

NOTICE
VILLAGE OF OSCEOLA
REGULAR BOARD MEETING

Date: December 10, 2024

Time: 6:00 pm CST

Place: Village Hall, Board Room, Room 205 (310 Chieftain Street)

AGENDA

1. Call to order
2. Approval of the agenda
3. Approval of the Consent Agenda items:
 - a) Approval of the minutes:
 - i. Regular meeting dated November 12, 2024
 - ii. Special meeting dated December 4, 2024
 - b) Licenses and Permits – n/a
 - c) Board, Committee, Commission and Agency Reports:
 - i. Admin & Finance November 7, 2024 (Committee approved December 5, 2024)
 - ii. Airport Commission September 16, 2024 (Commission approved November 18, 2024)
 - iii. Historic Preservation September 24, 2024 (Commission approved November 26, 2024)
 - iv. Library Board October 10, 2024 (Commission approved November 14, 2024)
 - v. Planning Commission November 6, 2024 (Commission approved December 3, 2024)
 - vi. Water & Sewer May 28, 2024 (Committee approved December 2, 2024)
 - d) Approval of vouchers payable
 - e) Budget summary
4. Public input and ideas (Limit 5 minutes per speaker)
5. Reports:
 - a) Staff reports
 - i. Public Works
 - ii. Utilities
 - iii. Library
 - iv. Fire
 - v. Police
 - vi. Building Inspection
 - vii. Administration
 - b) Chamber of Commerce/Mainstreet
6. Other business – discussion and possible action re:
 - a) Request for services – Engineering Services
 - i. Stantec
 - ii. Cedar Corporation

- iii. MSA Professional Services
- iv. Short Elliott Hendrickson, Inc. (SEH)
- b) Cascade Stairs Update
- c) Bluff Tower Water Main Soil Contamination
- d) Resolution #24-18 To Adopt the 2025 Fee Schedule
- 7. The Board may consider going into closed session pursuant to Wisconsin Statute §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This pertains to review of the administrator.
- 8. The Board will come out of closed session proceedings and may act on items discussed in closed session.
- 9. Future agenda items and updates
- 10. Adjourn

The Power of 10 are the 10 most significant assets in the community identified by the Board. They are listed below:

- | | | |
|--------------------|--|---|
| 1. Schools | 5. Falls | 9. Medical Services |
| 2. Airport | 6. Downtown Businesses | 10. Recreational opportunities and the Braves |
| 3. Industrial Park | 7. Personalization/Historic of Downtown Feel | (tied ranking for number 10) |
| 4. River | 8. Access to major population center | |

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Meetings may be recorded for public viewing and record retention.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

**VILLAGE OF OSCEOLA
REGULAR BOARD MEETING PROCEEDINGS
November 12, 2024**

The Village of Osceola met for a Regular meeting on November 12, 2024, at Village Hall. Village President Lutz called the meeting to order at 6:00 pm.

Present: Brad Lutz, Arvid Maki, Ron Pedrys, Mike Sine, Marsha Hovey, Van Burch and Neil Kline
Staff present: Devin Swanberg, Carie Krentz, Tanya Batchelor, Ann Miller, Todd Waters, Andrew Bach, Paul Elfstrom and Joey Cutts

Motion by Maki and seconded by Hovey to approve the agenda.

Ayes-6 Nays-0 Motion carried

Motion by Pedrys and seconded by Burch to approve the consent agenda.

Ayes-6 Nays-0 Motion carried

Public input and ideas (Limit 5 minutes per speaker)

Aaron Rother at 406 Delmar Avenue spoke about fixing the broken sign at Cascade Falls entrance. Ask about why the Pledge of Allegiance isn't said to begin each meeting.

Reports: Staff reports

Police: Bach stated the PD generated 334 calls, 59 incidents and traffic reports with 4 arrests. Officers had 30 traffic stops and issued 37 municipal citations. Proceeded to review his memo to the board.

Public Works: Waters reviewed his memo to the board and information on the new sweeper.

Utilities: Swanberg reviewed Caruso's memo to the board.

Neil Kline arrived @ 6:12 pm

Library: Miller reviewed Library Director memo.

Fire: Elfstrom stated runs for the month of October were 13 runs total, 8 in Village of Osceola and 5 in Town of Farmington and reviewed his memo.

Building Inspection: Swanberg stated 3 new homes making it a total of 12 for the year. Showing we are growing.

Administration: Swanberg talked about (1) the Court case that was dismissed in court (2) finished audit and being presented tonight (3) hard work by staff and crew on Election Day (4) attending League of WI Municipalities (5) updates on potential developments.

Chamber of Commerce/Mainstreet: There was no update.

Other business – discussion and possible action re:

2023 Audit Review – Clifton Larson Allen

Brock Geyen, with Clifton Larson Allen, handed out a summary sheet and presented the 2023 Financial Statement Audit. Began with what CLA offers, auditor's report, dealt with prior year reports from previous auditors, management letter and in future will work with Batchelor on some training to reconcile accounts. Went into General Fund, which ended with an increase of \$251,883 and showing a 11.6% of unassigned fund balance. Policy says 30% and improving each year to get to that number. Quickly reviewed special revenue funds, debt service funds, capital project funds and enterprise funds, running on a profit and current on rates for water & sewer. Reviewed long-term obligations and showed that number decreasing each year and ending at 58.1%, overall in good shape.

Lutz stated back in 2018 that percentage was at like 93% percent so have been improving each year since being in that situation. Swanberg stated that in better shape due to not taking from our fund balance.

MSA Professional Services – MSA Project Update

Drew Lindh from MSA, this update is communication tool that MSA uses. Since presenting conceptual design at last meeting has had communication with Fire Department and Todd Waters to get their approval on plan. Waiting on a response from Swanberg on any more work needed by MSA. Swanberg asked for a couple of board members,

along with Lindh, Waters, and Wyatt Yager for a kick-off design meeting to go over members suggestions. Lindh updated the board regarding existing trail, which is permitted by WI DOT and will remain after bridge construction. Then proceeded with phase 1 budget scenario, highlighting 50% of grant can be advance, covering a large portion to begin, project needs \$250K of additional funding and reviewed options to consider. Discussion on these options and design changes.

MSA – Update and Adopt the Comprehensive Plan per Ordinance #24-06

Swanberg stated Planning Commission voted 5-1 to approve the Comprehensive Plan. It was stated that the issue from the nay vote was no agreements with neighboring communities and issues with Chapter 9 of plan. Lindh stated MSA does not take a traditional approach to preparing comp plans which allows the plan to amended and not to lengthy people won't read it.

Motion by Burch and seconded by Maki to adopt Ordinance #24-06 an Ordinance to update and adopt the Comprehensive Plan of the Village of Osceola as presented.

Ayes-7 Nays-0 Motion carried

MSA – Contract for AFG Re-Application

Lindh with MSA, stated FEMA has opened their 2024 AFG Application and presenting their contract to re-apply. First attempt was unsuccessful but has received valuable feedback to reapply. Looking at options, one being to apply for two trucks versus one. Lutz asked for feedback received. Lindh stated didn't make it past initial first step and feels because we looked for a new vehicle instead of a replacement vehicle. Discussion on what will be done differently this time in the application, highlights: narrative, financial needs and replacement. Major need is the department has an aging fleet, at least 36 years old.

Motion by Kline and seconded by Sine to approve contract with MSA to move forward with AFG Re-Application as presented.

Roll Call Vote: Ayes-Kline, Sine, Burch, Maki, Hovey Nays-Lutz, Pedrys Motion carried

Simmon Drive Change Order #1 & Albrightson Pay Application

Angela Popenhagen with Stantec, attended virtually, explained the change order #1 need due to a culvert on a residential driveway, town side, in poor condition with too steep slopes to make work, which then needed to be reworked and replaced. The amount of that order was \$2,889.26. Swanberg stated Village is the payee of project and offered to reach out to the Town. Discussion on where located, who pays and how approved. Batchelor stated the Town could special assess amount to property owner. Popenhagen stated that Stantec authorized contractor to move forward, if had to stop for approval that would have delayed project for at least a month. Stated that the grant will cover 50% of order, if paid with total project costs. Village should pay the bill, due to grant requirements and seek restitution from the Town.

Popenhagen went over pay application on project, that had slight overruns. Stantec check the numbers and confirmed overruns, which is a 2.3% increase and members felt that was a good number. Discussion on the numbers.

Motion by Hovey and seconded by Sine to accept the change order #1 and directed staff to seek the amount from the Town of Osceola with a special assessment.

Ayes-7 Nays-0 Motion carried

Motion by Lutz and seconded by Sine to approve the pay application as presented.

Ayes-7 Nays-0 Motion carried

New Sweeper – CIP Public Works

Waters reviewed opportunity to purchase 2016 Ravo sweeper, the substantial cost savings and the need for this sweeper. Discussion on the procurement policy and cost savings of this unit. Admin and Finance recommend approval to the board to purchase due to the cost savings and need for a new sweeper. Swanberg and Waters feel that Village should capitalize on the opportunity and did all the research to make sure it would work for the Village. The procurement policy should be reviewed and make sure all departments can move forward on opportunities such as this.

Motion by Hovey and seconded by Pedrys to approve purchase of 2016 Ravo sweeper as presented.
Ayes-6 Nays-1 (Sine) Motion carried

2024 1-Ton with Plow – Public Works

Waters stated the 2019 F350 is at its 5-year replacement date and looking to sell and use the 2024-CIP-R-029 item to for total funds of \$70K to move forward to find a 1-ton truck with snow plow. Looking for approve to move forward to be ready when find a truck to purchase.

Motion by Lutz and seconded by Burch to approve sale of 2019 Ford F350 and approve capital expenditure of 1-Ton truck with snowplow as presented.
Ayes-6 Nays-1 Motion carried

Adopt Ordinance #24-05 to amend Chapter 134 Impact Fees and approve Resolution #24-15 to update Fee Schedule with new Impact Fees

Popenhagen stated is the ordinance, written by attorney, to increase impact fees as originally presented in previous months. Krentz stated that the ordinance does not state fees, since we took them out of Village Code earlier this year, so there is a Resolution to approve the increase on the Village Fee Schedule to go along with the ordinance.

Motion by Maki and seconded by Sine to adopt Ordinance #24-05 to amend Chapter 134 Impact Fees and approve Resolution #24-15 to update Fee Schedule with new Impact Fees as presented.
Ayes-7 Nays-0 Motion carried

Fire contract with Town of Farmington

Swanberg stated the last time contract with Town of Farmington for fire services was 1997. It was based upon a .75% of mill rate and since 2021 their amount has increased 100%. This year we agree to keep it the same as last year's amount of \$193K while we look at a new contract. After negotiations, the agreed upon amount would be \$140,000 with a 1% annual increase. Looking to accept that amount and move forward with a new contract.

Motion by Burch and seconded by Maki to approve new fire contract with Town of Farmington as presented.

Discussion on the 1% increase. Swanberg stated it would be renewed every year if no discussion was needed. The percentage can be addressed next year.

Roll Call Vote: Ayes-Pedrys, Lutz, Burch, Klein Nays-Hovey, Maki, Sine Motion carried

Approval of the Fire Chief Job Description

Swanberg stated he was unable to find a job description and the Fire Chief position is up again. Fire Department made some edits and final is before the board tonight. With approval we will posting for applications.

Motion by Sine and seconded by Hovey to approve Fire Chief Job Description as presented.
Ayes-7 Nays-0 Motion carried

2025 Budget Update

Batchelor stated before the board is the final proposed budget for 2025 with one change after discussion tonight. With the approval of \$140K for fire contract with Town of Farmington the budget currently shows \$150K. Meaning the final proposed deficit being \$98,495 it would be \$108,495 and would easily be covered by General Fund if needed. Depending on situations the number can easily go up or down and is based on the past two years for budgeting purposes. Public Hearing of the proposed 2025 budget will be on Wednesday, December 4th at 6:00 pm.

Motion by Klein and seconded by Sine to go into closed session proceedings at 7:59 p.m. pursuant to Wisconsin Statute §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons. This pertains to 2nd Avenue parking lot.

And continue in closed session pursuant to Wisconsin Statute §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This pertains to review of administrator.

Roll Call Vote: Aye-Hovey, Maki, Pedrys, Lutz, Burch, Sine, and Kline Nays-0 Motion carried

Back in open session at 9:26 pm.

Future agenda items and updates

n/a

President Lutz adjourned the meeting at 9:28 pm.

Respectfully submitted by
Carie Krentz, Village Clerk

DRAFT

**VILLAGE OF OSCEOLA
SPECIAL BOARD MEETING PROCEEDINGS
December 4, 2024**

The Village of Osceola met for a Special meeting on December 4, 2024, at Village Hall. Village President Lutz called the meeting to order at 6:00 pm.

Present: Brad Lutz, Arvid Maki, Mike Sine, Marsha Hovey, Van Burch and Neil Kline

Absent: Ron Pedrys

Staff present: Devin Swanberg, Carie Krentz, Tanya Batchelor, and Ann Miller

Motion by Maki and seconded by Sine to approve the agenda.

Ayes-6 Nays-0 Motion carried

Public Hearing – 2025 Proposed Budget

Lutz opened public hearing. No one from the public is in attendance and closes the public hearing.

Proposed amendments to 2025 Proposed Budget

Lutz asks members for any amendments to the proposed 2025 budget – no amendments suggested.

Resolution #24-16 “To Appropriate Funds for the Fiscal Year Beginning January 1, 2025 and to Authorize the Levy of a Sufficient Tax Upon the Taxable Property within the Village of Osceola”

Lutz states looking for approval of Resolution #24-16 “To Appropriate Funds for the Fiscal Year Beginning January 1, 2025 and to authorize the Levy of a sufficient tax upon the taxable property within the Village of Osceola.” States this is the authorization to collect taxes next year.

Motion by Burch and seconded by Sine to approve Resolution #24-16 as presented.

Ayes-6 Nays-0 Motion carried

Swanberg thanked staff for all hard work on the budget, feels it went very well and was presented to board effectively.

Other business – discussion and possible action re:

Resolution #24-17 – Vibrant Spaces Grant

Swanberg stated he is applying for Vibrant Space Grant, through the State and has a \$50K max and a 1 to 1 match if awarded. Applying for Cascade project specifically for Gristmill Park because grant is for improving existing spaces. Looking for approval of Resolution #24-17 to apply for grant. Discussion on where matching funds will come from if awarded grant. This grant can be used along with our Stewardship Grant. Swanberg is trying to help the Cascade project be the best it can be.

Motion by Kline and seconded by Maki to adopt Resolution #24-17 as presented.

Ayes-6 Nays-0 Motion carried

Snow Removal Contracts – Municipal Building & Downtown Area

Swanberg stated Waters has had difficulty getting contractors to bid on these spaces. Waters recommendations are listed in memo and Swanberg recommends the same. Discussion on both bids provided.

Motion by Maki and seconded by Hovey to approve snow removal contracts as presented.

Discussion: Sine feels Villages should work for better solicitation for more competitive and create interest in the bidding. Burch stated this may be the best we will get.

Ayes-6 Nays-0 Motion carried

Winter Parking Permits

Swanberg stated we are currently out of winter parking passes and due to issues with 2nd Avenue parking lot he does not want to issue any passes in that lot. He has offered free parking, with agreement from Waters, in the new lot by the Skatepark due to the distance from the apartments. Looking for guidance on parking, maintenance of 2nd Avenue lot, need to create more spaces, etc. Working on getting a meeting set with Salewski on 2nd Avenue lot. Discussion on other parking options. It was stated that if we don't own 2nd Avenue lot, we will not maintain lot and the signs should be removed. Directed staff to look into replacing 2nd Avenue spaces with Municipal Building lot spaces.

Future agenda items and updates

Lutz reference the Levy Difference handout showing that taxes will be going down overall and this weekend is Light-Up Osceola.

Sine asked what will be before the board at next weeks meeting.

Kline stated he will be sending out information for closed session at next week's meeting.

President Lutz adjourned the meeting at 6:24 pm.

Respectfully submitted by
Carie Krentz, Village Clerk

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS

The Village of Osceola Administration & Finance Committee met on November 7, 2024, at Village Hall. Chair Burch called the meeting to order at 4:33 pm.

Present: Van Burch, Ron Pedrys and Brad Lutz
Staff present: Devin Swanberg, Carie Krentz, and Tanya Batchelor

Motion by Lutz and seconded by Pedrys to approve the agenda.
Ayes-3 Nays-0 Motion carried

Motion by Pedrys and seconded by Lutz to approve the minutes dated October 3, 2024.
Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

Approval of the Fire Chief Job Description

Board members stated this was completed three years ago. Swanberg stated he was unable to find any job description and since the Fire Chief position up for renewal, created the attached description. This description can also serve for the posting for Fire Chief. Recommending this be posted for 2 weeks with hiring meeting in early December to be approved at December Board meeting. Changes made from description in packet are (1) under operational management – removed oversee emergency medical response, (2) moving valid EMT or First Responder certification to the preferred qualifications and (3) removing certified fire officer, incident safety officer or fire inspector line. One addition added is to submit & sign off on payroll with run sheets to the treasurer. This would be like all other departments for tracking purposes.

Motion by Burch seconded by Pedrys to recommend approval to the Village Board of the Fire Chief Job Description as presented.
Ayes-3 Nays-0 Motion carried

New Sweeper – CIP Public Works

Swanberg stated the Village has the opportunity to purchase a slightly used street sweeper, to accomplish this some CIP funds would need to be moved around. The asking price is \$130K for a 2016 Ravo demo model with 300 operating hours and Waters feels this will be 10 to 15 years of use vehicle. Requesting using 2025 CIP expenditure of \$100K for a Patrol Plow Truck be reallocated to the sweeper, along with sale of current Pelican Street Sweeper of approximately \$20K. Swanberg feels the difference can easily be found depending on sale of current sweeper. Pedrys brought up grants for a new sweeper with discussion by all members. Swanberg stated Waters is happy with this machine and the cost of it. Requesting approval to board for 2016 Ravo sweeper as presented. Members would like to know the warranty status of the demo versus a new machine.

Motion by Lutz seconded by Pedrys to send to the Village Board for consideration for the purchase of the 2016 Ravo Sweeper as presented.
Ayes-3 Nays-0 Motion carried

2024 1-Ton Truck with Snow Plow

Swanberg this is on the 2024 CIP for \$35K and sell the 2019 F350 for approximately \$35K for total funding of \$70K for a 1-ton truck with snow plow. Due to needing to sell the 2019 F350, Waters is looking for approval to move forward.

Motion by Burch seconded by Lutz to recommend approval to the Village Board for the purchase of a 1-Ton Truck with snow plow and sale of 2019 F350, not to exceed purchase price of \$70K, as presented.
Ayes-3 Nays-0 Motion carried

2025 Insurance Policy

Swanberg stated were expecting rates to be 15-20% higher than last year. Staff reached out to the League of Wisconsin Municipalities and their rate for 2025 is 15.5% less than our current insurance provider EMC's 2024 rate. Recommending we switch to the League of WI Municipalities for the Villages insurance needs.

Motion by Lutz seconded by Burch to approve 2025 asset & liability insurance through the League of Wisconsin Municipalities as presented. Ayes-3 Nays-0 Motion carried

Budget update

Swanberg presented a 2025 budget with a deficit of \$108K, went through another \$10K reduction which included reducing Legal Counsel – General and Admin-IT Support by \$5,000, respectively for a deficit of \$98,595. Discussion on state support and expense clarifications. Recommendation is to use General Fund to cover deficit. Swanberg stated we'll present this budget to board on Tuesday, have a public hearing in early December, and get final approval at December board meeting.

Future Agenda items and Updates

2023 Audit will be presented at Tuesday's board meeting.

Swanberg, Pedrys and Bach will be meeting with Polk County Sheriffs Department next week.

Chair Burch adjourned the meeting at 5:05 pm.

Respectfully Submitted by

Carie Krentz, Village Clerk

Osceola Airport Commission Meeting Minutes

Date: September 16, 2024

1. Called to order by Greene at 4:08pm. Members present: Greene, Melin, and Johnson.
Public: Steve Kennedy, Paul Elfstrom, Chris Norville
2. Approval of the Agenda: 1 Melin; 2 Johnson (3 I, 0 NA)
3. Approval of the minutes (July 15, 2024): 1 Melin; 2 Johnson (3 I, 0 NA)
4. Invoices for payment: None.
5. Airport Financials: The Airport will receive an additional insurance payment for the damage incurred to the northeast outbuilding back in July. The insurance company agreed to pay a portion of the insurance settlement normally only receivable if the damaged building is rebuilt or repaired.
6. Reports:
 - a.- Manager's Report- Johnson stated that Minnesota petroleum had made some repairs to the Jet fuel system. We are expecting to be billed for the repairs soon. Johnson also mentioned that the Airport weather reporting system would be repaired this later week.
7. Other Business:
 - a. Airport Master Plan General Discussion. In work, no SEH representative at the meeting.
 - b. Airport Ordinance Revisions: Tabled
 - c. Northeast Airport out-building: Expecting an additional insurance payment soon.
 - d. The Glider Association Lease Agreement: The group would still like to eventually re-draft the glider lease, however it may be best to just continue the discussion until the master plan is further along.
 - e. Proposed Airport administration fee- Greene mentioned he had reached out to the Wisconsin BOA in regard to the proposed fee. The Bureau was going to look into the matter and report back. Greene stated that the Wisconsin Bureau representative did not normally see this done.

- f. SRE Equipment General Discussion: Greene Mentioned he had contacted the Wi BOA for an update on the Equipment Bid. Matt at the BOA did not think Osceola would receive the new equipment this winter as the Dealer has 365 days to deliver. However if the Dealer chooses, the equipment may arrive sooner.
 - g. Petition Package: Greene shared the received package with the group.
 - h. Liability Release: - Completed and on file at the village.
 - i. Wheels and Wings General discussion- No update
 - j. Budget: The group looked over the “revised” proposed budget from the village. To make ends meet, reductions were made to the snowplowing budget in order to show a break even with the addition of the proposed \$10,000.00 Airport Administrative Fee.
- 8. Future agenda items and updates
 - a. Permanent Economic banner placement
- 9. Adjourn – Meeting adjourned at 5:47pm

VILLAGE OF OSCEOLA
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
September 24, 2024

The Historic Preservation Commission of the Village of Osceola met in person on September 24, 2024. Chair Burch called the meeting to order at 4:16 p.m.

Present: Dan Lorenz, Perry Rice, Van Burch and Jerry Viebrock
Absent: Allana Clymer
Staff Present: Devin Swanberg and Carie Krentz

Approval of Agenda

Motion by Lorenz and second by Rice to approve agenda.

(Vote: Yes-4, No-0, Motion Carried)

Approval of Minutes

Motion by Lorenz and second by Viebrock to approve July 24, 2024 meeting minutes.

(Vote: Yes-4, No-0, Motion Carried)

General Business

Review and Discuss Chapter 3 of WI Historic Preservation Commission Training

Rice reviewed what he pulled out of Chapter 3, with (1) no community can duplicate your historic resources; (2) heritage tourism, which lead to a discussion on tourism in Osceola and Swanberg stated he will reach out Wyatt Yeager, Mainstreet Director, who will have much more information on this topic; and (3) HPC should take part in communities comprehensive planning process, which did not happen this go round. Swanberg stated the Village is ready to approve current Comp Plan and that going forward should include HPC members at stakeholder meetings. Discussion on what could be HPC's actionable items and how to proceed to get these items defined. One suggestion was having two members meet and start forming what is important here and what does not relate. Read Chapter 4 for next meeting.

Discuss and Review potential mural/exterior wall ordinances

Lengthy discussion what would and would not work in the historic district of Osceola for murals. Rice has not seen many samples that include wording regarding being in an historic district, which is making it more difficult to define. Group wants to have some guidelines to follow. Swanberg stated he would create a simple ordinance for the group to work with to begin to create what would work for our Village.

Future agenda items and updates

Read Chapter 4 before next meeting.

Chair Burch adjourned the meeting at 5:16 p.m.

Respectfully submitted by
Carie A. Krentz, Village Clerk

Memo

To: Wilberg Memorial Library Board of Trustees

From: Anne Miller, Library Director

CC: Village Board of Osceola

Date: December 2024

DIRECTOR/ADMINISTRATION

November has been a month of year-end preparations. This is when libraries let our library system know what can be purged from the system's databases – withdrawn items, long-term missing items, and patrons that have been inactive for three years. My time was also spent looking at end-of-year financials and how to best spend our funds for the remainder of the year, as well as fine tuning the 2025 budget.

MATERIALS CIRCULATION

November 2024, Total Items Circulated: 3910

Public Computer Uses for November 2024: 111

eBook Checkouts for November 2024: 1314

New Patrons in November 2024: 16

COLLECTIONS

In November we added 212 new items to our shelves. Michelle Jacobs and I worked on titles for our 100 Classic Picture Books and 100 Classic Chapter Books to draw special attention to books that are timeless and will hopefully be read by many generations to come. Often patrons need to request these items from outside our library, so it is important that we have copies of these books on our shelves.

EVENTS & ACTIVITIES

Regular programs that the library hosted in November included Storytime, LEGO Club, WMPL Book Discussion, and Lunch with a Librarian. I transitioned from book bike visits at the beginning of November to car visits at the end of the month to both Millside and Evergreen Apartments. In November the Osceola School District provided art for our gallery wall with watercolors from 4th, 5th and 7th grade artists.

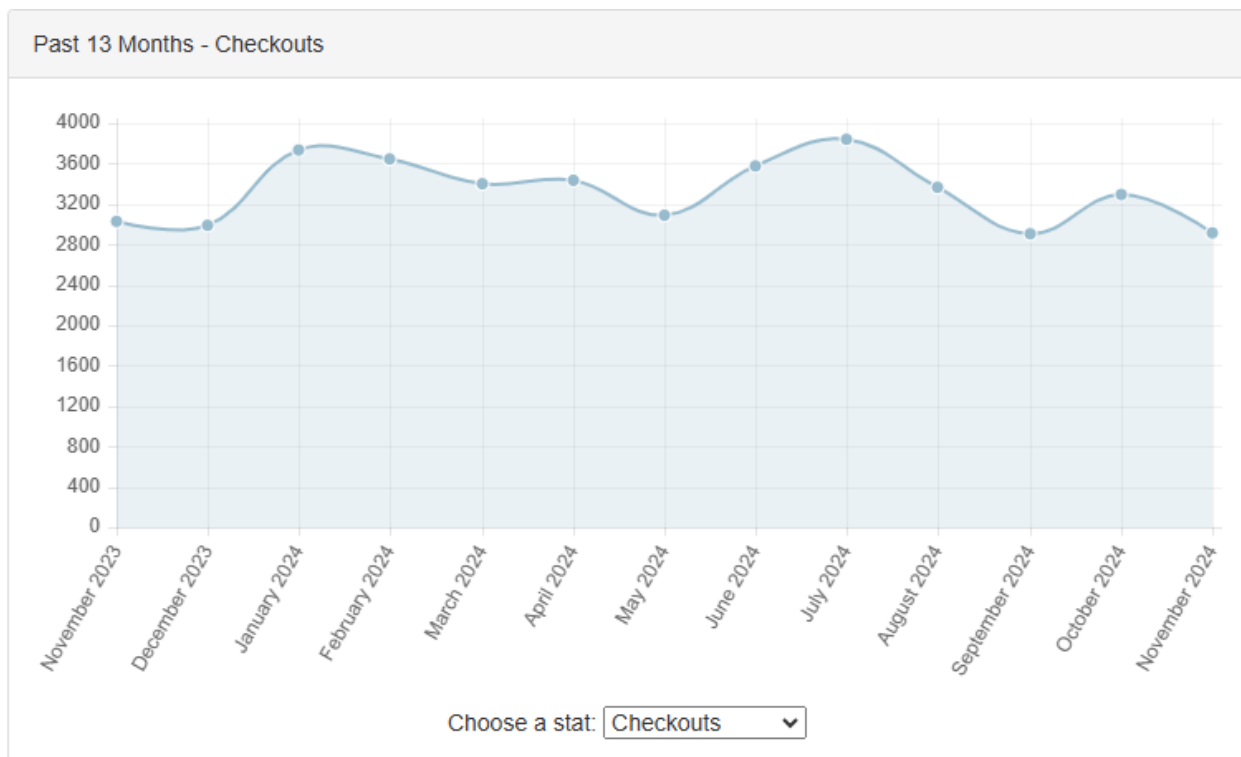
FACILITIES & STAFF

Cora Paro, the library’s current Circulation Manager, will be leaving us in December. She has been an asset to the library, first beginning her time with us as a library page while she was in high school, moving up as a library assistant, and finally finishing her time with us as Circulation Manager. She will be missed, and her institutional knowledge will be difficult to replace.

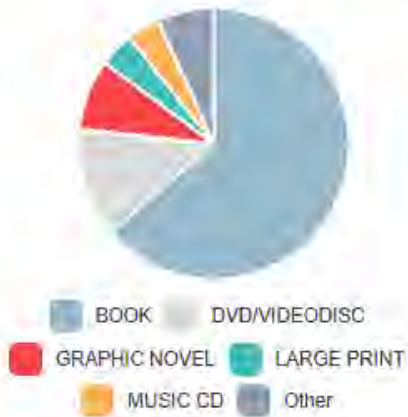
UPCOMING EVENTS

- December 17 - Storytime
- December 16 – Lunch with a Librarian
- December 18 – WMPL Book Discussion
- December 19 - LEGO Club
- Dec 24, 25, 31 & Jan 1 – Library Closed

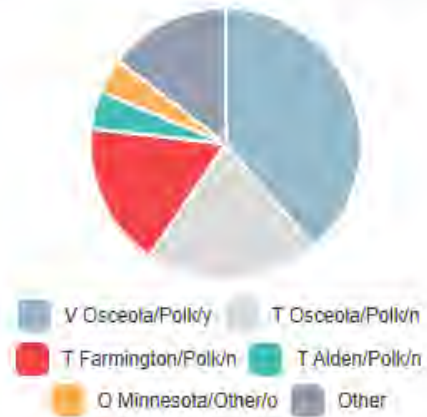
Osceola Circulation Statistics November 2024



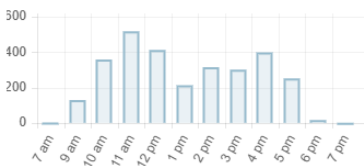
Checkouts by format



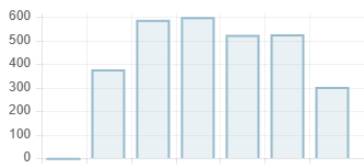
Checkouts by Act 150 Location



Checkouts by hour



Checkouts by day



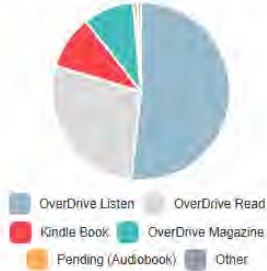
Checkouts by age



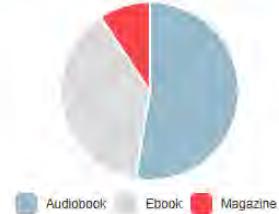
Overdrive by Day



Overdrive by Format



Overdrive by Type



Pharos computer uses by hour



Pharos computer uses by day



PLAN COMMISSION MEETING PROCEEDINGS

November 6, 2024

The Plan Commission of the Village of Osceola met on November 6, 2024, to hold a regular monthly meeting. Rob Bullard called the meeting to order at 6:00 p.m.

Present: Brad Lutz, Kim O'Connell, Chelsea Kruse, Dennis Tomfohrde, Rob Bullard, Bill Chantelois V.

Absent: Mike Sine

Others present: Devin Swanberg, Tanya Batchelor, and Brian Wiedenfeld

Motion to approve the agenda was made by Bullard, second by O'Connell.

Motion passed 6-0

Motion to approve the minutes of the previous meetings, September 3, 2024, and September 12, 2024, with the correction to September 12 changing the vote to 5-1, was made by Chantelois, second by Bullard.

Motion passed 6-0

Public Input and Ideas

None

Public Hearing

Lutz declared the Public Hearing open to accept public written and oral testimony to consider the final update to the 2009 Village of Osceola Comprehensive Plan. Tyler Norenberg thanked the commission for their hard work on the Comprehensive Plan. He hopes it will be referenced in decision making by the Village Board. Lutz declared the Public Hearing Closed.

Discussion and possible action re:

Comprehensive Plan – MSA Professional Services

Brian Wiedenfeld, from MSA, appeared virtually and gave a quick review of the Comprehensive Plan and process. The next step is to approve the resolution and recommend Board approval on November 12, 2024. Swanberg was working on intergovernmental agreements with the surrounding townships. Page 50 of the Comp Plan includes 1.5-mile extra-territorial buffer. O'Connell stated that more should have been done with the surrounding townships regarding this buffer. The townships were notified about the Comprehensive Plan. Bullard stated this is an excellent plan, the best in his 25 years on the Commission. O'Connell made some edits to the resolution. Bullard moved to approve the Resolution with the edits, recommending Board approval of the Comprehensive Plan, seconded by Kruse. O'Connell voted no.

Motion passed 5-1

Eighth Avenue Easement

Swanberg explained Twohy requested to improve his access easement on 8th Avenue and laid out options. The easement is transferable in the event of a sale of the property. Questions included whether to fix lot lines, is the existing shed moveable since it is on the lot line. The question the Commission needs to decide is whether to allow Twohy to improve the access easement. The Village will not maintain it. Swanberg recommended allowing Twohy to improve it, but it has to be engineered for property drainage. An agreement would be needed so the property owner would be responsible for all on-going upkeep. Considerable discussion followed. Lutz moved to approve continuing with this project in addition to providing a plan for the Plan Commission to review, all improvements must be designed

by a qualified engineer, approval from Village staff and Village engineer, and all costs associated with this process are to be paid by Twohy. Motion seconded by Kruse.

Motion passed 6-0

Future Agenda Items

Swanberg will provide updates on the Twohy project as needed. O'Connell requested additional updates on projects that will be coming to the Planning Commission such as a timeline.

The meeting was adjourned at 7:06 p.m.

Minutes Respectfully submitted by Tanya Batchelor, Village Treasurer

WATER AND SEWER COMMITTEE

The Village of Osceola Water and Sewer Committee met at Village Hall on Tuesday May 28, 2024

Present: Arvid Maki, Marsha Hovey, Mike Sine

Absent: None

Also Present: Rick Caruso

- 1) Call to Order – In absence of a committee chair, meeting was called to order at 4:30 p.m by Rick Caruso
- 2) Approval of the agenda
Motion by Maki, seconded by Hovey

Vote: Yes – 3 No – 0
- 3) Approval of March 20, 2024 meeting minutes
Motion by Maki Seconded by Hovey
Vote: Yes – 3 No – 0
- 4) Discussion and Possible Action Re: Appointment of Committee Chair
Marsha Hovey volunteered to be committee chair. No opposition was heard.
Motion by Sine, Seconded by Maki

Vote: Yes – 3 No – 0
- 5) Discussion and Possible action Re: Electronic Utility Billing
Discussion item only no action taken
- 6) Discussion and Possible Action Re: Bluff Tower Water Main resolution 24-08

Caruso reviewed his memo and the resolution that would allow the utility to reimburse itself for qualified costs related to the Bluff Tower main project using Safe Drinking Water Loans.

Motion by Hovey, Seconded by Sine
Vote: Yes – 3 No – 0
- 7) Discussion and Possible Action Re: Ordinance 24-04 Conservation Measures
Caruso reviewed the draft ordinance and his memo regarding emergency conservation measures.
Motion by Sine, Seconded by Maki
Vote: Yes – 3 No – 0
- 8) Any other appropriate items to discuss
No items were discussed.
- 9) Adjourn
Hovey adjourned the meeting at 4:48 pm.

