

**Windsor Town Board
RESOLUTION 2014-73**

**A RESOLUTION AUTHORIZING THE EXECUTION OF ADDENDUM No. 3 TO FOTH
AGREEMENT FOR PROFESSIONAL SERVICES FOR A COMPREHENSIVE
OUTDOOR RECREATION PLAN (PARKS, TRAILS AND OPEN SPACE)**

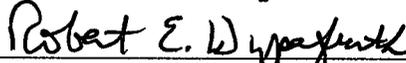
WHEREAS, the Town Board entered into an Agreement for Services dated May 23, 2012 with Foth Infrastructure & Environment, LLC; and

WHEREAS, the Town Board finds that the Town of Windsor has a need to update the 2007 Comprehensive Outdoor Recreation Plan (CORP) which is outside the scope of services in the original agreement;

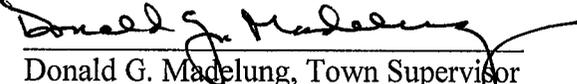
NOW THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Windsor that it hereby authorizes the execution of Addendum No. 3, attached hereto as Exhibit A, which outlines the scope of services to be provided to update the Town's Comprehensive Outdoor Recreation Plan.

The above and foregoing resolution was duly adopted by the Town Board of the Town of Windsor, Dane County, Wisconsin at a meeting held on the December 4th, 2014 by a vote of 5 ayes and 0 nays.

Town of Windsor



Robert E. Wipperfurth, Town Chairman



Donald G. Madelung, Town Supervisor



Bruce Stravinski, Town Supervisor



Alan Buchner, Town Supervisor



Monica M. Smith, Town Supervisor

Attest:


Christine Capstran, Clerk

**STANDARD FORM OF ADDENDUM
(Agreement for Professional Services)**

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated May 23, 2012 between Foth Infrastructure & Environment, LLC (PLANNER), and Town of Windsor (OWNER).

WHEREAS the OWNER wishes to engage the PLANNER to provide various services as described below, in accordance with PLANNER procedures, standards, and normal billing practices, and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Comprehensive Outdoor Recreation Plan Update (CORP) and

WHEREAS the PLANNER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the PLANNER and the OWNER do hereby agree and covenant as follows:

SECTION 1 – SERVICES

The following proposal summarizes the planning process necessary to update the current CORP through the year 2035 with recommendations focused on priorities to be accomplished in 5 to 10 year timeframes (2020 and 2025). The CORP update will be prepared in accordance with the guidelines defined by the Wisconsin Department of Natural Resources (WDNR) for participation in state and federal programs (i.e. Federal Land and Water Conservation Fund Program, Aids for the Acquisition and Development of Local Parks, Urban Green Space Program, and Urban Rivers Grant Program).

CORP Document

The document will discuss the reasons for a CORP and what the Town will accomplish with the Plan. The CORP will identify the goals and objectives the Town expects to achieve through the year 2035. In addition, the CORP will define the list of standards used to describe facilities recommended by the Plan that correspond to the National Recreation and Park Association's (NRPA) recreation, park, and open space standards. The CORP will summarize the past and relevant plans within the region to help comprehend the recreation needs and to support the recommendations in the Plan. Last, the CORP will discuss the social (i.e. population, geography, age, sex, race, etc.) and physical (topography, climate, soils, transportation, etc.) factors in the region that are important to understanding the Town and its recreation needs and potentials. Data relating to the social and physical factors of the Town has been obtained from the US Bureau of Census American Community Survey and Dane County as part of the Comprehensive Plan Update.

CORP Inventory, Assessment, and Recommendations

The CORP will list all areas (i.e. parks, nature areas, and conservancies) available for outdoor recreation uses by the residents of Windsor and the region. The inventory will include

information on the size of the parcel, name of the area if dedicated, current ownership, public access points, present use, and future potential. The CORP will also identify the facilities available at each park, nature area, and conservancy, in addition to, the current condition and accessibility (i.e. ADA) of the areas and facilities.

The CORP will solicit information for the needs assessment through a series of formal meetings (i.e. Park Commission, Token Creek Conservancy Committee, Plan Commission, and Town Board), as well as, a community survey or public workshop. The objective of the needs assessment is to obtain resident opinions on how recreation services are being delivered; types of programs and facilities currently being used, programs and facilities being avoided, and programs and facilities wanted; and the support levels for new facility and program proposals including proposals for user fees, operating hours, and marketing programs.

The CORP will evaluate the information solicited through formal meetings and the community survey or public workshop through the National Recreation and Park Association's (NRPA) standards for recreation open space and standards for recreation facilities. The standards will be used to create guidelines for future needs in the Town. The NRPA standards, a widely used and common measure of a recreation system's adequacy will compare space standards (acreage) to Windsor's population. This evaluation will help the Windsor in assessing current and future open space needs and demand for the Town. A similar standard will be used to evaluate park facilities because the Town may meet open space standards but still be deficient in park facilities.

The CORP will provide recommendations to the Town focusing on, 1) an action plan for future park acquisition and development, 2) a program for future operation and maintenance of the Town's park system, and 3) funding programs. The action plan will provide recommendations to reduce deficiencies (recreation open space and recreation facilities) in the Town's recreation system, including what actions need to be taken, where, by whom, and in what timeframe. It is anticipated that the action plan may be formulated into a Capital Improvement Schedule (CIS) based on 5 year increments through 2035. The CORP will examine the operation and maintenance responsibilities of the existing recreation system and evaluate the implications of an CIS on the Town's operation and maintenance capabilities. Last, the CORP will identify existing and potential funding sources for implementation of the Plan.

