

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION FACILITY COMMITTEE MEETING**

Wednesday, September 9, 2026

8:15 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. NEW MIDDLE SCHOOL

The purpose of this agenda item is to provide an update on the finances for the Middle School project.

A. Projected Project Balance

The purpose of this agenda item is to provide an update to the committee on the financial status of the Middle School project. Admin will share a high level estimate of the additional project savings.

1. Anticipated additional project savings: **\$5,235,000**
 - i. Current contract value: \$87,355,973
 - ii. Final contact value: \$82,120,000
1.
 - b. This is in addition to the \$1.5M pull from contingency to fund the summer work.
 - c. This includes the track resurfacing as savings since that cost is included in the 2027 track rebuild budget.
 - i. Breakdown of savings:

1. MEPF GMP savings: ~\$2.3M
 - c. Remaining contingency: ~\$1.6M
 - d. Misc Vogel and other trade savings: ~\$1.33M

B. Middle School Track

The purpose of this agenda item is to review options for the middle school track. The original project plan was to apply a high quality rubber coating to the top of the existing track. Upon evaluation, the selected vendor believes the rubber surface will have a limited lifespan due to the age of the original track base. Vogel has presented the following options:

Option 1: Patching, crack fill, seal coat and re-stripe

2. Cost: ~\$80,000
3. Expected life: 3-5 years
4. Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty

Option 2: Mill and overlay

2. Cost: \$110,000
3. Expected life: 5-7 years
4. Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty
5. Risks:
 - b. Heavy equipment involved with this work may damage the track even further and could damage the new pavement at the school and the path out to the track. An allowance is carried in this number for some pavement repair. Cracking will likely begin to show through the new pavement in 1-2 years but could be crack filled at the time to slow spreading

Option 3: Demolish Track, repair base rock, and rebuild

2. Cost: \$280,000+
3. Expected life: 15-20 years
4. Construction would take 3-4 weeks and based on scheduling couldn't start until next summer.
5. Risks:

- c. Heavy equipment involved with this work may damage the new pavement around the school and path out to the track. An allowance is carried in this number for pavement repair.

Add Option 4: Apply rubber track surface on top of new pavement

- Cost: ~\$150,000 (Fisher track is working on an updated proposal)

Notes:

- Options 1-3 are work completed by the paving contractor. You'd end up with a surface like the track now vs a rubber track surface.
- We have ~\$140,000 currently awarded to Fischer track for rubber surface that could be reallocated for the options above.
Jeff Kenas has talked with Jen Grabarski and their recommendation is to go with the long-term solution and rebuild the base of the track prior to applying the rubber surface.

2. For the track demolish and rebuild option I'd like to update that cost to **\$310,000** which includes escalation for work next year, landscape patching, and Vogel time since this work would no longer overlap with the middle school wrap up this year. If the coach wants the track to also have rubber surface add \$150,000 for a total of **\$460,000**.

- a. This assumes the high jump and long jump would also have the rubber surface and stripping applied next summer

C. Classroom Safety Enhancements

5

The purpose of this agenda item is to review the options for classroom safety enhancements at the new middle school. The board has previously seen two options. Dustin Lybeck has researched the two options and would like to present a recommendation. Dustin will be present to discuss this option.

VI. APPROVAL OF CAPITAL MAINTENANCE REQUESTS

The purpose of this agenda item is to review our standard agenda item for district-wide capital maintenance requests. Attached please find the capital maintenance tracking spreadsheet for July. Administration will review the maintenance tracking spreadsheet regarding funds available for capital maintenance requests.

Also attached, please find the capital maintenance project log for summer 2026. The School Board has approved a 2026-27 budget of \$1 million.

A. Update on Summer Projects

15

The purpose of this agenda item is to provide an update on the 2026 summer projects. As a reminder, the board approved a \$1 million capital projects budget.

B. Potential Future Projects and Need for Additional Funding

18

As indicated in the above agenda item, we are close to using the entire \$1 million in capital maintenance funds for the 2026-27 school year. Administration is requesting consideration of an additional \$250,000 for the attached projects. The \$250,000 would be allocated from the new middle school project savings. John Cramer will be present to

discuss these projects.

VII. NOVEMBER 2026 CAPITAL REFERENDUM

19

Attached please find the initial proposal from Rettler regarding the creation of a capital project prioritization list for the outdoor athletic facilities. We have requested several modifications to this agreement and will have an update at the meeting.

Please see the attachment for the response from Rettler in regards to administrative requests. Responses are in blue on page 2.

