

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, MARCH 21, 2016
6:30 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from March 7, 2016.
4. Appearances.
5. Unfinished Business.
 - A. Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Metropolitan Lane real estate purchase and IAFF Memorandum of Understanding) and section 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 (Recreation/Aquatic Supervisor).
 - B. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
 - C. Consideration of Resolution 16-3-2086 A Resolution to Exercise an Option to Purchase Real Estate Located at 6320 & 6321 Metropolitan Lane.
 - D. Consideration of Resolution 16-3-2084 Revising the Title and Salary for the Recreation/Aquatic Supervisor.
6. New Business.
 - A. Consideration of Resolution No. 16-3-2090 Adopting a Memorandum of Understanding With Fire/EMT Employees International Association of Fire Fighters (IAFF) Local 311 Regarding Section 17.1 Work Week Schedules.
 - B. Consideration of Resolution 16-3-2087 Amending the 2016 Capital Budget for the Replacement of Lights at Oneida Park.
 - C. Consideration of Resolution 16-3-2088 Approval of an Amendment to the Contract for Schluter Park Engineering.
 - D. Consideration of Resolution 16-3-2089 Approval of Task Order #16-01 for Library Parking Lot Design and Construction-Related Services with Strand Associates, Inc.
7. Acceptance of General Fund Accounts Payable Checks Dated March 5–17, 2016.
(Documentation of invoices paid is available in the City Clerk's office.)
8. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

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FINANCE AND PERSONNEL COMMITTEE MINUTES
March 7, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:30 p.m.

Present: Mayor Robert Miller and Alderpersons Doug Wood and Jim Busse

Also Present: City Administrator April Little, Finance Director Marc Houtakker, City Attorney William Cole, Public Works Director Dan Stephany, Operations Lieutenant Curt Wiegel, Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Busse to approve the Minutes from the February 15, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

John Van Arsdale, 4507 Winnequah Road, registered against the Schluter Park dredging assessment.

The following individuals appeared before the Council and spoke against the Schluter Park dredging assessment:

- Marjory Kravitz and Jeff Barsness, 4400 Outlook Street
- Nancy Moore, 4505 Winnequah Road
- Rob Kalejta, 4402 Outlook Street

UNFINISHED BUSINESS

A motion by Alder Wood, seconded by Alder Busse to remove from the table Consideration of Ordinance 2-16-675 Amending Section 6-1-4 of the Code of Ordinances Regarding Sidewalk Assessments, was carried.

Public Works Director Stephany reported the Public Works Committee recommends the City pay 100% of the cost of installation of new sidewalks. Alder Busse reported the intent was for this to apply to residential properties, not future development. City Attorney Cole recommended amending the proposed language to state privately owned property which isn't residential. State statutes assess sidewalk costs to the property owner unless the Council deems otherwise. His opinion is to use the statute on a case by case basis. Setting up a baseline, in this case a 70%-30% split, makes it hard to determine the benefit to the property owner. Rather than using zoning language, use actual use to define the split. Future Committees and Councils need clear direction and a statement of policy. A defacto baseline would be established and future intent could be outlined in a preface to the Ordinance.

A motion by Alder Wood, seconded by Alder Busse to refer to the Public Works Committee for further consideration Ordinance 2-16-675 Amending Section 6-1-4 of the Code of Ordinances Regarding Sidewalk Assessments, was carried.

A motion by Alder Busse, seconded by Alder Wood to remove from the table Approving Proposed Corrections to Staff Organizational Chart, was carried.

City Administrator Little reported job titles and Committees were updated along with position counts. Mayor Miller stated the Code Enforcement Officer position needs to be added.

A motion by Alder Busse, seconded by Alder Wood to approve Proposed Corrections to Staff Organizational Chart as amended, was carried.

NEW BUSINESS

Lieutenant Wiegel a \$12,500 seatbelt enforcement grant has been obtained along with ten area agencies. There is a 25% match which will be covered with on-duty personnel so there is no budget impact.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-3-2083 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled "2016 Seatbelt Task Force Grant", was carried.

Public Works Director Stephany reported three bids were received and reviewed by Vierbicher Associates for the Schluter Beach project with the low bid chosen. The cost is split between the Public Works and Parks & Recreation Departments. Information on Drax Incorporated was reviewed, including that they use sub-contractors. Park improvements and testing was reviewed. A \$331,000 stormwater grant for structure installation was received. Recreation Director Anderson reported any surplus funds will be shared with \$100,000 held in contingency.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-3-2082 Award of Bid for Schluter Beach Improvement Project. On a roll call vote, all members voted in favor of the motion.

Public Works Director Stephany reported that last week the Public Works Committee updated the sidewalk assessment ratio in the Ordinance. The City would pay for its property. Individual assessments were reviewed. An engineering report needs to be done based upon the Council's decision. The shoreline damage is from roots and muskrats. Belle Isle dredging was assessed at \$69 per foot; this is at \$184 per foot. The bids are good for 60 days. Alder Wood stated the bid could be awarded so the project could go forward. City Attorney Cole stated a property owner couldn't stop the project but could challenge the assessment.

Mayor Miller stated the property owners' information was clear from public records; their conclusions are sound. The City's property is a major contributor to the silt. Members agree good arguments were made for adjustment. Recreation Director Anderson stated there is no shoreline protection and numerous people fish along the fence, which causes issues, and he hasn't noticed a change from year to year. Members agree this needs further review.

A motion by Alder Wood, seconded by Alder Busse to table Resolution 16-3-2085 Establishing a Special Assessment Schedule for Dredging of the Schluter Beach Channel to have the Public Works Committee review to determine if a different recommendation would be brought forward, was carried.

A motion by Alder Busse to Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Wisconsin Professional Police Association contract update and Metropolitan Lane real estate purchase) and section 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 (Recreation/Aquatic Supervisor) did not receive a second. No action was taken.

A motion by Alder Wood, seconded by Alder Busse to refer to the City Council without recommendation Resolution 16-3-2086 A Resolution to Exercise an Option to Purchase Real Estate Located at 6320 & 6321 Metropolitan Lane, was carried.

A motion by Alder Wood, seconded by Alder Busse to refer to the City Council without recommendation Resolution 16-3-2084 Revising the Title and Salary for the Recreation/ Aquatic Supervisor, was carried.

Due to the time, members agree to hold Acceptance of General Fund Accounts Payable Checks Dated February 12–March 4, 2016 until the next meeting.

ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:34 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 16-3-2087
Monona Common Council**

**AMENDING THE 2016 CAPITAL BUDGET FOR THE REPLACEMENT OF
LIGHTS AT ONEIDA PARK**

WHEREAS, the shelter at Oneida Park was constructed in 2014, and several neighbors have since complained to the City Council over the glare of the lights from the shelter; and,

WHEREAS, City Council referred the situation to Plan Commission, and the Commission determined that the shelter lights are in violation of the zoning ordinance and directed City staff to provide replacement examples; and,

WHEREAS, City staff, working with the project's architect, provided five (5) different options, and the Plan Commission selected an option for cutoff lights to reduce glare; and,

WHEREAS, the cost of replacement is \$10,000.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2016 Capital Budget be amended to deduct \$10,000 from the General Buildings account to replace the lights at Oneida Park Shelter.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Parks & Recreation Director Jake Anderson

Council Action:

Date Introduced: 3-21-16

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

| | | |
|--|---------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| | | Resolution No. <u>16-3-2087</u> |
| | | Ordinance Amendment No. _____ |

Title: 2016 Oneida Park Light Change

Policy Analysis Statement:

Brief Description Of Proposal:

The Plan Commission, based on a referral from City Council, took up complaints from neighbors of Oneida Park in October of 2015 regarding the lights on the shelter. The Plan Commission deemed the lights to be in violation of the zoning ordinance and requested staff to provide examples for a full cutoff light for consideration of replacement. Director Anderson and the architect from the project provided five (5) different options for light replacement, and the Plan Commission selected fixtures to replace all eight (8) lights. Anderson contacted the electric supplier and the quote was \$10,000 for supply and installation of the new fixtures.

The City budgeted \$50,000 for building repairs. This replacement would come out of this budget. This account has an unspent balance \$49,604.

Staff Recommendation:

Based on Plan Commission's requirement for full cutoff lights that meet architectural standards, Director Anderson recommends the replacement of lights at Oneida Park shelter with the recommended fixtures.

Current Policy Or Practice:

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

| Budget Amendment No. _____ | | | | No Budget Amendment Required _____ | | | | |
|----------------------------|----|---------|--------|------------------------------------|------------------------|-------|--------|----------------|
| Account Number | | | | Account Name | Budget Prior to Change | Debit | Credit | Amended Budget |
| Fund | CC | Account | Object | | | | | |
| 400 | 57 | 57140 | 826 | Building Repairs | 50,000 | | | 50,000 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Totals | | | | |

Prepared By:

Department: Parks & Recreation
 Prepared By: Jake Anderson, Parks & Recreation Director
 Reviewed By: Marc Houtakker

Date: 3/16/16
 Date: 3/16/16

**Minutes
Plan Commission Meeting
October 12, 2015
7:00pm**

Chair Busse called the meeting of the City of Monona Plan Commission to order at 7:00pm.

Present: Chair Aldm. Jim Busse, Mr. Grif Dorschel, Mr. Robert Stein, Mr. Dennis Kugle, Mr. Chris Homburg, Mr. Dale Ganser

Excused: Aldm. Brian Holmquist, Ms. Sharon Devenish

Also present: City Planner Sonja Reichertz

Approval of Minutes

A motion by Mr. Stein, seconded by Mr. Ganser, to approve the minutes of September 28, 2015 carried with no corrections.

Appearances

Anne Wellman, 4529 Winnequah Road, appeared to discuss her concerns with the Schluter Park improvement plans. She said all the playground equipment had been removed from the plans and she believes this is a mistake. She said mainly children use the Schluter Park and this is the only park with playground equipment to serve all the neighborhoods north of W Dean. She requested that \$50,000 be added back into the budget for the playground equipment. She also said it needs to be ADA accessible.

Unfinished Business

There was no unfinished business.

New Business

6.A. Consideration of Action on Request for Approval of a Landscape Ground Sign Permit and Flagpole Permits with Special Exception Requests for Height to be installed at the entrance of the WPS Campus at 1717 W Broadway.

Mr. Homburg abstained from this item.

Mary Beth Growney-Selene described the signage changes requested for the WPS campus at 1717 W Broadway. She said overall four building signs are being removed. One will be replaced with the re-branded design. They will remove the existing WPS Community Bank freestanding sign along the Beltline. They will rebrand the remaining two freestanding signs on the beltline but not change any sizes or location. They will remove flagpoles at each of the campus buildings and place three new flagpoles at the campus entrance. Finally, they are requesting a new ground sign at the campus entrance with special exceptions to allow an 8' tall sign instead of 5', and for a 75 SF sign instead of 60 SF. They are requesting an exception to allow a 30' high flagpole instead of 25'. She said the scale of the WPS campus is very large, with over 1,500 of frontage on Broadway and they feel a smaller sign would be out of scale with the campus.

Mr. Ganser said he does not feel the new ground sign is in scale with the rest of Broadway. He said he would rather have two signs that meet the code rather than one larger one.

City Planner Reichertz submitted comments from absent Commissioner Holmquist who said he likes the overall reduction of signs and that the new sign pulls the campus together at the main entrance. He asked if the base can be reduced to one foot instead of two. He asked if there were sight issues with the location in the median.

Mr. Kugle said he likes it as long as it meets the engineers review for sight distance.

Mr. Stein said he likes the ground sign especially as a main entry. It is appropriate to the campus.

Mr. Dorschel said he has no problem with the flagpole exceptions. He is a little concerned with the monument sign size, but believes it unifies the campus and is appropriate.

A motion was made by Mr. Dorschel, seconded by Mr. Stein to approve the request for a landscape ground sign permit with a special exception for height and size, allowing the sign to be 8' tall and 75 SF in size, as proposed, and for three flagpoles at the front entrance with one exceeding the maximum height by 5', as proposed, according to Section 13-1-220 of the Monona Municipal Zoning Code with the following findings of fact and conditions of approval:

Findings of Fact:

1. The size and scale of the office park campus is much larger than any other commercial property in the Broadway commercial district, such that a 60 SF and 5' high sign that meets the sign code standards would be out of scale in relation to the campus.
2. An existing freestanding sign for the campus is being removed, along with three net wall signs, as well as all other flagpoles on the campus for an overall reduction in signage for the campus.
3. The flagpole height exception of 5' is granted due to the large scale of the campus.

Conditions of Approval:

1. No other freestanding signs for the campus or ground signs on Broadway may be permitted in the future.
2. A final landscaping plan shall be submitted to staff for final approval.
3. The vision triangles are to be reviewed by the City Engineer prior to installation.

The motion carried, with three votes in favor, and one in opposition.

6.B. Consideration of Action on Request for Approval of a Landscape Ground Sign Permit and Removal of the Existing Pylon Sign at McDonald's at 4905 Monona Drive.

Chad Schultz, Innovative Signs, presented plans for a new landscape ground sign for McDonald's at 4905 Monona Drive. He said they will remove the existing pylon sign as required. The new sign is small at 20 SF.

Mr. Homburg said the sign is fine as long as it meets the setback requirements.

A motion was made by Mr. Homburg, seconded by Mr. Kugle, to approve a landscape ground sign permit for McDonald's at 4905 Monona Drive, as proposed, according to Section 13-1-220 of the Monona Municipal Zoning Code with the following conditions of approval:

1. The sign may not be installed until the existing pylon sign is removed.
2. A final landscaping plan shall be submitted to staff for final approval, and landscaping shall be planted at the time the sign is installed.
3. The sign must be installed to meet the minimum setback requirement of 15' behind the curb on Monona Drive.

