



**Town of Greenville, Outagamie County, WI
NOTICE OF THE TOWN BOARD MEETING**

DATE: Monday, January 28, 2019
TIME: Immediately Following Planning Commission
LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

OPENING:

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**

PRESENTATIONS & PUBLIC FORUM:

- 3. Public Hearings: NONE**
- 4. Presentations: NONE**

5. Public Comment Forum:

Members of the public are welcome to address the Town Board. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience.

Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

TOWN BOARD BUSINESS AGENDA:

Notice is hereby given that the Greenville Town Board may take action on any item listed within this agenda.

- 6. Plan Commission Recommendations and Development Projects for Discussion & Possible Action:**
 - a.** Consider/Discuss/Act on Resolution #08-19 CSM on Mayflower Drive, parcels 110004300 & 110004301.
 - b.** Consider/Discuss/Act on Resolution #04-19 Rezoning parcel 110045400 from Planned Commercial District to Business Park District.
- 7. Unfinished Business for Discussion & Possible Action: NONE**

8. New Business for Discussion & Possible Action:

- a. Sports Complex – Phasing and Estimate of Probable Costs.
- b. Employee Handbook Update – Holiday Policy Section 4.11.
- c. Temporary Sign Code Enforcement.
- d. Town Newsletter & Other Communication Tools.

CLOSED SESSION:

9. Motion to go into closed session:

- a. Pursuant to Wis. Stat. sec. 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically Wascher Property Assessment.

10. Reconvene to Open Session: Possible Town Board Action on Items Discussed in Closed Session.

CLOSING:

11. Announcements & Future Meeting Dates

12. Adjournment

Wendy Helgeson, Town Clerk
Dated/Posted: January 24, 2019



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Chairperson and Board Supervisors
From: Michael J. D. Brown, Community & Economic Development Director
Date: January 16, 2019
RE: Case 2019_CSM_Mayflower Dr.

ACTION TYPE: This item is for possible Town Board Approval/Denial on the Certified Survey Map.

BACKGROUND & SUMMARY: The land owner is shifting the West and South property lines of parcel 110004301, N2241 Mayflower Dr. in order to become compliant with zoning code setbacks. He owns both properties on the CSM. The land dedication of ROW on Mayflower Dr. requires Town Board approval.

SURROUNDING ZONING AND LAND USES:

	Existing Zoning	Existing Land Use
North	Agriculture	Agriculture
South	Agriculture	Residential
East	Agriculture	Agriculture
West	Agriculture	Forested Wetland

STAFF RECOMMENDATION: Staff recommends approval.

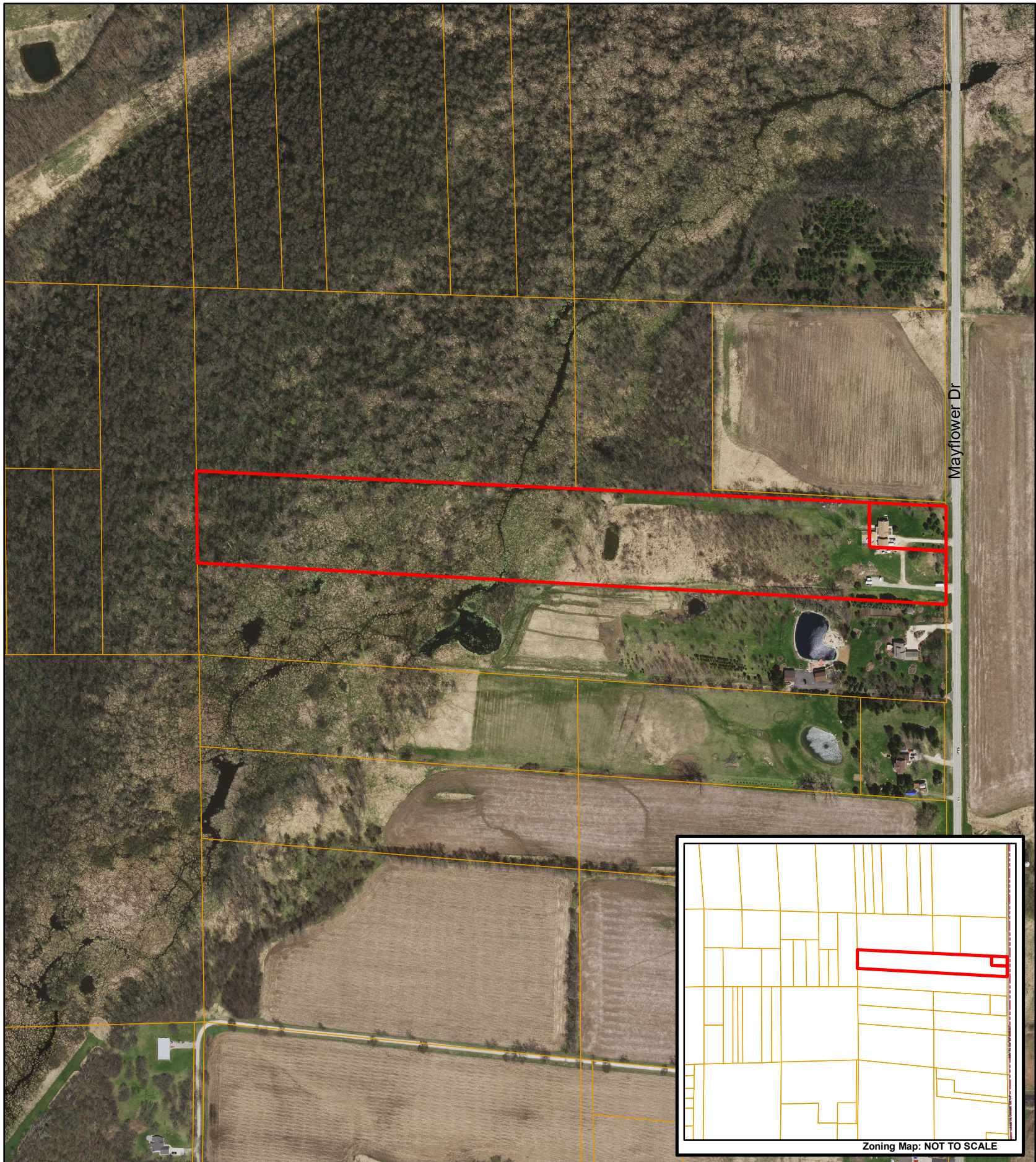
If the Town Board is in agreement, the following motion can be made:

"Motion to approve Resolution 08-19"

###

Attachments:

1. Aerial Map
2. Resolution 08-19



Town of Greenville

2018_CSM_Parcel 110004300 & 004301 Mayflower Dr






 Project Location



0 200 400 800 Feet

Scale is approximate and is not based upon legally recorded or surveyed data.

Zoning

-  GENERAL AGRICULTURE
-  SINGLE FAMILY RESIDENTIAL
-  TWO FAMILY RESIDENTIAL
-  MULTI-FAMILY RESIDENTIAL
-  GENERAL COMMERCIAL DISTRICT

-  PLANNED COMMERCIAL
-  NEIGHBORHOOD COMMERCIAL DISTRICT
-  BUSINESS PARK
-  INDUSTRIAL
-  AIRPORT DISTRICT
-  Parcel Boundary

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Resolution #08-19

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF GREENVILLE APPROVING A CERTIFIED SURVEY MAP LOCATED AT N2241 MAYFLOWER DR., PARCELS 110004301 AND 110004300

WHEREAS, a CSM request has been applied for a land division located at N2241 Mayflower Dr.,
Parcels 110004301 & 110004300 as shown on Exhibit A; and

WHEREAS, the approval shall be conditioned on the following:

1. The CSM shall be in compliance with all town ordinances prior to town signature.

WHEREAS, the certified survey map shall expire and become null and void within 6 months of final approval if not recorded;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Greenville hereby approves the CSM as shown on Exhibit A.

This resolution was adopted by the Town of Greenville Town Board on the 28th day of January 2019:

TOWN BOARD OF THE
TOWN OF GREENVILLE, WISCONSIN

By:

Jack Anderson, Town Chariman

ATTEST:

Wendy Helgeson, Clerk

Motion to Approve Resolution No. #08-19 made by:

Votes:

Title	Name	Aye	Nay	Other
Supervisor	Culbertson			
Supervisor	Peters			
Supervisor	Strobel			
Supervisor	Woods			
Chairperson	Anderson			

Posted:

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 1, TOWNSHIP 21 NORTH, RANGE 16 EAST, TOWN OF GREENVILLE, OUTAGAMIE COUNTY, WISCONSIN.

EXHIBIT A

CENTER OF SECTION 1-21-16 (COUNTY CORNER)

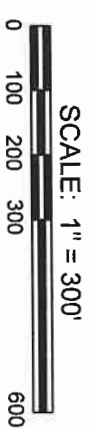
NORTH IS REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)

NOTE:
- THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH ALL OF THE PROVISIONS OF CHAPTER "270-37. CERTIFIED SURVEY MAP" OF THE TOWN OF GREENVILLE ORDINANCE
- NO EASEMENTS AFFECT SUBJECT PROPERTY
- SEE SHEET 3 OF 4 SHEETS FOR ADDITIONAL NOTES

LEGEND

- = 3/4" X 18" IRON REBAR SET, WEIGHING 1.502 LBS. PER LIN. FT.
- = 3/4" IRON REBAR EXISTING
- △ = SOLID PIN FOUND
- () = RECORDED AS BEARING/ DIMENSION

OWNER: ROBERT FISCH
TAX PARCEL: 110002000



SOUTH 1/4 CORNER OF SECTION 1-21-16 (COUNTY CORNER)

WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 1-21-16
N00°48'17"W (S02°03'E) 1546.37'

LOT 2
720,073 SQ. FT.
16.5306 ACRES

WEST LINE PER PREVIOUS SURVEY BY CAROW LAND SURVEYING CO., INC. DATED 2-27-1976, JOB NO. A3313-76



OWNER: JULIUS A SCHOERNING
TAX PARCEL: 110004500

OWNER: LEON R MEIDAM
TAX PARCEL: 110004300 & 110004301
DOC. NO. - 1966614

S87°18'07"E (S87°32'E)

TAX PARCEL: 110004400

OWNER: MAYFLOWER DRIVE LLC

TAX PARCEL: 110004100

87,120 SQ. FT.
2.0000 ACRES

LOT 1

50' SETBACK BUFFER FROM WETLANDS

UNPLATTED LANDS
TAX PARCEL: 110004200
8' SIDE YARD SETBACK
2558.04'

N00°07'52"W 169.58'
N87°18'07"W 514.36'
20' SIDE YARD SETBACK

EAST 1/4 CORNER OF SECTION 1-21-16

MAYFLOWER DRIVE (66')
EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 1-21-16
S00°07'52"E (N00°39'W) 1654.40'

DEDICATED TO THE PUBLIC
FOR TOWN ROAD PURPOSES
10,939 SQ. FT.
0.2511 ACRES

ROBERT F. REIDER PLS 1251 DATE
CAROW LAND SURVEYING CO., INC.
615 N LYNNDALE DRIVE, APPLETON, WI 54914
(920) 731 4168 bob_r@carowlandsurveying.com
A1811.7 CEP mcr jdb
REVISED: 1/2/2019
REVISED: 1/2/2019

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼ AND PART OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼, ALL IN SECTION 1, TOWNSHIP 21 NORTH, RANGE 16 EAST, TOWN OF GREENVILLE, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, ROBERT F. REIDER, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼ AND PART OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼, ALL IN SECTION 1, TOWNSHIP 21 NORTH, RANGE 16 EAST, TOWN OF GREENVILLE, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST ¼ CORNER OF SECTION 1; THENCE S00°07'52"E, 660.12 FEET ALONG THE EAST LINE THE SOUTHEAST ¼ OF SECTION 1 TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1966614 AND THE POINT OF BEGINNING; THENCE CONTINUING S00°07'52"E, 331.62 FEET ALONG SAID EAST LINE TO THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1966614; THENCE N86°48'07"W, 2555.60 FEET ALONG SAID SOUTH LINE TO THE WEST LINE OF THE SOUTHEAST ¼ OF SECTION 1; THENCE N00°48'17"W, 309.49 FEET ALONG SAID WEST LINE TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1966614; THENCE S87°18'07"E, 2558.04 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION LEON MEIDAM, E5820 ZABEL ROAD, MANAWA, WISCONSIN 54949.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF OUTAGAMIE COUNTY AND THE TOWN OF GREENVILLE.



