



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

Parks and Recreation Committee Agenda
April 20, 2021
Reedsburg City Hall, 134 S Locust Street
5:15 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON MARCH 16, 2021:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Consideration of Game Day weekends for 2021
- B. Consideration of Game Day concession assignments
- C. Update on department projects and programs
- D. Annual Review Code of Ethics

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg, WI 53959
March 16, 2021

The Parks and Recreation Committee convened in regular session on Tuesday, March 16, 2021, at 5:15 p.m. at Reedsburg City Hall – Council Chambers with the following members present:

Present: Phil Peterson
Calvin Craker
Jake Stanek
Tom Seamonson
Aaron Bauer

Also Present: Jay Salinas

Minutes: Moved by Craker, seconded by Bauer to approve February 16, 2021 minutes.

1. **Consideration of land donation for the purpose of a nature conservancy.** Item taken off agenda.
2. **Consideration of temporary artwork installation at the Disc Golf Course for the summer of 2021.**

Moved by Craker, seconded by Stanek to approve temporary artwork installation on Disc Golf Course.

Motion Carried 5-0

3. **Consideration of Splash Pad scope of project.**

No Action Taken

Motion by Seamonson, seconded by Craker to adjourn at 5:45pm.

Motion Carried 5-0

Submitted by Matt Scott

APPLICATION FORM

GAME DAY CONCESSIONS

Submit application to: Reedsburg Parks & Recreation
134 S. Locust St.
PO Box 490
Reedsburg, WI 53959
(608) 524-2600 FAX (608) 524-8458 mscott@ci.reedsburg.wi.us

Please allow a minimum of 30 days for processing of application. All applications must be submitted to City Hall by April 15, 2021. Groups who have been chosen will be contacted by email.

Name of applicant: Josiah Schultz
Organization: St. Peter's Lutheran Church
Phone No. (989) 450-4385 Fax No. (608) 524-8821
Street Address: 345 N. Pine St. Mailing Address: 345 N. Pine St.
City, State, Zip Reedsburg, WI 53959
Email Address: josiaschultz@st.petersls.com

Please place a number next to the weekend desired (place a 1 for your first choice, 2 for 2nd, 3 for 3rd choice.)

___ June 11-13 ___ June 18-20 1 July 9-11
2 July 16-18

Please list the number of staff that will be available to work your concession weekend. 4-6

How does your organization benefit the Reedsburg area? We support the community
in a variety of ways, from providing
a good, faith-based education to helping
those in need of financial support through
our leadership fund. We also help the youth
get involved in community service.

Please indicate how much of your net profit you are willing to give back to the City. (10% minimum)
NOTE: Fees owed to the city need to be paid within 2 weeks of the last day of the tournament.

10%

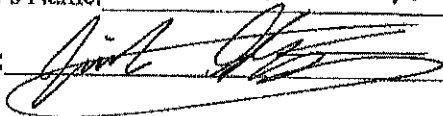
The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination, because of race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, does hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the CITY OF REEDSBURG, a Wisconsin Municipal corporation located in the County of Sauk, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of their own and those of or by the CITY OF REEDSBURG, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

I declare that I have read and understand the above application and that all information provided is true. I also agree to have the concession stand properly staffed and to be open hours that are agreed upon by the City of Reedsburg Parks and Recreation Department. In addition, any group who voids their contract to work their assigned weekend, will be assessed a \$100 cancellation fee by the City.

Applicant's Name:

Josiah Schultz

Signature:



Date:

4/13/21

Date received by the Park & Recreation Director: _____

APPLICATION FORM

GAME DAY CONCESSIONS

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134 S. Locust St.
PO Box 490
Reedsburg, WI 53959
(608) 524-2600 FAX (608)524-8458 mscott@ci.reedsburg.wi.us

Please allow a minimum of **30 days** for processing of application. All applications must be submitted to City Hall by **April 15, 2021**. Groups who have been chosen will be contacted by **email**.

Name of applicant: Tara Olson

Organization: Raging Rapids Swim Team

Phone No. 608-415-8306 Fax No. _____

Street Address: 46 Meme Lane Mailing Address: _____

City, State, Zip: Reedsburg, WI, 53959

Email Address: taolson@rsd.k12.wi.us

Please place a number next to the weekend desired (place a 1 for your first choice, 2 for 2nd, 3 for 3rd choice.)

__3__ June 11-13

__4__ June 18-20

__1__ July 9-11

__2__ July 16- 18

Please list the number of staff that will be available to work your concession weekend. : We have about 20
- 25 families usually involved

How does your organization benefit the Reedsburg area?

The swim team provides an opportunity for Reedsburg area children to participate in an activity promoting an active lifestyle, work ethic, and collaboration. The swim team is a positive and inclusive program which helps children grow leadership and cooperative skills while being able to compete against area athletes.

Please indicate how much of your net profit you are willing to give back to the City. (10% minimum)
NOTE: Fees owed to the city need to be paid within 2 weeks of the last day of the tournament.

10%

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Applicant's Name: Tara Olson

Signature: _____ Tara Olson _____ Date: 3/30/21

Date received by the Park & Recreation Director: _____

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GAME DAY CONCESSIONS

Submit application to: Reedsburg Parks & Recreation
134 S. Locust St.
PO Box 490
Reedsburg, WI 53959
(608) 524-2600 FAX (608)524-8458 mscott@ci.reedsburg.wi.us

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Name of applicant: Paul Quigley

Organization: Reedsburg Knights of Columbus

Phone No. 608-393-1623 Fax No. _____

Street Address: E 7547 Hwy 23/33 Mailing Address: _____

City, State, Zip Reedsburg, WI 53959

Email Address: pwqkoc@gmail.com

Please place a number next to the weekend desired (place a 1 for your first choice, 2 for 2nd, 3 for 3rd choice.)

11 June 11-13 3 June 18-20 2 July 9-11
1 July 16-18

Please list the number of staff that will be available to work your concession weekend. 20

How does your organization benefit the Reedsburg area? We do several Local donations
Numerous community donations made throughout the year.
More information available upon request

Please indicate how much of your net profit you are willing to give back to the City. (10% minimum)
NOTE: Fees owed to the city need to be paid within 2 weeks of the last day of the tournament.

10%

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Applicant's Name: Paul Quigley

Signature: Paul Quigley Date: 3/26/2021

Date received by the Park & Recreation Director: 3-26-21

APPLICATION FORM

GAME DAY CONCESSIONS

Submit application to: Reedsburg Parks & Recreation
134 S. Locust St.
PO Box 490
Reedsburg, WI 53959
(608) 524-2600 FAX (608) 524-8458 mscott@ci.reedsburg.wi.us

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Name of applicant: Dennis Andreassen
Organization: Kiwanis Club of Reedsburg
Phone No. 768-7543 Fax No. _____
Street Address: 2381 Ernstmeier Rd Mailing Address: _____
City, State, Zip Reedsburg, WI 53959
Email Address: d6andreassen@rocks.net

Please place a number next to the weekend desired (place a 1 for your first choice, 2 for 2nd, 3 for 3rd choice.)

3 June 11-13

4 June 18-20

2 July 9-11

1 July 16-18

Please list the number of staff that will be available to work your concession weekend. 10-15

How does your organization benefit the Reedsburg area? Supports Boys and Girls Club,
Sponsors Little League Team, provides T-Pads to autistic children,
Provides H.S. scholarships, distributes freebooks, will support splash
pad, support weight room at H.S. and other programs to support
children

Please indicate how much of your net profit you are willing to give back to the City. (10% minimum)
NOTE: Fees owed to the city need to be paid within 2 weeks of the last day of the tournament.

We will return at least 12% of our net profits

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination, because of race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, does hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the CITY OF REEDSBURG, a Wisconsin Municipal corporation located in the County of Sauk, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of their own and those of or by the CITY OF REEDSBURG, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

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Applicant's Name: Pennis C. Andreassen
Signature: Penn C. Andreassen Date: 3/29/2021

Date received by the Park & Recreation Director: _____

WEBB PARK SPLASH PAD

CITY OF REEDSBURG
SAUK COUNTY, WI

OWNER

CITY OF REEDSBURG
134 SOUTH LOCUST STREET
PO BOX 490
REEDSBURG, WI 53959
CONTACT: MATT SCOTT, MSCOTT@CI.REEDSBURG.WI.US

CIVIL | LANDSCAPE ARCHITECT:

MSA PROFESSIONAL SERVICES, INC.
1230 SOUTH BOULEVARD
BARABOO, WI 53913
(608) 356-2771



LOCATION MAP

NOT TO SCALE

SHEET INDEX

G - GENERAL SHEETS

G-001 TITLE SHEET
G-101 EXISTING SITE AND REMOVALS PLAN
G-102 EROSION CONTROL PLAN
G-501-502 EROSION CONTROL DETAILS

C - PLAN SHEETS

C-101 SITE PLAN
C-102 PROPOSED LAYOUT PLAN
C-103 SPLASH PAD CONCRETE LAYOUT PLAN
C-104 SITE FEATURES LAYOUT PLAN
C-105 GRADING PLAN
C-106 UTILITY PLAN
C-501-503 STANDARD DETAILS
C-504 SPLASH PAD DETAILS
C-505-506 UTILITY DETAILS

LEGEND

	EXISTING WATER MAIN
	EXISTING WATER MAIN, VALVE & HYDRANT
	EXISTING WATER SERVICE & CURB STOP
	PROPOSED WATER MAIN, VALVE & HYDRANT
	PROPOSED WATER SERVICE & CURB STOP
	EXISTING SANITARY SEWER & MANHOLE
	PROPOSED SANITARY SEWER & MANHOLE
	EXISTING FORCEMAIN
	EXISTING STORM SEWER & INLET
	PROPOSED STORM SEWER & INLET
	PROPOSED STORM SEWER & MANHOLE
	BURIED ELECTRIC
	BURIED GAS & VALVE
	BURIED CABLE TELEVISION
	BURIED TELEPHONE
	BURIED FIBER OPTICS
	OVERHEAD UTILITY
	RAILROAD TRACKS
	EXISTING CURB & GUTTER
	PROPOSED CURB & GUTTER
	EXISTING SIDEWALK
	PROPOSED SIDEWALK
	EXISTING CULVERT PIPE
	PROPOSED CULVERT PIPE
	FENCE LINE
	DRAINAGE ARROW
	SILT FENCE
	RIGHT-OF-WAY
	BASELINE
	PROPERTY LINE
	TREE LINE
	BENCHMARK
	IRON PIPE
	IRON ROD
	CONTROL POINT
	UTILITY POLE & GUY
	SOIL BORING
	LIGHT POLE
	PEDESTAL
	MAILING
	FLAGPOLE
	TREE - DECIDUOUS
	TREE - CONIFEROUS
	TREE TO BE REMOVED

UTILITIES

GAS	ALLIANT ENERGY 650 COMMERCE AVENUE BARABOO, WI 53913 608-764-6507 (OFFICE) 608-576-8859 (CELL) CONTACT: CHRIS HAMM
ELECTRIC / FIBER / CATV / TELEPHONE	REEDSBURG UTILITY COMMISSION 251 UTILITY COURT REEDSBURG, WI 53959 608-534-4181 608-434-7897 (CELL) CONTACT: BRETT SCHUPPHER
SEWER	REEDSBURG PUBLIC WORKS 134 S. LOCUST STREET REEDSBURG, WI 53959 608-534-4664 608-415-0145 (CELL) CONTACT: STEVE DIBELL
WATER	REEDSBURG WATER UTILITY 251 UTILITY COURT REEDSBURG, WI 53959 608-534-4331 608-963-6290 (CELL) CONTACT: JOHN CRAMER
CATV	CHARTER COMMUNICATIONS 2701 DANIEL'S STREET MADISON, WI 53718 608-259-3202 jdm.janawachartem.com GLENN JANUSZ, CONSTRUCTION COORDINATOR



Dial 811 or (800) 242-8511
www.DiggersHotline.com

NOTE:
UTILITY LOCATIONS SHOWN ON PLANS ARE APPROXIMATE AND CONTRACTOR
SHALL HAVE APPROPRIATE UTILITY MARK EXACT LOCATIONS PRIOR TO
CONSTRUCTION.

