TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, March 19, 2025 – 6:00 p.m.
15 N. Oakwood Road, Oshkosh, WI 54904

AGENDA

The Board may discuss and act on the following:

1. **Call to Order.**
   - **A.** Pledge of Allegiance.
   - **B.** Roll Call.

   Question and Answer Session between the Town Board and State Legislators Representative Nate Gustafson & Senator Rachael Cabral Guevara.

2. **Town agenda was posted at the following locations**: Town of Algoma Municipal Building, Service Oil Co., and town website at www.townofalgoma.org on March 14, 2025.

3. **Review and approve the minutes of the following meeting:**
   - **A.** Monthly Town Board Meeting dated February 19, 2025.

4. **Review and approve March 2025 disbursements.**

5. **Public Forum (All speakers must sign up before the meeting and the Town's policy is available on the back table).**

6. **Economic Development Update.**

7. **Committee Reports.**
   - **A.** Fire Department.
   - **B.** Planning Commission.
   - **C.** Parks Committee.

8. **Administrator Report**
   - **A.** Budget Update.
   - **B.** Major Projects Update
     - i. Leonard Point Road Storm Detention Pond
     - ii. Leonard Point Road Reconstruction
     - iii. Leonard Point Road & STH 21 Roundabout
   - **C.** TID #1 Update
   - **D.** Community Development Update
     - i. Oshkosh School District FEMA Grant
   - **E.** Public Works Director Update

9. **Clerk/Treasurer Report.**
   - **A.** Elections.
   - **B.** Rental Ordinance/Policy Update.

10. Monthly Financial Statements and Financial Report.

A. Bank account updates

11. Business.

A. Discussion and possible action: Rezoning of 1598 N. Oakwood Road, parcel 002-004102, from R-1 Rural Residential District to R-3 Duplex Residential District.

B. Discussion Only: Introduce Ordinance 2025-02, An Ordinance Repealing Chapter 288 of the Code of Ordinances for the Town of Algoma Relating to Snow Removal on Private Roads.

C. Discussion Only: Introduce Ordinance 2025-03, An Ordinance Amending Chapter 184 of the Code of Ordinances for the Town of Algoma Relating to Open Burning.

D. Discussion and possible action: Municipal Complex Needs Analysis Project Proposals.

E. Discussion and possible action: Comprehensive Outdoor Recreation Plan Project Proposals.

F. Discussion and possible action: Town Vehicle Purchase

G. Discussion and possible action: Investment Commitment Letter from the Town of Algoma to Greater Oshkosh Economic Development Corporation

H. Discussion and possible action: Approval of Transient Merchants Permit for A&T Curbside LLC, owners Thomas Korn and Amy Sue Hartman.

I. Discussion and possible action: Approval of Transient Merchants Permit for Patti Kimball.

J. Discussion and possible action: Approval of Transient Merchants Permit for Pickett Produce, owners Brady Rennert and Bryce Rennert.

12. Adjourn.

The Town Board meets regularly on the THIRD WEDNESDAY OF EACH MONTH AT 6:00 p.m. (unless otherwise noted) at the Municipal Building (Town Hall), 15 N. Oakwood Road. ALL MEETINGS ARE OPEN TO THE PUBLIC. NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the Town Hall office at 920-235-3789.

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
February 19, 2025

Chairman Rasmussen called the meeting to order at 6:00 pm.

The following were present: Supervisors Teresa Van Aacken, Petey Clark, Dan Martin, and Mike Brooks.

The following were also present: Administrator Maggie Mahoney, Fire Chief Kevin Sawicki, and Clerk/Treasurer Katherine Reinbold.

The agenda was posted on February 17, 2025.

On a motion by Supervisors Van Aacken/Clark passed on a voice vote, the Board approved the minutes of the Monthly Town Board Meeting dated January 15, 2025, with the change from Supervisor Martin making the motion the adjourn the meeting to Supervisor Van Aacken.

On a motion by Supervisor Clark/Chairman Rasmussen, passed on a voice vote, the Board approved the February 2025 disbursements. Supervisor Martin questioned why there are so many checks that went out for tax refunds. This is normal due to escrow accounts, etc.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC) reported the jobs report for January was softer than they anticipated. There was a large growth in government and health care jobs. The unemployment rate in the country is at 4% and Winnebago County is at about 2.7%-3%. The tariffs that are being imposed by the President of the United States is a concern.

Fire Chief Kevin Sawicki reported they have an EMS grant pending. The fire truck that was refurbished is doing well and is a lot safer. They recently approved 3 new members who are in the fire program at Fox Valley Technical College. The fire department passed their Department of Safety and Professional Services audit to help with the 2% fire dues they receive.

The Planning Commission met on February 12. They reviewed the site plans for OSMS and recommend that it be approved by the board.

The Parks Committee did not meet.

Administrator Mahoney reported the field work for the 2024 audit has started. The reimbursement for the Bellhaven Lane Iron Enhanced Sand Filter has been approved. There are no updates currently for Leonard Point Road storm detention pond, reconstruction, or the roundabout at STH 21. The water main project has been halted due to cold weather. There will be a few more weeks of work, but it is going well. Jason Loduha has been hired as the new Public Works Director and will be starting on March 10, 2025. The annual town meeting will be conducted prior to the regular April meeting. There are currently two Request for Proposals (RFP) out. One RFP is for the Comprehensive Outdoor Recreation Plan update and the other RFP is for the Municipal Complex Needs Analysis. The fire department will be training in the building that will be demolished for Tommy's Carwash. The expected finish date for the carwash is

November of 2025. Administrator Mahoney attended the EMS meeting at Town of Omro. Winnebago County is going to conduct a feasibility study for a county-wide service and the town will participate in that study. There will be a Q&A between Town Board members and state representatives at the March 19 regular board meeting. East Central Wisconsin Regional Planning Commission (ECWRPC) is working with Wisconsin Department of Transportation (WisDOT) to understand the recent executive order that may affect the money for the Leonard Point Road reconstruction and the STH 21 roundabout. Right now, the WISDOT representative thought the money was already funded and we will proceed as usual.

Chairman Rasmussen had nothing to report.

Clerk/Treasurer Reinbold reported that office staff will start pushing the Town's Facebook account out to have residents follow. As a reminder, it is being used as informational only and to take people to the Town website. The February 18 election went well. We had 834 total voters out of 5091. We will be thinking of the April election soon.

The monthly financial statements and report were presented. Clerk/Treasurer Reinbold noted that the bank account has been changed to a sweep account.

On a motion by Supervisors Martin/Clark, passed on a voice vote, the Town Board approved the Site Plan by petitioner Brandon Robaidek, Robert E. Lee & Associates, Inc on behalf of OSMS Reals Estate for an OSMS facility at 200 S. Oakwood Road, Oshkosh, 54904 with the condition that the stormwater Management Practices Maintenance Agreement between the developer and Winnebago county is signed and recorded.

On a motion by Supervisors Clark/Brooks, passed on a voice vote, the Town Board approved to proceed with a public hearing on a resolution to discontinue a portion of Abraham Lane in the Town of Algoma.

The Town is considering repealing Town Ch. 288 of the ordinances that deals with snow removal on private roads. We want to make sure that we give the residents on those private roads plenty of time to find service. It is extra work for the staff to monitor this and get the amount on tax bills. Supervisor Brooks is concerned about snow being cleared for first responders, police, and fire fighters. Supervisor Brooks would like the Town Attorney contacted to make sure the Town and the property owners are not responsible for cleaning the snow in a timely way if the Town repeals the ordinance. On a motion by Supervisors Van Aacken/Martin, passed on a voice vote, the Town Board approved to proceed with proposing an ordinance to repeal Ch. 288 Snow Removal on Private Roads.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved Ordinance No. 2025-01 An Ordinance Amending Chapter 135 of the Code of Ordinances for the Town of Algoma, relating to building construction.

On a motion by Supervisors Martin/Van Aacken, the Town Board adjourned at 7:02 p.m.

Respectfully submitted,
Katherine Reinbold

Town of Algoma Fire Department

Monthly Report

February 2025

Prepared by

Kevin Sawicki – Fire Chief

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Grants

State EMS Grant

- FD applied for a State of Wisconsin EMS Grant to update AED's and EMS equipment/gear.
- Grant is Pending.

Trucks and Equipment

Vehicles

- Rescue 21 - Rescue is showing more electrical problems. The vehicle needs refurbishment.
- Tender 21 – 1995 Ford L8000. The vehicle shows signs of age and wear. This vehicle needs replacement as soon as possible.

Truck Committee

- The truck committee will be assessing the vehicle fleet for future refurbishment or replacement and provide recommendations. The meeting is set for March 24th.

Membership

New Members

- Isaiah Koeppen was accepted on the department as a probationary FF. Isaiah is currently enrolled in the fire program at FVTC. Isaiah is excited to help the community and gain experience in the fire service.

First Drill: February 3rd, 2025

- Members conducted two minute drills, which involves donning their gear. Firefighters practiced victim drags, search/rescue and a SCBA maze/confidence course.

Second Drill: February 17th, 2025

- Fire department personnel reviewed blood-borne pathogens and PPE. Members also reviewed mass casualty incidents and tabletop scenarios were conducted.

Additional Training: February 25th, 2025

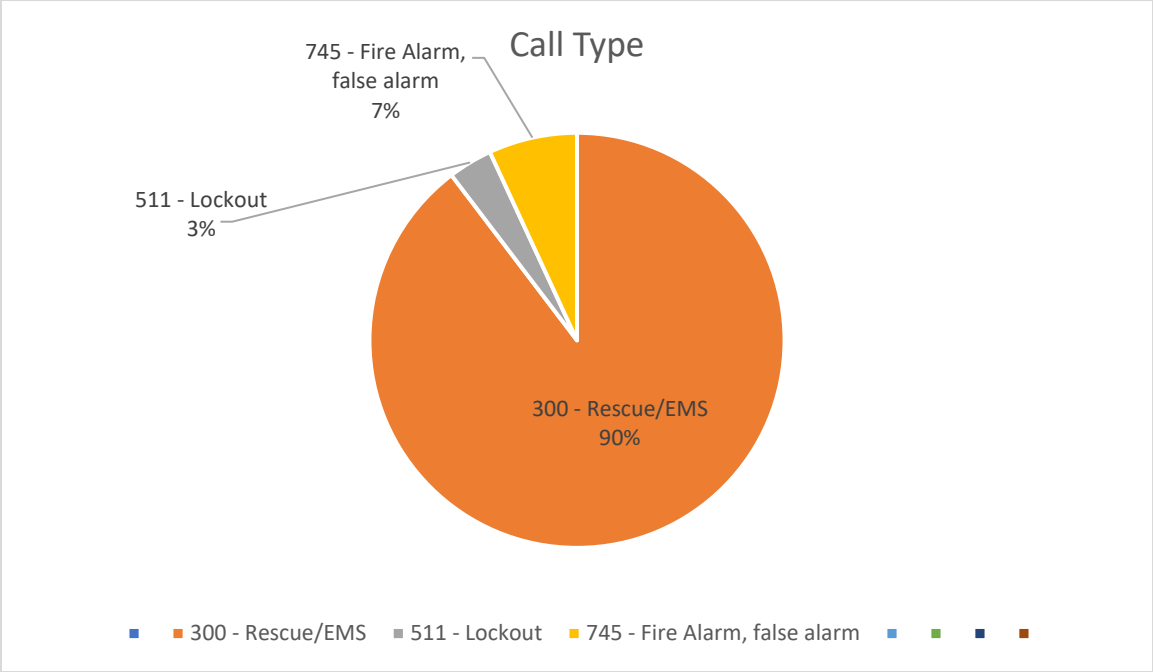
- Utica Fire Department hosted flashover training in conjunction with FVTC. Several members participated in the training. Class consisted of reading smoke, identifying signs of a flashover and actions firefighters can take to keep themselves safe.

