



City of Beaver Dam, Wisconsin
Operations Committee Meeting

205 S. Lincoln Ave; Council Chambers
Monday, February 2, 2026 at 6:30 PM

[Join Zoom](#)

Meeting ID: 885 0407 3460

Passcode: 989776

(312) 626-6799

AGENDA

- 1) Call to Order – Roll Call
 - a) Approval of the January 5, 2026 Meeting Minutes
- 2) Discussion & Possible Action
 - a) **RESOLUTION NO. 2-2026** A Resolution Authorizing a Professional Services Agreement for Administration of the 2025 Safe Drinking Water and Clean Water Fund Loans
 - b) **RESOLUTION NO. 3-2026** A Resolution Approving the American Ramp Company Turnkey Quote for Phase 1 Skate Park Improvements
 - c) **RESOLUTION NO. 4-2026** A Resolution Awarding the Contract for the West PRV Station SCADA Integration Project
 - d) Regarding a Resolution Authorizing a Professional Services Agreement for Street and Park Tree Inventory
 - e) Regarding the Preliminary Design Plan for the 2026 Tower Parking Lot Resurfacing Project
- 3) Items for Future Agendas
- 4) Adjourn

This agenda was posted and made available to the news media, public and various City officials, and staff in compliance with the State of WI Open Meetings Law and Operations Committee policy:

Posted: 1/29/26 by Vicky Orth, Deputy City Clerk at 1:00 p.m.

A quorum of the Common Council may attend this meeting.



1) Call to Order – Roll Call

The meeting of the Operations Committee was called to order at 6:34 p.m. by Chairperson Bonnett. Present: Joseph Bonnett, Jennifer Hiley, Elwood Lee Flaherty, Cris Olson, Andrew Perkins, Nancy Wild, Jeff Bierman, 7. Absent: None. Others in attendance – Bobbi Marck (Mayor), Todd Janssen (Director of Engineering), Jeremy Klug (Director of Utilities), Joe Lehner (Water Utility Supervisor), Kieran O'Day (City Attorney), Alderperson Keel, Terry Bell (WBEV), Roger Dusso (via zoom)

a) Approval of the December 15, 2025 Meeting Minutes

Motion by Cris Olson, second by Elwood Lee Flaherty, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) Regarding Long Term Planning of Water Treatment Facility

Introduced by Klug followed by discussion. The existing Water Treatment Plant (WTP) was constructed in 1957 and last upgraded in 1998. The existing facility is well maintained but is experiencing deteriorating infrastructure. The existing facility also utilizes a lime softening process, which results in high operational and lime sludge disposal costs due to limited options for hauling/disposal and stricter WDNR disposal regulations. A 2023 Feasibility Study Alternative analysis evaluated the long-term cost/benefit to 1) continue lime softening, 2) eliminate central softening, 3) retrofit a new reverse osmosis system at the existing facility site, or 4) construct a new reverse osmosis water treatment facility. The said analysis recommended constructing a new reverse osmosis water treatment facility. The first step in constructing a new facility is to identify a property that can be built upon. Staff have identified two possible 5-acre properties – property #1 being privately owned land for sale near the intersection of Green Valley Rd/Dodge Dr, and property #2 being city owned land near the intersection of Commercial Dr/Woodland Dr. The estimated cost to construct a new facility on property #1 is \$32M while the estimated cost to construct a new facility on property #2 is \$43M. Therefore, staff recommend proceeding with negotiations to purchase property #1 for future construction of a new reverse osmosis water treatment facility.

Motion by Wild permitting staff to proceed with negotiating a land purchase of property #1, second by Hiley. The preceding motion passed by the following vote: Ayes: Joseph Bonnett, Jennifer Hiley, Elwood Lee Flaherty, Cris Olson, Andrew Perkins, Nancy Wild, 6. Noes: Jeff Bierman, 1.

b) Regarding Curbside Leaf Pickup

Introduced by Bonnett followed by discussion. Bonnett noted the discussion points as city communications, frequency of pickups, established start/stop dates, sources used to notify residents (newspaper, Facebook, website), and violation fees. Keel noted she has received constituent complaints regarding the irregular frequency with which leaves are picked up, lawn damage resulting from leaf pickup, and why public works crews were putting up Christmas lights when so many leaves still needed to be picked up. Keel also noted that she is ok with the current general leaf pickup timeframe of October to November rather than specifying particular dates. Perkins praised the leaf pickup process, but acknowledged weather this year made it a challenge, communication needs to be improved and concurred with no set specific start/stop dates for leaf pickup. Flaherty noted his experience with the irregular frequency of leaf pickup and questioned whether leaf pickup could be localized to one week like bulk trash. Flaherty also concurred that communication has been a challenge and the public is unsure when leaves should be put out for pickup. Janssen noted that leaves are picked up on a continual basis once announced and generally follow garbage pickup routes. Hiley noted her reliance on the city website for information to help answer questions from constituents and concurs with flexible pickup dates from October through November. Hiley also questioned if the leaf pickup service is required by the city or if the service could be eliminated. Olson noted that it was clear that consistency and communication are the major issues and suggested that the leaf pickup schedule (for the current day and at least 2 days beyond) be communicated on the city website. Perkins noted that he is ok with the hefty violation fee as a deterrent. Committee consensus was for public works to improve leaf pickup communication to the public, by leveraging the city website to publicize the anticipated pickup schedule based upon garbage pickup routes.

3) Adjourn

Motion by Jennifer Hiley, second by Nancy Wild, to adjourn. Motion carried by acclamation. Chairperson Bonnett adjourned the meeting at 7:16 pm.

Respectfully submitted,

Vicky Orth
Deputy City Clerk



BEAVER DAM
Life is good
here

City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen, Jeremy Klug
SUBJECT: Professional Services Agreement for Administration of the 2025 Safe Drinking Water and Clean Water Fund Loans

The Issue:

Enclosed for approval is the Professional Services Agreement that authorizes MSA Professional Services to administer the 2025 Safe Drinking Water and Clean Water Fund Loans on behalf of the City of Beaver Dam.

Considerations:

The City of Beaver Dam applied for and was allocated the following low interest loans through the Safe Drinking Water (SDW) and Clean Water Fund (CWF) Loan Programs:

1. 2025 Front and Beaver Street Reconstruction Project
 - a. SDW = \$873,322 SDW for watermain replacement (no principal forgiveness)
 - b. CWF = \$867,584 CWF for sanitary sewer replacement (no principal forgiveness)
2. 2025 Madison Street Reconstruction Project
 - a. SDW = \$3,218,622 SDW for watermain replacement (no principal forgiveness)
 - b. CWF = \$3,190,385 CWF for sanitary sewer replacement (no principal forgiveness)

Does this item have a financial or budget impact?

Yes

Funds are available in the Wastewater Utility and Water Utility Capital Improvement Project Accounts.

Recommendation:

Staff recommend authorizing the Professional Services Agreement for Administration of the 2025 Safe Drinking Water and Clean Water Fund Loans for the lump sum fee of \$29,000.

