

CITY OF WISCONSIN DELLS MEETING AGENDA

MEETING DESCRIPTION: FINANCE COMMITTEE
DATE: MONDAY, NOVEMBER 16, 2015 **TIME:** 6:30 P.M. **LOCATION:** MUNICIPAL BUILDING COUNCIL CHAMBERS - 300 LA CROSSE STREET, WISCONSIN DELLS, WI 53965

		COMMITTEE MEMBERS	
		Ald. Brian Holzem Chair	Ald. Mike Freel
		Mayor Brian Landers	Ald. Dar Mor
AGENDA ITEMS			
1	CALL TO ORDER, ATTENDANCE NOTED		
2	APPROVAL OF THE OCTOBER 27, 2015 MEETING MINUTES		
3	DISCUSSION AND DECISION ON SCHEDULE OF BILLS PAYABLE DATED NOVEMBER 16, 2015; AND ANY OTHER RELATED FINANCIAL INFORMATION		
4	DISCUSSION AND DECISION TO WRITE OFF A/R INVOICES I-201304166029 & I-201304166030 DEEMED UNCOLLECTABLE		
5	DISCUSSION AND DECISION ON SEWER RATE INCREASE ASSOCIATED WITH THE DRYER PROJECT FOR WWTP		
6	DISCUSSION AND DECISION TO APPROVE THE 2016 AUDIT ENGAGEMENT LETTER FROM JOHNSON BLOCK & COMPANY		
7	DISCUSSION AND DECISION TO APPROVE THE PROPOSAL FROM MSA FOR RIVERWALK STORY TELLING VIGNETTES; AND ENTRANCE FEATURE DESIGN AND CONSTRUCTION		
8	DISCUSSION AND DECISION ON PROPOSAL FROM MSA FOR 200 AND 500 BLOCK CAFÉ ZONES DESIGN AND CONSTRUCTION		
9	DISCUSSION AND DECISION ON PROPOSAL FROM MSA FOR FINAL IMPLEMENTATION PLAN AND BUDGET FOR RIVER ARTS DISTRICT		
10	DISCUSSION AND DECISION ON PROPOSAL FROM MSA FOR PRELIMINARY DESIGN OF DOWNTOWN PLAZA AREAS		
11	DISCUSSION AND DECISION ON PROPOSAL FROM MSA FOR RIVER ARTS DISTRICT DESIGN STANDARDS AND SIGN ORDINANCE TECHNICAL ASSISTANCE		
12	NEXT FINANCE BUDGET MEETING WILL BE DECEMBER 21 ST		
	ADJOURN		
	ALD. BRIAN HOLZEM, CHAIRMAN		
	POSTED AND DISTRIBUTED: 11/13/2015		
	<p>Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, their attendance may create a quorum of another city commission, board or committee under the Wisconsin Open Meetings Law; However, no formal action will be taken by any governmental body at the above stated meeting other than the body, committee, commission, or board identified in this meeting notice. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.</p>		

SCHEDULE OF BILLS PAYABLE
NOVEMBER 16, 2015
MONDAY
COMMON COUNCIL

10	GENERAL FUND	165,381.53
13	DEBT SERVICE FUND	
14	CAPITAL PROJECTS FUND	31,086.56
52	WATER FUND	5434.06
53	SEWER FUND	38,558.31
59	ELECTRIC FUND	594,855.17
	TOTAL	835,315.63

CITY OF WISCONSIN DELLS

300 LaCrosse Street

Wisconsin Dells, WI 53965

Phone: (608) 254-2012 • Fax: (608) 254-7329

Sawk - 291-0121-20000

Item #4

FOUR STAR HOSPITALITY LLC
DBA COMFORT INN
703 FRONTAGE RD N
WIS DELLS WI 53965

CUST NO#: 10-100786
DATE: 11/01/2015
DUE DATE: 11/30/2015

DATE	REFERENCE	DESCRIPTION	ORIGINAL AMT	PAYMENTS	BALANCE
4/16/2013	I-201304166029	INTEREST ROOM TAX-NOV	59.64	0.00	59.64
4/16/2013	I-201304166030	INTEREST RM TAX-OCT12	138.08	0.00	138.08

Property Sold - 2014
(Over looked during the closing)
Uncollectable

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE
0.00	0.00	0.00	0.00	197.72	197.72

FOUR STAR HOSPITALITY LLC

ACCOUNT#: 10-100786

TOTAL DUE : \$ 197.72

PLEASE REMIT ENTIRE STATEMENT WITH YOUR PAYMENT

THANK YOU

User impact projections - based on ~17% increase associated w/ WDLD WWTP Dryer Project

current rate	fixed	\$7.00	
	flow	\$6.46	
			increase
Proposed rate	fixed	\$8.00	14.3%
	flow	\$7.56	17.0%