Robert F. Reider

1-2-19

ROBERT F. REIDER, PLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1811.7 (RFR) 12/7/2018

**OUTAGAMIE COUNTY DEPARTMENT OF DEVELOPMENT AND LAND SERVICES
APPROVAL:**

THIS CERTIFIED SURVEY MAP WAS REVIEWED BY THE DEPARTMENT OF DEVELOPMENT AND LAND SERVICES.

SIGNED

DATED

TOWN BOARD APPROVAL:

THIS CERTIFIED SURVEY MAP WAS APPROVED AND ACCEPTED BY THE TOWN BOARD OF THE TOWN OF GREENVILLE ON THIS _____ DAY OF _____, 20____.

TOWN CHAIRPERSON

TOWN CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

COUNTY TREASURER

DATED

TOWN TREASURER

DATED

NOTES:

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 110 004300 AND 110 004301.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): LEON R. MEIDAM.
- (3) THIS CERTIFIED SURVEY MAP IS WHOLLY CONTAINED WITHIN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NO. 1966614.

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼ AND PART OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼, ALL IN SECTION 1, TOWNSHIP 21 NORTH, RANGE 16 EAST, TOWN OF GREENVILLE, OUTAGAMIE COUNTY, WISCONSIN.

ADDITIONAL NOTES:

- THE ORDINARY HIGH WATER MARK SETBACK IS NOT BASED ON AN OFFICIAL DETERMINATION AND PRIOR TO ANY BUILDING, AN OFFICIAL DETERMINATION OF THE ORDINARY HIGH WATER MUST BE MADE BY THE OUTAGAMIE COUNTY ZONING DEPARTMENT OR OTHER AUTHORIZED PERSON. ALSO ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE OUTAGAMIE COUNTY ZONING OFFICE PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.
- ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.
- THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF A NAVIGABLE STREAM OR ON THE SHORE OF A LAKE UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER EASILY RECOGNIZED CHARACTERISTICS.
- THE LOT(S) CREATED IN THIS CERTIFIED SURVEY MAP ARE ADJACENT TO PROPERTY THAT, AS OF THE DATE OF THIS DOCUMENT, ARE BEING USED FOR AGRICULTURAL PURPOSES. SOME INDIVIDUALS BELIEVE THAT THE ACTIVITIES ASSOCIATED WITH THE AGRICULTURAL USE CONSTITUTE A NUISANCE OR CONFLICT WITH THEIR QUIET ENJOYMENT OF THEIR PROPERTY. THIS STATEMENT IS INTENDED TO PROVIDE THIRD PARTIES WITH NOTICE THAT AGRICULTURAL ACTIVITIES MAY EXIST ON THE ADJACENT PROPERTY.
- ANY AGRICULTURAL DRAIN TILE WHICH IS DISTURBED, CUT OR BROKEN AS PART OF THE DEVELOPMENT OF THE CSM OR EXCAVATION FOR CONSTRUCTION MUST BE REPAIRED AND/OR RELOCATED TO ALLOW FOR THE DRAIN TILE TO CONTINUE TO DRAIN AS ORIGINALLY DESIGNED. THE COST OF REPAIR AND/OR REPLACEMENT OF THE DRAIN TILE MUST BE BORNE BY THE PARTY DAMAGING THE DRAIN TILE.
- THE LOT(S) SHOWN ON THIS MAP ARE LOCATED IN THE SPECIAL WELL CASING PIPE DEPTH AREA ("SWCPDA"). THE "SWCPDA" HAS BEEN ESTABLISHED DUE TO NATURALLY OCCURRING ARSENIC CONTAMINATION PROBLEMS AFFECTING WELLS IN THIS AREA. ANYONE PLANNING ON DRILLING A WELL WITHIN THE "SWCPDA" SHALL, PRIOR TO ANY DRILLING, CONSULT THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES, OR A DRILLING PROFESSIONAL, TO DETERMINE HOW TO COMPLY WITH THE PROVISIONS OFS. NR 812.12(3) OF THE WISCONSIN ADMINISTRATIVE CODE.
- THE TOWN IN THE FUTURE MAY REQUIRE THE ABANDONMENT OF AN ON-SITE WELL OR SEPTIC WHEN PUBLIC UTILITIES BECOME AVAILABLE AND FINANCING OF PUBLIC SEWER/WATER ONCE IT IS DETERMINED TO BE A NEED.
- PRIOR TO DEVELOPMENT A WETLAND DELINEATION MAY BE REQUIRED ON LOT 2. OUTAGAMIE COUNTY CODE OF ORDINANCES 48-7©(4), REQUIRES A WETLAND SETBACK OF 10' TO 30', 50', OR 75', DEPENDING ON THE SUSCEPTIBILITY OF THE WETLAND.



Robert F. Reider

1-2-19

ROBERT F. REIDER, PLS-1251
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1811.7 (RFR) 12/7/2018

DATED

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼ AND PART OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼, ALL IN SECTION 1, TOWNSHIP 21 NORTH, RANGE 16 EAST, TOWN OF GREENVILLE, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNERS, I HEREBY CERTIFY THAT I CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED HEREON. I ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: TOWN OF GREENVILLE AND OUTAGAMIE COUNTY.

WITNESS THE HAND AND SEAL OF SAID OWNER (S) THIS _____ DAY OF _____, 20____.

LEON R. MEIDAM

STATE OF WISCONSIN)
)SS
COUNTY OF OUTAGAMIE)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED PERSON (S) TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
MY COMMISSION EXPIRES _____



Robert F. Reider 12-19

ROBERT F. REIDER, PLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1811.7 (RFR) 12/7/2018



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Chairperson and Commission and Board Members
From: Michael J. D. Brown, Community & Economic Development Director
Date: January 21, 2019
RE: **Rezoning Parcel 110045400 from Planned Commercial to Business Park**

ACTION TYPE: This item is for possible Planning Commission Approval/Denial.

BACKGROUND & SUMMARY: Timothy Van Wyk, property owner, and James Fletcher, applicant, have submitted an application to rezone Parcel 110045400 from Planned Commercial to Business Park in order to develop an industrial facility that will house a current local business looking to expand and stay in Greenville. The facility will be the businesses corporate headquarters while providing for office, manufacturing, laboratory testing and installation/service of its products. The property is approximately 11.34 acres is zoned Planned Commercial and is currently being used for agricultural purposes.

Also attached is a conceptual site plan and building elevations that shows how the property would develop. If the rezoning is approved the applicant would develop full site, landscape and engineering plans for Planning Commission review and approval. While a full site plan review was not completed as it is only a concept, staff did provide general feedback to the applicant to assist with preparing a complete site plan submittal.

SURROUNDING ZONING AND LAND USES:

	Existing Zoning	Existing Land Use
North	Residential	Single Family Residential
South	Commercial	Ag/Open
East	Business Park	Ag/Open
West	Residential	Residential Apartments

ITEMS FOR DISCUSSION:

1. Consistency with the Comprehensive Plan: The proposed rezoning is consistent with the Comprehensive Plan. The property falls within Neighborhood B and mixed use is encouraged and permitted.

STAFF RECOMMENDATION: Staff recommends the Commission approve the rezoning from Planned Commercial to Business Park.

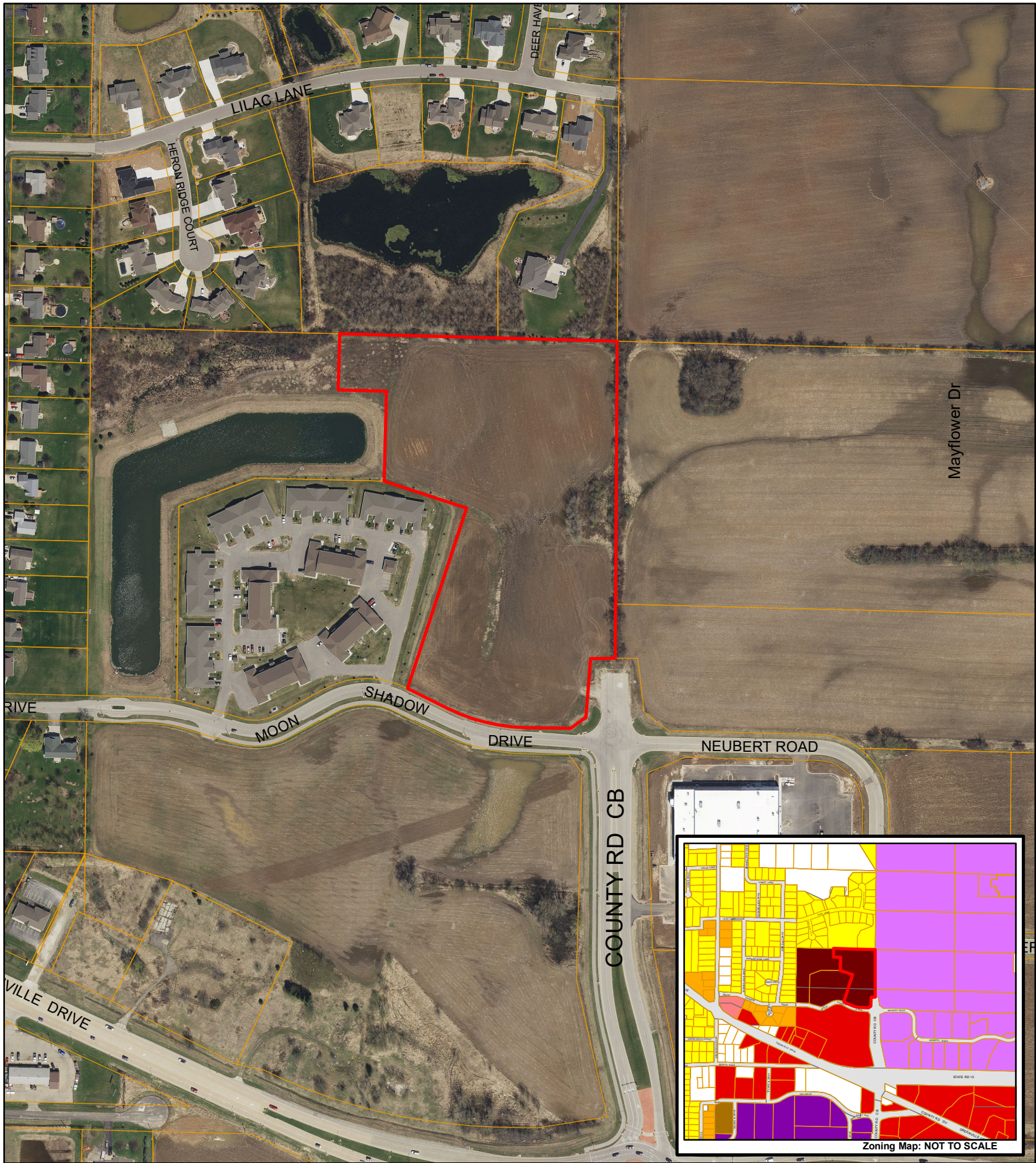
If the Commission is in agreement, the following motion may be made:

“Motion to recommend approval of Resolution 04-19 to the Town Board.”

###

Attachments:

1. Aerial
2. Concept Plan & Elevations
3. Resolution 04-19



Town of Greenville 2019_RZ_Parcel 110045400 Rezone from Planned Commercial to Business Park






 Project Location



0 150 300 600 Feet

Scale is approximate and is not based upon legally recorded or surveyed data.

