

Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, WI 53130
Phone: (414) 529-6161
Fax: (414) 529-6179
www.halescorners.org



James R. Ryan Municipal Building

PLAN COMMISSION
Meeting Agenda/Notice
November 18, 2024 (Monday) - 6:30 PM

Notice is hereby given that the Plan Commission of the Village of Hales Corners will meet at the above date and time, at the James R. Ryan Municipal Building (5635 S. New Berlin Rd).

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This would constitute a meeting of the Village Board per State *ex rel. Badke v. Greendale Village Board* even though the Village Board will not take formal action at this meeting.

Discussion and possible action by Commission on agenda items.

- 1.0 Roll Call
- 2.0 Minutes – September 16, 2024
- 3.0 Review & Recommendation on Village Planning Services
- 4.0 Adjournment



Sandra M. Kulik, Administrator
November 12, 2024

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services by contacting the Clerk's Office, 414-529-6161.

The meeting was called to order at 6:30 p.m. by Chair D. Besson.

- 1.0 **Roll Call** – Present: Commissioners: S. Bigler, P. Fedele, A. Fritz, S. Reimer, C. Stipe and Chair D. Besson. Commissioner M. Eternicka absent. Staff: Village Administrator S. Kulik. Audience (0).
- 2.0 **Minutes – August 19, 2024 - Motion** (Fritz, Bigler) to approve minutes as presented: motion passes 6-0-1.
- 3.0 **Recommendation on Floodplain-Wetland Protection – Chapter §445-5 of the Village of Hales Corners Municipal Code** – S. Kulik reviewed the proposed changes requested by Wisconsin Department of Natural Resources (DNR) as the Village's code combines wetlands and floodplain. The options were to add a seven words on page 37 under the wetland section, or recodify 13 sections of the code.
Motion (Chesney, Stipe) to forward to the Village Board for approval; motion passes 6-0-1.
- 4.0 **Adjournment - Motion** (Stipe, Bigler) to adjourn at 6:34 p.m.; motion passes 6-0-1.

Sandra M. Kulik, Administrator/Clerk

DRAFT

Memo

To: Village Plan Commission
From: Sandy Kulik, Village Administrator
Date: November 11, 2024
Re: Agenda Item : 3.0 Planning Services

Included in this packet are the two proposals to be reviewed for professional planning services. Also included is a scoring matrix to assist with the selection process.

Please read through them and be prepared to discuss the various elements of the proposal. We will score them together and proceed with a recommendation.

RESPONSIVE:

- A Received by Deadline
- B Sealed Proposals
- C 8 Copies Provided

Proposal

1 Firm Profile & Qualifications

- a Narrative of firm and profiles of key personnel
- b Narrative of Recent experiences with similar services
- c Years in service
- d Contact name of principal engaged for services
- e 3 references
- f Licenses & Education

2 Cost Proposal

	2025	2026	2027
a Partner			
Manager			
Supervisor			
Senior			
Staff			

3 Understanding of Village

- a Agendas, Reports & Minutes experience
- b Expertise with State of Wisconsin Ordinances Relative to Planning & Zoning
- c Tax Incremental District Experience
- d Comprehensive Master Plan experience
- e Funding assistance

MSA		CEDAR	
If ALL are not checked, not a qualified response, Reject		If ALL are not checked, not a qualified response, Reject	
x		x	
x		x	
x		x	
Page Ref:	Max 60 Points	Page Ref:	Max 60 Points
Page Ref:	Max 10 points	Page Ref:	Max 10 points
Page Ref:	Max 30 Points	Page Ref:	
Total Score			

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VILLAGE OF HALES CORNERS, WISCONSIN REQUEST FOR PROPOSALS FOR PROFESSIONAL PLANNING SERVICES

A. Purpose of Request

The Village of Hales Corners, Wisconsin is requesting proposals for the purpose of retaining a Planning Service Firm (Firm) to provide guidance and assistance to the Plan Commission, Village Board, Community Development Authority and other Village Boards, Commissions and Committees as well as Village Staff. All detailed information needs are outlined in subsequent sections of this request for proposal (RFP). The term of the contract with the successful Firm shall commence no later than January 1, 2025 and shall be for a term of three years with an option for a two year extension subject to pricing negotiations.

Any inquiries/clarifications concerning the request for proposal should be directed in writing to the Administrator, via email at skulik@halescorners.org and should be received no later than the date specified in the time schedule. No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.

The Village prohibits communication initiated by the respondent to any Village official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

This RFP seeks professional services and statutory bidding laws do not apply.

B. Scope of Work to be Performed

- Prepare reports and agendas for Plan Commission, Village Board, Zoning Board of Appeals and other Community Development Authority as needed.
- Attend Plan Commission meetings and other related public meetings and hearings. When appropriate, make presentations at these meetings.
- Review, analyze, and write reports on site plans, subdivision plats, zoning requests, conditional use permits, annexation petitions, and other related petitions to determine their conformance with Village Ordinances and adopted Plans and Policies. Firm will be available to meet with developers and petitioners, in Village's offices, per a regular or as needed schedule, set by the Village. In order to achieve maximum cost-effectiveness, these meetings would typically be held on the same day as a regularly scheduled Plan Commission meeting. Additional meetings could be arranged if necessary. The Village can pass on these costs to the applicant(s).
- Complete any necessary community speaking engagements.
- Provide expert witness testimony on an as needed basis.
- Review existing community development related ordinances, including but not limited to the Village's Zoning Ordinance, Subdivision Ordinance, sign regulations, site plan standards, lighting plans and landscaping standards. Where deemed necessary by the Village, firm will make recommendations, in memorandum form, regarding revisions needed to make the existing codes and ordinances more effective at achieving a high-quality development pattern.

Requests for time intensive ordinance and map amendments are beyond the scope of this contract, and would be completed under a separate contract.

- Provide information related to interpretation of the Village's Zoning and Subdivision Ordinances.
- Review and make recommendations for changes to the Comprehensive Plan and detailed plans, where appropriate.
- Assist the Village in preparing updates of existing Plans and Studies. *Significant Plan updates and revisions would be completed as projects under separate contract.*
- Work with Village staff to identify and apply for other non-Village funding sources to implement Village objectives and projects, including a range of community and economic development grant programs that the firm will monitor and track.
- Coordinate and lead work related to property acquisition and relocation orders. *Preparation of a relocation plan would be beyond the scope of this contract, and as such would require a separate contract.*
- All work will be performed under professional Services in accordance with generally accepted standards of its profession.
- Firm shall designate a principal member acceptable to the Village to lead current planning efforts. As needed, other firm member(s) will be acceptable to the Village to meet project deadlines subject to notice by the firm to the Village Administrator.

C. Time Schedule

The Village intends to use the following timetable for evaluation and selection of a Planning Firm:

Week of October 14, 2024	Send out request for proposal
November 11, 2024, 1:00 p.m.	Deadline for receipt of proposals by Village (No responses will be accepted after this date.)
Week of November 18, 2024	Interview Village Officials by Firm (if needed)
December 9, 2024	Village Board award of contract with Planning Services Firm

D. Instructions to Planning Services Firms

1. All responses must be addressed to, and mailed or delivered to:

Village of Hales Corners
Attn: Village Administrator
5635 S. New Berlin Rd.
Hales Corners, WI 53130

2. All proposals must be in writing, must be in a sealed envelope and clearly marked in the lower left corner: "Planning Services Proposals." **All proposals must be received by 1:00 p.m. on November 11 2024. Proposals received after that date and time will be rejected.** Proposals will not be opened publicly.

All attachments, additional pages, addenda or explanations supplied by the Firm with this proposal will be considered as part of the proposal response. If an oral presentation or interview is required of selected finalists, it shall be at the respondents' expense. An award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

3. One (1) original and seven (7) copies of each proposal must be provided with submission.
4. The Administrator will notify the Firm being recommended to the Village Board by December 3, 2024.
5. This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Hales Corners to do so. The Village may require the Firm selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as my result from negotiations.
6. Amendment of proposals may be done as follows:
 - a. **By Village:** Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the Village of Hales Corners website at: www.halescornerswi.org.

It is the responsibility of prospective Firms to check this website for any future amendments, questions, revisions, etc. prior to the opening date. **All amendments must be acknowledged in the transmittal letter.** Failure to do so may result in Firm's response being rejected.
 - b. **By Firm:** Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.
7. A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as nonresponsive. The Village reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.
8. An alternate proposal is viewed by the Village as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same Firm, which differs in some degree from its prime proposal. The Village may consider or reject any or all alternate proposals submitted.
9. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening the proposals.

E. Description of Entity

The Village of Hales Corners is located in Milwaukee County and southwest of the City of Milwaukee. The Village was established as an incorporated village in 1952. The Village operates

under the Village Administrator form of government. The Village President is elected to serve a three year term and six trustees serve at large and serve staggered three year terms. The Village Administrator is appointed by the Village Board and oversees the day to day operations of the Village as well as serves as Clerk and Treasurer. The Village of Hales Corners provides a full range of services, including police, fire and emergency medical protection, public works activities such as highway and street maintenance, refuse and recycling collection, a storm water utility, community development activities, zoning enforcement, and general and financial administration.

Other pertinent information is as follows:

- The Plan Commission consists of the Village President as Chair, a Village Trustee member, and five (5) community appointed members.
- The Plan Commission meets on the third Monday of each month. Provisions exist for special meetings subject to additional costs to the applicant.
- Current applications for any Plan Commission matter require submittal forty-five (45) days prior to the regularly scheduled meetings.
- The Village currently has one active Tax Incremental Financing District created in 2016.
- *Proposed future Tax Incremental Financing Districts and assistance requested from the firm selected will be subject to a separate contract.*
- Village will provide firm with all base maps, blueprints, aerial photos, studies, reports, and ordinances needed to complete these Services. Firm may reasonably rely on the accuracy and completeness of these items. Village agrees to provide these items and to render decisions in a timely manner so as not to delay the orderly and sequential progress of firm services.
- The administrative liaison between the firm the Village will be the Village Administrator or designee.
- Village Municipal Code of Ordinance is available on line at <https://ecode360.com/HA3605>

F. Assistance Available to Selected Firm

The primary contacts for the Planning Services Firm will be the Village Administrator and Public Works Project Manager.

The Village will provide adequate office space, office furniture, photocopying, telephone, fax service and Wi-Fi access at no cost to the firm.

G. Terms and Conditions

Insurance

All proposals must include either a description of the Firm's insurance or a certificate of insurance outlining the Firm's insurance policies which evidence a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof. The Village's minimum requirement for errors and omissions coverage is \$10,000,000. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the Village of Hales Corners.

Applicable Law

Any law suits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Milwaukee County, Wisconsin, and the Village and successful Firm shall submit to the jurisdiction of the Circuit Court for such lawsuits.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, nation origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the Village.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract shall commence no later than January 1, 2024. The contract will be for three (3) years with an option to extend for an additional two (2) years subject to separate pricing negotiations with the firm no later than August 31, 2027.

Termination of Contract for Cause

If through any cause, the Firm shall fail to fulfill in a timely and proper manner the obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the Village shall thereupon have the right to terminate this contract by giving written notice to the Firm specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Firm under this contract shall, at the option of the Village, become the property of the Village of Hales Corners.

Notwithstanding the above, the Firm shall not be relieved of liability to the Village for damages sustained by the Village by virtue of any breach of the contract by the Firm, and the Village may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the Village from the Firm is determined.

H. Proposal Requirements

Title Page

The proposal should identify the subject, the name of the Firm, address, telephone number, fax number, email address, name and title of the contact person, and the date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

Table of Contents

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.

Letter of Transmittal

The letter of transmittal should summarize the following information:

1. A brief understanding of the services to be performed.
2. A positive commitment to perform the services as specified.
3. The name(s) of the person(s) authorized to represent the Firm, their title, address, telephone number, fax number and email address if different from the individual who signs the transmittal letter.

Certificate of Independence

Firm must commit to maintaining an independent attitude and appearance through the full term of the agreement.

A. Profile of the Firm

This section should include information on:

1. The type of organization and the size of the Firm.
2. The location of the office from which the work is to be performed, and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. The length of time the Firm has been in existence, as well as the length of time the Firm has been performing for local governments.

