

415 N. MILWAUKEE ST.  
WATERFORD, WI 53185  
WATERFORD TOWN HALL

TOWN BOARD AGENDA

MARCH 13, 2023 @ 5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84274301649?pwd=VSt2QUhaT0lNRjVlSjFpNmt0em5VUT09>

Meeting ID: 842 7430 1649

Passcode: 276203

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF TOWN BOARD MINUTES DATED FEBRUARY 13, 2023 AS PRINTED.
4. APPROVAL TO PAY CLAIMS AS PRESENTED/TREASURER REPORT
5. CORRESPONDENCE- Dr. Lucas Francois- Informational only (Referendum)
6. DEPARTMENT/COMMITTEE REPORTS:
  - (a) Police Dept.
  - (b) Tichigan Fire Co.
  - (c) Waterford Fire & Rescue
  - (d) Waterford Waterway Management District
  - (e) Park
  - (f) Road Dept.
    - Discussion & possible action re ordinance for road bonds
    - Discussion & possible action re WisDOT FFY24 Surface Transportation Program- Local Program Application
  - (g) Board of Health
  - (h) Town Planning Commission Recommendations (See March PC Agenda)- Reminder that the April 3<sup>rd</sup> Planning Commission will be held at 5:00 pm on April 13<sup>th</sup>, before Town Board.
7. OLD BUSINESS:
  - (a) Discussion & possible action re RFP for Audio/Visual Virtual and Streaming Solutions for the Town Hall Municipal Room (this is a working draft and not the final RFP)
8. NEW BUSINESS:
  - (a) Request for alcohol use at Town Park- Hannah Rench & Brett Michalik

#### FORTH COMING EVENTS-

“Requests from persons with disabilities who need to participate in this meeting or hearing should be made to the Town Chairperson Office at 534-1871 with as much notice as possible”

**TOWN BOARD MEETING FOR WATERFORD**  
**415 N. MILWAUKEE ST.**  
**UNAPPROVED/UNOFFICIAL MINUTES FOR FEBRUARY 13, 2023**

1. Town Board meeting was called to order by Chairman Hincz. Present: Supervisors Nicolai, Schwartz, Gauerke, Szeklinski, Attorney Dubis, Lieutenant John Nelson, DPW Director, Ken Hinz, TVFC President, AC Rozina and residents of the Town. Chairman Hincz was present via speaker phone.
2. Chairman Hincz led the Pledge of Allegiance.
3. Printed Minutes: **Supervisor Schwartz motioned to approve the Town Board meeting minutes dated January 9, 2023 as presented, seconded by Supervisor Nicolai. Vote taken: 5-0. Motion carried.**
4. Treasurer Report/Payment of Claims- Supervisor Schwartz read the Treasurer's report. **Supervisor Schwartz motioned to approve the Treasurer's report and pay the claims, seconded by Supervisor Nicolai. Vote taken: 5-0. Motion carried.**
5. Correspondence: None
6. Committee Reports:
  - a) Police Dept. Report- Lt. Nelson reported 182 actual calls for January.
  - b) Tichigan Vol. Fire Co-TVFC President, Courtney Bowen, reported 29 calls for January. TVFC had a training in hazmat level "B" with Southshore. Three members of TVFC took classes on CPR training. They are working on dates for CPR classes for the public. Completion of leadership class of certain members ends tonight.
  - c) Waterford Fire & Rescue- AC Rozina was in attendance. There was a total of 11 calls for service in the Town of Waterford during the month of January.
  - d) WWMD- Bill McCormick noted they were all set for the harvesting permit through 2024. Currently looking into permitting for other items in the Spring.
  - e) Park Dept.- None
  - f) Road Dept.- Ken Hinz reported that truck 18 should be back in service this week. These was the plow hit by a car. The Town is responsible for the engineering costs for Town Line Rd. for 2023 but we will be re-applying for grants that were not approved last round. Town Line Rd. will be bid out this year with hopes to begin work in 2024. Bids are done with the DOT. Supervisor Gauerke stated he had received a call from the resident living next to the Town owned land at the end of Grand Dr. There are concerns over the possibility of dead trees. Hinz will review.
  - g) Board of Health- Supervisor Nicolai gave report. DHS has a big push on education for NARCAN. Town Officers are already carrying NARCAN.
  - h) Town Planning Recommendations-
    - Conditional Use/Site Plan review- Clearwater Acres, Payne & Dolan, 6745 Northwest Hwy.- Todd Buth indicated that crushing should begin the end of March/beginning of April. **Supervisor Gauerke motioned to approve the CUP renewal and site plan review, seconded by Supervisor Nicolai. Vote taken: 5-0. Motion carried.**
7. Old Business:
  - a) Discussion & possible action re: Ordinance repealing & recreating Short-term Rental and

**Ordinance 1-14-19- Supervisor Szeklinski motioned to approve the ordinance with the initial fee being \$750, renewal to \$350, and late/failure to apply fee be set to \$1500, seconded by Supervisor Gauerke. Vote taken: 4-0 (Chairman Hincz abstained). Motion carried. Supervisor Szeklinski motioned to repeal Ordinance 1-14-19 and that it coincides with this new ordinance, seconded by Supervisor Schwartz. Vote taken: 4-0 (Chairman Hincz abstained).**

8. New Business:

- a) Ballonfest- Town Park- Greg Horeth noted that the Tichigan Lions Club took over Ballonfest. It will be held July 15<sup>th</sup>. They are expecting approx. 10-15 balloons.

Forthcoming Events- Kevin McCormick, Admin. For Washington-Caldwell, handed out materials to the Board regarding the schools' referendums that will appear on the April 4<sup>th</sup> ballot.

