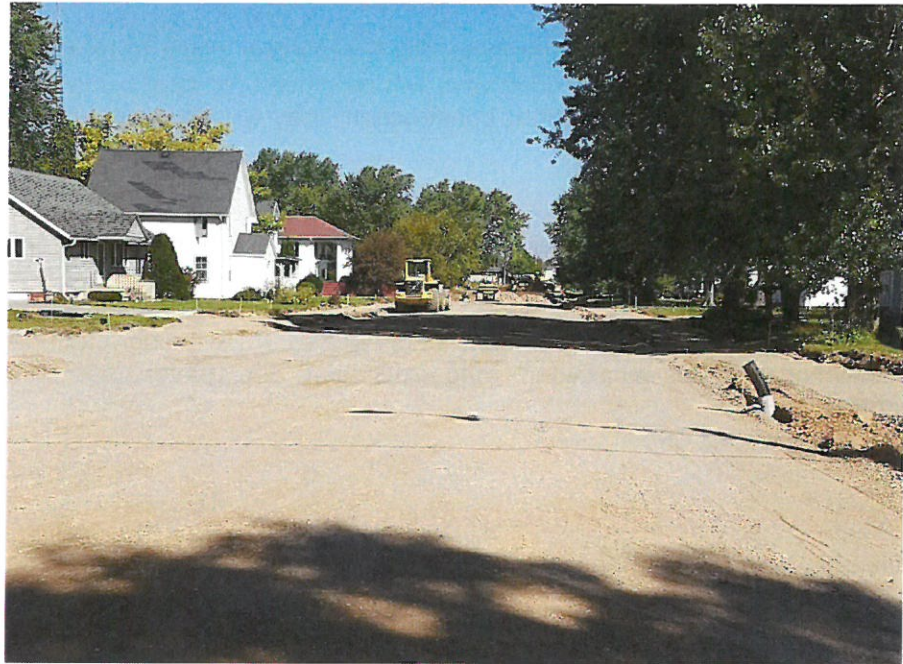


**City of Abbotsford, WI****CLIENT LIAISON:**

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ttrader@msa-ps.com

**DATE:**

October 1, 2018



Cedar and 2<sup>nd</sup> Project with Gravel Base Installed

**SCHILLING SUBDIVISION – MSA PROJECT #07681026****CONSTRUCTION UPDATE**

By the end of this week Haas will have completed sanitary sewer, water main and storm sewer on 4th Avenue from Pine Street to the new 4th Avenue extension. The Contractor's roadway crew has the road graded and gravel installed up to the entrance of the new apartment site.

Next week Haas plans to finish the 4th Avenue roadway extension. Grading and road base will be completed by the end of the week. No utility construction will occur on the project; however, utility crews will be back in two weeks installing sewer, water and storm on Porcupine and Swamp Buck.

Pay Application #1 in the amount of \$138,764.51 is being presented for approval. The pay application includes nearly all the utility construction completed to date along 4<sup>th</sup> Avenue.

**SUBDIVISION PLAT UPDATE**

The preliminary plat has been approved. Before MSA can complete the final plat and submit for review a land swap must happen between Mr. Schilling and the City. It is MSA's understanding Mr. Schilling's lender now understands the land swap and it is still awaiting their approval.

**2018 STREET & UTILITY PROJECT (CEDAR & 2<sup>ND</sup>) - MSA PROJECT #07681014****CONSTRUCTION UPDATE**

This week MSA Professional Services, Inc. was onsite staking for curb and gutter construction. Subcontractor SD Ellenbecker placed a string line, which will be used to construct the curb and gutter planned for next week. The Contractor lowered the string line at each driveway entrance so residents can easily drive over it and get in and out of their driveway.

**PROJECT UPDATE**

Next Wednesday, weather permitting, SD Ellenbecker plans to be onsite to begin pouring concrete curb and gutter. Residents' driveways will be closed for approximately 7 days to allow concrete to cure. Soon after curb and gutter construction, they will be onsite installing sidewalks and driveway aprons.

Prime Contractor Haas Sons will be back on the project Wednesday as well, beginning sanitary sewer work on Alley B (located between 2nd Street and 3rd Street) from Maple to Pine Street. Haas is planning to have this work completed by the end of the week.

Pay Application #2 in the amount of \$195,856.37 is being presented for approval. The pay application includes all utilities, road excavation and gravel base construction on Cedar and 2<sup>nd</sup> Streets.