B. Firm's Qualifications

This section should include the following:

1. Resumes of all key staff members to be assigned to the agreement. The resumes should include experience and educational information relative to the work proposed. The Firm shall not replace any key staff member without approval of the Village, whose approval will not be reasonably withheld. The resumes may be included as an appendix.
2. Description of the Firm's recent experience with local government planning engagements or services clients similar to that being requested. Provide references from at least three prior or current clients, including the names, titles, addresses, telephone numbers and email address of key client staff members.
3. Any other information relevant to the Firm's qualifications for the proposed engagement. This could include library or research facilities, specialized technical expertise, IT resources, etc.
4. Applicable licensures for work to be performed under this contract shall be listed for any firm member proposed to be performing under this contract.

I. Cost Proposal

A schedule of rates for each staff category should be provided by year in the following format:

	2025	2026	2027
Category:			
Partner			
Manager			
Supervisor			
Senior			
Staff			

J. Evaluation of Proposals

The proposals will be evaluated by the Plan Commission. The proposals will be evaluated based upon expertise and qualifications, scope of service proposed, references, organization capability to complete the service in a timely manner and cost of proposal. It is anticipated that the Village Board will select a firm on December 9, 2024.

Submission of a proposal indicates acceptance by the Firm of conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Hales Corners and the firm selected.

The Village of Hales Corners reserves the right without prejudice to reject any or all proposals.

K. Professional Service Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Firm's technical and price proposals, and any other written offers/clarifications made by the Firm and accepted by the Village will be incorporated into a contract between the Village and the Firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village Officials, and delivery of the fully-executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the Firm and the Village of Hales Corners.

PROPOSAL TO PROVIDE PROFESSIONAL PLANNING SERVICES

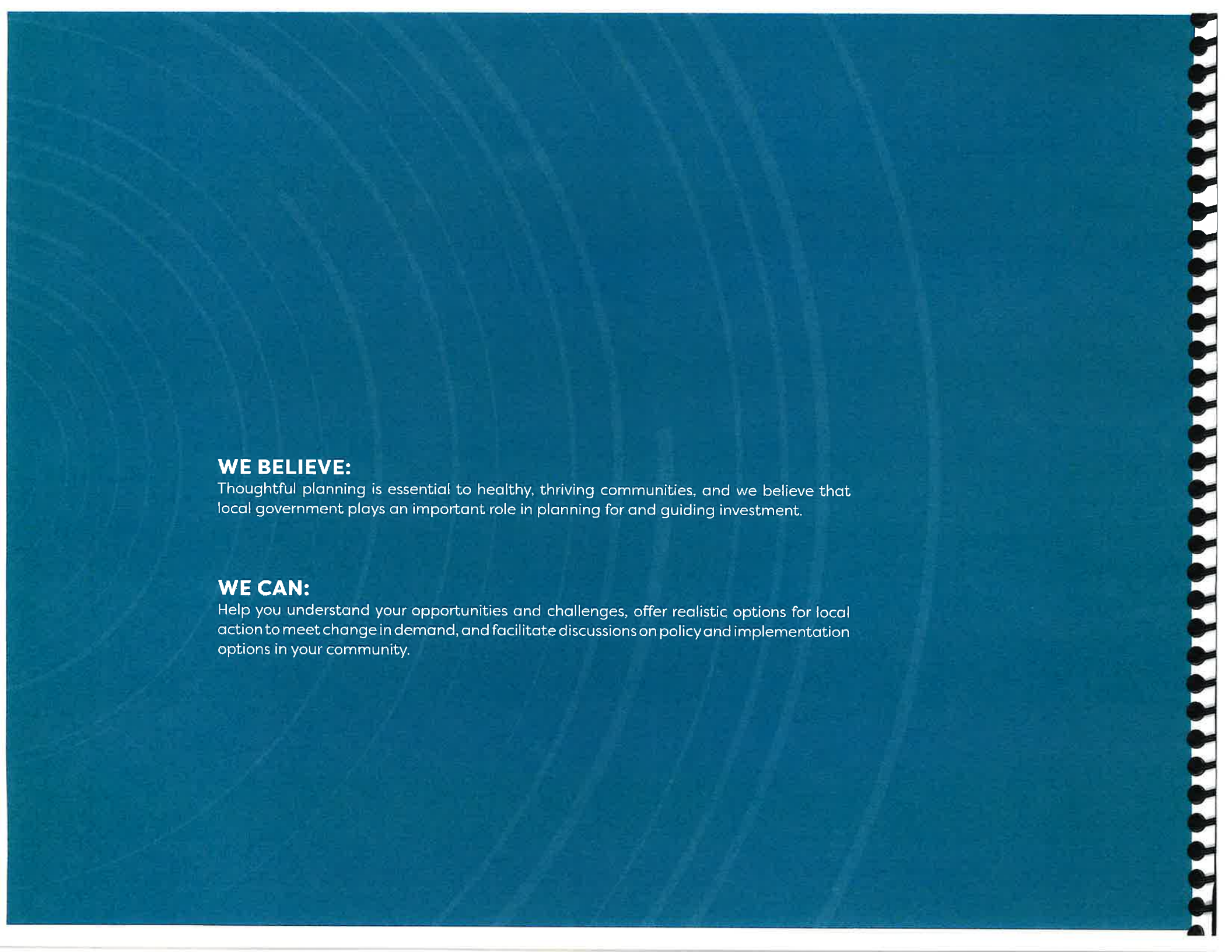


PREPARED FOR:
VILLAGE OF HALES
CORNERS,
NOV. 11, 2024



Brian Wiedenfeld
P: (414) 296-4333 | F: (608) 242-5664
E: bwiedenfeld@msa-ps.com
220 East Buffalo St., Ste. 201
Milwaukee, WI 53202

MSA confirms that the proposal is effective for
ninety (90) days from the date submitted.

The background of the page is a solid teal color. Overlaid on this background are several faint, concentric circles that originate from the left side and expand towards the right. On the far right edge of the page, there is a vertical spiral binding, represented by a series of black circles of varying sizes.

WE BELIEVE:

Thoughtful planning is essential to healthy, thriving communities, and we believe that local government plays an important role in planning for and guiding investment.

WE CAN:

Help you understand your opportunities and challenges, offer realistic options for local action to meet change in demand, and facilitate discussions on policy and implementation options in your community.

**MSA**planning + design
studio

Proposal to Provide:
**PROFESSIONAL
PLANNING SERVICES**

November 11, 2024

Village Administrator
Village of Hales
Corners
5635 S. New Berlin Rd.
Hales Corners, WI
53130

Primary Contact:
Brian Wiedenfeld
Project Manager
MSA Professional
Services, Inc.
P: (414) 296-4333
F: (608) 242-7779
220 East Buffalo St
Suite 201
Milwaukee, WI 53202

Dear Sandy,

On behalf of MSA Professional Services, Inc. (MSA), I am pleased to present you with this proposal to provide municipal planning services. Our Planning and Design Studio staff includes planners, urban designers, landscape architects and funding experts. Morgan and myself are based out of our Milwaukee office, providing convenient support to Hales Corners. Additional support staff will come from our Madison and Baraboo offices dependent on needs of the Village. We will provide the Village with the regional expertise we have gained in providing similar services to a variety of public clients.

MSA will work as an extension and partner to village staff and officials. Our goal is to strengthen and promote the Hales Corners community as a desirable place to live and do business. Some benefits we bring to Hales Corners include:

Local Presence/Local Knowledge. Our staff lives, works and plays nearby and has an intimate knowledge of applicable state, county and local codes, ordinances and regulations. We have direct experience working with Milwaukee County, SEWRPC, DNR, DATCP, DOA, WEDC, WisDOT, EDA and USDA, among other agencies in the state and region.

Direct Experience in What You Need. MSA provides municipal planning services for numerous communities. We understand this service model and do it well.

Full-Service and Nimble Team. Our team approach enables us to adjust to shifting workloads while bringing the right experts at the right time. Our team is experienced in economic development, zoning administration and development review, urban design, comprehensive planning, park planning and design, and project funding techniques. We will provide a primary point of contact, as well as the specialists and team depth, to respond to your planning and funding needs, whatever they may be.

Thank you for the opportunity to explore providing services to the Village of Hales Corners. If you have any questions, please do not hesitate to contact Brian Wiedenfeld at (414) 285-6693 or bwiedenfeld@msa-ps.com. We look forward to continuing this conversation with you.

Our team is committed to serving you!

Sincerely,

MSA Professional Services, Inc. | Planning + Design Studio

Brian Wiedenfeld
Project Manager
bwiedenfeld@msa-ps.com

Stephen Tremlett, AICP, CNU-A
Principal in Charge
stremlett@msa-ps.com

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OFFICE LOCATION

The office where the majority of work for this project will be completed is located at:

220 East Buffalo St., Suite 201
Milwaukee, WI 53202

We have 19 managers, supervisors, seniors and other professional staff employed at this office location.

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 **with audits of local governments being performed for the majority of that time.** Once a rural land survey company, our firm now consists of 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.

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED



450+
TEAM MEMBERS



17
OFFICE
LOCATIONS

POSITIVELY IMPACTING
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

98% 
ACCURACY

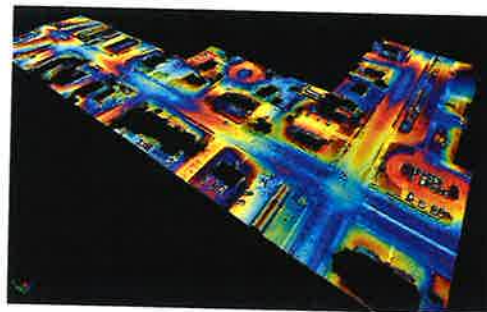
96% 
HELPFULNESS

99% 
QUALITY

98% 
RESPONSIVENESS

98% 
SCHEDULE

97% 
SCOPE & FEES



PLANNING, ECONOMIC DEVELOPMENT & URBAN DESIGN

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.

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

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

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

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



CORE SERVICES

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

- Municipal Planner/Planner-of-Record Services
- Comprehensive Plans
- Park and Recreation Planning: Comprehensive Outdoor Recreation Plans, Park Master Plans, ADA Studies
- Redevelopment/Revitalization Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Funding: Grant Writing, Grant Administration, Fundraising
- Public Engagement and Facilitation
- Capital Improvement and Strategic Plans
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Comprehensive Outdoor Recreation Plans, Park Master Plans, ADA Studies
- Transportation Planning: Bicycle and Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Community and Urban Design: Wayfinding, Streetscaping, and Design Standards

PLANNING + DESIGN STUDIO

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our Planning and Design Studio features certified planners, licensed landscape architects, housing experts, and funding specialists. Our passion is helping communities thrive through creative visioning and practical implementation. We value equity, inclusion and sustainability.

Our planners currently serve as municipal planner or planner of record for multiple communities. Members of our Studio regularly attend Planning Commission and City Council meetings and give presentations on various planning topics at state and national conferences. **The professional planners that comprise the 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.

ORGANIZATIONAL CHART

The team we have organized includes experienced planners and technical service leads who bring an efficient blend of skills that will assist the Village of Hales Corners with the upcoming projects. What you may not see, however, is that **this team is backed by more than 450 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists.** Rest assured, you will always have the support necessary to achieve a successful project.

PROJECT MANAGEMENT: Brian will serve as overall project manager with the remaining members supporting in responding to planning requests from the Village. He will also serve as the Village's main point of contact. Specific roles are described under each person on the right.

AVAILABILITY: Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

WE WILL NOT REPLACE ANY KEY STAFF MEMBERS WITHOUT THE APPROVAL OF THE VILLAGE.



Brian Wiedenfeld

Project Manager

Brian will coordinate and oversee planning services, and will be the primary contact.

He will support public engagement activities and meetings as necessary.



Morgan Shapiro, AICP candidate

Assistant Planner

Morgan will draft reports, agendas, and attend meetings and public engagement activities.



Stephen Tremlett, AICP, CNU-A

Principal In Charge

Steve will be responsible for overall quality assurance and available for technical assistance on all planning services as necessary.