Upcoming Events

Event	Date
Training Drills	Monday, April 7th @ 6:30pm Monday, April 21st @ 6:30pm
Monthly Department Meeting	Wednesday, April 9th @ 7:00pm
Fire Department Open House	Saturday, May 17th, 2025
Car Show	Saturday, August 16th, 2025
Pancake Breakfast	Sunday, October 5th, 2025

Incidents

Overall Incident Summary



Call Type	Count
300 – Rescue/Emergency Medical Service (EMS)	26
511 - Lockout	1
745 – Fire Alarm, False Alarm	2
Total Calls	**29**

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Monthly Administrator's Report

A. Budget Update
No updates at the time of this memo.

B. Major Projects Updates

ii. Leonard Point Road Storm Detention Pond
No updates at the time of this memo.

iii. Leonard Point Road Reconstruction
No updates at the time of this memo.

iv. Leonard Point Road & STH 21 Roundabout
No updates at the time of this memo.

C. TID #1 Update
The Algoma Sanitary District #1 water main extension has been installed. Restoration will occur later in the spring when the weather warms up, including adding additional topsoil where it has settled. The water is 100% available to OSMS and residents now.

D. Community Development Update

a. Oshkosh School District FEMA Grant
Town staff are participating in a grant pre-submittal meeting with the school district and county on March 18.

E. Public Works Director Update
Jason Loduha started on March 10. We are in the process of getting him onboarded and set up in his office at the town. His first week went well—welcome Jason!!

ATTACHMENTS: None

TOWN OF ALGOMA
RECONCILED BANK & INVESTMENT BALANCES
AS OF 02/28/2025

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking (Sweep)		$ 3,000.00	
	Money Market	4.55%	$ 1,491,238.40	
	Special Accounts	4.55%		
	Parks Money Market		$ 109,114.25	
	ARPA Funds Money Market		$ -	
	Tax Accounts (Used for collection)			
	Tax Account		$ -	
	Refund Account		$ -	Closed
U.S. Bank	**Local Government Investment Pool (LGIP)**	4.40%	$ 1,314,876.37	
Total Cash and Investments			$ 2,918,229.02	

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-41101-000-000	JONES PARK DEBT SERV LEVY	0.00	0.00	0.00	0.00	0.00
100-00-41102-000-000	GO REFUNDING BONDS LEVY	0.00	0.00	406,415.00	-406,415.00	0.00
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,118,816.00	-1,118,816.00	0.00
100-00-41150-000-000	MFL TAXES	0.00	0.00	200.00	-200.00	0.00
100-00-41801-000-000	PERSONAL PROPERTY TAX INT	0.00	0.00	0.00	0.00	0.00
100-00-41802-000-000	LOTTERY CREDIT	0.00	0.00	69,200.00	-69,200.00	0.00
TAXES		0.00	0.00	1,594,631.00	-1,594,631.00	0.00
100-00-42300-000-000	SA - 2022 PAVING	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESSMENTS		0.00	0.00	0.00	0.00	0.00
100-00-43410-000-000	STATE SHARED REVENUES	0.00	0.00	249,866.58	-249,866.58	0.00
100-00-43420-000-000	2% FIRE DUES	0.00	0.00	42,100.00	-42,100.00	0.00
100-00-43430-000-000	EXEMPT COMPUTER	0.00	0.00	270.00	-270.00	0.00
100-00-43440-000-000	PERSONAL PROPERTY AID	0.00	0.00	4,685.85	-4,685.85	0.00
100-00-43530-000-000	TRANSPORTATION AIDS	0.00	41,355.70	165,422.80	-124,067.10	25.00
100-00-43540-000-000	RECYCLING GRANTS	0.00	0.00	12,500.00	-12,500.00	0.00
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	0.00	0.00	15,175.00	-15,175.00	0.00
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	0.00	0.00	6.46	-6.46	0.00
100-00-43690-000-000	EMS FLEX GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43695-000-000	FIREHOUSE SUBS GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	0.00	7,600.00	-7,600.00	0.00
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	150,000.00	150,000.00	43,200.00	106,800.00	347.22
INTERGOVERNMENTAL REVENUES		150,000.00	191,355.70	540,826.69	-349,470.99	35.38
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	0.00	0.00	100.00	-100.00	0.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	0.00	0.00	635.00	-635.00	0.00
100-00-44115-000-000	OPERATORS LICENSES	0.00	0.00	400.00	-400.00	0.00
100-00-44116-000-000	CIGARETTE LICENSE	0.00	0.00	100.00	-100.00	0.00
100-00-44117-000-000	SODA WATER LICENSES	0.00	0.00	100.00	-100.00	0.00
100-00-44120-000-000	OTHER BUSINESS & OCCUP LIC	0.00	0.00	100.00	-100.00	0.00
100-00-44125-000-000	CABLE FRANCHISE INCOME	33,424.93	33,424.93	61,000.00	-27,575.07	54.79
100-00-44200-000-000	DOG LICENSES	330.00	1,325.00	4,000.00	-2,675.00	33.13
100-00-44201-000-000	WINNEBAGO CTY DOG LICENSES	1,048.88	1,048.88	1,100.00	-51.12	95.35
100-00-44300-000-000	BUILDING PERMITS NEW	8,520.00	17,040.00	102,240.00	-85,200.00	16.67
100-00-44301-000-000	BUILDING PERMITS REMODELING	1,350.00	4,205.00	37,500.00	-33,295.00	11.21
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	640.00	-640.00	0.00
100-00-44310-000-000	CULVERT PERMITS	100.00	100.00	1,600.00	-1,500.00	6.25
100-00-44311-000-000	OTHER PERMITS	0.00	0.00	100.00	-100.00	0.00
100-00-44400-000-000	ZONING PERMITS & FEE'S	0.00	0.00	700.00	-700.00	0.00
100-00-44500-000-000	RIGHT OF WAY	0.00	0.00	3,000.00	-3,000.00	0.00
LICENSES AND PERMITS		44,773.81	57,143.81	213,315.00	-156,171.19	26.79
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	210.00	560.00	2,800.00	-2,240.00	20.00
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	0.00	0.00	100.00	-100.00	0.00
100-00-46102-000-000	MISC CHARGES FOR SERVICES	0.00	0.00	200.00	-200.00	0.00
100-00-46310-000-000	SNOW REMOVAL	0.00	0.00	9,000.00	-9,000.00	0.00
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	0.00	-440.00	602,368.12	-602,808.12	-0.07
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	522.57	1,006.20	5,000.00	-3,993.80	20.12
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	0.00	9,900.00	-9,900.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-46850-000-000	SITE PLANS FEES	0.00	2,350.00	6,000.00	-3,650.00	39.17
PUBLIC CHARGES FOR SERVICES		732.57	3,476.20	635,368.12	-631,891.92	0.55
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	0.00	2,354.98	29,710.81	-27,355.83	7.93
100-00-48101-000-000	ARPA INTEREST	0.00	0.00	0.00	0.00	0.00
100-00-48102-000-000	VERVE ACCTS	0.00	0.00	0.00	0.00	0.00
100-00-48103-000-000	LGIP	0.00	0.00	0.00	0.00	0.00
100-00-48200-000-000	RENT REVENUE	2,000.00	3,000.00	12,000.00	-9,000.00	25.00
100-00-48300-000-000	SALE OF FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-48301-000-000	SALE OF GARB/RECYCLING TOTES	690.00	1,115.00	2,250.00	-1,135.00	49.56
100-00-48302-000-000	SALE OF EQUIPMENT OR PROPERTY	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000	JONES PARK TREE DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-48900-000-000	OTHER MISC. REVENUES	12,520.00	12,520.00	0.00	12,520.00	0.00
MISCELLANEOUS REVENUES		15,210.00	18,989.98	43,960.81	-24,970.83	43.20
100-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	40,000.00	-40,000.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	40,000.00	-40,000.00	0.00
Total Revenues		210,716.38	270,965.69	3,068,101.62	-2,797,135.93	8.83