Test Groups

#1 Small Residential -		1500 gal/month			Annual	monthly
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	CHANGE \$
	Yearly =	\$200.28	\$232.08	15.9%	\$31.80	\$2.65

#2 Medium Residential (Average)		4000 gal/month				monthly
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	CHANGE \$
	Yearly =	\$394.08	\$458.88	16.4%	\$64.80	\$5.40

#3 Large Residential		10000 gal/month				monthly
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	monthly CHANGE \$
	Yearly =	\$859.20	\$1,003.20	16.8%	\$144.00	\$12.00

#4 Small commercial motel -		16250 gal/month MAX			0 winter	
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	monthly CHANGE \$
	6 mo Summer	\$671.85	\$785.10	16.9%	\$113.25	\$9.44
6 mo Winter	\$42.00	\$48.00	14.3%	\$6.00	\$0.50	
					\$119.25 TOTAL	

#5 Medium commercial motel -		90000 gal/month MAX			10000 winter	
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	monthly CHANGE \$
	6 mo Summer	\$3,530.40	\$4,130.40	17.0%	\$600.00	\$100.00
6 mo Winter	\$429.60	\$501.60	16.8%	\$72.00	\$12.00	
					\$672.00 TOTAL	

#6 Large commercial motel -		195000 gal/month MAX			90000 winter	
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	monthly CHANGE \$
	6 mo Summer	\$7,600.20	\$8,893.20	17.0%	\$1,293.00	\$215.50
6 mo Winter	\$3,530.40	\$4,130.40	17.0%	\$600.00	\$100.00	
					\$1,893.00 TOTAL	

#7 Large Resort -		900000 gal/month MAX			500000 winter	
		PRESENT	PROPOSED	CHANGE %	CHANGE \$	monthly CHANGE \$
	6 mo Summer	\$34,926.00	\$40,872.00	17.0%	\$5,946.00	\$991.00
6 mo Winter	\$19,422.00	\$22,728.00	17.0%	\$3,306.00	\$551.00	
					\$9,252.00 TOTAL	

Wis. Dells - with principal forgiveness		Lake Delton - with principal forgiveness	
r=	0.0244 annual CWF interest rate	r=	0.0244 annual CWF interest rate
n=	40	n=	40
Cost \$	7,292,380	Cost \$	7,292,380
Share \$	2,187,714 30%	Share \$	5,104,666 70%
PF \$	328,157 principal forgiveness	PF \$	650,000 principal forgiveness
P=	\$1,859,557 amount financed	P=	\$4,454,666 amount financed
	\$118,057.32 annual debt service cost		\$282,812 annual debt service cost
	\$129,863 annual cost with 10% Reserve		\$311,094 annual cost with 10% Reserve

\$	92,978	annual principal
\$	25,079	annual interest
\$	118,057	annual principal + interest
\$	11,806	110% debt coverage
\$	129,863	annual cost of debt
\$	51,100	est. annual O&M increase, incl. replacement fund (?)
\$	180,963	est. add'l annual revenue required
\$	906,500	2014 budgeted revenue
	20.0%	projected rate increase required
\$	887,000	2013 revenue
	20.4%	projected rate increase required
\$	930,000	2012 revenue
	19.5%	projected rate increase required

2014 Sewer Utility Expenses

\$	686,769	O&M
\$	415,000	Depreciation
\$	55,783	Interest expense
\$	268,875	Principal payment
\$	1,366,427	Total 2014 expense

2014 Sewer Utility Revenue

\$	1,133,939	Total 2014 revenue
----	-----------	--------------------

Revenue minus Expense

\$	(232,488)	including depreciation expense
\$	182,512	not including depreciation expense
	44%	portion of depreciation expense funded