VILLAGE OF HALES CORNERS W I S C O N S I N



Brad Vowels-Katter

Planning Support

Brad will provide zoning technical support as needed.



Vanessa Abou Harb

Urban Design Support

Vanessa will assist with research, and expertise in urban design, comp planning and other services.



Jeff Thelen

Funding Specialist

Jeff will identify financial resources and prepare grant applications.



Brian Wiedenfeld

Project Manager, Client Contact,
Milwaukee Office



Brian assists in comprehensive plan development, data analysis, community engagement strategies, and redevelopment studies.

Education

M.S., Urban and Regional Planning, University of Wisconsin-Madison

B.S., Agricultural and Applied Economics

Selected Project Experience

- Village of Deerfield Comprehensive Plan, Deerfield, WI
- Comprehensive Plan Update, Hortonville, WI
- Comprehensive and CORP Update, Osceola, WI
- Campbellsport Comprehensive Outdoor Recreation Plan, Campbellsport, WI
- McFarland East Side Neighborhood Growth Plan, McFarland, WI
- Village of Menomonee Falls, WI Comprehensive Plan and CORP
- Village of Dane, WI Comprehensive Plan
- Village of Cambridge, WI Comprehensive Plan
- Village of Sharon, WI Comprehensive Plan
- City of Fort Atkinson, WI Comprehensive Outdoor Recreation Plan



Morgan Shapiro, AICP candidate

Assistant Planner,
Milwaukee Office



Morgan has a diverse range of experience in the long-range planning field, from economic development to citywide food system planning, and is passionate about community resilience and sustainable development.

Education

Master of Urban Planning, University of Wisconsin-

Milwaukee; B.A., Geoscience, Studio Art, Lawrence University

Selected Project Experience*

- Department of City Development, City of Milwaukee, WI. During her time with the City of Milwaukee from 2021 to 2023, she supported the Board of Zoning Appeals, conducted research and data analysis and prepared documents for the following projects.
 - City of Milwaukee Downtown Plan 2040
 - City of Milwaukee Bay View Neighborhood Plan 2040
 - City of Milwaukee Comprehensive Outdoor Recreation Plan & Gathering Places Feasibility Study

Other Project Experience

- Downtown Urban Design Project, Sun Prairie, WI
- Safe Streets and Roads for All Plan, Park Falls, WI
- Greenfield Neighborhood Plans, Fitchburg, WI
- Sustainability Plan and Development Design, Madison, WI
- CORP Update, Stoughton, WI
- Comprehensive Plan, Deerfield, WI
- Comprehensive Plan, Hortonville, WI

**Denotes experience prior to MSA.*



Stephen Tremlett, AICP, CNU-A

Principal in Charge,
Madison Office



With more than 16 years of consulting experience, Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, Illustrator, GIS, SketchUp, Lumion and Microsoft Office applications.

Education

M.S., Architecture & Urban Planning, University of Wisconsin-Milwaukee

B.S., Architecture, University of Wisconsin-Milwaukee

Certifications

American Institute of Certified Planners

Selected Project Experience

ZONING ASSISTANCE/ADMINISTRATOR

- City of Lodi, WI
- City of Tomah, WI
- City of Waunakee, WI

DESIGN STANDARDS

- City of La Crosse, WI
- Village of Sauk City, WI
- City of Waunakee, WI
- City of Mauston, WI
- Village of Holmen, WI
- City of Amery, WI
- Village of Belleville, WI



Brad Vowels-Katter

Planning Support
Madison Office



Brad specializes in spatial analysis, community planning, and landscape design with experience across a variety of project types and scales. Brad combines his experience of landscape architecture, planning, and social science into an interdisciplinary approach toward planning, design, and research projects. Brad has worked as a landscape designer at small private design firms, coordinated community grant programs, and managed park development for a rural municipality.

Education

M.S., Water Resources Management, University of Wisconsin-Madison; M.S., Landscape Architecture, University of Wisconsin-Madison; B.S., Landscape Architecture, University of Kentucky

Selected Project Experience

ZONING ASSISTANCE/ADMINISTRATOR

- Town of Fulton, WI
- Village of Cambridge, WI
- City of Lodi, WI

Other Project Experience

- North Main Street Redevelopment Plan, Fond du Lac, WI
- Riverfront Plan, Fond du Lac, WI
- East Side Neighborhood Economic Development & Land Use Plan, McFarland, WI
- Downtown Urban Design Project, Sun Prairie, WI
- Dane Comp Plan Update and CORP, Dane, WI



Vanessa Abou Harb

Urban Design Support
Madison Office



Vanessa's planning interest is the intersection of urban design, environmental sustainability, and community development. She has held several positions, equipping her with professional expertise in data visualization, maps digitization, framework plans design proposals, and community engagement. She is a Fulbright Scholar, and a firm believer in the power of cultural exchange. Prior to her planning career, Vanessa worked as an architect and project manager in a consultancy firm in Beirut, leading several architectural projects in the UAE and Thailand.

Education

M.S., Urban and Regional Planning, University of Wisconsin-Madison
B.A., Architecture, Lebanese American University, Byblos, Lebanon

Selected Project Experience

- Comprehensive Plan, Eden, WI
- Comprehensive Plan, Tigerton, WI
- Comprehensive Plan, Waunakee, WI
- Greenfield Neighborhood Plan, Fitchburg, WI
- Village of McFarland WI Land Use Planning for Redevelopment, Districts 1 & 2, McFarland, WI
- Greenfield Neighborhood Plan, Fitchburg, WI
- South Stoner Prairie Neighborhood Plan, Fitchburg, WI



Jeff Thelen

Funding Specialist
Baraboo Office



Jeff is a planner and funding specialist with a broad range of experience in the fields of economic development, land use planning and community finance. He has more than 15 years of experience administering federal grant programs including Community Development Block Grant and Economic Development Administration grant programs. Jeff is also a successful grant writer; he has attained more than \$25 million in CDBG funding for public infrastructure improvements and housing rehabilitation.

Education

MSP, Urban and Regional Planning, Florida State University

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

Selected Project Experience

Zoning Assistance/Administrator

- Village of West Baraboo, WI
- Village of Dane, WI

Other Project Experience

- Creation of Tax Incremental Finance (TIF) District No. 10, Sauk City, WI
- Creation of TIF District No. 3, Dane, WI
- Amendment to TID District No. 2 & Creation of TIF District No. 3, West, WI
- TIF Creation and Amendments, Fox Lake, WI
- WI DNR Stewardship Funding Application for River Road Trail Construction, Wisconsin Dells, WI
- CDBG -Public Facilities Application & Administration, Beaver Dam, WI
- CDBG-Public Facilities for Economic Development Application & Administration, Fox Lake, WI



PLANNING EXPERIENCE AND REFERENCES

Below is contact information for clients who have worked with members on this project team on similar projects. We encourage you to reach out to them directly for more information about the services we provide and their experience working with our proposed project team — the same team we offer to assist the Village of Hales Corners.

VILLAGE OF SOMERSET, WI
PROVIDE PLANNING ASSISTANCE
Contact: Bob Gunther, DPW/Economic Development Director
Email: rgunther@villageofsomerset.us
Phone: (715) 247-5555
Address: 110 Spring Street
Somerset, WI 54025

CITY OF LODI, WI
PROVIDED PLANNING SERVICES
Contact: Brenda Ayers, City Administrator
Email: bayers@cityoflodi.us
Phone: (608) 592-3247
Address: 130 S Main St.
Lodi, WI 53555

VILLAGE OF HOLMEN, WI
PROVIDED PLANNING ASSISTANCE
Contact: Scott Heinig, Village Administrator
Email: sheinig@holmenwi.gov
Phone: (608) 526-6305
Address: 421 South Main Street
PO Box 158
Holmen, WI 54636

GENERAL PLANNING SERVICES

MSA's Planning and Design Studio provides planning services to the following communities, on an as-needed basis. This ranges from all types of zoning application review and reporting to land use planning, as well as attendance at Council/Board and Planning Commission meetings as requested by the client.

- Village of Rosendale, WI
- Village of Dane, WI
- Town of Lowell, WI
- Village of Somerset, WI
- Village of Palmyra, WI
- Town of Fulton, WI
- Village of West Baraboo, WI
- Village of Holmen, WI



PROPOSED APPROACH FOR PLANNING SERVICES

Our team recognizes that we serve as an extension of the Village and that a high level of communication and coordination is required in this role. We understand this service model and bring best practices and lessons learned over our decades of experience to serve as a steward of your community. Our understanding of the Village's needs for a partner to strengthen its general municipal planning services includes a focus on a wide range of related services including community engagement, master planning, zoning ordinance administration, grant writing/administration and project development reviews. Since we serve as an extension of the Village, we work to develop strong working relationships and foster client trust through high levels of communication and coordination. Depending on the tasks assigned and the work needed to accomplish the Village's vision, we can work together to ensure that we accomplish the tasks efficiently and utilize existing Village resources to minimize consultant expenses.

In the following section you will see areas of planning we have identified as a service your community may need us to provide. Overall, our ability to help with your requested areas of focus is outlined in the following section with our experience and capacity to help described in more detail for each planning activity. This is not a proposed scope of services, but instead a description of our municipal planning experience and our collective capacities to get the job done.

TRUST AND TRANSPARENCY

Our work with you, your community, and its many residents and stakeholders requires a strong foundation of trust that we understand and can promote in the Village's interests. We build that trust first by getting to know each other. Though we have many working relationships across the region, we are aware of no MSA project or client obligations that present a conflict with Village interests.

TEAM DEPTH

Our team features many years of experience and contains a variety of skill sets and bill rates that can efficiently accomplish your diverse planning needs. While Brian will be the primary point-of-contact of our service delivery, our team structure allows him to delegate tasks to optimize timely, well-informed and cost-efficient expertise across a variety of MSA's knowledgeable staff.

PUBLIC ENGAGEMENT

Community involvement in public policy decisions is critical to success. We put a high value on public engagement and bring a large toolbox of strategies to connect with stakeholders effectively. Our experienced staff can help facilitate a wide range of activities and work to resolve potential conflicts that may arise as part of the planning process. Engagement can and should be accomplished by tapping into a variety of existing community resources, including community and non-profit organizations, public officials, youth, disabled individuals, residents, and the business community.



AVAILABLE SERVICES

Each of the tasks listed are outlined in more detail related to our team's experience providing municipal planning services to communities like Hales Corners. Each description provides a general overview of our team's expertise within each of the requested areas of focus.

Site Plan Review: Drawing on our multidisciplinary expertise, we will assess proposed development applications and ensure compliance with zoning regulations, building codes and environmental considerations.

Zoning Administration Assistance: We will support the Village in the effective administration and enforcement of zoning ordinances and regulations based on an agreed communication strategy with Village staff and other support persons.

Conditional Use Permit Review Assistance: We will assist in the review and evaluation of conditional use permit applications, adhering to the Village's requirements and evaluation criteria.

