

CITY OF SPARTA
PUBLIC WORKS AGENDA
January 11, 2017

CITY HALL

6:00 P.M.

- 1. Call Meeting to Order**
- 2. Consideration of Consent Agenda consisting of: minutes from the December 14, 2016 meeting, Director of Public Works Report for January; Wastewater Treatment Operation & Maintenance Report for December; Water Utility Operation and Maintenance Report for December, monthly bills for the Sanitation Dept., Street Dept., and Water Utility.**
- 3. Consideration to Enter Agreement with MSA for Property Acquisition Services for Highway 27 Reconstruction Project**
- 4. Discussion of Airport Lease and Hangar for Dean Arcoraci**
- 5. Motion to go into closed session per Wis. Stats. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Airport Lease and Hangar for Dean Arcoraci**
- 6. Motion to go back into open session**
- 7. Consideration of Airport Lease and Hangar for Dean Arcoraci**
- 8. Items for Future Consideration**
- 9. 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: 1-9-17

CITY OF SPARTA
PUBLIC WORKS MINUTES
December 14, 2016

PRESENT: Norm Stanek, Bryan Jandt, Dean Zuehlke, Jim Church, Kevin Brueggeman, Larry Tichenor, Kevin Riley

ABSENT: None

ALSO PRESENT: Lynn Jerome, Todd Fahning, Mark Sund, Dennis Johnson, Dave Kuderer, Mary Von Ruden, Mark Van Wormer, Paul from the State DOT, Mayor Button

Norm Stanek called the meeting to order at 6:00 p.m.

A motion was made by Jim Church and seconded by Kevin Riley to approve the minutes of the November 1, 2016 meeting, Director of Public Works reports for October and November; Wastewater Treatment Operation and Maintenance reports for October and November; Water Utility Operation and Maintenance reports for October and November, monthly bills for the Sanitation Dept., Street Dept. and Water Utility. Motion carried 7-0.

Paul, a representative from the State DOT spoke at this meeting to get Mark Van Wormer and the Board members up to date regarding the Hwy 27 street project to be started in 2018. This project will replace traffic signals, do a roundabout at the intersection of Hwy 27 and River Road; construct a 3 lane section on the highway and allow the City to do underground work on sewer and water pipes. Some of the business will lose some land and a few driveways will be changed or deleted. There is a Resolution from the State that needs to be signed by the Clerk and the Mayor so this will have to be approved at the next Council meeting also. **A motion was made by Dean Zuehlke and seconded by Kevin Riley to approve the Resolution and recommend that this be presented to Council to be approved. Motion carried 7-0.**

In conjunction with the 2018 street project, the area by the new Kwik Trip and new Cenex will be highly congested. So, it is being recommended that both sides of Averill Street between Black River Street to Roberts Road have NO PARKING signs. **A motion was made by Kevin Riley and seconded by Kevin Brueggeman to approve the NO PARKING signs on both sides of Averill Street between Black River Street to Roberts Road. Motion carried 7-0.**

The next three items on the agenda deal with purchasing a plow truck, skid steer and mower. Four bids were received regarding the plow truck and the one being recommended by Lynn and the street dept. employees is the Freightliner at a cost of \$157,353 which includes the cost of the iron from Universal Truck. By purchasing these 3 items, this department will be \$200.00 over budget, but there is an item to be sold which will take care of this deficit. **A motion was made by Larry Tichenor and seconded by Jim Church to purchase the Freightliner from River States in La Crosse at a total cost of \$157,353 which includes the iron cost from Universal Truck. Motion carried 7-0.**

A motion was made by Jim Church and seconded by Dean Zuehlke to approve the purchase of the skid steer from St. Joseph Equipment in Norwalk at a cost of \$42,344.95. Motion carried 7-0.

A motion was made by Larry Tichenor and seconded by Kevin Brueggeman to approve the purchase of the brush hog from St. Joseph Equipment in Norwalk at a cost of \$5,042.04. Motion carried 7-0.

Aldersperson Mary Von Ruden asked that there be a discussion on the traffic at East Franklin Street and Benton Street. The owners of the Bed & Breakfast on Franklin Street submitted the complaint as this is by a school and drivers don't slow down for the kids. There is a yield sign up, but people still drive right through them without yielding. Mary is looking for recommendations or suggestions to handle this situation. It was decided that John Hendricks be contacted and this item be brought back to the January meeting.

Items for future consideration were:

The Resolution for the Airport Aid has to be re-worded so there will have to be a new Public Hearing and approval again by Council.

Gundersen Medlink will be proceeding with plans to have 3 people staffed at Fort McCoy for 24/7 service.

This is Lynn's last meeting. He is retiring and his last day is January 6, 2017.

A motion was made by Dean Zuehlke and seconded by Kevin Riley to adjourn at 6:46 p.m. Motion carried 7-0.

Respectfully submitted,

Julie Hanson
City Clerk

To: Board of Public Works
From: Mark Van Wormer, Director of Public Works
Date: 11 January 2017
Subject: Public Works Monthly Report

Airport

-The City approved a resolution petitioning the Secretary of Transportation for Airport Improvement Aid in order to receive funding for projects. This was resubmitted to the Department of Transportation due to some unacceptable verbiage on the original submission.

-Gunderson MedLink Air toured hanger building 6082 and was given a set of plans to review to see if the existing structure would meet their operational requirements. As of this time we have not heard back from them.

