VILLAGE OF KIMBERLY, WI

NOTICE OF SPECIAL BOARD MEETING

DATE: **Monday, May 22, 2023**

TIME: **6:00pm**

LOCATION: **Village Hall, Rick J. Hermus Council Chambers**
515 W. Kimberly Ave.
Kimberly, WI 54136

Notice is hereby given that a special Village Board meeting will be held on Monday, May 22, 2023, at the Village Hall. This is a public meeting, and the agenda is listed below.

1) Call to Order
2) Roll Call
3) Moment of Silent Reflection, Pledge of Allegiance
4) President's Remarks
5) Approval of Minutes from the 05/15/23 Meeting
6) Unfinished Business
   a) None
7) New Business for Consideration and Approval
   a) Update on Village Streets and Parks Facility Project with project consultant Trevor Frank, S.E.H.
      i) Discussion and possible action on leasing commercial property to relocate the Streets and Parks operations
      ii) Discussion and possible action on the outdoor warning siren
   b) Update of Village Streets and Parks Facility Project Financing with Justin Fischer, Baird
      i) Consider proceeding with financing for the Village Streets and Parks Facility Project
   c) Update on Transportation Alternatives Program Grant 4989-02-00/71 Marcella Street Trail Project
      i) Consider approval of proposal for real estate acquisition services for an estimated amount of $21,800 with Moss & Associates
      ii) Consider approval of proposal for architectural historical services for an amount of $3,292.61 with Heritage Research, LTD

iii) Consider approval of proposal for archaeological services for an amount of $4,350.00 with Midwest Archaeological Consultants

8) Public Participation

9) Adjournment

Village Board Meeting
May 22, 2023, 6:00 – 6:30 PM (America/Chicago)

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Any person wishing to attend the meeting, who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodations may be made.

REGULAR MEETING OF THE KIMBERLY VILLAGE BOARD
MINUTES
MAY 15, 2023

President Kuen called the meeting to order at 6:00 pm. Appearing in person were President Kuen, Trustees Gaffney, Hietpas, Trentlage, Karner, and Hammen. Trustee Hruzek was absent and excused. Also present were Administrator/Community Development Director Mahoney, Clerk-Treasurer Weyenberg, Director of Public Works/Zoning Administrator Ulman, Community Enrichment Director Femal, Brad Warner with McMahon, and Associates and one member of the media.

President mentioned that it was National Police Week and wanted to commend our police department for doing an exceptional job in our community.

Approval of Minutes from the 05-08-2023 Meeting

Trustee Hammen moved, Trustee Karner seconded the motion to approve the Village Board minutes for 05-08-2023. The motion was carried by unanimous vote of the Board.

Unfinished Business

None

Public Participation

There was no public participation.

New Business for Consideration and Approval:

Certificate of Payment #1 to Jossart Brothers, Inc. in the amount of $236,363.80 for the 2023 Utilities Construction of Sunset Drive

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve Certificate of Payment #1 to Jossart Brothers, Inc. in the amount of $236,363.80 for the 2023 Utilities Construction of Sunset Drive. The motion was carried by unanimous vote of the Board.

Certificate of Payment #3 to Jossart Brothers, Inc. in the amount of $263,644.95 for the 2022 Utilities Construction of The Blue Development

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve Certificate of Payment #3 to Jossart Brothers, Inc. in the amount of $263,644.95 for the 2022 Utilities Construction of The Blue Development. The motion was carried by unanimous vote of the Board.

June 2nd-5th Jack Grafmeier Memorial Tournament Ordinance Variance Request

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve the June 2nd-5th Jack Grafmeier Memorial Tournament Ordinance Variance Request. The motion was carried by unanimous vote of the Board.

Special Event Permit Request for 2023 Firefighters for Fireworks Celebration

Trustee Hammen moved, Trustee Karner seconded the motion to approve the Special Event Permit Request for 2023 Firefighters for Fireworks Celebration. The motion was carried by unanimous vote of the Board.

Special Event Permit Request for Paperfest 2023

Trustee Trentlage moved, Trustee Hietpas seconded the motion to approve the Special Event Permit Request for Paperfest 2023. The motion was carried by unanimous vote of the Board.

Special Event Permit Request for Bike to the Beat 2023

Trustee Karner moved, Trustee Hammen seconded the motion to approve the Special Event Permit Request for Bike to the Beat 2023. The motion was carried by unanimous vote of the Board.

Special Event Permit Request for JRG ROCKS Run

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the Special Event Permit Request for JRG ROCKS Run. The motion was carried by unanimous vote of the Board.

Special Event Permit Request for Kimberly Fall Craft Fair

Trustee Hammen moved, Trustee seconded the motion to approve the Special Event Permit Request for Kimberly Fall Craft Fair. The motion was carried by unanimous vote of the Board.

Bills and Claims, Financial Statements for April 2023

Trustee Hammen moved, Trustee Gaffney seconded the motion to approve the Bills and Claims, Financial Statements for April 2023. The motion was carried by unanimous vote of the Board.

Public Participation

Trustee Hietpas mentioned that he was approached about the speeding traffic between the roundabout on Railroad and the YMCA on Kennedy Ave. President Kuen noted the concern would be forwarded onto Fox Valley Metro Police Department.

Adjournment

Trustee Hammen moved, Trustee Karner seconded the motion to adjourn. The motion was carried by unanimous vote and the board adjourned at 6:09 pm.

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_____

Jennifer Weyenberg
Clerk-Treasurer

Dated 05/16/2023.
Drafted by SKB
Approved by Village Board 05/22/2023.

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Update on Village Streets and Parks Facility Project

REPORT PREPARED BY: Maggie Mahoney, Administrator

REPORT DATE: May 19, 2023

EXPLANATION:
Project consultant Trevor Frank, S E H, will present a progress report for the Village Streets and Parks Facility Project including information on the following:

- Project progress and schedule
- Site Context and Context Plan
- Floor Plans and Materials
- Programming Comparisons
- Updated Cost Estimates
- Phasing and Temporary Relocation

The presentation will include discussion and action on temporary relocation and the outdoor emergency siren – both of these items have separate memos and materials.

RECOMMENDED ACTION: None for this item, discussion and action will be included in following agenda items.

ATTACHMENTS:
1. Vok Progress Update 5-22-23

The Village of Kimberly, Wisconsin

Streets/Parks Department Facility Design Report

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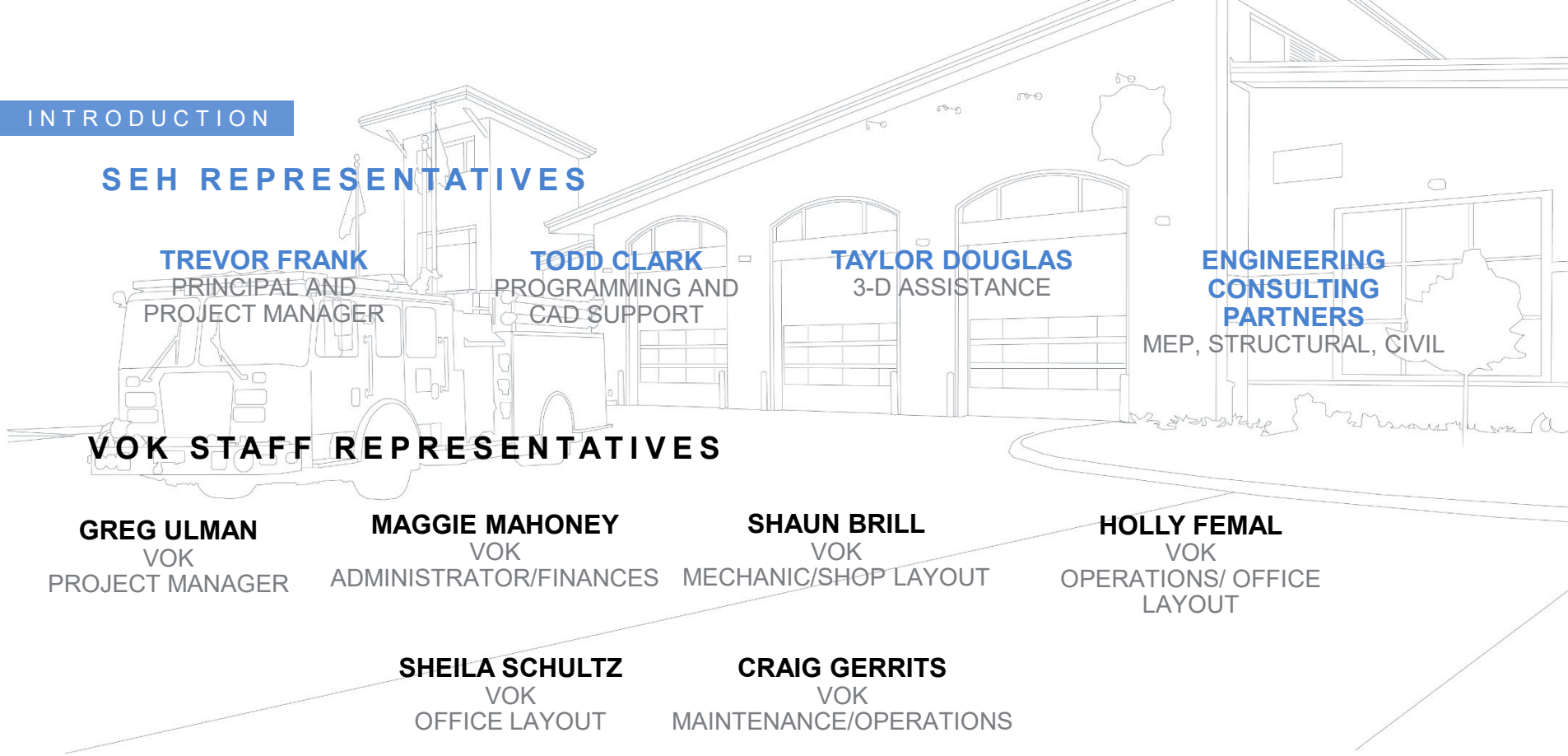
KIMBERLY, WI | MAY 22, 2023



INTRODUCTION

SEH REPRESENTATIVES

TREVOR FRANK
PRINCIPAL AND
PROJECT MANAGER

TODD CLARK
PROGRAMMING AND
CAD SUPPORT

TAYLOR DOUGLAS
3-D ASSISTANCE

ENGINEERING CONSULTING PARTNERS
MEP, STRUCTURAL, CIVIL

VOK STAFF REPRESENTATIVES

GREG ULMAN
VOK
PROJECT MANAGER

MAGGIE MAHONEY
VOK
ADMINISTRATOR/FINANCES

SHAUN BRILL
VOK
MECHANIC/SHOP LAYOUT

HOLLY FEMAL
VOK
OPERATIONS/ OFFICE
LAYOUT

SHEILA SCHULTZ
VOK
OFFICE LAYOUT

CRAIG GERRITS
VOK
MAINTENANCE/OPERATIONS

AGENDA:

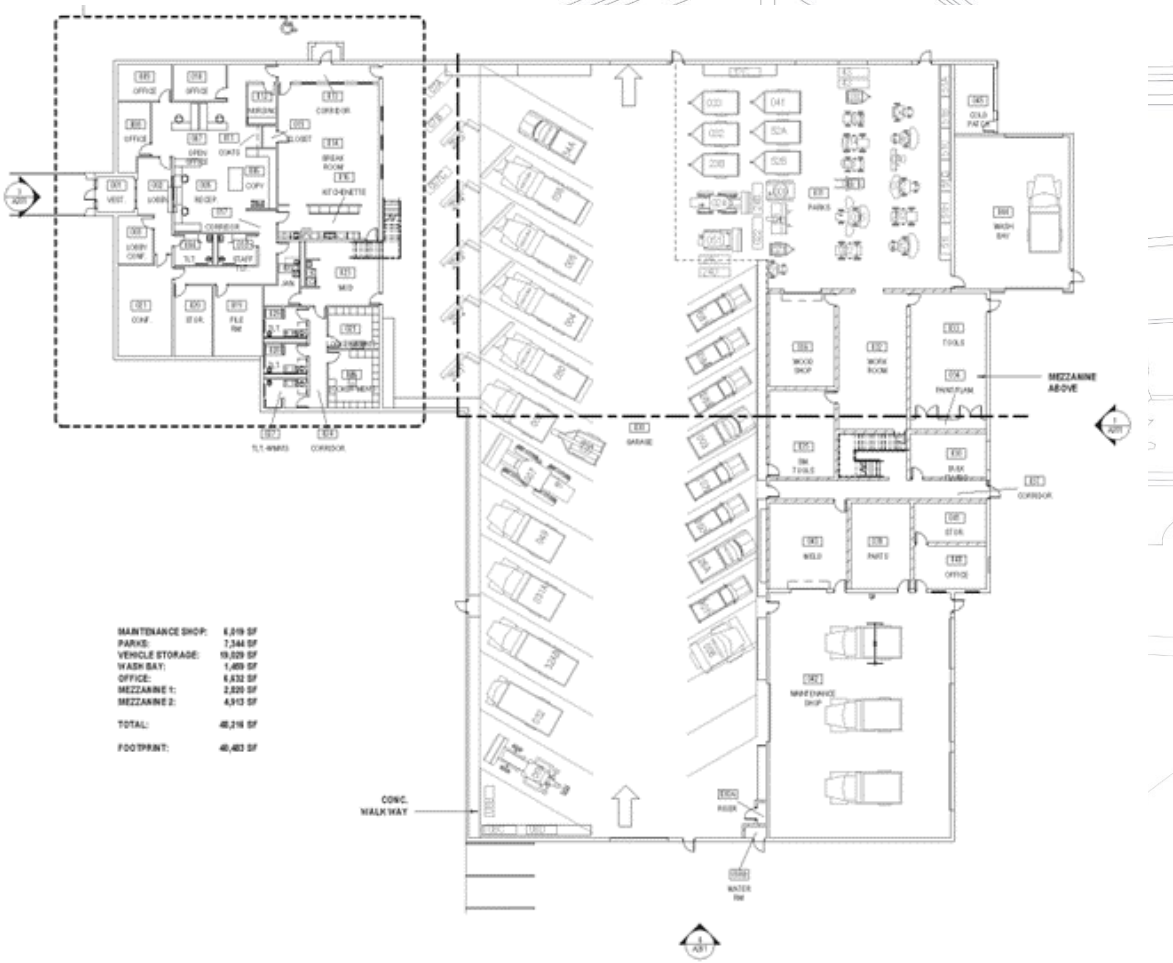
Project Progress and Schedule
Site and Context Plan
Floor Plans and Materials
Programming Comparisons

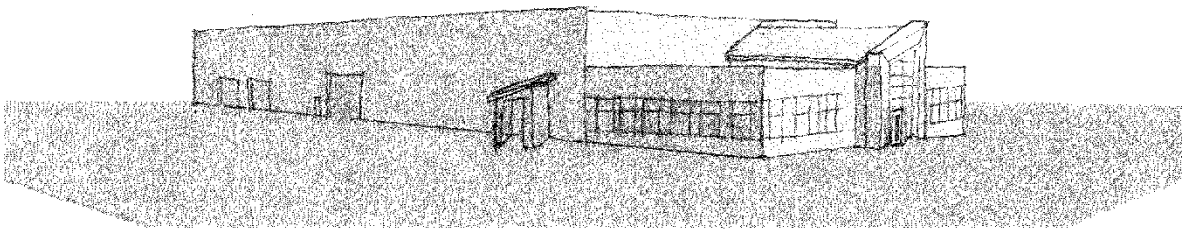
Updated Cost Estimates
Phasing and Temporary Relocation
Action and Next Steps

PROJECT PROGRESS

CURRENT STATUS

- Project Activity
  - *Programming Completed*
  - *Equipment Test Fits*
  - *Draft Floor Plan*
  - *Site and Phasing Plan and Cost Benefit analysis*
  - *Preliminary MEP/Structural/LA Design*
  - *Interior and Exterior Material Discussion*
  - *30% Page Turns*
  - *Coordination with Village IT, HVAC and Maintenance Staff*
  - *Owner Provided Equipment Coordination*

