



Meeting Date: 2/14/2011
Agenda Item: #6i

Mission Statement
Provide quality services in a modern, courteous and cost-efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Burt McIntyre and
Village Board of Trustees

REVIEWED BY:

REPORT FROM: Geoffrey S. Farr, PE, Director of Public Works

PSB

AGENDA ITEM: Review and take action on Turf Grass and Landscape Maintenance Agreement with American Medical Security Life Insurance Company

ACTION REQUESTED: ___Ordinance ___Resolution Motion ___Receive/File

POLICY ISSUE

Does the Village Board wish to renew the Turf Grass and Landscape Maintenance Agreement with American Medical Security Life Insurance Company? The current three-year Turf and Landscape Maintenance Agreement expired on December 31, 2010.

RECOMMENDED ACTION BY VILLAGE BOARD

Village staff recommends the Village Board approve the renewal of a three-year agreement between the Village of Howard and American Medical Security Life Insurance Company (AMSLIC) for Turf Grass and Landscape Maintenance.

If the Village Board were in favor of this policy action, the following motion may be made:

"Motion to approve the Cooperative Turf Maintenance Agreement between the Village of Howard and the American Medical Security Life Insurance Company for the next three years, 2011-2013, for lawn mowing services".

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve the agreement
- Table the item and request additional information.
- Not renew the cooperative turf maintenance agreement with AMSLIC.
- Renew the cooperative turf maintenance agreement with changes directed by the Board.

STRATEGIC PLAN RELEVANCE:

Economic Vitality:	<u>N/A</u>
Accountable/Efficient Gov't:	<u>Yes</u>
Enhance Gov't Partnerships:	<u>Yes</u>
Environmentally Friendly:	<u>N/A</u>

STRATEGIC PLAN SYNOPSIS:

Cooperate with a community business to trade maintenance responsibilities for efficiency purposes.

POLICY REFERENCE

Wisconsin Statutes: N/A

Howard Municipal Code: N/A

Policies & Procedure Manual: N/A

KEY METRIC SYNOPSIS

Utilize cooperative agreements with community organizations and businesses for efficient use of Village and business staff and operations.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact? No
2. Is it Currently Budgeted? Yes
3. If Budgeted, Which Line? General Fund

FISCAL SYNOPSIS:

The general fund would remain the same with or without this agreement.

PRIOR ACTION/REVIEW

May 28, 2008: The Village Board approved the most recent three-year cooperative agreement with AMSLIC.

BACKGROUND INFORMATION

The Village Board approved this agreement with American Medical Security Life Insurance Company (AMSLIC) on 05/28/2008 for a term of three years. The current Turf and Landscape Maintenance Agreement expired on December 31, 2010.

In 2007 staff met with the facilities management of AMSLIC and prepared a working agreement for maintenance responsibilities to the turf grass and landscape shrub beds along the streets surrounding the AMSLIC building on AMS Boulevard in Howard. The Village Board approved a one-year agreement in 2007 and a three-year agreement in 2008.

This agreement would swap mowing and maintenance responsibilities along the street terrace and boulevard islands on properties around the AMSLIC building under the ownership of the Village and AMSLIC.

This agreement benefits both parties involved. The Village would benefit by decreasing the time our staff would be on site and AMSLIC benefits by having the high-quality aesthetic look they prefer with the high visibility areas around their building.

Village policy for turf maintenance along the street terrace is that the property owner shall maintain the turf adjacent to their property. The Village is also responsible for maintenance to boulevard and cul-de-sac islands.

Staff has contacted the AMSLIC Facilities Manager and they would like to continue with the maintenance agreement per the previous agreement.

ATTACHED INFORMATION

- I. Turf Grass and Landscape Maintenance Agreement with AMSLIC
- II. Map – Turf & Landscape Maintenance Agreement
- III. Correspondence with AMSLIC Facilities Management

Attachment I

**VILLAGE OF HOWARD
AND
AMERICAN MEDICAL SECURITY LIFE INSURANCE COMPANY
TURF GRASS AND LANDSCAPE MAINTENANCE AGREEMENT**

INTENT

The intent of this agreement is to set forth the responsibilities between the Village of Howard (VH) and American Medical Security Life Insurance Company (AMSLIC) to maintain the turf grass and landscape beds in the street terrace and boulevard islands along AMS Boulevard, Lancaster Terrace, Security Boulevard, and United Drive within the Village of Howard, Wisconsin, that are under the ownership of the respective parties.

DEFINITIONS

Turf grass maintenance is to consist of the mowing of turf grass as needed to maintain turf height under three (3) inches and associated lawn care. Landscape maintenance is to consist of shrub and plant care. The street terrace is the property from the street curb to the property line. In this agreement the typical turf mowing of terrace locations will consist of multiple mower widths that center the street trees within the mowed strip or two (2) mower widths where no street trees are present. Mowing of boulevard islands will consist of maintaining all turf within said island.