**Supervisor Szeklinski motioned to adjourn the meeting at 6:45 pm, seconded by Supervisor Schwartz. Vote taken: 5-0. Motion carried.**

Respectfully Submitted,

Tina Mayer, Town Clerk

**SPECIAL TOWN BOARD MEETING FOR WATERFORD  
415 N. MILWAUKEE ST., WATERFORD, WI 53185  
UNAPPROVED/UNOFFICIAL MINUTES FOR MARCH 6, 2023  
12:30 PM AT THE TOWN HALL**

In the absence of the Chairman, Supervisor Szeklinski motioned to appoint Supervisor Schwartz as acting Chairman, seconded by Supervisor Nicolai. Vote taken: 4-0. Motion carried. Present: Supervisors Nicolai, Gauerke, Schwartz, and Supervisor Szeklinski.

12:33 pm- Supervisor Gauerke motioned to move into closed session pursuant to Wisconsin Statute 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Item to be discussed: 1) Performance evaluation of DPW employees, seconded by Supervisor Nicolai. Vote taken: 4-0. Motion carried.

1:15 pm- Supervisor Nicolai motioned to move into open session, seconded by Supervisor Gauerke. Vote taken: 4-0. Motion carried.

1:16 pm- Supervisor Szeklinski motioned to approve an employee 6-month review raise and a performance review raise, seconded by Supervisor Gauerke. Vote taken: 4-0. Motion carried.

Supervisor Schwartz motioned to adjourn at 2:11 pm, seconded by Supervisor Nicolai. Vote taken: 3-0. Motion carried.

Respectfully Submitted,

Tina Mayer, Town Clerk



## ORDINANCE NO.

### AN ORDINANCE TO REPEAL AND RECREATE ORDINANCE # OF THE TOWN OF WATERFORD, RACINE COUNTY, WISCONSIN ROAD BOND POLICY ORDINANCE

The Town Board of the Town of Waterford, Racine County, Wisconsin, does amend Town of Waterford Ordinance No. **12142021-2** to read as follows:

#### 1.0 PURPOSE

The purpose of this policy is to provide guidelines and procedures for processing road bonds for any project or construction involving the use of Town roads to access property in the Town of Waterford. The Town of Waterford shall have this procedure processed by one three Town Staff members: ~~Building Inspector, Highway Superintendent, and Clerk~~. The purpose of issuing road bonds is to minimize spending public funds for unnecessary repairs and to maintain Town roads in the best possible condition so as to promote and protect the health, safety and welfare of Town residents. Road bonds are utilized ~~by those aforementioned departments~~ as an escrow- type account with any excess funds being refunded back to the property owner upon completion of any project. The costs associated with the road bond is to cover any damage that may or may not occur.

#### 2.0 ORGANIZATIONS AFFECTED

~~The Highway, Building Inspections and Clerk Departments and~~ A all property owners planning for any new project or construction projects are to adhere to the guidelines set forth in this policy.

#### 3.0 POLICY

This policy shall cover construction of all ~~new residential single family, multi-family, accessory structures over 1,200 square feet, commercial, or industrial buildings, new developments, or any project in the Town of Waterford as determined~~ by the Town.

The Town of Waterford shall use its discretion to determine whether to draw from the road bond or refund it in whole or-in-part. If more damage is done to the road than held in the road bond, additional funds may be necessary to cover the costs of repair. The sum required for a road bond is five thousand dollars (\$5,000.00).

#### 4.0 DEFINITIONS

Road Bond: A collected sum of money used by a municipality to safeguard against any defects to a road that may occur during ~~new construction or construction project~~.

Escrow: A fee deposited into a temporary segregated account that may be drawn upon, added to monetarily or reimbursed in full or in part.

Damage to town highways shall be deemed to be any damage, adverse condition or

change in a Town road which causes or contributes to the need for repair or replacement of any portion of a Town road or highway, including asphalt, base, shoulder work, ditch work, culvert work or bridge work, or any other damage to public property on or adjacent to a public road or right-of-way in the Town of Waterford. ~~In the event that this chapter is complied with, it shall be the burden of the Town to establish that such damage has occurred. In the event that this chapter is not complied with, the existence of damage to the highways at or adjacent to the alleged violator's project or which occurs over the route of travel of the alleged violator's vehicles, shall be presumed to have been caused by the alleged violator's vehicles, unless such violator can establish otherwise.~~

## 5.0 PROCEDURE

5.1 Upon receipt of a permit under this chapter, the Town Clerk shall refer such application to the ~~Town Board, Town Building Inspector and the~~ Town Highway Superintendent. The Highway Superintendent shall prepare a written response regarding the sufficiency of the application, a summary of concerns to be addressed to protect Town roads, and a personal inspection of the area to be used in such construction. The Department of Public Works shall photograph the immediate area of the work to be done and any area of road that is, in the Department's belief, susceptible to road damage

~~5.25.0 After receiving the report from the Town Highway Department, the Town Board shall review the same to determine whether or not the Town's interests in protecting its roadways are adequately protected by virtue of the application and the plan to minimize Town road damage, as well as the recommendation of the Department of Public Works~~

~~5.35.2~~ Upon written notification that all work has been completed by the property owner or his/her designee or project completion, ~~the Town Building Inspector in conjunction with~~ the Highway Superintendent and/or his/her designee shall inspect the road/right-of-way to ensure that no damage is present. ~~The Town Building Inspector in conjunction with~~ the Highway Superintendent or their designee will inspect the road/right of way and submit approval to the Town Clerk to release the funds to the original payer if no damage has occurred. The Town may also partially refund the Road Bond or request additional monies be collected due to damage that has occurred above and beyond the \$5,000.00 deposit.