Recorded by: Rick Caruso

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/09/2024 From Account:
Thru: 12/05/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
MTA	11/20/2024	MTA-MY TAX ACCOUNT	2,150.77
MTA	12/04/2024	MTA-MY TAX ACCOUNT	2,058.11
67333	11/11/2024	ABT MAILCOM	920.00
67335	11/14/2024	AMAZON CAPITAL SERVICES	142.97
67336	11/14/2024	BAKKE NORMAN. S.C.	2,655.90
67337	11/14/2024	BILL'S ACE HARDWARE	37.73
67338	11/14/2024	CINTAS	386.64
67339	11/14/2024	CORE & MAIN LP	106.00
67340	11/14/2024	DIGGERS HOTLINE	50.46
67341	11/14/2024	EMC INSURANCE COMPANIES	12,333.25
67342	11/14/2024	HAWKINS INC	1,810.26
67343	11/14/2024	JENNIFER ROYTEK	34.13
67344	11/14/2024	MIDWEST ONE - VISA	1,521.70
67345	11/14/2024	NORTHERN LAKE SERVICE, INC.	536.09
67346	11/14/2024	ODP BUSINESS SOLUTIONS	91.48
67347	11/14/2024	PDI TECHNOLOGIES	61.74
67348	11/14/2024	POLK COUNTY CLERK	1,204.01
67349	11/14/2024	RATWIK, ROSZAK & MALONEY, P.A.	8,137.84
67350	11/14/2024	RODLI, BESKAR, NEUHAUS, MURRAY, & PLETCHER	215.00
67351	11/14/2024	SHORT ELLIOTT HENDRICKSON	17,160.80
67352	11/14/2024	STERICYCLE, INC.	164.61
67353	11/14/2024	TEAMSTERS LOCAL 662	629.00
67354	11/14/2024	THE OSCEOLA SUN	1,558.00
67355	11/14/2024	UNUM LIFE INSURANCE COMPANY OF AMERICA	344.97
67356	11/14/2024	WATER CONSERVATION SERVICES, INC.	538.89
67357	11/14/2024	WI STATE LABORATORY OF HYGIENE	87.00
67358	11/14/2024	WSI TECHNOLOGIES	12,985.00
67359	11/14/2024	XCEL ENERGY	10,183.04
67360	11/20/2024	ASSOCIATED TRUST COMPANY	475.00
67361	11/20/2024	BAKER & TAYLOR	1,313.90
67362	11/20/2024	BILL'S ACE HARDWARE	19.58
67363	11/20/2024	BURNETT COUNTY CLERK OF CIRCUIT COURT	200.50
67364	11/20/2024	CAPITAL ONE TRADE CREDIT	117.57

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/09/2024 From Account:
Thru: 12/05/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
67365	11/20/2024	COMMERCIAL TESTING LAB.	1,269.50
67366	11/20/2024	EO JOHNSON COMPANY INC	538.39
67367	11/20/2024	HAWKINS INC	10.00
67368	11/20/2024	JENNIFER L. ROYTEK	30.00
67369	11/20/2024	MIDWEST ONE - VISA	561.31
67370	11/20/2024	MSA PROFESSIONAL SERVICES	1,551.85
67371	11/20/2024	NORTH CENTRAL LABORATORIES	1,079.60
67372	11/20/2024	NORTHERN LAKE SERVICE, INC.	70.00
67373	11/20/2024	ODP BUSINESS SOLUTIONS	57.98
67374	11/20/2024	OSCEOLA MEDICAL CENTER	40.00
67375	11/20/2024	REGISTRATION FEE TRUST	20.00
67376	11/20/2024	ROBERT W. BAIRD & COMPANY	1,500.00
67377	11/20/2024	SHORT ELLIOTT HENDRICKSON	2,750.00
67378	11/20/2024	TANNER REBHAN	50.00
67379	11/20/2024	WEST CENTRAL BIOSOLIDS COMMISSION	12,462.41
67380	11/20/2024	WI SCTF	54.59
67382	11/26/2024	AFLAC	247.36
67383	11/26/2024	CLIFTON LARSON ALLEN LLP	6,063.75
67384	11/26/2024	DELTA DENTAL PLAN OF WISCONSIN	503.12
67385	11/26/2024	GUARDIAN PEST SOLUTIONS, INC.	126.50
67386	11/26/2024	NEO ELECTRICAL SOLUTIONS, LLC	2,174.83
67387	11/26/2024	ODP BUSINESS SOLUTIONS	160.19
67388	11/26/2024	OSCEOLA AEROSPORT, LLC	2,412.22
67389	11/26/2024	POLK COUNTY CLERK	8.75
67390	11/26/2024	PRO-GREEN CLEANING & JANITORIAL	3,900.00
67391	11/26/2024	WE ENERGIES	976.34
67392	11/26/2024	MINNESOTA PETROLEUM SERVICE	2,167.50
67393	11/26/2024	SUMMIT FIRE PROTECTION	1,990.00
67438	12/04/2024	AMAZON CAPITAL SERVICES	306.65
67439	12/04/2024	AT&T MOBILITY	773.05
67440	12/04/2024	BADGER STATE INC.	3,132.33
67441	12/04/2024	BILL'S ACE HARDWARE	339.15
67442	12/04/2024	BLUESTONE SAND & GRAVEL	615.93

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Posted From: 11/09/2024 From Account:
Thru: 12/05/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
67443	12/04/2024	BRIGHTSPEED	964.80
67444	12/04/2024	CAPITAL ONE TRADE CREDIT	176.06
67445	12/04/2024	CHOSEN VALLEY TESTING	4,865.00
67446	12/04/2024	COMPENSATION CONSULTANTS, LTD	25.00
67447	12/04/2024	EVERGREENTEL	107.80
67448	12/04/2024	FEDERATED CO-OPS, INC.	7.98
67449	12/04/2024	HAWKINS INC	10.00
67450	12/04/2024	HOME DEPOT CREDIT SERVICES	214.37
67451	12/04/2024	JENNIFER L. ROYTEK	30.00
67452	12/04/2024	KEIL ENTERPRISIES	249.00
67453	12/04/2024	KLM ENGINEERING, INC.	33,568.20
67454	12/04/2024	KWIK TRIP	1,247.54
67455	12/04/2024	LAWSON PRODUCTS	1,027.74
67456	12/04/2024	LEAGUE OF WISCONSIN MUNICIPALITIES	1,544.07
67457	12/04/2024	LUDVIGSON LAW OFFICE	765.00
67458	12/04/2024	MEYER INTERNATIONAL TRUCKS	8,235.47
67459	12/04/2024	MICHELLE JACOBS	22.42
67460	12/04/2024	MIDWESTONE	52,253.39
67461	12/04/2024	NATIONWIDE TRUST COMPANY, FSB	50.00
67462	12/04/2024	O'REILLY AUTOMOTIVE STORES INC.	292.71
67463	12/04/2024	OSCEOLA UTILITIES	545.63
67464	12/04/2024	RICK CARUSO	400.00
67465	12/04/2024	SECURIAN FINANCIAL GROUP, INC.	356.39
67466	12/04/2024	STANTEC CONSULTING SERVICES INC	1,385.38
67467	12/04/2024	SUNRISE LAWNS, LANDSCAPE & IRRIGATION, LLC	115.00
67468	12/04/2024	SWEEPER SERVICES INC	8,957.74
67469	12/04/2024	TANNER REBHAN	50.00
67470	12/04/2024	THE BITWORKS INC.	5,493.90
67471	12/04/2024	THE OSCEOLA SUN	177.40
67472	12/04/2024	TMS ENTERPRISES	40.00
67473	12/04/2024	TRI STATE BOBCAT	1,259.25
67474	12/04/2024	TWEET/GAROT MECHANICAL, INC	1,736.89
67475	12/04/2024	WAUKESHA COUNTY TECHNICAL COLLEGE	350.00

GENERAL FUND CHECKING

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Thru: 12/05/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
67476	12/04/2024	WEST CENTRAL BIOSOLIDS COMMISSION	26,619.09
67477	12/04/2024	WEST WISCONSIN INSPECTION AGENCY, LLC	2,203.41
67478	12/04/2024	WI PROFESSIONAL POLICE ASSOCIATION	133.50
67479	12/04/2024	WI SCTF	54.59
67480	12/04/2024	WISCONSIN CHIEFS OF POLICE ASSOCIATION	150.00
67481	12/04/2024	XCEL ENERGY	997.00
EFTPS	11/18/2024	EFTPS	12,647.77
EFTPS	12/04/2024	EFTPS	1,076.72
WRS-EFT	11/20/2024	WRS-EFT	14,413.60
COL LIFE	11/25/2024	COLONIAL LIFE	92.28
V11202401	11/20/2024	BACH, ANDREW	2,345.75
V11202402	11/20/2024	BATCHELOR, TANYA	1,745.72
V11202403	11/20/2024	CARUSO, RICHARD T.	1,918.78
V11202404	11/20/2024	CHAPMAN, HUNTER	368.81
V11202405	11/20/2024	FELDTMOSE, MARIE K.	501.90
V11202406	11/20/2024	GILLER, JENNIFER	1,415.42
V11202407	11/20/2024	HOVERMAN, RICHARD D.	522.15
V11202408	11/20/2024	JACOBS, MICHELLE	844.68
V11202409	11/20/2024	KENNY, RYAN	1,946.36
V11202410	11/20/2024	KRENTZ, CARIE	1,700.52
V11202411	11/20/2024	KRENTZ, KRISTOPHER	616.00
V11202412	11/20/2024	LEHMAN, JENNIFER T.	249.34
V11202413	11/20/2024	MALLIN, MICHAEL	1,727.36
V11202414	11/20/2024	MILLER, ANNE	1,275.24
V11202415	11/20/2024	MORGEL, JOSHUA J.	174.52
V11202416	11/20/2024	PARO, CORA	673.99
V11202417	11/20/2024	REBHAN, TANNER	3,400.53
V11202418	11/20/2024	ROYTEK, JENNIFER L.	1,358.98
V11202419	11/20/2024	SCHILL, JUSTIN	1,661.80
V11202420	11/20/2024	SWANBERG, DEVIN	2,864.05
V11202421	11/20/2024	TRACY, DAWN	728.09
V11202422	11/20/2024	TRACY, RALPH E.	1,757.17
V11202423	11/20/2024	TREMBLAY, MATTHEW	3,555.39

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/09/2024 From Account:
Thru: 12/05/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V11202424	11/20/2024	WATERS, TODD	2,173.38
V12042401	12/04/2024	BACH, ANDREW	2,608.42
V12042402	12/04/2024	BATCHELOR, TANYA	1,335.25
V12042403	12/04/2024	CARUSO, RICHARD T.	1,839.77
V12042404	12/04/2024	CHAPMAN, HUNTER	368.81
V12042405	12/04/2024	FELDTMOSE, MARIE K.	616.99
V12042406	12/04/2024	GILLER, JENNIFER	1,357.42
V12042407	12/04/2024	HOVERMAN, RICHARD D.	474.86
V12042408	12/04/2024	JACOBS, MICHELLE	902.61
V12042409	12/04/2024	KENNY, RYAN	1,741.59
V12042410	12/04/2024	KRENTZ, CARIE	1,635.52
V12042411	12/04/2024	LEHMAN, JENNIFER T.	249.34
V12042412	12/04/2024	MALLIN, MICHAEL	2,033.37
V12042413	12/04/2024	MILLER, ANNE	1,571.20
V12042414	12/04/2024	PARO, CORA	903.94
V12042415	12/04/2024	REBHAN, TANNER	1,818.93
V12042416	12/04/2024	ROYTEK, JENNIFER L.	1,358.99
V12042417	12/04/2024	SCHILL, JUSTIN	1,764.64
V12042418	12/04/2024	SWANBERG, DEVIN	2,864.05
V12042419	12/04/2024	TRACY, DAWN	617.28
V12042420	12/04/2024	TRACY, RALPH E.	1,922.64
V12042421	12/04/2024	TREMBLAY, MATTHEW	2,517.26
V12042422	12/04/2024	WATERS, TODD	2,466.92
GREAT WEST	11/20/2024	GREAT WEST	1,132.94
GREAT WEST	12/04/2024	GREAT WEST	965.67
STMT110624	11/14/2024	BP	50.73
CENTRALSTATE	12/04/2024	CENTRAL STATES H&W FUND	24,115.00
HEALTH PTNRS	11/12/2024	HEALTH PARTNERS INSURANCE	1,947.21
Grand Total			409,794.61

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/09/2024 From Account:
Thru: 12/05/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	171,289.52
Total Expenditure from Fund # 240 - LIBRARY FUND	21,273.98
Total Expenditure from Fund # 250 - AIRPORT	7,540.54
Total Expenditure from Fund # 275 - OSCEOLA MUNICIPAL COURT	2,707.99
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	475.00
Total Expenditure from Fund # 400 - GENERAL CAPITAL FUND	68,015.85
Total Expenditure from Fund # 610 - WATER UTILITY	76,758.07
Total Expenditure from Fund # 620 - SEWER UTILITY	61,733.66
Total Expenditure from all Funds	409,794.61

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
11/30/2024

Account Number	Village of Osceola	2024 Actuals @ 11/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
Revenue					
100-00-41110-000-000	Levy for General Fund	0	668,763	(668,763)	0%
100-00-41140-000-000	Mobile Home Taxes	19,724	20,000	(276)	99%
100-00-41310-000-000	Taxes from Utility	0	103,070	(103,070)	0%
100-00-41320-000-000	Payment in Lieu of Taxes	8,087	4,721	3,366	171%
100-00-41810-000-000	Interest / Penalty on Taxes	0	100	(100)	0%
100-00-41900-000-000	Other Taxes	0	1,500	(1,500)	0%
	Total Taxes	27,811	798,154	(770,343)	
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	1,700
100-00-43410-000-000	WI State Shared Revenue	401,676	401,675	1	100%
100-00-43415-000-000	Expenditure Restraint	0	0	0	
100-00-46220-000-000	Fire Insurance Fee	13,866	12,589	1,277	110%
100-00-43430-000-000	Exempt Computer Aid	13,503	13,503	0	100%
100-00-43531-000-000	WI State Transportation Aid Revenue	151,185	151,185	(0)	100%
100-00-43440-000-000	Personal Property Aid	8,571	8,571	0	100%
100-00-43534-000-000	LRIP Grant	0	0	0	0
100-00-43535-000-000	Other Federal Grant - Police	3,715	250	3,465	250
100-00-43690-000-000	Other State Grant	0	0	0	0
	Intergovernmental Revenues	592,516	587,773	4,743	
	Licenses and Permits				
100-00-44110-000-000	Liquor Licenses	6,145	6,000	145	
100-00-44200-000-000	All non-liquor licenses	3,775	4,000	(225)	94%
100-00-44400-000-000	Planning and Zoning Fees	940	1,000	(60)	94%
100-00-44300-000-000	Building Permits	49,474	65,000	(15,526)	76%
100-00-44405-000-000	Escrow - Engineering Review	0	15,000	(15,000)	0%
100-00-44900-000-000	Cable Franchise Fees	13,014	15,000	(1,986)	87%
100-00-46311-000-000	Street Opening Permits	1,950	1,250	700	156%
100-00-46330-000-000	Downtown Parking Permits	1,051	1,000	51	105%
	Licenses and Permits	76,351	108,250	(31,899)	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	18,251	24,200	(5,949)	75%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	18,251	24,300	(6,049)	
	Special Assessments				
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	0%
	Public Charges for Service				
100-00-44102-000-000	Dog Licenses	759	900	(141)	84%
100-00-46211-000-000	Charges for Public Service - Police	581	1,000	(419)	58%
	Other - COPS Grant	0	0	0	
100-00-46100-000-000	Admin Assess Search	1,200	1,500	(300)	80%
100-00-44401-000-000	Zoning Compliance Letters	0	250	(250)	0%
100-00-47491-000-000	Public Fire Protection	0	239,454	(239,454)	0%
100-00-46850-000-000	RDA Administrative Fee	0	41,000	(41,000)	0%
100-00-46222-000-000	Fire Revenue from Townships	96,952	193,903	(96,952)	50%
	Public Charges for Service	99,491	478,007	(378,516)	

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
11/30/2024

Account Number	Village of Osceola	2024 Actuals @ 11/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
	Misc General Revenue				
100-00-48100-000-000	Interest Income	38,486	3,500	34,986	1100%
100-00-48309-000-000	Sale of Property	324,761	50,000		
100-00-48310-000-000	Sale of Assets	8,000	0	8,000	0%
100-00-48400-000-000	Recoveries and Reimbursements	7,568	1,500	6,068	
100-00-48401-000-000	Recoveries and Reimbursements	20,909	7,500	13,409	279%
100-00-48500-000-000	Donations	15,000	16,000	(1,000)	0%
100-00-48501-000-000	Donations - Police	0			
100-00-48502-000-000	Donations - Fire	69,609			
100-00-48900-000-000	Misc. Revenues	0	2,000	(2,000)	0%
100-00-48990-000-000	Refund Prior Year Expense	0	0	0	0
	Misc. General Revenue	484,333	80,500	59,464	
	Other Financing Sources				
100-00-49280-000-000	Transfer In -Room Tax Fund	0	5,000	(5,000)	0%
100-00-49600-000-000	Transfer In - Water Fund	0	123,041	(123,041)	0%
100-00-49620-000-000	Transfer In - Sewer Fund	0	0	0	0%
	Borrow for Maintenance Items		165,655		
100-00-49610-000-000	Transfer in - Water Admin Fees	0	68,255		
100-00-49620-000-000	Transfer in - Sewer Admin Fees	0	45,820		
	Subtotal Other Financing Sources	0	407,771	(128,041)	
	TOTAL REVENUE	1,298,754	2,486,455	(1,252,341)	52%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	75,067	116,965	(41,898)	64%
	Administration	420,803	253,835	166,968	166%
	Police	480,204	791,465	(311,261)	61%
	Fire	161,180	204,200	(43,020)	79%
	Street	110,869	254,740	(143,872)	44%
	Street Lights	33,222	57,980	(12,234)	57%
	Storm Water	17,274	16,855	228	102%
	Street Signs	6,190	14,520	(8,330)	43%
	Garage and Maintenance	105,384	78,995	27,741	133%
	Sanitation	18,191	13,575	4,616	134%
	Parks	122,776	132,590	(9,814)	93%
	Economic Development	17,772	16,573	1,199	107%
	General Fund Transfers	0	186,500	186,500	0%
100-00-52210-226-000	Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
100-00-52300-000-000	Ambulance*	42,360	42,360	0	100%
100-00-52400-215-000	Building Inspection*	42,393	40,000	2,393	106%
100-00-51930-511-000	Insurance *	2,500	5,000	(2,500)	50%
100-00-51510-215-000	Auditor	13,596	20,000	(6,404)	68%
100-00-51530-215-000	Assessor	13,200	13,200	0	100%
100-00-51530-390-000	Assessor Manufacturing	2,052	2,400	(348)	85%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	1,685,032	2,501,207	(429,490)	67%
	REVENUE OVER (UNDER) EXPENSES	(386,278)	(14,752)	(822,852)	

**Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
11/30/2024**

Account Number	Village of Osceola	2024 Actuals @ 11/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
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REVENUES TO BE COMING

TFR in Room Tax - Journal Entry made in December	5,000
TFR in Water Fund - Journal Entry made in December	123,041
Public Fire Protection - Journal Entry made in December	239,454
Taxes from Utility - Journal Entry made in December	103,070
	470,565



Memo

To: President Lutz and Village Board Members

From: Todd Waters (Public Works Coordinator)

CC: Carie Krentz

Date: December 10, 2024

Re: DPW November Board Update

Streets:

- Hauling of unwashed sand continued in November to prepare for future mixing and applying to roads.
- All trucks and equipment have been thoroughly inspected and tested for snow removal operations. Equipment was utilized twice in the month of November for slippery roads.
- 43 lighted holiday decorations were hung, summer banners have been converted to winter and flags are stowed away for the season.
- The department did a final cleaning and sweeping of downtown sidewalks, parking lots, and bump-outs.
- All markers have been distributed and installed for winter plow routes.

Parks:

- Leaf clean-ups in parks have been completed and winterization of seasonal spaces secured.
- Public Works had to remove a beaver dam in Schilberg Park that raised the water close to 36 inches to the north and east. Three Class 3 dump truck loads of debris were removed and the water line dropped within a few hours, giving the ability for the snowmobile trail to continue its normal route this winter. No damage occurred to private or public property.

Building Maintenance:

- All buildings are functioning appropriately and winter heat schedules have been updated and are working appropriately.
- Public Works fully transitioned our working spaces to winter operations.



Memo

To: President Lutz and Village Board Members
From: Rick Caruso, Utilities Coordinator
CC: Carie Krentz
Date: December 10, 2024
Re: Utility Department December Board Update

Water Utility:

- Water produced in November totaled 4.945 million gallons.
- High zone fall flushing has been completed.
- Utility operators cleared gate valves from sand and debris as identified earlier in the year. Access to main line valves is critical in the event of main line shut down, however due to the location of the valves, they can fill with sand or sediment over time requiring regular maintenance.
- Operators made the final push for mapping before the cold weather. We will now shift our focus during the winter months to drafting water and sewer main and additional data into the GIS map.
- T-Mobile completed an antenna upgrade on the Bluff Tower overseen by utility operators and our tower engineering firm KLM. We are awaiting the punch list and final inspection to be completed while weather allows.

Sewer Utility:

- Wastewater treated in November totaled 7.144 million gallons.
- Great lakes TV seal is completing the 2024 section of sewer main cleaning, root cutting, and trunk line cleaning as part of our ongoing maintenance program.
- WWTP winter maintenance has been completed including the changing of oil from drives and equipment, replacement of belts and filters, and the servicing of bearings. Spare parts and oils were re-ordered to keep on hand in the event of failures.
- Devin, Ryan, and I attended the West Central Wisconsin Biosolids Facility annual meeting where a tour of the facility upgrades was held, and the annual budget is decided by voting members.



Library Board of Trustees
Minutes of Regular Meeting October 10, 2024

Trustees Present: Michele Merritt, Gail Hanson, Maureen Rogers, Deb Rose, Taylor Baert,

Trustees Absent: Arvid Maki, Ron Johnson,

Also present: Director Anne Miller, Miriam Flysjo

Meeting called to order – 5:32 p.m.

Motion to approve the agenda by Deb, seconded by Maureen. Carried unanimously

Motion to approve the minutes for September meeting by Gail, seconded by Taylor. Carried unanimously

Citizen's Comments: Miriam highlighted some upcoming events including Boks and Biscotti featuring author Beth Dooley. She also relayed the Friends appreciation for the library and all they do for the community and area.

Director's Report: The blinds have been ordered and all are excited for them to arrive, which should be in the next couple of weeks.

Monthly Financials: Motion to approve the financial report by Deb, seconded by Maureen. Carried unanimously

Audit and Approve Bills: Motion to pay the bills by Maureen, seconded by Taylor. Carried unanimously

Blinds for Library Windows: The blinds have been ordered. The installation will be coordinated around the Director's schedule. Board is so grateful for the anonymous donation and Anne's work on finding and coordinating the purchase.

Budget: The Village audit is still not complete. As of right now we are \$738 in the good and should not owe the Village anything once it is finished. The library has never gotten year end audit numbers so has been budgeting off of year end numbers instead of the audit numbers. This has caused budgeting issues that Anne is working on resolving. She has received much help from Tanya from the Village office.

Update Animal Policy: The updates to the Animal Policy are very straight forward. And clear. Motion to approve the updated Animal Policy by Deb, seconded by Taylor. Carried unanimously



**Library Board of Trustees
Minutes of Regular Meeting October 10, 2024**

Mr. Licky: Staff have been updated on the possibility of rehoming Mr. Licky. It was agreed by all that our library staff does not have the capacity to care for the snake. Motion to approve rehoming Mr. Licky by Taylor, seconded by Gail. Carried unanimously

MidwestOne Certificate of Deposit: We have a \$10,000 plus interest CD at MidWestOne that comes due on November 15. Motion to approve closing the MidWestOne CD and transferring the funds to RCU by Gail, seconded by Deb. Carried unanimously

Director's Vacation: Anne will be gone from October 20 – November 1. Library and Village staff have been notified, if issues arise library staff of Michelle, Cora and Dawn are to be contacted. Other library or board related emergencies please contact Michele Merritt or Deb Rose.

Polk County 5-year Library Plan Committee: Polk County will be updating the plan for the years of 2025-2030. They are looking for individuals to serve on the committee. Possible decisions to be made by this committee could include Act 150 fund. The county has opened an application for the committee.

Next Meeting: November 14
President Michele Merritt declared the meeting adjourned at 6:23 pm.

Submitted by Deb Rose, Library Board Vice President and Treasurer



OSCEOLA FIRE AND RESCUE

Station - 657 HWY 35
PO Box 217
Osceola, WI 54020
Emergency: 911
Non-Emergency (715) 294-3440

To: President Lutz and Village Board Members
From: Osceola Fire & Rescue
CC: Carie Krentz
Date: December 11, 2024
Re: **Fire & Rescue Monthly Report**

RUNS

- 14 - Runs total
 - 12 – Village of Osceola
 - 2 – Town of Farmington
 - Run breakdown
 - 1 – Motor Vehicle Accident
 - 7 – Medical/Lift Assist
 - 6 – Alarm

UPDATES IN BOLD

- **Training/meeting for November consisted of review of extrication and EVOC course.**
- **Upcoming meeting/training for December will be outstanding training and review of SOG's.**
- **Working with MSA and Village Administration on reapplication for AFG grant.**



OSCEOLA POLICE DEPARTMENT

310 Chieftain Street

P.O. Box 217

Osceola, WI 54020

Phone: 715-294-3628 Fax: 715-294-2862

Andrew Bach – Chief of Police

To: Village President Brad Lutz and Village of Osceola Trustees

CC: Administrator Devin Swanberg; Village Clerk Carie Krentz

From: Police Chief Andrew Bach

Date: December 6th, 2024

Re: Village Board Police Report for November 2024

In November of 2024 Osceola PD Officers generated **307** calls for service and compiled **55** incident and traffic crash reports. Osceola PD Officers made **2** arrests and **1** emergency detention. Osceola PD Officers initiated **53** traffic stops and issued **32** municipal citations.

- Osceola PD held a room clearing training utilizing our simuniton equipment. Members from the Osceola PD, Amery PD, Frederic PD, BLCPD and St. Croix Falls PD participated.
- Osceola PD is continuing its hiring process searching for quality applicants and is expanding its efforts by creating a new "Officer-In-Training" program to sponsor applicants for academy training.
- Osceola PD was able to positively identify a vehicle involved in a hit-and-run collision using our FLOCK network, bringing a conclusion to a case which otherwise would have remained unsolved.
- Osceola PD is currently accepting donations of non-perishable food items for our *Stuff the Squad* event which will benefit the Open Cupboard food shelf in Osceola. Items can be deposited at the Osceola Police Department, or during the event itself, which will be held on Saturday December 14th from 10:00am to Noon.
- Due to the holiday season, *Coffee with a Cop* will be held at Caribou Coffee once this month on December 20th from 8:30am to 10:00am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "Andrew Bach", written over a horizontal line.

Chief Andrew Bach

Municipality Permits Report

11/1/2024 to 11/29/2024

VILLAGE OF OSCEOLA		Total Value	Total Fees	Total Fines
VOS24-77	165-00581-0000	\$25,000.00	\$858.63	
MONTE GOURLEY				
175 DEPOT RD	ADDITION			
VOS24-78	165-00814-0000	\$13,722.00	\$90.00	
DBA AMERICAN EAGLE HOME IMPROVEMENT FIRST CHOICE IMPROVEMENTS LLC 022200144 Mergen				
408 DELMAR AVE	RE-ROOF			

Permit Distribution
 Addition=1
 Re-roof=1

Totals	Total Permits	2	Total Value	\$38,722.00
Admin	\$147.10	Impact	Plan Review	\$66.05
Inspection	\$735.48	State Permit Seal	House Number	
Fines		Other	Total Fees	\$948.63

Municipality Permits Report

1/1/2024 to 11/29/2024

VOS24-77 165-00581-0000 \$25,000.00 \$858.63
 MONTE GOURLEY
 175 DEPOT RD ADDITION

VOS24-78 165-00814-0000 \$13,722.00 \$90.00
 DBA AMERICAN EAGLE HOME IMPROVEMENT | FIRST CHOICE IMPROVEMENTS LLC | 022200144 Mergen
 408 DELMAR AVE RE-ROOF

Permit Distribution

Electrical=7
 Alteration=23
 Acc. Building=2
 HVAC=2
 New Home=12
 New Commercial=3
 Re-roof=10
 Fence=6
 Other=6
 Deck=2
 Siding=3
 Move=4
 Shed=2
 Raze=1
 Addition=1

Totals	Total Permits	79	Total Value	\$11,623,977.14
	Admin	\$5,082.28	Impact	
	Inspection	\$40,582.00	State Permit Seal	\$420.00
	Fines		Other	
			Plan Review	\$1,474.47
			House Number	
			Total Fees	\$47,558.75

Osceola Chamber/Main Street Update for November

First, we'd like to thank the Public Works Department for putting up the winter banners, snowflakes on the light poles throughout downtown. It is greatly appreciated.

November 22 and 23 saw a successful Doe on the Go event. Doe on the Go, won the 2022 Wisconsin Main Street retail event of the year and this year saw growth in many areas. This year we had 25 different shops/vendors throughout downtown and across Osceola. 12 restaurants participated which is an increase over last year. In addition, bonus stops happened on both days around Osceola to tie into the excitement and extra traffic that we experience during the event

Business reported great turnout, one business owner reported their best day of sales since opening, which was great to hear.

We are also in the #ShopSmallSeason, we had Shop Small Saturday on November 30 but we are really trying to promote all the ways you can support local businesses during this holiday season. Some of the benefits to shopping small include:

- You're helping to keep money in your community.
- You're supporting local jobs.
- You're getting personalized service.
- You're finding unique gifts that you won't find anywhere else.

A healthy and vibrant downtown is a good sign of a healthy and vibrant community.

In addition, the BID paid for an Ad in the St. Paul Pioneer Press that came out on Thanksgiving. The paper had an exclusive Shop Small section. Distribution of the Thanksgiving paper reached 100,000 homes in Minnesota and 10,000 homes in Western Wisconsin. The BID recognizes the importance of actively marketing Downtown Osceola and showcasing its unique offerings, as drawing more visitors not only enhances the community's reputation but also contributes to the overall economic vitality of the area.

Respectfully submitted,

Wyatt Yager

Main Street Director

EXPERIENCE THE HOLIDAY MAGIC IN DOWNTOWN OSCEOLA



**SHOP LOCAL. SHOP SMALL BUSINESSES.
SHOP OSCEOLA.**



Let's come together
in Osceola to discover
unique treasures, find
the perfect gift, and make
this the most meaningful
holiday season yet.

 www.facebook.com/OsceolaWIMainStreet

 [@osceolamainstreetwi](https://www.instagram.com/osceolamainstreetwi)

Just a short 50 mile drive up Interstate 35

Request for Engineering Services

Village of Osceola





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Stantec Consulting Inc.
2080 Wooddale Drive, Suite 100
Woodbury, MN 55125-2920

December 6, 2024

Attention:
Devin Swanberg
Village Administrator
Village of Osceola

Reference: Engineering Request for
Services for the Village of Osceola

Angela Popenhagen, P.E., LEED AP BD+C
Village Engineer
Cell: 651-252-7094
Office: 651-683-2210
Angela.Popenhagen@stantec.com

Cody Gartman
Proposed Assistant Village Engineer
Cell: 651-269-0299
Cody.Gartman@stantec.com

Dear Mr. Swanberg and Village Board Members:

The Village of Osceola’s rich history, picturesque and vibrant community spirit is something to envy. We understand the importance of having a well-rounded municipal engineer available to guide a community through decisions that will have an impact for years to come, along with an economical engineer to grow with the community. **Angela Popenhagen** has served the Village for 18 years, she has the history, the knowledge and the foresight to advise. **Cody Gartman** will serve as Assistant Engineer and provide the day-to-day guidance to grow into the Village Engineer role without losing the history. Stantec currently advises several communities across the Midwest serving as their municipal engineer. We have had the privilege of supporting some municipalities as their sole municipal engineer for more than 50 years. These relationships only happen with high-quality, trusted consultants who are committed to the communities they serve.

Within this proposal, we share details of who Stantec is as a firm, and describe why we believe Stantec is best suited to serve the Village now and into the future.

Best local knowledge of the Community: After serving the Village of Osceola for 18 years, Angela has intimate knowledge and records of past, present and future community needs. She also is a taxpayer of the community and understands the needs to be effective and efficient.

Zoning and Land Use: Significant development changes are occurring around the Village of Osceola. Our planning experts are here to help interpret and update community plans and ordinances to ensure that these align with and support the long-term vision for the areas of growth and success of the Village.

Road Projects: There are some vital road projects on the horizon. One example is the 3rd Avenue and River Street Improvement project which Angela successfully obtained a \$400,000 grant to assist in the reconstruction cost.

Site Plan Reviews: More development is coming to Osceola. We have the skill set needed to ensure developments are orderly and accommodate future growth while making sure all criteria is met. Understanding the history and the future plans of the Village is vital in moving today and tomorrow’s developments forward.

Stormwater Management: Stormwater is critical in Osceola. Whether river restoration, localized flooding, or maintenance of stormwater infrastructure, Stantec has experts at your disposal available to solve these challenges.

We are eager to discuss how our services align with your needs. Please find our detailed proposal attached. We look forward to this potential opportunity to work with the Village of Osceola in maintaining and growing your community. If you have any further questions, we look forward to answering them at our meeting with the Village Board.

Sincerely,

Stantec Consulting Services Inc.

Firm Overview

With every community, we redefine what's possible

The Stantec community unites more than 31,000 employees working in over 450 locations across 6 continents. We have continued to grow by establishing long-term relationships with clients based on trust and integrity, and by committing to making a difference in the communities we serve. We collaborate across disciplines and industries to bring buildings, energy, resource, and infrastructure projects to life. Our work—professional consulting in environmental sciences, planning, engineering, architecture, interior design, landscape architecture, surveying, project management, and project economics—begins at the intersection of community, creativity, and client relationships. Working to enhance the quality of life where people work, live, and play: our municipal engineers provide client solutions that are environmentally responsible, aesthetically beautiful, functional, and technically sound. Our team of nearly 400 staff in Wisconsin and Minnesota have provided services to local communities for more than 50 years. Whether it is a road, culvert, park, or water treatment facility, Stantec has the professional staff to manage a full range of projects throughout the project life cycle from initial planning to construction oversight and administration to project closeout. Applying experience and leading technologies, and sustainable practices, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, public expectations, fiscal requirements, and environmental constraints. Our portfolio includes municipal engineering for communities of all sizes across the region.

The Village offers a blend of natural beauty, recreational opportunities, and has a powerful sense of community with historic roots. Its location, nestled along the St. Croix River on STH 35, and easy access to the Twin Cities, make the Village's growth no surprise. With increased development comes opportunities and challenges for municipal staff. Having served your community for 18 years and other similar communities, we understand the challenges that may arise in terms of staffing and keeping pace with necessary utility expansions, upgrades, and reviews. Maintaining and expanding this infrastructure takes continuous relationship building efforts with strategic partners in the area. Whether it is permitting through the Wisconsin Department of Natural Resources (WDNR), relationships with WisDOT or funding through state agencies, Stantec staff have well-established relationships with these parties and possess the broad array of service capabilities to design and manage these continued projects for the Village. As with other growing communities, plan reviews, construction observation, and infrastructure tracking are vital in ensuring quality is not lost in the quantity of work being performed. Stantec understands the importance and need for constant communication and organized processes. We realize the importance of having a municipal engineer who understand the local government process, and who is active and clear with their communication to residents and businesses. Our staff embraces those interactions and finds them to be the most rewarding part of our work. We believe the 18 years of experience brings additional value and cost savings to each project. We can use this knowledge to strengthen the future. Village Code, design standards, archived records, and proposed expansions are just a few areas where history can quickly be applied. We also have working ability to update WisLR records and WisDOT permits. We know where flooding occurs and where stormwater infrastructure needs to be expanded. We've coordinated the dredging of Mill Pond and street maintenance projects. Our quick response was critical to ensure the skatepark was constructed. We are willing and able to be nimble as projects arise.

Funding

Funding is always important. We have been instrumental in getting Safe Routes to Schools, Local Road Improvement, and DNR Stewardship grants for the Village. Stantec has a funding group that specializes in grant applications on the state and federal level. To date, our North American Funding Program has secured \$8 billion in grants. We also just finalized the Impact Fees and looking towards Stormwater Utility fee analysis as a potential additional funding opportunities.

Landscape Architecture

Through analysis, planning, and design, we create inspired landscapes that reflect context and user needs. Our landscape architects make valuable contributions to the quality of life in our communities. We create opportunities from complex physical constraints and help our clients achieve their unique project goals for the design, organization, and use of space. From concept development through construction drawings and implementation, we are the source and facilitator of creative ideas that are economically viable and environmentally responsible.

Waterfront Planning and Design

Our team transforms waterfronts into amenities that supports community engagement and reinvestment from residents, visitors, and developers. We work with clients to design and connect their

waterfronts to downtowns, neighborhoods, and the community—customizing amenities that meet the area's needs, encourage residents and tourists to use the space, and help stimulate downtown commerce.

Site Design

Our exceptionally broad menu of site design services runs from single buildings to entirely new communities. It includes stormwater management, infrastructure design, construction observation, contract administration, land and earthworks analysis, and analysis of feasibility, servicing, drainage, and development potential.

Wastewater and wastewater treatment

Our team of local and national wastewater specialists can assist you in all topics pertaining to wastewater collection and treatment including permitting, funding, planning, asset management, and design and bidding through construction administration. Stantec has wastewater experts in nutrient removal, biosolids treatment, and many other topics, including emerging regulations related to PFAS, and we can help Osceola when needed. Stantec has assisted many communities to extend, rehabilitate, or replace wastewater infrastructure to meet existing ongoing demands and future regulations. We will work with Osceola to provide solutions that fit your needs.

Experience



Cascade Falls Boardwalk

Osceola, Wisconsin

Angela Popenhagen (formerly with Stevens Engineers, Inc.) assisted the Village of Osceola in obtaining \$45,000 in funding through the Recreational Trails grant program to update an existing natural walkway connecting Wilke Glen Park and Cascade Falls to the St. Croix River following along Osceola Creek.

To obtain the grant, Angela provided a floodplain analysis with a Base Flood Elevation analysis to determine if the walkway was above or below flood elevation. Once it was determined that the walkway was above flood elevation, site design and construction could begin.

The project provided a wider natural walkway with a combination of trap rock and wood walkways to create a connection to the existing trails. Because this project was located in a deep ravine, it took some creative thinking to determine how to transfer construction materials down to the project. The contractor engineered a pulley system, which helped speed up the schedule and decrease final costs.



Before



After

Gerald/Margaret/Madison Streets

Osceola, Wisconsin

Gerald, Margaret and Madison Streets in the Village of Osceola were originally constructed with a rural cross section, flat grades and no ditches. The flat grades and lack of proper ditches allowed ponding and localized flooding during rainfalls and snow melt, accelerating pavement deterioration.

An urban street section with concrete curb and gutter and a storm sewer system were installed as the solution to eliminate the ponding water and localized flooding. In addition, Local Road Improvement Program (LRIP) funding for Madison Street required the evaluation of Trans 75 (Complete Streets). To comply with Complete Streets, concrete sidewalk and ADA compliant pedestrian ramps were added along the west side of Madison Street.



Ladd Memorial Park

Osceola, Wisconsin

The Ladd family has a rich historical connection to the Village of Osceola. During the late 1800's and early 1900's, Charles C. Ladd owned and operated the Osceola Mill and Elevator Company. In 1932, Mrs. Ladd donated the family home, on the corner of River Street and Third Avenue, to the Village, which established Ladd Memorial Hospital.

The intent of acquiring this lot is to create a quiet place that recognizes the Ladd family. The Village of Osceola asked Angela Popenhagen (formerly with Stevens) for assistance in the creation of Ladd Memorial Park. A 0.68-acre overlook located on River Street, one block west of downtown Osceola and across the street from the Osceola Historic Society Museum in the St. Croix National Scenic Riverway. Angela assisted them by preparing the grant application for which they were awarded \$83,000, which included the price of buying the land, from the Stewardship Local Assistance. Stevens also provided design and construction administration.



Osceola Medical Center Utility Expansion

Osceola, Wisconsin

The Village of Osceola needed to extend sanitary sewer and watermain to the site of the proposed future Osceola Medical Center. Both the sanitary sewer and watermain are intended to be utilized as trunk lines for the area surrounding the hospital site and beyond. This required that they be constructed for larger capacities, and in the case of the sanitary sewer, be constructed at depths exceeding 30 feet. The utility extensions were approximately 5,000 LF along State Highway 35. Another complicating factor involved a substantial amount of rock excavation required for the construction of the sanitary sewer and water main.

Also included in the project was the design and construction of approximately 2,500 LF of public roadway. These road extension utilized ribbon curb and infiltration basins to handle the stormwater runoff. The roads included dedicated turn, acceleration, and bypass lanes along STH 35 as required by WisDOT.

The project required significant coordination, such as:

- Coordination with private utilities to locate and relocate telephone, electric and gas lines.
- Coordination with the existing businesses along STH 35 regarding signage and access during construction.
- Coordination with the municipal airport regarding construction in an airport zone.
- Coordination with WisDOT for traffic control and construction of bypass and turn lanes

Angela (*formerly with Stevens Engineers, Inc.*) performed all of the construction staking, observation and documentation during the construction phase of the project.



Safe Routes to School Trail

Osceola, Wisconsin

The Village of Osceola needed to extend sanitary sewer and watermain to the site of the proposed future Osceola Medical Center. Both the sanitary sewer and watermain are intended to be utilized as trunk lines for the area surrounding the hospital site and beyond. This required that they be constructed for larger capacities, and in the case of the sanitary sewer, be constructed at depths exceeding 30 feet. The utility extensions were approximately 5,000 LF along State Highway 35. Another complicating factor involved a substantial amount of rock excavation required for the construction of the sanitary sewer and water main.

