

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE
TUESDAY, JULY 5, 2016 – FOLLOWING REGULAR MEETING
COLUMBUS CITY HALL
AGENDA**

1. Roll Call
2. Notice of Open Meeting
3. Approve Agenda
4. Citizens Comments on agenda items
5. Consider draft of the final report of the assessments for 2016 street and utility improvements
6. Consider social media policy
7. Continue discussion of a city building space needs/facility study
8. Trick or Treat 2016
9. Park Avenue & Fairway Drive Intersection Safety
10. Waste Removal Contract
11. Consider request by Mr. Mike Eisenga for return of escrowed funds for completion of Phase 2 of Columbus Commerce Center
12. Reimbursement of Funds for the City portion for the 2016 16 & 60 Intersection Project.
13. Adjourn



June 2, 2016

TO: Administrator Patrick Vander Sanden
FROM: Kim Manley, Finance Director/Treasurer
SUBJECT: 2016 Street Projects – Special Assessments

Attached is a recap of the estimated impact of the special assessments on the Debt Service Fund and the respective milrate/levy associated with the bond that financed the 2016 street projects. There are three scenarios shown, they are:

ESTIMATE-ORIGINAL ASSESSMENTS, APRIL 2016

This schedule shows the original special assessment report totals with a ten year repayment for special assessments as was the original practice by the City. The first column shows the annual estimated special assessment payments the City would receive. The second shows the payment the City will be making on the bond. The third is the net between the payment due and the special assessments payments received to offset the payment. The final column shows what the milrate needed based on that net payment amount.

ESTIMATE – REVISED ASSESSMENTS, JUNE 2016

This schedule shows the revised special assessment report totals with a ten year repayment for special assessments as originally used by the City. The first column shows the annual estimated special assessment payments the City would receive. The second shows the payment the City will be making on the bond. The third is the net between the payment due and the special assessments payments received to offset the payment. The final column shows what the milrate would be based on that net payment amount.

ESTIMATE – REVISED ASSESSMENTS, JUNE 2016 – NEW REPAYMENT SCHEDULE

This schedule shows the revised special assessment report totals with the repayment for special assessments amended to reflect the discussion at the last Council meeting. The first column shows the annual estimated special assessment payments the City would receive. The second shows the payment the City will be making on the bond. The third is the net between the payment due and the special assessments payments received to offset the payment. The final column shows what the milrate would be based on that net payment amount. You will note that the last 10 years the special assessment payments actually decrease the overall milrate for the Debt Service Fund because the bond was paid off. The dollar amount of collected special assessments after the bond was paid off is estimated at \$80,937.00 - a very small amount compared to the overall borrowing of \$4,357,381.25.

City of Columbus

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920-623-5900 ♦ fax 920-623-5901 ♦ www.cityofcolumbuswi.com

IMPACT OF CHANGES TO SPECIAL ASSESSMENTS

2016 STREET PROJECTS

ESTIMATE - ORIGINAL ASSESSMENTS (04-2016)

Annual S.A. Payments:	Annual Debt Payment:	Annual Tax Levy after Payments:	ANNUAL TAX LEVY MILRATE:
\$ 79,061.20	\$ 344,962.50	\$ 265,901.30	\$ 0.728
\$ 77,331.73	\$ 539,562.50	\$ 462,230.77	\$ 1.265
\$ 75,602.27	\$ 566,162.50	\$ 490,560.23	\$ 1.343
\$ 73,872.81	\$ 437,462.50	\$ 363,589.69	\$ 0.995
\$ 72,143.34	\$ 162,531.25	\$ 90,387.91	\$ 0.247
\$ 70,413.88	\$ 639,712.50	\$ 569,298.62	\$ 1.559
\$ 68,684.41	\$ 512,137.50	\$ 443,453.09	\$ 1.214
\$ 66,954.95	\$ 445,950.00	\$ 378,995.05	\$ 1.038
\$ 65,225.49	\$ 419,625.00	\$ 354,399.51	\$ 0.970
\$ 63,496.02	\$ 289,275.00	\$ 225,778.98	\$ 0.618
\$ 712,786.09	\$ 4,357,381.25	\$ 3,644,595.16	

(10 YEARS SHOWN)

ESTIMATE - REVISED ASSESSMENTS (06-2016)

Annual S.A. Payments:	Annual Debt Payment:	Annual Tax Levy after Payments:	ANNUAL TAX LEVY MILRATE:
\$ 49,533.51	\$ 344,962.50	\$ 295,428.99	\$ 0.809
\$ 49,533.51	\$ 539,562.50	\$ 490,028.99	\$ 1.342
\$ 49,533.51	\$ 566,162.50	\$ 516,628.99	\$ 1.414
\$ 49,533.51	\$ 437,462.50	\$ 387,928.99	\$ 1.062
\$ 49,533.51	\$ 162,531.25	\$ 112,997.74	\$ 0.309
\$ 49,533.51	\$ 639,712.50	\$ 590,178.99	\$ 1.616
\$ 49,533.51	\$ 512,137.50	\$ 462,603.99	\$ 1.266
\$ 49,533.51	\$ 445,950.00	\$ 396,416.49	\$ 1.085
\$ 49,533.51	\$ 419,625.00	\$ 370,091.49	\$ 1.013
\$ 49,533.51	\$ 289,275.00	\$ 239,741.49	\$ 0.656
\$ 495,335.10	\$ 4,357,381.25	\$ 3,862,046.15	

(10 YEARS SHOWN)

ESTIMATE - REVISED ASSESSMENTS (06-2016)

Annual S.A. Payments:	Annual Debt Payment:	Annual Tax Levy after Payments:	ANNUAL TAX LEVY MILRATE:
\$ 44,942.29	\$ 344,962.50	\$ 300,020.21	\$ 0.821
\$ 44,942.29	\$ 539,562.50	\$ 494,620.21	\$ 1.354
\$ 44,942.29	\$ 566,162.50	\$ 521,220.21	\$ 1.427
\$ 44,942.29	\$ 437,462.50	\$ 392,520.21	\$ 1.075
\$ 44,839.52	\$ 162,531.25	\$ 117,691.73	\$ 0.322
\$ 41,271.18	\$ 639,712.50	\$ 598,441.32	\$ 1.638
\$ 41,168.89	\$ 512,137.50	\$ 470,968.61	\$ 1.289
\$ 41,168.89	\$ 445,950.00	\$ 404,781.11	\$ 1.108
\$ 41,168.89	\$ 419,625.00	\$ 378,456.11	\$ 1.036
\$ 41,168.89	\$ 289,275.00	\$ 248,106.11	\$ 0.679
\$ 12,055.22		\$ (12,055.22)	\$ (0.033)
\$ 12,055.22		\$ (12,055.22)	\$ (0.033)
\$ 12,055.22		\$ (12,055.22)	\$ (0.033)
\$ 12,055.22		\$ (12,055.22)	\$ (0.033)
\$ 12,055.22		\$ (12,055.22)	\$ (0.033)
\$ 4,132.27		\$ (4,132.27)	\$ (0.011)
\$ 4,132.27		\$ (4,132.27)	\$ (0.011)
\$ 4,132.27		\$ (4,132.27)	\$ (0.011)
\$ 4,132.27		\$ (4,132.27)	\$ (0.011)
\$ 4,132.27		\$ (4,132.27)	\$ (0.011)
\$ 511,492.87	\$ 4,357,381.25	\$ 3,845,888.38	