TURF GRASS & LANDSCAPE MAINTENANCE RESPONSIBILITIES

American Medical Security Life Insurance Company is to maintain:

1. The six (6) landscaped boulevard islands along AMS Boulevard from Shawano Avenue west to the cul-de-sac. This is to include both turf grass and shrub maintenance in the six (6) boulevard islands.
2. The street terrace turf grass along parcel VH-727-106-2 along AMS Boulevard from the intersection of Lancaster Terrace east to AMS Court and along AMS Court from the intersection of AMS Boulevard south to parcel VH-727-105-5.
3. The street terrace turf grass along parcel VH-727-106-1 (retention pond) at the southwest corner of Security Boulevard and United Drive.
4. All other AMSLIC properties.

Village of Howard is to maintain:

1. The street terrace turf grass along parcel VH-727-103 on the south side of Lancaster Terrace.
2. The street terrace area of the property located on the northeast corner of the intersection of Lancaster Terrace and Security Boulevard. Turf grass maintenance will be from the private drive entrance on Lancaster Terrace west to the intersection and from the intersection north to the private drive entrance on Security Boulevard.
3. All other Village of Howard owned properties.
4. All ornamental and shade trees within the street right-of-way. This is to include the planting of shade trees within the street right-of-way and boulevard islands as directed by the Village Forester. Ornamental trees and shrubbery within the boulevard islands along AMS Boulevard will be removed to ground level at death and not replaced.

LANDSCAPING WITHIN THE STREET RIGHT-OF-WAY

There is no planting or landscaping within the street right-of-way by AMSLIC, or its designee, without a landscape plan authorized by the Village Forester and the issuance of a planting permit through the Village Forestry Division.

PROPERTY DAMAGE

Care shall be taken by all parties involved in this agreement to avoid damage to Wisconsin Public Service Corporation (WPSC) owned street light poles. Any damage to said WPSC property that requires repair or replacement shall be at the cost of the party that caused the damage regardless of property ownership.

Turf damage and repair shall be the responsibility of the party that is maintaining said property by this agreement. The damage shall be repaired by appropriate means to return the damaged area to pre-damage conditions. This may include but not limited to filling with topsoil and seeding with a quality turfgrass seed blend.

INSURANCE RESPONSIBILITIES

AMSLIC shall make available a Certificate of Insurance listing the Village of Howard as an additional insured.

GOVERNING LAW

This agreement shall be construed in accordance with the laws of the State of Wisconsin.

NOTICES

Any notice required hereunder shall be given in writing to:

VILLAGE OF HOWARD
ATTN: Geoff Farr
P.O. Box 12207
Green Bay, WI 54307-2207

AMERICAN MEDICAL
SECURITY LIFE INSURANCE
COMPANY
ATTN: Robert Geyer, CFM
3100 AMS Blvd.
Green Bay, WI 54313

TERM

The term length of this Agreement shall cover calendar years 2011, 2012, and 2013 and shall remain in full effect through December 31, 2013. This agreement is subject to revision or cancellation by mutual agreement of both parties. In the event that this agreement is terminated, the parties involved will be required to maintain the turf grass and landscaping on their respective properties.

ASSIGNMENT

AMSLIC may assign all of its rights and responsibilities under this agreement to any affiliate that may purchase the properties to which this agreement pertains.

VILLAGE OF HOWARD

Dated this ____ day of _____, 2011.