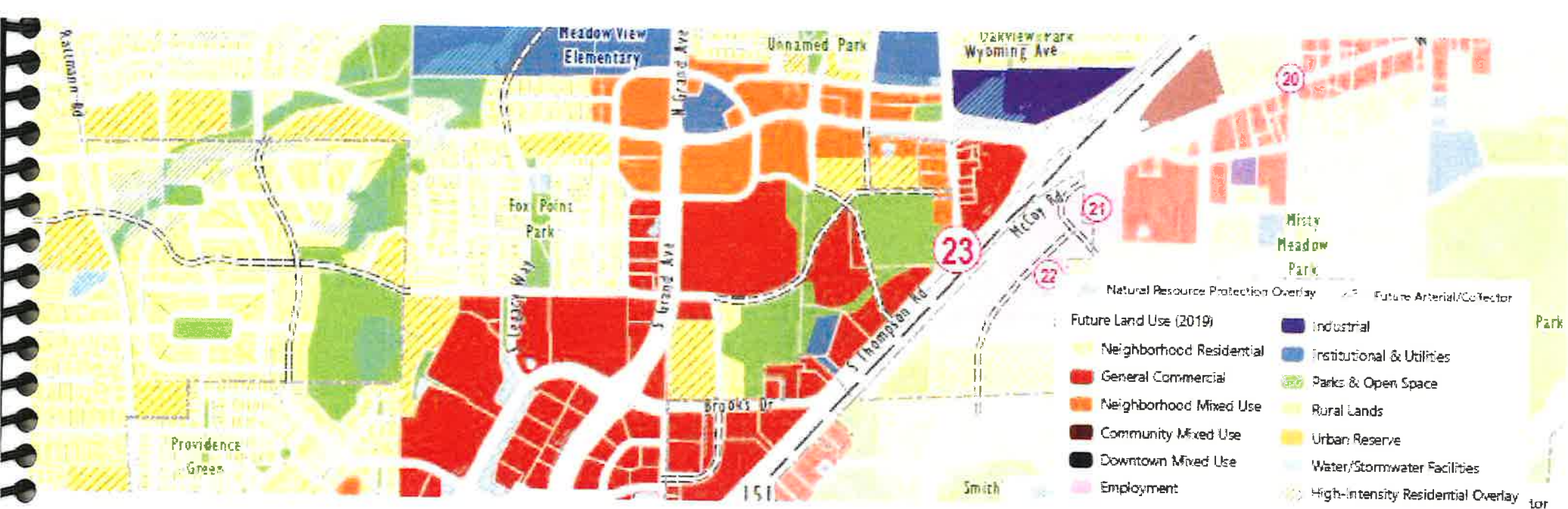
CSM/Plat Review Assistance: We will review proposed certified survey maps (CSMs) and subdivision plats to ensure compliance with relevant regulations and guidelines.

Meetings: Morgan will prepare agendas and attend Plan Commission and Zoning Board of Appeals meetings (with Brian available to attend should a scheduling conflict arise). Staff will be available to attend other Village meetings, as needed, based on items pertaining to planning services.

Community Engagement and Witness Testimony: Morgan and Brian are available for public engagement activities. Witness testimony can be provided as necessary.

Zoning and Subdivision Code Review: Our team can evaluate existing zoning and subdivision codes, identifying areas for improvement and recommending enhancements to align with the Village's long-term vision.

Tax Increment Financing (TIF) Administration: We can handle TIF administration tasks, including the preparation of annual reports, participation in Joint Review Board meetings and conducting incentive analyses.



General Economic Development Assistance: Sustaining and growing a healthy mix of businesses is a challenge in many communities, and success or failure is due primarily to things that the municipality doesn't control - market forces and the efficacy of individual business leaders. However, the Village can, and should, be proactive to support the business community. On request, our firm can provide support and guidance in various economic development initiatives, including research, analysis and strategic planning.

Planning Documents Review and Updating: We will review existing planning documents, such as the Comprehensive Plan, and update them as necessary to ensure alignment with current Village objectives and best management practices. Zoning Map will be updated as necessary.

Grant Funding Assistance: Our team will actively research, identify and assist in the preparation of grant applications to secure funding for various Village planning initiatives.

Grant programs are an important resource for project implementation, and MSA is proud to be a statewide leader in the acquisition of grant funding for our clients. We track changes to existing programs and add new programs as they are developed so that we can align your project needs with funding program priorities. Our success is founded in strong working relationships with funding program staff at DOA, WEDC, DNR, DOT, EDA, USDA and other agencies. We will inform you of new or revised funding opportunities that may fit the Village's needs and we advise a periodic (e.g. semiannual) meeting with one of our funding specialists and key Village staff to review and discuss grant funding needs and opportunities.

COST PROPOSAL

This cost proposal shows the schedule of rates for each category, for the next three years.

Category	Staff	2025	2026	2027
Principal-In-Charge	Tremlett	\$200	\$210	\$220
Project Manager	Wiedenfeld	\$135	\$150	\$160
Planners	Shapiro, Vowels-Katter, Abou Harb	\$125	\$140	\$150
Financial Specialist	Thelen	\$135	\$150	\$160

REQUIRED CHANGES TO TERMS AND CONDITIONS

Article G – Terms and Conditions/Insurance. Our Professional Liability insurance for errors and omissions is \$5,000,000. Village requires \$10,000,000. Note that the insurance we carry is at or above the median for firms of our size.

Article G – Terms and Conditions/Indemnification. Strike “defend” from the first sentence. This clause for “defend” is now unenforceable because of AB 514, new state law, signed in March of 2024.

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

PROPOSAL TO PROVIDE PROFESSIONAL PLANNING SERVICES | HALES CORNERS, WI | NOVEMBER 11, 2024



W61N497 Washington Avenue

Cedarburg, WI 53012

262-204-2360 (office)

262-375-2688 (fax)

Primary Contact: Ben Greenberg, Senior Planner

ben.greenberg@cedarcorp.com



Professional Services Proposal and Qualifications Professional Planning Services

Village of Hales Corners, Wisconsin

November 11, 2024

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Community Infrastructure • Architecture • Environmental Services

W61N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360 (office)
262-375-2688 (fax)
www.cedarcorp.com

November 11, 2024

Ms. Sandra Kulik, Village Administrator
Village of Hales Corners
5635 S. New Berlin Road
Hales Corners, WI 53130

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS TO PROVIDE PROFESSIONAL PLANNING SERVICES FOR THE VILLAGE OF HALES CORNERS

Dear Ms. Kulik:

Cedar Corporation appreciates the opportunity to provide our Professional Services Proposal and Qualifications to assist the Village of Hales Corners with the provision of Professional Planning Services. Cedar Corporation has assembled a very capable team with direct experience in providing such services, as well as a broad range of other experience that will fit well with the needs of the Village. Cedar Corporation proposes to serve the Village out of our Cedarburg office. Services will be led by Senior Planner, Ben Greenberg, who serves as consulting planner and/or zoning administrator for several Towns and Villages in southeast Wisconsin and formerly served as a Senior Planner for Waukesha County.

Our Planning and Grants Team has an extensive resume of planning and zoning projects in the areas of community development, land use, code administration and development, economic development, housing, and park planning. Our Planning and Grants Team works collectively to provide solutions to our clients' needs. We have provided our most recent and relevant project descriptions and references for your review.

We are confident the Village of Hales Corners will benefit from Cedar Corporation's vast experience in providing a wide variety of planning services to other Towns, Villages, and Cities throughout Wisconsin. Per the Village's request, all required information is contained in this proposal and Cedar Corporation accepts all terms and conditions contained in the Request For Proposal. Our Project Team is prepared to begin working with the Village upon notification of selection and execution of a contract. This proposal is effective for ninety (90) days from the date submitted.

Ken Jaworski will be the authorized representative for Cedar Corporation. He is located at 1695 Bellevue Street, Green Bay, WI and can be contacted at 920-491-9081 (office), 920-491-9020 (fax), or at ken.jaworski@cedarcorp.com.

As a local company, we are very familiar with the State's zoning and land-use regulation codes and have provided similar assistance to many clients over the years. Thank you for giving us the opportunity to submit a proposal and if you have any questions, please feel free to call us at 262-204-2360.

Sincerely,

CEDAR CORPORATION

Ken Jaworski
Director/Project Manager/Authorized Rep.

Ben Greenberg
Senior Planner

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Photo Credit: Village of Hales Corners' Website

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FIRM INFORMATION

CERTIFICATE OF INDEPENDENCE

In an RFP context, a "Certificate of Independence" is a document provided by the bidder or contractor to affirm that they have no conflicts of interest and can perform the requested services impartially. By issuing this certificate, the company or individual confirms:

1. **Independence:** They are not influenced or biased by any personal, financial, or other relationships that could compromise the objectivity of their services.
2. **No Conflicts of Interest:** They have no existing relationships, agreements, or obligations with the client or any other entity that could affect their ability to perform the work impartially and fairly.
3. **No Collusion:** The bidder has not engaged in any actions to manipulate or compromise the competitive nature of the procurement process, including discussing bids with competitors.

Cedar Corporation hereby commits to maintaining an independent attitude and appearance through the full term of the agreement.



Ken Jaworski, Authorized Representative

FIRM INFORMATION

Company Background

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. Cedar Corporation has a long history of providing services to small cities and villages, as well as to a variety of rural towns and sanitary districts. More information is attached to this section.

Contacts

The Village's main contacts would be:

- Project Management, Quality Control, and Accounting
Ken Jaworski, Director/Project Manager
1695 Bellevue Street
Green Bay, Wisconsin 54311
Phone: 920-491-9081
E-mail: ken.jaworski@cedarcorp.com
- The local Planning and Zoning contact would be:
Ben Greenberg, Senior Planner
W61N497 Washington Avenue
Cedarburg, Wisconsin 53012
Phone: 262-204-2360
E-mail: ben.greenberg@cedarcorp.com

Desired Services

We understand that a variety of tasks will be required by the Village and may include assistance with:

- Preparation of reports and agendas for Plan Commission, Village Board, Zoning Board of Appeals, and Community Development Authority, as needed.
- Attendance at Plan Commission meetings and other related public meetings and hearings, making presentations when appropriate.
- Reviewing, analyzing, and writing reports on site plans, subdivision plats, zoning requests, conditional use permits, annexation petitions, and other related petitions to determine their conformance with Village Ordinances and adopted Plans and Policies.
- Meeting with developers and petitioners, in Village's offices, per a regular or as needed schedule, set by the Village.
- Community speaking engagements, as needed.
- Providing expert witness testimony on an as needed basis.
- Reviewing existing community development related ordinances, including but not limited to the Village's Zoning Ordinance, Subdivision Ordinance, sign regulations, site plan standards, lighting plans, and landscaping standards.
- In addition to the above services, Cedar Corporation's Planning and Grants Team offers grant writing assistance to a variety of opportunities.

FIRM INFORMATION

- As deemed necessary by the Village, the firm will make written recommendations in a format desired by the Village, regarding revisions needed to make the existing codes and ordinances more effective at achieving a high-quality development pattern.
- Providing information related to interpretation of the Village's Zoning and Subdivision Ordinances.
- Reviewing and making recommendations for changes to the Comprehensive Plan and detailed plans, where appropriate.
- Assisting the Village in preparing updates of existing Plans and Studies.
- Working with Village staff to identify and apply for other non-Village funding sources to implement Village objectives and projects, including a range of community and economic development grant programs that the firm will monitor and track.
- Coordination and lead work related to property acquisition and relocation orders.

All work will be performed under professional services in accordance with generally accepted standards of its profession.

In addition, Cedar Corporation understands that timely and effective communication is required with community leaders and staff and that, upon request, Cedar Corporation will provide support for, and attendance, at the Village's Plan Commission meetings and Village Board meetings.

Through this response, Cedar Corporation will demonstrate its experience, qualifications, availability, and cost-effectiveness to accomplish the Village's goal. We will clearly identify the Cedar Corporation project staff for this effort and what makes us uniquely qualified for this opportunity. Attached to this section is additional information on our planning, grants, economic development, and GIS services.

WHO IS CEDAR?

(CORPORATE BACKGROUND)

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.

Our Cedarburg office is made up of the following individuals:

- One Director/Office Manager
- One Senior Planner
- Three Professional Engineers
- One Professional Land Surveyor
- One Professional Geologist
- One Senior Construction Manager
- Four Staff Engineers/Technicians



LOCATION

W61N497 Washington Avenue
Cedarburg, WI 53012
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.