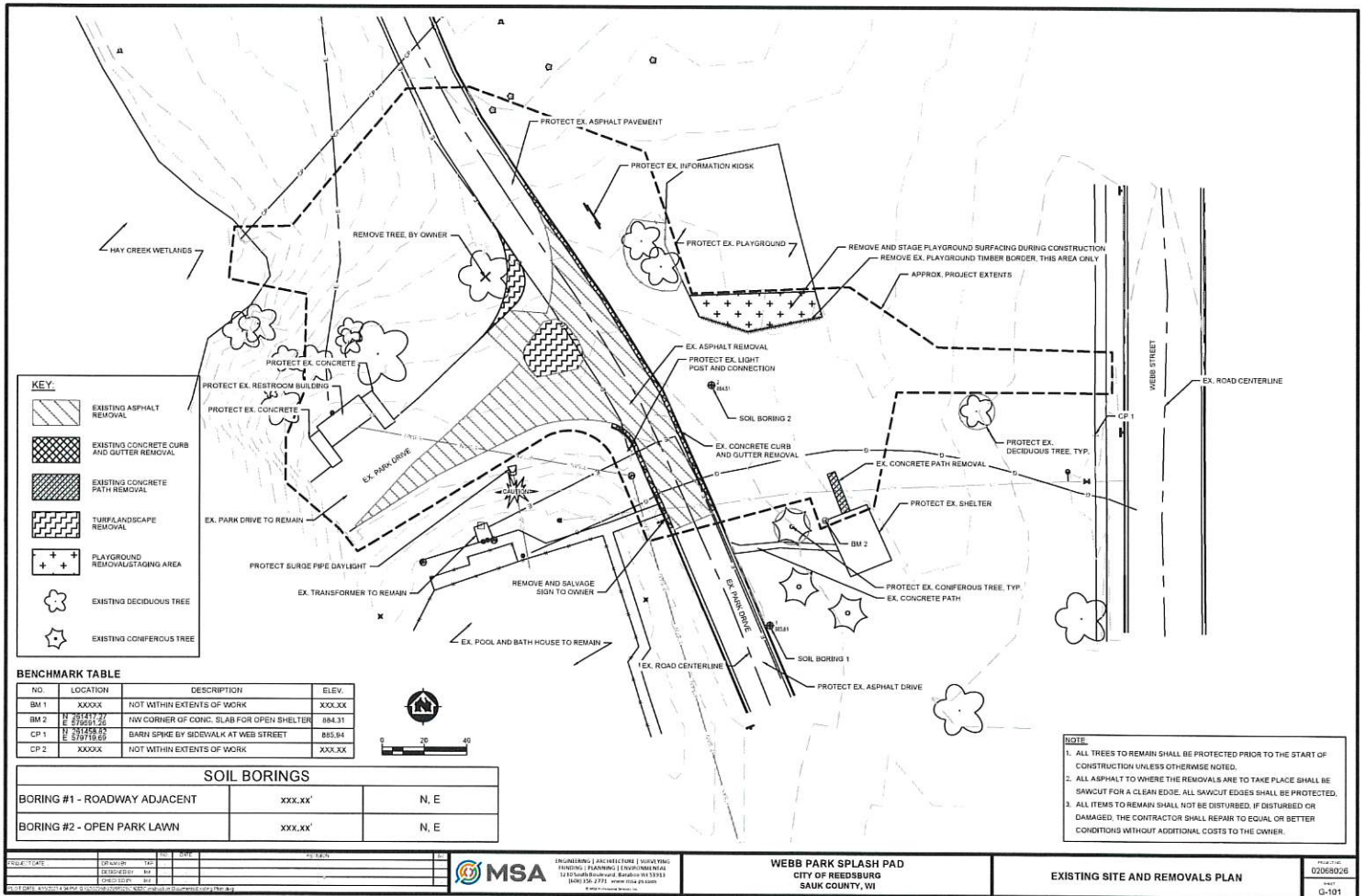
PROJECT NAME: WEBB PARK SPLASH PAD	DATE: 02/26/2016	PROJECT NUMBER: G-001	PROJECT LOCATION: WEBB PARK, CITY OF REEDSBURG, SAUK COUNTY, WI
DESIGNED BY: MSA	DRAWN BY: MSA	CHECKED BY: MSA	APPROVED BY: MSA
PROJECT MANAGER: MSA	PROJECT ENGINEER: MSA	PROJECT SURVEYOR: MSA	PROJECT ARCHITECT: MSA

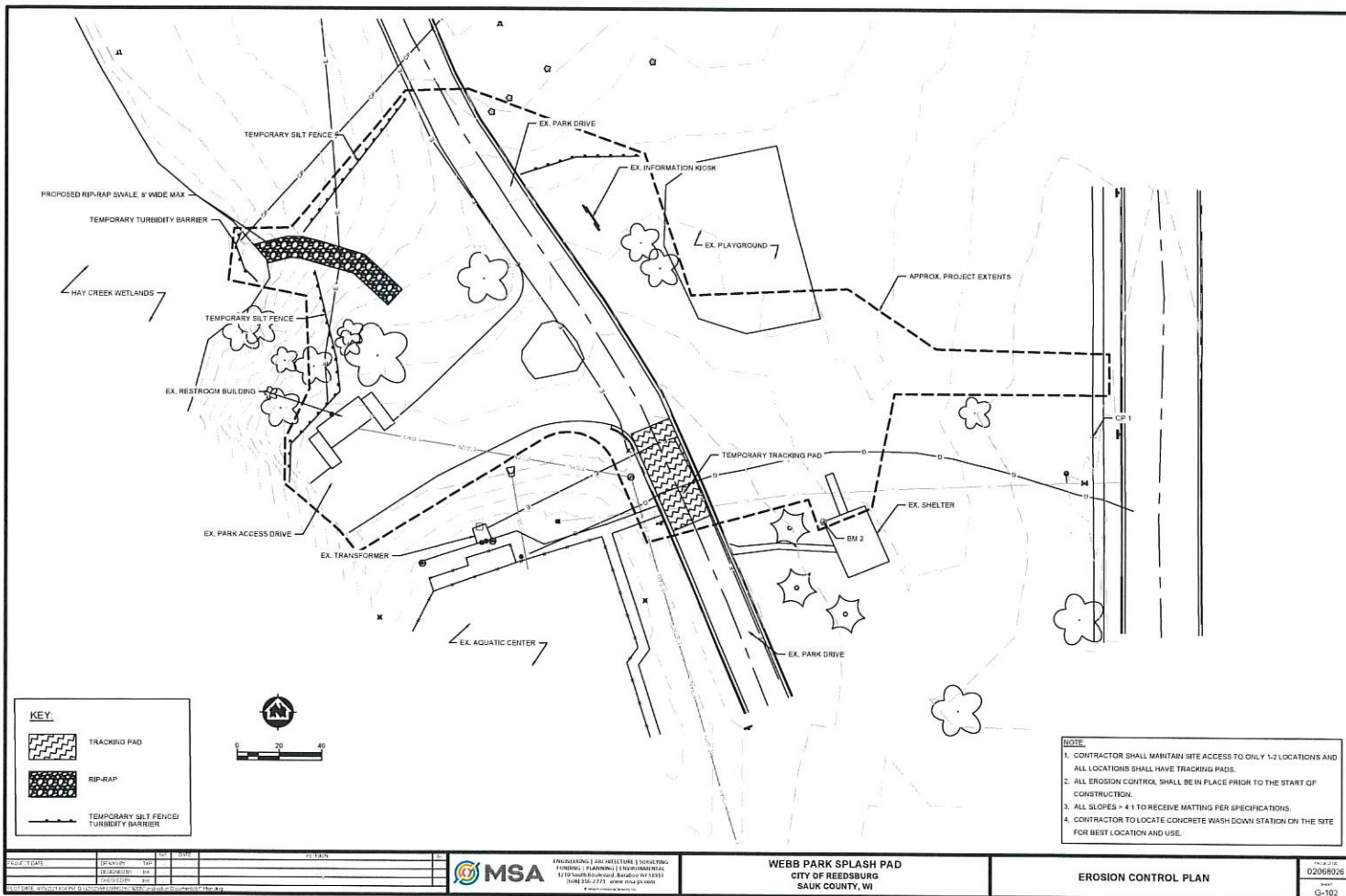


WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

TITLE SHEET

02/26/2016
G-001





CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS

1.) SECTION NR216.46 OF WISCONSIN STATE ADMINISTRATIVE CODE IDENTIFIES REQUIREMENTS FOR CONSTRUCTION SITE AND POST-CONSTRUCTION EROSION CONTROL. IT IS THE INTENT OF THESE PLANS TO SATISFY THESE REQUIREMENTS. THE METHODS AND STRUCTURES USED TO CONTROL EROSION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL IMPLEMENT AN APPROPRIATE MEANS OF CONTROLLING EROSION DURING SITE OPERATION AND UNTIL THE VEGETATION IS RE-ESTABLISHED. ADJUSTMENTS TO THE CONTROL SYSTEM SHALL BE MADE AS REQUIRED.

2.) ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE WISCONSIN DNR'S CONSERVATION PRACTICE STANDARDS. THESE STANDARDS ARE PERIODICALLY UPDATED AND IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN AND REFERENCE THE MOST RECENTLY RELEASED STANDARD.

3.) THE INFORMATION IS ONLY ONE PART OF THE OVERALL EROSION CONTROL REQUIREMENTS. ADDITIONAL REQUIREMENTS MAY ALSO BE SHOWN ON THE PLAN SHEETS AND IN THE ACCOMPANYING SPECIFICATIONS.

4.) ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTIONS, OR THE OWNER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.

5.) THE AREA OF EROSION EXPOSED TO THE ELEMENTS BY GRUBBING, EXCAVATION, TRENCHING, BORROW AND FILL OPERATIONS AT ANY ONE TIME SHALL BE MINIMIZED TO THE MAXIMUM EXTENT PRACTICABLE. FOR ANY DISTURBED AREA THAT REMAINS EXPOSED FOR GREATER THAN 7 WORKING DAYS, OR WHERE GRADING WORK EXTENDS BEYOND THE PERMANENT SEEDING DEADLINES, THE SITE MUST BE TREATED WITH TEMPORARY STABILIZATION MEASURES SUCH AS SOIL TREATMENT, TEMPORARY SEEDING AND/OR MULCHING. ALL DISTURBED AREAS SHALL BE TREATED WITH PERMANENT STABILIZATION MEASURES WITHIN 3 WORKING DAYS OF FINAL GRADING.

6.) ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF THE TIME 0.5 INCHES OF RAIN IS PRODUCED. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS. THIS APPROACH ACKNOWLEDGES THE DIFFICULTY OF WORKING IN WET CONDITIONS AS NECESSARY FOR PREVENTING THE IRRETRIEVABLE "FIRST FLUSH" OF SEGMENT INTO ADJACENT WATERWAYS, DEGRADING WATER QUALITY AND FISH HABITAT.

7.) ALL EROSION CONTROL DEVICES SHALL BE PROPERLY INSTALLED PRIOR TO ANY SOIL DISTURBANCE.

8.) GRUBBING AND GRADING OPERATIONS SHALL BE PERFORMED BY PROPER SEQUENCE WITH OTHER WORK TO MINIMIZE EROSION.

9.) ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, WASTEWATER, TOXIC MATERIALS, OR HAZARDOUS MATERIALS) SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO BE CARRIED OFF-SITE BY RUNOFF OR WIND.

10.) WIND EROSION SHALL BE KEPT TO A MINIMUM DURING CONSTRUCTION. WATERING, MULCH, OR A TACKING AGENT MAY NEED TO BE UTILIZED TO PROTECT NEARBY RESIDENCES AND WATER RESOURCES.

11.) CHANNELIZED RUNOFF FROM ADJACENT AREAS PASSING THROUGH THE SITE SHALL BE DIVERTED AROUND DISTURBED AREAS, IF PRACTICAL.

12.) THE CONTRACTOR SHALL TAKE ALL POSSIBLE PRECAUTIONS TO PREVENT SOILS FROM BEING TRACKED ONTO PUBLIC OR PRIVATE ROADWAYS. PAVED SURFACES ADJACENT TO CONSTRUCTION SITE VEHICLE ACCESS SHALL BE SWEEPED AND/OR SCRAPED (NOT FLUSHED) PERIODICALLY TO REMOVE SOIL, DIRT AND/OR DUST.

13.) EROSION CONTROLS SHALL BE INSTALLED ON THE DOWNSTREAM SIDE OF TEMPORARY STOCKPILES. ANY SOIL STOCKPILE THAT REMAINS FOR MORE THAN 30 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING. ALL STOCK PILES SHALL BE PLACED AT LEAST 75 FEET FROM STREAMS OR WETLANDS.

14.) EROSION CONTROL FOR UTILITY CONSTRUCTION (STORM SEWER, SANITARY SEWER, WATER MAIN, ETC.)

a. PLACE EXCAVATED TRENCH MATERIAL, ON THE HIGH SIDE OF THE TRENCH.

b. BACKFILL, COMPACT, AND STABILIZE THE TRENCH IMMEDIATELY AFTER PIPE CONSTRUCTION.

c. DISCHARGE OF TRENCH WATER OR DEWATERING EFFLUENT MUST BE PROPERLY TREATED TO REMOVE SEDIMENT IN ACCORDANCE WITH THE WQCR CONSERVATION PRACTICE STANDARD 106-1: DEWATERING OR A SUBSEQUENT WORK DEWATERING STANDARD PRIOR TO DISCHARGE INTO A STORM SEWER, DITCH, DRAINAGEWAY, OR WETLAND OR LAKE.

15.) ALL DRAINAGE CULVERTS, STORM DRAIN INLETS, MANHOLES, OR ANY OTHER EXISTING STRUCTURES WHICH COULD BE DAMAGED BY SEDIMENTATION SHALL BE PROTECTED ACCORDING TO THE VARIOUS METHODS PROVIDED IN THE PRINTED CONSERVATION PRACTICE STANDARDS.

16.) ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR STABILIZATION MUST BE REPAIRED AND THE STABILIZATION WORK RE-DONE.

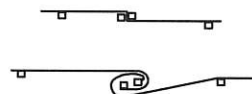
17.) THE FIRST SIX WEEKS AFTER INITIAL STABILIZATION (E.G. PLACEMENT OF SEED AND MULCH, EROSION MAT, SOG) A DISTURBED AREA SHALL INCLUDE WATERING PROVISIONS OF ALL HEAVILY SEEDING AND MULCHED AREAS WHENEVER 7 DAYS ELAPSE WITHOUT A RAIN EVENT.

18.) WHEN THE DISTURBED AREA HAS BEEN STABILIZED BY PERMANENT VEGETATION OR OTHER MEANS, TEMPORARY BMPs SUCH AS SILT FENCES, STRAW BALES, AND SEDIMENT TRAPS SHALL BE REMOVED AND THESE AREAS STABILIZED.

19.) ALL TEMPORARY BEST MANAGEMENT PRACTICES SHALL BE MAINTAINED UNTIL THE SITE IS STABILIZED.

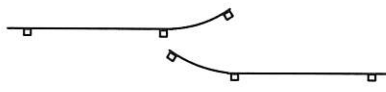
20.) ALL DISTURBED AREAS SHALL BE PERMANENTLY STABILIZED WITH SEED AND MULCH UNLESS OTHERWISE SPECIFIED. A MINIMUM OF 4 TO 6 INCHES OF TOPSOIL SHALL BE APPLIED TO ALL AREAS TO BE SEEDING OR SOODED.