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-51100-000-000	TOWN BOARD	0.00	0.00	0.00	0.00	0.00
100-00-51100-110-000	TOWN BOARD WAGES	1,250.00	2,550.00	18,000.00	15,450.00	14.17
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	95.63	195.09	1,377.00	1,181.91	14.17
100-00-51100-209-000	ATTORNEY LEGAL FIRE DEPT	0.00	0.00	500.00	500.00	0.00
100-00-51100-321-000	TOWN BOARD DUES	0.00	0.00	1,435.00	1,435.00	0.00
100-00-51100-390-000	TOWN BOARD MISC EXP	0.00	0.00	500.00	500.00	0.00
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	0.00	0.00	14,000.00	14,000.00	0.00
100-00-51300-218-000	ATTORNEY ORD CODIFICATION	0.00	0.00	1,200.00	1,200.00	0.00
100-00-51400-200-000	GEN GOVT HR/PERSONNEL	81.94	131.83	400.00	268.17	32.96
100-00-51400-310-000	GEN GOVT OFFICE SUPPLIES	0.00	0.00	3,000.00	3,000.00	0.00
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	233.59	467.18	6,500.00	6,032.82	7.19
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	0.00	0.00	4,000.00	4,000.00	0.00
100-00-51400-330-000	GEN GOVT MILEAGE	0.00	0.00	250.00	250.00	0.00
100-00-51400-342-000	GEN GOVT COMPUTER & WEBSITE MA	507.63	615.26	20,300.00	19,684.74	3.03
100-00-51400-390-000	GEN GOVT MISC EXP	0.00	0.00	1,000.00	1,000.00	0.00
100-00-51410-110-000	ADMINISTRATOR WAGES	9,237.81	18,206.56	110,853.74	92,647.18	16.42
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	702.84	1,385.10	8,480.31	7,095.21	16.33
100-00-51410-131-000	ADMINISTRATOR WRS	642.03	1,265.36	7,704.33	6,438.97	16.42
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-51410-133-000	ADMINISTRATOR LIFE INSURANCE	0.00	0.00	167.40	167.40	0.00
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	20.00	40.00	2,000.00	1,960.00	2.00
100-00-51411-110-000	OFFICE ASST WAGES	3,036.80	5,905.20	34,611.20	28,706.00	17.06
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	231.84	450.80	2,647.76	2,196.96	17.03
100-00-51411-131-000	OFFICE ASST WRS	211.06	410.41	2,405.48	1,995.07	17.06
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE	0.00	0.00	26.16	26.16	0.00
100-00-51411-380-000	OFFICE ASST DEPT EXP	0.00	0.00	200.00	200.00	0.00
100-00-51420-110-000	CLERK TREAS WAGES	5,957.27	11,741.03	71,487.34	59,746.31	16.42
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	437.56	861.84	5,468.78	4,606.94	15.76
100-00-51420-131-000	CLERK TREAS WRS	414.03	816.00	4,968.37	4,152.37	16.42
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	1,979.67	3,959.34	20,905.32	16,945.98	18.94
100-00-51420-133-000	CLERK TREAS LIFE INSURANCE	0.00	0.00	72.00	72.00	0.00
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	806.25	806.25	2,500.00	1,693.75	32.25
100-00-51420-390-000	CLERK TREAS MISC EXP	45.98	10,685.67	15,000.00	4,314.33	71.24
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	4,400.86	8,535.71	50,887.76	42,352.05	16.77
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	326.99	630.57	3,892.91	3,262.34	16.20
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	308.64	596.01	3,536.70	2,940.69	16.85
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	1,344.70	2,689.40	14,652.11	11,962.71	18.36
100-00-51421-133-000	DEPUTY CLERK TREAS LIFE INSUR	0.00	0.00	308.28	308.28	0.00
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	65.00	81.75	500.00	418.25	16.35
100-00-51440-110-000	ELECTIONS WAGES	0.00	0.00	5,000.00	5,000.00	0.00
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	292.00	292.00	5,000.00	4,708.00	5.84
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	0.00	0.00	16,000.00	16,000.00	0.00
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	2,458.00	4,916.00	28,000.00	23,084.00	17.56
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	0.00	0.00	60.00	60.00	0.00
100-00-51530-390-000	ASSMT OF PROP MISC EXP	0.00	0.00	100.00	100.00	0.00
100-00-51600-220-000	TOWN HALL UTILITIES	880.98	1,026.24	8,000.00	6,973.76	12.83
100-00-51600-221-000	TOWN HALL GRASS/SNOW	0.00	0.00	3,000.00	3,000.00	0.00
100-00-51600-223-000	TOWN HALL PHONE	235.56	471.12	4,000.00	3,528.88	11.78
100-00-51600-225-000	TOWN HALL JANITORIAL	483.36	585.90	6,500.00	5,914.10	9.01
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	173.31	173.31	7,000.00	6,826.69	2.48
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	0.00	0.00	3,700.00	3,700.00	0.00
100-00-51600-820-000	TOWN HALL IMPROVEMENTS	0.00	0.00	3,000.00	3,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-51900-313-000	OTHER GEN GOV POSTAGE	0.00	0.00	2,500.00	2,500.00	0.00
100-00-51900-390-000	OTH GEN GOV MISC EXP	0.00	0.00	56.50	56.50	0.00
100-00-51900-510-000	OTH GEN GOV PROP/LIAB INSURANC	0.00	0.00	11,000.00	11,000.00	0.00
100-00-51900-515-000	OTHER GEN GOV UNEMPLOY. COMP	0.00	0.00	200.00	200.00	0.00
GENERAL GOVERNMENT		36,861.33	80,490.93	538,854.45	458,363.52	14.94
100-00-52200-120-000	FD CHIEF SALARY	833.33	1,666.66	10,000.00	8,333.34	16.67
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	833.32	5,000.00	4,166.68	16.67
100-00-52200-122-000	FD CAPT SALARY	400.00	900.00	6,000.00	5,100.00	15.00
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	400.00	2,400.00	2,000.00	16.67
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	200.00	350.00	1,200.00	850.00	29.17
100-00-52200-125-000	FD STAND BY PAY	0.00	0.00	0.00	0.00	0.00
100-00-52200-126-000	FD DRILL & FIRE ALLOWANCE	1,922.50	2,277.50	13,000.00	10,722.50	17.52
100-00-52200-130-000	FD SOC SEC/MEDICARE	372.73	765.60	2,900.00	2,134.40	26.40
100-00-52200-215-000	FD TOWN ALLOW TO FD	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52200-220-000	FD UTILITIES	581.15	581.15	6,695.00	6,113.85	8.68
100-00-52200-221-000	FD GRASS/SNOW	425.00	425.00	4,000.00	3,575.00	10.63
100-00-52200-223-000	FD PHONE	229.36	619.04	650.00	30.96	95.24
100-00-52200-224-000	FD COMPUTER & WEBSITE	281.96	4,026.96	5,000.00	973.04	80.54
100-00-52200-331-000	FD TRAINING	1,324.63	1,824.63	9,270.00	7,445.37	19.68
100-00-52200-341-000	FD SUPPLIES	297.96	433.67	3,500.00	3,066.33	12.39
100-00-52200-360-000	FD VEHICLE MAINT	97.99	632.80	25,000.00	24,367.20	2.53
100-00-52200-361-000	FD FIRE HALL MAINT	0.00	0.00	10,000.00	10,000.00	0.00
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	2,599.52	2,599.52	7,000.00	4,400.48	37.14
100-00-52200-380-000	FD DEPT EXPENSES	0.00	0.00	1,500.00	1,500.00	0.00
100-00-52200-390-000	FD MISC EXP	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52200-510-000	FD PROP/LIAB INSURANCE	0.00	3,152.60	23,000.00	19,847.40	13.71
100-00-52200-810-000	FD EQUIPMENT	0.00	142.44	4,000.00	3,857.56	3.56
100-00-52210-000-000	2% FIRE DUES SERVICE AWARD	10,000.25	10,000.25	10,300.00	299.75	97.09
100-00-52210-128-000	2% FIRE DUES INSPECT REL TRAIN	0.00	0.00	515.00	515.00	0.00
100-00-52210-322-000	2% FIRE DUES FIRE INSPECT & PU	0.00	1,740.00	5,665.00	3,925.00	30.71
100-00-52210-810-000	2% FIRE DUES DIST EQUIPMENT	0.00	9,560.00	17,510.00	7,950.00	54.60
100-00-52220-000-000	PUBLIC FIRE PROTECTION	0.00	0.00	165,827.00	165,827.00	0.00
100-00-52300-000-000	AMBULANCE	78,283.80	78,283.80	78,283.80	0.00	100.00
100-00-52302-000-000	FIREHOUSE SUBS GRANT FUNDS	0.00	0.00	0.00	0.00	0.00
100-00-52310-122-000	FIRST RESPONDER CAPT SALARY	208.33	416.66	2,625.00	2,208.34	15.87
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	1,260.00	3,165.00	15,500.00	12,335.00	20.42
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	112.37	274.07	1,200.00	925.93	22.84
100-00-52310-331-000	FIRST RESPONDER TRAINING	220.00	220.00	2,000.00	1,780.00	11.00
100-00-52310-390-000	FIRST RESPONDER MISC EXP	0.00	0.00	200.00	200.00	0.00
100-00-52310-810-000	FIRST RESPONDER EQUIPMENT	299.41	308.66	6,000.00	5,691.34	5.14
100-00-52400-130-000	BUILDING INSPECTOR SOC SEC/MED	0.00	0.00	0.00	0.00	0.00
100-00-52400-213-000	BUILDING INSPECTOR CONTRACT	0.00	0.00	115,000.00	115,000.00	0.00
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		100,566.95	125,599.33	562,740.80	437,141.47	22.32
100-00-53001-000-000	GENERAL ENGINEERING	0.00	0.00	10,000.00	10,000.00	0.00
100-00-53100-110-000	PUBLIC WORKS WAGES	0.00	0.00	67,000.00	67,000.00	0.00
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE	0.00	0.00	5,125.00	5,125.00	0.00
100-00-53100-131-000	PUBLIC WORKS WRS	0.00	0.00	4,657.00	4,657.00	0.00
100-00-53100-132-000	PUBLIC WORKS HEALTH INS	0.00	0.00	18,260.00	18,260.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-53100-380-000	PUBLIC WORKS DEPT EXPENSES	0.00	0.00	5,000.00	5,000.00	0.00
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	0.00	0.00	115,000.00	115,000.00	0.00
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	0.00	0.00	160,000.00	160,000.00	0.00
100-00-53103-000-000	TRAFFIC CONTROL	0.00	0.00	1,500.00	1,500.00	0.00
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	0.00	957.00	0.00	-957.00	0.00
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	0.00	73.20	0.00	-73.20	0.00
100-00-53104-390-000	RD INSPECTOR MISC	0.00	58.19	0.00	-58.19	0.00
100-00-53105-000-000	DRAINAGE & CULVERTS	0.00	0.00	15,000.00	15,000.00	0.00
100-00-53106-000-000	SNOW REMOVAL EXPENSE	167.44	167.44	101,557.37	101,389.93	0.16
100-00-53107-000-000	SNOW REMOVAL PRIV ROADS	490.70	490.70	9,000.00	8,509.30	5.45
100-00-53420-000-000	STREET LIGHTING	1,565.72	1,565.72	9,000.00	7,434.28	17.40
100-00-53432-000-000	SIDEWALK MAINT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-53440-450-000	STORM WATER PLANNING	0.00	0.00	5,000.00	5,000.00	0.00
100-00-53440-451-000	STORM WATER MANAGEMENT	0.00	0.00	30,000.00	30,000.00	0.00
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	32,987.79	33,097.79	430,780.00	397,682.21	7.68
100-00-53635-000-000	RECYCLING	17,489.25	17,489.25	193,500.00	176,010.75	9.04
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	0.00	0.00	0.00	0.00	0.00
100-00-53640-000-000	WEED & NUISANCE CONTROL	0.00	0.00	200.00	200.00	0.00
PUBLIC WORKS		52,700.90	53,899.29	1,181,579.37	1,127,680.08	4.56
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	0.00	0.00	1,500.00	1,500.00	0.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	0.00	0.00	1,200.00	1,200.00	0.00
HEALTH AND HUMAN SERVICES		0.00	0.00	2,700.00	2,700.00	0.00
100-00-55200-110-000	PARKS WAGES	914.13	1,301.63	8,000.00	6,698.37	16.27
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	69.93	99.58	612.00	512.42	16.27
100-00-55200-363-000	PARKS MAINTENANCE EXP	857.41	857.41	20,000.00	19,142.59	4.29
100-00-55200-390-000	PARKS MISC EXP	25.20	69.42	2,000.00	1,930.58	3.47
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	0.00	2,500.00	2,500.00	0.00
CULTURE, RECREATION AND EDU.		1,866.67	2,328.04	33,112.00	30,783.96	7.03
100-00-56200-110-000	ECONOMIC DEV COMMITTEE WAGES	0.00	0.00	0.00	0.00	0.00
100-00-56200-455-000	ECONOMIC DEV WC-IDB	0.00	0.00	7,600.00	7,600.00	0.00
100-00-56200-456-000	ECONOMIC DEV T.I.F.	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56200-457-000	ECONOMIC DEV 21 SOUTH	0.00	0.00	1,800.00	1,800.00	0.00
100-00-56300-110-000	PLANNING COMMISSION WAGES	375.00	375.00	1,800.00	1,425.00	20.83
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	0.00	0.00	500.00	500.00	0.00
100-00-56400-452-000	LAND USE/ZONING SURVEYING &FYG	0.00	0.00	3,000.00	3,000.00	0.00
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	0.00	0.00	39,000.00	39,000.00	0.00
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	0.00	0.00	50,000.00	50,000.00	0.00
CONSERVATION AND DEVELOPMENT		375.00	375.00	104,700.00	104,325.00	0.36
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	0.00	0.00	50,000.00	50,000.00	0.00
100-00-57101-000-000	LRP EST/ACQUIS/LEGAL	0.00	0.00	0.00	0.00	0.00
100-00-57102-000-000	LPR SOUTH LEG ROUNDABOUT	5,000.00	5,000.00	40,000.00	35,000.00	12.50
100-00-57103-000-000	PUBLIC WORKS VEHICLE	0.00	0.00	25,000.00	25,000.00	0.00
100-00-57200-000-000	RESERVE FOR TOWN REVALUATION	0.00	0.00	10,000.00	10,000.00	0.00
100-00-57300-000-000	JONES POND	0.00	0.00	0.00	0.00	0.00
100-00-57301-000-000	BELLHAVEN LANE POND	0.00	0.00	0.00	0.00	0.00
100-00-57302-000-000	LEONARD POINT DETENTION POND	0.00	0.00	78,000.00	78,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-57400-000-000	FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-57500-000-000	JONES PARK	0.00	0.00	35,000.00	35,000.00	0.00
CAPITAL OUTLAY		5,000.00	5,000.00	238,000.00	233,000.00	2.10
100-00-58100-610-000	GO REFUNDING BOND PRINCIPAL	0.00	0.00	406,415.00	406,415.00	0.00
100-00-58200-620-000	OMRO ROAD INTEREST	0.00	0.00	0.00	0.00	0.00
100-00-58201-620-000	STORM SEWER INTEREST	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE		0.00	0.00	406,415.00	406,415.00	0.00
100-00-59200-000-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00
Total Expenses		197,370.85	267,692.59	3,068,101.62	2,800,409.03	8.73
Net Totals		13,345.53	3,273.10	0.00	-3,273.10	