-The final total of fuel sold at the airport for 2016 was 3,321 gallons, down from 4,362 in 2015.

-Lynn, Jim Hellman, and myself met with representatives from the Fort McCoy side of the airport on 5 January along with Mike Hinz from MSA to discuss our long term plan for the airport along with other issues related to the joint airport use. An approved airport layout plan is required for state and federal funding of projects that are shown on the plan. We are working with the State of Wisconsin to get our current layout plan approved and potentially modified to accommodate larger and different types of aircraft.

Project Updates

Central Ave. (Grace St to Black River St)

Gary Woolever from Vierbicher sent a preliminary set of plans for review and we met on site to discuss any issues or clarification on the drawings for the street and utility reconstruction project. Gary hopes to have this project out for bid in February.

US Cellular modifications to south water tower

US Cellular has contacted the city with proposed modifications to the equipment that is currently installed on the south water tower. This would entail structural modifications to the tower, therefore we requested to hire Vierbicher who originally designed the tower to review the proposed modifications at a cost to US Cellular to ensure structural integrity of the tower.

Silt removal from Perch Lake

St Joseph's Construction completed excavating silt from the silt trap above Perch Lake and our crews plan on moving the sand in February weather permitting. The number of yards and soil samples will be recorded for our phosphorus credits.

Highway 27 Project

Mike Hinz from MSA, who is the engineering firm we have contracted with for the project, presented a quote for real estate acquisition services which I have brought for consideration. The property acquisition is necessary to allow us easement for our water lines and also road construction. These services do not include the actual purchase of the property, just the services to get to closing on the purchase of the properties. As MSA is already contracted for the engineering of the project and has due to the limited time frame for acquisition of these necessary easements and property portions it is my recommendation that we hire MSA for these services.

Equipment Updates

2017 Freightliner plow truck

Purchase of the plow truck was approved and has been ordered from River States Truck. The salesman estimated 3-4 months for delivery.

2017 Bobcat T595 T4 Track Skid Steer

Bobcat was ordered from St Joseph's equipment in Norwalk.

2017 Bobcat Brush Hog

Bobcat Brush Hog was ordered from St Joseph's equipment in Norwalk

Miscellaneous

Our street crew has been very busy maintaining the streets with the variety of weather conditions we have experienced in the last month. Freezing rain is always a challenge and we have had to purchase 200 tons of road salt in the last week to try to make the roads as safe as possible. Lynn has officially retired and I am grateful for the opportunity to learn as much as I could with the time I was able to spend with him. I look forward to continuing the outstanding reputation that he has established.

**CITY OF SPARTA
WASTEWATER TREATMENT FACILITY
OPERATION AND MAINTENANCE REPORT**

DECEMBER 2016

The month of December was devoted to general plant maintenance and repairs. Staab Const. exposed our 14" ductile airline to replace the failed gaskets on the flanged elbow sections of the pipe and discovered that the gaskets on the slip joint sections of the pipe have also failed and that a section of piping needs to be replaced due to corrosion, so the project is on hold for now until we come up with another game plan for repairs and cost. B & M Technical Services performed our semi-annual calibrations on all flow measuring devices and Service Plus assisted in repairs on a few gas heaters and boilers. We worked on repairing spare gear boxes for the primary sludge valves and replaced a bearing assembly on a hot water bath recirculation pump along with new motor mounts. Pulled a 20 Hp Return Activated Sludge pump and sent to L. W. Allen for repairs/replacement. The plant is performing well for wintertime operations and we are in full compliance with our WPDES permit requirements. Listed below are some of the other operation and maintenance tasks, which were completed during December 2016.

- Continue to clean weirs, launders and trickling filter arms weekly.
- Changed oil in the F550 jetter truck & jetter unit, also replaced a swivel elbow on the jetter hose reel.
- Continue to run the Gravity Belt Thickener (GBT) 3x a week.
- Flushed sewers when weather permitted.
- Removed snow and ice from roadways & sidewalks on plant grounds and liftstations as needed. Randy G assisted the street dept. in plowing and snow removal.
- Replaced run time meters at the Riverwood liftstation.
- Continue to work on our WPDES permit renewal application.
- Cleaned "out-buildings".

Mark Flock
WW Plant Manager

City of Sparta Water Utility

Operation and Maintenance Report

December, 2016

In December we pumped 32,592,000 gallons of water compared to 34,350,000 gallons for the same period last year.

The following is a list of what the Water Utility has been working on during the month of December:

- Completed the monthly bacti samples.
- Completed the monthly fluoride sample.
- Ran standby engines and generators for the monthly tests.
- Sam, Lee, Brian and I attended a Western Wisconsin Water Professionals seminar in Tomah.
- We have completed our hydrant check list for the month of December.
- We have started to do some painting at our filter plants.
- We have started to service some of our pumps and other equipment.
- We have been working on locating and drawing up maps of new and existing services for our records.
- Some of our time was spent cleaning up snow at all of our facilities throughout the City, as well as cleaning up around some hydrants that were buried.
- We had some electrical components that quit working in our master control panel. LW Allen came and made repairs on two different occasions.
- Inventory has been taken, and I am beginning to spend some of my time working on year end data, and getting information assembled for our bookkeeper and the auditors.
- We continue to work on routine meter changes, changing out of mxu radio boxes etc.
- We completed the monthly meter reading route for our large customers.