FLOW DIRECTION



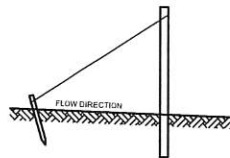
TWIST METHOD

FLOW DIRECTION



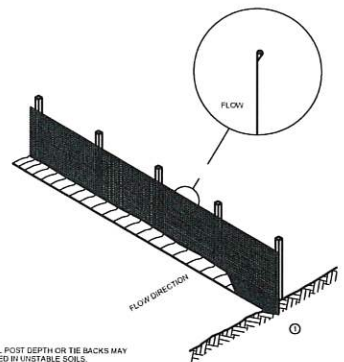
HOOK METHOD

JOINING TWO LENGTHS OF SILT FENCE



SILT FENCE TIE BACK
(WHEN REQUIRED BY THE ENGINEER)

①



NOTE:
ADDITIONAL POST DEPTH OR THE BACKS MAY BE REQUIRED BY UNSTABLE SOILS.

* 6" IF POST SPACING ALLOWED IF A WOVEN GEOTEXTILE FABRIC IS USED, OR IF THE SILT FENCE IS FACTORY ASSEMBLED.

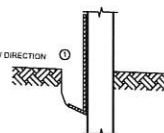
ATTACH THE FABRIC TO THE POSTS WITH WIRE STAPLES OR WOODEN LATH AND NAILS.

SILT FENCE

GENERAL NOTES

1. TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.
2. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1" x 1" OF OAK OR HICKORY.
3. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: A) TWIST METHOD - OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES. B) HOOK METHOD - HOOK THE END OF EACH SILT FENCE LENGTH.

FLOW DIRECTION



TRENCH DETAIL

DATE	DESIGNED BY	DATE	BY	DATE	BY
02/26/2025	02/26/2025	02/26/2025	02/26/2025	02/26/2025	02/26/2025
02/26/2025	02/26/2025	02/26/2025	02/26/2025	02/26/2025	02/26/2025



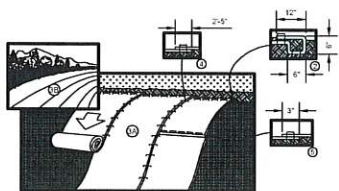
ENGINEERING & ARCHITECTURE
1100 North Lincoln Road, Suite 100
St. Louis, MO 63104
(314) 433-1234
www.msa-engineers.com

WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

EROSION CONTROL DETAILS

02263026

G-501



1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
 2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" (15 CM) DEEP X 6" (15 CM) WIDE TRENCH WITH APPROXIMATELY 12" (30 CM) OF BLANKET EXTENDING BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES STAKES APPROXIMATELY 12" (30 CM) APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" (30 CM) PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES STAKES SPACED APPROXIMATELY 12" (30 CM) APART ACROSS THE WIDTH OF THE BLANKET.
 3. ROLL THE BLANKETS (A) DOWN OR (B) HORIZONTALLY ACROSS THE SLOPE. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE.
 4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2'-5" (5 CM-12.5 CM) OVERLAP DEFENDING OR BLANKET TYPE.
 5. CONSECUTIVE BLANKETS SPICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3' (75 CM) OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" (30 CM) APART ACROSS ENTIRE BLANKET WIDTH.
- NOTE:
*IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" (15 CM) MAY BE NECESSARY TO PROPERLY SECURE THE BLANKETS.

EROSION CONTROL BLANKET DETAIL
NO SCALE

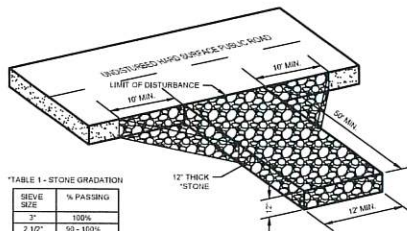
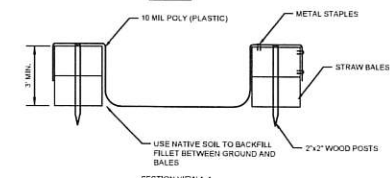
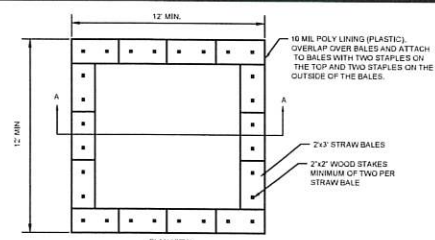


TABLE 1 - STONE GRADATION

STONE SIZE	% PASSING
3"	100%
2 1/2"	90-100%
1 1/2"	25-50%
3/4"	5-25%
3/8"	0-5%

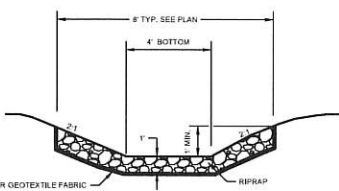
- NOTES:
1. TRACKING PAD WIDTH SHALL BE AT LEAST THE FULL WIDTH OF THE EGRESS POINT OR 12" WIDE MINIMUM.
 2. TRACKING PAD LENGTH SHALL BE 50' FOR CONSTRUCTION SITES, 30' FOR SINGLE FAMILY RESIDENTIAL, OR AS SPECIFIED IN THE CONTRACT DOCUMENTS. LENGTH OF TRACKING PAD MAY NEED TO BE INCREASED IF ADDITIONAL SEGMENT CONTROL PRACTICES SHALL BE INSTALLED BY THE CONTRACTOR IN SEGMENT TRACK-OUT OCCURS.
 3. GEOTEXTILE FABRIC TYPE R SHALL BE INSTALLED BETWEEN THE STONE AND SUBGRADE ON RIFTS WHERE HIGH-GROUND WATER IS OBSERVED.
 4. CONTRACTOR SHALL CLEAN STREET/ROADWAY ADJACENT TO ALL CONSTRUCTION ACCESS POINTS AT THE END OF EACH WORKDAY OR MORE FREQUENTLY IF REQUESTED.

STONE TRACKING PAD
NO SCALE

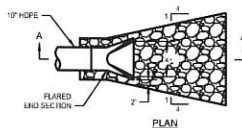


- NOTES:
1. WASHOUT FACILITY SHALL BE INSTALLED PRIOR TO ANY CONCRETE WORK THAT IS COMPLETED ON-SITE.
 2. ONE SINGLE SHEET OF POLY SHALL BE USED TO CONSTRUCT WASHOUT. IF MORE THAN ONE SHEET IS USED, A CONTINUOUS BEAD OF WATERPROOF ADHESIVE SHALL BE USED TO SECURE THE TWO SHEETS TOGETHER. THE POLY LINING SHALL NOT HAVE HOLES, RIPS, TEARS, OR OTHER DEFECTS THAT MAY ALLOW THE WASH WATER TO CONTACT THE NATIVE SOIL.
 3. LIQUID WITHIN THE BASIN SHALL BE ALLOWED TO EVAPORATE NATURALLY.
 4. IF LIQUID WITHIN THE BASIN FILLS UP TO 10% OF THE HEIGHT OF THE WASHOUT OR 1-FOOT IN DEPTH, WHICHEVER IS LESS, THE WASHOUT SHALL BE PUMPED OUT AND THE SLUDGE/LIQUID REMOVED SHALL BE DISPOSED OF AT A PROPER DISPOSAL AREA OFF-SITE.
 5. AT THE CONCLUSION OF ALL THE CONCRETE WORK, ALL SOLIDS IN THE WASHOUT, THE BALES, AND POLY SHEETING SHALL BE DISPOSED OF IN A LANDFILL. DOCUMENTATION SHALL BE SUPPLIED TO THE ENGINEER PRIOR TO PROJECT CLOSURE.
 6. THE WASHOUT SHALL BE INSPECTED AT THE BEGINNING AND END OF EVERY DAY WHEN CONCRETE IS WASHED OUT AT THE SITE. THE WASHOUT SHALL ALSO BE INSPECTED, AT A MINIMUM, ONE TIME PER WEEK WITH THE OTHER EROSION CONTROL ITEMS ON-SITE.

CONCRETE WASHOUT



TYPICAL RIPRAP INSTALLATION
NO SCALE



- NOTES:
1. PIPE SIZES LARGER THAN THOSE SHOWN REQUIRE A SPECIAL DESIGN.
 2. LIGHT RIPRAP SHALL BE UNDERLAIN WITH TYPE R FABRIC.
 3. MEDIUM AND HEAVY SHALL BE UNDERLAIN WITH TYPE R FABRIC.

RIP RAP AT OUTLETS
NO SCALE

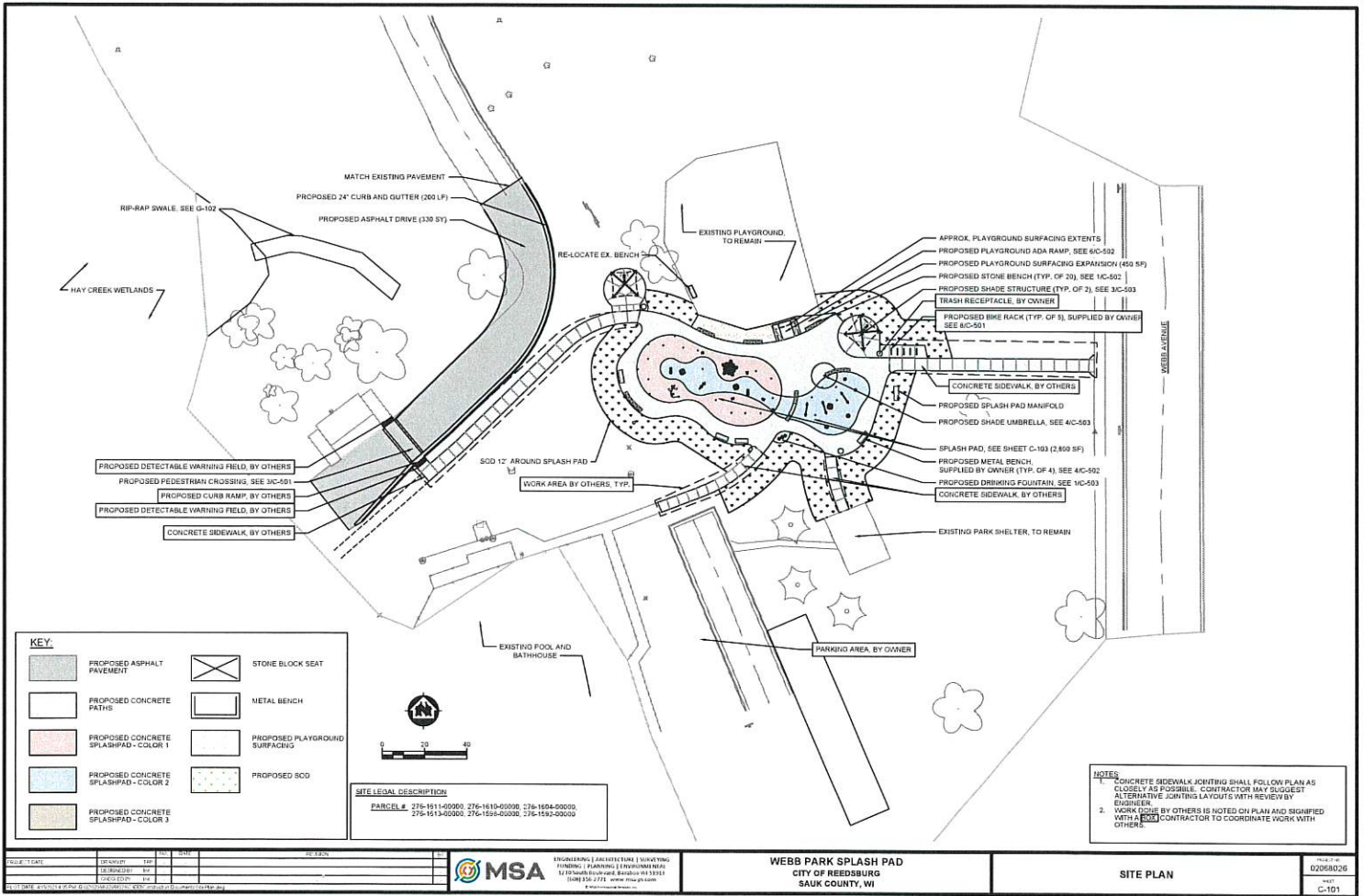
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02/02/2016	2	MSA	02/02/2016	2	MSA