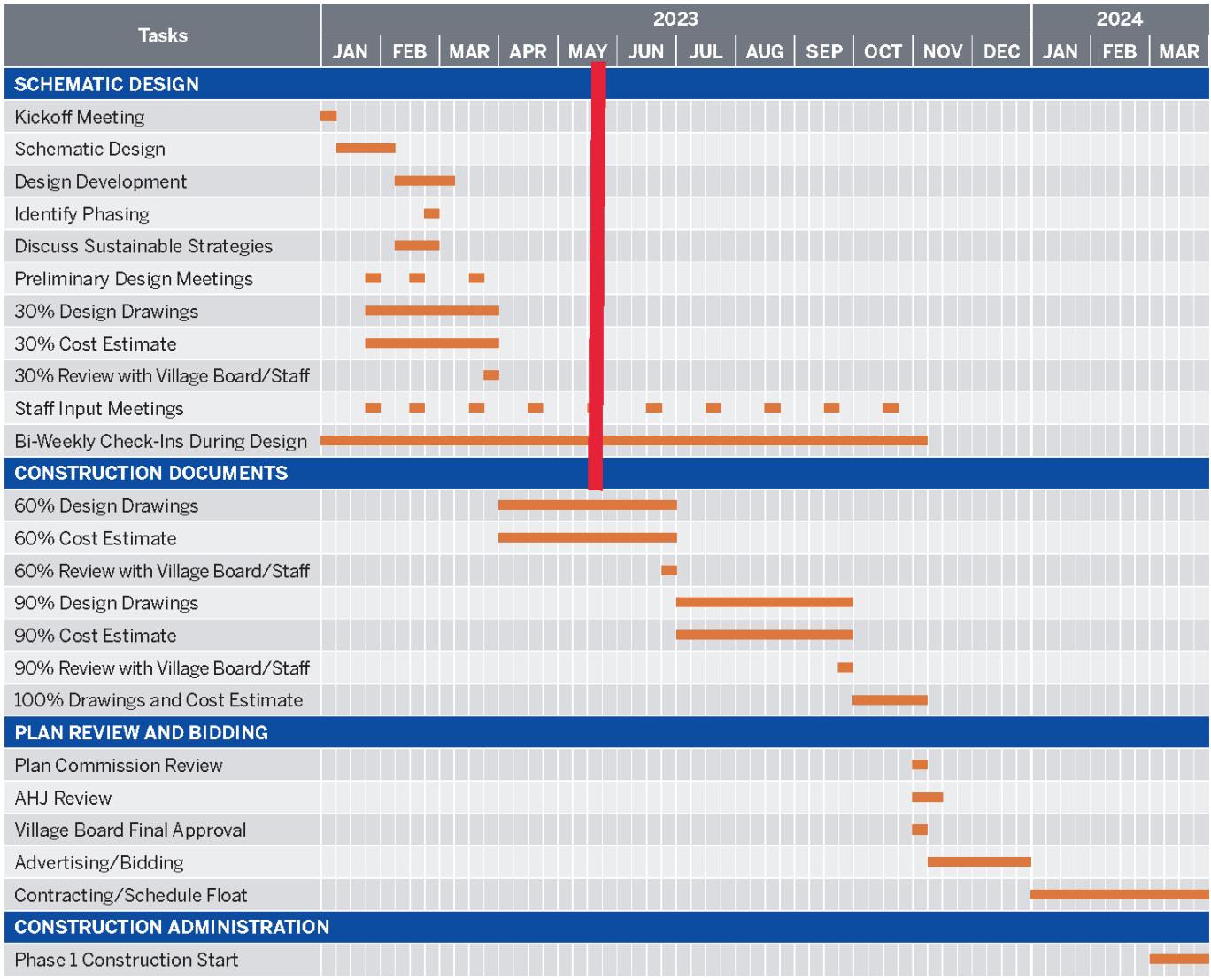




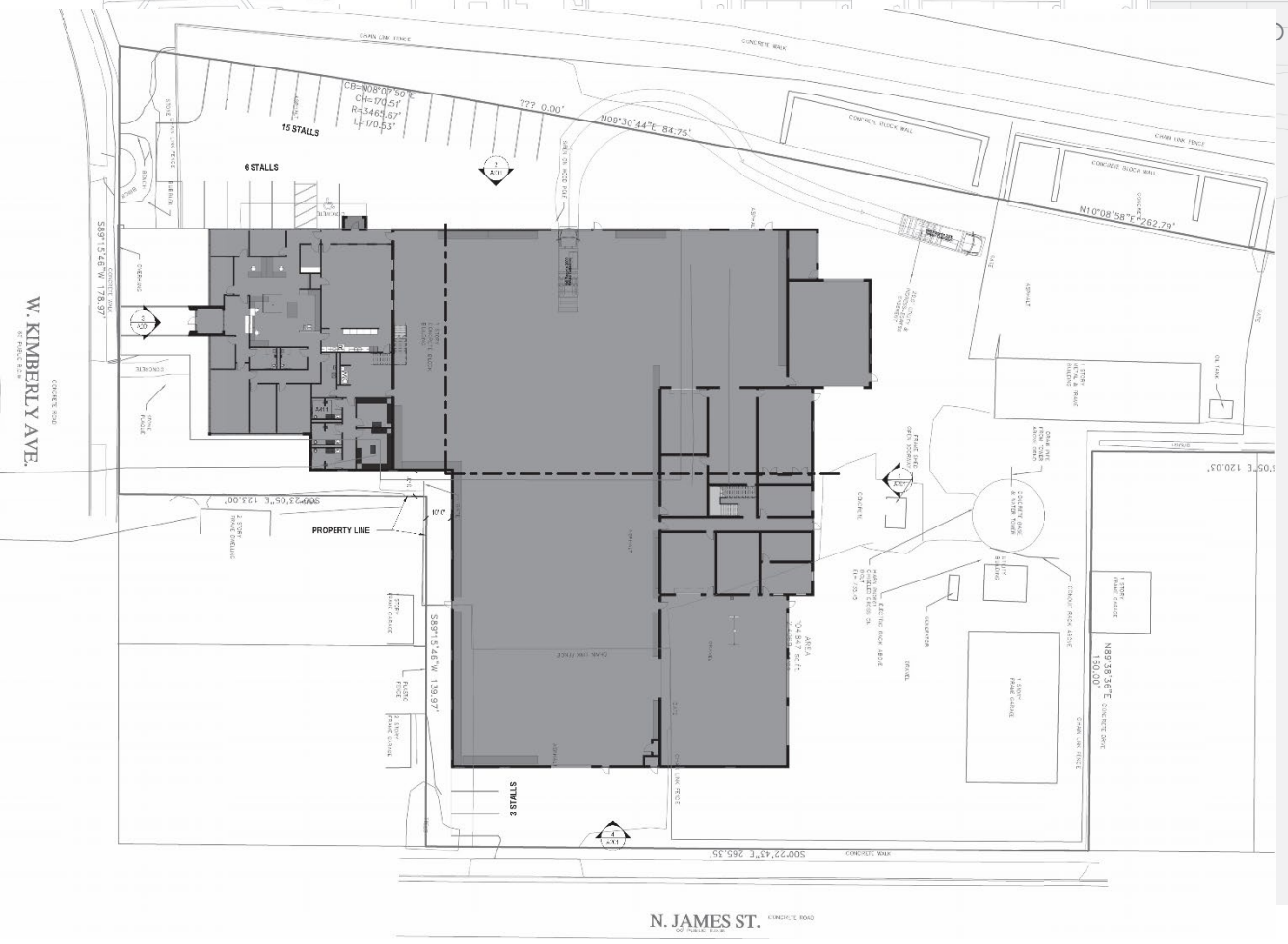
SCHEDULE

- 30% review
  - *Tracking on pace compared to schedule*
  - *60% Review July 2023*
  - *90% Review October 2023*
  - *AHJ and Village Permitting/Review November 2023*
  - *Bidding December/January 2023/2024*
  - *Construction March 2024- May 2025*

SCHEDULE FOR COMPLETION



FACILITY PLACEMENT AND OPERATIONS



Siting and Operations

- *One way traffic for operations vehicles*
- *Scale reduction along Kimberly Avenue*
- *Building position*
- *Staff parking accommodations*
- *Accessible entrances*
- *Turning radius accommodations*
- *Preservation of storage buildings*
- *Consolidated perimeter fencing*
- *Safety, Access and Security improvements*

BUILDING DESIGN

- Context Sensitive Design
  - *Earthtones and muted colors*
  - *Pronounced public entry*
  - *Scale reduction along Kimberly Avenue*
  - *Natural daylighting*
  - *Male/female accommodations*
  - *Energy conscious design*
  - *Operational Efficiency*
  - *Accessibility*
  - *Safety, Access and Security improvements*

PROGRAMMING COMPARISONS

STUDY VS. CURRENT DESIGN

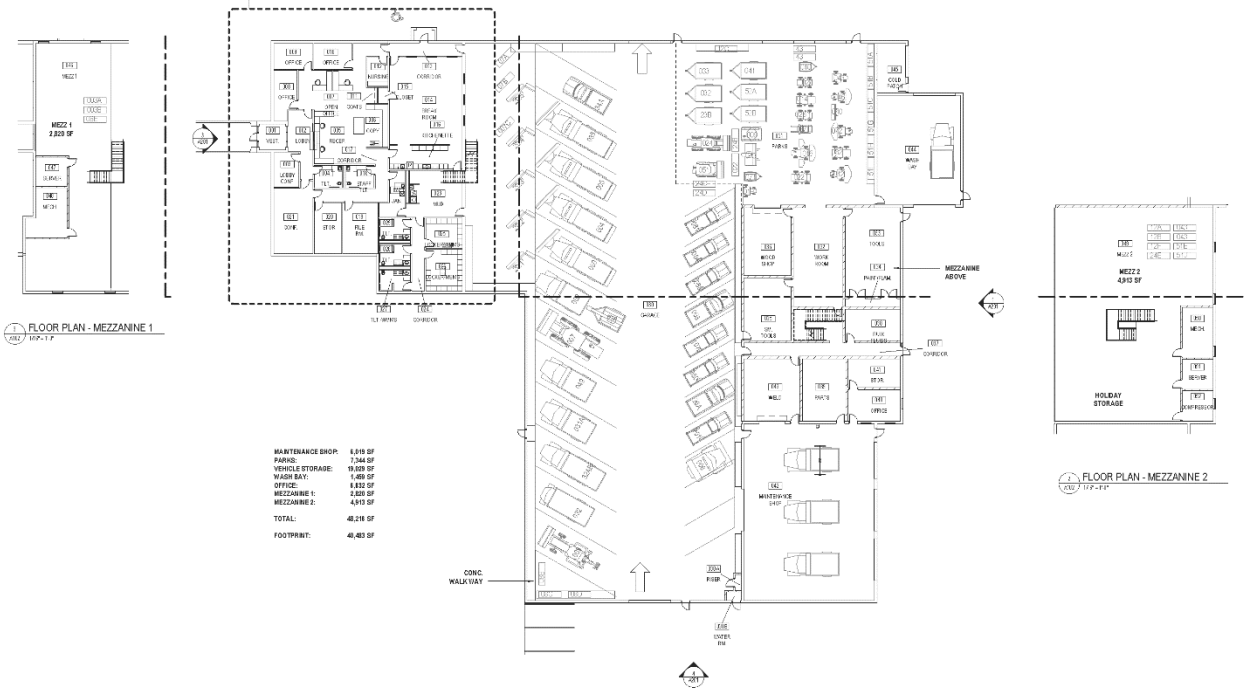
- Square foot area comparisons:
  - *Programmed building size 41,835 s.f.*
  - *Current Plan: 40,483 s.f.*
  - *Office /Admin: 6,632 s.f.*
  - *Vehicle Storage: 26,373 s.f.*
  - *Shop/Wash Bay: 7,478 s.f.*
  - *Mezzanine Areas: 7,733 s.f.*
  - *Mezzanines areas factored in cost/s.f.*

Project: Village of Kimberly Facilities Analysis
Revisions:

Location: Kimberly, WI
Date: 3/23/22

SUMMARY TOTAL	
Office/Administration	4,649
Vehicle Storage	22,000
Shop	15,186
Site Program	45,417

41,835	Building footprint
87,252	Minimum Site Requirements



COST ESTIMATES

STUDY VS. CURRENT DESIGN

- 30% Design Estimate
  - *1.03% difference from 6/2022 Estimate*
  - *No appreciable scope creep*
  - *Adjusted for 2023 s.f. costs*
  - *A/E fee reduction*
  - *FFE Allowance*
  - *Relocation Allowance*
  - *Does not account for shop equipment (Owner purchased equipment)*

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Village of Kimberly Prelim. Cost Estimate

New Office/Vehicle Maintenance Facility 5/12/2022

New Office/Vehicle Maintenance Facility				
DESCRIPTION	UNIT	Unit Cost	Designed	Cost
Demolition of Existing Facility	S.F.	$9.00	19830	$178,470
Abatement/Environmental	S.F.	$10.00	4,900	$49,000
Relocation to Temporary Facility	S.F.	$13.00	19,830	$257,790
Office Area New Construction	S.F.	$275.00	7,000	$1,925,000
Vehicle Maintenance Area New Construction	S.F.	$195.00	34,000	$6,630,000
FFE/ Misc. Equipment Costs (2% of Const.)	Ea.	$157,000.00	1	$157,000
Civil/Site Costs (Paving, Stormwater, Fencing)	S.F.	$14.00	40,000	$560,000
				$9,757,260
Sub Total				$9,757,260
A/E Design Fee		8.00%		$780,581
General Conditions		10.00%		$975,726
Contingency		15.00%		$1,463,589
Total				**$12,977,156**

Costs are in 2022 Dollars
Civil/Site does not include new property acquisition costs or improvements

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Village of Kimberly Prelim. Cost Estimate

New Office/Vehicle Maintenance Facility 5/22/2023

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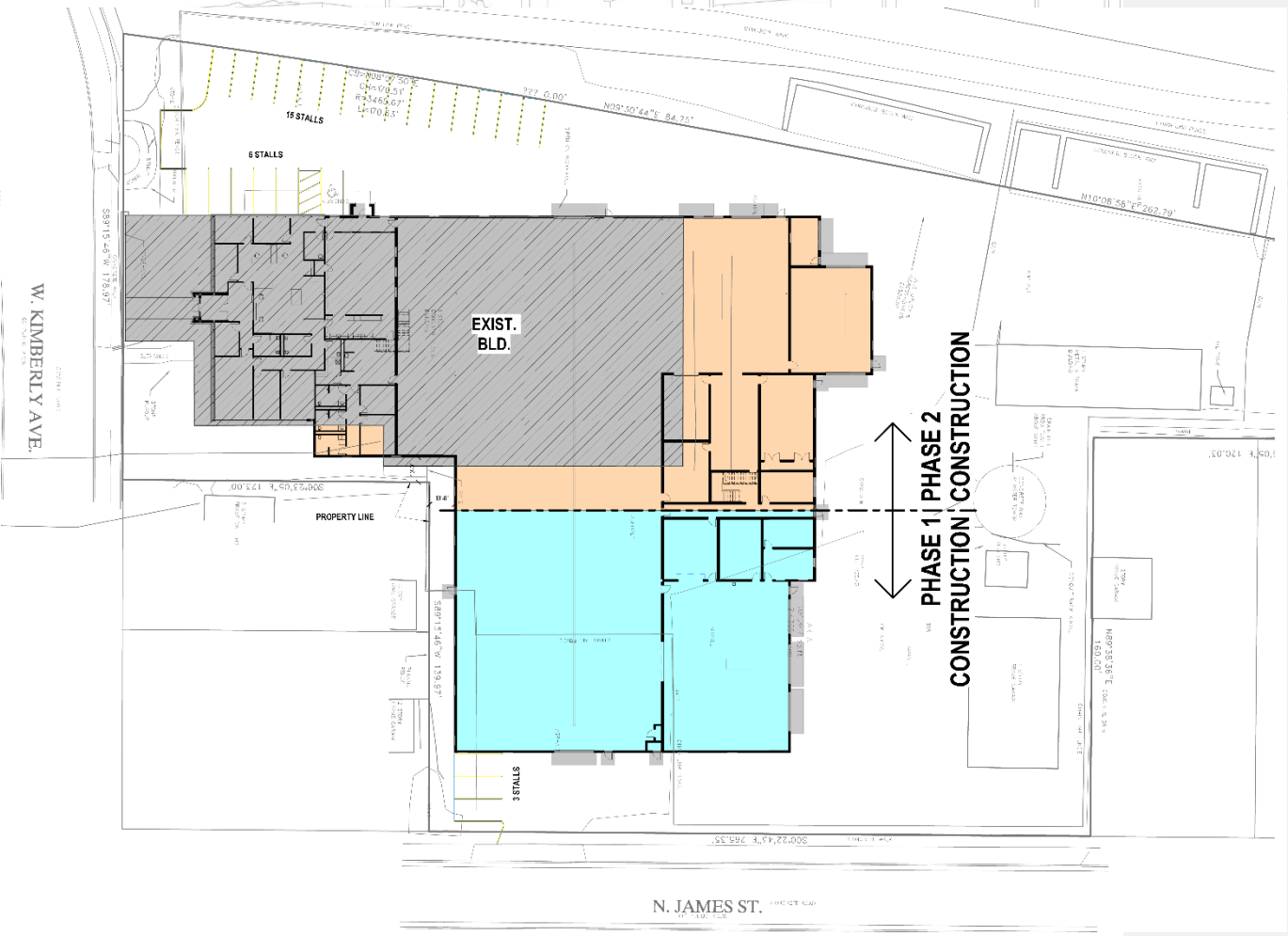
Abatement/Environmental	S.F.	$10.00	4,900	$49,000
Relocation to Temporary Facility	S.F.	$13.00	19,830	$257,790
Office Area New Construction	S.F.	$325.00	6,632	$2,155,400
Vehicle Maintenance Area New Construction	S.F.	$250.00	6,019	$1,504,750
Vehicle Storage Area New Construction	S.F.	$195.00	27,832	$5,427,240
FFE/ Misc. Equipment Costs (2% of Const.)	Ea.	$206,653.00	1	$206,653
Civil/Site Costs (Paving, Stormwater, Fencing)	S.F.	$13.00	58,462	$760,006
				$10,539,309
Sub Total				$10,539,309
A/E Design Fee		5.00%		$524,400
General Conditions		10.00%		$1,053,931
Contingency		12.00%		$1,264,717
Total				**$13,382,357**

