



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Parks and Recreation Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Date /Time:

Location:

Members:

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON

Tuesday, October 10, 2017 @ 6:00 PM

Mayor's Office (City Hall 381 E. Main St., Stoughton WI 53589)

Regina Hirsch, Matt Bartlett, Dennis Kittleson, Lisa Reeves, Donna Olson

CC:

Attorney Matt Dregne, Department Heads, Stoughton Newspapers,
Debbie Blaney, Pat Groom, Sarah Monette, John Lewis, Desi Weum,
oregonobserver@wcinet.com, Council Members

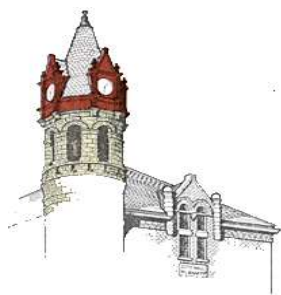
* Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
1	Call to Order
2	Approval of Minutes from September 19, 2017
3	Communications Virgin Lake Trail County Garage Update

Item #	OLD BUSINESS
4	Fair Contract
5	Easement with Stoughton Hospital
6	Nordic Ridge Solar Panel
7	Mandt Park Project Next Step

Item #	NEW BUSINESS
8	Future Agenda Items

Item #	ADJOURNMENT
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Item # ADJOURNMENT

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday September 19, 2017

6:00 PM

Ed Overland Room



Present: Alderpersons: Regina Hirsch, Lisa Reeves, Matt Bartlett, and Recreation Supervisor Tom Lynch

Guests: Pat Groom

1. Call to Order

Meeting called to order by Hirsch at 6:00 PM

2. Approval of the Minutes from August 15, 2017

Motion by Bartlett, seconded by Reeves, to approve the minutes of August 15, 2017 as presented. Motion carried 3-0.

3. Communications

Lions Pickleball Court

There were no bids for the pickleball project at Mandt Park thus leading to a re-bid of the project in 2018. In a call to Payne and Dolan, we learned they felt the timing for the project was too late in the year for them. They are interested in bidding for a spring start.

Norse View Heights

The City has received \$22,387.23 in improvement fees from the Norse View Heights for development and \$3,265.23 in land dedication. There we no fees for land required when this area was previously platted. There will be fees in both categories once the next phase is underway.

AJ Arnett is interested in moving forward but hasn't completed the formal request.

Budget Update

Lynch shared highlights of the Parks and Recreation budget for 2018. Net Recreation cost to City: -\$4,849 compared to 2017, Youth Center cost to City: +\$2,072 compared to 2017 (Pre-health insurance reductions)

Dunkirk Fish Ladder

The Dunkirk Dam Association met and decided against pursuing a fish ladder due to cost and the threat of Asian Carp.

Nordic Ridge Solar Panel

Building size and orientation is appropriate for a solar panel. Next grant cycle is the beginning of 2018.

Old Business

4. Rec Center Feasibility Study

The committee reviewed the study results. Lynch felt the study with a post study meeting, answered the questions in the proposal. Staff felt both drawings had positives but a better drawing would include elements from both.

5. Fair Contract

The attorneys are putting together the draft after getting staff input and new insurance requirements. We expect to see the draft at the October meeting.

6. Easement with Stoughton Hospital

With the liability requirements from the City in hand, our attorney is getting approval from Stoughton Hospital's attorney.

7. Future Agenda Items

Fish Ladder

Virgin Lake Trail

Fair Contract

Hospital Easement
Nordic Ridge Solar Panel

Adjournment

Motion made by Reeves, seconded by Bartlett at 7:35 PM. Motion passed 3-0.

From Ryan Harkins

We would aim to get around 50% of the cost covered through a combination of Focus On Energy and WPPI's non-profit grants.

FOCUS ON ENERGY:

Focus offers a competitive RFP incentive, which allows businesses and municipalities to get higher dollar amounts for solar. This grant application Due around MARCH/APRIL.

WPPI:

Another competitive grant application which we could ask for enough \$ to bring all grant funds to about 50% of project cost. They will likely announce the funding in December, with applications due in EARLY JANUARY.