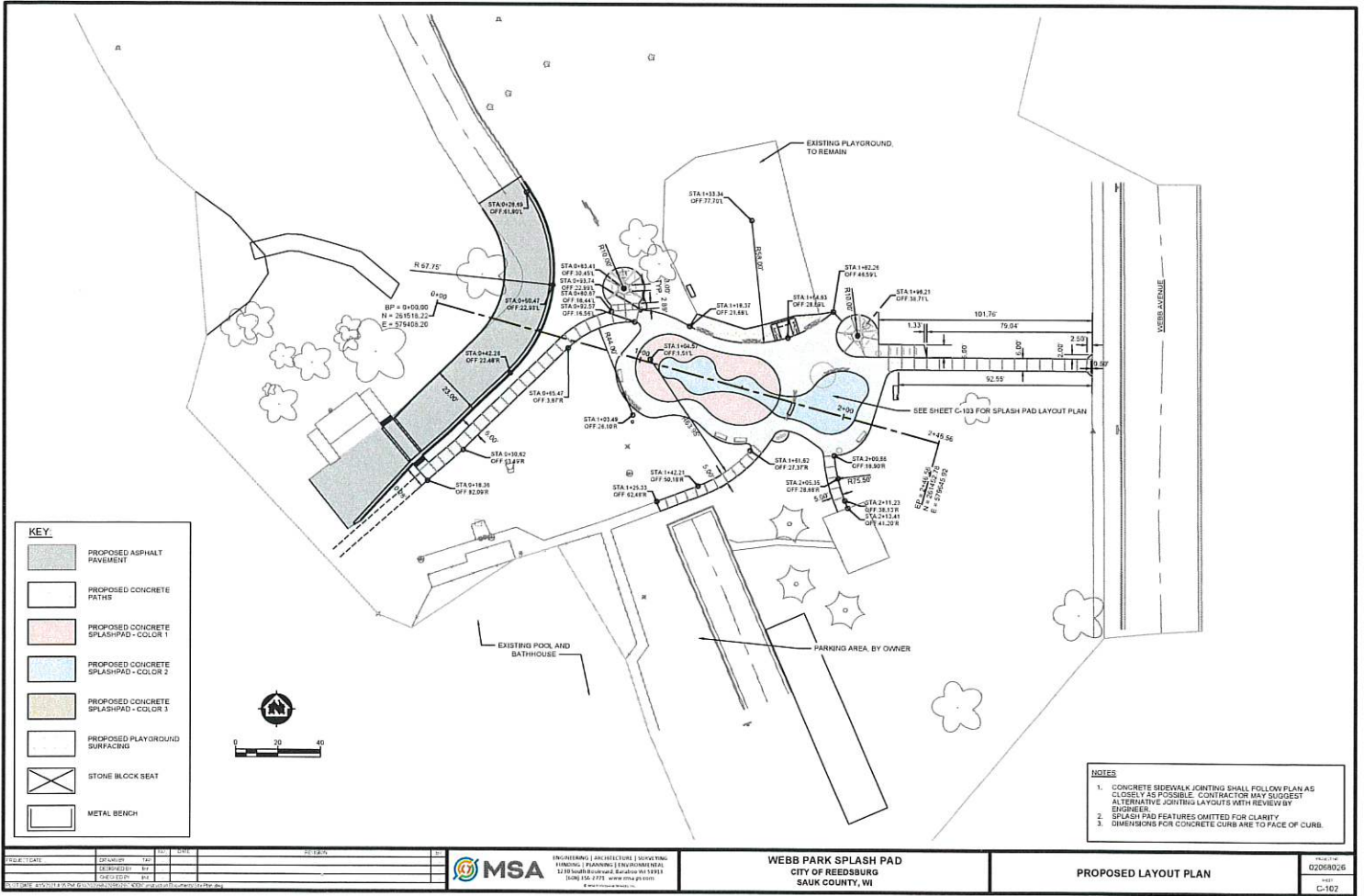


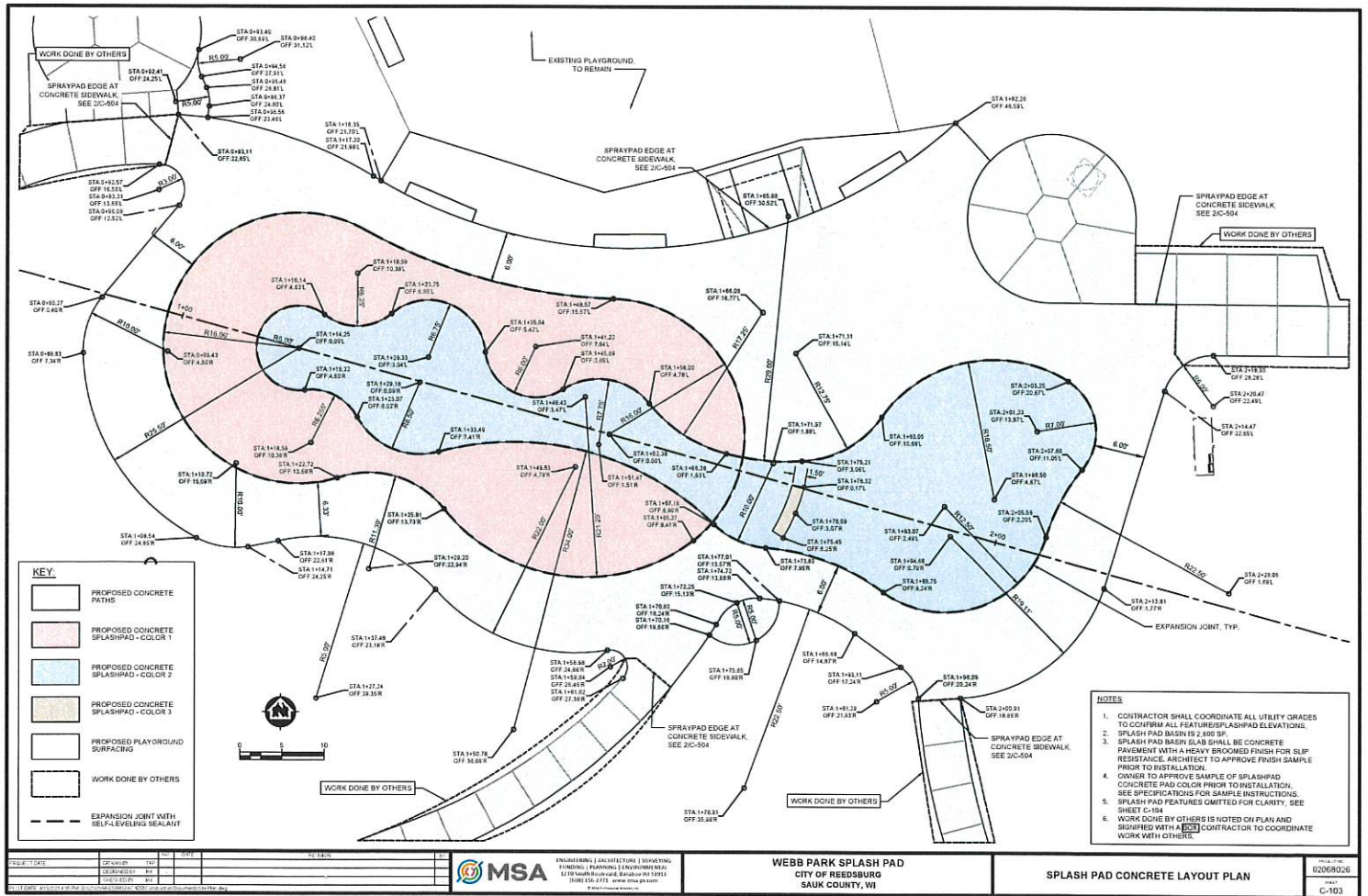
WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