~~5.45.3 If the road bond is released, it will be released to the original payer. The road bond will be released to the original payer.~~ If the bond was issued by someone other than the property owner, a carbon copy of the check will be sent to the property address so that the property owner/resident is aware of the road bond refund. It shall be the Town policy to refund the original road bond to the original payer in all cases unless the payer submits otherwise in writing to the Town Clerk prior to the release of the refund. In the instance where the original payer is not available or cannot be found (deceased, ~~bankrupt~~, or ~~for~~ other unknown reasons) and all reasonable efforts have been made to refund the road bond, the funds will be treated as unclaimed monies under the Uniformed Unclaimed Property Act. Pursuant to Chapter 177 of the Wisconsin State Statutes, unclaimed intangible personal property that remains unclaimed by the owner for more than one year after it became payable or distributed is presumed abandoned and will be paid to the State Treasurer.

~~5.55.4~~ There are times when the homebuilder or original payer does not request release of the road bond for unknown reasons. Twice a year the Town Clerk and ~~Building Inspector and~~



the Highway Superintendent shall review all of the road bonds and refund those bonds where the work has been satisfactorily completed without harm to the Town road/right of way.

6.0 OTHER

6.1 This policy applies to Town roads only. County and State highways are not under the jurisdiction of the Town of Waterford and, as such, may require separate permits from Racine Waterford County and the State of Wisconsin.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2023. To take effect upon the publication/posting as required by law.

TOWN OF WATERFORD

\_\_\_\_\_  
Thomas W. Hincz, Chairman

ATTEST:

\_\_\_\_\_  
Tina Mayer, Town Clerk

Below are the comments from Greg Governatori:

1. The 2024 are for construction only. (Design Engineering is separate and must be to WisDOT level of detail)
2. There is a total of 2 million available and the maximum aware is 500,000K
3. The Buena Park project is estimated at 1.5 million – which means is we are fortunate enough to get the grant the Town is responsible for roughly 750K and the Village the other 250K
4. Applications are due March 24<sup>th</sup>.
5. Design would occur in 2024 and Construction must begin in 2025



# WisDOT FFY24 Surface Transportation Program (STP)-Local Program Application Instructions CONSTRUCTION ONLY

## NOTE: Only ONE Application Per Sponsor

This application is for Federal Fiscal Year 2024 (FFY24) construction projects funded by the Bipartisan Infrastructure Law (BIL). The BIL allows states to use funds from the small urban and rural federal funding allocations on minor collectors and local roads. This one-year supplemental solicitation has a \$2,000,000 total program funding availability. The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway also must be located outside of urbanized areas (a population of less than 50,000) to be eligible for STP-Local funds. An individual application is required for each new potential FFY24 STP-Local program project. Previous applications cannot be rolled over into this solicitation.

STP-Local projects are selected by a committee of members from the Wisconsin County Highway Association (WCHA), the Wisconsin Towns Association (WTA), and the League of Wisconsin Municipalities (LWM). The discretionary project selection process is competitive and the categories that the selection committee considers are economic impact, state of good repair, connectivity and regional or local significance. Equitable geographic distribution is a consideration both in the formation of the STP-Local project selection committee and for the final project selections.

### Project Eligibility

- The 2021 Bipartisan Infrastructure Law (BIL), allows states to use up to 15% of small urban and rural federal funding allocations on minor collectors and local roads.
- The GIS Application linked [here](#) will assist applicants in determining if the proposed project is a minor collector or local road, outside of an urbanized area. Roadways highlighted in purple are eligible areas for rural projects and roadways highlighted in blue are eligible areas for urban projects. While the GIS Application will provide information that has a high degree of accuracy, please cross-validate with the departmental functional classification maps linked [here](#).
- The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. In addition, the roadway must be located outside of urbanized areas (populations of less than 50,000) to be eligible for STP-Local funds.
- Local improvement projects on connecting highways are not eligible for STP-Local funds.
- This solicitation for FFY24 STP-Local program will be for construction-only (no design) State-Let projects. An August 2024, Plans, Specifications & Estimates (PS&E) deadline is required to meet a November 2024 letting. The November 2024 let is the latest letting eligible for FFY 2024 funding. Earlier project lets are encouraged.
- Design must be 100% locally funded. Design must be undertaken by qualified consultant. The design must result in a PS&E that is acceptable to both the Wisconsin Department of Transportation (WisDOT) and Federal Highway Administration (FHWA).
- Federal funding is capped at **\$500,000**. Project minimum is set at **\$250,000**. Project applications for projects greater than the federal cap will be considered, however if successful, the federal share cannot exceed \$500,000.

### Recommendations for Completing an Application

- It is **strongly recommended** that the local sponsor contact the Statewide Local Program Manager well in advance of the application deadline to address questions or comments related to the application.
- An application is required for **each** new potential FFY24 STP-Local program project and must include all pages of the application, WISLR map, project description/justification, and detailed cost estimate calculations. **Incomplete submittals will not be considered.**

- Use the **Tab** key in the application to “tab” to the next box or field.
- Questions on the application process should be directed to the Wisconsin Department of Transportation (WisDOT); contact persons listed below.

Chris Brooks	(608)267-3611	<a href="mailto:christopher.brooks1@dot.wi.gov">christopher.brooks1@dot.wi.gov</a>
Michael Loughran	(608)266-2870	<a href="mailto:michael.loughran@dot.wi.gov">michael.loughran@dot.wi.gov</a>
Merrill Mechler-Hickson	(608)261-8977	<a href="mailto:merrill.mechlerhickson@dot.wi.gov">merrill.mechlerhickson@dot.wi.gov</a>
Tim Olusegun	(608)266-0254	<a href="mailto:tim.olusegun@dot.wi.gov">tim.olusegun@dot.wi.gov</a>

