

TOWN OF LIBERTY GROVE PUBLIC MEETING

April Board Meeting

Date: Wednesday, April 7, 2021

Time: 7:00 PM, or immediately following the conclusion of the Sanitary District #1 Committee meeting

Place: Town Hall, 11161 Old Stage Rd ****via Zoom****

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve agenda
4. Approve minutes: Sp. Board with Plan on 3/10/2021, 3/17/2021 Board meeting
5. Approve payment of bills
6. Public Input
7. Administrator report
8. Consider request from DCEDC related to ARP funds and broadband study
9. Consider 2021 Invasive Species Control Project Proposal from Door County Nature and Travel LLC
10. Consider dates for 2021 Open Book and Board of Review
11. Consider Ordinance 2-21, Appointment of Alternate Members of Board of Review
12. Consider action on Highway Committee recommendation for 2021 paving
13. Consider Highway Committee recommendation to install no parking signs on Pebble Beach Road
14. Consider extension of emergency resolution (current resolution 16-20)
15. Consider proposal for services by Granicus
16. Consider RFP for facilities assessment
17. Consider commercial launch pass(es)
18. Consider operator license(s)
19. Correspondence
20. Future meetings
21. Adjourn to closed session per Wi. Stat. §19.85 (1)(g): Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved—wastewater treatment plant
22. Reconvene into open session
23. Announcements from closed session
24. Adjourn

*****Deviation from listed order may occur*****

*****Audience members must ask for permission, during public input, to speak on agenda items *****

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To Join Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/87410461599?pwd=ZndVUmtKdGFjZTE1anYybEc0UHFWUT09>

Meeting ID: 874 1046 1599

Password: 864340

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626-6799 US (Chicago)
(646) 558-8656 US (New York)
(253) 215-8782 US (Seattle)

(301) 715-8592 US (Washington D.C.)
(346) 248-7799 US (Houston)
(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Special Town Board and joint Plan Commission meeting on March 10, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Public input
5. Presentation from Bruce McCaskill of Granicus
6. Correspondence
7. Future meeting dates
8. Adjourn

The Plan Commission meeting was called to order by Chair Nancy Goss at 6:42pm and The Town Board meeting was called to order by Clerk/Treasurer Anastasia Bell at 6:43pm. Roll call: Commissioners Lou Covotsos, Bill Surbaugh, Paul Bokelmann, Paul Schwengel, Anne Miller, and Dan Watts, and Supervisors Lou Covotsos, Cathy Ward, Nancy Goss, and Janet Johnson were present along with Administrator Walter Kalms via Zoom (teleconference).

Public Input – None

Granicus Presentation – Bruce McCaskill of Granicus provided the following information related to the monitoring services offered by Granicus.

- There are currently 190 listings for 140 unique units within the Town with an average nightly rate of \$225.00.
- The Town could provide the DCTZ list of properties to compare and determine which are not compliant with permits.
- The fees collected by municipalities are typically 1 or 2 times the average nightly rate. Excess revenue may be used for attainable housing or other improvements, as determined by the Town.
- The following cost estimate was provided; much of it is based on the number of listings which would be updated annually based on a 10-month rolling average (174 was used for this estimate). The invoice would be due 30 days after set-up, but this may be discussed.

○ Tax collecting (fixed charge)	\$5,000
○ Address identification (variable-\$45 per listing)	\$7,830
○ Compliance monitoring (variable)	\$2,970
○ Activity monitoring (variable)	\$3,960
○ 24/7 Hotline (variable)	\$1,584
- 1 hour per week is the average office time commitment once the service is active.
- A toll-free area specific hotline could be available 24/7 to answer citizen questions and offer guidance/resolution to complaints.
- The Town would need to provide POWTS information for Granicus to monitor this.
- Granicus does not use or sell the data collected.
- Jeff at Granicus could review the ordinance draft.

After the presentation, the following items were noted:

- The system is impressive and could serve the monitoring needs of the Town.

- The Town's ordinance should be complete prior to implementation, the goal was established at May first.
 - The Plan Commission will review Wallworth's ordinance next.
 - The intent statement could be generalized and not include reference to hotels.
 - Attainable housing could be incorporated to justify excess revenue. Additional funding will still be needed for housing.
 - \$500 is an appropriate permit fee.
 - Long-term rentals are 30 days. A property can switch between "short-term" and "long-term" rentals throughout the year.
 - The nightly minimum may be necessary to preserve the residential character even if compliance is achieved based on the POWTS.
- This would be a contracted service which will require bids.
- Modules can be added as revenue occurs.