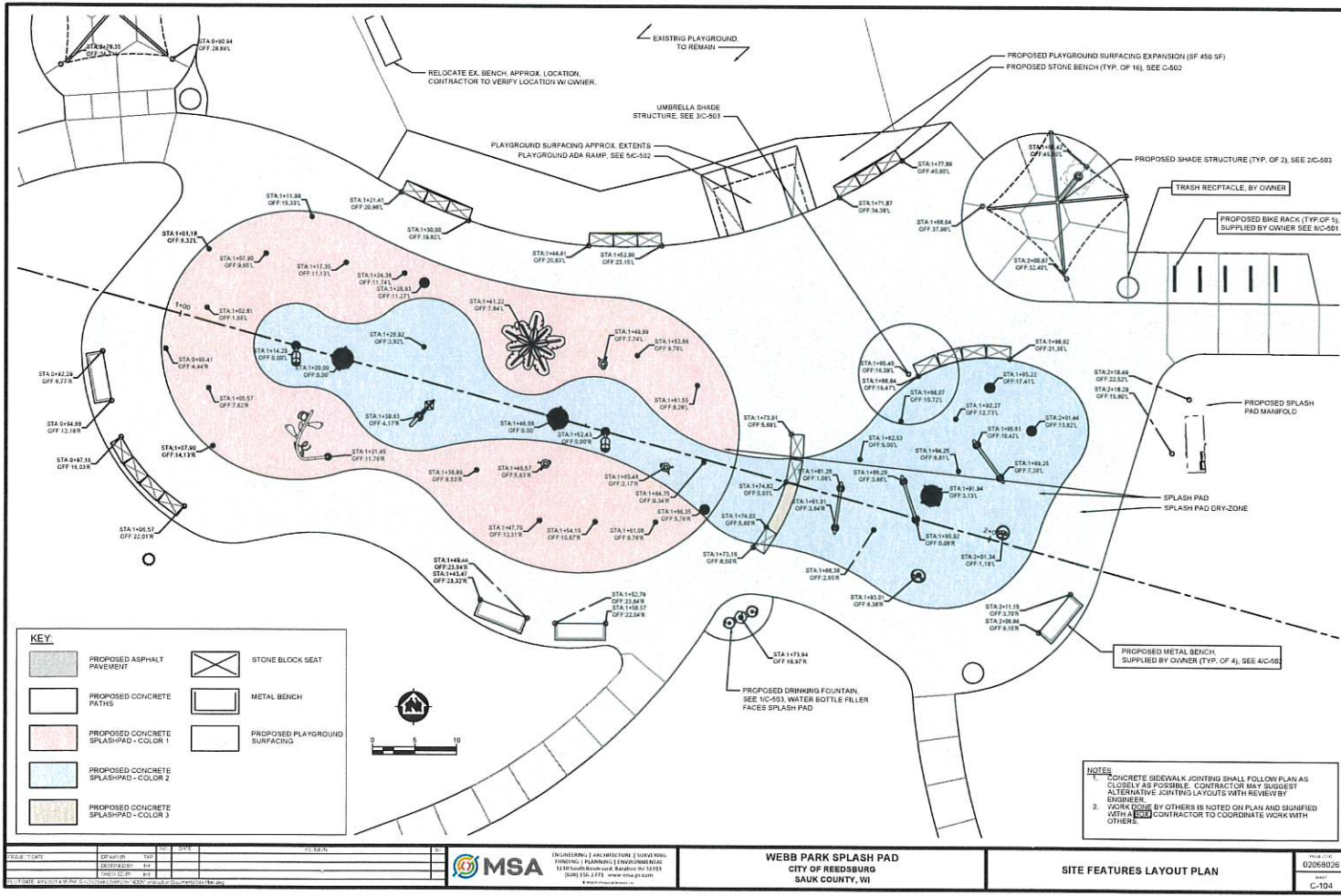
EROSION CONTROL DETAILS

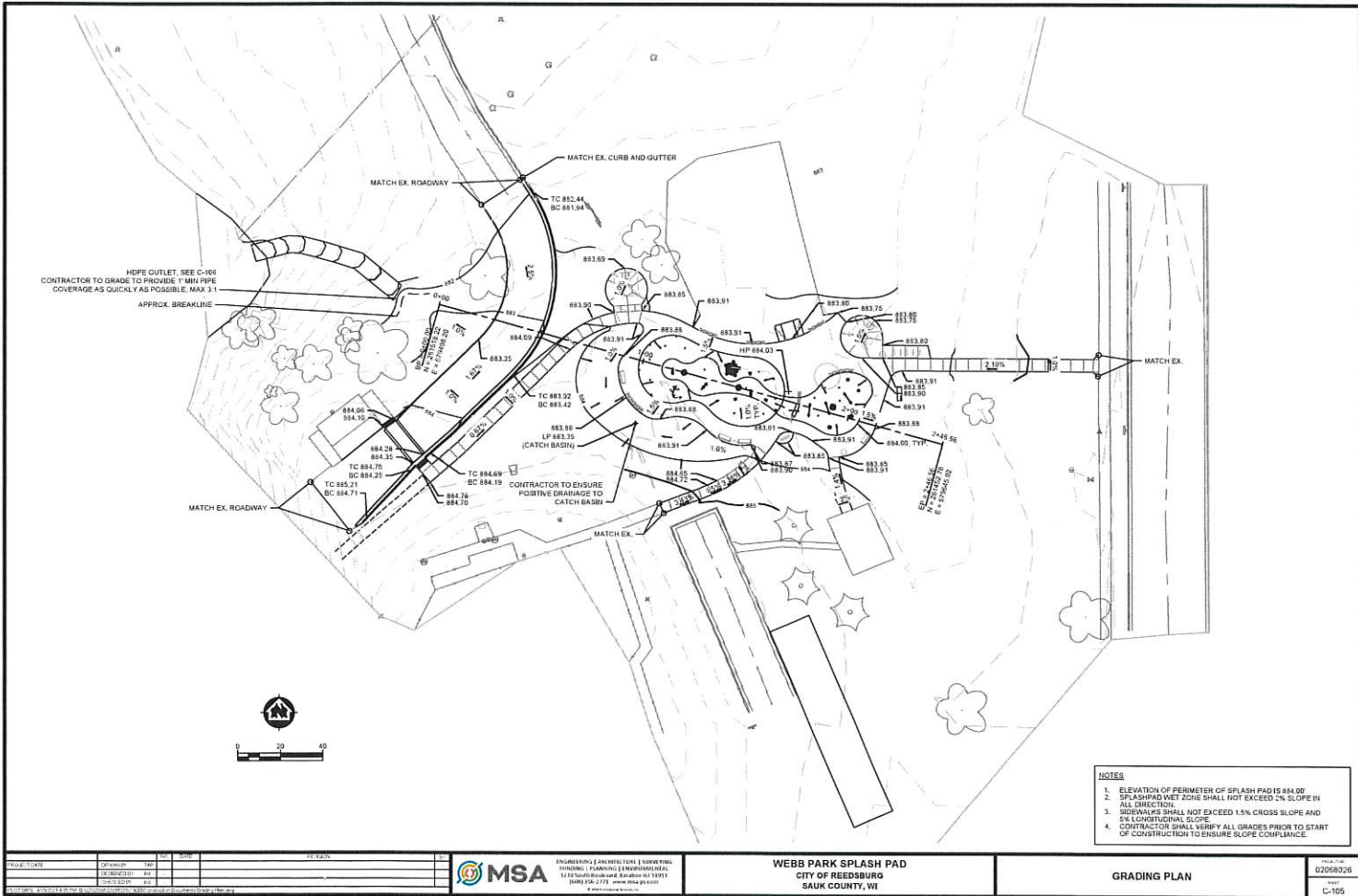
0206026
G-592

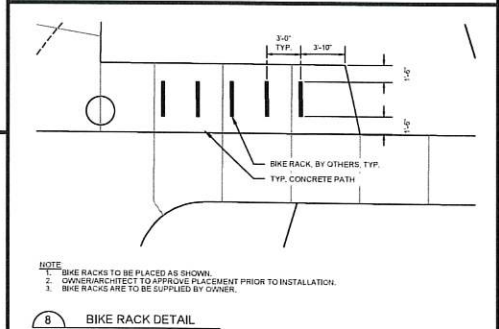
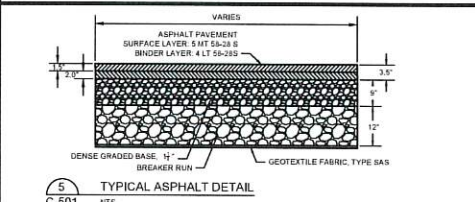
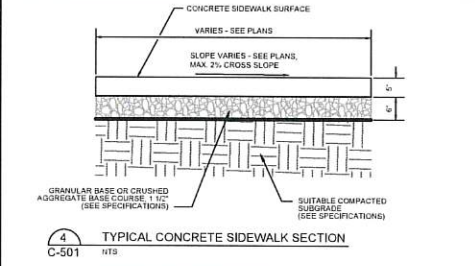
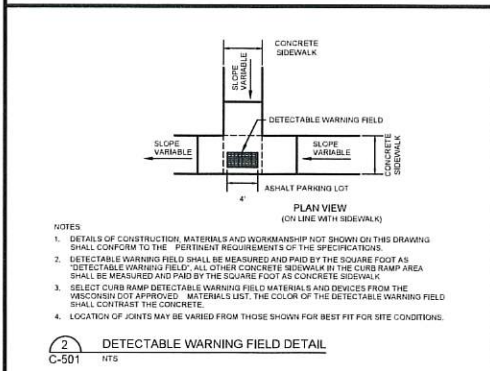
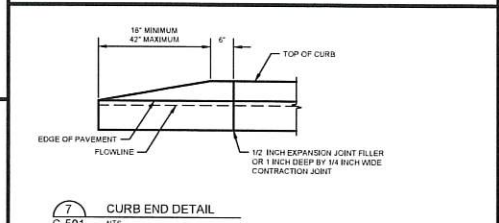
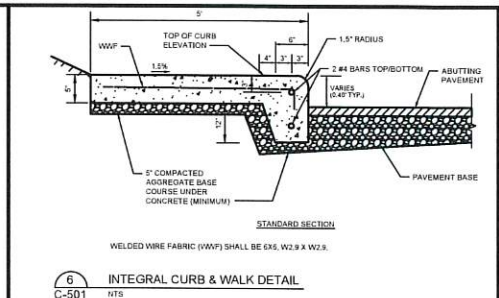
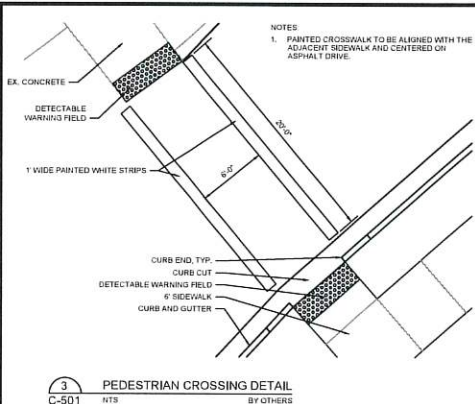
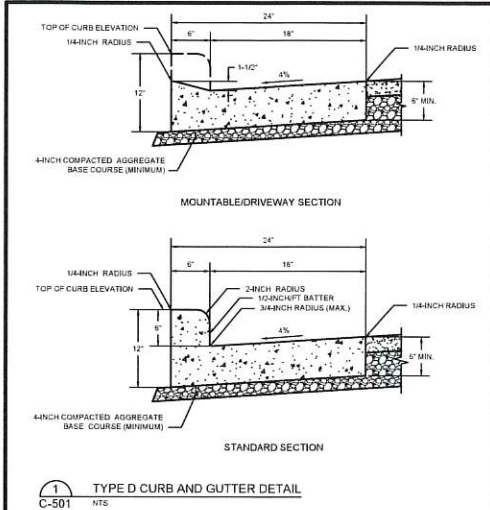












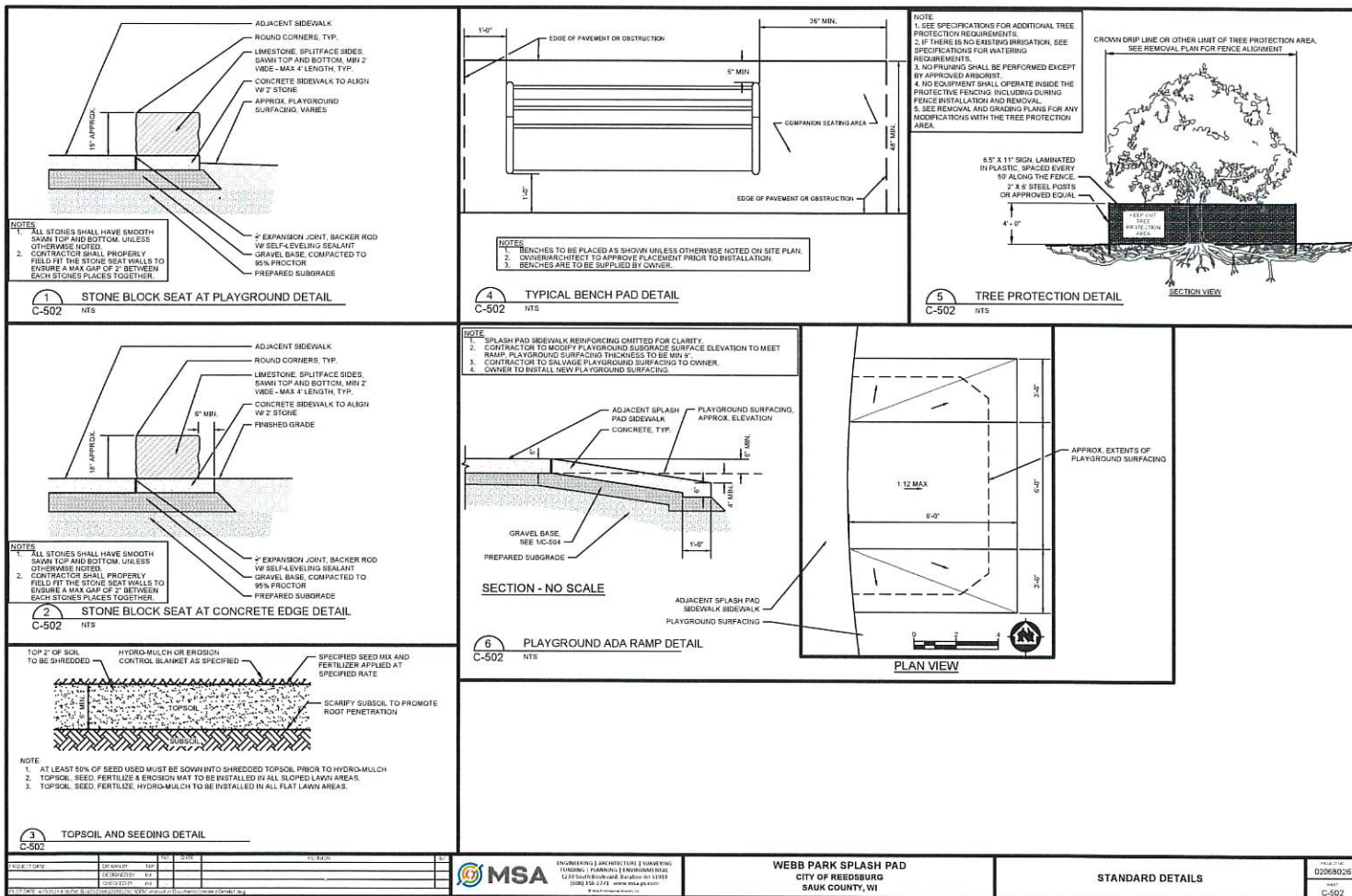
DATE	BY	CHKD	APP'D	REVISION
01/11/2019	DR	DR	DR	
01/11/2019	DR	DR	DR	
01/11/2019	DR	DR	DR	

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(608) 225-1111 www.msa-inc.com

WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

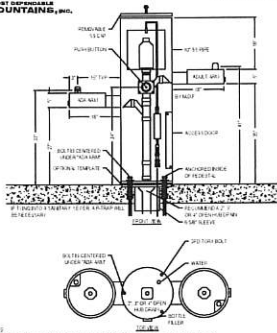
STANDARD DETAILS

Project No. 02568226
Sheet C-501





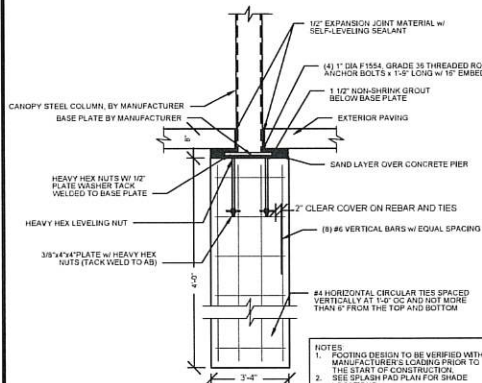
MOST DEPENDABLE FOUNTAINS, INC.
3305 COMMANDER DR., P.O. BOX 587
AUBURN, IN 46830-0587
PHONE: (815) 874-6033
www.mostdependable.com



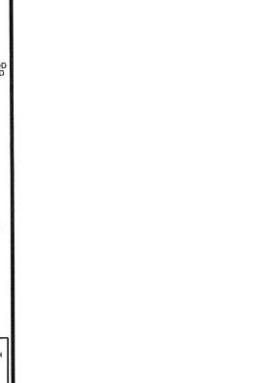
NOTES:
1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S OPERATIONS.
2. NOT TO BE USED AS A SOURCE OF DRINKING WATER.
3. THE COMPANY PROVIDES NO WARRANTY FOR THE USE OF ANY PRODUCT OR SERVICE FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED.
4. ALL PRODUCTS AND SERVICES ARE PROVIDED AS IS. THE COMPANY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE FOR THE USE OF ANY PRODUCT OR SERVICE FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED.
5. THE COMPANY PROVIDES NO WARRANTY FOR THE USE OF ANY PRODUCT OR SERVICE FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED.
6. THE COMPANY PROVIDES NO WARRANTY FOR THE USE OF ANY PRODUCT OR SERVICE FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED.

MODEL 10145 SM

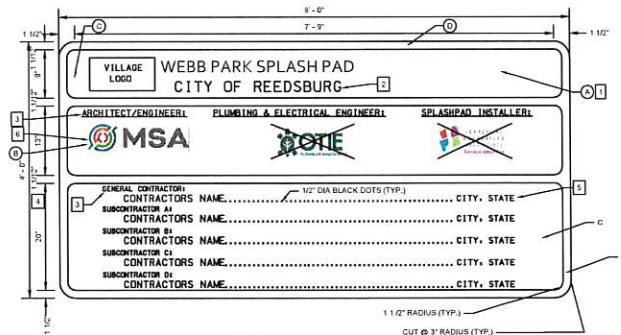
1 DRINKING FOUNTAIN DETAIL
C-503 NTS



2 SHADE FOOTING DETAIL
C-503 NTS



3 SHADE UMBRELLA DETAIL
C-503 NTS



LETTER SIZE & TYPE

- 3" HIGH - CUSTOM STYLE (NAME & STYLE ON SHEET XX)
- 1 1/2" HIGH - HELVETICA REGULAR (SEE NAME ON SHEET XX)
- 1" HIGH - HELVETICA REGULAR
- 1 1/2" HIGH - HELVETICA MEDIUM
- 1 1/4" HIGH - HELVETICA REGULAR
- 7 1/2" HIGH - "MSA" LOGO B

NOTES:

- ALL LETTERING UNLESS NOTED OTHERWISE SHALL BE (BLACK)
- SIGN LOCATION SHALL BE VERIFIED WITH OWNER/ARCHITECT AT TIME OF CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE MOUNTING PROVISIONS & INSTALL.

PART COLORS (SHERWIN WILLIAMS)

- BLACK TIE - SW6104
- MULTIPLE COLORS
- KESTREL WHITE - SW6109A
- SHANGHAI Jade - SW1459

4 JOB SIGN DETAIL
C-503 NTS

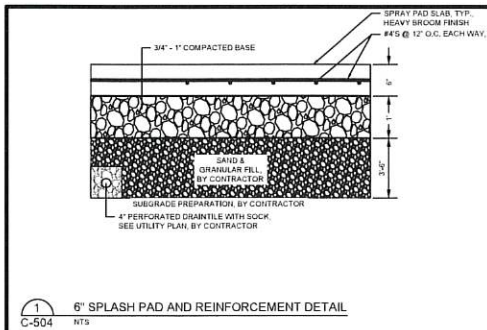
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WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

STANDARD DETAILS

02058026
C-503

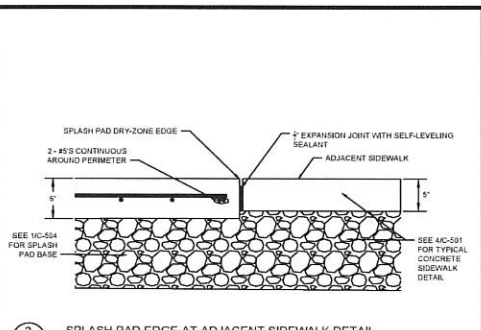


1
C-504
NTS

6" SPLASH PAD AND REINFORCEMENT DETAIL

NOTES:

- SPLASH PAD TO BE EXCAVATED TO -4" BELOW FINISH GRADE AND SUITABLE GRANULAR FILL BE INSTALLED AND COMPACTED TO WITHIN 1/4" OF FINISH SURFACE (SUITABLE ON SITE FILL MATERIAL MAY BE USED). CONTRACTOR TO SEE GEOTECHNICAL REPORT FOR RECOMMENDATIONS.
- SPLASH PAD SLAB SHALL BE CONCRETE PAVEMENT WITH A HEAVY BROOCHED FINISH FOR SLIP RESISTANCE. ARCHITECT TO APPROVE FINISH SAMPLE PRIOR TO INSTALLATION.
- THE DRY ZONE SHALL REMAIN GREY CONCRETE AND BE SAWCUT FOR JOINTING AND SHALL BE REINFORCED.
- ALL JOINTS SHALL BE SEALED WITH SELF-LEVELING SEALANT OF 1/2" LESS THAN 2" FROM SURFACE OF PAVEMENT.