VIII. FUTURE MEETINGS

IX. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Budget & Scope Summary – Smart Glass Technologies Film Installation

Project Overview

This scope covers the smart glass film installation at Waunakee Community Middle School, encompassing 1,376 sq. ft. across 39 individual spaces:

- 32 Standard Classrooms (academic wings)
- 3 Art Rooms (2225, 2226, 2227)
- 2 Tech Ed Rooms (1223, 1225)
- 2 Business Rooms (1215, 1216)

Scope & Budget Breakdown

Line Item	Scope Details	Amount
PriWatt™ Smart Film	1,376 sq. ft. total coverage	\$96,320
Film Installation & Supplies	On-site labor and materials	\$41,280
Transformers	34 units (100W, 110V–48V)	\$8,500
Travel & Lodging	Site inspection (\$1,000) + Install team travel & hotel (\$18,000)	\$19,000
Sealant & Freight	DOWSIL sealant (\$1,200) + Shipping (\$390)	\$1,590
Subtotal (Film & Installation)		\$166,690

Electrical Integration	Westphal & Globalcom ROM: Wiring into emergency response system	\$65,200
Total Project Cost		\$231,890

Lallas Shading Solutions

180 N Wabash #801

Chicago, IL 60601

312.882.0804

www.lallasshadingolutions.com

PROPOSAL

Bill To				Ship To	
Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597				905 Bethel Circle Waunakee, WI 53597	
Attention:	Dustin Lybeck, Safety & Security Coordinator			Proposal #:	11860 RevA
Phone:	(608) 849-2000	Terms:	50% Deposit, Balance Upon Completion	Date:	7/7/2026
Prepared By:	Rachel Lallas 312.343-9929			Project:	Waunakee Community School District
This Proposal is based on drawings dated:					
Scope:					

Qty	Description	Price	Extended Price
1.00	Furnish 39 Single Motorized Mecho Roller Shades with Fascia, fabricated with 0250 Classic Blackout. Please note this includes Mechos proprietary Mechos Shadeloc Side Channel System in which the Hembar is fastened/connected to the side channel. This also includes one wired Mecho wall switch per classroom as well as a master switch located at the reception desk in the event of a lock down situation.	\$97,878.24	\$97,878.24
1.00	Non-Union Installation of Single Motorized Mecho Roller Shades, installed into wood blocking provided by others.	\$18,174.50	\$18,174.50

Lallas Shading Solutions

180 N Wabash #801

Chicago, IL 60601

312.882.0804

www.lallasshadingssolutions.com

Qty	Description	Price	Extended Price
1.00	Price includes: -Delivery to Jobsite -Field Measurement of every window -Freight from Factory -Supervision of installation -Disposal of all packaging materials and cleanup as appropriate to the jobsite -Owners training -Follow up with customer two weeks after move in to ensure the intent of the product is being met -Installation during regular business hours -Continuous wood blocking, provided and installed by others, is required for proper installation -Custom Programming of motorized shades -Wall Switches, set with custom programming, to operate the motorized shades at locations TBD -The motorized shades are quoted with the 120 V Motor. Power and low voltage is required and to be provided and installed by others. LSS to coordinate with Electrician to ensure correct placement -Low Voltage needs to be Cat5e or better -RJ45 Jacks are required for all LV connections -LSS will provide a 4-port RJ45 splitter for each motor, please reference subsequent sample wiring diagram for reference -LSS will provide a (5') power whip for each motor. EC to stub in the LV and power and leave hanging 6" inside the window frame.	\$0.00	\$0.00
		Subtotal:	\$116,052.74
		*Tax (10.25%):	\$0.00
		Grand Total:	\$116,052.74

Important Notes

*HEAD DETAIL AS SHOWN MAY REQUIRE MODIFICATION AND IS TO BE DISCUSSED

Additional mobilizations due to delays by GC/Subs may incur additional charges.

Furnishing and Installation of Blocking is not included in this proposal.

On motorized projects where an MNI Board is provided, pricing does not include installation.

Orders cannot be placed with our vendors before windows are installed and we are able to field measure.



Important Notes

Orders will be placed once we have received approved submittals and shop drawings.

Pricing does not include blocking or wiring unless otherwise noted.

Pricing includes labor during regular business hours Monday Through Friday.

Pricing is subject to change based on final material selected and field conditions.

Radiant Heat Panels must be a minimum of 6" from Shades.

Shades cannot be ordered until glazing's are installed.

Warranty: Standard Manufacturer's Warranty applied unless otherwise noted in this proposal.

Wiring: All Power and Low Voltage Communication Wiring that is Required for Motorized Shades is NOT Included in this proposal unless otherwise noted in this proposal.

Approved By: _____
Print Sign Date

ElectroShade® iQ2+ EDU

Datasheet

Models

ElectroShade® iQ2+ Electronic Drive Unit (EDU)

Stock no.

P5X8-0634 -- 6Nm, 34rpm, 120VAC ("S2")
P5X8-0934 -- 9 Nm, 34 r.p.m., 120VAC ("S2")
P5X8-1234 -- 12Nm, 34rpm, 120VAC ("S2")
"--" Denotes the power connector options

Models Legend

XG	No connector
AN	Standard motor disconnect
WG	WAGO® disconnect
NS	US NEMA 5-15P straight disconnect
NR	US NEMA 5-15P right-angle disconnect
S1	Operating voltage 230VAC
S2	Operating voltage 120VAC
Torque variations up to 50Nm available upon request	

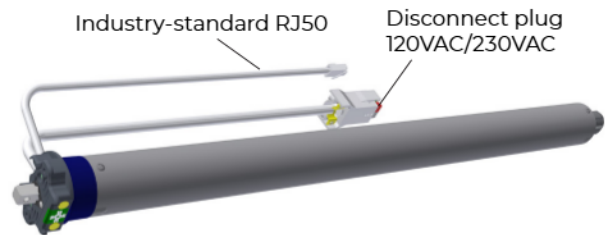
Description

The ElectroShade® iQ2+ EDU represents the pinnacle of roller-shade control functionality. Its internal microprocessor-based controls enable it to connect directly to the MechoShade's MechoNet™ network without any external controllers.