- Save the application, **including the name of your local unit of government in the filename (e.g., City of ..., Town of ...)**, and email completed applications to: [DOTLocalPrograms@dot.wi.gov](mailto:DOTLocalPrograms@dot.wi.gov). **Applications sent to the wrong email address will not be considered.**
- The application deadline is no later than **5:00 p.m. on Friday, March 24, 2023**. Submitting an application prior to the deadline is strongly encouraged. **Late applications will NOT be considered.**
- WisDOT will only accept applications in electronic form as a Microsoft Word document. Applications saved in PDF format **will NOT** be accepted; handwritten signatures **are NOT** required.
- The final project scope, cost, and proposed delivery schedule are the responsibility of the local sponsor.
- There is only one project sponsor allowed per project. Only one application per sponsor will be considered **(do NOT submit more than one application)**.
- Project sponsors must fund a portion of total project costs.
- Federal funding is capped at 80%.
- All costs more than the estimates indicated in the application will be 100% responsibility of the local sponsor. No funds beyond the accepted amount indicated in the State/Municipal Agreement will be authorized.
- Construction must begin in Calendar Year 2025.
- Please note that temporary easements are considered Right-of-Way activities. All project right-of-way activities must be resolved prior to the August 1, 2024 PS&E date to guarantee a November 2024 letting.

## **FFY22 STP-Local Program Application Instructions**

### **Population Category, Functional Classification and Municipality Type**

- Select population category, functional classification, and municipality type from the drop-down menus.
  - The population category is either “RURAL” (highlighted in purple), which is outside all urban and urbanized areas; or “5,000 to 50,000” (highlighted in blue), which is within one of the 54 designated urban areas. Refer to the GIS application linked [here](#) and the maps linked below to determine if roadway lies within an urban area.
  - Functional Classification: Roadway must be functionally classified as a minor collector or local road to be eligible for STP-Local funding. Refer to the following links to view guidance and approved functional classification maps
  - <http://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>.

### **Project Description**

- Roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway must be located outside of an urbanized area boundary, i.e. within an area below 50,000 population. Refer to GIS Application linked [here](#) (roadways highlighted in purple are eligible for rural projects and roadways



highlighted in blue are eligible for urban projects).

- **Project Sponsor:** Select a prefix from the drop-down menu. Provide the name of the local unit of government that is financially responsible for the federal-aid improvement.
- **Facility Owner:** Select a prefix from the drop-down menu. Provide the name of the government entity that owns the facility. If the Facility Owner is the Project Sponsor, indicate “Same as Sponsor” from the drop-down menu. If the Owner and Sponsor differ, a signed resolution is required to authorize the Sponsor to act on behalf of the Owner. Note that only a county can act on behalf of another government entity.

### **Project Location**

- **Municipality:** Select a prefix from the drop-down menu and provide the name of the municipality in which the project is located, if applicable.
- **County:** Provide the name of the county or counties in which the project is located.
- **On Route:** Provide the name of the roadway on which the project is located.
  - **At Route (Start):** Provide the name of the intersecting roadway at the start of the project. If the project does not start at an intersection, the At Route is the nearest intersecting roadway outside of the project limits.
  - **Offset:** If the project does not start at an intersection, an Offset is required. If the project starts at an intersection, an Offset is not required. An Offset is the distance, expressed as a positive number rounded to a tenth of a mile, between the nearest intersection and the start of the project.
  - **Toward Route (End):** Provide the name of the intersecting roadway at the end of the project. If the project does not end at an intersection, the Toward Route is the nearest intersecting roadway outside of the project limits. Enter the word “Termini” if the roadway terminates or a municipal boundary occurs after the end of the project but before the nearest intersection.

NOTE: Refer to the following link for information on the On/At method of describing the location of a project:  
<http://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/onatmanual.pdf>.

Note: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link:  
<http://wisconsin.gov/Pages/doing-bus/local-gov/wislr/default.aspx> ).

### **How to access and get started using WISLR**

Authorized representatives of local government are eligible to obtain WISLR access privileges. To access WISLR, follow the simple steps below.

First time WISLR users:

1. Establish a Web Access Management System (WAMS) ID and password: Go to [on.wisconsin.gov](http://on.wisconsin.gov) and click on the Self-Registration link, and then follow the steps to create an ID and password.
2. Navigate to WISLR: Enter your ID and password, then answer some questions. WisDOT will send you an email that establishes and confirms your WISLR privileges after you establish your ID and password. Please allow a few days to receive your WISLR privileges. Do NOT wait until last moment to obtain WISLR privileges.

### **Existing Facility**

- **Number of Lanes:** The number of traffic lanes the current roadway supports.
- **Pavement Width:** Give this width to the nearest foot (Example: 24 feet).
- **Cross Section:** Check *Rural* or *Urban* as appropriate for the current roadway cross section. Rural cross sections have ditches and urban cross sections have curb and gutter.
- **Pavement Type:** Select *Asphalt*, *Concrete*, *Gravel*, or *Combination*. **If combination, explain** (Example: 2” asphalt over

7" concrete).

- **Pavement Rating:** Enter the latest pavement rating that was submitted to WisDOT. Current pavement ratings are found in WISLR.
- **Year Last Improved:** Last year surface was placed (new or maintenance).
- **Existing sidewalk or bicycle accommodations?** Check *Yes* or *No*. If *Yes*, one side or both sides?
- **Any federal-aid-eligible structures within the existing facility?** Check *Yes* or *No*. If *yes*, please indicate the structure ID #(s). Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **Does a railroad facility exist within 1000 feet of the project limits?** Check *Yes* or *No*. If *yes*, specify by selecting at-grade crossing, roadway underpass/overpass, longitudinal encroachment, or parallel. To ensure compliance with both state and federal law and policy, projects **must be** evaluated for rail issues.
  - If your project is within 1,000 feet of a railroad you should coordinate with the WisDOT Regional Rail Coordinator [WisDOT Regional Railroad Coordinator Map \(wisconsin.gov\)](http://wisconsin.gov) to determine the level of coordination your project would require.
- Indicate the owner of the railroad facility.

