY PUBLIC SAFETY BUILDING

Client: Burnett County

Client Relationship: Since 2021

Year Completed: In Progress

Contact Person:

Nathan Ehalt, County Administrator
715-349-2181

SERVICES PROVIDED:

Preconstruction
Construction Management

Type of Work: Addition & Renovation

Architect: Potter Lawson, Inc.



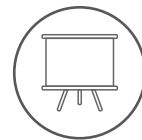
IMPORTANT FACTS



63,000
square feet



In Progress
project duration



\$32M
final budget

PROJECT OVERVIEW

With our unmatched expertise in law enforcement facilities, Burnett County selected us to construct a large addition and partial remodel to the current Burnett County Government Center. A total of 63,000 square feet, this facility will feature 78 jail cells, multiple evidence processing rooms, a drive-through sally port, sheriff offices, an expanded dispatch center, and security upgrades. The addition is constructed of precast concrete panels around the jail portion and 3 shades of decorative concrete brick around the office area, providing a seamless match to the existing facility. Located in the center of the jail, the octagon shaped master control room is designed for unobstructed sight into each cell pod. Early in construction, known high groundwater environments required substantial de-watering on the site and importing stone to improve the building's footprint and site, making it suitable for construction. With the project budgeted prior to an inflation rise, we collaborated extensively with all parties involved in the project, providing budget updates and reviewing over 120-line items to see where value engineering options could be included to meet the county's revised budget.



BARABOO, WI

SAUK COUNTY HIGHWAY DEPARTMENT

Client: Sauk County

Client Relationship: Since 2001

Year Completed: In Progress

Contact Person:
Patrick Gavinski, Highway Commissioner
608-355-4855

SERVICES PROVIDED:
Construction Management

Type of Work: New Construction

Architect: Architectural Design
Consultants, Inc.



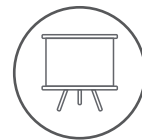
IMPORTANT FACTS



164,000
square feet



In Progress
project duration



\$34M
final budget

PROJECT OVERVIEW

Part of a pair of buildings for our client Sauk County, the new Highway Department Facility in Baraboo broke ground in late September, while their smaller satellite facility located in Reedsburg will break ground in spring of 2023. After the groundbreaking, Kraemer Brothers started on the sitework for the Baraboo project, clearing, grading, and preparing the jobsite for a spring 2023 start. This building in Baraboo will feature two wash bays, a large fleet parking area, repair shop, equipment and tool storage rooms, and an office portion holding break rooms, supervisor offices, a dispatch room, and a locker room for crew members to use.



STATE & FEDERAL FUNDED PROJECTS

Kraemer Brothers has a vast history dating back nearly 70 years of projects constructed with state or federal funding. A partial listing is below:

US Post Office - Sauk City, WI
UW-Richland Campus - Richland Center, WI
UW-Whitewater School of Fine Arts - Whitewater, WI
Wisconsin National Guard Armory - Dodgeville, WI
US Army Field Equipment Facility - Fort McCoy, WI
US Army Reserve Center - Washington, IA
US Army Barracks Complex - Fort McCoy, WI
US Post Office - Wisconsin Dells, WI
Badger Waste Processor - Baraboo, WI
US. Army Arms Vaults - Fort McCoy, WI
Federal Correction Facility - Oxford, WI
US Fish & Wildlife Building - Madison, WI
UW-Computer Science Addition - Madison, WI
UW-Memorial Library Addition - Madison, WI
UW-Engineering Building Addition - Madison, WI
Wisconsin Military Academy - Ft. McCoy, WI
US Geological Survey Office Building - Middleton, WI
UW/VA Lab Remodel - Madison, WI
SuperMax Prison - Boscobel, WI
UW-School of Pharmacy - Madison, WI
UW-Chamberlin Hall Remodeling - Madison, WI
Hiram Smith Hall Remodel - Madison, WI
US Forest Service Products Laboratory - Madison, WI
Area 200 Building Remodel - Camp Douglas, WI
UW-Madison Physical Plant Shops/Offices - Madison, WI
National Wildlife Refuge Visitors Center - Necedah, WI
Waterloo Women's Center for Change - Waterloo, IA
UW-Eau Claire Student Center - Eau Claire, WI
US Geological Survey Addition & Remodel - Middleton, WI
UW-Baraboo Science Building - Baraboo, WI
UW-Platteville Williams Fieldhouse Addition - Platteville, WI
UW-Platteville Plaza Deck Replacement - Platteville, WI
Baraboo Public Safety & Administrative Building - Baraboo, WI



OTHER PUBLIC & GOVERNMENT EXPERIENCE



ADAMS COUNTY
ADAMS-FRIENDSHIP SCHOOL DISTRICT
ARMY CORP OF ENGINEERS
BARABOO SCHOOL DISTRICT
BARNEVELD SCHOOL DISTRICT
BELMONT COMMUNITY SCHOOL DISTRICT
BURNETT COUNTY
CENTRAL-DEWITT SCHOOL DISTRICT
CITY OF BARABOO
CITY OF FENNIMORE
CITY OF MIDDLETON
CITY OF RICHLAND CENTER
CITY OF SAUK PRAIRIE
CITY OF WISCONSIN DELLS
COLUMBIA COUNTY
COLUMBUS SCHOOL DISTRICT
CUBA CITY SCHOOL DISTRICT
DANE COUNTY
DARLINGTON SCHOOL DISTRICT
DODGEVILLE SCHOOL DISTRICT
EDGAR SCHOOLS
EDGERTON SCHOOL DISTRICT
FENNIMORE SCHOOL DISTRICT
HILLSBORO SCHOOL DISTRICT
IOWA COUNTY

IOWA GRANT SCHOOLS
ITHACA SCHOOLS
JUNEAU COUNTY
KICKAPOO SCHOOLS
LANCASTER SCHOOLS
MAUSTON SCHOOL DISTRICT
MIDDLETON-CROSS PLAINS SCHOOLS
MINERAL POINT SCHOOL DISTRICT
MOUNT HOREB AREA SCHOOL DISTRICT
NORTH CRAWFORD SCHOOL DISTRICT
ONALASKA SCHOOL DISTRICT
OSSEO SCHOOL DISTRICT
PECATONICA-ARGYLE SCHOOL DISTRICT
PLATTEVILLE SCHOOL DISTRICT
PORTAGE AREA SCHOOL DISTRICT
REEDSBURG SCHOOL DISTRICT
RICHLAND COUNTY
RICHLAND SCHOOL DISTRICT
RIO SCHOOL DISTRICT
RIVER RIDGE SCHOOLS
RIVER VALLEY SCHOOL DISTRICT
SAUK COUNTY
SAUK PRAIRIE SCHOOLS
SHULLSBURG SCHOOLS
SPARTA SCHOOL DISTRICT

SPENCER SCHOOLS
STATE OF IOWA
STATE OF WISCONSIN
STATE OF WISCONSIN-CORRECTIONS
STOUGHTON SCHOOL DISTRICT
US ARMY
US POST OFFICE
UW-BARABOO
UW-EAU CLAIRE
UW-MADISON
UW-PLATTEVILLE
UW-RICHLAND
UW-WHITEWATER
VERONA SCHOOL DISTRICT
VILLAGE OF MUSCODA
VILLAGE OF PLAIN
VILLAGE OF WAUNAKEE
WALWORTH COUNTY
WATERLOO SCHOOL DISTRICT
WAUNAKEE SCHOOL DISTRICT
WESTON SCHOOLS
WISCONSIN HEIGHTS SCHOOL DISTRICT
WISCONSIN DELLS SCHOOLS
WISCONSIN NATIONAL GUARD
WONEWOC SCHOOL DISTRICT

PRECONSTRUCTION PROCESS HIGHLIGHTS



KB Principal Involvement



Detailed Budgeting



In-depth Cost Studies



Scheduling



Dedicated Estimator



Construction Input into Design



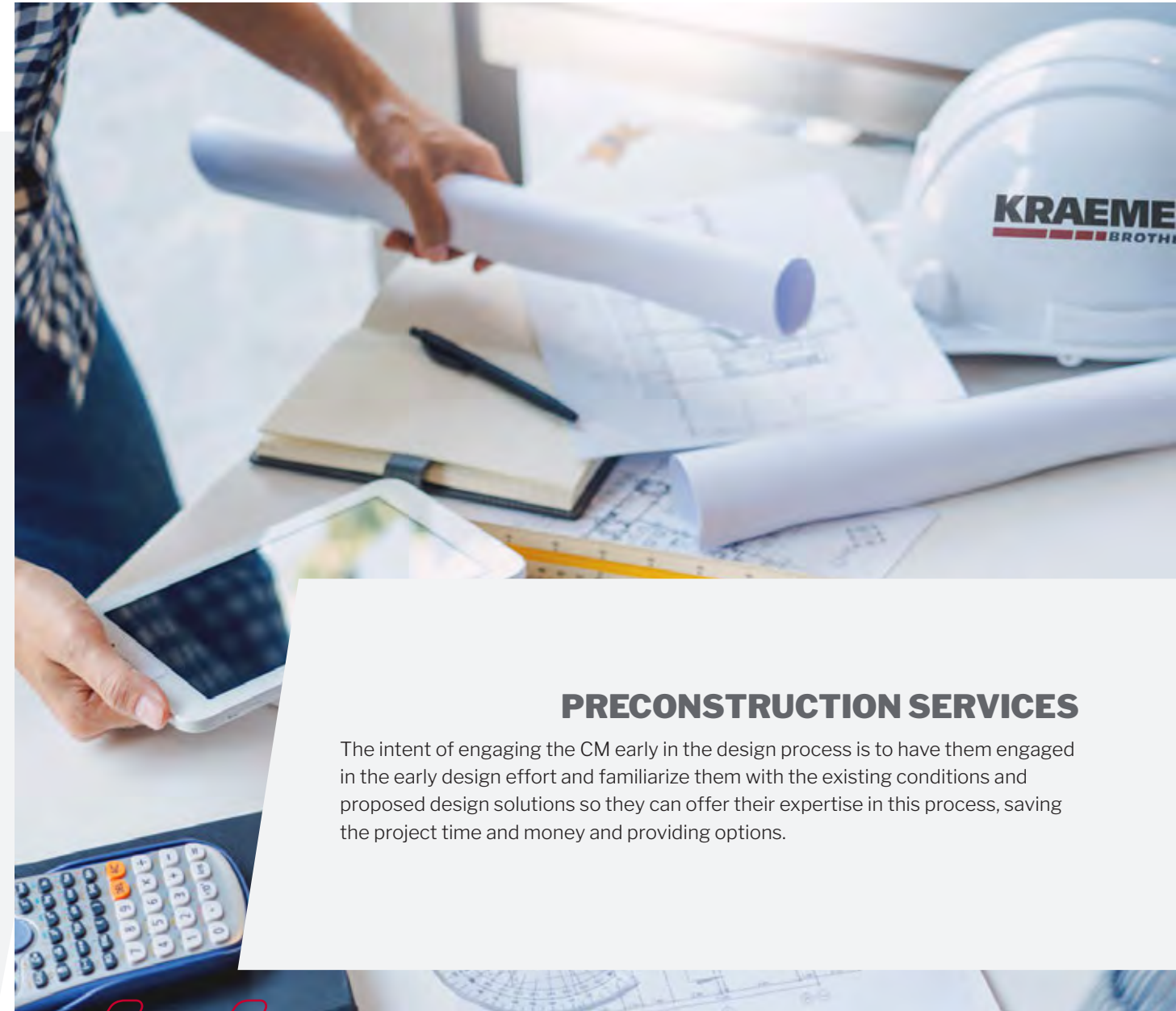
Constructibility Analysis



Key Subcontractor Input



MEP & Structural Analysis



PRECONSTRUCTION SERVICES

The intent of engaging the CM early in the design process is to have them engaged in the early design effort and familiarize them with the existing conditions and proposed design solutions so they can offer their expertise in this process, saving the project time and money and providing options.



Kraemer Brothers has done several projects for the Richland Hospital over the last 20+ years. They do a great job of pre-planning, listening to our expectations and communicating with us before and during the construction projects. As we all know, no project ever runs perfect whether it is new construction or a remodel, but Kraemer Brothers have always come through for us even during the toughest of projects. If I were looking to build or remodel, I would highly recommend Kraemer Brothers.

DON SCOTT
Maintenance Director
Richland Hospital

CONSTRUCTION PROCESS HIGHLIGHTS

INTEGRATED PROJECT DELIVERY

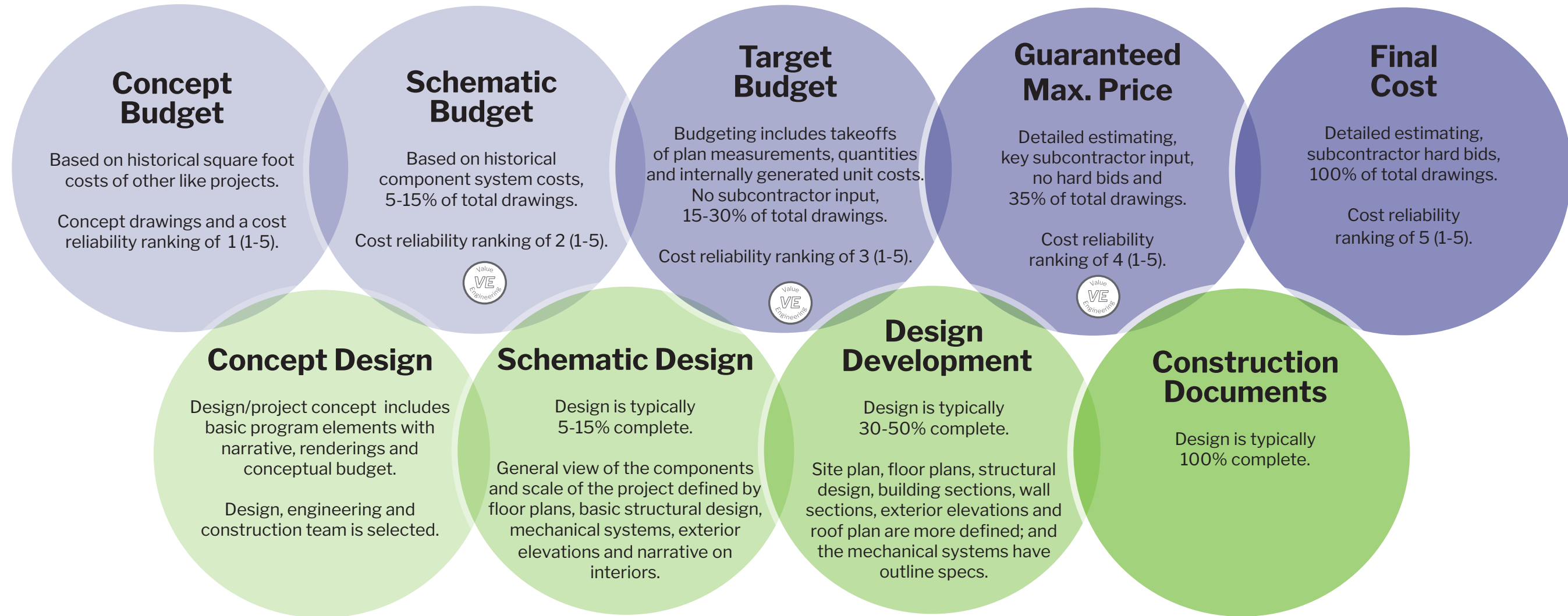


Integrated Project Delivery (IPD) is a project delivery approach that integrates people, systems, business structures and practices into a process that collaboratively harnesses the talents and in-sights of all participants to optimize project results, increase value to the owner, reduce waste, and maximize efficiency through all phases of design, fabrication, and construction. IPD principles can be applied to a variety of contractual arrangements and IPD teams can include members well beyond the basic triad of owner, architect, and contractor. In all cases, integrated projects are uniquely distinguished by highly effective collaboration among the owner, the prime designer, and the prime constructor, commencing at early design and continuing through to project handover.

Kraemer Brothers practices continual collaboration between the owner and all project members via weekly/monthly progress meetings and daily KB construction team meetings.



HOW PROJECT COSTS EVOLVE



BUDGET TYPE	ESTIMATING METHODOLOGY	% OF TOTAL DRAWINGS	COST RELIABILITY	RECOMMENDED CONTINGENCY
Concept Budget	Based on historical square foot costs	0%	1	10%
Schematic Budget	Historical component systems costs	5%	2	10%
Target Price	Internally generated unit costs, no subcontractor input	15%	3	5%
Guaranteed Max. Price (GMP)	Detailed estimating, subcontractor input, no hard bids	35%	4	3%
FINAL COST	Detailed estimating, subcontractor hard bids	100%	5	3%

 = VALUE ENGINEERING

GMP BUDGETING

Each step in the Guaranteed Maximum Price (GMP) process is designed to allow the construction team to avoid cost surprises and to allow the client to control the project costs at every step throughout the planning process.

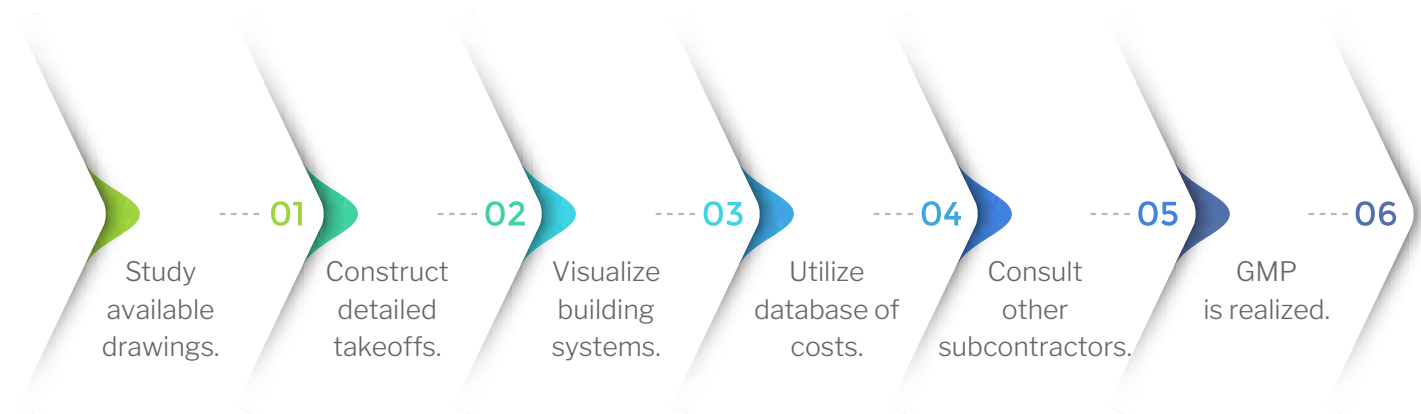
Kraemer Brothers typically provides clients with Guaranteed Maximum Price(s) (GMP) on projects at approximately 35% complete construction documents, or 100% design development documents.

Unlike other general contractors, Kraemer Brothers' Project Management are also estimators. The benefit of this approach is that our Project Managers are fully engaged in the project from start to finish, unlike an estimator who is not a project manager and goes from project to project. This engagement ensures that no details are missed and that estimates are accurate and inclusive, resulting in better budgets at every stage of the build. As projects reach the bid stage, our Project Managers actively answer questions and clarify details to ensure subcontractor bids fully adhere to project details.

Our GMP at 35% completed construction documents is based on detailed takeoffs, costs on recent projects with like scope and materials, subcontractor and vendor input, but no hard bids.

On "Bid Day" clients are invited to open and review actual bid documents with us as they are received. Clients appreciate the transparency of this approach, and can simply tie bids to subcontractor contracts. No subcontractor bid markups, no "bid shopping."

100% of any savings on final costs vs. GMP are fully refunded back to the client - every project, every time.



OUR CLIENTS HAVE **SAVED \$34 MILLION**
FROM GMP TO FINAL COST SINCE 2015

CONSTRUCTABILITY REVIEWS

One of the ways that Kraemer Brothers has helped clients maximize their budgets, minimize costly change orders, and avoid expensive schedule delays is by providing constructability input and reviews during the design process. By leveraging our firm's 75 years of construction experience during the preconstruction phase, clients can be assured of the project's success. Overall, the goal is to save the owner time and money by identifying and uncovering problems, or potential problems, that may be encountered during construction such as errors, omissions, ambiguities and conflicts. During the project's design process, Kraemer Brothers continuously reviews the plans and evolving specifications to ensure that all construction details and components are properly defined in the specifications so that materials (and labor) can be precisely bid, driving project costs down. Our wealth of experience helps us make sure project plans are very clear, so that bids are not inflated due to unknowns, lack of detail, unclear delineation of responsibility, or lack of exact materials specified.

Our approach to conduct constructability reviews includes involving Kraemer Brothers Project Managers, Project Superintendents, General Superintendents, MEP Coordinators, and Quality Assurance early on in the process, allowing us to take advantage of their expertise and flushout potential issues from the beginning. As we review plans with project architects and engineers, we then distribute early versions of the plans and specifications to this team where they focus on building envelope issues, details and any potential drawing conflicts. Using our construction experience, we develop a comprehensive list of items that are either very costly, have caused issues on previous projects, or have proven to be better ways of constructing. Together with the design team, these items are then discussed and addressed as a team. By completing constructability reviews, we have successfully identified many potential problems and headed them off before they became an issue during construction. This collaborative process has helped save our clients significant dollars, and played a major role in helping projects go smoothly during construction. This approach has been a key factor in our industry leading client retention, satisfaction and repeat business.

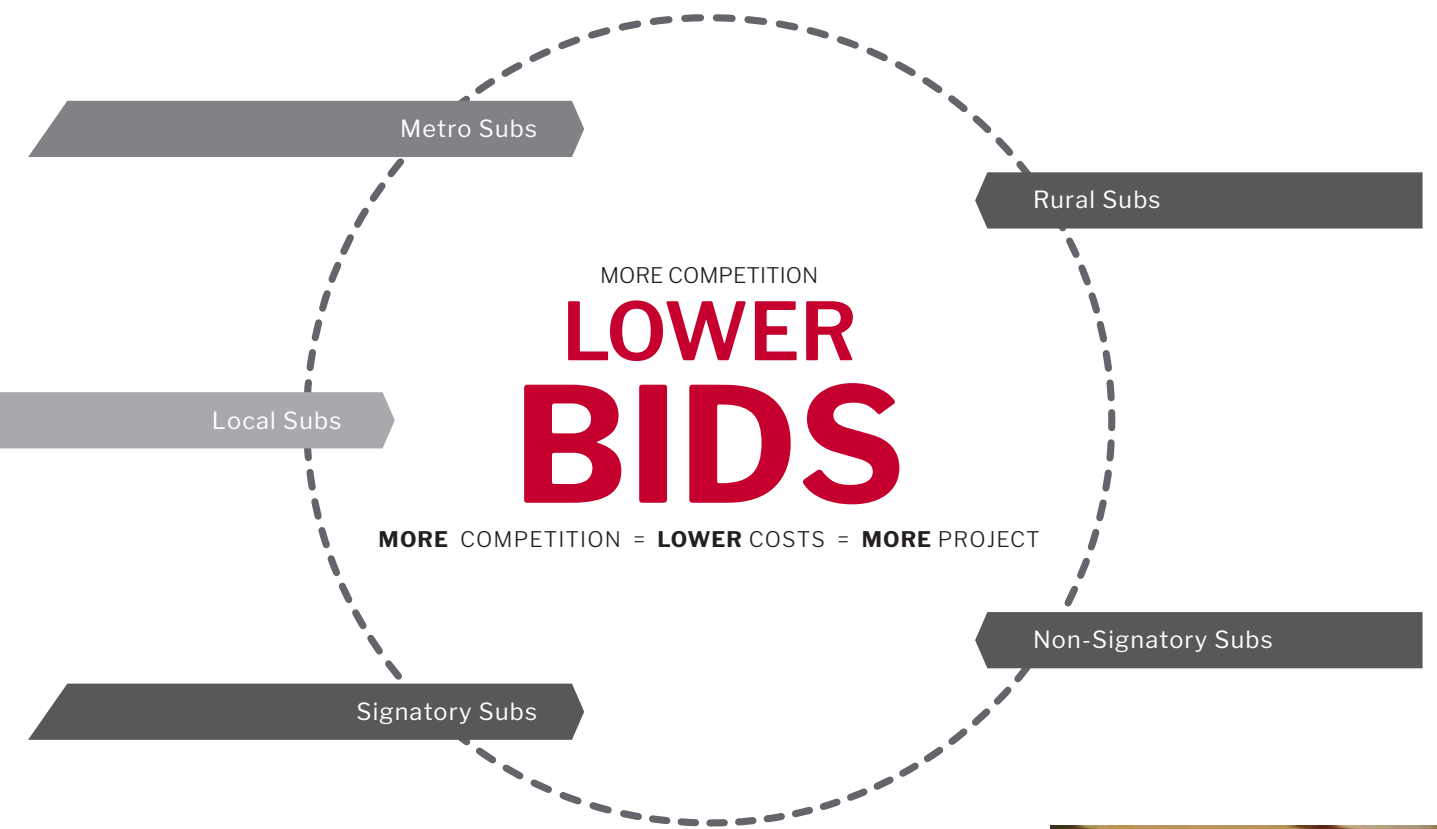


LOCAL AND REGIONAL BIDDING SYSTEM PROCESS

- Platteville City Council would be surveyed for suggestions and ideas on maximizing advertising for bids.
- All invitation to bid advertisements that Platteville City Council has previously and typically used for projects will be made.
- Bid invitations are sent electronically to all relevant bidders on previous Kraemer Brothers' projects, which totals over 1,000 projects and over 4,000 subs and suppliers.
- Advertisements to bid are provided to all the prominent local newspapers.
- Announcements to bid are made on the Building Connected construction website, the most widely acknowledged website for posting of construction project bid opportunities to top building contractors in North America.