CORP Survey

Community surveys are a common and valuable method of obtaining resident opinions on issues, challenges, and opportunities within a municipality. As a means of convenience to the residents and a method to obtain the highest level of resident opinions, Foth recommends that the Town of Windsor conduct an electronic survey using Survey Monkey. Foth will work with the Park Commission to develop a list of questions focusing on topics such as: where do you live, how do you feel the recreation services are being delivered; what types of programs and facilities do you use, what programs and facilities do you avoided, and what programs and facilities do you want, etc. The data collected from the electronic survey will be used to build upon the needs assessment of the CORP. The electronic survey will be accessible through the Town of Windsor's website for a period of time (i.e. 30 days). Residents who do not have access to an electronic device may take the electronic survey at the public library or the Town Hall.

CORP Mapping

The CORP will include three maps as part of the Plan, the parks map, trails map, and parks / trails service area map. Foth updated the parks map for the Town this year and anticipates minor revisions needed as part of the CORP update. The focus of this task will be developing a comprehensive trails map involving Windsor, DeForest, Sun Prairie, Dane County, Token Creek Conservancy, and local developers. Once the parks and trails map is complete, Foth will prepare a service area map identifying areas of saturation and deficiency. The service area map will also take into consideration barriers resulting from the natural and man-made physical landscape.

CORP Site Planning

Foth will provide up to 3 site plans for a recreation area (park, nature area, or conservancy) of interest in the Town of Windsor. A site plan is a detailed, colored rendering (i.e. area boundaries, parking, facility improvements, playfields, parking, public access, phasing, etc.) of how the recreation area may be developed, redeveloped, or expanded. The level of detail per site plan will depend on existing data available to Foth (i.e. Dane County GIS data, survey data, aerial photography, etc.).

CORP Meetings

Foth anticipates facilitating the following meetings to prepare, discuss, and adopt the CORP:

- Town Park Commission (up to 4 meetings)
- Token Creek Conservancy Committee (up to 2 meetings)
- Town Plan Commission (1 meeting)
- Town Board (1 meeting)

Additional meetings may be added throughout the process at a cost of \$450 per meeting.

CORP WDNR Approval

Following adoption of the CORP by the Town of Windsor, Foth will submit the CORP to the WDNR regional community service specialist for review and acceptance. This process is required to participate in state and federal programs. If the CORP is not accepted, WDNR will submit a letter to the Town documenting the deficiencies. A revised CORP can then be resubmitted.

SECTION 2 - COMPENSATION

AN INITIAL PAYMENT OF Zero Dollars (\$ 0) shall be made upon execution of this Agreement and credited to the OWNER's account at final payment.

2.1 LUMP SUM

Whereas the OWNER has elected to compensate the PLANNER for services under Section 1 on a "Lump Sum" Basis, the Lump Sum price shall include all cost items including labor, overhead, direct expense, and professional fee and shall be in the amount of \$29,250.00.

The Lump Sum price assumes that the OWNER will conduct the following:

- List all areas (i.e. parks, nature areas, and conservancies) available for outdoor recreation uses by the residents of Windsor and the region. The inventory will include information on the size of the parcel, name of the area if dedicated, current ownership, public access points, present use, and future potential.
- List the facilities available at each park, nature area, and conservancy, as well as, the current condition and accessibility (i.e. ADA) of the areas and facilities.
- Enter any hardcopy survey responses received by Town residents into Survey Monkey, if necessary.

The OWNER will reimburse the PLANNER for taxes or levies (excluding Federal, State and Local income taxes) which may be assessed against the PLANNER by the Federal Government or any State or political subdivision directly on services performed or on payments for services performed, by the PLANNER and which taxes or levies the PLANNER may be required to collect or pay. The taxes or levies will be over and above the "Lump Sum" stated above.

Payments are due and payable thirty (30) days from the date of the PLANNER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

SECTION 3 - TIMETABLE

Total project completion is anticipated to eight (8) months after the execution of this addendum.

SECTION 4 - SPECIAL CONDITIONS

1. All electronic data and hardcopy documents prepared by Foth as part of the CORP update, including text, photographs, figures, tables and maps, shall be the sole property of the Town of Windsor. Foth will provide the electronic data to the Town on a standard external data storage device, and will include the original software files in two formats: (a) formatted using industry-standard software (i.e., InDesign, Illustrator, Excel, etc.) that is accessible by and may be manipulated by others who own said industry-standard software without the need for a security code of any sort; and, (b) formatted in a PDF format that can be accessed and manipulated by the Town using Adobe Acrobat software without the need for a security code of any sort.

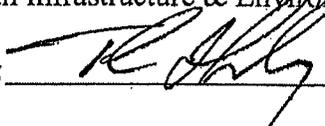
All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this

4th day of December, 2014.

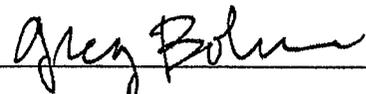
For PLANNER:

Foth Infrastructure & Environment, LLC

By: 

Name (Please print): Thomas J. Ludwig, P.E.

Title: Client Director

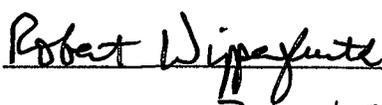
By: 

Name (Please print): Greg Bolin, P.E.

Title: Lead Civil Engineer

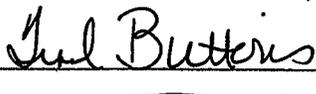
For OWNER:

Town of Windsor

By: 

Name (Please print): Robert E. Wipperfurth

Title: Town Chairperson

By: 

Name (Please print): Tina A. Butteris

Title: Finance Director