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Rezone 1598 N. Oakwood Road, parcel 002-004102, from R-1 Rural Residential District to R-3 Duplex Residential District.

GENERAL INFORMATION:

Petitioner: Darren Barany
198 Rickers Bay Rd
Neenah, WI 54956

Owner: DNB Construction Inc
198 Rickers Bay Rd
Neenah, WI 54956

Past Town Board Discussion(s): None

Action Requested: Petitioner is requesting approval of a change in zoning designation from R-1 Rural Residential District to R-3 Duplex Residential District at 1598 N. Oakwood Rd, parcel 002-004102.

Applicable Provisions:
Town of Algoma Comprehensive Plan
Chapter 23: Town/County Zoning of the Winnebago County Municipal Code

Property Location and Type:
The subject property is .81 acres on a residential parcel on the east side of N. Oakwood Road near the intersection at Pine Ridge Road. The existing structure is a duplex with two driveways, entrances and accessory structures (see attached aerial view), but it is on a single family lot. The petitioner would like to rezone this property to duplex to match the existing structures. The Town of Algoma Comprehensive Plan recommends single family for this parcel.

Subject Site:

Existing Land Use	*Zoning*
Residential – existing duplex structure	R-1 Rural Residential District

Adjacent Land Use and Zoning:

Existing Land Uses		*Zoning*
North	Residential	R-1 Rural Residential District
South	Residential	R-1 Rural Residential District
East	Residential	R-1 Rural Residential District
West	Residential	R-1 Rural Residential District

Comprehensive Plan:

Land Use Recommendation	*Use Category*
Current Land Use	R-1 Rural Residential District
Future Land Use	Single Family Residential

Definitions:

R-1 Rural Residential District - This district is intended to accommodate single-family residences on scattered lots to foster and maintain the rural character and lifestyle of the surrounding area. Lots are generally served by on-site wastewater treatment systems.

R-3 Duplex Residential District - This district is intended to accommodate two-family dwellings, twin homes, and single-family dwellings. This district provides a "suburban" arrangement of amenities, services, and facilities. Since the two-family dwelling produces a divergent occupancy pattern from that of the traditional single-family dwelling, this district is generally adjacent to, but not within, a single-family neighborhood. Lots are connected to a public sanitary sewer system or have an on-site sewage disposal system.

ANALYSIS:

The proposed zoning change, as stated above, would make the zoning for this parcel match what its existing structures are, a duplex, which is currently in a single family residential district.

The R-3 Duplex Residential District supports two-family dwellings, twin homes and single family dwellings. Allowing a duplex does not preclude or exclude a single family dwelling. It does, however, allow the existing duplex structure to be used as built, is still residential in nature, and because the area is already developed, it will not create a divergent occupancy pattern from that of traditional single family dwellings.

The Town Comprehensive Plan future land use identifies this parcel as single family residential, so while the duplex district is not exact, it is low density residential. Furthermore, per the Town Comprehensive plan, "the Town can plan for future growth by trying to incorporate multi-use or multi-family development with infill projects" (page 8-4).

The full Town Comprehensive Plan and Future Use Map is available on the town website: https://townofalgoma.org/planning/

Per Chapter 23: Town/County Zoning of the Winnebago County Municipal Code Exhibit 8-2 Dimensional Standards by zoning district below, the standards are identical for R-1 single family and R-3 multi-family, 2 units, with the exception of accessory structure maximum which is smaller at 1,500 sq. ft. per dwelling unit for R-3 duplex. The existing accessory structures are well below this maximum—one being less than 400 sq ft and the other ~700 sq ft.

R-1 Rural residential district (nonsubdivided)	
	Single-family
Lot size, minimum [3]:	43,000 sq. ft. for an unsewered lot; 12,000 sq. ft. for a sewered lot
Lot size, maximum:	no limitation
Lot width, minimum:	200 ft. for an unsewered lot; 85 ft. for a sewered lot
Road frontage, minimum:	33 ft.
Separation between detached buildings, minimum:	10 ft.
Yard setback: [6,7]	
Street yard, minimum:	30 ft.
Side yard, minimum: [5]	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building
Rear yard, minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley
Building height:	
Principal building, maximum:	35 ft.
Accessory building, maximum:	18 ft.
Floor area ratio, maximum:	no limitation
Floor area:	
Principal building, minimum:	1,000 sq. ft. of living space
Accessory area, maximum:	1,800 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]; 1 percent of lot area for buildings related to household livestock
Number of detached accessory buildings,	no limitation

R-3 Duplex residential district	
	Multi-family, 2 units
Lot size, minimum [3]:	43,000 sq. ft. for an unsewered lot; 10,000 sq. ft. for a sewered lot
Lot size, maximum:	no limitation
Lot width, minimum:	200 ft. for an unsewered lot; 85 ft. for a sewered lot
Road frontage, minimum:	33 ft.
Separation between detached buildings, minimum:	10 ft.
Yard setback: [6,7]	
Street yard, minimum:	30 ft.
Side yard, minimum: [5]	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building
Rear yard, minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley
Building height:	
Principal building, maximum:	35 ft.
Accessory building, maximum:	18 ft.
Floor area ratio, maximum:	no limitation
Floor area:	
Principal building, minimum:	1,000 sq. ft. of living space
Accessory area, maximum:	1,500 sq. ft. per dwelling unit
Number of detached accessory buildings, maximum:	No Limitation

For the reasons stated above, the proposed change is consistent with the Town Comprehensive Plan and future land use map. The existing structures meet the dimensional standards for the proposed district.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission considered this item at their March 12, 2025 meeting

The petitioner, Darren Barany, was in attendance. The petitioner addressed questions from the commissioners about the history of the parcel and the water and sewer laterals. There was discussion amongst the commission as to how the zoning change would impact the types of future structures and buildings on this parcel. Administrator Mahoney explained the permitted uses and structures would have to follow the county zoning guidelines for use and dimensional standards for that zoning district—in this case two-family and single-family residential would be allowed.

The Planning Commission passed the motion 7-0 to recommend approval for the proposed rezoning to the Town.

RECOMMENDED ACTION:

Staff and the Planning Commission recommend approval of the rezoning. Should the Town Board agree, the following motion may be made:

"Motion to approve rezoning 1598 N. Oakwood Road, parcel 002-004102, from R-1 Rural Residential District to R-3 Duplex Residential District."

ATTACHMENTS:

1. Town Application
2. Excerpt from Town Comprehensive Plan Map 8-3 Future Land Use Map
3. County 3/25/25 Public Hearing packet

Town of Algoma
Wisconsin - Established 1848

Town of Algoma
15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789

Visit us at www.townofalgoma.org
M-Th 9:00-5:00 F 9:00-1:00

Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: Darren Barany Date: 1/22/2025

Petitioner's Address: 198 Rickers Bay City: Neenah State: WI Zip: 54956

Telephone #: (920) 810-2314 Fax: ( ) _____ Other Contact # or Email: darren@coactionre.com

Status of Petitioner (Please Check): ☑ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer

Petitioner's Signature (required): _____ Date: 1/22/25

OWNER INFORMATION

Owner(s): DNB Construction Inc. Date: 1/22/2025

Owner(s) Information: 198 Rickers Bay Rd City: Neenah State: WI Zip: 54956

Telephone #: (920) 810-2314 Fax: ( ) _____ Other Contact # or Email: darren@coactionre.com

Ownership Status (Please Check): ☐ Individual ☐ Trust ☐ Partnership ☑ Corporation

Property Owner Consent (required)

By signature hereon, I/We acknowledge that Town officials and/or employees may, in the performance of their functions, enter upon the property to inspect or garner other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Town of Algoma for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: 1/22/25

SITE INFORMATION

Address/Location of Proposed Project: 1598 N Oakwood Rd.