I've attached some reference material. But the main question for me is system size/energy use anticipated. I can help work through all the process.

NEXT STEPS:

Because this is a public job, and has to go out for bid:

1. System size - you should probably try to calculate the anticipated annual energy use in kWh.
For example, 10 LED lights at 40watts each running for 5hrs a night = $10 \times 40w \times 5hrs = 2000wh$ per day Times 365 days a year = 730,000wh/year (or 730kWh/yr).

And do this for all lighting, and other electrical loads. Then you will have an idea of the kWh needed per year. I can send you a simple spreadsheet for this if you like.

2. Put out RFP - These incentive applications need a contractor, and/or price for project as part of application and calculating the incentive amount. So, you almost want to the RFP out for the solar project, maybe with a contract contingent upon getting funding. Then you can use the contractor and project cost from winning bid to move ahead with the grant applications.

3. January application for WPPI

4. March application for Focus on Energy

5. May/June Install Solar

Ryan Harkins
NABCEP Certified PV Installation Professional™ /
Project Manager

Renewable Energy Grants for Non-Profits RFP

The objective of this request for proposal is to offer grant funding to customer-sited project resources for WPPI Energy and its members through a competitive bid process. These incentives will aid in the development of selected projects specifically targeted at non-profit organizations, helping them lower their energy costs and promote their environmental commitment. WPPI Energy will provide grants of up to \$100,000 to selected renewable energy projects interconnected to member utility distribution systems. These grant levels are expected to best apply to solar PV projects up to 80 kW and wind projects up to 10 kW.

Instructions: Please provide the appropriate information about your project, which must be completed **no later than twelve months from receipt of your incentive award letter from WPPI Energy.**

BIDDER BUSINESS INFORMATION

Organization Name: _____	Utility Account Number: _____
Contact Person: _____	Contact Email Address: _____
Address of Project Installation (street, city, state, zip) _____	
Mailing address (if different than above) _____	
Organization Phone #: _____	Contact Phone #: _____
Tax Identification Number (must be 9-digits): FEIN # _____	
Business Type (Check one): <input type="checkbox"/> Non-profit organization which is a 501(c)(3) IRS qualified entity <input type="checkbox"/> Non-profit school, college, university or other higher learning institute <input type="checkbox"/> Unit of government, specify: _____	
Year founded: _____	Number of employees: _____

FINANCIAL INFORMATION

Material Costs \$ _____ Labor Costs \$ _____	Requested Incentive Amount \$ _____
Total Project Cost \$ _____ (Attach copies of at least two proposals)	Provide Description and Amount of Other Funding Source(s)
	State incentives: _____ \$ _____
	Grants: _____ \$ _____
	Other: _____ \$ _____

PROJECT DETAILS

Project Proposed Start Date: _____	Proposed Project Completion Date: _____
Nameplate Capacity (kWdc): _____	Estimated Annual Energy Generation (kWh): _____
Expected Capacity (kWac): _____	

ADDITIONAL DOCUMENTATION REQUIREMENTS

Please provide the following documentation:

1. A site assessment signed and dated by a MREA certified assessor, NABCEP certified technical sales or installer, Professional Engineer (PE), or evidence of equivalent experience.
2. Copies of estimates from at least two different contractors.
3. A project schedule indicating key milestones and the expected completion date.
4. Names of personnel to be directly involved with the development and operation of the project.



The way energy should be

SITE ASSESSMENT AND/OR PROPOSALS MUST INCLUDE THE FOLLOWING

For Solar PV Projects:

1. Manufacturer and model number, quantity and component ratings of:
 - a. Panels (kW)
 - b. Inverter(s) (kW)
 - c. Charge Controller (Amps) (if applicable)
 - d. Batteries (Amp-hours) (if applicable)
2. System details:
 - a. Fixed array, single-axis tracking or dual-axis tracking
 - b. Collector compass direction
 - c. Tilt angle(s) (in degrees)
 - d. For fixed array, is rack manually adjustable?
 - e. Annual shading and snow cover
 - f. Panel and inverter warranties (terms and duration)
 - g. Charge controller and battery warranties (terms and duration)