THE UNIQUE ADVANTAGE THE KRAEMER BROTHERS BID PROCESS



SUBCONTRACTOR INPUT & BIDDING

- Identify Key Areas of Price Risk
- Solicit "No Cost, No Strings Attached" Subcontractor Budgets.
- Benchmarking vs. \$600 Million in Correctional/Public Safety Projects
- Both Large Market and Rural Subs Due to Past Project Locations
- No Bid Shopping, Markup or Other Unethical Practices
- True Open Book Bidding



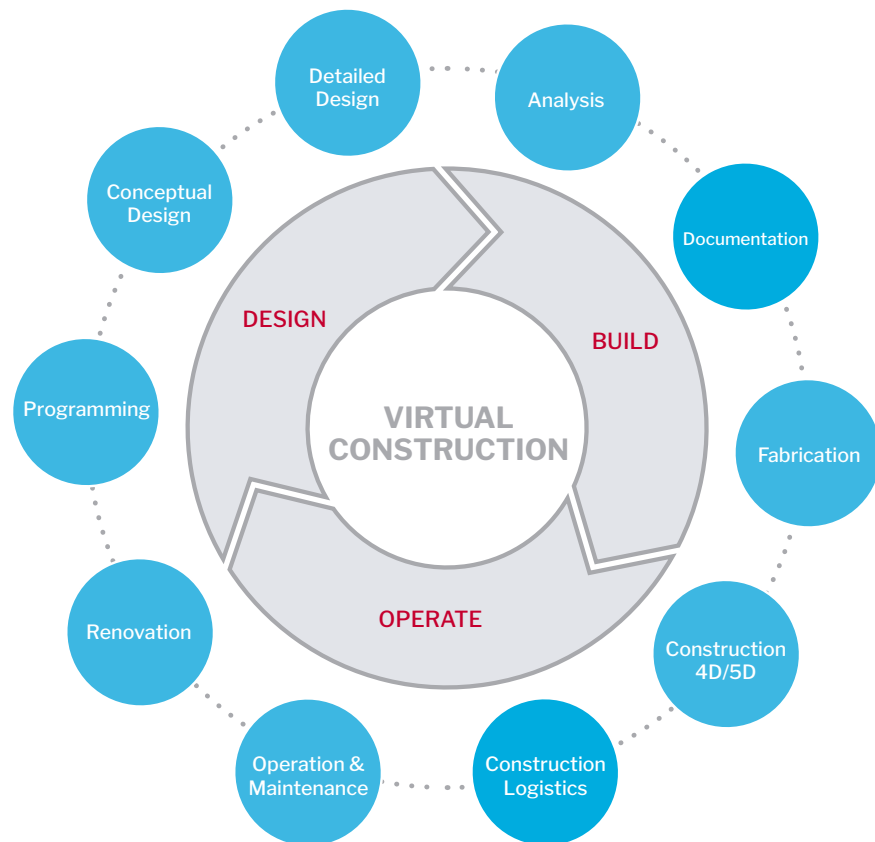
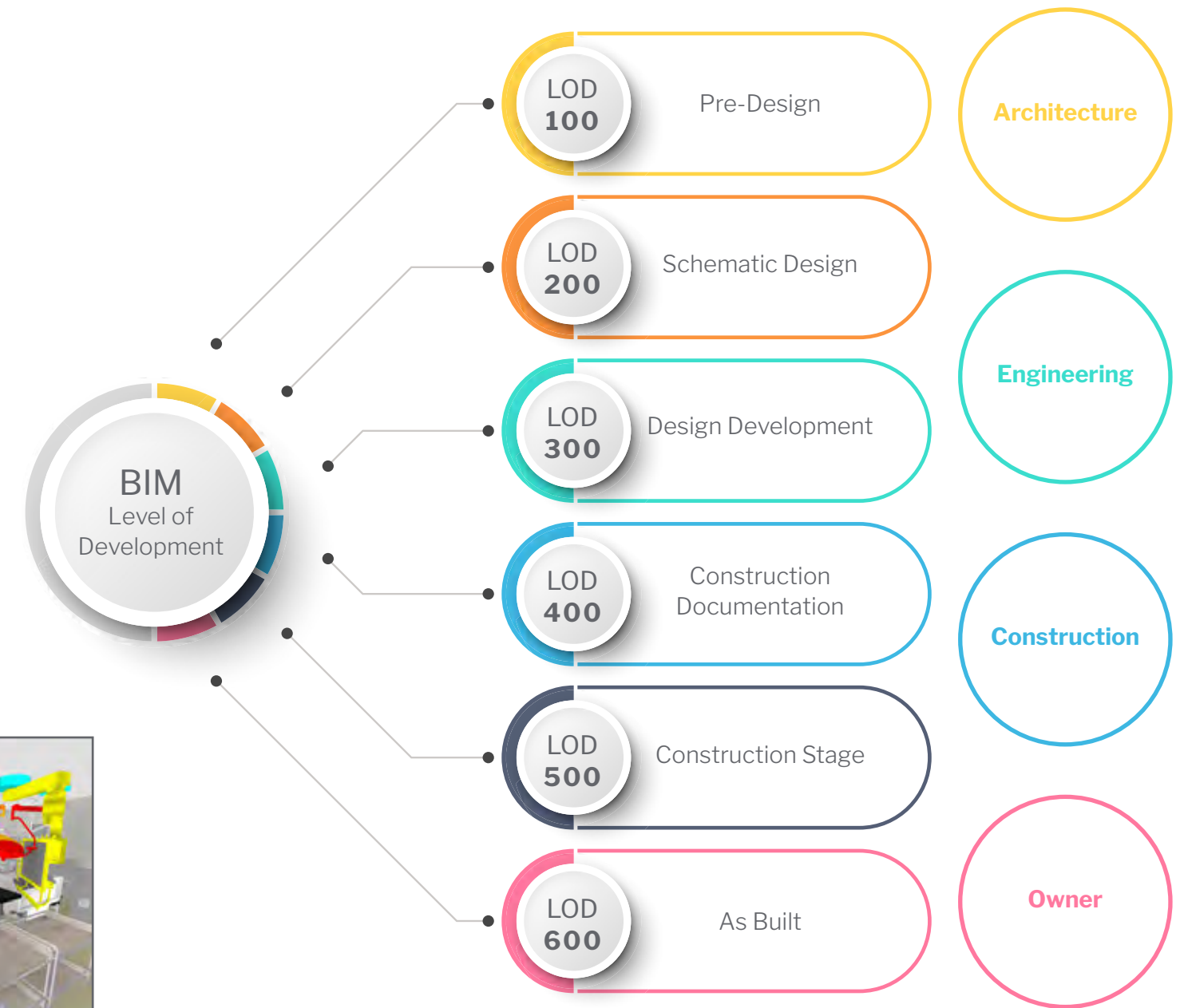
VIRTUAL CONSTRUCTION

At Kraemer Brothers, Building Information Modeling (BIM) has evolved to Virtual Construction and has improved project visualization-from early concepts, to estimating, to supporting design and engineering teams, to the way we build projects in the field-and the possibilities continue to evolve and expand. Initially, we used 3D models for MEP coordination. Over time, our use of technology and BIM has evolved to further assist our clients and our project teams in a couple of fundamental ways:

- More informed and collaborative decision making, not just on MEP's
- Integration with A/E 3D models
- Enhanced communication of agreed upon plans to all project stakeholders

Based on our experience and continued pursuit of improvement, Kraemer Brothers Virtual Construction plans and models provide significant benefits to our clients and projects including:

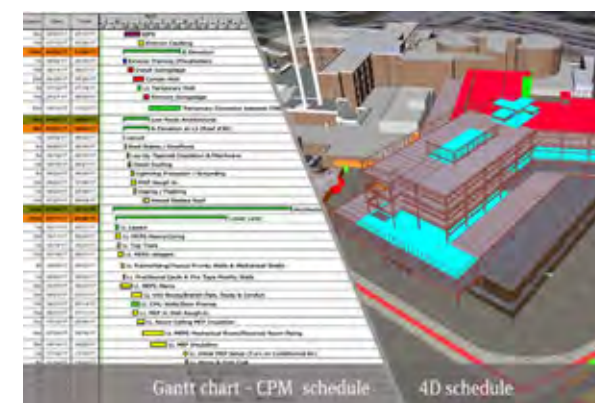
- Cost and schedule savings by reducing time to make decisions and solve problems
- Improved client understanding of the project
- Improved project safety
- Improved project quality



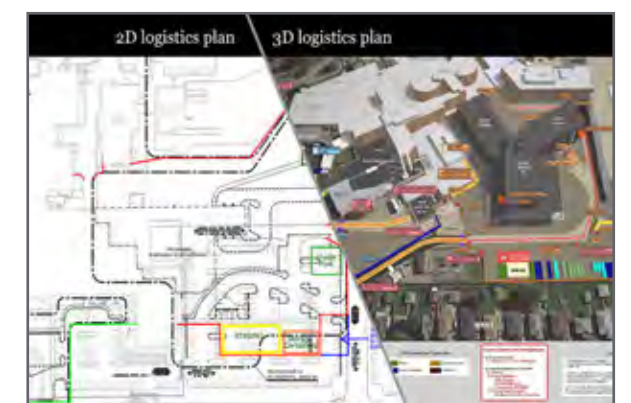
Physical vs. Virtual Mockups



Maximizing productivity and reducing waste



Scheduling



Site Logistics Plan

ROUTINE PROJECT REPORTS



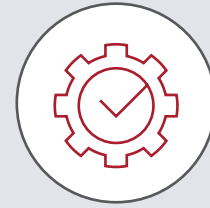
IMMEDIATE

Milestone
Daily logs



SHORT TERM

30 and 60 day look aheads
3 or 4 week look aheads
Owner equipment - P&IDs



PROJECT COMPLETION

Final project schedule
Project updates & punchlist
Commissioning
Construction verification
Equipment startup

HOW DOES AUTODESK CONSTRUCTION CLOUD EXCEL?

Autodesk Construction Cloud is the most complete and configurable solution in the Construction Project Controls category for office and field management, collaboration, cost control and purchasing. Autodesk Construction Cloud is trusted by the majority of the top building contractors in North America.

Functionality	Description	Autodesk Benefits
Field Management	Check lists, daily field reporting, inspections, material management, punch lists, safety reports, notifications, project photos & schedules	Material & Equipment Management Integrated RFID Barcode tracking Automated labor tracking Limited inspections, tests, checklists, reports
Collaboration	Drawings spec management, RFIs, meeting minutes, conversation log, submittal management, hotlist issues, transmittals, closeout log, BIM viewing	Hotlist issues Feature permissions Custom reports Automatic plan updates posted
Safety Management	Prevent safety blind spots and risky situations at construction sites by creating and executing standardized safety plans	Standardize safety inspections Visualize safety information Monitor safety performance
Quality Management	Avoid costly rework by identifying constructability issues in the preconstruction phase and empowering all trade teams to detect and resolve clashes	Reduce constructability issues onsite Centralized document management Standardize quality control Streamline commissioning and handover Connecting workflows

The \$6 million project came in on budget and had a very limited number of change orders that were initiated by owner requests and a few unforeseen conditions. Kraemer Brothers delivered a very functional, quality building for us that we continue to receive compliments on.

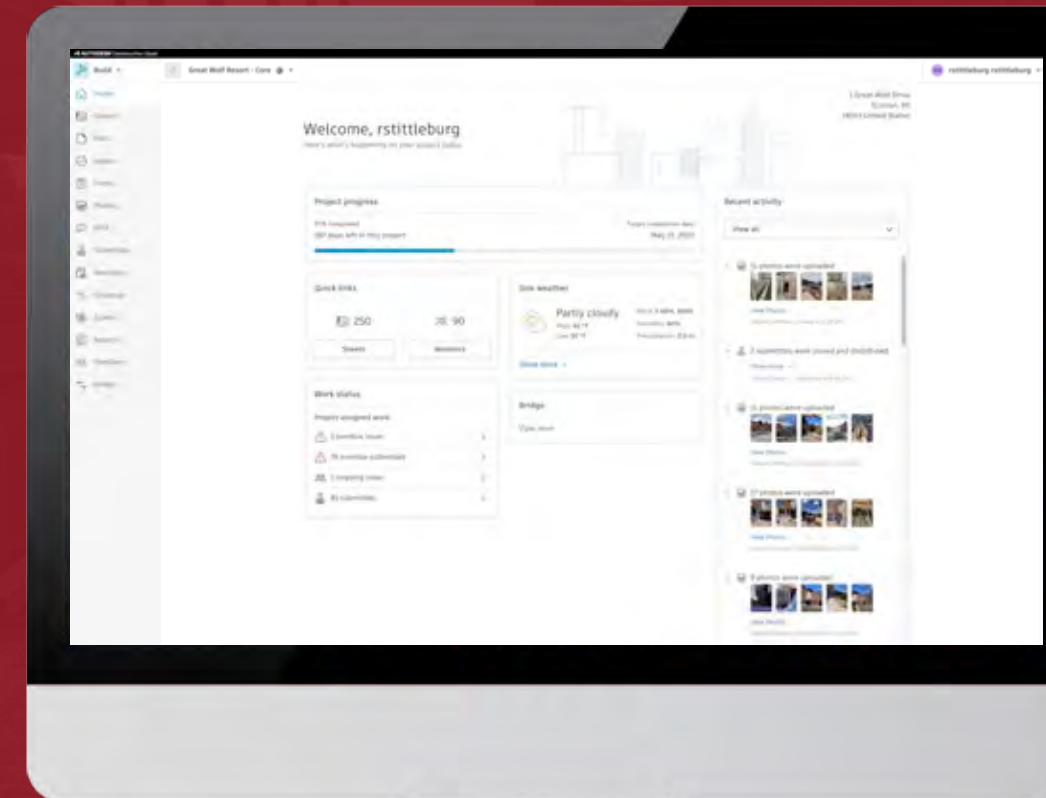
DANIEL MOTL, P.E.
UW Physical Plant Shops & Office Building

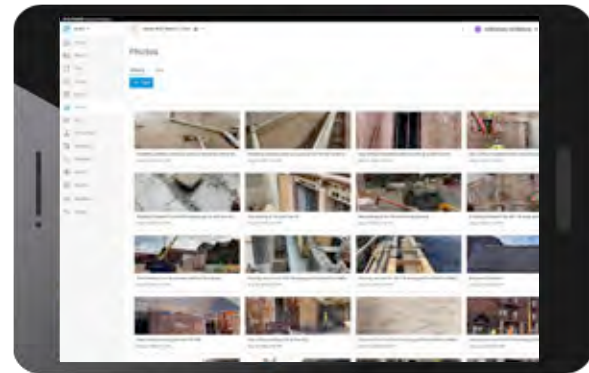


PROJECT MANAGEMENT & TECHNOLOGY

- FIELD MANAGEMENT
- DOCUMENT CONTROL
- BUDGET & COST MANAGEMENT
- PURCHASING
- REAL-TIME REPORTING

This allows us to continually monitor and control every aspect of your project more efficiently in order to keep your project on budget, on-time, and with the highest quality and safety control.





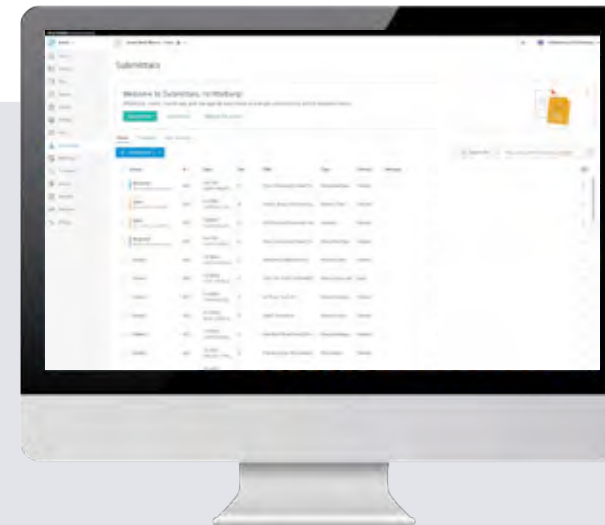
FIELD MANAGEMENT

- Closeout logs
- As-builts
- Daily work journals
- Photos
- Punch lists
- Safety notices
- Mobile apps for field worker

- Vendor management
- Bid packages and analysis
- Bid awards and communications
- Buyout items and groups
- Contract attachments



EXAMPLE OF HOW CLASH DETECTION IS INCORPORATED



DOCUMENT CONTROL

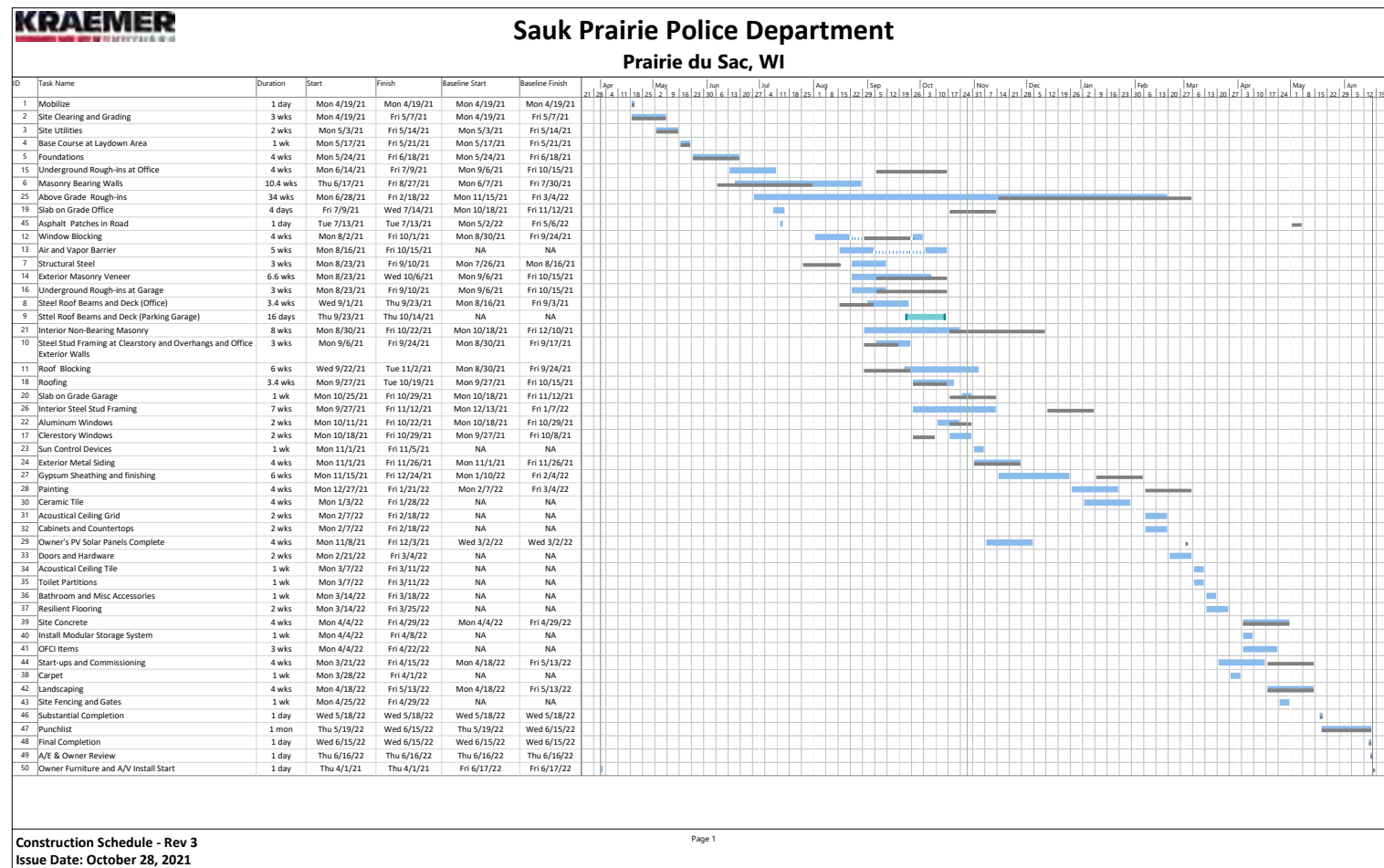
- Drawings and specifications
- Hotlists
- Dunning letters
- Meeting minutes
- Requests for information
- Submittal packages

BUDGET AND COST

- Budgets, cost, commitments
- Contracts
- Cash flow forecasting
- Invoices and payments



SCHEDULING TOOLS AND METHODOLOGY



Construction Schedule - Rev 3
Issue Date: October 28, 2021

SCHEDULE CONTROL

After over 1,000 projects, totaling over \$4 billion in contract value, Kraemer Brothers has never delivered a project late. In addition, we are widely known for having the most aggressive project schedules in the industry. We pride ourselves on saving our clients time and money through superior project management. Shorter construction schedules save our clients money on construction loan interest and general conditions (which are primarily a cost associated with time). Earlier occupancy allows clients smoother transitions operationally and turns projects into profit centers faster.

Our ability to minimize construction schedules is primarily due to:

- Early milestone schedules with detailed allocations for lead-times and installation of structural and mechanical systems and materials.
- Our Planning and Productivity Managers (who focus on project schedules and staffing full time) utilize Microsoft Project and detail time frames for every component of work on a project, showing both concurrent and sequenced durations. These detailed schedules start at the concept stage and are updated and distributed frequently (monthly during construction) to the project team, subcontractors and project owners.
- Weekly foreman's meetings are held with all subcontractors that are performing work onsite. A key portion of the weekly agenda is to review the schedule and ensure that all have the workforce and materials onsite to stay on schedule.
- Bi-weekly progress meetings including our field operations principal and Project Superintendent primarily focused on schedule.
- Subcontractors are bound to schedules via contract. Detailed schedules are included in bid documents, and those delivery and installation dates are made part of contracts with vendors and subcontractors.
- Detailed project schedules provide subcontractors with exact dates for completion of work. Subs are held accountable for commitment and performance before, during, and after construction. Their performance dictates their ability to bid future work with Kraemer Brothers.
- Projects have regularly scheduled owner's meetings providing consistent and frequent communication on schedule status.



VALUE ENGINEERING ASSISTANCE

Kraemer Brothers brings skillful evaluation of construction materials with regard to economy and feasibility – a key service that offers cost savings as well as project value. To be clear, achieving value does not consist of indiscriminate cutting to achieve a cost savings. It is an analytical process and review in researching and scrutinizing the particular details of building construction. A continuous process that is engrained in the culture of our project team members, at not just one point, but continually throughout the entire project. With high inflationary prices, tight budgets, and sourcing delays seen over the last few years, we are committed to this methodology more than ever.

Most large-scale facilities constructed by Kraemer Brothers have been enhanced by the offering of **between 40 and 70 options and alternatives** that allowed our clients to attain their budget goals without sacrificing major components of the project.

KRAEMER BROTHERS		
May 19, 2022		
Burnett County Public Safety Building Value Engineering List		
Y/N/Hold	General Items:	
_____	1. Omit Subcontractor P&P Bonds	\$ (Confidential)
Architectural/Structural:		
_____	2. Omit Planters at Sheriffs. Provide Large Boulders for Physical Barrier to Main Entry.	\$ (Confidential)
_____	3. Provide 24 ga. Exposed Fastener Panels in Lieu of 22 ga. Concealed Fastener.	\$ (Confidential)
_____	4. Provide 24ga. Flush Pac Clad Soffit Panels in Lieu of Longboard @ Entries.	\$ (Confidential)
_____	5. Provide 3" Polyiso in lieu of Mineral Wool at Metal Panel Areas.	\$ (Confidential)
_____	6. Provide Fully Grouted 6" CMU Wall in Lieu of Bullet Resistant Wall Paneling, Steel Studs, & Shaftwall.	\$ (Confidential)
_____	7. Omit Canopies at Exterior Openings 038 and J064.	\$ (Confidential)
_____	8. Omit Canopy at Main Entrance Vestibule 101A.	\$ (Confidential)
_____	9. Reduce Casework at Master Control Perimeter by 50%.	\$ (Confidential)
_____	10. Painting - Omit P5 Accent Walls in Cells.	\$ (Confidential)
_____	11. Painting - Change to Precatalyzed System.	\$ (Confidential)
_____	12. Painting - Omit Finish Coat Paint for Chase Guardrails and Ladders.	\$ (Confidential)
_____	13. Provide Post and Cable Guardrail System in lieu of Steel Guardrail at Chase Mezzanine.	\$ (Confidential)
_____	14. Provide Primecoat Spray Applied System in lieu of Mat System.	\$ (Confidential)
_____	15. Provide Wall Mounted Ladder at Roof Access Door in lieu of Two Sets of Stairs.	\$ (Confidential)
_____	16. Provide Plam Casework with Stainless Steel Countertops in Exam J020 and Plam Casework and Solid Surface Countertops in Booking J054. This is in Lieu of Stainless Steel Casework and Countertops in these areas.	\$ (Confidential)
_____	17. Omit All Colling Doors.	\$ (Confidential)
_____	18. Omit Window Film at New Windows.	\$ (Confidential)
Kitchen/Laundry:		
_____	19. Provide UniMac Alternate Washer and Dryer Manufacturer.	\$ (Confidential)
Detention:		
_____	20. Reduce Detention Grade Ceilings in Exercise J023 and Jail Circulation J026 from CLG2 to CLG8.	\$ (Confidential)
_____	21. Reduce Detention Grade Ceiling in Staff/File J065 from CLG2 to CLG8.	\$ (Confidential)
_____	22. Eliminate Secure Vestibule SVJ001 Including Detention Doors.	\$ (Confidential)
Civil:		
_____	23. Omit Mld Reinforcing at Site Concrete. Provide 6" and 5". 6" Drive Lanes to have Fiber.	\$ (Confidential)
_____	24. Omit Trees and Shrubs.	\$ (Confidential)
MEFPF:		
_____	25. Fire Protection: Allow Schedule 10 Piping in 2" and Under to Match Mains.	\$ (Confidential)
_____	26. Fire Protection: Provide Standard Pre-Action Valves Not in Pre-Assembled Cabinets.	\$ (Confidential)
_____	27. Fire Protection: Provide Wet Sprinkler System in lieu of Single Interloc Dry System. Dry System Only for Sally Port.	\$ (Confidential)
_____	28. Fire Protection: Remove Nitrogen Generator System. Can be Added at Later Date.	\$ (Confidential)
_____	29. Fire Protection: Concrete Tank in lieu of Fiberglass.	\$ (Confidential)
_____	30. Plumbing: Provide PVC in lieu of Cast Iron Piping at Detention Areas.	\$ (Confidential)
_____	31. Plumbing: Provide Spears CPVC in lieu of Coated Piping for Kitchen and Lab.	\$ (Confidential)
_____	32. HVAC: Substitute Steel Piping for Copper Piping in Sizes Below 2".	\$ (Confidential)
_____	33. HVAC: Provide One Chiller of Equal Capacity in lieu of Two.	\$ (Confidential)
_____	34. HVAC: Provide Two Boilers of Equal Capacity in lieu of Three.	\$ (Confidential)
_____	35. HVAC: Provide Plastic Boiler Stacks in lieu of Stainless Steel.	\$ (Confidential)
_____	36. Electrical: Provide Aluminum Feeders to Panels in lieu of Copper Feeders.	\$ (Confidential)
_____	37. Electrical: Provide Alternate Light Fixture Package.	\$ (Confidential)
_____	38. Electrical: Change Secure Area Light Gauge of Steel to 18 Ga. Back Body. Keep Doors the Same.	\$ (Confidential)
_____	39. Electrical: Omit Car Chargers. Provide Conduit Raceway and Pull Strings to Future Locations with Pull Boxes.	\$ (Confidential)
_____	40. Electrical: Omit One Inmate Phone in Each Dayroom. Provide One Phone Only.	\$ (Confidential)
Gross Total VE		\$ (Confidential)
Kraemer Brothers Fee Reduction on Above VE		\$ (Confidential)
Kraemer Brothers Bond Reduction for Reduced Project Cost		\$ (Confidential)
Grand Total VE		\$ (Confidential)

DETAILED COST STUDIES



SAFETY RECORD

0 **ZERO** OSHA/EPA
citations in the past eight years!

EIGHT YEAR SAFETY COMPARISON

Lagging indicators such as Recordable Incident Rate (RIR), Lost Time Incident Rate (LTIR), and Experience Modification Rate (EMR) are valuable tools to evaluate our injury experience in a given time period. However, these measurables only indicate negative outcomes of the past, not steps taken to reduce these outcomes as we move forward. Although extremely valuable in identifying injury trends and ultimately focal points for our safety professionals and field leadership, Kraemer Brothers placed a renewed focus on leading indicators, by taking proactive steps we can use today to prevent an injury tomorrow.

Year	EMR	LTIR	RIR	OSHA Citations
2015	0.61	2.60	11.42	0
2016	0.66	0.56	9.53	0
2017	0.75	0.48	4.25	0
2018	0.76	0.43	10.85	0
2019	0.67	0.60	3.93	0
2020	0.70	0.74	5.56	0
2021	0.68	0.94	7.95	0
2022	0.87	0.40	6.12	0

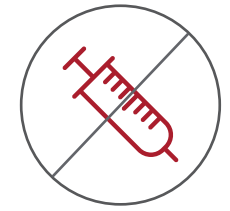
SAFETY INITIATIVES



ACCOUNTABILITY

It is Kraemer Brother's goal to shape work behavior through creating a partnership between field personnel and management that continually focuses the worker's attention on their daily safety behavior. Each employee is required to participate in an extensive onboarding process, which includes a safety orientation prior to stepping foot on site. This ensures each employee has knowledge to work safely from day one, while also having a clear understanding of what the expectations are.

Through the use of our safety awards program, employees are consistently disciplined when expectations are not met, and awarded when they are exceeded. Long gone are the days of disciplining employees who report injuries, withholding incentives to employees or crews when injuries do occur, or goal-setting consecutive days without experiencing injuries. Encouraging safe working behavior drives down injury frequency, while also dispelling fears of being reprimanded for reporting injuries or near misses; therefore, creating a greater sense of clarity between field personnel and management.



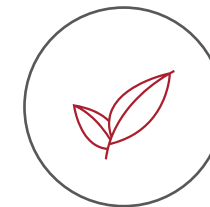
DRUG FREE WORKPLACE

With substance abuse and dependency becoming more and more prevalent in our society, Kraemer Brothers remains committed more than ever to ensuring employees are not impaired while at work, and have resources available to them if drug or alcohol dependency is an issue. Through our pre-employment, reasonable suspicion, post-accident, and random drug testing programs, we deter our employees from engaging in substance abuse and have the ability to detect when they may be impaired. Additionally, our self-referral and employee assistance program gives employees who have substance abuse issues the ability to voluntarily disclose this to management, without fear of retribution or termination.