Attachments:

1. Resolution No. 2-2026

2. Professional Services Agreement

RESOLUTION NO. 2-2026

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR
ADMINISTRATION OF THE 2025 SAFE DRINKING WATER AND CLEAN WATER
FUND LOANS**

WHEREAS, the City of Beaver Dam proposes to enter into a Professional Agreement with MSA Professional Services, Inc., Beaver Dam, Wisconsin, for administration of the 2025 Safe Drinking Water and Clean Water Fund Loans.

NOW, THEREFORE, BE IT RESOLVED that the City of Beaver Dam and MSA Professional Services, Inc. shall enter into a Professional Services Agreement which appropriate City officials are authorized to execute on behalf of the City of Beaver Dam for the lump sum fee of \$29,000. Funds are available in the Wastewater Utility and Water Utility Capital Improvement Project Accounts.

Presented by the Operations Committee

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Adopted: February 2, 2026

Tracey M. Ferron
City Clerk

Approved: February 2, 2026

Roberta Marck
Mayor

(Subject to Committee Approval)



Professional Services Agreement

MSA Project Number: 00218301

This AGREEMENT (Agreement) is made effective 6/1/2025 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1500 N. Casaloma Drive, Appleton, WI 54913

Phone: (920) 545-2083

Representative: Brittney Mitchell

Email: bmittchell@msa-ps.com

CITY OF BEAVER DAM (OWNER)

Address: 205. S Lincoln Avenue, Beaver Dam, WI 53916

Phone: (920) 356-2543

Representative: Todd Janssen

Project Name: Beaver Dam 2025 SDW & CWF Administration

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

The schedule to perform the work is: Approximate Start Date: 10/01/2025
Approximate Completion Date: TBD

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

The lump sum fee for the Safe Drinking Water Administration work is: \$14,500

The lump sum fee for the Clean Water Fund Administration work is: \$14,500

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Payment for these services will be on a lump sum plus reimbursable basis. A list of reimbursable expenses is on Attachment B: Rate Schedule and made part of this Agreement.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF BEAVER DAM

Todd Janssen, PE, Director of Engineering

Date: _____

OWNER ATTEST:

Tracey Ferron, City Clerk

Date: _____

MSA PROFESSIONAL SERVICES, INC.

Brittney Mitchell
Brittney Mitchell

Team Leader-Funding

Date: 12/23/2025

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorney's fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. Electronic Documents and Transmittals. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. Building Information Modelling (BIM). For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

14. Construction Site Visits. If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

15. Termination. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

16. Betterment. If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

17. Hazardous Substances. OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

18. Insurance. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional

insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. Reuse of Documents. Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. Indemnification. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

21. Accrual of Claims. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

22. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

23. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

24. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. **Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

26. **Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

27. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. **No Waiver.** A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

30. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

31. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

32. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

**ATTACHMENT A:
SCOPE OF SERVICES**

SECTION 1: SDWLP AND CWFP LOAN ADMINISTRATION

1A: CWFP and SDWLP ADMINISTRATION – MSA RESPONSIBILITIES:

MSA agrees to assist the OWNER with loan administration services including the following:

1. Work with the Owner and the WDNR to compile the necessary documentation required for SDWLP and CWFP loan closing(s):
 - Updated budget(s) to include all costs for loans
 - DBE compliance and all bidding documentation for project(s)
 - All award documentation and executed construction contract(s) for project(s)
 - Updated construction schedule
 - Disbursement request, along with all corresponding invoices
 - Use of American Iron and Steel Certification
 - WDNR Form 8700-201 Federal Equivalency Projects Assurances and Certification if needed
 - Ensure DNR has all corresponding Plan and Spec Approval letters for project
 - Final documentation of Green Project Reserve as needed
 - Proof of final user charge adoption for sewer rates and water rates (if necessary)
 - Intermunicipal Agreement (if applicable)
 - Title and Deed, and cashed check for any applicable land purchase
 - Statement of Payoff amount (if project has interim financing)
 - Legal Opinion from City attorney regarding 20-year ownership of all land involved in project(s)
 - Facilitate any necessary coordination between other funding sources to allow SDWLP and CWFP to correctly understand all funding sources and amounts listed on project budgets.
2. Provide administrative services as required after loan closings. Establish and maintain SDWLP and CWFP Administration Files
 - Application files and required documentation
 - Financial Assistance Agreement contracts
 - Financial management/disbursements
 - Environmental review
 - Change Orders and Misc. Purchases (as approved by DNR)
 - Project closeout file
 - General correspondence files
 - Labor standards files (see above for detail regarding monitoring)
3. Work with the Owner and the WDNR through loan close-out at the end of the project.

SECTION 4: EQUAL OPPORTUNITY

4A: EQUAL OPPORTUNITY

MSA agrees to comply with the following Equal Opportunity provisions:

1. Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the ground of race, color, national origin, sex, age or handicap be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

2. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.
3. Executive Order 11246, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex or national origin in any place of employment during the performance of federally assisted construction contracts in excess of \$2,000.



City of Beaver Dam, Wisconsin
Parks & Forestry Department

TO: Operations Committee
FROM: Joe Kern
SUBJECT: American Ramp Company Turnkey Quote for Phase 1 Skate Park Improvements

The Issue:

Enclosed for approval is the Turnkey Quote that authorizes American Ramp Company to provide Equipment, Shipping, and Installation of the Phase 1 Skate Park Improvements.

Considerations:

In early 2025, an effort was made by the Beaver Dam Project Ride group to raise \$150,000 in funding for improvements to the City of Beaver Dam Skate Park. To date, the group has raised just under \$30,000 of the total project funding needed. As a result, the group has decided to start the project with a partial improvement (Phase 1) at a cost of approximately \$35,000. The group plans to use this Phase 1 improvement to help with fundraising for future phases, as they feel that getting something installed on the site will help kick-start their efforts for the next phase.

On December 15, 2025 the Administrative Committee consensus was to proceed with funding the final \$5,000 needed for Phase 1 Skate Park Improvements with a contribution from the City's Parks Fund held with the Beaver Dam Area Community Foundation.

Does this item have a financial or budget impact?

Yes

Project funding is provided by a maximum \$5,000 contribution from the City's Parks Fund, with the balance provided by Beaver Dam Project Ride Fundraising efforts, all of which is held with the Beaver Dam Area Community Foundation.

Recommendation:

Staff recommends approval of the American Ramp Company Turnkey Quote in the amount of \$34,969.51 for Phase 1 Skate Park Improvements as presented.

Attachments:

1. Resolution 3-2026
2. ARC Turnkey Quote
3. 12/15/2025 Meeting Minutes - Administrative Committee

RESOLUTION NO. 3-2026

**A RESOLUTION APPROVING THE AMERICAN RAMP COMPANY TURNKEY
QUOTE FOR PHASE 1 SKATE PARK IMPROVEMENTS**

WHEREAS, the Beaver Dam Project Ride group has been fundraising for improvements to the City of Beaver Dam Skate Park and desires to proceed with Phase 1 of said improvements; and,

WHEREAS, American Ramp Company has prepared a turnkey quote utilizing Sourcewell Purchasing Cooperative in the amount of \$34,969.51 to furnish and install Phase 1 Skate Park Improvements.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Beaver Dam does hereby approve the American Ramp Company Turnkey Quote for Phase 1 Skate Park Improvements which appropriate City officials are authorized to execute on behalf of the City of Beaver Dam. Project funding is provided by a maximum \$5,000 contribution from the City's Parks Fund, with the balance provided by Beaver Dam Project Ride Fundraising efforts, all of which is held with the Beaver Dam Area Community Foundation.