For Wind Turbine Projects:

1. Manufacturer and model number
2. Wind turbine warranty (terms and duration)
3. Rated output (kW) at 24.6 mph (11m/s) wind speed
4. Tower specifications
5. Hub Height (ft)
6. Average wind speed at hub height
7. Data source for average wind speed
8. Estimated annual energy production (kWh) at average wind speed at hub height
9. Prevailing wind direction
10. Height and Compass direction of tallest obstacles within 500 feet of the site
11. Height, direction and distance to nearby trees
12. Include labeled photographs taken from the proposed tower site looking at the following directions:
N, NE, E, SE, S, SW, W, NW

For all other technology projects:

1. Manufacturer and model number
2. Rated output (kW)
3. Estimated annual energy production (kWh)
4. Project estimated lifetime
5. Product warranty (terms and duration)
6. Fuel source and supply

PROJECT INFORMATION

Why should WPPI Energy provide incentives for your project? Explain your funding level request and why the requested amount is needed to proceed.

What are your goals for this project? How does this project fit your mission or purpose? Also describe any public awareness and educational outreach plan.

How will the project be maintained over its expected operating life?

INTERCONNECTION REQUIREMENTS

All proposed renewable energy distributed generation projects must be connected to a WPPI Energy member utilities distribution system when installed and all products and components used must comply with the following:

All installations must comply with the applicable state and/or local utility codes for interconnecting distributed generation facilities. (e.g. WI Admin. Code Ch. PSC 119 and all others as applicable) ☐ Agree ☐ Disagree

All systems must be manufactured and installed in compliance with all requirements of the latest edition of the National Electrical Code (ANSI/NFPA-70) enforced in their respective state. ☐ Agree ☐ Disagree

All installations must obtain local permits, be certified by a licensed electrician and pass any applicable code inspections. ☐ Agree ☐ Disagree

All installations must be interconnected to a WPPI Energy member utility distribution system within 12 months of written incentive funding approval from WPPI Energy. ☐ Agree ☐ Disagree

All installations must have some form of internet accessible performance monitoring system. ☐ Agree ☐ Disagree

SUBMISSION AND IMPORTANT DATES

Submit an electronic copy of the completed application and additional documentation to:

Eric Kostecki
Manager of Customer Project Support
ekostecki@wppienergy.org

Contact Eric with questions at 608-834-4549.

Dates	Round 5	Round 6
Release	December 1, 2016	June 1, 2017
Applications Due	January 6, 2017	July 7, 2017
Award	February 3, 2017	August 4, 2017

TERMS AND CONDITIONS

- No Obligation** - This RFP does not obligate WPPI Energy to establish eligibility for any bidders, to issue any subsequent RFP, to enter into any agreements, make any payments or provide any incentives. WPPI Energy reserves the right to cancel, modify or re-issue this RFP at any time, and to solicit proposals through any other method.
- Delivery of Proposals** - Each bidder is solely responsible for assuring a timely submittal of its response. Late responses will not be accepted, except at the sole discretion of WPPI Energy.
- One Proposal per Organization per Year** - Unless otherwise permitted by WPPI Energy in its sole discretion, each bidder may submit only one response to this RFP each calendar year.
- Cost of Proposal and Non-Compensation** - Each bidder is solely responsible for all costs associated with responding to this RFP. WPPI Energy will not in any event reimburse any bidder for any costs associated with this RFP application, or any subsequent agreements, negotiations or discussions.
- Evaluation of Proposals** - WPPI Energy reserves the right, in its sole discretion, to reject any or all responses without clarification and without review or notice. All bidders agree that any such rejection shall be without liability on the part of WPPI Energy and/or its members, and no bidder shall seek recourse of any kind against WPPI Energy or its members because of such rejections. WPPI Energy reserves the right to waive technicalities, informalities, non-conformance and/or variances and to accept any proposals determined to be in the best interest of WPPI Energy and/or its members.
- Project Ownership** - The project shall be owned by the bidder and installed at the bidder's service account address. Bidder must be a retail customer of a WPPI Energy member utility and shall maintain ownership of the project throughout the life of the project. Third-party ownership or lease agreements are not eligible.
- REC Ownership** - WPPI Energy shall retain ownership of all renewable energy attributes for the term of ten years from the date of commissioning. Successful bidders may not claim they are powering their facility with renewable energy. Promotional language example; "We generate solar energy but sell the RECs."