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



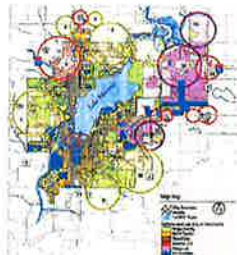
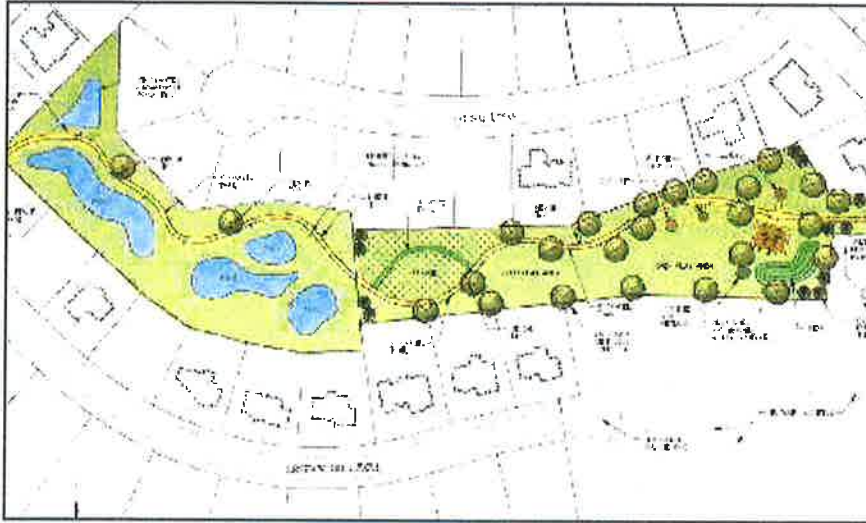
Water Resource
Engineering



Wetland
Delineations

Planning and Grants

SERVICES



Service Overview

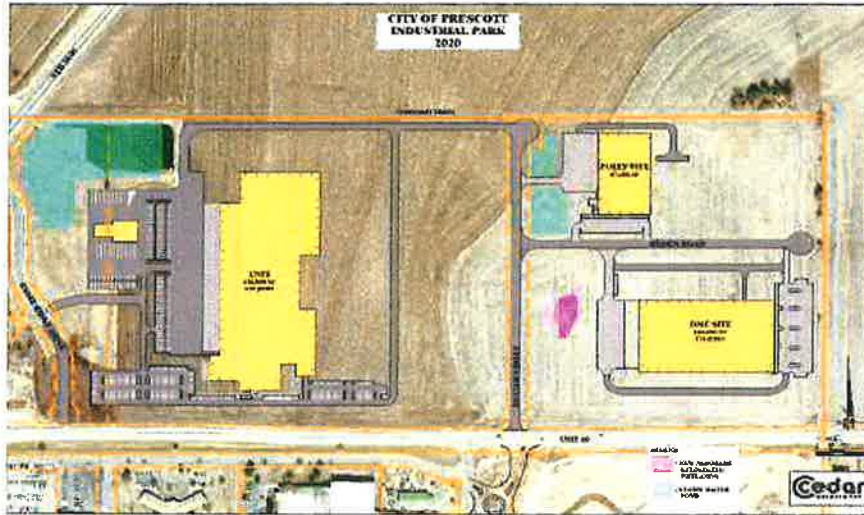
Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

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

Economic Development

SERVICES



Project Plan for Tax Incremental District

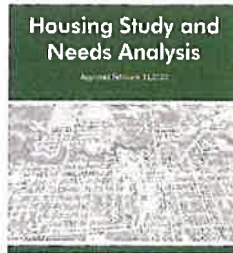
Approved August 4, 2020

Prepared by the
Village of Clayton, Wisconsin

With assistance from



604 Wilson Avenue
Menomonee, WI 54751
715-235-1061



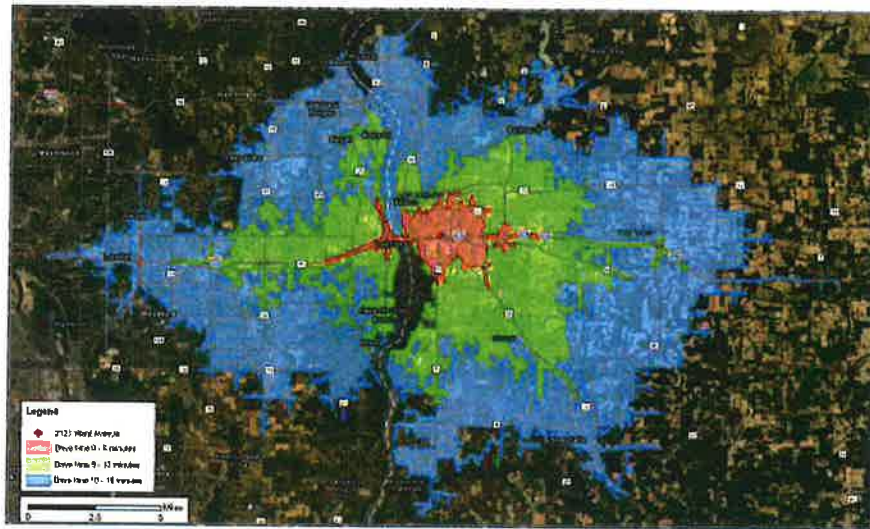
Service Overview

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

Geographic Information System (GIS) SERVICES



ZONING	
R-1	SINGLE FAMILY RESIDENTIAL DISTRICT
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R-1	SINGLE FAMILY RESIDENTIAL DISTRICT

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.

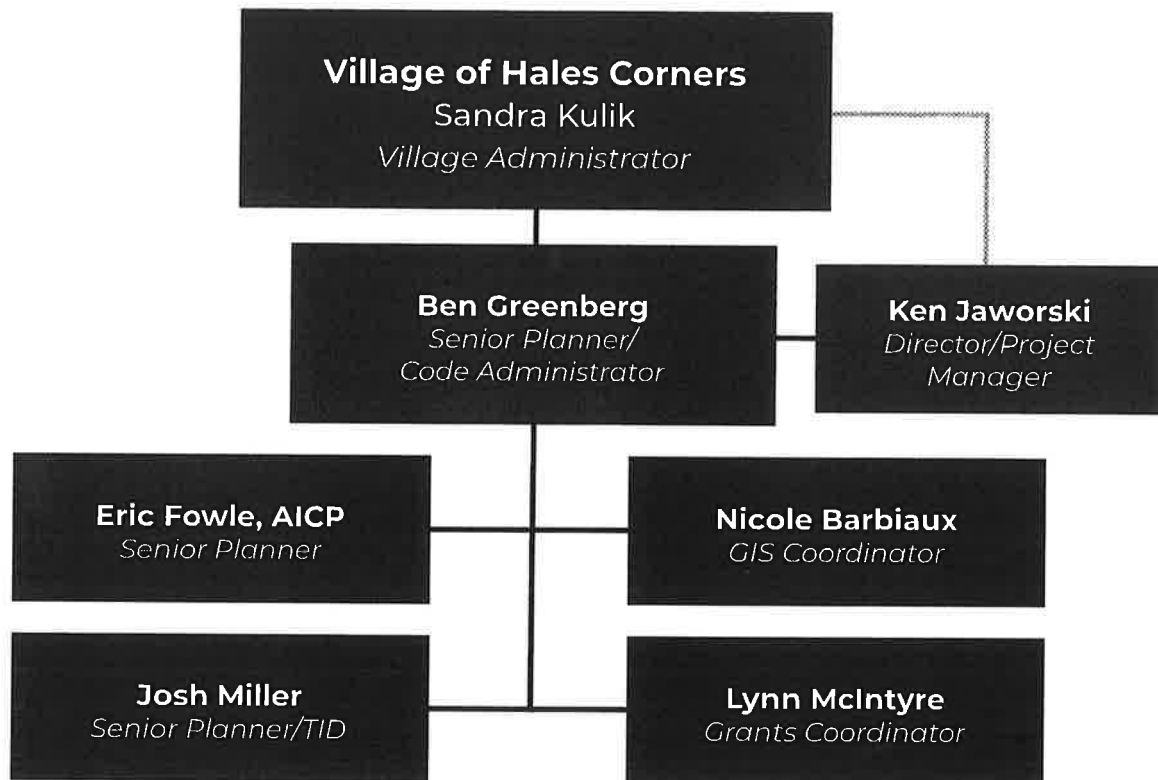
Expertise

- 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

KEY PERSONNEL

PROJECT TEAM

The Planning and Grants Team members who will provide services to the Village is shown on the organizational chart below, along with summaries of the Team's participants and their roles. Detailed resumes for each Team member are contained in the following pages.



YOUR TEAM

Ken Jaworski *Director/Project Manager*

Ken has been a professional land use planner for over 40 years. Ken has managed or developed over 95 Comprehensive Plans under Wisconsin's Comprehensive Planning Statute (66.1001). Ken has also worked with many clients on zoning ordinance rewrites and amendments, as well as providing day-to-day zoning/planning administration services. Ken is an accomplished speaker on the topics of planning and zoning, presenting at numerous conferences. *Ken will serve as the Project Manager, responsible for contract negotiation, invoicing, staff performance, timely communication, as well as providing leadership and technical support in various aspects of the provision of services to the Village.*

Ben Greenberg *Senior Planner/Code Administrator*

Ben serves as the planner and/or zoning administrator for multiple Towns and Villages in southeast Wisconsin and the Fox Cities. Prior to joining Cedar Corporation, Ben was a professional land use planner and zoning administrator with Waukesha County for ten years. Ben has several years' experience with ordinance rewrites and amendments, as well as providing day-to-day zoning/planning administration services. Prior to that, Ben was the GIS and research manager for one of the largest full service commercial real estate firms in Wisconsin. Ben is a strong technical writer and effective communicator. *Ben will serve as the Primary Contact/Planner, responsible for day-to-day duties and responsibilities as well as technical support in various aspects of the provision of services to the Village.*

Eric Fowle, AICP *Senior Planner/Grants Coordinator*

Eric is an AICP certified planner with over 30 years of experience in planning and land use regulation. In his 23 years (15 as Executive Director) with the East Central Wisconsin Regional Planning Commission (ECWRPC), Eric led a talented group of staff, developing and implementing numerous award-winning programs and plans. In addition to his regional planning skills, Eric has conducted both broad and specialized planning work for counties, small urban and rural communities, and larger urban areas including the City of Oshkosh, City of Neenah, City of Waupaca, and City of New London. He has prepared over twenty-five comprehensive plans during his career and is well experienced in finding balance amongst competing community and governmental interests. Eric also has extensive experience in zoning, leading comprehensive rewrite projects, as well as providing day-to-day zoning administration services for clients. *Eric will serve in a support role to Ben and will provide assistance as requested.*

Josh Miller *Senior Planner*

Josh brings 19 years of experience in the planning and zoning related field. Prior to his current role at Cedar Corporation, Josh spent over 12 years working for the City of Marshfield. While with the City of Marshfield, he served as Zoning Administrator, City Planner, and Development Services Director. In that time, he was responsible for administering the City's subdivision, zoning, and sign codes. He also rewrote or was the project lead in the repeal and replacement of all three codes. In his time with Cedar Corporation, he has written updates for zoning and subdivision ordinances, Comprehensive Plans, Safe Routes to School Plans, and Comprehensive Outdoor Recreation Plans for a variety of communities in Wisconsin. Josh also has extensive experience with Tax Increment Finance Districts, grant writing, Capital Improvement Planning, and strategic planning. *Josh will serve in a support role to Ben and will provide assistance as requested.*

Nicole Barbiaux *GIS Coordinator*

Nicole works out of Cedar Corporation's Green Bay office and brings over 10 years of diversified GIS experience ranging from maintaining county land information to designing content for online mapping and custom Web Apps. Nicole's proficiency at GIS mapping, geoprocessing, data collection and management, and diversified supporting tasks make her invaluable to many projects. *Nicole's role will be to provide support to Ben as needed for various projects and to work with Village staff on web-based platforms including their Zoning Hub portal.*

Lynn McIntyre *Grant Coordinator*

Lynn McIntyre has over 25 years of experience providing grant writing and administration services to various municipalities throughout the state. *She will work with the project manager and the Village to evaluate and determine the best funding options to maximize grant dollars and low interest loans. Once funding has been solicited for and accepted, she will oversee the funding programs to ensure the project maintains compliance with the programs requirements.*

KEN JAWORSKI

DIRECTOR

Ken Jaworski brings over 40 years of experience in community comprehensive planning, land use, natural resource management, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken specializes in rural community level planning.