	Year v. 2012	Year v. 2013	2014 est'd debt	Year v. 2015	Year 1: 2015 w/dryer	Year 2: 2017 w/dryer	Year 3: 2018 w/dryer	Year 4: 2019 w/dryer	Year 5: 2020 w/dryer
Rate	\$4.78	\$4.78	\$6.46	\$7.56	\$7.56	\$7.56	\$7.56	\$7.56	\$7.56
Users Charges	\$225,595.00	\$287,177.00	\$1,131,939.00	\$1,111,260.22	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46
Hook-Up Fee	\$1,045.00		\$8,000.00	\$13,056.00					
Special Assessments									
Interest Income	\$2,781.00	\$1,817.00	\$1,755.00	\$1,191.00					
Property Tax Revenue									
Other Revenue (Plus Jobbing Revenue)	\$4,500.00								
Other Revenue - Non-Operating - Extra income fund	\$26,436.00				\$9,000.00				\$0.00
Rate Increase									
Other Revenue - Servicing Customers Lates & Others									
(A) Total Projected Revenues:	\$964,357.00	\$928,994.00	\$1,145,194.00	\$1,125,502.22	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46	\$1,300,174.46
Operation and Maintenance Costs	\$640,059.00	\$625,532.00	\$685,768.00	\$727,975.14	\$757,355.34	\$772,533.04	\$787,983.70	\$835,262.73	\$885,262.73
Annual Replacement Fund Deposit	\$24,258.00	\$24,258.00	\$23,674.00	\$23,674.00	\$23,674.00	\$23,674.00	\$23,674.00	\$23,674.00	\$23,674.00
Other Expenses (G.O. Debt, State Trust Fund)	\$210,592.00	\$10,000.00			\$38,500.00	\$57,303.00	\$60,741.18	\$64,385.65	\$64,385.65
(B) Total Projected Expense:	\$874,909.00	\$689,811.00	\$710,442.00	\$751,649.14	\$809,559.34	\$853,510.04	\$872,398.88	\$923,322.38	\$973,322.38
(C) Net Revenues Before Debt Service	\$99,448.00	\$239,183.00	\$434,752.00	\$373,853.08	\$490,615.12	\$446,664.42	\$427,775.57	\$376,852.08	\$326,852.08
(D) Total Projected Debt Service:	\$312,848.00	\$329,734.00	\$265,228.00	\$265,185.00	\$265,099.00	\$185,054.00	\$185,008.00	\$185,000.00	\$185,000.00
(E) Projected Surplus Revenue (Deficit)	\$68,600.00	\$109,449.00	\$169,524.00	\$108,668.08	\$225,016.12	\$261,610.42	\$242,767.57	\$191,852.08	\$141,852.08
(F) = (E) plus Replacement Fund Deposit + Line (D)	\$68,600.00	\$109,449.00	\$169,524.00	\$108,668.08	\$225,016.12	\$261,610.42	\$242,767.57	\$191,852.08	\$141,852.08
Annual Principal and Interest									
Projected CWF Loan Payment									
(Annual Principal and Interest)									
(G) Total Projected Debt Service:									
(H) Projected Surplus Revenue (Deficit)									
(I) = (H) plus Replacement Fund Deposit + Line (D)									
Annual Depreciation									
% of Depreciation Coverage	36.34%	67.83%	121.34%	149.91%	177.28%	143.37%	137.63%	122.11%	122.11%
Projected CWF Loan Payment (Line 22)									
Current projection 2016/2017 interest only payments, principal payments begin in 2017/2018									