This bidirectional communication network provides flexibility, reliability, and scalability to whole-building control. The EDU offers unprecedented functionality through a wide variety of operational modes.

An exclusive blind-control mode modifies the EDU's operation to support lift-and-tilt blind operation, with three preset positions for each. Nine internal-control addresses support overlapping, multilevel controls (individual, group, master, and others). PC-based tools support field configurations and motor programming from anywhere on the control network.

A variety of accessories support integration and operation from tablets, smart phones, and 3rd-party systems such as A/V, lighting, and Building Management Systems (BMS). Control can also be extended to the automated SolarTrac® WindowManagement® System for ultimate energy efficiency with optimized comfort and views.



Features

- An intelligent, encoded tubular motor with an internal communication and control card.
- Internal electronics to eliminate the component mounting, wiring, and installation costs associated with a separate controller.
- Quiet operation over a wide range of torque variations. (See Mechanical chart, next page.)
- Repeatable and precise positioning of roller shades within $\pm 1/16$ in. (± 1 mm).
- 133 available alignment points, including three user-programmable presets, available via network and dry-contact control and 29 user-programmable presets available through network control.
- Two inherent methods of control:
 - A. Cost-effective, low-voltage, dry-contact control for local-switch or 3rd-party control operation.
 - B. A two-way communication network to support whole-building, low-voltage control, and serial integration to 3rd-party controls.
- Scalable, flexible, and industry-proven network architecture.
- Cost-effective power wiring to permit the daisy chaining of three-conductor power from motor to motor.
- Uniform Mode setting to maintain an architect's design intent at all times, with a controlled and precisely aligned window wall.
- CE and ETL listed as a system solution to ANSI/CAN/UL 325:

ElectroShade® iQ2+ EDU

Datasheet

Specifications

Equipment Kit		
Includes	ElectroShade iQ2+ EDU, Installation Guide	
Electrical		
Switch Input	15–24VDC, 10mA per switch contact	
DC Power Output	12–18VDC, 1W.	
Communication Network	+/-13VDC max. (unloaded)	
Mechanical		
Max Revolutions	170	
Repeatability	+/- 1/16 in. (+/-1.6mm) on a 10-ft. (3m) high shade (21/2 in./6.4cm diameter tube)	
Max. Continuous Run Time	Min. four minutes (fractional horsepower, limited-duty cycle, tubular motor)	
Environmental		
Operating Temperature	32 °F to 131 °F (0 °C to 55 °C)	
Relative Humidity	<90% relative humidity, non-condensing	
Enclosure Rating	IP44	
Agency Listings and Compliance		
Certifications	CE, CCC, and ETL listed to ANSI/CAN/UL 325:	
Safety	EN60335-1 (May 2010, Ed. 5.0)	
	EN60335-2-97 (January 2005, Ed. 2.1)	
EMC	EN55022 (2006) + A1(2007)	Class-A limits
	EN61000-3-2(2006) + A2(2009)	Class-A limits
	EN61000-3-3(2008)	Class-A limits
	EN55024(1998) + A1(2001) + A2(2003)	Class-A limits
	EN61000-4-2 (ESD)	4KV contact/8KV air
	EN61000-4-3 (RF-radiated)	3V/m
	EN61000-4-4 (electrical fast transient)	1KV (3-line)/0.5KV (2-line and I/O)
	EN61000-4-5 (surge)	2KV (L-PE,N-PE); 1KV (L-N)
	EN61000-4-6 (RF-conducted)	3V/m
	EN61000-4-8 (magnetic field)	1A/m
	EN61000-4-11 (voltage Dips)	per requirements

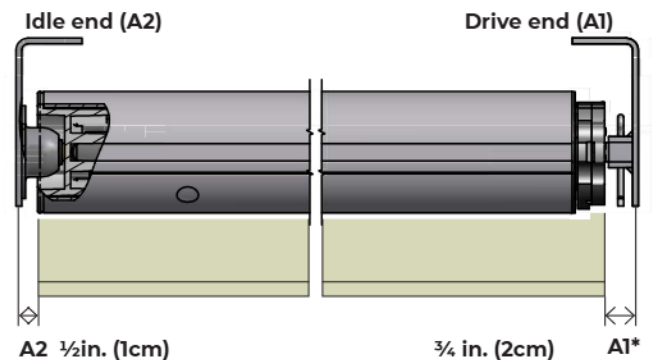
Dimension and Mounting

The power and communication cables both feed through the motor head located at either the right side (for right-drive motors) or the left side (for left-drive motors).