Zoning

-  GENERAL AGRICULTURE
-  SINGLE FAMILY RESIDENTIAL
-  TWO FAMILY RESIDENTIAL
-  MULTI-FAMILY RESIDENTIAL
-  GENERAL COMMERCIAL DISTRICT

-  PLANNED COMMERCIAL
-  NEIGHBORHOOD COMMERCIAL DISTRICT
-  BUSINESS PARK
-  INDUSTRIAL
-  AIRPORT DISTRICT
-  Parcel Boundary

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[illegible]







Resolution #04-19

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF GREENVILLE APPROVING A REZONING FROM PLANNED COMMERCIAL TO BUSINESS PARK LOCATED AT PARCEL 110045400

WHEREAS, a rezoning request has been applied for to rezone Parcel 110045400 as shown on Exhibit A from Planned Commercial to Business Park; and

WHEREAS, the Planning Commission has found the request to be consistent with the Town of Greenville's Comprehensive Plan and recommended approval to the Town Board; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Greenville hereby finds that the request is consistent with the Town of Greenville's Comprehensive Plan and therefore approves the rezoning request.

This resolution was adopted by the Town of Greenville Town Board on the 28th day of January, 2019:

TOWN BOARD OF THE
TOWN OF GREENVILLE, WISCONSIN

By: _____
Jack Anderson, Town Chair

ATTEST:

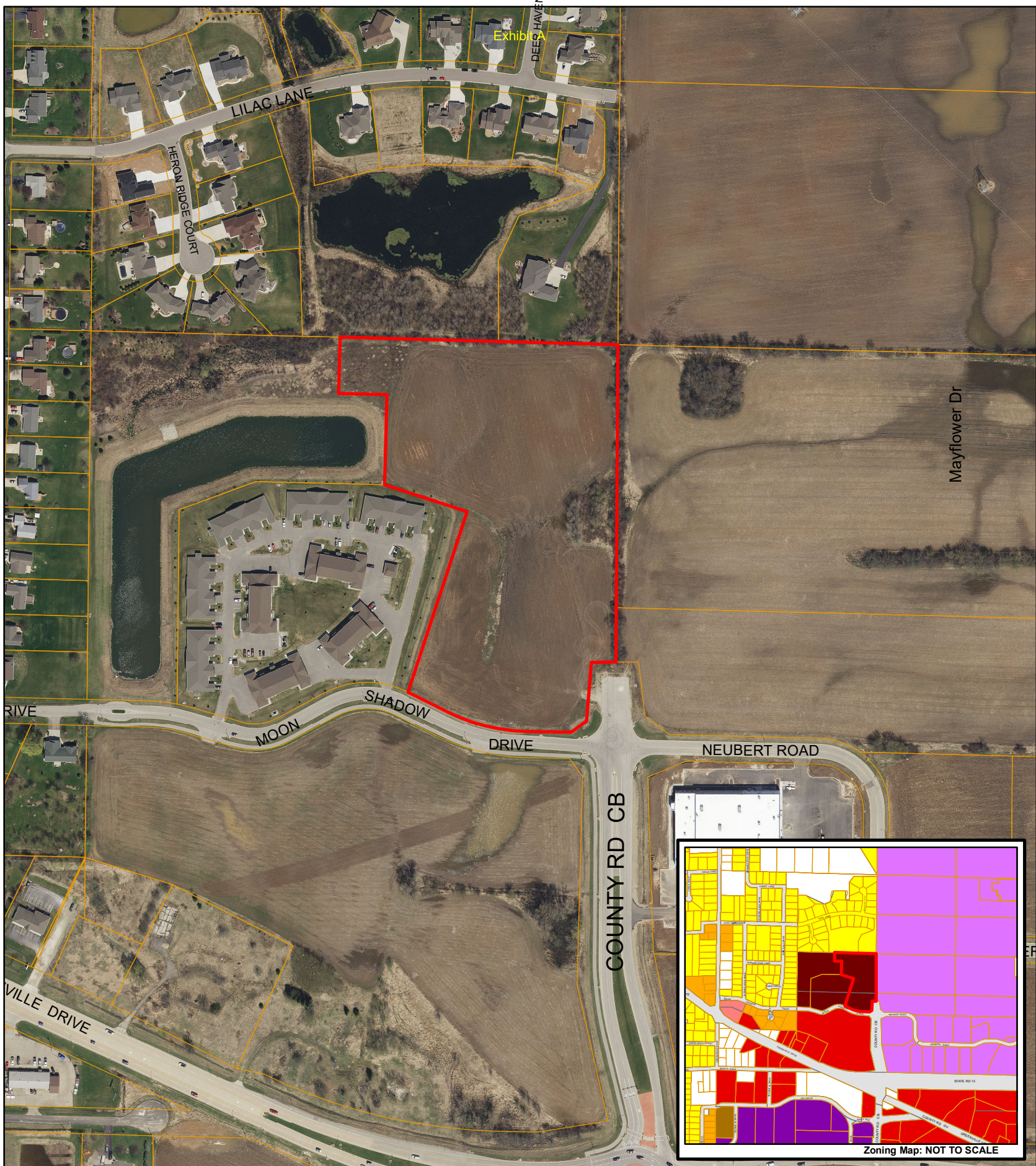
Wendy Helgeson, Clerk

Motion to Approve Resolution No. #04-19 made by:

Votes:

Title	Name	Aye	Nay	Other
Supervisor	Culbertson			
Supervisor	Peters			
Supervisor	Strobel			
Supervisor	Woods			
Chairperson	Anderson			

Posted:



Town of Greenville 2019_RZ_Parcel 110045400 Rezone from Planned Commercial to Business Park






 Project Location



0 150 300 600 Feet

Scale is approximate and is not based upon legally recorded or surveyed data.

Zoning

-  GENERAL AGRICULTURE
-  SINGLE FAMILY RESIDENTIAL
-  TWO FAMILY RESIDENTIAL
-  MULTI-FAMILY RESIDENTIAL
-  GENERAL COMMERCIAL DISTRICT

-  PLANNED COMMERCIAL
-  NEIGHBORHOOD COMMERCIAL DISTRICT
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MEETING: Town Board
DATE: January 28, 2019

AGENDA ITEM #: TB - 8a
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Tony Nowak, Director of Parks, Recreation and Forestry
Date: January 24, 2019
RE: Sports Complex Master – Final Concept

ACTION TYPE: This item is for Town Board discussion only.

BACKGROUND & SUMMARY: After approval of the final concept for the Sports Complex Master Plan, Rettler presented phasing options and construction estimates to staff. Rettler took comments from staff and are preparing an updated phasing plan along with construction estimates as they relate to the phasing. We will have this information to present to the Town Board at the meeting.

Staff has also met with Fox Cities United Soccer Club regarding the construction of their indoor practice facility. They are seeking guidance from the Town in regards to timeline and responsibilities for development of phase one and the infrastructure needed to accommodate the indoor practice facility.

Staff is looking to have a discussion with the Town Board regarding these items to provide direction for staff preparing a plan for development of the park.

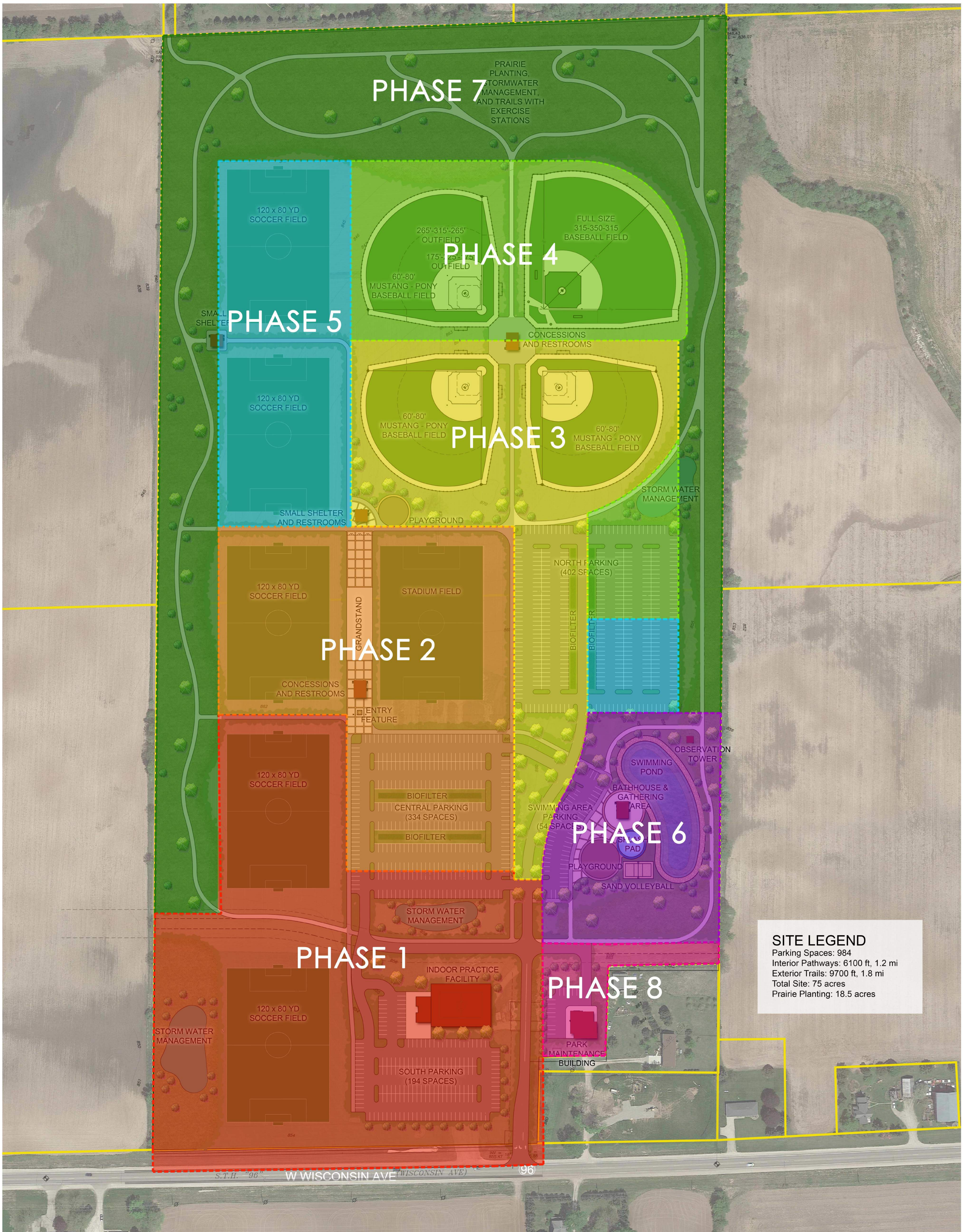
STAFF RECOMMENDATION: Staff is seeking direction from the Town Board regarding moving forward with the development of the Sports Complex.