(NEW REPAYMENT SCHEDULE SHOWN)

**PAYMENT OF SPECIAL ASSESSMENT
(PROPOSED)**

Special assessments may be paid in the following manner:

Upon Receipt. Upon receipt of the final notice of assessment, any person may pay the same in full, without interest, if paid to the city treasurer prior to November 1st.

Installments. Upon receipt of the final notice of assessment, the property owner may determine it is in their best interest to make payments by the installment method. The initial resolution will identify the estimated project costs with a repayment schedule based on the proposed assessment, as follows:

- \$1.00 TO \$2,000.00 – 5 YEARS REPAYMENT
- \$2,001.00 TO \$6,999.00 – 10 YEARS REPAYMENT
- \$7,000.00 TO \$9,999.00 – 15 YEARS REPAYMENT
- \$10,000.00 AND OVER – 20 YEARS REPAYMENT

The interest rate for the repayment of special assessments shall be the net interest rate of the bond issue plus 1%. If no bond or borrowing is issued the interest rate shall be determined by the City Council at the time of the preliminary resolution.

This does not prohibit a property owner from requesting a shorter repayment schedule based on the final special assessment amount.

**BREAKDOWN OF PROPERTIES – REVISED SPECIAL ASSESSMENTS REPORT
(JUNE 2016)**

5 YEARS – 12 PROPERTIES	\$17,380.21
10 YEARS – 27 PROPERTIES	\$250,899.67
15 YEARS – 12 PROPERTIES	\$95,966.54
20 YEARS – 4 PROPERTIES	\$62,630.06

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTIES**

WHEREAS, a preliminary Resolution declaring intent to levy special assessments under municipal police powers pursuant to §66.0703, Stats., was approved at the February 16, 2016 meeting of the City of Columbus Common Council; and

WHEREAS, the preliminary assessment report was filed by the City Engineer with the City Clerk, and the City Clerk prepared a notice stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment district, including a small map, the place and time at which the report may be inspected and the place and time at which all interested persons or their agents or attorneys may appear before the City Council and be heard concerning the matters contained in the preliminary resolution and the report. This notice was published as a Class 1 Notice under Chapter 985 of the Wisconsin Statutes and a copy of the notice was mailed at least 10 days before the public hearing to every interested person; and

WHEREAS, the Columbus Common Council held a public hearing regarding the preliminary assessment report on May 2, 2016; and

WHEREAS, the Columbus Common Council has directed the City Engineer to modify its preliminary assessment report, and modify certain plans and specifications of the project to accomplish a fair and equitable assessment.

NOW, THEREFORE, the City of Columbus, Columbia County, Wisconsin, by its Common Council, does hereby resolve as follows:

1. The report of the City Engineer, Ruckert & Mielke Inc., a copy of which is attached hereto and incorporated herein, is adopted and approved.
2. The City Engineer shall supervise construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements set forth in the attached report shall be made by assessing the cost of the improvements to the properties benefitted as set forth in the attached report. A final adjustment of the costs being assessed may be made upon final completion of the project.
4. Assessments shown on the report represent an exercise of the police powers of the City of Columbus and have been determined on a reasonable basis and are hereby confirmed.
5. Upon receipt of the final notice of assessment, any owner of a benefitted property may pay the assessment in full, without interest, if paid to the City Treasurer prior to November 1, 2016. In the alternative, upon receipt of the final notice of assessment, the owner of a benefitted property may determine it is in it's best interest to make payments on an installment basis. If a benefitted property owner chooses to make payments on an installment basis, the repayment schedule shall be as follows:

Range of Assessment	Term of Repayment
\$1.00 - \$2,000.99	5 years
\$2,001.00 - \$6,999.99	10 years
\$7,000.00 - \$9,999.99	15 years
\$10,000.00 and over	20 years

The interest rate for the repayment of special assessments paid on an installment basis shall be the net interest rate of the bond issued for the project plus 1%. Installment payments shall be due by November 1 of each year. If not received by November 1, the amount due shall be placed on the next tax roll for collection. If a benefitted property owner chooses an installment repayment plan as set forth above, the owner may still pay the assessment in advance without penalty.

6. The Municipal Clerk shall publish this resolution as a Class 1 Notice under Chapter 985 of the Wisconsin Statutes in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefitted property to every property owner within the assessment district whose name appears on the assessment role whose post office address is known or can, with reasonable diligence, be ascertained.

Dated this ____ day of _____, 2016.

CITY OF COLUMBUS

By: _____
Kelly Crombie, Mayor

By: _____
Anne Donahue, Clerk

Resolution Published: _____

CITY OF COLUMBUS

Website Content & Social Media Policy

1.0 PURPOSE:

The purpose of this policy is to provide guidelines and procedures for the distribution of information via electronic means (city website/social media)

2.0 ORGANIZATIONS AFFECTED:

All departments and staff of the City of Columbus.

3.0 POLICY:

This policy directs city staff on how to provide information to the public via the use of the City website and social media outlets.

4.0 DEFINITIONS:

Social Media: is the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks and includes blogs and information sites such as Twitter, Facebook, Pinterest, YouTube, Tumble, Google Plus, Instagram, LinkedIn, etc At this time, the City develop and maintain a single “City of Columbus” Facebook page. Any interest in using additional social media opportunities requires a review by the City Administrator and a discussion/final approval by the Columbus City Council.

Website: The official City of Columbus website.

5.0 PROCEDURE:

As information dissemination requires accurate and useful information on city activities to the public, it is important to ensure that the information provided through these venues is both functional for the Columbus community, but also portrays the City in a positive manner.