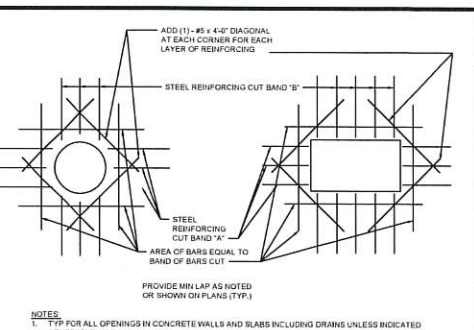


2
C-504
NTS

SPLASH PAD EDGE AT ADJACENT SIDEWALK DETAIL

NOTES:

- SEE 1C-504 FOR SPLASH PAD BASE.
- SEE 4C-501 FOR TYPICAL CONCRETE SIDEWALK DETAIL.

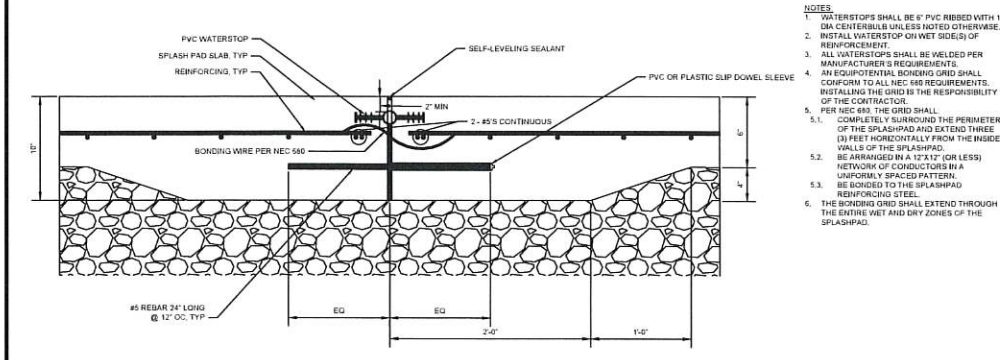


3
C-504
NTS

REINFORCEMENT AT OPENINGS DETAIL

NOTES:

- TYP FOR ALL OPENINGS IN CONCRETE WALLS AND SLABS INCLUDING DRAINS UNLESS INDICATED OTHERWISE ON PLANS.
- DO NOT YIELD REINFORCEMENT TO PIPE SLEEVES AND INSERTS.



4
C-504
NTS

REINFORCEMENT AT OPENINGS AND SPLASH PAD EXPANSION JOINT DETAIL

NOTES:

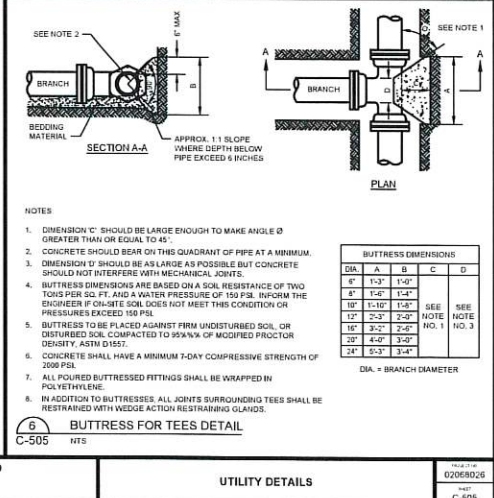
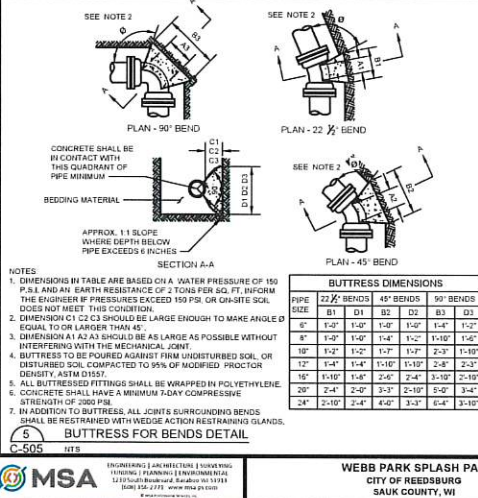
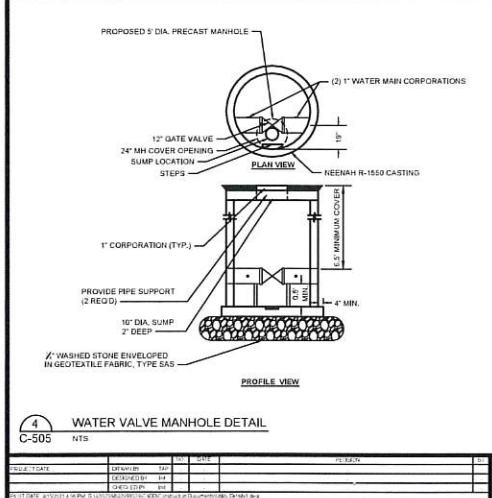
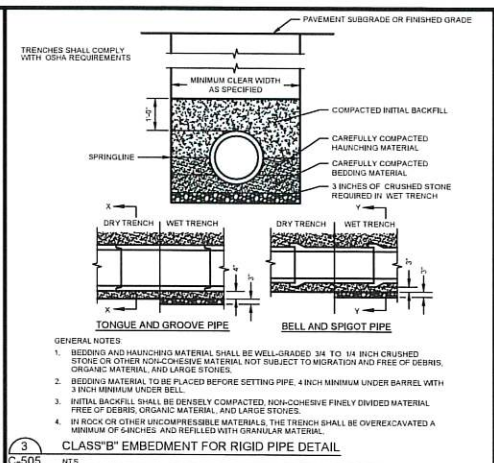
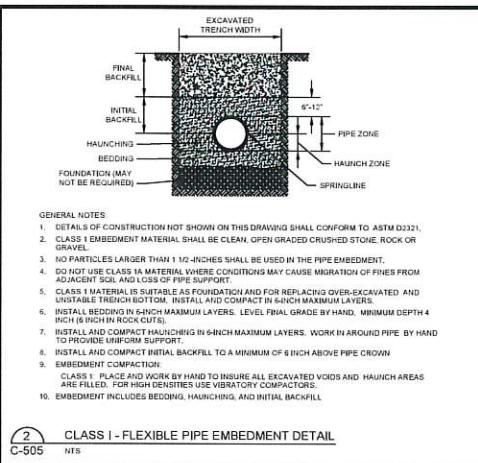
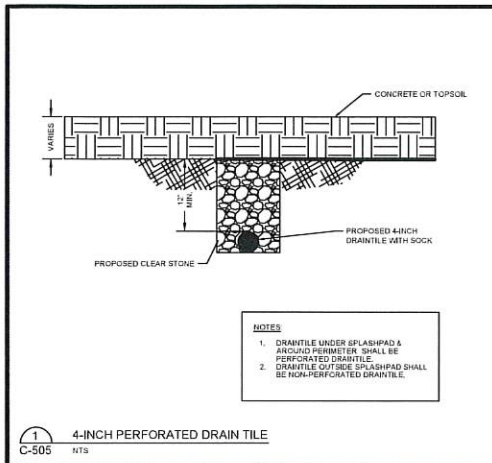
- WATERSTOPS SHALL BE 6" PVC RIBBED WITH 1" DIA CENTERBULB UNLESS NOTED OTHERWISE.
- INSTALL WATERSTOP ON WET SIDE(S) OF REINFORCEMENT.
- ALL WATERSTOPS SHALL BE WELDED PER MANUFACTURER'S REQUIREMENTS.
- AN EQUIPOTENTIAL BONDING GRID SHALL CONFORM TO ALL NEC 546 REQUIREMENTS. INSTALLING THE GRID IS THE RESPONSIBILITY OF THE CONTRACTOR.
- PER NEC 405, THE GRID SHALL:
 - COMPLETELY SURROUND THE PERIMETER OF THE SPLASHPAD AND EXTEND THREE (3) FEET HORIZONTALLY FROM THE INSIDE WALLS OF THE SPLASHPAD.
 - BE ARRANGED IN A 12"x12" (OR LESS) NETWORK OF CONDUCTORS IN A UNIFORM SPACED PATTERN.
 - BE BONDED TO THE SPLASHPAD REINFORCING STEEL.
- THE BONDING GRID SHALL EXTEND THROUGH THE ENTIRE WET AND DRY ZONES OF THE SPLASHPAD.

NOTES:

- UNLESS OTHERWISE INDICATED, CONCRETE SLABS SHALL BE REINFORCED AS FOLLOWS: #5 @ 12" EACH WAY CENTER OF 6" SECTIONS, #4 @ 8" EACH WAY CENTER OF 8" SECTIONS, #4 @ 12" EACH WAY, EACH FACE OF 12" SECTIONS. SINGLE MAT REINFORCEMENT SHALL BE AT CENTER OF SECTION, UNLESS OTHERWISE INDICATED.
- MIN CLEARANCE FOR REINFORCEMENT BARS, UNLESS OTHERWISE INDICATED, SHALL BE 3" WHEN PLACED ON GROUND, FOR SURFACES EXPOSED TO WATER, EARTH OR WEATHER - 1 1/2" CLEARANCE INTERIOR BEAMS 1 1/2" CLEARANCE 2" AROUND ALL PIPES, LIGHT RICHES, & OTHER EMBEDDED ITEMS.
- DETAILS OF STRUCTURAL REINFORCEMENT INDICATED FOR A MIN SOIL BEARING PRESSURE OF 3000 PSF.

REINFORCEMENT LAP LENGTHS - DESIGN STRENGTH: CONCRETE 4000 PSI / SHOTCRETE 5000 PSI										
BAR SIZE	#3	#4	#5	#6	#7	#8	#9	#10	#11	
GR-60 TOP BAR	1'-7"	2'-1"	2'-7"	3'-1"	4'-6"	5'-2"	5'-10"	6'-7"	7'-3"	
GR-60 OTHER BAR	1'-3"	1'-7"	2'-0"	2'-5"	3'-6"	4'-0"	4'-6"	5'-1"	5'-7"	

STANDARD HOOK DIMENSION										
BAR SIZE	#3	#4	#5	#6	#7	#8	#9	#10	#11	
HOOK LENGTH	0'-7"	0'-9"	1'-0"	1'-2"	1'-4"	1'-6"	1'-11"	2'-2"	2'-5"	



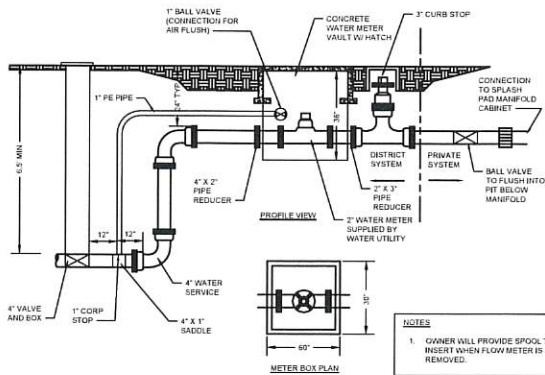
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PROJECT: UTILITY	PROJECT NO: 101	PROJECT NAME: UTILITY	PROJECT LOCATION: UTILITY
PROJECT OWNER: CITY OF REEDSBURG	PROJECT MANAGER: J.S.	PROJECT ENGINEER: J.S.	PROJECT ARCHITECT: J.S.

MSA ENGINEERING & ARCHITECTURE | SURVEYING
1210 South Broadway, Suite 101
SPOKANE, ID 83402 | PHONE: 208.333.1111 | WWW.MSA-IDA.COM

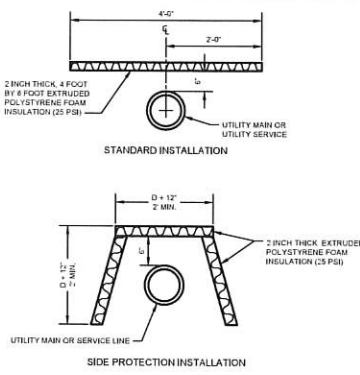
WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

UTILITY DETAILS

02060026
C-505



1 WATER METER LAYOUT PLAN
C-506 NTS



2 PIPE INSULATION DETAIL
C-506 NTS

DATE	BY	CHKD	DATE	BY
02/01/2018	NTS			
02/01/2018	NTS			



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WEBB PARK SPLASH PAD
CITY OF REEDSBURG
SAUK COUNTY, WI

UTILITY DETAILS

02068026
C-506



MEETING NOTES

City of Reedsburg – Webb Park Splash Pad

Project:	Webb Park Splash Pad	Location:	Reedsburg City Hall
MSA Project No.:	02068026	Date:	April 8, 2021
Meeting Purpose:	Construction Documents – Check-in	Time:	10:00 am – 11:48 am
Meeting Organizer:	Raine Gardner		

Invitees:

Name	Affiliation	Email
Raine Gardner	MSA	rgardner@msa-ps.com
Dan Schmitt	MSA	dschmitt@msa-ps.com
Matt Scott, Parks Director	C. of Reedsburg	msscott@ci.reedsburg.wi.us
Pamela Coy	C. of Reedsburg	pamela.coy@vikingvillageinc.com
Tim Becker, City Administrator	C. of Reedsburg	tbecker@ci.reedsburg.wi.us
Phil Petersen, Parks Committee Chair	C. of Reedsburg	ppeterson@ci.reedsburg.wi.us
Dave Estes, Mayor	C. of Reedsburg	mayor@ci.reedsburg.wi.us

1. GENERAL

- A. Scope of Services
 - 1) See attached.
- B. Schedule
 - 1) See attached schedule.
 - a. Updates on Federal Grant Application from DNR?
 - b. **Matt and Raine to call Cheryl on grant and what the City can do to keep things moving.**
 - c. **David Keene will have the report wrapped up end of this week or next to sign off on Arch review. Raine to check with David Keene to see if he can do the historic sign sentence to gain clearance.**
 - 2) Ground Breaking for the project to be scheduled.
 - *Ground Breaking - coordinate with the City, who will attend – MSA marketing to coordinate with City staff.*
 - *What will City need from MSA? Shovels and hard hats?*
 - **Pending until we know grant is approved and project bid.**

2. SPLASH PAD

- A. Updated Vortex renderings – IN PROGRESS
 - 1) **In the works and should be coming very soon.**
- B. Soil Borings Update (boring logs attached)
 - 1) **High water could be perched or just high ground water. See what Geotech recommends for design. Full report is due this week.**
- C. Utilities (Electric, Water Supply, Storm Discharge)
 - 1) Gas Line – *Plans to note location for contractor to avoid, conflicts to be minimal, mainly utility crossings*
 - 2) Water Service –
 - a. MSA recommends to tap existing service to pool and separately meter.