A CHANGING WORKFORCE

The economic boom of the late 2010's found many employers actively hiring to keep up with client demand. Newly hired employees, especially in the construction industry, can often times be stigmatized as accident-prone, or even a liability on the job site. Kraemer Brothers took this opportunity to revamp our safety orientation and introduce a flood of highly trained, conscientious employees into our workforce. Through the development and implementation of our Foundations Safety Training Program, Kraemer Brothers was able to reduce our EMR and RIR while onboarding our new workforce.



ENVIRONMENTAL COMMITMENT

Dust, noise, vibrations, odors, and air quality concerns are an important part of any project. Pretask planning is crucial in identifying how our construction activities will affect owner operations, adjacent buildings, and the surrounding environment. Kraemer Brothers maintains a minimum of 75% recycled construction waste on most of our project sites. The remaining waste is disposed of in an environmentally responsible manner in accordance with local and federal regulations.



A MOVING TARGET

Federal regulations, best practices, equipment, and construction safety theory is constantly evolving. As technology develops the industry as a whole becomes less hazardous. Our safety professionals are deliberately involved in trade association committees, safety professional organizations, and attend regular seminars to stay informed on cutting edge technology and systems that minimize risk to the worker, Kraemer Brothers, and our customers. We are of the mindset that each year presents us with the opportunity to improve our safety management systems and prevent each and every injury.



TRAINING

Whether it be our four-part, Foundations Safety Orientation Program, trade association safety seminars, OSHA compliance, or leadership training, Kraemer Brothers firmly believes an employee's knowledge base is the biggest driver of behavior in the field. Giving each employee the tools to identify and correct hazards without engaging a safety professional or management perpetuates proactive safety culture. Weekly toolbox talks are also provided every Monday morning by a field manager to begin the work week focusing on safety, showing our workforce that safety ultimately comes first.

PROJECT CLOSEOUT & TRANSITION

Closeout construction management procedures are critical for an effective handover. A completed and thorough project closeout substantiates that the project has been performed according to the contract documents, all costs have been billed and paid, the building complies with proper statutes and regulations and the owner can legally occupy the building without fear of encumbrance. It's also important that the project owner is left with the knowledge, training, and resources to maintain and operate their new or renovated building.

With over 70 years of experience, we've developed a project management closeout process as a standard operating procedure for every project.

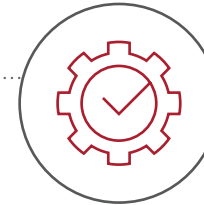
- Onsite Project Closeout Checklists
- Complete all punch items
- Demobilize all temporary facilities and trailers
- Deliver, organize and store attic stock
- Ensure permanent utilities are installed, tested and working and any temporary utilities or services are cancelled
- Ensure the site is completely clean and ready for occupancy per the contract
- Ensure all owner training of systems has been completed
- Building Commissioning (per our Commissioning procedures)
- Close out documentation, lien waivers, O&M manuals, as-builts completed and verified
- Project Completion
- O/A/C walk through inspection to determine the punch list
- Substantial Completion per contract, start of warranty periods
- Final Completion-completed punch list certified by architect
- Certificate of Occupancy
- Delivery of Documents
- Electronic and hard copy
- KB keeps closeout data indefinitely in electronic format
- One Year Warranty
- O/A/C walk through at 11 months

Tabbed Section Number	Subcontractor Name	Description
04 00 00	BMI/County Materials/United Brick	Masonry
05 00 00	Endres Manufacturing	Steel & Metal Fabrication
05 44 00	Superior Truss & Panel	Metal Trusses



A successful closeout process is not complete until final and complete payments are made, final retainage is released, permits closed out, and all parties are satisfied.

SERVICE AND MAINTENANCE ADVICE



FACILITY START-UP

Kraemer Brothers works with the project contractors to test equipment and systems at full operating conditions to ensure proper performance. We also schedule operating seminars and will provide your maintenance and engineering staff with a thorough understanding of the building's systems before you take occupancy. After you take occupancy, we don't go away. If something is not to your satisfaction, we will make it right.



OPERATIONS & MAINTENANCE MANUALS AND INSTRUCTIONS

Kraemer Brothers field management team updates as-built drawings as the job is constructed. We require the same from our subcontractors. You are assured that when we turn over the record drawings for the project that they are accurate and easy to understand.



DEDICATED STAFF

Our staff assembles detailed, organized, and complete operations and maintenance manuals and instructions (O&Ms) for your operations staff. We submit the O&Ms to the architect and engineers for their review prior to substantial completion, and after their approval, turn them over to your staff.



SUPPLEMENTAL INFORMATION

SUPPLEMENTAL INFO

SUMMARY

As a construction manager, we provide project owners with effective management from concept to completion, including planning, coordination, and control. Our extensive construction experience coupled with our small-company values is the reason our clients continue to choose us.

Kraemer Brothers is the best choice for this fire station. Our supporting info includes:

- Kraemer Brothers Fire & EMS Personnel
- Kraemer Brothers Fire & EMS Support
- Commitment to Platteville
- Platteville Community Projects
- Helping Build your Local Community
- Community Involvement
- Staff Involvement
- USDA Rural Development Experience
- O.E. Gray Experience
- Leader in Terms of Energy Efficiency
- Green Services
- Energy Conscious Construction
- Cost Control
- Design Team Collaboration
- Bonding & Financial Information
- Letters of Recommendation
- Kraemer Brothers Differentiation



KRAEMER BROTHERS

FIRE & EMS PERSONNEL



During their off time, some of our Kraemer Brothers' team serve (or formerly served) as first responders in the communities where they work and live. Their service and experience gives them a true understanding of your needs. They understand the intricacies and importance of this project and will work to build the station as if it was their own.

KRAEMER BROTHERS SAFETY DIRECTOR



MATT MORELY
Fire & Emergency Response
Management
Fire Protection Technician

ASSISTANT FIRE CHIEF



RORY MEIXELSPERGER
Plain Fire Department
(26 Years)

ASSISTANT FIRE CHIEF



TOM RIEK
Plain Fire Department
(22 Years)

CAPTAIN



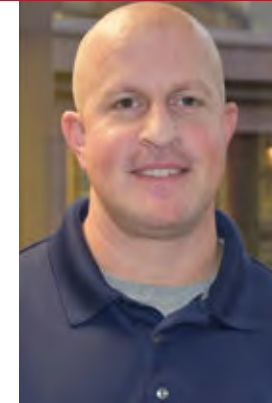
SCOTT RING
Plain Fire Department
(18 Years)

CAPTAIN



MIKE WEISS
Plain EMT
(26 Years)

LIEUTENANT



DAN KLEMAN
Mount Horeb Fire Department
(10 Years)

FIREFIGHTER 2



JOHN JEWELL
Plain Fire Department
(26 Years)

FIRE CHIEF



CHARLES HRUBES
Livingston-Clifton
Fire Department
(16 Years)

FIRE CHIEF



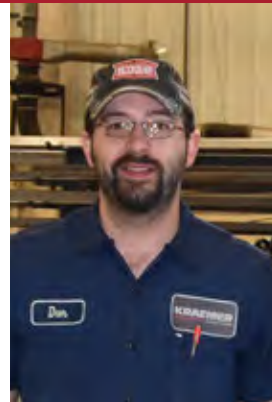
CAMERAN RADEWAN
Poynette-Dekkora
Fire Department
(30 Years)

FIREFIGHTER 1



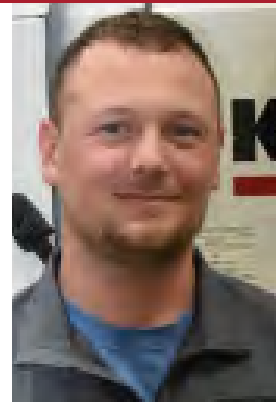
MITCH GILBERTSON
Plain Fire Department
(10 Years)

FIREFIGHTER 1



DAN LOUIS
Spring Green Fire Department
(20 Years)

FIREFIGHTER 1



ANDY SPENCER
Highland Fire Department
(5 Years)

FIREFIGHTER 1



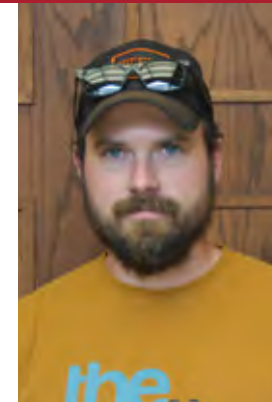
BOB LIEGEL
Plain & Baraboo Fire Department
(25 Years)

FIREFIGHTER 1



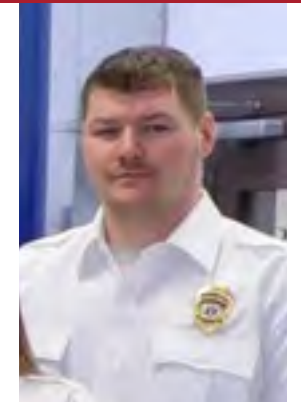
BEAU BRICE
Prairie du Sac Fire Department
(2 Years)

FIREFIGHTER 1



PATRICK FLINT
North Freedom Fire Department
(10 Years)

DRIVER



BEN MELIGAN
Mineral Point Rescue Squad
(1 Year)

KRAEMER BROTHERS FIRE/EMS SUPPORT



Kraemer Brothers understands the vital need of a fire station in a community. It is not an amenity, it is a necessity. With that in mind, Kraemer Brothers has always supported and partnered with local fire stations - whether through monetary donations or co-sponsored events.



COMMITMENT TO PLATTEVILLE



COMPANY TRADEMARKS

We have earned the trust with our clients everyday and every project shown by over 85% repeat business. With multiple generations of Kraemer family member involvement, family pride drives our performance and is our legacy. We bring the best of both worlds—the skills, experience, technology and horsepower of any large national builder, combined with the service, attention and priority you'd receive from a small company. Through our unique talent, we outperform competitors of all sizes with the best talent in the industry, and with little to no turnover, talent and consistency drive our client satisfaction and repeat business. With our expertise, we excel at complex and sophisticated projects and with clients who share our high standards and expectations.



MOTIVATION

We have worked hard to build our reputation in Platteville. We have accomplished this in the past through exceptional service, as evidenced by our performance on private and public buildings as well as our track record in southwest Wisconsin.



PARTICIPATION

As an independent construction manager, we are not subject to the restrictions that other construction managers may have due to labor agreements. Therefore, we welcome and invite all qualified companies to bid on projects. With our past projects in Platteville, we have built our bidders list and are familiar with many subcontractors and suppliers in the area. This includes both general contractors and subcontractors, as companies vary depending upon their skills and experience in various trades. In addition, we actively promote and utilize local companies for various supplies, fuel, food and other items needed for local projects, and encourage our subcontractors and suppliers to do the same. Our past projects and history in Platteville makes us uniquely qualified to fulfill this intention.

INVOLVING STAFF & FIRST RESPONDERS

UP-FRONT FULL TRANSPARENCY

YOUR PARTNER IN EVERY STAGE OF THE PROJECT

Our Commitment to Platteville



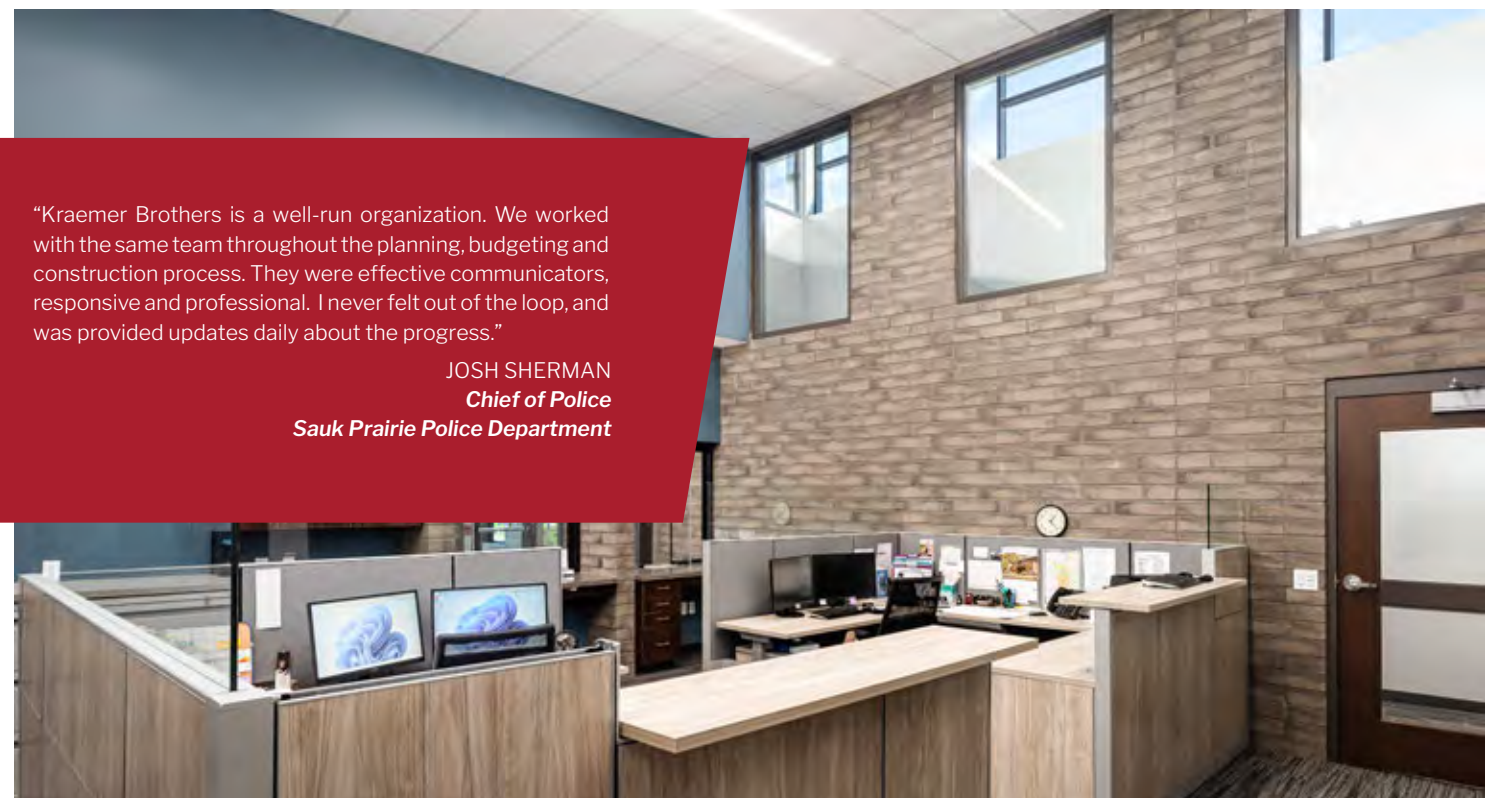
42+ PROJECTS
in Platteville



34+
subcontractors/suppliers
within 25 miles



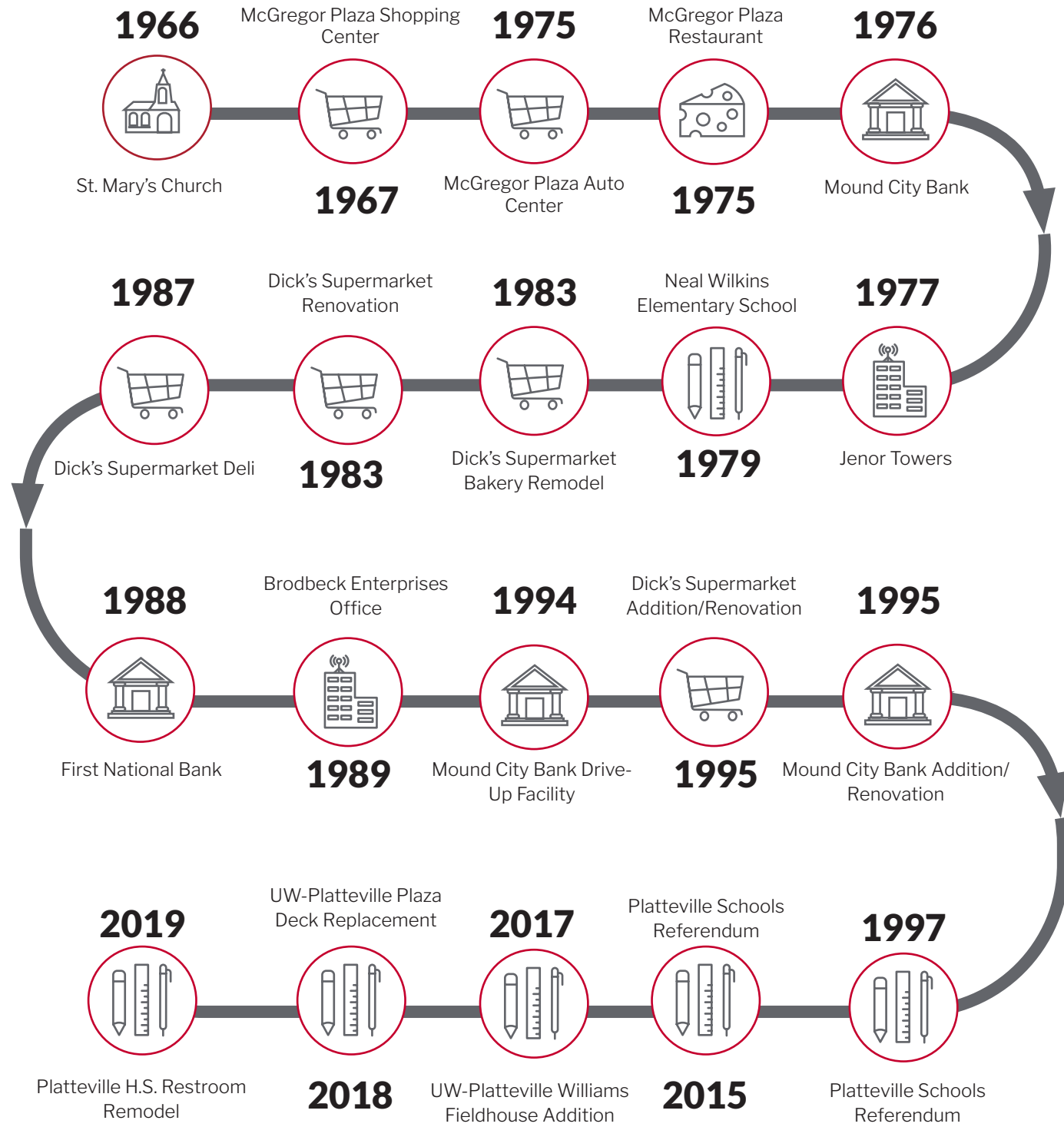
500+ TOTAL
rural projects



"Kraemer Brothers is a well-run organization. We worked with the same team throughout the planning, budgeting and construction process. They were effective communicators, responsive and professional. I never felt out of the loop, and was provided updates daily about the progress."

JOSH SHERMAN
Chief of Police
Sauk Prairie Police Department

PLATTEVILLE COMMUNITY PROJECTS



Since our first project in 1966, Kraemer Brothers has remained **committed** to the Platteville community.

HELPING BUILD YOUR LOCAL COMMUNITY

As a small-town, family-owned company, we know the importance of relying on local subcontractors and suppliers. Kraemer Brothers is committed to making a positive contribution to area vendors and service providers.

Based on previous projects in the area, the following is a list of local/area companies that would be encouraged to bid any project for Platteville Fire Department:

- Baker Iron Works, LLC - Platteville, WI
- Bard Materials - Platteville, WI
- Eastman Cartwright, LLC - Platteville, WI
- Fink Fencing, Inc. - Platteville, WI
- Fire & Safety Equipment III, LLC - Platteville, WI
- Gobin & Allion Flooring Center - Platteville, WI
- Insta Foam Insulation & Roofing - Platteville, WI
- Ingersoll Plumbing & Heating - Platteville, WI
- J&N Stone and Rural Excavating - Platteville, WI
- K & K Floors, Inc. - Platteville, WI
- Kowalski-Kieler, Inc. Ready Mix - Platteville, WI
- Lifeline Audio Video Technologies - Platteville, WI
- Midwest Restoration - Platteville, WI
- Momchilovich Drywall & Paint - Platteville, WI
- Schmidt Electrical Construction - Platteville, WI
- Carey's Gutters and Doors - Belmont, WI
- Bard Materials - Dickeyville, WI
- Kowalski-Kieler, Inc. Ready Mix - Dickeyville, WI
- EMS-USA Insulated Doors - Cuba City, WI
- Iverson Construction - Kieler, WI
- Milestone Materials/River City Stone - Kieler, WI
- Allied Stone, LLC - Lancaster, WI
- Owen's Excavating and Trenching, Inc. - Hazel Green, WI
- A.B. Electric - Mineral Point, WI
- Ivey Construction - Mineral Point, WI
- H & N Plumbing & Heating - Fennimore, WI
- Pustina Construction - Cobb, WI
- Crist Fencing - Darlington, WI
- Total Seal, LLC - Darlington, WI
- Bigler Cleaning Services - Dodgeville, WI
- Crane Lifts - Dodgeville, WI
- JHM Services, LLC - Dodgeville, WI
- Klosterman Lawn - Dodgeville, WI
- Marr Landscape, LLC - Dodgeville, WI
- Midwest Roofing & Construction - Dodgeville, WI
- Rule Construction, LTD - Dodgeville, WI

We welcome the City Council to add or suggest other local companies to bid on the project.



COMMUNITY INVOLVEMENT



We regularly patronize local businesses to allow Platteville's building projects to stimulate the local economy.

Examples include:

- Purchasing construction supplies and other small equipment from local merchants
- Buying office supplies and patronizing local businesses for other goods and services
- Supporting local non-profit organizations
- Buying fuel at local gas stations and convenience stores
- Eating at local restaurants or buying food from local stores/vendors



We review and finalize bid instructions for each category of work with Platteville. This ensures that local subcontractors and suppliers are provided equal opportunity to bid and participate on the project.



Kraemer Brothers has a strong reputation in completing a variety of building projects in both rural and urban markets. This track record gives a unique advantage in attracting subcontractors and suppliers to bid on local projects.



We have involved local subcontractors, who perhaps are not large enough to take on Platteville's projects, by having them perform work on the project on a size and scale they can handle. This allows local subcontractors, who might otherwise not have an opportunity to be involved in the project, to be involved. Example:

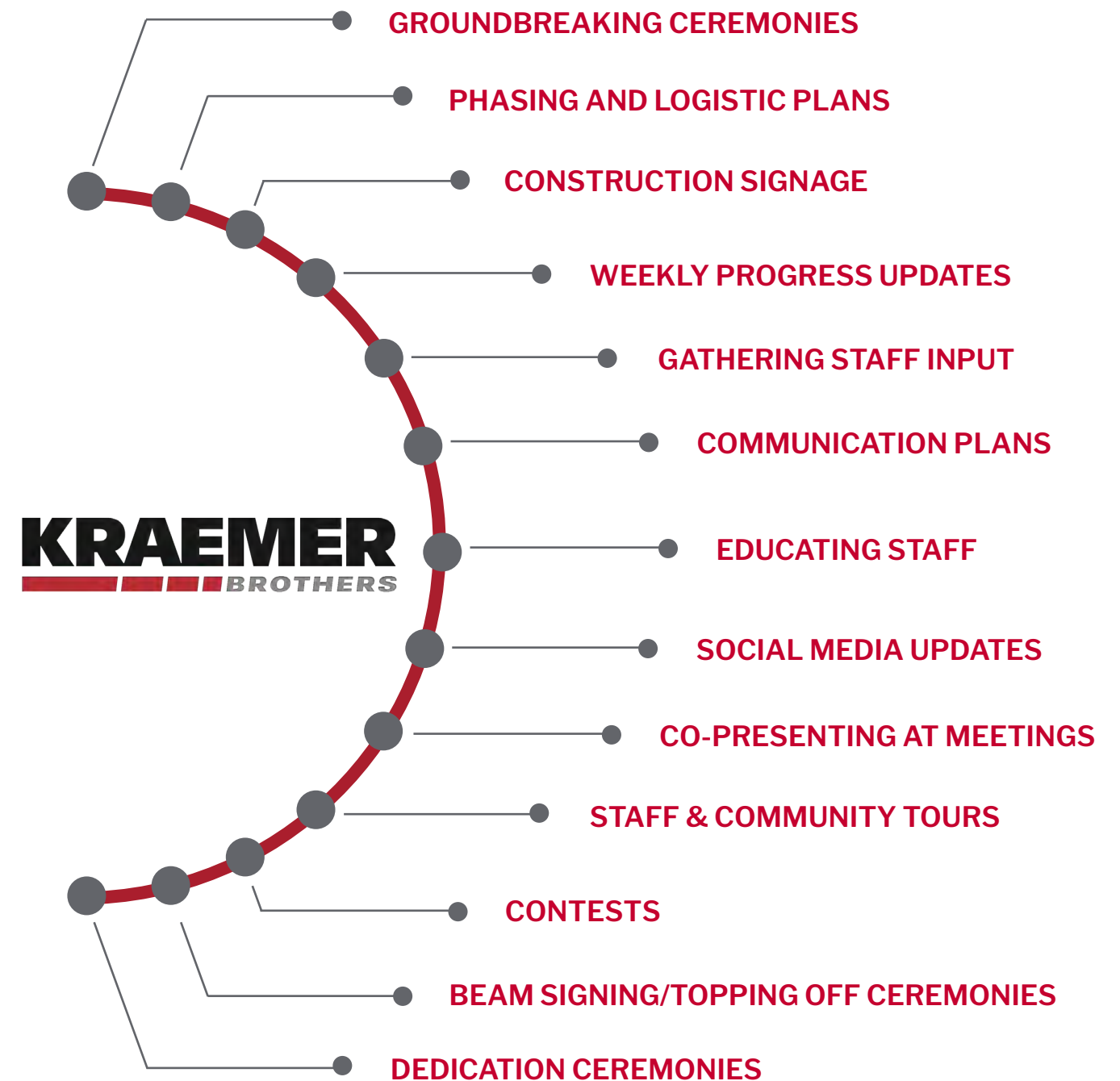
- We have had local mechanical subcontractors work with larger mechanical contractors to carve out a piece of the project and perform that work.



Our unique open bid process allows Platteville City Council to open and review subcontractor and supplier bids as they are received. Platteville has the final say in the subcontractors and suppliers that are selected, which allows you to make discretionary decisions in cases where the dollar amount differences in bids that may be insignificant and they would prefer that local company is selected.

STAFF INVOLVEMENT

Kraemer Brothers knows the importance of making sure staff and other first responders are involved throughout the construction process. These groups are closest to and most familiar with the building and the future needs that will make the building successful for years to come. From start to finish, we ensure staff and first responders have an opportunity to share ideas, understand the progress of the project as construction happens, and share in the wins and celebrations when milestones are achieved.



USDA RURAL DEVELOPMENT EXPERIENCE



June 6, 2016

RE: Kraemer Brothers Construction

Dear Sir or Madam:

USDA Rural Development worked with Kraemer Brothers Construction on the Schmitt-Woodland Hills skilled nursing facility in Richland Center, WI. This project was a complex project in that there was a large multi-story addition on a sloped lot to the existing building as well as remodeling in the existing building.

Kraemer Brothers was exemplary as the general contractors on this project. The contract was a guaranteed maximum price, not to exceed contract. They were very good at keeping the contract price in line. Their workmanship was excellent. They kept the job site very clean and workman safety was a high priority on the project.

If there was a reason for a change order, this was always discussed at the job meetings and accepted before it was added to the pay request. If Rural Development needed any kind of extra information regarding a change order, Kraemer Brothers always provided the information without any problem.

This project was a tax exempt project, which meant that materials for the project could be purchased tax-exempt. This created a second set of pay requests to handle these purchases separately from the pay requests that were for labor, and equipment. Rural Development required copies of the invoices for this materials purchases and Kraemer Brothers were very organized for the inclusions of the invoices. During the construction process, Rural Development keeps careful track of the funds being expended, and it was very easy to work with Kraemer Brothers in reconciling expenditures.

In conclusion, if I have the opportunity to work with Kraemer Brothers Construction at some time again, I would look forward to doing so. They are a very good company and conscientious in their work.