Mr. Homburg noted that we do not have a scaled site plan noting the 15' setback, so that is why it is included as a condition so that we have something of record.

The motion carried.

6.C. Review/Approval of Design Options for a Replacement Community Ground Sign.

City Planner Reichertz said the electronic sign was required to be moved because it was in DOT ROW and their standards prohibit this type of sign. She said there is a gap that now needs to be filled. Staff contacted the signage company that did the designs on the gateway features further south at the Monona Drive/Beltline interchange. They prepared three designs included in the Plan Commission packet. She read comments from absent Commissioner Holmquist who said he wonders if we are overdoing "welcome to Monona signs" with having the two off the Beltline.

Chair Busse asked if the sign were moved back and out of DOT ROW could the sign be allowed. City Planner said yes, because it is the DOT requirements that forced us to move it.

Mr. Homburg said he thinks the materials submitted are not the direction we should go, especially after designing so many quality signs up and down Monona Drive with the masonry materials. He said we should first research if it can be moved out of the ROW and he offered to contact PDQ to discuss possibility of getting an easement granted for the sign. He said if it cannot be moved, then he thinks it needs to have stone.

Mr. Ganser said he agreed there should not be another "Monona" sign here. He said his preference would be to remove the center structure completely and replace it with landscaping.

Mr. Kugle said he likes the idea of moving it back. He really valued the message board and thought it provided good information to the community.

Mr. Stein said there are utilities behind the sign that will add cost if it were moved.

Mr. Ganser said to consider that if only the middle portion is moved it would be offset from the two street name signs on the side. Chair Busse said those could possibly be moved as well.

City Planner Reichertz said the sign company said the sign was not engineered to hold masonry. The Commission did not agree that was the case. Reichertz said the city reallocated the old message board to the other community message sign at Bridge Road and Broadway. Chair Busse

said this could be a good opportunity to get a new one that is more legible because technology has improved.

The consensus of the Commission was that none of the three designs presented are appropriate. Instead, the Commission agreed to research moving the sign back out of the ROW, researching if the old WisDOT ROW will expire at some time in the future, and if masonry could be used to fill the space, with the word Monona, similar to the way it is used on the side walls in stone.

A motion was made by Mr. Kugle, seconded by Mr. Ganser to table the item. The motion carried.

6.D. Discussion of Sign Code Updates, Direction to Staff to Prepare Revisions.

City Planner Reichertz provided some issues with the sign code in a memo. These are more prompts for discussion than they are suggested revisions. She also shared information from a recent U.S. Supreme Court Case that will impact the sign code and specific regulations regarding sign content.

The Plan Commission discussed the list provided by staff, starting with requirements for ground sign height. City Planner Reichertz said she feels the 5' height maximum should continue to be enforced because it was part of a larger effort to create a pedestrian friendly environment on Monona Drive. She said there could be other solutions such as changing landscaping requirements to make more of the message area readable.

Mr. Ganser said he thinks we will find that allowing 6' tall sign will still meet all the goals of the pedestrian friendly environment, which he does agree are important. He said landscaping on the ends of the sign will leave a goal-post effect and it is important to continue having plantings around the base. He suggested keeping it at 60SF but adding one foot to the base to be able to continue having landscaping.

Mr. Dorschel said he agrees with Dale's comments and thinks we should keep the square footage at the same standard in order to not allow an increase in message area.

Mr. Homburg suggested 2 feet of base of complimentary material and 4 feet of message area. He said if the whole purpose of changing the regulations is to allow for landscaping that does not block the message, then we can require a minimum landscape area in the base, otherwise applicants will just take advantage of that extra foot of sign area and disregard the landscaping objective we are trying to maintain. He suggested considering the ability to go to 6 feet, but only with a 2 foot minimum base. Otherwise, the 5 foot high standard will be enforced with at least a 1 foot base.

The Commission discussed Comprehensive Signage Plans for multi-tenant commercial buildings. The Commission agreed that we should continue to require comprehensive signage plans and that material and type of sign is most important in developing consistency. Color is difficult to regulate when some get exceptions and others do not. The Commission agreed that the direction should generally be to not require a consistent color and to highly discourage box signs. The plans should require consistent types, materials, and sizes of signs.

The Commission discussed multi-tenant ground signs. Reichertz explained that there is actually a regulation listed under wall signs that requires off-building signage to identify the building only. This

has clearly not been regulated for years. The Commission discussed cases where there is redundancy whereby tenants have both wall signs and a panel on an off-building ground sign. Mr. Ganser said the standard should be that the ground sign has a larger area to identify the name of the building and tenant panels can still be listed under that. He said the panels should be a simple with consistent color and size.

The commission discussed other updates that they agreed were needed, including clarification of language limiting commercial signage to business identification only, versus allowing advertising message, updating sign districts on the map, dealing with perpetual real estate signs, cleaning up the tables of standards, and whether there was a generally accepted standard for sign design such as a common text size that the commission could refer to for guidelines. Mr. Ganser also pointed out that our code does not regulate menu boards for restaurants and one has recently been installed at 103 W Broadway that was not approved on the site plan with the zoning permit.

Planner Reichertz will prepare suggested revisions.

6.E. Discussion of Lighting at Park Shelters, Complaints of Glare.

The commission reviewed lighting at the Oneida Park shelter based on complaints. The commission agreed that the lighting code requires that illumination of off-street parking areas shall be established and directed so as to not be cast directly upon public right-of-ways, occupied structures, or neighboring properties, or to be illuminated in intensity, color, or character in a manner that is likely to be seriously disturbing to neighboring properties.

Mr. Homburg said it is clearly in violation of the zoning code. He said changing the wattage from 14 to 7 as suggested will not solve the problem and that a cut-off shield is likely needed.

The Commission directed staff to work with the Parks Director to find a solution and that the Parks Director should attend the next meeting so the Plan Commission can make a recommendation to Council.

Reports of Staff and Commission Members

7.A. Staff Report Regarding Status of Development Project Proposals.

City Planner Reichertz said Qdoba will be required to remove the additional sign they installed on their awning and that Treysta will be required to relocate the ground sign that was placed in an unauthorized location causing a vision triangle/safety issue. The next meeting is November 9, 2015.

7.B. Plan Commission Requests for Information Concerning Development Projects.

The Plan Commission directed staff to contact the Qdoba site and notify them that the menu board and other structures installed were not approved on the site plan and that it should be scheduled for a future meeting for review.

8. Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein, to adjourn was carried. (8:30 pm)

Sonja Reichertz, City Planner



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner
RE: Agenda Item 5C – Consideration of Action on Proposed Solution to Lighting Glare at Oneida Park Shelter and Discussion of Future Park Shelter Lighting.
DATE: November 3, 2015

At the October 12, 2015 Plan Commission meeting, the Plan Commission reviewed recent complaints regarding lighting glare and brightness at the Oneida Park Shelter. The photo of the Oneida shelter shared for the 10/12/15 meeting is shown below. Also, the Plan Commission minutes from 10/12/15 with discussion of this topic are copied below.

Parks Director Jake Anderson and Architect Doug Pahl have compiled five different alternative light fixtures for the Plan Commission's review. These options are enclosed and numbered options 1 through 5. Anderson and Pahl will be in attendance at the November 9th Plan Commission meeting to discuss these options with the Plan Commission. The Plan Commission should make a recommendation to the Council.



Plan Commission Minutes 10/12/15:
6.E. Discussion of Lighting at Park Shelters, Complaints of Glare.

The commission reviewed lighting at the Oneida Park shelter based on complaints. The commission agreed that the lighting code requires that illumination of off-street parking areas shall be established and directed so as to not be cast directly upon public right-of-ways, occupied structures, or neighboring properties, or to be illuminated in intensity, color, or character in a manner that is likely to be seriously disturbing to neighboring properties.

Mr. Homburg said it is clearly in violation of the zoning code. He said changing the wattage from 14 to 7 as suggested will not solve the problem and that a cut-off shield is likely needed.

The Commission directed staff to work with the Parks Director to find a solution and that the Parks Director should attend the next meeting so the Plan Commission can make a recommendation to Council.

**Minutes
Plan Commission Meeting
November 9, 2015
7:00pm**

Chair Busse called the meeting of the City of Monona Plan Commission to order at 7:00pm.

Present: Chair Aldm. Jim Busse, Mr. Grif Dorschel, Mr. Robert Stein, Mr. Dennis Kugle, Mr. Chris Homburg, Mr. Dale Ganser

Excused: Aldm. Brian Holmquist, Ms. Sharon Devenish

Also present: City Planner Sonja Reichertz

Approval of Minutes

A motion by Mr. Kugle, seconded by Mr. Stein, to approve the minutes of October 12, 2015 carried with corrections.

Appearances

There were no appearances.

Unfinished Business

5.A. Public Hearing on Request for a Zoning Permit and Precise Implementation Plan (PIP) on the Proposed New Construction of a 7,000 SF Meineke Car Care Center at 1000 E Broadway.

Robert Proctor, Attorney, Axley Brynlenson presented plans on behalf of the owners, Jac's Property Monona, LLC. Keller Builders (Bob Poch) and Joe Saelens and Carl Kampmeier (Jac's Property Monona, LLC) were also in attendance. Mr. Proctor reviewed changes to the plans. He said additional information has been submitted showing the trees on the west side of the building that he feels will block the view of the metal façade.

There were no other appearances and the public hearing was declared closed.

5.B. Consideration of Action on Request for a Zoning Permit and Precise Implementation Plan (PIP) on the Proposed New Construction of a 7,000 SF Meineke Car Care Center at 1000 E Broadway.

Mr. Dorschel abstained from this item.

City Planner Sonja Reichertz reviewed the staff report which recommended 9 conditions of approval. She added an additional condition requiring dumpsters and auto parts to be stored inside. She said the Plan Commission should review the additional information provided on the west elevation to determine what the architectural requirements will be.

Mr. Homburg said he likes the architecture, however, he said the west elevation is visible from the Beltline. He said the same discussion occurred when reviewing the UW Health Clinic and it turned out being very visible, while we did not get the level of architecture desired. He added that the trees are deciduous and will lose their leaves in winter. Further, they are not under the control of the applicants and could be removed at any point. He said he feels very strongly about the west

elevation being all masonry material. He noted that vehicles cannot be stored outside. He asked if wetland delineation has been completed.

Robert Proctor addressed the west elevation issue. He said there is a financing gap already due to soil contamination and stability issues. They would like to add masonry to the west elevation but it presents an additional financing gap that they will already be asking the City for assistance in filling. He said he thinks this is a fantastic project and value to be added to this parcel that does not even have frontage on Broadway. Regarding vehicle storage, he said the idea of this Meineke is to compete with the dealerships. He said the only overnight cars that will be on site are those dropped off the night before their service. He said no Meineke-owned cars will be stored on the lot, and no cars will be for sale on the lot.

The owners addressed the wetland delineation question. They stated that a DNR-assured wetland delineator was on site and made a determination regarding wetlands. Mr. Homburg said the applicants should a letter from a DNR assured delineator regarding the presence or absence of wetlands.

Mr. Stein said he does not think the visibility of the west wall is that great, but it is possible the trees could be removed in the future. He is sensitive to the financial consideration and suggested additional large coniferous trees as a possible solution.

Mr. Ganser suggested wrapping brick around the south corner and running a section of brick vertically to break up the mass and to make the metal more of an architectural detail. He said the metal color should be an earth tone. The owners stated it will be taupe. Planner Reichertz recommended adding color plan submittal showing this as a required condition of approval.

Chair Busse said it is quite a ways from the Beltline; if you are looking for it you might see it.

Mr. Homburg added that it could help to ground the building with split face block along the base of the entire west elevation.

A motion was made by Mr. Homburg, seconded by Mr. Stein, to approve a zoning permit for a new use and new construction for a 7,000 square feet building and site plans for the construction of an automobile maintenance and repair center (Meineke Service Center), as proposed, according to Section 13-1-180 of the Monona Municipal Zoning Code, with the following findings of fact and conditions of approval:

1. All required State and Local building permits shall be obtained.
2. Approval by the CDA and City Council for consistency with the goals of the Redevelopment Area No. 6 Project Plan is required prior to approval of building permits.
3. Revised plans that address the comments in the 11/02/2015 Vierbicher letter, and a letter stating how each comment has been addressed are required prior to approval of building permits.
4. A revised stormwater management plan report including rip-rap sizing calculations per the stone outlet protection chapter of the Dane County Erosion Control & Stormwater Management Manual, and soil loss calculations (USLE Worksheet), shall be submitted prior to approval of building permits.
5. A Dane County Register of Deeds recorded copy of the stormwater maintenance agreement which has been revised to include the owner of the subject property as a party to the agreement shall be submitted prior to approval of building permits.

