

Tuesday, July 11, 2023
5:30PMCity Hall, Council Chambers
23 N 2nd St**AGENDA**

The Council meeting will be held both in person and virtually. If you are not attending in person and would like to access the meeting remotely you can do so by either of the following ways:

United States Toll Free: 1-888-475-4499**Access Code: 903 385 0484****Passcode: 54487****OR**

On your computer or smart device by visiting www.zoom.com and clicking "JOIN"

**COUNCIL
MEMBERS****STEVEN E TASKAY**
MAYOR
TERM EXP. 2024
PRESIDING OFFICER**MICKEY LOKA**
TERM EXP. 2025**PATRICIA E. HASKIN**
TERM EXP. 2026**ED NYSTROM**
TERM EXP. 2024**JEFF KAHLE**
TERM EXP. 2025
PRESIDENT**DALE ERNST**
TERM EXP. 2026**WILL GARSKE**
TERM EXP. 2024**MIKE LOKA**
TERM EXP. 2024**TADD WEGENER**
TERM EXP. 2025**STEVE "DING" BARTZ**
TERM EXP. 2026**A. CALL TO ORDER****B. ROLL CALL****C. PLEDGE OF ALLEGIANCE****D. PUBLIC COMMENTS** (During this item on the agenda the Council listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)**E. MINUTES**

1. June 6, 2023 (pg. 3)

F. APPROVAL OF CHECKS

General Fund account checks 114208 – 114311, 11 electronic payments in the amount of \$223,508.04, payroll checks 52871 – 52884 and direct deposit checks V12406–V12492 in the amount of \$106,282.25 and Solid Waste Fund check 1914 – 1915 in the amount of \$225.31 (pg. 8)

G. REPORTS

1. Committee Reports
 - i. Planning and Zoning Commission (Mayor Steve Taskay)
 - ii. Board of Public Works (Leads Rosenmeier, Hanna, and Jelinek)
 - iii. Health and Safety Committee (Aldersperson Will Garske)
 - iv. Finance Committee (Aldersperson Mickey Loka)
 - v. Park and Recreations Committee (Aldersperson Jeff Kahle)
 - vi. Commission on Aging (Aldersperson Mike Loka)
 - vii. Library Board (Director Heidi O'Hare)
2. Mayor's Report
3. Written Report from Tomahawk Main Street Inc. (pg. 19)

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

H. LICENSE AND PERMITS

1. Operator Licenses (pg. 20)
2. Request for Premise Revision – Floyd’s Timber Tavern 1st Annual Grilling Competition (pg. 21)
3. Tomahawk Lions Club Thrill on the Grilla – August 5, 2023 (pg. 23)
4. Tomahawk Regional Chamber of Commerce Member Mini-Golf Tournament – August 9, 2023 (pg. 25)

I. RESOLUTIONS

1. A resolution Approving a State Trust Fund Loan in the Amount \$2,100,000 for Financing 2023 Capital Projects (pg. 27)

J. OTHER BUSINESS

1. 2024 Proposed Library Budget (pg. 33)
2. Agreement Between the City of Tomahawk and MSA Professional Services – Washington Square Park Design – Amendment 01 (pg. 45)

K. NEXT MEETING

1. August 1, 2023 at 5:30 p.m.

L. ADJOURN



**Amendment
No. 01**

**To: City of Tomahawk
Amanda Bartz
PO Box 469
Tomahawk, WI 54487**

Date of Issuance: June 9, 2023

MSA Project No.: 00046076

This is an amendment to the Agreement dated September 19, 2022 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

Project Name: City of Tomahawk – Washington Park Schematic Design

The project scope has changed due to: Additional Services to include Design Development, Construction Documents, Bidding, and Construction Administration.

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

The schedule to perform the work is: Approximate Start: June 14, 2023
Approximate Completion: January 31, 2024

The lump sum fee for the work is: \$103,700 plus reimbursables*
**Reimbursables are estimated at \$2,000.00*


Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the 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 Amendment. A copy of this Amendment 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 TOMAHAWK


MSA PROFESSIONAL SERVICES, INC.

Steven Taskay
Mayor
Date: _____



Raine Gardner, PE
Team Leader
Date: June 9, 2023

Amanda Bartz
Clerk-Treasurer
Date: _____



John Langhans, PE
Service Line Leader
Date: June 9, 2023

PO Box 469
Tomahawk, WI 54487
Phone: (715) 453-4040

1230 South Boulevard
Baraboo, WI 53913
Phone: (608) 355-8913

EXHIBIT A – Amendment to the Scope of Services

1. Project Description:

1. The City of Tomahawk is looking to take the next steps in the design process on Washington Park to move the park design into design development and finalize construction documents.

The project is to include:

- a. New playground area with approved vendor, Lee Recreation
 - b. New splashpad area with approved vendor, Commercial Recreation Services
 - c. New nature play area
 - d. Connecting sidewalks and picnic plaza area
 - e. Dedicated area for Donor Paver Sidewalk area
 - f. Associated site utility work
 - g. Site Lighting and electrical work.
 - h. Parking lot striping and new island improvements, basketball court restriping
 - i. 5th Street transitioning to one-way travel, with angled parking and intersection island bump outs.
 - j. Ex. Gazebo railing modifications
 - k. Expansion of the Ex. Restrooms to include 2 changing rooms with center sanitary sewer drain.
 - l. Additional site fencing
 - m. Pre-fabricated shade structures around the splashpad
 - n. Park and Site Amenities
 - o. Associated Site Landscaping
2. The project will build off the final schematic design approved by the Tomahawk Parks and Recreation Committee on May 9, 2023.
 3. The project is assumed to be starting construction in 2024, with bidding in late 2023 if approved by the City and required funding is obtained. The project anticipates the purchasing of playground equipment by the City in 2023.
 4. The project global budget is set at \$2,300,000.

