

CITY OF SPARTA
FINANCE MEETING AGENDA
November 4, 2015

CITY HALL

7:00 p.m.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes of the Regular Meeting and Budget Meeting of October 7, 2015 and the Budget meeting minutes of October 6, 2015**
- 3. Tourism Requests**
 - Museum "Mission Brief" handouts**
 - Sparta/Elroy bike trail flashlight exchange**
 - Downtown Cooperative Request**
 - Any other tourism requests**
- 4. Consideration of Professional Service Agreement with MSA for S. Black River Street (STH27)/I-90 Business Park Development Study**
- 5. Consideration of 2016 Budget**
- 6. Items for Future Consideration**
- 7. CLOSED SESSION: per Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
 - Employee Evaluations**
- 8. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 10-30-15

CITY OF SPARTA
FINANCE - BUDGET MINUTES
October 6, 2015

PRESENT: Kevin Riley, Norm Stanek, Carlos Holcomb

ABSENT: None

ALSO PRESENT: Mark Sund, Ted Radde, Dave Kuderer, Josh Lydon, Mayor Button

Chairman Riley called the meeting to order at 6:00 p.m.

This is our first budget meeting for the year 2016. The following items were discussed:

Revenues
City Council
Mayor
Municipal Court
Attorney
City Clerk
Treasurer
Assessor
City Hall
Police
Building Inspector
Economic Development

Mark mentioned that there are no major changes from last year and if the budget does stay the same, our tax levy should be about 6.72. We did not get any state shared revenue.

Dave Kuderer did submit a request for some items totaling \$10,730.00. Some of these funds would be for police radio equipment; police pub/seminars/dues; police operating supplies; police time system; and crossing guard salaries. Another item he would like to be considered is having the code enforcement officer position go from part-time to full-time.

There were no items mentioned for future consideration.

A motion was made by Norm Stanek and seconded by Carlos Holcomb to adjourn at 6:43 p.m. Motion carried 3-0.

Respectfully submitted,

Julie Hanson
City Clerk

CITY OF SPARTA
FINANCE MINUTES
AND BUDGET MEETING MINUTES
October 7, 2015

PRESENT: Kevin Riley, Norm Stanek, Carlos Holcomb

ABSENT: None

ALSO PRESENT: Mark Sund, Ted Radde, Alli Karrels, Lynn Jerome, Kevin Brueggeman, John McDonald, Josh Lydon, Brad Gilbertson, Ed Lukasek, Sandie Perry, Leah Gentry, Todd Fahning, Dennis Johnson, JoAnn Hagen, Mayor Button, Amy Bernath

Chairman Riley called the meeting to order at 6:00 p.m.

A motion was made by Norm Stanek and seconded by Carlos Holcomb to approve the Consent Agenda consisting of the minutes of the regular meeting of September 2, 2015. Motion carried 3-0.

The following items were discussed for consideration for budget year 2016:

Public Works/Infrastructure/Equipment/Outlay
Parks/Outlay/Equipment
Youth Activities
Community Center
Cemetery
Museum
Tourism
Library
Debt Service
Outlay

Mark mentioned that he received the 2014-2015 Audit Review. No major issues.

Items mentioned for future consideration were:

Put Software & Server on equipment replacement list
Increase the funding for equipment replacement fund

A motion was made by Norm Stanek and seconded by Carlos Holcomb to go into closed session per Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 7:00. This is regarding a Park & Rec employee. Motion carried 3-0.

Respectfully submitted,

Julie Hanson
City Clerk

'Mission Brief' handout for the 1,000s of Museum visitors

Idea: We provide a 'mission brief' envelope to all of the visitors that come to the museum. The brief would open up, and on one side there would be information on the museum and on the other side there would be space to include promotional items from participating businesses around town. It would be a unique take home piece for visitors and an excellent way to promote all of the participating Sparta businesses.

Supplies needed:

- 3,000 string tie envelopes
- Paper for museum info/business pieces
- Stamp saying 'mission brief'
- Assemblage materials- glue, tape, ect.
- Printing costs

Assembly: These unique handouts will take time and precision to assemble, all of that detail work will be handled in-house by museum staff to save us the cost of ordering specialty items.