Respectfully,

Kathleen A. Zurawski, Architect
USDA Rural Development

Rural Development • Wisconsin State Office
Kathleen A. Zurawski • Architect
5417 Clem's Way • Stevens Point, WI 54482
Voice (715) 345-7626 • Email: kathy.zurawski@wi.usda.gov

"USDA is an equal opportunity provider, employer, and lender."

O.E. GRAY EXPERIENCE

Part of the 1997 Platteville Schools Referendum project, Kraemer Brothers was selected by the school district to construct additions and renovations at all five Platteville Schools, including O.E. Gray Elementary. Kraemer Brothers is very familiar with this location through our previous work at the school and is well versed in its site logistics plan. Through our past work, we have a good understanding of constructibility at the location as well as the requirements for the building. Paired with our unmatched expertise with public safety facilities, Kraemer Brothers is the best construction manager for this project.



LEADER
IN TERMS OF ENERGY EFFICIENCY



GREEN
SERVICES

12 PROJECTS

IN THE LAST 2 YEARS THAT ARE LEED CERTIFIED OR BUILT TO LEED STANDARDS

TOTALING APPROXIMATELY
2 MILLION
square feet constructed

As a construction manager we will assist in the identification and tracking of sustainability opportunities related to design, constructability, budget, and schedule throughout the project. To that end, our proposed role in managing the “green” and sustainable process would include the following:

- 1 ECO CHARRETTE WITH STAKE HOLDERS
- 2 DISCUSS AVAILABLE GREEN TECHNIQUES, MATERIALS, SYSTEMS
- 3 CHAMPION LEED DISCUSSIONS AT PROJECT MEETINGS AND DEFINE PROCESS FOR ATTAINING POINTS
- 4 PARTICIPATE IN LEED APPLICATION PAPERWORK AND SUBMITTAL PROCESS
- 5 MANAGE MATERIAL PROCUREMENT AND DOCUMENTATION
- 6 MANAGE CONSTRUCTION PRACTICES AND DOCUMENTATION TO ENSURE COMPLIANCE
- 7 ASSIST COMMISSIONING AGENT DURING CLOSEOUT AND COMMISSIONING

ENERGY CONSCIOUS CONSTRUCTION

- Rain Water Reclamation Systems
- Solar Photovoltaic Renewable Energy Systems
- Passive & Active Solar Building Systems
- Electric Vehicle Charging Station
- Bicycle Pathways and Storage
- High Efficiency Lighting & Light Pollution Reduction
- Water Conserving/Water Sense Plumbing Fixtures
- Daylight Harvesting
- Green Roofs
- Automated Blinds
- Geothermal Heat Pump Systems
- Natural Ventilation Systems
- Enthalpy Wheel and Heat Recovery Coil Energy Recovery Systems
- High Efficiency/Energy Star MEP Equipment

GREEN BUILDING FACTORS



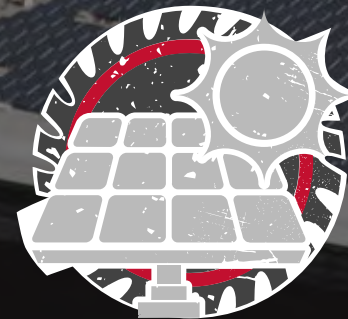
SUSTAINABLE SITES



**INDOOR ENVIRONMENTAL
QUALITY**



WATER EFFICIENCY



ENERGY & ATMOSPHERE

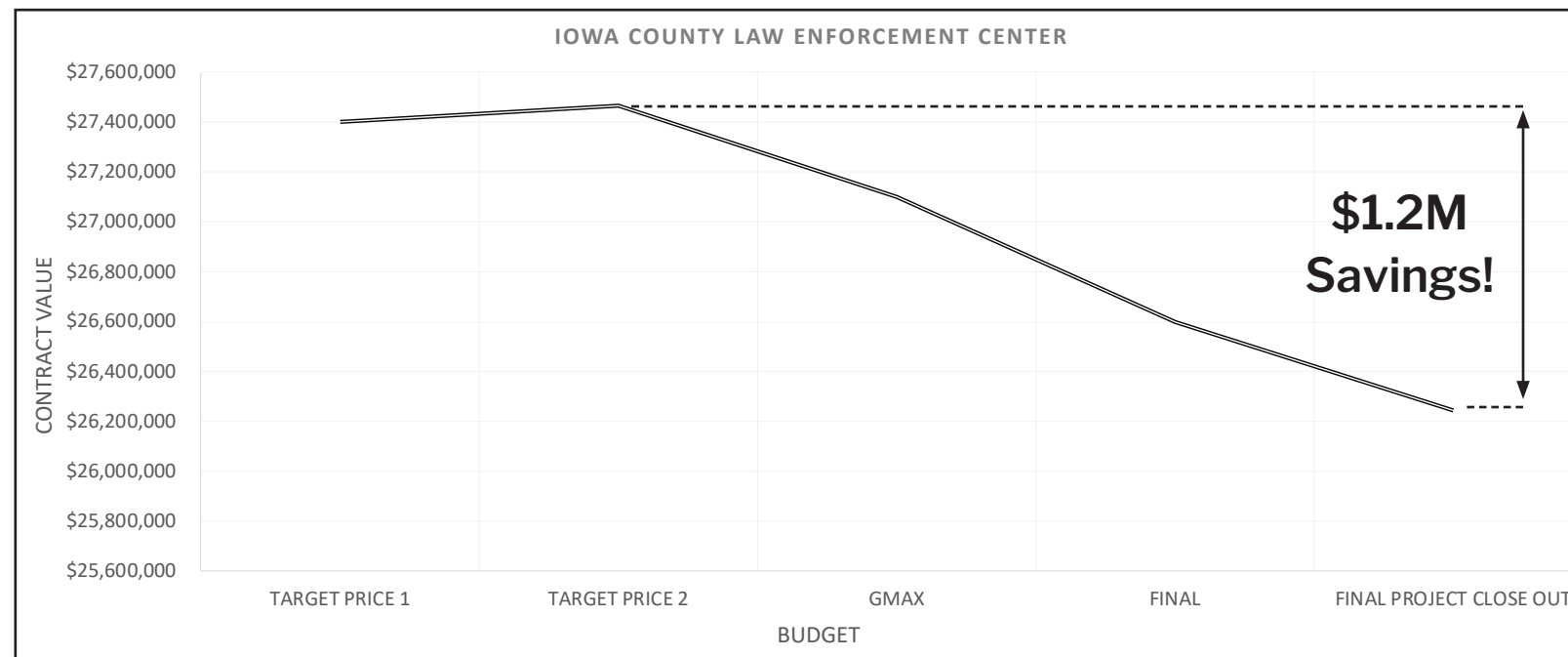


MATERIALS & RESOURCES

COST CONTROL

Kraemer Brothers is recognized by its clients as a construction organization that is truly committed to cost control at all the phases of a construction project. The Kraemer Brothers' value analysis normally begins at the design concept stage and includes cost studies relating to various building structural support systems, the exterior building skin, and potential MEP systems. This value analysis program continues through design development and working drawings.

Before the design development documents are reasonably complete, Kraemer Brothers will make specific recommendations to the project team and provide assurances as to the feasibility of the project cost being within the owner's budget. A most recent example is of the Iowa County Law Enforcement Center where Kraemer Brothers returned over \$1 Million dollars upon completion despite the constant challenge of Covid, high inflationary costs, and perpetual supply chain issues.



Kraemer Brothers returned over **\$1 Million** to the county upon completion of the project!



DESIGN TEAM COLLABORATION

By selecting Kraemer Brothers early in the timeline of a project, we can bring our decades of experience with hundreds of different architects and firms. Our reputation as a Construction Manager has earned us early selection by clients in many cases, so both public and private clients have asked us to participate in the design process to improve design results, control costs, reduce change orders, and build a stronger project team. Having worked with over 150 different architectural firms across multiple project types, we bring a very unique skill set to Platteville to assist in this important stage of your project.

- **UNMATCHED EXPERIENCE** - Given the types of projects and clients we've worked with, we bring more experience than any other Construction Manager you may be considering.
- **CONSTRUCTION INPUT** - We provide valuable input on materials, systems, equipment, process & approach, lead time, value engineering, and alternatives.
- **CONSTRUCTABILITY REVIEWS** - With Engineers and former Project Superintendents on our preconstruction teams, we can provide a critical review of the structure for ease of construction and fulfillment of necessary requirements, ensuring cost efficient and schedule friendly design.
- **COST CONTROL** - With Project Managers involved in preconstruction who also do their own estimating, we can provide real time input into options being considered as well as budgets at critical intervals to avoid design delays, while other contractors hand off to estimating departments that are not actively engaged and result in response delays.
- **REDUCING CHANGE ORDERS** - Our construction input and requests for appropriate specifications and detailing ensure that bid documents have the necessary information to be aggressively bid, eliminating bidders from increasing bids due to unknowns or lack of details.
- **IMPROVES CONSTRUCTION SPEED** - With intimate knowledge of lead times and supply chain issues on all construction materials, systems, and equipment, our team helps ensure that our construction schedule is efficient, compressed, and cost effective.

We have developed considerable skills and experience, and look forward to an opportunity to interview to share more details on our unique advantage in this regard.

BOND PREMIUM RATES

Our bonding agent, Travelers, says:

“One of the top contractors in the Midwest.”

“One of [our] most valued clients.”

Travelers has extended surety credit to us for single projects in the \$150 million range and work programs up to \$285 million. However, Travelers states that these are not to be considered limits to the maximum amount of surety credit available to us.



Bonding Agent:

Aon Risk Services, Inc. of Wisconsin
111. N. Washington Street
Green Bay, WI 54301
Phone: 920-437-7123
Contact: Brian Krause



Bonding Company:

Travelers
445S. Moorland Road
Brookfield, WI 53005
Phone: 262-797-1964
Contact: Brian O’Neill



Samantha Austin, CPA, CCIFP

Associate Account Executive
Travelers Bond & Specialty Insurance

13935 Bishops Drive, Suite 200
Brookfield, WI 53005

262-825-9071

November 28, 2022

Mr. Ryan Kraemer, President
Kraemer Brothers, LLC
P.O. Box 30
Plain, WI 53577

Re: SURETY CREDIT RELATIONSHIP

Dear Ryan:

It is with great pleasure that I write you this letter outlining the surety relationship between Travelers Casualty and Surety Company of America (Travelers) and **Kraemer Brothers, LLC (Kraemer)** that spans seven decades. Indeed, we wrote Kraemer’s first bond in 1949. It is truly noteworthy that over that period of time, we have never received a complaint from any owner, supplier, or subcontractor. In fact, without exception, comments received from project owners and trade contractors have been positive. Typical comments not only commend your firm for completing projects on time or ahead of schedule, but also for bringing the job in at or under budget.

What more can we say about the depth and competence of all personnel at Kraemer – management to the field staff? We consider Kraemer to be one of the top contractors in the Midwest and one of the most valued clients of Travelers.

We have extended surety credit for your firm for single projects in the \$150 million range and uncompleted work programs up to \$285 million. We do not consider these limits to be the maximum amount of surety credit available to your firm. During our 73-year relationship, we have never declined a bond for Kraemer.

Should any potential customers wish to obtain more specifics from us concerning the extension of surety credit, we will be more than happy, with your permission, to furnish them additional details.

Sincerely,

Samantha Austin
Travelers Casualty and Surety Company of America (A.M. Best Rating A++ XV)

cc: Aon Risk Services
Kraemer Brothers, LLC

CREDIT LINE



THE PEOPLES COMMUNITY BANK

222 W. Commercial St • Mazomanie, WI 53560 • 608.795.2120
 Offices: 614 Hwy. 14 • Arena, WI 53503 • 608.753.2325 • 100 Ernie Drive • Barneveld, WI 53507 • 608.924.4611
 1065 Main St. • Plain, WI 53577 • 608.546.2810 • 187 S. Central Ave. • Richland Center, WI 53581 • 608.383.1333
 166 S. Lexington St. • Spring Green, WI 53588 • 608.588.7959

May 18, 2022

Kraemer Brothers LLC
 925 Park Avenue
 Plain, WI 53577

Gentlemen,

I am pleased to confirm the professional relationship that we enjoy with your firm, which now spans more than 60 years.

We presently have approved and in place a non-guidance line of credit in an amount up to \$3,000,000. There is nothing outstanding, at this time. The line is unsecured and matures on June 1, 2023. The line bears an automatic provision for extension. I am confident that we could arrange for additional credit, should the need arise.

In addition, the Company and its affiliates maintain very strong deposit relationships.

Thank you for the opportunity to be of service and should you require any additional information, please let me know.

Sincerely,

THE PEOPLES COMMUNITY BANK

David C. Jones
 David C. Jones
 Senior Vice President

SIMPLY GOOD BANKING™
 www.thepeoplescommunitybank.com

LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
02/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. Green Bay WI Office 10700 Research Drive Suite 450 Milwaukee WI 53226 USA		CONTACT NAME: PHONE (A/C. No. Ext): (920) 437-7123 FAX (A.C. No.): (920) 431-6345 E-MAIL ADDRESS:	
INSURED Kraemer Brothers, LLC Kraemer Brothers I, Inc. Box 219 Plain WI 53577 USA		INSURER(S) AFFORDING COVERAGE	
		INSURER A: The Travelers Indemnity Co.	25658
		INSURER B: The Charter Oak Fire Insurance Company	25615
		INSURER C: The Travelers Indemnity Co of CT	25682
		INSURER D: Travelers Property Cas Co of America	25674
		INSURER E: The Continental Insurance Company	35289
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 570091655909 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> Aggregate Per Project GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			DTC09815C228C0F22 GENERAL LIABILITY	01/01/2022	01/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			8102L9746122226G BUSINESS AUTO	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CUP9J7055232226 UMBRELLA LIABILITY 7011651926 Excess Liability	01/01/2022	01/01/2023	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	UB9J6348082226E WORKERS' COMPENSATION	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE-EA EMPLOYEE \$500,000 E.L. DISEASE-POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

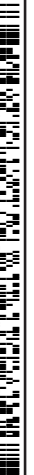
CERTIFICATE HOLDER FOR INFORMATIONAL PURPOSES WI . USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Central, Inc.</i>
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ACORD 25 (2016/03)

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Holder Identifier :

Certificate No : 570091655909



LETTERS OF RECOMMENDATION



Iowa County Sheriff's Office

109 East Leffler Street • Dodgeville, WI 53533
Phone: 608-930-9500 • Fax: 608-935-0331
Crime Stoppers: 608-935-9090

Steven R. Michek
Sheriff



Austin L. Durst
Chief Deputy

September 14, 2022

To Whom It May Concern:

I am writing to recommend Kraemer Brothers for the 2022 ABC Projects of Distinction Award. I am recommending Kraemer Brothers based on the excellent workmanship and working relationship we had with them during our Law Enforcement Center project.

Here are some points to support the recommendation of Kraemer Brothers for this esteemed award:

- Kraemer Brothers has an established reputation which helped in our selection process. There is a reason for their reputation - they do what they say. Their guidance throughout the project was instrumental in keeping the project on track.
- Kraemer Brothers was our construction management firm while planning, designing and building the facility. Their expertise in construction was crucial to getting the project completed on time, within budget and with very little issue.
- Kraemer Brothers has a very good group of their own staff that worked the project as well as the sub-contractors. Everyone maintained an open line of communication and if an issue arose, it was resolved jointly.
- Kraemer Brothers not only worked through the Covid-19 pandemic with little or no work stoppages but they also dealt with supply chain issues that threatened the timeline for completion. Our project was completed ahead of schedule which was a pretty amazing feat.
- This was truly a great experience for our agency to work with Kraemer Brothers, a company that was as interested in doing the job right!

I am honored to have been involved with this project and I would highly encourage you to award the 2022 ABC Projects of Distinction Award to Kraemer Brothers.

Sincerely,

IOWA COUNTY SHERIFF'S OFFICE

Sheriff Steven Michek



Sauk Prairie Police Department

Chief of Police Joshua A. Sherman
640 13th Street
Prairie du Sac, WI 53578
Phone: (608) 643-2427
saukprairiepd.com



September 8, 2022

To Whom It May Concern:

I am writing to recommend Kraemer Brothers for the 2022 ABC Projects of Distinction award. My recommendation is based on the excellent work they did on the construction of our new 26,000 square foot Police Station located in Prairie du Sac, Wisconsin. Below are the factors that support my recommendation of Kraemer Brothers for this prestigious award:

- They were true partners throughout the process. They listened and went the extra mile to meet our needs. Kraemer Brothers was able to dissect the project and offer value engineering solutions to bring the cost down without significantly impacting the design.
- Our project was completed ahead of schedule and under budget. Kraemer Brothers was able to significantly minimize the impact of post pandemic supply chain issues through meticulous planning and foresight.
- Their multi-phase budgeting process was very comprehensive and was instrumental in getting to a solid final budget number.
- Kraemer Brothers is a well-run organization. We worked with the same team throughout the planning, budgeting and construction process. They were effective communicators, responsive and professional. I never felt out of the loop, and was provided updates daily about the progress.
- The work performed by Kraemer crews and subcontractors was outstanding. Our new building is beautiful and will serve our needs for decades. It was an honor to work with the entire Kraemer Brothers team, and I highly recommend Kraemer Brothers for the 2022 ABC Projects of Distinction award.

The work on this project speaks for itself. The overall quality and beauty of this building has captured the attention of the entire community.

Sincerely,

Josh Sherman

Chief of Police

LETTERS OF RECOMMENDATION



Owen's Excavating and Trenching, Inc.
PO Box 463
Hazel Green, WI 53811
Phone (608) 744-3344 Fax (608-744-3344)
owenexc@hotmail.com

To: Kraemer Brothers

Owen's Excavating and Trenching has worked with Kraemer Brothers since 2015, when we first partnered on the Westview Elementary School project in Platteville. Over the course of last 7 years, we have been an active pre-qualified bidder for Kraemer Brothers and successfully completed an array of projects that have been critical to our growth, which has been very substantial over that time. Many of the projects completed with Kraemer Brothers have been rural K-12 school projects, including Cuba City Middle School, River Ridge Middle School, Mineral Point Elementary, Reedsburg Elementary, as well as a variety of other large commercial projects. During our growth and success, we have increased staff, equipment, and technology and evolved greatly since our first project in 2015, and it feels incumbent of us to recognize Kraemer Brothers for their part in this success and completing many great projects together.

It is clear that Kraemer Brothers operates under a fundamental mission, and that is honest leadership from the top down which continuously displays ethics, integrity, safety, and absolute accountability on all ends. Time and time again we have witnessed projects be successfully managed and the owners' expectations exceeded on Kraemer Brothers' projects. We have worked with a variety of other contractors over the years, and always place Kraemer Brothers as the 'leader of the pack'. These projects have been very rewarding, and much of that is because of the high level of trust and workmanship that Kraemer Brothers demands for its clients projects. It is very apparent working with other subcontractors on-site- everyone always seems to follow Kraemer Brothers' expectations for in delivering a high quality product to make their clients happy. This isn't just an industry standard, it is truly unique to very few and we believe is a testament to Kraemer Brothers' long history of serving clients, especially rural schools.

Sincerely,

Owen, Luke, and Cody Wiederholt
Owen's Excavating and Trenching, Inc.

School District of Platteville

780 North Second Street
Platteville, WI 53818
Phone (608) 342-4000
FAX (608) 342-4412

September 30, 2016

I find myself using the words "beautiful" and "amazing" a lot lately. I am so proud of the work that was accomplished in the Platteville School District over this last year and most especially, this summer. Every student in our district will benefit from safer and updated learning spaces for many years into the future.

There is no question in my mind that the most important decision that we made along the way was to partner with Kraemer Brothers in helping us make good on the many promises we made to the Platteville Community. Kraemer Brothers worked seamlessly with Plunkett, Raysich Architects to take our ideas and vision and turn them into beautiful and functional learning spaces on an incredibly tight timeline and equally tight budget. This was only the most recent example of many years and many facility projects that Platteville Schools has undertaken with Kraemer Brothers.

Our project was really complicated, spanning four different sites, blending new construction with old, and dealing with significant renovation of older construction and outdated mechanicals. We needed our construction firm to accomplish the majority of this work over the summer so that it had as little impact on our student's education as possible. I am not convinced that another firm would have even taken that on and I am still shocked that they met all of our deadlines. They were very attentive to our operational needs while the construction was on-going. Our students loved watching the projects grow and Kraemer Brothers employees were very responsive to their questions, their safety, and their desire to feel a part of what was going on.

As a relatively new Superintendent, I had heard all the horror stories about projects going over budget and not completing projects on time. I assumed that was the norm. Ross, Dave, and Ron did an excellent job of working with us through the planning, costing, and bidding process. Kraemer Brothers assigned separate construction superintendents (Jeremy, Jason, Cory, and James) to each of our sites, and every one of them was outstanding. Whenever I crossed paths with anyone from Kraemer Brothers, I was treated respectfully and they went out of their way to make sure they were building what we wanted. They problem-solved around every setback, patiently explaining the problem and going over the options with us. They became a part of the "Hillmen Family" and took great care to help us create something lasting for our students into the future.

I am also thrilled that we were able to expand the scope of the project and still come in on time and for the most part, on budget. This was put into perspective for me by the local newspaper editor who shared "It is impressive what \$16.62 million, wisely planned and spent, will get you. With cost overruns totaling .42 percent, it is the equivalent of going over budget on your \$200,000 home by \$842.36."

I could go on and on but in the interest of space, I will leave it that as Superintendent of Platteville Schools, I am so pleased to have been able to keep all of our promises to our community and showcase such beautiful facilities for them at our recent open houses. I can see great pride, on the part of the Platteville Community, in our schools. Kraemer Brothers was a huge part of making that happen.

Sincerely,

Connie K. Valenza, Ph.D.
Platteville School District Superintendent

KRAEMER BROTHERS DIFFERENTIATION



SOUTHWEST WISCONSIN IS OUR HOME

No contractor knows southwest Wisconsin more than we do. Since our first project, the St. Boniface Church in Lime Ridge, WI, Kraemer Brothers has built renovations, additions, new construction, or maintenance repairs for many public entities in southwest Wisconsin including nearly every school district. With over 250 projects in Grant, Crawford, Iowa, Lafayette, and Richland Counties alone, we are committed to southwest Wisconsin.



YOUR PRIORITY AND IMPORTANCE

This project and our relationship with Platteville is very important to our company and our employees, as evidenced by this RFP response. We will give you the attention and service you demand and deserve. We are committed to providing you with the best project experience possible, with a focus on service, communication, and responsiveness. Our focus is on you.



MORE SKILLED EXPERIENCE

Our company and our team has excellent experience with clients and projects of this type. While we've included a few projects with similar requirements, we have decades of experience with public safety facilities. Many of our projects include construction while maintaining ongoing operations with minimal disruptions to our clients, including standards for phasing, temporary enclosure, air quality, clean construction, noise reduction, sanitation, safety, circulation, and schedule.



SUPERIOR CRAFTSMANSHIP

Our stellar reputation for superior craftsmanship is legendary in the industry and the proof is in our projects. We've worked hard to earn our reputation and hold our employees, subcontractors and suppliers to elite standards in order to provide our clients with the best possible product and outcome. We invite you to talk to our references, clients, and architect/engineer partners about our standards and performance.



BETTER FINAL COSTS

Given our presence in metro, suburban and rural markets, as well as the variety of sizes and types of our projects, we consistently create the most competition in subcontractor and supplier bidding for our projects. The result of this unique process is better costs by 5-8% than our large market only/large project only competitors. With a change order track record of less than 1% over the last 10 years, we build trust and confidence by more competitive bids and intense cost control during construction.



MORE ACCURATE BUDGETING AND SCHEDULING

Due to our project management approach, we've never been late on a schedule in our company's history, and over the past 5 years, our client's GMP and Final Costs have averaged 97.3% of early stage budgets. Our client's final cost saving from GMP since 2015 is \$34 million.



COMMITMENT TO PLATTEVILLE

The principals and staff selected to work with Platteville are our most experienced, top performers. Team member for team member, from Project Executive to Project Manager to Project Superintendent, to all field staff, we will bring more experience than our competitors to Platteville. From our first project in 1966 to our most recent project in 2019, Kraemer Brothers has remained committed to the Platteville community.

BEST OVERALL VALUE

Since 1948, Kraemer Brothers has delivered exceptional value to **OVER 75 PUBLIC CLIENTS**



BEST COST

No restrictions on competitive bidding



AWARD-WINNING QUALITY

Industry leading managers and craftspeople



NEVER LATE

Over 1000 projects and over \$4 billion in total construction



While we are proud of our history and track record, we hope you call our references and past clients and see why they chose, and continue to choose, **Kraemer Brothers.**

KRAEMER
BROTHERS

925 Park Ave., Plain, WI 53577 | www.kraemerbrothers.com | (608) 546-2411

KRB

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

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.A.	TITLE: Contract 3-23 TID 5 Sidewalk Installation	DATE February 28, 2023 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E. Director of Public Works		

Description:

In the 2023 Budget, there is a project called TID 5 sidewalk. This will complete the sidewalk on the block that has frontage on both Progressive Parkway and Business 151. Sidewalk has been completed from McDonald's west to Arby's. This project would finish the sidewalks. The intent is to charge as a TID 5 expense and be reimbursed for the Progressive Parkway and Business 151 frontages for the vacant parcel and the Starbucks/US Cellular parcel. The sidewalk on Keystone Parkway and the sidewalk fronting the Pioneer Management property will be absorbed by TID 5.

There is a developer coming in to develop the vacant parcel west of Arby's. In our bid package, it was listed as Alternate A. The developer has indicated that he would prefer to install sidewalk at his expense and coordinate installation with our plans.

Budget/Fiscal Impact:

The project was budgeted at \$60,000 from TID 5 revenues. The base bid is \$75,406.25, plus Engineering costs. Since the developer of the vacant parcel west of Arby's will install sidewalk at his expense, we will not award Alternate A. Staff will have more complete figures at the Common Council meeting.

Recommendation:

Staff recommends the Common Council pass a motion to award Contract 3-23 TID 5 Sidewalk Installation to Owen's Excavating at the bid price of \$75,406.25. Staff recommends adjusting the budget to allow for the additional expenses from TID 5 with expected revenues to reduce the actual expense to TID 5.

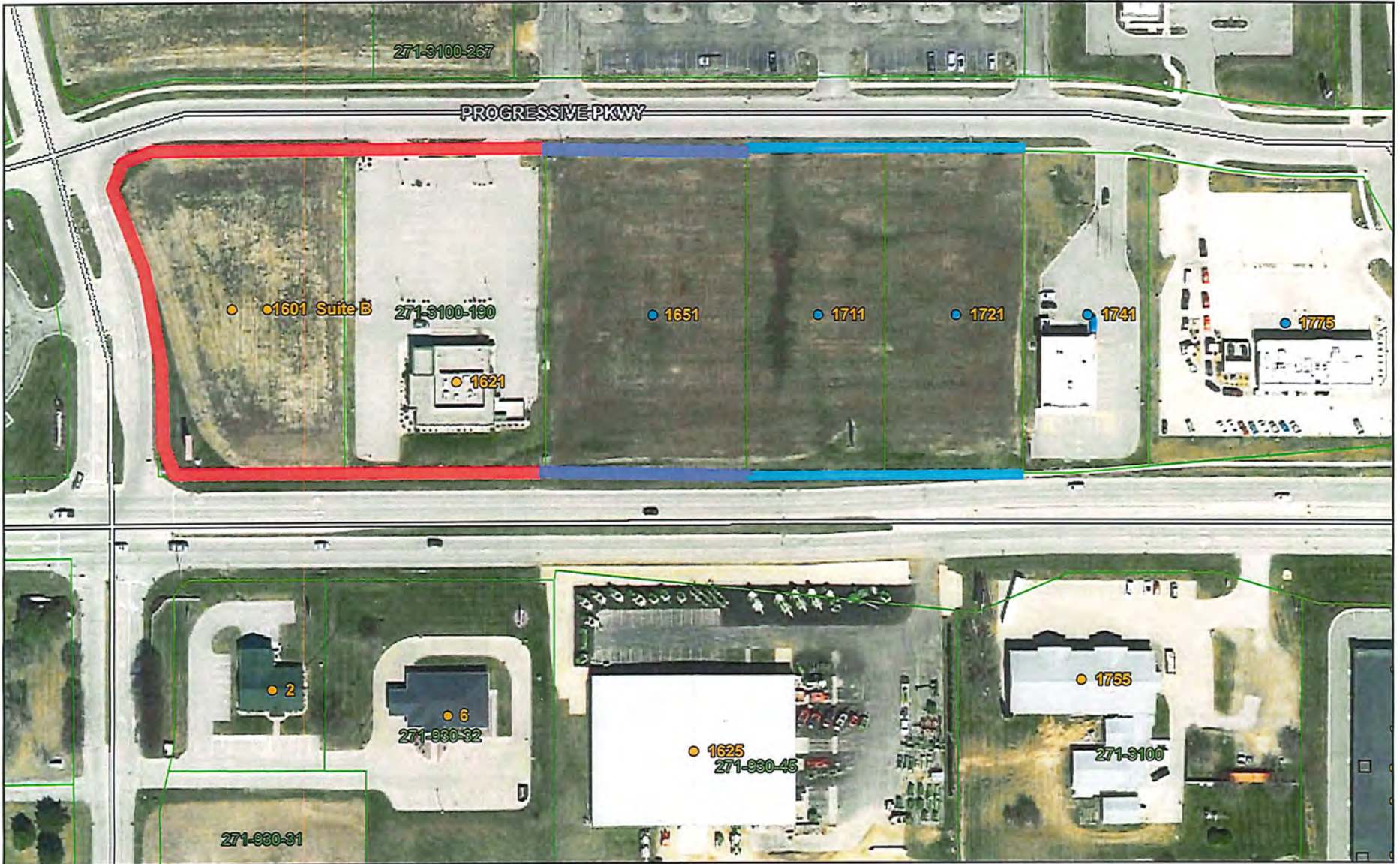
Sample Affirmative Motion:

"Move to award Contract 3-23 Sidewalk Installation to Owen's Excavating at the bid price of \$75,406.25 with budget adjustments as described above."