The motor is mounted inside the shade tube.

Additional deductions may be required. Contact your local representative for more information.

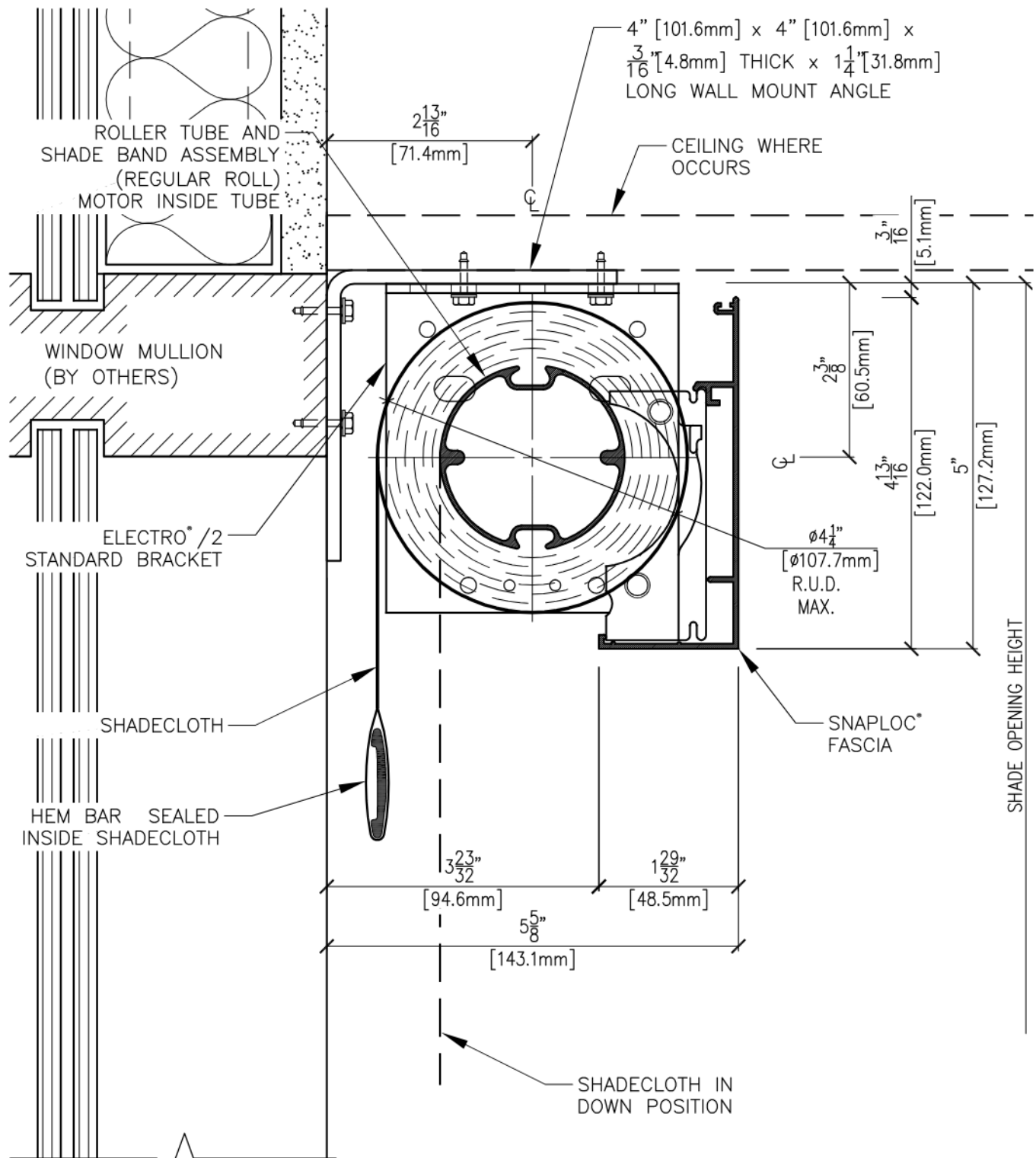
*** NOTE:** The deductions shown are only applied with a 2-1/2 in. (6cm) tube, or larger, utilizing Mecho's recessed idle-end plug.



1

Regular Roll with Fascia, Wall Mount

Mecho Construction Details



SECTION AT WINDOW HEAD

SCALE: 1/2 FULL SIZE

Chelsea

Blackout
0250 series

Blackout
0270 series

This PVC-free fabric combines a fine fabric with solid, graphite or white-colored backing to create a shade cloth that is opaque and attractive from interior and exterior viewpoints.