Cost: we are requesting \$1,500 to cover part of the expense of the supplies listed above, and we are hoping those participating businesses will help us offset the rest of the cost, matching the request amount.

Flashlight exchange project for the bike tunnels:

Idea: We provide free flashlights at both ends of the three tunnels on the Sparta/Elroy Trail. Bicyclists can pick up a flashlight at one end of the tunnel, ride through the tunnel with the flashlight, and then deposit the flashlight in the reciprocating container at the other end.

Supplies needed:

- 6 containers and posts to be placed on each end of the three tunnels (perhaps built with the help of the boy scouts- maybe an eagle scout project)
- 90 flashlights- 15 per container
- Batteries for flashlights
- Extra flashlights/batteries to replace damaged or broken ones.

Upkeep: A schedule will be established for monthly check-ups on the flashlight containers to replenish the flashlights, replace batteries, ect. The trail is open from May 1 to November 1, making 6 monthly check-up dates. Working with the Chamber, the City, and the Deke Slayton Museum volunteers will be recruited to help with the upkeep of this project.

Cost: an initial estimate places the cost at \$1,500 including supplies for the containers, and the cost of flashlights and batteries.

The Sparta Chamber of Commerce is supportive of the idea and would be willing to store the flashlights over the winter months when the trail is closed.

The DNR has final approval of the project. They are very interested in the project, and are considering a land use agreement for 1 year as a test pilot program to see if it's successful. I would ask that funding for this project be approved contingent upon the approval of this project by the DNR.

Request for Matching Funds
Presented to the Finance Committee
City of Sparta City Council
Nov 4, 2015

Requestor: The Downtown Cooperative

Amount Requested: \$3000.00

Background: The Downtown cooperative was formed last spring to improve the condition of Downtown Sparta in a general sense using specific tools to generate interest and retail traffic in Sparta's Historic District. Some of the tools we have employed:

- Generating interest in the Façade Loan Program to improve the curb appeal of Downtown
- Getting people interested in coming Downtown
 - Tables and Umbrellas on the Water Street Bridge
 - Music in the common areas of Downtown
 - Encouraging groups such as the Farmers Market to succeed in Downtown
 - Exposing Downtown merchants to webinars on creating downtown activity

Specific Request:

The Downtown Cooperative has decided that a German styled Christmas Market in Downtown would be a very unique attraction to serve our overarching goal of getting people interested in their downtown, and creating traffic downtown.

Through donations from individuals, our own fundraisers such as the Circus this past summer, and support from the chamber, we have supported our initiatives including the construction of the Christmas Village. The first time cost of setting up the venue has strained our resources, and we are requesting that the tourism fund be distributed to our group in the amount of the request above.

We are matching the request with our own labor and funds to construct and decorate 7 booths, along with creating a holiday wonderland in the middle of downtown. Any support that can be made available is appreciated.

Impact on Tourism:

One of the key points made to our group by consultants speaking to growing one's downtown, is that you need to make your town an attraction to its citizens before you can expect outsiders to become interested. The Downtown Cooperative and the programs it leads are aligned with that thought in mind. We are confident that the Christmas Village will attract many local citizens, and from that will have the effect of bringing tourists to our fine community.



Professional Services Agreement

PROFESSIONAL SERVICES

More ideas. Better solutions.

This AGREEMENT (Agreement) is made today _____, 2015 by and between CITY OF SPARTA (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: STH 27 / I-90 Business Park Development Study

The scope of the work authorized is: All work described in the attached STH 27/I-90 Business Park Development Study letter sent to Todd Fahning, City Administrator, dated October 6, 2015.

The schedule to perform the work is: Approximate Start Date: Oct. 2015
Approximate Completion Date: Jan. 2016

The estimated fee for the work is: \$12,500

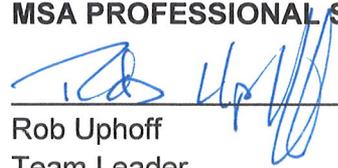
All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

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

CITY OF SPARTA

MSA PROFESSIONAL SERVICES, INC.