122.11%

17.48%

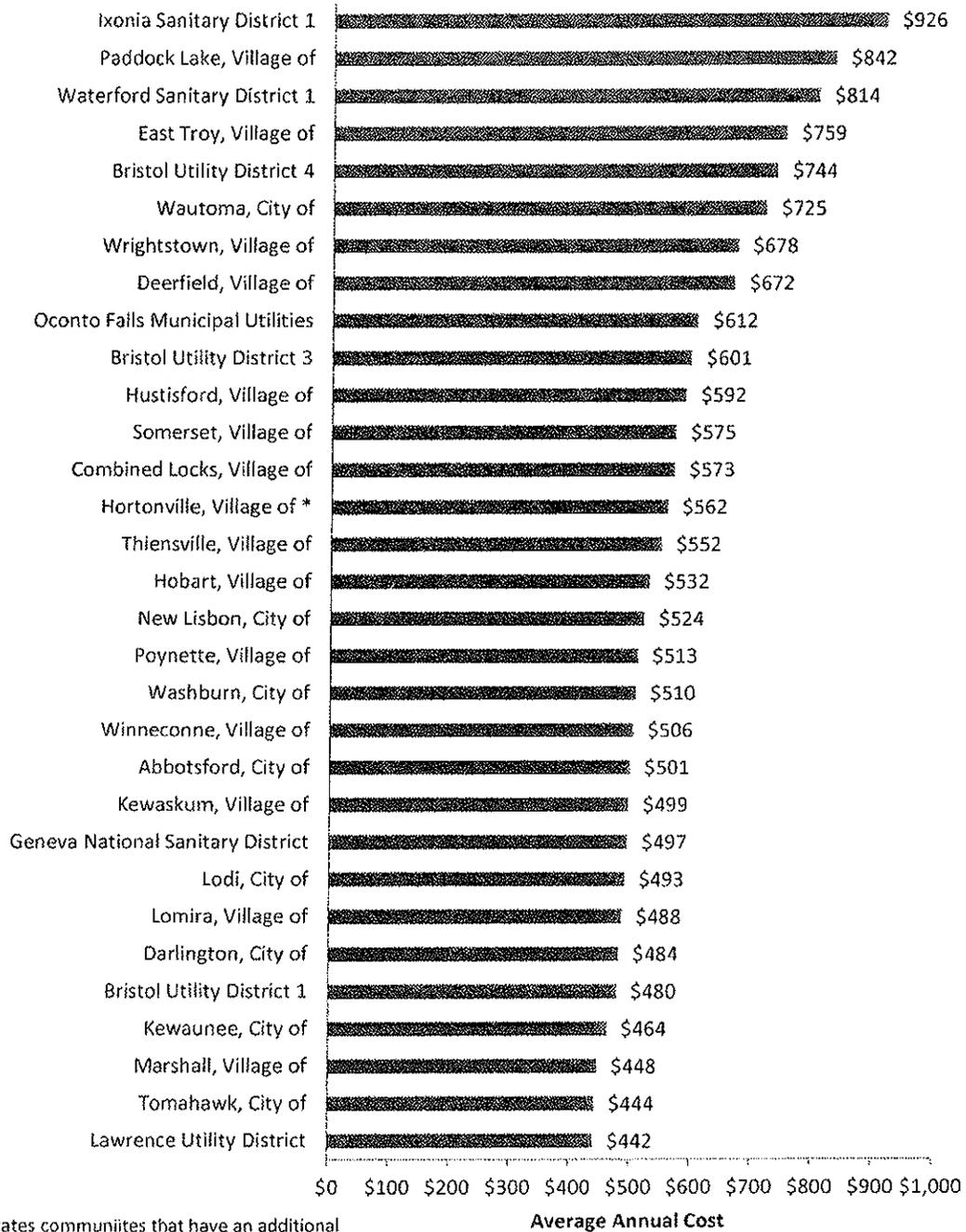
annual dryer cost

cumulative cost

Projected CWF Loan Payment (Line 22)

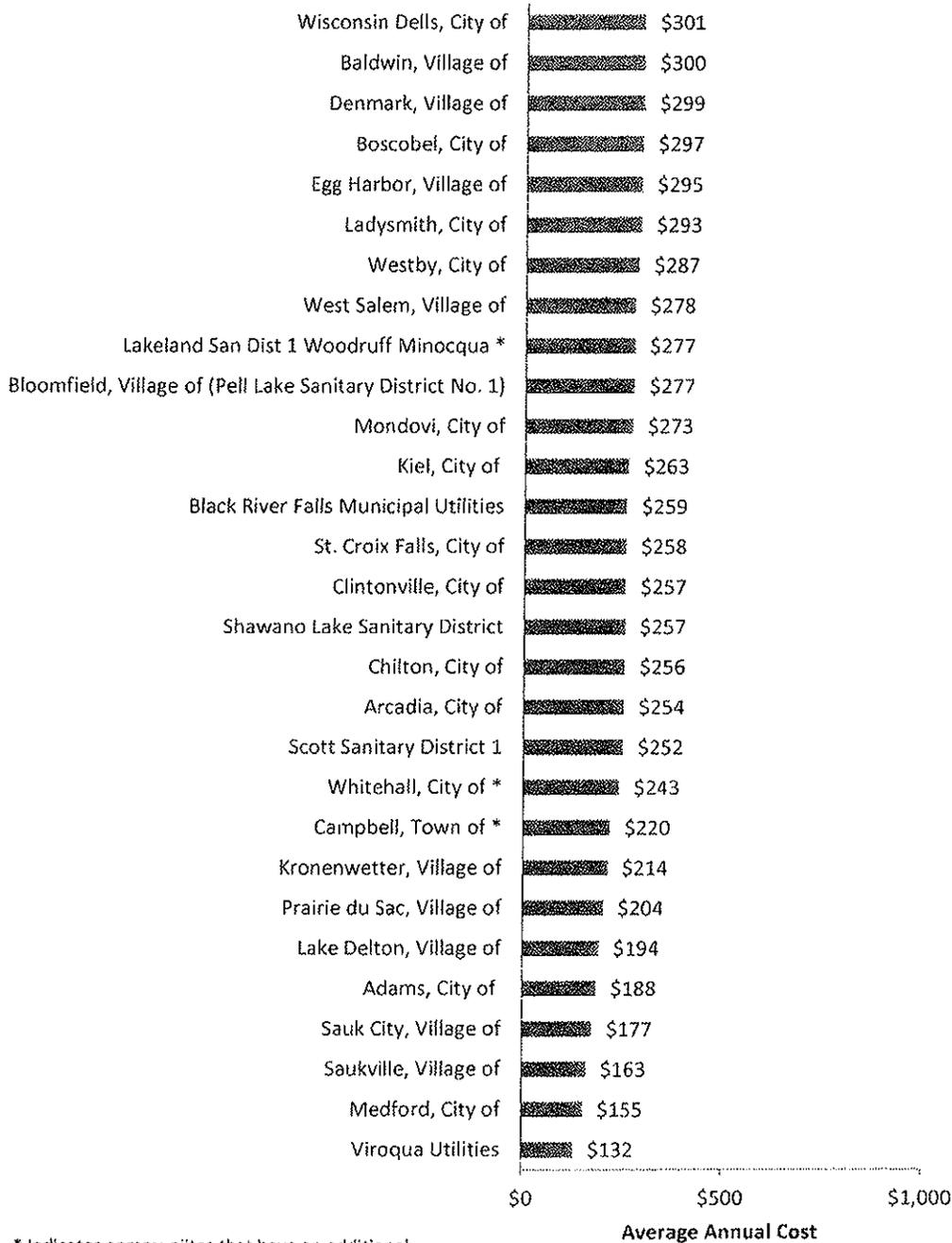
Current projection 2016/2017 interest only payments, principal payments begin in 2017/2018