Fire Classification | NFPA 701

Railroading Available | Yes

Stocked Width | 126"



order free swatches &
up-to-date shade cloth information



Chalk
0251 | 0271



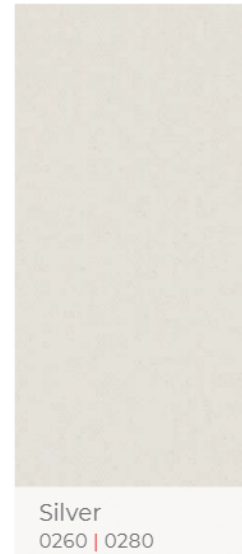
Pearl
0265 | 0285



Sand
0252 | 0272



Napa
0258 | 0278



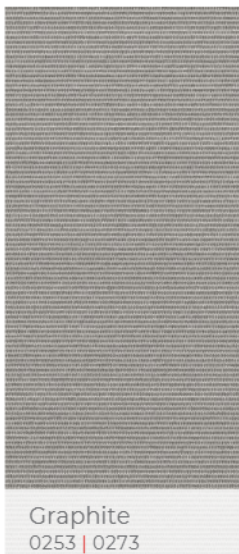
Silver
0260 | 0280



Shale
0254 | 0274



Slate
0262 | 0282



Graphite
0253 | 0273



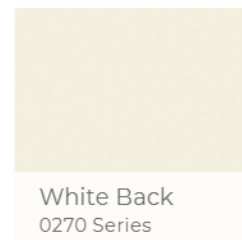
Steel
0264 | 0284



Onyx
0263 | 0283



Graphite Back
0250 Series



White Back
0270 Series



Chelsea Shade Cloth Properties

Blackout 0250 series

#	Name	Fabric Content
0251	Chalk	50% Acrylic Coating / 50 % Polyester
0252	Sand	50% Acrylic Coating / 50 % Polyester
0253	Graphite	50% Acrylic Coating / 50 % Polyester
0254	Shale	50% Acrylic Coating / 50 % Polyester
0258	Napa	50% Acrylic Coating / 50 % Polyester
0260	Silver	50% Acrylic Coating / 50 % Polyester
0262	Slate	50% Acrylic Coating / 50 % Polyester
0263	Onyx	50% Acrylic Coating / 50 % Polyester
0264	Steel	50% Acrylic Coating / 50 % Polyester
0265	Pearl	50% Acrylic Coating / 50 % Polyester

Acoustic Performance
negligible

Mesh Weight
11.50 oz/yd²

Fabric Thickness
0.018 in

Embodied Carbon
4.59 kg CO₂/yd²

Blackout 0270 series

#	Name	Fabric Content
0271	Chalk	50% Acrylic Coating / 50 % Polyester
0272	Sand	50% Acrylic Coating / 50 % Polyester
0273	Graphite	50% Acrylic Coating / 50 % Polyester
0274	Shale	50% Acrylic Coating / 50 % Polyester
0278	Napa	50% Acrylic Coating / 50 % Polyester
0280	Silver	50% Acrylic Coating / 50 % Polyester
0282	Slate	50% Acrylic Coating / 50 % Polyester
0283	Onyx	50% Acrylic Coating / 50 % Polyester
0284	Steel	50% Acrylic Coating / 50 % Polyester
0285	Pearl	50% Acrylic Coating / 50 % Polyester

Acoustic Performance
negligible

Mesh Weight
11.50 oz/yd²

Fabric Thickness
0.018 in

Embodied Carbon
4.59 kg CO₂/yd²



LOCATION	PROJECT	ANNUAL MAINT	QUOTE
AES	Playground Mulch	Yes	\$5,415.00
AES	Add shed door	No	\$5,200.00
AES	2 Phones K Breakout Areas (safety/security)	No	\$600.00
ATHLETICS	V Softball Tune Up	Every Other	\$6,700.00
ATHLETICS	JV Baseball Tune Up	Every Other	\$8,150.00
ATHLETICS	Warrior Field Turf Maintenance	No	\$3,300.00
ATHLETICS	Number exit gates at Warrior stadium (7 - safety/security)		\$350.00
ATHLETICS	Pull up bar for pole vaulters		\$200.00
ATHLETICS	New Pole Vault Pit Mats	No	\$26,500.00
DISTRICT	Emergency Roofing Funds		\$40,000.00
DISTRICT	Emergency Plumbing Funds		\$25,000.00
DISTRICT	Emergency Electrical Funds		\$10,000.00
DISTRICT	Emergency structural repairs		\$15,000.00
DISTRICT	Gym floor resurfacing (6)		\$26,525.00
DISTRICT	Door Handle Removals (safety/security)	No	\$26,459.83
DISTRICT	Secure shipping and receiving areas (safety/security)	No	\$50,537.04
DISTRICT	Asphalt Crack Fill (AES & PES & WHS)	No	\$17,500.00
DISTRICT	Door signage (safety/security)	no	\$2,092.00
DISTRICT	Re-paint the Boardroom	No	\$1,088.00
DISTRICT	replace baseboard in Boardroom	No	\$502.00
PES	n main hallway camera addition and upgrade 7 other cameras (safety/se	No	\$20,000.00
PES	South Playground reconstruction	No	\$111,621.81
PES	Midwest Playscapes new and upgraded equipment		\$262,549.66
PES	Playground Mulch (North and West)	Yes	\$3,325.00
PES	playground equipment installation for warranty items		\$2,178.53
WHS	Front Office Monitors (safety/security)	No	\$1,600.00
WHS	Hallway Gates 1100 & 1600 (safety/security)	No	\$11,219.00