Presented by the Operations Committee

By a vote of _____ in favor, _____ opposed, and _____ abstain.

Adopted: February 2, 2026

Tracey M. Ferron
City Clerk

Approved: February 2, 2026

Roberta Marck
Mayor

(Subject to Committee Approval)

601 S. McKinley Ave
 Joplin, MO 64801
 Toll-free: 800-RAMP-778
 Local: 417-206-6816
 Fax: 417-206-6888
 sales@americanrampcompany.com



Quote #	Design #	Customer	Date	Designer
Q29564.0	9453	Beaver Dam WI	01-02-26	Julia Brueckler

Phase 1

Item	Obstacle	Height	Width	Length
1	Bank Ramp	4.0'	4.0'	13.0'
2	Bank Ramp	4.0'	4.0'	13.0'
14	Pyramid Section (Wedge)	1.5'	6.0'	18.0'
15	Wedge, Flat, Wedge	1.5'	6.0'	18.0'
21	Quarter Pipe	3.0'	4.0'	11.0'
22	Quarter Pipe	3.0'	4.0'	11.0'

Subtotal	\$37,601.62
Sourcewell Discount	-\$2,632.11
Total	\$34,969.51

Signature

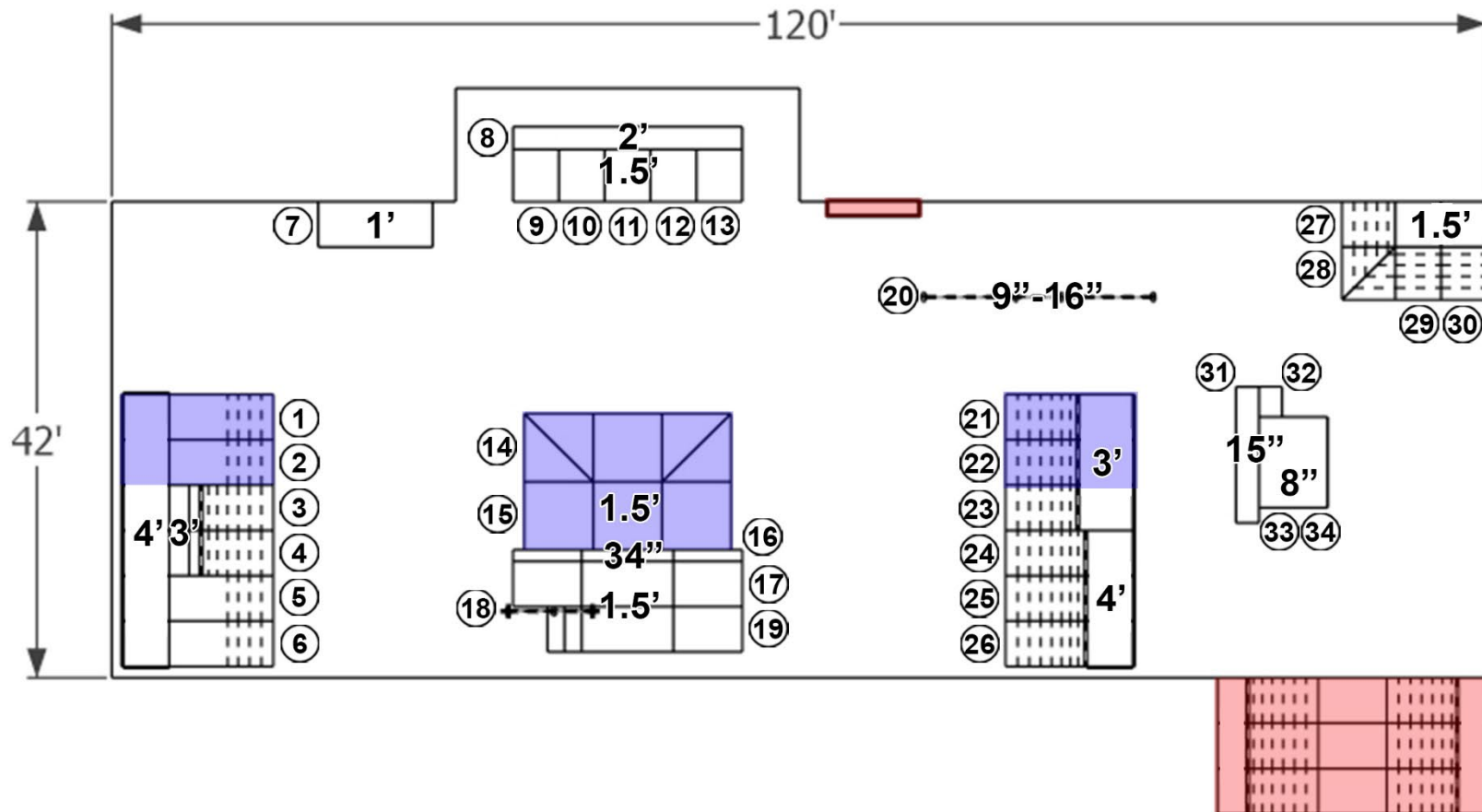
Date

Notes:

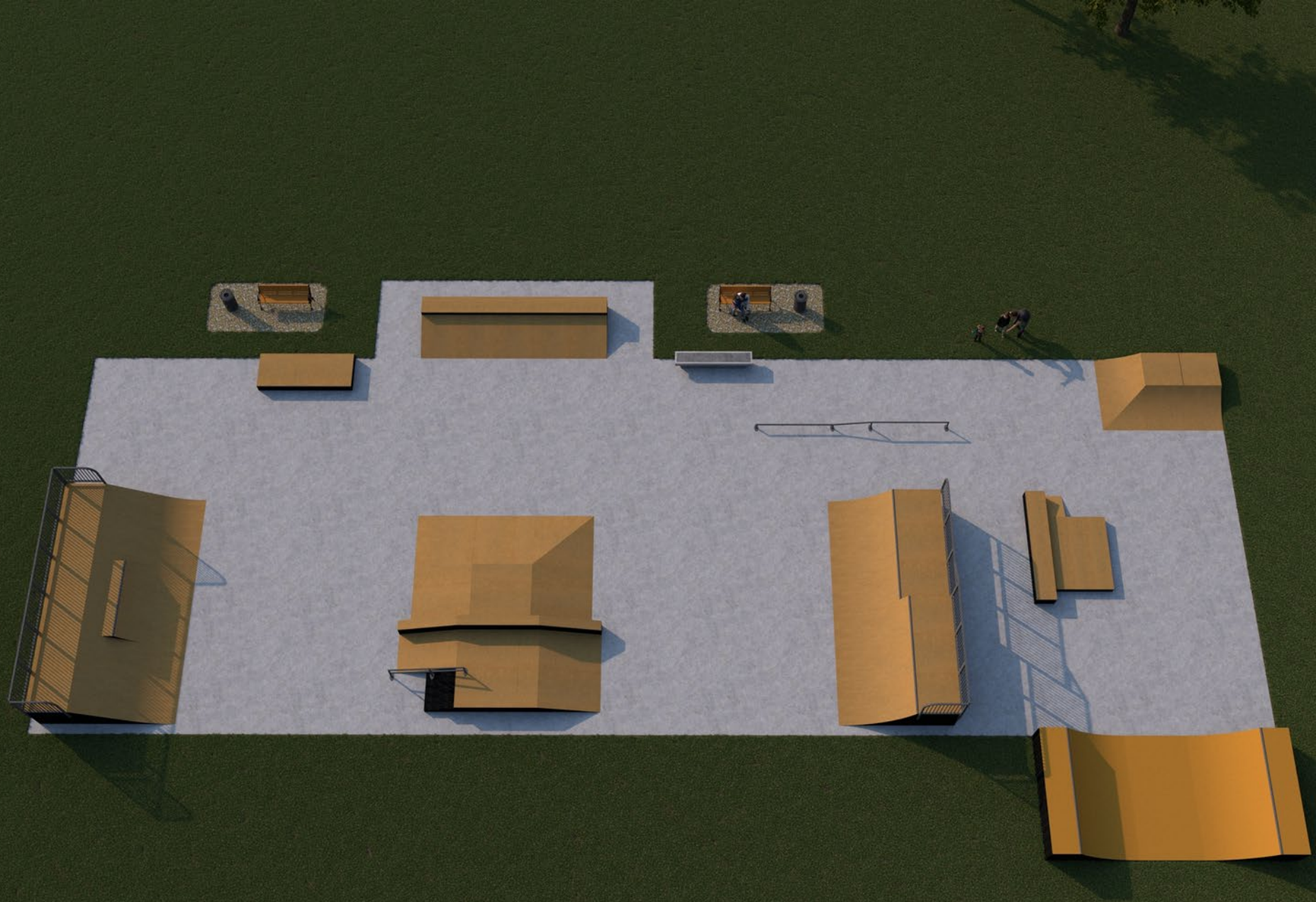
- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote includes a Sourcewell discount (if procured through Sourcewell Purchasing Co-Op).
- This quote does not include prevailing wage. If applicable, call for revised quote.
- This quote does not include sales tax. If applicable, call for revised quote.
- Quote is good for 30 days.

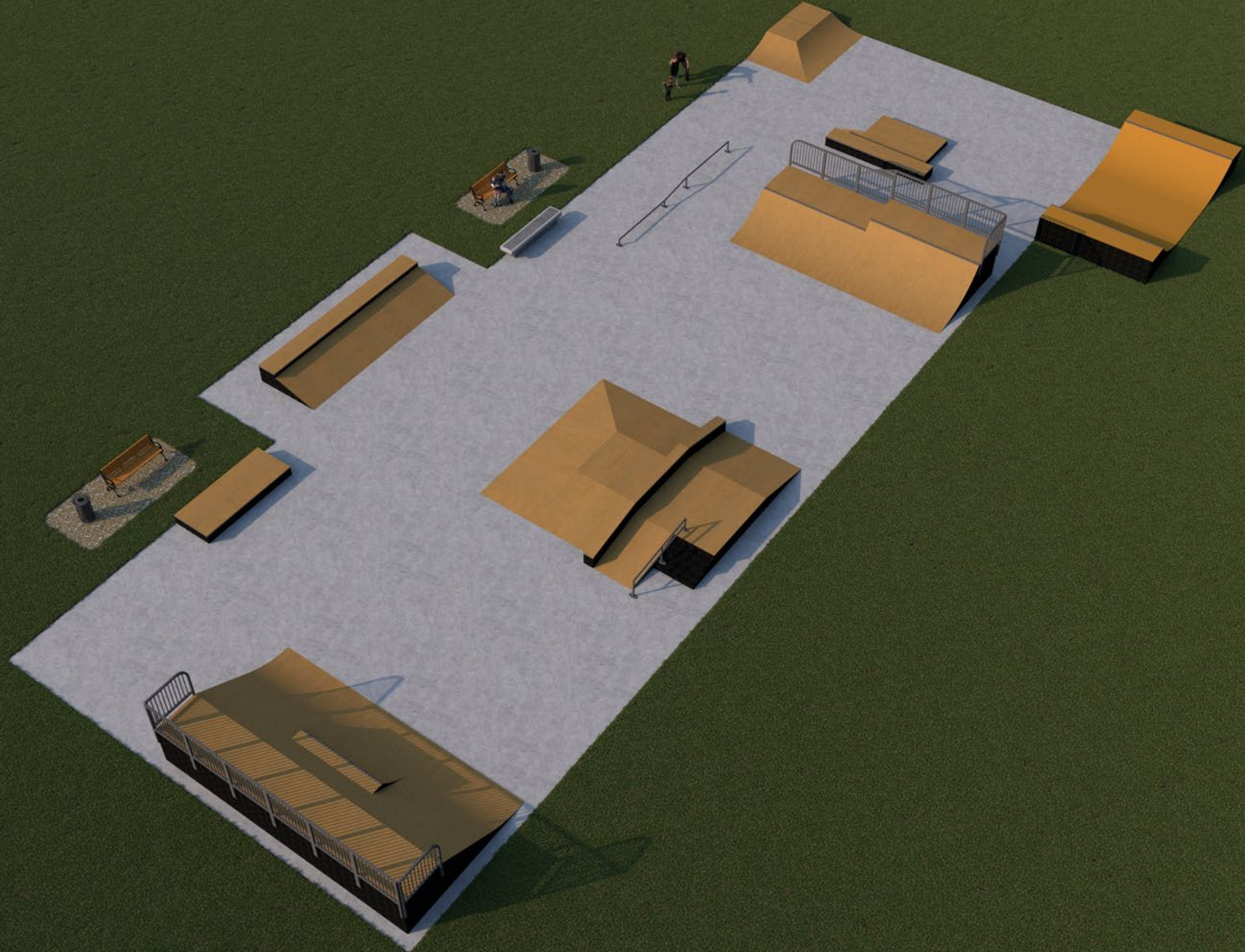
Purchase through our competitively bid government Sourcewell contract.