- b. **There will be water service impact fee of \$5k for a 2" and \$9k for a 3 or 4" service. MSA will review costs and source of service.**
 - c. What meters does City use? Need meter specifications.
(1) Badger and Sensus
 - d. Meter Manhole – **use the vault option.**
(1) Existing material of 6" WM? Existing is ductile iron
 - e. Current Chlorine Levels - **0.2 to 0.5 mg/L**
 - f. Need for any additional hose bibs.
(1) Minimum one hose bid in cabinet and maybe one on the drinking fountain.
 - 3) Winterization of splash pad
 - a. Typical: Close service valve, remove meter, drain back and blow out splash pad piping.
 - 4) Electric service source
 - a. Three phase power at pool – recommendation: do not use to avoid future service interruptions if construction on pool.
 - b. Verify capacity of Restroom service/panel for splash pad.
(1) Existing Restroom has 100A service with 4 - 20A circuits.
 - c.
 - (1) Splash Pad requires 1 x 15A GFCI (typically spec 20A)**
 - (2) Any additional circuits desired.**
(a) 2 double duplex installed with locking box
 - (3) Extent of future site lighting and cameras?**
(a) City to consider any additional conduit and let MSA know.
 - D. Beaver Dam
 - 1) Stone or Fiberglass – **City prefers low maintenance and the stone option with brown concrete to represent the beaver dam.**
 - 2) Sprays – **Like the sprays out of the stone.**
 - 3) Pavement Colors and Textures
 - a. **Bring to Parks 3 examples of the splashpad feature colors and pad concrete colors.**
 - E. "Fast Acting Jet Sprays/Lumiflow" – interactive type feature discussed at kickoff, requires 60 to 120+ gpm, would need to remove several features to add to design.
 - 1) **This feature would cause the need for more water flow which if added, MSA would recommend then going to a recirculating system at that point. But to not exceed the flow threshold and not to remove already planned features, this feature would maybe be best suited for a future splashpad.**
- 3. **MISC. SITE**
 - A. Consider Materials and Furnishings
 - Colors - Navy Blue, Green, Brown
 - Who from the City is to approve them?
 - See Attached.
 - Trash Can (# to include, 3 on current plans) – Contractor
 - **City likes the Carnival option and larger version. Just do trash cans, no recycling. City to direct purchase.**
 - Shade Structure Options and Colors – Contractor
 - **Like the square offset single cantilever post option. Match playground colors.**

City to direct purchase.

- Tables – Contractor
 - **City to like Pilot Rock table 6' table with ADA on both ends. City to direct purchase.**
 - Benches and Bike Racks – by High School, **City to mount**
- B. Turf Restoration
- 1) Recommendation –
 - a. Sod around the splashpad
 - b. Seed all other areas.
 - (1) **Will determine when the project bids and construction schedule. Will determine if it is needed or not.**
- C. Confirm Division of Site Work
- 1) Concrete – Site Contractor and Donated
 - a. **No step to pool bench sidewalk. Try to avoid.**
 - b. **MSA to get City a plan sheet showing the division of work for City to determine the work needed by donations vs. General Contractor for the Splashpad.**
 - 2) Curb Ramps – Site Contractor and Donated
 - a. **Would need Detectable Warning Fields**
 - 3) Asphalt – City
 - a. **Possibly the curb and gutter, base, excavation as well.**
 - 4) Pavement Markings – City
 - a. Include marked crossing at bathroom? **City will do all Pvt. Markings.**
- D. Landscaping will be minimal – likely screening around manifold
- E. Transplant Small Diameter Trees (Oaks) – by City, Contractor, or remove only?
- 1) **City already moved 2 trees, 1 was left yet to be relocated. Will move**
 - 2) **City remove ash by park road**
- F. Geotechnical Report due back this week. Boring logs received 4/7/2021.

4. **OTHER DISCUSSION**

- A. Construction Staging and Coordination
- 1) Is playground to be closed during construction?
 - a. **Barrier set up between the playground and construction area.**
 - b. **Contractor to protect their work.**
 - c. **City will provide new playground surfacing (EWF)**
 - 2) When is City planning to complete parking lot/road closure?
 - a. **City to tell MSA schedule, need to consider the electrical service and storm sewer service.**
 - 3) Donated work and work by City (see Item 3 above)

5. **Action Items:**

City

- 1. Provide Fire Flow information and Chlorine levels.

- a. **City to get MSA**
2. Matt Scott to follow up with DNR on Federal Grant Application.
 - a. **Matt and Raine to follow up with Cheryl first and then determine if further action has to occur to keep the grant moving forward. (not next Friday and Wednesday afternoon.)**
3. Complete purchasing program application - NPPGov. (see attached FAQ from CRS)
 - a. **Tim to work with CRS/Vortex to get the NPP set up for the city.**

MSA

1. Update on Archeological Investigation – David Keene.
 2. Determine location of water service and metering – MSA to coordinate with City.
 3. ~~Provide stubs/rough-ins for future splash pad expansion.~~ **Flow rate of pad is close to maximum for flow-through. Additional features may best be included in a separate pad at another park.**
6. **Meeting Notes:**
- A. **Matt – interested in solar charging stations. MSA to call Landscape Structures to get some costs.**
 - B. **April 20th Meeting with parks for approval of splashpad - 5:30 pm meeting time?
Information to Matt/Tim for packets by morning of April 16th.**

Division of Labor (see attached plan)

A. 5" Concrete Sidewalks (A1-A5)

Excavation by	Contractor	or	Donor
Base by	Contractor	or	Donor
Dect. Warning Fields	Contractor	or	Donor
Restoration by	Contractor	or	Donor

Curb Ramps and Detectable Warning Fields

Contractor	or	Donor
------------	----	-------

B. Curb and Gutter (B1 & B2)

Excavation by	Contractor	or	City
Base by	Contractor	or	City
Restoration by	Contractor	or	City

C. Asphalt Pavement (C1 & C2)

Removal & Excav. by	Contractor	or	City
Base by	Contractor	or	City
Pavement by	Contractor	or	City
Restoration by	Contractor	or	City





OUR WATER PLAY SPACES ARE
MORE THAN ENTERTAINMENT.

THEY BECOME A FOCAL POINT OF YOUR SITE, A PLACE
WHERE VISITING BECOMES A **RITUAL.**

THEY FOSTER **GROWTH, IMAGINATION,**
INTERACTIONS.

ENDLESS **THRILLS.**

MEMORIES.

**A UNIQUELY UNFORGETTABLE
EXPERIENCE, FOR ALL.**

LET'S PLAY!

**IMMERSE
THRILL
REFRESH
COMPLETE
EXPLORE
DISCOVER
IMAGINE**





SPLASHPAD®
VIEW 2

BEAVER SPRINGS SPLASHPAD, WI
Version C - 33150



Beaver Springs, WI 53005
Vortex Engineering, Inc. 10000 W. 100th St. Suite 100, Overland Park, KS 66210
Phone: (913) 666-1000 Fax: (913) 666-1001 Email: sales@vortexeng.com Website: www.vortexeng.com



SPLASHPAD®
VIEW 3

BEAVER SPRINGS SPLASHPAD, WI
Version C - 33150



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SPLASHPAD®
VIEW 4

BEAVER SPRINGS SPLASHPAD, WI
Version C - 33150



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VORTEX WATER STRUCTURES, INC. 10000 W. 100th Ave. Suite 100, Overland Park, KS 66214-1000
TEL: 913.241.1000 FAX: 913.241.1001 WWW.VORTEXWATERSTRUCTURES.COM



SPLASHPAD®
VIEW 5

BEAVER SPRINGS SPLASHPAD, WI
Version C - 33150



SPLASHPAD® COMPONENTS

Total area 4342ft² (403m²)
Spray area 2729ft² (254m²)

REF	PRODUCT	QTY	GPM	LPM
1	Aqua Dome N°1 VOR 555	1	14	53
2	Aqualien Flower N°3 VOR 7389	1	2	7.6
3	Bamboo Flower N°1 VOR 7723	1	4	15.1
4	Bamboo Stem N°2 VOR 7728	2	4	15.1
5	Bamboo Tree N°1 VOR 7725	1	1.5	5.7
6	Bamboo Tree N°2 VOR 7789	1	4.5	17
7	Bloom N°1 VOR 7486	1	8.5	32.2
8	Bollard Activator No 3 VOR 611	3	0	0
9	Chipmunk Cannon VOR 206	3	12	45.4
10	Custom Oak Tree VOR 8493	1	11.5	43.5
11	Directional Jet N°1 VOR 305	6	12	45.4
12	Fountain Spray N°2 VOR 7676	4	12	45.4
13	Frog N°2 VOR 7201	1	4	15.1
14	Jet Stream N°1 VOR 7512	10	25	94.6
15	Ombrello N°1 VOR 7445	1	2.5	9.5
16	Playsafe Drain N°1 VOR-1001.4000	2	0	0
17	Silhouette N°3 VOR 7774	1	6	22.7
18	Spray Loop VOR 519	3	22.5	85.2
19	Vine VOR 7784	1	5	18.9
20	Wall Spray VOR 302	2	18	68.1
21	Waterbug N°2 VOR 7581	1	6	22.7
TOTAL WATER FLOW		QTY	GPM	LPM
		47	175.0	662.2



BEAVER SPRINGS SPLASHPAD, WI | Version C - 33150 | VORTEX

SPLASHPAD DIMENSION

TOTAL AREA : 4342 ft² 403m²

SPRAY AREA : 2729 ft² 254m²

GRID SIZE : 2 x 2 ft 0.6 x 0.6m

PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPH
A	Aqua Dome H*1 VOR 555	1	14	53
B	Aquillen Flower H*3 VOR 7389	1	2	7.6
C	Bamboo Flower H*1 VOR 7723	1	4	15.1
D	Bamboo Stem H*2 VOR 7728	2	4	15.1
E	Bamboo Tree H*1 VOR 7725	1	1.5	5.7
F	Bamboo Tree H*2 VOR 7789	1	4.5	17
G	Bloom H*1 VOR 7486	1	8.5	32.2
H	Bollard Activator No 3 VOR 611	3	0	0
I	Chipmunk Cannon * VOR 206	3	12	45.4
J	Custom Oak Tree VOR 8492	1	11.5	43.5
K	Directional Jet H*1 VOR 305	6	12	45.4
L	Fountain Spray H*2 VOR 7676	4	12	45.4
M	Frog H*2 VOR 7201	1	4	15.1
N	Jet Stream H*1 VOR 7512	10	25	94.6
O	Ombrello H*1 VOR 7445	1	2.5	9.5
P	Playsafe Drain H*1 VOR-1001.4000	2	0	0
Q	Silhouette H*3 VOR 7774	1	6	22.7
R	Spray Loop VOR 519	3	22.5	85.2
S	Vine VOR 7784	1	5	18.9
T	Wall Spray VOR 302	2	18	68.1
U	Waterbug H*2 VOR 7581	1	6	22.7
	TOTAL	QTY	GPM	LPH
		47	175	662.2