Figure 5-D (chart 1)
Total Average Annual Sewer Usage Charge
Based on Actual Usage
Population: 2,001-5,000



* Indicates communities that have an additional property tax contribution to sewer utility budget (not included in annual sewer rate)

Figure 5-D (chart 3)
Total Average Annual Sewer Usage Charge
Based on Actual Usage
Population: 2,001-5,000



* Indicates communities that have an additional property tax contribution to sewer utility budget (not included in annual sewer rate)

Item # 6



Certified Public Accountants

406 Science Drive, Suite 100 ▲ Madison, Wisconsin 53711-1097 ▲ TEL 608-274-2002 ▲ FAX 608-274-4320

November 5, 2015

To the City Council and City Treasurer
City of Wisconsin Dells
300 La Crosse Street
Wisconsin Dells, Wisconsin 53965

We are pleased to confirm our understanding of the services we are to provide for the City of Wisconsin Dells for the year ended December 31, 2015.

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Wisconsin Dells as of and for the year ended December 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Wisconsin Dells' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Wisconsin Dells' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedule for the general fund
3. Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Wisconsin Dells' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of assigned general fund balances
2. Combining statements of non-major governmental funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the previous paragraph when considered in relation to the basic financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Wisconsin Dells' financial statements. Our report will be addressed to the City Council of the City of Wisconsin Dells. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Wisconsin Dells' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City of Wisconsin Dells in conformity with U.S. generally accepted accounting principles based on information provided by you.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Management Responsibilities (Continued)

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will locate any documents selected by us for testing and will prepare necessary audit schedules.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit by the end of January 2016 and to prepare our draft audit reports by June 15, 2016. Carrie Leonard, CPA is the engagement partner and is responsible for supervising the engagement and signing the report. We will also prepare the Department of Revenue financial report form, the Public Service Commission annual reports, and the TID annual reports. We will meet with the City Finance Committee at the conclusion of the audit to discuss our findings.

Engagement Administration, Fees and Other (Continued)

Our fees for the audit and other services will not exceed \$29,800. Fees related to individual parts are estimated as follows:

General City	\$ 8,600
Electric Utility	5,925
Water Utility	4,585
Sewer Utility	4,230
TIDs and CDA	5,160
BID	<u>1,300</u>
	<u>\$29,800</u>

Services related to GASB 68 implementation will be billed at our standard hourly rates.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If additional services are necessary, we will discuss them with you and arrive at a fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Wisconsin Dells and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

JOHNSON BLOCK AND COMPANY, INC.
CERTIFIED PUBLIC ACCOUNTANTS
MADISON, WISCONSIN

RESPONSE:

This letter correctly sets forth the understanding of the City of Wisconsin Dells.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____



Professional Services Agreement

PROFESSIONAL SERVICES

More ideas. Better solutions.

This AGREEMENT (Agreement) is made today 10/21/15 by and between CITY OF WISCONSIN DELLS (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Wisconsin Dells – Riverwalk Storytelling Vignettes and Entrance Feature Design and Construction

The scope of the work authorized is: See attached Exhibit A

The schedule to perform the work is: Approximate Start Date: 11/9/2015
Approximate Completion Date: 9/1/2016

The estimated fee for the work is: \$77,335

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 WISCONSIN DELLS

MSA PROFESSIONAL SERVICES, INC.

Brian Landers
Mayor
Date: _____

Chuck Bongard, P.E.
Program Manager
Date: 10/21/15

Attest: City/Township/Village Clerk (WI Only)

Clerk Name: Nancy Holzem
Date: _____

John Langhans, P.E.
Team Leader
Date: 10/21/15

300 LaCrosse St.
Wisconsin Dells, WI 53965
Phone: 608-254-2012

1230 South Boulevard
Baraboo, WI 53913
Phone: 608-355-8895

Exhibit A - Scope of Services for City of Wisconsin Dells Riverwalk Storytelling Vignettes Design and Construction

Project Understanding and Assumptions:

The proposed project envisions the design, bidding, and construction of ten (10) storytelling vignettes along the Riverwalk and one (1) entrance feature for the Riverwalk at Broadway and Superior. Each vignette will require a unique approach to provide individual story points. All research, copywriting, image acquisition, draft narrative content and photography shall be provided by the City. We envision the construction of this project to occur in 2 phases – one phase for the existing Riverwalk and one phase for the pending expansion.