5. Approximate Project Schedule:

a. Design Development	2023 June-August
b. Construction Documents	August-Nov
c. Playground and splashpad materials ordered	September/October
d. Bidding	December

e. Project Award	2024 January
f. Construction	April – September (tentative)

2. Scope of Services to be provided by MSA:

- Site/Civil Engineering
- Landscape Architecture
- Stormwater Engineering
- Architectural Design and Documentation
- Structural Engineering
- Site Furnishings Design
- Site Electrical Design
- Site Lighting Design

Phase 2 - Design Development

General Summary: Following the close of the schematic design phase, design development for the improvements will begin. They will consider the engineering impacts of the proposed design including the following:

1. Build upon the schematic drawings and prepare design development drawings for illustrating the proposed size of playgrounds, connectivity/coordination with other park components, landscaping, utilities, etc.
 - Title Sheet
 - Site Removals Plan
 - Erosion Control Plan
 - Site Plan
 - Grading Plan
 - Utility Plan
 - Park Amenities
 - Pavement Marking Plan
 - Building Plans – changing rooms and shade structures
 - Landscaping Plan
2. Collect and review product data and initial material samples. Prepare outline specifications, including the products, materials and finishes of each component or system.
3. Update the construction cost estimate based on material take-offs and current design.
4. Meet with the City (in-person) to review the design development progress/plans and receive input, decisions, and guidance. **Meeting #1**
5. Revise, update and complete design development documents.
6. Provide project management and QA/QC throughout the project phase.

DELIVERABLES:

- Design Development Drawings
- Construction Cost Estimate
- Meeting Minutes

Phase 3 - Construction Documents

General Summary: Provide final design, coordination and engineering necessary for construction document preparation to complete the construction drawings and specifications as suitable to secure competitive construction bids.

1. Finalize and submit the Construction Drawings and Project Specifications that will be used to bid and construct the improvements. The construction drawings will include:
 - Title Sheet
 - Site Erosion Control Plan and Details
 - Site/Grading Plan and Details
 - Utility Plans and Details
 - Electrical Plan and Details
 - Site Removals Plan and Details
 - Landscaping Plan, Schedules and Details
 - Site Amenity Plans and Details
2. Refine the detailed construction cost estimate per the updated plans.
3. Provide an internal QA/QC review of all documentation throughout the project.
4. Provide project management throughout the project phase.
5. Meet with the City (in-person) to review design and documentation progress and receive input, decisions, and guidance at 80% completion. **Meeting #2**
6. Refine construction documents and perform quality assurance/quality control (QA/QC) review.

7. Revise and resubmit the Construction Drawings and Project Specifications, as may be required, to facilitate City departmental approvals.
8. Make minor revisions as necessary and complete the bidding documents.
9. Meet with the City (in-person) for final approval of the plans for consideration of funding pursuits and/or bidding. **Meeting #3**
10. Upon receipt of Owner approval of construction documented and cost opinion, consultant shall proceed with bidding for Construction.

DELIVERABLES:

- Construction documents: Drawings and Project Manual/Specifications
- Updated Construction Cost Estimates
- Meeting Minutes

Phase 4 - Bidding Phase

General Summary: Assist the City of Tomahawk with the obtaining bids and selection of a qualified contractors to construct the improvements. Prepare and release bid documents.

1. Assist the City of Tomahawk with the advertisement of projects and coordinate the bid letting.
2. Answer bidder questions.
3. Issue written Bid Addenda, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents.
4. MSA will utilize Quest online to solicit bids for the project.
5. Hold a virtual public bid opening through Quest. **Meeting #4**
6. Review the bids, tabulate the results, and issue an Award Recommendation Memo to the City regarding the contract award.
7. Prepare Notice of Award and Notice to Proceed.
8. Prepare Owner/Contractor agreement.

DELIVERABLES:

- Award Recommendation Letter
- Notice of Award
- Owner/Contractor Agreement
- Notice to Proceed
- Addendums, as needed

3. **Compensation:** MSA shall perform the above stated services for fee as follows:

Proposed Fee:

Phase 2 - Design Development	\$40,100 (LS)
Phase 3 - Construction Documents	\$58,600 (LS)
Phase 4 - Bidding	\$ 5,000 (LS)
Total=	\$103,700*

***Reimbursables are separate and are estimated at \$2,000.**

Services not included, but can be negotiated as additional services:

- Construction Site Staking (by Contractor)
- Construction Administration/Observation
- Full Grant Administration
- Public Engagement (beyond what is indicated in the scope above)

Items Completed by the City:

- Pay for all permit and/or state review fees.
- Pay for plan reproduction costs (final CDs); will be relatively limited since the project will be electronically bid.
- Pay for the legal notice publication of the Advertisement for Bids.
- Pay for travel reimbursables, mileage, etc.