Areas of Expertise Include:

- Author or co-author in the development of over 95 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Land Use Plans
- Highway Corridor Master Plans
- Public meeting facilitation
- Comprehensive Outdoor Recreation Plans (CORP's)
- Park Master Plans
- Intergovernmental agreements
- Farmland Preservation Plans and ordinances (DATCP certified)
- Greenway Corridor and trail planning
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Business development
- Contract negotiation and execution
- Expert witness testimony (Renewable Energy)

Representative Project Experience Includes:

- On-going Planning and Zoning Administration Services for the Village of Kekoskee and Mishicot, and the Town of Clayton, Newton, Nepeuskun, LeRoy, and others
- Comprehensive Plans for Fond du Lac and Green Lake Counties, Village of Little Chute, and the Towns of Clayton, Manitowish Waters, Omro, Watertown, Winneconne, and many more
- Farmland Preservation Plans for Fond du Lac and Green Lake Counties
- Expert witness testimony for Renewable Energy (Solar) PSC permitting

Other Relevant Experience Includes:

- Dog park design
- Development of fund raising strategies for 501c3 organizations
- Conference presenter for WAPA, WTA, and other agencies



Education

Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

Professional Certifications/Training

AICP: 2000

Finance and Accounting: 2001

Negotiating Win/Win Outcomes: 2000

Certified Project Manager: 1996

Instructor – Environmental Planning Course, UW-Green Bay: 1994

Professional Affiliations

American Planning Association, National and Wisconsin Chapters
Wisconsin Park and Recreation Association

League of Wisconsin

Municipalities

Total Experience

Since 1983

BENJAMIN GREENBERG

SENIOR PLANNER

Benjamin Greenberg is a member of Cedar Corporation's Planning and Grants Team. He has vast experience in land use planning, ordinance writing, and zoning administration. In addition, Ben has over fifteen years of experience in public and private sector GIS analysis and systems development. Ben is a skilled technical writer and effective communicator with substantial public speaking experience.

Areas of Expertise Include:

- Zoning administration
 - ◊ General Zoning
 - ◊ Shoreland and Floodplain Zoning
 - ◊ Airport Height Zoning
- Land use planning
- Ordinance and technical writing
- GIS applications
- Public speaking
- Market analysis
- Strategic planning

Representative Project Experience Includes:

- Town of Hartford Planning and Code Administration (2024)
- Town of Mukwonago Planning and Code Administration (2024)
- Village of Oostburg Planning and Code Administration (2024)
- Town of Cedarburg Planning and Code Administration (2024)
- Waukesha County Code Administration Assistance (2024)
- Town of Clayton (Winnebago Co.) Planning and Code Administration (2024)
- Primary author of the Waukesha County Floodland Protection Ordinance (2023)
- Assisted the Town of Oconomowoc with the development of the Downtown Okauchee Zoning District
- Assisted the Waukesha County Executive's office with a feasibility study on the potential disposition of county owned lands and facilities
- Lead multiple Strategic Plan initiatives for the Waukesha County Department of Parks and Land use



Education

Master of Arts in Urban Planning
with a Certificate in Urban
GIS: University of Wisconsin-
Milwaukee (2000)

Bachelor of Science in Political
Science: University of Wisconsin-
Madison (1993)

Professional Certifications

LEAN - Six Sigma Certification
(Yellow Belt)

Professional Affiliations

Wisconsin County Code
Administrators

Total Experience

Since 1998

ERIC FOWLE, AICP

GRANT COORDINATOR/SENIOR PLANNER



Education

Bachelor of Arts in Urban and Regional Analysis: University of Wisconsin-Green Bay (1992)

Professional Certifications

American Institute of Certified Planners (AICP)

Professional Affiliations

American Planning Association - WI Chapter (APA)

Wisconsin Geological and Natural History Survey - Geologic Mapping Advisory Committee

Founding Co-chair of the Niagara Escarpment Resource Network (since 1998)

Board Member of the Lakeshore Natural Resource Partnership (since 2010)

Awards and Acknowledgments

2004 Green Ribbon Award, Greenville GreenPrint Plan

2010 WDNR NE Wisconsin Conservation Person of the Year

2023 Governor's Tourism Award Nominee

Total Experience

Since 1991

Eric Fowle is an AICP certified planner with over 30 years of experience in planning and land use regulation. In his 23 years (15 as Executive Director) with the East Central Wisconsin Regional Planning Commission (ECWRPC), Eric led a talented group of staff, developing and implementing numerous award-winning programs and plans. In addition to his regional planning skills, Eric has conducted both broad and specialized planning work for counties, small urban and rural communities, and larger urban areas including the City of Oshkosh, City of Neenah, City of Waupaca, and City of New London. He has prepared over twenty comprehensive plans during his career and is well experienced in finding balance amongst competing community and governmental interests. Eric also has extensive experience in zoning, leading comprehensive rewrite projects, as well as providing day-to-day zoning administration services for clients. Eric also attends every American Planning Association (APA) National Conference to keep up with the latest planning and zoning trends and best practices.

Areas of Expertise Include:

- Comprehensive Planning and plan implementation strategies and methods, including the fundamentals of zoning and subdivision regulations
- Zoning and subdivision regulation including comprehensive code updates and code amendment experience.
- Zoning and subdivision ordinance administration for client communities.
- Extensive knowledge in topics associated with regional and local-level land use, transportation, housing, economic development, recreation, and environmental planning
- Well-versed in growth management, greenway corridor, and Green Infrastructure (GI) planning techniques
- Neighborhood planning, riverfront planning, and urban design, including site-level master planning, trail planning, and redevelopment plans
- Expert knowledge in public participation and community visioning (design charrettes, visual preference surveys, public informational meetings), including WisDOT Public Engagement guidelines and requirements
- Meeting facilitation and public presentation skills
- Successful grant writing and administration with nearly \$10M in grants secured to date

Representative Project Experience Includes:

(may include projects while with previous employer)

- Town of Buchanan Planning & Zoning Administration services (2020-current)
- Town of Buchanan comprehensive Zoning Ordinance Update (2021-current)
- City of Manawa Comprehensive Plan Update (in progress)
- Village of Sherwood Comprehensive Plan Amendments (in progress)
- Village of Bellevue Comprehensive Plan Update (2023)
- Town of Clayton Comprehensive Plan Update (2023)
- City of Lake Mills Zoning & Subdivision Ordinance Review for Affordable Housing (2023)
- City of New London Comprehensive Plan Update (2022)
- Town of Clayton, Highways 10 and 76 Corridor Land Use Master Plan (2021)
- City of Watertown Workforce Housing Action Plan (2021)
- City of Jefferson Workforce Housing Action Plan (2021)

JOSH MILLER

SENIOR PLANNER



Education

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

Professional Affiliations

Central Wisconsin Economic Development Fund (CWED)
American Planning Association - Wisconsin Chapter

Total Experience

Since 2004

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.

Areas of Expertise Include:

- 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

Representative Project Experience Includes:

(may include projects while with previous employer)

- Comprehensive Plan 2023-2043, Village of West Salem, WI
- Tax Incremental Finance Districts, City of Menomonie, WI
- Comprehensive Outdoor Recreation Plan 2023-2028, City of Menomonie, WI
- Housing Affordability Analysis 2022, City of Menomonie, WI
- Developer's Handbook, Village of Sherwood, WI
- Comprehensive Plan 2017-2037, City of Marshfield, WI
- Economic Development Strategic Plan, City of Marshfield, WI
- Capital Improvement Plan, City of Marshfield, WI
- Economic Development Board Strategic Plan, City of Marshfield, WI
- Sign Code, City of Marshfield, WI
- Subdivision Ordinance, City of Marshfield, WI
- Subdivision Development, City of Marshfield, WI
- Safe Routes to School Plan, City of Marshfield, WI
- Annual Economic Development Reports, City of Marshfield, WI

Committees:

(includes staff positions with previous employer)

- Greater Menomonie Development Corporation (GMDC)
- Central Wisconsin Economic Development Fund (CWED)
- City of Marshfield Historic Preservation and Commission
- City of Marshfield Economic Development Board (EDB)
- City of Marshfield Plan Commission
- City of Marshfield Zoning Board of Appeals
- City of Marshfield Main Street Marshfield Committees

NICOLE BARBIAUX

GIS COORDINATOR

Nicole Barbiaux brings over 10 years of experience in GIS and Cartography. She is experienced in data asset management, data analytics, and visual interpretation via cartographic display. Nicole brings experience in the creation of both static maps along with interactive online maps and applications to bring data to life.

Areas of Expertise Include:

- Maintenance and Management of GIS databases
- Cartography and visual representation of data
- Data collection and creation
- Data extraction and conversion
- Spatial analysis
- Web-based GIS solutions
- Online maps and applications (Story Maps, Dashboards, Experience Builder)
- Mobile field applications
- Public engagement through online surveys and map exercises
- Database management
- Land use mapping
- Zoning mapping
- Development of procedural/training documentation

Representative Project Experience Includes:

(may include projects while with previous employer)

- Online GIS Management for Cities of Menomonie and Edgerton
- Comprehensive plan mapping for City of Beaver Dam, City of Manawa, Town of LeRoy, Town of Saukville
- Outdoor recreation plan mapping for Village of Bonduel
- Online cemetery database and application creation for Cities of Plymouth and Sheboygan Falls
- City of Niagara Zoning Map, 2021
- Village of Wausaukee Zoning Map, 2021
- Luxemburg-Casco Safe Routes to School Action Plan, 2022
- Manitowoc County Parks and Open Space Plan, 2023

Education

Bachelor of Science in Geography
- GIS/Cartography: University of
Wisconsin-Stevens Point (2010)

Professional Affiliations

Wisconsin Land Information
Association (WLIA) - Board of
Directors

Esri Wisconsin Users Group
(EWUG)

Total Experience

Since 2010

LYNN MCINTYRE

TEAM LEADER - PLANNING AND GRANTS



Lynn McIntyre has a combined total of 25 years of grant administration and grant writing experience and 10+ years of leadership experience, she 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.

Areas of Expertise Include:

- 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

Representative Project Experience Includes:

- City of Cornell Bike/Pedestrian Trail and Improvements - 2022 CDBG-CV
- Village of Woodville Street and Infrastructure Improvements - 2022 CDBG
- City of Prescott Food Pantry, Senior Meal Prep Kitchen, and COVID-19 Testing Location - 2021 CDBG-CV
- City of Owen Street and Infrastructure Improvements - 2021 CDBG
- Village of Norwalk WWTF Upgrades - 2021 CDBG
- City of Ashland Street and Infrastructure Improvements - 2021 CDBG and CLOSE
- City of Durand Street and Infrastructure Improvements - 2020 CDBG
- Village of Hilbert Acquisition and Demolition - 2020 CDBG and CLOSE
- City of Menomonie Street and Infrastructure Improvement - 2020 CDBG
- Village of Wausaukee Acquisition and Building Repurposing Project - 2020 CDBG and CLOSE
- Village of Milltown Street and Infrastructure Improvements - 2020 CDBG
- Town of Lorain New Fire Hall - 2020 CDBG
- City of Glenwood City Library/Senior/Community Center - 2020 CDBG
- City of Osseo Street and Infrastructure Improvements - 2020 CDBG
- Village of Elmwood Street and Infrastructure Improvements - 2020 CDBG
- City of Menomonie WWTF Upgrades - 2020 CWF
- Little Suamico Sanitary District No 1 - 2020 CWF
- Village of West Salem WWTF Upgrades - 2020 CWF
- City of Cornell WWTF Updates - 2019 CDBG and CWF
- Village of Woodville Well #3 - 2019 CDBG and SDWP
- Weyauwega Water System Improvements - 2019 CDBG
- City of Stanley Community Center - 2019 CDBG
- Calumet County Planning Grant Administration - 2019 CDBG
- City of Owen Street and Infrastructure Improvements - 2019 CDBG
- Village of Spring Valley Street and Infrastructure Improvements - 2019 CDBG

Education

Bachelor of Science in
Management - Business
Administration: University of
Wisconsin-Stout (2016)

Associates Degree in Finance:
Western Wisconsin Technical
College (1991)

Professional Affiliations

Society of Human Resource
Management (SHRM)

Total Experience

Since 1993

TEAM SKILLS AND ABILITIES

TEAM SKILLS AND ABILITIES

Cedar Corporation's Planning and Grants Team is well versed and experienced in many aspects of planning, zoning, and community development. Specific skills, abilities, and knowledge of the Team include:

- Code Administration
- Public Policy Creation
- "Planner on call" support
- Public Participation and Citizen Engagement Methods
- Meeting Facilitation
- Public Speaking
- Community Visioning
- Creative Problem-Solving
- Communication and Preparation of Visualizations
- Knowledge of Municipal and Project Funding Methods
- Successful Grant Writing and Administration
- Knowledge of Grant/Loan Funding Sources
- State Land Use Law Knowledge
- Expert Witness Testimony
- Renewable Energy Planning
- Strong Relationships with State Agencies
- Strong Relationships with Statewide organizations such the League of Wisconsin Municipalities, Wisconsin Towns Association, Wisconsin County Code Administrators, UW-Extension/Center for Land Use Education, among others

PLANNING AND ZONING SERVICE 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 Hales Corners. 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, with specific project experience information starting on [page 29](#).