LOCATION	PROJECT	ANNUAL MAINT	QUOTE
WHS	complete pool area roof	No	\$19,800.00
WHS	Restroom renovation	No	\$4,900.00
WIS	playground equipment installation for warranty items		\$1,744.66
WIS	Camera video monitor at front desk (safety/security)	No	\$800.00
WIS	resurface whiteboards	No	\$130,945.68
WIS	add concrete path to walkway between parking lot and building	No	\$4,371.00
WIS	Playground Mulch		\$3,562.50
	Total approved 3.9.26 (capped at \$1M)		\$849,736.71
	NEW PROJECTS 4.28.2026		
WHS	Pool scoreboard additional parts		\$21,100.00
PES	New toilets building wide (20)		\$8,045.00
HES	ADA doors for Early childhood (doors 12 & 13)		\$28,084.00
SOUTH CAMPUS	Roof conduit support replacement		\$3,495.00
DISTRICT	Window cleaning all buildings (2x per year)		\$16,840.00
WIS	Replace door closer tracks (6)		\$4,727.42
AES	Window replacements		\$9,185.00
			\$91,476.42
	NEW PROJECTS 5.28.2026		
AES & WHS	Fire alarm panel upgrades	Fire alarm panel upgrades	\$20,746.56
WHS & S. Campus	Urinal maintenance (if parts are needed there will be additional cost)		\$1,900.00
			\$22,646.56
	NEW PROJECTS 7.13.26		
WIS	Conference room Whiteboard skin		\$1,998.84

LOCATION	PROJECT	ANNUAL MAINT	QUOTE
WHS	New ADA pool lift		\$14,000.00
	PES & WIS printer replacment project		\$18,202.00
			\$34,200.84
	NEW PROJECTS 8.6.26		
WHS - Fieldhouse	Girls wrestling board		\$1,254.00
			\$999,314.53

LOCATION	PROJECT	ANNUAL MAINT	QUOTE
	High Priority Projects		
WHS - Pool	UV light repair \$4,800, replace \$47,000		\$47,000.00
WHS - Pool	Autofill system repairs (\$6800 or \$4500)		\$6,800.00
WHS - Pool	replace pool boiler (redundancy not included)		\$82,400.00
MS	plowing service for Middle School (3-year agreement \$144,996)		\$46,452.00
HES	Move Birch trees (additional cost to restore area after move)		\$3,590.59
Bethel	repair roof support beam in maintenance shop		\$5,285.00
			\$191,527.59



August 25, 2026

Steve Summers
Executive Director of Operations
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Re: Waunakee Athletic Facilities Study
Waunakee Community School District
Rettler Corporation Scope of Services Proposal

Dear Mr. Summers:

For the development of the Waunakee Athletic Facilities Study, the Waunakee Community School District will benefit from a consultant that has:

- The ability to work closely with School District staff, athletic groups, and stakeholders.
- A depth of understanding and experience in the planning and design of athletic complex plans and construction projects.
- Consistency and knowledge to develop state of the art, quality athletic facilities.

Key attributes Rettler Corporation team assembled to meet your needs, and the needs of the community include:

- A project manager with expertise in public involvement including the ability to build relationships and consensus with you and all other project stakeholders to define clear expectations and project goals.
- An experienced team of professionals providing School Districts and Municipalities with athletic complex planning, design, and construction phase services.
- A firm that has over 37 years of design innovation, creativity, and experience completing award winning athletic development projects throughout the State of Wisconsin.

Upon review of our proposal, please contact me if you require additional information or have any questions. We are available to discuss any questions you have at your convenience.

Thank you for this opportunity and we look forward to assisting you and your community in this dynamic project.

Sincerely,

A handwritten signature in black ink, appearing to read 'John V. Kneer', written over a light blue grid background.

John V. Kneer, PLA, ASLA
President

PROJECT APPROACH

OUTDOOR FACILITIES STUDY RETTLER CORPORATION – SCOPE OF SERVICES PROPOSAL

AUGUST 25, 2026

I. Project Understanding

- A. The project includes the study and planning of the Waunakee Community School District, outdoor athletic facilities. The study will examine the existing facilities and make recommendations for new development or improvements to existing outdoor athletic facilities, phasing opportunities, and project cost scenarios.

To obtain input, Rettler Corporation will engage the Waunakee Community School District in a design kickoff meeting to ensure the study contains all components necessary for the successful development of the athletic facilities, and to solidify the goals and objectives of the School District. After we understand the goals and objectives, we will participate in additional user group input, present conceptual plans, and cost estimates, and provide a phased implementation plan.