Posting on City website:

Postings for the home page – all content requested to be placed upon the City website home page needs prior approval by the Mayor or City Administrator. Posts on the home page of the website are reserved for the following:

- Links to other Departmental pages and the City meeting/event calendar. Design graphics and photos will be present and continually reviewed for appearance
- Posts of a positive nature, highlighting an city achievement or accolade
- Informational or instructional posts – directing users on how to complete a city transaction or participate in a community event or process
- Links directing users to a departmental page, where more information on a program or activity is displayed

Postings to Departmental Page – content on various departmental pages are designed to assist community members with achieving a government action via electronic means (program sign up, payment of a tax or fee, register a question or concern). Departmental pages should also keep in the spirit of showcasing a positive image to the City and their respective department.

- Postings that highlight an upcoming program/event/deadline can be added to the Department Head without prior approval
- Postings/content that provides information on a particular activity or service provided by a department need approval by the Mayor or City Administrator

Continual Review –

- The content of the entire website will be monitored on a daily basis by the City Administrator and the Economic Development Director. Postings that are not consistent with the spirit of the Website & Social Media Policy will be removed immediately.

Facebook

The City will have and maintain two City of Columbus Facebook pages – one, an organizational page for the quick dissemination of information on community events and concerns. It will be utilized to provide information to those who are interested on upcoming events, deadlines, “how-to” procedures and any posting that highlights positive attributes of the community. Postings on the City of Columbus Facebook page will disseminate information from all departments as parts of the City organization, flowing through the one source. The second page will be the Columbus Recreation page, which

allows for information from the Recreation Department to program participants relative to sign-ups, scheduling and other program updates.

- Posting administration: city staff must provide any planned text and get approval prior to posting information on the City Facebook page.
- Page type: the City of Columbus Facebook page will be an organizational-type page, which will allow for singular postings of information, but will not allow followers to comment. Postings will frequently refer followers to follow up with the City website or particular city departments if there are specific questions or concerns about any post.

Twitter

The City will open an official City Twitter account, to allow for the quick dissemination of emergency notices, event notices and other items related to City events and issues.

2016 AGENDA ITEM

MEETING DATE: June 21, 2016

AGENDA ITEM: Space & Facility Needs Study

DETAILED DESCRIPTION OF SUBJECT MATTER:

In order to further the conversation on a potential space/facility needs study, I have reached out to a few communities whom I know had studies done recently. No two of them are the same, as you would expect that no two communities are the same.

I have also put in a contact to Kathleen Haas of the UW-Extension to see if there would be someone within that institution with knowledge of how to address the space needs of local governments. Kathleen found a representative who has worked with communities on these kinds of issues, his name is Peter Manley. One thought I have is to see if Mr. Manley could come to a future meeting to talk about his knowledge and help us narrow our thinking in terms of a future study on Columbus facilities.

It seems clear that before we move ahead with any kind of study, we need to know what exactly to study.

For our purposes at this point of our work, I have included a comment string from the Wisconsin City County Management Association net serv assistance program. The comments come from other City Managers & Administrators who have gone through space studies. Some of them summarize what they did, some share which firms they used, and others included their costs.

I also provided a spreadsheet listing those who have responded to my question on this with a breakdown of who had done these studies, what was studied and the costs for it (if shared).

Finally, included are some excerpts and documents from some of these communities – mostly their RFP's – to give you a sense of what they were looking to accomplish in the studies.

ACTION REQUESTED OF COUNCIL: Further consideration of a City Space Needs & Facility Study

Location	Year	What Was Studied	Firm Utilized	Known Cost for Study
Cross Plains	2013	Village Hall	Bray	\$6,500
Town of Beloit	2005	Town Hall	Angus Young	\$10,000
Baraboo	2007	Public Safety/Civic Center	MSA	\$12,000
Fitchburg	2014	Full Campus of Buildings	Dimension IV	\$48,000
Wood County	2014	Health Center, Sheriffs Dept, Courthouse	Harwood Engineering	
Marshfield	2011	Public Library	Debra Haeffner	

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Facilities Studies

Submitted by [Patrick Vander Sanden](#), City Administrator - City of Columbus

I realize this may be a very broad question. But for communities between say, 3,000-10,000, would anyone have thoughts as to the cost of a facility study? I would break that into 2 categories - 1, a study of current buildings and the mechanical and physical needs/repairs. And 2, a second study looking at space needs - new buildings. If your community has done either of these two recently and can comment on cost, I would greatly appreciate it! Thank you.

Category
 General Government
Created
 01-27-2015
Last Updated
 01-27-2015
Status
 Active

Resolve This Article

As Site Administrator, you can enter a resolution to this article and have it marked as *Resolved*. If you have this information available, please proceed to the [Article Resolution page](#).

Discussion

The following messages contain the responses from members pertaining to this question. They are provided so that you can see the full discussion.

Member	Response
Patrick Vander Sanden City Administrator City of Columbus	Posted on 01-27-2015 I realize this may be a very broad question. But for communities between say, 3,000-10,000, would anyone have thoughts as to the cost of a facility study? I would break that into 2 categories - 1, a study of current buildings and the mechanical and physical needs/repairs. And 2, a second study looking at space needs - new buildings. If your community has done either of these two recently and can comment on cost, I would greatly appreciate it! Thank you.
Matt Schuenke Village Administrator/Clerk-Treasurer Village of Cross Plains	Posted on 01-27-2015 We had Bray do a study that accomplished both of those tasks for one facility, our shared Village Hall/Police Department. For our needs the proposal was \$6,500 but the other responses to our RFP were between \$10,000-12,000. I thought it accomplished what we were looking for. It is larger than what this site allows and can email to you if you want to look at it.
Brian M Wilson Village Administrator / Clerk / Treasurer Village of Belleville	Posted on 01-27-2015 The Town of Beloit did one about ten years ago regarding its current Town Hall. It was prepared by Angus Young Associates from Janesville. They looked at current vs. future needs and provided a budget for needed improvements. It was a very well-written effort and cost under \$10,000 at the time.
Curt Kophart County Administrator Waseca County	Posted on 01-27-2015 Facility studies can be expensive, but useful in the long run. The last one was done before I came to the County and I have been trying to get it updated but due to expense there is some hesitancy. Some thoughts though, a) Interview staff but apply their comments globally (no more silos). b) be ready and plan for a paradigm shift if an opportunity were to come along such as a vacated building or restructuring of staff c) A facilities plan is a guide not an ordinance. Good luck!
Edward Gelck City Administrator City of Baraboo	Posted on 01-27-2015 Baraboo did a study for a new Public Safety Building in 2007. Zimmerman was selected. It cost about \$25K. We did another study on our Civic Center building (old high school) in 2009-10 for potential use as City Hall and to determine the worthiness of renovating the building at about \$12k. This was done MSA. The City did renovate the building for about \$1.5M but did not move City Hall there. The results of the Zimmerman report were not very satisfactory and the discussion of what to do with City Hall general administration and/or Public Safety space is a continuing discussion.
Tony Roach City Administrator City of Fitchburg	Posted on 01-27-2015 Dimension IV is doing a comprehensive space needs and staffing study for our civic campus (City Hall, Police, Senior Center, Community Center and Library). We are looking out 5, 10 and 20 years. \$48,000.