Costs are in 2023 Dollars
Civil/Site does not include new property acquisition

PHASING

PHASING & TEMPORARY RELOCATION



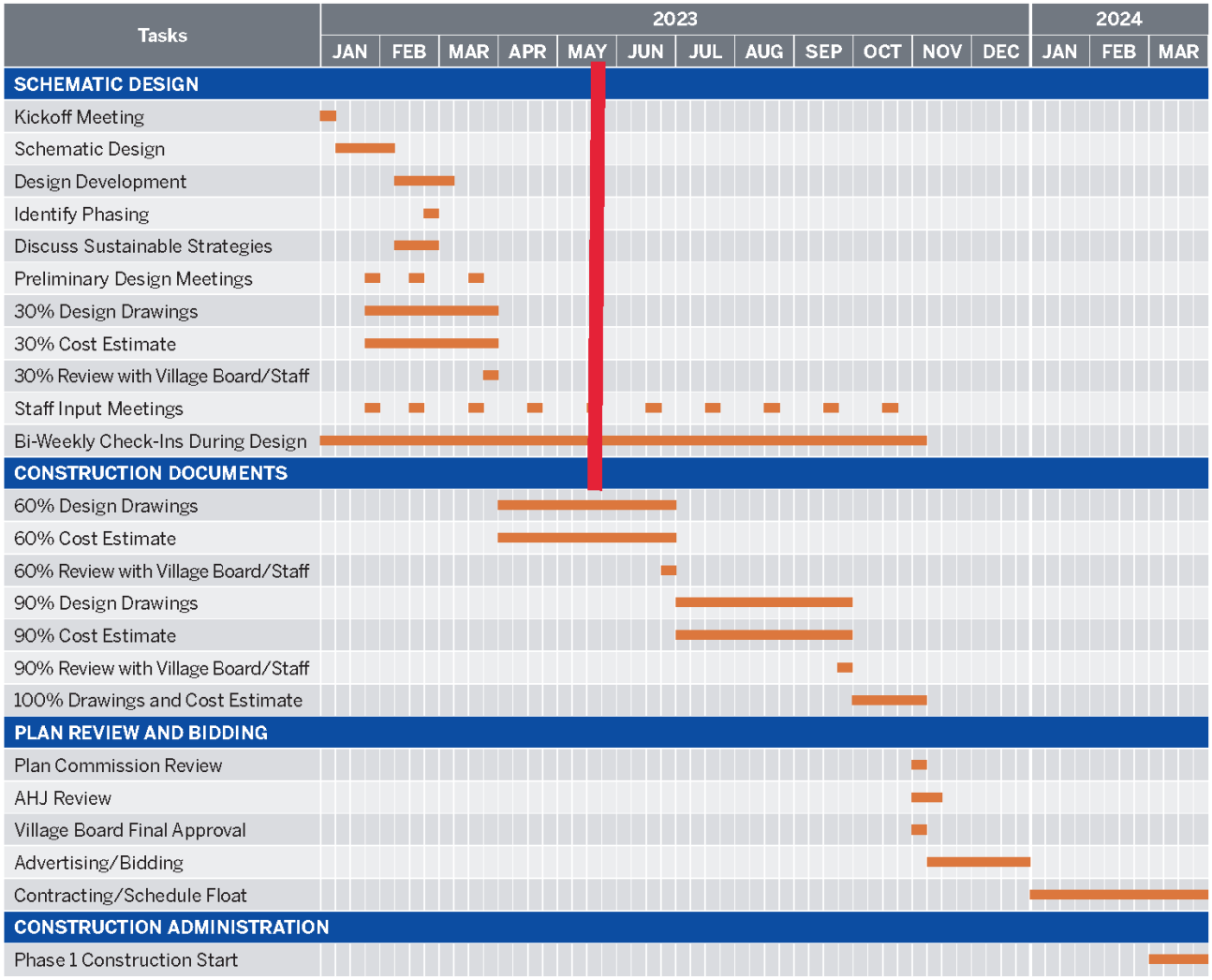
- Phased Construction
  - *Existing building remains intact until shop and a portion of the vehicle storage facility is constructed*
  - *Temporary water service relocation*
  - *Extended project schedule (5+ months)*
  - *Extremely tight site and working conditions*
  - *Safety concerns for contractors and Village employees*
  - *Disruption of contractor work flow as well as village operations*
  - *Neighborhood impact- recommend off-street parking for contractors*
  - *Winter weather impacts on vehicles and response efficiency*
  - *Additional costs for phasing the work (+/-$370-$380K)*

ACTION

ACTION AND NEXT STEPS

- Moving toward 60%
  - *Is the project fulfilling the long-term vision for the facility and operations?*
  - *Decision on phased construction vs. relocation*
  - *Discussion on relocation addressed in Agenda Item 1A*

SCHEDULE FOR COMPLETION



FOR CONSIDERATION

DISCUSSION AND POSSIBLE ACTION:

- Leasing Commercial Property to relocate the Streets and Parks operations
- *Outdoor Warning Siren*

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Leasing Commercial Property to Relocate Operations - Village Streets and Parks Facility Project

REPORT PREPARED BY: Maggie Mahoney, Administrator

REPORT DATE: May 19, 2023

EXPLANATION:

Project consultant Trevor Frank, S E H, has provided a memo on updated estimates for costs for phasing and temporary relocation for the project (attached).

In sum, it has been determined that the project budget cost for phased construction will likely add $368,500 to $378,500 to the overall project cost.

There is a line item estimate for full relocation of the operations off site to a temporary facility was $257,790. Staff has been researching commercial spaces for lease in the area and toured two facilities – one in Kimberly and one in Little Chute. The Kimberly location would not meet our needs, but the Little Chute location would. Lease costs and terms include the following:

- Lease cost per square foot
- Property taxes and insurance
- Utilities
- Maintenance

There would be additional one-time costs to get facility updated for our needs, moving, and additional ongoing costs for fuel/travel time depending on location of the facility.

There are a limited number of commercial spaces in this area that would meet the needs of our operations. As of the date of this memo no spaces are available in Kimberly.

Staff would only recommend spaces that meet the following criteria:

1. Terms that meet the timeline requirement or the project, including flexibly term options;
2. Costs do not exceed the estimated costs for phasing as presented above.

Staff is seeking direction from the Board on whether or not staff should continue pursuing spaces to lease. If so, are there any conditions or terms you are either requiring or will not consider?

Staff would bring any lease agreements to the Board to consider at a future meeting.

RECOMMENDED ACTION: Staff recommends approval from the Village Board to pursue lease options that meet our project timeline requirements and costs that do not exceed estimated phasing costs.

ATTACHMENTS:

1. S E H Streets and Parks Facility Cost Analysis Memo

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MEMORANDUM

TO: Maggie Mahoney- Administrator

FROM: Trevor M. Frank, AIA

DATE: March 14, 2023

RE: Relocation of Streets and Parks operations during demolition and construction of new facility
SEH No. 171196

This memo is in response to the request to analyze the feasibility and cost to completely relocate the Streets and Parks operations off site for the duration of the construction of the new Municipal Works facility.

In June of 2022, SEH presented the findings of the facility needs assessment and recommendations to the Kimberly Village Board. As part of the presentation, an estimate of probable cost was shared with the Board. As part of the "all in" costs of the project, the estimate contained a line item to budget for full relocation of operations off site to a temporary facility for the duration of the project. $257,790 was budgeted using a lease and TI improvement budget of 13.00/s.f. to lease a nearly 20,000 s.f. facility for approximately 12-15 months.

Since that time, Village staff have been exploring options for lease facilities. Most recently, a lease property on Moasis Drive in Little Chute has been identified as a viable site for temporary operations relocation. In order to assess the value of relocation during construction the consultant team has completed a cursory look at what the potential cost vs. benefit may be to the Village if they exercise the option to relocate.

Based on preliminary phasing plans of the Kimberly Avenue site, the team was able to discuss various scenarios and provide preliminary cost/benefit analysis. Some of the considerations are listed below:

1. Based on the age of the facility, the building and its contents likely contain lead and asbestos containing materials that will need to be properly abated. This is best done in an unoccupied environment for the health and safety of Village staff. Building containment for separation of the occupied area adjacent to the areas under abatement will add cost to the demolition and abatement process. Based on past project examples, this added protective barrier and equipment charges for air scrubbers, HEPA filtering and air testing could cost an additional $15-20,000.
2. Phasing the project will add roughly 5 ½ months to the overall project schedule, increasing the amount of general conditions the contractor will have to cover. Average General Conditions are estimated at $5,000 per week for 21.5 weeks. This is an additional $107,500
3. Based on multiple mobilizations between phases of construction by the GC and demolition contractor, it is estimated that the additional cost to demobilize and re-mobilize would add approximately $25,000.
4. In conversations with Zeise Construction, the GC providing the estimating services they feel the site is not adequate to accommodate the operations of the street department during construction activity. It is recommended that an off-site location be provided for lay down of materials. Lease

cost for this off-site laydown yard including security fencing to protect material and equipment storage will add $30,000 to the project cost.