- B. Waunakee Community School District's existing athletic facility inventory, conditions study, and potential needs including but not limited to:
- Track and field stadium and throwing / jumping events
 - Synthetic turf & track surfacing materials
 - Grandstands, concessions, and restroom facilities
 - Softball and baseball fields
 - Tennis, pickleball, and basketball courts
 - Practice fields
 - Recreation fields
 - All utility services and stormwater management to meet Municipal requirements
 - All facilities to meet ADA, WIAA, NFHS, and all other governing body standards
 - ADA, pedestrian, and vehicular access
- C. Other competition athletic field improvement considerations
- Irrigation
 - Underdrainage network
 - Athletic field soils
 - Options for synthetic turf infields or multiple full synthetic turf fields
 - Field consolidation opportunities
 - LED athletic field lighting, video boards, scoreboards, sound, filming, streaming, wi-fi and network connections, and other technical considerations
- D. An overall phased approach to the project will be developed with the Owner to create phased construction projects. A phasing plan and associate budget will be completed with a 5, 10, & 15 year range.

II. Proposed Meetings / Schedules

- A. Rettler recognizes the importance of keeping the project on schedule and we are committed to meeting established milestone dates by undertaking the following.
 - 1. Providing adequate and appropriate project resources with a depth of knowledge in developing athletic facility projects and producing project deliverables in a timely manner.
 - 2. Attend input and design meetings to understand present and future expectations regarding how the District should address athletic facility issues.
 - 3. Attend District meeting to determine funding sources, timelines, budgets, constraints, and funding options.

III. Proposed Scope of Services

- A. Conduct a facility assessment of each identified athletic asset within the Waunakee Community School District and Community open space campuses.
 - 1. Athletic Asset Condition Rating

Rettler Corporation will rate the condition of all sites identified, based on the following:

 - a) Age
 - b) Condition
 - c) Remaining useful life
 - d) Maintenance vs. replacement
 - e) Cost ranges
 - 2. Rettler Corporation will make recommendations for repair, replacement, or reconstruction for all areas. Rettler Corporation will discuss cost options as it relates to our recommendations with the School District to select the best option for a safe, regulation facility for the students and community.
 - 3. Review current and future community growth and facility use.
- B. Conceptual Plans
 - 1. Provide plan layouts for major facilities, which combine all elements from the development program.
 - 2. Document positive and negative items and include all input into preferred concept plan development.
 - 3. Refine conceptual plans and review final cost estimates with Owner.
- C. Final Facilities Study
 - 1. Present Final Study to the Owner for review and approval.
 - 2. Submit line-item cost estimates for all improvements, based on current construction costs of similar projects completed by Rettler Corporation.
 - 3. Provide one final report summarizing the assessment, recommendations, cost, and phasing.

IV. Assumptions / Responsibilities of Owner

Any additional services shall not be included in the Consultant's base scope of services or fees and shall be considered additional services. Any of these services if provided by the Consultant shall be negotiated as an amendment to the Agreement.

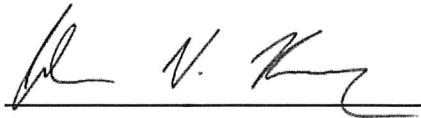
- Existing wetland information
- Report of geotechnical exploration
- Phase I Environmental Report
- Redrafting of Study after acceptance
- Traffic impact analysis
- LEED documentation and investigation
- Grant administration or fundraising

V. Fee

- A. Athletic Facility Study, Lump Sum Fee: \$17,500**
- B. All payments will be billed on a percent complete basis against the "Lump Sum" total.
- C. If the Owner changes the Scope of Services after initiation of services, Rettler Corporation reserves the right to renegotiate the compensation for the charged services.
- D. Periodic invoices will be submitted on a 30-day basis. The billing amount will be determined based upon the current percent completion of services.
- E. Travel expenses for personnel travelling to the project site are incidental to the proposed lump sum fee.

VI. Contract Agreement

Rettler Corporation



John V. Kneer, PLA, ASLA
President

08/25/2026

Date

Waunakee Community School District



Authorized Representative

8/25/26

Date

Thank you for your consideration.



Newton, Alexandra <alexandranewton@waunakee.k12.wi.us>

FW: Waunakee Study Proposal

John Kneer <jkneer@rettler.com>

Fri, Sep 4, 2026 at 12:15 PM

To: "Newton, Alexandra" <alexandranewton@waunakee.k12.wi.us>, "Summers, Steve" <stevesummers@waunakee.k12.wi.us>

Cc: "alexandradye@waunakee.k12.wi.us" <alexandradye@waunakee.k12.wi.us>

Allie, Steve,

Please see my responses below in blue. Let me know if you would like any further clarifications.

Thank you,

John V. Kneer, PLA, ASLA

Rettler Corporation | President

3317 Business Park Drive | Stevens Point, WI 54482

Phone 715.341.2633 | Direct 715.347.6309

jkneer@rettler.com | www.rettler.com



From: Newton, Alexandra <alexandranewton@waunakee.k12.wi.us>

Sent: Friday, September 4, 2026 10:23 AM

To: Summers, Steve <stevesummers@waunakee.k12.wi.us>

Cc: John Kneer <jkneer@rettler.com>; alexandradye@waunakee.k12.wi.us

Subject: Re: FW: Waunakee Study Proposal

Hi John,

Would it be possible to get a response by the time our facility committee meets on September 9th? They meet right away in the morning on that day.