Attachments:

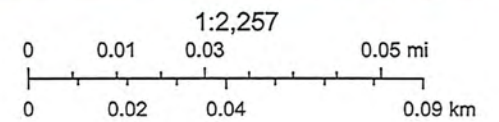
- Map
- Bid Tab – Contract 3-23
- Allocation

TID 5 Sidewalks



2/21/2023, 12:09:43 PM

- | | | | |
|-------------|---------------------|-----------------------------------|--------------------|
| Centerlines | Contract 3-23 | Address Points (Data in Progress) | Preliminary |
| Lines | Developer Installed | Active | Parcel Data (2022) |
| Existing | City Boundary | Inactive/Retired | Landmark Names |



Bid Tabulation

PROJECT: Keystone Development (TID 5) Sidewalk Construction, Contract #3-23

LOCATION: Platteville, Wisconsin

DATE: February 21, 2023

Contractor	Base Bid	Alternate #3-23-A
Owen's Excavating and Trenching, Inc.	\$75,406.25	\$21,375.00
R & T Voegeli Excavating, LLC	\$88,525.50	\$25,233.75
G-Pro Excavating LLC	\$92,866.25	\$28,297.50



Keystone Development (TID 5) Sidewalk Construction, Contract #3-23

Breakdown of Costs

February 21, 2023

Contract #3-23				Owen's Excavating and Trenching, Inc Extension	City of Platteville	PPPDEV LLC
Item Description	Quantity	Unit Price				
1 Sidewalk Excavation	Lump Sum	1	\$12,500.00	\$12,500.00	\$8,125.00	\$4,375.00
Crushed Aggregate Base Course						
2 (1.25" dia.)	Tons	300	\$18.00	\$5,400.00	\$3,870.00	\$1,530.00
3 Curb and Gutter Grind	Ln Ft	72	\$20.00	\$1,440.00	\$1,080.00	\$360.00
4" Concrete Sidewalk installed as						
4 specified and indicated.	Sq Ft	5,425	\$5.25	\$28,481.25	\$18,243.75	\$10,237.50
Cast Iron Detectable Warning Fields						
5 (2'x2')	Each	24	\$125.00	\$3,000.00	\$2,250.00	\$750.00
6 Landscaping	Sq Yd	1,550	\$5.50	\$8,525.00	\$5,401.00	\$3,124.00
7 Relocate Hydrant	Lump Sum	1	\$3,100.00	\$3,100.00	\$3,100.00	\$0.00
8 Adjust Handhole	Each	2	\$500.00	\$1,000.00	\$500.00	\$500.00
Sediment Log in Curb Installed and						
9 Maintained	Each	12	\$75.00	\$900.00	\$750.00	\$150.00
Type D Inlet Protection Installed and						
10 Maintained	Each	7	\$150.00	\$1,050.00	\$750.00	\$300.00
Type A Inlet Protection Installed and						
11 Maintained	Each	7	\$250.00	\$1,750.00	\$1,500.00	\$250.00
Landscape Stone, Edging, and						
12 Landscaping Fabric for 1621	Each	1	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
13 Implementation of Traffic Control	Lump Sum	1	\$1,500.00	\$1,500.00	\$975.00	\$525.00
14 Mobilization, Bonds, and Insurance	Lump Sum	1	\$5,760.00	\$5,760.00	\$3,744.00	\$2,016.00
				\$75,406.25	\$51,288.75	\$24,117.50
Engineering				\$15,000.00	\$9,750.00	\$5,250.00
Total with Engineering				\$90,406.25	\$61,038.75	\$29,367.50

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

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.B.	TITLE: Contract 6-23 Sidewalk Repair	DATE February 28, 2023 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E. Director of Public Works		

Description:

This is our annual sidewalk repair contract. Last year we had no bidders. Staff will be requesting to carry over the balance of the \$30,000 from 2022 to add to the \$30,000 in the 2023 CIP budget. This is a level of effort project where we do what we can within the budget. This will remove broken sidewalk sections at various locations in the city and replace them.

Staff opened two bids on February 21, 2023. The Bid Tabulation is enclosed. The low bidder is G-Pro Excavating. They have done many projects recently including Hickory & Gridley and UW-P Sewer in 2022. The low bid is \$54,977.00.

Budget/Fiscal Impact:

As discussed above, the 2022 balance is \$27,720.20, plus \$30,000 in 2023 budget is \$57,720.20. This leaves room for a Delta 3 inspector or a few additional squares of sidewalk if required. The carry over will come later with other carry overs as recommended by the City Manager.

Recommendation:

Staff recommends the Common Council pass a motion to award Contract 6-23 to G-Pro Excavating at the bid price of \$54,977.00.

Sample Affirmative Motion:

“Move to award Contract 6-23 to G-Pro Excavating at the bid price of \$54,977.00.”

Attachments:

- Bid Tab – Contract 6-23

CITY OF PLATTEVILLE
Department of Public Works
Bid Tab

Contract: 6 – 23 Sidewalk Repair
Bid Opening: Tuesday, February 21, 2023 9:00 AM

	R & T Voegeli Excavating, LLC 1446 Mansion Dr. Monroe, WI 53566	G-Pro Excavating, LLC 101 S. Fountain St. Montfort, WI 53569			
Sidewalk Repair:	\$ 58, 827.00	\$ 54, 977.00			

THE CITY OF PLATTEVILLE, WISCONSIN COMMON COUNCIL SUMMARY SHEET

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.C.	TITLE: Employee Handbook Revisions	DATE February 28, 2023 VOTE REQUIRED: Majority
PREPARED BY: Nicola Maurer, Interim City Manager, Chad Wilson, HR Manager		

Description:

During 2018 and early 2019 the Employee Handbook was rewritten due to out-of-date information and the need to add policies that were not previously included, such as the Family and Medical Leave policy. This process included a review of the new draft Handbook by City legal counsel, insurance advisors, an employee advisory team, Department Directors, and the Common Council. Changes recommended by these stakeholders were incorporated into the new Handbook where necessary and appropriate. The rewritten Handbook was unanimously approved by the Council on February 26, 2019.

From time to time it is prudent to update the Handbook to keep it current and reflective of city policies that may have changed. The revisions below are being presented to the Council for approval.

1. Pronoun usage has been updated throughout the document. As part of the City of Platteville pledging to become a more inclusive community all references of he/she, his/her have been removed and replaced with they/their/them/themselves.
2. Edits to punctuation, spelling, and grammar throughout document.
3. Page 7: Personnel File Access has been updated to reflect the Human Resource Manager's position and responsibilities.
4. Page 8: Background Checks has been updated to reflect the Human Resource Manager's position and responsibilities.
5. Page 14: Floating Holiday has been updated from 16 hours to 32 hours per previous common council approval. Language has been added to provide clarity for the purpose of this leave type, to identify the hour increments in which this leave can be utilized and that this leave must have been earned for it to qualify for payout upon separation.
6. Page 15: Vacation Table has been updated to new parameters based per previous common council approval.
7. Page 17: Unused Sick Leave Upon Termination: Language added to clarify that employees must have worked for the City for at least seven years to qualify for payout of unused sick leave. It previously read as either retiring from employment or working at least seven years.
8. Page 17: Original Footnote: Removed footnote as no longer applicable to any current employee.
9. Page 17: Footnote: Added for Unused Sick Leave Upon Termination for employees hired prior to 1/1/2023. Under previous policy, employees who retired from city employment, even without seven years of service were granted payout of sick leave. This language grandfathers' current staff to that policy.
10. Page 18: Footnote: Removed footnote as no longer applicable to any current employee.
11. Page 19: Funeral Leave: Re-classified stepsibling to be considered as immediate family.
12. Page 20: Special Leave of Absence With or Without Pay: Edited language for clarity.
13. Page 23: Overtime: Added dispatch employee language to include work schedule.

14. Page 29: Harassment and Respectful Behavior: Corrected the policy title reference.

Budget/Fiscal Impact:

None

Recommendation:

Staff recommendation is to approve the revisions to the City of Platteville Employee Handbook as presented.

Sample Affirmative Motion:

"I move to approve the revisions to the City of Platteville Employee Handbook as presented."

Attachments:

- Employee Handbook with revisions noted

CITY OF PLATTEVILLE EMPLOYEE HANDBOOK

Revised: February ~~2019~~ 2023



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CHAPTER 1: GENERAL EMPLOYMENT PRACTICES

Purpose

The Employee Handbook is provided to help employees of the City of Platteville become acquainted with City policies and procedures. It is intended to serve as a guideline and may be amended at any time without notice. Neither the contents of the handbook nor any amendments, guidelines, or procedures create or constitute an employment contract, an assurance of continued employment, or a guarantee of any other rights or benefits. An employee can terminate [his/her/their](#) employment with the City at any time for any reason and the City reserves that same right to terminate an employee at the will of the City unless otherwise specifically prohibited by law. This handbook replaces and revokes all previous handbooks. Updates to the Employee Handbook can be found on the Employee Shared Drive or by contacting your supervisor or [the Administration Department Human Resources](#). To ensure all City employees carry out their job duties in accordance with the City's standards, expectations, and values, all City employees are expected to familiarize themselves and comply with this Handbook. This Handbook is subject to final interpretation by the Common Council or City Manager and the final determination of the Council shall prevail in the event of a conflict.

Scope

The Employee Handbook applies to all employees of the City of Platteville. Except where specifically noted, this handbook does not apply to or give any benefit, compensation, or remuneration to elected officials, board and commission members, or City volunteers. Managers and supervisors may implement more specific guidelines and procedures for their work groups that do not contradict the provisions of this Handbook. If any aspect of this Handbook differs from state or federal law or regulations, the law or regulation will be followed. To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel or where the collective bargaining agreement provides for a benefit or compensation for an employee, then the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. For example, any fringe and wage benefits set forth in this Handbook do not apply to employees subject to a collective bargaining agreement but rules and expectations of conduct as to use do apply. Any wages, hours, and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on those parties unless specifically addressed by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and the City or upon waiver. However, any rules and regulations contained in this Handbook apply to employees subject to a collective bargaining agreement, as such rules and regulations are promulgated under the City's authority within the collective bargaining agreement to set forth reasonable rules and regulations.

Violations of this Handbook committed by personnel subject to the Police and Fire Commission under Section 62.13(5), Wis. Stats. or subject to the Library Board will be addressed by those respective bodies within the authority of their jurisdiction.

Definitions

City Manager: The City Manager is the chief executive officer of the City of Platteville. The City Manager is responsible for the proper administration of all affairs relating to the City and overseeing the day-to-day operations of City [staff/employees](#). The City Manager has the ultimate authority regarding all employment decisions for the City of Platteville.

Department Director: Department Directors report directly to the City Manager and oversee all functions and employees in a defined department that typically consists of several divisions.

Division Manager: Division managers oversee all functions and employees of a defined division within a department.

Supervisor: A supervisor is the person to whom an employee directly reports.

Exempt Employee: Exempt employees meet the definition of “exempt” under the Fair Labor Standards Act (FLSA). Exempt employees are paid to perform a job regardless of the number of hours worked. Exempt employees are not eligible for overtime pay.

Non-exempt Employee: Non-exempt employees meet the definition of “non-exempt” under the Fair Labor Standards Act (FLSA). Work for non-exempt employees is recorded and compensated on an hourly basis. Non-exempt employees are paid time and one-half for overtime hours worked.

Base Rate of Pay: The rate of pay assigned to the employee regardless of specific job assignment or schedule. Base pay excludes all other pay including call in or on call pay. Base pay can be expressed as a base hourly rate of pay or as an annual salary.

Regular Rate of Pay: All compensation that is attributed to a certain period of time ([e.g.,](#) a work week), as the term regular rate is defined by the FLSA.

Equal Employment Opportunity

The City of Platteville provides equal employment opportunity to all employees and applicants in accordance with applicable state and federal laws. The City does not discriminate in employment on the basis of race, color, creed, religion, sex (including pregnancy), national origin, ancestry, marital status, sexual orientation (including by definition, gender identity including transgender status), disability, age, genetic information or history, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer’s premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious or political matters, or any other category protected by law. This policy applies to all employees and applicants for employment and includes but is not limited to recruitment, hiring, placement, promotion, demotion, transfer, layoff, compensation, and selection for training. It is also City policy to provide equal opportunity in the use of all City facilities and participation in City-sponsored events. The failure of any City employee to perform in a manner consistent with this policy may result in disciplinary action. In addition, such failure may expose the employee, as well as the City, to liability under the law.

Any employee who feels that [he or she/they has/have](#) been subjected to or has witnessed discriminatory behavior should report the incident immediately. Incidents can be reported to any of the contacts identified in the Harassment Prevention and Respectful Behavior Policy located in Appendix D.

Disability Accommodation

The City of Platteville is committed to complying with all state and federal laws regarding the employment of individuals with disabilities. It is the City’s policy not to discriminate against qualified applicants or employees with regard to any term or condition of employment because of such individual’s disability, perceived disability, or record of disability, so long as the employee can perform [his/her/their](#) job with or without reasonable accommodation. Consistent with this policy, the City will provide reasonable accommodations to

otherwise qualified disabled applicants or employees, as required by applicable laws, provided that such accommodation does not constitute an undue hardship on the City.

Any employee with a disability who believes [he/she/they](#) may need an accommodation to perform [his/her/their](#) job should contact their supervisor and/or their Department Director. Upon receipt of an accommodation request, the City will work with the employee to identify functional limitations and possible accommodations. Consistent with applicable law, appropriate medical documentation may be requested to support any request for accommodation. The City reserves the right to choose among reasonable accommodations.

Personnel File Access

Each employee has a personnel file. Information retained in the personnel file includes personal information such as address and phone number, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes, and other designated records. An employee may request an opportunity to review the records ~~in in his or her~~ [their](#) personnel file that the employee has a lawful right to review by submitting a written request to ~~the Administration Director~~ [Human Resources](#). Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Employee files contain records maintained by the ~~City Manager~~ [Human Resources](#) office. As a result, original documents contained in an employee's personnel file may not be taken outside of the custody of the [Human Resources Manager or](#) City Manager.

The City will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files and will be treated confidentially to the extent required by law. Normally, medical information may be disclosed to someone other than the employee in the following circumstances:

- Supervisors, managers and/or elected officials may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment.

Employment Status

Positions at the City of Platteville (and consequently the employees who hold the positions) are assigned an employment status as part of the budget process. The employment status is based on assigned hours of the position and determines benefit eligibility. Changes to employment status must be approved in advance by the City Manager. No position eligible for health and dental benefits (regular full-time or regular part-time positions of .75 FTE or greater) can be established without prior approval of the Common Council.

Regular Full-Time: Employees designated by the City as regular full-time employees and who work at least forty hours per week for a standard work year. Regular full-time employees are eligible for all employee benefits outlined in the handbook.

Regular Part-time: Employees designated by the City as regular part-time employees and who normally work less than forty hours but at least twenty hours per week for a standard work year. Regular part-time employees must be assigned thirty hours per week (.75 FTE) to qualify for pro-rated health and dental benefits. Regular part-time employees are eligible for other pro-rated benefits, including paid leave time, *when specified* in the handbook (see Health and Retirement Benefits in Chapter 3 for details).

Part-time/Temporary/Seasonal (PTS): PTS employees generally fall into the following categories:

- Employees who work in a seasonal position, regardless of assigned hours;
- Employees who regularly are expected to work less than twenty hours per week;
- Employees in a work-study or internship position, regardless of assigned hours; or
- Employees who work in a temporary position or of finite duration, regardless of hours.

PTS employees are not designated as regular part- or full-time employees and do not qualify for benefits unless specified in an employment agreement. Previous tenure in a PTS position does not count as time served for the purpose of determining benefit eligibility in a regular full- or part-time position.

Volunteers: Volunteers provide services to the City either for a nominal fee or without receiving compensation. Volunteers do not qualify for benefits unless specifically stated in the handbook.

Recruitment and Selection

Generally, an official announcement of a regular full-time or part-time position opening at the City of Platteville will be posted on the City's web site. Each announcement will typically include specific information about the position, the application process, and the application deadline, if any.

Selection Process

The Department Director will work with ~~the City Manager~~ [Human Resources](#) to develop the selection process for any vacancies. The process may include written/performance tests, evaluation of training and experience, oral interviews, developmental assessment, or any combination of these. The process may include checking references before any job offer is made. The selection process for police, fire and library personnel is governed by the Police & Fire Commission and Library Board in accordance with Wisconsin State Statutes.

Physical or Psychological Exams

Some applicants may also be required to complete a physical examination, psychological examination, and/or drug and alcohol test as a condition of employment. The City will select the physician or psychologist to assess the candidate's ability to perform the essential functions of the job. The cost of the examination or drug and alcohol test will be paid by the City.

Background Checks

It is the policy of the City to conduct a criminal history background investigation on the applicants for regular full-time, regular part-time and PTS employees. The City of Platteville Police Department is authorized to access data in accordance with applicable law for positions at the City in which the City is required to, or chooses to, conduct a criminal history background investigation in order to screen employment applicants. Any data that is accessed and acquired will be maintained at the Police Department [or in the Human Resources office](#) under the care and custody of the Chief of Police, [Human Resources Manager](#), or ~~his or her~~ [their](#) designee(s). A summary of the results of the criminal history data may be released by the Police Department [or Human Resources office](#) to the hiring authority, including the City Manager or other City [staff-employees](#) involved in the hiring process. All information obtained during the background investigation will be confidential except to the extent required by Chapter 19, Wis. Stats. or other applicable law. After having served the purpose for which they are intended, the reports will be filed and maintained as a confidential [staffemployee](#)-management planning record, to the extent permitted by law, and separate from the employee's personnel file.

Before the investigation is undertaken, the applicant must authorize the City by written consent to undertake the investigation.

The City will not reject an applicant for employment on the basis of the applicant's prior conviction or pending charge unless the circumstances of such conviction or pending charge are substantially related to the position of employment sought. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- The grounds and reasons for the denial;
- The applicant complaint and grievance procedure;
- The earliest date the applicant may reapply for employment;
- That all competent evidence of rehabilitation will be considered upon reapplication.

Residency

In accordance with Wis. Stats 66.0502, the City has established a residency requirement that all full-time Police Officers, Police Sergeants, Police Lieutenants; Full-time Firefighters, Assistant Fire Chiefs, Deputy Fire Chiefs; the Police Chief and the Fire Chief must live within 15 miles of the City limits. An exception to this policy may be made on a case-by-case basis by the Common Council for employees who are promoted from within the City to one of these positions. An employee who is complying with the residency requirement covering their current position is eligible to apply for one of these positions. If appointed, the employee may continue to live at the same residence until such time as they move. Once the employee chooses to leave the "grandfathered" residence, they must live within 15 miles of the City limits. This residency requirement does not apply to volunteer law enforcement, fire, or emergency personnel who are otherwise employees of the City of Platteville.

Employment of Relatives

Relatives of current City employees may be considered for employment unless there is a conflict of interest. For the purposes of this policy, relative will mean spouse, mother, father, son, daughter, brother, sister, grandchild, grandparent, legal guardian, domestic ~~partner~~[partner](#), or any of these met by a step or in-law relationship.

Examples of situations that would potentially constitute a conflict of interest include, but are not limited to:

- When an employee would directly or indirectly supervise or take part in the decision to hire, retain, promote, or evaluate a relative;
- When an employee would be responsible for auditing the work of a relative;
- When confidentiality of information held by the City would be jeopardized;
- When there is the potential for or appearance of inappropriate influence relating to policy decisions.

Exceptions may be made in the employment of part-time seasonal employees on a case-by-case basis with City Manager approval.

Grievance Procedure

General Description

The City of Platteville has established this Grievance Procedure for an employee to utilize for matters concerning corrective action, termination, or ~~work place~~[workplace](#) safety that are covered by this policy. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides an employee with the individual opportunity to address concerns regarding corrective action, ~~termination~~[termination](#), or workplace safety

matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Common Council of the City of Platteville.

This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than as to disciplinary or termination matters of police and fire chiefs and subordinates when subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of corrective action under this Grievance Procedure. For purposes of this Grievance Procedure, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. For purposes of this Grievance Procedure, the term "corrective action" only includes documented reprimands, demotions, and unpaid suspensions implemented for disciplinary reasons. The term "corrective action" does not include performance evaluations, performance improvement plans, verbal counseling, written counseling, or any other action implemented or taken for non-disciplinary reasons.

The City expects employees and management to exercise reasonable efforts to resolve any questions, ~~problems~~problems, or misunderstandings prior to utilizing this policy. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters covered by the Grievance Procedure. An employee subject to statutory dispute resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by the Grievance Procedure.

The City reserves all ~~rights~~rights, and this Grievance Procedure does not create a contract of employment or any other legally binding contract. Employees of the City of Platteville are employed at-will and may resign or be terminated with lawful reason or without reason. The City may terminate the employment relationship at any time with or without reason and without violation of applicable law.

Grievance Steps

The grievance steps are outlined below. If the employee fails to meet the deadlines identified for each step, the grievance will be considered resolved as to the decision implemented and time-barred from proceeding through the remaining steps of the procedure.

Step 1 - Written Grievance Submission

The employee must prepare and file a written grievance with their Department Director within ten business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The Department Director will investigate the facts giving rise to the grievance and inform the employee of ~~his~~ ~~or her~~their decision, if ~~possible~~possible, within ten business days of receipt of the grievance. In the event the grievance involves the Department Director, the grievance shall be filed with the City Manager and the City Manager shall conduct the Step 1 investigation.

Step 2 – City Manager Review

If the grievance is not settled at the first step, the employee may request in writing, within five business days following receipt of the Department Director's decision, a request for written review by the City Manager. The City Manager or ~~his/her~~their designee will investigate the facts giving rise to the grievance and inform the employee of ~~his or her~~their decision, if ~~possible~~possible, within ten business days of receipt of the grievance. In

the event the grievance involves the City Manager, the grievance shall be filed with the Common Council President and the Council President or [his/her/their](#) designee shall conduct the Step 2 investigation.

Step 3 – Impartial Hearing Officer Review

If the grievance is not settled at the second step, the employee may request in writing, within five business days following receipt of the City Manager's decision, a request for written review by an impartial hearing officer. The City of Platteville shall select the impartial hearing officer. The hearing officer shall not be a City employee. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. If the grievant does not meet [his/her/their](#) burden, then the impartial hearing officer shall deny the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer may only consider the matter presented in the initial grievance filed by the grievant.

Step 4 – Governing Body Review

If the grievance is not resolved after Step 3, the employee or the City Manager shall request within five business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Common Council. The Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Council's next regular meeting. The Council will inform the employee of its findings and decision in writing within ten business days of the Council meeting. The Council shall decide the matter by majority vote and this decision shall be final and binding.

Department Director Termination

In the circumstance of a Department Director dismissal by the City Manager, the Department Director may appeal the decision, in writing, to the City Manager for reconsideration before the Common Council within ten days of the action. The appeal must contain documentation or extenuating circumstances of which the City Manager may not have formerly been aware and which could affect the decision to terminate.

Corrective Action

Employees are expected to maintain high standards of performance and conduct, and to comply with all City policies and procedures and federal, [statestate](#), and local laws, rules and regulations governing the conduct of public employees. When an employee's conduct or performance falls below these standards, or violates any applicable law, rule, regulation, or City policy or procedure, the employee may be subject to corrective action. An employee will be informed by [his or her/their](#) supervisor or Department Director of any corrective action, as well as the necessary steps to meet expectations moving forward.

Corrective action may include, but is not limited to the following:

- Verbal counseling,
- Mandatory participation in training and/or counseling,
- Written reprimand,
- Performance improvement plan,
- Suspension (paid or unpaid),

-
- Demotion,
 - Salary reduction,
 - Discharge.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order or sequence of actions or steps will be followed in all cases. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration may be given to the seriousness of the offense, the employee's ~~intent~~intent, and motivation to change the performance, and the environment in which the offense took place. An employee may use the grievance procedure if ~~he or she~~they wishes/wish to appeal a corrective action, provided such corrective action is subject to the grievance procedure.

Resignation or Retirement

In order to resign in good standing, an employee must provide ~~his or her~~their supervisor with a written resignation stating the last date of work and reason for leaving at least fourteen calendar days prior to the resignation date. The City may accept lesser notice if, in the City's determination, the fourteen-calendar day notice cannot be reasonably given. Retiring employees and employees in management-level positions who are leaving employment are strongly encouraged to give one month of notice prior to resignation. In order to leave in good standing an employee must also return all City property and cooperate with requests for work-related information and planning.

All employees who accrue vacation and who leave employment with the City in good standing as described above will be compensated for all accrued and unused vacation leave at the date of separation. Vacation leave will be cashed out at the employee's base rate of pay as described in the Vacation Leave policy in the Attendance & Leave section of the Employee Handbook on page 15. Any vacation used during the last two weeks of employment must be approved by the Department Director.

Regular full-time and part-time employees who have worked for the City at least seven years and who retire or separate in good standing will be compensated for unused sick leave. ~~Regular full-time and part-time employees who retire from employment with the City and/or have worked for the City at least seven years and who leave in good standing will be compensated for unused sick leave~~ as described in the Sick Leave policy in the Attendance & Leave section of the Employee Handbook on page 17.

An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation not in good standing.

Reduction in Force

When determined appropriate by the City Manager, reductions in the number of regular employees may occur. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with Department Directors as ~~he or she~~they deems/deem appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected.

If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

CHAPTER 2: ATTENDANCE AND LEAVE BENEFITS

Attendance

All employees are hired to do a job that is important to the daily operations of the City. Therefore, it is critical to our success that employees reduce unplanned absences to the extent possible. Regular attendance is an essential component of employee performance and may be considered when making recommendations for promotions, transfers, salary increases, or disciplinary action. However, legally protected absences (e.g., military leave or leave under the Family Medical Leave Act) are excluded from this consideration.

Employees who are going to be absent from, or late to, work are required to notify their supervisor as soon as possible in advance of the absence. In the case of an unexpected absence, the employee should call [his/her/their](#) supervisor or specified department contact before the scheduled start time. If the supervisor is not available at that time, the employee should leave a message that includes a telephone number where [he/she/they](#) can be reached. The employee must call the supervisor on each day of an absence unless other arrangements have been made with the supervisor.

Individual departments may establish more specific reporting procedures. Failure to follow established reporting procedures may be grounds for disciplinary action.

Work Schedules

Regular full-time employees are generally expected to work forty hours per week. Work schedules are based on organization needs as determined by supervisors and Department Directors. Work schedules may vary depending on the position and department. City Hall office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Work schedules for individual employees may change from time to time depending on operational needs. A schedule change could occur when a supervisor changes the assigned hours of work within a work week, or when a supervisor approves a temporary change based on an employee request. Supervisors will notify employees of a required schedule change at least one week in advance whenever possible.