The intent of this design effort is to develop unique, production quality artwork for each story point. The “frames”, entrance feature, and landscape architecture features for these vignettes will strive to develop a “standardized and repeatable” application that will allow for future reuse without additional design. Anticipated landscape architecture features include seating, planters, and other public space components. We anticipate the need for additional lighting design and construction to further accent the proposed improvements and promote the Riverwalk as an evening attraction.

Design work will be performed by the team of MSA and ZEBRADOG. Overall project management, bidding, construction administration, and construction services will be provided by MSA.

Phase 100 – Design Estimated Fee = \$66,050 (ZEBRADOG services = \$42,000 of this amount)

Estimated Schedule = 4 to 4.5 months

- Attend one (1) kick off meeting with City Stakeholders
- Attend two (2) design review meetings with City Stakeholders at the design development (60%), and final review stages (90%)
- Perform site visit to review current conditions and perform field measurements/survey.
- Develop a project photo log of existing conditions
- Content acquisition, merge with physical design (copywriting, photography, draft narrative content to be provided by the City)
- Develop schematic design for Riverwalk entrance signage at Broadway and Superior.
- Develop schematic design for 10 historical story telling vignettes.
- Prepare draft location map for vignettes and entry signage
- Develop schematic design and conceptual sketches for complementary landscape architecture components
- Develop detailed design drawings for 10 historical vignettes and associated landscape architecture components
- Develop detailed design drawings for Riverwalk entrance feature at Broadway and Superior and associated landscape architecture features
- Accent lighting design for vignette/entrance feature areas
- Final content edits and merger with physical design
- Prepare Project Specifications
- Develop final location map for vignettes and entrance feature
- Develop final production art for 10 vignettes and entrance feature
- Drafting and Preliminary/Final Plan Development
- Project Management, QA/QC, and correspondence

Phase 200 – Bidding

Estimated Fee = \$2,700

Estimated Schedule = 1 month

- Prepare Advertisement for Bids – 1 bid package for fabrication and installation
- Apply for prevailing wage rate determination
- Prepare Bidding Documents (digital only)
- Solicit project bidders
- Answer bidder questions during bidding process
- Attend and Facilitate one (1) public bid opening
- Analyze bids, issue recommendation of awards, and prepare contract documents
- Project Management, QA/QC, and correspondence

Phase 300 – Construction Administration

Estimated Fee = \$3,885

- Attend and facilitate one (1) preconstruction conference and issue minutes to all attendees
- Attend construction progress meetings as necessary (1 meeting assumed)
- Review project submittals
- Review Contractor Applications for Payments
- Review change order requests
- Project Management, QA/QC, and correspondence

Phase 400 – Construction Services

Estimated Fee = \$4,700

- Perform five (5) construction observation site visits (estimated 24 hours)
- Provide one-time construction layout for:
 - Vignette Locations
 - Landscape Architecture Elements
 - Entrance Sign Location
- Measure and confirm payment quantities
- Develop final punch list
- Project Management, QA/QC, and correspondence

Estimated Schedule for Phase 300 and 400 (Construction Duration) = 3.5 months

Total Estimated Fee = \$77,335 (time and materials basis)



Professional Services Agreement

PROFESSIONAL SERVICES
More ideas. Better solutions.

This AGREEMENT (Agreement) is made today 10/15/15 by and between CITY OF WISCONSIN DELLS (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Wisconsin Dells - 200 & 500 Block Cafe Zones Design and Construction – MSA Project #00085056

The scope of the work authorized is: See attached Exhibit A

The schedule to perform the work is: Approximate Start Date: 10/19/2015
Approximate Completion Date: 6/15/2016

The estimated fee for the work is: \$85,600

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 WISCONSIN DELLS

Brian Landers
Mayor
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Chuck Bongard, P.E.
Program Manager
Date: 10/16/2015

Attest: City/Township/Village Clerk (WI Only)

Clerk Name: Nancy Holzem
Date: _____

John Langhans, P.E.
Team Leader
Date: 10/16/2015

300 LaCrosse St.
Wisconsin Dells, WI 53965
Phone: 608-254-2012

1230 South Boulevard
Baraboo, WI 53913
Phone: 608-355-8895

Exhibit A - Scope of Services for City of Wisconsin Dells 200 and 500 Block Café Zone Design and Construction

Project Understanding and Assumptions:

The proposed project envisions the design, bidding, and construction of Café Zones along the North and South Sides of the 200 Block of Broadway and the development of one (1) Café Zone on the 500 block to serve as a “pilot” for this area. All Café Zones will follow a repeatable and consistent design style. Café Zone design elements included in the design include: Decorative barrier wall with potential decorative railing, landscape beds, sidewalk expansions and new curb and gutter, decorative concrete treatments, and potential accent lighting along the café zones. This proposal does not include the selection of any external furniture or any additional street lighting or terrace trees. Construction is assumed to have a duration of 8 weeks.