Also included in the project was the design and construction of approximately 2,500 LF of public roadway. These road extension utilized ribbon curb and infiltration basins to handle the stormwater runoff. The roads included dedicated turn, acceleration, and bypass lanes along STH 35 as required by WisDOT.

The project required significant coordination, such as:

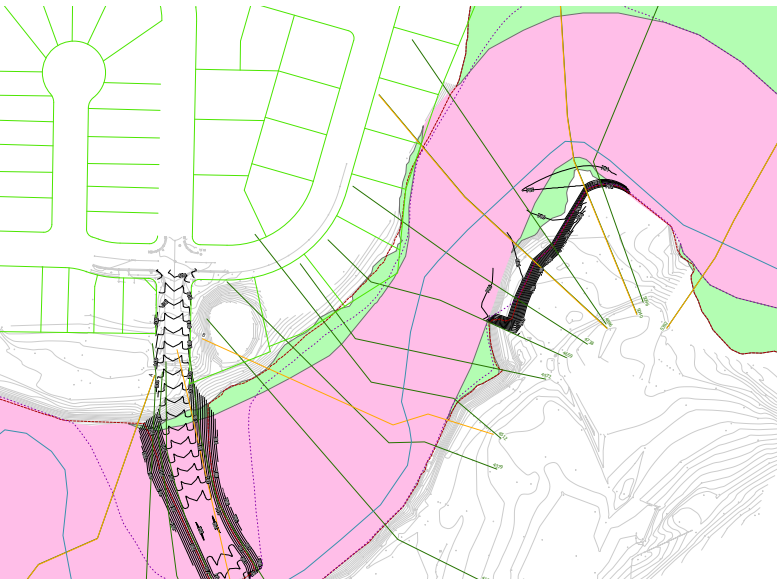
- Coordination with private utilities to locate and relocate telephone, electric and gas lines.
- Coordination with the existing businesses along STH 35 regarding signage and access during construction.
- Coordination with the municipal airport regarding construction in an airport zone.
- Coordination with WisDOT for traffic control and construction of bypass and turn lanes

Angela (formerly with Stevens Engineers, Inc.) performed all of the construction staking, observation and documentation during the construction phase of the project.

Newburg Main Street Reconstruction

Newburg, Wisconsin

The reconstruction of Main Street has been discussed, started, stopped, and reconfigured numerous times over the past 20 years. Past ownership by the County, neglect, and a struggling tax base made costs seem unattainable. When Newburg hired Stantec in 2020, we made it our priority to lay out a financial plan to help them achieve their goals. We successfully attained \$400k in WisDOT LRIP funding, and provided them with numerous conceptual design options that allowed the Village to make educated decisions regarding what they should prioritize regarding needs and wants on the project. Stantec held several public opinion and informational meetings from concept through final engineering, to ensure all voices were heard. Construction began in June of 2024 and will include full depth roadway reconstruction, replacement of all storm sewer, rehabilitation of the sanitary sewer system, construction of stamped/colored concrete streetscape space, curb bump outs for safety improvements, and roadway/pedestrian lighting. Stantec has and will continue managing major gas and electrical relocations with private utilities in the project area to make construction as seamless as possible, with minimal disturbance to businesses and residents.



Gosdeck Crossing

Johnson Creek, Wisconsin

The Village of Johnson Creek identified the need for a new bridge crossing of Johnson Creek to provide another traffic route, both vehicular and pedestrian, to the elementary and high school campuses located along Aztalan Street. The project extends Gosdeck Lane, from its termination point within the Chapel Hill Subdivision, to the south over Johnson Creek to make a new connection with County Highway B/Aztalan Street. This north-south connection is important to community connectivity to improve traffic circulation and reduce the traffic burden on other north-south routes. Several bridge alternatives were explored and ultimately a single span-concrete girder design with a 96-foot wide waterway opening was chosen. To offset a rise condition as a result of placement of fill within the floodplain/floodway, the project includes the construction of an excavated compensatory storage area located about 900 feet upstream of the new crossing.

Key design tasks included a detailed survey of the project site, performance of geotechnical and environmental investigations to define subsurface conditions, wetland delineation, review of endangered species, archaeological survey, hydraulic analysis to confirm a no rise condition to support obtaining a Conditional Letter of Map Revision (CLOMR) from the Federal Emergency Management Agency (FEMA), and preparation of detailed plans, specifications, and estimates of probable construction costs. Stantec was also responsible for the preparation of permitting materials and supporting agency coordination with representatives of the U.S. Army Corps of Engineers and the Wisconsin Department of Natural Resources to obtain approvals for the proposed project. We also provided post award engineering services during construction which include Submittal and Shop Drawing review, RFI review, preparation of change orders, field observation, and miscellaneous construction administration support. Substantial completion is anticipated to be achieved in Summer of 2025. A Letter of Map Revision (LOMR) from FEMA will be pursued once construction has been completed.

Southeast Neighborhood Utility Reconstruction

Johnson Creek, Wisconsin

When the infrastructure in its Southeast Neighborhood was nearing the end of its useful life, the Village of Johnson Creek sought a firm to design the reconstruction of the area's roads, sidewalks, storm and sanitary sewer, and water main. As Village Engineer, Stantec had recently provided construction observation for their new wastewater treatment facility, and the Village turned to Stantec again to assist them on this comprehensive project. From the start of this full-depth pavement and utility reconstruction project, the Stantec design team has guided the Village Board through the complexities of the project.

As the project progressed through preliminary design, final design, bidding assistance, and construction administration, our team worked closely with Village Board and Staff to keep them informed and respond to any concerns. During the design phases, the team also assisted the Village in effectively sharing information with the neighborhood and soliciting their input. Residents now enjoy now enjoys 6,700 feet of safer and smoother asphalt roadway, 11,340 feet of solid curb and gutter, and 4,060 feet of new sidewalk. Below-the-ground benefits total 5,004 feet of water main, 3,748 feet of sanitary sewer, and 2,283 feet of storm sewer.



Wausau East Riverfront Development

Wausau, Wisconsin

Stantec’s team of urban planners, landscape architects, engineers, and scientists worked with the City to implement public improvements along over 2,200 feet of Wisconsin River shoreline—laying the groundwork for Riverlife, new regional recreation, entertainment, commercial and residential waterfront destination.

The first phase included an ADA publicly accessible pedestrian bridge, boat docks, kayak launches, wharf, nearby kayak launch, multi-use trail system, riverbank restoration, lighting, and site furnishings. The team also “daylighted” a previously navigable stream, which had been hidden within a large diameter storm sewer for years, and enhanced it with an arched bridge and lighted waterfall feature.

The second phase of improvements includes a signature centerpiece park, bathroom, and concession building that hosts a Briqs Ice Cream shop. The Riverlife amenities also include a terraced seating area, adjacent to the concession building and overlooking the river, which features benches, tables, chairs and shade umbrellas, and a unique leaping water fountain. Riverlife also offers a destination universal-designed playground for all ages. All amenities provide great river views and enhance the park and trail experience for bikers, walkers, and everyday travellers through the park. Stantec’s brownfields team also helped city officials obtain more than \$2.5 million in federal and state funding to remediate and redevelop 31 acres of vacant and contaminated riverfront parcels.

Mason Creek Stream Restoration for Water Quality Improvement

Merton, Wisconsin

Stantec secured funding and designed a nearly 1700-linear foot stream restoration to improve trout habitat and improve water quality. Mason Creek is a 303(d) listed impaired waterway and Class I Trout Stream, which was historically ditched and channelized for farming practice. Tall Pines Conservancy (TPC) and partners initiated the Mason Creek Watershed Protection Plan to address water quality issues. Through this planning process, the Mason Creek watershed was identified as a major contributor of sediment and phosphorus to downstream North Lake. To address this problem, TPC purchased a 26.5-acre property along a channelized section of Mason Creek to create a riparian buffer and restore stream habitat. Stantec’s grant assistance team worked with TPC to prepare applications and secure funding from the Wisconsin Department of Natural Resources (WDNR) for design and construction.

Stantec completed a baseline data review and detailed site surveys including geomorphic and topographic survey, biological community mapping, an endangered resource review, and cultural resource review. Stantec’s stream restoration engineering team prepared conceptual, preliminary and final design plans for the stream realignment and assisted with bidding and contractor selection. Design plans feature a meandering stream, with riffle-pool sequences and floodplain connectivity that include aquatic habitat features to support macroinvertebrate and fish populations. Backwater and oxbow wetland enhancements are included in the design, in addition to wetland restoration to facilitate recovery of historic sedge meadow within the connected floodplain.

Stantec secured all construction permits and constructed the project in Fall 2022. Stantec engineers provided construction oversight and erosion control inspections, working closely with the contractor, TPC and local agency members to ensure a successful project. The project is expected to provide significant habitat improvements and reductions to nutrient loading to improve water quality downstream in North Lake.

Team Information

Capacity and coordination of a multi-disciplined team

To facilitate performing a wide range of task orders, potentially concurrently, the Stantec team brings depth and breadth to provide the right technical delivery team when needed. We anticipate a broad variety of work orders and have established an equally broad team that is ready to take on the full suite of challenges.

Stantec's structure allows us to clearly delegate assignments, promote the on-time delivery of tasks, and integrate coordination and communication among leadership and task leads. Our team brings the tools that are critical to efficiently deliver projects for our clients regardless of where the staff is physically located. Stantec's flexible organization is set up to provide centralized staffing and resourcing functions, improved efficiency and effectiveness, and opportunities for our technical professionals to connect, learn, and grow their careers at Stantec. We continually forecast our staffing needs and draw upon the depth of our resources to provide teams that will meet project objectives and deadlines. The team will use standardized processes and platforms to achieve efficiency, minimize delivery time, and improve client satisfaction by assigning the right people to each project. We are well-positioned to provide on-call design services for a multitude of needs that may arise.

Stantec has been fortunate to work with dozens of municipalities where we have provided routine and/or specialty service as a consultant. We encourage you to contact the following references and ask them about their experience working with us.

Client	Years of Service	Client	Years of Service	Client	Years of Service
City of Spring Lake Park*	1956–Present	City of Dayton*	1990–Present	City of Sauk Centre*	2002–Present
City of New Hope*	1958–Present	City of Delano*	1990–Present	City of Benson*	2003–Present
City of Woodbury	1958–Present	City of Mendota Heights	1991–Present	City of Ogilvie*	2003–Present
City of Cottage Grove	1960–Present	City of Anoka	1994–Present	Town of St. Joseph (WI)*	2003–Present
City of Eagan	1960–Present	City of Inver Grove Heights	1994–Present	City of Andover	2005–Present
City of Oak Park Heights*	1961–Present	City of Corcoran*	1995–Present	Spring Lake Township*	2005–Present
City of Apple Valley	1964–Present	City of Albany*	1995–Present	City of Clear Lake*	2006–Present
City of Plymouth	1965–Present	City of Roseville	1995–Present	City of Oronoco*	2006–Present
City of Chaska	1968–Present	City of Lauderdale*	1996–Present	Avon Township*	2006–Present
City of St Paul	1969–Present	City of Faribault	1996–Present	City of Brooklyn Center	2006–Present
City of Maple Grove	1972–Present	City of Blooming Prairie*	1998–Present	City of Arden Hills	2007–Present
City of Farmington	1978–Present	City of Centerville	1998–Present	City of Waseca	2008–Present
City of Robbinsdale	1980–Present	City of Elgin*	1998–Present	City of Red Wing	2009–Present
City of Stacy*	1983–Present	City of Harmony*	1998–Present	City of Victoria	2012–Present
City of St. Cloud	1985–Present	City of Minneapolis	1998–Present	City of Rockford*	2012–Present
City of Moorhead	1986–Present	City of West Concord*	1998–Present	City of Dellwood	2013–Present
City of Maple Lake*	1987–Present	City of Cold Spring*	1999–Present	City of Lakeville	2016–Present
City of Onamia*	1987–Present	City of Richfield	1999–Present	Sand Creek Township*	2016–Present
Chisago Lakes Township*	1989–Present	City of Mounds View	2000–Present	New Market Township*	2018–Present
City of Rochester	1994–Present	City of Preston*	2000–Present		
City of Columbia Heights	1990–Present	City of Minnetonka Beach*	2001–Present		

**Indicates communities where we serve as the city engineer*



Angela Popenhagen

P.E., LEED AP BD+C

Village Engineer

30 years of experience

Angela is a professional civil engineer and has 30 years of office and field experience. She works closely with municipal governments in a broad range of community planning and engineering activities. Angela has served as the consulting engineer for communities such as the City of Cottage Grove, the City of Hudson, the Town of St. Joseph, and the **Village of Osceola**. Angela provides engineering planning, design, and financing guidance on projects and day-to-day issues. She handles all reviews, prepares construction plans and specifications, coordinates specialty services as needed, and tracks ongoing maintenance needs. Over the years, she has written the grants and obtained almost \$5 million in WisDOT and WDNR reimbursement funding for several projects. She effectively navigates communities through projects while assisting these municipalities with public outreach and communication along the way. She also is the Wisconsin municipal team leader within Stantec.

Village Engineer | Village of Osceola, WI | 2007-Present

Osceola Projects (completed):

- Multiple submittals on the old hospital site
- Sanitary Sewer Monitoring Program
- 5th Avenue Reconstruction
- Oak Ridge Drive Reconstruction
- Robert Street, Carrol Street and Lewellyn Street Reconstruction
- Osceola Medical Center Utility Extension and construction of 65th Avenue and 63rd Avenue
- Silha Outfall
- Gerald Street Outfall
- Safe Routes to School Project
- Willow Lane Road Reconstruction
- Ladd Park and DNR Stewardship Grant
- Standard Specification and Detail Plates
- Pavement Marking projects
- Street Maintenance projects
- 3rd Avenue and River Street with MSID Grant
- 4th Avenue and Kent Street with LRIP Grant
- Mill Pond Dredging
- Gerald, Madison and Margaret Street Improvement with LRIP Grant
- 2012 Trail Map
- River Street Bed and Breakfast Erosion Repair Project
- Cascade Trail Boardwalks with DNR Stewardship Grant
- Valley Spirits Public Parking Lot Reconstruction
- Gristmill Park Trail
- Industrial Park Forcemain
- Metro Plains Watermain Loop
- Fire Station Utilities
- Several industrial park reviews
- Southwest Area Trunk Sanitary Sewer Study
- Simmon Drive Reconstruction
- Needs Assessment and Impact Fees

Reports/preliminary design for:

- Summit Street
- Gerald Street and State Street
- Extension of Prospect Avenue to 3rd Avenue
- 3rd Avenue Trail
- TEA Grant for Depot
- Zindaus Cul-de-sac
- Depot Road Trail



Carmichael Ridge Commercial Development*, Hudson, Wisconsin

The redevelopment of a golf course into commercial and multi-family lots. The site design needed to preserve the majestic oaks and environmental corridors for wildlife habitat, use existing topography to take advantage of natural overlooks, and provide buffers to adjacent residential neighborhoods. The design included mass site grading, extension of public sanitary sewer, water main and storm sewer systems, City approvals, permitting, cost estimates and construction observation.

NWC Sanitary Sewer Improvement Project*, Chippewa Falls, Wisconsin

Evaluation of entire sanitary sewer system (approximately 6,700 lf) to determine areas needing improvement and sections that could be re-routed to improve efficiency. Prepared plans and specifications for re-routing, lining, directional drilling, and abandonment.

140th Street Trail*, Town of Richmond, Minnesota

Preparation of the grant application and supporting documentation. Preparation of plans and specifications for the construction of a 615-foot trail including storm sewer extensions, erosion control, hydraulic analysis and roadway modifications. Adhere to the requirements of the Recreational Trail grant by providing project permitting and documentation to satisfy the Wisconsin DNR.

St. Croix River Crossing Loop Trail System*, St. Croix County, Wisconsin

Construction inspection support services on behalf of WisDOT for the construction of a loop trail and associated park improvement from the new St. Croix River Crossing bridge to the existing Stillwater Bridge. Improvements include mass site grading, storm sewer utilities, concrete and asphalt paving, picnic shelter construction, signage and pavement markings.

STH 64-STH 65*, St. Croix County, Wisconsin

The STH 64-STH 65 project consists of intersection improvement realigning the existing left turn lanes on both 64 and 65 to improve the view of oncoming traffic. The project also included the installation of temporary traffic signal system, removing the existing concrete medians and concrete pavement, pouring new curb and gutter, concrete pavement and concrete sidewalk, wiring for new loop detector locations and new signal system, and pavement markings.

Village of Star Prairie, WI | Village Engineer | 2007-Present

Angela serves as the Village Engineer for Star Prairie. This is a very small community that has limited staff; therefore, Angela helps coordinate items such as the road capital improvement plans, sewer and road maintenance plans, sewer televising needs, stormwater management comprehensive planning and site plan reviews. She has also worked diligently on obtaining funding for projects such as the 5th Street Reconstruction project and Bridge Avenue through the MSID Program, Main Street North reconstruction through LRIP grant funding, and village-wide sewer televising through mitigation funds allotted by the St. Croix River Crossing project.



Cody Gartman

Proposed Assistant Village Engineer

4 years of experience

Cody is a civil engineer in training. He has provided construction observations for utility and green infrastructure improvements in urbanized areas. Cody enjoys embracing new technologies to solve old and new problems. His background includes studies in channel hydraulics, fluid mechanics, soil mechanics, hazardous waste management, materials of construction, problem-solving using computer tools, water chemistry, hydraulic engineering, and GIS.

Upper Harbor Terminal Infrastructure Engineering and Design | City of Minneapolis | Minneapolis, Minnesota

Cody provided construction oversight to this challenging and impactful project along the Mississippi river within north Minneapolis. The project included public utility installation, grading, concrete paving, bituminous paving, ADA Ramps, and landscaping. Cody's primary roles was inspecting the public utility and street improvements to support the future development of this site and assisting with pay requests.

2nd Street Sanitary Sewer Replacement | City of Minneapolis | Minneapolis, Minnesota

Cody provided construction oversight and administration on this project in Minneapolis, Minnesota, which is a primarily a manufacturing and business corridor. The project included replacing City sanitary & storm sewer and manholes and Metropolitan Council sanitary manholes. Cody was responsible for coordinating construction activities with all parties involved, inspecting & documenting all work performed, and assisting with pay requests & contractor negotiations.

Pond Improvements | Eagan, Minnesota

Cody analyzed ponds for sediment contaminants and excessive sedimentation, designed plans to remove sediment from ponds, and provided solutions to improve erosion control in degraded areas.

Stormwater Design & Reviews ** | Wisconsin & Minnesota

Cody designed and analyzed stormwater runoff treatment systems, such as infiltration basins, detention and retention ponds, and swales for new residential and commercial sites. Additionally, Cody reviewed stormwater reports and designs to ensure that the designs conformed to local and regional regulations and requirements.

Street Reconstructions* | Baraboo, Wisconsin

Cody produced construction drawings and specifications for over 10,000 linear feet of street reconstructions in primarily residential and commercial areas. The reconstructions consisted of water main, sanitary sewer, and storm sewer replacements and roadway improvements. Cody assisted with obtaining water main, sanitary sewer, and stormwater permits. Additionally, Cody provided construction inspections and administration. Cody field-engineered various solutions for unforeseen circumstances and collaborated with the contractors on the owner's behalf to provide efficient and economical solutions.

Sanitary Sewer Collection System Assessment and Rehabilitation* | Lodi, Wisconsin

Cody evaluated sanitary sewer collection system to implement flow monitoring regime and identify areas of inflow and infiltration within the collection system. Cody also created an improvement schedule, identified areas that needed further investigation, and suggested various rehabilitation methodologies.

** denotes projects completed with other firms*



Brian Lintgen PE | Wastewater/Drinking Water Treatment

Brian brings well rounded experience that includes project management, project planning, water and wastewater, civil, municipal, and transportation design, report and construction document preparation, construction management, and public meeting facilitation. Over the past 11 years, he has firsthand experience as the city engineer for Cold Spring, Minnesota delivering projects and long-term, cost-effective solutions from an owner’s perspective. Brian’s real-world field experience lends him to specialize in preparing practical designs. Project highlights for Brian include, the Water Treatment Plant in Minnetonka Beach, MN, Water Treatment Plant in Cold Spring, MN and Cold Spring Brewery Water and Sewer Improvements.



John Friel PE | Wastewater/Drinking Water Treatment

John is a senior wastewater engineer with over 25 years of civil and environmental experience working primarily on wastewater treatment projects, but he also has water, stormwater and sewage pumping system design and construction project experience. His wastewater treatment experience includes facilities ranging in size from less than 0.01 to 250 mgd. John has worked on all phases of project delivery and has prepared wastewater system plans and specifications, cost estimates, studies, evaluations, reports, and facility plans utilizing numerous treatment technologies for both municipal and industrial clients. Project highlights for John include, a Wastewater Treatment Facility Expansion in Princeton, MN, South Wastewater Treatment Plant Secondary Improvements in Hibbing, MN and Babbitt PUC Main Lift Station Vertical Screen Improvements in Babbitt, MN.



Josh Accola P.E., CFM | Stormwater

Josh is a water resource engineer and project manager with nine and a half years of experience in water resources planning, funding, modeling, design, and permitting. His background runs the gamut of water resources management—working with both the private and public entities from single sites issues to watershed-wide initiatives. His experience emphasizes a strong foundation of water quantity and quality modeling, stream restoration, floodplain and stormwater management, plan development/review, public engagement, and project management. He finds the intersection of floodplain management, ecological restoration, and community enhancement most rewarding. Josh leads and supports water resource-related projects throughout Minnesota and the Midwest. He is a proactive and adaptable client/project manager who is focused on open and often communication. To Josh, client and community satisfaction is what drives his measure of success. He is dedicated to understanding each client’s priorities to help them achieve their overall goals.



Heidi Peper | Funding Lead

With more than 28 years of experience in community and economic development, Heidi works on solving complex funding problems—her experience ranges from pedestrian trails to highways, wastewater to drinking water projects. Heidi is the US East lead for Stantec’s North American Funding Program, a coordinated network of more than 250 funding specialists across the country. Throughout her career, Heidi has successfully secured more than \$260 million in grants for clients’ projects. Her experience in project development and securing affordable financing packages—including grants, legislative appropriations, and other financial incentive programs—has been a valuable resource in moving projects to a successful conclusion.



Sarah McDonald PLA, CLARB, ASLA | **Landscape Architect**

Sarah has a passion for designing spaces that improve the relationship between people's quality of life and the built environment. Her experience spans the realm of urban design, landscape design, and green infrastructure for a wide range of project markets. She has been involved in many prominent projects in Wisconsin, including the Abendschein Park Master Plan Update for the City of Oak Creek, the Riveredge Nature Center Outpost in Saukville, and Phase I of the The Shipyard in Green Bay.



Jacob Burgstahler PLA, ASLA, CLARB | **Landscape Architect**

Jacob's professional experience includes a wide variety of public and private development throughout the country. While his project practice has included the realms of master planned communities, hospitality venues, amusement parks, high end residential properties, community and corridor projects, medical, commercial, and educational campus design, his passions for design are found in regional, city and neighborhood parks and trails. He provides project production from design inception through construction completion with concept graphics, 3D modeling, Civil 3D grading and storm systems, construction detailing and documentation, project management, and construction administration. His love for outdoor recreation is exhibited in his collaboration with clients in creating spaces that expand opportunities for users to expand their interaction and appreciation of both the natural and designed world around them. Jacob's notable projects include The Shipyard Phase I in Green Bay, Wausau East Riverfront District Redevelopment in Wausau, WI, River Point Development in Manitowoc, WI, Tinta Otunwe Park - Shakopee Mdewakanton Sioux Community in Shakopee, MN and He Mni Can-Barn Bluff Regional Park in Red Wing, MN.



Justin Rechtzigel | **Landscape Designer**

Justin works as a landscape designer on Stantec's Landscape Architecture team. Justin provides site design, produces construction documents, and prepares project graphics including animations and 3D renderings for proposed streetscapes enhancements and connectivity studies. He has been involved in several projects that incorporate sustainable design principles. His project experience includes landscape design for master planning, parks, open spaces, roadways, transit developments, mixed-use paths, trails, and stormwater management. Justin's notable projects include, Cascade Lake Park in Rochester, MN, Tinta Otunwe Park in Shakopee, MN, Wausau East Riverfront Development in Wausau, WI and He Mni Can - Barn Bluff Regional Park in Red Wing, MN.

Fee Schedule

Angela Popenhagen, your proposed Village Engineer's hourly billing rate is \$198/hr.

Cody Gartman, your proposed Assistant Village Engineer/Point of Contact's hourly billing rate is \$130/hr.

Preferred Method of Calculating Fees

For project work, Stantec is open to various types of fee structures which can be negotiated on a project by project basis as best meets the Village of Osceola's needs. Typical fee options include:

Studies and Reports: Lump Sum, Hourly

Design: Hourly, Hourly not to Exceed, Lump Sum or Percent of Construction

Construction: Hourly

Lump Sum Meeting Attendance Rate: Stantec will charge a flat fee of \$150 (in person) and \$75 (virtual) for routine monthly meetings (Planning Commission and Village Board) no matter how long the meeting lasts.

Availability and Response Time

Our team members are committed to meeting your project goals. We monitor team workloads weekly to make sure we're able to fulfill our promises to you. Your Village Engineer Angela resides near Hudson, WI, only 30 minutes from Osecola. Your proposed Assistant Village Engineer Cody resides in Cottage Grove, both are tied to our Woodbury office. We are confident in our ability to meet your project deadlines. At the beginning of the process, we will discuss resources and overall schedule so our project team and the Village can commit to a framework that ensures the right team members and resources are available for the duration of design and construction. Our key team are available to attend staff, committee and Village Board meeting, as well as be on-call for pop-up meetings as requested by staff and Board. We do not foresee any current projects impacting our proposed work plan and other commitments to the Village.

Insurance

Please find our proof of general liability and professional liability insurance on the following pages.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2025

4/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Travelers Property Casualty Company of America	25674
INSURER B:	Berkshire Hathaway Specialty Insurance Company	22276
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES GENERIC CERTIFICATE **CERTIFICATE NUMBER:** 14193567 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL/CROSS <input checked="" type="checkbox"/> XCU COVERED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	47 - GLO-307584	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	TC2J - CAP - 8E086819 (AOS) TJ - BAP - 8E086820	5/1/2024 5/1/2024	5/1/2025 5/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	47 - UMO-307585	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB - 3P635310 (AOS) UB - 3P533004 (MA, WI) EXCEPT FOR OH ND WA WY	5/1/2024 5/1/2024	5/1/2025 5/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

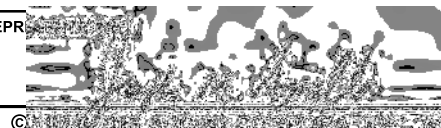
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) TO WHOM IT MAY CONCERN.

CERTIFICATE HOLDER**CANCELLATION** See Attachment

14193567
TO WHOM IT MAY CONCERN

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPR



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CERTIFICATE OF LIABILITY INSURANCE

10/1/2025

DATE (MM/DD/YYYY)

9/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED STANTEC CONSULTING SERVICES INC. 1414100 410 17TH STREET SUITE 1400 DENVER CO 80202-4427 SCSI GENERIC - \$3M	INSURER A : Berkshire Hathaway Specialty Insurance Company NAIC # 22276	
	INSURER B : AIG Specialty Insurance Company 26883	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 14181323 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	Professional Liab	N	N	47-EPP-308810 NO RETROACTIVE DATE	10/1/2024	10/1/2025	\$3,000,000 PER CLAIM/AGG INCLUSIVE OF COSTS
B	Contractors Pollution Liab			CPO8085428	10/1/2023	10/1/2025	\$3,000,000 PER LOSS/AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

14181323
TO WHOM IT MAY CONCERN

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPR



Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

Projects of regional significance:



He Mni Can- Barn Bluff Regional Park
Red Wing, Minnesota

Significant for its unique geology and importance to native peoples, westward exploration, travel, industry, tourism, and recreation, He Mni Can - Barn Bluff is one of the best-known natural features along the upper Mississippi River. Stantec is assisting the City of Red Wing as it utilizes Legacy Parks and Trails funding to implement park improvements.

Phase 1, completed in 2021, addressed safety, preservation, education, and community building by developing street and surface lot parking, improved pedestrian safety routes, regional trail linkages, gathering

spaces, interpretive elements incorporating historic stair restorations, and safe and sustainable trail and overlook improvements.

Through a collaboration with Prairie Island Indian Community, the City and Stantec's team developed the interpretive program and themed elements at the new entry plaza that tell the story of the bluff as it relates to all members of the Red Wing community. Design for additional ADA, pedestrian access, and interpretive improvements at the Carlton Kiln portion of the park will begin in 2022.



Three Rivers Baker Park Campground Ravine Stabilization
Hennepin County, Minnesota

Pioneer-Sarah Creek Watershed Management Commission (PSCWMC) covers about 70.5 square miles in Hennepin County, Minnesota with the goal to enhance water resources within the watershed. In 2018 PSCWMC partnered with Three Rivers Park District (TRPD) and received a Clean Water Land and Legacy fund grant to stabilize the Baker Park ravine in Maple Plain. Baker Ravine is located on the western side of the TRPD Baker Park campground. Heavy tree canopy around the ravine caused insufficient ground vegetation leading to erosion. Water flowing from the adjacent landscape through the ravine was eroding and depositing sediment into Lake Independence, which is an Impaired Water for excess nutrients.

The Baker Ravine Stabilization project is the first major construction project for PSCWMC. Stantec assisted throughout the project by identifying the original problem, designing a cost-effective solution, administering bidding, and consistent attentive construction oversight. The project came in ten-thousand dollars under budget.

The estimated pollutant removal of the project is 134 pounds of phosphorous annually. Vegetation monitoring for germination will be conducted in 2020 and TRPD will continue to monitor the water quality just upstream of the inlet to Lake Independence into the future.



Professional Services Proposal and Qualifications
Engineering and Planning Services
Municipal Engineering Services
Village of Osceola, Wisconsin

December 6, 2024

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December 6, 2024

Mr. Devin Swanberg, Village Administrator
Village of Osceola
310 Chieftain Street
Osceola, WI 54020

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS TO PROVIDE MUNICIPAL ENGINEERING SERVICES TO THE VILLAGE OF OSCEOLA

Dear Mr. Swanberg:

We welcome the opportunity to partner with the Village of Osceola to provide municipal engineering and planning services.

Cedar Corporation has been in business since 1975 and has four Wisconsin locations; Menomonie, Green Bay, Cedarburg, and Madison. We have 100 full-time employees in addition to summer interns. We provide a full-range of engineering, planning, economic development, architectural, environmental, land surveying, and mapping services on a regular basis to numerous clients, including over 50 communities in Wisconsin; many for more than 30 years.

Our municipal engineering team has extensive experience and specialty background qualifications pertaining to the Village's requested services. These qualifications include construction administration, general duties, engineering reports and recommendations, public works projects, and governing agency permits. Our project experience includes: streets and utilities (water, storm, sanitary), water supply wells, water booster stations, water storage facilities, water treatment facilities, water studies, sewage lift stations and force mains, interceptor sewers, wastewater treatment facility plans and updates, feasibility studies, special assessment reports, municipal buildings, development projects, construction oversight, GIS mapping, storm water management facilities, storm water utility creations, and design/bidding/construction services.

With the addition of Lynn McIntyre and Josh Miller, as part of the Planning and Grants Team, we can offer enhanced planning services to support the Village's needs. Our Planning and Grants Team excels in comprehensive planning, zoning and ordinance creation and administration, recreation planning, housing planning, GIS mapping, and rural economic development.

Cedar Corporation's policy is to provide a high level of technical and personal service in a cost-effective and economical manner. We pride ourselves on keeping connected with our clients and will attend all required City Council and Public Works meetings, as needed.

We thank you for the opportunity to present our qualifications and proposal. We look forward to supporting the Village's needs in a long-term relationship. If you have any additional questions, please contact me at 715-235-9081.

Sincerely,

CEDAR CORPORATION

Russ Kiviniemi, PE
Village Engineer/Client Manager
russ.kiviniemi@cedarcorp.com

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OSCEOLA *Wisconsin*

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FIRM OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)

New Office Coming in 2025!



LOCATION

604 Wilson Avenue
Menomonie, WI 54751
www.cedarcorp.com

PHILOSOPHY

We recognize that our clients are most concerned with three major issues as they engage the services of consultants - quality, timeliness, cost. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects.

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES

Cedar Corporation is a full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 100. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.



PROFESSIONAL SERVICES

Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar Corporation's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar Corporation, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.



Architectural Services



Economic Development



Environmental Services



Municipal Engineering



Planning and Grants



Structural Engineering



Transportation Engineering



Water Resource Engineering



Wetland Delineations

PROFESSIONAL SERVICES

ARCHITECTURAL SERVICES

- » Municipal Building Design
- » Industrial, Commercial, and Retail Building Design
- » Library Design
- » Emergency Services Design
- » Recreational Building Design
- » Multi-family Residential Design
- » Nursing Homes and Congregate Care Design
- » Needs Analysis
- » Energy Management Studies
- » Plumbing and HVAC Design

ECONOMIC DEVELOPMENT

- » Funding Assistance/Project Proformas
- » Tax Incremental Financing Districts
- » Economic Development Strategy Creation
- » Business Retention and Expansion Programs
- » Market Analysis and Trends
- » Economic Impact Modeling
- » Employment Trends and Workforce Analysis
- » Cluster/Target Industry Analysis and Development
- » Gold Shovel Program
- » State of WI Certified Sites Program
- » Economic Development Incentives
- » Business Attraction Strategies

ENVIRONMENTAL SERVICES

- » Phase I and Phase II Site Assessments
- » Environmental Investigations and Remediation
- » Asbestos Sampling and Assessments
- » EPA Superfund Site Environmental Monitoring
- » Air, Water, and Soil Monitoring
- » Emergency Spill Response
- » Hazardous Material Abatement Oversight
- » Building Deconstruction Planning/Oversight
- » Landfill Design and Monitoring
- » Environmental Compliance
- » Industrial Air Permitting
- » Environmental/Social Impact Assessments

MUNICIPAL ENGINEERING

- » Street and Highway Design
- » Water Distribution Systems
- » Municipal Well Design
- » Water Tower Design
- » Sanitary Sewer Collection Systems
- » Sanitary Sewer Lift Station Design
- » Stormwater Infrastructure and Management
- » Industrial Park and Commercial Site Design
- » Land Surveying
- » Landscape Architecture
- » Capital Improvement Plans
- » Project Construction Administration

PLANNING and GRANTS

- » Comprehensive Plans
- » Comprehensive Outdoor Recreation Plans
- » Municipal Building Needs Assessments
- » Geographic Information Systems
- » Grant Writing and Administration
- » Project Funding Identification
- » Land Use Planning

PLANNING and GRANTS (continued)

- » Housing Studies
- » Meeting Facilitation
- » Impact Fees
- » Tax Incremental Financing Districts
- » Conceptual Site Planning

STRUCTURAL ENGINEERING

- » Bridge Design
- » Bridge Inspections
- » Bridge Construction Observation
- » Dam Design and Analysis
- » Building Design and Analysis
- » Structural Assessments
- » Foundation Design and Analysis
- » Flood Analysis and Hydrologic and Hydraulic Studies
- » Environmental Documentation
- » Bridge Data Collection
- » Traffic Control
- » Public Outreach

TRANSPORTATION ENGINEERING

- » Urban and Rural Roadway Design
- » Right-of-Way and Transportation Project Plats
- » Environmental Documentation
- » Local, State, and Federal Agency Coordination
- » Utility Coordination
- » Cultural and Tribal Coordination
- » Construction Observation
- » Topographic Surveys
- » Crash Analysis
- » Project Plans, Specifications, and Estimates
- » Grant Writing for Local Road Programs
- » Public Outreach

WATER RESOURCES ENGINEERING

- » Facility Planning
- » Wastewater Treatment Plant Design
- » Construction Observation and Administration
- » WPDES Reporting Assistance
- » Phosphorous Compliance Evaluations
- » Process Equipment Selection/Replacement
- » Wastewater Operations Assistance
- » WWTP Master Planning
- » Start Up and Training Assistance
- » User Charge Evaluation and Planning
- » Funding Application Assistance
- » Pilot Testing Coordination and Assistance

NATURAL RESOURCES

- » Review historical property use information
- » Review relevant mapping of property
- » Characterize weather conditions prior to site evaluation
- » Evaluate site for wetland resources based on soils, hydrology, and vegetation
- » Delineate wetland areas with colored flagging and GPS
- » Create mapping of wetland resources
- » Summarize findings in a comprehensive report
- » Record with WDNR under the Assured Delineator Program

Municipal Engineering SERVICES



Service Overview

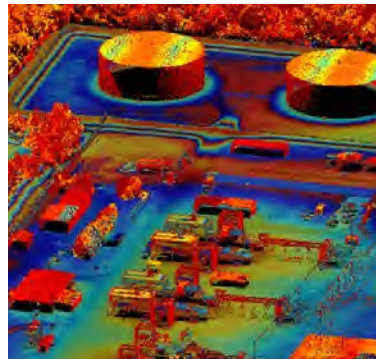
Our municipal engineering team helps communities across Wisconsin plan, engineer, and build their vision for the future. Every day, Cedar Corporation provides infrastructure engineering services necessary to build great places to live, work, and play.

Expertise

- Street and Highway Design
- Water Distribution Systems
- Municipal Well Design
- Water Tower Design
- Sanitary Sewer Collection Systems
- Sanitary Sewer Lift Station Design
- Stormwater Infrastructure and Management
- Industrial Park and Commercial Site Design
- Land Surveying
- Landscape Architecture
- Capital Improvement Plans
- Project Construction Administration

Surveying

SERVICES



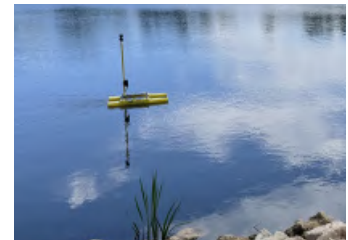
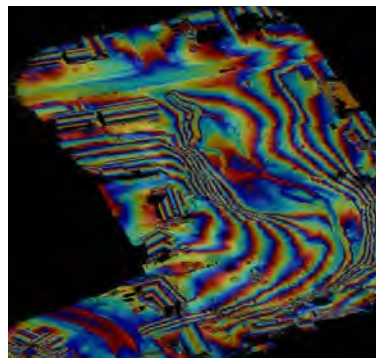
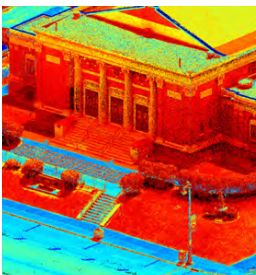
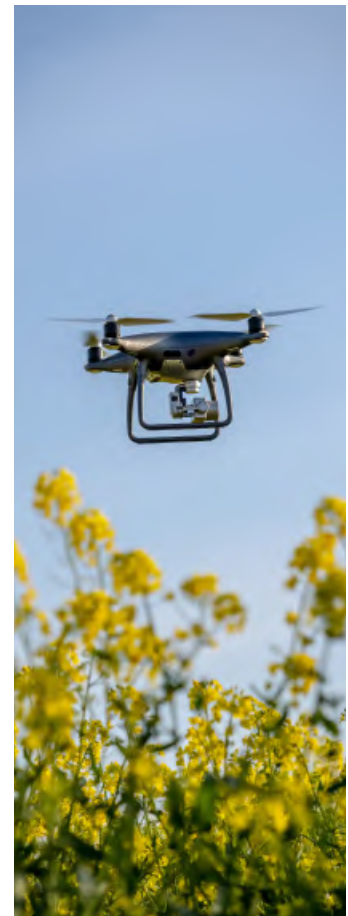
Service Overview

From field to finish, our survey team offers clients the best service by utilizing industry leading equipment and a smart minded approach to best serve their needs.