*Todd Hanson
Supervisor
Sparta Water Utility*

Check Number	Check Issue Date	Vendor Name	Invoice GL Account	Invoice GL Account Title	Invoice Number	Amount	Description
109474	12/05/2016	Davy Laboratories	700-53830-923	OUTSIDE SERVICES	6110582	38.00	CHLORIDE
109477	12/05/2016	Gerke Excavating In	700-53920-210	PROFESSIONAL SERV	9/16	392.28	13135
109477	12/05/2016	Gerke Excavating In	700-53920-210	PROFESSIONAL SERV	9/16	3,688.92	13375
109477	12/05/2016	Gerke Excavating In	700-53920-210	PROFESSIONAL SERV	9/16	2,618.98	13377
109477	12/05/2016	Gerke Excavating In	700-53920-210	PROFESSIONAL SERV	9/16	6,335.87	13408
109484	12/05/2016	SPEED'S PROPER	700-53870-240	REPAIRS & MAINTENA	160753	43.23	MOUNTED IN NEW MOTO
109487	12/05/2016	WE ENERGIES	700-53810-221	HEATING - GAS	5032-284-722 11/16	350.42	GAS-RICHGRUBER RD
109534	12/08/2016	1ST COMMUNITY	700-53920-310	OFFICE SUPPLIES	1057 11/27/16	68.70	SANITATION
109534	12/08/2016	1ST COMMUNITY	700-53920-310	OFFICE SUPPLIES	1057 11/27/16	13.22	SANITATION
109536	12/08/2016	Cedar Corporation	700-53920-210	PROFESSIONAL SERV	90625	787.00	PHOSHORUS LIMITS TH
109536	12/08/2016	Cedar Corporation	700-53920-210	PROFESSIONAL SERV	90626	356.40	AIR LINE REPAIR PROJE
109542	12/08/2016	Schilling Supply Co	700-53830-250	CUSTODIAN SERVICE	575332-00	304.76	Towels/ toilet tissue/bowl cl
109543	12/08/2016	SPARTA COOPER	700-53840-240	REPAIRS & MAINTENA	44772	688.00	FORD F350 MC HXT
109544	12/08/2016	SPEED'S PROPER	700-53870-240	REPAIRS & MAINTENA	160784	43.23	MOTOR MNT/HUB RING
109546	12/08/2016	WI Emergency Man	700-53920-930	MISCELLANEOUS GE	185275	486.00	2015 Tier II fees-wastewat
109568	12/13/2016	VERIZON WIRELE	700-53830-930	MISCELLANEOUS GE	9776306245	40.01	SCADA IPAD
109571	12/14/2016	Brooks Excavating	700-53920-210	PROFESSIONAL SERV	9/9/16	16,080.00	STREAM RESTORATION
109572	12/14/2016	CenturyLink	700-53920-391	TELEPHONE	301277774 12/4/16	69.45	TELEPHONE
109572	12/14/2016	CenturyLink	700-53860-340	OPERATING SUPPLIE	301283737 12/4/16	40.42	TELEPHONE-3368
109572	12/14/2016	CenturyLink	700-53920-391	TELEPHONE	301283737 12/4/16	297.05	TELEPHONE-6824
109574	12/14/2016	L W Allen LLC	700-53870-210	PROFESSIONAL SERV	102416	785.80	SERVICE-GBT PANEVIE
109575	12/14/2016	MARCO TECHNOL	700-53920-391	TELEPHONE	3851418	82.33	TOSHIBA SYSTEM PHON
109577	12/14/2016	SPARTA COOPER	700-53830-930	MISCELLANEOUS GE	5724 11/30/16	11.00	10989 SOIL SAMPLES
109577	12/14/2016	SPARTA COOPER	700-53840-371	GAS/OIL	5724 11/30/16	186.60	GAS CHGS - NOV 2016
109577	12/14/2016	SPARTA COOPER	700-53810-223	DIESEL FUEL	5724 11/30/16	373.71	DIESEL CHGS - NOV 201
109578	12/14/2016	Synagro Central LL	700-53830-923	OUTSIDE SERVICES	20-128670	45,975.60	Pump/transp/app liq materi
109582	12/14/2016	WI STATE LAB OF	700-53920-930	MISCELLANEOUS GE	481630	914.00	Lab
109587	12/15/2016	EVANS PRINT & M	700-53920-320	PUBLICATIONS/SEMIN	17190	32.00	METER WORK SHEETS
109592	12/15/2016	Monroe County Reg	700-53920-210	PROFESSIONAL SERV	661169	30.00	MOORE STREAMBANK E
109604	12/19/2016	Mathy Construction	700-53830-930	MISCELLANEOUS GE	5200013252	4,039.00	WWTP WATER MAIN
109604	12/19/2016	Mathy Construction	700-53850-240	REPAIRS & MAINTENA	5200013252	216.50	616 MONROE ST
109673	12/27/2016	Antony Excavating	700-53920-210	PROFESSIONAL SERV	10324	1,429.25	EXCAVATING OF DAM
109677	12/27/2016	Brad Olson Electric	700-53860-340	OPERATING SUPPLIE	16-666	433.89	JULIE AVE LIFT STATION
109677	12/27/2016	Brad Olson Electric	700-53870-210	PROFESSIONAL SERV	16-666	195.00	REPAIR JULIE AVE LIFT
109690	12/27/2016	MONROE COUNTY	700-53920-210	PROFESSIONAL SERV	10208	2,223.88	STREAM BANK/Oct L&M
109699	12/27/2016	Thomas, Scott	700-53920-393	UNIFORMS	12/22/16	350.00	REIMBURSE CLOTHING
109704	12/27/2016	Vieth, Brian	700-53920-393	UNIFORMS	12/20/16	8.43	REIMBURSE CLOTHING
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	63.49	ELECTRICITY-WALRATH
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	25.84	ELECTRICITY-JANE DR
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	57.65	ELECTRICITY-STATE HW
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	197.00	ELECTRICITY-HOESCHL
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	17.16	ELECTRICITY-1/2 A ST
109710	12/27/2016	XCEL ENERGY	700-53810-220	ELECTRIC	52-6161035-7 12/16	7,889.41	ELECTRICITY-RICHGRUB
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	148.87	ELECTRICITY-JULIE AVE
109710	12/27/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-6161035-7 12/16	52.69	ELECTRICITY-IBAND AVE
109732	12/29/2016	Cunitz, Randy	700-53920-393	UNIFORMS	1304649	350.00	Clothing allowance
109736	12/29/2016	ESRI INC	700-53920-210	PROFESSIONAL SERV	20499740	966.67	MAINT QUOTE/LICENSE
109745	12/29/2016	Sparta Postmaster	700-53920-342	POSTAGE	DEC 2016	753.77	SANITATION STAMPS-4T
109748	12/29/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-8129801-9 12/16	31.43	ELECTRICITY-HANSON P
109748	12/29/2016	XCEL ENERGY	700-53860-340	OPERATING SUPPLIE	52-9873089-3 12/16	29.39	ELECTRICITY-HEMSTOC
109751	12/30/2016	B & M Technical Ser	700-53870-210	PROFESSIONAL SERV	5175	544.00	SCHEDULED SERVICE
109753	12/30/2016	Band Box Cleaners	700-53830-210	PROFESSIONAL SERV	16557	22.32	Towel shop
109753	12/30/2016	Band Box Cleaners	700-53830-210	PROFESSIONAL SERV	18591	22.32	Towel shop
109755	12/30/2016	BRENENGET FOR	700-53840-240	REPAIRS & MAINTENA	30313	16.76	KIT-ELEMENT F4
109756	12/30/2016	CARQUEST AUTO	700-53830-274	LUBRICANTS	1580-255988	12.31	OIL 30W-HD/ELECTRICAL
109758	12/30/2016	Davy Laboratories	700-53830-923	OUTSIDE SERVICES	6120361	38.00	CHLORIDE
109758	12/30/2016	Davy Laboratories	700-53830-923	OUTSIDE SERVICES	6120568	82.75	CHLORIDE