6. A City of Monona Erosion Control and Stormwater Management Permit Application signed by the Landowner or Applicant, and accompanied by a check in the amount of the review fee, shall be submitted to the City's Public Works Director prior to approval of building permits.
7. Payment of the required Madison Metropolitan Sewerage Connection Fees per the invoice dated 10/07/2015 is required prior to approval of building permits.
8. An alarm system and Knox Box are required per Fire Chief Scott Sullivan. This zoning permit does not preclude compliance with any fire protection measures or permits that may be required by the State of Wisconsin.
9. Future signage shall be submitted for approval by the Plan Commission.
10. Dumpsters and any auto parts shall be contained within the building as shown on the floor plan submitted.
11. A copy of the wetland delineation determination by an assured DNR Wetland Delineator shall be provided to staff prior to approval of building permits.
12. No vehicle sales or long term storage of vehicles or parts shall be allowed on the lot.
13. Architectural plans showing a modification of the building's west elevation to include masonry wrap around the south building corner, as well as a base of split face block along the entire west elevation, addition of masonry accent columns along the west wall, and coniferous landscaping shall be submitted for final approval by staff prior to approval of building permits.
14. A revised architectural elevation that lists and shows the specific earth tone color of metal sheeting to be used on the west elevation shall be submitted for final approval by staff prior to approval of building permits.

The motion carried.

5.C. Consideration of Action on Proposed Solution to Lighting Glare at Oneida Park Shelter and Discussion of Future Park Shelter Lighting.

Parks & Recreation Director Jake Anderson appeared and shared five options of potential light fixtures to replace those at the Oneida Park shelter. The Plan Commission discussed using a cut off shield light in order to reduce the glare currently coming of the shelter. Parks Director Anderson explained that "Option 1" presented is the first choice of the architect and it has straight down lights, with the option to have a light also going straight up. This option is the FC Lighting (FCC820) 8" round wall mounted aluminum cylinder in bronze.

A motion was made by Mr. Homburg, seconded by Mr. Ganser, to approve the FCC820 light fixture to replace existing lighting at the Oneida Park Shelter that is not compliant with the lighting standards in the Zoning Code and recommend this change to the City Council for funding.

The motion carried.

6.A. Consideration of Action on Non-Compliant Site Design at Qdoba, 103 W Broadway Suite A, Regarding Drive-Thru Menu Board and Adjacent Structures.

Chair Busse took item 6A out of order. Applicants Steve Doran (Developer) and Ron Stokes (Qdoba Manager) were present to discuss the three drive-thru structures that were placed without approval at the Qdoba site at 103 W Broadway. Mr. Doran explained that there was a miscommunication regarding the plans Qdoba submitted for Plan Commission review. Qdoba had another set of plans that included the structures which was not reviewed by Plan Commission. He said he would like to discuss with the Plan Commission what would be appropriate for screening these structures. He shared images of two other drive-thrus on Broadway where their ordering stations are also visible, but are set in a slightly different way. The Taco Bell for example, has a menu board with the back facing the building rather than the street, but has the same clearance park and ordering canopy. The case is similar at the McDonald's on Broadway.

Mr. Ganser said the applicants should not simply put up a landscaping wall such as with arbor vitae. He said even compared to Taco Bell and McDonald's, these structures are just four feet off the sidewalk and are very visible.

Mr. Homburg suggested painting the structures black will help with the visual impact. He added that there was simply a lot of sloppy work done that needs to be improved such as covering the sonotube which currently shows the contractor's name and the clearance bar is crooked.

Mr. Stein said that landscape edging is important along this entire stretch to clean up the edge between mulch and turf, and that the arrangement of plantings could be diverse to form a complete screen such as a dwarf ornamental tree, shrubs, ornamental grasses, etc.

A motion was made by Mr. Homburg, seconded by Mr. Ganser, to modify the original zoning permit and site plan approval (Case No. 2-018-2014) to paint the drive-thru structures at the Qdoba site black, cover the sonotube, improve landscape edging, and add landscaping as discussed to screen the structures.

The motion carried.

5.D. Discussion of Revisions to the Sign Code Ordinance, Article L of the Monona Municipal Zoning Code.

Chair Busse returned to item 5.D. City Planner Reichertz shared information on the recent U.S. Supreme Court Case *Reed v. Gilbert* that deals with free speech and regulation of sign content. She explained that the sign code revisions have not yet been reviewed by the City Attorney, but she has highlighted parts of the draft sign code in yellow that may be subject to challenge under the new case law. This is intended to guide discussion and that more specific legal review can be completed later. She reviewed other changes drafted including the addition of many definitions, a stronger purpose statement, and revisions to the standards tables for different sign districts.

The Plan Commission discussed the legal issues. The consensus of the Commission was that this case law is very new and leaves many questions unanswered. The Commission agreed that Staff should not spend extensive time with the City Attorney reviewing these issues at this time, until other communities have completed updates and as more case law is published in order to clarify which regulations will be upheld and which may be challenged. The Commission agreed that other sign code revisions should continue to move forward, and that Staff should get a general opinion from the City Attorney for now.

The Plan Commission discussed at length various revisions including regulations of specific signs including graphic signs, landscape ground sign height limitations, comprehensive signage plans, real

estate signs, and suggested creating a separate standards table for single family residential land uses and the neighborhood small business district. Planner Reichertz will prepare revisions and share the Attorney's general opinion on Reed v. Gilbert for a future meeting.

New Business

6.B. Comprehensive Plan Map Series.

City Planner Reichertz provided four maps out of fifteen total for review, including the Existing Land Use, Future Land Use, Zoning, and Bicycle Routes Map. Planner Reichertz explained that a subgroup of Mr. Homburg and Chair Busse met twice to develop the future land use map. It is largely based on the existing zoning map but some areas to review are identified. The Plan Commission discussed the proposed future Land Use Map, and focused on a few areas:

- The blocks across from the high school have an increased retail land use depth in order to facilitate a feasible redevelopment of this area.
- Mr. Homburg suggested reductions in the amount of future multi-family land uses in three areas:
 - Across from the Immaculate Heart of Mary property.
 - Near Cardinal Crescent.
 - Near Bartels and Fort Street.
- He said these areas are mostly single family now and showing them as multi-family indicates a major planned transformation of these neighborhoods.

If these areas are changed on the future land use map, then a future zoning map revision needs to be recommended. Planner Reichertz will prepare revisions and present a final draft to the Plan Commission for a formal approval.

Reports of Staff and Commission Members

7.A. Staff Report Regarding Status of Development Project Proposals.

Planner Reichertz said the next meeting is November 23, 2015.

7.B. Plan Commission Requests for Information Concerning Development Projects.

Mr. Homburg said he is continuing to communicate with PDQ regarding who owns the right-of-way at Monona Drive/Broadway near the community message sign.

8. Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein, to adjourn was carried. (10:45 pm)

Sonja Reichertz, City Planner

April Little

From: Doug Pahl <pahl@aroeberle.com>
Sent: Wednesday, March 16, 2016 10:38 AM
To: April Little
Subject: RE: Oneida Park Shelter lights

I can't find anything in the code that sets any standards for lighting. The only place I found a reference was in sections regarding retail business districts and parking lots. Neither of these apply to our project. If there is a separate lighting code that is not part of the City Ordinances, I'll happily take a look. Many lighting ordinances have a section on "light trespass" and require a photometric plan to be submitted.