TERMS AND CONDITIONS

8. **Substitutions** - Bidders may substitute or alter their responses subsequent to the submission date only if permitted by WPPI Energy in its sole discretion. WPPI Energy may request supplemental or alternate information from bidders at any time.
9. **Site Availability** - Bidders must be available at a mutually agreed time for a site evaluation.
10. **Incentive Limit** - Project grant awards plus any other Federal or State incentives shall not exceed 50% of the total installed costs.
11. **Incentive Award** - Bidders that have been granted an incentive shall be notified in writing. The incentive amount and the required project completion date shall be included in the notification. Projects must be completed, interconnected and placed in service (in compliance with all requirements set forth in this RFP and supplemental requirements provided by WPPI Energy) by the stated completion date. If the project is not so completed, interconnected and placed in service on time, an extension must be requested and approved at the sole discretion of WPPI Energy or the incentive may not be paid.
12. **Application for Incentive Payment** - After the project is completed, interconnected and placed in service, and all project invoices are paid in full, the bidder may apply in writing for incentive payment. All project invoices shall be included with the application for payment together with such supporting affidavits and other information request by WPPI Energy. Incentives will typically be paid within 30 days of WPPI Energy's receipt of the application for payment (together with all such supporting documentation requested by WPPI Energy) and WPPI Energy's confirmation by site inspection that the proposed equipment is operational and interconnected, whichever occurs later.
13. **Promotional Rights** - WPPI Energy retains the right to promote the project and use related information, photos or videos in any of its publications, internal or external communications or marketing materials.
14. **Costs** - Bidders whose proposals are selected to receive an incentive will be responsible for all installation and ongoing costs of the project including, but not limited to, operation and maintenance costs and removal. The projects must be kept in good condition in accordance with prudent operating practice and all applicable laws, rules and regulations throughout the life of the project.
15. **Disposition of Proposals** - All information submitted as part of this RFP process becomes the property of WPPI Energy upon submittal. Proposals shall be returned only at WPPI Energy's sole discretion. Except as may be otherwise required by law, WPPI Energy reserves the right to disclose or to refuse to disclose to any person or entity all or any part of the contents of proposals and related information received. Without limiting the foregoing, bidders acknowledge and agree that, from time to time, WPPI Energy is requested by governmental entities, agencies and commissions to provide information on proposals it receives, and WPPI Energy may elect to provide all such information requested.
16. **Disclaimer** - Acceptance of an application by WPPI Energy under this program does not constitute the warranty or guarantee of the applicant's renewable energy facility or any part thereof.

BIDDER SIGNATURE (READ AND SIGN)

Bidder agrees that, if granted an incentive award, the stated renewable energy distributed generation facility will be installed at the address listed above as part of the WPPI Energy Renewable Energy Grants for Non-Profits RFP program. Bidder has read and agrees to all of the terms and conditions listed herein.

Bidder certifies that, to the best of its knowledge, all statements made in this application are true and correct, and all information about the proposed project is representative of the renewable energy measures bidder expects to implement if WPPI Energy awards incentive funding for the proposed project. BIDDER UNDERSTANDS AND AGREES THAT NEITHER WPPI ENERGY NOR BIDDER'S ELECTRIC SERVICE PROVIDER MAKES ANY WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION WITH RESPECT TO ANY EQUIPMENT PURCHASED AND/OR INSTALLED AS A RESULT OF THE PROGRAM OR OTHERWISE, AND INCLUDING BUT NOT LIMITED TO ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This RFP and all terms and conditions set forth herein shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number,
2. I am not subject to withholding due to failure to report interest and dividend income, and
3. I am a U.S. person, as defined in the instructions to IRS Form W-9.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Bidder's Business Name