Check Number	Check Issue Date	Vendor Name	Invoice GL Account	Invoice GL Account Title	Invoice Number	Amount	Description
109758	12/30/2016	Davy Laboratories	700-53830-923	OUTSIDE SERVICES	6120619	1,720.50	LAB
109759	12/30/2016	Dorner Company	700-53870-240	REPAIRS & MAINTENA	136047	522.06	REPAIR PARTS-SEAL PE
109762	12/30/2016	Giraud, Randy	700-53920-393	UNIFORMS	12/30/16	350.00	Clothing allowance
109763	12/30/2016	Hagen's Sales & Se	700-53870-240	REPAIRS & MAINTENA	54139	17.75	NEW BELT
109768	12/30/2016	Michael's Truck Equ	700-53870-240	REPAIRS & MAINTENA	98390	178.29	RENDANT CONTROLLER
109769	12/30/2016	Northern Sewer Equ	700-53850-240	REPAIRS & MAINTENA	10325	361.67	TM HOSE REEL
109770	12/30/2016	O'REILLY AUTOMO	700-53850-240	REPAIRS & MAINTENA	2236-446608	9.29	OIL FILTER
109770	12/30/2016	O'REILLY AUTOMO	700-53850-240	REPAIRS & MAINTENA	2236-446608	.48	LESS SALES TAX
109772	12/30/2016	SEARS OF SPART	700-53870-240	REPAIRS & MAINTENA	50115	38.76	BELT C-BT-224
109773	12/30/2016	The Hardware Store	700-53830-250	CUSTODIAN SERVICE	A273627	6.99	TNKMSTR POWERR PLU
109773	12/30/2016	The Hardware Store	700-53830-250	CUSTODIAN SERVICE	A273627	.70	DISCOUNT
109774	12/30/2016	USA Blue Book	700-53870-240	REPAIRS & MAINTENA	128284	65.56	WOODS 3 J COUPLING H
109775	12/30/2016	USEMCO INC	700-53860-340	OPERATING SUPPLIE	72470	62.66	RTM 120VAC 60HZ ENM
109777	12/30/2016	Vierbicher Associate	700-01070	CONSTRUCTION WOR	00001 12/12/16	2,000.00	2017 STREET RECONST

Grand Totals:

106,683.11

Check Issue Dates: 12/1/2016 - 12/31/2016

Dec 31, 2016 03:36PM

Check Number	Check Issue Date	Vendor Name	Invoice GL Account	Invoice GL Account Title	Invoice Number	Amount	Description	
108406	12/09/2016	Mathy Construction	100-53300-340	OPERATING SUPPLIE	5200012634	520.03-	COLD MIX	V
109462	12/01/2016	The Hardware Store	100-53240-240	REPAIRS & MAINTENA	3180 11/30/16	8.36	A272007 HARDWA	
109462	12/01/2016	The Hardware Store	100-53240-240	REPAIRS & MAINTENA	3180 11/30/16	5.07	A272959 HARDWA	
109462	12/01/2016	The Hardware Store	100-53240-240	REPAIRS & MAINTENA	3180 11/30/16	3.21-	DISCOUNT	
109465	12/02/2016	All American Do It C	100-53300-240	REPAIRS & MAINTENA	STREET DEPT 11/3	179.54	174843 PLYWOOD/	
109468	12/02/2016	WE ENERGIES	100-53230-221	HEATING - GAS	2463-120-696 11/29	113.35	MAINT FACILITY	
109475	12/05/2016	EVANS PRINT & M	402-54020-537	CITY HALL	4445	634.56	CITY INFO GUIDE I	
109491	12/06/2016	SPARTA COOPER	100-53240-371	GAS/OIL	5127 11/30/16	63.64	GAS CHGS - NOV	
109493	12/06/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-6161034-6 12/16	14.42	LIGHTS-107 N WAT	
109493	12/06/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-8821941-6 12/16	57.06	LIGHTS-517 N WAT	
109493	12/06/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-9213733-6 12/16	43.46	LIGHTS-116 W MAI	
109534	12/08/2016	1ST COMMUNITY	100-53100-340	OPERATING SUPPLIE	1057 11/27/16	15.50	DPW	
109550	12/08/2016	XCEL ENERGY	100-53230-220	ELECTRIC	52-6161038-0 12/16	391.12	SHOP	
109550	12/08/2016	XCEL ENERGY	100-53510-220	ELECTRIC	52-6161038-0 12/16	161.34	AIRPORT	
109550	12/08/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-8821940-5 12/2/	405.14	LIGHTS-109 N WAT	
109552	12/09/2016	Mathy Construction	100-53300-340	OPERATING SUPPLIE	5200012634-1	520.03	REISSUE LOST CK	
109556	12/13/2016	COMMUNICATION	401-54010-540	POLICE RADIO SYSTE	8513	275.13	MOTOROLA RADI	
109567	12/13/2016	U.S. CELLULAR	100-53100-391	TELEPHONE	242967094 11/28/1	18.55	DPW	
109579	12/14/2016	TRAFFIC & PARKI	100-53340-340	OPERATING SUPPLIE	548669	78.13	STEEL STRAPPIN	
109580	12/14/2016	Viking Electric Suppl	100-53300-340	OPERATING SUPPLIE	2050598	78.84	HPS MOGUL 100W	
109580	12/14/2016	Viking Electric Suppl	100-53300-340	OPERATING SUPPLIE	2050601	29.97	HPS MOGUL 25W	
109580	12/14/2016	Viking Electric Suppl	100-53300-340	OPERATING SUPPLIE	2051104	565.72	52W LED UNV	
109584	12/14/2016	XCEL ENERGY	100-53510-220	ELECTRIC	52-6334618-9 12/16	42.38	AIRPORT	
109591	12/15/2016	MONROE COUNTY	100-53240-240	REPAIRS & MAINTENA	10219	2.09	STEEL LOCK NUT	
109595	12/19/2016	CARQUEST AUTO	100-53240-240	REPAIRS & MAINTENA	1580-256215	68.88	HYDRAULIC HOSE	
109595	12/19/2016	CARQUEST AUTO	100-53240-240	REPAIRS & MAINTENA	1580-256336	56.81	HYDRAULIC HOSE	
109595	12/19/2016	CARQUEST AUTO	100-53240-240	REPAIRS & MAINTENA	1580-256514	145.23	TRILLIANT PAR	
109598	12/19/2016	EVANS PRINT & M	100-53100-340	OPERATING SUPPLIE	17225	57.00	BUSINESS CARDS	
109599	12/19/2016	Hagen's Sales & Se	100-53330-340	OPERATING SUPPLIE	54102	33.49	POLE CHAIN SAW/	
109600	12/19/2016	JOHN DEERE FINA	402-54020-532	PUBLIC WORKS	11113-44850 12/8/1	60.93	1291247 PUNCH PI	
109604	12/19/2016	Mathy Construction	100-53100-340	OPERATING SUPPLIE	5200013252	1,350.00	2016 SPARTA PAT	
109607	12/19/2016	PERKINS OIL	100-53240-240	REPAIRS & MAINTENA	0507543	62.88	DIESEL FUEL SUP	
109609	12/19/2016	R Communications	100-53240-240	REPAIRS & MAINTENA	1908	690.00	INSTALL NEW RAD	
109672	12/27/2016	ALADTEC INC	401-54010-539	POLICE COMPUTERS	14925	1,995.00	ONLINE EMPLOYE	
109684	12/27/2016	GLASS SERVICE C	100-53230-340	OPERATING SUPPLIE	051516	578.00	KABA SIMPLEX	
109691	12/27/2016	MSA Professional S	402-54020-532	PUBLIC WORKS	R00051042.0 3	5,967.00	2016 DAM REPAIR-	
109694	12/27/2016	QUILL CORPORATI	100-53510-340	OPERATING SUPPLIE	2630819	16.99	BOUNTY	
109697	12/27/2016	SHORT ELLIOTT H	402-54020-533	PARKS	325412	1,160.00	COMMUNITY BLDG	
109700	12/27/2016	TRAFFIC & PARKI	100-53300-340	OPERATING SUPPLIE	549334	184.29	BULL DOG/RELAY	
109705	12/27/2016	WALMART COMMU	100-53100-340	OPERATING SUPPLIE	7184 12/16/16	17.30	STREET DEPT	
109710	12/27/2016	XCEL ENERGY	100-53510-220	ELECTRIC	52-0793737-9 12/16	18.57	AIRPORT	
109710	12/27/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-7351573-2 12/16	41.18	LIGHTS-318 S CHE	
109743	12/29/2016	PERKINS OIL	100-53240-240	REPAIRS & MAINTENA	0507890	125.76	DIESEL FUEL SUP	
109744	12/29/2016	R Communications	401-54010-531	POLICE	1879	875.00	REMOVE OLD & IN	
109748	12/29/2016	XCEL ENERGY	100-53420-000	STREETE LIGHTING	52-8821676-4 12/16	55.38	LIGHTS-208 W WA	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	11.92	525033954 EPDM S	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	23.94	525034037 PWR W	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	6.44	525034062 OIL FIL	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	31.50	525034064 BLK GL	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	2.90	525034271 MINIAT	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	4.99	525034467 ROYAL	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	5.49	525034527 PERMA	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	8.50	525034531 PERMA	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	14.32	525034545 EPDM S	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	21.98	525034811 DIESEL	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	33.97	525034815 RE-KOI	
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	32.97	525034837 DIESEL	