5. Parking for the contractors will not be accommodated on the existing site and remote parking and shuttle bussing would be required. It is assumed there will be between 35 and 50 tradesmen on the construction site for most of the construction duration. Street parking in the vicinity of the jobsite will create congestion in these residential neighborhoods. Shuttle bussing will add an additional $150,000 to the contractor's cost for the duration of the construction assuming a shuttle bus will be needed for 2 hours in the morning and 2 hours at the end of the day. Typically busses rent for approximately $100.00/hr. $400/day X 5 days/week x 75 weeks = $150,000. There is a possibility of renting the lot to the west for parking; however, there will be a cost for the rent itself which could be more reasonable that other proposed sites in the Village but and that property owner has indicated he wants to develop the site, possibly starting as early as this year. Access to that site for parking could be revoked at any time. If there was any potential that we could use all/part of that lot for the permanent operations for our new building this property owner does want to sell; but the trail cuts off the parcels.
6. Personal safety of the contractors and Village staff will be a top priority of the contractor while working on site. Accommodating vehicular traffic and trying to keep separation of pedestrian site movement from active construction operations will require additional signage, delineation and time by the contractor to maintain safe movement and work areas for the contractors. While it is difficult to put a price on safety, the GC will need to add additional time and material to create a safe job site. It is reasonable to assume this additional cost could range from $5-10,000. Based on the desire to limit traffic flow in and out of the site, it is recommended that water fill access for outside contractors performing work in the Village be suspended for the duration of the project.

Based on the above assumptions and current cost factors, it was determined that the project budget cost for phased construction will likely add $368,500 to $378,500 to the overall project cost.

Other information to note:

1. This analysis did not account for a review of full construction practices and methods. The contributing factors listed above should be considered a partial list of potential cost and time impacts on the project. Final bid amounts will reflect the total cost of phased construction.
2. Lease and "Make ready" costs for a lease facility were not calculated at the time of this memo. A more detailed analysis of the relocation options should be completed as additional services once a location has been identified and a cursory code review and list of "make ready" items are quantified.
3. Upon initial review of the utilities feeding the site, it is apparent that water service is fed from James Street. If portions of the existing building remain intact to accommodate operations, the new addition would have to be built on top of the incoming existing water service. A temporary 2" water service would need to be brought into the site to continue serving the existing portions of the building until they are scheduled for demolition. This temporary service is estimated at $36,000. Portable toilet and locker facilities would need to be rented by the Village during construction once the existing building was taken off line as part of phase 2. These costs would be in addition to those phasing costs mentioned above.
4. There are several intangibles that will impact operations of the street department during the winter months of construction. The following list was provided by Village of Kimberly Street Department staff and is not an all-inclusive list of the added challenges of outdoor vehicular winter storage.

   Spots to keep trucks warm – If the temps plummet the fuel in the trucks could gel up. We have two, possibly three spots in Shaun's shop, and three spots in the cold storage shed for temperate storage.

The remaining vehicles are to be parked outside, which leaves them vulnerable to gelling up in the fuel system. We use a minimum of 8 pieces of equipment for a plow event and if any of those 8 pieces get gelled up we will not be able to use them for an extended period of time.

Plugging vehicles in – We need to have a spot, preferably covered to plug the vehicles in to keep the snow off, otherwise the trucks take a long time to heat up when cold and might need to run for 30+ minutes before windows start to defrost. Also, by plugging the vehicles in that does not heat up the fuel or hydraulics, just the engine block. We would be prone to fuel gelling up and the vehicle being unusable, and the hydraulics would be extremely cold and could not run effectively for some time until the truck warms up.

Starting cold diesel trucks – They are extremely noisy when first starting in a cold climate. We might get a few complaints about starting trucks at 2 am while going into a plow operation.

Trucks needing salt – If any plow truck sits outside, we can't leave salt in it. If there is salt in the box and snow falls onto it and it melts it'll be rock hard and will not go through the auger and onto the road. Having said this we will need to load the outside trucks when we come in to plow, and we will need to use a tractor to load the trucks that could be sitting outside as well. The tractor will need to warm up for a period of time before the hydraulics will work to load the trucks.

Room to park and maneuver the vehicles – Once all of the contractors are here and their supplies are off loaded space on site will be at a premium. There will not be adequate room to drive around our lot and load our trucks.

5. What is the anticipated effect of phasing versus moving relocation for service response? How much of a delay will be caused by jockeying around the construction?
6. Shorter duration of the project means reduced potential disruption of services and construction activities in the neighborhood.

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Outdoor Warning Siren - Village Streets and Parks Facility Project

REPORT PREPARED BY: Maggie Mahoney, Administrator

REPORT DATE: May 19, 2023

EXPLANATION:

The outdoor warning siren would have to be relocated on the property as part of the rebuild or this is an opportunity to decommission and discontinue the siren now that the Village maintains it (instead of the county). Cell phones are prevalent today and serve the function of alerting the public of weather conditions.

Project consultant Trevor Frank, S E H, has provided the attached cost benefit analysis and estimates for costs for both options. In summary:

1. Removal and relocation $55,000
2. Removal and disposal $8,500

If the siren were to be disposed of, Staff would work with all necessary agencies to do this correctly and would execute a public information campaign to notify residents of the change, including a feature in Kim Talk, the website and social media.

Staff is seeking direction from the Board on whether or not to remove and relocate the siren and incorporate it with the new Streets and Parks Facility or remove and dispose it.

RECOMMENDED ACTION: Staff recommends removal and disposal of the outdoor warning siren on in coordination with the Streets and Parks Facility project.

ATTACHMENTS:

1. Warning Siren Memo 5-17-23

Building a Better World for All of Us®

MEMORANDUM

TO: Maggie Mahoney- Administrator

FROM: Trevor M. Frank, AIA

DATE: May 17, 2023

RE: Relocation of Warning (Civil Defense) Siren
SEH No. 171196

This memo is in response to the request to analyze the feasibility and cost to relocate the Civil Defense Siren that is currently pole mounted directly adjacent to the Municipal Works facility.

Based on the proximity of the pole to the existing Streets and Parks Facility and the proposed expansion area of the new building, the Civil Defense Siren will need to either be relocated or removed and properly disposed of.

As recently as April of 2021, SEH was involved in a project in Kenosha County where the Civil Defense Siren needed to be relocated to make way for a new Fire Station building. The SEH consultant team worked with Kenosha County Emergency Management and the City of Kenosha to have the Siren relocated.

Based on the development of site and building plans of the Kimberly Avenue site, the team discussed various scenarios and provided a preliminary cost/benefit analysis. Some of the considerations are listed below:

1. Based on the age of the siren and the associated electrical components, replacement parts may not be available to repair or maintain the siren in the future. Based on the age of the existing siren, an assumption was made that the existing siren is in a condition that it can be physically removed and relocated.
2. The existing controls and electrical components were surveyed by the Electrical Engineer and based on the age of the equipment and siren, it is recommended the controls be replaced if the siren is relocated. This assumes new controls can be retrofitted to the existing siren.
3. Using historical cost data from the recent relocation in Kenosha County, the following is a cost break down of the comparison of relocation versus removal and disposal:

a. Removal and relocation: $55,000 includes removal of siren and pole, electrical disconnect, replacement of electrical controls, relocation of siren to remote location on the site, new electrical service, installing new pole and labor and equipment to reset the siren.

b. Removal and disposal: $8,500 includes electrical disconnect and termination of controls, electrical service abandonment by electrical utility, labor and equipment to remove pole and siren, disposal of the siren and equipment.

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Village Streets and Parks Facility Project Financing
REPORT PREPARED BY: Maggie Mahoney, Administrator
REPORT DATE: May 19, 2023
EXPLANATION: Justin Fischer, Baird, will present the attached financing plan to the Board.
RECOMMENDED ACTION: Staff recommends continuing with the financing plan for the Streets and Parks Facility project as presented. **ATTACHMENTS:** 1. prs financing_kimberly vg - 05222023

Village of Kimberly

Village Board Meeting

May 22, 2023

Justin A. Fischer, Managing Director

jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827

Village of Kimberly

Village Board Meeting

May 22, 2023

Timeline

- Village Board considers Plan of Finance ..... May 22, 2023
    - Preparations are made for Note Anticipation Notes (the "NANs") issuance
        - ✓ Official Statement
        - ✓ Credit Rating (Standard & Poor's)
        - ✓ Marketing
- Village Board considers Award Resolution for NANs (finalizes terms and interest rate) ..... June 12, 2023
- Village Board considers and adopts Parameters Resolution for General Obligation Refunding Bonds (the "GORB")..... June 12, 2023
    - Authority for final sign-off of the GORB sale, within designated parameters, is delegated to its Administrator or Village President (an "Authorized Officer")
- NANs Closing (funds available) ..... July 10, 2023

Borrowing/Structure/Purpose

Estimated Size:	$10,000,000
Issue:	Note Anticipation Notes (Bank Qualified)
Purpose:	Construction of a new Department of Public Works facility (Phase I)
Structure:	Matures June 1, 2024
First Interest:	June 1, 2024
Callable:	Callable March 1, 2024 or any date thereafter
Estimated Interest Rate:	4.50%
Detailed Analysis:	Pages 3-4

Village of Kimberly

Village Board Meeting

May 22, 2023

Hypothetical Financing Illustration – Scenario 1

			BANK QUALIFIED		BANK QUALIFIED				
		$10,000,000	**$10,000,000**		**$3,000,000**				
		NANs	**G.O. REFUNDING BONDS**		**G.O. BONDS***				
		Dated July 10, 2023	*Dated March 1, 2024*		*Dated March 1, 2025*				
		(Due 6/1/24)	*(First interest 3/1/25)*		*(First interest 3/1/26)*				
LEVY YEAR	YEAR DUE	NET INTEREST [A] *(6/1)* *TIC= 4.50%*	PRINCIPAL *(3/1)*	INTEREST *(3/1 & 9/1)* *AVG= 4.75%*	PRINCIPAL *(3/1)*	INTEREST *(3/1 & 9/1)* *AVG= 4.75%*	COMBINED DEBT SERVICE *(Village Supported)*	COMBINED MILL RATE *(B)*	YEAR DUE
2023	2024	$307,858							2024
2024	2025		$80,000	$710,600			$790,600	$1.20	2025
2025	2026		$255,000	$465,144	$100,000	$211,375	$1,031,519	$1.53	2026
2026	2027		$345,000	$450,894	$100,000	$135,375	$1,031,269	$1.49	2027
2027	2028	Assumes NAN principal	$365,000	$434,031	$100,000	$130,625	$1,029,656	$1.45	2028
2028	2029	and interest paid with	$385,000	$416,219	$105,000	$125,756	$1,031,975	$1.42	2029
2029	2030	bond proceeds on 3/1/2024.	$400,000	$397,575	$110,000	$120,650	$1,028,225	$1.38	2030
2030	2031		$420,000	$378,100	$115,000	$115,306	$1,028,406	$1.34	2031
2031	2032		$440,000	$357,675	$120,000	$109,725	$1,027,400	$1.31	2032
2032	2033		$465,000	$336,181	$130,000	$103,788	$1,034,969	$1.29	2033
2033	2034		$485,000	$313,619	$135,000	$97,494	$1,031,113	$1.25	2034
2034	2035		$510,000	$289,988	$140,000	$90,963	$1,030,950	$1.22	2035
2035	2036		$535,000	$265,169	$150,000	$84,075	$1,034,244	$1.19	2036
2036	2037		$560,000	$239,163	$155,000	$76,831	$1,030,994	$1.16	2037
2037	2038		$585,000	$211,969	$165,000	$69,231	$1,031,200	$1.13	2038
2038	2039		$615,000	$183,469	$170,000	$61,275	$1,029,744	$1.10	2039
2039	2040		$645,000	$153,544	$180,000	$52,963	$1,031,506	$1.08	2040
2040	2041		$675,000	$122,194	$185,000	$44,294	$1,026,488	$1.05	2041
2041	2042		$710,000	$89,300	$195,000	$35,269	$1,029,569	$1.03	2042
2042	2043		$745,000	$54,744	$205,000	$25,769	$1,030,513	$1.00	2043
2043	2044		$780,000	$18,525	$215,000	$15,794	$1,029,319	$0.98	2044
2044	2045				$225,000	$5,344	$230,344	$0.21	2045
			$10,000,000	$5,888,100	$3,000,000	$1,711,900	$20,600,000		

**To be preceded by NAN.*
(A) Assumes hypothetical bid premium applied to interest payment due at the call date in the amount of $14,900.
(B) Mill rate based on 2022 Equalized Valuation (TID-OUT) of $627,973,700 with annual growth of 2.50% thereafter.
Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing illustration. If interest rates move higher, the interest cost will be higher.