POLICY/PLAN REFERENCE(S): N/A

FISCAL IMPACT: N/A

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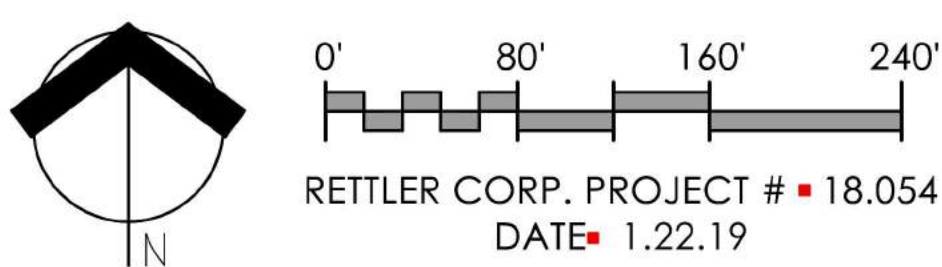
Attachments:



SITE LEGEND
 Parking Spaces: 984
 Interior Pathways: 6100 ft, 1.2 mi
 Exterior Trails: 9700 ft, 1.8 mi
 Total Site: 75 acres
 Prairie Planting: 18.5 acres



TOWN OF GREENVILLE
 GREENVILLE SPORTS COMPLEX MASTER PLAN
 PREFERRED CONCEPT ■ PHASING PLAN
 OUTAGAMIE COUNTY ■ WI



PRELIMINARY COST ESTIMATE**GREENVILLE SPORTS COMPLEX**

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (75 ACRES)						\$2,854,700.00
1.	Mobilization	L.S.	1	\$800,000.00	\$800,000.00	
2.	Clearing and Grubbing	L.S.	1	\$25,000.00	\$25,000.00	
3.	Demolition	L.S.	1	\$25,000.00	\$25,000.00	
4.	Mill and Recycle Existing Hard Surface	S.Y.	11,925	\$1.95	\$23,254.61	
5.	Common Excavation, 12" Depth	C.Y.	122,369	\$8.00	\$978,952.00	
6.	Excavation below Subgrade with 12" Breaker Run	C.Y.	10,000	\$25.00	\$250,000.00	
7.	Stripping Topsoil, 6" Depth	C.Y.	59,010	\$3.00	\$177,030.56	
8.	Place Screened Topsoil, 6" Depth	S.Y.	85,556	\$4.50	\$385,000.00	
9.	Seed/Fertilize/Mulch Common Green Space	S.F.	770,000	\$0.20	\$154,000.00	
10.	Erosion Control	L.S.	1	\$35,000.00	\$35,000.00	
11.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$1,630,000.00
12.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$150,000.00	\$150,000.00	
13.	Storm Sewer	L.F.	11,000	\$45.00	\$495,000.00	
14.	Storm Basin	EACH	60	\$3,500.00	\$210,000.00	
15.	ADS Basin	EACH	70	\$1,500.00	\$105,000.00	
16.	Storm Endwall	EACH	12	\$1,750.00	\$21,000.00	
17.	Electrical Underground Service	L.S.	1	\$75,000.00	\$75,000.00	
18.	Site Electrical	L.S.	1	\$250,000.00	\$250,000.00	
19.	Sanitary Service	L.F.	2,700	\$55.00	\$148,500.00	
20.	Water Service	L.F.	2,700	\$65.00	\$175,500.00	
HARD SURFACE - PUBLIC ROADWAY						\$193,200.00
21.	3.5" Hot Mixed Asphalt	S.Y.	3,095	\$25.00	\$77,383.33	
22.	Dense Graded Base, 12" depth	S.Y.	3,405	\$18.00	\$61,287.60	
23.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
24.	24" Curb and Gutter	L.F.	2,000	\$26.00	\$52,000.00	
HARD SURFACE - MAINTENANCE LOT						\$76,400.00
25.	3.5" Hot Mixed Asphalt	S.Y.	1,059	\$25.00	\$26,466.67	
26.	Dense Graded Base, 12" depth	S.Y.	1,165	\$18.00	\$20,961.60	
27.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
28.	24" Curb and Gutter	L.F.	500	\$26.00	\$13,000.00	
29.	Parking Lot Lighting	EACH	3	\$4,500.00	\$13,500.00	
HARD SURFACE - SOUTH LOT						\$474,300.00
30.	3.5" Hot Mixed Asphalt	S.Y.	8,542	\$25.00	\$213,544.44	
31.	Dense Graded Base, 12" depth	S.Y.	9,396	\$18.00	\$169,127.20	
32.	Striping	L.S.	1	\$5,000.00	\$5,000.00	
33.	24" Curb and Gutter	L.F.	1,600	\$26.00	\$41,600.00	

PRELIMINARY COST ESTIMATE**GREENVILLE SPORTS COMPLEX**

Greenville, Wisconsin

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Greenville Sports Complex Master Plan

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Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
34.	Parking Lot Lighting	EACH	10	\$4,500.00	\$45,000.00	
HARD SURFACE - SWIMMING AREA LOT						\$209,700.00
35.	3.5" Hot Mixed Asphalt	S.Y.	3,427	\$25.00	\$85,680.56	
36.	Dense Graded Base, 12" depth	S.Y.	3,770	\$18.00	\$67,859.00	
37.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
38.	24" Curb and Gutter	L.F.	1,200	\$26.00	\$31,200.00	
39.	Parking Lot Lighting	EACH	5	\$4,500.00	\$22,500.00	
HARD SURFACE - CENTRAL LOT						\$784,500.00
40.	3.5" Hot Mixed Asphalt	S.Y.	14,460	\$25.00	\$361,502.78	
41.	Dense Graded Base, 12" depth	S.Y.	15,906	\$18.00	\$286,310.20	
42.	Striping	L.S.	1	\$7,500.00	\$7,500.00	
43.	24" Curb and Gutter	L.F.	2,200	\$26.00	\$57,200.00	
44.	Parking Lot Lighting	EACH	16	\$4,500.00	\$72,000.00	
HARD SURFACE - NORTH LOT						\$918,600.00
45.	3.5" Hot Mixed Asphalt	S.Y.	17,112	\$25.00	\$427,808.33	
46.	Dense Graded Base, 12" depth	S.Y.	18,824	\$18.00	\$338,824.20	
47.	Striping	L.S.	1	\$10,000.00	\$10,000.00	
48.	24" Curb and Gutter	L.F.	2,000	\$26.00	\$52,000.00	
49.	Parking Lot Lighting	EACH	20	\$4,500.00	\$90,000.00	
WALKWAYS - INTERIOR PATHWAYS						\$307,500.00
50.	3.5" Hot Mixed Asphalt	S.Y.	6,864	\$25.00	\$171,605.56	
51.	Dense Graded Base, 12" depth	S.Y.	7,551	\$18.00	\$135,911.60	
WALKWAYS - SWIMMING AREA PLAZA						\$126,000.00
52.	5" Reinforced Concrete	S.F.	13,842	\$8.00	\$110,736.00	
53.	Dense Graded Base, 6" depth	S.Y.	1,692	\$9.00	\$15,226.20	
WALKWAYS - STADIUM PLAZAS						\$184,700.00
54.	5" Reinforced Concrete	S.F.	20,299	\$8.00	\$162,392.00	
55.	Dense Graded Base, 6" depth	S.Y.	2,481	\$9.00	\$22,328.90	
WALKWAYS - BLEACHER PAD						\$92,800.00
56.	5" Reinforced Concrete	S.F.	10,200	\$8.00	\$81,600.00	
57.	Dense Graded Base, 6" depth	S.Y.	1,247	\$9.00	\$11,220.00	
WALKWAYS - BASEBALL PLAZA						\$54,200.00
58.	3.5" Hot Mixed Asphalt	S.Y.	1,210	\$25.00	\$30,244.44	
59.	Dense Graded Base, 12" depth	S.Y.	1,331	\$18.00	\$23,953.60	
WALKWAYS - INDOOR PRACTICE FACILITY						\$40,300.00
60.	5" Reinforced Concrete	S.F.	4,434	\$8.00	\$35,472.00	
61.	Dense Graded Base, 6" depth	S.Y.	542	\$9.00	\$4,877.40	
WALKWAYS - MAINTENANCE BUILDING						\$17,300.00

PRELIMINARY COST ESTIMATE**GREENVILLE SPORTS COMPLEX**

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Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
62.	5" Reinforced Concrete	S.F.	1,901	\$8.00	\$15,208.00	
63.	Dense Graded Base, 6" depth	S.Y.	232	\$9.00	\$2,091.10	
WALKWAYS - EXTERIOR TRAILS						\$235,200.00
64.	Crushed Limestone, 4" depth	S.Y.	10,888	\$15.00	\$163,326.67	
65.	Dense Graded Base, 4" depth	S.Y.	11,977	\$6.00	\$71,863.73	
ATHLETIC FACILITIES- 360'x240' SOCCER STADIUM FIELD						\$360,300.00
66.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
67.	Amended Topsoil, 6" depth	S.Y.	12,444	\$10.50	\$130,666.67	
68.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
69.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
70.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
71.	Entry Arch Way w/ Masonry Columns & Ticket Booth	L.S.	1	\$120,000.00	\$60,000.00	
72.	6' Line Fencing, Vinyl Coated Color	L.F.	1,540	\$40.00	\$61,600.00	
73.	4' Pedestrian Gates, Vinyl Coated Color	EACH	3	\$1,000.00	\$3,000.00	
74.	12' Service Gates, Vinyl Coated Color	EACH	5	\$1,500.00	\$7,500.00	
ATHLETIC FACILITIES- ONE 360'x240' SOCCER FIELD						\$228,200.00
75.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
76.	Amended Topsoil, 6" depth	S.Y.	12,444	\$10.50	\$130,666.67	
77.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
78.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
79.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
ATHLETIC FACILITIES- FOUR 360'x240' SOCCER FIELDS						\$390,000.00
80.	Athletic Field Seeding	S.F.	448,000	\$0.25	\$112,000.00	
81.	4" Underdrain	L.F.	10,000	\$14.00	\$140,000.00	
82.	Irrigation	FIELD	4	\$30,000.00	\$120,000.00	
83.	Soccer Goal Set	L.S.	4	\$4,500.00	\$18,000.00	
ATHLETIC FACILITIES- FULL SIZE BASEBALL FIELD						\$359,500.00
84.	Athletic Field Seeding	S.F.	88,333	\$0.25	\$22,083.25	
85.	Amended Topsoil, 6" depth	S.Y.	9,815	\$10.50	\$103,055.17	
86.	4" Underdrain	L.F.	2,000	\$14.00	\$28,000.00	
87.	Irrigation	FIELD	1	\$35,000.00	\$35,000.00	
88.	Warning Track Material, 6" depth	S.Y.	1,862	\$18.00	\$33,520.00	
89.	Infield Material, 6-inch Depth	S.Y.	1,317	\$24.00	\$31,600.00	
90.	Bases and Pitcher's Plate	SET	1	\$2,500.00	\$2,500.00	
91.	Foul Poles	SET	1	\$5,000.00	\$5,000.00	
92.	24' Backstop, Vinyl Coated Color	L.F.	140	\$250.00	\$35,000.00	
93.	8' Line Fencing, Vinyl Coated Color	L.F.	1,044	\$45.00	\$46,980.00	
94.	4' Pedestrian Gate, Vinyl Coated Color	EACH	5	\$1,200.00	\$6,000.00	

PRELIMINARY COST ESTIMATE**GREENVILLE SPORTS COMPLEX**

Greenville, Wisconsin

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Greenville Sports Complex Master Plan