### **Project Description/Justification** (NOTE: This is very important to read!)

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as pavement cracking, edge raveling, surface deterioration, substandard geometrics, etc. Include up to three pictures to further show the deficiencies and surrounding land use. Describe in detail any known economic impacts to surrounding land use, such as agricultural, commercial, industrial, educational, etc. Describe any known safety issues. Include and separately identify any 100% locally funded components of the project. This portion of the application will be used by the selection committee to rate and rank the projects. Use a separate single page document to describe the proposed project and justification (one page maximum).

### **Proposed Improvement**

Refer to the following links for traffic data and design standard information: <http://wisconsin.gov/Pages/projects/data-plan/traf-counts/default.aspx>.

- **County Trunk Highway standards**
  - Trans 205: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/205.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/205.pdf)
  - FDM-Reconstruct: <http://wisconsin.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
  - 3R: <http://wisconsin.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **Bridge standards**
  - Trans 207: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/207.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/207.pdf)
  - Trans 214, Town Road Bridge Standards: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/214.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/214.pdf)
  - Clear Roadway Width of Bridges: <http://wisconsin.gov/rdwy/fdm/fd-11-15.pdf>
- **Town road standards**
  - Trans 204: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/204.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/204.pdf)
  - FDM-Reconstruct <http://wisconsin.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
  - 3R: <http://wisconsin.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **Improvement Type:** Select *Resurfacing, Pavement Replacement, Reconditioning, Reconstruction, Resurfacing w/ Structure, Pavement Replacement w/ Structure, Reconditioning w/ Structure, Reconstruction w/ Structure, or Combination*. If combination, explain (Example: Reconstruct, pavement replacement, and resurfacing).
  - Refer to the following link for improvement type definitions: <https://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/tools/definitions.pdf>

- **New Pavement Type: Select *Hot Mix Asphalt, Concrete, or Combination*.** If combination, explain. **Provide Width and Length.** New pavement width does not include paved shoulders. Give the width and length to the nearest foot.
- **New Shoulder Type: Select *Hot Mix Asphalt, Concrete, Gravel, Asphalt/Gravel, Turf, Turf/Gravel, or Combination*.** If combination, explain. Provide Width and Length. Give the width and length (for one side of the roadway) to the nearest foot (Example: 6 feet).
  - **Urban Section Shoulder Width – The shoulder width is the distance from the edge of the travel lane to the curb face.**
  - **Rural Section Shoulder Width –** The “usable” shoulder width is the actual width that can be used when a driver makes an emergency or parking stop. New shoulder width includes both paved and unpaved shoulders.
- **Sidewalk:** Check if in the proposed improvements. Provide **Width** and **Length**. Give the width and length to the nearest foot. If Yes, one side or both?
- **Roundabout:** Check if in the proposed improvement and indicate location.
  - Refer to the following links for information on intersection control and modern roundabouts: <https://wisconsindot.gov/rdwy/fdm/fd-11-25.pdf#fd11-25> and <http://wisconsindot.gov/rdwy/fdm/fd-11-26.pdf#fd11-26>
- **Structure:** Check if there are any federal-aid-eligible structures within the project limits.
  - **Structure Type –** Select Bridge, Box Culvert, or Multiple Pipes. Work Required Select Replacement, Rehabilitation, Extend, or None. Structure #(s) Provide the bridge number(s). Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **Sizes and Descriptions:** Provide a description to clarify and describe the work required.
- **Traffic Management During Construction** Select *Road Closed, Road Closed with Detour, Road Open with Temporary Structure, or Road Open with Staged Construction*.

## **SELECTION CRITERIA FORM**

Fill out the Selection Criteria Form, which is the Environmental Checklist, to ensure that there are no environmental issues that will impact the delivery of this proposed project. Applications will not be considered if the environmental criteria cannot be met.

## **CONFIDENTIAL INFORMATION**

### **Cost Estimate**

**Confidential information, including cost estimates and WisDOT application comments, should be excluded from the CDR.**

**Applicants should reference the following WisDOT Web page prior to completing this section of the application:**  
<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>

**NOTICE: All applications must include a sheet documenting the calculations performed to complete the estimate.**

All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor,

**STP-Local projects are funded at a maximum 80 percent federal and 20 percent local.**

## Construction

Federal funding is capped at **\$500,000**. Project minimum is set at **\$250,000**. Project applications for projects greater than the federal cap will be considered, however if successful, the federal share cannot exceed \$500,000.

**Roadway:** Enter the **Total Amount, Federal Share of the Participating Construction Cost (80%), the Local Share of the Participating Construction Cost (20%),** and the **Non-Participating Construction Cost (100% Local)** for the Roadway category. **NOTE: Temporary traffic/pedestrian control items should be included in the construction estimate.**

**Structures(s):** Follow the same procedures as the Roadway category above.

**A. Subtotal Construction Costs:** Sum all of the construction costs from the Roadway and Structure(s) categories above.

**B. Construction Engineering:** Use 10% of the construction estimate from A. above.

**C. State Review for Construction:** Use 5% of the construction estimate from A. above.

**Total Construction Cost with State Review:** Sum lines A, B and C of the Construction section.

**NOTE: All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff, in agreement with the local sponsor, may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.**

## WisDOT Information – Shaded area to be completed by WisDOT staff only.

### Additional Confidential Information

Shaded area to be completed by WisDOT staff only. Enter any WisDOT comments on the application at application review. Enter the approved federal funding amount information after project approval.

## Key Program Requirements Confirmation

Please confirm your understanding of the following project conditions by typing your name, title, and initials in the boxes at the bottom of the page. The person's initials and signature on the application (i.e., Head of Government or Designee, not a consultant) **must have fiscal authority** for the project sponsor.

Item I. regarding special assessments is provided for informational purposes only. WisDOT is not recommending a specific course of action but is alerting applicants to potential legal risks associated with special assessments for transportation construction projects using federal funds.