Village of Kimberly

Village Board Meeting

May 22, 2023

Hypothetical Financing Illustration – Scenario 2

			BANK QUALIFIED		BANK QUALIFIED				
		$10,000,000 **NANs** *Dated July 10, 2023* *(Due 6/1/24)*	**$10,000,000** **G.O. REFUNDING BONDS** *Dated March 1, 2024* *(First interest 3/1/25)*		**$3,000,000** **G.O. NOTES/BONDS*** *Dated March 1, 2025* *(First interest 3/1/26)*				
LEVY YEAR	YEAR DUE	NET INTEREST [A] *(6/1)* *TIC= 4.50%*	PRINCIPAL *(3/1)*	INTEREST *(3/1 & 9/1)* *AVG= 4.75%*	PRINCIPAL *(3/1)*	INTEREST *(3/1 & 9/1)* *AVG= 4.25%*	COMBINED DEBT SERVICE *(Village Supported)*	COMBINED MILL RATE *(B)*	YEAR DUE
2023	2024	$307,858							2024
2024	2025		$80,000	$710,600			$790,600	$1.20	2025
2025	2026		$325,000	$463,481	$195,000	$187,106	$1,170,588	$1.73	2026
2026	2027		$345,000	$447,569	$260,000	$113,688	$1,166,256	$1.68	2027
2027	2028	Assumes NAN principal	$365,000	$430,706	$270,000	$102,425	$1,168,131	$1.64	2028
2028	2029	and interest paid with	$380,000	$413,013	$285,000	$90,631	$1,168,644	$1.60	2029
2029	2030	bond proceeds on 3/1/2024.	$400,000	$394,488	$295,000	$78,306	$1,167,794	$1.56	2030
2030	2031		$420,000	$375,013	$310,000	$65,450	$1,170,463	$1.53	2031
2031	2032		$440,000	$354,588	$325,000	$51,956	$1,171,544	$1.49	2032
2032	2033		$460,000	$333,213	$340,000	$37,825	$1,171,038	$1.46	2033
2033	2034		$485,000	$310,769	$350,000	$23,163	$1,168,931	$1.42	2034
2034	2035		$505,000	$287,256	$370,000	$7,863	$1,170,119	$1.39	2035
2035	2036		$530,000	$262,675			$792,675	$0.92	2036
2036	2037		$555,000	$236,906			$791,906	$0.89	2037
2037	2038		$580,000	$209,950			$789,950	$0.87	2038
2038	2039		$610,000	$181,688			$791,688	$0.85	2039
2039	2040		$640,000	$152,000			$792,000	$0.83	2040
2040	2041		$670,000	$120,888			$790,888	$0.81	2041
2041	2042		$705,000	$88,231			$793,231	$0.79	2042
2042	2043		$735,000	$54,031			$789,031	$0.77	2043
2043	2044		$770,000	$18,288			$788,288	$0.75	2044
2044	2045								2045
			$10,000,000	$5,845,350	$3,000,000	$758,413	$19,603,763		

**To be preceded by NAN.*

(A) Assumes hypothetical bid premium applied to interest payment due at the call date in the amount of $14,900.

(B) Mill rate based on 2022 Equalized Valuation (TID-OUT) of $627,973,700 with annual growth of 2.50% thereafter.

Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing illustration. If interest rates move higher, the interest cost will be higher.

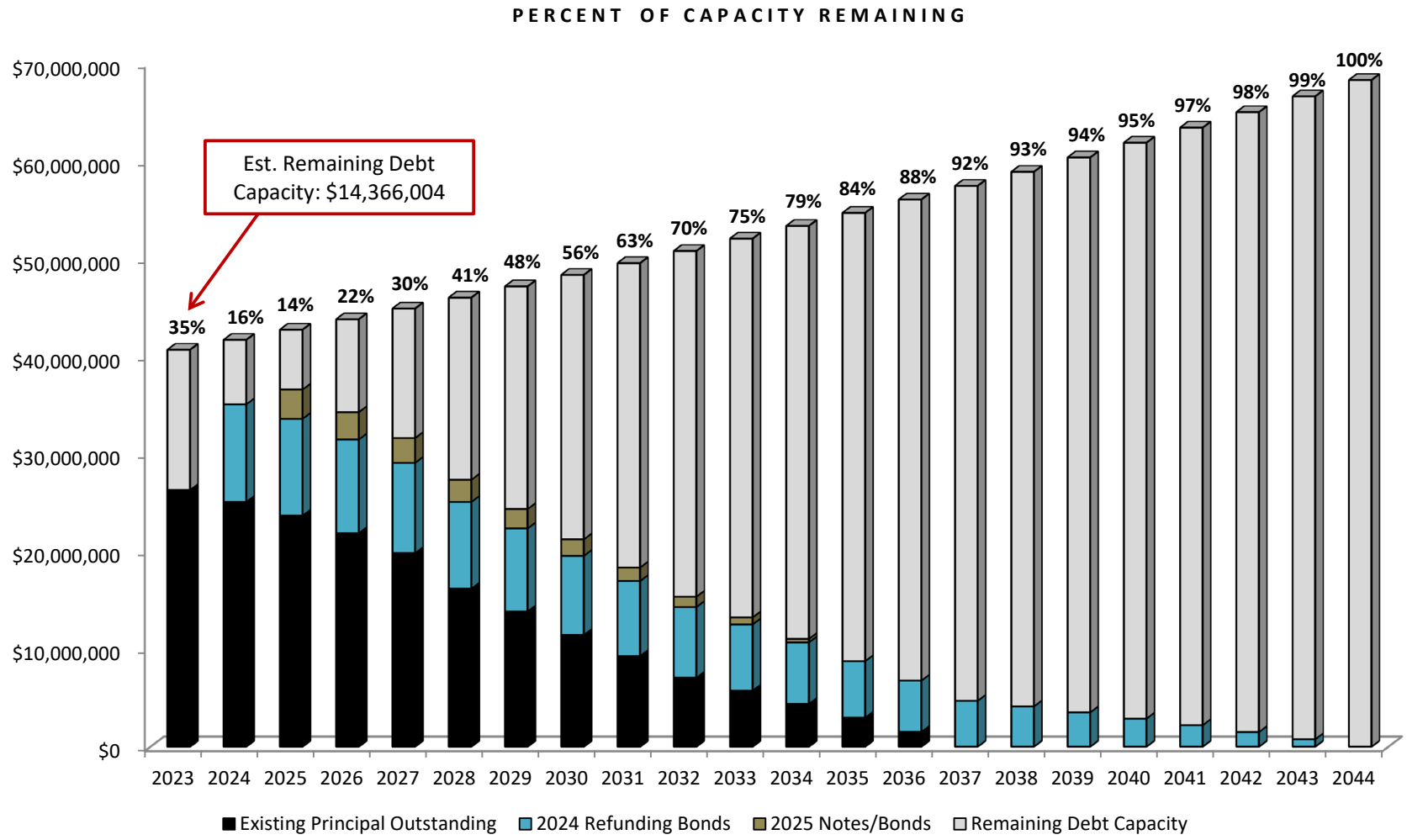
Village of Kimberly

Village Board Meeting

May 22, 2023

General Obligation Borrowing Capacity - Scenario 2

Capacity as of Year-End – Future Refinancings



Note: Future capacity based on 2022 Equalized Valuation (TID-IN) of $771,052,200 with annual growth of 5.50% in 2023 and 2.50% thereafter.

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Update on TAP Grant 4989-02-00/71 Marcella Street Trail Project

REPORT PREPARED BY: Holly Femal, Community Enrichment Director & Maggie Mahoney, Administrator/CDD

REPORT DATE: 5/18/23

EXPLANATION:

This grant was approved for the 2022-2026 cycle of Transportation Alternatives Program (TAP) grants. Additional monies became available due to changes for the 2020-2024 cycle, and those additional funds have been approved for our grant if we are able to move our project to the 2020-2024 cycle. Staff has worked with ECWRPC and indicated that we may be willing to do this. We are awaiting final approvals from the WisDOT and a revised State Municipal Agreement (SMA). The revised SMA will tell us the final amount available and project deadlines – right now that is TBD, but will be sooner rather than later.

As such, the preliminary work for environmental, real estate acquisition and railroad coordination needs to begin in order to meet anticipated project deadlines. In the following agenda items, Staff is requesting Board consideration to approve proposals to move forward on with vendors for the listed preliminary work.

Mike Simon, Project Engineer with McMahon has provided the attached explanation on TAP funding requirements. Note that Village engineers are coordinating with the railroad as to whether the signals improvement, estimated at $280,000, would be required as part of the TAP grant.

In addition, accepting the grant will require the Village to complete the project construction in one year, versus 750 feet per year over multiple years as was approved in the CIP (prior to receiving the grant). The change would be reflected in the proposed 2024-2028 CIP and may require deferring other projects depending on identified funding source. Village Engineer Brad Werner will explain the attached comparison of completing the project using the estimated revised TAP grant funds and Village only funds.

RECOMMENDED ACTION: None, consideration of preliminary cost proposals will be taken in following separate agenda items.