**REQUEST FOR PROPOSAL
SPACE NEEDS ANALYSIS AND PROJECTED BUILDING PROGRAM**

City of Fitchburg

June 12, 2014

Architectural and design firms are invited to submit a response to this Request for Proposal (RFP) for review and consideration by the city of Fitchburg to perform a space needs and projected building program analysis. This analysis will involve uses currently at the 9.42 acre civic campus site located at the northeast corner of Lacy Road and Research Park Drive. This site (civic campus) currently contains three buildings: Community Center (1989, 2012), City Hall (1999) and Library (2011), and within them house a variety of city administrative functions, police, library, senior center, FACTV, and Community Center functions with government and multi-purpose meeting rooms.

The selected firm will provide, in consultation with appropriate city staff, a staffing study, and building use needs for short and long-term, a recommendation as to how best to obtain efficiencies, and a building program as to how and where to meet the growing demands for the current civic campus aspects of municipal operations.

This RFP provides the following information:

1. Brief history of Fitchburg and civic campus building use
2. Scope of work describing the requested services
3. Required qualifications
4. Review

Section 1. Brief History and Civic Campus Building Use

History

The City of Fitchburg is a former town which incorporated as a city in April 1983, and comprises approximately 35 square miles in area with the land being about 35% urban and 65% rural. A long term (50 year) growth boundary, set forth in the Comprehensive Plan, is intended to preserve a rural component. The City had a 2013 state population estimate of 25,465. The Comprehensive Plan estimated the city population to increase at a rate of approximately 4,900 persons per decade, although the 2013 state population estimate is only 200 persons above the 2010 census population. On or before November 8, 2022, portions of the town of Madison will be attached to Fitchburg. Two areas totaling 212.5 acres will be attached. The largest area is located between USH 14, and Rimrock Road, south of the Beltline Highway (USH 12/18), and other area is west of Fish Hatchery Road, primarily comprised of Zimbrick auto. The portion of

the Town of Madison to be attached to Fitchburg had a 2010 census population of 1,365 persons. The City has a diverse population, having the highest percentage of minority population of any city in Dane County. Additional demographic information may be found in the City Comprehensive Plan.

City administrative and many service functions are contained within the civic campus. These services are provided in three buildings: Community Center (1989 with 2012 addition); City Hall (1999); and Library (2011). Not part of this study, but provided for information purposes are that the public works crew operates out of the maintenance facility at 2373 S Fish Hatchery Road. This facility just completed an addition. In addition, the Fire Department operates out of two stations, 5791 Lacy Road, and 5415 King James Way, which are in the process of a space needs analysis with expected relocation of both stations by 2018.

Civic Campus Building Use

Community Center (1989 with 2012 addition)

Uses: Senior Center; recreation offices, multi-purpose rooms, FACTV studio

Approximate area: Ground floor- 10,038 sq ft (Senior Center)

First floor-9,423 sq ft. (Recreation offices, FACTV, multi-purpose rooms)

City Hall (1999)

Uses: Police, Administrative offices, government meetings rooms

Approximate area: 57,000 sq ft including an 11 stall city vehicle first floor parking garage

Library (2011)

Uses: Library and meeting room

Approximate area: 56,355 sq ft including 39 stall under building public parking garage

Section 2. Scope of Work

The scope of work involves the following:

Staffing Analysis

Working with the City Administrator and Department Heads, the applicant will prepare a staffing analysis. This long-term analysis will examine required staffing levels by department, office or area of service. The attachment provides a list of current civic campus employment by department. Not all positions may be occupied at this point in time. The firm should be able to provide advice regarding staff in comparable communities, now and as the city advances in population for the identified incremental years. Additionally, new programs or requirements

may affect staffing levels which should be accounted for to the extent practicable. Benchmarks that will drive projected staffing increases will need to be identified. A report of anticipated employment levels shall be provided to contain the following, by department, office or area of service:

- Present positions, present required positions, and estimated positions in 5, 10 and 20 year increments.
- Demographic trends should be analyzed to better assist in the staffing and space programming analyses.

The successful respondent will be provided, upon finalization of a contract, currently available staffing studies, and other available information such as a Program Needs study for the senior and recreation departments, police staffing analysis, and the Town of Madison Cooperative Plan and Intergovernmental agreement.

Building Programming

Using the above staffing analysis and other relevant common aspects to programming of spaces, provide an analysis of the anticipated staffing needs following the format of the staffing analysis, that is, current estimated need and need in 5, 10 and 20 year increments. In addition, based on the staffing and building needs, identify ancillary and accessory programming requirements, such as, but not limited to, data and telecommunications, conference rooms, printer, file and storage space, and employee exercise room(s). Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways and similar space allocations. Finally, analyze the ability to provide suitable on-site parking to meet the growing work force and customers. The building programming analysis shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes. Examine the relationship between the three buildings to maximize efficiency of use, and how best to accomplish the intended needs at each identified increment level. If recent trends in ergonomic design affect space requirements, please note the potential cumulative effect.

Provide an explanation of how best to meet the need at each increment level. However, it is important to examine the anticipated long-term situation so as to maximize efficiency of construction, service, and interaction. This may mean looking at expansion of the current site, or location of other site(s) to house certain departments, offices or area of service. Identify preferred locations of any uses relocated off-site. Evaluation of centralized compared to decentralized service areas and space needs shall be evaluated. It may be necessary to work through several building program and siting options.

Efficiency of Space

Review and analyze current work spaces and flow. Identify any efficiency of cost-effective layout alterations that may provide space for additional employees so as to possibly defer additional construction activity. In addition, the firm may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost-benefit analysis.

Cost and Sustainability Analysis

Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs for each increment level (i.e. current need, 5, 10, & 20 year increment levels). Level of construction shall be complimentary to the current City Hall or library buildings, and separately provide a factor or amount to account for a higher level of sustainability than what is standard for general office construction. This is to recognize that as a long-term building owner, the additional cost of construction in the short term may be offset by realized energy savings. The firm will provide time frame(s) to analyze the pay-back services.

The firm shall provide a written report, spreadsheets and other documents as necessary to provide the final product to the City in both written (four copies) and an acceptable electronic format. All work performed shall become the property and ownership of the city of Fitchburg, and the city reserves the right to use the produced work as they so choose.

