



## Finance Committee

December 3, 2019  
6:00 p.m.

Civic Center  
West Committee Room

### Roll Call:

Alderpersons Wattawa, Feirer, Damon

1. Call to Order
2. Minute Approval
  - November 5, 2019 - [Finance Minutes 11-05-2019](#)
3. Discussion and Action Items:
  - Concord Group – Contract Amendment - [Concord Contract](#)
  - Potential TID Financing for FBI Field Office permanent walkway structure (Referred from 11/05/2019 Council meeting)
4. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD  
NOVEMBER 5, 2019**

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Present: Alderpersons Wattawa, Feirer, Damon

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker, City Engineer Dejewski, Police Chief Hunter, Fire Chief Poplar, Library Director Krahn, Alderman Brickner, Alderwoman Schandel

Chairman Wattawa called the meeting to order at 6:10 p.m.

Moved by Alderman Damon, seconded by Alderman Feirer to place on file the minutes of the Finance Committee meeting held October 15, 2019. Motion carried.

Midwest Fiber Networks Services Agreement:

City Administrator Johnsrud explained that this is a 36 month contract for \$600 per month. This reflects a \$200 per month reduction from the current contract.

Moved by Alderman Damon, seconded by Alderman Feirer to recommend approval of the Midwest Fiber Networks Services Agreement and Service Order #1. Motion carried.

2020 City of St. Francis Budget:

City Administrator Johnsrud stated that there will be no increase in the City's portion of the tax levy. The Budget reflects a 2.03% increase which will fall within the Department of Revenue's expenditure restraint program.

Moved by Alderman Feirer, seconded by Alderman Damon to refer the Budget to a Public Hearing scheduled for December 3, 2019 and recommend to the Common Council that the 2020 City of St. Francis Budget be approved as presented. Motion carried.

Moved by Alderman Damon, seconded by Alderman Feirer to adjourn. Motion carried.

Time: 6:25 p.m.



November 18, 2019

Mr. Mark Johnsrud  
City Administrator  
City of St. Francis  
3400 East Howard Avenue  
St. Francis, WI 53235

Re: Bear St. Francis 1, LLC Development – Amendment No. 1  
City of St. Francis, Wisconsin  
The Concord Group Project #: 2019B253

Dear Mr. Johnsrud:

The Concord Group (TCG) has prepared this Amendment to the Agreement to provide written documentation for the extra services that will be performed on the above-referenced project. The following information describes the additional scope of services, project schedule, fees, and the terms and conditions associated with this Amendment No. 1.

#### **I. Scope of Additional Services**

Adjustment to the scope of services are as follows:

The project has resulted in extra effort to be performed by TCG on the original estimated proposal to provide the initial Due Diligence, Construction Cost Validation, and Observation Monitoring for the project. The accrued services invoiced to date through October 31, 2019 has totaled \$83,372.40, which is the approximate total base fee of the original contract (\$83,440). In addition, the construction period will be extended requiring added observation services beyond the original date of substantial completion proposed for December 31, 2019 to a new end date anticipated in the Spring, 2020. Bear/CMA will be updating the dates of Substantial Completion/Occupancy in accordance with the Developer's Agreement.

However, the project appears to be nearly 30 days behind schedule currently as of today and with the recent weather issues we anticipate that the project will not likely achieve occupancy on the last two Buildings 10 and 11 until March 31, 2019. In addition, Bear/CMA will be completing installation of a "sacrificial asphalt base course" that will be totally replaced in the Spring when appropriate weather conditions will then allow for final paving operations to be completed. Therefore, we anticipate TCG's services for the Site Observation Monitoring phase will be extended to March 31, 2020 and the Project Close-out phase (which the service has not been performed yet, but fee for has been used) will be completed approximately April 15, 2020.

**II. Project Schedule**

TCG estimates conservatively that the above scope of services associated with Site Observation / Monthly Reporting and Project Close-out phases will be completed by March 31, 2020 and April 15, 2020, respectively.

**III. Project Fees**

The additional services described above will be completed for a Time and Expense fee basis estimated to total approximately **\$29,350, broken down as follows:**


Phase II – Site Observation/Monthly Reporting (approx. \$4,750/month average over 5 months)	\$ 23,750
Phase III – Project Close-out	<u>\$ 5,600</u>
<b>Total Estimated Amendment No. 1 Fee</b>	<b>\$ 29,350</b>

The terms and conditions associated with Amendment No. 1 shall be performed in accordance with the original base contract. With acceptance of this Amendment, the new Project Fee Base Estimate shall be increased to \$112,790.

**IV. Closing**

We appreciate this opportunity to work with the City on this project! If the scope of services and fees outlined in this Amendment to the Agreement meet with your approval, please complete the Authorization section below and return a copy to my attention which allows TCG to continue our work on the project.

Sincerely,  
The Concord Group

  
James R. Joehnk, PE  
Director, Infrastructure Management  
JJ/2019B520

**AUTHORIZATION:**

Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_