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Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
95.	12' Service Gate, Vinyl Coated Color	EACH	1	\$1,700.00	\$1,700.00	
96.	Dugout Pad, 5" Reinforced Concrete	S.F.	576	\$8.00	\$4,608.00	
97.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	100	\$45.00	\$4,500.00	
ATHLETIC FACILITIES- ONE MUSTANG-PONY BASEBALL FIELD						\$309,500.00
98.	Athletic Field Seeding	S.F.	61,875	\$0.25	\$15,468.75	
99.	Amended Topsoil, 6" depth	S.Y.	6,875	\$10.50	\$72,187.50	
100.	4" Underdrain	L.F.	2,000	\$14.00	\$28,000.00	
101.	Irrigation	FIELD	1	\$32,500.00	\$32,500.00	
102.	Warning Track Material, 6" depth	S.Y.	1,420	\$18.00	\$25,568.00	
103.	Infield Material, 6-inch Depth	S.Y.	1,474	\$24.00	\$35,378.67	
104.	Bases and Pitcher's Plate	SET	1	\$2,500.00	\$2,500.00	
105.	Foul Poles	SET	1	\$5,000.00	\$5,000.00	
106.	24' Backstop, Vinyl Coated Color	L.F.	133	\$250.00	\$33,333.33	
107.	8' Line Fencing, Vinyl Coated Color	L.F.	974	\$45.00	\$43,830.00	
108.	4' Pedestrian Gate, Vinyl Coated Color	EACH	5	\$1,200.00	\$6,000.00	
109.	12' Service Gate, Vinyl Coated Color	EACH	1	\$1,700.00	\$1,700.00	
110.	Dugout Pad, 5" Reinforced Concrete	S.F.	482	\$8.00	\$3,856.00	
111.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	92	\$45.00	\$4,140.00	
ATHLETIC FACILITIES- TWO MUSTANG-PONY BASEBALL FIELDS						\$474,500.00
112.	Athletic Field Seeding	S.F.	123,750	\$0.25	\$30,937.50	
113.	4" Underdrain	L.F.	4,000	\$14.00	\$56,000.00	
114.	Irrigation	FIELD	2	\$32,500.00	\$65,000.00	
115.	Warning Track Material, 6" depth	S.Y.	2,841	\$18.00	\$51,136.00	
116.	Infield Material, 6-inch Depth	S.Y.	2,948	\$24.00	\$70,757.33	
117.	Bases and Pitcher's Plate	SET	2	\$2,500.00	\$5,000.00	
118.	Foul Poles	SET	2	\$5,000.00	\$10,000.00	
119.	24' Backstop, Vinyl Coated Color	L.F.	267	\$250.00	\$66,666.67	
120.	8' Line Fencing, Vinyl Coated Color	L.F.	1,948	\$45.00	\$87,660.00	
121.	4' Pedestrian Gate, Vinyl Coated Color	EACH	10	\$1,200.00	\$12,000.00	
122.	12' Service Gate, Vinyl Coated Color	EACH	2	\$1,700.00	\$3,400.00	
123.	Dugout Pad, 5" Reinforced Concrete	S.F.	964	\$8.00	\$7,712.00	
124.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	184	\$45.00	\$8,280.00	
BUILDINGS						\$2,530,500.00
125.	Building Construction - Indoor Practice Facility Entry, Concessions, and Restrooms	S.F.	2,025	BY OTHERS	BY OTHERS	
126.	Building Construction - Indoor Practice Facility Athletics Space	S.F.	14,000	BY OTHERS	BY OTHERS	
127.	Building Construction - Park Maintenance Building	S.F.	3,633	\$185.00	\$672,105.00	
128.	Building Construction - Bathhouse	S.F.	1,120	\$315.00	\$352,800.00	
129.	Building Construction - Stadium Concessions and Restroom	S.F.	1,120	\$315.00	\$352,800.00	

PRELIMINARY COST ESTIMATE**GREENVILLE SPORTS COMPLEX**

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan**Rettler Project No.: 18.054**

Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
130.	Building Construction - Baseball Concessions and Restroom	S.F.	1,120	\$315.00	\$352,800.00	
131.	Building Construction - Small Shelter and Restrooms	S.F.	800	\$225.00	\$180,000.00	
132.	Building Construction - Small Shelter	S.F.	800	\$150.00	\$120,000.00	
133.	Building Construction - Observation Tower Allowance	L.S.	1	\$500,000.00	\$500,000.00	
MISCELLANEOUS						\$2,133,300.00
134.	Swimming Pond, 32,000 sq ft	L.S.	1	\$225,000.00	\$225,000.00	
135.	Splash Pad Allowance	S.F.	2,827	\$150.00	\$424,050.00	
136.	Swimming Area Playground Allowance	S.F.	6,361	\$50.00	\$318,050.00	
137.	Sand Volleyball Court	S.F.	2,800	\$3.00	\$8,400.00	
138.	Sand Volleyball Net and Posts	EACH	1	\$3,500.00	\$3,500.00	
139.	North Playground Allowance	S.F.	3,848	\$50.00	\$192,400.00	
140.	Prairie Planting, Seed, 18.5 acres	S.F.	882,555	\$0.75	\$661,916.25	
141.	Exercise Stations	EACH	10	\$10,000.00	\$100,000.00	
142.	Site Furnishings Allowance	L.S.	1	\$100,000.00	\$100,000.00	
143.	Site Landscaping Allowance	L.S.	1	\$100,000.00	\$100,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$14,985,200.00
CONTINGENCY at 15%:						\$2,247,800.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$17,233,000.00
*Inflation per year at 3.5%						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$1,206,300.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$1,034,000.00
BASE PROJECT TOTAL						\$19,498,300.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 1 - Roadway, Indoor Practice Facility, South Parking, and Two Soccer Fields

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (16.6 ACRES)						\$665,200.00
1.	Mobilization	L.S.	1	\$130,000.00	\$130,000.00	
2.	Clearing and Grubbing	L.S.	1	\$6,000.00	\$6,000.00	
3.	Demolition	L.S.	1	\$6,625.00	\$6,625.00	
4.	Mill and Recycle Existing Hard Surface	S.Y.	8,080	\$1.95	\$15,756.87	
5.	Common Excavation, 12" Depth	C.Y.	31,062	\$8.00	\$248,496.00	
6.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,667	\$25.00	\$41,666.67	
7.	Stripping Topsoil, 6" Depth	C.Y.	17,113	\$3.00	\$51,338.86	
8.	Place Screened Topsoil, 6" Depth	S.Y.	24,811	\$4.50	\$111,650.00	
9.	Seed/Fertilize/Mulch Common Green Space	S.F.	223,300	\$0.20	\$44,660.00	
10.	Erosion Control	L.S.	1	\$7,500.00	\$7,500.00	
11.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$394,700.00
12.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$35,000.00	\$35,000.00	
13.	Storm Sewer	L.F.	3,080	\$45.00	\$138,600.00	
14.	Storm Basin	EACH	17	\$3,500.00	\$58,800.00	
15.	ADS Basin	EACH	20	\$1,500.00	\$29,400.00	
16.	Storm Endwall	EACH	3	\$1,750.00	\$5,880.00	
17.	Electrical Underground Service	L.S.	1	\$21,000.00	\$21,000.00	
18.	Site Electrical	L.S.	1	\$70,000.00	\$70,000.00	
19.	Sanitary Service	L.F.	300	\$55.00	\$16,500.00	
20.	Water Service	L.F.	300	\$65.00	\$19,500.00	
HARD SURFACE - PUBLIC ROADWAY						\$192,300.00
21.	3.5" Hot Mixed Asphalt	S.Y.	3,075	\$25.00	\$76,872.22	
22.	Dense Graded Base, 12" depth	S.Y.	3,382	\$18.00	\$60,882.80	
23.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
24.	24" Curb and Gutter	L.F.	2,000	\$26.00	\$52,000.00	
HARD SURFACE - SOUTH LOT						\$474,300.00
25.	3.5" Hot Mixed Asphalt	S.Y.	8,542	\$25.00	\$213,544.44	
26.	Dense Graded Base, 12" depth	S.Y.	9,396	\$18.00	\$169,127.20	
27.	Striping	L.S.	1	\$5,000.00	\$5,000.00	
28.	24" Curb and Gutter	L.F.	1,600	\$26.00	\$41,600.00	
29.	Parking Lot Lighting	EACH	10	\$4,500.00	\$45,000.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 1 - Roadway, Indoor Practice Facility, South Parking, and Two Soccer Fields

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
HARD SURFACE - CENTRAL LOT						\$178,200.00
30.	3.5" Hot Mixed Asphalt	S.Y.	2,999	\$25.00	\$74,966.67	
31.	Dense Graded Base, 12" depth	S.Y.	3,299	\$18.00	\$59,373.60	
32.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
33.	24" Curb and Gutter	L.F.	900	\$26.00	\$23,400.00	
34.	Parking Lot Lighting	EACH	4	\$4,500.00	\$18,000.00	
WALKWAYS - INTERIOR PATHWAYS						\$72,200.00
35.	3.5" Hot Mixed Asphalt	S.Y.	1,612	\$25.00	\$40,288.89	
36.	Dense Graded Base, 12" depth	S.Y.	1,773	\$18.00	\$31,908.80	
WALKWAYS - INDOOR PRACTICE FACILITY						\$40,300.00
37.	5" Reinforced Concrete	S.F.	4,434	\$8.00	\$35,472.00	
38.	Dense Graded Base, 6" depth	S.Y.	542	\$9.00	\$4,877.40	
ATHLETIC FACILITIES- 360'x240' SOCCER FIELD						\$228,200.00
39.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
40.	Amended Topsoil, 6" depth	S.Y.	12,444	\$10.50	\$130,666.67	
41.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
42.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
43.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
ATHLETIC FACILITIES- 360'x240' SOCCER FIELD						\$97,500.00
44.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
45.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
46.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
47.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
BUILDINGS						
48.	Building Construction - Indoor Practice Facility Entry, Concessions, and Restrooms	S.F.	2,025	BY OTHERS	BY OTHERS	
49.	Building Construction - Indoor Practice Facility Athletics Space	S.F.	14,000	BY OTHERS	BY OTHERS	
MISCELLANEOUS						\$27,500.00
50.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
51.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 1 - Roadway, Indoor Practice Facility, South Parking, and Two Soccer Fields

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
SUMMARY						
	CONSTRUCTION ITEMS TOTAL:					\$2,370,400.00
	CONTINGENCY at 15%:					\$355,600.00
	CONSTRUCTION ESTIMATE SUBTOTAL:					\$2,726,000.00
	*Inflation per year at 3.5%					
	GEOTECHNICAL SERVICES					\$25,000.00
	DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /					
	STORMWATER DESIGN / PERMITTING / BIDDING /					
	CONTRACT ADMINISTRATION at 7%:					\$190,800.00
	CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%					\$163,600.00
	BASE PROJECT TOTAL					\$3,105,400.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 2 - Stadium Facilities, Two Soccer Fields, and Central Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (10.3 ACRES)						\$486,800.00
1.	Mobilization	L.S.	1	\$150,000.00	\$150,000.00	
2.	Clearing and Grubbing	L.S.	1	\$3,500.00	\$3,500.00	
3.	Demolition	L.S.	1	\$3,750.00	\$3,750.00	
4.	Common Excavation, 12" Depth	C.Y.	19,587	\$8.00	\$156,696.00	
5.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,500	\$25.00	\$37,500.00	
6.	Stripping Topsoil, 6" Depth	C.Y.	10,622	\$3.00	\$31,865.50	
7.	Place Screened Topsoil, 6" Depth	S.Y.	15,400	\$4.50	\$69,300.00	
8.	Seed/Fertilize/Mulch Common Green Space	S.F.	138,600	\$0.20	\$27,720.00	
9.	Erosion Control	L.S.	1	\$5,000.00	\$5,000.00	
10.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$318,600.00
11.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$22,500.00	\$22,500.00	
12.	Storm Sewer	L.F.	1,870	\$45.00	\$84,150.00	
13.	Storm Basin	EACH	10	\$3,500.00	\$35,700.00	
14.	ADS Basin	EACH	12	\$1,500.00	\$17,850.00	
15.	Storm Endwall	EACH	2	\$1,750.00	\$3,570.00	
16.	Electrical Underground Service	L.S.	1	\$12,750.00	\$12,750.00	
17.	Site Electrical	L.S.	1	\$42,500.00	\$42,500.00	
18.	Sanitary Service	L.F.	830	\$55.00	\$45,650.00	
19.	Water Service	L.F.	830	\$65.00	\$53,950.00	
HARD SURFACE - CENTRAL LOT						\$593,700.00
20.	3.5" Hot Mixed Asphalt	S.Y.	11,275	\$25.00	\$281,863.89	
21.	Dense Graded Base, 12" depth	S.Y.	12,402	\$18.00	\$223,236.20	
22.	Striping	L.S.	1	\$6,000.00	\$6,000.00	
23.	24" Curb and Gutter	L.F.	1,100	\$26.00	\$28,600.00	
24.	Parking Lot Lighting	EACH	12	\$4,500.00	\$54,000.00	
WALKWAYS - INTERIOR PATHWAYS						\$111,900.00
25.	3.5" Hot Mixed Asphalt	S.Y.	2,497	\$25.00	\$62,419.44	
26.	Dense Graded Base, 12" depth	S.Y.	2,746	\$18.00	\$49,436.20	
WALKWAYS - STADIUM PLAZA						\$166,500.00
27.	5" Reinforced Concrete	S.F.	18,299	\$8.00	\$146,392.00	
28.	Dense Graded Base, 6" depth	S.Y.	2,237	\$9.00	\$20,128.90	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 2 - Stadium Facilities, Two Soccer Fields, and Central Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
WALKWAYS - BLEACHER PAD						\$92,800.00
29.	5" Reinforced Concrete	S.F.	10,200	\$8.00	\$81,600.00	
30.	Dense Graded Base, 6" depth	S.Y.	1,247	\$9.00	\$11,220.00	
ATHLETIC FACILITIES- 360'x240' SOCCER STADIUM FIELD						\$360,300.00
31.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
32.	Amended Topsoil, 6" depth	S.Y.	12,444	\$10.50	\$130,666.67	
33.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
34.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
35.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
36.	Entry Arch Way w/ Masonry Columns & Ticket Booth	L.S.	1	\$120,000.00	\$60,000.00	
37.	6' Line Fencing, Vinyl Coated Color	L.F.	1,540	\$40.00	\$61,600.00	
38.	4' Pedestrian Gates, Vinyl Coated Color	EACH	3	\$1,000.00	\$3,000.00	
39.	12' Service Gates, Vinyl Coated Color	EACH	5	\$1,500.00	\$7,500.00	
ATHLETIC FACILITIES- 360'x240' SOCCER FIELD						\$97,500.00
40.	Athletic Field Seeding	S.F.	112,000	\$0.25	\$28,000.00	
41.	4" Underdrain	L.F.	2,500	\$14.00	\$35,000.00	
42.	Irrigation	FIELD	1	\$30,000.00	\$30,000.00	
43.	Soccer Goal Set	L.S.	1	\$4,500.00	\$4,500.00	
BUILDINGS						\$352,800.00
44.	Building Construction - Stadium Concessions and Restroom	S.F.	1,120	\$315.00	\$352,800.00	
MISCELLANEOUS						\$27,500.00
45.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
46.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$2,608,400.00
CONTINGENCY at 15%:						\$391,300.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$2,999,700.00
*Inflation per year at 3.5%						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$210,000.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$180,000.00
BASE PROJECT TOTAL						\$3,414,700.00