ATTACHMENTS:

1. Tap funding requirements
2. Marcella St Trail Funding Comparison Estimate_2023-05-17

Marcella Street Trail
Funding Comparison
Kennedy Avenue to Cobblestone Lane
Village of Kimberly

Project with TAP Funding		
Construction Subtotal	$836,900	
10% Contingencies	$84,000	
Railroad Signals Improvement	$280,000	**
Design Engineering	$80,000	
Construction Engineering	$106,900	
Real Estate		
Appraisals	$9,500	
Negotiations	$12,300	
TLE Payments	$9,000	
Hazardous Mat'ls Investigation	$4,500	
Wetlands Investigation	$4,500	
Architecture & Historical Survey	$3,300	
Archaeological Review	$4,350	
State Review Design & Construction	$30,360	
Project Cost	$1,465,610	
Current TAP Funding	$852,128	
Funds provided at 80%	$681,702	
Village Remaining Cost	$783,908	
Funds provided at 65%	$553,883	
Village Remaining Cost	$911,727	

Village Project	
Construction Subtotal	$836,900
10% Contingencies	$84,000
15% Engineering	$126,000
Village Total Cost	$1,046,900

**Railroad Signals Improvement is pending review and is determined by WisDOT Central Office Railroads and Harbor Section	
If Railroad Signals Improvement is Not Required	
Funds provided at 80%	$681,702
Village Remaining Cost	$503,908
Funds provided at 65%	$553,883
Village Remaining Cost	$631,727

Marcella Street Trail
Construction Cost Estimate
Kennedy Avenue to Cobblestone Lane
Village of Kimberly
Date: 5/17/2023
Let Date: 6/1/2024

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
2	**REMOVALS & EARTHWORK**				
201.0105	Clearing	STA	5	$100.00	$ 500
201.0205	Grubbing	STA	5	$100.00	$ 500
204.0100	Removing Concrete Pavement (Driveways)	SY	550	$15.00	$ 8,300
204.0150	Removing Curb & Gutter	LF	200	$5.00	$ 1,000
204.0170	Removing Fence	LF	2,200	$10.00	$ 22,000
205.0100	Excavation Common	CY	3,000	$15.00	$ 45,000
213.0100	Finishing Roadway	EA	1	$2,000.00	$ 2,000
				SUBTOTAL REMOVALS & EARTHWORK	$ 79,300
3	**BASE**				
	Included with Concrete Trail SPV Item				
				SUBTOTAL BASE	$ -
4	**PAVEMENT**				
416.0610	Drilled Tie Bars	EA	100	$10.00	$ 1,000
	Roadway Asphalt @ RR Crossing	TON	60	$110.00	$ 6,600
455.0605	Tack Coat	GAL	50	$5.00	$ 300
465.0120	Asphaltic Surface Driveways and Field Entrances	TON	30	$85.00	$ 2,600
				SUBTOTAL PAVEMENT	$ 10,500
6	**ANCILLARY ITEMS**				
601.0409	Concrete Curb & Gutter 30-Inch Type A	LF	200	$35.00	$ 7,000
602.0415	Concrete Sidewalk 6-Inch (Driveways)	SF	5,000	$6.00	$ 30,000
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	230	$35.00	$ 8,100
602.0605	Curb Ramp Detectable Warning Field Radial Yellow	SF	150	$45.00	$ 6,800
616.0205	Fence Chain Link 5-Foot	LF	2,200	$25.00	$ 55,000
619.1000	Mobilization	EA	1	$30,000.00	$ 30,000
628.1504	Silt Fence	LF	3,000	$2.25	$ 6,800
628.1520	Silt Fence Maintenance	LF	3,000	$0.25	$ 800
628.7015	Inlet Protection Type C	EA	35	$100.00	$ 3,500
646.6120	Marking Stop Line Epoxy 18-Inch	LF	300	$15.00	$ 4,500
646.7420	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	1,600	$10.00	$ 16,000
690.0150	Sawing Asphalt	LF	150	$2.00	$ 300
690.0250	Sawing Concrete	LF	250	$2.00	$ 500
				SUBTOTAL ANCILLARY ITEMS	$ 169,300
SPV	**SPECIAL PROVISIONS**				$ -

SPV.01	Sawing Concrete Curb Head	LF		250	$30.00	$ 7,500
SPV.02	Turf Restoration with Urban Erosion Mat	SY		8,000	$10.00	$ 80,000
SPV.03	Turf Restoration with Heavy Duty Erosion Mat	SY		3,000	$15.00	$ 45,000
SPV.04	Relocated Hydrant	EA		6	$6,000.00	$ 36,000
SPV.05	5-Inch Fibermesh Concrete Sidewalk w/ Base Course	SY		53,000	$7.00	$ 371,000
SPV.06	Railroad Crossing Improvement for Trail	LF		20	$1,500.00	$ 30,000
					SUBTOTAL SPECIAL PROVISIONS	$ 569,500
					SUBTOTAL ROADWAY COSTS	$ 828,600
7	**TRAFFIC SIGNALS**	Each				$ -
8	**ITS**	LS				$ -
9	**TRAFFIC CONTROL (incl Detour)**					
9.01	Lump Sum	Each	1.0	% of Roadway Items	N/A	$ 8,300
10	**EROSION CONTROL (included above)**					$ -
11	**LIGHTING**					
12	**SIGNING/MARKING (included above)**					
13	**WETLAND MITIGATION**	LS				$ -
14	**HAZMAT**	LS				$ -
15	**ROADWAY INCIDENTALS (Staking, etc)**	LS	0.0	% of Roadway Items	N/A	$ -
					TOTAL ROADWAY COSTS (Items 1-15)	$ 836,900
16	**STRUCTURES**					
					TOTAL STRUCTURE COSTS	$ -
17	**MOBILIZATION**	LS	0	% of Items 1-16	N/A	$ -
					CONSTRUCTION SUBTOTAL (Items 1-17)	$ 836,900

Per Mike Simon, Project Engineer McMahon Associates:

The Village has received federal funding through the Transportation Alternatives Program (TAP), for the Kennedy Avenue/Marcella Street trail extension project. This is one of the few programs where federal funds can be used on a locally let project. To use these funds, the Village's project implementation process must be in compliance with the Wisconsin DOT's *"Sponsor's Guide to Non-Traditional Transportation Project Implementation."* The full document can be accessed using the following link: https://wisconsindot.gov/Documents/doing-bus/local-gov/lpm/sponsor-guide-2022.pdf

These requirements include several additional steps during the design process that are not typically required on locally funded projects. The additional steps required for the Kennedy Avenue/Marcella Street Trail project are as follows:

- **Preparation of an Environmental Document**: The primary environmental evaluations that are applicable to this project include the hazardous materials investigation and Section 106.
    - Hazardous Materials Investigation: As a minimum, a Phase 1 investigation will be completed that consists of searching available records for potential contamination in the project corridor. If contamination is identified, additional investigations including soil borings will be required. No contamination was identified in the early 1990's when Kennedy Avenue was originally constructed, and we are not anticipating contamination now.
    - Section 106 of the Historic Preservation Act: Trail projects are not eligible for inclusion on the screening list. The project corridor will need to be surveyed and evaluated to determine if any architectural history resources or archaeological resources are present. This must be done by a professional historian and a professional archaeologist. Proposals have been obtained for these services on behalf of the Village.

- **Real Estate Acquisition:**
    - Right-of-Way Plat**:** A right-of-way plat must be prepared in accordance with WisDOT guidelines.
    - Title Searches and Reports: These documents are needed to prepare the plat and will be provided by Evans Title.
    - Negotiations and Appraisals: These services must be performed by WisDOT certified consultants. These services will be provided by Moss and Associates and Steiro Appraisal Services.
    - Payment for Temporary Easements**:** Property owners will need to be compensated for temporary use of their property.
    - The services real estate services above need to be done in accordance with the Local Program Real Estate Manual that can be found using the following link: https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx

- **Railroad Coordination:**
    - Since federal funds are being used on the project, the WisDOT Regional Railroad Coordinator (RRC) is responsible for all railroad coordination, and the project must be approved by the Office of the Commissioner of Railroads (OCR).

- After initial coordination with the RRC, he raised concerns that due to the age of the existing flashing signals, their policy is typically to have the signals replaced as part of the project. The final determination has yet to be made. The potential additional cost to the project is $280,000.
- The existing crossing surface will also need to be removed and replaced across the road and trail. There will be a cost share between the railroad and the Village for this work.

There are many other additional steps that will need to be incorporated into the design and construction of the project in order to meet the funding requirements but those listed above are the most significant.

Federal Funding Requirements

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Real Estate Acquisition Services for Transportation Alternatives Program Grant 4989-02-00/71 Marcella Street Trail Project

REPORT PREPARED BY: Maggie Mahoney, Administrator

REPORT DATE: May 19, 2023

EXPLANATION:

The proposal from Moss and Associates is attached with markup from Mike Simon, Project Engineer McMahon Associates, of the estimated cost for services for the properties for this project. The total estimated costs are $21,800.

There is $80,000 for this project in TID #5 as part of the approved 2023 budget per the 2023-2027 CIP.

RECOMMENDED ACTION: Staff recommends approval of the proposal for real estate acquisition services for an estimated amount of $21,800 with Moss and Associates.

ATTACHMENTS:

1. Moss and Associates proposal estimate

Proposal Village of Kimberly
Marcella St. and Kennedy Ave.
Project ID 4989-02-00

NEGOTIATION:

Acquisition of parcels TLE's only	$600/parcel	x 18 = $10,800
Acquisition of Fee parcels (if necessary, or appraised parcels)	$750/parcel	—
Utility Acquisition (if necessary)	$450/parcel	—
Nominal Payment Parcel Report (if required by WisDOT)	$750	* 1 = $750
Certification of Right of Way (if required by WisDOT)	$750	* 1 = $750
		$12,300

Moss & Associates will meet with owners, deliver offers, mail documents to Register of Deeds for recording, prepare Jurisdictional Offers, if necessary, prepare Award of Damages, if necessary.

Village of Kimberly will be responsible for providing right of way plats and construction plans, documents with legal descriptions, title searches, pay for recording documents, and making payments to owners.

APPRAISALS:

Appraisals: Short Format	$2,250/appraisal	x 2 = 4500
Sign Relocation Appraisal (if necessary)	$3,000/appraisal	—
Sales Study	$5,000	x 1 = $5000
Testimony prep time:	$150 per hour (If necessary)	—
Court Testimony:	$150 per hour (If necessary)	—

Steiro Appraisal Service Inc. will prepare sales study, appraisals, as needed, and prepare for and testify in the event of a court case.

$9500

Total = $21,800
(Does not include payment to property owners)

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Architectural Historical Services for Transportation Alternatives Program Grant 4989-02-00/71 Marcella Street Trail Project
REPORT PREPARED BY: Maggie Mahoney, Administrator
REPORT DATE: May 19, 2023
EXPLANATION: The proposal from Heritage Research, LTD is attached. There is $80,000 for this project in TID #5 as part of the approved 2023 budget per the 2023-2027 CIP.
RECOMMENDED ACTION: Staff recommends approval of the proposal for architectural historical services for an amount of $3,292,.61 with Heritage Research, LTD. **ATTACHMENTS:** 1. Heritage Research LTD

HERITAGE RESEARCH, LTD.

11 April 2023

Ms. Maggie Mahoney
Village Administrator
Village of Kimberly
515 W. Kimberly Avenue
Kimberly, WI 54136

RE: WisDOT ID #0000-00-00
Marcella Street/Kennedy Avenue Recreation Trail
Village of Kimberly
Outagamie County

Dear Ms. Mahoney,

As requested by Mike Simon, McMahon Associates, this letter constitutes HRL's proposal for completing the historical survey work that may be required for the captioned project.