Check Number	Check Issue Date	Vendor Name	Invoice GL Account	Invoice GL Account Title	Invoice Number	Amount	Description
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	7.09	52500066 AIR TOO
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	31.50	525035069 BLK GL
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	34.96	525035155 WIPER
109750	12/30/2016	Auto Value Parts St	100-53240-240	REPAIRS & MAINTENA	52500066 12/25/16	3.78	525035160 EPDM S
109765	12/30/2016	KIRCHHOFF, RAY	100-53300-340	OPERATING SUPPLIE	12/30/16	160.11	CLOTHING ALLOW
Grand Totals:						<u>17,176.21</u>	

Check Number	Check Issue Date	Vendor Name	Invoice GL Account	Invoice GL Account Title	Invoice Number	Amount	Description
109467	12/02/2016	Safe-Fast Inc	600-53650-665	MISC EXPENSES TRA	176012	47.53	THERMO POWER GRAB
109468	12/02/2016	WE ENERGIES	600-53600-623	FUEL & POWER PURC	0072-378-771 11/16	185.34	GAS-STANNARD DR
109468	12/02/2016	WE ENERGIES	600-53600-623	FUEL & POWER PURC	1494-782-965 11/16	388.19	GAS-RILEY RD
109468	12/02/2016	WE ENERGIES	600-53600-623	FUEL & POWER PURC	3691-118-861 11/16	135.03	GAS-202 TOWER ST
109468	12/02/2016	WE ENERGIES	600-53920-933	TRANSPORTATION	4203-487-249 11/16	39.69	GAS-N CHESTER ST BLD
109468	12/02/2016	WE ENERGIES	600-53920-933	TRANSPORTATION	8027-738-976 11/16	37.04	GAS-N CHESTER ST BLD
109485	12/05/2016	USA Blue Book	600-53630-642	OPERATION LABOR &	121745	91.11	SAMPLING BAG
109534	12/08/2016	1ST COMMUNITY	600-53920-921	OFFICE EXPENSES	1057 11/27/16	41.64	WATER
109534	12/08/2016	1ST COMMUNITY	600-53920-921	OFFICE EXPENSES	1057 11/27/16	68.71	WATER
109534	12/08/2016	1ST COMMUNITY	600-53920-921	OFFICE EXPENSES	1057 11/27/16	13.21	WATER
109543	12/08/2016	SPARTA COOPER	600-53920-933	TRANSPORTATION	5128 11/30/16	473.98	GAS CHGS - NOV 2016
109548	12/08/2016	WI STATE LAB OF	600-53630-642	OPERATION LABOR &	483652	25.00	Lab Fluoride
109551	12/08/2016	XLT Limited	600-01420	CUSTOMER ACCOUN	1.058841	112.36	Refund OVERPMT TRANS
109572	12/14/2016	CenturyLink	600-53600-626	MISC EXPENSES PUM	301283684 12/4/16	78.07	TELEPHONE-6719
109584	12/14/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-8090251-0 11/16	231.22	ELECTRICITY-1275 ICEC
109584	12/14/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-8327905-4 11/16	115.42	ELECTRICITY-3185 RILE
109584	12/14/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-8327905-4 12/16	2,639.26	ELECTRICITY-2050 RILE
109585	12/15/2016	Brad Olson Electric	600-53600-633	MAINTENANCE OF PU	16-671	3,879.16	VARIOUS REPAIRS
109587	12/15/2016	EVANS PRINT & M	600-53900-905	MISC CUSTOMER AC	17190	32.00	METER WORK SHEETS
109591	12/15/2016	MONROE COUNTY	600-53920-920	ADMIN & GENERAL SA	11/18/16	114.00	DRUG & ALCOHOL-BETT
109600	12/19/2016	JOHN DEERE FINA	600-53600-626	MISC EXPENSES PUM	11113-44850 12/8/1	15.00	1280298 GRASS SEED
109604	12/19/2016	Mathy Construction	600-53650-683	MAINT TRANSMN & DI	5200013252	5,889.00	2016 SPARTA PATCHES
109604	12/19/2016	Mathy Construction	600-53650-685	MAINTENANCE OF SE	5200013252	1,641.00	2016 SPARTA PATCHES
109604	12/19/2016	Mathy Construction	600-03450	SERVICE - TRANS & D	5200013252	1,016.00	2016 SPARTA PATCHES
109604	12/19/2016	Mathy Construction	600-03480	HYDRANTS - TRANS &	5200013252	613.00	2016 SPARTA PATCHES
109668	12/22/2016	WESCO HOME FU	600-03912	OFFICE FURNITURE/E	12/21/16	2,500.00	DOWN PYMT-OFFICE FU
109679	12/27/2016	CenturyLink	600-53600-626	MISC EXPENSES PUM	301282035 12/4/16	218.18	TELEPHONE-4334
109683	12/27/2016	Gerke Excavating In	600-03450	SERVICE - TRANS & D	11990	3,215.52	WATER SERVICE-IDYLD
109683	12/27/2016	Gerke Excavating In	600-03450	SERVICE - TRANS & D	12226	1,951.83	WATERMAIN REPAIR-140
109736	12/29/2016	ESRI INC	600-53920-923	OUTSIDE SERVICES	20499740	966.67	MAINT QUOTE/LICENSE
109740	12/29/2016	Manke, Ken & Alice	600-01420	CUSTOMER ACCOUN	1-16082900-00	4.00	REFUND OVERPYMT-151
109745	12/29/2016	Sparta Postmaster	600-53900-905	MISC CUSTOMER AC	DEC 2016	753.76	WATER UTILITY STAMPS
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	529.49	ELECTRICITY-101 PUMPI
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	704.00	ELECTRICITY-103 PUMPI
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	31.32	ELECTRICITY-490 AVON
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	1,747.54	ELECTRICITY-104 PUMPI
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	999.46	ELECTRICITY--101 PUMP
109748	12/29/2016	XCEL ENERGY	600-53600-623	FUEL & POWER PURC	52-6161036-8 12/16	1,632.15	ELECTRICITY-920 STAND
109749	12/30/2016	All American Do It C	600-53600-633	MAINTENANCE OF PU	10175873	3.29	PVC NIPPLE
109758	12/30/2016	Davy Laboratories	600-53630-642	OPERATION LABOR &	6120353	190.00	Coliforms
109771	12/30/2016	R Communications	600-53650-665	MISC EXPENSES TRA	1907	693.50	NEW PORTABLE RAIDO/
109777	12/30/2016	Vierbicher Associate	600-01070	CONSTRUCTION WOR	00001 12/12/16	2,000.00	2017 STREET RECONST
109778	12/30/2016	Walmart Community	600-53920-933	TRANSPORTATION	7811 12/16/16	136.72	TR# 01552 OIL FILTER
109778	12/30/2016	Walmart Community	600-53600-626	MISC EXPENSES PUM	7811 12/16/16	109.71	TR# 06653 MISC SUPPLI