Expertise

- Plats and Subdivision
- Aerial Drone
- Hydrone
- Property Surveys
- GPS Surveys
- Topographic and Site Surveys
- Aerial Control Surveys
- Remonumentation Surveys
- Right-of-Way Plats
- County and Transportation Project Plats (TPP)
- Construction Staking

Unmanned Hydro and Aerial Vehicles SERVICES



Service Overview

Drones collect large amounts of data efficiently and safely. Some benefits of aerial surveys include: the ability to map areas that may otherwise be difficult or unsafe to traverse, a cost-effective means of collecting data versus traditional methods, and an efficient way to provide up-to-date snapshots of projects over traditional photography. Cedar Corporation uses FAA - Certified Drone Pilots for these services.

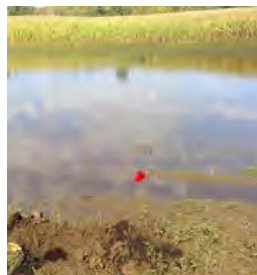
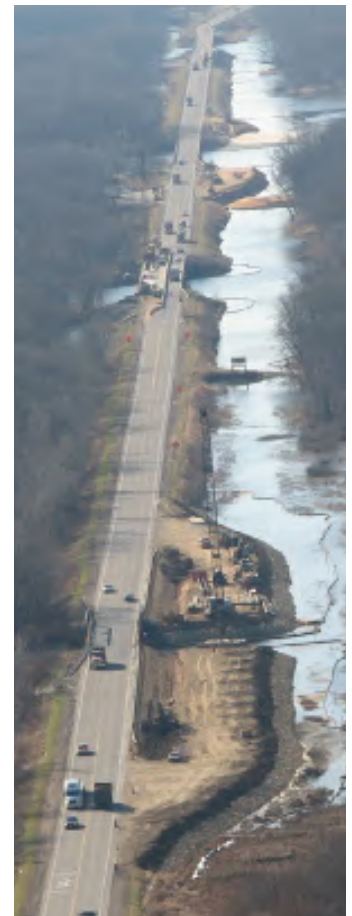
Expertise

Cedar Corporation's Unmanned Hydro and Aerial Vehicles are capable of carrying a variety of payloads including photogrammetric, multispectral, and LiDAR sensors. Applications include:

- Inspection imagery
- Building facades
- Utility towers/inspection
- Orthorectified imagery
- Thermal imaging
- Topographic survey and planimetric mapping
- Bathymetric mapping
- LiDAR for visibility through dense environments
- Stormwater pond inspections
- Construction as-builts
- Volumetric surveys/calculations
- Project progression and overview imaging
- Solar industry imaging

Surface Water Resources

SERVICES



Service Overview

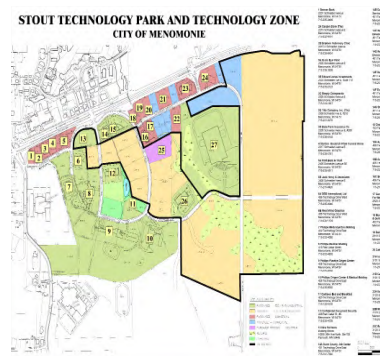
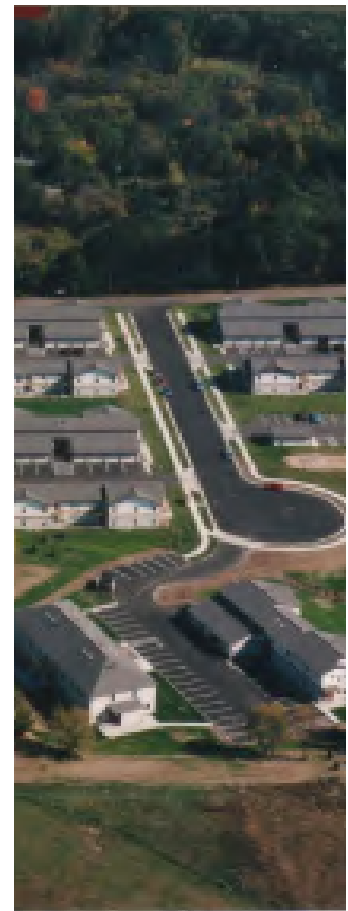
Managing existing water resources preserves and enhances their value on society and our surroundings. This often calls for unique approaches, combining engineering and environmental science, amongst governmental regulations to solve challenges faced by our clients.

Expertise

- Storm Water Modeling
- Wetland Delineation, Mitigation, and Monitoring
- Storm Water Erosion Control
- Shoreline Restoration
- Storm Water: Best Management Practices
- Storm Water Pollution Prevention Planning

Site/Civil Engineering

SERVICES



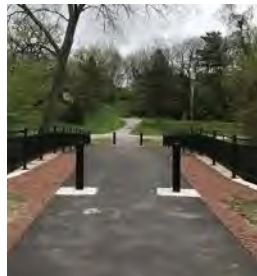
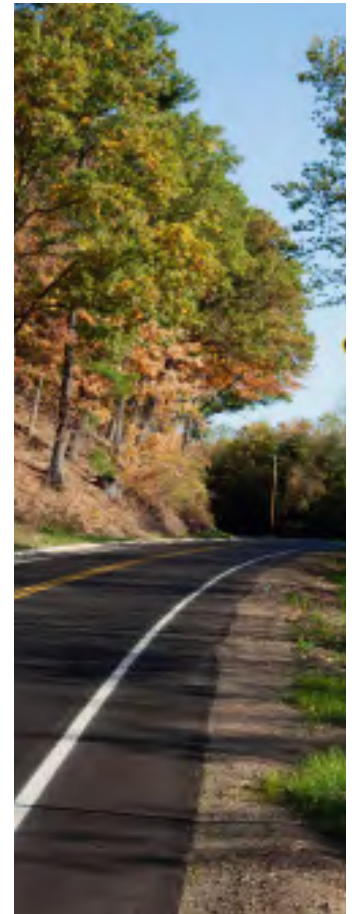
Service Overview

Our Site/Civil engineering team helps our development clients plan, engineer, and build their vision for the future. Every day, Cedar Corporation provides infrastructure engineering services necessary to build great places to live, work, and play.

Expertise

- Site and Land Development
- Development Master Plans/Site Plans
- Residential/Commercial/Industrial subdivisions
- Industrial Park Layout
- Streets, Roads, and Highways
- Water Supply, Storage, Distribution
- Sanitary System Design
- Storm Water Management
- Flood Control Analysis
- Surveying/CSM/ALTA/Plat/GIS
- Site Selection Studies
- Cost Estimating

Transportation Engineering SERVICES



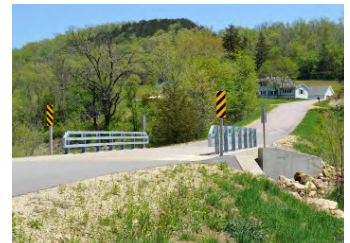
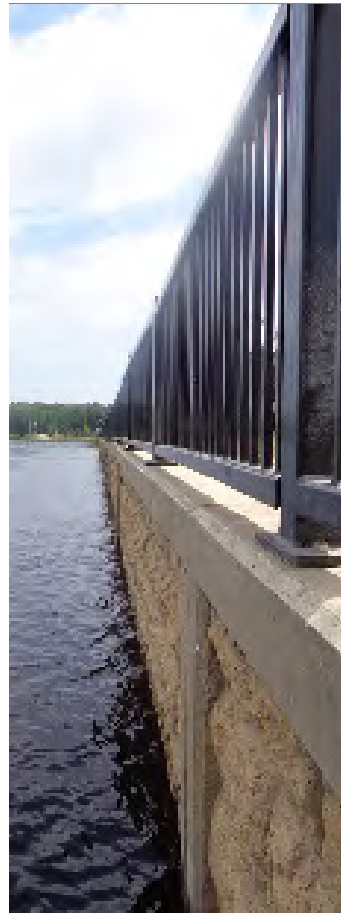
Service Overview

Our transportation engineering team helps communities plan, design, and construct roadways, sidewalks, trails, and other infrastructure that create safe transportation and recreational options within communities.

Expertise

- Urban and Rural Roadway Design
- Right-of-Way and Transportation Project Plats
- Environmental Documentation
- Local, State, and Federal Agency Coordination
- Utility Coordination
- Cultural and Tribal Coordination
- Construction Observation
- Topographic Surveys
- Crash Analysis
- Project Plans, Specifications, and Estimates
- Grant Writing for Local Road Programs
- Public Outreach

Structural Engineering SERVICES



Service Overview

Our structural engineering team inspects and designs bridges, dams, and buildings to ensure their structural integrity so they stand the test of time.

Expertise

- Bridge Design
- Bridge Inspections
- Bridge Construction Observation
- Dam Design and Analysis
- Building Design and Analysis
- Structural Assessments
- Foundation Design and Analysis
- Flood Analysis and Hydrologic and Hydraulic Studies
- Environmental Documentation
- Bridge Data Collection
- Traffic Control
- Public Outreach

Water Resources Engineering SERVICES



Service Overview

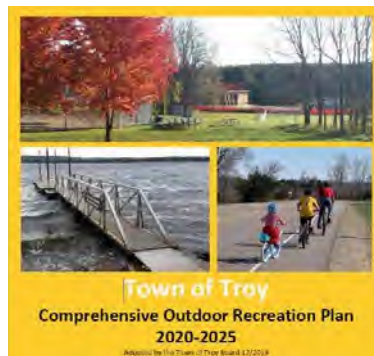
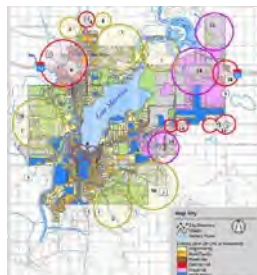
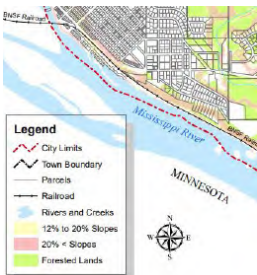
Our specialized water resources services team delivers wastewater treatment design solutions that meet regulatory standards and sustain the health of our natural environment.

Expertise

- Facility Planning
- Wastewater Treatment Plant Design
- Construction Observation and Administration
- WPDES Reporting Assistance
- Phosphorous Compliance Evaluations
- Process Equipment Selection / Replacement
- Wastewater Operations Assistance
- WWTP Master Planning
- Start Up and Training Assistance
- User Charge Evaluation and Planning
- Funding Application Assistance
- Pilot Testing Coordination and Assistance

Planning and Grants

SERVICES



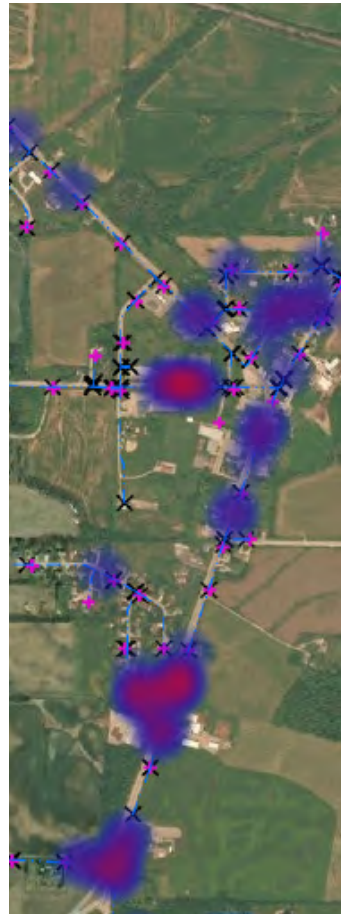
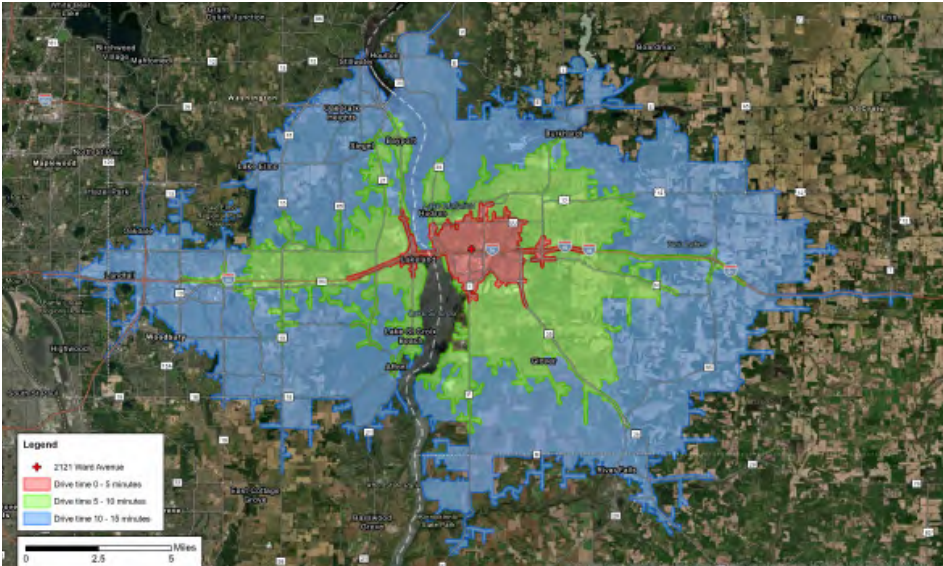
Service Overview

Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation Plans
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- Housing Studies
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning

Geographic Information System (GIS) SERVICES



ZONING
R-1 - SINGLE FAMILY RESIDENTIAL DISTRICT
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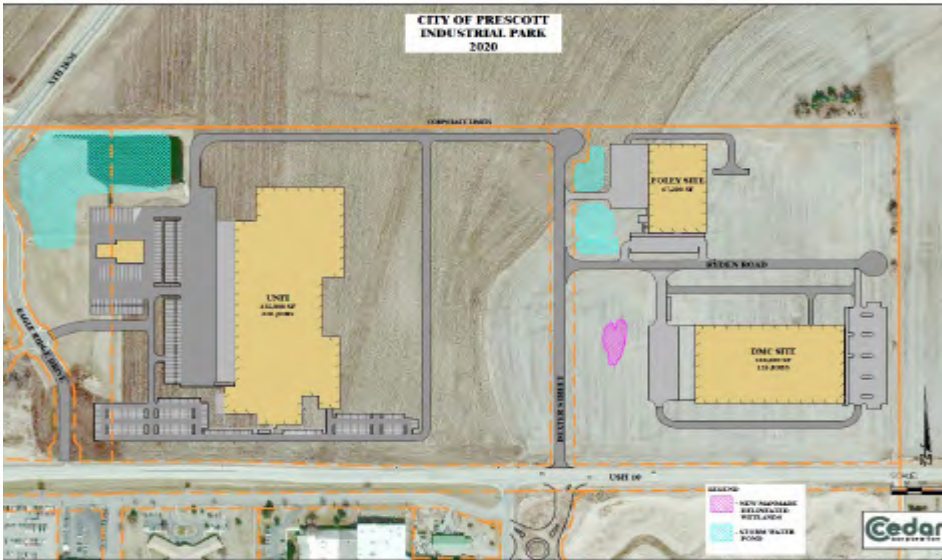
Service Overview

Visualizing data through GIS is an important tool to communicate information effectively. Attention to detail, diverse knowledge set, and ability to solve problems big and small help set our GIS team apart.

Expertise

- Asset Inventory and Database Management
- Inspection/Maintenance Surveys and Reports
- Customizable Interactive Online Maps/ Data
- Public Engagement through StoryMaps and Hub Sites
- Digitization of Paper Maps and Data
- Large Scale Printing/Scanning
- Data Conversion and Analysis
- Training on a Variety of GIS/GPS Tools

Economic Development SERVICES



Project Plan for Tax Incremental District

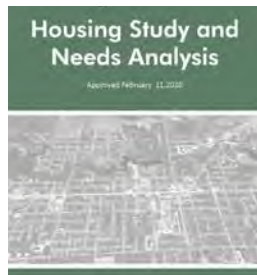
Approved August 4, 2020

Prepared by the
Village of Clayton, Wisconsin

With assistance from



604 Wilson Avenue
Manomonia, WI 54751
715-235-9081



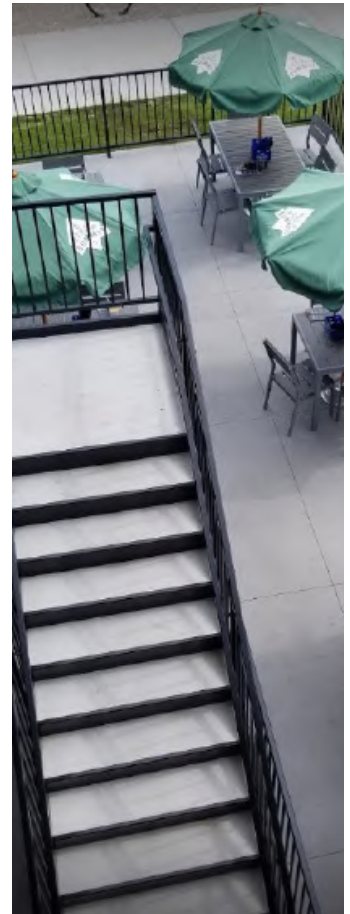
Service Overview

We believe that economic development is an essential driver in every community and is integrated into everything we do in order to develop a comprehensive approach to improve the economic wellbeing and quality of life of our client communities. This is achieved through market-based research, strategic planning, and implementation that diversifies the economy, creates and retains jobs, and builds the local tax base.

Expertise

- Funding Assistance/Project Proformas
- Tax Incremental Financing Districts
- Economic Development Strategy Creation
- Business Retention and Expansion Programs
- Market Analysis and Trends
- Economic Impact Modeling
- Employment Trends and Workforce Analysis
- Cluster/Target Industry Analysis and Development
- Gold Shovel Program
- State of WI Certified Sites Program
- Economic Development Incentives
- Business Attraction Strategies

Architectural SERVICES



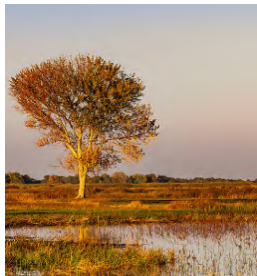
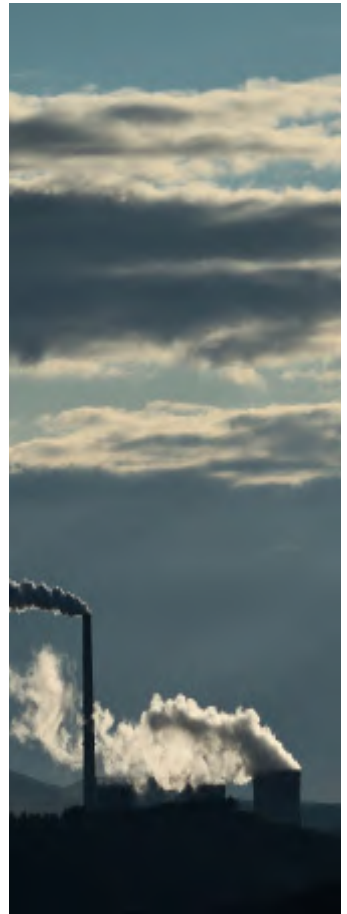
Service Overview

Through experience and imagination, we provide a collaborative approach to defining practical design solutions that focus on our client's goals and needs in order to deliver value.

Expertise

- Municipal Architecture
- Industrial, Commercial, and Retail Architecture
- Library Design
- Educational Design
- Emergency Services Design
- Recreational Architecture
- Multi-Family Residential Design
- Nursing Homes and Congregate Care Design
- Needs Analysis
- Energy Management Studies
- Plumbing and HVAC Design
- Design-Build

Environmental Compliance SERVICES



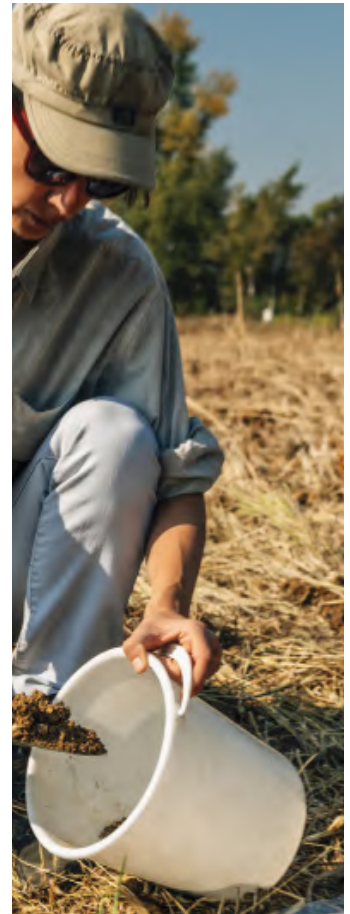
Service Overview

Our Environmental Team is experienced to fulfill your organization's environmental compliance needs in order to improve operational efficiencies, decrease costs, and decrease environmental, health, and safety risks.

Expertise

- EMS Creation and Management
- Stormwater Pollution Prevention Plans (SWPPPs)
- Spill Prevention, Control, and Countermeasures (SPCCs)
- Hazardous Materials Management and Reporting
- National/Wisconsin Pollutant Discharge Elimination System Permitting (NPDES/WPDES)
- Air permitting
- Emergency Planning and Community Right-to-Know Act (EPCRA) reporting
- Wastewater Analysis

Environmental Remediation SERVICES



Service Overview

Our Environmental Remediation Team can assist with any type of environmental assessment, investigation, and remedial project. Our specialized team has performed services for small to large commercial, small to large manufacturing, municipal, and energy markets throughout Wisconsin and Upper Midwest.

Expertise

- Tank System Site Assessments
- Phase I and II Environmental Site Assessments
- Environmental Subsurface Investigations
- Brownfield Redevelopment
- Groundwater, Soil, and Vapor Remedial Strategies
- MGP Site Investigations and Remediation
- Landfill Design, Monitoring, and Compliance
- Hazardous Materials/Asbestos Assessments and Abatement
- Remedial Building Demolitions
- Emerging Contaminant (Per- and Polyfluoroalkyl Substances (PFAS)) Assessments
- Waterway Dredging Projects

Natural Resource

SERVICES



Service Overview

Our Natural Resources Team provides assured wetland delineations that receive automatic concurrence from state regulators helping expedite your project goals.

Expertise

- Provide desktop reviews to determine the potential for wetland resources throughout map review
- Review Natural Heritage Inventory for potential for endangered or threatened species
- Review sites for Cultural Resources
- Complete onsite evaluations for wetland resources based on soils, hydrology, and vegetation
- Delineate wetland areas with colored flagging and GPS
- Record with WDNR under the Assured Delineator Program



MUNICIPAL EXPERIENCE

MUNICIPAL EXPERIENCE



City of Algoma, Wisconsin

- Water Main Relays
- Water systems map
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Summit beach drainage analysis
- Road and Utility Reconstructions
- Alley reconstruction
- Municipal roof projects



Village of Bellevue, Wisconsin

- Street and utility extensions design and construction
- WDNR Clean Water Fund low interest loan funding
- Comprehensive Plan
- Storm Water Management
- Streambank stabilization
- TIF District street, water, and sewer extensions and funding assistance
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private development plan and specifications review for code compliance



Town of Buchanan, Wisconsin

- Street and utility extensions design and construction
- Pavement construction
- WDNR Clean Water Fund low interest loan funding
- Storm Water Management systems
- Storm Water Drainage systems
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Pavement PASER rating



Village of Casco, Wisconsin

- Wastewater Compliance reports
- WWTP Phosphorus Compliance plan
- Governing agency permits and approvals

MUNICIPAL EXPERIENCE



Village of Coleman, Wisconsin

- Street and utility extensions design and construction
- WDNR Clean Water Fund low interest loan funding
- Well radium water quality
- Governing agency permits and approvals
- TIF District streets, water and sewer extensions and funding assistance
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Economic Development/Planning



City of Cornell, Wisconsin

- Street and utility extensions design and construction
- Lift station and force main stream crossing
- Water system study
- 300,000 gal. elevated water storage system
- 200 GPM well
- Water system controls
- CDBG and USDA Rural Development grants and low interest loan funding
- WDNR Clean Water Fund low interest loan funding
- TIF District streets, water and sewer extensions, and funding assistance
- Special assessments funding assistance
- Regular attendance at City Council/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates



City of De Pere, Wisconsin

- Business Park street and utility extensions design and bidding
- Storm Water Management systems
- Park and Outdoor Recreation plan
- Governing agency permits and approvals
- Design and bidding services
- Feasibility studies and cost estimates

MUNICIPAL EXPERIENCE



City of Durand, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- WWTP headworks building fine screen and grit removal/anaerobic digester cover and mixer/tank/coatings/roofs/shoreline stabilizations improvements
- Water system study
- 600 GPM well and water treatment plant
- CDBG grants funding
- TIF District streets, water and sewer extensions, and funding assistance
- Special assessments funding assistance
- Regular attendance at City Council/Plan Commission/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private developer plan and specifications review for code compliance



City of Edgerton, Wisconsin

- Rollins Street construction, new water main and utility services
- Wastewater treatment facility upgrade, biological phosphorus removal and capacity increase
- Randolph Street/Albion Street, new street, sanitary sewer, water main, storm sewer
- Edgerton Hospital Utility Extensions, Lift Station/Generator Bldg, water main, sanitary sewer, lift station/generator building to serve new facility
- Garfield Street Resurfacing, new resurfaced street, spot curb replacement, new storm sewer
- Swift Street Storm Sewer Improvements, repair of existing storm sewer box culvert and sidewalk through downtown park
- Henry Street Parking Lot, new downtown parking lot for businesses
- Central Park Storm Sewer, new storm sewer off Main Street and City's Central Park
- Broadway Street Improvements, new curb and street, storm inlets
- City Hall Construction, completed all environmental work and civil design for new city hall
- Well #2 Generator Replacement, new generator for existing well #2
- Painting Central Park Municipal Pool, existing pool re-painting
- Blaine Street, new street, water main, sanitary sewer
- Review all new business and residential developments in the city for compliance with city standards
- Edgerton Business Park development located north of town next to I-90
- Secure several grants/loans for the city for infrastructure upgrades from WDNR, WDOA, USDA-Rural Development, WisDOT

MUNICIPAL EXPERIENCE



Freedom Sanitary District (Outagamie County), Wisconsin

- Sanitary sewer and water systems extensions
- Sanitary sewer and water GIS mapping
- Sanitary sewer and water ordinances
- SCADA process control study
- Water system evaluation
- WWTP analysis and evaluation
- WWTP Phosphorus Compliance plan
- Governing agency permits and approvals
- Feasibility studies and cost estimates
- TIF District streets, water and sewer extensions, and funding assistance



City of Glenwood City, Wisconsin

- Street and utility extensions design and construction
- Lift station/force main
- Lift station rehabilitation
- GIS base and utility maps
- WWTP lagoon wastewater treatment system/modifications/monitoring wells
- Water system study
- 240,000 gal. standpipe water storage system
- 1000 GPM well
- Water system controls
- CDBG grants funding TIF District streets, water and sewer extensions, and funding assistance
- Special assessments funding assistance
- Regular attendance at City Council/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private developer plans and specifications review for code compliance



Town of Ixonia, Wisconsin

- Trenchless Sanitary Sewer Lateral Repairs for Sanitary District #1, lining and repair of sanitary sewer service laterals and connections at the main
- STH 16 Utility Adjustments with WisDOT Contractors for Sanitary District #2, sanitary sewer adjustments within STH 16 due to new highway
- Oosty Lift Station Odor Control System for Sanitary District #2, calcium nitrate chemical addition system to prevent sulfate formation
- Sand Media Replacement for Sand Filter Treatment System for Sanitary District #1, 222,000 gpd treatment system
- Preserve at Deer Creek Subdivision, review and approve design and construction engineering for sanitary sewer for a 130 lot residential subdivision
- Autumn Ridge Subdivision, review and approve design and construction engineering for sanitary sewer for a 500 lot residential subdivision
- Wastewater Treatment Facility re-rated design capacity for Sanitary District #1, increased the design capacity of the facility to 222,000 gpd
- Sanitary Sewer User Ordinance Update, update the current Ordinance to current standards

MUNICIPAL EXPERIENCE



Village of Jackson, Wisconsin

- Municipal Complex Design
- Public Works Space Needs Analysis and building improvements
- Ridgeway Drive and Ridgeway Court Reconstruction
- Spruce Street and Ridgeway Drive Extensions
- Chateau Drive and Hickory Lake Reconstruction
- Willow Ridge Drive Reconstruction



Village of Knapp, Wisconsin

- Street and utility extensions design and construction
- Lift station and force main
- WWTP review and analysis of recirculating sand filter (RSF) system/media investigation/distribution system/overall design/technical report with findings and recommendations
- TIF District streets, water and sewer extensions, and funding assistance
- Special assessments funding assistance
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates



Town of Knight, Wisconsin

- Water system improvements
- Water main study
- CDBG grant funding
- Governing agency permits and approvals
- Water systems operation review
- Design/bidding/construction services
- Feasibility studies and cost estimates



LeRoy Sanitary District, Wisconsin

- Water systems water quality report
- Consumer confidence report certification (CCR)

MUNICIPAL EXPERIENCE



City of Manawa, Wisconsin

- Local road improvements grant
- Street and utility extensions design and construction
- CDBG grant funding
- WDNR Clean Water Fund low interest loan funding
- Landfill Monitoring
- TIF District streets, water and sewer extensions, and funding assistance
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Industrial user change review



City of Menomonie, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- 12th Ave. 24" interceptor sewer
- North interceptor sewer
- Lift stations and force mains
- Northwest interceptor sewer
- Riverside Drive Red Cedar River crossing inverted siphon interceptor sewer
- WWTP Facility Plan Update - Phase I and II
- Water system study
- 750,000 gal. and 400,000 gal. elevated water storage systems
- Well #3 1600 GPM and Well #4 1000 GPM and Well #6 1600 GPM well and well modifications
- Well #3, #4 and #6 water treatment plants
- Water systems controls
- Water and sewer system studies
- CDBG grants funding
- TIF District streets, water and sewer extensions, and funding assistance
- US Department of Commerce Economic Development Administration Grant
- Special assessments funding assistance
- Regular attendance at City Council/Plan Commission/Utility and Public Works staff meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private developer plans and specifications review for code compliance

MUNICIPAL EXPERIENCE



Village of Milltown, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- WWTP facility plan to evaluate options for effluent disposal including spray irrigation and other land disposal options
- WWTP monitoring wells
- Water system study
- 250 GPM well
- Water system controls
- CDBG grants funding
- TIF District streets, water and sewer extensions, and funding assistance
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates



City of Niagara, Wisconsin

- Sanitary sewer and watermain design and construction
- Watermain reconstruction
- Storm drainage assessment and construction
- Plan review
- CDBG grants funding
- Governing agency permits and approvals
- Design/bidding/construction services



Village of North Hudson, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- Galahad Road interceptor sewer
- Lift station rehabilitation
- Regular attendance at Village Board/Plan Commission/Utility and Public Works Committee meetings
- WDNR Clean Water Fund low interest loan funding
- Special assessments funding assistance
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private developer plan and specifications review for code compliance



Village of Oostburg, Wisconsin

- Street and utility design and construction
- Storm Water Management systems
- Storm Water Drainage systems
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Private development reviews

MUNICIPAL EXPERIENCE



City of Prescott, Wisconsin

- Street and utility extensions design and construction
- Lift station review and rehabilitation
- North service area and St. Croix Bluffs lift station and force main
- Lift station diesel generator back-up power supply
- GIS base and utility maps
- East side interceptor sewer/lift stations/force main study
- CDBG grant funding
- WDNR Clean Water Fund low interest loan funding
- TIF District streets, water/sewer/lift station/WWTP, and funding assistance
- Special assessments funding assistance
- Regular attendance at City Council/Plan Commission/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/ construction services
- Feasibility studies and cost estimates
- Private developer plan and specifications review for code compliance



Village of Richfield, Wisconsin

- Roadway Design and Construction
- Storm Water Management systems
- Storm Water Drainage systems
- Governing agency permits and approvals
- Feasibility studies and cost estimates
- Private development reviews
- GIS Mapping



Village of Sharon, Wisconsin

- Storm Water Drainage systems
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Pavement PASER rating
- Street and utility extensions design and construction
- Pavement construction
- USDA Rural Development Fund low interest loan funding
- Storm Water Management systems
- Business Park Development
- Natural Way/New Factory Road pavement rehabilitation - LRIP
- Martin Street reconstruction
- Regional stormwater pond
- Church and South Street Pavement Rehabilitation - LRIP

MUNICIPAL EXPERIENCE



Village of Sherwood, Wisconsin

- Streets Capital Improvement Plan
- Street and utility extensions design and construction
- Drainage Study
- Dam reconstruction
- Parking lot reconstruction
- Streets PASER ratings
- Sanitary sewer extension
- Street curb and gutter and pavement replacement
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates



Village of Spring Valley, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- Water and sewer extension/lift station and force mains/water tower/sanitary district creation
- Lift station rehabilitation
- WWTP facility plan update
- Water system study
- 100,000 gal. elevated water storage system
- 200 GPM well rehabilitation
- Water booster station; water system controls
- TIF District streets, water/sewer/lift station and force main/WWTP, and funding assistance
- CDBG and USDA Rural Development grants and low interest loan funding
- WDNR Clean Water Fund low interest loan funding
- Special assessments funding assistance
- Regular attendance at Village Board/Plan Commission/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Private developer plans and specifications review for code compliance



City of Sturgeon Bay, Wisconsin

- Festival waterfront improvements
- Governing agency permits and approvals
- Design/bidding/construction services
- Feasibility studies and cost estimates
- Pedestrian trail

MUNICIPAL EXPERIENCE



Village of West Salem, Wisconsin

- West Garland Street WisDOT funded street resurfacing design and construction
- City Ordinance and Standards Update, primary upgrades to zoning, subdivision, comprehensive plan updates, construction standards for Village
- West Avenue Pavement Rehabilitation, new street, grading, storm water control
- Elevated Water Storage Tank, pedestal 750,000 gallon water tank, new water storage for business park
- Iron/Manganese Removal Facility, serves well #2 and well #3 for iron removal of water supply
- Lakeview Business Park Phase 1B, street extension in business park with water main, sanitary sewer and storm sewer
- Industrial Lead Track Construction, expansion of the business park for rail service
- Rose/Van Ness Street Reconstruction & Utility Improvements, existing street reconstruction with new water main and sanitary sewer
- Westside Utility Service Study, 350 acre area west of LaCrosse River was studied for water and sanitary sewer service for future residential development
- Secured grants /loans for water and wastewater treatment facilities from WDNR, US Department of Commerce and WisDOT



City of Weyauwega, Wisconsin

- WWTP upgrade
- WWTP facility plan
- CMOM report assistance
- Pavement PASER ratings
- Water system report
- Street and utility extensions design and construction
- WDNR Clean Water Fund low interest loan funding
- TIF District streets, water and sewer extensions, and funding assistance
- Regular attendance at City Council/Plan Commission/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/ construction services
- Feasibility studies and cost estimates
- WWTP operator assistance
- Water well inspections
- User charge review
- Rehab 250,000 gal water storage tank

MUNICIPAL EXPERIENCE



Village of Woodville, Wisconsin

- Street and utility extensions design and construction
- GIS base and utility maps
- I-94 Corridor Sanitary Sewer Service Area Study
- Lift station and force main
- WWTP facility plan update
- Aerated lagoon seepage cell expansion design
- Water system study
- 150,000 gal. elevated water storage systems
- 750 GPM well
- Water system controls
- CDBG grant funding
- WDNR Clean Water Fund low interest loan funding
- TIF District streets, water/sewer/lift station and force main/WWTP, and funding assistance
- Special assessments funding assistance
- Regular attendance at Village Board/Plan Commission/Utility and Public Works Committee meetings
- Governing agency permits and approvals
- Design/bidding/construction services
- Private developer plans and specifications review for code compliance



21st Street Reconstruction

Menomonie, Wisconsin

Cedar Corporation was retained by the City of Menomonie to complete the design for the 21st Street road reconstruction. The roadway is a major connecting route in the City and is used as a bypass around downtown Menomonie. Menomonie Middle School and Oaklawn Elementary School are located along this route in addition to Mayo Hospital and the County Fairgrounds. Therefore, this deteriorating road needed to be addressed.

The project was awarded \$760,700 in CDBG funds, acquired by Cedar Corporation, to fund a portion of this project. The project included the reconstruction of 2,526 ft. of asphaltic concrete street including trail, curb, and gutter; 560 ft. of asphaltic concrete street re-paving and concrete sidewalk widening; reconstruction of 545 ft. of asphaltic street, including curb, gutter, and turn lanes to improve safety; construction of 1,475 LF of watermain looping; installation of 1,345 LF of storm sewer; and installation of 1,250 LF of sanitary sewer main. The reconstruction of this roadway provides a safer commute for all user types.





Main and 13th Street Reconstruction

Menomonie, Wisconsin

Cedar Corporation was retained by the City of Menomonie to complete the STP-U WisDOT design of a residential street reconstruction project along Main and 13th Streets within the City of Menomonie. This project will reconstruct both streets with an urban cross section, which includes two 10 ft. driving lanes and one 8 ft. parking lane. The existing sidewalk will be replaced throughout, and added where lacking, within the project area. The project also includes utility work throughout.

UNIQUE DESIGN ELEMENT: Public Involvement was a major element of this design project. The public was involved from the very beginning to help ensure the proposed design met the needs of the local residents, as well as the City. The public had the opportunity to comment on the proposed street design including; parking availability, traffic calming measures, and pedestrian improvements at intersections.