Todd Fahning
Community Development Director
Date: _____



Rob Uphoff
Team Leader
Date: 10-8-2015

Attest:

Julie Hanson, City Clerk
Date: _____



Matt Morrow
Senior Project Engineer
Date: 10-8-2015

201 W. Oak Street
Sparta, WI 54656
Phone: 608-269-4340 ext 232
Email: bldg@spartawisconsin.org

1230 South Blvd
Baraboo, WI 53913
Phone: 608-355-8948
Email: ruphoff@msa-ps.com

**ATTACHMENT A:
RATE SCHEDULE
MARCH 2015/2016***

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects.....	\$125-\$151/hr.
Clerical	\$60-\$80/hr.
CAD Technician.....	\$59-\$110/hr.
Geographic Information Systems (GIS).....	\$76-\$128/hr.
Housing Administration.....	\$58-\$104/hr.
Hydrogeologists.....	\$99-\$152/hr.
Planners	\$83-\$160/hr.
Principals.....	\$155-\$190/hr.
Professional Engineers.....	\$85-\$190/hr.
Project Manager	\$62-\$180/hr.
Registered Land Surveyors	\$93-\$150/hr.
Staff Engineers	\$80-\$115/hr.
Technicians	\$59-\$110/hr.
Wastewater Treatment Plant Operator.....	\$72-113/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Fax	\$1.00/page
GPS Equipment.....	\$40/hour
Mailing/UPS.....	At cost
Mileage – (currently \$0.575/mile)	Rate set by Fed. Gov.
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100.00/day
PC/CADD Machine.....	Included in labor rates
Robotics Geodimeter.....	\$30/hour
Stakes/Lathe/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.

**MSA PROFESSIONAL SERVICES, INC. (MSA) –
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC - Wisconsin)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

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

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

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

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

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

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

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

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

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

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

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

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

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

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

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

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

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

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

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

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

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



1230 South Boulevard
Baraboo, WI 53913
Tel: (608) 356-2771
Fax: (608) 356-2770
www.msa-ps.com

October 6, 2015

Todd Fahning, City Administrator
City of Sparta
201 West Oak Street
Sparta, Wisconsin 54656

Re: STH 27 / I-90 Business Park Development Study

Dear Mr. Fahning:

The opportunity to plan and design areas that enable and encourage future development is as exciting as it can be challenging. Land use, platting, environmental issues, utilities, and roadways – there are many steps to complete and important decisions to make along the way that will impact the ability of these sites to attract businesses, create jobs and stimulate the local economy. MSA is excited at the opportunity to work alongside the City of Sparta to help you make those decisions and complete the steps necessary to complete this project and spur economic growth.

SCOPE OF WORK

Project Location

The property that will be reviewed lies in the southeast quadrant of the STH 27/I-90 interchange west of Ideal Road. The total acreage available for development is approximately 180 acres (see attached).

Existing Conditions Layout

The goal of this phase is to gather baseline information regarding the existing conditions of the project site to inform decisions regarding the conceptual layout of the planned business park. MSA will research site conditions and develop one existing conditions map.

The existing conditions map will include:

- Existing Access Locations, Roadways, and Roadway Conditions
- WDNR Wetlands and Watercourses
- FEMA Floodplains
- Existing Contours
- Existing Property Boundaries and Ownership
- Existing Water Main, Sanitary Main, and Storm water Facilities in the area of the site
- On-Site and Adjacent Land Uses & Zoning Districts
- Municipal Boundaries

Conceptual Site Layout & Cost Estimates

The goal of this phase is to develop conceptual site layouts of the planned business park to determine the feasibility and cost effectiveness of the proposed project while maintaining current City and regulatory standards. The property owner had previously created a conceptual layout for the development, which consisted of primarily residential lots with some light commercial development adjacent to STH 27. MSA will utilize the current owner's conceptual site layout for the high-visibility area adjacent to STH 27 and revise the residential area layout to accommodate potential larger lot, light commercial/light industrial and office development showing an overview of how the project might be constructed.