5'[1.5m] SPRAY FREE AREA ALL AROUND THE SPLASHPAD IS RECOMMENDED

Beaver Springs Splashpad, WI

33150 - Version C - * Low Flow

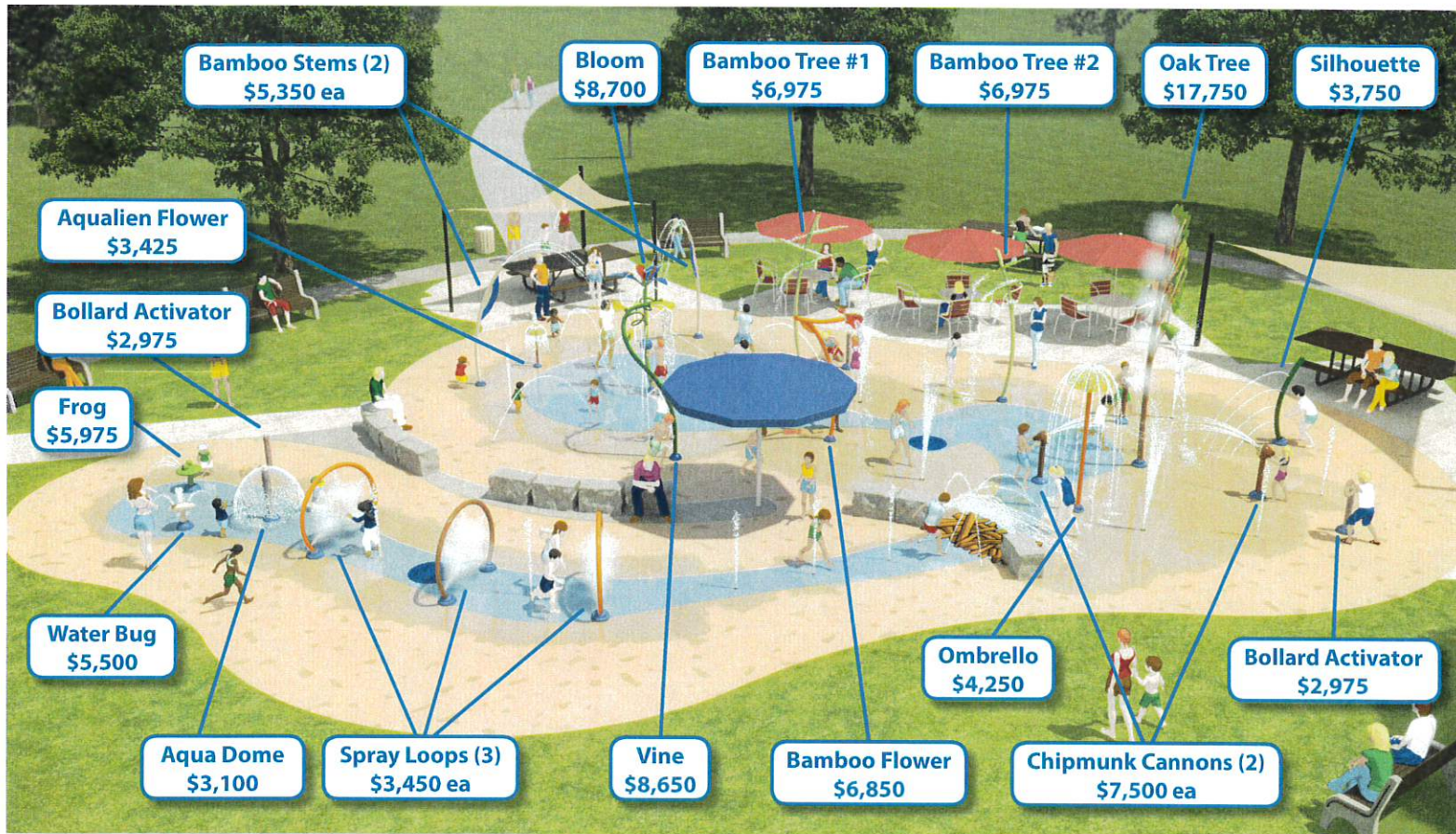
July 11, 2019

SPLASHPAD LAYOUT DRAWING

SCALE : 3/32"=1'



31" x 17" SHEET SIZE



Beaver Springs Park Splashpad®
Reedsburg, WI



COMMERCIAL RECREATION SPECIALISTS



Webb Park Splash Pad | Reedsburg, Wisconsin Site Furnishing



Bench (by Reedsburg High School)



Frame and Seat:
Painted Steel

Options:
Logo cutout on seatback

Bike Rack
(by Reedsburg High School)



Painted Steel

Chandler - 42 gal. Receptacle
(Thomas Steele)

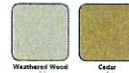


Frame:
Powder Coated Steel

ADA Picnic Table
(Pilot Rock)



Top:
Recycled Plastic
Frame:
Galvanized Steel



Stone Bench



Sawn Top and Bottom with
Natural/Split sides

Sawn Sides

Shades (12' x 12' x 8'h)



Drinking Fountain
10145 SMFAS - MDF



* Foot shower not shown

Beaver Dam*



*Custom feature,
using drilled boulder
and Vortex Way
Spray feature.

Webb Park Splash Pad

Concrete Colors

Surface Color Hardeners

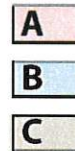
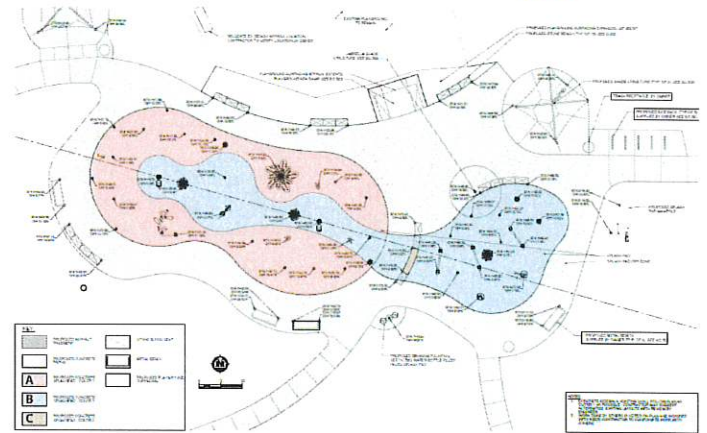
Reedsburg, Wisconsin
April 16, 2021



Integral Mix Colors

CHROMIX G and L Admixtures

for Color-Enhanced Concrete



Chapter 55

ETHICS CODE AND BOARD

§ 55-1. Statement of purpose.

- A. The proper operation of democratic government requires that public officials and employees be impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all City of Reedsburg officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.
- B. The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Reedsburg.

§ 55-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ANYTHING OF VALUE — Any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the state, fees and expenses which are permitted and reported under § 19.56, Wis. Stats., political contributions which are reported under Ch. 11, Wis. Stats., or hospitality extended for a purpose unrelated to state business by a person other than an organization.**[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

BUSINESS — Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.

FINANCIAL INTEREST — Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

PERSONAL INTEREST — The following specific blood or marriage relationships:

- A. A person's spouse, mother, father, child, brother or sister; or
- B. A person's relative by blood or marriage who receives, directly or indirectly, more than 1/2 of his or her support from such person or from whom such person receives, directly or indirectly, more than 1/2 of his or her support.

PUBLIC EMPLOYEE — Any person excluded from the definition of a public official who is employed by the City.

PUBLIC OFFICIAL — Those persons serving in elected or appointed offices and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council, whether paid or unpaid.

SIGNIFICANT INTEREST — Owning or controlling, directly or indirectly, at least 10% or \$5,000 of the outstanding stock of any business.

§ 55-3. Statutory standards of conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this chapter of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- A. Section 946.10, Bribery of Public Officers and Employees.
- B. Section 946.11, Special Privileges from Public Utilities.
- C. Section 946.12, Misconduct in Public Office.
- D. Section 946.13, Private Interest in Public Contract Prohibited.
- E. Section 19.41 et seq., Code of Ethics for Public Officials and Employees.

§ 55-4. Responsibility of public office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards and to discharge faithfully the duties of their office

regardless of personal consideration, recognizing that the public interest must be their prime concern.

§ 55-5. Dedicated service.

Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work. Members of the City staff are expected to follow their appropriate professional code of ethics.

§ 55-6. Fair and equal treatment.

- A. Use of public property. No official or employee shall use or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorized board, commission or committee.
- B. Obligations to citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for himself or herself or for a member of his or her immediate family.
- C. Political contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this chapter is a candidate or treasurer.

§ 55-7. Conflict of interest.

- A. Financial and personal interest prohibited.
 - (1) No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
 - (2) Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the

nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

- (3) Any nonelected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
 - (4) Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.
- B. Disclosure of confidential information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
- C. Gifts and favors.
- (1) No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
 - (2) No official or employee, personally or through a member of his or her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it

is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal, and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.

- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This subsection further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
- (4) Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within 10 days of receipt for recommended disposition. Any person subject to this chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this subsection, shall within 10 days disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this chapter.

D. Representing private interests before City agencies or courts.

- (1) Nonelected City officials and employees shall not appear on behalf of any private person (other than himself or herself, his or her spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
- (2) Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection A above shall be applicable to such appearances.

- E. Ad hoc committee exceptions. No violation of the conflict of interest restrictions of this chapter shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue of topic in which that individual, or the employer or a client of that individual, has an interest, so long as the individual discloses to the Common Council that such interest exists.
- F. Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City, unless within the confines of § 946.13, Wis. Stats.:
 - (1) The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this chapter after determining that it is in the best interest of the City to do so.
 - (2) The provisions of this subsection shall not apply to the designation of a public depository of public funds.

§ 55-8. Ethics Board. [Amended 7-26-2010]

- A. The Ethics Board shall consist of five members. The membership of the Ethics Board shall consist of four citizens and one alderperson. The nonalderperson members shall not be elected officials, full-time appointed officials or City employees, nor shall the non-Council members be currently serving on any other City board, commission or committee. The City Attorney shall furnish the Board any legal assistance necessary to carry out its functions.
- B. Ethics Board members shall be appointed by the Mayor, subject to confirmation by the Council. Initial terms of office shall be: one citizen shall be appointed for two years, one citizen will be appointed for one year, and two citizens will be appointed for three years. Thereafter, all terms shall be three years. Terms begin May 1 of the respective year. Each year, the Mayor shall appoint the alderperson at the annual reorganization meeting. Three members shall constitute a quorum of the Board.
- C. The Ethics Board shall elect its own chair.
- D. The Ethics Board may make recommendations to the Common Council with respect to amendments of this Code of Ethics.
- E. Any person covered by this Ethics Code may apply, in writing, to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor

shall be in writing and shall state all material facts. It shall be prima facie evidence of intent to comply with this Ethics Code when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a nonmember, Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by § 19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion, provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.

- F. All complaints alleging that an official or employee committed a violation of this Ethics Code shall be addressed to the Ethics Board and shall be filed with the City Clerk-Treasurer. All such complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this Ethics Code and shall further state the evidentiary facts supporting the charge.
- G. Within 14 days after the filing of a properly verified complaint with the City Clerk-Treasurer, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the complaint to the respondent by certified mail or shall have a copy of the complaint delivered to the respondent by personal service.
- H. Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this Ethics Code. No preliminary investigation of an alleged violation of this Ethics Code may be initiated until a copy of the complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent or personally served upon the respondent. The preliminary investigation shall be completed within 30 days of the date that the complaint and notice thereof is mailed to the respondent or personally served upon the respondent, except the Board may extend the investigation period for up to an additional 60 days with notice to the respondent and to the complainant.
- I. If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this Ethics Code, it shall dismiss the complaint. The Board shall promptly

notify the complainant and the respondent by certified mail or personal service of its decision dismissing the complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless, within 20 days of the Board's mailing or personal service of its dismissal order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.

- J. If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall be held in closed session except that the respondent shall have a right to demand that the hearing be held in open session and, upon such demand, the Board shall conduct the hearing in open session.
- K. The chairperson of the Board shall preside over the proceedings, and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney, and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to § 885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on its respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.
- L. All testimony of witnesses at the proceedings shall be given under oath, administered by the Chairperson in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.
- M. The proceedings shall be conducted in the following order:
 - (1) Statement of the issues and rules by the Chairperson.
 - (2) Brief factual summaries, if any, by both sides.
 - (3) Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.

- (4) Cross-examination of witnesses by the respondent.
 - (5) One additional opportunity to question witnesses by the complainant.
 - (6) One additional opportunity to cross-examine witnesses by the respondent.
 - (7) Presentation of the base for the respondent.
 - (8) Repeat of Subsection M(4), (5) and (6) above regarding witnesses and evidence produced on behalf of the respondent.
 - (9) Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
 - (10) Brief closing arguments, if any, by both sides.
- N. The Board shall not be bound by common law or statutory rules of evidence, and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hearsay evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.
- O. The Board shall deliberate in closed session.
- P. Within 10 working days of the conclusion of the hearing, the Board shall file its written findings of fact, conclusions of law and recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other proper City authority and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the

Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend suspension without pay, discharge, or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of § 19.59, Wis. Stats.

- Q. Records obtained or prepared by the Board in connection with an investigation of a violation of this Ethics Code shall not be open for public inspection, except that the Board shall permit public inspection of records of a hearing conducted in open session pursuant to the request of the respondent as provided in Subsection J hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.
- R. The time frames set forth in this Ethics Code specifying Board action are not jurisdictional, and the Board may, where appropriate, extend any time period as necessary.

§ 55-9. Distribution of provisions.

- A. The City Clerk-Treasurer shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City within 30 days after enactment of this chapter. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his or her duties.
- B. Each public official, Mayor, the Chairman of each board, commission or committee and, through the City Administrator, the head of each department shall between May 1 and May 31 each year, review the provisions of this chapter with his or her fellow Council members or board, commission, committee members or subordinates, as the case may be, and certify to the City Clerk-Treasurer by June 15 that such annual review had been undertaken. A notice of this Ethics Code shall be continuously posted on the City bulletin boards wherever situated.
- C. Each public official and employee shall, in connection with Subsections A and B above, also complete and file with the City Clerk-Treasurer, as appropriate, the following statement of understanding:

"I have read and understand the contents of the City of Reedsburg Ethics Code, including the attached state statutes.* I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code." (*Sections 946.10 through 946.13 and 19.41 et seq., Wis. Stats.)

§ 55-10. Employees covered by collective bargaining agreements.

In the event an employee covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code.

§ 55-11. Sanction.

A determination that an employee's actions constitute improper conduct under the provisions of this chapter may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, which may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.

§ 55-12. Police officers and firefighters.

When an ethics complaint has been filed against a police officer or firefighter or the Chief of either the Police or Fire Department, the procedure shall be performed in accordance with the provisions of § 62.13, Wis. Stats.

§ 55-13. Violations and penalties.

Violation of any provision of this chapter should raise conscientious questions for the incumbent concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City of Reedsburg. For nonelected officials or City employees, violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action. As an alternative or an addition to the sanctions imposed herein, any person violating the provisions of this sanction shall be subject to a nonreimbursable forfeiture of not less than \$100 nor more than \$500.

CITY OF REEDSBURG

ANNUAL CODE OF ETHICS REVIEW

(Return to City Administrator by May 31st)

Each year between May 1st and May 31st each public official, Mayor, the Chair of each board, commission or committee, and department head shall review the provisions of the Ethics Code and certify that such review has occurred.

I have read and understand the content of the City of Reedsburg Code of Ethics, including the listed State statutes.*

I also understand that I am expected to adhere to and conduct myself according to the rules, guidance and direction as set forth in the Ethics Code. (*§946.10 through §946.13; and §19.41 et seq.)

Reviewed on May _____, 2021

Printed name

Signature