Date

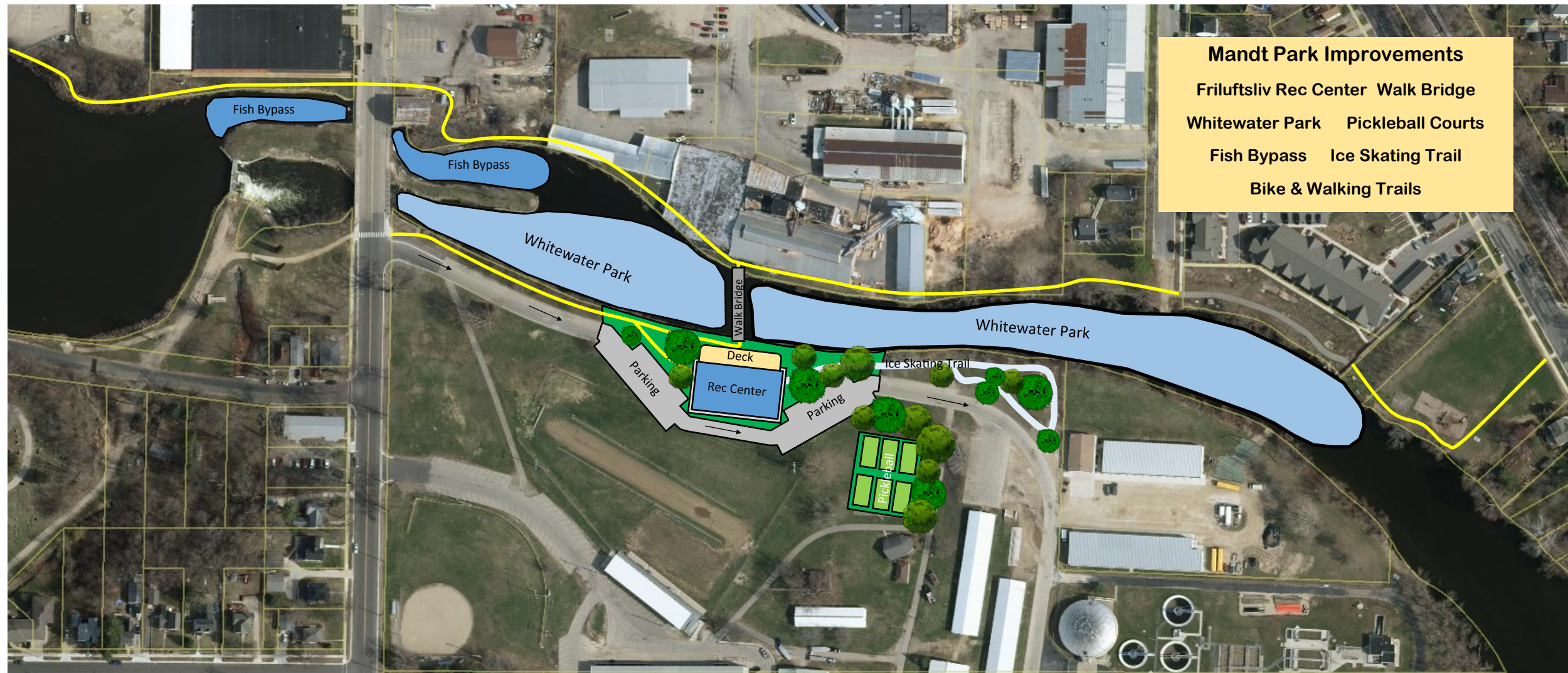
Signature

Title (if applicable)

----- FOR WPPI ENERGY USE ONLY -----

Authorized Signature

Application Received Date and Time



Mandt Park Project Timeline

Meet with Whitewater Park Consultant	November 1, 2017	6 PM Fire Station
Meet with RDA	?	
Parks and Recreation Approval	P&R Meeting 11/21/17	
City Council Approval	Council Meeting 11/28/17	
Meet with Stakeholders	Winter 2017-18	
Create the Project Scope	Spring 2018	
Create Project Team	Spring 2018	
DNR Acceptance	Spring 2018	
Iowa/Michigan Site Tour	Summer 2018	
Feasibility Study	When funds are available	
Evaluate Results		
Seek Funding		