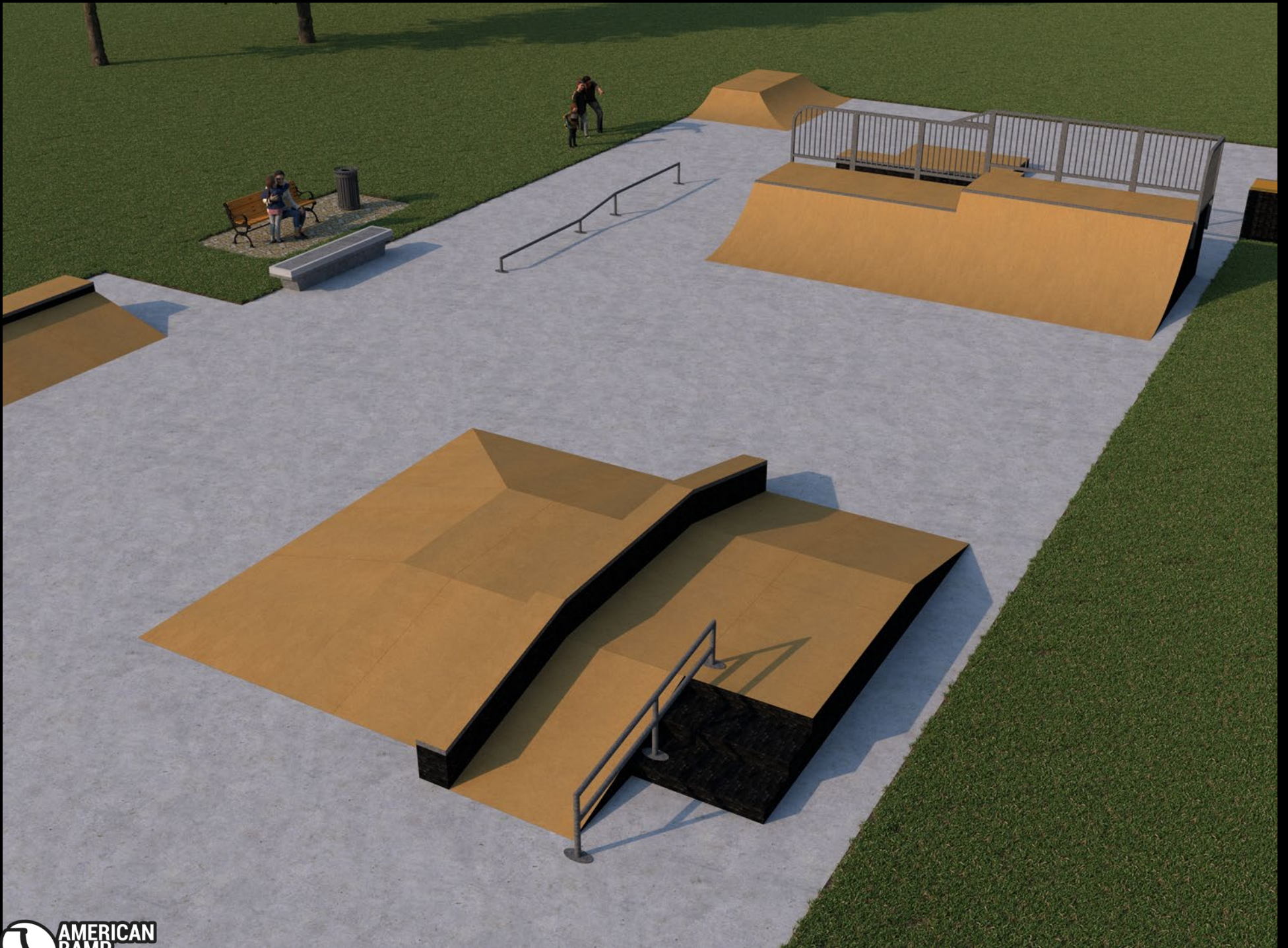


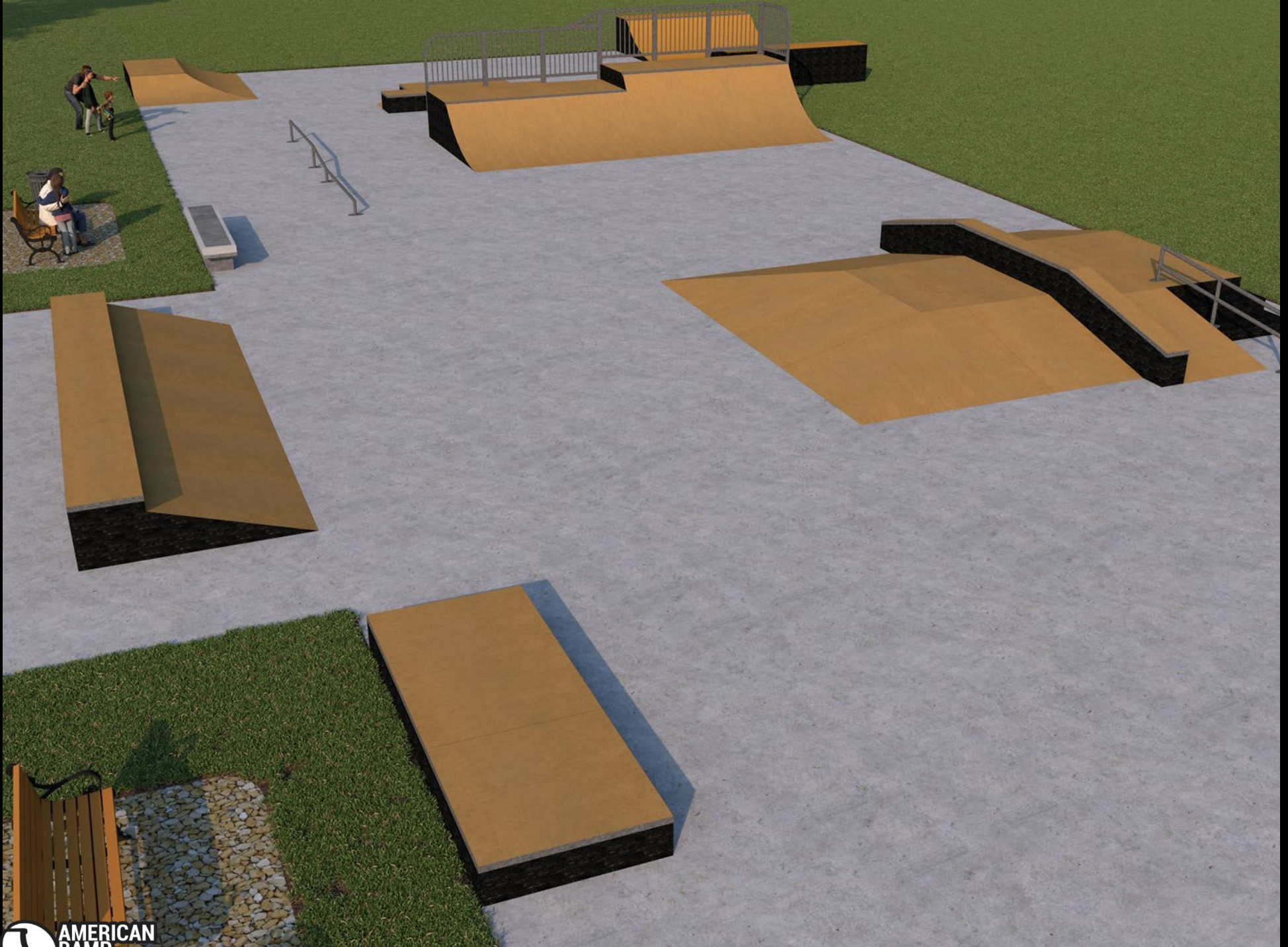


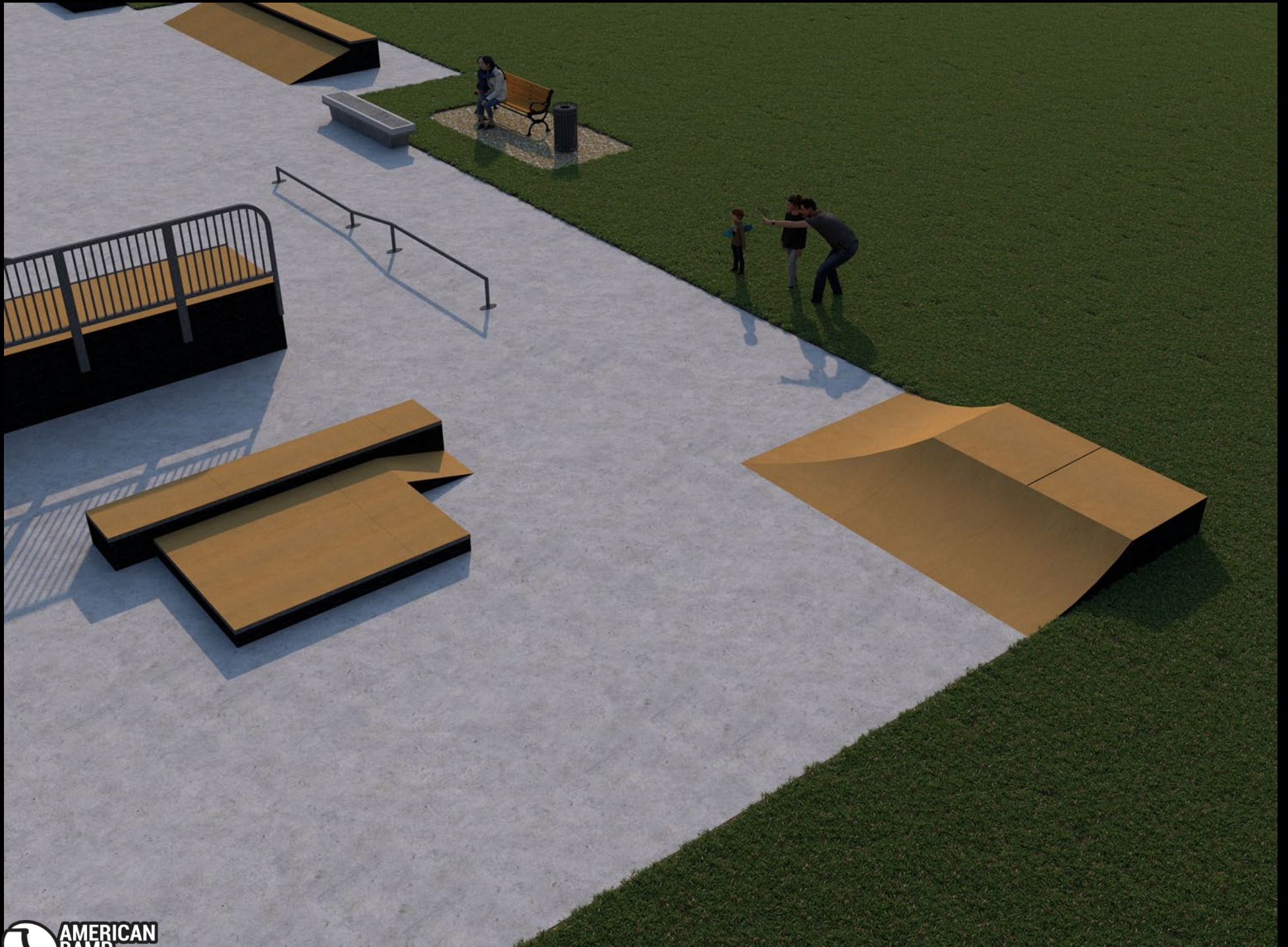
**Note: Existing Equipment shown in red.
Phase 1 shown in blue.
Phase 2 shown in white.**













City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave;
Engineering Conference Room
Monday, December 15, 2025
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:30 p.m. by Chairperson Zach Zopp. Present: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Jack Yuds, Zach Zopp, 6. Absent: and Excused: Monica Keel, 1.

a) Approval of the December 1, 2025 Meeting Minutes

Motion by Kevin Burnett, second by Chris Ganske, to approve. Motion carried by acclamation.

b) Approval of bills between Nov 26, and Dec 11, 2025 in the amount of \$1,567,559.99

Motion by Jack Yuds, second by Frank Ferree, to approve. Motion carried by acclamation.

c) Finance Report

2) Discussion & Possible Action

a) Review and possible action regarding Transient Merchant (Direct Seller) Permit for Anthony Scuibba

Chief Kreuziger provided information on the reports received regarding incidents that have taken place with Mr. Scuibba and his crew. Motion by Mick Fischer, second by Kevin Burnett, to revoke the Transient Merchant (Direct Seller) Permit for Anthony Scuibba (Kirby). The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Jack Yuds, Zach Zopp, 6. Noes: None.

b) Discussion and possible action regarding skate park improvements

Discussion was held regarding the city funding the final \$5000 needed to update the skate park. The group has already raised \$30,000 and needs another \$5,000 to complete this phase of the Skate Park Improvements that are planned. The consensus of the administrative committee was to proceed with giving the funds to the skate park.

c) Discussion regarding the Animal Control Ordinance

The committee discussed items to be considered when updating the current Animal Control Ordinance. Staff will review the current fines that are given; an abatement possibility and stronger rules on dog biting incidents.

d) Discussion on background checks for elected or appointed Alderpersons