Grand Totals:

36,309.10

AMENDMENT NO 1
to the
Agreement for Professional Services
between
City of Sparta, Wisconsin (OWNER)
and
MSA Professional Services, Inc. (ENGINEER)
for
STH 27 Reconstruction (Hill Street to River Road)

This Agreement, made and entered into on December 22, 2015, is hereby amended as follows and is made part of the original AGREEMENT.

Project description: The Wisconsin Department of Transportation is planning to reconstruct STH 27, between Hill Street and River Road starting in 2018. The WisDOT design for the reconstruction includes the installation of storm water drainage facilities that will be in conflict with the existing sanitary sewer and water related facilities in the project area. The highway reconstruction project will require reconstruct portions of the existing sanitary sewer and water main facilities to be reconstructed (city funded).

In addition to the base project, the City will also reconstruct River Road between STH 27 and Roberts Road. This work will be included in the WisDOT-let project (except for the Hoeschler Dr connection) and will include utility and roadway reconstruction.

Construction of the project will require the following land interests.

Parcel #	Owner	Interest	Size (TBD)
9-1	Goldridge Group (Burger King)	PLE	1,600SF±
10-1	Craig Sagehorn (Hardware)	PLE	3,400 SF±
11-1	Martin Warehousing, LLC	PLE	6,800 SF±
4-1	Convenience Store Investment LP (Kwik Trip)	Fee	2,565 SF±
8-1	Sparta Cooperative Services	Fee	450 SF±
31	Kenyon Brothers, LLC	Fee	450 SF±
32	Mathy Construction Co	Fee	2,115 SF±

The WisDOT project schedule has a PSE date of August 1, 2017 and construction in 2018. Therefore the land needs to be acquired no later than August 1, 2017.

- A. Scope of Services:** Real Estate Acquisition Services will be provided in accordance with the Federal Uniform Relocation Act and Wisconsin State Statutes.
1. Prepare traditional WisDOT right of way plat showing the previously listed parcels with acquisition limits on STH 27 (Parcels 9-1, 10-1, 11-1) and Roberts Road (Parcels 4-1, 8-1, 31 and 32). Review of plat & approval may be performed by WisDOT.
 2. Right of Way Staking. The Appraiser and Negotiator will need the limits of the acquisitions located in the field to complete the valuation and for effective negotiations with the property owners. MSA will provide one-time temporary staking of the right of way and final monumentation of the right of way after negotiations are completed. Appraisal staking will occur after the Plat is approved and relocation order is filed. After the Plat is approved, MSA will prepare legal descriptions for each parcel. Legal descriptions are required for the conveyance documents.
 3. Order title reports for Parcels 31 and 32. Obtain title reports for the other parcels from WisDOT.
 4. Prepare Relocation Order for approval and filing by City.