Current Use of Property: Single Family Residence Zoning: R-1

Land Uses Surrounding Your Site:
North: Residential - R-1
South: Residential - R-1
East: Vacant
West: Residential - R-1

Projected Timeline: ASAP

Project Description: To convert the property back into a side-by-side duplex

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.

Town of Algoma
15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789

Visit us at www.townofalgoma.org
M-Th 9:00-5:00 F 9:00-1:00

Site Plan Review/Plan Commission General Application Continued

SITE INFORMATION CONTINUED

Development Characteristics

Gross Acreage/ Square Feet: .81 Acres

Development Area and Percentage: _____

of Employees/#of Residential Units: _____

of Proposed Parking Space: _____

Traffic Count Projections (attach documentation): —

Percent Impervious (attach documentation): —

Description of Required Landscaping (attach landscape plan): —

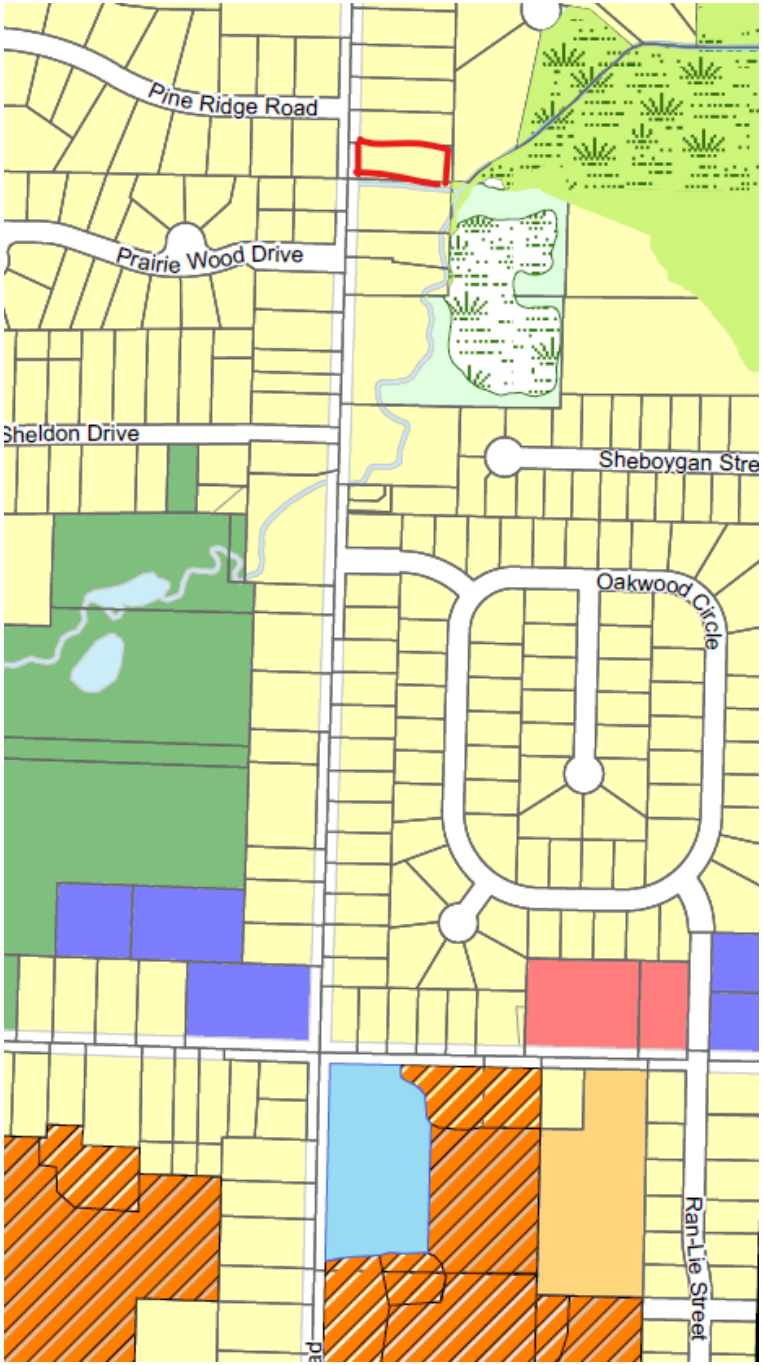
Additional Information: _____

OFFICE USE ONLY

Received By: Katie L. Date: 1/24/25 Fee: $350 Paid: (Yes) No

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.

1598 N. Oakwood (outlined in red) excerpt



Map 8-3
Town of Algoma Future Land Use

City of Oshkosh Growth Areas

3/1/2023 3/1/2043

Future Land Use

- Low Density Residential
- Mixed - Single Family/ Duplexes & Commercial
- Mixed - Duplexes & Commercial/Retail
- Commercial
- Agricultural
- Detention Pond
- Wetland
- Floodplain
- Both
- Recreation
- Municipal
- Resource Protection Area

Existing Land Use

- Single Family Residential
- Farmsteads
- Multi-Family
- Commercial
- Industrial
- Quarries
- Institutional Facilities
- Transportation
- Utilities/Communications
- Non-Irrigated Cropland
- Irrigated Cropland
- Recreational Facilities
- Planted Woodlands
- General Woodlands
- Open Other Land
- Water

N W E S

0 1,000 2,000

Feet

Source: Base data provided by Winnebago County 2020. This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

PREPARED JANUARY 2021 BY:

East Central Wisconsin Regional Planning Commission
ECWRPC

Winnebago County Planning and Zoning Department

NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMITTEE
March 25, 2025

TO WHOM IT MAY CONCERN:

The applicant(s) listed below has requested a Zoning Map Amendment which is regulated by the Town/County Zoning Code, Chapter 23. You are receiving this notice because this application or petition for action: 1. affects area in the immediate vicinity of property which you own; 2. requires your agency to be notified; 3. requires your Town to be notified; or 4. requires you, as the applicant, to be notified.

The Winnebago County Planning and Zoning Committee will be holding a public hearing on March 25, 2025 at 6:30 PM in Conference Room 120 of the David Albrecht Administration Building located at 112 Otter Ave, Oshkosh, WI.

All interested persons wishing to be heard at the public hearing may appear in person or via Microsoft Teams using the meeting information below. A direct link to the Microsoft Teams Meeting is available on the Winnebago County Meetings and Agenda calendar on the above indicated date.

Microsoft Teams Meeting Information Link: https://www.co.winnebago.wi.us/planning-and-zoning/p-z-meeting-links

Additional Instructions can be found at: https://www.co.winnebago.wi.us/planning-and-zoning
For further detailed information concerning this notice, contact the Town Clerk or the Winnebago County Zoning office, where the application is available for viewing.

INFORMATION ON ZONING MAP AMENDMENT REQUEST

Application No.: 2025-ZC-6900

Applicant: DNB CONSTRUCTION INC

Agent: FREE, NICOLE

Location of Premises: 1598 N OAKWOOD RD, OSHKOSH

Tax Parcel No.: 002-0041-02

Legal Description: Being part of Government Lot 4, Section 9, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin.

Explanation: Applicant is requesting a Zoning Change from R- 1(Rural Residential) to R-3 (Duplex Residential) to allow multi-family residential.

INITIAL STAFF REPORT

Sanitation: Existing; Municipal

Overlays: Shoreland, floodplain, wetlands

Current Zoning: R-1 Rural Residential

Proposed Zoning: R-3 Suburban Medium Density Residential

Surrounding Zoning: North: R-1; **South:** R-1; **East:** R-1; **West:** R-2;

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER/APPLICANT

Describe present use(s): Currently zoned as a single family residence.

Describe proposed use(s): Converting back to a duplex.

Describe the essential services for present and future use(s): Property is on municial sewer and well water. We would continue current utilities.

Describe why the proposed use would be the highest and best use for the property: It would bring another family to the property, it already has 2 garages and driveways and was designed as a multifamily.

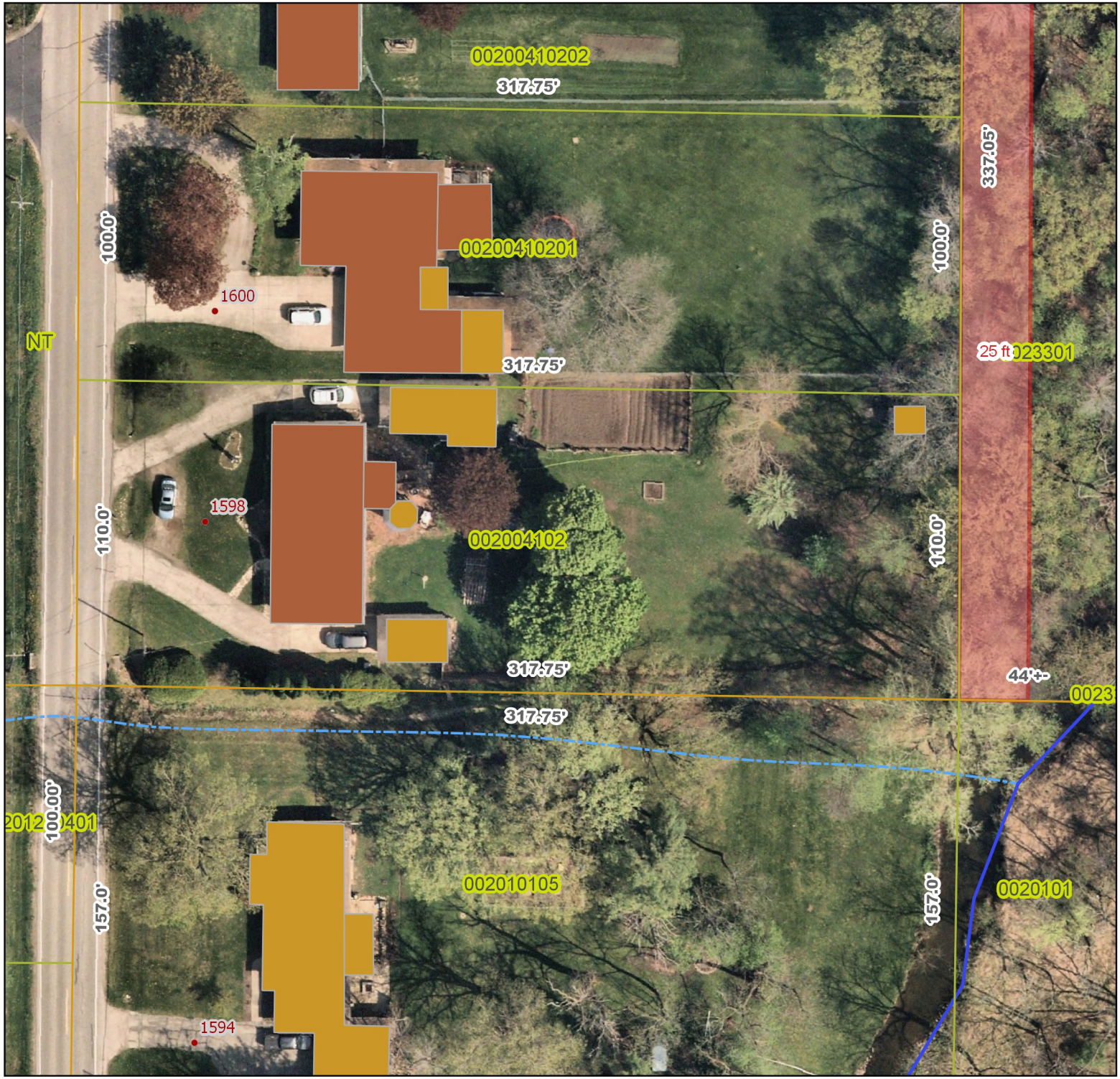
Describe the proposed use(s) compatibility with surrounding land use(s): It would conform with the current area and properties.