Thank you!

On Tue, Sep 1, 2026 at 9:53 AM Summers, Steve <stevesummers@waunakee.k12.wi.us> wrote:

Hi John,

Thank you for putting together the proposal for the Athletic Facilities Study. We have reviewed the scope and believe it provides a good framework for the work we are looking to complete. We would like to present a final agreement to the Facility Committee on September 9th.

Before we finalize the agreement, we would like to request a few additions/clarifications to the scope:

- **\$4.4 Million Referendum Prioritization:** We would like the study to specifically assist the District in prioritizing the outdoor athletic improvements that could be completed within the approximately \$4.4 million currently allocated for outdoor athletic facilities as part of the November referendum. This should include consideration of construction costs, design/engineering, contingencies, escalation, and other anticipated project costs.
- **We will utilize a budget cap of \$4.4 million for the recommendations and cost estimating. Our estimates will include all construction and soft costs (design/engineering, contingencies, escalation).**
- **Prioritization Criteria:** We would like Rettler to develop a prioritization process/matrix that considers factors such as facility condition, safety, accessibility, remaining useful life, student and community utilization, program needs, maintenance impacts, equity among programs, cost, project dependencies, and the ability to defer an improvement.
- **We will include a prioritization matrix in the document that illustrates the phasing plan. The matrix will include all of the factors you have identified above to determine the prioritization order.**
- **Referendum Package and Long-Term Needs:** In addition to a recommended \$4.4 million project package, we would like the study to identify potential alternates if funding allows and projects that should be deferred into the District's longer-term 5-, 10-, and 15-year capital planning.
- **We will assist you with identifying alternate funding sources.**
- **Previous Rettler Planning Work:** Since Rettler has previously assisted the District with planning for the softball field, soccer field, and concession/team center projects, we would like the study to incorporate that previous work where appropriate and avoid duplicating work that has already been completed.
- **We will absolutely be building on the past work and knowledge of your facilities that we have. For example, the concession / team building study is completely valid and will be utilized.**
- **Draft Report and Review Process:** Prior to presenting the final study to the School Board, we would like Rettler to provide a complete draft report for District review. We would like an opportunity for District administration, our Athletic Director, and appropriate athletic/user groups to review the draft and provide feedback. Rettler would then incorporate reasonable comments and revisions before completing and presenting the final report to the School Board.
- **Absolutely.**
- **Deliverables and Schedule:** We would also like to establish the anticipated project schedule and key milestones, including the facility assessment, stakeholder/user input, preliminary recommendations, draft report, District/user review, final report, and School Board presentation. We would respectfully request a completion date of November 1st or December 1st 2027.
- **I would propose establishing hard dates at our kickoff meeting for all milestones you have identified above. We can aim for an 11/1 and certainly hit the 12/1 date.**

Our primary objective is to have a process that helps us develop a well-supported and defensible recommendation for how to best prioritize the approximately \$4.4 million available for outdoor athletic improvements, while also establishing a longer-term plan for needs that cannot be addressed with the referendum funding.

Could you please let us know if Rettler can incorporate these items into the proposed scope of services? **Also, would any of these requested changes result in a revision to the proposed \$17,500 lump-sum fee?**

- **Yes, we will incorporate all of these within our scope of work. No, we would not change our fees at all.**

Thanks again for your assistance. We appreciate Rettler's previous work with the District and look forward to working through this process with you.

Steve Summers

Executive Director of Operations
Waunakee Community School District

608-849-2000 ext 8012 | fax: [608-849-2354](tel:608-849-2354) | www.waunakee.k12.wi.us | [905 Bethel Circle Waunakee, WI 53597](https://www.waunakee.k12.wi.us/905-Bethel-Circle-Waunakee-WI-53597) |

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On Tue, Aug 25, 2026 at 10:49 AM John Kneer <jkneer@rettler.com> wrote:

Steve,

Please see the attached proposal for the outdoor athletics study.

I am ready to start the work as soon as next week. This will be good timing as many of the facilities will be in "game ready" condition.

Let me know if you have any questions or need any additional information at this time.

Thank you,

John V. Kneer, PLA, ASLA

Rettler Corporation | President

[3317 Business Park Drive | Stevens Point, WI 54482](https://www.rettler.com/3317-Business-Park-Drive-Stevens-Point-WI-54482)

Phone [715.341.2633](tel:715.341.2633) | Direct [715.347.6309](tel:715.347.6309)

jkneer@rettler.com | www.rettler.com



From: Ashley Wage <AWage@rettler.com>
Sent: Tuesday, August 25, 2026 10:37 AM
To: John Kneer <jkneer@rettler.com>
Subject: Waunakee Study Proposal

Please see the attached proposal

Ashley Wage

Rettler Corporation | Administrative/Marketing Associate

3317 Business Park Drive | Stevens Point, WI 54482

Phone [715.341.2633](tel:715.341.2633) | Direct [715.341.2633](tel:715.341.2633)

Awage@rettler.com | www.rettler.com

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[Redacted Signature]