City Administrator Bierke checked with area municipalities on if they do background checks on elected or appointed positions. Most of the information gathered indicates there are several layers as to what is done and many things to consider as you look into how you screen elected or appointed positions. The consensus was to have staff work on a narrow policy about applicants to be appointed for felony screening. This policy can then be brought back to committee for review and consideration.

3) Items for Future Agendas

4) Adjourn

Motion by Kevin Burnett, second by Jack Yuds, to adjourn. Motion carried by acclamation. Chairperson Zopp adjourned the meeting at 7:26 pm.

Respectfully Submitted,
Vicky Orth
Deputy City Clerk



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen, Jeremy Klug
SUBJECT: Contract for the West PRV Station SCADA Integration Project

The Issue:

Bids for this project were opened on January 28, 2026 with one (1) bid being received. Upon review of the bid received, it was determined that J. Miller Electric, Port Washington, Wisconsin was the lowest responsive bid.

Considerations:

This project includes electrical and SCADA integration of the new Pressure Reducing Valve (PRV) installed as part of the recent 16-inch diameter water main extension along the east side of CTH W.

SCADA (Supervisory Control and Data Acquisition) is a computer-based system that monitors and controls water utility processes, gathering real-time data from remote equipment, processing it, and presenting it on a central interface for water utility system operators to make decisions and send commands, ensuring efficiency, safety, and reliability of the water utility system.

Does this item have a financial or budget impact?

Yes

Project funding is provided by Degas LLC per their Development Agreement with the City of Beaver Dam.

Recommendation:

Staff recommend awarding the contract for the West PRV Station SCADA Integration Project to J. Miller Electric, Port Washington, Wisconsin for the Bid total of \$251,125.00.

Attachments:

1. Resolution No. 4-2026
2. Bid Tabulation

RESOLUTION NO. 4-2026

**A RESOLUTION AWARDING THE CONTRACT FOR THE WEST PRV STATION
SCADA INTEGRATION PROJECT**

WHEREAS, the Operations Committee of the Common Council of the City of Beaver Dam, Wisconsin did advertise and receive sealed bids for the captioned contractual service; and

WHEREAS, one (1) bid was received and is on file in the City Engineering Department Office.