Correspondence – None

The next Board meeting will be Wednesday, March 17, 2021 at 7:00pm or immediately following the Sanitary District meeting. The next Plan Commission meeting will be Wednesday, March 24, 2021 at 7:00pm.

Miller moved, Surbaugh second to adjourn the Plan Commission meeting at 8:29pm. Passed 6-0.

Lowry moved, Johnson second to adjourn the Town Board meeting at 8:29pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Minutes of the Town Board meeting on March 17, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve agenda
4. Approve minutes: 3/3/2021 Board meeting
5. Approve payment of bills
6. Treasurers report
7. Public input
8. Update on Door County North activities
9. Utilities Committee report
10. Consider 2021 Invasive Species Control Project Proposal from Door County Nature and Travel LLC
11. Consider method of disposal of real property at 12695 and 12689 Highway 42
12. Consider Ordinance 1-21: Regulating Certain Activities on Town Property
13. Discussion and possible action: creation of a request for proposal for facility evaluation of current facilities
14. Correspondence
15. Future meetings
16. Adjourn

Chairman John Lowry called the meeting to order at 7:12pm. Supervisors Nancy Goss, Lou Covotsos, Janet Johnson, and Cathy Ward were present along with Administrator Walter Kalms Clerk/Treasurer Anastasia Bell, Deputy Clerk/Treasurer Doug Curzon and 4 members of the public via teleconference (Zoom).

Goss moved, Lowry second to approve the agenda with the removal of #8. Passed 5-0.

Covotsos moved, Lowry second to approve the minutes from 3/3/21 as presented. Passed 5-0.

Payment of bills – Lowry moved, Ward second to approve the payment of bills as presented. The total was \$220,065.82. Passed 5-0.

Public input – Cecile Lindell, 1050 N Barry Lane in Ellison Bay, she purchased this home and is currently renting it on VRBO to recover some of the improvement costs until she retires to the area. She stated that the public policy of Wisconsin focuses on unincumbered and free use of property and commercial activity has not been defined as VRBO rentals. She referenced Wisconsin Supreme Court case *Richard Forshee v. Lee Neuschwander* and *County of Walworth v. Brendan J Hehir* related to STRs. Goss replied that there is no intent to stop STRs, the Plan Commission is trying to protect the Karst topography without restricting the property rights.

Treasurer's report – Bell reported the following balances in the Town accounts at the end of February 2021:

Municipal Checking	1,506,958.48
Money market acct.	648,874.83
Checking	372,252.82
Utility Dist.	565,267.68

As of February 28, 2021, total in all Town accounts was \$3,106,353.82. **Lowry moved, Johnson second** to approve the Treasurer's report as presented. Passed 5-0.

Utilities Committee report – Covotsos reported that there will be a rate increase for the District separate from the Village's increase and a public hearing will be held. The increase proposed by the Village is comparable to other areas.

Invasive Species Control – Curzon reported that the cost will be \$2,749 and the County will again pay 1,000. Grants received by the County specify the areas for funding to be used. Permission letters have been sent to landowners which provide an opportunity for them to donate to assist with the costs of this program. It was the consensus to confirm that the property owners will allow access prior to the Town signing a contract with Door County Nature and Travel, LLC. This item will be discussed at a future meeting.

Disposal of real property at 12695 and 12689 Highway 42 – **Johnson moved, Lowry second** to place an ad for interested parties to contact the Town office regarding the purchase and moving of the house at 12695 Highway 42. Covotsos confirmed that Neighbor Works, DCEDC, and Habitat for Humanity would be made aware of the ad so they can make an offer if they choose. Passed 5-0.

Ordinance 1-21: Regulating Certain Activities on Town Property – The following changes were made:

- Title: An Ordinance Regulating Certain activities in Town Parks and on Town Property
- Section 1: To enact an ordinance regulating certain activities in Town parks and on Town property of the Town of Liberty Grove, Door County, Wisconsin, in order to enhance and promote to the fullest the public's use, enjoyment, safety of such designated areas.
- Section 2(c): "Town Park" means any Town Park, property or launch ramp, including, but not limited to the parks known as: Mariner Park...
- Section 2(d): "Town Property" means any property, land or building, owned by or under the jurisdiction of the Town in addition to "Town Parks" as defined in subsection (c) above.
- Section 2(f): "Private Enterprise" means any entity either individually owned and operated or owned and operated by a corporation for profit or not-for-profit.
- Section 3: delete clause after "seasonal/transient dockage."
- Section 6(b): text in draft became subsection (b)
- Section 6(a): No agent or employee of the Town shall participate in the launching, retrieving, loading, or mooring of any watercraft.
- Section 9(a): Private enterprises as defined in Section 2(g) above shall not conduct any business in Town parks or in or on Town property except as provided in subsection (b) of this Section below.
- Section 9(b): Private enterprises as defined in Section 2(g) above may operate aquatic enterprises as outlined in Ordinance 5-05 in Town parks or in or on Town property provided all the necessary permits and proof of insurance are demonstrated and provided further that such private enterprise obtains the express written permission of the Town Board.