"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)

REFERENCES

REFERENCES

VILLAGE OF MISHICOT

511 East Main Street
Mishicot, WI 54228

Bernie Samz, President
bsamze@vi.mishicot.wi.gov
920-755-4433



VILLAGE OF WAUSAUKEE

704 Main Street
Wausaukee, WI 54177

Sara Pullen, Administrator/Clerk/Treasurer
clerk@villageofwausaukee.com
715-856-5341

VILLAGE OF KEKOSKEE

W3275 County Road TW
Mayville, WI 53050

Don Hilgendorf, President
dhilgendorf@sbcglobal.net
920-210-2672



TOWN OF CLAYTON

8348 County Road T
Larsen, WI 54947

Kelly Wisnefske, Administrator
administrator@townofclayton.net
920-836-2007

TOWN OF SAUKVILLE

3762 Lakeland Road
Saukville, WI 53080

Kevin Kimmes, Chairman
chairman@town.saukville.wi.us
262-888-3706



For Ben Greenberg TOWN OF MUKWONAGO

W320 S8315 Beulah Road
Mukwonago, WI 53149

Kathy Karalewitz, Administrator
kkaralewitz@townofmukwonago.us
262-363-4555

For Ben Greenberg WAUKESHA CO. DEPT. OF PARKS AND PLANNING

515 W. Moreland Blvd.
Waukesha, WI 53188

Jason Fruth, Planning & Zoning Manager
jfruth@waukeshacounty.gov
262-548-7790



For Ben Greenberg TOWN OF CEDARBURG

1293 Washington Avenue
Cedarburg, WI 53012

Eric Ryer, Administrator
eryer@townofcedarburgwi.gov
262-377-4509

Cedar Corporation practices "work balance" for all our employees and clients. This practice is essential in the sustainability of the firm. Cedar Corporation incorporates the most efficient techniques to assure promptness in our deliveries while maintaining quality service throughout to our clients. Ben Greenberg, who would serve as the Village's Contract Planner, currently serves four other communities. He has available capacity to serve the Village of Hales Corners. Ben will coordinate office hours, staff visits, and meetings compatible with the Village's and his schedule. He will maximize the use of technology such as virtual meetings, emails, and phone calls to the extent practical. Cedar Corporation practices a 24-hour maximum response time to any outreach by our clients.

PROJECT EXPERIENCE

Comprehensive Plan 2022-2043

Bellevue, Wisconsin



Village of Bellevue

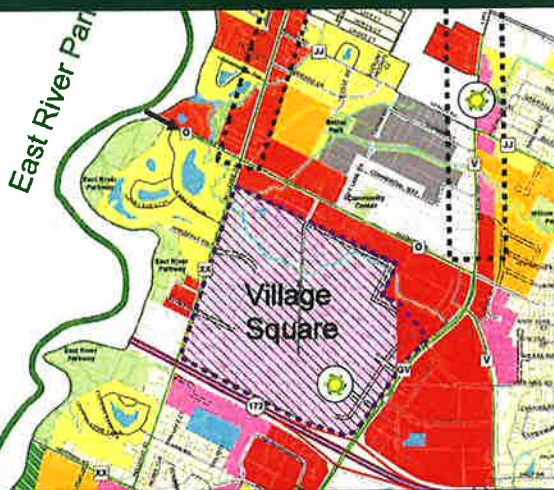
Comprehensive Plan 2023-2043



Bellevue, WI
Adopted January 11, 2023



Cedar
CORPORATION



The Village of Bellevue engaged with Cedar Corp for a second consecutive time to update its Comprehensive Plan, last prepared in 2012. The Village continues to be a major growth area for the Green Bay metropolitan area and is projected to accommodate another 4,200 residents and 2,200 housing units by the year 2040.

The updated Plan was created with guidance from an Ad Hoc Committee made up solely of residents who spent countless hours reviewing updated plan element materials and discussing the future of the community. Additional public input was sought through live engagements at the Lion's Club Community Picnic and through an online survey on a variety of community development topics.

The updated Plan now contains a strong future vision for land use that is driven by recent demographic trends and associated changes in the housing, job, and technology markets, some of which have been accelerated by the COVID-19 pandemic. Furthermore, the plan reinforces a vision for moving towards the creation of an identity that "Bellevue is its own community, and not just a suburb of Green Bay."

To accomplish this, the Plan recommends an approximate 350 acre "Village Square" to serve as a new community focal point. This mixed-use living environment would be walkable in nature and provide a range of high-density housing in concert with retail and office employment and a network of public green spaces/gathering places.

The Plan also calls for an increase in the overall density of residential development on the fringes of the community by employing the "missing middle" housing concept. The promotion of smaller lots and smaller homes in new developments will help to ease the demands for affordable housing to accommodate Bellevue's growing workforce.

Parks, recreation, and trails are also an important component of the Comprehensive Plan's vision and a network of interconnected trails and green spaces will complement the values already associated with the existing East River Parkway.

Lastly, the updated Plan better acknowledges the existing long-term agricultural use of lands in the eastern portion of the Village and establishes a framework for integrating new renewable energy trends (such as solar) into both the urban and rural portions of the community.

Cedar Corporation is proud to have produced this 'game-changing' plan for the Village of Bellevue and we stand ready to assist with its implementation.

City of Manawa Housing Assessment

A Component of the City of Manawa
2045 Comprehensive Plan



April 2022

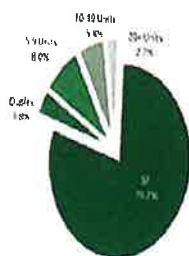


FOR RESIDENTIAL PROPERTIES
City of Manawa



Table 12: Units In Structure, City of Manawa

Units in Structure	Estimate	Margin of Error	Percent	Percent Margin of Error
Total housing units	576	±112	57%	(7)
1-unit detached	321	±70	77.1%	20.8
1-unit attached	12	±11	1.8%	21.8
2 units	26	±27	3.8%	24.0
3 or 4 units	0	±5	0.0%	12.9
5 to 9 units	54	±30	8.0%	24.6
10 to 19 units	39	±21	5.8%	13.1
20 or more units	18	±15	2.7%	12.1
Mobile home	6	±5	0.9%	10.7
Boat, RV, van, etc.	0	±5	0.0%	12.9



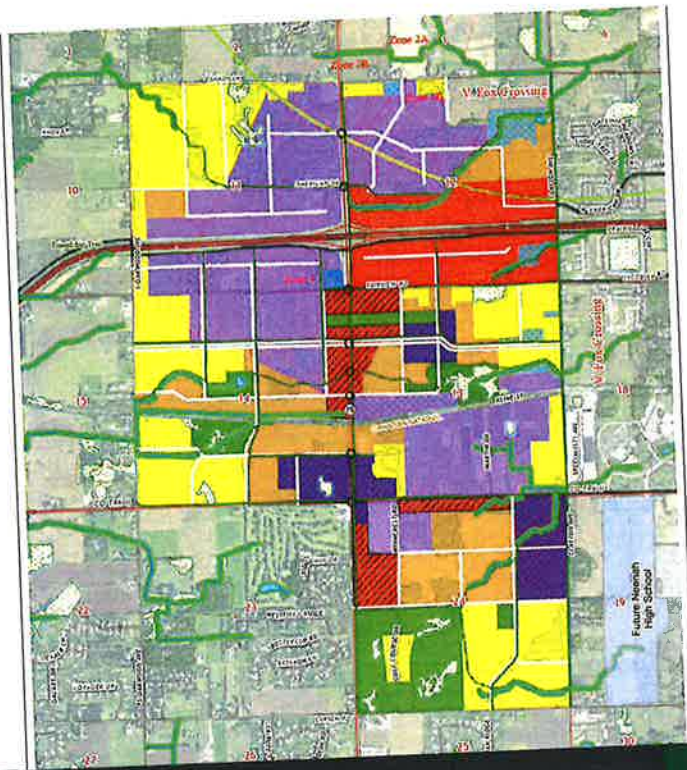
Comprehensive Plan Housing Element Update

Manawa, Wisconsin

Cedar Corporation assisted the City of Manawa in examining issues associated with the current housing crisis by preparing a comprehensive update of its Comprehensive Plan's Housing Element. The City's last Comprehensive Plan was last prepared and adopted in 2008 and did not reflect the impacts of either 2008's Great Recession and the 2020 Covid-19 Pandemic, both of which had significant effects on the housing industry.

The report contains the basic information which is required under the State's Smart Growth Planning Law, and an expanded assessment of affordable housing needs and solutions. The City has several major employers and concerns on the availability of a local workforce, along with having an aging population, and the current mis-match of housing/rent values as compared to median household incomes, cause concern on housing availability and costs now and in the future. The updated Housing Element provides insights to these impacts and a comprehensive set of strategies on how the City can begin to address them.





Highways 10 & 76 Corridor Land Use Master Plan

Clayton, Wisconsin

Two major transportation corridors on the rapidly developing west side of the Fox Cities, USH 10 and WIS 76, intersect in the Town of Clayton. This provides a unique opportunity to plan the creation of a new "hub" for commerce and living. The corridor provides easy access to jobs in both the Fox Cities and Oshkosh, as well as being in close proximity to the airport, water-based recreational amenities, and rural recreation destinations to the west. These geographic factors, along with the recently approved expansions of regional sewer and water infrastructure to the area, will make this corridor a primary location for new development over the next several decades.

The Town of Clayton hired Cedar Corporation to assist them in examining development scenarios for the 3,200 acres corridor based on real-world trends and conditions. The completed Master Plan, adopted as a formal amendment to the Town's Comprehensive Plan, provides exacting guidance on how to best utilize these lands to create a new mixed use community that services new residents and travelers alike.

LAND USE MASTER PLAN COMPONENTS:

- Detailed Future Land Use Map
- Transportation Facility Extensions
- New Parklands and Greenways
- Bicycle and Pedestrian Facilities
- Stormwater Management Facilities
- Development Phasing
- Zoning and Land Division Strategies
- Building and Landscaping Design Recommendations
- Streetscaping Recommendations
- Airport Overlay Zoning Impacts

Zoning Ordinance Update

Buchanan, Wisconsin

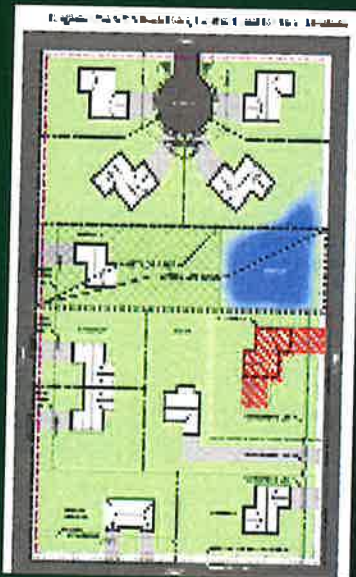
Town of Buchanan

Comprehensive Zoning Ordinance Update

Project completed and approved by the Town Board on 10/10/2023.