Burt R. McIntyre,
Village President

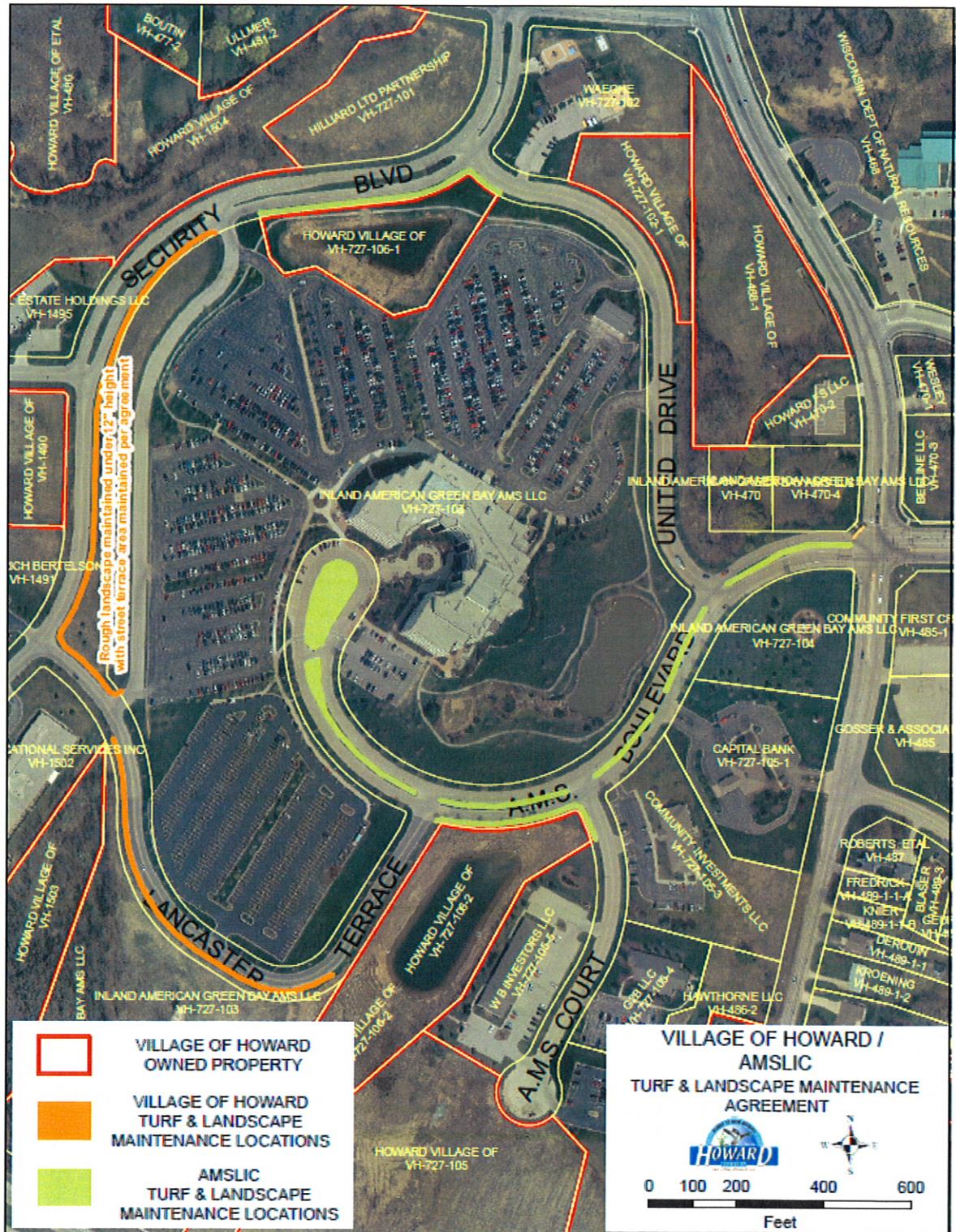
Robert Bartelt,
Interim Administrator

**AMERICAN MEDICAL SECURITY
LIFE INSURANCE COMPANY**

Dated this ____ day of _____, 2011.

James Prochnow

Attachment II



Attachment III

Chris Clark

From: Geyer, Robert [robert_geyer@uhc.com]
Sent: Monday, January 10, 2011 8:25 AM
To: Chris Clark
Cc: Dash, Jeremy J; Beardmore, Mary C
Subject: RE: Landscape/Mowing Maintenance Agreement

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Chris,
I would like to introduce myself as the new Facility Manager for the United Health former AMS facility. Mary Beardmore has been promoted to the Regional Manager role and will be available to help us with questions. We would like to continue with the mutual mowing agreement. Please send over an updated agreement. Also please contact me with any questions.

Thanks

Robert Geyer, CFM
Facility Manager | Jones Lang LaSalle
Real Estate Services | UnitedHealth Group Account
3100 AMS Blvd. | Green Bay, WI 54313
920.661.1135 Office | 920.609.4571 Cell | 920.661.9816 Fax
robert.geyer@am.ill.com

From: Beardmore, Mary C
Sent: Tuesday, December 14, 2010 4:27 PM
To: Geyer, Robert
Cc: Dash, Jeremy J
Subject: FW: Landscape/Mowing Maintenance Agreement

Bob,
This is an arrangement that should be continued, unless Jeremy has concerns.

Mary Beardmore, CFM
Sr. Facilities Manager | Jones Lang LaSalle
Real Estate Services | UnitedHealth Group Account
3100 AMS Blvd. | Green Bay, WI 54313
920.661.2065 Office | 920.680.9618 Cell | 920.661.9816 Fax
mary.beardmore@am.ill.com

From: Chris Clark [mailto:CClark@villageofhoward.com]
Sent: Thursday, December 09, 2010 9:54 AM
To: Beardmore, Mary C
Cc: jeremy.dash@eams.com
Subject: Landscape/Mowing Maintenance Agreement

Mary,
Do you wish to continue with our mutual mowing agreement as defined in the 2007 mutual agreement? The Village of Howard has found this agreement to be beneficial and we are happy to continue with this maintenance agreement.