## Contact Information and Signatures

**REMINDER: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>)**

**Application prepared by a consultant?** Check *Yes* or *No*. If *Yes*, please provide the **Consultant Company Name** and **Company Location (City, State), Consultant Signature**, and signature **Date**. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

**Sponsor Agency** responsible for completing application. The Sponsor Agency is the local unit of government that is financially responsible for the federal-aid improvement.

**Contact Person:** Must be a Head of Government or Designee (e.g., County Highway Commissioner).

**Title** of the Contact Person.

**Address** of the Contact Person.

**Telephone** number of the Contact Person.

**Email** address of the Contact Person.

**Head of Government/Designee Signature:** A local official, not a consultant, must sign the application. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary. **Date** the application was signed.

**Local Unit of Government Agency (when owner differs from sponsor):** Indicate the name of the government entity that owns the facility (if different than the Sponsor Agency).

**Owner Signature (when owner differs from sponsor):** If the Facility Owner and Sponsor Agency differ, an owner signature is also required. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary. **Date** the application was signed.

**NOTE: When the Facility Owner and Sponsor Agency differ, the Facility Owner must create a local resolution that grants the Sponsor Agency (e.g., County) the power to act as “lead agency” for the project.**

Submit completed application(s) to the following WisDOT email address: [DOTLocalPrograms@dot.wi.gov](mailto:DOTLocalPrograms@dot.wi.gov)

**Applications due March 24, 2023.**

**WisDOT Information – Shaded area to be completed by WisDOT staff only.** Enter the information in the top portion at application review and enter the project ID(s) after project approval.

MARCH 6, 2023  
PLANNING COMMISSION MEETING  
TOWN OF WATERFORD  
415 N. MILWAUKEE ST., WATERFORD, WI

TOWN HALL

5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82037395219?pwd=UmJOL1kvQXlacGpLYUNReW0yZ2xrdz09>

Meeting ID: 820 3739 5219

Passcode: 640057

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF FEBRUARY 6, 2023 MINUTES AS PRESENTED.
4. TOWN LEVEL VARIANCE- REINDL, 33301 CAYUGA WAY- REQUEST APPROVAL TO RAISE CHICKENS ON RESIDENTIALLY ZONED LAND (PRESENT LOT SIZE IS +/- 3.323 ACRES)
5. TOWN LEVEL VARIANCE- BLAKE, 33300 CAYUGA WAY- REQUEST APPROVAL TO RAISE CHICKENS ON RESIDENTIALLY ZONED LAND (PRESENT LOT SIZE IS +/- 2.136 ACRES)
6. CORRESPONDENCE-
7. SHORELAND CONTRACT REPORT
8. FORTH COMING EVENTS-

“Requests from persons with disabilities who need to participate in this meeting or hearing should be made to the Town Chairperson Office at 534-1871 with as much notice as possible”

TOWN BOARD MAY BE IN ATTENDANCE

This notice is subject to amendment up and to the time applicable as allowed by law. Please check with Town Clerk for any changes.



**PLANNING COMMISSION MEETING  
415 N. MILWAUKEE ST.  
MARCH 6, 2023 @ 5:30 PM  
UNAPPROVED/UNOFFICIAL MINUTES**

1. Planning Commission meeting was called to order at 5:30 PM by Chairman Tom Hincz. Present in person or via Zoom: Commissioners Schmidt, Wenck, Dickinson, Nelson and Derse and Town Attorney. Commissioner Luick was excused.
2. Chairman Hincz led the Pledge of Allegiance.
3. **Commissioner Nelson motioned to approve the February 6, 2023 minutes as presented, seconded by Commissioner Wenck. Vote taken: 6-0. Motion carried.**
4. Correspondence:
5. Town Level Variance- Reindl, 33301 Cayuga Way- Peter Reindl, applicant, would like a few chickens for organic eggs and the co-applicant has young children that will offer a good educational experience. Chairman Hincz recognized the written objection from Thomas & Shelly Sanfelippo, 33311 Cayuga Way. Tom Friedl, 33310 Cayuga Way, indicated he wasn't opposed to eggs or the educational opportunities, but is concerned about attracting coyotes and the subdivision declarations state chickens are not allowed. Peter Reindl stated that the subdivision has disbanded and feels the declarations are not in effect as other things have not been followed. **Commissioner Nelson motioned to deny the request, seconded by Commissioner Schmidt. Vote taken: 6-0. Motion carried.**
6. Town Level Variance-Blake, 33300 Cayuga Way-Sara Blake, Applicant, indicated she had animals growing up and was in 4H and she lived in the Village on a small lot. Would like to offer the same experience to her children. Sara Blake also indicated that they are very close to Green Meadows Farm and that their chickens probably wouldn't bring more coyotes than what is already there. Commissioner Wenck indicated that the decision was difficult for him because he sees both sides and participating in 4H is a great experience for children, but is opposed primarily because of the opposition from the neighbors. Commissioner Wenck stated that he would feel a lot different if all the neighbors could agree on a plan. **Commissioner Dickinson motioned to oppose the request, seconded by Commissioner Schmidt. Vote taken: 6-0. Motion carried.**
7. Shoreland Contract Report- None
8. Forthcoming Events- Due to the election, the next Planning Commission meeting will be held on Monday, April 10<sup>th</sup> at 5pm.

**Commissioner Wenck motioned to adjourn the meeting at 5:55 PM, seconded by Commissioner Nelson. Vote taken: 6-0. Motion carried.**

Respectfully Submitted,

Heather Stratton, Deputy Clerk

# Request for Proposals

## Request for Proposal for Audio/Visual Virtual and Streaming Solutions

March 14, 2023

Town of Waterford  
415 N. Milwaukee St.  
Waterford, WI 53185

### **INTRODUCTION**

This Request for Proposal (RFP) is issued by the Town of Waterford (hereinafter referred to as the "Town"). The purpose of this RFP is to establish a contract with a qualified firm to provide Audio/Visual and Streaming Solutions the Town Hall Municipal Room, 415 N. Milwaukee St., Waterford 53185.