SECTION REFERENCE AND BASIS OF DECISION

23.7-5 Basis of Decision

Zoning map amendment initiated by a property owner. If a proposed zoning map amendment is initiated by a property owner and would change the zoning classification of a parcel not classified as A-1, the Planning and Zoning Committee in making its recommendation and the Board of County Supervisors in making its decision shall consider the following factors:

(1) whether the amendment is consistent with the county's comprehensive plan, including any future land use maps or similar maps;
(2) the extent to which the lot and structures on the subject property conform to the dimensional standards that apply to the proposed zoning district; and
(3) any other factor not specifically or generally listed, but deemed appropriate by the committee or board given the particular circumstances.



Site Map

Legend

- Address Marker
- Tax Parcel
- Local Road
- Private Road
- Road R.O.W.

Simultaneous Conveyance

- Certified Survey
- Condominium
- Assessor Plat
- Subdivision
- Plat of Survey
- Outlots

25 0 25 50 ft

1 Inch = 50 Feet

W.I.N.G.S. Project Disclaimer
This data was created for use by the Winnebago County Geographic Information System project. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. Winnebago County disclaims all liability regarding fitness of the information for any use other than Winnebago County business. *Data for this map copyrighted December 31, 2006*

Jan 22, 2025 @ 01:53 PM



Application #25-ZC-6900

Date of Hearing:
March 25, 2025

Owner(s):
DNB CONSTRUCTION, INC

Subject Parcel(s):
002004102

N
W E
S

Winnebago County
WINGS Project

Scale
1 inch : 300 feet

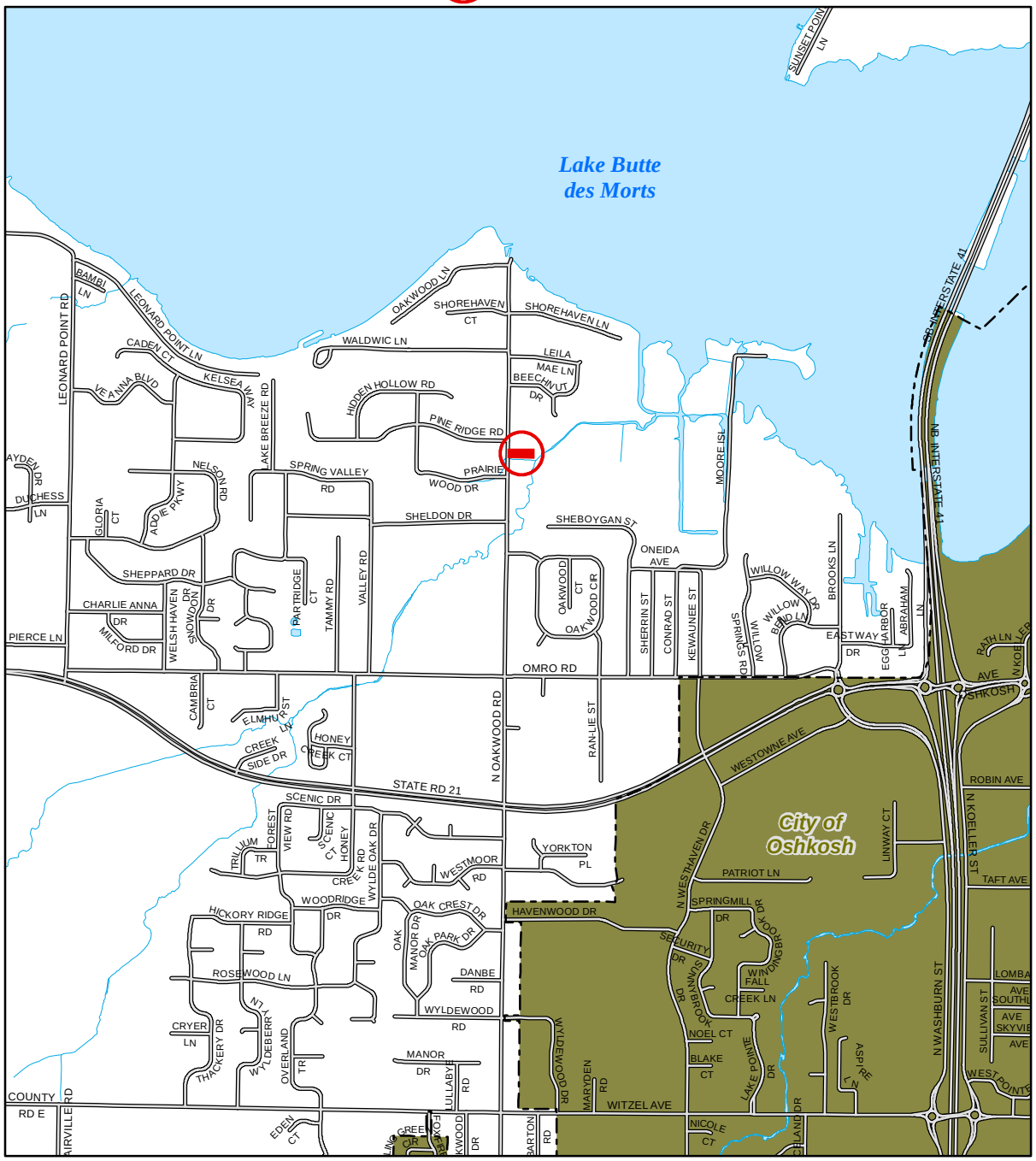
County Zoning Districts

R-1	PDD	B-1
R-2	A-1	B-2
R-3	A-2	B-3
R-4	I-1	M-1
R-8	I-2	Town Zoning

City of Oshkosh Extraterritorial Zoning Jurisdiction

Incorporated Area

= SITE



1 inch : 2,000 feet

Application #25-ZC-6900

Date of Hearing:

March 25, 2025

Owner(s):

DNB CONSTRUCTION, INC

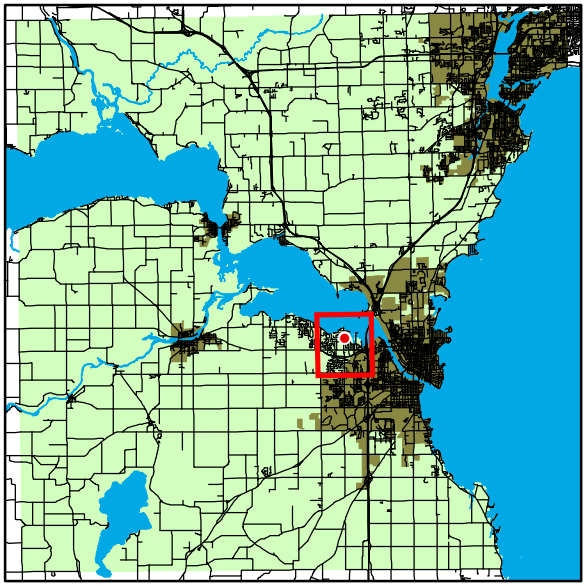
Subject Parcel(s):

002004102

N
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Winnebago County
WINGS Project

= SITE



WINNEBAGO COUNTY

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Introduce Ordinance 2025-02, An Ordinance Repealing Chapter 288 of the Code of Ordinances for the Town of Algoma Relating to Snow Removal on Private Roads

---

SUMMARY: The Town Board discussed this topic at their February 19, 2025 meeting and directed staff to proceed with an ordinance for repeal.

Staff sent the attached email, and also mailed a letter, to the representatives of the 6 private roads that are currently receiving this service and is bringing forth an ordinance of repeal for a first reading.

A copy of the current code, Chapter 288, and proposed ordinance to repeal are attached.

As a reminder, the 6 roads that this pertains to are:

Bambi Lane – 7 parcels
Crestwood Drive – 10 parcels
Highland Shore Lane – 21 parcels
Oakwood Lane – 28 parcels
Shorehaven Lane – 30 parcels
Waldwic Lane – 25 parcels
121 Total Parcels

At of the time of this memo staff have spoken with four property owners on three of these roads to answer questions. Staff has conferred with the town attorney and the Algoma Sanitary District as well.

Should the ordinance to repeal be approved upon second reading a letter will be mailed to all affected property owners to ensure they are aware of the change give them ample time to make new arrangements for snow removal for the subsequent snow season.

RECOMMENDED ACTION: None, ordinance for introduction only.

ATTACHMENTS:

1. Email/Letter sent to private road representatives
2. Ord 2025-02 Repealing Ch 288 Snow Removal on Private Roads DRAFT
3. Ch 288 Snow Removal on Private Roads

Outlook

Termination of snow removal on private roadways

From Maggie Mahoney <townadmin@townofalgoma.org>
Date Tue 2025-03-04 10:45 AM
Cc Maggie Mahoney <townadmin@townofalgoma.org>; Katie Reinbold <townoffice@townofalgoma.org>

1 attachment (60 KB)
Ch 288 Snow Removal on Private Roads.pdf;

Hello,

You are receiving this email because you are the identified contact person for your private road for the contracted snow removal. Please share this information with the neighborhood as appropriate.