Break Periods

All employees may take one paid ~~fifteen-minute~~[fifteen-minute](#) break for every four consecutive hours worked. In addition, employees are typically expected to take a ~~thirty-minute~~[thirty-minute](#) unpaid lunch break for every six consecutive hours worked. For example, an employee scheduled 8:00 am to 4:30 pm would take a ~~thirty-minute~~[thirty-minute](#) unpaid lunch and may take two ~~fifteen-minute~~[fifteen-minute](#) paid breaks.

Break periods are not cumulative and may not be banked. Break periods not taken in any particular day are lost. During heavy workloads employees may be required to work through a break period.

Adverse Weather/Emergency Closing

The City has a responsibility to the public to operate during regularly scheduled business hours. However, in rare circumstances, operating during severe weather or other emergencies can put our employees or customers at risk of harming themselves or others. In these situations, the City Manager will determine if it is appropriate to close services to the public. In the absence of the City Manager, the Administration Director will make decisions with respect to emergency closings.

When the decision is made to close City services, all non-essential employees are expected to vacate the workplace for their safety and the safety of others. The City Manager will evaluate the emergency by reviewing weather conditions and referring to the Emergency Operations Plan to determine which divisions are essential and must remain open and which divisions may be closed.

Employees will be notified by their supervisor of any decisions relative to building closures or non-essential personnel made by the City Manager. The City will also notify the public via radio, press releases, City webpage, social media, and by posting a sign visible to customers in the principal building of closed divisions.

Non-exempt employees may use accrued floating holiday, compensation time, or vacation time to cover periods away from work under this policy or make up the hours at a time acceptable to their supervisor.

Holiday Leave

Regular full-time and part-time employees receive a total of nine holidays per year. For each of the nine holidays, regular full-time employees receive eight hours of paid holiday leave. Regular part-time employees receive pro-rated paid holiday leave. PTS employees do not receive paid holiday leave.

City Holidays

The nine observed holidays are New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas [EveEve](#), and Christmas Day.

If an observed holiday falls on a Sunday, City offices will be closed on the following Monday. If an observed holiday falls on a Saturday, offices will be closed on the preceding Friday, except for Christmas Day which will be observed the following Monday.

For most employees, the holidays listed above will be days off work. To receive paid holiday leave, an employee must be at work or on approved paid leave the scheduled days or shifts immediately preceding and following the City holiday. Eligible employees will receive leave with pay for City holidays at their base rate of pay.

Overtime for Hours Worked on a Holiday

Regular full-time and part-time employees required to work on a holiday will receive time and one-half (overtime) for the actual hours worked on the holiday. For the purposes of overtime, each holiday commences at 12:00 am and ends at 11:59 pm. If the actual and observed holiday differs, overtime will be paid on the actual holiday and not the observed holiday. For example, if July 4th is a Saturday, which the City would observe on Friday, July 3, an employee would receive overtime for hours worked on Saturday, July 4 but would not receive overtime pay for working on Friday July 3.

Certain public safety employee groups do not participate in the above holiday schedule due to the nature of their jobs. Employees in these groups usually work rotating shifts. Additional paid time off, in lieu of holidays, has been incorporated into the schedules of these groups. Please see Appendix A for details.

Regular full-time and part-time employees required to work on Easter Sunday will be paid time and one-half.

Floating Holidays

All regular full-time employees will also be given fourtwo floating holidays (thirty-twosixteen hours) per calendar year accrued during the first pay period of the calendar year, or pro-rated upon hire. Regular part-time employees receive prorated floating holiday leave. [This leave type is provided to allow employees the opportunity to observe personal holidays/dates for which City offices are not closed. These events could be](#)

[related to, but are not limit to, religious observances, community service, mental health, family needs, family events, celebrations, etc.](#) When utilized, floating holiday must be approved in the same manner as vacation [and can be used in quarter hour increments](#). The floating holiday is paid only if used. If the floating holiday is not used during the calendar year, it is forfeited. If an employee retires or separates from service, any [earned](#), unused floating holidays will be paid upon termination.

Vacation Leave

Vacation leave is available for employees to use at their discretion to cover absences from work because of vacation, family needs, school programs, and other personal needs. Because vacation leave is to be used for rest, relaxation, and time away from work, vacation leave does not have an independent cash value, or a wage automatically payable, if the vacation is not used or paid out at separation from employment. Requests to use vacation leave (other than for emergencies) must be made in advance and approved by the employee’s supervisor.

Vacation usage may be in quarter hour increments and will be deducted from the vacation balance in the pay period it is used. Vacation balances may not go below zero.

Regular full-time employees will receive annual paid vacation based on the table below. Vacation for regular part-time employees will be pro-rated based on established hours for pay periods worked by the employee.

<u>Years of Service</u>	<u>Non-Exempt (Eligible for Overtime)</u>		<u>Exempt (Not Eligible for Overtime)</u>	
	<u>Annual Vacation</u>	<u>Maximum Accrual</u>	<u>Annual Vacation</u>	<u>Maximum Accrual</u>
<u>0</u>	<u>80 (3.33)</u>	<u>160</u>	<u>120 (5.00)</u>	<u>200</u>
<u>1</u>	<u>88 (3.67)</u>	<u>168</u>	<u>128 (5.33)</u>	<u>208</u>
<u>2</u>	<u>96 (4.00)</u>	<u>176</u>	<u>136 (5.67)</u>	<u>216</u>
<u>3</u>	<u>104 (4.33)</u>	<u>184</u>	<u>144 (6.00)</u>	<u>224</u>
<u>4</u>	<u>112 (4.67)</u>	<u>192</u>	<u>152 (6.33)</u>	<u>232</u>
<u>5</u>	<u>120 (5.00)</u>	<u>200</u>	<u>160 (6.67)</u>	<u>240</u>
<u>7</u>	<u>136 (5.67)</u>	<u>216</u>	<u>176 (7.33)</u>	<u>256</u>
<u>10</u>	<u>160 (6.67)</u>	<u>240</u>	<u>200 (8.33)</u>	<u>280</u>
<u>15</u>	<u>184 (7.67)</u>	<u>264</u>	<u>224 (9.33)</u>	<u>304</u>
<u>20</u>	<u>200 (8.33)</u>	<u>280</u>	<u>240 (10.00)</u>	<u>320</u>

Years of Service	Annual Hours of Vacation	Pay Period Accrual (hire date on/after 9/1/2017)	Maximum Vacation Accrual Level (all employees)
1st through 6th year of service	80	3.33	160
7th through 14th year of service	120	5.00	200
15th through 20th year of service	160	6.67	240
21st year of service	168	7.00	248
22nd year of service	176	7.33	256
23rd year of service	184	7.67	264
24th year of service	192	8.00	272
25th year and additional years	200	8.33	280

Employees accrue vacation differently, depending on their date of hire:

Employees hired after 9/1/2017:

- Vacation will be prorated over twenty-four pay periods for the total annual allocation shown above. This proration will commence with the employee’s date of hire.
- Employees may accrue up to the maximum for the relevant service level indicated in the table above. Once the maximum level of vacation is reached, additional vacation leave will not be accrued until the balance falls below the maximum accrual level.
- Employees will be compensated for all accrued and unused vacation leave at the date of separation, up to the accrual limits, if the employee resigns in good standing.

Employees hired before 9/1/2017:

- Annual vacation hours will be applied to employee banks on the anniversary of their date of hire.
- Employee vacation banks may not exceed the maximum for the relevant service level indicated in the table above. On anniversary dates, vacation will be added only up to the maximum. Any amount which exceeds the maximum will be forfeited.
- Upon resignation in good standing, the employee’s annual vacation hours will be prorated based on the employee’s anniversary date to determine the amount actually earned, and the employee will be compensated for earned but unused vacation.
- If vacation already used is in excess of the prorated amount for the year, the vacation time will be deducted from the employee’s final [pay check](#) or from any vacation accrued from previous years. If the final [pay check](#) is insufficient to cover the excess used vacation, the employee will be required to reimburse the City.

Employees are responsible for knowing their vacation leave balance.

Vacation time is only accrued during a pay period when the employee works the pay period or uses paid time off or has a full combination thereof. Accordingly, an employee using paid leave will accrue vacation during such use. Employees not fully working and on a partial paid leave will receive accruals on a prorated basis. Vacation will not accrue during leaves of absence without pay. Vacation banks of employees hired before 9/1/2017 will be adjusted accordingly. Approved leaves of absence will count as time served for the purpose of determining vacation accrual rates based on years of service.

Sick Leave

Accrual

Full-time employees receive eight hours of sick leave each month worked and can have a maximum unused sick leave balance of 480 hours.¹ Hours and balances will be prorated for regular part-time employees. Once the maximum level of sick leave is reached, additional sick leave will not be accrued until the balance falls below the maximum accrual level. Any employee transitioning from a full-time to a part-time position will be able to retain accrued sick leave but will not accrue additional sick time until their balance falls below the part-time maximum.

An employee working or using any earned paid time during a leave will accrue sick leave during such use. Sick leave will not accrue during leaves of absence without pay. Employees working part of the month or using partial paid leave will receive accruals on a prorated basis.

Sick leave may be used in quarter hour increments.

Sick Leave Use

Accrued sick leave may be utilized in the following circumstances:

- Personal illness, injury, or disability of the employee or of the employee's spouse, child, sibling, parent, grandparent, grandchild, father-in-law, mother-in-law, [stepchild/stepchild](#), or stepparent for which the employee's attendance may be necessary.
- Personal medical and dental appointments for the employee that cannot be scheduled outside the regular [work day/workday](#). These appointments should be scheduled at the beginning or end of the workday whenever possible to avoid disruption of work.
- Medical and dental appointments for the employee's spouse, child, sibling, parent, grandparent, grandchild, father-in-law, mother-in-law, [stepchild/stepchild](#), or stepparent that cannot be scheduled outside the regular [work day/workday](#). These appointments should be scheduled at the beginning or end of the workday whenever possible to avoid disruption of work.
- When an employee has been exposed to a contagious disease of such a nature that [his/her/their](#) presence at the workplace could endanger the health of others.
- In conjunction with funeral leave upon approval of the City Manager.

Use of sick leave for a purpose other than those listed above may result in corrective action. For the purposes of this section a "child" includes a stepchild, biological, adopted, and/or foster child. A "grandchild" includes a step grandchild, biological, adopted, and/or foster grandchild.

¹ Full-time employees hired prior to July 1, 1982 receive eight hours each month and can have a maximum unused sick leave balance of 960 hours.

An employee should report ~~his or her absence~~their absence to the supervisor as soon as possible and prior to the beginning of the shift. Supervisors may implement more specific reporting guidelines. Employees are required to report each day of their absence with their supervisor as soon as the need for leave arises unless approval for an extended absence has been given.

Employees may be required to provide medical documentation as proof of illness for absences in excess of three consecutive days or if overall attendance is cause for concern. The medical documentation must include the dates of the absence and verify the necessity of the absence.

An employee who is absent on approved vacation leave or other scheduled time off may not retroactively change the time off to sick leave.

When an insufficient sick leave balance remains to cover the absence of an employee, the remaining hours of absence will be charged to accumulated vacation, then to other accumulated paid leave, and lastly to leave without pay.

Sick Leave Usage and Worker's Compensation

See Worker's Compensation under the Employee Safety section of Employee Responsibilities on page 3.

Unused Sick Leave Upon Termination

Regular full-time employees who ~~retire from employment with the City and/or~~ have worked for the City at least seven years and who ~~leave~~retire or separate in good standing will be compensated for unused sick leave up to 480 hours.² Regular part-time employees will be paid the unused accumulated sick leave prorated based on established hours. Payments will be calculated using the employee's final pay rate.

Light Duty and Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City on a case-by-case basis. This policy does not guarantee assignment to light duty. Such assignments are short-term, episodic, non-recurring, and temporary in nature and will generally not extend beyond six months. The Department Director, in consultation with the City Manager, reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of ~~his/her~~their job due to a temporary disability, the employee will notify their Department Director in writing as to the nature and extent of the disability and the reason why ~~he/she/they are~~is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, work restrictions and the expected duration of the restrictions.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions. If the City offers a light duty

²~~Employees hired prior to January 1, 2023 who retire from City employment with less than seven years' service will be granted sick leave payout in accordance with the prior policy language stated in the February 2019 version of the City of Platteville Employee Handbook. Full-time employees hired prior to July 1, 1982 will be paid the unused accumulated sick leave up to 480 hours at the employee's final pay rate. Any accumulated sick leave over 480 hours will be paid at 1/2 the pay rate.~~

assignment to an employee who is out on worker’s compensation leave, the employee may be subject to penalties if ~~he/she~~[they refuses/refuse](#) such work. The City will not require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment in lieu of using FMLA leave. The circumstances of each disabled employee performing light duty work will be reviewed regularly by the Department Director and City Manager. Any light duty/modified work assignment may be discontinued at any time.

The City will make every effort to assist female employees who request reasonable accommodations for health conditions related to pregnancy or childbirth, including more frequent restroom, food, and water breaks; limits on lifting; seating and/or temporary transfer to a less strenuous or hazardous position, should one be available. Employees should contact their Department Director to discuss reasonable accommodations.

Family and Medical Leave

The City grants eligible employees leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA) and the Federal Family and Medical Leave Act (FMLA). For more specific details on leave available in accordance with these Acts, please refer to the policy in Appendix C.

Wisconsin FMLA

Employees who have been employed with the City for more than fifty-two weeks (for a minimum of 1,000 paid hours within the fifty-two weeks) are eligible for unpaid leave under this Act. Employees may, but are not required to, substitute paid leave benefits for unpaid leave time (~~e-g-e.g.~~[paid vacation](#)). The amount of unpaid leave available in a calendar year is as follows:

Purpose	Type of Leave	Leave Available per 12 months
Birth or adoption of child	Family Leave	Up to six weeks
Care for a family member (as defined in Appendix C)	Family Leave	Up to two weeks
Employee serious health condition	Medical Leave	Up to two weeks

Federal FMLA

Any City employee who has worked for more than twelve months (for a minimum of 1,250 hours within the year) is eligible for unpaid leave under this Act. An employee may substitute paid leave benefits for unpaid leave. The amount of unpaid leave available during a ~~twelve-month~~[twelve-month](#) period for any covered purpose is twelve weeks.

Funeral Leave

Leave with pay may be taken by regular full-time and part-time employees to make necessary arrangements and attend the funeral in connection with a death in the family, according to the following schedule:

- Up to three days, if scheduled to work, for immediate family. Immediate family for purposes of this policy is spouse, parent, ~~step-parent~~[stepparent](#), parent-in-law, child, ~~step-child~~[stepchild](#), sibling,

[stepsibling](#), brother-in-law, sister-in-law, grandparent and grandchild of the employee or employee's spouse.

- One day, if scheduled to work, for extended family. Extended family for purposes of this policy is ex-spouse, [step-sibling](#), aunt, uncle, niece, nephew and first cousin.

Under certain circumstances, a guardian or foster-parent arrangement may [exist](#), and such a relationship may be considered on the same level as a biological parent. Under these circumstances, the City Manager has the discretion to approve funeral leave.

Military Leave

Leave will be granted for various duties of service in the military as provided by law. Military leaves will be without pay. An employee may use vacation or compensatory time for military leave.

Civil Leave

Employees will be granted leave without loss of pay when performing jury duty, appearing as a witness, attending court in the course of official duties, and performing emergency civilian duty in connection with national defense, as provided by law and upon providing proof of reason for absence. Employees performing jury duty must submit any fees received (other than meal or travel allowance) to the City. When dismissed from performing these duties, employees must return to their jobs to complete the regular [work day](#) if half or more of the [work day](#) remains.

Special Leave of Absence With or Without Pay

In certain situations, the City Manager may grant an employee a leave of absence outside of, or after exhaustion of legally protected leave such as FMLA or Military Leave. Vacation and sick leave will not accrue during leave without pay.

Employees will have the option of [continuing to carry](#) [ing elected](#) benefits ~~on an individual cost basis~~ at the employee's expense if permitted by the plan. Employee contributions to any benefit premiums will be required either through payroll deduction or by direct payment to the Administration Department. The employee will be advised in writing as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. If an employee's contribution is more than sixty days late or as determined by the plan, then such late payment may result in termination of the employee's coverage. If the absence begins after a scheduled insurance premium payment, then the City will not recoup that premium payment.

CHAPTER 3: COMPENSATION AND OTHER EMPLOYEE BENEFITS

Compensation Administration

The City of Platteville compensation system is designed to attract, retain and reward highly talented [employees](#) who can help the City excel at its service-based mission and achieve its strategic goals. The City also strives to use its financial resources as efficiently and effectively as possible. Through the effective allocation of compensation dollars, the City will advance its compensation purpose and principles without placing an unreasonable burden on Platteville citizens. Employees can refer to the City's Compensation Policy for additional detail.

Compensation Adjustments

Regular full-time and part-time employees typically receive salary adjustments in one of four ways:

- Base Adjustments – When the ranges are adjusted (typically at the beginning of each calendar year), employees receive the amount of the range adjustment so that they remain on the same step within the range.
- Step Adjustments – Employees with salaries below target rate may receive step adjustments the pay period following their position anniversary date until their salary reaches the target rate of their salary range (assuming positive performance). Once the employee reaches the target rate, they will only receive base adjustments moving forward. Employees who have not demonstrated positive performance in their role during the preceding year may have their step adjustment withheld.
- Merit Adjustments (exempt only) – Exempt employees who have reached step 7 of their range, may qualify for merit adjustments. Merit adjustments will be determined by the City Manager based on individual performance. The percentage of the amount given in merit adjustments will not exceed the percentage of the amount given in steps during the same year.
- Lump Sum Payments - The City also may award non-base adjustments in the form of a lump sum payment in return for continued service or in order to keep payroll costs consistent with City resources.

New Hires

The City Manager has the discretion to assign new hires anywhere within the salary range. Ideally new hires will be assigned to a step that is lower than the control point (step 6), although this may not always be possible. The City Manager will weigh the following factors when determining starting salaries:

- Candidate skills and experience;
- Pay at candidate's previous organization;
- Pay of other incumbents currently in the role;
- Current labor market conditions.

Promotions

A promotion occurs when an employee accepts a new role or position in a higher salary grade. In the case of a promotion, the employee will typically move to the step or portion of the new salary grade that provides a minimum of a 5% increase from ~~his or her~~their current salary. When determining promotion increases, the following factors may also be considered:

- Scope of the position change;
- Pay of any positions supervised;
- Pay of other incumbents currently in the role;
- Current labor market conditions.

Demotions

A demotion occurs when an employee accepts or is moved to a position in a lower salary grade. When a demotion occurs, the incumbent will move to the closest step to their current salary in the new range (which may be the maximum).

Transfers

A transfer occurs when an employee accepts or is moved to a new position assigned to the same salary grade. Transfers will not typically result in any change in salary.

Position Reclassification

A position reclassification occurs when a position is reevaluated based on a change or expansion of job duties. When a reclassification occurs, the City Manager may recommend an appropriate step progression for the impacted employee(s).

Position Anniversary Date

An employee's position anniversary date is the date the employee started their current regular full-time or part-time job classification. Position anniversary dates change when employees are promoted or demoted. The position anniversary date does not change when a position is reclassified to a new salary range or transferred to another position or job classification within the same salary range.

Pay Periods and Paychecks

For most positions, the payroll week is defined as Sunday through Saturday. There are two weeks in a pay period. Employees are paid every other Friday. When a payday falls on a holiday, employees are paid on the preceding ~~work day~~workday. Earnings are deposited into the account(s) designated by the employee.

The pay period for sworn law enforcement officers is set forth in the collective bargaining agreement governing such employees. The work period for sworn law enforcement officers under the FLSA for overtime purposes is not the same as the pay period and may be up to 28 calendar days.

Employees will receive an email notification of each paycheck, with a link to an electronic copy of their direct deposit advice. The direct deposit advice details wages earned for the pay period as well as deductions for taxes, insurance premiums, deferred compensation, pension, etc. as applicable by law or authorized by the employee. Employees should review the advice for accuracy and contact the [Administration Department Accounting Specialist-Payroll](#) as soon as possible regarding any potential errors. Any employee who is unable to access the direct deposit advice can request a copy from the [Administration Department Accounting Specialist-Payroll](#).

Time Reporting

Employee Responsibilities

All employees must turn in a pay record on a bi-weekly basis in the format determined by the Administration Department. For non-exempt employees, time of hours worked must be entered to the nearest one-quarter hour. All non-exempt employees shall record all hours worked including hours worked in excess of forty hours per week.

Exempt employees are salaried and paid eighty hours per pay period. Exempt employees are required to report the amount of paid leave or unpaid leave taken each pay period, in the format determined by the Administration Department. Employees are required to report all hours worked accurately and completely and submit their completed ~~time card~~timecard to their supervisor on their last day worked for the pay period or as directed by their supervisor. Employees taking vacation time or other extended leaves should prepare and submit ~~time card~~timecards in advance of their leave.

Supervisor Responsibilities

Supervisors are responsible for reviewing the ~~time card~~timecard for accuracy, including ensuring all hours worked are recorded appropriately, paid leave time has been used and recorded appropriately, and that all relevant provisions of the City's Employee Handbook and any applicable union contract have been followed. Questions regarding application of the Employee Handbook or a union contract should be directed to the [Administration Department Human Resources](#). Supervisors are responsible for collecting missing ~~time~~

~~cards~~[timecards](#) and working with employees to make necessary corrections to the ~~time card~~[timecard](#). ~~Time cards~~[Timecards](#) must be approved by the employee's supervisor or designated alternate and submitted to Payroll no later than noon on the Monday following the close of a pay period.

Time worked is rounded to the nearest quarter hour. Falsification of time entry is grounds for termination of employment. Failure to meet employee and/or supervisor responsibilities may result in errors or a delay in pay.

Overtime

Supervisors are responsible for determining if overtime is appropriate for employees based on workload, customer service, and scheduling issues. Employees may at times be required to work overtime depending on City needs. The City's overtime policy complies with applicable state and federal laws governing the accrual and use of overtime, including the Fair Labor Standards Act (FLSA).

As part of the City's compensation plan, each position is designated as "exempt" or "non-exempt." Non-exempt employees are paid on an hourly basis and are eligible to earn overtime. Exempt employees are paid according to an annual salary and are not eligible for overtime pay.

Most non-exempt employees will be compensated for "hours worked" in excess of forty hours per workweek at a rate equal to one and one-half times their regular rate of pay as defined by the Fair Labor Standards Act. Except in emergencies, the employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

The following count as hours worked for the purpose of calculating overtime within a workweek:

- Hours actually worked;
- Paid holiday leave taken on the observed holiday;
- Vacation leave, sick leave, and floating holiday leave used to replace hours that the employee was scheduled to work.

Schedule changes do not result in overtime if the change does not result in additional hours worked as defined above.

For most ~~employees~~[employees](#), the workweek begins at 12:00 a.m. on Sunday and runs until the following Saturday at 11:59 p.m. In certain situations, different workweeks may be established based on the needs of the division, subject to the approval of the City Manager. See "Holiday Leave" in the Attendance and Leave section for overtime guidelines for hours worked on City Holidays.

[Dispatch employees' workweek begins at 11:00 p.m. on Saturday and runs until the following Saturday at 10:59 p.m.](#)

Non-exempt employees engaged in sworn law enforcement activities work a ~~twenty-eight day~~[twenty-eight-day](#) period under the extended workweek exemption of the FLSA. These employees will receive overtime only as identified in the collective bargaining agreement and as required by law.

For non-exempt employees in the Street Division please reference the Street Division Availability and Overtime Policy in the Appendix.

[Reporting Concerns or Errors](#)

The City will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice has occurred, ~~he or she~~ they should send a written complaint to ~~the Administration Department~~ [Human Resources](#) for review. Employees will be reimbursed for any inappropriate deductions taken. In cases where overtime payments are owed to the employee, the amount reimbursed will be based on FLSA guidelines only. Since some of the City's overtime policies are more generous than that required by law, payments already made to employees under City policy will be credited against any amounts due to the employee under the FLSA.

Employees should review their pay notices regularly and must report any potential overpayment or underpayment to the ~~Administration Department~~ [Accounting Specialist-Payroll](#) as soon as it is discovered.

For specific information regarding the correction of improper payroll deductions applied to exempt employees, please reference the FLSA Safe Harbor Policy ~~immediately below the "Overtime" section~~ [in Appendix E](#).

Compensatory Time

Non-exempt employees may request the accrual of compensatory time (comp time) in lieu of approved overtime pay. Both the accrual and use of comp time require prior supervisor approval and must be recorded on ~~time cards~~ [time cards](#). If comp time is approved by the supervisor, one and one-half hours of comp time will be accrued for every hour of overtime worked.

Accrued but unused comp time as of October 31 will be paid out to the employee on or before December 31. Accrued but unused comp time will also be paid out upon termination of employment. Any cash out will be paid at the rate that is in effect at the time of the cash out or termination from employment.

The maximum balance of comp time allowed is sixty hours. Once an employee reaches sixty hours of accrued comp time, further overtime will be paid in cash until the balance falls below sixty.

The FLSA governs both "traditional" compensatory time off and "other" compensatory time off. Because the City does not follow traditional rules for earning overtime under the FLSA and instead offers a more generous overtime earning program, the City only permits employees to accrue compensatory time that is classified as "other" compensatory time under the FLSA. As a result, compensatory time may be used only with the discretionary approval of the employee's supervisor. The City reserves the right to cash out an employee's compensatory time bank at any time.

Exempt Employee Absences

Exempt employees are expected to work the number of hours necessary to fulfill their responsibilities and effectively perform their duties, which often requires work in excess of forty hours per week or eighty hours per pay period. Exempt employees earn a weekly salary which is paid on a bi-weekly basis and are not eligible for overtime, compensatory time, or other supplemental pay.

Exempt employees will not be allowed to track time and use "informal comp time" on an hour for hour basis. If an exempt employee is not consistently accounting for at least eighty hours per pay period (of time actually worked and accrued leave time taken) the situation will be treated as a performance and/or workload concern.

An absence of four hours or more will require use of paid leave unless approved by the employee's supervisor because the employee has worked an extensive ~~amount~~ [number](#) of additional hours.

It is the policy of the City to fully comply with the Fair Labor Standards Act (FLSA). In keeping with this commitment, the City will pay exempt employees their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law. Full-day deductions from pay that are permitted by law include, but are not limited to, deductions for infractions of written workplace conduct rules, salary for the employee's first and last weeks of employment and use of leave under the Family and Medical Leave Act (FMLA). If ongoing use of intermittent FMLA leave is needed, deductions may be required on an hour for hour basis. Contact [the Administration Department Human Resources](#) for more information. The City has created a Safe Harbor Policy for employees who are classified as exempt under the FLSA. Please see Appendix E for this policy.

Call-In Pay

Call in pay is intended to compensate employees for having to report in emergencies and unforeseen circumstances. Regular full-time and regular part-time non-exempt employees called back to work following the completion of the regular working day or on a scheduled day off will receive a minimum of two hours pay at one and one-half times their regular rate of pay. Call-ins must be approved by the employee's supervisor. Reporting early for a shift, shift extensions, scheduled meetings, or schedule changes do not qualify for call-in pay. Eligibility for call-in pay is determined based on the work requirements and schedules of each division:

Police Department

Telecommunicators receive call-in pay when called in to work in addition to their regularly scheduled hours. Regularly scheduled hours include weekends and holidays on a rotating basis. This provision will not apply to the two consecutive hours worked prior to or immediately following the employee's regular schedule of hours which constitute no break in service.

Utilities Division

Utilities division employees receive call-in pay when called in to work in addition to their regularly scheduled hours. Regularly scheduled hours include weekends and holidays on a rotating basis.

Street Division

Street division employees receive call-in pay for hours worked before 5:00am or after 6:00pm and on Saturdays and Sundays, unless given a twelve-hour advance notice to report to work. For examples of when and how call-in pay is applicable, please reference the Street Division Availability and Overtime Policy in Appendix B.

Employees working in support of Street Division employees will work under the Street Division rules above.

Employees who are called in to work due to an emergency for a neighboring municipality will receive two times the normal rate of pay for a minimum of two hours. The municipality will be billed accordingly.