## PURPOSE

The Town of Waterford has the desire to host and stream virtual and in-person meetings. The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply Audio/Visual, Virtual, and Streaming solutions to the Town of Waterford.

## GENERAL INFORMATION

### 1. Original RFP Document

The Town of Waterford shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

### 2. Existing Technology Environment

The current Audio/Visual Systems are all housed in the Town Hall Municipal Room. The Town of Waterford is looking to:

- Upgrade the current A/V system in the Municipal Room in the Town Hall to record audio and video as well as have the capability to stream to communication platforms.
- Install an A/V solution for the Municipal Room in the Town Hall which enables commission, and board meetings to host virtual sessions and stream meeting proceedings to communication platforms.
- Upgrade the current microphone system to sync with updated capabilities to record audio and video to stream to communication platforms.

### 3. Schedule of Events

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

RFP Available for Distribution	Tuesday, March 14, 2022
Deadline for Submittal of RFP	Thursday, April 6, 2023
Interviews (As Needed)	Week of April 10-April 20, 2023
Town Board Review	Monday, May 1, 2023
Possible Town Board Determination	Monday, May 8, 2023

## PROPOSAL PREPARATION INSTRUCTIONS

### 1. Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Town of Waterford as necessary to gain such understanding. Town of Waterford reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Town of Waterford reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to the

cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Town of Waterford.

2. **Good Faith Statement**

All information provided by Town of Waterford in this RFP is offered in good faith. Individual items are subject to change at any time. Town of Waterford makes no certification that any item is without error. Town of Waterford is not responsible or liable for any use of the information or any claims asserted therefrom.

3. **Communication**

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- A. **Vendor Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between Town of Waterford and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP can be directed to the following Town personnel:

**Tina Mayer**  
**Town Clerk**  
**262-534-1871**

[tmayer@townofwaterford.net](mailto:tmayer@townofwaterford.net)

- B. **Formal Communications** shall include but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to April 6, 2023, at 10:00 a.m. CST.
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to Town of Waterford any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Town of Waterford any enhancements, which might be in Town of Waterford's best interests. These must be submitted in writing and be received prior to April 7, 2023, at 10:00 a.m. CST.
- Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

- C. **Addenda:** Town of Waterford will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients. Town of Waterford will not respond to any questions or requests

for clarification that require addenda, if received by Town of Waterford after April 6, 2023, at 10:00 a.m. CST

## **PROPOSAL PREPARATION INSTRUCTIONS**

To be considered for selection, vendors must complete a response to this RFP by April 6, 2023, 3:30 p.m. CST. Proposals may be mailed or delivered to:

Tina Mayer, Town Clerk  
Attention: Audio-Visual Solution Proposal  
Town of Waterford  
415 N. Milwaukee St.  
Waterford, WI 53185

Alternatively, proposals may be emailed as an attachment, with the email subject "Audio Visual RFP" and with the email addressed to: [tmayer@townofwaterford.net](mailto:tmayer@townofwaterford.net)  
Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed A/V systems.
5. Detail of Hardware and Work - Separate the labor and hardware to be used in the areas listed in Section A/V Solution Specifications
6. Vendor Certification – Completed and signed Vendor Certification (Section 8).

All information requested in the Scope of Work; Specifications & Requirements of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. Town of Waterford may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to Town of Waterford. Town of Waterford will schedule a time and date for these presentations. Oral presentations are an option for Town of Waterford and may or may not be conducted.



## **CRITERIA FOR SELECTION**

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Town of Waterford with A/V solutions identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide A/V solutions
2. Capability of vendor to provide all necessary equipment (Cameras, Microphones, Speakers, Streaming equipment, Cabling, Networking equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's depiction of average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management, and support of the A/V solutions
7. Capability of vendor to provide administrator and/or end-user training
8. Cost effectiveness of the A/V Solutions

## **SCOPE OF WORK, SPECIFICATIONS, & REQUIREMENTS**

Town of Waterford is requesting proposals from qualified firms interested in providing A/V solutions, Streaming equipment, Support, Maintenance, Warranty, Cabling, and Training. This system will upgrade our current A/V systems in Town Hall.

### **1. Technical Specifications**

#### **a. Integration and Scalability**

The A/V solutions should be capable of integrating with some existing hardware that is in place in the Municipal Room. The solution should have the capability of adding cameras as deemed necessary by the Town of Waterford.

#### **b. A/V Solution Specifications**

A/V solutions should have the following specifications at a minimum:

- Replace existing microphones for election officials.
- Updated audio for audience members.
- Ability to display on screens or TVs.
- Equipment that will allow streaming to communication platforms
- Digital media storage for retrieval purposes
- Camera for virtual meetings
- Microphones for virtual meetings



## **ADMINISTRATION/MANAGEMENT OF A/V EQUIPMENT**

The proposed solution should describe the administration/management interface that will be used to manage the areas that require IP cameras. Preference will be given to RFPs that demonstrate systems that are easy to use, have a web client, supports video storage to an attached device or a network device.

## **SUPPORT AND MAINTENANCE**

The Town of Waterford requires a minimum of 1-years support and onsite support with the option to continue annual support after the 1-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

**1. Service Provider**

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

**2. Product History**

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle? Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

## **ENGAGEMENT METHODOLOGY**

Town of Waterford is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at Town Hall. The vendor will be responsible for coordinating with the Town's ITS Provider in configuring the networking equipment to work with the Town's existing ITS systems.