The Town is considering repealing town code §288 Snow Removal on Private Roads at an upcoming board meeting (see attached copy of the code). This means that your private street would need to contract directly with a vendor for snow removal starting with the 2025-2026 snow season.

The Town Board wants to be sure that residents on these roads are aware of this possible change, have an opportunity to provide feedback, and have ample time to arrange for snow removal for the upcoming season if necessary.

The repeal of the ordinance will be discussed at the March 19, 6:00pm regular town board meeting. Property owners are welcome to provide their input by attending that meeting, providing a written statement to me no later than 24 hours prior to the meeting, or by contacting board members directly.

If you have any questions, please contact me at Town Hall at (920) 235-3789 or by responding to this email. I will be mailing this letter to each of you as well.

Thank you,

Maggie Mahoney
Town Administrator

TOWN OF ALGOMA
A community connected

15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789
townadmin@townofalgoma.org
www.townofalgoma.org

ORDINANCE NO. 2025 – 02

AN ORDINANCE REPEALING CHAPTER 288 OF THE CODE OF ORDINANCES FOR THE TOWN OF ALGOMA, RELATING TO SNOW REMOVAL ON PRIVATE ROADS

The Town Board of the Town of Algoma ordains as follows:

1. That Chapter 288 of the Municipal Code of the Town of Algoma relating to snow removal on private roads be, and hereby is, repealed.
2. That the effective date for the ordinance is _____.
3. That this ordinance shall be posted and/or published, as provided by law.

Adopted by the Town Board of Algoma, Winnebago County, Wisconsin, on this _____ day of _____, 2025.

_____
Joel Rasmussen, Town Chair

ATTEST:

_____
Katherine Reinbold
Municipal Clerk/Treasurer

DRAFT

ARTICLE I
Snow Removal on Private Roads
[Adopted 8-19-1998 by Ord. No. 96; [1]]

§ 288-1. Contract for snow removal.

The Town shall contract with private contractors or Winnebago County for removal of snow from those private roads designated by the Town Road/Drainage Coordinator. The owners of properties abutting upon such roadways shall reimburse the Town for the actual cost of the service plus an administrative processing fee to be determined by the Town Board.

§ 288-2. Costs.

The cost of plowing private roads shall be divided equally among the parcels fronting on all the private roads which are plowed. The Town Board shall levy special charges pursuant to § 66.0627, Wis. Stats., to reimburse the Town for plowing expense plus the administrative processing fee. Contractors performing snow removal services shall be required to itemize their billing showing work performed on private roads at the rate specified in their contract with the Town. The Town Board shall review these billings annually and adjust the assessment to reflect actual cost.

1. **Editor's Note: Amended in its entirety at time of adoption of Code (see Ch. 1, General Provisions, Art. II).**

Downloaded from https://ecode360.com/AL3573 on 2025-02-12

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Introduce Ordinance 2025-03, An Ordinance Amending Chapter 184 of the Code of Ordinances for the Town of Algoma Relating to Open Burning

---

SUMMARY: The Town Board discussed the burning at their August 21, 2024 meeting and directed staff as follows:

1. No permit or changes at this time.
2. Proceed with getting enforcement in place for our current violation and penalties in the burn ordinance.
3. Mail the postcard again in the fall.
4. Fire Chief Sawicki, Town Chairman Rassmussen, and Administrator Mahoney would meet to review the current ordinance for possible revisions to propose to the Board.

All of these things have occurred and staff is presenting the first reading of an ordinance revising the open burning code.

A draft of Ordinance 2025-03 amending the open burning code for the town is attached. Changes are noted in red text and ~~strike throughs~~.

<u>Here is a summary of the proposed changes:</u>

- Increase minimum distance of fire from structure or property line from 10 feet to 15 feet.
- Removes dry leaves as an item that can be burned. Specifies that leaves and grass may not be burned.
- Language regarding being a considerate neighbor with smoke was replaced with stronger language stating that smoke cannot be produced that is a public nuisance.
- Added specifications for outdoor fireplace assembly.
- Simplified the violations and penalties language to not list a separate violation for each type of offense.
- Increases the amount that may be paid by for the violation:
    - Increasing the overall amount of the forfeiture to a range of $100 to $500

- Adds the ability of the town to be compensated for reasonable costs spend to deal with the fire.
- Must pay restitution to person or property injured or damaged in the fire.
- Costs of prosecution.

The town attorney has reviewed the proposed amendments for violations and penalties.

RECOMMENDED ACTION: None, ordinance for introduction only.

ATTACHMENTS:

1. Ord 2025-03 Amending Ch 184 Open Burning DRAFT

ORDINANCE NO. 2025-03
AN ORDINANCE AMENDING CHAPTER 184 OF THE CODE OF ORDINANCES FOR THE TOWN OF ALGOMA RELATING TO OPEN BURNING

§ 184-1. Applicability.
Burning in the following situations is hereby regulated or prohibited:

A. Open burning.

B. Burn barrel fires.

C. Burning of construction waste.

D. Burning of salvage.

E. Burning of marsh hay, large areas of grass, large brush piles and large campfires over three feet in diameter.

F. Burning of garbage, refuse, hazardous substances, industrial waste, waste tires, and medical waste.

§ 184-2. General regulations.
The following general regulations apply to all burning as hereafter classified:

A. All fires shall be attended at all times by one person at least 16 years of age.

B. A hose attached to a pressurized water source, fire extinguisher, or shovel shall be at hand to control spread of the fire.

C. Only dry materials may be burned in order to prevent excessive smoke. No leaves or grass may be burned.

D. Burning is prohibited when wind velocity exceeds 10 miles per hour.

E. Fires may be no less than ~~10~~15 feet from any structure or property line.

F. No fire should be started later in the day than 1/2 hour before sunset.

G. Except for starter fluid which can be used with small campfires and grills, burning of flammable or combustible liquids is prohibited.

H. Burning of all types in any ditches or drainageways, whether on public or private lands, is prohibited.

DRAFT

I. To the extent not inconsistent with specific provisions of this article, the definitions set forth in Chapter 328, Article II, Solid Waste Disposal and Recycling, of the Town Code shall control.

J. ~~All persons should be considerate of neighbors at all times. In particular, consideration should be given to the direction of travel of smoke.~~ Burning shall not produce smoke that causes a public nuisance.

§ 184-3. Specific regulations.

The following regulations apply to the following specific classifications of burning:

A. Open burning.

(1) Fires shall not exceed three feet in diameter.

(2) Only charcoal, clean untreated wood, regardless of diameter, ~~dry leaves and~~ brush, and nontreated paper products shall be burned. (See Subsection C prohibitions.)

(3) The outdoor fireplace shall be an assembly of that includes a bowl for holding the wood, screen sides, and a cover to contain the embers/sparks, and supports to assure clearances to combustibles.

B. Burn barrels.

(1) Only dry paper~~, leaves,~~ or untreated wood shall be burned in burn barrels.

(2) The top of the barrel must be covered by a wire screen.

C. Construction site burning. Burning of any construction material at construction sites is strictly prohibited.

D. Salvage burning. Salvage burning is strictly prohibited in the Town of Algoma.

E. Garbage, etc.

(1) Burning of garbage, refuse, hazardous substances, industrial waste, waste tires, and medical waste is prohibited in the Town of Algoma.

(2) Combustibles, including construction materials, shall not be brought into the Town for the purpose of burning, unless as fuel for fires specifically permitted by this article.

F. Burning in open areas and large fires.

DRAFT

(1) Burning of marshes, grasslands, and large brush piles over three feet in diameter must be reported to the Fire Chief. If the reporting party is unable to reach the Fire Chief, he or she should call the Winnebago County Communications Center.

(2) The Chief shall direct calls to the administrative phone number of the Winnebago County Sheriff's Department where the caller shall provide the following information:

(a) The address, phone number, name of responsible person and telephone number at the burn.

(b) Secured person at the burn.

(3) A return phone call to the Winnebago County Sheriff's Department is required at its completion.

§ 184-4. Exemption.

Controlled burns by the Town Fire Department for demolition or fire training are exempt from the provisions of this article.

§ 184-5. Violations and penalties.

Any person violating the provisions of this article will be subject to forfeiture not less than one hundred dollars ($100.00) and not more than five hundred dollars ($500.00) for each offense, plus reasonable costs incurred by the Town in fighting and putting out such fire, plus an amount to be paid in restitution to any person whose person or property is injured or damages by such fire. Any person subject to forfeiture under this article must also pay the costs of prosecution.

~~Any person who shall violate any of the provisions of this article shall, upon conviction thereof, forfeit the amounts set forth below, together with costs of prosecution, and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail of Winnebago County, Wisconsin, until said forfeiture and costs are paid, but not exceeding six months. Each day of violation shall constitute a separate offense.~~

~~A. Violators of § 184-3A, B, C and F shall forfeit not less than $30 nor more than $60.~~

~~B. Violators of § 184-3D and E shall forfeit not less than $100 nor more than $200.~~

~~C. Violators of § 184-2 shall forfeit not less than $30 nor more than $50 for the first violation, and not less than $75 nor more than $100 for a second violation.~~

~~D. Before issuing a citation or ticket for a violation of this article, the enforcing officer shall issue a written warning to the violator. A copy of such warning shall be filed with the Town Clerk. Any subsequent violation by the same person shall result in a ticket or citation.~~

DRAFT

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Municipal Complex Needs Analysis Project Proposals

SUMMARY:
The Town sent out a request for proposals (RFP) from consultants to perform an analysis of the town's municipal complex (town hall). The analysis will include the present and future needs, and the fiscal realities of maintaining, renovating, expanding and/or building new facilities to house the town operations and meeting spaces.

The RFPs were reviewed and evaluated on the following criteria:

- Consulting firms that are the most qualified and experienced to perform the work specific in this request for proposal.
- The quality of the proposal and adherence to the proposal requirements.
- Demonstrated understanding of the scope of work in the request for proposal.
- The experience of the project manager and work team.
- Past record of performance as determined from all available information, including direct communication by the town with current and former clients. Factors to be considered include but are not limited to experience and familiarity with similar types of projects, cost control, work quality, and completion of work on schedule.
- Ability to perform work in a timely manner.
- The quality of interviews, if necessary.
- Cost

See attached Town RFP for proposal requirements and details; a summary of financial considerations; and copies of submitted proposals in alphabetical order.

The town received 4 proposals. All proposals met the submittal requirements and were evaluated pretty equally in most of the criteria. Cost/financial considerations is the determining factor in selecting a firm.