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX
Greenville, Wisconsin
January 25, 2019



Greenville Sports Complex Master Plan
Phase 2 - Stadium Facilities, Two Soccer Fields, and Central Parking Lot
Rettler Project No.: 18.054

Item			Estimated	Unit		Rounded Category
No.	Item Description	Units	Quantity	Price	Extension	Sub Total

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 3 - Two Pony Baseball Fields, Access Drive, begin North Parking lot, and Playground

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (9.9 ACRES)						\$428,400.00
1.	Mobilization	L.S.	1	\$125,000.00	\$125,000.00	
2.	Clearing and Grubbing	L.S.	1	\$3,500.00	\$3,500.00	
3.	Demolition	L.S.	1	\$3,500.00	\$3,500.00	
4.	Common Excavation, 12" Depth	C.Y.	17,610	\$8.00	\$140,880.00	
5.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,667	\$25.00	\$41,666.67	
6.	Stripping Topsoil, 6" Depth	C.Y.	10,622	\$3.00	\$31,865.50	
7.	Place Screened Topsoil, 6" Depth	S.Y.	11,978	\$4.50	\$53,900.00	
8.	Seed/Fertilize/Mulch Common Green Space	S.F.	107,800	\$0.20	\$21,560.00	
9.	Erosion Control	L.S.	1	\$5,000.00	\$5,000.00	
10.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$307,100.00
11.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$22,500.00	\$22,500.00	
12.	Storm Sewer	L.F.	1,760	\$45.00	\$79,200.00	
13.	Storm Basin	EACH	10	\$3,500.00	\$33,600.00	
14.	ADS Basin	EACH	11	\$1,500.00	\$16,800.00	
15.	Storm Endwall	EACH	2	\$1,750.00	\$3,360.00	
16.	Electrical Underground Service	L.S.	1	\$12,000.00	\$12,000.00	
17.	Site Electrical	L.S.	1	\$40,000.00	\$40,000.00	
18.	Sanitary Service	L.F.	830	\$55.00	\$45,650.00	
19.	Water Service	L.F.	830	\$65.00	\$53,950.00	
HARD SURFACE - NORTH LOT						\$533,200.00
20.	3.5" Hot Mixed Asphalt	S.Y.	9,626	\$25.00	\$240,641.67	
21.	Dense Graded Base, 12" depth	S.Y.	10,588	\$18.00	\$190,588.20	
22.	Striping	L.S.	1	\$5,000.00	\$5,000.00	
23.	24" Curb and Gutter	L.F.	2,000	\$26.00	\$52,000.00	
24.	Parking Lot Lighting	EACH	10	\$4,500.00	\$45,000.00	
WALKWAYS - INTERIOR PATHWAYS						\$27,600.00
25.	3.5" Hot Mixed Asphalt	S.Y.	617	\$25.00	\$15,416.67	
26.	Dense Graded Base, 12" depth	S.Y.	678	\$18.00	\$12,210.00	
WALKWAYS - STADIUM PLAZA						\$18,200.00
27.	5" Reinforced Concrete	S.F.	2,000	\$8.00	\$16,000.00	
28.	Dense Graded Base, 6" depth	S.Y.	244	\$9.00	\$2,200.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 3 - Two Pony Baseball Fields, Access Drive, begin North Parking lot, and Playground

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
ATHLETIC FACILITIES- TWO MUSTANG-PONY BASEBALL FIELDS						\$474,500.00
29.	Athletic Field Seeding	S.F.	123,750	\$0.25	\$30,937.50	
30.	4" Underdrain	L.F.	4,000	\$14.00	\$56,000.00	
31.	Irrigation	FIELD	2	\$32,500.00	\$65,000.00	
32.	Warning Track Material, 6" depth	S.Y.	2,841	\$18.00	\$51,136.00	
33.	Infield Material, 6-inch Depth	S.Y.	2,948	\$24.00	\$70,757.33	
34.	Bases and Pitcher's Plate	SET	2	\$2,500.00	\$5,000.00	
35.	Foul Poles	SET	2	\$5,000.00	\$10,000.00	
36.	24' Backstop, Vinyl Coated Color	L.F.	267	\$250.00	\$66,666.67	
37.	8' Line Fencing, Vinyl Coated Color	L.F.	1,948	\$45.00	\$87,660.00	
38.	4' Pedestrian Gate, Vinyl Coated Color	EACH	10	\$1,200.00	\$12,000.00	
39.	12' Service Gate, Vinyl Coated Color	EACH	2	\$1,700.00	\$3,400.00	
40.	Dugout Pad, 5" Reinforced Concrete	S.F.	964	\$8.00	\$7,712.00	
41.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	184	\$45.00	\$8,280.00	
BUILDINGS						\$180,000.00
42.	Building Construction - Small Shelter and Restrooms	S.F.	800	\$225.00	\$180,000.00	
MISCELLANEOUS						\$219,900.00
43.	North Playground Allowance	S.F.	3,848	\$50.00	\$192,400.00	
44.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
45.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$2,188,900.00
CONTINGENCY at 15%:						\$328,300.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$2,517,200.00
*Inflation per year at 3.5%						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$176,200.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$151,000.00
BASE PROJECT TOTAL						\$2,869,400.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 4 - Full Size Baseball Field, Pony Baseball Field, Concessions Building, and additional North Parking

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (8.8 ACRES)						\$445,800.00
1.	Mobilization	L.S.	1	\$100,000.00	\$100,000.00	
2.	Clearing and Grubbing	L.S.	1	\$2,000.00	\$2,000.00	
3.	Demolition	L.S.	1	\$3,125.00	\$3,125.00	
4.	Common Excavation, 12" Depth	C.Y.	24,683	\$8.00	\$197,464.00	
5.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,667	\$25.00	\$41,666.67	
6.	Stripping Topsoil, 6" Depth	C.Y.	9,442	\$3.00	\$28,324.89	
7.	Place Screened Topsoil, 6" Depth	S.Y.	10,694	\$4.50	\$48,125.00	
8.	Seed/Fertilize/Mulch Common Green Space	S.F.	96,250	\$0.20	\$19,250.00	
9.	Erosion Control	L.S.	1	\$4,375.00	\$4,375.00	
10.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$253,500.00
11.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$22,500.00	\$22,500.00	
12.	Storm Sewer	L.F.	1,650	\$45.00	\$74,250.00	
13.	Storm Basin	EACH	9	\$3,500.00	\$31,500.00	
14.	ADS Basin	EACH	11	\$1,500.00	\$15,750.00	
15.	Storm Endwall	EACH	2	\$1,750.00	\$3,150.00	
16.	Electrical Underground Service	L.S.	1	\$11,250.00	\$11,250.00	
17.	Site Electrical	L.S.	1	\$37,500.00	\$37,500.00	
18.	Sanitary Service	L.F.	480	\$55.00	\$26,400.00	
19.	Water Service	L.F.	480	\$65.00	\$31,200.00	
HARD SURFACE - NORTH LOT						\$268,100.00
20.	3.5" Hot Mixed Asphalt	S.Y.	5,078	\$25.00	\$126,955.56	
21.	Dense Graded Base, 12" depth	S.Y.	5,586	\$18.00	\$100,548.80	
22.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
23.	24" Curb and Gutter	L.F.	600	\$26.00	\$15,600.00	
24.	Parking Lot Lighting	EACH	5	\$4,500.00	\$22,500.00	
WALKWAYS - BASEBALL PLAZA						\$48,700.00
25.	3.5" Hot Mixed Asphalt	S.Y.	1,087	\$25.00	\$27,180.56	
26.	Dense Graded Base, 12" depth	S.Y.	1,196	\$18.00	\$21,527.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 4 - Full Size Baseball Field, Pony Baseball Field, Concessions Building, and additional North Parking

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
ATHLETIC FACILITIES- FULL SIZE BASEBALL FIELD						\$359,500.00
27.	Athletic Field Seeding	S.F.	88,333	\$0.25	\$22,083.25	
28.	Amended Topsoil, 6" depth	S.Y.	9,815	\$10.50	\$103,055.17	
29.	4" Underdrain	L.F.	2,000	\$14.00	\$28,000.00	
30.	Irrigation	FIELD	1	\$35,000.00	\$35,000.00	
31.	Warning Track Material, 6" depth	S.Y.	1,862	\$18.00	\$33,520.00	
32.	Infield Material, 6-inch Depth	S.Y.	1,317	\$24.00	\$31,600.00	
33.	Bases and Pitcher's Plate	SET	1	\$2,500.00	\$2,500.00	
34.	Foul Poles	SET	1	\$5,000.00	\$5,000.00	
35.	24' Backstop, Vinyl Coated Color	L.F.	140	\$250.00	\$35,000.00	
36.	8' Line Fencing, Vinyl Coated Color	L.F.	1,044	\$45.00	\$46,980.00	
37.	4' Pedestrian Gate, Vinyl Coated Color	EACH	5	\$1,200.00	\$6,000.00	
38.	12' Service Gate, Vinyl Coated Color	EACH	1	\$1,700.00	\$1,700.00	
39.	Dugout Pad, 5" Reinforced Concrete	S.F.	576	\$8.00	\$4,608.00	
40.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	100	\$45.00	\$4,500.00	
ATHLETIC FACILITIES- MUSTANG-PONY BASEBALL FIELD						\$309,500.00
41.	Athletic Field Seeding	S.F.	61,875	\$0.25	\$15,468.75	
42.	Amended Topsoil, 6" depth	S.Y.	6,875	\$10.50	\$72,187.50	
43.	4" Underdrain	L.F.	2,000	\$14.00	\$28,000.00	
44.	Irrigation	FIELD	1	\$32,500.00	\$32,500.00	
45.	Warning Track Material, 6" depth	S.Y.	1,420	\$18.00	\$25,568.00	
46.	Infield Material, 6-inch Depth	S.Y.	1,474	\$24.00	\$35,378.67	
47.	Bases and Pitcher's Plate	SET	1	\$2,500.00	\$2,500.00	
48.	Foul Poles	SET	1	\$5,000.00	\$5,000.00	
49.	24' Backstop, Vinyl Coated Color	L.F.	133	\$250.00	\$33,333.33	
50.	8' Line Fencing, Vinyl Coated Color	L.F.	974	\$45.00	\$43,830.00	
51.	4' Pedestrian Gate, Vinyl Coated Color	EACH	5	\$1,200.00	\$6,000.00	
52.	12' Service Gate, Vinyl Coated Color	EACH	1	\$1,700.00	\$1,700.00	
53.	Dugout Pad, 5" Reinforced Concrete	S.F.	482	\$8.00	\$3,856.00	
54.	Dugout Fencing, 8' Line Fencing, Vinyl Coated Color	L.F.	92	\$45.00	\$4,140.00	
BUILDINGS						\$352,800.00
55.	Building Construction - Baseball Concessions and Restroom	S.F.	1,120	\$315.00	\$352,800.00	
MISCELLANEOUS						\$27,500.00
56.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
57.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 4 - Full Size Baseball Field, Pony Baseball Field, Concessions Building, and additional North Parking