Cedar



Zoning Ordinance Update		Zoning Ordinance Update	
Current Zoning	Proposed Zoning	Current Zoning	Proposed Zoning
Residential Single-Family (RS)	Residential Single-Family (RS)	Residential Single-Family (RS)	Residential Single-Family (RS)
Residential Medium-Density (RM)	Residential Medium-Density (RM)	Residential Medium-Density (RM)	Residential Medium-Density (RM)
Residential High-Density (RH)	Residential High-Density (RH)	Residential High-Density (RH)	Residential High-Density (RH)
Commercial (C)	Commercial (C)	Commercial (C)	Commercial (C)
Industrial (I)	Industrial (I)	Industrial (I)	Industrial (I)
Office (O)	Office (O)	Office (O)	Office (O)
Public Use (PU)	Public Use (PU)	Public Use (PU)	Public Use (PU)
Special Use (SU)	Special Use (SU)	Special Use (SU)	Special Use (SU)
Conditional Use (CU)	Conditional Use (CU)	Conditional Use (CU)	Conditional Use (CU)
Other	Other	Other	Other

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.

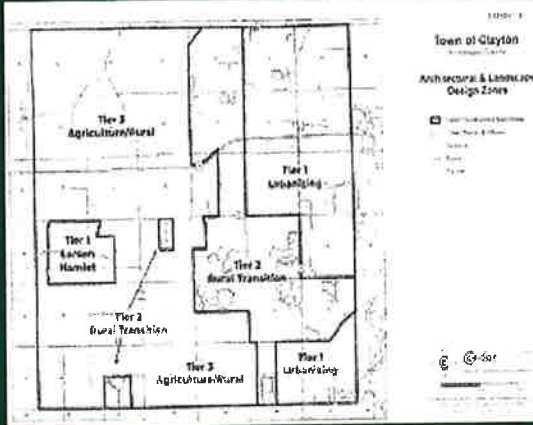
The updated ordinance is re-organized to be more efficient, includes new provisions to accommodate 'missing middle' housing styles, addresses solar energy systems at all scales, and provides improved navigation and interpretation through the use of matrix-based use and bulk standard regulations. The 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.

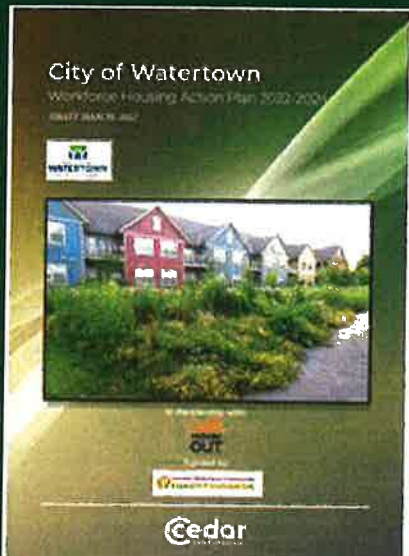
The ordinance review and amendment process involved working closely with the Town Site Plan Review Ad Hoc Committee at multiple meetings to review existing site, architectural, and landscaping design standards and develop recommended ordinance amendments.

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.



Affordable Housing Action Plan

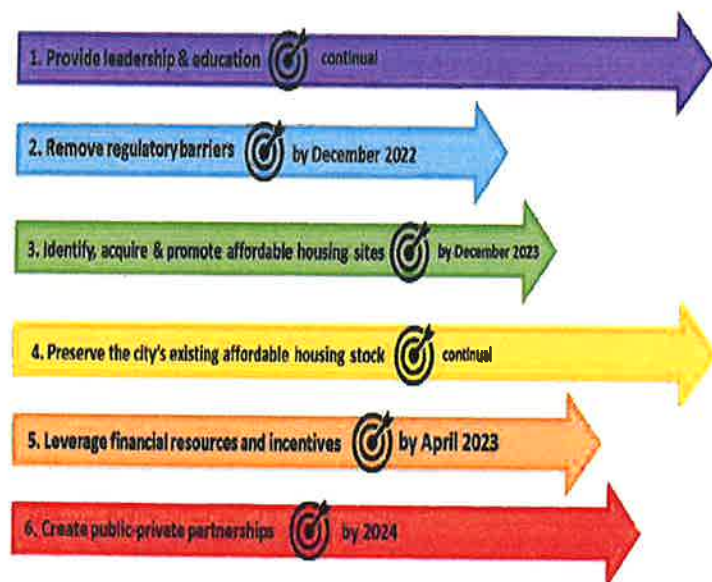
Watertown, Wisconsin



In 2021, Cedar Corporation (Cedar) was hired by the Greater Watertown Community Health Foundation (GWCHF) to assist it in exploring and navigating the topic of “affordable workforce housing”. As part of this effort, Cedar engaged with the City of Watertown to not only help them learn more about the affordable workforce housing issue in general, but also to identify needs at the community level that the Foundation may be able to help with.

The intent of the project was to further explore affordable workforce housing issues with the City of Watertown so that elected officials, City staff, stakeholders, and community members can better understand the housing market, identify community-level affordable workforce housing priorities, and evaluate local policy and regulations in order to make informed decisions related to public expenditures for affordable workforce housing.

This educational and learning process resulted in the development of a 3-year Action Plan, customized for the community, so that the City may embark on specific solutions which contribute to the localized affordable workforce housing issue. Six recommended strategies outlined specific actions which the communities can use to measure their initial success. Each action step has also identified the entity responsible for its initiation and completion so that the City can effectively guide its efforts and resources into the areas which are most impactful for the short-term.



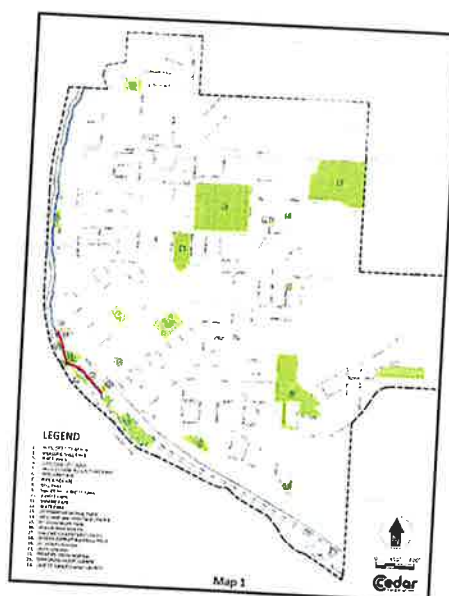
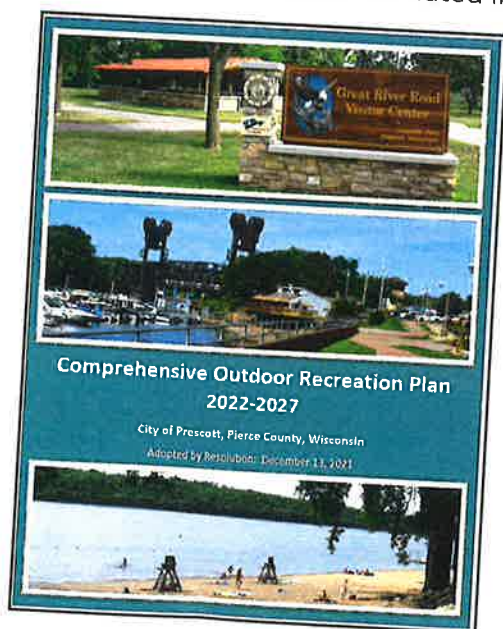


Comprehensive Outdoor Recreation Plan 2022-2027

Prescott, Wisconsin

Cedar Corporation assisted the City of Prescott with updating its Comprehensive Outdoor Recreation Plan. The City of Prescott has a population of 4,555 and is part of the Minneapolis-St. Paul-Bloomington MN-WI Metropolitan Statistical Area. Population and residential housing growth created a need to review and maintain the City's park and recreation opportunities. The City is located at the confluence of the Mississippi and St. Croix Rivers which bring tourists to the City. The City has been actively acquiring properties along the river to create more green space and access to the water for residents and tourists who frequent the area.

The Comprehensive Outdoor Recreation Plan was created with input from the City, Prescott Park and Public Property Committee, and the public. The City of Prescott is made up of 23 existing park and recreation facilities. Each were evaluated in this process.





Hika Park Master Plan

Cleveland, Wisconsin

In 2019, the Village of Cleveland Plan Commission hired Cedar Corporation to provide professional planning services to update the Park Site Master Plan for Hika Bay Park and Dam Impoundment on the shores of Lake Michigan. The Park includes over 1000 feet of shoreland and is a popular place to enjoy the passive beauty of the Lake Michigan, providing access for boats, canoes and kayaks.

Cedar Corporation was contracted to provide the following services.

- Review existing plans and studies related to Hika Park and the waterfront.
- Design and lead a process which includes strong public collaboration on park uses and development goals.
- Assist the Village with preparation of a Hika Park Master Plan that will serve as the foundation for future park decisions and improvements.

The Master Plan Update was created with input from stakeholders, the public and the Village's Plan Commission. Hika Park is comprised of three (3) distinct areas referred to as the Hika Boat Launch and Pavilion, Hika Sands and the Centerville Creek Restoration Area.



2024 SCHEDULE OF HOURLY RATES

2024 SCHEDULE OF HOURLY RATES

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. Rate adjustments are based on inflation rates and promotions.

TITLE	RATE	CATEGORY
Architectural Associate	\$130	Staff
Architectural Project Manager	\$135 - \$155	Staff
Community Specialist	\$135	Staff
Construction Manager	\$140 - \$160	Staff
Director (Ken Jaworski)	\$210	Manager, Supervisor
Engineer	\$115 - \$175	Staff
GIS Specialist (Nicole Barbiaux)	\$125	Staff
Intern	\$85	Staff
Landscape Architect	\$140	Staff
Senior Planner (Ben Greenberg & Josh Miller)	\$140	Senior Staff
Principal	\$230	Partner
Project Assistant	\$85 - \$100	Staff
Project Manager (Eric Fowle & Lynn McIntyre)	\$150 & \$160	Staff
Scientist / Geologist	\$105 - \$145	Staff
Senior Architect	\$210	Senior Staff
Surveyor	\$110 - \$130	Staff
Technician	\$95 - \$135	Staff

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.

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 Menomonee WI 54751	INSURED Cedar Corporation 604 Wilson Ave. Menomonee WI 54751
CEDACOR-02	
INSURER A: Hanover Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	
INSURER(s) AFFORDING COVERAGE	
NAIC #	22292
E-MAIL: emily.tuschl@ansay.com	
ADDRESS: emily.tuschl@ansay.com	
PHONE (A/C, No, Ext): 715-235-6131	FAX (A/C, No): 715-235-4208
CONTACT NAME: Emily Tuschl	

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	ADL SUBR	INSR WYP	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS	EACH OCCURRENCE	DAMAGE TO RENTED PREMISES (ea occurrence)	MED EXP (Any one person)	PERSONAL & ADV INJURY	GENERAL AGGREGATE	PRODUCTS - COMP/OP AGG	COMBINED SINGLE LIMIT (ea accident)	BODILY INJURY (Per person)	BODILY INJURY (Per accident)	PROPERTY DAMAGE (Per accident)	UMBRELLA LIAB	EXCESS LIAB	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	DESCRIPTION OF OPERATIONS below	A
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		ANY AUTO																						
		OWNED																						
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		DESCRIPTION OF OPERATIONS below																						
		Liability-Claims Made Basis																						
		AGGREGATE																						
		E.L. EACH ACCIDENT																						
		E.L. DISEASE - EA EMPLOYEE																						
		E.L. DISEASE - POLICY LIMIT																						
		PER CLAIM																						
		AGGREGATE																						
		3/4/2024																						
		3/4/2025																						
		5,000,000																						

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

CERTIFICATE HOLDER

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>Emily Tuschl</i>
For Insurance Purposes USA	

ACORD 25 (2016/03)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/26/2024

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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 FAX
(A/C, No): 715-235-4208
E-MAIL
ADDRESS: emily.tuschl@ansay.com

INSURED
CEDACOR-02
Cedar Corporation
604 Wilson Ave.
Menomonie WI 54751

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hanover Insurance Company	22292
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 146469433

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	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:		ZB1D869254	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		AW1D870006	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$ ☒ OCCUR ☐ CLAIMS-MADE		UH1D869255	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
A	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	WB1D828037	4/1/2024	4/1/2025	☒ PER STATUTE ☐ 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

For Information 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

Emily Tuschl

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