Historical work will consist of a historic resources survey, as well as documentary research. The survey is designed to analyze and identify the specific APE, in addition to how many, if any, potentially significant resources exist in it. Once the types of resources extant have been noted, documentary research creates a context in which those resources can be evaluated and preliminary judgements made about which ones may need Determinations of Eligibility (DOEs) prepared. Survey results are typically reported on WisDOT's Architecture/History Form DT 1446 3/2022 and its accompanying Work Sheets, or in a letter report – as may be appropriate.

Prior to preparing this proposal, please know that I reviewed the Wisconsin Historical Society files. There appear to be no previously surveyed properties in/near the project segment. Nor did a review of several aerial images reveal much else of potential historical interest. Given those facts, we currently assume that 0 to 2 surveyable entities exist in the APE today that will merit discussion in a survey report.

Accordingly, for services to be subcontracted to HRL for this project, and based on a Lump Sum Fee, we propose to complete this project for $3,292.61 based on the rates shown in the Fee Computation Table found on Page 2.

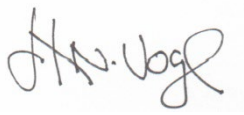
Please know that, should any surveyable properties in excess of two be found in the project's APE, or any Determinations of Eligibility or Assessment of Effects documents be needed, they

Suite 106C • N91 W17194 Appleton Avenue • Menomonee Falls, WI 53051 • Phone 262.251.7792 • e-mail: jnvogel@hrltd.org

will be considered extra work and require a contract amendment.

It is a pleasure submitting this proposal to you, Ms. Mahoney. Please do not hesitate to holler with any questions you may have.

Yours truly,



Dr. John N. Vogel

Fee Computation Table:

Lump Sum rates to be paid for hours for HRL's employees that are directly engaged in preforming the services required by this CONTRACT:

Employee/Classification	Hourly Rate	No. Hours Proposed	Total Cost
Vogel/Senior Historian	$95.73	32	$3,063.36

The following non-labor direct costs are included:

Direct Expense	Unit Cost	Unit Total	Total Cost
Mileage	$.655/mile	350	$229.25

Total Fee Proposed	**$3,292.61**

Village of Kimberly
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Archaeological Services for Transportation Alternatives Program Grant 4989-02-00/71 Marcella Street Trail Project
REPORT PREPARED BY: Maggie Mahoney, Administrator
REPORT DATE: May 19, 2023
EXPLANATION: The proposal from Midwest Archaeological Consultants is attached. There is $80,000 for this project in TID #5 as part of the approved 2023 budget per the 2023-2027 CIP.
RECOMMENDED ACTION: Staff recommends approval of the proposal for archaeological services for an amount of $4350.00 with Midwest Archaeological Consultants. **ATTACHMENTS:** 1. Midwest Archaeological Consultants

April 4, 2023

Maggie Mahoney, Administrator,
Village of Kimberly, Wisconsin
515 W. Kimberly Avenue
Kimberly, Wisconsin 54135

Re: Request for Quote (RFQ) to Conduct Research and a Phase I Archaeological Survey and for a Proposed One-Mile, TAP Trail Project Located Along Marcella Street and Kennedy Avenue in Kimberly, Wisconsin.

Dear Ms. Mahoney,

Please accept this proposal for a Phase IA archaeological research and a Phase I archaeological survey regarding the proposed ground disturbing activity associated with construction of an approximately one-mile trail project along Marcella Street and Kennedy Avenue in Kimberly, Wisconsin. The project is located at T22N, R18E, S29. The proposed project must comply with Sections 106 and 110 of the National Historic Preservation Act and State laws (also 44:40, 157:70 Wisconsin Statutes). The proposed project area must be subjected to a Phase 1 archaeological survey prior to the start of ground disturbing activities. A review of historic property potential is required in advance of construction.

Midwest Archaeological Consultants (MAC) is familiar with the area and has completed many Phase I archaeological surveys in the area in Outagamie County, Wisconsin. The fieldwork will include a systematic Phase I archaeological survey of the entire proposed project area corridor in accordance with the United States Secretary of the Interior's Standards as well as the WisDOT guidelines and the ***Guidelines for Public Archaeology in Wisconsin*** (Dickson, Leith, Walder 2023) will be followed for this project.

Subsurface testing will be conducted where surface visibility is less than 25% and the ground is not disturbed. The Phase 1 archaeological survey will cover the trail route along Kennedy Avenue and Marcella Street. A professional report will follow documenting research, fieldwork with recommendations and conclusions. The report will evaluate the project's potential to adversely impact any historic properties, intersecting or potentially intersecting the proposed project area. The project will be started the same week as acceptance of the proposal. However, fieldwork will not commence until the ground is thawed and there is no snow-cover. The report will be submitted via email within 10-days of fieldwork completion.

This proposal is composed of three parts. The first part is to conduct research of previously recorded archaeological sites intersecting the proposed project APE (Area of Potential Effect). The second part is to conduct a Phase 1 archaeological survey within one-mile long, trail corridor of proposed impact (APE) for the project. The third part is to construct a comprehensive report detailing the fieldwork, methodology, findings, and recommendations.

Mr. Dickson is a registered professional archaeologist who meets the Secretary of the Interior's Standards for conducting archaeological work in the United States. Mr. Dickson possesses over 33 years of experience in the Midwest including numerous projects in Iowa, Illinois, Indiana, Maryland, Michigan, Minnesota, Nebraska, New York, South Dakota, Texas and Wisconsin. In addition, Mr. Dickson has conducted Phase I archaeological surveys on over 2940 proposed projects throughout the Midwest. Thank you.

Randy Dickson MS RPA
Midwest Archaeological Consultants
1108 Rhode Island St.
Sturgeon Bay, WI
54235
920-559-1929
rdickson@midwestarchaeology.com

1.0) Project Specifications:

This proposal is for the archaeological compliance pursuant to Section 106 of the Historic Preservation Act of 1966 and 36 CFR Part 800 as well as Wisconsin Statutes 44:40, 157:70. The proposed project consists of ground disturbing activities upon conduct a Phase 1 archaeological survey within both sides of the one-mile project corridor. WisDOT guidelines as well as the ***Guidelines for Public Archaeology in Wisconsin*** (Dickson, Leith, Walder 2023) will be followed for this project.

The archaeological compliance will be conducted in three stages.

1.) The first stage will be a Phase IA records review of the Wisconsin Historical Society ASI, AHI and ARI databases for previously recorded sites intersecting or potentially intersecting or near the proposed project area. The Phase IA will take into account these data sets and locations of previously recorded historic properties and design the appropriate field methods and techniques for the Phase I archaeological and research accordingly.

2.) The second stage will involve a Phase I archaeological survey and inventory archaeological sites (if any) intersecting the proposed project area. Shovel testing will be required in the one-mile project corridor if the surface visibility is insufficient.

3.) The third stage of the archaeological compliance will include a comprehensive and descriptive report documenting the findings of the fieldwork including photographs and descriptions, soil typology, and GPS coordinates of the proposed project area. Recommendations and conclusions will follow in the report.

1.1) Scope of Work and Deliverables:

The methods and techniques employed with the Phase I archaeological survey will be in accordance with the United States Secretary of the Interior's Standards.

The report will summarize the results of the Phase 1 archaeological survey identify potential areas of archaeological concern and conclusions regarding potential for the project to impact cultural resources during construction of the project.

The Phase IA research will be started the same week as the acceptance of the contract. The fieldwork will begin and conclude the same week as acceptance of this proposal, weather permitting. The report should be completed and delivered within 10-days after the fieldwork has finished, unless it is arranged to expedite the process.

1.2) Pricing

Price for the project including Phase 1A research, fieldwork, expenses and report compilation is all inclusive at: **$4350.00**

Full payment is due within 30 days of the completion of the project unless negotiated otherwise.

1.3 Schedule

The Phase IA research will be started the same week as the acceptance of the contract. The fieldwork will begin when project area is thawed and free of snow-cover.

ACCEPTANCE

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. We agree that payment and collections will be as outlined above.

Accepted by: _____

Signature: _____Date _____

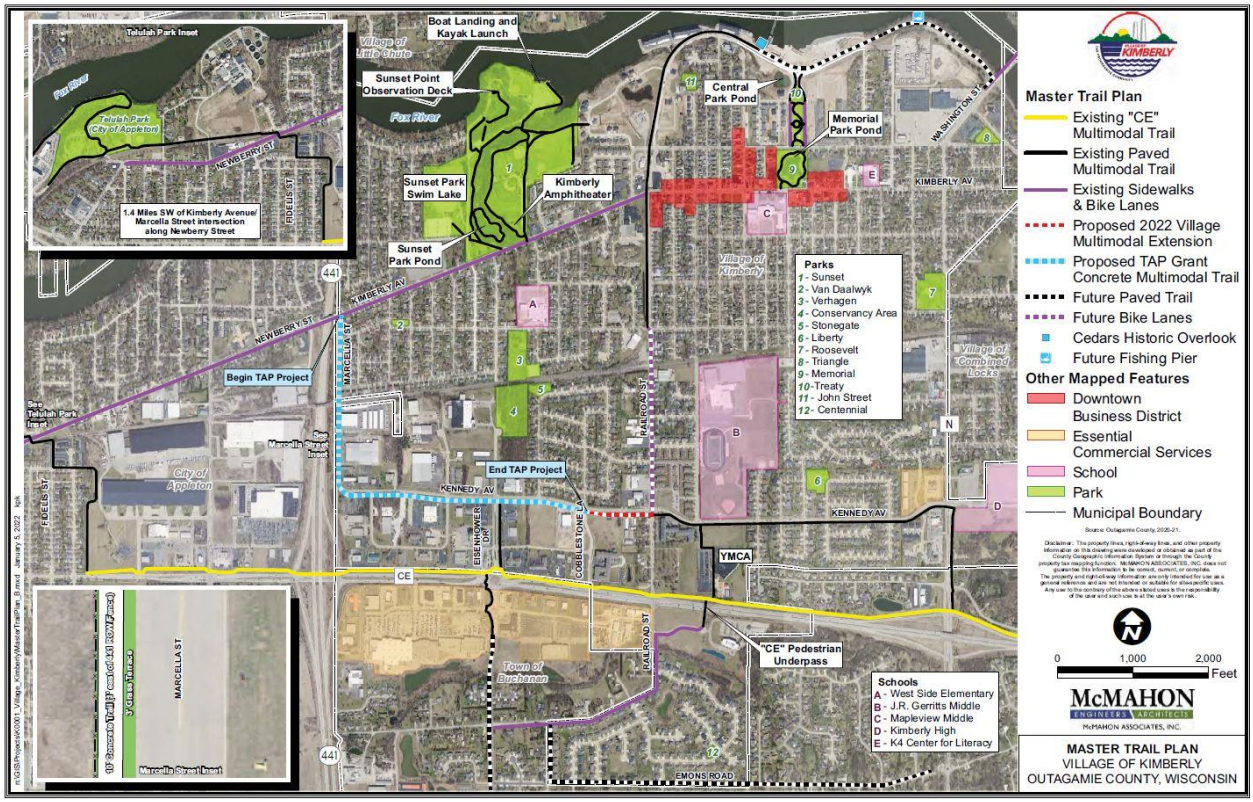


Figure 1. Site plan of the proposed one-mile master trail plan TAP project.