Phase 100 – Meetings **Estimated Fee = \$4,500**

- Attend one project kick off meeting with City Stakeholders
- Attend two (2) design review meetings with City Stakeholders at the design development (60%), and final review stages (90%)
- Attend and facilitate one (1) Public Information Meeting at the 60% design stage.

Phase 200 – Design **Estimated Fee = \$52,050**

- Perform site visit to review current conditions and verify topographic survey on the 200 block
- Perform topographic survey of the north side of the 500 Block
- Develop a project photo log of existing conditions
- Review Current Traffic Study findings to determine intersection needs.
- Develop conceptual, design development, and final roadway design and specifications to address the required sidewalk expansions
- Develop conceptual, design development, and final streetscape designs and specifications to address the required decorative wall, planting beds, and other streetscape elements
- Develop preliminary hand renderings and final computer generated renderings for Café Zones
- Develop preliminary and final Engineer Estimates of Probable Costs
- Drafting and Preliminary/Final Plan Development
- Coordinate and review design intent with ZEBRADOG. Incorporate brand elements as necessary.
- Utility Coordination
- Project Management, QA/QC, and correspondence

Phase 300 – Permits **Estimated Fee = \$2,600**

- Coordination and correspondence with WisDOT
- Prepare and submit a WisDOT work in right of way permit application
- Prepare and submit a Prevailing Wage Rate Determination Application
- Regulatory agency coordination
- Project Management, QA/QC, and correspondence

Phase 400 – Bidding **Estimated Fee = \$2,100**

- Prepare and Publish Advertisement for Bid
- Solicit project bidders
- Prepare Bidding Documents
- Attend and Facilitate one public bid opening
- Analyze bid, issue recommendation of award, and prepare contract documents
- Project Management, QA/QC, and correspondence

Phase 500 – Construction Administration **Estimated Fee = \$5,850**

- Attend and facilitate one (1) preconstruction conference and issue minutes to all attendees
- Attend construction progress meetings as necessary (3 meetings assumed)
- Review project submittals
- Review Contractor Applications for Payments
- Review change order requests
- Project Management, QA/QC, and correspondence

Phase 600 – Construction Services **Estimated Fee = \$18,500**

- Perform part-time construction observation services (estimated 124 hours)
- Provide one-time construction staking for:
 - Curb and Gutter
 - Removal Limits
 - Streetscape Elements
- Measure and confirm payment quantities
- Project Management, QA/QC, and correspondence

Total Estimated Fee = \$85,600.



PROFESSIONAL SERVICES

More ideas. Better solutions.

Task Order

**To: City of Wisconsin Dells
Brian Landers
300 La Crosse Street
Wisconsin Dells, WI 53965**

**Date of Issuance: 10/15/15
MSA Project No.: 00085049**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: City of Wisconsin Dells –River Arts District Final Implementation Plan and Budgets

The scope of the work authorized is: Preparation of a 3-4 year implementation plan (Capital Improvement Plan) and associated budget items for the River Arts District. Identify all potential projects, their components, associated schedules and budgets. Meet with City Stakeholders to review and finalize the plan (2 meetings). Final deliverable shall include a detailed schedule and budget breakdown per respective project. Deliverable shall be in digital .pdf format.

The schedule to perform the work is: approximate start: 10/19/2015
Approximate completion: 1/31/16

The lump sum fee for the work is: \$5,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

CITY OF WISCONSIN DELLS

MSA PROFESSIONAL SERVICES, INC.

Brian Landers
Mayor
Date: _____

John M. Langhans
John M. Langhans, P.E.
Team Leader
Date: 10/15/2015

300 La Crosse Street
Wisconsin Dells, WI 53965
Phone: (608) 254-2012

1230 South Boulevard
Baraboo, Wisconsin 53913
Phone: (608) 355-8895



Professional Services Agreement

PROFESSIONAL SERVICES

More ideas. Better solutions.

This AGREEMENT (Agreement) is made today 10/15/15 by and between CITY OF WISCONSIN DELLS (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Wisconsin Dells – Public Plaza Conceptual and Schematic Design

MSA Project #00085060

The scope of the work authorized is: See attached Exhibit A

The schedule to perform the work is: Approximate Start Date: 10/19/2015
Approximate Completion Date: 4/1/2016

The estimated fee for the work is: \$40,000

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 WISCONSIN DELLS

MSA PROFESSIONAL SERVICES, INC.

Brian Landers
Mayor
Date: _____



Chuck Bongard, P.E.
Program Manager
Date: 10/16/2015

Attest: City/Township/Village Clerk (WI Only)

Clerk Name:
Date: _____



John Langhans, P.E.
Team Leader
Date: 10/16/2015

300 LaCrosse St.
Wisconsin Dells, WI 53965
Phone: 608-254-2012

1230 South Boulevard
Baraboo, WI 53913
Phone: 608-355-8895

Exhibit A - Scope of Services for City of Wisconsin Dells Conceptual/Schematic Plaza Design

Project Understanding and Assumptions:

The proposed project envisions the conceptual and schematic design of a “temporary” plaza arrangement on Eddy Street and the development of a “prototype” preliminary design of a permanent plaza arrangement (with splash pad/water feature) that would work on either the Eddy Street location or the Oak Street location within the current available public right of way. The preliminary concepts will have two alternatives: 1) A linear arrangement to accommodate one lane of vehicle traffic and 2) An arrangement that assumes a full road closure. Coordination and design review with ZEBRADOG will occur during this process to ensure consistency with all River Arts District themes.