5. City will approved and issue the Relocation Order. City will forward Relocation Order to Monroe County Clerk for filing. Anticipate mid March 2016 for filing of relocation order. Filing a Relocation Order is the first legally required activity, if the eminent domain process is ever needed. Filing the Relocation Order at the beginning of the project eliminates the potential to restart if eminent domain is determined necessary. The relocation order is essentially an insurance policy that the City can obtain the necessary land and complete the project, should eminent domain be necessary.
6. Prepare Introduction letter for approval by City and mail to the property owners along with the Landowner's Rights brochure and information on the project, including:
 - a. Contact information for the MSA Negotiator.
 - b. Introducing the Appraiser (Compass Land Consultants) and expected timeline for appraisals.
 - c. Staking schedule
7. Standard Abbreviated Appraisal of the fee parcels and PLE parcels will be completed by Compass Land Consultants as a subconsultant to MSA. Compass is providing appraisals on the STH 27 parcels, and their knowledge of property values will be beneficial and help maintain the acquisition schedule.
8. Negotiations
 - a. MSA will review title reports.
 - b. Create all parcel files and the owner's packet of documents concurrently with the Appraisal and Offering Price Reports being approved. The files will include: Negotiation Diary, Offer Letter, PLE or Deed with legal description, Statement to the Construction Engineer, and W-9 Form.
 - c. MSA will review the Appraisals and prepare offering price recommendations to the City for approval. Offers to the landowner are approved in closed session by the City. If requested, MSA will present offering price recommendations to City at a closed session of the City Council, (Extra service not included in scope).
 - d. MSA negotiator will make contact with landowner soon after the offering price is approved. Offer package will be sent by Certified Mail.
 - e. Provide follow-up call(s) to landowner to answer questions regarding the information provided. Meetings will be scheduled if requested by landowner to address concerns regarding the project. One meeting with each landowner is included in the scope and are anticipated to be held locally in the Sparta area. Difficult negotiations requiring more than one meeting will be considered additional services.
 - f. When a negotiated settlement has been reached, an Offer to Purchase will be signed by the landowner and presented to the City for approval along with a payment request. MSA will distribute the check to the landowner.
 - g. Prepare Electronic Real Estate Transfer form for each parcel.
 - h. Provide signed documents to the City for recording with the Monroe County Register of Deeds. Recording fess will be paid by the City.
 - i. This scope is based on obtaining a negotiated settlement.
 - j. Prepare final negotiation diary to document coordination with the landowner.

B. Services not included

1. If a negotiated settlement can't be reached, and if directed by the City, MSA will prepare the Jurisdictional Offer, Lis Pendens and Award of Damages for signature and delivery by the City.
2. No services are included for services after Award of Damages is recorded by City. We anticipate the City's Attorney will handle the condemnation proceeding after the Award of Damages.
3. Prepare Federal 1099-S Form, if payment is greater than \$600. MSA will provide completed W9 to City for their use in preparation of 1099-S.
4. If the City requests, MSA will obtain partial release of mortgage for the fee parcels, if a mortgage exists.

5. Difficult negotiations requiring more than one meeting will be considered additional services.

C. The schedule to perform the work is:

- | | |
|--|--|
| 1. Approximate Start Date: | Upon receiving signed Amendment from the City. |
| 2. Approximate Start Date for acquisitions | Upon filing of relocation order with Right of Way plat – mid March 2017 |
| 3. Approximate Completion Date: | Minimum of 120 -150 days after relocation order is filed. Condemnation will require additional time. |

D. Compensation. These services will be provided on a time and materials basis with an estimated fee as follows.

Service Provided	Cost
Right of Way Plat, Relocation Order, Staking & Legal Descriptions	\$14,400
Project Administration & Coordination	\$2,500
Title Reports. Parcel 31 & 32	\$600
Updated Title Reports	From DOT
Standard Abbreviated Appraisal Parcel 9-1 & 10-1 \$2,800/ea x 2 = \$5,600	\$5,600
Standard Abbreviated Appraisal Parcel 11-1, 4-1, 8-1 \$2,000/ea x 3 = \$6,000	\$6,000
Standard Abbreviated Appraisal Parcel 31 & 32 \$3,100/ea x 2 = \$6,200	\$6,200
Acquisition of Parcels 9-1, 10-1, 11-1 \$1,750/ea x 3 = \$5,250	\$5,250
Acquisition of Parcels 4-1, 8-1, 31, 32 \$2,350/ea x 4 = \$9,400	\$9,400
TOTAL	\$49,950

In witness whereof, the parties hereto have caused this Amendment to be executed and approved by their authorized officers or representatives, effective on the date written herein.

MUNICIPALITY
City of Sparta

CONSULTANT
MSA Professional Services

By:

By:

Ronald Button
Mayor



Michael A. Hinz
Real Estate Team Leader

Date _____

Date _____ January 6, 2017 _____

Julie Hanson
City Clerk

Date _____