The design consisted of the following major tasks:

- Data Collection
- Agency and Utility Coordination
- Public Involvement
- Environmental Document
- Design Study Report
- Plans, Specification, and Estimate (PS&E)





Manitowoc Road Reconstruction

Bellevue, Wisconsin

Cedar Corporation was retained by the Village of Bellevue to complete the WisDOT design of an urban reconstruction project along Manitowoc Road from Allouez Avenue to STH 29. This project reconstructed curb and gutter, pavement, and added sidewalks on both sides of the roadway. The existing base course was in good condition and remained in place to reduce construction cost. The roadway remained at its existing width to avoid reconstruction of the existing storm sewer. The cross section included two 12-foot travel lanes, bicycle accommodations, curb and gutter, and sidewalk.

The project realigned the intersection of Manitowoc Road and Ontario Road to reduce the intersection angle and provide a more desirable layout to increase safety. Several meetings were held with the public to help ensure they are aware of the changes to the roadway and impacts to their properties.





Suckow Road Street Improvements

Tainter, Wisconsin

Cedar Corporation was retained by the Town of Tainter to provide design and construction services for the Suckow Road TRIP-D Street Improvements project. The roadway was experiencing severe degradation of the surface throughout the entire corridor.

The project included the reconstruction of the entire road section from STH 25 to CTH D. The road base was replaced with 10 inches of crushed aggregate base course, 12 inches of granular subbase, and 4.5 inches of asphalt. The width was creased to a 22 ft. asphalt driving surface with 4 ft. gravel shoulders. Ditches were reconstructed to improve drainage away from the road, existing culverts were replaced, and new beam guard with appropriate end treatments was installed on the existing bridge.

This project was completed in 2021.





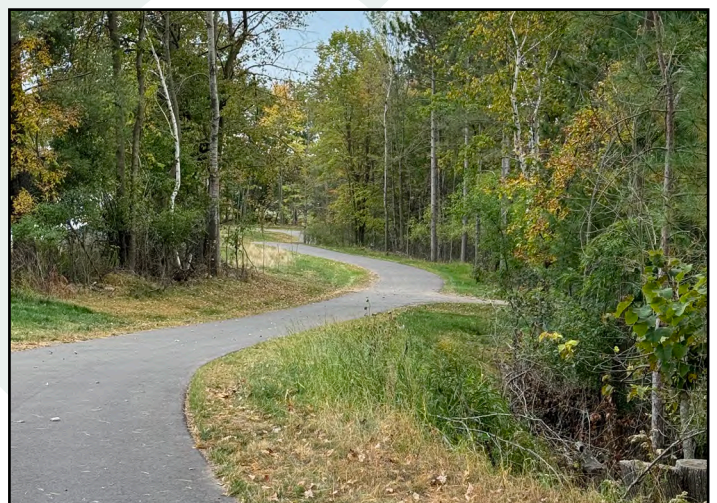
Mill Yard Park Riverfront Trail Improvements

Cornell, Wisconsin

Cedar Corporation was retained to provide design and construction services for the Mill Yard Park Riverfront Trail Improvements project in Cornell, WI.

The project consisted of constructing a .93 mile, 10 ft. wide paved trail which runs along the Chippewa River and will include modifications to make the trail handicap accessible for all user groups. A paved parking lot was added to provide a place for residents to park and access the trail. Included with this project was the addition of a 350 ft. trail that connects downtown to the park. Improvements to the boat launch at the north end of the project was also completed.

Cedar Corporation prepared and submitted an application to receive funds from the Community Block Development Grant (CDBG) - COVID program. The City was successful in receiving \$600,000 in funding to make the project come to life.





New Municipal Well #3

Woodville, Wisconsin

Cedar Corporation assisted in securing partial funds by a Community Development Block Grant and Safe Drinking Water Funds for the construction of a new Well #3 for the Village of Woodville. The project consisted of drilling a new well, construction of a new wellhouse, and the installation of SCADA equipment.

The well construction was a 16 inch casing to a depth of 710 ft., with 160 ft. of open borehole, for a total depth of 865 ft. Design of the wellhouse included the required wellhead piping as well as chemical treatment for iron, manganese, and the addition of fluoride. Electrical and mechanical controls were installed to allow connection of a back-up generator and three phase power and natural gas was extended to the new well location. The new SCADA system was installed to manage water supply wells #2 and #3, as well as the existing water tower. Operation of the two wells will be on an alternating basis thereby reducing the well pump use at each location improving both efficiency and lowering long-term operating and maintenance costs. Cedar Corporation also assisted in the abandonment of the existing Well #1.





New Municipal Well #4

Glenwood City, Wisconsin

The City of Glenwood City Well #4 project consisted of the construction of a new Well # 4, which was partially funded by a Community Development Block Grant and Safe Drinking Water Funds that Cedar Corporation assisted with. The well construction was a 16 inch casing to a depth of 495 ft., with 280 ft. of open borehole, for a total depth of 775 ft. In addition to the well construction, the project also included the construction of a masonry well house that contained the well head, SCADA and electrical system, emergency back-up generator, and the chemical feed system. The chemical feed system included addition of chlorination, fluoridation, and polyphosphate to the water supply. The new well was located adjacent the existing elevated water tower which facilitated simple connection to the municipal water system. The SCADA system that was implemented as part of the project included a VFD for the new well, integrated the existing Well #3 for monitoring and control, and provided a monitoring and control center located at the public works office. The project also included the abandonment of existing Well #2. Cedar Corporation provided engineering design, permitting, bidding, and construction services for the project.





I-94 Lift Station Rehabilitation

Menomonie, Wisconsin

Cedar Corporation was retained to provide engineering design services for the rehabilitation of the I-94 Lift Station located in Menomonie. This project consisted of the rehabilitation of the existing lift station which has ultimate design flow of approximately 5,500,000 gallons per day.

This project included utilizing the existing precast structure, converting it into a submersible lift station, and repurposing the dry well as a valve pit. A new 10 ft. x 20 ft. precast structure was installed over the existing wet well, with an upgraded hatch over the dry well. The project also involved the installation of new pumps and controls, integrating the system with the existing SCADA (Supervisory Control and Data Acquisition) system, and demolishing the current pumps, controls, and structure. Additional work included temporary bypass pumping, dewatering, driveway access, electrical upgrades, and associated appurtenances.



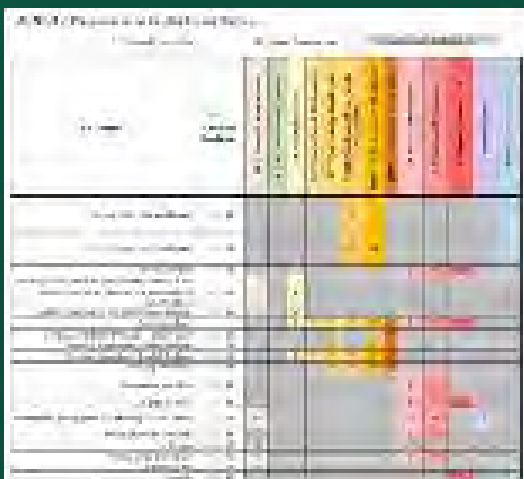
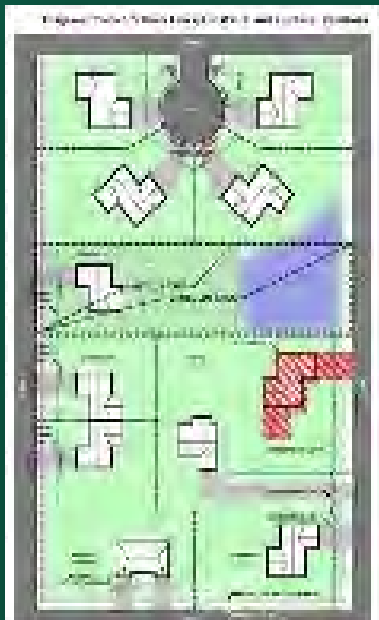
Zoning Ordinance Update

Buchanan, Wisconsin

Cedar Corporation was hired by the Town of Buchanan to conduct a comprehensive re-write of its existing zoning ordinance. This project was driven by the need to better align the current code with the broad land use needs identified as part of the Town's Comprehensive Plan. The original ordinance was also quite outdated and somewhat confusing in parts, often times making it difficult to interpret.

The updated ordinance is re-organized to be more efficient, includes new provisions to accommodate 'missing middle' housing styles, addresses solar energy systems at all scales, and provides improved navigation and interpretation through the use of matrix-based use and bulk standard regulations. The updated ordinance also addresses several legal issues ranging from content-based signage regulations to how Board of Appeals matters are addressed.

The updated Zoning Ordinance is in the final stages of review by staff and elected officials before being put forth to a public hearing prior to adoption in 2024.



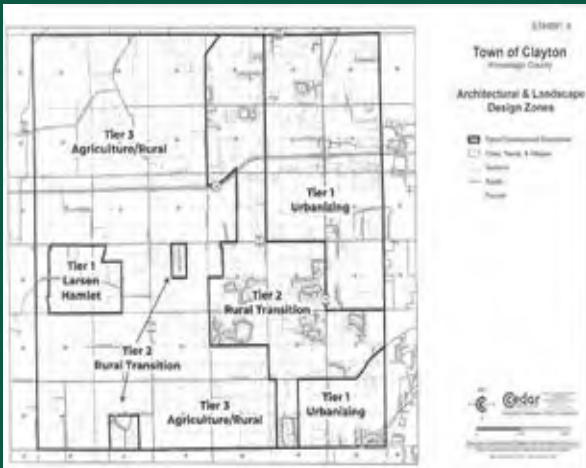
Zoning Ordinance Design Standards Update

Clayton, Wisconsin

Cedar Corporation was pleased to work with the Town of Clayton Site Plan Review Ad Hoc Committee, Town Plan Commission, and Town Board of Supervisors on updating and amending the Town's site, architectural, and landscaping design standards contained in the Town Zoning Ordinance.

The ordinance review and amendment process involved working closely with the Town Site Plan Review Ad Hoc Committee at multiple meetings to review existing site, architectural, and landscaping design standards and develop recommended ordinance amendments.

This process included reviewing existing issues and concerns with the existing standards and reviewing and analyzing ordinances of nearby and comparable communities within the State. This process also included developing visual renderings for the purpose of visualizing and comparing existing design standards and providing recommended design standards. Ad Hoc Committee recommendations were incorporated as zoning ordinance text amendments and forwarded to the Town Plan Commission for ultimate adoption by the Town Board of Supervisors.





Public Safety Building

Jackson, Wisconsin

Cedar Corporation was retained by the Village of Jackson to complete a space needs analysis study to assess the needs and future growth of the Village. The analysis focused on the space needs of the police and fire departments, the feasibility of a new public safety building, and included the evaluation of potential sites for the new public safety building.

Upon completion of the study, Cedar Corporation began work on conceptual design for a new public safety building. The new facility replaces the aging and limited space of the existing station. The \$14 million dollar facility allows the Village and public safety to grow well into the future. The project features several unique characteristics for training. These features include a spacious paved area for training opportunities, a fire training burn tower, a hose tower with platforms, access ports, mezzanine for rappelling, in-floor cavities for CE training, roof platforms, balconies, and a state-of-the-art training room.

The building was designed with consideration of cost and schedule and features insulated precast walls and added roof insulation to minimize operational cost. The mechanical system consists of centralized heating/cooling systems with zones to provide optimum comfort and efficiency. The apparatus bays feature vehicle exhaust and in-floor heat to improve efficiency, safety, and operations for the fire department. The plumbing system incorporates low flow and sensor type fixtures to reduce maintenance and water usage. The electrical and lighting systems include daylighting controls, occupancy sensors, timers, and LED lighting to reduce energy cost. Emergency power was incorporated to provide an Emergency Operations Center.





Public Works Facility Addition

Menomonie, Wisconsin

Cedar Corporation was retained by the City of Menomonie to provide architectural and engineering services for the expansion of their existing public works facility. The current facility is over 40 years old and in need of repair and expansion. Cedar Corporation worked through various options to develop an expansion plan that utilized the existing building, access, and property to minimize cost, while optimizing flow. The expansion consists of truck storage in a drive-through fashion and a drive-through truck wash and tractor trailer wash bay. The expansion consists of brine equipment, equipment storage, wash equipment, and vehicle storage. The renovation provided updates throughout the existing facility, including lighting, HVAC, and updates to the space. The space improvements will include new locker rooms, restrooms, employee break room, office, and shop space.





PLANNING AND ZONING EXPERIENCE

PLANNING AND ZONING SERVICE EXPERIENCE

Cedar Corporation's mission, as a full-service planning, engineering, and design firm, is to provide the highest standards of excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects. We recognize that our clients are most concerned with three major issues as they engage the services of consultants – quality, timeliness, cost.

Cedar Corporation and its Planning Team have the specific abilities and experiences to provide the requested services to the Village of Osceola. Cedar Corporation works with a variety of clients on all types of planning, zoning, and land division matters and acts on behalf of the communities to oversee and manage their day-to-day needs. A summary of the Planning and Grants Team services, along with its experience and qualifications, are described below.

“On-Call” Planner and Code Administrator

Many communities find it difficult to navigate the complexities of code administration and planning. That said, communities find it cost-efficient to contract for assistance with reviewing requests for conditional use permits, re-zonings, planned unit developments, site plan reviews, land divisions, comprehensive plan amendments, and other land use controls. Cedar Corporation provides these services for communities throughout Wisconsin.

- City of Menomonie (since 2000)
- Village of Kekoskee (since 2018)
- Village of Mishicot (since 2018)
- Village of Oostburg (2024)
- Village of Wausaukee (since 2016)
- Village of Woodville (since 2000)
- Town of Buchanan (Fox Cities) (since 2020)
- Town of Cedarburg (2024)
- Town of Clayton (Fox Cities) (since 2018)
- Town of Hartford (2024)
- Town of Little Suamico (since 2014)
- Town of Mukwonago (2024)
- Town of Nepeuskun (Fox Cities) (since 2018)
- Town of Newton (Lakeshore) (since 2018)
- Town of Saukville (since 2022)
- Town of Troy (since 2003)
- Waukesha County Planning and Zoning Division (2024)
- and many more

Ordinance and Code Updates

Comprehensive plans must be consistent with zoning, subdivision, official map, shoreland, and wetland ordinances. Cedar Corporation has extensive experience writing these and other ordinances to not only be consistent with adopted Comprehensive Plans, but also to assist in their strategic implementation. Cedar Corporation helps numerous clients with updates to their existing codes and ordinances, whether through a comprehensive update process, or by addressing individual code elements such as fencing regulations, design standards, solar energy systems, electric vehicle charging stations, communication towers, and others. Cedar Corporation closely monitors new legislation which may impact a community's ability to regulate and/or promote development. Recent ordinance modification work includes:

- City of Hudson - Comprehensive Zoning Ordinance Update (in progress)
- Village of Kekoskee - Comprehensive Zoning Code Update (2019)
- Village of Mishicot - Zoning Code Amendment (Urban Agriculture) (2023)

PLANNING AND ZONING SERVICE EXPERIENCE

- Town of Buchanan - Comprehensive Zoning Ordinance Update (2024)
- Town of Chester - Zoning Code Amendment (2023)
- Town of Clayton - Design Standards Development (2023)
- Town of Hartford - Comprehensive Zoning Ordinance Update (in progress)
- Town of Kaukauna - Zoning Ordinance Update (2024)
- Town of Lamartine - Zoning Code Amendment (2024)
- Town of Saukville - Commercial Communication Towers and Antennas (2024)

Comprehensive Plan Updates

Comprehensive Plans are not only required by state law, but also should be of great importance to the community. They are critical to the land development process as the comprehensive plan forms the basis of land use regulation such as zoning and land division codes. Without a current comprehensive plan, a community may be subject to challenges and litigation when new development (of any kind) is proposed. Cedar Corporation understands the value of these plans and works with many communities to ensure their Comprehensive Plans are up-to-date, expresses their vision, and meets the requirements of WI Stats 66.1001. The Planning and Grants Team is currently working with a number of communities to update and amend existing Comprehensive Plans, including:

- City of Beaver Dam
- City of Manawa
- Town of Auburn
- Town of Empire
- Town of Glenmore
- Town of Herman
- Town of Marshfield
- Town of Saukville
- Dodge County

The Planning and Grants Team also recently completed Comprehensive Plan Updates for the following communities:

- City of New London (2023)
- Village of Bellevue (2023)
- Village of Kekoskee (2022)
- Village of Sherwood (2023)
- Village of West Salem (2022)
- Town of Chester (2024)
- Town of Clayton (Fox Cities) (2022)
- Town of Lamartine (2024)
- Town of LeRoy (2024)
- Town of Newton (2021)
- Fond du Lac County (2022)
- Shawano County (2023)

Economic Development and TIF Districts

Cedar Corporation specializes in assisting communities with broad and specific economic development projects. The Planning and Grants Team has extensive experience in the creation of community-wide economic development strategies, redevelopment planning, downtown re-vitalization, creation/administration of TIDs, business recruitment and retention, development site promotion and marketing, as well as addressing issues related to affordable/workforce housing. Recent projects and experience includes:

- City of Menomonie - TID #13 amendment and creation of #17 (Mixed Use) and #18 (Industrial)
- City of Marshfield - TID #14 (Mixed Use) and #15 (Blighted)
- City of Kewaunee - Waterfront Redevelopment of Fisherman's Point (2021-current)
- Village of Sherwood - Creation of a Developer's Handbook/TID Policy (2023)

PLANNING AND ZONING SERVICE EXPERIENCE

- City of Lake Mills - Affordable Housing Code Review (2023)
- City of Waterloo - Senior Housing Market Study (2022)
- City of Kewaunee - Harbor Master Plan Update (2022)
- Village of Kekoskee - Affordable/Workforce Housing Concept Plan (2022-current)

Park Planning

Cedar Corporation provides park planning services for our clients. As a proud corporate sponsor of the WPRA (WI Parks and Recreation Association), Cedar Corporation stays abreast of new planning and park design approaches. Recent park projects are as follows:

- Village of Bonduel Comprehensive Outdoor Recreation Plan (2024)
- Village of Sherwood Comprehensive Outdoor Recreation Plan (2024)
- Town of Freedom Comprehensive Outdoor Recreation Plan (2023)
- Town of Buchanan Springfield Park Master Plan (2023)
- Village of Greenville Community Park Master Plan (2021)
- Village of Cleveland Hika Park Master Plan (2021)
- Village of Richfield, Fireman's Park Master Plan (in progress)
- Village of Bellevue, Bethel Park Master Plan (in progress)

Funding Strategies, Grant Writing, and Grant Administration

With municipalities facing tightening budgets now more than ever, grants can make needed community projects possible. Cedar Corporation's Planning and Grants Team will research funding opportunities and develop funding strategies as required. Cedar Corporation has extensive grant and loan writing experience, having a staff that collectively has over 100 years of experience and a very high success rate in meeting the client's financing needs. To date, Cedar Corporation has assisted over 50 clients in obtaining over \$90 million in grants and low interest loans. The many years of experience, the long-term relationships with funding agencies, and the creativity of Cedar Corporation staff in packaging successful grant proposals is what sets us apart from our competition. Recent successful grant awards for our clients include:

- Village of Wausaukee - \$885,000 Acquisition and Adaptive Re-Use for Library/Community (2018)
- City of Durand - \$1M Street and Infrastructure Improvements (2020)
- City of Stanley - \$820,000 Community Center (2019)
- Village of Hilbert - \$492,000 Building Site Blight Elimination (2020)

GRANT WRITING EXPERIENCE

Cedar Corporation has extensive grant and administration experience, with 100 years in collective staff experience, that has allowed us to develop long-term relationships with state and federal funding agencies. Additionally, we have staff that have administered federal community and economic development programs at the state level which gives an “inside perspective” of understanding how grant applications are reviewed by funding agencies.

To date, Cedar Corporation has assisted our clients in obtaining over \$80 million in total grants and low interest loans. The many years of experience, the long-term relationships, and the creativity of Cedar Corporation staff in packaging successful grant proposals is what sets Cedar apart from its competition.

Grant Experience Includes:

- DOA Community Development Block Grants for Housing, Public Facilities, Planning, and Economic Development
- WEDC Community Development Investment Grants
- WEDC Idle Sites Grants
- WEDC Site Assessment Grants
- WisDOT Transportation Economic Assistance Grants
- WisDOT Transportation Alternative Program Grants
- WisDOT Transportation Planning Grants
- WisDOT Local Road Improvement Program Grants
- WisDOT STP Rural and Urban Grants
- WisDOT Bridge Program Grants
- WisDNR Clean Water Fund and Safe Drinking Water Grants
- WisDNR Water Resources Grants and Knowles-Nelson Stewardship Grants
- WisDNR Stormwater Grants
- WisDNR Brownfield Grants
- WisDNR Rivers and Lakes Grants
- USDA Rural Development Grants
- Economic Development Administration Grants
- Assistance to Firefighter Grants
- Business incentives for Economic Development projects



REFERENCES

REFERENCES



CITY OF DURAND
104 E Main Street
Durand, WI 54736

Matt Gilles, Public Works Director
mgilles@durandwi.gov
715-672-8770



CITY OF MENOMONIE
800 Wilson Avenue
Menomonie, WI 54751

Eric Atkinson, Administrator
atkinsone@menomonie-wi.gov
715-232-2221



CITY OF PRESCOTT
800 Borner Street N
Prescott, WI 54021

Matt Wolf, Administrator
mwolf@prescottcity.org
715-262-5544



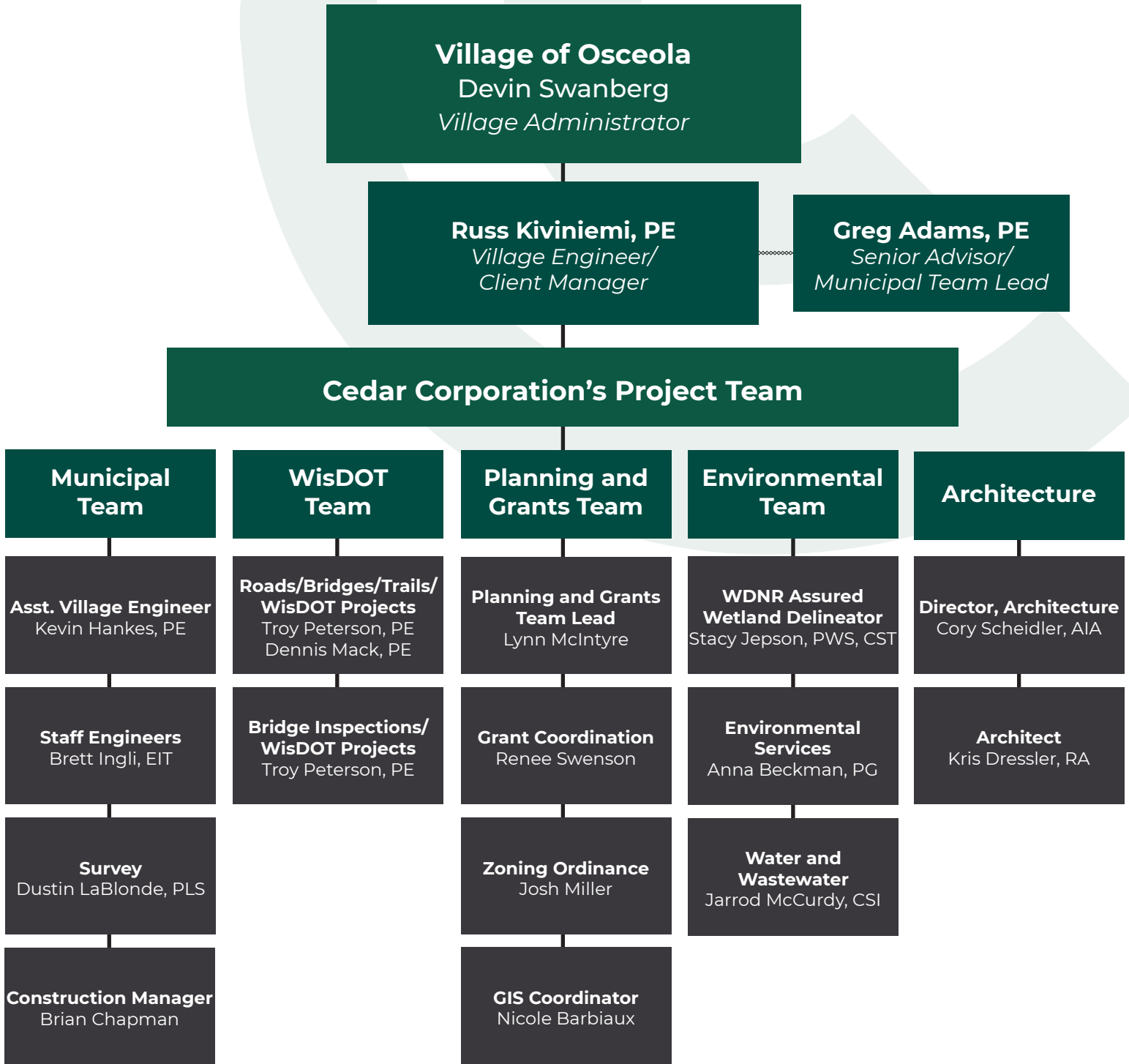
VILLAGE OF MILLTOWN
89 Main Street West
Milltown, WI 54858

Amy Albrecht, Clerk/Treasurer
clerk@villageofmilltown.gov
715-825-3258



PROJECT TEAM

PROJECT TEAM



Subconsultants

At this time, the Cedar Corporation anticipates utilizing SRF to provide Traffic Engineering and Intertek PSI/ ECS for Soils Investigation.

RUSS KIVINIEMI, PE

PRINCIPAL



Russ Kiviniemi is a Principal at Cedar Corporation's Menomonie office and is engaged in all aspects of community development. Russ has extensive experience with design and construction of all civil engineering projects including municipal, county, state, federal, private site, and land development client projects.

Areas of Expertise Include:

- Design of state, county, city, and town transportation systems, water supply systems, wastewater collection and conveyance systems, wastewater pump stations, storm sewer and drainage facilities, storm water management and flood control systems, and storm water pretreatment systems
- Industrial/business park design experience
- Preparation of assessment reports, capital improvement plans, feasibility studies, and cost-benefit analyses
- NPDES storm water permitting experience, including coordination, preparation, and submittal of USEPA-mandated permit regulations for industry and municipalities
- Site development and land development experience including governmental agency permitting, project management, design, engineering, and construction observation
- On-site construction observation, coordination, and project management
- Attendance at village board, city council, town board, and various committee meetings
- Review of new development site plans, improvement plans, and engineering design for municipal code compliance
- Site design and engineering for parks, trails, waterfront, and municipal facilities
- Water resources and storm water management analysis, improvements, design, and permits
- Preparation of storm water management/master plans and lake management plans
- Municipal storm water utility creation assistance
- Storm water runoff and lake water quantity, quality analysis, and modeling, including water quality field testing and evaluations
- Quality assurance review of plans and specifications

Communities Served Includes:

- City of Ashland, Ashland County
- City of Durand, Pepin County
- City of Osseo, Trempealeau County
- Village of Ellsworth, Pierce County
- Village of Stetsonville, Taylor County
- Village of West Salem, La Crosse County
- Town of Campbell, La Crosse County
- Town of Elk Mound, Dunn County
- Town of Grandview, Bayfield County
- Town of Pleasant Valley, Eau Claire County

Education

Bachelor of Science in Civil Engineering: Michigan Technological University (1984)

Professional Registrations

Professional Engineer - WI, IL, IA, MO, MI, TN

Professional Affiliations

Wisconsin and National Society of Professional Engineers

American Society of Civil Engineers (ASCE)

American Water Works Association (AWWA)

Wisconsin Rural Water Association (WRWA)

Wisconsin Wastewater Operators Association (WWOA)

Wisconsin County Association (WCA)

Total Experience

Since 1984

GREG ADAMS, PE

Team Leader - Municipal Engineering
Total Experience: Since 1993

EDUCATION

- Bachelor of Science in Civil Engineering: University of Wisconsin-Platteville (1993)

EXPERTISE

- Assists communities with developing Capital Improvement Plans, budgeting for future projects, grant applications, project design, and management of the project through construction
- Reviewing private development and site designs on behalf of municipalities
- Coordinating project information meetings
- Working with grant specialists and financial professionals for project funding options
- Reviewing preliminary design plans with the community
- Providing community input on final design elements
- Regulatory agency permitting
- Project assessment reports
- Project advertising, bidding, and award
- Project construction administration (project inspection, record documents, contractor pay requests, project close out procedures)
- Attend Village Board, City Council, Plan Commission, and other municipal meetings



Greg Adams is an experienced Project Manager on our Municipal Team. Greg has been a civil engineer in the western Wisconsin area since 1993. As a project manager, Greg has experience in the design of municipal streets, sanitary sewer, water main and storm sewer utilities, sanitary sewer lift stations, well pumping stations, booster stations, storm water detention design, and storm water quality treatment design. Additional skills include long term planning of water and sanitary sewer systems.



KEVIN HANKES, PE

Project Engineer
Total Experience: Since 2015

EDUCATION

- Bachelor of Science in Math Education: University of Wisconsin-Eau Claire (2012)
- Bachelor of Science in Civil Engineering: University of Wisconsin-Platteville (2010)

EXPERTISE

- Ability to perform computer tasks through AutoCAD Civil 3D, Microsoft Excel and Microsoft Word
- Field work for topographic and data collection surveys for design
- Assist with land surveys
- Management and coordination of project design with design team
- Design of complex street corridors for reconstruction projects and new construction projects involving sanitary sewer, watermain, and storm sewer design
- Construction staking and layout
- Construction administration, coordination, and observation
- Feasibility studies and cost estimates
- Governing agency permit applications
- Attendance of municipal client meetings including council meetings, project planning and design meetings, pre-construction meetings, etc.
- Experience with HydroCAD, WinSLAMM, and StormCAD

Kevin Hankes serves as a Project Engineer with Cedar Corporation's Municipal team and works with municipal and private clients. Kevin also works in the field with the surveying team and on-site during construction season. Kevin has assisted with the construction observation, construction staking and layout, topographic surveys, and field data collection for a variety of projects.

BRETT INGLI, EIT

Staff Engineer

Total Experience: Since 2023

EDUCATION

- Bachelor of Science in Civil Engineering: University of Wisconsin-Platteville (2023)

EXPERTISE

- Construction surveying and staking
- Construction inspection/observation
- Utility/street design
- Performing tasks with AutoCAD Civil 3D



Brett Ingli is a member of Cedar Corporation's Municipal Engineering team. His experience includes construction inspection/observation, construction staking, topographic survey, boundary survey, and street/utility design for a variety of project types.. He is proficient in AutoCAD Civil 3D, HydroCAD, and WinnSLAMM modeling.



LYNN MCINTYRE

Team Leader - Planning and Grants

Total Experience: Since 1993

EDUCATION

- Bachelor of Science in Management - Business Administration: University of Wisconsin-Stout (2016)
- Associates Degree in Finance: Western Wisconsin Technical College (1991)

EXPERTISE

- Writing and administration of grants for water resources, transportation, parks, public facilities, and economic development projects
- Specializing in loan and grant applications and administration for Community Development Block Grants (CDBG), Safe Drinking Water, Clean Water Fund, Rural Development, PECFA, and other State/Federal programs
- Park planning projects and grant funding assistance
- Community Development surveys
- Attendance at Village Board, City Council, Town Board, Plan Commission, and various committee meetings
- Technical writing
- Project Plan preparation
- Davis Bacon Payroll Compliance/Certified Payrolls

Lynn McIntyre leads Cedar Corporation's Planning and Grants Team in the Menomonie office. This involves supervising professional planners and technical staff engaged in community development projects, feasibility studies, and the development and administration of grants. Additionally, Lynn specializes in Community Development Block Grant (CDBG), Clean Water Fund Program (CWFP), and Safe Drinking Water Program (SDWP), applications, administration and project oversight as well as many other grant programs that benefit our clients.

JOSH MILLER

Senior Planner

Total Experience: Since 2004

EDUCATION

- Bachelor of Science in Land Use Planning: University of Wisconsin-River Falls (2003)

EXPERTISE

- Comprehensive Planning
- Tax Incremental Financing District Creation and Implementation
- Comprehensive Outdoor Recreation Planning
- Economic Development Assistance
- Pedestrian and Bicycle Route Planning
- Safe Routes to School Planning and Implementation
- Coordinate, conduct, and present at City Council, Plan Commission, Zoning Board of Appeals, and various committee meetings
- Zoning Ordinances
- Downtown and Redevelopment Planning
- Capital Improvement Plan Development
- Preparation and implementation of project related grants, including WDNR Stewardship Grants and WisDOT TEA Grants



Josh Miller is a member of Cedar Corporation's Planning and Grants Team. Josh has experience in planning and economic development since 2004 and has worked in both the private and public sector. He has extensive experience collaborating with communities on comprehensive plans, comprehensive outdoor recreation plans, safe routes to school plans, creating and amending Tax Incremental Finance Districts (TIDs), along with other types of planning projects, economic development efforts, and ordinance development.



SCHEDULE OF HOURLY RATES

2024 SCHEDULE OF HOURLY RATES

KEY TEAM MEMBERS

Below is a copy of Cedar Corporation’s Fee Structure for 2024. This rate schedule fee structure is adjusted annually in January and included with the March billing of each year.

NAME	TITLE	RATE
Russ Kiviniemi, PE	Village Engineer	\$230
Greg Adams, PE	Senior Advisor	\$200
Kevin Hankes, PE	Assistant Village Engineer	\$150
Brett Ingli, EIT	Staff Engineer	\$115
Lynn McIntyre	Planning and Grants Team Lead	\$160
Josh Miller	Zoning Ordinance	\$140

*Attendance at Village Board, Plan Commission, and Committee Meetings will be invoiced at Assistant Village Engineer Hourly Rate of \$150.

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

Vehicle Mileage	\$0.67/mile*
GPS/Robotic Survey Equipment	\$48/hour
Aerial Drone	\$350/hour
Hydrone	\$70/hour

*Mileage reimbursement is subject to adjustment during the calendar year based on the IRS standard mileage rate

Field supplies are charged to the project at cost. Review fees required by approving authorities shall be paid directly by the Owner.

THIS RATE SCHEDULE, APPENDED TO ANY CONTRACT, IS SUBJECT TO ANNUAL ADJUSTMENT.



AVAILABILITY AND RESPONSE TIME

CLIENT SERVICES

Fluctuating Needs

Cedar Corporation prides itself on tailoring our services to our clients. Our specialty is municipal services, and we understand that needs are constantly changing. We are able to adapt to this fluctuation in schedules by providing a team of qualified staff. This team will be increased or decreased, when necessary, to meet your expectations and project schedules.

Workload and Schedule

Cedar Corporation understands the needs and demands of a growing community. Our team approach allows us to have adequate capacity for various municipal projects. Our dedicated staff of 100 people is available to serve your needs. While Cedar Corporation is a successful company, with adequate workload, we are also a growing company. This provides additional capacity to provide services to the Village of Osceola.

Several members of various disciplines will always be involved in one fashion or another to provide services should it be requested.

Our Abilities

Our municipal success can be attributed to our team approach and attention to detail. We work hard to understand your needs, build strong relationships, and become like staff. Our vast experience allows us to be a resource to you. Our engineers and planners attend over 600 municipal meetings a year, providing invaluable advice to our municipalities on the daily issues affecting Wisconsin communities.

We are a Wisconsin firm. Our staff works daily with agencies such as WisDNR, County Highway, WisDOT, WisDOA, WEDC, and Rural Development. Our registered municipal engineers and certified planners work solely on municipal projects. In addition, Cedar Corporation is listed on WisDOT's roster of eligible engineering consultants.

Risk Control

Cedar Corporation's professional insurance company conducts RLI webinars every month to educate firms on controlling risks. Cedar Corporation encourages all employees to view these webinars monthly.

Legal Action or Grievances

There have not been any legal action or grievances against Cedar Corporation within the past ten years.



INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/8/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates 3101 Schneider Ave, Suite 2 PO Box 99 Menomonie WI 54751	CONTACT NAME: Emily Tuschl PHONE (A/C, No, Ext): 715-235-6131 E-MAIL ADDRESS: emily.tuschl@ansay.com	FAX (A/C, No): 715-235-4208														
INSURED Cedar Corporation 604 Wilson Ave. Menomonie WI 54751	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hanover Insurance Company	22292	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B :																
INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																

COVERAGES CERTIFICATE NUMBER: 686392863 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Architechts & Engineer Profession Liability-Claims Made Basis			LH1J330636	3/4/2024	3/4/2025	PER CLAIM AGGREGATE \$ 3,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Insurance Purposes USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Emily Tuschl</i>

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD



BUILDING TRUST
YOUR PROJECT · OUR PASSION

604 Wilson Avenue
Menomonie, WI 54751
715-235-9081
www.cedarcorp.com



PROPOSAL TO PROVIDE

Engineering Services for the Village of Osceola



Prepared for:
Village of Osceola
December 6, 2024



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Our capacity to address urgent and routine requests promptly

INSURANCE

Proof of general liability and professional liability insurance

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MSA PROFESSIONAL SERVICES, INC.

60 Plato Boulevard E., Suite 420, St. Paul, MN 55107

Contacts: Jon Herdegen, PE

Phone: (612) 548-3124

Email: jherdegen@msa-ps.com

Drew Lindh, PE

(715) 304-0310

dlindh@msa-ps.com

December 6, 2024

Devin Swanberg
Village of Osceola
310 Chieftain Street, P.O. Box 217
Osceola, WI 54020



Re: Proposal to Provide Engineering Services for the Village of Osceola

Dear Devin,

Projects come and go, but relationships last. At MSA Professional Services, Inc. (MSA), we believe in building honest, open relationships that go beyond the project so that we become a trusted source of expertise and support for immediate challenges and long-term goals. We are pleased to provide our proposal to partner with the Village and deliver professional services relating to your upcoming needs for planning, funding, engineering and surveying services.

Here is why MSA is a good partner for the Village of Osceola, and why we hope to work with you:

- **Long-Term Planning:** MSA has a team of dedicated professionals with vast experience in assisting communities with comprehensive planning and capital improvement plans. Prioritizing existing needs and projecting the long-term needs of the community will help the Village budget and stay ahead of funding opportunities as they arise.
- **MSA's Full-Service Capabilities:** With over 450 professionals at MSA, we're all committed to the Village's success. We match you with the best staff members to address your specific needs, all managed through a single point of contact at MSA. Our full-service capabilities allow us to do all work in-house without subcontracting work to other professionals, assuring high-quality deliverables and project performance. Our professionals work across teams and geographies on a daily basis, so we're positioned to build project teams that precisely meet the needs of each project. We look at projects holistically, and then zero in on the specific tasks at hand to deliver the greatest value per dollar.
- **Our Approach to Projects:** Our approach to projects is collaborative, open and honest, with communication as the key to success. MSA's goal is to work as an extension of your community and staff, applying our decades of knowledge and experience to assist the Village of Osceola in reaching your goals. We can serve the Village's multifaceted needs while still providing the prompt, personalized service you expect from a firm that serves as an extension of your staff.
- **Similar Project Experience:** As you'll see in our enclosed project experience, we have a robust resume of providing ongoing professional services to our municipal clients. Our wide range of project experience and complexity, combined with our 60+ years of serving municipal clients makes us well positioned to serve you. We have worked closely with other communities in similar positions, coming alongside Village staff to address immediate needs as well as making plans for smart growth in the future. Please consider calling our references listed in this qualification package to learn more about how MSA has assisted them through the years.