Lowry moved, Covotsos second to approve ordinance 1-21 as amended. Roll call vote with Goss, Lowry, Covotsos, Johnson, and Ward voting aye, no nays. Passed 5-0. The full ordinance can be viewed at the Town Office.

Evaluation of current facilities – Kalms reported that one firm has requested a request for proposal and another firm would assist the Town in creating a scope of work. He was directed to create an outline for the project.

Correspondence – Zoning changes have been made to the Ellison Bay parcels previously discussed. The Broadband study proposals will be reviewed by a DCEDC subcommittee.

The next Town Board meeting will be Wednesday, April 7, 2021 at 7:00pm or immediately following the Sanitary District meeting at 6:45pm. The Annual Town meeting will be Tuesday, April 20, 2021 at 7:00pm.

Lowry moved, Goss second to adjourn at 8:13pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer



Dear John,

The American Rescue Plan (ARP) Act included allocations to units of local government. Although the final rules have not yet been issued, we do have some guidance from the act itself.

According to the American Rescue Plan (ARP) Act, local government aid may be used to respond to the public health emergency or its negative economic impacts, including aid to households, small businesses and industries, to boost pay for essential workers or to replace lost revenues resulting from the pandemic.

Funds cannot be used to directly or indirectly offset tax reductions or delay a tax increase, nor can they be deposited into pension funds. The money can also be used to fund water, sewer and **broadband infrastructure**.

The funds will be made available in two equal allocations. The first will be in the Spring of 2021 and the second in 2022. The estimated allocations for Door County municipalities, villages and towns, subject to final rules, are included in the attachment.

DCEDC has received proposals to do a comprehensive Broadband Infrastructure Engineering Assessment. The Scope of Services for the Assessment to be completed is attached for your understanding of the work to be addressed.

When we issued the Request for Proposals, it was estimated that the study should take about \$30,000 which we raised. In the meantime, the demand for Broadband consultants increased exponentially and therefore the cost of the expertise has increased. As a result, we are short about \$60,000 for this important assessment which will support a comprehensive strategy to provide fiber to all homes and businesses in Door County over the next 10 years. This will also support securing funding from the Federal and Wisconsin governments for the installation of the much needed Broadband infrastructure.

In light of the shortfall on funding for this crucial study and the coming availability of funds from the American Rescue Plan (ARP) to local governments, we request that you consider allocating \$2/capita from the ARP funds to support this important work to support the development of Broadband infrastructure throughout Door County.

If you could notify me by April 1 of your community's willingness to contribute a minor portion of your estimated ARP funds to this important effort, it would be most appreciated.

Please direct any questions you may have on the Broadband Infrastructure Engineering Assessment or this request to me at steve@DoorCountyBusiness.com or 920.421.3777.

Sincerely,

A handwritten signature in black ink that reads "Steve R. Jenkins".

Steve R. Jenkins, CEcD
Executive Director



Town Clerk <tlibertygrove@gmail.com>

open book & bor

James C <[REDACTED]>
To: Town Clerk <tlibertygrove@gmail.com>

Wed, Mar 31, 2021 at 10:31 AM

Hi Stacy,

I have penciled in the following dates for us:

- **Open Book: Monday, August 2nd from 12:00pm - 2:00pm (virtual or in-person TBD)**
- **Board of Review: Wednesday, August 18th from 1:00pm - 3:00pm (in-person)**

Please confirm these will work for you.

Thanks!