We installed the same lights on the Oneida shelter as we installed on the other two parks projects that our firm was involved in. These lights are mainly for security of the shelters. I was aware of the neighbor's complaints about the light at the East side of the building. I remember reviewing options for alternative fixtures with cut-offs for Jake a while back.

The simple solution here, unless there is a larger problem that I am not aware of, would be to replace the offending fixtures as I discussed with Jake a few months back, or change the timing on the shelter lights, disable a few lights, or dim the lights to appease the neighbors.

Hope this helps.

Thanks,

Doug Pahl, AIA
ARCHITECT / PRINCIPAL
608 204-7464 Office
608 772-1606 Mobile



116 King Street, Suite 202, Madison, WI 53703
aroeberle.com

From: April Little [mailto:alittle@ci.monona.wi.us]
Sent: Wednesday, March 16, 2016 9:54 AM
To: Doug Pahl <pahl@aroeberle.com>
Subject: Oneida Park Shelter lights

Hello, I'm the new City Administrator over here in Monona. Since I don't have history, I was hoping you could help me answer a few questions about the lights at the shelter. We have light replacement on the City Council agenda for Monday night. Please understand I'm not a building expert (although as a city administrator in past lives have overseen many such projects), but am trying to anticipate questions that might come up during the meeting.

1. Did the specs for the shelter include lights that did not meet our lighting code? If yes, why? Was it to provide more security lighting? Could security lighting be achieved with cut-off fixtures? I understand they are the same for Fireman's and Lottes Park, but perhaps they are not shining as much to residences as Oneida.

V. Surfacing, Drainage, Striping and Lighting.

- (a) **Surfacing.** All open off-street parking areas for vehicles shall be improved with a hard surface of bituminous or portland cement concrete pavement or paving brick. Gravel surfaced parking areas or parking access drives are not acceptable surfaces. All parking area surfaces must be maintained in good condition capable of holding striping. Minimum pavement thickness shall be Type I pavement for light duty use and Type II for heavy-duty use, or an alternative design submitted by a design professional (i.e., soils engineer, architect, etc.), approved by the City. Standards for Type I and Type II use shall be as follows:

Type I: 8 inch gravel base; 2½ inch bituminous pavement

Type II: 10 inch gravel base; 3½ inch bituminous pavement

- (b) **Drainage.** All parking areas for four (4) or more vehicles shall be graded according to a drainage plan designed and installed in accordance with accepted engineering practice, which may include catch basins, sumps and underground storm sewers. All drainage plans shall be reviewed and approved by the City Engineer, and subject to the Erosion and Stormwater Runoff Control requirements of Title 15 of this Code of Ordinances and Section 12.45.
- (c) **Striping.** All parking stalls on parking areas for four (4) or more vehicles shall be clearly striped with white or yellow strips (or blue stripes for handicapped stalls) a minimum of three (3) inches wide. Such striping shall delineate parking stall dimensions consistent with the stall number and size requirements of the City of Monona.
-  (d) **Lighting.** Illumination of off-street parking areas shall be established and directed so as not to be cast directly upon public right-of-ways, occupied structures, or neighboring properties or to be illuminated in intensity, color, or character in a manner that is likely to be seriously disturbing to neighboring properties. Lights for illuminating parking and loading areas shall not have an intensity at the property line of more than three (3) foot candles. The applicant shall submit a plan for illumination of the building and site along with the Zoning Permit application. Plan Commission review shall take into account the use of the site and any nearby street lighting in determining the amount of on-site lighting needed to satisfy the guidelines.
- (e) **Signage.** Adequate signage to direct on-site traffic movement and points of ingress/egress shall be shown on parking site plans, and be consistent with Sign Code standards for operational signs.

**Resolution No. 16-3-2088
Monona Common Council**

**APPROVAL OF AN AMENDMENT TO THE CONTRACT FOR SCHLUTER PARK
ENGINEERING**

WHEREAS, the 2013 Capital Budget included funding for engineering to make significant improvements to Schluter Park in conjunction with storm water management improvements; and,

WHEREAS, the scope and services of the project have changed since the initial engineering contract was signed, including additional services in regard to the restroom design that began in 2014, multiple changes in the site plan due to Plan Commission and Parks Board changes, wetland survey, and changes to the project manual; and,

WHEREAS, SCS Engineers has addressed all items in the original request for proposal and has performed the work indicated in the change order request.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the engineering contract with SCS Engineers for Schluter Park Improvements be modified to include services outlined in the proposal in an amount not to exceed an additional \$12,000.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Parks & Recreation Director Jake Anderson

Council Action:

Date Introduced: 3-21-16

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

| | | |
|--|---------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| | | Resolution No. <u>16-3-2088</u> |
| | | Ordinance Amendment No. _____ |

Title: 2016 Schluter Park Engineering Change Order Request

Policy Analysis Statement:

Brief Description Of Proposal:

SCS Engineers have requested a change order to their original engineering contract from 2013. The scope of the project has changed significantly since 2013 and there has been additional time, meetings, and changes to the project since the first proposal was approved. The breakdown of hours and costs is attached to the document. SCS Engineers is looking for an additional \$12,000 for their services.

Staff Recommendation

Based on the multiple changes to the site plan, various committee revisions, and time spent on the project manual, Director Anderson recommends approving the change order request. There is funding available in the contingency for the project under the Parks Budget to pay for the change order.

The current contingency fund: \$167,767
 - Already earmarked \$59,000 Various approved Schluter Park improvements
 - Available \$108,767

Staff recommends using contingency funds based on above.

Current Policy Or Practice:

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

| Budget Amendment No. _____ | | | | No Budget Amendment Required <input checked="" type="checkbox"/> | | | | |
|----------------------------|----|---------|--------|--|------------------------|-------|--------|----------------|
| Account Number | | | | Account Name | Budget Prior to Change | Debit | Credit | Amended Budget |
| Fund | CC | Account | Object | | | | | |
| 400 | 57 | 57330 | 982 | Schluter Beach Improvement - Dredging | 531,500 | | | 531,500 |
| 400 | 57 | 57620 | 849 | Schluter Beach Improvement | 578,900 | | | 578,900 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Totals | | | | |

Prepared By:

Department: Parks & Recreation
 Prepared By: Jake Anderson, Parks & Recreation Director
 Reviewed By: Marc Houttaker

Date: 3/16/16
 Date: 3/17/16

SCS ENGINEERS

CHANGE ORDER NUMBER 1 TO AGREEMENT BETWEEN SCS ENGINEERS AND CLIENT FOR PROFESSIONAL SERVICES

Original Agreement Date: May 15, 2013

Change Order Date: January 8, 2016

SCS Project #: 25213134

This Change Order is made between City of Monona Parks and Recreation Department ("CLIENT"), and SCS Engineers ("CONSULTANT"), to the above-identified Agreement in the following respects:

CHANGE TO SCOPE OF SERVICES

SCS Engineers (SCS) performed additional services as described below:

1. Performed additional design and coordination services associated with the addition of the shelter house and associated appurtenances (e.g., bubbler, bike repair area).
2. Prepared multiple revisions to the site layout based on City requested changes, including sidewalks, limestone landing, beach extension area, and shoreline grading and restoration approach. Additional comments from two consulting firms were also addressed. The original budget assumed one round of comments from City.
3. Prepared revisions to the project manual and construction cost estimate based on the multiple revisions to the site layout.
4. Attended Parks and Recreation Board meeting to discuss project.
5. Surveyed wetland stakes set by the Wisconsin Department of Natural Resources.
6. Prepared revisions to site plans and project manual based on the presence of wetland at northwest end of cove. Revisions included regrading shoreline, adding wetland limits to the plans, and adding native wetland species to the site restoration plan for the west bank of the cove.