The Village of Osceola will benefit from MSA's full-service capabilities and long history of working with similar-sized municipalities to complete successful projects. Because of the nature of the projects we complete, we're laser focused on excellent project communication, strong project management and quality assurance and quality control. Please do not hesitate to call us using the contact information below; we look forward to continuing this conversation.

Sincerely,
MSA Professional Services, Inc.

Jon Herdegen, PE
Project Manager | Village Engineer

Drew Lindh, PE
Project Engineer | Assistant Village Engineer | Client Liaison



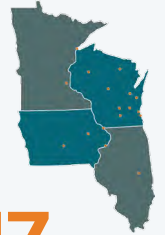
FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Once a rural land survey company, our firm now consists of over 450 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions. We are a 100% employee-owned ESOP S-Corp and incorporated in 1962.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

450+
TEAM MEMBERS



17
OFFICE
LOCATIONS



ENABLING PEOPLE TO **POSITIVELY IMPACT**
THE LIVES OF OTHERS SINCE 1919

33

INDUSTRY AWARDS
EARNED SINCE 2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects

SERVICES AT A GLANCE

When you select MSA, you are afforded the ability to work with a company who has each service you are requesting in your RFP in-house. Not only is this wide selection convenient as you tackle each project in your Capital Improvement Plan, but you can also have the added reassurance that each of our professionals regularly communicate with one another to make sure that we're all in sync.

Engineering

Infrastructure forms connections throughout your community. Streets connect homes to schools and businesses, water mains are a crucial link between wells and faucets, sewers link drains to wastewater treatment. A strong community is built around its public works infrastructure, and MSA's engineers will work with you to design and construct projects that solve age-old problems and encourage new development.

Funding

MSA's funding team are masters of maximizing funding within Wisconsin. Our projects can achieve 70% or more grant funding by combining more than one funding program on a project. Our

in-depth knowledge of each program allows us to interweave sources to minimize your project costs.

Surveying

Bringing "the outside in" so that the design is based on an accurate representation of site conditions, and then taking that design back out to the project site, is a crucial part of any infrastructure project. Our surveyors have the knowledge and expertise to complete these tasks accurately and efficiently. They continue to master new technologies, such as data collection with drones. In addition, our surveyors provide a full suite of professional survey services, including preparation of recordable survey maps and property monumentation.

Planning & Landscape Architecture

MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.



MUNICIPAL ENGINEERING

Municipal infrastructure is the backbone of communities, and at MSA, helping municipalities achieve their infrastructure goals is the backbone of our business. From bike trails to major roadways, underground utilities to park facilities, our in-house experts provide technical services to help you strengthen and improve your community. Beyond traditional engineering services, our professionals incorporate sustainable practices where possible, offer innovative solutions to overcome project challenges and have served as the Engineer of Record for numerous municipalities. We look forward to the opportunity to partner with you and your community to make it the best place to live, play and grow.

OUR IN-HOUSE SERVICES

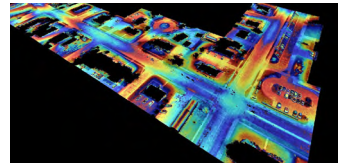
In the following, we have outlined MSA’s full-service capabilities to provide each and every service outlined in the RFP along with specific project examples.

CURRENT WISCONSIN MUNICIPAL CLIENT LIST

MSA has become a trusted consultant for many Wisconsin communities. At times, this has resulted in MSA being named City or Village Engineer. In other cases MSA serves as a “de facto” community engineer with a less formal arrangement. Wisconsin communities that we currently serve, as a primary consultant and/or as City/Village Engineer, include:

- City of Barron
- City of Beaver Dam
- City of Baraboo
- City of Brodhead
- City of Adams
- City of Elroy
- City of Hillsboro
- City of Ripon
- City of Lodi
- City of Montello
- City of New Lisbon
- City of Richland Center
- City of Nekoosa
- City of Fox Lake
- City of Oakfield
- City of Footville
- City of Campbellsport
- City of Princeton
- City of Green Lake
- City of Wisconsin Dells
- Village of Somerset
- Village of Deer Park
- Village of Boyceville
- Village of Siren
- Village of Luck
- Village of Minong
- Village of Birchwood
- Village of Webster
- Village of Cleveland
- Village of Harrison
- Village of West Baraboo
- Village of Barneveld
- Village of Belleville
- Village of Dane
- Village of Ridgeway
- Village of Sauk City
- Village of Cambridge
- Village of Arena
- Village of Lake Delton
- Village of Lomira
- Village of Pardeeville
- Village of Rock Springs
- Village of Friendship
- Village of Rio
- Village of Westfield
- Village of Kendall
- Bangor Municipal Utilities
- Wisconsin Dells – Lake Delton Sewerage Commission

AREAS OF EXPERTISE



ENGINEERING

We know the key to strong communities is the happiness of their residents and the health of their economies. MSA focuses on working alongside public and private clients to achieve both these ends by designing and constructing projects that solve age-old problems and encourage new development.

- Street and Utility Design and Reconstruction
- Potable Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment Systems
- Stormwater Management
- Park and Recreational Space Design
- Site and Land Development Civil Design
- Airport Planning and Design
- Agricultural Engineering
- Bridge Design and Construction
- Traffic Planning and Engineering
- Real Estate Acquisition

ARCHITECTURE

From intricate historical restorative projects to high-rise programming and design, our team aspires to design buildings that enrich the lives of our clients and enhance their futures.

- Architectural Design
- Mechanical, Electrical, Plumbing and Fire Protection Design
- Building Planning and Feasibility Studies
- Programming and Space Planning
- Site/Building Evaluation
- LEED® and Sustainable Design

SURVEYING & ASSET MANAGEMENT

MSA's surveyors have the resources and expertise to efficiently and accurately complete fieldwork and to provide high-quality survey documents.

- Land Surveys (Boundary Location or Establishment)
- Subdivision Surveys
- Topographical Surveys for Development Projects
- Redevelopment/Streetscape Surveys
- Infrastructure/Facility Design Surveys
- Utility Surveys
- Flood Elevation Surveys
- Construction Staking
- Control Surveys for Environmental Assessments
- ALTA/NSPS Land Title Surveys
- Mobile and Web-Based GIS Development

FUNDING

Our funding experts excel at coordinating grant and loan applications, and fulfilling the requirements of various agencies to help our clients turn project ideas to reality.

- Tax Increment Financing (TIF)
- Grant Writing
- Grant Administration
- Project Financing
- Stormwater Utility Studies and Creation

PLANNING & LANDSCAPE ARCHITECTURE

MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners and landscape architects work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.

- Comprehensive Planning
- Neighborhood and Corridor Planning
- Park and Recreation Planning
- Downtown Revitalization
- Housing
- Economic Development
- Capital Improvement and Strategic Planning
- Public Administration
- Urban Design
- Transportation Planning

ENVIRONMENTAL SERVICES

MSA's environmental scientists and technicians help communities identify and clean up contamination. We understand regulatory requirements and have built critical relationships with regulatory agencies.

- Phase I and II Environmental Site Assessments
- Wetland Design, Delineation, Restoration and Permitting
- Brownfield Site Development
- Asbestos, Lead and Mold Inspection/Remediation
- Spill Investigation and Remediation
- Solid and Hazardous Waste Management
- Permitting and Planning
- NPDES Compliance, Adaptive Management Plans, and Nutrient Trading

PLANNING & PUBLIC ENGAGEMENT

Our goal is first and foremost to listen to and understand our clients' needs and then create processes, plans and studies tailored to suit those unique requirements. It all starts with your vision. Our team is skilled at engaging your community members through a variety of tools, ranging from online surveys to in-person focus-groups and large format informational meetings. The professional planners that comprise **MSA's Planning + Design Studio** have helped hundreds of communities and private organizations define their vision, obtain funding and implement the improvements they seek. And, because our planners are part of a multidisciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

Our Planning + Design Studio is 19 strong consisting of:

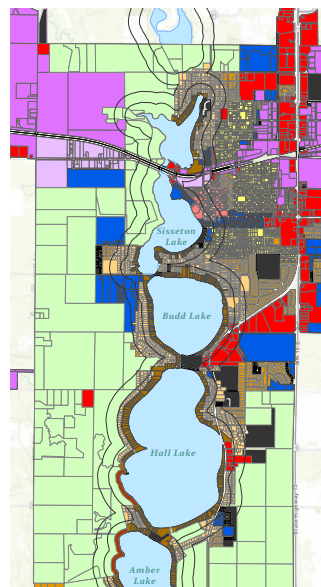
- 9 American Institute of Certified Planners (AICP)
- 3 Professional Landscape Architects (PLA)
- 3 Landscape/Urban Designers
- 3 Housing Specialists
- 11 Planning & Economic Development Specialists



CORE SERVICES

Below is a sample of the services that MSA's Planning + Design Studio can offer.

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Funding: Grant Writing, Grant Administration, Fundraising
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies
- Public Engagement
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning



FUNDING SERVICES



We've been on the community's side of funding projects and understand the complexities of project funding. Our long-standing relationships with agencies allows us to position your projects to be more successful. **Our team has helped secure over \$625 million and counting in grant funding and low-interest loans for our clients.**

MAXIMIZING FUNDS

MSA helps your community explore funding options that go beyond traditional public sources. Our dedicated funding specialists bring to the table a broad knowledge base of public funding sources, and are resourceful when it comes to identifying private, non-profit and other sources of funding. Financing methods and programs such as tax incremental financing (TIF), business districts, and local, state and federal grants and loans **can be packaged** with community resources to complete the must-do projects as well as create or enhance parks, recreational facilities, libraries and other projects that improve the fabric of your community. We help you strategize by combining our knowledge of a variety of funding sources with our expertise in bundling them together to help keep your costs low.

And, from consulting on special assessments, to creating the case for support and leading crucial conversations, our public engagement skills and capabilities go well beyond what you'd find from most engineering and planning partners.



SDWLP- and CDBG-funded new Well #5 in Somerset, WI

Clean Water Fund (CWF)

In the last five years, we've helped Wisconsin communities:

- Submit more than 62 Clean Water Fund Program (CWFP) applications on behalf of our clients.
- Secure \$26.3 million, including \$5.9 million for phosphorus reduction.
- Secure \$116 million in low- and no-interest loans.

Tax Incremental Financing (TIF)

Over the last 25 years, MSA has provided services to fund projects including:

- Street and Utility Improvements
- Wellhouse Upgrades
- Water Infrastructure Rehabilitations
- Misc. TIF Administration
- Site Development and Re-Development
- Developer Incentives

Safe Drinking Water Loan Program (SDWLP)

In the last five years, we've helped Wisconsin communities:

- Submit more than 49 SDWLP applications on behalf of our clients.
- Secure \$13.4 million in principal forgiveness financing (essentially grant dollars).
- Secure \$62.9 million low-interest loans.

Economic Development Administration (EDA)

Our most recent EDA-funded project received a \$500,000 grant from EDA for WWTF upgrades.

Stewardship Grants

In the last five years, we've helped 18 Wisconsin communities secure over \$6.3 million.

Community Development Block Grant - Public Facilities (CDBG-PF)

In the last five years, we've helped 40 Wisconsin communities secure over \$38.1 million in grants.

CITY OF BARRON

Project Spotlight: LaSalle Avenue Phase 1 and 2: The Phase 1 project replaced sanitary sewer, water mains, storm sewer, curb and gutter, street lighting and sidewalk. A combination of funding programs, including CDBG, Clean Water Fund and LRIP, provided more than 80% grant funding for the approximately \$2-million project. Phase 1 of the project was constructed in 2021.

The City began planning for Phase 2 of the project by working with MSA to prepare a downtown plan. This planning process included selection of key elements of the project, including street furnishing styles, and a decision to use “flex space,” which allows the parking lane to be used as additional sidewalk area during downtown events.

MSA also provided design, bidding, and construction services for the project, which included replacement of water mains, sanitary sewer, storm sewer, street (with base), curb and gutter, sidewalk, and street lighting, along with the addition of aesthetic elements such as planters, benches, and trash receptacles.

The City will utilize CDBG, Clean Water Fund, Safe Drinking Water Loan Program, Municipal Surface Improvement Discretionary Program, and TIF funds to make this \$4 million dollar project affordable. MSA provided application and administrative assistance for the project as well. Construction of the project occurred in 2024.

Additional projects: As named City Engineer, MSA attends Council and Plan Commission meetings, reviews development plans within the City, assists with application of zoning ordinances and provides cost estimates for capital planning. Other recent projects include a new elevated water storage tank and site design (including flood modeling) for a new playground in an existing City park. Our wastewater group is assisting the Barron-Cameron Joint Wastewater Commission to plan for a WWTF upgrade.



VILLAGE OF SOMERSET

For the past seven years, MSA has served as Village Engineer. We regularly attend Council, Public Works, and Plan Commission meetings. Our day-to-day engineering services include private development reviews of commercial and residential developments, capital improvement advice, meeting with residents and businesses to address drainage and erosion concerns, and we are a resource for prospective developers.

Project Spotlight: Church Hill Road (STH 35): WISDOT hired MSA to complete the road design for 1.3 miles of STH 35. The Main Street portion extended from County Road C to Church Hill Road. The Church Hill Road portion continued the improvements from Main Street to Laser Drive. Improvements included a paved off-street trail, storm sewer, curb and gutter, street lighting and concrete pavement. The Village of Somerset authorized MSA to complete the design and construction phase services for the water and sanitary sewer below the road. The project required an 11-mile detour. The Village concurrently rehabilitated the adjacent Apple River Bridge to limit inconveniences to residents and businesses to one construction season.

Additional projects: Sunrise Drive Roundabout, which helped ease congestion at the Somerset K-12 school campus, Blue Spruce Lane improvements, and 2023 concrete sidewalk and curb and gutter improvements. In addition to our engineering work, our planning, GIS, funding, and environmental personnel are actively engaged in the community:

- **Planning** – Impact fee needs assessment, comprehensive plan, comprehensive outdoor recreation plan (CORP), Village park master plan, downtown and interchange concept plans.
- **GIS** – Utility mapping and various applications, including residential issue reporting and adopt a hydrant/road applications.
- **Funding** – Assistance, application, and administration with TIF, CDBG, Clean & Safe SRF, and TAP.
- **Environmental** – Phase 1 and wetland delineations.



VILLAGE OF DRESSER



Project Spotlight: 1st and 2nd Street Reconstruction: This was a complete street and utility reconstruction project through a residential area in the Village. MSA helped the Village obtain \$1 million in CDBG grant funds, and an additional \$1 million in low interest loans through WI DNR. Updates included the addition of curb and gutter and storm sewer to replace open, paved ditches, and replacement of water, sewer and pavement.

Additional projects: MSA has been assisting the Village with infrastructure projects and estimating since 2017. This included the Peterson Drive and Horsmann Avenue reconstructions in 2018 and assistance with putting estimates together for their capital improvement plan.



CITY OF ST. CROIX FALLS



Project Spotlight: Vincent Street and Maple Drive: Vincent Street serves as one of the most prominent gateway routes into the historic St. Croix Falls downtown. Thousands of vehicles use Vincent Street to navigate through the City. One of the City's highest priorities was to replace the infrastructure under this key roadway.

MSA provided engineering design and funding assistance for the reconstruction of Vincent Street and Maple Drive. MSA completed a corridor topographical and boundary survey; designed water distribution upgrades; and provided sanitary sewer collection system and interceptor design. Services also included stormwater management modeling and storm sewer and reconstruction of both streets. Improvements included aesthetics such as the replacement of existing street lighting with decorative lighting and the replacement of existing sidewalks. Traffic calming features such as bumpouts and support for an electronic speed sign were incorporated into the design. MSA also assisted the City with exploring the potential for a mini-roundabout at the intersection of Vincent and Maple, along with other traffic calming alternatives, but these did not move forward. MSA provided renderings of decorative features considered for the project as part of community engagement and public input. The lift station was eliminated and gravity sanitary sewer was extended. MSA provided contract management and full-time construction observation.

MSA helped the City apply for WisDNR Safe Drinking Water Loan Program (SDWLP), WisDNR Clean Water Fund (CWF) and WisDOT Municipal Street Improvement Discretionary (MSID) and monitored the contractors' compliance with requirements.

CITY OF LINDSTRÖM



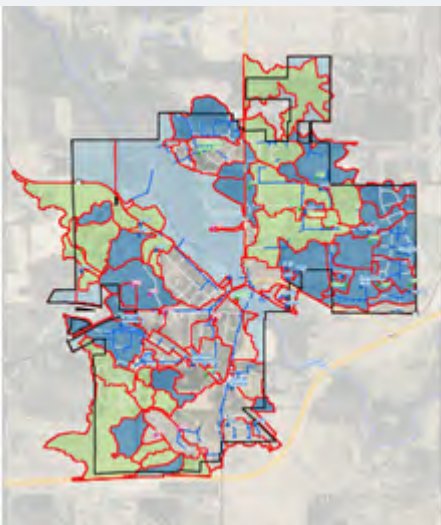
Project Spotlight: Newlander Avenue and Elm Street Improvements: This neighborhood was long overdue for a street and utility improvements project. The primary project objectives included safety enhancements, accessibility improvements, utility service delivery, and the overall quality of life for residents. The area's unique geographical features, including an irregular intersection, steep road grades, and proximity to South Lindstrom Lake posed several unique design challenges. Our design team developed innovative solutions to streamline traffic flow and improve safety for both drivers and pedestrians. With the project's close proximity to South Lindstrom Lake, enhanced erosion control and permanent stormwater management/treatment best management practices were incorporated into the project design and construction.

Additional Projects: Neal Avenue improvements, Irene Avenue improvements, CSAH25 multi-use trail improvements, 288th Street and pedestrian path, Allemansratt Park improvements, and Broadway Newell Street and utility improvements.

CITY OF NEW RICHMOND

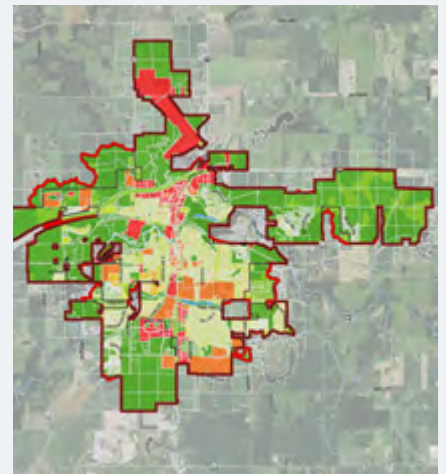
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VILLAGE OF SOMERSET



Project Spotlight: Stormwater Quality Plans: MSA prepared community-wide Stormwater Quality Plans for the City of New Richmond and Village of Somerset. These plans documented the findings of a study conducted for purposes of determining the pollutant load reduction achieved by their respective stormwater management system. The findings of this study are taken from detailed WinSLAMM Version 10.3 water quality models of the inside and pertinent areas outside the community. The models were used to evaluate TP and Total Suspended Solids (TSS) reductions provided by publicly and privately owned structural BMPs, road-side swales, and street sweeping practices. These plans identify projects and can serve as the basis for a future stormwater utility.

Additional projects: New Richmond and Somerset stormwater ordinance updates, two erosion vulnerability assessments for agricultural lands (EVAALs) for two St. Croix County watersheds, and Somerset TID 5 Regional Pond design. MSA serves as Somerset Village Engineer and part of New Richmond's consulting engineering pool.



CITY OF NEWPORT

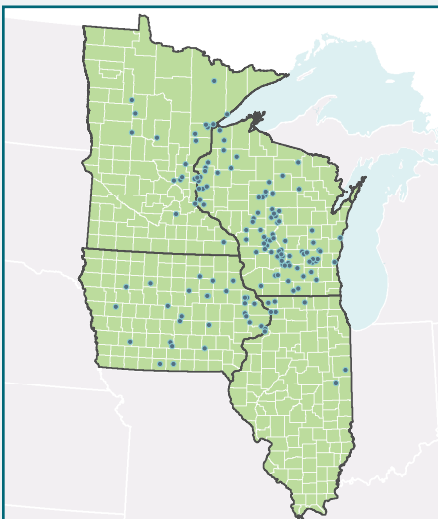


Project Spotlight: 12th Avenue and 12th Street Improvements: Nestled along the Mississippi River bluff, this corridor is known for its quiet beauty but also its significant stormwater challenges due to uncontrolled surface water runoff. MSA's design team was able to evaluate the existing runoff conditions, identify the critical areas requiring enhanced stormwater management, and develop a plan to address the issue. The final design included a conversion from a rural street section to an urban section with concrete curb, the extension of storm sewer collection system and replacement of water main, sanitary sewer mains and associated service laterals.

Additional projects: Catherine Drive utility extension, 2013 street and utility improvements, 2017 street and utility improvements, and sanitary sewer lateral lining improvements.



WATER SERVICES



The above map shows the locations of wastewater treatment plant projects completed by MSA in the four-state area.

Whether it's potable, stormwater or wastewater, the federal, state and local regulatory agencies typically have a lot to say about how it's managed. And complying with their requirements can be expensive and will require significant investment in time and money to operate and maintain your utility. Plus, what you do with one utility often has an impact on the others. Even while you look for solutions to address current permitting hurdles, you know that future growth and development will impact your water systems and infrastructure sooner rather than later, further complicating your planning efforts.

Water services:

- Stormwater
- Potable Water
- Wastewater



REFERENCES





110 Spring Street
PO Box 356
Somerset, WI 54025
(715) 247-3395

November 25, 2024

Devin Swanberg, Administrator
Village of Osceola
310 Chieftain Street
P.O. Box 217
Osceola, WI 54020

Dear Mr. Swanberg:

I understand that the Village of Osceola is seeking to partner with a consultant for the provision of engineering services. The Village of Somerset has utilized the services of MSA Professional Services for engineering and planning for the past seven years. In my role as Public Works and Economic Development Director of the Village of Somerset, I have worked closely with MSA to plan and implement projects throughout our Village.

I am providing this recommendation, at MSA's request, to share our experience with MSA and to recommend that Osceola strongly consider engaging with MSA as a partner for your community's success.

MSA provides day-to-day engineering services to our Village. In this role, they provide tasks such as site plan reviews and construction oversight as well as regularly attend Plan Commission, Public Works Commission and Board meetings. Somerset has worked with MSA on projects ranging from simple street reconstructions and utility extensions to more complex undertakings such as Church Hill Road (STH 35) improvements, construction a new wellhouse, water storage replacement, and improvements to our wastewater treatment facility. In addition to providing the engineering expertise needed to undertake these projects, MSA's funding team helps to make sure that the Village has access to grant and subsidized loan programs to make these needed projects affordable for the Village. Planning documents include our stormwater management plan and growth plans for our sanitary and water systems. The past year MSA updated Impact Fee Needs Assessment, Comprehensive Plan Update, and CORP.

Through our partnership, I have fostered meaningful relationships with MSA's staff, each team possessing specialized skill sets within their respective fields. Whenever I reach out to anyone at MSA, I consistently receive the necessary information to make informed recommendations or offer feedback to the community. MSA's availability to assist me with questions is one aspect I can't stress enough. I always feel like I am a priority, and they dedicate the time to fully understand my community's needs.

Based upon our positive experience with MSA, I strongly encourage you to consider MSA for engineering, planning, and funding services in your community. Please feel free to reach out for additional information if you have questions.

Sincerely,

Bob Gunther

Bob Gunther
Public Works/Economic Development Director
Village of Somerset
(715) 247-3395
rgunther@villageofsomerset.us



CITY OF NEWPORT

2060 1st Avenue
Newport, MN 55055
(651) 459-5677
ci.newport.mn.us

December 5, 2024

Devin Swanberg, Administrator
Village of Osceola
310 Chieftain Street
P.O. Box 217
Osceola, WI 54020

Dear Mr. Swanberg,

I am writing to recommend Jon Herdegen and MSA Professional Services for the position of Village Engineer for the Village of Osceola, WI. Jon has been an invaluable asset to the City of Newport, MN, demonstrating exceptional expertise and dedication in his role as an engineer.

Jon's ability to provide professional insight on day-to-day engineering-related challenges has been instrumental in the successful execution of numerous projects within our city. His analytical skills and problem-solving abilities have consistently ensured that our engineering projects are completed efficiently and to the highest standards.

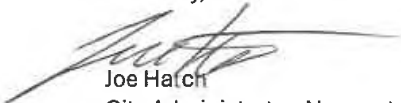
One of Jon's key strengths is his proficiency in handling a variety of commercial and residential site plan reviews. His thorough understanding of engineering principles and regulations has enabled him to deliver comprehensive and accurate assessments, ensuring that all developments meet the necessary requirements and contribute positively to our community.

Moreover, Jon is a valued member of the City's leadership team. His collaborative approach and strong communication skills have fostered a productive working environment, allowing for seamless coordination between various departments and stakeholders. Jon's commitment to excellence and his ability to lead by example have earned him the respect and admiration of his colleagues and the community alike.

In conclusion, I am confident that Jon Herdegen and MSA Professional Services will bring the same level of professionalism, expertise, and dedication to the Village of Osceola. I wholeheartedly endorse Jon for the position of Village Engineer and believe that he will be a tremendous asset to your team.

Please feel free to contact me at jhatch@newportmn.gov or 651-459-5677 if you require any further information.

Sincerely,



Joe Hatch
City Administrator, Newport, MN

UNDERSTANDING OF NEED & APPROACH

MSA's approach to partnering with Osceola will focus on availability and responsiveness. Your primary contact Jon Herdegen, will be available to Village staff, elected officials and appointees on a day-to-day basis to make sure that the Village's needs are being met. Through careful listening and observation, our team can assist in discerning your community's needs and identifying potential issues and opportunities; then we can connect you with resources at MSA to help meet your goals. Jon will bring in additional specialists, as needed, to provide expertise for projects and initiatives. Teams will form around each project to provide the required productivity, knowledge and experience to get the job done.

As a full-service consulting firm, we strive to be a trusted partner to your community. At any given time, our communication levels with your staff and elected officials will be commensurate with current project needs. Large projects will likely feature kick-off meetings, plan review meetings, status update emails, and written monthly updates to the Village Board. Small projects may be accomplished with just a few emails and phone calls. Our goal is for you to always know how we are working on behalf of your community, and what the cost of that work will be.

In addition to being available upon your request, MSA also proactively communicates opportunities and identifies potential issues, so small concerns do not grow into big problems. When new funding programs are announced, MSA shares that information with you, and reviews the programs with your potential projects in mind. We do the same with new regulations that have potential to impact your community. **And while we are happy to share information, professional advice, and recommendations, we recognize that you are the decision-makers.**

Communication is crucial to becoming a trusted partner, and that starts with professionals who are well versed in managing a range of municipal projects and who can effectively facilitate communication amongst all vested stakeholders. Jon Herdegen has the tools and experience needed to lead Osceola's projects.

PARTICIPATION IN VILLAGE MEETINGS: Our team has years of experience participating in Village meetings. The Village Board, elected and appointed officials, and the public expect — and deserve — their consulting firm to be prepared with accurate and relevant information. We recognize the importance of exhibits when needed and appropriate, and the value they can bring to a meeting. Because of the different backgrounds and experiences of the people who attend Village meetings, it is important to know the audience to help guide the final communication plan

for these projects. MSA has the technology and the personnel to provide public engagement consensus building and social media updates for project progress if Osceola is interested in this level of communication to the general public.

TECHNOLOGY RESOURCES: High-quality information systems are critical to our firm's operations. MSA equips employees with the latest technology, enabling core business relationships with other employees, clients, and additional external partners through digital networks. MSA's use of Microsoft Teams and VPN enables our staff to remain connected to their clients and projects, even when they're on the go. When needed, we bring that technology to you, to allow for virtual meetings, dynamic presentations and real-time collaboration.

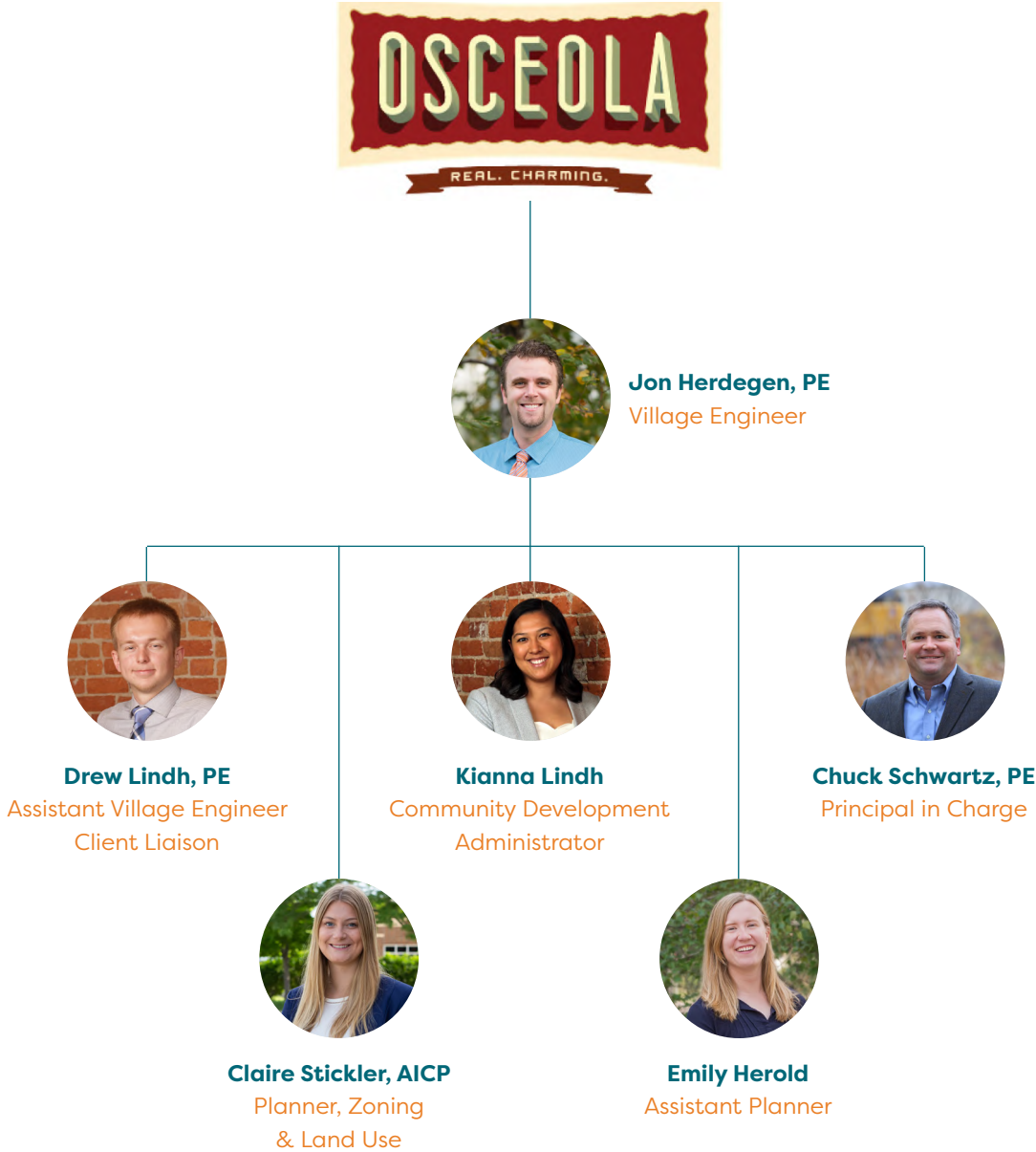
Advanced video conference technology empowers our team members to interact with other MSA employees, clients, agency officials, and contractors remotely, allowing us to consistently apply the knowledge of our strongest internal experts, regardless of their location.

VALUE OF A VILLAGE ENGINEER: MSA knows the importance of having an experienced engineer who is at-the-ready to help with day-to-day processes and issues as well as performing unique designs for a variety of projects that arise within the community. Whether it is a question from a developer, local resident or Village staff, you should expect a timely response from your MSA team.

CONSISTENCY IS KEY: Having a clear, concise and consistent approach to engineering, planning and funding will be key to the success of each project for the Village. By partnering with MSA, you'll receive just that. We know that consistency improves efficiency during the planning, design and review of construction processes. This also builds a sense of trust and comfortability with an individual or company — which cannot necessarily be explained on paper or quantified — but is crucial when it comes to community development. **MSA provides all of the necessary services that the Village is requesting, and then some.**

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced engineers and planners backed by more than 450 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**





Jon Herdegen, PE

VILLAGE ENGINEER

Jon is an accomplished and multi-talented team leader with more than 20 years of municipal engineering experience in planning, designing, and administering public works projects, complemented with offering maintenance support to municipal utility systems. He possesses expert knowledge in municipal management, budgeting, city ordinance development and implementation, regulatory compliance, and utility construction standards and inspections. He is extremely skilled in constructing, maintaining, and renovating public works infrastructure, including streets, water systems, stormwater management and sanitary sewer. Jon has the ability to establish and maintain effective working relationships with internal employees, members of City Council, contractors, boards, consultants, subordinate staff, and the public. He possesses strong interpersonal, negotiating, and communication skills, coupled with a proven track record of creating a work culture that rewards teamwork and cooperation.

EDUCATION

B.S., Civil Engineering, North Dakota State University

CERTIFICATIONS

Professional Engineer, WI, MN

AREAS OF EXPERTISE

- Project Scheduling
- Budget Management
- Stakeholder Communication and Management
- Leadership and Team Collaboration
- Regulatory Compliance and Quality Assurance
- Municipal Client Management
- Water/Wastewater Plan Development and Construction Administration
- Stormwater Management
- Pavement Management Plans
- Capital Improvement Planning
- Pavement Restoration

SELECTED PROJECT EXPERTISE

12th Avenue and 12th Street Improvements, Newport, MN

Jon was the Project Manager for programming, planning, design and construction management for urban street and utility improvement projects. Jon and his team worked with the City Public Works Department and adjacent property owners to design a street alignment and profile that balances the competing site challenges including steep slopes, narrow right-of-way, varying driveway grades and stormwater management.

CSAH 25 Multi-use Trail Improvements, Lindström, MN

Jon was the Project Manager for the 0.5-mile trail project along Highway 25 connecting two pedestrian trails. The design project included ADA-compliant facilities, curb additions, storm sewer installation, ditch re-establishment, signage, intersection facilities and site restoration. Environmental services were required, including wetland delineation and agency coordination. The new trail provides a safe connection for residents and students to the high school and downtown Lindström, and it will eventually link the Swedish Immigrant Regional Trail with the Gateway Trail by Chisago County.

Selected Plan Review Experience:

City of Newport, MN

- Bailey Farms Industrial Park – 40-Acre Mixed Use Development
- Redrock Square I – 42 Unit Apartment Complex
- Redrock Square II – 51 Unit Apartment Complex
- Wings of Newport – 200 Unit Assisted Living Facility
- Newport Warehouses – 227,000 SF Commercial Development
- Bailey Meadows (Phases 1-3) – 187 Unit Residential Development
- Cherrywood – 117 Unit Residential Development
- Redrock Villas – 143 Unit Multi-Family Residential Development

City of Lindström, MN

- Rosehill Senior Living – 82 Unit Senior Housing Complex
- Olinda Trail Apartments – 84 Unit Apartment Building
- Chisago Lakes Golf Estates – 31 Unit Single Family Residential Development
- Chisago Lakes Community Center – 54,000 SF Commercial Development
- St. Croix Regional Medical Center – 10,000 SF Commercial Development
- Morning Sun 3rd & 4th Addition – 46 Unit Single Family Residential Development
- Northland Apartment Complex – 92 Unit Apartment Building



Drew Lindh, PE
ASSISTANT VILLAGE ENGINEER
CLIENT LIAISON

Drew serves as a project engineer and has experience with a variety of civil engineering projects. Over the course of his career, Drew has worked on a range of municipal projects including asset management, road construction, and site design. He enjoys establishing reliable relationships with clients and communities he works with.

Education

B.S., Environmental Engineering, University of Wisconsin-Platteville

Registration

Professional Engineer, WI, MN

Selected Project Experience

- TIF #9 Creation, Amery, WI
- Keller Avenue (Downtown) Reconstruction, Amery, WI
- General Engineering Services, Boyceville, WI
- Wastewater Facility Plan, Boyceville, WI
- Main Street Reconstruction, Boyceville, WI
- WWTF Irrigation System Design & Construction Services, Frederic, WI
- Sanitary Sewer Rehab, Frederic, WI
- General Engineering Services, Siren, WI
- Comprehensive Water Study, Siren, WI
- Sewer and Water Extension, Siren, WI
- Lake Delton Streets Project, Lake Delton, WI
- Water-Sewer Study, Lindström, MN
- Water System Evaluation, Abbotsford, WI
- Swampbuck Dr Extension, Abbotsford, WI
- WI Well #8 Development, Altoona, WI
- 1stst and 2nd St Reconstruction, Dresser, WI
- Storm Sewer Replacement, Prairie Farm, WI
- LaSalle Avenue Reconstruction Phase 1, Barron, WI
- La Salle Ave Phase 2 (downtown), Barron, WI
- Water Tower #2 Construction, Barron, WI
- 2023 Watermain Replacement Project, Three Lakes, WI
- CTH A Sanitary Sewer Design, Three Lakes, WI
- CIP Set Up, Osceola, WI
- CORP Plan, Osceola, WI
- Comprehensive Plan Update, Osceola, WI



Chuck Schwartz, PE
PRINCIPAL IN CHARGE

Chuck serves as operations leader for the firm's Public Works North region, supporting clients in both Wisconsin and Minnesota. Joining MSA in 2013, he brings over 30 years of experience in municipal engineering work throughout Western Wisconsin and Minnesota. Also an experienced grant writer and team leader, he works cooperatively with staff, councils, residents, businesses and other agencies to solve problems and successfully complete projects.