James

[Quoted text hidden]

**TOWN OF LIBERTY GROVE
ORDINANCE 2-21**

APPOINTMENT OF ALTERNATE MEMBERS OF BOARD OF REVIEW

Whereas, 1997 Wis. Act 237 has amended the procedures for Board of Review commencing in the year 2000, and

Whereas, one of the changes to Sec. 70.47 of Wis. Statutes authorizes the removal of board of review members for individual cases under specific circumstances, and

Whereas, Sec. 70.47(6m) (c) authorizes the appointment of alternate members to serve on the board of review when standing members are removed from individual cases;

Now Therefore the Town Board of the Town of Liberty Grove, Door County, Wisconsin does ordain as follows:

1. Adoption

Pursuant to Section 70.47(6m) (c) and Sec. 70.46(1) of Wis. Statutes the Town Board hereby provides for the appointment of alternates to serve on the Town Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. Appointments

The following electors of the Town of Liberty Grove are hereby named as alternates in the order indicated to serve as alternate board of review members:

Alternate 1: Julie Kingsbury
Alternate 2: Yvonne Dwonch
Alternate 3: Walter Kalms

3. Effective Date

The appointments made in this ordinance are for the year 2021 Board of Review proceedings and are effective upon posting as provided by law.

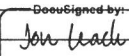
Adopted at a meeting of the Liberty Grove Town Board on the 7th day of April, 2021. _____ moved, _____ second, passed with roll call vote ____ – ____.

I, Anastasia Bell, Clerk/Treasurer for the Town of Liberty Grove, hereby certify that the above ordinance was adopted at a legally noticed meeting of the Liberty Grove Town Board on April 7, 2021.

Anastasia Bell, Clerk/Treasurer

Bid Form 2021 Paving

Town of Liberty Grove

BASE BID:		Total Price	
Mink River Rd (STH 42 to CTH ZZ) 2.75 mi.			
Pulverize, compact prior to paving, 4" hot mix, 26 feet wide			
Total Lump Sum Price	(Base bid)	\$545,235.00	
ALTERNATE: Omit regression of air voids			
Deduct \$ 0 from lump sum	(Total alternate)	0	
Vendor: Northeast Asphalt, Inc.	Accepted by Town:		
DocuSigned by: 	Base Bid:	\$545,235.00	
Authorized Agent: _____	Alternate Bid:	0	
Date: March 29, 2021	For the Town:	Date: _____	

**TOWN OF LIBERTY GROVE
RESOLUTION 16-20**

EXTENSION OF HEALTH EMERGENCY

THE TOWN BOARD OF THE TOWN OF LIBERTY GROVE DOES HEREBY DECLARE AS FOLLOWS:

WHEREAS, The worldwide pandemic attributable to the COVID-19 virus has been found to be present in the State of Wisconsin and also the County of Door

WHEREAS, Door County and Liberty Grove residents are particularly susceptible to the virus due to an aged population;

WHEREAS, The Door County and Liberty Grove area is a popular tourist destination and contains many seasonal residents, leading to an influx of people that could spread the virus;

WHEREAS, The Wisconsin Supreme Court has authored a decision which makes the Wisconsin Governor's "Safer at Home" unlawful and not able to be enforced, with the Governor and Wisconsin Legislature not able to put forth any rulings or guidelines to address this COVID-19 virus;

WHEREAS, Liberty Grove Resolution 2-20 declared a health emergency in the Town on March 17, 2020 which was extended for 30 days, extended for an additional 45 days, and subsequently extended another 154 days, and currently expires on December 31, 2020;

WHEREAS, In order to continue the protection of the health and well-being of its residents, the Town of Liberty Grove must avail itself of all resources at its disposal to respond to and contain the presence of COVID-19 in the Town;

THEREFORE, BE IT HEREBY RESOLVED by the Town Board of the Town of Liberty Grove, Door County, Wisconsin, to extend the health emergency as declared in Resolutions 2-20, 7-20, and 9-20 to continue as follows:

1. Pursuant to the powers available under Wisconsin Statutes Sections 323.11, 323.14, 323.15 and all other applicable provisions of Wisconsin Law, a Public Health Emergency is hereby declared in the Town of Liberty Grove.
2. The Town of Liberty Grove is authorized under this declaration to make use of volunteer health practitioners to maintain and restore the health, safety, protection and welfare of persons and property within the Town.
3. The Town of Liberty Grove is authorized under this declaration to undertake whatever actions are necessary and expedient for the health, safety, protection and welfare of persons and property and in doing so may bar, restrict, or remove all unnecessary traffic, both vehicular and pedestrian, from the highways and Town streets. This includes hours of operation and limitations of occupancy for the Town businesses.