Section 3 Required Qualifications

Interested firms shall submit the following information:

- A. Firm name, address, contact person and contact information
- B. Brief history of firm
- C. A statement on the firm's understanding of and capabilities to carry out the specified work. Sub-consultants may be used, but the demarcation of work shall be clearly established. If any sub-consultants are used provide three references for each sub-consultant.
- D. Key personnel to be assigned to the project, resumes, and their experience with similar levels of municipal staffing, and space needs analysis.
- E. Identify your last three municipal space needs analysis, when accomplished, and contact information for each to use for a reference check. Provide the firm's key personnel assigned to the project and their responsibilities.
- F. A one page description of interest and qualifications for this project.

- G. Provide a description (no more than four pages) of your proposed methodology to perform the required work, with time frame (based on number of months from when work is commenced).
- H. Provide a cost not-to-exceed to perform the required services. Agree to attend an interview at no charge.

Section 4. Review

Interested firms are asked to submit any questions they may have by Noon on Thursday, June 26, 2014 and city staff will respond to the questions at the pre-submission conference. The pre-submission conference will be held on Thursday, July 10, 2014, at 10:00 am at City Hall. Questions shall be directed to Thomas.hovel@fitchburgwi.gov.

Responses to this RFP shall be submitted by 4:00 p.m. July 18, 2014 to:
Thomas D. Hovel
City Planner
5520 Lacy Road
Fitchburg, WI 53711

The City has budgeted \$50,000 for this work effort.

Please provide one electronic copy (PDF) and four hard copies of the response. A committee of city staff will review the submitted proposals and intends to select certain firms for interview. The review will be based in part on the firm's history and ability to provide the required work, its understanding and approach to the identified work program, the committee's review of the one page statement of interest, and understanding of the dynamics of the community. The top firm will be invited to negotiate a contract with the city.

Attachment:

Civic Campus 2014 Position Levels (see next page).

Summary of RFP deadlines:

June 26, by noon--questions regarding RFP to be submitted
July 10, 10:00 am—pre-submission conference at City Hall
July 18, by 4:00 pm—Responses to the RFP are due

ATTACHMENT
Civic Campus 2014 Position Levels

<u>Department/Office</u>	<u>Full/part time</u>	<u>Intern/Seasonal</u>	<u>Total</u>	<u>Notes</u>
Senior Center	6	1	7	
Recreation	2	6	8	
Police	59		59	
Assessing	4		4	
City Administration				
City Administrator	2		2	
IT	4	1	5	
FACTV	2	4	6	
Human Resources	2		2	
City Attorney	1		1	
City Clerk	4		4	
Clerk of Courts	2		2	
Economic Development	2		2	
Finance	6		6	
Judge	1		1	
Mayor	1		1	
Building Inspection	4		4	
Custodial	3		3	
Parks and Forestry	2	1	3	
Planning	3	1	4	
Public Works	9	3	12	
Library	33		33	Includes shelvers
Total	152	17	169	



VILLAGE OF CROSS PLAINS

2417 Brewery Road, PO Box 97 • Cross Plains, WI 53528 • Phone (608) 798-3241 • Fax (608) 798-3817

January 22, 2013

RE: Building Plan and Design Services Request for Proposals

To whom it may concern:

The Village of Cross Plains is seeking proposals from qualified firms to provide design services to assist the Village in determining options for improvements to the Village Hall and Police Department joint building. There are several deficiencies with the current joint building including but not limited to accessibility, meeting space, work space, functionality, energy efficiency, use of technology, and general layout (detail list in Appendix A). The design firm selected will be the one that is able to creatively and cost effectively provide solutions to these deficiencies to improve the overall performance of the facility. The Village desires to create a plan in 2013 in order to prepare for the possibility of plan implementation in 2014.

There will be two phases to the design aspect of the project:

1. Phase 1 – Develop Plan: The Consultant will work with Village Elected Officials and Staff to gather background information and detail the deficiencies of the current joint building. The Consultant will use the information gathered to develop options to remediate the deficiencies indicated. These options will be brought together in a plan titled *Village Hall/Police Department Joint Building Improvement Plan*. The plan once drafted will be reviewed by Staff and Committee of the Whole for comment, and Village Board for approval. The plan will include at a minimum:
 - a. The deficiencies identified.
 - b. Options to remediate the deficiencies identified.
 - c. Recommendations to implement the options.
 - d. Estimated costs to implement the options.

2. Phase 2 – Plan Implementation: The Consultant will provide, as an option, its services to design, develop specifications, engineered estimates, and other drawings/plans needed to construct the options listed in the Plan. The Village Board may not want to immediately move forward after Phase 1 has been completed. Phase 2 is requested as an option within this RFP should the Village desire to move forward on improving the Village Hall and Police Department joint building once the Plan has been completed in Phase 1.

The Village Hall and Police Department in its entirety will be available for review and inspection upon request between the hours of 7:30 am to 4:00 pm on Monday through Friday. Firms are encouraged to call the Village Administrator/Clerk-Treasurer to discuss the proposal and request additional information as needed.

If your firm is interested in this project, please respond as follows:

- 1) Cover letter.
- 2) Names and qualifications of key employees (please identify the lead individual) that will be involved with the project.
- 3) Scope of work your firm is proposing to complete the project above.
- 4) Proposed time frame for completion of the scope of work proposed.
- 5) Cost proposal for the services requested.
- 6) References and examples of work done in other communities.
- 7) Any additional information, which your firm feels, will be helpful.

Proposals will be accepted until 4 pm on Wednesday, February 6, 2013. Please provide ten (10) written and one (1) electronic copy of the proposal. It is the intention of the Village Administrator/Clerk-Treasurer to make a recommendation to the Committee of the Whole at their February 11, 2013 meeting and for the Village Board to grant approval of the desired proposal on February 25, 2013. Please contact me directly at (608) 798-3241 at extension 105 with any questions regarding this proposal.