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
SUMMARY						
	CONSTRUCTION ITEMS TOTAL:					\$2,065,400.00
	CONTINGENCY at 15%:					\$309,800.00
	CONSTRUCTION ESTIMATE SUBTOTAL:					\$2,375,200.00
	*Inflation per year at 3.5%					
	GEOTECHNICAL SERVICES					\$25,000.00
	DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /					
	STORMWATER DESIGN / PERMITTING / BIDDING /					
	CONTRACT ADMINISTRATION at 7%:					\$166,300.00
	CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%					\$142,500.00
	BASE PROJECT TOTAL					\$2,709,000.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 5 - Two Soccer Fields, Small Shelter, and additional North Parking

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (7.2 ACRES)						\$357,300.00
1.	Mobilization	L.S.	1	\$60,000.00	\$60,000.00	
2.	Clearing and Grubbing	L.S.	1	\$2,500.00	\$2,500.00	
3.	Demolition	L.S.	1	\$2,500.00	\$2,500.00	
4.	Common Excavation, 12" Depth	C.Y.	21,088	\$8.00	\$168,704.00	
5.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,667	\$25.00	\$41,666.67	
6.	Stripping Topsoil, 6" Depth	C.Y.	7,671	\$3.00	\$23,013.97	
7.	Place Screened Topsoil, 6" Depth	S.Y.	8,556	\$4.50	\$38,500.00	
8.	Seed/Fertilize/Mulch Common Green Space	S.F.	77,000	\$0.20	\$15,400.00	
9.	Erosion Control	L.S.	1	\$3,500.00	\$3,500.00	
10.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$153,300.00
11.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$15,000.00	\$15,000.00	
12.	Storm Sewer	L.F.	1,320	\$45.00	\$59,400.00	
13.	Storm Basin	EACH	7	\$3,500.00	\$25,200.00	
14.	ADS Basin	EACH	8	\$1,500.00	\$12,600.00	
15.	Storm Endwall	EACH	1	\$1,750.00	\$2,100.00	
16.	Electrical Underground Service	L.S.	1	\$9,000.00	\$9,000.00	
17.	Site Electrical	L.S.	1	\$30,000.00	\$30,000.00	
HARD SURFACE - NORTH LOT						\$268,100.00
18.	3.5" Hot Mixed Asphalt	S.Y.	5,077	\$25.00	\$126,930.56	
19.	Dense Graded Base, 12" depth	S.Y.	5,585	\$18.00	\$100,529.00	
20.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
21.	24" Curb and Gutter	L.F.	600	\$26.00	\$15,600.00	
22.	Parking Lot Lighting	EACH	5	\$4,500.00	\$22,500.00	
WALKWAYS - INTERIOR PATHWAYS						\$44,800.00
23.	3.5" Hot Mixed Asphalt	S.Y.	1,000	\$25.00	\$25,000.00	
24.	Dense Graded Base, 12" depth	S.Y.	1,100	\$18.00	\$19,800.00	
ATHLETIC FACILITIES- TWO 360'x240' SOCCER FIELDS						\$195,000.00
25.	Athletic Field Seeding	S.F.	224,000	\$0.25	\$56,000.00	
26.	4" Underdrain	L.F.	5,000	\$14.00	\$70,000.00	
27.	Irrigation	FIELD	2	\$30,000.00	\$60,000.00	
28.	Soccer Goal Set	L.S.	2	\$4,500.00	\$9,000.00	
BUILDINGS						\$120,000.00
29.	Building Construction - Small Shelter	S.F.	800	\$150.00	\$120,000.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 5 - Two Soccer Fields, Small Shelter, and additional North Parking

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
MISCELLANEOUS						\$27,500.00
30.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
31.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$1,166,000.00
CONTINGENCY at 15%:						\$174,900.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$1,340,900.00
<i>*Inflation per year at 3.5%</i>						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$93,900.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$80,500.00
BASE PROJECT TOTAL						\$1,540,300.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 6 - Swimming Pond, Splash Pad, Playground, Sand Volleyball, and Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (4.7 ACRES)						\$299,000.00
1.	Mobilization	L.S.	1	\$125,000.00	\$125,000.00	
2.	Clearing and Grubbing	L.S.	1	\$2,000.00	\$2,000.00	
3.	Demolition	L.S.	1	\$5,000.00	\$5,000.00	
4.	Mill and Recycle Existing Hard Surface	S.Y.	936	\$1.95	\$1,825.42	
5.	Common Excavation, 12" Depth	C.Y.	8,229	\$8.00	\$65,832.00	
6.	Excavation below Subgrade with 12" Breaker Run	C.Y.	1,667	\$25.00	\$41,666.67	
7.	Stripping Topsoil, 6" Depth	C.Y.	5,311	\$3.00	\$15,932.75	
8.	Place Screened Topsoil, 6" Depth	S.Y.	5,989	\$4.50	\$26,950.00	
9.	Seed/Fertilize/Mulch Common Green Space	S.F.	53,900	\$0.20	\$10,780.00	
10.	Erosion Control	L.S.	1	\$2,500.00	\$2,500.00	
11.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$128,800.00
12.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$10,500.00	\$10,500.00	
13.	Storm Sewer	L.F.	880	\$45.00	\$39,600.00	
14.	Storm Basin	EACH	5	\$3,500.00	\$16,800.00	
15.	ADS Basin	EACH	6	\$1,500.00	\$8,400.00	
16.	Storm Endwall	EACH	1	\$1,750.00	\$1,680.00	
17.	Electrical Underground Service	L.S.	1	\$6,000.00	\$6,000.00	
18.	Site Electrical	L.S.	1	\$20,000.00	\$20,000.00	
19.	Sanitary Service	L.F.	215	\$55.00	\$11,825.00	
20.	Water Service	L.F.	215	\$65.00	\$13,975.00	
HARD SURFACE - SWIMMING AREA LOT						\$155,700.00
21.	3.5" Hot Mixed Asphalt	S.Y.	2,220	\$25.00	\$55,508.33	
22.	Dense Graded Base, 12" depth	S.Y.	2,442	\$18.00	\$43,962.60	
23.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
24.	24" Curb and Gutter	L.F.	1,200	\$26.00	\$31,200.00	
25.	Parking Lot Lighting	EACH	5	\$4,500.00	\$22,500.00	
WALKWAYS - INTERIOR PATHWAYS						\$27,900.00
26.	3.5" Hot Mixed Asphalt	S.Y.	624	\$25.00	\$15,591.67	
27.	Dense Graded Base, 12" depth	S.Y.	686	\$18.00	\$12,348.60	
WALKWAYS - SWIMMING AREA PLAZA						\$126,000.00
28.	5" Reinforced Concrete	S.F.	13,842	\$8.00	\$110,736.00	
29.	Dense Graded Base, 6" depth	S.Y.	1,692	\$9.00	\$15,226.20	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 6 - Swimming Pond, Splash Pad, Playground, Sand Volleyball, and Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
BUILDINGS						\$852,800.00
30.	Building Construction - Bathhouse	S.F.	1,120	\$315.00	\$352,800.00	
31.	Building Construction - Observation Tower Allowance	L.S.	1	\$500,000.00	\$500,000.00	
MISCELLANEOUS						\$1,006,500.00
32.	Swimming Pond, 32,000 sq ft	L.S.	1	\$225,000.00	\$225,000.00	
33.	Splash Pad Allowance	S.F.	2,827	\$150.00	\$424,050.00	
34.	Swimming Area Playground Allowance	S.F.	6,361	\$50.00	\$318,050.00	
35.	Sand Volleyball Court	S.F.	2,800	\$3.00	\$8,400.00	
36.	Sand Volleyball Net and Posts	EACH	1	\$3,500.00	\$3,500.00	
37.	Site Furnishings Allowance	L.S.	1	\$17,500.00	\$17,500.00	
38.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$2,596,700.00
CONTINGENCY at 15%:						\$389,500.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$2,986,200.00
*Inflation per year at 3.5%						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$209,000.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$179,200.00
BASE PROJECT TOTAL						\$3,399,400.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 7 - Prairie Planting and Trails

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (18.4 ACRES)						\$95,500.00
1.	Mobilization	L.S.	1	\$60,000.00	\$60,000.00	
2.	Clearing and Grubbing	L.S.	1	\$5,000.00	\$5,000.00	
3.	Seed/Fertilize/Mulch Common Green Space	S.F.	100,000	\$0.20	\$20,000.00	
4.	Erosion Control	L.S.	1	\$9,000.00	\$9,000.00	
5.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$39,000.00
6.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$39,000.00	\$39,000.00	
WALKWAYS - EXTERIOR TRAILS						\$235,200.00
7.	Crushed Limestone, 4" depth	S.Y.	10,888	\$15.00	\$163,326.67	
8.	Dense Graded Base, 4" depth	S.Y.	11,977	\$6.00	\$71,863.73	
MISCELLANEOUS						\$761,900.00
9.	Prairie Planting, Seed, 18.5 acres	S.F.	882,555	\$0.75	\$661,916.25	
10.	Exercise Stations	EACH	10	\$10,000.00	\$100,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$1,131,600.00
CONTINGENCY at 15%:						\$169,700.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$1,301,300.00
*Inflation per year at 3.5%						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$91,100.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$78,100.00
BASE PROJECT TOTAL						\$1,495,500.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 8 - Park Maintenance Building and Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
EARTHWORK/DEMOLITION (1.2 ACRES)						\$93,900.00
1.	Mobilization	L.S.	1	\$50,000.00	\$50,000.00	
2.	Clearing and Grubbing	L.S.	1	\$500.00	\$500.00	
3.	Demolition	L.S.	1	\$500.00	\$500.00	
4.	Mill and Recycle Existing Hard Surface	S.Y.	2,909	\$1.95	\$5,672.33	
5.	Common Excavation, 12" Depth	C.Y.	1,930	\$8.00	\$15,440.00	
6.	Excavation below Subgrade with 12" Breaker Run	C.Y.	200	\$25.00	\$5,000.00	
7.	Stripping Topsoil, 6" Depth	C.Y.	1,180	\$3.00	\$3,540.61	
8.	Place Screened Topsoil, 6" Depth	S.Y.	1,711	\$4.50	\$7,700.00	
9.	Seed/Fertilize/Mulch Common Green Space	S.F.	15,400	\$0.20	\$3,080.00	
10.	Erosion Control	L.S.	1	\$1,000.00	\$1,000.00	
11.	Tracking Pad	EACH	1	\$1,500.00	\$1,500.00	
UTILITIES						\$50,500.00
12.	Stormwater Management Allowance (Subsurface detention)	L.S.	1	\$5,000.00	\$5,000.00	
13.	Storm Sewer	L.F.	220	\$45.00	\$9,900.00	
14.	Storm Basin	EACH	1	\$3,500.00	\$4,200.00	
15.	ADS Basin	EACH	1	\$1,500.00	\$2,100.00	
16.	Storm Endwall	EACH	1	\$1,750.00	\$1,750.00	
17.	Electrical Underground Service	L.S.	1	\$1,500.00	\$1,500.00	
18.	Site Electrical	L.S.	1	\$5,000.00	\$5,000.00	
19.	Sanitary Service	L.F.	175	\$55.00	\$9,625.00	
20.	Water Service	L.F.	175	\$65.00	\$11,375.00	
HARD SURFACE - PUBLIC ROADWAY						\$19,300.00
21.	3.5" Hot Mixed Asphalt	S.Y.	303	\$25.00	\$7,569.44	
22.	Dense Graded Base, 12" depth	S.Y.	333	\$18.00	\$5,995.00	
23.	Striping	L.S.	1	\$500.00	\$500.00	
24.	24" Curb and Gutter	L.F.	200	\$26.00	\$5,200.00	
HARD SURFACE - MAINTENANCE LOT						\$76,400.00
25.	3.5" Hot Mixed Asphalt	S.Y.	1,059	\$25.00	\$26,466.67	
26.	Dense Graded Base, 12" depth	S.Y.	1,165	\$18.00	\$20,961.60	
27.	Striping	L.S.	1	\$2,500.00	\$2,500.00	
28.	24" Curb and Gutter	L.F.	500	\$26.00	\$13,000.00	
29.	Parking Lot Lighting	EACH	3	\$4,500.00	\$13,500.00	
WALKWAYS - MAINTENANCE BUILDING						\$17,300.00
30.	5" Reinforced Concrete	S.F.	1,901	\$8.00	\$15,208.00	