**SPORTSMAN'S ADDITION STREET IMPROVEMENTS – MSA PROJECT #07681027**

It is anticipated topographic survey of this project will later this month as time allows.

**CDBG GRANT ADMINISTRATION – MSA PROJECT #07681021**

**SUMMARY OF ACTIVITIES**

The City has a CDBG Grant to help pay for the improvements on the 2018 Street and Utility Project (2<sup>nd</sup> and Cedar). The requirements of the CDBG-PF grant are being met. Now that construction has begun, the grant requires ongoing wage rate monitoring, which MSA monitors and tracks as part of the City's MSA contract. The grant also requires semi-annual reporting, which will be completed by MSA, but will require Mayoral signature in order to be submitted to DOA – MSA aims to have reports to the City at least one week prior to the due date in order to allow for time to obtain signatures. Below is a table of completed activities, as well as a table of upcoming due dates within the next 6-7 months. As pay applications from the Contractor are approved by the Council, MSA will generate disbursement requests, which will require City signature. At some point yet undetermined, the DOA representative will conduct an on-site monitoring of the Grant and required documents; MSA prepares for and attends this meeting with DOA and the City in order to answer any questions DOA may have.

**UPCOMING DUE DATES/ACTIVITIES**

Due Date	Activity Required by Grant Agreement
Completed	Semi-Annual Labor Standards Report and MBE/WBE Report for 04/01/2018 – 09/30/2018 – MSA will complete and send to City for Mayoral signature
Not Required	Single Audit Report and Management Letter for CY2017 – Required only if greater than \$750,000 in Federal Funds were expended in 2017
10/15/2018	Semi-Annual Section 3 Report and Semi-Annual Report Narrative for 04/01/2018 – 09/30/2018 – MSA will complete and send to City for Mayoral signature
10/15/2018	Fair Housing Actions Due – The City will need to display a fair housing poster and provide photos of its display to DOA; MSA will assist with this and provide the poster and further guidance toward the end of the summer.
01/15/2019	Single Audit Statement for CY2018 and Annual Section 3 Report for 10/01/2017 – 09/30/2018 – MSA will complete and send to City for Mayoral signature

**PROJECT UPDATE**

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**INDUSTRIAL PARK CONNECTION TO S. 4<sup>TH</sup> AVE - MSA PROJECT #07681025****PROJECT STATUS UPDATE**

Once the City owns the property where the new street connection is located, WisDOT will formally issue the connection permit to a state highway.

**SAFE ROUTES TO SCHOOL DESIGN - MSA PROJECT #07681015****SPRUCE ST. (BUS. 29) RECONDITIONING PROJECT - MSA PROJECT #07681024****PROJECT STATUS UPDATE**

Project plans are almost 60% complete. Several items required by the WisDOT process have been completed and approved, including the Public Involvement Plan, WDNR Initial Review, 30% Plan Submittal, and the Environmental Document. A Public Information Meeting took place at City Hall on Thursday, June 28, from 4-6 pm. Since that meeting, the Environmental Document has been approved, the Traffic Management Plan is being worked on and reviewed by WisDOT, and the Design Study Report will be completed and submitted along with 60% project plans. It is anticipated these submittals will be completed in October.

**TIF DISTRICT #6 AMENDMENT – MSA PROJECT #07681028****SUMMARY OF ACTIVITIES**

The City authorized MSA to amend TIF District #6 on June 6, 2018. Both TIF District #6 and TIF District #7 were created in 2016. The purpose of the amendment is to connect TIF #6 to TIF #7 and overlay TIF #7 so that tax increment generated in TIF #6, can be used for projects within the former TIF #7. The Joint Review Board (JRB) has met and approved the TID amendment. MSA will complete the base packet for the amendment and submit it to the Department of Revenue by October 31, 2018.

**DRAINAGE STUDY PROPOSAL**

MSA has submitted a proposal to the City of Abbotsford to complete a stormwater drainage study of approximately 150 acres draining to what is known as the Christianson Addition area. As part of MSA's \$6,500 proposal we will survey elevations of roads and manholes, delineate watershed boundaries, prepare land use estimates within the watershed, prepare a hydrologic model, assess the current system capacity, determine required trunk system size, and prepare a technical memorandum explaining the assessment. Work will be completed for 5-yr, 10-yr, 25-yr and 100-yr rainfall events.