Education

B.S., Civil Engineering, University of Minnesota

Registration

Professional Engineer, WI, MN

Selected Project Experience

- Engineer for the Villages of Somerset and Deer Park and Town of Somerset, WI
- Engineer for the Cities of Oak Grove, Harris, and Bethel, MN
- Site Plan Reviews for Multiple Communities in WI and MN
- 2024 Impact Fee Needs Assessment, Somerset, WI
- Sunrise Drive Roundabout, Somerset, WI
- 11th Street Reconstruction, Hudson, WI
- Stormwater Management Plan, Somerset, WI
- Stormwater Management Plan, New Richmond, WI
- Church Hill Road Water and Sewer Replacement, Somerset, WI
- 205th Street (WisDOT STP-Local), Town of Somerset, WI
- 60th Street (WisDOT STP-Local), Town of Somerset, WI
- Blue Spruce Lane Water Improvements, Somerset, WI
- 2023 Curb and Sidewalk Replacement, Somerset, WI
- Main Street and Front Street Improvements, Deer Park, WI
- TID 5 Lift Station, Somerset, WI
- Water Tower No. 2 Rehabilitation, Somerset, WI
- First Street Parking Improvements, Hudson, WI
- Well and Pumphouse #5, Somerset, WI
- Mary Park Boat Launch, New Richmond, WI
- Inwood Booster Station, Lake Elmo, MN
- Phase 1 WWTF Improvements, Somerset, WI
- 2014-2024 Street Improvements, Oak Grove, MN
- Well #3, Harris, MN
- Water Tower Rehabilitation, Harris, MN



Kianna Lindh
**COMMUNITY DEVELOPMENT
 ADMINISTRATOR**

Kianna's main role involves helping communities identify tailored funding solutions for their projects and overseeing the administration of those funds until project completion. With her expertise, she navigates various funding streams including Community Development Block Grants (CDBG), Wisconsin DNR, USDA-RD, and TIF. Kianna takes pride in collaborating with communities to secure funding for their projects and seeing them come to fruition.

Education

B.S., Public Administration, University of Wisconsin-La Crosse

Selected Project Experience

- Village of Osceola Stewardship Grant & Administration
- Village of Dresser 2023 CDBG-PF Application & Dresser
- Village of Dresser SDWLP & CWFPA Applications & Administration
- City of Amery Creation of Tax Incremental District No. 10
- City of Amery Southern Corridor Development Plan
- City of Amery CDI Grant Application
- Village of Frederic CDBG-PF Application & Administration
- Village of Frederic SDWLP DNR Application & Administration
- Village of Deer Park WWTF Funding Applications & Administration
- City of Amery Tax Incremental Finance Ongoing Consultation



Claire Stickler, AICP
PLANNER, ZONING & LAND USE

Claire serves as a project planner and works on a variety of engineering and planning-related projects. Claire manages planning projects ranging from comprehensive land use, small area plans, and parks and recreation plans as well as multiple communities' day-to-day planning tasks. She is passionate about community engagement and the connections that she makes with communities, helping them become better places to live, work and play.

Education

B.S., Community and Regional Planning, Iowa State University

Certification

American Institute of Certified Planners (AICP)

Selected Project Experience

- Planning and Zoning Assistance, Amery, WI
- Comprehensive Plan and Zoning Ordinance Updates, Dassel, MN
- Zoning and Subdivision Updates, Fairmont, MN
- Unified Development Code, Becker, MN
- Zoning Assistance and Administration, Shafer, MN
- Zoning Assistance and Planning Services, Pine City, MN
- Parks, Recreation, and Open Space Master Plan, Scandia, MN



**Emily Herold, AICP
 Candidate**
ASSISTANT PLANNER

Emily has experience in many disciplines within the planning and design realm, ranging from comprehensive plan production and community engagement to zoning administration. She is passionate about the experiential aspects of design and helping communities improve their built environments on small and large scales.

Education

B.D.A., Architecture, University of Minnesota-Twin Cities

Certification

American Institute of Certified Planners (AICP) Candidate

Selected Project Experience

- Comprehensive Outdoor Recreation Plan and Comprehensive Plan Updates, Osceola, WI
- Zoning Administration, Lakeland, MN; Afton, MN; Pine City, MN; Shafer, MN; Amery, WI
- Comprehensive Plan Update & Small Area Plan, New Prague, MN
- Unified Development Code, Becker, MN
- Zoning & Subdivision Code Updates, Fairmont, MN
- Parks, Recreation, and Open Space Master Plan, Scandia, MN
- Comprehensive Plan Update, Hudson, WI
- Comprehensive Plan & Zoning Ordinance Update, Dassel, MN

RATE SCHEDULE



RATE SCHEDULE 2025

CLASSIFICATION	LABOR RATE
Administrative	\$ 85 – \$154/hr.
Architects.....	\$ 85 – \$198/hr.
Community Development Specialists	\$137 – \$198/hr.
Digital Design	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists.....	\$110 – \$193/hr.
Geographic Information Systems (GIS).....	\$100 – \$193/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$110 – \$143/hr.
IT Support.....	\$175 – \$193/hr.
Land Surveying	\$ 85 – \$198/hr.
Landscape Designers & Architects	\$ 85 – \$220/hr.
Planners	\$ 85 – \$215/hr.
Principals.....	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems.....	\$155 – \$204/hr.
Project Managers	\$120 – \$248/hr.
Real Estate Professionals	\$140 – \$193/hr.
Staff Engineers.....	\$ 85 – \$149/hr.
Technicians	\$100 – \$151/hr.
Wastewater Treatment Plant Operator	\$ 92 – \$118/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports.....	\$10
Copies	\$0.14/page
Plots	\$0.01/sq.in.
Flash Drive	\$10
GPS Equipment	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment	\$20/hour - \$2/hour for DOT
Dini Laser Level	\$85/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing	\$30/day
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Geodimeter	\$30/hour
Drone Flight.....	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification.
These rates are in effect until December 31, 2025.

HOURLY RATES

MSA discusses and develops a fee system that works for our clients. We do not automatically assign a fixed percentage to our projects. Each project is individually scoped with input from our clients. Our services during construction are usually invoiced on an hourly basis with a budget presented at the beginning. As the contractor can have a substantial impact on the hours of service, it is difficult to develop a lump sum fee that is fair to both us and our client.

Per the requirements of your Request for Proposal, the below rates will apply for professional services related to Village general engineering services. Pass through costs to developers will be billed in accordance with our standard rate schedule.

HOURLY RATE FOR VILLAGE ENGINEER

\$160 | No charge for tasks associated with transition services from previous consultant.

HOURLY RATE FOR ASSISTANT VILLAGE ENGINEER

\$130 | No charge for tasks associated with transition services from previous consultant.

RATES FOR ATTENDING IN-PERSON VILLAGE BOARD AND PLANNING COMMISSION MEETINGS AS NEEDED

No charge first meeting each month.

RATES FOR ATTENDING VIRTUAL BOARD AND PLANNING COMMISSION MEETINGS AS NEEDED

\$100 per each meeting.

HOURLY RATE SCHEDULE

We would be pleased to discuss specific examples of project construction costs vs. engineering fees charged, if you are interested in gaining a feel for how our project costs compare with competing consultants. Note that the minimum increment of time billed for our services is 0.25 hours.

AVAILABILITY AND RESOURCES TO COMPLETE YOUR PROJECTS

MSA submits this Proposal with the commitment that our staff and equipment will be available to accomplish the work in sequence and according to established timetables. Our team has the capacity to handle your projects and to provide excellent service. For each project, we select a team that has worked on similar-sized projects, and has the expertise to explore all viable alternatives.

COMPLETING PROJECTS IN A TIMELY MANNER

MSA has a broad array of personnel well suited to the specific needs of this project. As a firm with more than 450 employees, we have the bench strength to pull in additional resources, whenever necessary, to make sure your projects are completed in a timely and effective fashion. We openly communicate and share information between our 17 offices to bring you more ideas and better solutions. Our proposed project team will be able to draw from any of our disciplinary area expertise at any time throughout the duration of your project.

In addition to personnel, MSA is committed to making the latest technology available to our employees. All MSA offices are connected via a high-speed wide-area network (WAN) that allows easy and rapid sharing of electronic data from one office to another. Completing projects on time and within budget requires more than just technology.

ABILITY TO WORK WITH FLUCTUATING NEEDS

MSA's success as a consultant depends upon our ability to meet the fluctuating needs of our clients. A community's need for planning and design services can vary greatly from year to year. More than 60 years of experience in the consulting industry has allowed MSA to develop strategies for distributing workloads across time and distance in order to efficiently meet challenges in the time frames allowed. Employees work flexible hours and workloads can be shared across teams so that projects are completed in an efficient manner as needs arise. Creating a unique project team for each project allows us to manage our resources so that we have the right staff available at the right time.



MSAPROF-04

WGERKEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TRICOR, LLC 230 W Cherry St Lancaster, WI 53813	CONTACT NAME: Wendy Gerken PHONE (A/C, No, Ext): (608) 356-6608 1910 FAX (A/C, No): E-MAIL ADDRESS: wgerken@tricorinsurance.com <hr/> INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : CNA 20443 INSURER B : Cowbell Cyber INSURER C : INSURER D : INSURER E : INSURER F :
INSURED MSA Professional Services Inc 1230 South Blvd Baraboo, WI 53913	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			7039431573	6/30/2024	6/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7039431542	6/30/2024	6/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7039431556	6/30/2024	6/30/2025	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			7039555939	6/30/2024	6/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Cyber Liability			PLM-CB-SSVSCQ5PL-003	6/30/2024	6/30/2025	Aggregate Limit \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER MSA Professional Services Inc.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Wendy S Gerken</i>
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MSAPROF-01

CJOHNSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	CONTACT NAME:
	PHONE (A/C, No, Ext): (617) 328-6555 FAX (A/C, No): (617) 328-6888 E-MAIL ADDRESS: boston@amesgough.com
INSURED MSA Professional Services, Inc. 1230 South Boulevard Baraboo, WI 53913	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : Berkshire Hathaway Specialty Insurance Company (A++XV) 22276
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			47EPP31390504	2/1/2024	2/1/2025	Per Claim Limit 5,000,000
A				47EPP31390504	2/1/2024	2/1/2025	Aggregate Limit 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All Coverages are in accordance with the policy terms and conditions.
 Claims Made Policy - Environmental Coverage Included. Deductible is \$100.00.

CERTIFICATE HOLDER MSA Professional Services 1230 South Blvd Baraboo, WI 53913	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Gared Maxwell</i>
--	--

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.
ENGINEERING SERVICES | OSCEOLA, WI | DECEMBER 6, 2024



PROPOSAL FOR PROFESSIONAL SERVICES

General Engineering Services

VILLAGE OF OSCEOLA, WISCONSIN | DECEMBER 6, 2024



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

December 6, 2024

Village of Osceola, WI
Attn: Devin Swanberg
administrator@vil.osceola.wi.us



RE: Engineering Request for Services for the Village of Osceola

Dear Mr. Swanberg and Members of the Village Board:

The Village of Osceola is taking an important step in seeking a consultant to provide comprehensive Village Engineering services, including zoning and land use, roadway projects, site planning, stormwater management, and other important infrastructure services. Most importantly, a successful Village Engineer partner must be committed to a relationship built on consistent communication, trust, and reliability, in addition to providing a wide array of engineering services in-house.

This is where Short Elliott Hendrickson Inc. (SEH®) comes in!

Based on our understanding of your needs from our conversations and past collaborations with you, and our experience serving as Village Engineer for over 40 communities across Wisconsin, we have identified the following critical success factors as key drivers of a successful Village Engineer relationship.

Reliable and Responsive Service: We have learned that one of the most significant keys to client satisfaction is being ready to respond when you pick up the phone. Your projects shouldn't have to wait! Proposed Village Engineer Erik Henningsgard has served in a similar capacity in several municipalities across Wisconsin, and is located only twenty minutes away, meaning he will be readily accessible for meetings, conversations, and visits.

Familiar with Your Needs: SEH is proud to have completed several projects in the Village over the last several years, which means we are also aware of many of the opportunities before the Village in the coming years. We have identified several of these projects in our **Past Collaborations and Future Opportunities** map later in this proposal. We are grateful for these past collaborations and the insights we've gained from them. This means being able to deliver solutions that are tailored to you, leveraging our understanding of your unique position along the St. Croix River, your historic preservation efforts in your vibrant downtown, and your beautiful parks and trails.

Streamlined Access to Resources: As a full-service firm, we can deliver a range of projects all in-house, while still attending to that all-important element of being a steady advocate for you. In addition to your longstanding working relationship with Erik, you will likely be familiar with several of the names that appear throughout our proposal. We have included a range of professionals in our submittal because your engineering projects have the potential to intersect across several disciplines and needs.

In every sense of the term, we are committed to being your advocate for project programming, design, funding, and implementation. We're available when you need us, aligning our array of services with your needs and making sure your priorities are our priorities. If you have any questions, please feel free to contact Erik at 715.861.4883 or ehenningsgard@sehinc.com, or proposed Assistant Village Engineer Sarah Aarthun at 715.861.4925 or saarthun@sehinc.com. We're ready to get to work!



ERIK HENNINGSGARD, PE, CPESC (WI, MN)
VILLAGE ENGINEER



SARAH AARTHUN, PE (WI, MN)
ASSISTANT VILLAGE ENGINEER



CONTENTS

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TEAM MEMBERS.....	9
FEE SCHEDULE	16
AVAILABILITY AND RESPONSE TIME	18
INSURANCE	19

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

OSCEO 181596



Firm Overview

SEH is a 100% employee-owned engineering, architectural, environmental, and planning company. Our integrated teams simplify the world's complex challenges by improving mobility, designing better places, engineering clean water, and renewing infrastructure. Serving clients across the nation, our collective purpose and body of work is focused on Building a Better World for All of Us®.

BUILDING A BETTER WORLD FOR ALL OF US®

"Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks, and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers, and lakes, and improved sanitary and sewer systems. "For all of us" means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve, and citizens of the world.

Much of the work we do at SEH is providing general engineering services to a wide array of communities as an extension of staff. We have been serving clients for more than 97 years, and many of our clients have been with us for nearly that long, translating to unparalleled familiarity and strong, lasting relationships with the agencies and entities we work with and/or serve.

LOCAL SERVICE WITH NATIONAL RESOURCES

Our proposed Village Engineer and primary point of contact, Erik Henningsgard, lives within twenty minutes of the Village. He will be able to respond quickly and efficiently to meet your most pressing project needs. Our resource pool spans the nation, but our service to you retains all the benefits of a local firm: ample regional experience and knowledge; working relationships with nearby municipal entities, local firms, and contractors; and most importantly, a personal approach to service.

VILLAGE ENGINEER SERVICES

We have assembled a highly qualified team with relevant project-specific and general services experience to provide outstanding service for the Village of Osceola.

- Zoning and Land Use
- Road Projects
- Site Plan Reviews
- Stormwater Management
- Water Tower Telecom Support
- Water Tower Maintenance
- Well Maintenance and Design
- Water System Planning
- Park Planning
- Rate Studies
- Impact Fee Calculation
- WWTF Operation and Improvements
- Sewer Collection System Planning
- Grant Writing
- Comprehensive Planning

SHORT ELLIOTT HENDRICKSON INC.

founded in

1927 

WE PARTNER WITH CLIENTS



in nearly every U.S. state and many Canadian provinces

EMPLOYING

 900+

engineers, architects, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE

4 market areas: mobility, better places, clean water, and renewing infrastructure



AN IMPRESSIVE 80%



of our clients are repeat customers



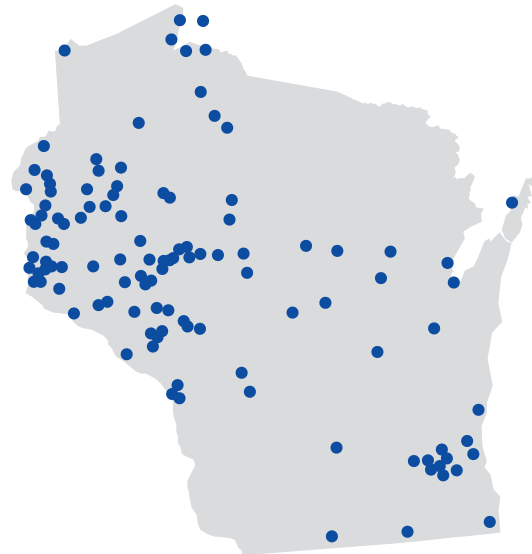
Experience

Selecting SEH provides the Village of Osceola with an experienced, local, full service and multidisciplined team that will provide consistency and continuity for all aspects of the Village's day-to-day operations. The list below shows some of the communities with whom we are performing or have performed similar work.

PROJECTS	SERVICES													
	SURVEYING	GRANT ASSISTANCE	STREET DESIGN	SANITARY SEWER DESIGN	STORMWATER DESIGN	WATER UTILITY DESIGN	WATER MAIN DESIGN	UTILITY FACILITATION	DEVELOPER REVIEW	SIDEWALK DESIGN	GIS/GPS SERVICES	SITE PLAN REVIEW	STREET CONSTRUCTION MANAGEMENT	TRAFFIC STUDY
City of New Richmond, WI	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Town of Kinnickinnick, WI	●	●	●						●				●	
Village of Baldwin, WI	●	●	●	●			●	●	●	●	●	●	●	
City of Hudson, WI	●	●	●	●	●		●	●	●	●	●	●	●	●
City of Lakeland, WI	●	●	●		●		●	●	●	●	●	●	●	●
City of Amery, WI		●	●	●	●		●	●	●	●	●	●	●	
City of River Falls, WI	●	●	●	●	●	●	●	●	●	●	●	●	●	●

40+

COMMUNITIES SERVED
THROUGHOUT WISCONSIN AS
THE CITY OR VILLAGE ENGINEER



PAST EXPERIENCE & FUTURE OPPORTUNITIES | VILLAGE OF OSCEOLA, WI

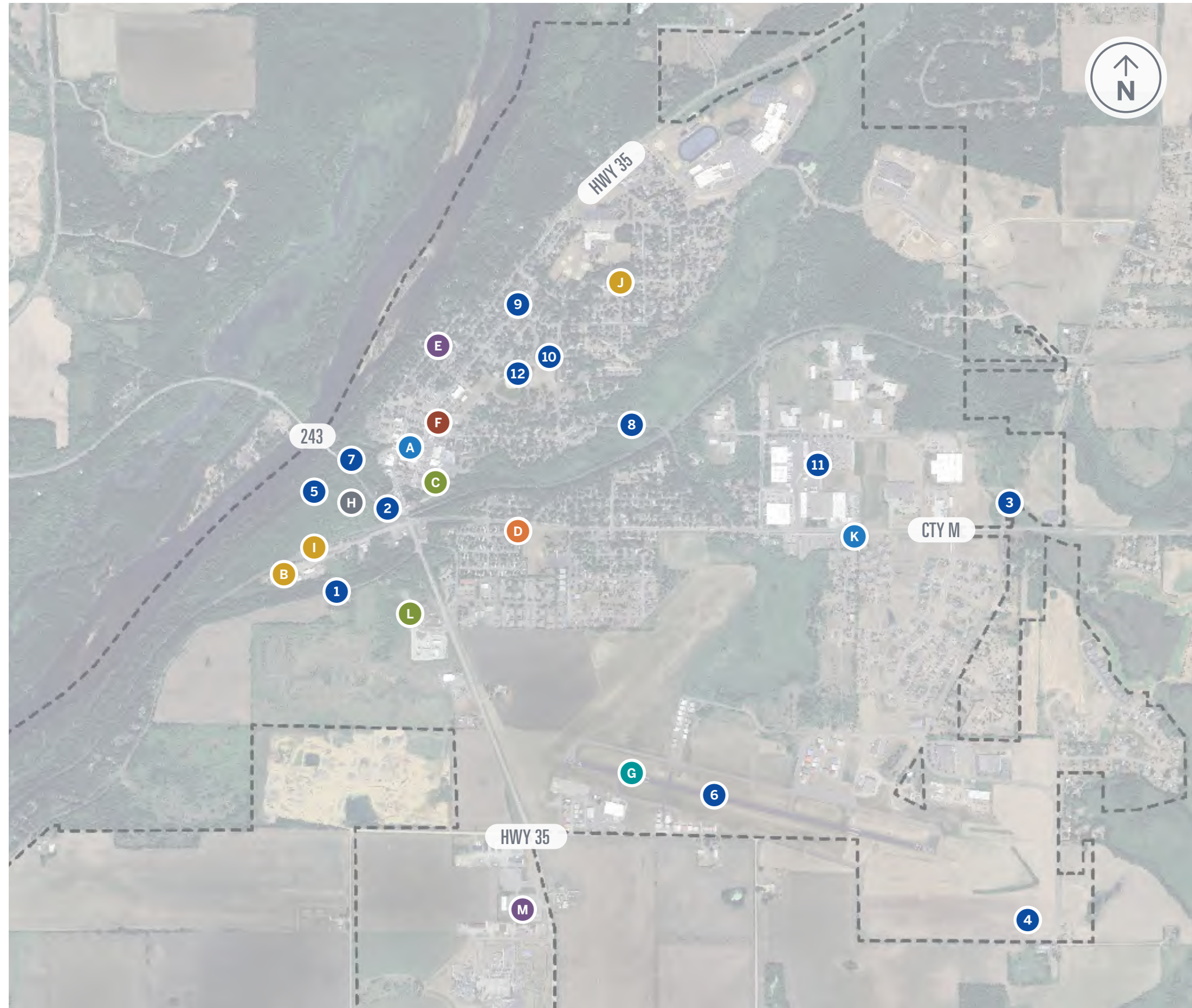
PAST PROJECTS

- A** HWY 35 Reconstruction
- B** Historic WWTP Improvements
- C** Comprehensive Outdoor Recreation (CORP)
- D** Seminole Ave Sewer Study
- E** Stormwater Planning
- F** Discovery Center Design and Construction
- G** Wheels and Wings – Transportation Plan
- H** Telecom Review
- I** Sanitary Sewer Rate Study
- J** Water Rate Study
- K** Well Repairs and Recondition
- L** Osceola Heights Street and Utility Improvements
- M** Fire Station Relocation

FUTURE OPPORTUNITIES

SEH is currently working with Village staff on a WWTP Facility Plan and the Bluff Water Tower Main Replacement project. SEH has the experts and local knowledge to best serve the Village for decades to come. Below is a partial list of the projects we can assist the Village with, immediately and into the future:

- 1** WWTP – Facility Plan
- 2** Bluff Water Tower Main Replacement
- 3** Water Tank Maintenance
- 4** Iron and Manganese Water Treatment Plant Improvements
- 5** Telecom Review
- 6** Airport Planning
- 7** Cascade Falls Improvement Project
- 8** Street Maintenance and Reconstruction
- 9** Water Main and Sewer Main Replacement
- 10** Assistance with Zoning and Site Plan Reviews
- 11** Stormwater Management Reviews
- 12** Day to Day Engineering Support



VILLAGE OF OSCEOLA - PAST EXPERIENCE

Over the last several years, we have been proud to partner with you on a range of projects in Osceola. We do not take these opportunities for granted! Below, we have summarized the range of our experience. This familiarity with your history allows us to hit the ground running in serving you, ready to provide assistance whenever you need us.

A HWY 35 RECONSTRUCTION

We assisted with the design of the downtown reconstruction of Hwy 35 in 2006, enhancing the beauty of downtown.

B WWTP IMPROVEMENTS

We designed the improvements to the treatment plant and continue to provide assistance to the Village with WWTP operations.



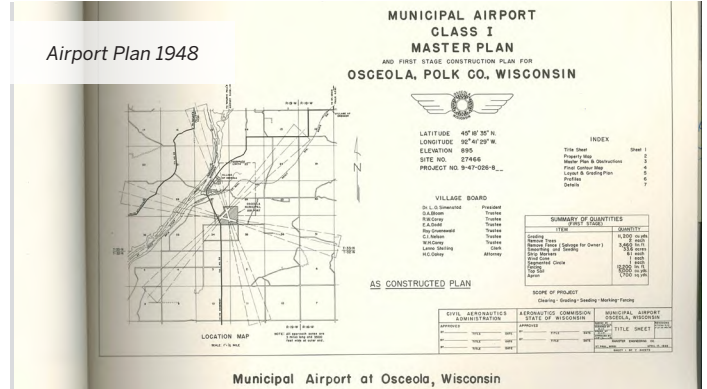
HWY 35 Reconstruction

C COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP)

We prepared the CORP plan in 2014, providing guidance for park improvements and making the Village eligible for the Stewardship Grant program.



Comprehensive Outdoor Recreation Plan (CORP) 2014



Municipal Airport at Osceola, Wisconsin

D SEMINOLE AVE SEWER STUDY

We recently completed a study to determine the capacity of the sanitary sewer collection system with the pending potential development of Plane View Estates.

E STORMWATER PLANNING

We assisted the Village in obtaining a grant and completing storm sewer mapping and stormwater management planning.

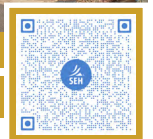
F DISCOVERY CENTER DESIGN AND CONSTRUCTION

We completed the design and construction administration of the new Village Hall, Police Station, and Library.



Discovery Center

SCAN TO LEARN MORE



G WHEELS AND WINGS – TRANSPORTATION PLAN

We have been collecting traffic counts in and out of Wheels and Wings for years and assist the Village in updating signage and traffic flow patterns to avoid traffic delays for the event.

H TELECOM REVIEW

We recently reviewed the Village's lease agreement with Verizon, such that the Village could fully leverage the agreement for the Village's benefit.

J SANITARY SEWER RATE STUDY / WATER RATE STUDY

We assisted the Village in completing sewer and water rate studies to ensure the applied rates are adequately covering the costs.

K WELL REPAIRS AND RECONDITION

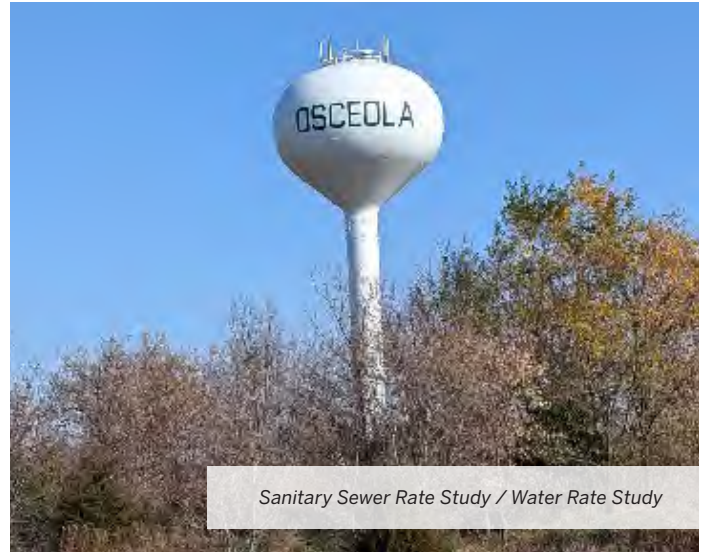
We work with the Village Utilities for miscellaneous maintenance and upgrades to existing wells.

L OSCEOLA HEIGHTS STREET AND UTILITY IMPROVEMENTS

We prepared the street, utility, and stormwater management design for the extension of Ridge Road to serve the Osceola Heights subdivision.

M FIRE STATION RELOCATION

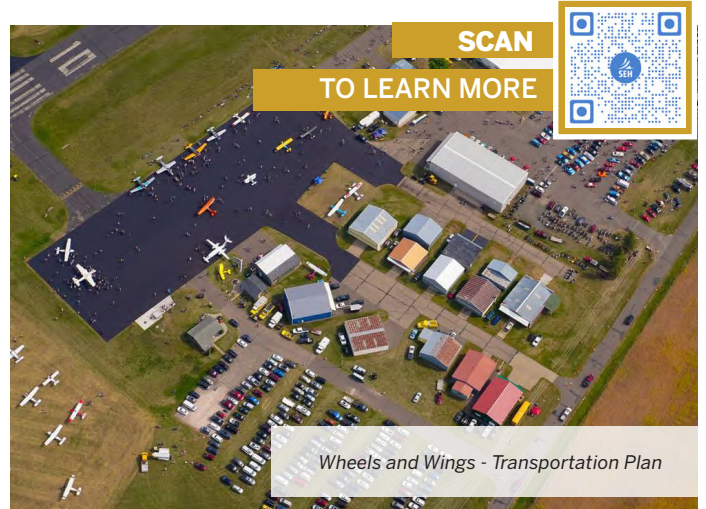
We assisted the Village with a \$1.3 million renovation changed a 25,800 sq. ft. lumber yard building into the Village's new fire station. The new station includes office spaces, added locker rooms and a kitchen and modifications to the existing warehouse building to accommodate fire apparatus and support spaces.



Sanitary Sewer Rate Study / Water Rate Study



WWTP Operations Assistance



Wheels and Wings - Transportation Plan

FUTURE OPPORTUNITIES

SEH is currently working with Village staff on a WWTP Facility Plan and the Bluff Water Tower Main Replacement project. SEH has the experts and local knowledge to best serve the Village for decades to come. Below is a partial list of the projects we can assist the Village with, both immediately and in the years to come.

- **WWTP – Facility Plan**
- **Bluff Water Tower Main Replacement**
- **Water Tank Maintenance**
- **Iron and Manganese Water Treatment Plant Improvements**
- **Telecom Review**
- **Airport Planning**
- **Cascade Falls Improvement Project**
- **Fire Station Relocation**
- **Street Maintenance and Reconstruction**
- **Water Main and Sewer Main Replacement**
- **Assistance with Zoning and Site Plan Reviews**
- **Stormwater Management Reviews**
- **Day to Day Engineering Support**

EXPERIENCE AND REFERENCES

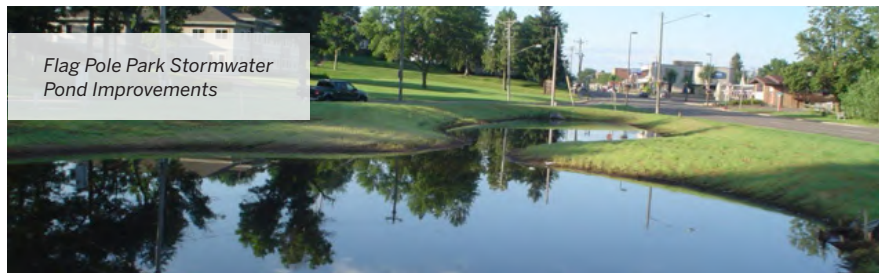
AMERY GENERAL SERVICES

CITY OF AMERY

SEH was selected as Amery's City Engineer in 2012 and has continued providing engineering services since then. Tasks include landfill monitoring, routine engineering and planning reviews, stormwater management, ordinance review, telecommunication plan reviews and oversight, and airport engineering, as well as design, bidding, and construction services for projects. SEH works as an extension of City staff assisting the City with consulting engineering needs.

FLAG POLE PARK STORMWATER POND IMPROVEMENTS

This stormwater improvements project utilized Wisconsin DNR funding to improve water quality and decrease flooding along STH 46 and the north end of the community adjacent to North Twin Lake.



WWTP

The City of Amery has used an oxidation ditch for wastewater treatment since the mid-1900s. Limited upgrades were made in the 1990s to various treatment processes. Due to age and safety concerns, the City began a Facility Planning process in 2021, enlisting SEH's wastewater experts to evaluate the treatment plant. The plan assessed the condition and capacity of each process to meet future demands. It recommended replacing the oxidation ditch with a Sequencing Batch Reactor and updating screening, grit removal, and influent pumping facilities. Existing tanks will be retrofitted for solids handling, and sludge thickening and UV disinfection will be updated. Design of the project has been completed, and the project has been bid and awarded. Construction on the much needed improvements began in July of 2024.

20

THE NUMBER OF WORK CONTRACTS PERFORMED WITH AMERY



CLIENT

City of Amery



PROJECT DATES

2012-Present



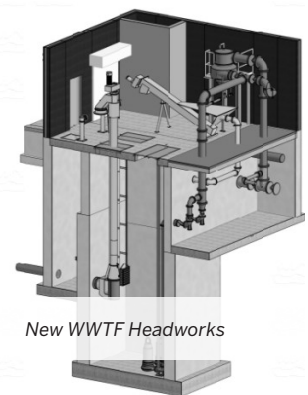
REFERENCE

Taylor Larson, Clerk/Treasurer
715-268-3410
taylor.larson@amerywi.gov



KEY PERSONNEL

Erik Henningsgard
Jeremiah Wendt
Sarah Aarthun



SOUTH INDUSTRIAL PARK ROAD

SEH has been working with the City of Amery since 2014 for the development of 20 acres within the City. SEH has provided an Industrial Park Expansion Analysis Report, utility analysis, WisDOT access permitting, wetland jurisdictional determination, and cost estimating. The project provides shovel-ready sites for the City to attract new businesses in the community.

AMERY AIRPORT MASTER PLANNING AND SERVICES

The SEH aviation planning and design team are working with the City on a 20-year airport Master Plan which evaluates the existing airport facilities, provides based aircraft and operations forecasts, and determines the future plans for the facility.

HUDSON GENERAL SERVICES

CITY OF HUDSON

SEH has served the City of Hudson in a number of engineering and planning roles over several decades. Our support of the Water Utility staff began in the 1980s and continues today. In 2012, SEH was selected as the firm to assist with stormwater compliance, traffic engineering, GIS mapping, and developer plan reviews. During a recent period when the City was without a staff City Engineer due to retirement, SEH staff provided additional engineering support to City staff. Our staff also designs construction projects for the City, including the wastewater treatment plant expansion, Highway 35 Utility Replacements, water tower rehabilitations, new municipal well construction, and the reconstruction of Vine St.



COMPREHENSIVE PLAN

The City of Hudson hired SEH to perform a 10-year update to its comprehensive plan as required by the State of Wisconsin. Through rigorous public engagement strategies that include in-person meetings, community forums, and interactive online tools, SEH helped the City create a living document that bridges generations with an eye to the future, and an ear to the City's rich, historic past. The plan identifies community issues, opportunities, and needs in a way that facilitates land use decisions and effective use of community resources in achieving the community's long-term vision.

LAKEFRONT PARK PLANNING

Situated along the St. Croix River, the City of Hudson hired SEH to help the community develop a vision and plan for a more accessible and recreation-based waterfront, spanning two miles along the river from Interstate 94 to the railroad bridge on Hudson's St. Croix Street, with the main goal of reinforcing the City's river town identity.

VINE STREET RECONSTRUCTION

As a main thoroughfare to the City, Vine Street is not only one of the more heavily traveled local roads in the City, but is also adjacent to the high school, supporting a lot of pedestrian traffic. With Erik as project manager, SEH provided a traffic and

53

THE NUMBER OF WORK CONTRACTS PERFORMED WITH HUDSON



CLIENT

City of Hudson



PROJECT DATES

1980-Present



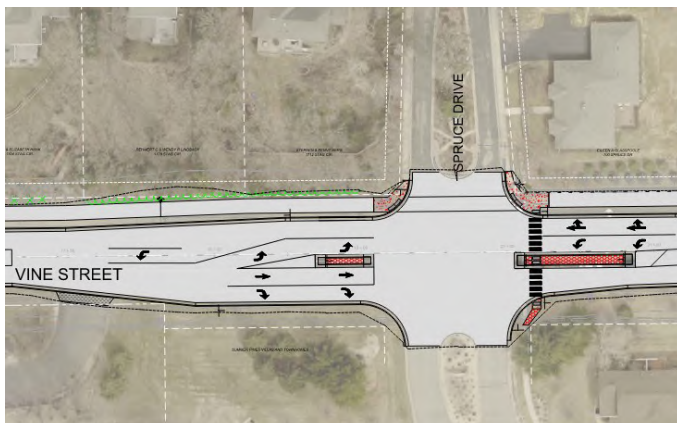
REFERENCE

Erin McPhee, PE Anderson
City Engineer
715.716.5729
eanderson@hudsonwi.gov



KEY PERSONNEL

Erik Henningsgard
Brea Grace
Jeremiah Wendt



pedestrian study to review traffic patterns, provided updated design to intersections, and improved the safety of the paved trail. SEH also assisted the City in hosting an open house to provide residents information on the project and gather feedback on concerns.

FEATURES

- Traffic and pedestrian study
- Public engagement – open house
- Intersection design
- Trail safety improvement
- Cost effective pavement design

BALDWIN GENERAL SERVICES

BALDWIN, WI



GENERAL SERVICES

SEH assists the Village of Baldwin with daily services for engineering and planning. SEH provides review of commercial and residential developments to ensure proposed developments are meeting the Village's ordinances for both zoning and engineering. SEH assists with development of infrastructure replacement projects and capital improvement planning efforts for the Village.

6TH AVENUE

The 6th Avenue street project from Hillcrest Street to Lokhorst Street was completed in 2019. The project included the replacement of the existing street, curb and gutter, driveways, and minor utility replacement. The project included assessment of driveway improvements to residents along the street corridor. The street was also raised and existing corrugated metal culverts were replaced with a concrete box culvert, improving drainage and the aesthetics of the area. The project included permitting from the DNR for wetland impacts and the new culvert installation.

28

THE NUMBER OF WORK CONTRACTS PERFORMED WITH BALDWIN



CLIENT

Village of Baldwin



PROJECT DATES

2016 - Present



REFERENCE

Brad Boldt
Director of Public Works
brad@villageofbaldwin.com
715-760-0340



KEY PERSONNEL

Erik Henningsgard
Molly Wagner
Nate Day
Jana Nyhagen
Brea Grace
Jeremiah Wendt
Sarah Aarthun

FEATURES

- Road reconstruction
- New road vertical alignment
- Updated culvert crossing
- Improved curb and gutter
- Storm sewer structure rebuild/replacement
- Drainage in Village park area
- Driveway assessments

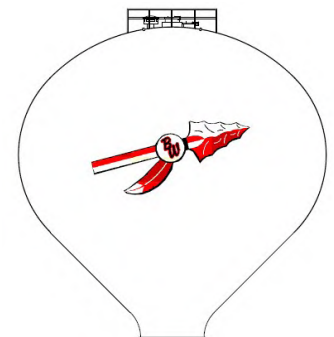


BALDWIN OUTDOOR RECREATION PLAN

The Village hired SEH to update their 1999-2004 comprehensive outdoor recreation plan to guide the development of facilities over the next five years. The plan adopted much of the prior plan and a community survey confirmed priorities. Priorities then focused on developing a master plan for three of the Village of Baldwin's downtown parks, including Bailey, Creamery, and Mill Pond Parks. The final master plan concept, called the Village Green and adopted by the Village Board, provides connections between the three parks and includes features such as a community heritage themed playground, farmer's market structure, events lawn, park shelter building with public restrooms, parking lot improvements, athletic fields, walking trails, and native planting areas.

NORTH WATER TOWER MAINTENANCE

SEH recently completed DNR required water tower maintenance design and construction administration. The new painting, including the Baldwin-Woodville logo, provides a welcome image for visitors and residents.



NEW RICHMOND GENERAL SERVICES

NEW RICHMOND, WI

CITY OF NEW RICHMOND, WI

While New Richmond now has a City Engineer on staff, SEH served as their City Engineer for more than 20 years. Numerous projects include street and utility improvements, dam renovation, architectural design, airport expansion, wastewater treatment plant, municipal well development, and water tower ongoing maintenance. We have also worked with the City of New Richmond and WisDOT for various street and highway improvements, and have assisted with transportation/traffic studies, sanitary sewer and water system expansion, and future need analysis.