Phase 100 – Conceptual/Schematic Design

- Attend one project kick off meeting with City Stakeholders
- Perform site visit to review current conditions
- Perform topographic survey of the Eddy Street and Oak Street Sites
- Develop a project photo log of existing conditions
- Review Utility Conflicts
- Attend three (3) design review meetings with City Stakeholders
- Develop one (1) design alternative for a temporary plaza arrangement on Eddy St.
- Develop two (2) “prototype” design alternatives for a permanent plaza arrangement for either the Eddy Street or Oak Street locations. These alternatives will include a “linear” plaza to accommodate one lane of traffic and a plaza arrangement that assumes full road closures
- Develop preliminary cost estimates for the permanent plaza options
- Develop preliminary hand sketches of design alternatives and a final rendering of the “prototype” design
- Coordination with ZEBRADOG and creative review by ZEBRADOG
- Project Management, QA/QC, and correspondence
- Deliverables shall include: plan view layouts of the temporary plaza option and “prototype” plaza options, illustrative treatment/product examples, as well as renderings of the final “prototype” options
 - Plan view layout for temporary Eddy Street plaza layout
 - Plan view layout alternatives for permanent Oak Street plaza layout and final plan view rendering (based on single prototype)
 - Plan view layout alternatives for permanent Eddy Street plaza layout and final plan view rendering (based on single prototype)
 - Up to 4 Support graphics (Sections, Elevations and/or perspectives) as needed to convey design intent

Total Estimated Fee = \$40,000



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today 9/30/2015 by and between CITY OF WISCONSIN DELLS (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Wisconsin Dells - River Arts District Design Standards and Sign Ordinance Technical Assistance

The scope of the work authorized is:

City Sign Ordinance – Technical Support (Estimated Fee = \$10,000)

- Coordinate with the DRC to identify the desired ordinance goals and required revisions
- Review both the Wisconsin Dells and Lake Delton sign ordinance for comparisons to suggest inclusions/exclusions to the current code
- Assist the DRC with the development of revised ordinance content and suggest potential reformatting opportunities
- Develop a draft and final rewrite in coordination with the City legal counsel
- Attend and facilitate 3 committee workshop meetings, as described below:
 - 1st Meeting (October 14): Review current code
 - 2nd Meeting (November 11): Review draft rewrite
 - 3rd Meeting (December 9): Review final draft rewrite (after review from City legal counsel); recommendation to Plan Commission
- Attend 1 Plan Commission meeting and 1 Council meeting if needed for Ordinance adoption (late December)
- Final deliverable shall be in digital, .pdf, format

River Arts District Design Standards (Estimated Fee = \$10,000)

- Assist Design Review Committee (DRC) with the development of a mission statement.
- Design Standard Brainstorming, Review, and Development (Architectural and Blade Sign Components). Coordinate with ZEBRADOG as necessary. Develop representative graphics as needed.
- Review other example design standards as provided by the Design Review Committee (DRC)
- Identify Overlay District limits
- Develop initial draft document, revisions, and final deliverable
- Attend and facilitate 3 committee workshop meetings and 1 public meeting, following the below schedule:
 - 1st Working Meeting (October 28): first draft-part 1
 - 2nd Working Meeting (late November): first draft-part 2 / revisions
 - Public Meeting (early January)

- 3rd Working Meeting (late January): final draft; recommendation to Plan Commission
- Attend 1 Plan Commission meeting and 1 Council meeting if needed for Ordinance adoption (February)
- Final deliverable shall be in digital, .pdf, format

The schedule to perform the work is:

Approximate Start Date: Upon receipt of signed contract

Approximate Completion Date: February 26, 2016

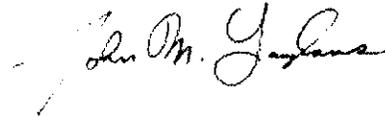
The estimated fee for the work is: \$20,000

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 WISCONSIN DELLS

MSA PROFESSIONAL SERVICES, INC.



John M. Langhans, P.E.
Team Leader

Date: _____

Date: _____

Attest: City/Township/Village Clerk (WI Only)

1230 South Blvd
Baraboo, WI 53913
Phone: 608-355-8895
email: jlanghans@msa-ps.com

Clerk Name: _____

Date: _____

300 LaCrosse St
Wisconsin Dells, WI 53965

**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.