Uniform Allowances

The City may provide uniforms for certain employee groups. Uniforms provided by the City are to be worn while working for the City, but not at other times. Certain employee groups may be granted a uniform allowance or may be reimbursed for uniform expenses they incur. In some circumstances, the employee may be required to pay taxes on the uniform allowance. Under IRS code §162, if the clothing is specifically required as a condition of employment and is not worn or adaptable to general usage as ordinary clothing, then the

reasonable uniform payment would be tax free. In all other cases, the employee would be required to pay tax on the uniform allowance or reimbursement. Uniform policies and allowances will be approved by the Department Director.

Health and Retirement Benefits

The information in this section is intended to provide employees with a general overview of City benefits. Please see the City of Platteville Employee Benefits Summary and individual benefit plan documents for more details. In the event of a conflict, information contained in the Benefit Summary or specific summary plan documents prevail. The City of Platteville's benefit package is periodically reviewed and may be changed or updated. Contact [the Administration Department Human Resources](#) for questions related to benefits.

Benefit Eligibility

Regular full-time employees and regular part-time employees who are assigned thirty hours per week or more are eligible for the City's benefit program which includes health, dental, vision, life and long-term disability insurances, Wisconsin retirement, deferred [compensation](#), and the employee assistance program. Eligible dependents are spouses and children under age twenty-six.

Benefits for regular part-time employees will be prorated according to the employee's assigned full-time equivalent (FTE). Flexible Part-time/Temporary/Seasonal (PTS) employees and Paid On-Call Firefighters do not qualify for benefits unless specifically noted.

Benefit Enrollment

The benefit year begins January 1 and ends December 31. New employees are eligible for benefits on the first of the month following the 15th day of employment, unless noted otherwise, and must elect their benefits within thirty days of hire. Current employees can make changes to benefit elections during open enrollment, which occurs in the fall of each year. Employees may also be able to make changes to benefits when a qualifying life event occurs. Qualifying life events are certain changes in the status of the employee or member of the employee's family such as getting married, having a baby or loss of other health insurance. Employees have thirty days after a qualifying life event to make a change in benefit coverages.

See below for a summary of the available insurance options:

Type of Insurance	Premium Payment	Additional Details
Health	Premium cost is shared between employee and City.	City self-funds a portion of the employee medical deductible and coinsurance via HRA plan.
Dental	Premium cost is shared between employee and City.	
Vision	Premium cost is paid by employee.	
Life	Premium cost is paid by City for the employee. Premium for optional additional coverage for employee or dependents is paid by employee.	Effective first day of month following thirty days employment.
Long-Term Disability	Premium cost paid by City.	Effective after thirty days continuous service. Provides income protection for illness/injury absence beyond forty-five <u>forty-five</u> consecutive days.

Flexible Spending Account

Flexible spending accounts allow employees to annually set aside pretax dollars from earnings to pay for qualified health care and [child care/childcare](#) expenses. Set-aside funds should be used by the end of the year. Any funds not used by the end of the grace period are forfeited.

Employee Assistance Program

The City provides confidential assessment and referral services to assist eligible employees in solving problems through an independent organization. Employees have access to certified social service counselors 24 hours a day. These counselors can assist employees with personal and work concerns, family issues, addiction concerns, legal concerns, financial [planning/planning](#), and many other issues that may cause stress or concern, at no cost to the employee. This program is available for all regular full-time and part-time employees covered under the long-term disability plan.

Wisconsin Retirement System

Employees who work at least 600 or 1,200 hours, depending on prior eligibility and participation in the WRS, in a twelve-month period will participate in a retirement plan offered through the Wisconsin Retirement System (WRS). WRS is a defined benefit plan, funded through a combination of City contributions and employee contributions deducted through payroll. Employees are vested after five years of service. Upon retirement, WRS offers seven payment (annuity) options for the employee's lifetime. An employee's benefit depends on age at retirement, average [salary/salary](#), and years of credited service.

An employee who ends [his or her their](#) career in public service and remains out of public employment in Wisconsin for more than thirty days can request a return of [his or her their](#) contributions with interest or can leave the contributions in the WRS until reaching age fifty-five or later.

Deferred Compensation

Deferred compensation is a voluntary program made available by the City for regular full-time and part-time employees. The Section 457 deferred compensation plan allows employees to invest a portion of their earnings for retirement before or after taxes are deducted. Employees can sign up for the City's deferred compensation program or make changes to contribution amounts at any time.

Careful Selection of Benefits and Notification of Changes

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to promptly notify [the Administration Department Human Resources](#), in writing, of any change in personal information including name, address, telephone number, marital status (for benefits and withholding purposes), names, addresses and phone numbers of the employee's spouse and dependents (for benefits purposes) and emergency contact information.

CHAPTER 4: EMPLOYEE RESPONSIBILITIES

Employee Conduct

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the residents for whom they work. Each employee is part of the greater City team and should work in a manner that supports both the objectives of their work group, as well as the City as a whole. Employees should be mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics.

The following are job requirements for every position at the City of Platteville. All employees are responsible for and expected to:

- Refrain from any acts that bring the employee or City into disrepute, including unlawful acts, both on and off the job;
- Provide excellent service to both internal and external customers;
- Conduct themselves respectfully toward both residents and [employeesstaff](#) and respond to inquiries and information requests with patience and courtesy;
- Perform assigned duties to the best of their ability at all times;
- Not give special treatment to, or discriminate against, any person in the performance of their duties;
- Report any and all unsafe conditions to a supervisor;
- Maintain good attendance; and
- Act as good stewards of City resources. Resources may be physical (buildings and equipment), financial or human (efficiency and effectiveness).

Harassment and Respectful Behavior

The City is committed to providing a work environment that is free from harassment, violence, ~~discrimination~~[discrimination](#), or other offensive behavior. Maintaining a respectful workplace is a responsibility shared by all employees. The City's Harassment [Prevention](#) and Respectful Behavior policy identifies types of inappropriate behavior, procedures to be followed in the circumstance of inappropriate behavior and responsibilities of employees, ~~supervisors~~[supervisors](#), and officeholders in such circumstance. Please refer to the Harassment Prevention and Respectful Behavior Policy in Appendix D.

Conflict of Interest

It is expected that all employees exercise good judgment in avoiding outside activities or situations where a conflict of interest with City business exists or could be perceived to exist. The following are some examples of situations where a conflict of interest may occur:

- If an employee's official capacity with the City and with an outside organization enable ~~him or her~~[them](#) to influence City business, which allows ~~him or her~~[them](#) to directly or indirectly gain something of value;
- If an employee accepts a paid or unpaid position elsewhere and performs an activity that interferes with the employee's duties or job performance at the City;
- If an employee uses information not generally available to the public, in the employee's personal affairs which ~~allows~~[allow](#) ~~him or her~~[them](#) to directly or indirectly gain something of value;
- If an employee's personal relationship has the potential for inappropriate influence on City business decisions.

Outside Employment and Business Activity

The City is considered the primary employer for all regular full-time and regular part-time employees. Employment and other business activity outside of the employee's work for the City must not interfere with the employee's City work schedule, work performance, availability for overtime, call back duty or pertinent meetings the employee is expected to attend.

The following types of conduct are prohibited:

- Engaging in outside employment or business activity during work time;
- Using City equipment, resources, or [employeesstaff](#) in the course of outside employment or business activity;
- Violating City personnel policies as a result of outside employment or business activity;
- Receiving compensation from another individual or employer for services performed during hours for which the employee is also being compensated by the City - work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates a conflict of interest or the perception of a conflict;
- Working for another employer or business while using paid sick leave from the City for the same hours.

Departments may establish more specific policies as appropriate, subject to approval of the City Manager. In addition, outside employment or business activity must not present a real or perceived conflict of interest. Employees should talk with their Department Director upon hire with the City, or before obtaining outside employment or engaging in outside business activity, to determine if there is a potential for a conflict of interest.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Employees must remain neutral and cannot engage in political activity while at work or by using City resources.

Any employee who becomes a candidate for federal, [statestate](#), or municipal elective office, or assumes a federal, [statestate](#), or municipal elective office is expected to properly fulfill [his or hertheir](#) normal duties during such candidacy and while holding such office.

An employee may not use official authority or influence to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity.

Confidential Information

During the course of employment, employees may learn, [seesee](#), or acquire confidential information about the City of Platteville, other employees, or our citizens. Such information is to be handled in strict confidence and is to be shared only with those employees or officeholders within the City of Platteville who need to know such information. Employees are expected to handle confidential information in a manner which complies with state and federal laws and regulations. Unauthorized use of, or access to, confidential information is prohibited, and confidential information may only be used in the interests of the City. Confidential information may include, but is not limited to, medical records, employee records, other personal information regarding City employees or former employees, records of criminal investigations, and certain business records.

Employees who are uncertain whether information is confidential or not should consult with their supervisor or Department Director before releasing or using such information.

Requests for Information or References

The City of Platteville is committed to operating openly and transparently, and to providing requested information whenever possible. If information is confidential, it must not be disclosed (see Confidential Information in this chapter). If information is being requested on behalf of a potential litigant against the City, employees should refer the request to the City Manager.

Requests to provide a reference for a former City employee should be referred to the Department Director. Employees who choose to provide a personal reference for a former City employee are acting in their own capacity and not as an agent, official or employee of the City. In this circumstance, employees should inform the inquiring party that they are not speaking on behalf of or representing the City.

Media Relations

Except for routine inquiries, questions from the media should be directed to the Communications Specialist, Department ~~Directors~~[Directors](#), or the City Manager. Police and Fire Department employees and volunteers should refer to procedures for their specific department.

Some employees may serve as administrators on the City's web or social media sites. Employees serving in this capacity are responsible for following the City's Social Media Administration Policy (pending).

Social Media

The City of Platteville respects employee's rights to engage with traditional (letters to the editor) or social (personal websites, blogs, social media pages etc.) media on their own devices during non-work hours. Employees should exercise caution with content that references City personnel, policies, ~~operations~~[operations](#), or property. Employees may not use a City brand, logo, or other City identifier in their personal content or distribute information that purports to be the position of the City without prior authorization.

City employees are discouraged from identifying themselves as City employees when responding to or commenting on media content with personal opinions or views. If an employee chooses to identify ~~him or herself~~[themselves](#) as a City of Platteville employee and comments on a matter related to City business, a disclaimer similar to the following must be used "These are my own opinions and do not represent those of the City."

There may be times when personal content shared through the media or social media, even if off-duty and using the employee's own devices, may impact work performance and become the basis for employee coaching or corrective action. Employees should be very cautious about sharing content that may adversely impact the public's confidence in the employee's or City's ability to carry out their respective missions.

Examples of situations where this might occur include:

- Cyber-bullying, stalking or harassment;
- Discriminatory or defamatory remarks or the threat of violence;
- Airing of workplace concerns or issues;
- Negative comments about co-workers, ~~leaders~~[leaders](#), or elected officials;
- Release of confidential or private data; or
- Unlawful activities.

Training and Development

The City is committed to providing quality service to its citizens and recognizes the need to provide training and conference opportunities for employees to enhance their job-related skills and personal development. The City may also approve memberships for employees in certain trade and professional associations for the purpose of individual and organizational development.

External training, professional/trade memberships or conferences must be requested and approved through the Department Director. Priority will be given to training required for licensures and certifications. Local training opportunities will be given first consideration, followed by state or regional programs.

Employee participation in training and professional association activities will be considered as hours worked for pay purposes, up to the number of hours in the employee's normal [work day/workday](#) for exempt employees. Non-exempt employees will be compensated for each hour spent in attendance and for travel time.

Internal training may also be offered on topics such as safety, City policies and conduct, and should be treated as any other work assignment. As a relatively small organization, cross training between individual employees is critical for continuity in the City's operations. Employees are expected to actively participate in cross training by documenting work process and procedures, sharing their knowledge with co-workers and embracing related assignments.

Expense Reimbursement

The City reimburses employees for certain authorized extra expenses they incur when required by the City to attend conferences, meetings, training sessions or similar events. Reimbursable expenses are those expenses over and above what the employee would have normally incurred had they not been required to attend. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Detailed information can be found in the City of Platteville's Hotel and Meals & Tips policies.

Gifts

All public officials and City employees are prohibited from directly or indirectly receiving any payment of expense, compensation, gift, reward, favor, service, promise of future employment, loan, advance or other future benefit from any source. This includes free meals and/or beverages, alcohol, [outings/outings](#), or tickets to any sporting or special event. City employees may not accept any gratuity from any vendors, contractors, suppliers, companies, agents or consultants and it is expected that when appropriate, employees inform individuals or companies of the City policy regarding gifts.

Limited exceptions include the following:

- Gifts of nominal value (trinkets such as a pen, mug, magnet, etc.);
- A plaque or similar item recognizing service or an award;
- Items given as part of a membership in a group, a majority of whose members are not officials, where all members receive the same gift (e.g., a gift given to all conference attendees, food/treats given to the Police Department from residents, etc.);
- Travel reimbursement for an event where the employee is a guest speaker;
- Donations of money, equipment, etc. to a department or City as a whole;
 - Items of substantial monetary value will be officially accepted by the Common Council at a Council meeting.

Dress Code

The City's image is a direct result of our [employees, staff](#) both individually and collectively. Quality service, positive attitude, good customer relations and a professional appearance are key factors in creating and maintaining a favorable image. Each employee represents the City in [his or her their](#) daily contacts with residents, [vendors vendors](#), and members of the business community. The City expects employees to use good judgment in choosing their attire and in their grooming and personal hygiene.

Employees who spend the majority of their time in an office environment should wear business attire Monday through Thursday. Unless informed otherwise, jeans are allowed on Friday. Employees should use discretion when participating in external meetings or other situations where jeans may not be appropriate. Clothes should be clean, wrinkle-free and in good condition.

Office employees should avoid:

- Clothes purchased with or clothes containing deformities ([e.g.e.g.](#), rips and/or fraying);
- Clothing with advertising or logos other than City of Platteville;
- Shirts or pants which reveal undergarments;
- Shorts; and
- Informal footwear including flip flop sandals, such as the type one would wear to a beach.

The ultimate goal is for all City [employees staff members](#) to look professional in order to build a positive impression with our citizens and co-workers. Unless approved by the supervisor due to the nature of the work, clothing that is damaged, heavily stained or torn should not be worn. Employees should not wear shirts, buttons, [hatshats](#), or other clothing with obscene or offensive words, terms, logos, pictures. If you are uncertain about what is acceptable, ask your supervisor.

City Property

Employees have a responsibility to protect public property and City resources. Unauthorized destruction, defacement or misuse of City property is prohibited. Knowingly stealing or taking property belonging to the City, residents, or employees for personal use, sale, or solicitation is strictly prohibited at all times.

Personal areas such as offices, lockers, [work stations workstations](#) and City vehicles are the property of the City. As such, the City has the right to enter or inspect them without employee consent to the extent permitted by law. Employees have no expectation of privacy when using the aforementioned City property or in any personal property brought on to City premises or used for City business.

Weapons

Possession or use of dangerous weapons, including handguns and firearms, by City employees and volunteers is prohibited on City property and while performing work or training on behalf of the City, in City vehicles, while driving or while riding as a passenger in a personal vehicle.

Exceptions to this policy are as follows:

- Employees may possess firearms in City-owned parking areas if the employee holds a valid permit (provided one is required) and if the firearm is secured within an attended personal vehicle or concealed from view within a locked, unattended personal vehicle while the employee is working on City property.

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- This policy does not apply to an employee who is showing or transferring the weapon or firearm to law enforcement officers as part of an investigation.
 - This policy does not apply to sworn law enforcement officers, either on or off duty.

Employee Safety

Employee and visitor safety is a priority for the City of Platteville. Creating and maintaining a safe and healthy environment is the responsibility of every employee. Employees are expected to follow established work practices, to take the time to perform jobs safely and to comply with the following safety rules:

- All established safety procedures must be followed.
- All personal protective equipment must be used in any area for which it has been issued. If proper protective equipment is not available, the employee should ask the appropriate supervisor before proceeding.
- Employees may not operate, ~~adjust~~, or repair machines or equipment unless authorized to do so.
- If an employee is unsure how to perform an assigned task or operate a machine, the employee should ask the appropriate supervisor before proceeding.
- Only the proper tool(s) should be used for the job. If the proper equipment is not available, the employee should ask the appropriate supervisor before proceeding.
- Employees should use proper techniques in lifting and ask for assistance in lifting any object that is too bulky, ~~awkward~~, or heavy to be lifted safely by one person.
- Equipment should be kept clean and work areas orderly.

Prompt notification of unsafe conditions will help the City prevent future injuries or illnesses. An employee will not be subjected to retaliation for reporting safety problems or concerns. All employees are encouraged to make suggestions for improvement of workplace conditions and/or related policies.

Workers' Compensation Insurance

The City provides Workers' Compensation insurance for all of its employees. If an employee or volunteer is injured on the job, ~~he or she~~ they must report the accident immediately to ~~his or her~~ their supervisor. If the condition is potentially life-threatening, emergency services should be called first. The supervisor will place a phone call to the on-call nurse to provide details of the injury and will receive an injury assessment, treatment recommendation and referral to a treatment facility when needed. If the supervisor is not available, the employee should call the on-call nurse.

The on-call nurse service will complete the insurance reporting requirements and will provide a triage incident report to ~~the Administration Department~~ [Human Resources](#). A City of Platteville Accident Report Form must be completed by the employee, which will record all of the known details and circumstances pertaining to the injury, as well as the names of all and any witnesses to the accident. The completed form must be forwarded to ~~the Administration Department~~ [Human Resources](#) within 10 days of the accident. The supervisor will notify the City Manager of the accident and will keep the City Manager apprised on a continuing basis.

If the Workers' Compensation claim is accepted and the employee has been disabled for more than three calendar days, the City's Workers' Compensation Provider will pay wage-loss benefits to the employee. The first three days of lost time after an injury are only paid if the employee is disabled for eight or more calendar days. Compensation benefit rates are based on two-thirds of the employee's average gross weekly wage earned at the time of injury. The employee will be eligible to use accrued sick leave up to the limit of the

accumulated benefit, and then other available paid leave, if necessary, up to the limit of the accumulated benefit to supplement the Workers' Compensation payment. In no event will the total of the Workers' Compensation payment and the supplement from the accrued paid leave exceed the normal gross pay. No deductions will be taken from the Workers' Compensation payments. However, any payments made through accrued paid leave will be treated as regular pay and subject to all required payroll deductions.

Under circumstances where Workers' Compensation payments are initially denied, the employee must use ~~his or her~~their accumulated sick or vacation leave or take time off without pay if no accrued leave time is available. If the decision is reversed and the employee is later deemed eligible to receive Workers' Compensation payments, some or all of the accrued leave time may be credited, depending on how long ~~he or she~~they was/were away from work.

If the work-related injury or illness also qualifies as a serious medical condition as defined in the Family and Medical Leave Act, any lost time incurred shall also count toward leave available under the Family and Medical Leave Act Policy, as they run concurrently. Additionally, if the employee is eligible for any other leaves as provided for in this handbook, the Workers' Compensation leave and the Family and Medical Leave Act leave will also count toward the leave time available with respect to those policies, as well as run concurrently until eligibility for any of the leaves expire.

Vehicle Safety

Where a position requires the driving of a motor vehicle, the employee must have the appropriate valid driver's license and a good driving record. The City of Platteville provides insurance for City vehicles. Employees are expected to drive safely and courteously and abide by all State and City traffic regulations. Costs for traffic citations are the responsibility of the driver. Any accident involving a City vehicle must be reported to the employee's supervisor.

The use of seat belts is required for all occupants of a City-owned vehicle, City equipment where seat belts are provided, and non-City owned vehicles used for City business. Certain exceptions exist under Wisconsin Statutes 347.48 (2m) (dm) and (dr).

Non-emergency use of all cell phones while operating a City vehicle or operating any vehicle while in the service of the City is prohibited. In such occurrences, employees should pull out of traffic to a safe location when using a cell phone. In addition, texting and e-mailing while operating a City vehicle or operating any vehicle while in the service of the City is prohibited.

Criminal Charges

Employees are expected to report any arrests and/or formal charges for illegal conduct (other than minor class C traffic violations) to ~~his or her~~their Department Director within five business days of the arrest or filing of charges. At that time, the case will be reviewed to determine if the charges are substantially related to the employee's position with the City and if the charges impact the employee's ability to perform their job. The matter may also be independently investigated by the City for the City's own independent determination of whether City policy or expectations of conduct have been violated. The employee may be required to provide regular reports of the disposition of the charges or court case to assist in this determination. Failure to report criminal charges may be grounds for termination of employment.

Controlled Substance-Free Workplace

It is the policy of the City of Platteville to provide and to make a good faith effort to maintain a controlled substance-free workplace. The City's goal is to establish and maintain a healthy and efficient work force free from the effects of controlled substance and alcohol abuse. The policy is in compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and applicable State law.

The City recognizes that controlled substance abuse poses potential health, [safety](#), and security problems. The manufacture, distribution, storage, purchase, dispensation, possession, consumption, or use of any illegal drug, controlled substance, or alcohol while at the workplace or in a City vehicle is strictly prohibited. Employees shall not use illegal substances or abuse legal substances in a manner which may impair their ability to perform job duties safely and productively, or that might impair senses, coordination, or judgment. Under no circumstances may an employee perform employment-related duties, whether on or off City premises, while under the influence of alcohol or illegal substances. An employee taking a prescribed drug or medication that may adversely affect such employee's ability to perform work in a safe and productive manner must report such use to [his or her](#) supervisor so that a determination can be made on the ability of such employee to commence work.

If alcoholic beverages are served at a City sanctioned function or gathering, all employees are expected to behave responsibly. In no event shall a City employee operate a City vehicle after consuming any amount of alcohol at such a function or gathering.

Employees may be required to undergo random drug testing, depending on the position held in the organization. Typical positions subject to random testing are public safety jobs, Commercial Driver's License (CDL) holders, and other safety sensitive jobs. Employees may be required to undergo mandatory drug testing upon reasonable suspicion that the employee has been consuming drugs or alcohol or is under the influence of drugs or alcohol. Also, employees may be required to undergo mandatory testing upon application for employment, upon promotion, [demotion](#), or transfer, after a workplace accident involving City personnel or equipment (including motor vehicles), or during or following a drug/alcohol treatment or rehabilitation program.

Any employee that fails to cooperate with the testing process or who tests positive for any of the prohibited substances shall be deemed unqualified to work and immediately removed from the job when the City is notified of the positive test result or failure to cooperate with the testing process. The City will take disciplinary actions, up to and including discharge, based on noncompliance with this policy by an employee and specifically for actions as follows:

- A positive verified controlled substances test result;
- A positive alcohol test result of .02 or greater;
- A positive drug test result;
- Engaging in prohibited conduct under this policy;
- Refusal to submit to testing, which will result in discharge.

If the employee is retained following a positive test, then the employee will be placed on an unpaid leave of absence and will not be allowed to return to duty until the situation has been investigated and the requirements of a conditional reinstatement agreement (if instituted) have been satisfied, which may include the employee testing negative for prohibited substances.

Employees are required to notify the City Manager within five calendar days following conviction of a criminal drug statute.

Employees needing help in dealing with controlled substance problems are encouraged to make use of the resources available through their health insurance and the employee assistance program.

CHAPTER 5: INFORMATION AND COMMUNICATION TECHNOLOGY

This policy is intended to govern the use of City of Platteville information and communication systems, and workplace monitoring. The City encourages its employees to use information and communication technology to its fullest potential in order to provide a service of the highest quality to its customers. The guidelines and prohibitions established in this policy are meant to protect the City of Platteville information and communication systems from damage caused by unauthorized users, access by third parties, and improper use of the system.

Information systems are defined as:

- All City owned computer equipment and software, and all data entered, ~~maintained or~~ maintained or transmitted on such equipment and software.

Communication Systems are defined as:

- Telephone, voice mail, copy machines and fax devices;
- Electronic mail (email) systems;
- Voice and video recorders and players;
- Radio and paging systems;
- Bulletin boards, ~~in-boxes~~ in-boxes, and other places where documents, paper mail and messages are posted or stored.

Hardware and Software

The Department Director and IT must approve all hardware and software prior to acquisition to ensure consistency and compatibility in the City's IT network. Employees are prohibited from installing, ~~downloading~~ downloading, or acquiring hardware and software, including product demonstrations, without prior approval from IT.

Employees are required to abide by software and documentation copyright laws and licensing agreements. Any questions about the legality of the software and documentation should be directed to the Department Director. At no time should any users make copies of City-owned software and documentation. All City software licensing and documentation is managed by IT or at the department-level.

Data Management and Protection

Storage

All information developed by or introduced to a City technology system by an employee in conjunction with employment with the City is the property of the City. Electronic documents, including e-mails, electronic communication and business-related materials created on an employee's home or personal computer must be stored in the employee's Office 365 account or appropriate Office 365 Sharepoint site, and/or in Laserfiche, in accordance with City records retention policies and WI State Statutes. These documents should not be stored on an employee's home or personal devices. Employees are responsible for deleting outdated files that are no longer needed for compliance with the City Records Retention Schedule; this includes data files and e-

mail messages. The City Clerk or [his/her/their](#) designee should be contacted with questions regarding the classification of public and private data.

Privacy

Any use of the City of Platteville information or communication systems by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communication using these systems. Employees should remember that emails are public records and are subject to the open records law. This includes electronic communications including emails and other messages sent on personal internet accounts regarding official City business. The City reserves the right to review, audit, intercept and disclose all communications on these systems at any time without prior notice to employees. The City further reserves the right to review and disclose all communications related to official City business sent from personal accounts.

Protection

All users must use and maintain unique City-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential.

When setting up and/or using work, [portable/portable](#), or personal devices to access City of Platteville data or the City of Platteville network, employees agree to take all reasonable and appropriate precautions to protect and control their devices from unauthorized physical access, tampering, [loss/loss](#), or theft. Such reasonable and appropriate precautions include, but are not limited to:

- Securing the device with a password - while such password is enforced via Exchange, users agree to always protect, and not share, the password for their devices;
- Physically securing the device when not in use and never leaving the device unattended in an unsecured place such as an unlocked car, in conference rooms, on an office desktop or in public areas when traveling;
- Not storing confidential information on the device;
- Configuring the device to automatically power-off or “time out” after a period of inactivity;
- Notifying IT Support immediately if the device is stolen or lost - it is important that any data on the device be removed as soon as it is believed to be stolen or lost.

Prohibited Use

Employees are responsible for preserving the integrity of the information and communication systems, and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

- Copying unauthorized system files or copyright material such as third-party software;
- Attempting to “crash” systems or programs;
- Attempting to secure unauthorized higher-level privileges or access to remote systems;
- Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems;
- Sharing password or password information with a person not authorized;
- Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures;
- Engaging in activities that could cause unnecessary congestion or disruption of the system.

Employees must not engage in any conduct using information systems that is a violation of the City of Platteville’s policies, including but not limited to:

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- Communication with abusive or obscene language;
 - Harassment, ~~intimidation~~[intimidation](#), or threats of violence;
 - Images or words of a lewd or sexually suggestive nature, even if the recipient has consented to or requested such material;
 - Jokes, ~~comments~~[comments](#), or other material that are offensive or discriminatory;
 - Disseminating classified, confidential, sensitive, ~~proprietary~~[proprietary](#), or private information to unauthorized persons or organizations;
 - Using any systems for personal gain, solicitation, to send junk mail or “for profit” messages;
 - Political activity.

Users may receive inappropriate and unsolicited e-mail messages. Such messages should be deleted immediately and reported to the employee’s supervisor. If the activity continues, the supervisor should notify IT Support.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will occur. Personal use should be extremely limited and never preempt or interfere with the employee’s work or the use of technology for City business. Personal use of City-owned computers and equipment is subject to the prohibited uses outlined in this policy. Personal email or social media use should be undertaken from non-work accounts.

Cell Phones

The City issues City-owned cell phones for those employees whose Department Directors have found an operational need for these devices. Limited personal use (less than thirty minutes during the course of a month) of City-issued cell phones is allowed. Employees are responsible for exercising care in the transport and storage of these phones. Broken, lost or stolen phones must be reported to the employee’s supervisor and IT Support immediately.