Sincerely,



Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

Appendix A

Known Village Hall/Police Department Joint Building Deficiencies

Village Hall (First Floor/Main Floor)

ADA Compliance (Accessibility)

Board Room/Court Room

Breakroom/Lunchroom

Conference Room

Cross Plains Municipal Space Needs Study by Rodney W. Helt AIA, dated December 23, 2006

Exterior Drainage/Stormwater

Functionality

General Furnishings

HVAC System

Meeting Space and Use of Technology for Meetings

Office Layout Efficiency

Storage

Telephone System

Windows

Work Space

Police Department (Basement/Lower Level)

ADA Compliance (Accessibility)

Breakroom/Lunchroom

Meeting Room

Evidence Processing Room

General Safety

HVAC System

Interview Room

IT Server Room

Locker Rooms/Bathrooms

Possible Mold

Secure Front Entrance

Secure Holding Area

Storage

Waiting Area

Water Intrusion/Leakage

Work Space

**REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES
PUBLIC SAFETY BUILDING SPACE UTILIZATION AND FACILITIES FEASIBILITY STUDY
For the
Baraboo Police and Fire Departments and the Baraboo District Ambulance Service, Baraboo, WI**

Introduction:

The City of Baraboo Police and Fire Departments at 135 4th St and the Baraboo Area District Ambulance Service at 120 6th St. are considering the construction of a new Public Safety Building to serve Police, Fire and EMS. The redevelopment of an existing building would also be considered. The community is also considering the establishment of a Public Safety Impact Fee for new construction in the area. The study of this new facility will aid in the development of an impact fee structure.

Background:

Proposals will be accepted until Feb 9, 2007, 5:00 p.m. local standard time for a consultant's space utilization and facilities feasibility study of the City's Public Safety Departments (Police, Fire & EMS). Submitters will need to provide 25 copies of their proposal. The Baraboo area is currently served by a fulltime City Police Department, a Combination (Career and Paid-on-Call) Fire Department and by a fulltime Baraboo District Ambulance Service. The facilities are currently located at 135 4th St. (Police & Fire) and 120 5th St. (Ambulance & Police), in Baraboo, Sauk County, Wisconsin. The facilities are approximately 40 years old. The combined Department spaces are Police portion = 15,000 SF, Fire = 8,000 SF and 4,400 SF for the EMS. Police and Fire Departments are housed within City Hall; where the District Ambulance service is housed near City Hall, but in a separate building. City Hall is a 2-story building with a functional basement. The EMS facility is a single story building (without basement), which is partially shared with Police storage. Fire, Police and EMS have other storage buildings to be assessed. The City and Ambulance District are considering the potential for moving their operations into a combined facility.

Contact Information:

Ed Geick, City Administrator, 135 4th Street, Baraboo, WI 53913, 608-355-2715, Fax (608) 355-2719, Email: egeick@cityofbaraboo.com; Police Chief Dennis Kluge at 355-2720 or dkluge@cityofbaraboo.com; Fire Chief Kevin Stieve at 355-2710 or kstieve@cityofbaraboo.com; or BDAS Chief Terry Wise at 356-3455 or twise@bdems.com.

The purpose of the study is to:

- Provide conceptual floor plans of one or more alternative building layouts and site options to serve the community police, fire and ambulance services over the next 30 years.
- Review and evaluate what locations are available to site a primary facility and substation(s).
- Determine the primary facility needs and make a recommendation for location of a future station and/or substations.
- Provide a general timeline for the project(s), from design to finish.

Proposal Requirements:

1. Pre-proposal Meeting - Prior to submitting their proposal, consultants are asked to attend a Pre-proposal meeting so that all interested consultants can gather information, tour the current facilities and the community. You may make separate appointments, if necessary afterwards, to meet with EMS, Police and Fire staff to view and familiarize themselves with the existing facilities, ask questions, and discuss the scope of the work requested. Such requests are to be made with City Administrator's Office. The Pre-Proposal meeting will be held on Jan 23, 2007 at 1:00 PM.
2. Current Facilities Evaluation

- 2.1. Evaluate current land and space utilization of all indoor areas including office, clerical, records and equipment storage, public meeting, secure detention, secure parking, and outdoor parking areas. Existing plans for City Hall and, Fire and EMS are available.
 - 2.2. Assess the condition of the current building and associated equipment.
 - 2.3. Evaluate current compliance in regards to the ADA and other applicable state and federal codes.
 - 2.4. Identify safety and security deficiencies.
 - 2.5. Provide options and recommendations for corrective actions with probable cost estimates for the above items.
 - 2.6. Develop ledger sized computer generated conceptual floor plans to assist in the description of existing and any proposed conceptual alterations or additions to the existing facilities.
 - 2.7. Evaluate any new site locations relative to the future growth of the City and for pedestrian, vehicular, and protective services access.
3. New Facility
- 3.1. Identify sites(s) for location of future public safety building based upon Insurance Service Office (ISO) and National Fire Protection Association (NFPA) standards or guidelines.
 - 3.2. Provide pre-design services including space programming and space summaries.
 - 3.3. Develop time schedules for the project indicating the expected progress on design, bidding, contract award and construction.
 - 3.4. Propose green building design elements where appropriate. LEED certification may be pursued by the City.
 - 3.5. Evaluate geographic location for pedestrian, vehicular, and protective services access as it relates to the future growth of the municipality and district.
4. Provide an alternatives analysis that will compare doing nothing; upgrading current facilities; and expansion or relocation feasibility options for the facilities. These options will weigh and compare the economic, operational, and long range implications of each option.
5. The consultant's proposal shall include:
- 5.1. Information about the firm and its recent experience in providing services similar to those described below.
 - 5.2. A description of their intended approach and understanding of the project scope.
 - 5.3. Provide summaries of at least 4 similar municipal projects involving Police, Fire and/or EMS Stations and Municipal Offices their firm has completed or has begun work on in the past 5 years. A representative contact name for each facility, title, and telephone number shall be provided for each project.
 - 5.4. Provide a list of names and qualifications of intended staff and project manager to be utilized on the project.
 - 5.5. If available, submit a sample report from a similar project.
 - 5.6. Hourly billing rates for all staff that will work on the project.
 - 5.7. Costs for delivering additional draft or final reports.
 - 5.8. A not to exceed lump sum overall project cost with a break down of estimated project costs for each phase of work – initial information gathering, delivery of draft report, and presentation of final report should be submitted in a separate envelope marked "Cost estimate for facilities study" and sealed. This cost estimate will be opened following the review of proposals and selection of the finalists. ALL costs shall be included in each phase including staff, clerical, copying, office supplies, mileage, and reimbursable expenses.
6. The consultant selection process shall be conducted as follows:
- 6.1. Staff will narrow the number of firms to 2 or 3 finalists.
 - 6.2. The selected firms will be given 1 hour for presentation and questions and answers with the Combined Selection Committee comprised of City Finance Committee and several BDAS Board members.