4. The Town of Liberty Grove may employ personnel, facilities, and other resources consistent with an emergency plan adopted to cope with the problems of local disasters.
5. John Lowry, Town chairman, and/or his designee is authorized to undertake and direct the activities outlined herein on behalf of the Town of Liberty Grove.
6. The period of this emergency declaration extension shall be limited to a 181-day sunset clause that may be extended or ended by order of the Liberty Grove Town Board, said 181 days to expire June 30, 2021 at 11:59 PM.

This resolution was adopted at a properly noticed meeting of the Town Board of the Town of Liberty Grove on the 2nd day of December, 2020.

John Lowry, Chairman

VOTE: Aye 5 Nay 0

ATTEST:

Anastasia Bell, Town Clerk

Fwd: Granicus Services agreement

Nancy Goss <ngoss@libertygrove.org>
To: Town Clerk <tlibertygrove@gmail.com>

Wed, Mar 31, 2021 at 6:26 PM

Hi Stacy,

For our next Board meeting.

nbg

----- Forwarded message -----

From: **Bruce McCaskill** <bmcaskill@libertygrove.org>
Date: Mon, Mar 29, 2021 at 12:00 PM
Subject: Granicus Services agreement
To: Nancy Goss <ngoss@libertygrove.org>

Hello Nancy:

As we discussed on Saturday, please find the services agreement attached for Address Identification. I do have any option, that we can provide. I could provide you with a services agreement included compliance monitoring and set up invoicing for quarterly? This way you would have compliance monitoring (letters) set up and ready. Then you can send them out when you are ready. We would break the invoice into four invoices over 12 months, so you are only paying for 25% of the totaol each quarter. I would not be able to set this up form Address identification only, I would need ta least two modules to get quarterly billing. Let me know if this would be of interest?

Thanks in advance,

Bruce McCaskill

~~Account Executive~~

~~Phone: 707-0568~~

~~Email: bmcaskill@libertygrove.org~~

~~Mobile: 999-1023~~



 **WI_Liberty Grove WI_Q-125118_2021MAR29.pdf**
100K



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Liberty Grove, WI

Granicus Proposal for Liberty Grove, WI

ORDER DETAILS

Prepared By: Bruce McCaskill
Phone: (415) 707-0568
Email: bruce.mccaskill@granicus.com
Order #: Q-125118
Prepared On: 03/29/2021
Expires On: 04/30/2021

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	174 Rental Listings	\$7,830.00
SUBTOTAL:			\$7,830.00

PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	Service to systematically identify the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction. Data provided in the form of a online software platform which makes it easy to access the complete property and owner address information and screenshots for all identifiable short-term rental units.
Address Identification - Setup and Configuration	Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.

TERMS & CONDITIONS

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Liberty Grove, WI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-125118 dated 03-29-2021 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	☐ - No ☐ - Yes
Billing Phone:		PO Number: <i>If PO required</i>	
Billing Email:			

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-125118 dated 03/29/2021 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Liberty Grove, WI	
Signature:	
Name:	
Title:	
Date:	

TOWN OF LIBERTY GROVE REQUEST FOR PROPOSALS

The Town of Liberty Grove is seeking proposals from a qualified firm to provide a study and analysis of its various public facilities.

Liberty Grove is made up of several public properties and parks which serve as operational and recreational facilities for permanent and part time citizens and seasonal visitors.

SCOPE OF PROJECT

The Town is seeking proposals for evaluation of Town buildings and property. The request will seek facilities conditions assessments while providing a data base for moving forward. Evaluation will include compliance with accessibility regulations both for buildings and parks. Photos shall be used with descriptions of needs and recommendations to achieve compliance both structurally and accessibility.

Reports on buildings shall show structural details and current useable areas with recommendations for improvement in both structure and function. Scheduling data for current usage shall be included to determine efficiency and improvement.

PROCEDURES FOR EVALUATION

- a. Meet with Town staff to discuss overall plans, scope of work
- b. Collect pertinent data: history, usage, structural makeup
- c. Evaluate current conditions to identify deficiencies
- d. Identify safety/accessibility conditions
- e. Analyze HVAC, plumbing, electrical systems.
- f. Suggest improvements for park layout and usage
- g. Forecast useful life and develop capital budget for properties

CONDITION REPORT

Supply written condition for each property, recommendation for improvement/replacement, actions to accomplish this work, scheduling, and cost.

SCHEDULE

Submit proposal by July 31, 2021 or 2 months after authorization to develop estimate.

FEE PROPOSAL:

Field work and interviews	_____
Report preparation	_____
Final presentation	_____
Total	_____

INVENTORY OF TOWN PROPERTIES