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Phase 8 - Park Maintenance Building and Parking Lot

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
31.	Dense Graded Base, 6" depth	S.Y.	232	\$9.00	\$2,091.10	
BUILDINGS						\$672,100.00
32.	Building Construction - Park Maintenance Building	S.F.	3,633	\$185.00	\$672,105.00	
MISCELLANEOUS						\$10,000.00
33.	Site Landscaping Allowance	L.S.	1	\$10,000.00	\$10,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$939,500.00
CONTINGENCY at 15%:						\$140,900.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$1,080,400.00
<i>*Inflation per year at 3.5%</i>						
GEOTECHNICAL SERVICES						\$25,000.00
DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS /						
STORMWATER DESIGN / PERMITTING / BIDDING /						
CONTRACT ADMINISTRATION at 7%:						\$75,600.00
CONSTRUCTION MANAGEMENT, LAYOUT, AND TESTING at 6.0%						\$64,800.00
BASE PROJECT TOTAL						\$1,245,800.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

PRELIMINARY COST ESTIMATE
GREENVILLE SPORTS COMPLEX

Greenville, Wisconsin

January 25, 2019

Greenville Sports Complex Master Plan

Rettler Project No.: 18.054



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Rounded Category Sub Total
PHASED PROJECT SUMMARY						
	PHASE 1 - Roadway, Indoor Practice Facility, South Parking, and Two Soccer Fields - 16.6 acres					\$3,105,400.00
	PHASE 2 - Stadium Facilities, Two Soccer Fields, and Central Parking Lot - 10.3 acres					\$3,414,700.00
	PHASE 3 - Two Pony Baseball Fields, Access Drive, begin North Parking Lot, and Playground - 9.9 acres					\$2,869,400.00
	PHASE 4 - Full Size Baseball Field, Pony Baseball Field, Concessions Building, and additional North Parking - 8.8 acres					\$2,709,000.00
	PHASE 5 - Two Soccer Fields, Small Shelter, and additional North Parking - 7.2 acres					\$1,540,300.00
	PHASE 6 - Swimming Pond, Splash Pad, Playground, Sand Volleyball, and Parking Lot - 4.7 acres					\$3,399,400.00
	PHASE 7 - Prairie Planting and Trails - 18.4 acres					\$1,495,500.00
	PHASE 8 - Park Maintenance Building and Parking Lot - 1.2 acres					\$1,245,800.00
	PHASED PROJECT TOTAL *					\$19,779,500.00
	*Plus inflation per year at 3.5%					

MEETING: Town Board
DATE: January 28, 2019

AGENDA ITEM #: TB - 8b
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Town Administrator
Date: January 22, 2019
RE: **Employee Handbook Update – Holiday Policy Section 4.11**

ACTION TYPE: This item is for possible Town Board approval/denial.

BACKGROUND & SUMMARY: The Town Board adopted a fully revised Employee Handbook on August 27, 2018. As part of the adopted handbook, the operating hours of the Town Hall and Public Works administrative offices changed from five 8-hour work days to four 9-hour and one 4-hour work day. As a result of this change, a few conflicts arose with the written Holiday policy under Section 4.11.

The adopted holiday policy allowed for two ½-day holidays on New Year's Eve and the Friday preceding Easter. Because the offices are only open four (4) hours on Fridays, this created a situation where on the Friday before Easter, our offices would be open between 0-2 hours depending on interpretation. To eliminate this confusion, we are recommending the Town eliminate the two ½-day holidays and provide employees with one (1) floating holiday. As a result, New Year's Eve and the Friday preceding Easter would no longer be observed holidays. Floating holidays will need to be taken in full-day increments. Furthermore, unused floating holidays will not carry over or be paid out at the end of a calendar year.

Lastly, the current policy did not take into account work schedule deviations for two of our Public Works employees who are scheduled to work at the yard waste drop-off site. The updated policy would allow those employees the same holidays other employees receive within the same work group.

In an effort to clarify and correct any service issues arising from the change in business hours and our holiday policy, the following draft language is being presented for Town Board consideration:

4.11 Holidays

Revised 9/24/2018 – Clarified hours received. Revised 1/28/2019 – Eliminated ½ holidays on Good Friday and New Year's Eve. Added 1 floating holiday. Further clarified hours received.

The Town recognizes the following holidays each year:

New Year's Day
Labor Day
December 24th

Memorial Day
Thanksgiving Day
December 25th

July 4th
Day after Thanksgiving
One (1) Floating Holiday

Generally speaking, full-time employees will receive the amount of hours typically scheduled (see Section 5.09) at their regular pay rate for the holidays listed above. For example, full-time employees will receive the following:

- 1. Town Hall & Public Works Administrative Offices: If an observed holiday occurs on Monday, Tuesday, Wednesday or Thursday, nine (9) hours of pay at their regular rate. If an observed holiday occurs on a Friday, full-time employees will receive four (4) hours of pay at their regular rate.*
- 2. Public Works, Parks, and Utility Laborers/Field Staff: If an observed holiday occurs on Monday, Tuesday, Wednesday or Thursday, eight and one-half (8.5) hours of pay at their regular rate. If an observed holiday occurs on a Friday, full-time employees will receive six (6) hours of pay at their regular rate.*
- 3. Full-time Fire & First Responder personnel will receive eight (8) hours of pay at their regular rate for observed holidays Monday through Friday. (1/28/2019)*

Part-time employees working over 20 hours per week are compensated on a pro-rated basis for holidays based on hours typically worked (9/24/2018).

If a full-time employee is not normally scheduled to work on the observed holiday, the employee will receive the observed holiday pay at their regular rate for next scheduled work day. For example, a Public Works field staff employee who works a regular Tuesday – Saturday schedule where Monday is the observed holiday, the employee will receive 8.5 hours of holiday pay and will not be required to report to work on Tuesday in observation of the holiday. The Town Administrator will decide on which day a holiday shall be observed should a discrepancy occur.

The floating holiday may only be used as a full-day and cannot be taken in hourly increments. Unused floating holidays will not be carried over at the end of the calendar year. Unused floating holidays will not be paid out.

Any holiday listed above which falls on a Saturday will be observed the preceding Friday. Any holiday listed above which falls on a Sunday will be observed the following Monday. The Town Administrator will decide on which day a holiday shall be observed should a discrepancy occur.

STAFF RECOMMENDATION: Staff recommends the Town Board approve an amended Holiday Policy Section 4.11 of the Employee Handbook as written. If the Board is in agreement, the following motion may be made: **“Motion to amend the Town Employee Handbook Holiday Policy Section 4.11 as provided.”**

POLICY/PLAN REFERENCE(S):

- Employee Handbook – Adopted August 2018.

JDG

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"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Chairperson and Board and Commission Members
From: Michael J. D. Brown, Community & Economic Development Director
Date: January 21, 2019
RE: Sign Enforcement

ACTION TYPE: This item is for Town Board consensus/direction.

BACKGROUND & SUMMARY: On September 24, 2018 I presented a memo for discussion regarding sign enforcement. At the September 24, 2018 meeting the Town Board directed staff to enforce the temporary sign ordinance requirements found in [Section 320-55](#) of the Zoning Code with a goal to start the evaluation in the winter. Staff assembled an inventory of temporary signs within the community. There are currently 45 temporary signs that were identified. As this is winter, this is significantly less than what would be seen during spring/summer/fall months of the year. An interactive map using ArcGIS Online was also provided that showed the locations, brief description and a picture of each sign.

Staff is seeking direction from the Town Board as to whether staff should continue with temporary sign enforcement as this will require a significant amount of staff time to develop a program and keep up with enforcement. If yes, staff will:

1. Develop a formal enforcement program.
2. Identify which signs are in compliance with the regulations and make contact with the property owner to obtain the necessary permits.
3. Identify which signs are not in compliance with the regulations and make contact with the property owner to remove the signs or modify them to come into compliance and obtain the necessary permits.

STAFF RECOMMENDATION: Staff is looking for direction from the Town on how to proceed.

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MEETING: Town Board
DATE: January 28, 2019

AGENDA ITEM #: TB - 8d
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Town Administrator
Date: January 22, 2019
RE: Town Newsletter

ACTION TYPE: This item is for Town Board discussion only.

BACKGROUND & SUMMARY: The Town of Greenville has a long tradition of printing and mailing a newsletter to residents and business owners in our community. This newsletter has traditionally been prepared and sent quarterly and is partially supported by local advertising sales. Despite the sales of advertisements, the newsletter does not produce enough revenue to support the full costs to print and mail. On average, the net cost for our quarterly printed newsletter is approximately \$5,500 to \$6,000 per year.

The 2019 Town Budget has allocated \$2,500 toward the cost of preparing, printing and mailing a Town Newsletter. This is a significant reduction from previous years and will require the Town to rethink how we produce a printed newsletter.

Staff is recommending that the Town eliminate the quarterly newsletter format. The current budget does not provide for adequate funding to support the average annual expenditure. Staff is recommending the Town invest in a singular printed newsletter to be sent out in April/May of 2019. This newsletter will be significantly reduced in size and only contain basic information, such as garbage recycling schedules, brush pick-up schedules, meeting/event schedules, contact information, etc. Ultimately it will contain the information that we routinely field through phone calls and walk-in traffic.

Beyond a single printed newsletter, staff is recommending that the Town implement an electronic (email) newsletter to be prepared and sent on a monthly basis. The Town will implement this through a voluntary sign-up form via the Town's website and social media pages. Interested individuals can manage their subscription privately, limiting the amount of staff time managing email addresses. In addition, the newsletter would be integrated into our website and social media pages. Information provided in the e-newsletter can be more timely and specific to the needs of the community. The content can evolve on a monthly basis. Additionally, more frequent communications can be sent to address public safety or more prevalent Town issues.

Staff is recommending the Town utilize the Mail Chimp email platform to begin. This system is free for the first 2,000 email subscribers and 12,000 emails/month. If the subscriber list exceeds more than 2,000 individuals, the costs to provide the service is \$10/month or \$120 annually.

An example of a community using Mail Chimp to produce an e-newsletter: <https://us1.campaign-archive.com/?u=d1bc282cce326a7e28486ad38&id=4952c8fe05>

STAFF RECOMMENDATION: Staff is seeking direction and consent from the Town Board to develop a single annual printed newsletter and an electronic monthly e-newsletter for communicating with interested parties.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$2,500

Is it currently budgeted or planned? Yes, FY2019

Amount budgeted: \$2,500

Account #: 100-5142-310 – Clerk/Administrative Services - Office Supplies

JDG

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