2016 AGENDA ITEM

MEETING DATE: June 21, 2016

AGENDA ITEM: Park Avenue & Fairway Drive

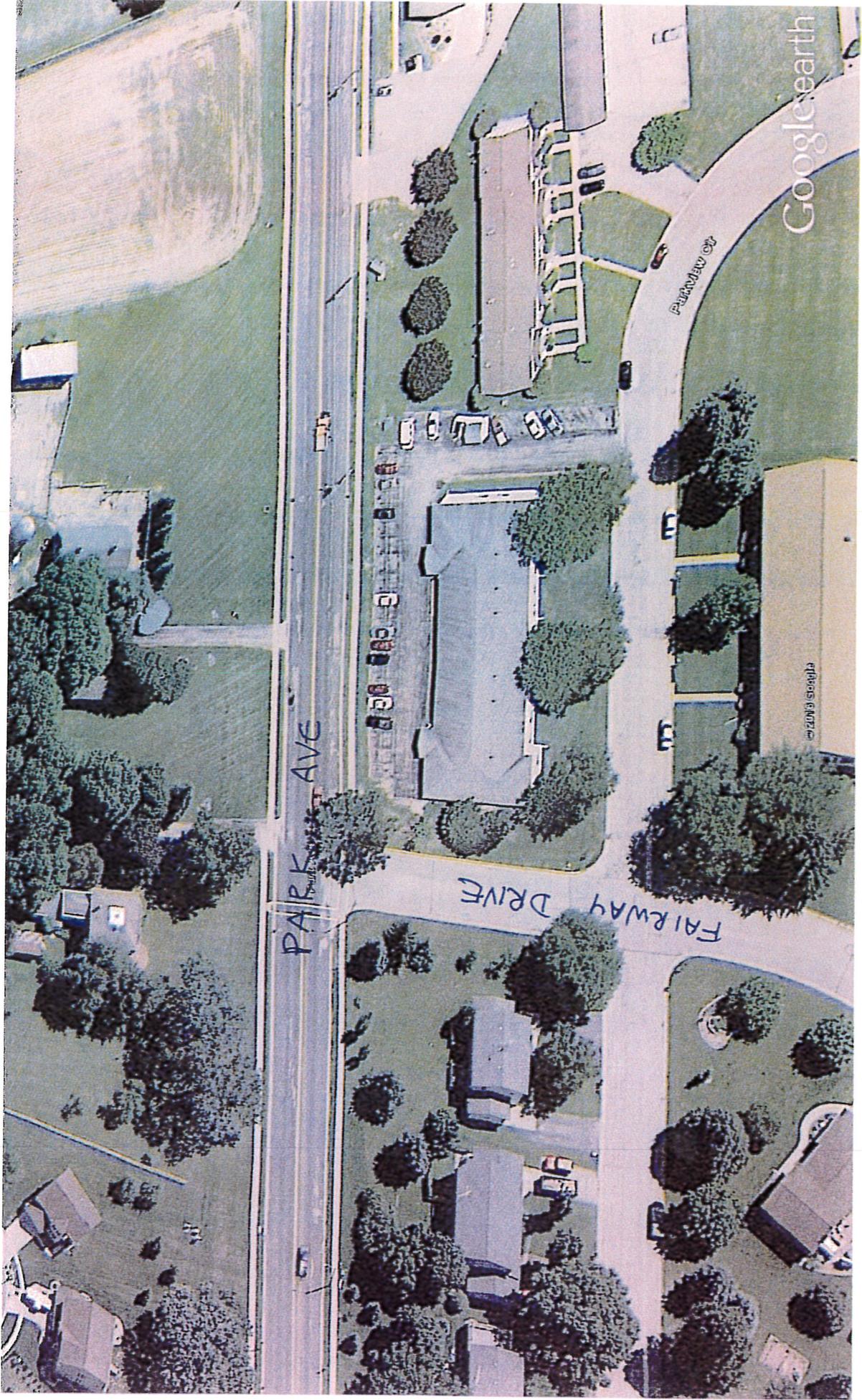
DETAILED DESCRIPTION OF SUBJECT MATTER:

Mayor Crombie shared a concern from resident Alan Strohschein regarding the safety at the pedestrian crossing at Park Avenue & Fairway Drive. He thought a good step there would be to provide the bright orange flags for pedestrians to wave while crossing for greater visibility, like we have at the Park Avenue and Farnham Street crossing.

It has been a while since the city provided the flags at Park & Farnham, and it's unclear whether walkers have been using the flags or how effective it has been. If used, I think it is a useful safety measure – which could be helpful at Park & Fairway.

Either way, the issue is on the COW for discussion and consideration of placing orange flag, or another measure at that area to enhance safety.

ACTION REQUESTED OF COUNCIL: Consideration of actions to improve the pedestrian crossing at Park Avenue and Fairway Drive.



Google earth

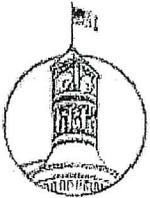
feet
meters



Patrick Vander Sanden

From: Patrick Vander Sanden
Sent: Tuesday, June 28, 2016 6:57 AM
To: Patrick Vander Sanden
Subject: FW: Commerce curb completion

For Council, 7/5



Patrick B. Vander Sanden
City Administrator
Columbus, Wisconsin

Email: pvandersanden@columbuswi.us
Ph: (920) 623-5900

From: Michael Eisenga [mailto:MEisenga@alshomeloans.com]
Sent: Saturday, June 18, 2016 12:07 PM
To: Patrick Vander Sanden <pvandersanden@columbuswi.us>; Lietha, Jason <jlietha@ruekert-mielke.com>
Cc: Kelly Crombie <Kcrombie@columbuswi.us>
Subject: Commerce curb completion

Hi Pat,

According to the city engineer the required work needed to be completed for the Commerce Drive pproject has now been completed. As such we request release of the funds held in escrow by the city. Please consider this my official request.

Thanks,

Michael S. Eisenga
President

American Lending Soulutions, LLC
N4356 State Hwy 73
Columbus, WI. 53925
USA
(920) 350-6001 ext. 222
(920) 623-9235 Fax

CONFIDENTIALITY NOTICE: Unless otherwise indicated or obvious from the nature of this electronic transmission, the information contained in this electronic transmission is privileged and confidential intended for the use of individual or entity named above. If the reader of this message is not the intended recipient, or

2016 AGENDA ITEM

MEETING DATE: July 5, 2016

AGENDA ITEM: ___Eisenga request for escrow for completion of phase 2 of Columbus Commerce Center.

DETAILED DESCRIPTION OF SUBJECT MATTER:

In the attached email, Mike Eisenga has requested the return of \$81,825 currently held in escrow for the successful completion of the public infrastructure items in the Columbus Commerce Center. City staff, including DPW Director Davis Clark and City Engineer Jason Lietha have signed off on the request, verify that all required work on phase 2 has been completed.