SCS has provided a credit for the grant writing assistance task (Task 8) included as part of the original scope of work.

Assumptions

This change order assumes no additional changes to the design will be required.

CHANGE TO ESTIMATED COSTS

| Tasks | Estimated Costs |
|------------------------------|-----------------|
| Increase in Estimated Costs | \$15,400 |
| Previously Authorized Amount | \$20,200 |



Change Order No. 1
January 8, 2016

| | |
|--|-----------------|
| Credit for Task 8 (Grant Writing) Amount | (\$3,400) |
| Revised SCS Engineers Authorized Amount (including this change order) | \$32,200 |

This Change Order includes estimated costs only. Actual costs will depend on conditions encountered in the field and actual hours worked. Final billings will be based upon actual time and materials used extended at the quoted fee rates in the current Fee Schedule. In all other respects, the Agreement remains the same.

Client and SCS Engineers acknowledge that they are in agreement with the changes to the Agreement as set forth in this Change Order and all documents incorporated by reference herein.

ACCEPTED FOR SCS ENGINEERS:

Signature 
Name Mark R. Huber, PE
Title Vice President
Date January 8, 2016

APPROVED FOR CLIENT:

Signature _____
Name _____
Title _____
Date _____

SCS ENGINEERS

Cost Summary by Additional Services Task

| Additional Services Task | Total Cost |
|--|-------------------|
| 1. Additional Design and Coordination for Shelter Addition | \$3,000 |
| 2. Multiple Revisions to Site Layout | \$7,000 |
| 3. Multiple Revisions to Project Manual | \$3,000 |
| 4. Attend Parks & Rec Board Meeting | \$200 |
| 5. Surveyed wetland stakes | \$500 |
| 6. Revisions to design based on wetlands | \$1,700 |
| Total | \$15,400 |

The above costs do not reflect SCS' total costs above the original project budget (the requested amount is less than half of our actual charges). The amount not charged includes a credit to the City to account for SCS staff changes during the project.



SCS ENGINEERS

CHANGE ORDER NUMBER 1 TO AGREEMENT BETWEEN SCS ENGINEERS AND CLIENT FOR PROFESSIONAL SERVICES

Original Agreement Date: May 15, 2013

Change Order Date: March 16, 2016

SCS Project #: 25213134

This Change Order is made between City of Monona Parks and Recreation Department ("CLIENT"), and SCS Engineers ("CONSULTANT"), to the above-identified Agreement in the following respects:

CHANGE TO SCOPE OF SERVICES

SCS Engineers (SCS) performed additional services as described below:

1. Performed additional design and coordination services associated with the addition of the shelter house and associated appurtenances (e.g., bubbler, bike repair area, utilities).
2. Prepared multiple revisions to the site layout based on City requested changes, including sidewalk (added sidewalk along Winnequah Road, revised sidewalk width, performed multiple revisions to sidewalk layout with associated elevation revisions), limestone landing (moved landing location 3 times, with associated regrading and detailing), beach extension area (modified limits twice and added another beach extension area), and shoreline grading and restoration approach (3 major revisions to grading and restoration approach, with associated detailing). Additional comments from two consulting firms were also addressed. The original budget assumed one round of comments from City.
3. Prepared revisions to the project manual and construction cost estimate based on the multiple revisions to the site layout.
4. Attended Parks and Recreation Board meeting to discuss project.
5. Surveyed wetland stakes set by the Wisconsin Department of Natural Resources.
6. Prepared revisions to site plans and project manual based on the presence of wetland at northwest end of cove. Revisions included regrading shoreline, adding wetland limits to the plans, and adding native wetland species to the site restoration plan for the west bank of the cove.

SCS has provided a credit for the grant writing assistance task (Task 8) included as part of the original scope of work.

Assumptions

This change order assumes no additional changes to the design will be required.



Change Order No. 1
March 16, 2016

CHANGE TO ESTIMATED COSTS

| Tasks | Estimated Costs |
|--|-----------------|
| Increase in Estimated Costs | \$15,400 |
| Previously Authorized Amount | \$20,200 |
| Credit for Task 8 (Grant Writing) Amount | (\$3,400) |
| Revised SCS Engineers Authorized Amount (including this change order) | \$32,200 |

This Change Order includes estimated costs only. Actual costs will depend on conditions encountered in the field and actual hours worked. Final billings will be based upon actual time and materials used extended at the quoted fee rates in the current Fee Schedule. In all other respects, the Agreement remains the same.

Client and SCS Engineers acknowledge that they are in agreement with the changes to the Agreement as set forth in this Change Order and all documents incorporated by reference herein.

ACCEPTED FOR SCS ENGINEERS:

Signature 
Name Mark R. Huber, PE
Title Vice President
Date March 16, 2016

APPROVED FOR CLIENT:

Signature _____
Name _____
Title _____
Date _____

SCS ENGINEERS

Cost Summary by Additional Services Task

| Additional Services Task | Total Cost |
|--|-------------------|
| 1. Additional Design and Coordination for Shelter Addition | \$3,000 |
| 2. Multiple Revisions to Site Layout | \$7,000 |
| 3. Multiple Revisions to Project Manual | \$3,000 |
| 4. Attend Parks & Rec Board Meeting | \$200 |
| 5. Surveyed wetland stakes | \$500 |
| 6. Revisions to design based on wetlands | \$1,700 |
| Total | \$15,400 |

The above costs do not reflect SCS' total costs above the original project budget (the requested amount is less than half of our actual charges). The amount not charged includes a credit to the City to account for SCS staff changes during the project.