## **VENDOR QUALIFICATIONS & REFERENCES**

All vendors must provide the following information for their proposal to be considered:

**1. A brief outline of the vendor company and services offered, including:**

- Full legal name of the company
- Year business was established
- Number of people currently employed

**2. An outline of the product line-up and/or services they currently support.**

**3. A description of their geographic reach.**

**4. Information on its current clients, including:**

- Total number of current clients.

- A list of clients with similar needs using similar products and/or services.
- Evidence of successful completion of a project of a similar size and complexity.

5. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## **BUDGET & ESTIMATED PRICING**

The vendor must agree to keep these prices valid for 60 days as of April 6, 2023.

Total Cost Summary

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

## **ADDITIONAL TERMS & CONDITIONS**

### **1. Personal Information**

#### **a. General**

- Depending on the circumstances, Town of Waterford may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, and experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

#### **b. Requested Personal Information**

- Any personal information that is requested from each Respondent by Town of Waterford shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to Town of

Waterford. Town of Waterford will consider that the appropriate consents have been obtained for the disclosure to and use by Town of Waterford of the requested information for the purposes described.

2. Costs

The RFP does not obligate Town of Waterford to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of Town of Waterford, subject to claims of confidentiality in respect of the Response and supporting documentation.

3. Intellectual Property

The Respondent should not use any intellectual property of Town of Waterford including, but not limited to, all logos, registered trademarks, or trade names of Town of Waterford, at any time without the prior written approval of Town of Waterford, as appropriate.

4. Respondent's Responses

All accepted Responses shall become the property of Town of Waterford and will not be returned.

5. Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Wisconsin.

6. No Liability

Town of Waterford shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7. Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

8. Tax Exempt Status

Sales of goods to Town of Waterford are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

9. Entire RFP

This RFP, any addenda to it, and any attached schedules constitute the entire RFP.



415 N. Milwaukee Street  
Waterford, WI 53185  
Attn: Heather Stratton

*approx 150 guests*

Mrs. Stratton,

We are looking to reserve the Waterford Town Park, all day, on 9-30-2023 for my Fiance and I's wedding. I lived on Sunflower Lane for about 5 years, next door to my future husband. What better place than the park behind where we met!! We have a few things to clarify, and what do we need to do.

*@ no charge  
for guests*

Here is our tentative plan. We need the park all day, 9-30-2023, to include restrooms. Alcohol will be present. Mixed drinks will be served. The ceremony/reception will conclude by dusk. Hotel accommodations for guests will be at the Baymont by Windham in Waterford, transportation will be provided for guests.

Food and drinks will be served on China dishes, by catering services. Tents will be provided by outside Vendor. Wedding decorations will be placed throughout the pavilion and park. Parking lot will be utilized with no overflow necessary. Music and dancing will take place in the pavilion and ask for picnic tables to be removed by the park attendants.

Propose that clean up will be performed Sunday, 9-31-2023 by 10:00am using dumpsters provided by the park. Above schedule is tentative.

Please let us know if there is anything else we need to do in order to reserve the park for our wedding.

Thank you for your time,

Hannah Rench and Brett Michalik

4317 Glacier Circle

Waterford, WI 53185

[hannah.rench5@gmail.com](mailto:hannah.rench5@gmail.com) / [brett11199@gmail.com](mailto:brett11199@gmail.com)

(757)955-0624 / (414) 610-1067



Waterford Town Park-located at 8424 Jensen Pkwy.  
415 N. Milwaukee St., Waterford, WI 53185  
Phone: (262) 534-2350 Fax: (262) 534-6606  
Email: [hstratton@townofwaterford.net](mailto:hstratton@townofwaterford.net)

Town Use Only

Rental Payment: \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Deposit Payment: \$100.00 Check # \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_  
Comments: \_\_\_\_\_

*Large/special events, tournaments and practices need to complete the "Large Event/Tournament" application.*

**Reservation Application and Permit**

Reservation Date: 9-30-2023 Start Time (include set-up): 7am End Time (include clean-up): 11PM  
9-31-2023

Applicant/Responsible Party: Hannah Rensch Date of Birth: 12/29/1998

Driver's License or other ID (specify): R520-3249-8969-09 Organization Name: N/A

Address: 4317 Glacier Circle City: Waterford State: WI Zip: 53185

Phone: (757) 955-0624 Email: hannah.rench5@gmail.com

I am  am not  a resident of the TOWN of Waterford. (Must show proof of address on ID)

**Rental Requested (check all that apply)**

West Pavilion (25' x 35')  South Pavilion (40' x 60')

Baseball Diamonds:

Field 1  Field 2  Field 3  Field 4

Other: WHOLE PARK

**Rental Fees, Deposit & Rules**

Town Resident: \$75.00 per day (Non-refundable) Non-resident: \$100.00 per day (Non-refundable)

Town residents and non-residents are required to submit a \$100 deposit, separate from the rental fee. The deposit will be returned once it has been determined that the facility has been cleaned and that there has been no damage to Town property.

Please do not leave full trash cans. If trash cans are full, please place in the dumpster that is on site. The trash containers use 55 gallon bags. You may purchase your own, or you may pick up additional bags, prior to your reservation, at the Town Hall.

- Notice of Park Rules:
- No alcoholic beverages are allowed on the park grounds
  - No glass containers are allowed
  - No littering is allowed
  - No parking is allowed on the grass areas
  - The park closes at dusk
  - Unreasonable noise is prohibited

By signing this application:

I certify that all the information I have provided is accurate, and I consent to the investigation of the information by the Town and/or law enforcement officials; I assume full responsibility for the area of the Park reserved herein, including proper use, clean up and removal of excess trash. I hereby indemnify the Town of Waterford against all liability and/or loss arising out of injury to any person or damage to any property arising out of this reservation and/or use of the Park; and I understand that this permit is not valid unless it is signed by a Town official.

H Rensch  
Applicant's Signature

2/24/2023  
Date

Town Approval

Date