One issue I would like to raise with you is that while this chapter for the Commerce Center is nearing an end, Commerce Center LLC is also connected to the current Hwy 16 & 60 Intersection Project currently being undertaken by the DOT. The 60/16 project involves the Commerce Center Plat, but it is important to recognize that it is governed by a separate set of agreements. The final SMA between the DOT and the City of Columbus contains language that the City would receive a \$40,000 credit for the turn lanes being built along Hwy 60 as it comes into 16. The MOU between the DOT, Commerce Center and the City which was put in place before the SMA required the City to do this work, and then seek reimbursement from the owners of the lots that would benefit from the work (presumably the owners of the lots in the Commerce Center Plat). I believe Mike or his various entities are currently the owners of all the lots in Commerce Center, except for Lot 11. In order for the City to be made whole, it will need to collect all or most of the \$40,000 from Mike's entities.

One way to address this would be to have the City release all but \$40,000 of the funds held in escrow. There is a practical and a legal way to address the escrow funds and Mike's contribution to the 16/60 project. From a practical point of view, Mike should be willing to agree that the City can keep \$40k from the escrow funds in full satisfaction of his obligation. The City has not yet had this conversation with Mike, so the funds would be held until the issue is discussed and hopefully resolved with Mike. If Mike and the City agree that the \$40,000 is to be Mike's contribution to the 16/60 project pursuant to the MOU and the SMA, then the issue will be resolved. If Mike objects to this, the City will then have to consider doing a special assessment district in order to allocate the collection of the funds, and the City can continue to hold the funds until the district is completed. Another option is for the City to pass these costs through to the owners of the Commerce Center Plat as a special charge on this year's tax bill. In that case, the City would release the funds and then hopefully collect the funds when the real estate taxes are paid.

I wanted to just raise this issue for consideration as you prepare for the meeting on Tuesday.

ACTION REQUESTED OF COUNCIL: Consider request of Mike Eisenga to return escrowed funds for the completion of phase 2 of the Columbus Commerce Center development



**STATE/MUNICIPAL AGREEMENT
FOR A STATE-LET HIGHWAY
PROJECT**

Date: April 28, 2015
I.D.: 1401-02-02/72
Road Name: STH 16/STH 60
Limits: Hall Road – USH 151
County: Columbia
Roadway Length: 0.83 miles

51

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility The existing pavement is cracked and deteriorated. There is a safety need at the STH 16/60 intersection. This intersection has a pattern of right angle crashes. There are no accommodations for pedestrians and bicyclists in this developing area.

Proposed Improvement - Nature of work: The proposed safety improvement is signaling the intersection of STH 16 and STH 60, and will add offset left turn lanes to STH 16 in order to increase sight distance for opposing left turn vehicles at the STH 16/60 intersection. Turn lanes on STH 60 will also be provided for the entrance into Columbus Commerce Center. The typical section will be changed from a rural to an urban section with dedicated on street bicycle facilities, curb and gutter, terraces and sidewalk.

If the municipality decides to install a continuous standard highway lighting system, the system must be permitted and installed to accepted WisDOT standards. The standards are defined in the Wisconsin Department of Transportation Traffic Guidelines Manual, Chapter 11, Section 10, Subject 1. Cost of the design of an approved continuous standard highway lighting system is eligible for 100% Federal/State funding. Construction of an approved continuous standard highway lighting system is eligible for 50% Federal/State funding, in conjunction with this construction project.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

- 1) The municipality will be responsible for 100% of the sanitary sewer and water main utility work including adjustments of manhole covers and water valves as well as the construction inspection and acceptance.

TABLE 1: SUMMARY OF COSTS

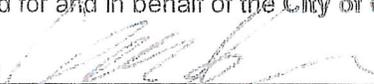
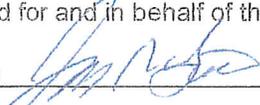
Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$183,537	\$183,537	100%	\$0	0%
Real Estate Acquisition: Acquisition (1401-02-20)	\$20,000	\$20,000	100%	\$0	0%
Compensable Utilities(1401-02-40)	\$10,000	\$10,000	100%	\$0	0%
Construction(1401-02-72):					
010 Resurface Roadway **	\$1,563,410	\$1,563,410	100%	\$0	0%
020 Signals/Turn Lanes at STH 60 **(1)	\$1,574,583	\$1,534,583	BAL	\$40,000	LS
040 CSS (2)	\$31,900	\$31,900	MAX	\$0	
050 San. Sewer/water main adj. (3)	\$10,000	\$0	0%	\$10,000	100%
Total Cost Distribution	\$3,393,430	\$3,343,430		\$50,000	

Construction estimates include 12% delivery

Notes to Table 1: Summary of costs

- (1) A \$40,000 Credit is for compensating the Department for the cost of constructing the turn lanes on STH 60 for the Columbia Commerce Center. This credit is part of the Memorandum of Understanding between The Columbus Commerce Center LLC, The City of Columbus, and The Wisconsin Department of Transportation, signed by the department on April 30, 2013. *All additional costs for constructing the signals/turn lanes at STH 60 is the responsibility of the Department.*
- (2) Community Sensitive Solutions (CSS) is optional Federal /State funding available for the Municipality for use on State-approved aesthetic items, including decorative enhancements to a new street lighting system. The amount is capped at \$31,900. The Municipality is responsible for the balance of the enhancement of costs exceeding this amount.
- (3) This is a placeholder for any Sanitary Sewer and water main work that is necessary to complete the contract and is funded 100% by the Municipality.

This request is subject to the terms and conditions that follow (pages 3] – [5]) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Columbus (please sign in blue ink)		
Name 	Title <i>Mayor</i>	Date <i>6/30/05</i>
Signed for and in behalf of the State (please sign in blue ink)		
Name 	Title Jeffrey R. Gust, P.E. Wisconsin Department of Transportation Southwest Region Planning Chief	Date <i>6/30/2005</i>

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. ~~The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing.~~ Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and

traffic signals or devices. Alteration may include salvaging and replacement of existing components.

4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or Facility Owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for federal/state participation.
8. The Municipality shall at its own cost and expense:
 - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the lighting system. *(This does not include the state maintained traffic signals at the intersection of STH 16/60 and the associated lighting for the turn lanes).*
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The Municipality will file a parking declaration with the State.

Regulate and prohibit, by ordinance, parking at all times on STH 16 – James Street between Industrial/Dix and Hall Road.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all Community Sensitive Solutions and/or enhancement funded items.

- (i) Coordinate with the State on changes to highway access within the project limits.
 - (j) In cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
9. Basis for local participation:
- (a) The municipality is responsible for 100% of the cost of adjustments to the sanitary sewer and water main necessary to complete the work.

[END]