The conceptual layout would include:

- Primary Roadway Locations and Conditions (e.g. preferred widths)
- Conceptual Water Main and Sanitary Sewer Locations
- Conceptual Storm water Facility Locations
- Development Layout (general lot and use configurations)
 - MSA understands that at this point in the planning process the City does not desire to create a finalized layout showing the exact location of specific parcels, but would like to assess the preferred locations for a primary access road and site utilities (e.g. major water, sanitary and storm water facilities). Therefore we will limit layout design to include generalized locations for new uses (e.g. retail, office, industrial) within the site, including acreages designated for these areas.

The plan view conceptual layout of the site will also be evaluated with respect to constructability and the overall ability to fit the desired improvements on the site. Constructability review will include review of grading, storm water management (both regional and site specific), water and sanitary sewer infrastructure requirements to service the area, etc. MSA will utilize the contours provided by the current property owner in order to review grading efforts required, the general direction of storm water run-off and roadway profiles. Approximate earthwork volumes will be calculated based on assumed surfaces created in AutoCAD Civil 3D software. These earthwork volumes will help to determine approximate roadway grades to balance earthwork on-site.

We anticipate that a minimum of two (2) conceptual site plans will be evaluated during the course of the project. Two (2) conceptual site layout options are included with this phase, the first will be STH 27 access including infrastructure from STH 27 west approximately 500 feet through the high visibility property, and the second will be for infrastructure from STH 27 east to Ideal Road.

An Opinion of Probable Cost will be provided to the Owner for each concept based on past project experience and average unit prices in order to help provide a range of anticipated costs to develop the project site.



1230 South Boulevard
Baraboo, WI 53913
Tel: (608) 356-2771
Fax: (608) 356-2770
www.msa-ps.com

MSA will meet with the City to review the concepts provided and discuss how each component of the conceptual site layout affects the site. After receiving City comments, MSA will make the necessary revisions and prepare a report summarizing the conceptual layouts.

Assumptions:

- Two (2) conceptual site layout options are included with this phase, the first will be STH 27 access including infrastructure from STH 27 west approximately 500 feet through the high visibility property, and the second will be for infrastructure from STH 27 east to Ideal Road.
- One (1) round of concept plan revisions is included based on the meeting with the City.
- Coordination with the WDNR for wetlands, archeological, historical, ecological corridors or navigable water determination is not included in this proposal.
 - MSA will screen the site utilizing information available from on-line resources and past efforts of the current property owner.
- Other items not currently in the scope are as follows:
 - Preliminary/final design and plan production
 - Preliminary utility (electric, gas, cable, phone, etc.) layout locations
 - Geotechnical investigation.
 - Permit applications
 - Traffic/Intersection analysis

MSA is proposing to complete the study on a time and expense basis with an estimated fee of \$12,500 as detailed on the attachment.

Thank you for the opportunity to assist the City with this important project. We look forward to continuing our relationship with the City of Sparta. Please contact me directly via phone – 608-355-8889 – or email – mmorrow@msa-ps.com – with any questions or concerns you might have.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Matthew J. Morrow".

Matthew Morrow, P.E.
Project Manager | Senior Project Engineer
mmorrow@msa-ps.com | 608-355-8889

Project Planning Analysis

MSA
Professional
Services, Inc.



Name	Phase	Task	Planned Hours	Total
R00051035.0 Sparta STH 27/I90 Conceptual Site Planning				
City Meeting (1 assumed)	100	101	6.00	\$1,027.50
Conceptual Layout (2 assumed)		102	26.00	\$2,752.00
Utility Layout		103	16.00	\$1,680.00
Storm Water Review		104	20.00	\$3,060.00
Constructability Review		105	16.00	\$1,680.00
Cost Estimates		106	6.00	\$756.00
Report		107	12.00	\$1,544.00
Project Total			102.00	\$12,499.50