



November 8, 2018

Katie Aspenson, AICP
Planner, Zoning Inspector
City of Onalaska
415 Main Street
Onalaska, WI 54650

RE: FIRST AMENDMENT TO THE CURRENT AGREEMENT BETWEEN COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ONALASKA AND HOISINGTON KOEGLER GROUP, INC. DATED 4.3.2018, FOR ADDITIONAL SERVICES FOR CONDUCTING A PUBLIC MEETING ON THE DOWNTOWN AND STATE ROAD 16 REDEVELOPMENT PLANNING.

Dear Ms. Aspenson:

We want to thank you for giving us the opportunity to work with the COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ONALASKA on the Downtown and State Road 16 Redevelopment Planning. This letter serves as contract amendment to the master agreement between the COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ONALASKA and Hoisington Koegler Group Inc. dated 4.3.2018.

This contract amendment is in addition to the already agreed upon contract for redevelopment planning with the COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ONALASKA.

Contract Amendment

1. Provide necessary meeting materials and information to conduct public meeting.
2. Attend and facilitate public meeting.

Deliverables

1. The meeting is anticipated to take place in early December of 2018.
2. Display boards and public feedback collection.
3. Summary of feedback from public meeting.

Professional Fees

Hoisington Koegler Group (HKGi) agrees to complete the abovementioned services for a fee of \$3,355.00.

If this letter agreement is acceptable to COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ONALASKA, please return a signed copy to HKGi and we will begin work immediately. Contact me if you have any questions about this proposal.

Sincerely,



Bryan Harjes
Vice President
Hoisington Koegler Group Inc.

AUTHORIZATION TO PROCEED

Name and Title:

Date: _____

Signature: _____

Katie Aspenson
City of Onalaska
415 Main Street
Onalaska, WI 54650

October 11, 2018
Invoice No: 018-036 - 3

Project 018-036 Onalaska - Redevelopment Planning
Professional Services from September 1, 2018 to September 30, 2018

Task 01 Understand What Exists

- Compile and review background data
- Internal team collaboration
- Meeting notes
- Preparation of draft concepts
- Project coordination
- CDA Meeting #3 on 9/12
- Coordination call with staff
- Preliminary Redevelopment Concepts
- Preparation and attendance at CDA Meeting
- Preparation of meeting materials
- Prepare stakeholder meeting notes
- Presentation for CDA Meeting
- Stakeholder Call on 9/11
- Stakeholder Meetings on 9/13
- Understand TIF district status

Professional Personnel

	Hours	Rate	Amount	
Principal				
Harjes, Bryan	22.50	185.00	4,162.50	
Associate				
Miller, Jeffrey	6.00	130.00	780.00	
Professional II				
Clarke, Kevin	30.25	90.00	2,722.50	
Totals	58.75		7,665.00	
Total Labor				7,665.00
				Total this Task
				\$7,665.00

Task 02 Explore the Possibilities

- Compile and review background data
- Internal team collaboration
- Preparation and attendance at stakeholder meeting
- Project coordination
- Call with CDA Working Group on 9/10
- Concept Alternatives
- Concept development
- Development Framework Diagrams
- Preparation and attendance at CDA meeting
- Redevelopment concept approach narrative
- Transportation Context Diagram
- Transportation Diagrams

Professional Personnel

	Hours	Rate	Amount	
Principal				
Harjes, Bryan	18.50	185.00	3,422.50	
Associate				
Miller, Jeffrey	1.50	130.00	195.00	
Professional II				
Clarke, Kevin	5.50	90.00	495.00	
Thorsen, Jesse	30.50	85.00	2,592.50	
Professional I				
Heid, Ryan	5.00	60.00	300.00	
Totals	61.00		7,005.00	
Total Labor				7,005.00
				Total this Task
				\$7,005.00

 Task 99 Project Expenses

Reimbursable Expenses

Mileage and Travel Expense				
9/12/2018	Harjes, Bryan	Mileage	163.50	
9/12/2018	Harjes, Bryan	Lodging	158.00	
Total Reimbursables			321.50	321.50
				Total this Task
				\$321.50
				Total this Invoice
				\$14,991.50

Outstanding Invoices

Number	Date	Balance	
2	9/9/2018	18,476.88	
Total		18,476.88	
			Total Now Due
			\$33,468.38



Hoisington Koegler Group inc.
 123 North 3rd Street, Suite 100
 Minneapolis, MN 55401-1659

Katie Aspenson
 City of Onalaska
 415 Main Street
 Onalaska, WI 54650

November 6, 2018
 Invoice No: 018-036 - 4

Project 018-036 Onalaska - Redevelopment Planning
Professional Services from October 1, 2018 to October 31, 2018

Task 02 Explore the Possibilities

- CDA Working Group Meeting on 10/25
- CDA Working Group Meeting on 10/4
- Conf. Call with WIS DOT
- GIS mapping
- Internal team collaboration
- Preparation and attendance at stakeholder meetings
- Preparation for stakeholder meetings
- Prepare concepts
- Project coordination
- Call with Staff on 10/26
- Catalyst site opportunities
- CDA Meeting on 10/10
- Concept Alternatives
- Conf. Call with Bruce Lundgren on 10/15
- Downtown parking analysis
- Prepare redevelopment concepts
- Prepare stakeholder meetings notes
- Research redevelopment issues
- Research transportation plans
- Site Analysis
- Stakeholder Call on 10/31
- Stakeholder Meetings on 10/10
- Stakeholder Meetings on 10/11
- Summarize WisDOT meeting notes
- Transportation Context Diagram
- Travel for stakeholder meetings

Professional Personnel

	Hours	Rate	Amount
Principal			
Harjes, Bryan	48.50	185.00	8,972.50
Associate			
Miller, Jeffrey	32.25	130.00	4,192.50

Professional II				
Clarke, Kevin	30.50	90.00	2,745.00	
Thorsen, Jesse	26.75	85.00	2,273.75	
Professional I				
Heid, Ryan	11.00	60.00	660.00	
Totals	149.00		18,843.75	
Total Labor				18,843.75
			Total this Task	\$18,843.75

Task 99 Project Expenses

Reimbursable Expenses

Mileage and Travel Expense				
10/10/2018 Harjes, Bryan		Lodging	158.89	
10/10/2018 Miller, Jeffrey		Travel for CDA and stakeholders meetings	196.20	
10/10/2018 Harjes, Bryan		Mileage	65.40	
10/11/2018 Harjes, Bryan		Mileage	65.40	
10/11/2018 Miller, Jeffrey		Hotel	136.20	
Meals				
10/11/2018 Miller, Jeffrey		Lunch	13.27	
10/11/2018 Harjes, Bryan		Lunch	13.25	
Total Reimbursables			648.61	648.61
			Total this Task	\$648.61
			Total this Invoice	\$19,492.36

Outstanding Invoices

Number	Date	Balance		
3	10/11/2018	14,991.50		
Total		14,991.50		
			Total Now Due	\$34,483.86