85

THE NUMBER OF WORK CONTRACTS PERFORMED WITH NEW RICHMOND



CLIENT

New Richmond



PROJECT DATES

2021



REFERENCE

Noah Wiedenfeld
715.246.4268



KEY PERSONNEL

Erik Henningsgard
Brea Grace
Renee Cance
Jeremiah Wendt
Sarah Aarthun



NATURE-DOAR RECREATIONAL TRAIL

The project consists of a 2,680 lineal foot recreation trail commencing at the Doar Prairie Restoration Park area and ending at the Nature Center Park area. The trail is an 8 ft. wide bituminous trail and provides a new, safe connection for people walking, biking, rolling, and scooting.

SEH provided the original conceptual plan that was used to receive grant funding, as well as preliminary design, final design, and construction services.

Given the way the trail traverses and the natural setting, there were numerous challenges. The accomplishments of the project include two underpasses to

keep pedestrians and non-motorized vehicles off the highway and allow a river crossing; connections to prairie trails; permitting and easements to remain on schedule; wetland crossings and other alternatives to minimize impacts; and ADA compliance in challenging settings.



“THE CITY HAS UTILIZED SEH FOR A VARIETY OF DIFFERENT PROJECT TYPES INCLUDING STREET/ UTILITY CONSTRUCTION, DRINKING WATER PLANNING, PARK PLANNING AND DEVELOPMENT REVIEW, AMONG OTHERS. SEH’S RESPONSIVENESS, THOROUGHNESS AND EXPERTISE HAVE BEEN GREAT ASSETS TO THE CITY.”

JEREMIAH WENDT, PE | FORMER DIRECTOR OF PUBLIC WORKS

As the City continues to grow and more houses are constructed, the importance of having off-street bicyclist and pedestrian accommodations and safe trail connections will only continue to increase. This project adds these accommodations while also providing a framework for future improvements.



Team Members

Our team has been deliberately selected based on their specific abilities and extensive experience assisting communities similar in size, demographics, natural settings, and economic environment to the Village of Osceola.

TEAM ORGANIZATIONAL CHART



The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

ERIK HENNINGSGARD PE, CPESC

VILLAGE ENGINEER



As your Village Engineer, Erik will listen to you, commit to your priorities, and use his experience in similar communities across Wisconsin to tailor specific engineering services that fit your needs. Erik is a senior professional engineer with the civil engineering practice. His specialties include providing site and stormwater design for compliance with state and local regulations and providing project management of civil engineering projects. He serves as a municipal engineer, working with local communities on projects including street rehabilitation, assessment projects, sanitary sewer design, water main design, stormwater master plans, municipal well development, review of proposed developments, and site feasibility studies.

"I'm ready to serve as an accessible, reliable advocate for the Village, delivering the services you need on the timeline you expect."

EXPERIENCE

Town Engineering – Town of Hudson, WI

Erik has provided development review for the Town since they hired SEH as their first Town Engineer in 2020. He provides detailed reviews of subdivisions, commercial developments, and other proposed developments within the Town. Erik attends Plan Commission and Board meetings to assist in the discussion of development reviews and approvals.

City Engineer – City of Lakeland, WI

SEH has been the City Engineer in Lakeland for decades and Erik has served as their City Engineer since 2020. SEH attends Council meetings and assists the City with street and water system maintenance, along with development reviews.

City Engineering – City of Amery, WI

Erik has been assisting Amery with projects since he started with SEH over nine years ago, starting with the City parking lot on Center Street. He has since aided the City with multiple tasks, including assessment of Soldier's Field, construction of South Industrial Park Rd, and most recently aided in the public-facing portion of the WWTF design.

General Engineering Services – Village of Baldwin, WI

Erik has been the engineer for the Village of Baldwin since 2016 and provides day-to-day engineering and planning support for the Village and its staff. Erik provides engineering and zoning review for new developments within the Village and has led several street reconstruction projects. SEH has also provided assistance with industrial park planning, Village parking lot updates, addressing flooding impacts, WWTF design, and water tank maintenance.

General Engineering Services – City of New Richmond, WI

The City of New Richmond has collaborated with SEH on several projects over the years. SEH has assisted with the design of street reconstruction projects, park improvements, trail extensions, and other miscellaneous projects over the years.

Stormwater Engineer – Wisconsin Department of Natural Resources

For two years, Erik was the stormwater engineer for West Central Wisconsin reviewing stormwater plans, assisting in writing General Permits, and drafting guidance for compliance with the stormwater and erosion control program.

22
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI and MN

Certified Professional in Erosion and Sediment Control (CPESC),
Envirocert International, Inc.

SARAH AARTHUN PE

ASSISTANT VILLAGE ENGINEER

As Assistant Village Engineer, Sarah will support Erik in building relationships that allow us to reliably and expediently tailor our services to meet your needs. Sarah is a staff engineer with experience designing plan sets and providing construction inspection of concrete, asphalt, water main, storm sewer, sanitary sewer, and railroad. Sarah has strong knowledge of design software such as AutoCAD, HydroCAD, and MicroStation.

EXPERIENCE

- City Engineering – City of Amery, WI
- Wastewater Treatment Plant – City of Amery, WI
- 2020-2022 City Engineering Services – City of Bayport, MN
- Nature-Doar Recreational Trail – City of New Richmond, WI
- Jefferson Marshall Street – City of New Richmond, WI
- City Engineering Services – City of Hudson, WI
- STH 35 Sanitary Sewer and Water Main Improvements – City of Hudson, WI
- Bluff Water Tower Water Main Replacement – Village of Osceola, WI
- South Industrial Park Road – City of Amery, WI
- Mann Valley Corporate Park – City of River Falls, WI
- 2022 Street and Utility Improvements – City of New Richmond, WI
- 2019 Street Improvements – City of Lakeland, MN



6
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
North Dakota State University-Fargo



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI and MN

JOHN PAROTTI PE

QA/QC

John will lead our QA/QC efforts, drawing on his vast experience as a City Engineer to help Erik and the team align our services with your priorities in a timely fashion. John is a project manager with extensive civil engineering experience, specializing in municipal engineering while serving as City Engineer for several municipalities in Minnesota and Wisconsin. In addition to his role as City Engineer, John has served as the project manager and project engineer for municipal and county street reconstruction and site development projects. His responsibilities include ordinance review, permit review, subdivision review, floodplain administration, as well as the conducting and supervising all aspects of project design for a variety of municipal projects. Project types include reconstruction of existing streets and county roads, new street construction, sanitary and storm sewer systems, water main, residential subdivision, commercial site development, bituminous street seal coating and crack sealing, street patching, and drainage system improvements.

EXPERIENCE

- City Engineering – City of Amery, WI
- City Engineering – City of Bayport, MN
- City Engineering – City of Hudson, WI
- STH 35 Sanitary Sewer and Water Main Improvements – City of Hudson, WI



31
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Civil Engineering
University of Minnesota-Twin Cities



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI and MN

JEREMIAH WENDT PE

SEWER AND WASTEWATER

Jeremiah is SEH's regional practice center leader for water and wastewater. As a consultant and previous director of public works, Jeremiah has designed wastewater treatment facilities, including preliminary treatment, aerated lagoons, activated sludge processes, attached growth processes, solids handling, disinfection, tertiary filtration, and collection system components such as lift stations and force main. He leads a team of 20 talented engineers and technicians to deliver creative and reliable water and wastewater solutions.

EXPERIENCE

- Lift Station 3 – City of Superior, WI
- Bosch Lift Station – City of Shell Lake, WI
- WWTP Improvements – City of Amery, WI
- Wastewater Treatment Plant Improvements – Village of Grantsburg, WI
- New Hagar Lift Station Design – City of La Crosse, WI
- Pammel Creek Lift Station Design – City of La Crosse, WI
- Director of Public Works – City of New Richmond, WI*

*Prior to joining SEH



20
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Environmental Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, FL, IN,
NE, SC, SD, and VA

BOBBI JOHNSON

TELECOMMUNICATIONS INFRASTRUCTURE

Bobbi oversees a broad variety of engineering activities supporting network design, development, and configurations in support of efficient network operations. Her experience with network engineering projects includes extensive water tower rehabilitations and telecommunications systems upgrades and installations. Her familiarity with clients and carriers such as AT&T across a variety of databases will be a valuable asset to the monopole and telecom aspects of this project. She works to resolve engineering/technical issues related to maintenance, upgrades of existing equipment and installation of new equipment. Bobbi has managed the planning and integration of network systems, managed capacity planning and alternative scenarios to ensure network capacity.

EXPERIENCE

- 22 Sprint Decom @ Power St – City of Amery, WI
- TMO '22 Anchor @ Power St – City of Amery, WI
- AT&T LTE 5G NR at Brisbin – Anoka County, MN
- DISH NSB at Brisbin WT – Anoka County, MN
- 22 Sprint Keep at Eagle Ridge – City of Beloit, WI
- ATT 5G NR Radio at St. Anthony (Saint Paul Regional Water Services) – St. Paul, MN



25
YEARS OF
EXPERIENCE



EDUCATION

Associate
Business
Lake Area Technical
Institute-Watertown

JANA NYHAGEN PE

WATER STORAGE AND INFRASTRUCTURE

Jana is a project manager/engineer with environmental related experience with SEH including modeling, design, construction, surveying, staking, inspection, and technical report writing. Jana is responsible for design, reports, permitting, and environmental documents for water projects, as well as project management. Jana has led and assisted on various facets of water engineering projects including studies for water systems and well siting; design of wells, well houses, booster stations, water treatment facilities, and water towers. She also works with well abandonment procedures, wellhead protection plans (WHPP), water distribution system computer modeling, permit applications, specifications, shop drawing review, and project proposals.

EXPERIENCE

- New Well No. 4 and Reconstructed Well No. 3 and Wellhead Protection Plan – Village of Osceola, WI
- Water Rate Study – Village of Osceola, WI
- North Water Tower Maintenance – Village of Baldwin, WI
- Water Tower Maintenance – Village of Roberts
- Water System Modeling and Planning – City of River Falls, WI
- Water Treatment Plant Well 3 Preliminary Design – Village of Balsam Lake, WI



22
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Environmental Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, IN,
MN, ND, SD, and TN



PROFESSIONAL ASSOCIATIONS

American Water Works Association
Wisconsin Water Association

CORY BEDNAR NACE

RESIDENT PROJECT REPRESENTATIVE

Cory is a technician and resident project representative (RPR) with extensive experience in civil and transportation engineering projects. His role includes construction engineer and inspector responsible for construction staking and paving, storm sewer and pipe inspections, materials testing, field surveys, design and quantity estimations, and environmental remediation. Over the last few years, Cory has expanded his construction background to include coating related inspections of water tank rehabilitation, and has received additional training through National Association of Corrosion Engineers (NACE) International, where he has achieved NACE certification status. Cory uses his general construction background, industrial coatings experience, and inspection experience to provide comprehensive services for water tower rehabilitation including telecommunication equipment installation.

EXPERIENCE

- 2nd Avenue Utility Relocation – Village of Osceola, WI
- Village Engineering – City of Baldwin, WI
- 2022 Street/Utility Projects – City of New Richmond, WI
- WTMS 125,000 Gallon Tank Rehabilitation and Maintenance – City of Barnum, MN
- Northwest Neighborhood Utility Improvements – City of Hudson, WI



32
YEARS OF
EXPERIENCE



REGISTRATIONS/CERTIFICATIONS

NACE Coating Inspector Level 1 –
Certified (2011), NACE International

OSHA 40 Hour HAZWOPER
(Specialist)



PROFESSIONAL ASSOCIATIONS

Society for Protective Coatings

JASON CANCE PLS

SURVEY AND MAPPING

Jason is a certified professional land surveyor specializing in a variety of surveys, including robotic total station (RTS) and global positioning system (GPS) software. His responsibilities include right-of-way plats, aerial mapping projects, American Land Title Association (ALTA) surveys, topographic surveys, preliminary and final subdivision plats, certified survey maps, remonumentation, and boundary surveys. Jason has written elevation and distance certifications, easements, descriptions, corporate boundary descriptions, and annexations. His experience also includes field work, drafting/CADD design of conceptual layouts/survey-oriented diagrams, and surveys. In addition, Jason has experience working on municipal, commercial, government, and residential projects.

EXPERIENCE

- CTH C Reconstruction – Wood County, WI
- STH 64 and Center Avenue Intersection (WisDOT North Central Region) – Merrill, WI
- USH 14 Improvements (WisDOT Southwest Region) – Richland Center, WI
- STH 178, Seymour Cray Sr. Boulevard (WisDOT Northwest Region) – Chippewa Falls, WI
- USH 53 Interchange Location and Freeway/Expressway Conversion Study (WisDOT Northwest Region) – Barron and Washburn Counties, WI
- St. Croix River Loop Trail – Houlton, WI



26
YEARS OF
EXPERIENCE



EDUCATION

Associate
Land Surveying
Nicolet Area Technical
College-Rhineland



REGISTRATIONS/CERTIFICATIONS

Professional Land Surveyor in WI

BRYCE HEMBROOK AICP

COMPREHENSIVE PLAN UPDATES AND ZONING REVIEWS

Bryce is a planning professional with significant municipal experience. As a previous city planner, he is well-versed in zoning, new development and redevelopment, comprehensive planning, master planning, bike and pedestrian planning, and permitting. Bryce works with residents and stakeholders to deliver community-minded results, and he has experience with compiling reports, collecting data, analyzing information, implementing recommended policies and programs, and reporting findings to the public.

EXPERIENCE

- Development Review – Town of Brookfield, WI
- Comprehensive Plan – Village of Trempealeau, WI
- Town Planner – Town of Brookfield, WI
- Comprehensive Plan – Town of Brookfield, WI
- Zoning Ordinance Update – Town of Brookfield, WI
- Downtown Master Plan – City of Waterloo, WI
- Comprehensive Plan – City of Baraboo, WI
- City Planner – City of Marshfield, WI*

*Prior to joining SEH



7
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Urban Planning and Geography
University of Wisconsin-Oshkosh



REGISTRATIONS/CERTIFICATIONS

Certified Planner, American Institute
of Certified Planners

BREA GRACE AICP, NCI
GRANTS AND FUNDING ASSISTANCE

With a background in comprehensive planning as well as pursuing funding opportunities for communities all across Wisconsin and beyond, Brea will help you access the resources to bring your projects to life. Brea is an experienced urban planner who has worked in both the public and private sectors. Having managed multiple large and small planning and infrastructure improvement projects over her 24 year career, she is a creative thinker who is passionate about urban and waterfront redevelopment and downtown revitalization creating unique urban places. Brea is an adept problem solver, implementing solutions that are workable for all parties while maintaining the integrity of the original goals.

EXPERIENCE

- King Street Greenway – City of La Crosse, WI
- 2020-2040 Comprehensive Plan – City of Hudson, WI
- New Well 2 Grant Applications and Administration – Village of Maiden Rock, WI
- Land Division – City of Fort Atkinson, WI
- Riverfront & Downtown Redevelopment – City of Onalaska, WI
- Waterfront Development Master Plan Update – City of Ashland, WI



25
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Urban and Regional Planning
University of Wisconsin-Madison

Bachelor of Arts
French
University of Wisconsin-Stevens Point



REGISTRATIONS/CERTIFICATIONS

Certified Planner (AICP), American
Planning Association

NCI Charrette System Certificate,
National Charrette Institute



**OUR LOCAL
PRESENCE AND
OUR FAMILIARITY
WITH YOU
ALLOWS US
TO KEEP YOUR
PROJECTS
RUNNING
SMOOTHLY**



Fee Schedule

This section details expectations for our billable rates for 2025. Before embarking on a specific project, Erik would work with you to establish a budget, determine cost, and assign the optimal personnel to your project as needed.

SEH HOURLY BILLABLE RATES – FY 2025

Effective: July 1, 2024
Expires: June 30, 2025

PROJECT ROLE	TYPICAL BILLABLE RATE ⁽¹⁾	
	LOW RANGE	HIGH RANGE
Project Engineer	\$120.00	\$160.00
Project Scientist	\$100.00	\$130.00
Project Representative	\$90.00	\$140.00
Licensed Land Surveyor	\$160.00	\$190.00
Senior Project Scientist	\$150.00	\$170.00
Senior Project Planner	\$170.00	\$200.00
Staff Planner	\$100.00	\$120.00
Project Planner	\$130.00	\$160.00
Senior Project Engineer	\$200.00	\$250.00
Senior Project Manager	\$200.00	\$260.00
Senior Landscape Architect	\$150.00	\$180.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

HOURLY RATES FOR KEY PERSONNEL

Erik Henningsgard, Village Engineer rate = \$198/HR
Sarah Aarthun, Assistant Village Engineer rate = \$145/HR

VILLAGE MEETING RATES

SEH typically bills staff's hourly rates for time spent at meetings. If the Village prefers a set rate for meetings, one can be provided. If staff are in attendance for a specific Village project or development review, charges will be billed to those tasks and there will be no additional charge for meeting attendance.

SEH SCHEDULE OF EXPENSES – 2024

VEHICLE MILEAGE RATES

2024 IRS Rate.....\$0.67

VEHICLE ALLOWANCE COSTS

Resident Project Representative.....\$16.00/day
 Survey and Field Vehicle..... \$4.90/hour + \$0.67/mile

SURVEY EQUIPMENT

Robotic Total Station.....\$35.00/hour
 Global Positioning System (GPS).....\$35.00/hour

COMPUTER EQUIPMENT

Computer Charges per Direct Hour of Labor..... \$5.55/hour

OTHER EQUIPMENT EXPENSES

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH. Equipment not included on this list that is needed to complete a specific project will be scoped on a per project basis.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS (1)

ITEM	8½X11	11X17	LARGE FORMAT	PER ITEM
Black/White Copy (single-sided, standard white paper)	\$0.07	\$0.24	\$0.95 + \$0.50/sq. ft.	
Color Copy (single-sided, standard white paper)	\$0.46	\$1.02	\$0.95 + \$2.55/sq. ft.	
Mylar			\$5.00	
Laminated Foamcore				
– up to 30"x42"			\$40.00	
– larger than 40"x60"			\$75.00	
Binding				
– wire				\$3.60
– comb				\$3.20
Covers				
– custom				\$0.15
– standard				\$0.03
Tabs (white)				\$0.20
Mailing/Processing				UPS or USPS rates

- SEH assumes that reports will be prepared and delivered electronically. On the occasion where reports or other reprographic services are needed, these reports and reprographic services will be scoped and costed on a per project basis determined by the need of the project and specific service requested.

Rates and expenses are subject to change and may not be accompanied by immediate notification.

Updated July 1, 2024

Availability and Response Time

Erik knows the importance of clear and regular communication for any working relationship and for delivering successful projects. As Village Engineer, he will work with the Village on a routine basis and become a seamless extension of Village staff. Erik's personality and communication skills allow for a relaxed working relationship that can allow staff and the Board to focus on their respective responsibilities and not worry about engineering projects. Erik works primarily from home and lives on the west side of Amery, less than twenty miles from Osceola, meaning he is available for a quick response when an onsite or in-person meeting is needed. Assistant Engineer Sarah Aarthun works out of our New Richmond office and is also "local" for when a virtual meeting won't suffice. Erik and Sarah are both excited for the opportunity to assist the Village on engineering projects for years to come!





Insurance



CERTIFICATE OF LIABILITY INSURANCE

10/1/2025

DATE (MM/DD/YYYY)
9/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER B : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Continental Insurance Company	35289	INSURER B : National Fire Insurance Co of Hartford	20478	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURED 1467605 SHORT-ELLIOTT-HENDRICKSON, INCORPORATED 3535 VADNAIS CENTER DRIVE ST. PAUL MN 55110-3507															

COVERAGES **CERTIFICATE NUMBER:** 16334373 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	6079420587	10/1/2024	12/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	6079420699	10/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	6079420590	10/1/2024	12/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6079421254	10/1/2024	10/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION See Attachment

16334373 FOR INFORMATION ONLY CO	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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Memo

To: Osceola Village Board
From: Rick Caruso, Public Utilities Coordinator
CC: Devin Swanberg
Date: 12/5/2024
Re: Bluff Tower Water Main Soil Contamination

While filing plans with the DNR to replace the water main to the bluff tower, SEH was notified of a contaminated soil site resulting from a leaking underground storage tank. While the site is considered closed, if the soil is disturbed, measures may need to be taken to dispose of and remediate any remaining pollutant. Because of the contamination, a soil management plan will need to be filed with the DNR. This was not anticipated in the original scope of work, therefore SEH has submitted an amendment to cover the additional cost to analyze borings and prepare a soil management plan to be included in the bid documents.

Staff Recommendation

Approve the scope of work amendment.

Funding Source:

Cost is recoverable when financing is completed through safe drinking water loan process.

Attachment(s)

Scope of work amendment.

CC:File



Building a Better World
for All of Us®

November 20, 2024

RE: Village of Osceola, WI
Tower Water Main Replacement
Soil Management Plan
SEH No. OSCEO 177333 10.00

Rick Caruso
Utilities Coordinator
Village of Osceola
310 Chieftain Street
Osceola, WI 54020

Dear Mr. Caruso:

SEH entered into agreement with the Village on April 10, 2024 to design the Bluff Tower Water Main Replacement project. SEH has completed preliminary design and submitted plans and specifications to the Wisconsin Department of Natural Resources (WDNR) for review and approval of the water main replacement. The WDNR provided comments based on their review of the project. Their comments included noting the presence of a closed leaking underground storage tank (UST) located on the adjacent gas station at 97 N Cascade St. The closed leaking UST includes suspected soil and groundwater contamination. The scope of SEH's original agreement did not anticipate the presence of soil or groundwater contamination. The following is a summary of SEH's understanding of the requirements of the WDNR and required scope adjustments to address the contamination.

PROJECT BACKGROUND AND UNDERSTANDING

After removal of UST, on February 6, 2007, the WDNR issued a "Final Case Closure with Land Use Limitations or Conditions" for Osceola Liquor and Gas at 97 Cascade St in Osceola, Wisconsin. This closure allowed contaminated soil and groundwater from a leaking gasoline UST to remain on the southern portion of their site where the Village of Osceola has an easement and in the right of way to the south of 97 Cascade Street. One of the conditions of the closure is that if soil is excavated from the areas that show indications of contamination, the soil must be sampled and analyzed to determine if remaining contamination exists. If contamination is detected, a determination needs to be made as to whether the material is to be handled as solid or hazardous waste in order to properly dispose of the contaminated soil.

Proposed watermain replacement in the vicinity of the closed leaking UST site involves excavation in the area of potential soil and groundwater contamination. The site requires a Soil Management Plan per NR718. A soil management plan can be prepared before or after performing soil or groundwater sampling at the site. In addition, given the depths of the watermain, dewatering in the vicinity of the remaining area of groundwater contamination is anticipated. Groundwater sampling will be required to determine disposal options at the site, either during construction and/or while completing the soil management plan.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

715.246.9906 | 888.881.4281 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

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SCOPE OF SERVICES

The scope of additional engineering services includes preparation of the soil management plan, soil and groundwater sampling and testing, specification updates, design updates, and coordination with WDNR.

The following services have been included in this phase of the project.

Task 1 – Pre-bid Soil and Groundwater Sampling

The Village will contract with a Geoprobe® drilling firm to complete eight (8) Geoprobe® soil borings to a depth of 10 feet below grade or to groundwater (whichever is encountered first) in the area of the proposed watermain replacement. The soil borings would extend roughly from the hydrant on the western portion of the area of proposed replacement to the western edge of Cascade Street. An SEH representative will be onsite to guide soil boring locations and receive soils samples collected by the driller. Two (2) soil samples from each soil boring will be submitted for laboratory analysis of Volatile Organic Compounds (VOCs), Polynuclear Aromatic Hydrocarbons (PAHs), and metals (RCRA 8).

In addition, it is expected that groundwater will be encountered at approximately 6 feet below grade. If it is encountered before 10 feet, the driller will assist SEH staff with collection of a grab groundwater sample. If groundwater is encountered, groundwater samples will be collected at two soil boring locations and will be submitted for laboratory analysis of VOCs, PAHs, and metals. One duplicate soil sample and one duplicate groundwater sample are proposed for quality assurance/quality control purposes.

An SEH representative will be onsite for one day while the soil borings are being performed.

Task 2 – Soil Management Plan, Plans and Specifications Update, DNR Coordination

Upon receipt of the laboratory analytical results, SEH will prepare a soil management plan for proper handling of the soils dependent upon contaminant concentrations. In addition, project specifications will be updated to reflect how soil needs to be disposed of if it cannot be used to backfill at the site. Groundwater disposal from dewatering will also be updated in the specifications as required by contaminant concentrations.

Project plans will be updated accordingly, and SEH staff will coordinate with the WDNR to obtain the water main installation permit.

EXCLUSIONS AND ADDITIONAL SERVICES

All services not explicitly included in the scope of services are excluded from this phase.

TENTATIVE SCHEDULE

The tentative project schedule is outlined below. This schedule is subject to change but every reasonable effort will be made to accommodate the following dates.

Option 1:

Approval of this proposal.....	November 2024
Completion of Sampling	November 2024
Receipt of Sampling Test Results	November/December 2024
Soil Management Plan, Plans and Specs Update	December 2024

If there are delays in the Project that are beyond our control, it may become necessary for the Village to grant additional time to complete the services.

COMPENSATION

Based on the above project understanding, scope and schedule, we estimate the cost of engineering services to be as follows:

Task 1 – Pre-Bid Sampling and Testing	\$11,340
<u>Task 2 – Soil Management Plan, Plans and Specs Update, WDNR Update</u>	<u>\$7,790</u>
Total	\$19,130

Compensation for completion of the above scope will be on a lump sum basis. If in agreement with the above an agreement will be forwarded for your execution.

It is our intent to reflect the scope discussed with Village staff for the scope as outlined. If in agreement with the above, I will forward an agreement noting the same for your review and execution. If you find that the scope requires modification, please don't hesitate to contact me at (715) 861-4883 or ehenningsgard@sehinc.com to discuss changes.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Erik Henningsgard, PE
Client Service Manager/Project Manager
(Lic. MN, WI)

c: Devin Swanberg, Village Administrator

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**VILLAGE OF OSCEOLA, POLK COUNTY, WISCONSIN
RESOLUTION #24-18**

**RESOLUTION TO ADOPT THE 2025 FEE SCHEDULE FOR SERVICES, LICENSES,
RENTALS, ETC. FOR THE VILLAGE OF OSCEOLA, WISCONSIN, FOR THE FISCAL YEAR
BEGINNING JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

WHEREAS, modifications have been made to the Fee Schedule, which is included as part of the Annual Budget, and

WHEREAS, the Village Board for the Village of Osceola has determined that it is prudent that fees be reviewed annually for cost effectiveness; and

WHEREAS, a copy of the recommended Fee Schedule is attached as part of this resolution.

NOW, THEREFORE BE IT RESOLVED, by its passage, the Village Board for the Village of Osceola, Polk County, Wisconsin that the rates, fees, and charges in the attached 2025 Fee Schedule are hereby adopted for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

Passed and adopted the ____ day of _____ 2024.

Brad Lutz, Village President

ATTEST: I hereby certify that the foregoing resolution was duly adopted by the Village of Osceola at a legal meeting held on this ____ day of _____ 2024.

Carie Krentz, Village Clerk



**Village of Osceola Fee Schedule
Proposed 2025**

DESCRIPTION	ADDITIONAL INFORMATION	2024 RATE	PROPOSED 2025 RATE	MUNICIPAL CODE CHAPTER
GENERAL GOVERNMENT				
Appointed Board & Commission members	per meeting	\$20.00		6-6(A)/6-8(A)
Administrative Fee - misc. services rendered		10% of amount billed/ \$20 min.		
Photocopies		\$0.25		47-4(F)
Photos on CD, DVD, USB		\$3.00		47-4(F)(3)
Antennas - Business user fees	per year	\$100.00		78-2(B)(2)
Mobile Home Park License	each space (min. \$25/max \$100)	\$2.00		153-3(A)
Assignment Fee of Mobile Home License		\$10.00		153-6
False Alarm Fees	1st Offense	\$10.00		168-8(B)(1)
False Alarm Fees	2nd Offense	\$25.00		168-8(B)(1)
False Alarm Fees	3rd Offense	\$50.00		168-8(B)(1)
False Alarm Fees	4th and subsequent offenses	\$100.00		168-8(B)(1)
Triennial Inspection, incl. follow-up		\$35.00		172-32
Additional follow-up inspections		\$25.00		172-32
Rental Property License	3-year period	\$5.00		172-36(B)
Rental License Late Payment		\$50.00		172-36(A)(5)
Room Tax Returns - late filing		\$10.00		175-5
Refuse collection service license fee		\$25.00		180-3(D)(2)
NSF checks returned		\$40.00		
Special Assessment Search		\$25.00		
Municipal Board Room Rental, Room 205	non-profit organizations / refundable deposit	\$0.00	\$50.00	
Municipal Board Room Rental, Room 205	For profit / per hour rate		\$50.00	
Request of a Special Village Board Meeting			\$100.00	
Fingerprinting by Police Department	nonschool related	\$10.00		
Fingerprinting by Police Department	school related	\$0.00		
FIRE DEPARTMENT & PUBLIC WORKS				
Equipment rates to be utilized in billings for fire/miscellaneous services rendered: FEMA schedule of rates for disaster assistance or, if not provided, equipment rates as established in the State Highway Maintenance Manual.				
Administrative Fee - misc. services rendered		10% of amount billed/ \$20 min.		
Service rate		employee wage & fringe benefit		

ANIMALS				
Dogs - Neutered or Spayed	Annually April 1 - March 31		\$10.00	74-2(A)
Dogs - Non - Neutered or Spayed	Annually April 1 - March 32		\$15.00	74-2(A)
Kennel License	more than 3 dogs		\$55.00	74-2(A)
Dangerous Animal Registration	Annually by January 31		\$75.00	74-3(C)(1)
Redemption of impounded dog	1st offense		\$25.00	74-6
Redemption of impounded dog	Subsequent offenses		\$50.00	74-6
BUILDING CONSTRUCTION & FIRE PREVENTION				
New One- and Two-Family Homes			\$600 + \$.20/sq. ft.	92-1(C)
Square foot of all finished space, unfinished space, attached garages, decks, porches, crawl spaces.				
Residential Additions			\$250 + \$.20/sq. ft.	92-1(C)
Residential Alterations & Repairs*	Building cost per RS Means.		\$150 + \$6 per \$1,000	92-1(C)
Manufactured/Modular Homes			\$500 + \$.10/sq. ft.	92-1(C)
HUD	if no new slab		\$300.00	92-1(C)
HUD	if new slab		\$400.00	92-1(C)
Plan Review			10% added to above fees	92-1(C)
State Building Permit Seal, when required	or current cost		\$35.00	92-1(C)
Commercial Buildings			\$600 + \$.25/sq. ft. of project area	92-5(I)
Commercial Additions			\$400 + \$.25/ sq. ft. of project area	92-5(I)
Apartments, Hospitals, Schools			Add \$200 for each room/unit	92-5(I)
Warehouses & Storage Buildings			Subtract 20%	92-5(I)
Commercial Alterations	Building cost per RS Means.		\$250 + \$6/\$1,000 up to \$500,000 and \$3/\$1,000 over \$500,000	92-5(I)
Plan Review			Fees listed on State of WI form SBD-118	92-5(I)
Electrical			45% added to above fees	92-14
Accessory Buildings/Detached Garages	over 144 sq. ft.		\$125 + \$.10/sq. ft., add \$50 if the bldg will have electrical, plumbing, or heating.	
Plan Review			10% added to above fees	
Deck Additions			\$160.00	
Porches/Covered Decks Additions			\$300.00	
Signs, Siding & Fences			\$75.00	
Repair or replace sign			\$40.00	

Residential Electrical Service/Gas Meter		\$150.00	
Commerical Services	up to 200 amp service	\$150.00	
	over 200 amp service, \$175 minimum	\$35/100 amps	
Individual Commercial Electrical	Electrical cost per RS Means		
Inspection outside normal business hours	per hour	\$50.00	92-1(C)
Reinspection	Reinspection over two inspection trips	\$100.00	92-1(C)
Inspections with no specific category	per hour	\$50.00	92-1(C)
Erosion Control permit	Projects disturbing more than 1,000 sq. ft. of land and all new family dwellings	\$100.00	92-1(C)
Footing & foundation		\$100.00	92-1(C)
Renewal Fee	Minimum \$50/Max \$250	Half original permit fee	92-1(C)
Repairs/Alterations: minor	costing less than \$2,000	-	92-1(C)
Roof: Repair or replacement	exceeding \$2,000 in value	\$50.00	92-1(C)
Administration - on all permits	Minimum \$10/Max \$150	20% of permit	92-1(C)
Decks	plus administration fee	\$100.00	92-1(C)
Fences	plus administration fee	\$50.00	92-1(C)/219-47(B)
Fireplaces	plus administration fee	\$100.00	92-1(C)
Porches & Gazebos	plus administration fee	\$100.00	92-1(C)
Pool requiring a building permit	plus administration fee	\$180.00	92-1(C)
Signs	plus administration fee	\$50.00	92-1(C)
Satellite TV antenna		\$0.00	92-4(A)
Sheds up to 300 sq. ft.	plus administration fee	\$50.00	92-1(C)
Shed/detached garage/pole bldg over 300 sq. ft.	plus administration fee	\$100 + \$.10/sq. ft + \$50/electrical, plumbing and HVAC	92-1(C)
The value of construction for calculating permit fees shall be calculated using the most recent Building Valuation Data (including regional modifiers) as published by the International Code Council in Building Safety Journal.			
Move or raze a building	plus administration fee	\$100.00	92-1(C)
Remodeling requiring permit	Electrial, plumbing & HVAC additional plus admin fee	\$.05/sq.ft. of affected area	92-1(C)
Minimum Housing Code Inspections	plus administration fee	\$55/unit; \$40 reinspection fee	92-1(C)
Heating, ventilating, air conditioning	plus administration fee		
Commercial to \$50,000 value		\$100 + 1% of total work	92-1(C)

Commercial over \$50,000 value		\$500 + .75% of value over \$500		92-1(C)
Residential equipment	per unit	\$50.00		92-1(C)
Electrical	plus administration fee			
Service feeder panels		\$50.00		92-1(C)
New circuits		\$5.00		92-1(C)
Circuit alterations	per opening	\$0.50		92-1(C)
Plumbing	plus administration fee			
Equipment installation	per fixture	\$10.00		92-1(C)
Lateral inspection		\$50.00		92-1(C)
Satellite Television Dish permit	plus administration fee	\$0.00		92-4(A)
Penalty. A penalty fee shall be assessed for any work started without a building permit. The penalty fee shall be equal to the permit fee. The Village shall retain all penalty fees; the Clerk shall attribute the same to the general fund.				
DIRECT SELLERS				
Registration Fee		\$50.00	\$25/day or \$100/month	106-4(C)
Criminal investigation background check		\$25.00	\$25.00	106-4(C)
PARK & RECREATION				
Oakey Park Rental	\$0 for non-profit	\$50.00		
Mill Pond Park Rental	\$0 for non-profit	\$25.00		
PUBLIC AMUSEMENTS				
Dances and Dance Halls		\$5.00		114-1(C)
Incidental Dancing	per year	\$5.00		114-2(C)
Jukebox	per year	\$2.00		114-2(C)
Place of Amusement	annual July 1 - June 30	\$10.00		114-3(B)
PENALTIES				
Penalty for Chapter 130 violation	per offense	\$50.00		130-8
IMPACT FEES				
Appeals		\$200.00	\$200.00	134-9(D)
Public Water		\$420.00	\$579.00	134-10(D)
Public Sewer		\$1,150.00	\$2,857.00	134-10(D)
Library			\$51.00	134-16(D)
Public Works Building	Residential		\$483.00	134-12(D)
Public Works Building	Commerical / per acre		\$1,746.00	134-12(D)
Roads			\$3,035.00	134-17(D)
Parks		\$440.00	\$87.00	134-11(D)

LIQUOR LICENSES	State Fee Law			
Class "A" Beer	no max / no min	\$100.00		137-3
"Class A" Liquor	\$500 max / \$50 min	\$300.00		137-3
Class "B" Beer	\$100 max/ no min	\$100.00		137-3
"Class B" Liquor	\$500 max / \$50 min	\$500.00		137-3
"Class C" Wine	\$100 max / no min	\$100.00		137-3
Temporary "Picnic" License	\$10 max	\$10.00		137-3
Temporary "Class B" Beer License	\$10 max	\$10.00		137-3
Operators License	two-year license	\$40.00		137-3
Operators Provisional	60-day license	\$15.00		137-3
Wholesaler's Fermented Malt Beverage	per year	\$25.00		137-3
CIGARETTE				
Cigarette		\$100.00		
LICENSES/PERMITS				
Fireworks User's Permit		\$10.00		161-3(A)
Fireworks - Buyer Possession Permit		\$5.00		161-4
Fireworks Sellers Permit		\$150.00		161-5(B)
Fireworks Transfer Fee		\$25.00		161-5(B)(3)
Street Opening Permit		\$50.00		186-3(A)
Street Opening Deposit	per sq. ft. of excavation	\$20.00		186-3(C)
Right-of-way Permit (re-place street opening)	+.60 per linary foot		\$400.00	186-3(A)
Conditional Obstruction Permit (HPC)		\$0.00	\$25.00	
Driveway Permit		\$0.00	\$200.00	
HP - Certificate of Appropriateness Application		\$20.00	\$100.00	
Special Event Permit Application		\$0.00	\$50.00	
PARKING				
Winter Overnight Parking Permit	November 15 - April 15	\$200.00		
All-night parking ticket		\$30.00		207-9(C)
All-night storage charge		\$5.00		207-9(C)
Snow removal emergency parking ticket		\$20.00		207-13(C)
UTILITIES				
Sewer account set-up fee		\$45.00		201-12(A)
Sewer fixed charge	per quarter	\$40.00		
Usage charge	per 100 cubic ft. of actual usage	\$10.75		
Connection Permit fee	residential & commercial	\$5.00		201-12(F)(2)(c)
Connection Permit fee	industrial	\$25.00		201-12(F)(2)(c)

Inspection fee after initial inspection		employee wage & fringe benefit		
ZONING				
St. Croix River District: Review	zoning, CUPs, variances, platting	\$250.00		217
Preliminary Plat & Replat Review		\$50 plus \$1,500 escrow		218-32
Final Plat & Replat Review		\$50 plus \$500 escrow		218-32
Certified Survey Plats, Maps & Replats		\$50 plus \$500 escrow		218-32
Conditional use permit, initial	plus any costs for notification	\$100.00		
Conditional use permit, renewal		\$50.00		
Board of Appeals request		\$50.00		
Variance request		\$75.00	\$100.00	
Rezoning request		\$50.00	\$75.00	
Site Plan review		\$100 plus \$500 escrow	\$100 plus \$1,000 escrow	
Annexation	not limited to this amount as the Village may require an escrow	min of \$250, plus \$10 per acre		
If the required escrow amount for each of the items specified above is not sufficient to reimburse the Village for professional services and other costs in reviewing the application, the applicant is required to pay additional funds into the escrow in an amount determined by the Village. Any funds remaining after the completion of the review shall be refunded to the applicant.				