NOW, THEREFORE, BE IT RESOLVED that the contract for said West PRV Station SCADA Integration Project be and is hereby awarded to the low bidder, J. Miller Electric, Port Washington, Wisconsin, for the Bid total of \$251,125.00 pursuant to the attached bid proposal. Project funding is provided by Degas LLC per their Development Agreement with the City of Beaver Dam.

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Adopted: February 2, 2026

Tracey M. Ferron
City Clerk

Approved: February 2, 2026

Roberta Marck
Mayor

(Subject to Committee Approval)

West PRV Station SCADA Integration (#9983315)

Owner: Beaver Dam WI, City of

Solicitor: Beaver Dam WI, City of

01/28/2026 10:00 AM CST

					Engineer Estimate		J. Miller Electric, Inc.	
Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Base Bid						\$319,700.00		\$243,625.00
	1	West PRV Station SCADA Integration, Complete	LS	1	\$319,700.00	\$319,700.00	\$243,625.00	\$243,625.00
Allowances						\$7,500.00		\$7,500.00
	2	Electrical Service Allowance	LS	1	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Base Bid Total:						\$327,200.00		\$251,125.00



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen, Joe Kern
SUBJECT: Professional Services Agreement for Street and Park Tree Inventory

The Issue:

Enclosed for approval is the Professional Services Agreement that authorizes Bluestem Forestry Consulting to conduct an individual tree inventory on street right-of-way and parks.

Considerations:

The City of Beaver Dam applied for and was awarded a \$25,000 Urban Forestry Grant through the Wisconsin Department of Natural Resources to complete a street and park tree inventory. Urban forestry grants support projects that improve a community's capacity to manage its trees, and require a 50-50 match. The tree inventory will be electronically collected and imported into the City's GIS database for ongoing management by staff.

Does this item have a financial or budget impact?

Yes

Funds are available in the Parks Department Capital Improvement Project Account.

Recommendation:

Staff recommend authorizing the Professional Services Agreement for Street and Park Tree Inventory for the lump sum fee of \$55,000.

Attachments:

1. Draft Resolution
2. Professional Services Agreement

RESOLUTION NO.

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR
STREET AND PARK TREE INVENTORY**

WHEREAS, the City of Beaver Dam proposes to enter into a Professional Agreement with Bluestem Forestry Consulting, Inc., Drummond, Wisconsin, for Street and Park Tree Inventory.

NOW, THEREFORE, BE IT RESOLVED that the City of Beaver Dam and Bluestem Forestry Consulting, Inc. shall enter into a Professional Services Agreement which appropriate City officials are authorized to execute on behalf of the City of Beaver Dam for the lump sum fee of \$55,000. Funds are available in the Parks Department Capital Improvement Project Accounts.

Presented by the Operations Committee

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Adopted: February 16, 2026

Tracey M. Ferron
City Clerk

Approved: February 16, 2026

Roberta Marck
Mayor



This SERVICE AGREEMENT is made effective January 7, 2026 by and between

Bluestem Forestry Consulting, Inc. (Bluestem)

Address: 49910 S. Loop Road, Drummond WI 54832

Phone: 715-499-5538

Representative: Kelli Tuttle

Email: bluestemforest@cheqnet.net

CITY OF BEAVER DAM

Address: 205 S. Lincoln Ave, Beaver Dam, WI 53916

Phone: 920-887-4600 x 326

Representative: Todd Janssen, PE

Email: tjanssen@ci.beaverdam.wi.gov

Project Name: Tree Inventory & Operations Plan

The scope of the work authorized is: See attachment below

The schedule to perform the work is: Approximate Start Date: April 2026
Approximate Completion Date: November 2026

The lump sum fee for the work is: \$55,000.00

All services shall be performed in accordance with the General Terms and Conditions of Bluestem, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF BEAVER DAM

BLUESTEM FORESTRY CONSULTING, INC.

Kelli Tuttle

Contact _____

Title _____

Date: _____

Contact Kelli Tuttle _____

Title President _____

Date: 01/07/2026 _____

SERVICE AGREEMENT

City of Beaver Dam, otherwise known as "Client", or "City" hereby requests and enters into agreement with Bluestem Forestry Consulting, Inc., otherwise known as "Bluestem", to provide urban forestry consulting services. Services and prices described below are valid through December 31, 2026

SECTION 1 – SERVICES PROVIDED

- 1.1 Service to be provided by Bluestem:
 - Conduct an individual tree inventory on street rights-of-way and specified parks.All services and responsibilities of both Bluestem and the City of Beaver Dam shall follow guidelines and descriptions as outlined in the attached proposal.
- 1.2 Services will be completed no later than December 31, 2026 unless otherwise agreed upon by both parties.
- 1.3 The inventory data will be provided to the City of Beaver Dam upon completion of the inventory fieldwork. The City of Beaver Dam will have thirty (30) days from the date of inventory delivery to determine if there are any discrepancies with inventory data. Bluestem must be notified within these thirty (30) days so that the issue can be resolved. Bluestem will have an additional sixty (60) days to resolve the issue.
- 1.4 Bluestem shall coordinate all services with the City of Beaver Dam Engineer prior to and during all activities.

SECTION 2 – PAYMENT FOR SERVICES

- 2.1 The term of this contract shall be valid through December 31, 2026. The Client and Bluestem may extend the terms of this contract through negotiation of a mutually agreed upon extension.
- 2.2 The City of Beaver Dam agrees to pay for services within thirty (30) calendar days of the date on a Bluestem invoice describing services provided. Overdue accounts shall incur an interest charge of 2% per month after 30 calendar days for any outstanding amount.
- 2.3 If the Client fails to pay Bluestem after thirty (30) calendar days and two (2) written reminders, the Client will be in default of this agreement. Bluestem may immediately terminate services, and the Client shall be responsible to reimburse Bluestem for all expenses incurred prior to termination of services and any applicable interest and other charges and any legal or attorney fees associated with collecting this overdue amount.
- 2.4 Bluestem Forestry Consulting, Inc. will invoice on the following schedule:

25% payment upon 25% completion of tree inventory	= \$13,750.00
25% payment upon 50% completion of tree inventory	= \$13,750.00
25% payment upon 75% completion of tree inventory	= \$13,750.00
25% payment upon 100% completion of tree inventory	= <u>\$13,750.00</u>
	= \$55,000.00

SECTION 3 – GENERAL TERMS OF AGREEMENT

It is mutually understood and agreed by and between the parties hereto as follows:

- 3.1 **Termination of Services** - Bluestem may terminate services for either nonpayment by the Client or in the event that the Client prohibits Bluestem from fulfilling its obligations under this service agreement. Upon termination of services, the Client shall be responsible to reimburse Bluestem for all expenses incurred prior to termination of services and any applicable interest and other charges and any legal or attorney fees associated with collecting the amount due. This agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 3.2 **Independent Contractor** - Bluestem is an independent contractor under this agreement and not an agent or employee of the Client. Bluestem shall have the exclusive liability for wages and for any employment-related taxes, liabilities and benefits of all individuals employed by Bluestem.
- 3.3 **Insurance** – Bluestem is insured and will provide proof of insurance upon request of the Client. Types of insurance will include commercial general liability. Coverage shall be in full force and effect during the entire period of this agreement and while services are being performed.