Some employees choose to use their personal cell phones for City purposes, such as accessing City email. The City Clerk’s office will maintain a master list of cell phone numbers for emergency purposes. The personal cell phone numbers of employees will not be given directly to the public. However, it is reasonable to expect that as an employee performs City work on a personal cell phone such as returning customer calls, ~~his or her~~[their](#) personal phone number may become accessible to certain members of the public. It is also reasonable to expect that personal numbers may be shared with contractors or vendors.

APPENDIX A

Hours Worked on a Holiday – Public Safety

Police Sergeants

Police Sergeants will be compensated at the rate of eight hours off for holidays, plus half an hour of holiday time off for each hour worked on a holiday, in addition to normal straight time pay for time worked on holidays. If a holiday falls on a sergeant's regularly scheduled day off or vacation day, the sergeant will receive eight hours off in lieu of the holiday.

Sergeants may choose to be paid for the holiday hours earned. If a sergeant's compensatory time accrual is at the maximum level (sixty hours), the holiday time will be paid out.

Police Telecommunicators

Police Telecommunicators will be compensated at the rate of eight hours off for holidays (six hours for part-time telecommunicators), plus half an hour of holiday time off for each hour worked on a holiday, in addition to normal straight time pay for time worked on holidays. If a holiday falls on a telecommunicator's regularly scheduled day off or vacation day, the telecommunicator will receive eight hours off in lieu of the holiday. Telecommunicators may choose to be paid for the holiday hours earned. If a telecommunicator's compensatory time accrual is at the maximum level (sixty hours), the holiday time will be paid out.

APPENDIX B

Street Division Availability and Overtime Policy

Purpose

A fundamental responsibility of the Street Division is to maintain the transportation system and related public works infrastructure. This includes snow removal and responding to emergencies. This policy covers availability and overtime for Street Division employees.

Availability

To meet the mission of the Street Division, employees have a duty to perform work outside of scheduled working hours. Street Division employees are assumed to be available for weekend and evening response during snow/ice season, unless the supervisor has pre-approved an employee's request to be unavailable for response. Only a limited number of employees can be unavailable when the Division is expecting to respond to a weather-related event, and there may be situations when an employee's request is denied ~~to ensure~~ensuring adequate ~~staff~~employee coverage. Since the Division works as a team and snow/ice response is a critical function of the team, requests to be unavailable for response should be carefully considered and infrequent in nature due to the burden it places on other team members.

Employees are also required to respond in a timely manner to calls and other communications from the City. Employees must provide all phone numbers at which the employee may be reached when on duty and off duty, including cell phones and land lines.

Overtime

Due to the Division's important responsibilities affecting public safety and the modifications that occur to employee schedules, the City has a more generous overtime policy for non-exempt (hourly) Street Division employees than required by law. Non-exempt employees are eligible for overtime (time and one-half) for hours worked in excess of 40 hours worked in a work week as required under the FLSA. In addition, the City provides overtime in certain circumstances even though the 40-hours worked threshold has not been exceeded. This overtime is not legally required and is at the discretion of and is subject to change by the City. Overtime may be taken in the form of pay or compensatory time, as outlined in the employee handbook.

The overtime-eligible situations under City policy are outlined below:

- Extended/Modified Shifts with Twelve Hours' Notice: An employee who is given twelve hours or more notice of a shift change and works an extended or modified shift differing from the employee's scheduled shift will be eligible for overtime for those hours worked prior to 5am or after 6pm on that ~~work day~~workday.
- Extended/Modified Shifts without Twelve Hours' Notice: An employee who is given less than twelve ~~hours notice~~hours' notice of a shift change and works an extended or modified shift differing from the employee's scheduled shift will be eligible for overtime for those hours worked prior to 7am or after 6pm on that ~~work day~~workday.
- Reporting for Duty During Off Hours: An employee called in to work outside of the employee's scheduled or extended/modified working hours, as determined by the employee's supervisor or Department Director, will generally receive two hours of pay at the overtime rate as a minimum for work performed by the employee as a result of the call-in if the employee reports for duty. The two-hour minimum pay constitutes pay for up to two hours of work. Employees are required to perform any call-in responsibilities in the most effective and efficient manner possible.—.

By providing overtime pay not required by law, the City does not intend for the pyramiding of overtime to occur, meaning overtime is not earned on top of overtime. The FLSA permits the City to credit these amounts or not count these amounts when calculating overtime required by the FLSA. As such, the non-FLSA overtime will be used to offset FLSA overtime liability to the extent permitted by law, including 207 U.S.C. § 207(e) and (h).

The failure to prepare accurate time records, the failure to perform work responsibilities in an efficient and resourceful manner, and the failure to receive or respond to calls or provide requested contact information will be treated as a performance issue and may result in discipline up to and including discharge.

Employees should direct any questions regarding this policy or any questions about earnings under this policy to the Street Superintendent or Department Director.

Overtime Examples:

Example A: Employee is given at least twelve hours’ notice of a modified shift from 5am to 1pm to salt/plow.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	8	5am to 1pm
Overtime Eligible Hours	0	No policy-based overtime or FLSA overtime is earned

Example B: Employee is given at least twelve hours’ notice to work a modified shift from 3am to 11am to salt/plow.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	6	5am to 11am
Overtime Eligible Hours	2 at overtime	3am to 5am. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time.

Example C: Employee is given less than twelve hours' notice to work from 3am to 11am to salt/plow snow and to work their ~~eight hour~~eight-hour shift.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	4	7am to 11am
Overtime Eligible Hours	4 at overtime	3am to 7am. Four non-FLSA required overtime hours have been earned resulting in the equivalent of six hours pay or comp time.

Example D: Employee is called in off hours to work at 5pm on a Tuesday after the employee completed the ~~work day~~workday and left for the day. The employee works from 5:30pm until 6:30pm.

Total Hours Worked	1	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	0	
Overtime Eligible Hours	2 at overtime	5:30pm to 6:30pm. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time (as a result of the two hour <u>two-hour</u> minimum).

Example E: Employee is called in off hours to work from 6am to noon on a Sunday which was not a scheduled ~~work day~~workday for that employee.

Total Hours Worked	6	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	0	
Overtime Eligible Hours	6 at overtime	6am to 12:00pm. Six non-FLSA required overtime hours have been earned resulting in the equivalent of nine hours pay or comp time.

Example F: Employee works an extended shift from 7am to 8pm on a Wednesday to salt/plow snow after working their typical ~~eight-hour~~eight-hour day from 7am to 3pm.

Total Hours Worked	13	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours	11	7am to 6pm
Overtime Eligible Hours	2 at overtime	6pm to 8pm. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time.

APPENDIX C

Family and Medical Leave Act

The City's Family and Medical Leave Act Policy is intended to conform to, and not exceed, the requirements of the federal and, if applicable, the state Family and Medical Leave Act ("FMLA"); however, this policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the City's personnel policies. This policy does not specifically repeat every provision of FMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law can be found with other employment related postings. Family and medical leave taken under this policy may be covered by federal law, by state law, or both.

When leave taken by employees under this policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, employees should note that certain leave may be covered by both state and federal law for only a portion of the leave. Employees may be required to provide advance notice and certain information as set forth below to be eligible for family or medical leave under this policy. Employees may also be required to submit leave requests in writing when circumstances and applicable law permit. Employees' use of other leave provided by the City for the reasons covered by law, when appropriate, will be treated as use of family and/or medical leave whenever applicable laws allow.

Eligibility Requirements

To be eligible for leave under federal law, an employee must have been employed by the City for at least twelve months and have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave.

To be eligible for leave under state law, an employee must have been employed for more than fifty-two consecutive weeks and have been paid for at least 1,000 hours. The kind and amount of leave available to an employee under this policy, as well as an employee's rights during leave, depends on whether the employee meets one or both of these requirements. Exceptions to these requirements will be made only by separate written policy of the City.

Types of Leave Available

It is City policy to treat use of family or medical leave under this policy as simultaneous use of state and federal leave entitlements whenever appropriate and permitted by law.

The City provides family and medical leave for eligible employees under the following circumstances.

- Birth of the eligible employee's child and to care for a newborn child;
- Placement with the eligible employee of a child for adoption and, under federal law, foster care;
- Care administered to an eligible employee's spouse, son, daughter, parent, parent-in-law~~law~~, and domestic partner (§103.10(1)(ar), Wis. Stat.), with a serious health condition;
- Inability of the eligible employee to perform the functions of ~~his/her~~their job because of a serious health condition;
- Care for a service member – up to twenty-six workweeks (Form WH-385) (29 CFR 825.127(c));
- Leave because of a qualifying exigency (Form WH-384) (29 CFR 825.126);

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- When receiving continuing treatment (29 CRF 825.115): Employee is treated two or more times within thirty days (of the first day of incapacity) and employee is treated on at least one occasion within seven days (of the onset of the condition) and requires continuing treatment;
 - Leave for bone marrow and organ donation. The Wisconsin Bone Marrow and Organ Donation Leave Act provides qualifying employees with the right to take up to six weeks in a ~~twelve-month~~twelve-month period of job-protected leave, with continued medical benefits, when they need time off from work for the purpose of serving as a bone marrow or organ donor. To qualify for Bone Marrow and Organ Donation Leave an employee must have worked for the City of Platteville for more than fifty-two consecutive weeks and have worked at least 1,000 hours during the preceding ~~fifty-two-week~~fifty-two-week period. If an employee intends to take leave for the purpose of serving as a bone marrow or organ donor, the employee must do the following:
 - Make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the health care provider of the bone marrow or organ donor.
 - Give the City advance notice of the bone marrow or organ donation.
 - Submit a request for Family Medical Leave.

Amount of Leave Available

Under **federal** law, an eligible employee is entitled to a total of twelve weeks of leave during a ~~twelve-month~~twelve-month period. The ~~twelve-month~~twelve-month period utilized by the City in applying this policy is defined as the twelve-month period immediately preceding the commencement of the requested leave.

Under **state** law, an eligible employee is generally entitled to:

- In a calendar year, six weeks of family leave for:
 - The birth of the employee's natural child if the leave begins within sixteen weeks of the child's birth;
 - The placement of a child with the employee for adoption or as a precondition to adoption under §48.90(2), Wis. Stat., but not both, if the leave begins within sixteen weeks of the child's placement.
- In a calendar year, two weeks of family leave to care for the employee's child, spouse, domestic partner, or parent, if the child, spouse, domestic partner, or parent has a serious health condition;
- In a calendar year, two weeks of leave to care for the employee's own serious health condition;
- In a calendar year no employee may take more than ten weeks of family leave for any combination of reasons.

Manner in Which Leave Can Be Taken

Leave available under this policy may be taken in full, but may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time) under certain circumstances.

Compensation During Leave

Generally, leave taken under this policy is unpaid, with the following exceptions:

- For leave governed exclusively by federal law, the City does not provide paid leave for leave taken under this policy in any situation where the City would not normally provide such paid leave. Further, in such cases, the City reserves the right to require an employee to substitute or use accrued paid leave for leave taken under this policy whenever permitted by law. However, for leave exclusively governed by federal law, employees may use the following leaves provided by the employer, if available:
 - Vacation or floating holiday, if available, for any family or medical leave;

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- Accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.
 - For leave governed by state law, employees may substitute any accrued paid leave or take unpaid leave for leave taken under this policy. This includes paid vacation, sick leave, or floating holiday provided by separate policy of the City, if available. Generally, though not always, this will include leave time that employees earn and accumulate through the course of their employment with the City but does not include leave which is not progressively earned and banked through continuing service to the City. For those portions of FMLA leave covered by state law, employees may substitute accrued paid leave for unpaid leave e.g., substituting accrued sick leave for the care of a newborn.

Continuation and Accrual of Benefits

Employees will remain eligible for health insurance benefits under the City's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave.

During leave taken under this policy, the City will pay any portion of the premiums for coverage that it was responsible for paying immediately prior to the leave. The employee must continue to pay [his/her/their](#) share of health coverage as provided in the City health plan. If paid leave is not substituted for unpaid leave, the employee must pay [his/her/their](#) share of premiums to the [Administration Department Accounting Specialist- AP/AR](#) by the same time payment would have been made for such premiums through payroll deduction. If paid leave is substituted for unpaid leave, the employee's share of the premiums will be paid by the same method used during paid leaves of absence, i.e., by payroll deduction. Employees should check with the [Administration Department Human Resources](#) concerning arrangements for making employee payments for health insurance during leaves.

The City reserves the right to require employees to place up to eight weeks of premiums in escrow prior to leave, pursuant to state law, or to discontinue coverage if premiums are received from employees more than thirty days late, pursuant to federal law, to the extent permitted by law.

Employees will not accrue any employment benefit during leave taken under this policy, except that such benefits will accrue if employees elect to use other leaves provided by the City and if such benefits would normally accrue during that leave. For employees hired before 9/1/2017, vacation banks will be adjusted for vacation which did not accrue due to the leave.

Required Advance Notice

Employees must provide the City with notice in a reasonable and practicable manner before leave taken under this policy is to begin if the need for leave is foreseeable, e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. When requesting partial or intermittent leave in connection with [child birth/childbirth](#) or adoption, the employee must provide at least as much notice as the City requires for making other non-emergency or non-medical leave, as well as a definite schedule for the leave. When advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable. Employees are encouraged to provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave.

When planning medical treatment, the employee should consult with the City and make a reasonable effort to schedule the leave so as not to disrupt unduly the City's operations, subject to the approval of the employee's

health care provider. Employees are ordinarily expected to consult with the City in order to work out a treatment schedule which best suits the needs of both the City and the employee.

When an employee is absent for three consecutive days or more, [the Administration Department Human Resources](#) must be notified so that the employee can be placed on Family Medical Leave.

Medical Information Required

The City requires that an employee's request for leave to care for the employee's seriously ill spouse, domestic partner, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's positions, be supported by certification issued by the health care provider of the employee or the employee's ill family member. The City reserves the right to require certification consistent with the Department of Labor form related to certification of leave and definition of a serious health condition (Certification of Physician Form). That form is available from [the Administration Department Human Resources](#).

An employee's failure to make a timely and responsive certification may result in denial of the leave requested until such certification is provided. Further, failure to provide such certification may be the basis for denial of continued leave or qualification of the leave as FMLA leave. The City will be entitled to receive re-certification to the extent permitted by law. An employee on family or medical leave will report, orally or in writing, to [the Administration Department Human Resources](#) every thirty days concerning [his/her/their](#) status and intention to return to work.

Light Duty

Time spent performing light duty is not FMLA leave.

Employer Notice Requirements

General Notice. Must be accessible to applicants and employees, and distribution to employee must be via handbook or each new hire (can be electronic).

Eligibility and Rights and Responsibilities Notice. Must be given within five business days of an employee request for leave for an FMLA qualifying reason. The appropriate certification form should be sent with the notice.

Designation Notice. The designation must indicate that the leave is FMLA qualifying or does not qualify and specify the reasons for not qualifying and must also specify the amount of leave that will be FMLA and must state whether a fitness for duty certification will be required.

Medical Certification Forms. Leave can be denied if certification is not submitted within fifteen days (39 CFR 825.305). If it is incomplete, the employee has seven days to cure the deficiencies (39 CFR 825.305(c)).

Certification of the Need for Leave

The City may contact the employee's health care provider for verification or clarification purposes, ~~using a health care professional, Administration or Department Director, but not the employee's direct supervisor.~~ [The City Manager and/or Human Resources are authorized to make such contact.](#) Permission is not required by the employee to contact the provider for verification purposes. Employee permission must be obtained for clarification of individually identifiable health information.

Leave may be denied to an employee who refuses to release information for a second or third opinion. The City has five days to provide the employee with a copy of the second/third opinion. If the City requires the employee to obtain either a second or third opinion the City must reimburse the employee or family member for any reasonable "out of pocket" travel expenses incurred to obtain the second and third medical opinions.

The City may not require the employee or family member to travel outside normal commuting distance for purposes of obtaining the second or third medical opinions except in very unusual circumstances.

Recertification may be requested every six months. The City may seek recertification at any time: if an extension of leave is requested, circumstances described in the last certification have changed, and if information is obtained that casts doubt on the employee's stated reason for an absence or the continuing validity of the last certification. Employers may request the same information on recertification as is permitted during the initial certification.

Fitness for Duty Certification

Employees must be notified by the City in the designation notice whether a fitness-for-duty certification will be required in order to return to work and whether it must address the ability to perform the essential job functions. The certification does not have to be provided after each intermittent leave absence, but it may be requested every thirty days (if intermittent leave was used during that period) and reasonable safety concerns exist regarding the employee's ability to perform [his/her/their](#) duties.

The City may contact the employee's health care provider for purposes of clarifying and authenticating the fitness-for-duty certification. Clarification may be requested only for the serious health condition for which FMLA leave was taken. The City may delay restoration to employment until the employee submits a required fitness-for-duty certification unless the City has failed to provide the required notice. So long as the City provided the required notice, an employee who does not provide a fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under FMLA.

Definitions Used in the FMLA Policy

Absence plus treatment means a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

Authorized to practice in the State means that the provider must be authorized to diagnose and treat physical or mental health conditions under applicable state law.

Chronic conditions requiring treatments means chronic condition which:

- Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Continuing treatment means continuing treatment by a health care provider that involves any of the following:

- A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times, within thirty days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care

provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

- Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider;
 - * The requirement in paragraphs one and two is an in-person visit to a health care provider. The first in-person treatment visit must take place within seven days of the first day of incapacity.
- Pregnancy or prenatal care;
- Chronic conditions;
- Permanent or long-term conditions;
- Conditions requiring multiple treatments.

Extenuating circumstances means circumstances beyond the employee's control that prevent the follow-up visit from occurring as planned by the health care provider.

Health care provider means a ~~doctor of medicine~~[Doctor of Medicine](#) or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; any other person determined by the Secretary of the US Department of Labor to be capable of providing health care services.

Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Multiple treatments (non-chronic conditions) means any period of absence to receive multiple treatments (including any period of recovery wherefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Others “capable of providing health care services” include only:

- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law;
- Nurse practitioners, nurse midwives, clinical social workers and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law;
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable State or local law or collective bargaining agreement;
- Any health care provider from whom an employer or the employer’s group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and

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- Any health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of ~~his or her~~[their](#) practice as defined under such law.

Permanent/long-term conditions requiring supervision means a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease).

Pregnancy means any period of incapacity due to pregnancy, or for prenatal care.

Qualifying exigency means leave due to a qualifying exigency may be taken on an intermittent or reduced leave schedule basis.

Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care (defined as an overnight stay in a hospital, ~~hospice~~[hospice](#), or residential medical care facility; any overnight admission to such facilities is an automatic trigger for FMLA eligibility) or continuing treatment by a health care provider.

Regimen of Continuing Treatment includes, for example, a course of prescription medication (~~e.g.e.g.~~[e.g.](#), antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

APPENDIX D

Harassment Prevention and Respectful Behavior Policy

The City is committed to providing a work environment that is free from harassment, violence, [discrimination](#), or other offensive behavior. Maintaining a respectful workplace is a responsibility shared by all employees.

Inappropriate behavior can be categorized as:

Discrimination: Unlawful conduct, employment decisions or inappropriate remarks that are made based on a person's protected status including race, color, creed, religion, sex (including pregnancy), national origin, ancestry, marital status, sexual orientation (including by definition, gender identity and transgender status), disability, age, genetic information or history, participation in the military reserve and veteran status, arrest and conviction record, declining to attend a meeting about religious or political matters, declining to participate in any communication about religious or political matters, use of lawful products off the employer's premises during nonworking hours, or any other category protected by law.

Harassment: Verbal or physical conduct that is threatening or hostile toward an individual because of a person's protected status.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct by an employee is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances, [flirtations](#), or propositions;
- Subtle pressure or requests for sexual favors;
- Sexually explicit or offensive jokes or innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual [prowess](#), or sexual deficiencies;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, [cartoons](#), or posters, suggestive or obscene letters, [notes](#), or invitations;
- The use of the internet, cell phones or e-mail system to transmit, communicate or receive sexually suggestive, [pornographic](#), or sexually explicit pictures, [messages](#), or material.

It is important to understand that stories, cartoons, gifts, [nicknames](#), and comments of a sexual nature may be offensive to others and will not be tolerated.

Harassment can happen regardless of the individuals' gender, including gender identity or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles

hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the victim.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, “I was joking” or “I didn’t mean it that way” are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

Retaliation: Harassment, discrimination, or a tangible employment action against any person who complains, ~~reports~~reports, or participates in an investigation of discrimination, ~~harassment~~harassment, or other misconduct.

Offensive Behavior: Unwelcome work-related actions such as angry outbursts, inappropriate joking, name-calling, bullying or using disrespectful language.

Officeholder: Individuals elected to serve in public office as council members and those persons appointed to serve on a commission or committee.

Violent Behavior: The use of authority, physical force, threats of force or intimidation to cause fear or harm.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

Responsibilities of All Employees and Officeholders

Each employee and officeholder ~~is~~is responsible for assisting in the prevention of unlawful harassment, ~~discrimination~~discrimination, and retaliation by ~~the following acts:~~

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy;
- Encouraging any person who confides that ~~he or she~~they ~~is~~is being harassed, ~~retaliated~~retaliated, or discriminated against to report these acts; and
- reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, ~~retaliation~~retaliation, and other prohibited conduct;
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, ~~discrimination~~discrimination, and retaliation;

-
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within ~~his or her~~their line of supervision; and
 - Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to carry out these responsibilities may be grounds for discipline.

Procedures

Any employee or officeholder experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that ~~his or her~~their actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee or officeholder should document all incidents in order to provide the fullest basis for investigation if needed.

Any employee who believes that ~~he or she~~they ~~is~~are being harassed, discriminated or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination or retaliation, and so that appropriate investigative and corrective actions may be initiated:

- City Manager;
- Common Council President, Chief of Police, or City Attorney, if such conduct is engaged in by the City Manager;
- Common Council President or City Attorney, if such conduct is engaged in by a Council member/officeholder.

A supervisor who receives this information from a subordinate must report the information to the appropriate individual designated above.

An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against another officeholder should report the incident to the Common Council President or City Attorney. An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against a City employee or third party should report the incident to the City Manager or City Attorney.

The City will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The City may initiate its investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.

Through adoption of this Policy, the Common Council has authorized the Common Council President in conjunction with the City Manager, or the City Manager with the approval of the Common Council President, to initiate an investigation and designate an investigator for any matter involving allegations against Common

Council members or any other appointed officeholder who is not also an employee. If the allegations are against the Common Council President, the Common Council reserves its right to address such allegations in the manner it deems necessary. If the allegations are against the City Manager, then the Common Council may initiate an investigation and designate an investigator with regard to such allegations. The City Manager may initiate an investigation and designate an investigator in other circumstances.

If an investigation is conducted, then the investigator will meet with the victim and other persons having information and document the facts surrounding the incident complained of, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other factual information. The investigator will immediately notify the City Manager or Common Council President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, ~~rape~~rape, or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

The City will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment. Disciplinary action may include, but is not limited to warning, reassignment, suspension, ~~termination~~termination, or removal. If the City does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the City's policy and appropriate remedial action will be taken.

Further, the City will correct any adverse employment action an employee experienced due to conduct prohibited by this policy. In all cases, the City will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above. If the complainant is an officeholder, or the allegations are against an officeholder, the officeholder may file an appeal with the Common Council President if they disagree with the investigation or disposition.

The complainant or employees accused of harassment may file an appeal with the City Manager if they disagree with the investigation or disposition. If the allegations are against the City Manager, the complainant or City Manager may file an appeal with the Common Council President if they disagree with the investigation or disposition.

Retaliation

Retaliation against any employee for filing a harassment, ~~discrimination~~discrimination, or retaliation complaint, or for assisting, ~~testifying~~testifying, or participating in the investigation of such a complaint, is prohibited by the City and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Employees who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate as a result of the City's findings on the initial complaint. Because of the City's commitment to

prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and will likely result in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading ~~behavior~~behavior, or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

Training

The City will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has any questions or concerns about this policy should talk with ~~his or her~~their supervisor or the City Manager.

Outside Agencies

Employees also have the ability to promptly report any violations of law, including assault, rape, ~~battery~~battery, or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, ~~discrimination~~discrimination, or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111.

APPENDIX E

FLSA Salary-Exempt Safe Harbor Policy

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce the City's "good faith" commitment to comply with the regulations and commitment to reimburse employees for any improper deductions;
- Clearly state and inform employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform employees of a complaint mechanism if the employee believes that pay has been improperly deducted.

Good Faith Commitment

The City is committed to complying with the pay practices governed by the Fair Labor Standards Act. Questions about this policy or the regulations defining this policy should be directed to [the Administration Department/Human Resources](#). The City will work with employees to help them understand the regulations and their impact on employees.

Permissible Salary Deductions

Being an exempt employee means not being entitled to receive overtime pay regardless of how many hours are worked each week. Exempt status also means being guaranteed a salary of a "predetermined amount" which amount cannot be reduced because of variations in the quality or quantity of work that is performed.

There are certain instances when the City is allowed to deduct wages from an exempt employee's salary.

These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year;
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long-Term Disability, and the employee has no vacation or personal time off remaining for the year;
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment;
- To offset any amounts received as payment for jury fees, witness fees, or military pay;
- Penalties imposed in good faith for violating safety rules of "major significance";
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or other violations as stated in this Handbook;
- Unpaid leave taken under the Family and Medical Leave Act, including partial day deductions when intermittent leave is used;
- Pursuant to principles of public accountability, under which the employee accrues paid time off and which require the employee pay to be reduced, or such employee to be placed on leave without pay, for absences for personal reasons, ~~illness~~ [illness](#), or injury of less than one ~~work-day~~ [workday](#) when accrued leave is not used by an employee because:
 - permission for its use has not been sought or has been sought and denied;

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- accrued leave has been exhausted; or
 - the employee chooses to use leave without pay;
 - Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough;
 - As otherwise permitted by law.

Actual Practice of Improper Deductions

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an "actual practice" of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made;
- For employees in the same job classifications working for the same managers responsible for the actual improper deductions.

Factors that may suggest an actual practice of improper salary deductions include:

- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Filing a Complaint

Improper deductions are a serious violation of this Policy. An exempt employee who feels improper deductions have been made from their paycheck should contact ~~the Administration Department~~ [Human Resources](#) immediately. Once notified, the City will work with the employee to resolve the issue and reimburse them if an improper deduction had in fact been made.

Employees who feel the resolution offered by the City is unsatisfactory or unlawful, may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Handbook, as well as policies, ~~rules~~rules, and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be in writing, intended to be a contract, and authorized and approved by the Common Council at a ~~duly-noticed~~duly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the City at any time, with or without notice to the extent permitted by law.

I understand that, unless I am otherwise subject to an individual employment contract, collective bargaining agreement or statutory provision providing a specific process for discipline or removal, I am an at-will employee and my employment can be terminated at the option of either the City or me, at any time for no reason or any lawful reason.

Supervisor's Signature

Date

Employee's Signature

Date

After you have read and signed this page, please detach the page from the Handbook and return to ~~the City~~ Manager office Human Resources for placement in your personnel file.

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

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.D	TITLE: CDBG-CV Grant – Second Required Public Hearing	DATE: February 28, 2023 VOTE REQUIRED: None
PREPARED BY: Joe Carroll, Community Development Director		

Description:

The City received a Community Development Block Grant for Coronavirus (CDBG-CV) funding to assist with the inclusive playground, parking, and trail extension project. A standard requirement of the CDBG grant program is for the City to undertake efforts to provide information to the public and allow for public comments regarding the project.

The City is required to hold two Citizen Participation Public Hearings to obtain input from and provide information to the public on the CDBG project. The first public hearing was held prior to the application being submitted for the CDBG funds. At least one other public hearing must be held during the project's performance period and is scheduled to be held at the March 14th meeting. During the second public hearing, the City must provide an update on the status and progress of the CDBG project and allow for public input and feedback. The required agenda topics for the public hearing are listed below:

1. Update on the status of the Community Development Block Grant (CDBG) project, including an overview of project activities completed to date and activities remaining to be completed.
2. Update on the status of any residential and/or business displacement and relocation assistance activities as a result of the CDBG project, if applicable.
3. Review housing needs in the community.
4. Public input and feedback from community residents on the CDBG project activities.

Budget/Fiscal Impact:

No impact.

Recommendation:

None

Sample Affirmative Motion:

No action required. The Council is only required to hold the public hearing and allow for comments and input.

Attachments: None