**Cost Estimate - SCS Engineers
 Schluter Beach Improvement Project - CO1
 SCS Project No. 25213134**



| Task Description | Project Director \$170 | Senior Project Manager \$138 | Project Professional \$100 | Field Professional \$85 | Senior CAD Tech \$83 | CAD Tech \$62 | Admin Asst \$57 | Total Hours | Subtotal | Exp | Subs | Total | Task Total Rounded to \$10 |
|---|---------------------------|---------------------------------|-------------------------------|----------------------------|-------------------------|------------------|--------------------|--------------|-----------------|-------------|------------|-----------------|----------------------------|
| Change Order Tasks | | | | | | | | | | | | | |
| Additional Design and Coordination for Shelter Addition | 1 | 10 | 4 | | 4 | 12 | | 31 | \$3,026 | | | \$3,026 | |
| Multiple Revisions to Site Layout | 2 | 8 | 20 | | 6 | 50 | | 86 | \$7,042 | | | \$7,042 | |
| Multiple Revisions to Project Manual | | 8 | 16 | | | | 6 | 30 | \$3,046 | | | \$3,046 | |
| Attend Parks & Rec Board Meeting | | 1.5 | | | | | | 1.5 | \$207 | | | \$207 | |
| Survey wetland stakes | | 0.5 | | 3.5 | | 1 | | 5 | \$429 | \$80 | | \$509 | |
| Revisions to design based on wetland | 1 | 4 | 4 | | 2 | 6 | | 17 | \$1,660 | | | \$1,660 | |
| Subtotal | 4 | 32 | 44 | 3.5 | 12 | 69 | 6 | 170.5 | \$15,410 | \$0 | \$0 | \$13,321 | \$15,410 |
| Total | 4 | 32 | 44 | 3.5 | 12 | 69 | 6 | 170.5 | \$15,410 | \$40 | \$0 | \$15,450 | \$15,450 |

\$14,405 \$15,410

I:\25213134\Contracts\CO1\[Cost Breakdown.xlsx]Labor

03/16/16

**Resolution No. 16-3-2089
Monona Common Council**

**APPROVAL OF TASK ORDER #16-01 FOR LIBRARY PARKING LOT DESIGN AND
CONSTRUCTION-RELATED SERVICES WITH STRAND ASSOCIATES, INC.**

WHEREAS, the 2016 Capital Budget includes funding for the Monona Public Library Parking Lot Reconstruction Project design; and,

WHEREAS, the Stand Associates has provided a Scope of Services (Task Order No. 16-01) in the amount of \$42,400; and,

WHEREAS, this Scope of Services comprises \$26,200 for Library Parking Lot reconstruction design and bidding document preparation services in 2016, and \$16,200 for bidding and construction administration and observation services, tentatively planned for 2017; and,

WHEREAS, the Library Board reviewed Strand Associates Task Order No. 16-01 at its February 16, 2016 meeting and has recommended its approval.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that Task Order No. 16-01 with Strand Associates Inc. for design and bidding document preparation services for the reconstruction of Library Parking Lot.

BE IT FURTHER RESOLVED that Strand Associates is hereby authorized to complete bidding, administration and observation services for the reconstruction of Library Parking Lot in 2017, conditioned on approval of the associated budget item in the 2017 City of Monona Capital Budget.

Adopted this _____ day of _____ 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By Library Board – 2/16/16

Council Action:

Date Introduced: 3-21-16

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

| | | |
|--|---------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| | | Resolution No. <u>16-3-2089</u> |
| | | Ordinance Amendment No. _____ |

Title: Library Parking Lot

Policy Analysis Statement:

Brief Description Of Proposal:

The Library Board recommends using Strand Associated to design the Library Parking lot improvements. Strand anticipated the design service to cost \$26,200 (note: not a fixed contract). The city budgeted \$52,000 in 2016 for parking lot improvement design. The estimated savings in 2016 is \$26,800.

The Library Board also recommends using Strand Associates to perform construction-related services for \$16,200 in 2017. Staff recommends using the savings of \$26,800 in 2016 and applying it to the 2017 parking lot improvement construction engineering budget.

Current Policy Or Practice:

In the approved 2016 capital budget.

Impact Of Adopting Proposal:

The City would save an estimated \$24,800 in 2016 and reduce 2017's capital borrowing by \$26,800.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

| Budget Amendment No. _____ | | | | No Budget Amendment Required <input checked="" type="checkbox"/> _____ | | | | |
|-----------------------------------|----|---------|--------|---|------------------------|-------|--------|----------------|
| Account Number | | | | Account Name | Budget Prior to Change | Debit | Credit | Amended Budget |
| Fund | CC | Account | Object | | | | | |
| 400 | 57 | 57140 | 826 | Parking Lot Improvement | 52,000 | | | 52,000 |
| | | | | Totals | | | | |

Prepared By:

Department: Finance Department
Prepared By: Marc Houtakker
Reviewed By:

Date: 1/14/16
Date:

Task Order No. 16-01
City of Monona, Wisconsin (CITY)
and Strand Associates, Inc.[®] (CONTRACTOR)
Pursuant to INDEPENDENT CONTRACT AGREEMENT
for Municipal Engineering Services dated April 13, 2012

Project Information

Project Name: Library Parking Lot Reconstruction

Services Description: Provide engineering services for the reconstruction of the City of Monona public library parking area located at the intersection of Nichols Road and Healy Lane.

Scope of Services

CONTRACTOR will provide the following services to CITY.

Design Services

1. Conduct a topographic survey for the project area.
2. Prepare storm sewer reconfiguration and lighting relocation drawings.
3. Prepare plan and profile drawings and cross sections for parking lot and sidewalk reconstruction.
4. Prepare an erosion control plan and miscellaneous details.
5. Submit final drawings, specifications, and related forms to the Wisconsin Department of Natural Resources (WDNR) for an anticipated WDNR Notice of Intent Permit Coverage. [To be included with 2017 public works contract(s).]
6. Prepare an opinion of probable construction cost for the project.
7. Attend two design meetings with CITY and one library board meeting.
8. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition, technical specifications, and engineering drawings. [To be included with 2017 public works contract(s).]

Construction-Related Services

1. Provide construction-related services, attend the preconstruction conference, prepare bid tab, prepare Contract Documents for signature, review contractor's shop drawing submittals, interpret and clarify Contract Documents, conduct periodic site visits, and participate in project closeout.
2. Provide up to 80 hours of full-time Resident Project Representative services. In furnishing observation services, CONTRACTOR's efforts will be directed toward determining for CITY that the completed project will, in general, conform to the Contract Documents; but CONTRACTOR will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

3. Perform construction staking for the general location, alignment, elevation, and grade of the work.
4. Provide record drawings in computer-aided design, a portable document, and hard copy formats from information compiled from contractor's records.

Compensation

CITY shall compensate CONTRACTOR for Design Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$26,200.

CITY shall compensate CONTRACTOR for Construction-Related Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$16,200.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on March 21, 2016. Authorization for Construction-Related Services is anticipated following the approval of the 2017 CITY budget in the fall of 2016. All services are scheduled for completion on November 30, 2017.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

CONTRACTOR:

CITY:

STRAND ASSOCIATES, INC.®

CITY OF MONONA

Matthew S. Richards
Corporate Secretary

Date

April Little
City Administrator

Date