SECTION 4 – ARBORIST DISCLOSURE STATEMENT/NOTICE OF DISCLAIMER

- 4.1 Arborists and foresters are tree specialists who use their education, knowledge, training and experience to examine trees, make recommendations to increase the health of trees and attempt to reduce the risk of living near trees. Arborists/foresters cannot detect every condition that could possibly lead to the structural failure of a tree and cannot guarantee that a tree will or will not fail or that a tree will be healthy and safe for a specified period of time. Inventory data provided by Bluestem through the inventory are based on limited visual inspection. These visual recordings do not include individual tree testing or analysis and do not include aerial or subterranean inspection nor do they include any risk assessment. Bluestem is not responsible for discovery or identification of hidden or otherwise unobservable hazards. Tree records are accurate only at the time of inventory due to changing conditions. Bluestem provides no warranty with respect to the fitness of the urban forest for any use or purpose whatsoever. Right-of-way measurements and City limit measurements are estimates only. It is the responsibility of City of Beaver Dam to review the data to assure that all these measurements and boundaries are correct, and all trees have been inventoried.



CITY OF BEAVER DAM

URBAN FORESTRY PROPOSAL

Bluestem Forestry Consulting, Inc. understands the City of Beaver Dam would like assistance from a consultant to conduct a tree inventory on street rights-of-way and parks. Below you will find information on the proposed services.

SCOPE OF SERVICES

INVENTORY. A tree inventory will be conducted of trees located on street rights-of-way and at the following parks: Apple Valley, Athletic Field, Bayside, Cotton Mill, Crystal Lake, Edgewater/Hicks Overlook, Lakeview, Lincoln, Minnies Meadow, Patrick Parker Conley, Riverside, Roller Avenue, Rotary Riverwalk, Smythe, Starkweather, Stevens, Swan, Tahoe, Vo-Tech and Waterworks.

Wooded, naturalized and/or unmaintained areas on either street rights-of-way or parks will not be inventoried.

Data collection will follow the following format:

- **GPS Coordinates:** A Trimble GPS will be used to collect positions for all tree locations for new trees.
- **Unique Number:** Each tree and planting site will be given a unique ID number.
- **Address:** House number will be included.
- **Location:** Park or street name will be listed.
- **Growspace:** A description of the boulevard, including width will be included.
- **Utilities:** Overhead utilities will be noted.
- **Species:** Common names will be provided.
- **DBH:** Diameter at breast height (4.5' above ground).
- **Condition Rating:** Categories include: excellent, good, fair, poor, very poor and dead.
- **Defect/Diseases One & Two:** This field will allow for two defect, disease or damage entries. This will include items such as amount of deadwood and other special conditions.
- **Maintenance Activity:** Examples include training prune, routine prune, removal and stump.
- **Priority Rating:** Each tree will be given a priority rating operating a 0-100 condition factor. A dead standing tree will receive a rating of 0 and a perfect specimen tree will receive a rating of 100.
- **Year Planted:** The date the tree was planted will be noted, if known.
- **Inventory Date:** The inventory date is included as a data field.
- **Notes:** A text section will be included to allow for miscellaneous comments and special conditions and tree history.

The data will be delivered to the City of Beaver Dam in ESRI ArcView format. The data will be of the highest quality and collection will be completed by degreed foresters under the management of an ISA Certified Arborist. Trimble GPS units will be used to collect coordinates.

PROJECT SCHEDULE/TIMELINE

Anticipated schedule of project completion:

March 2026	Begin tree inventory
November 2026	Completion of tree inventory

QUALIFICATIONS/RESUME

Bluestem Forestry Consulting Inc. has been providing urban forestry consulting services throughout Wisconsin since 1998. **Kelli Tuttle**, President of Bluestem Forestry Consulting Inc. will provide the bulk of services related to this project. Kelli holds a B.S. in Forestry (field of study: urban forestry) from Purdue University. Her experience includes all aspects of municipal forestry and community involvement as well as consulting. Her consulting services include: tree inventories, management plans, EAB planning, ordinance preparation, public relations and staff training to mention just a few. She inventories, on average, approximately 15,000 trees per year and works with 3-5 communities annually. Bluestem Forestry Consulting Inc. has also established ongoing relationships with communities that contract for her work to be completed annually, including tree removal and pruning management, tree planting plans and supervision and hosting Arbor Day Celebrations. In these cases, Bluestem is essentially hired as the 'City Forester' and schedules day-to-day operations.

The City of Duluth, MN employed Kelli as a tree inspector for nearly five years. Duluth has a tree population of 17,000 trees and has 30 parks. This provided her with a solid understanding of the working and challenges faced by all City Forester's and Parks Directors.

Kelli has been an ISA Certified Arborist (MN-0215) since 1997 and regularly attends courses on topics ranging from construction damage to hazard tree identification. She is a former member of the National Urban and Community Forestry Advisory Committee (NUCFAC) in Washington DC. NUCFAC acts as an advisor to the Secretary of Agriculture and administers one million dollars in grant projects annually. Kelli is past chair of the Wisconsin Urban Forestry Council and is also a member of the International Society of Arboriculture and the Wisconsin Arborist Association. Kelli is also an instructor at the WI DNR CTMI (Community Tree Management Institute) where she leads courses on tree inventories and management plan development.

Andrew Tuttle may also provide support and services during the project. Andy holds a B.S. in Forestry (field of study: forest management) from Purdue University. He has been providing forestry and GIS related consulting services for 25+ years. Andy provides traditional field forestry, urban forestry, and GIS related services for projects.

CONTRACTOR LOCATION

Bluestem Forestry Consulting Inc. is a Wisconsin based firm that has the resources to carry out the project proposed in a professional and timely fashion. Bluestem will maintain an open line of communication and provide regular updates on the progress of the project. Bluestem Forestry Consulting's office is located at:

49910 South Loop Road
Drummond, WI 54832
(715) 499-5538 e-mail: bluestemforest@cheqnet.net

COST PROPOSAL

Street & park tree inventory \$55,000.00

Respectfully submitted,

<i>Kelli Tuttle</i>	President	January 7, 2026
Signature	Title	Date
(Bluestem Forestry Consulting Inc.)		



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen
SUBJECT: Preliminary Design Plan for the 2026 Tower Parking Lot Resurfacing Project

The Issue:

Enclosed is the Preliminary Design Plan for the 2026 Tower Parking Lot Resurfacing Project for your review and feedback.

Considerations:

Staff is in the process of developing plans for the resurfacing of the northern half of the Lower Tower Parking Lot.

Proposed improvements include:

1. Replacement of end of life storm sewer, water main, and lighting facilities.
2. Addition of curb/gutter and storm sewer inlets.
3. Replacement of end of life asphalt surface.
4. Modification of the traffic circulation pattern.
5. Completion of the pedestrian sidewalk connection between S Spring St and Rotary Park Riverwalk.

Construction is currently anticipated for the late summer of 2026.

Does this item have a financial or budget impact?

Yes

Project funding is provided by Tax Incremental District No. 6.

Recommendation:

Your feedback on this Preliminary Plan is welcomed and encouraged as we proceed with the Bidding for this project.

Attachments:

1. Preliminary Design Plan