The town budgeted $15,000 for this project in 2025. Cedar Corporation submitted the lowest cost covering the project scope at a lump sum of $8,500.

Any contract or agreement for services required by the selected vendor will be reviewed by staff and the town attorney prior to execution.

RECOMMENDED ACTION: Staff recommends awarding the project to Cedar Corporation. Should the Town Board agree the following motion may be made:

"Motion to award the Town of Algoma Municipal Complex Needs Analysis Project to Cedar Corporation for $8,500."

ATTACHMENTS:

1. Town RFP
2. Cost summary
3. Proposals submitted

REQUEST FOR PROPOSALS

Municipal Complex Needs Analysis

The Town of Algoma has a population of ~7,000 and is conveniently located along Highways 41 and 21. The town is the City of Oshkosh's western border and Lake Butte des Morts serves as the town's northern border and public landing with fishing pier provides access to nearby Fox River and Lake Winnebago. Primarily residential and agricultural in composition, the town offers recreational opportunities with community parks and recreation areas. With the town's close proximity to Oshkosh, residents can enjoy quieter living with access to large city amenities including outstanding public and private schools, churches of most denominations, excellent medical facilities, a wide range of services, shopping and a wide variety of restaurants.

The Town is governed by a five (5) member Town Board, all elected at large. The 2025 general fund budget is just over $3.0 million.

PROJECT SUMMARY

The Town of Algoma is seeking proposals from qualified and experienced consultants to perform an analysis of the town's municipal complex (town hall) located at 15 N. Oakwood Rd, Oshkosh. The town is seeking an analysis of present and future needs, and fiscal realities of maintaining, renovating, expanding, and/or building new facilities to house the town operations and meeting spaces. Moreover, a new location within the town should be considered. Currently, the departments that operate out of the town hall are the Clerk-Treasurer, Public Works, and Administration. The town hall is the site of regular public meetings and is rented by the public for private events. This analysis should include the option of adding fire department operations to the municipal complex. The fire department currently operates in a separate building located at 2622 Omro Road, Oshkosh.

PROJECT BACKGROUND

The town hall operates from the building located at 15 N. Oakwood Road, Oshkosh. The original building was a school. It appears that the building was expanded in 1979 (Exhibit A). The town has some building records including the plans for the 1979 building alteration and new roof configuration in 1985. Since that time, the building has been remodeled to adapt to office/workspaces. The successful candidate will analyze the facility from both a function and fiscal view and make recommendations as to whether these facilities should be renovated, expanded, relocated, newly constructed, or a combination of the aforementioned to meet the needs of a Town Municipal Complex.

PROJECT SCOPE

The project consists of identifying options and providing recommendations on the options for the town to consider in determining how to proceed. The successful candidate will be asked to identify, review, and provide costing for all options and provide a recommendation.

The awarded candidate must:

1. Meet with town staff to review study objectives and facilities, and obtain staff observations and insight on the present facilities, operations, functions, and duties;

2. Conduct a field review of the subject buildings and properties;

3. Provide a detailed analysis of the following in order to assist the Town in determining the most appropriate plan to meet its future needs:
    a. Location;
    b. Office space needs;
    c. Operations, functions, duties and service space needs;
    d. Public use spaces including meetings, events, and recreational/greenspace;
    e. Parking, maneuvering and storage space needs;
    f. Mechanical, Electrical, and Plumbing systems needs.

4. Provide a report and summary including cost evaluations and projected annual fiscal analysis of all identified options (including doing nothing/maintaining status quo), recommend priorities and costs for completion of proposed renovations, expansions, and/or replacements.

5. Present the report and spreadsheet at a meeting with the town's management team and the Town Board.

RESOURCES

The town's current planning documents are available here: https://townofalgoma.org/planning/ and include:

- Comprehensive Plan Update 2040
- Town and City of Oshkosh Boundary Agreement

Annual budget and capital improvement plan can be found here: https://townofalgoma.org/budgets-financials/

PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address this Municipal Complex Needs Analysis project.

1. Cover Letter
    a. Include the name, address and telephone number of the firm/company.
    b. Include the name and email of the direct contact person for this proposal.

2. Company Overview
    a. A brief description of the qualifications and experience of your firm/company.

3. Relevant Experience
    a. Your current and past experience as it relates to the scope of this request for proposal.
    b. References from other municipalities/organization for which your firm has provided this type of work or work related to this project request for proposal.

4. Support Team
    a. Identify the individuals comprising the support team, experience/biography, and what specific role each will take in completing the work.

5. Proposed Approach
    a. Provide a proposed work plan to meet the items listed in the project scope.
    b. Discuss proposed additions or modifications to the scope presented.

6. Timeframe and schedule for completion
    a. The timeframe and schedule for completion of the project will be evaluated. The consultant shall also demonstrate the ability to commit time and resources to the town's project relative to its other commitments.

7. Assistance from the Town
    a. To the greatest extent possible, identify the types of information, data and assistance expected from the town in order to complete this project.

8. Project Cost
    a. Identify the cost to complete the scope of the project.
    b. Any additional costs/charges (such as travel expenses) must be clearly defined in the proposal.
    c. Complete summary of costs – cost by tasks, by staff person, components, optional work, taxes, etc.

SUBMITAL INSTRUCTIONS:

Please provide (1) pdf digital copy and (7) physical copies of the proposal.

The digital copy must be submitted by 5:00pm CST, Monday February 24 by email with the subject "Town of Algoma–Municipal Complex Needs Analysis proposal" to townadmin@townofalgoma.org.

The physical copies may be provided by mail or in person up to 72 hours after the digital deadline listed above to:

Town of Algoma
Attn: Town Administrator
15 N Oakwood Road
Oshkosh, WI 54904

If further information is required, contact Maggie Mahoney, Town Administrator, at 920-235-3789 or townadmin@townofalgoma.org.

PROCESS

The Town of Algoma will conduct the review, screening and selection of a professional firm to provide the project as required. The firm is encouraged to suggest or incorporate additions or modifications to the scope into the proposal that will enhance or clarify the deliverables to better ensure success for the town.

EVALUATION CRITERIA

Staff will evaluate the proposals. If there is no clear choice, a short list of consultants will be invited for an interview. The proposals and interview results shall be the basis of selection. The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced to perform the work specific in this request for proposal.
- The quality of the proposal and adherence to the proposal requirements.
- Demonstrated understanding of the scope of work in the request for proposal.

- The experience of the project manager and work team.
- Past record of performance as determined from all available information, including direct communication by the town with current and former clients. Factors to be considered include but are not limited to experience and familiarity with similar types of projects, cost control, work quality, and completion of work on schedule.
- Ability to perform work in a timely manner.
- The quality of interviews, if necessary.
- Cost

SCHEDULE:

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change. The estimated schedule for the RFP process is:

Action Step	Date
RFP issued	January 20, 2025
Deadline for firm questions/to conduct pre-meeting (if needed)	February 3, 2025
Final Addendum Issued (if needed)	February 10, 2025
Proposals Due	February 24, 2025
Town evaluation/firm Interviews (if needed)	February 25 – March 10, 2025
Town Board consideration	March 19, 2025

TERMS AND CONDITIONS:

1. The Town of Algoma reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in any proposal, to accept any proposal in whole or in part which shall be deemed in the best interest of the Town of Algoma, and to negotiate with the successful proponent.
2. The Town of Algoma reserves the right to award a contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after award of the proposal.
3. The Town of Algoma reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
4. This RFP may be cancelled. Any or all proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification.
5. It is the sole responsibility of the vendor to ensure that the proposal is received by the Town of Algoma by the stated deadline.

EXHIBIT A

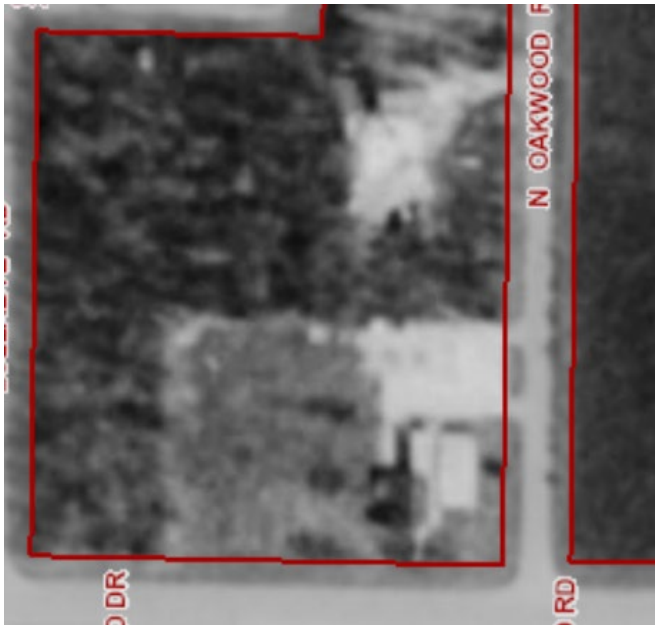
Aerial view of current building (parcel 0020223)



1981 aerial view of corner of future parcel 0020223



1976 aerial view of corner of future parcel 0020223



1957 aerial view of corner of future parcel 0020223



SUMMARY OF FINANCIAL CONSIDERATIONS - Town of Algoma Municipal Complex Needs Analysis Project

	Cedar Corp	FGMA	McMahon	S E H
Lump sum/base fee	$8,500	$22,000	$27,000	$14,997
Reimbursable Expenses		$500	$300	$197
Optional or additional costs		Additional concept floor plans $4,000 each	Future concepts $5,000-$10,000	GIS Services for FD location/heat mapping $5,500
Other				If SEH selected for design and construction will reimburse initial planning fees up to $4,500
Total lump sum/base fee and reimburseables	**$ 8,500**	**$ 22,500**	**$ 27,300**	**$ 15,194**

Cedar CORPORATION

Celebrating 50 Years 2025



Professional Services Proposal and Qualifications

Professional Architectural Services

Municipal Complex Needs Analysis

Town of Algoma, Wisconsin

February 24, 2025

Photo Credit: Town of Algoma Website

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1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

February 24, 2025

Ms. Maggie Mahoney, Town Administrator
Town of Algoma
15 N Oakwood Road
Oshkosh, WI 54904

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS FOR THE MUNICIPAL COMPLEX NEEDS ANALYSIS

Dear Ms. Mahoney:

As the Town of Algoma looks to the future, preparing a plan for the future of the municipal complex is an important step. A project like this requires a diverse team of specialists, a consultant that understands municipalities, strategic planning, and municipal architecture. Our team of architects, planners, and engineers have developed our expertise through our strong relationships with communities across Wisconsin.

Relationships

We view the opportunity to work with the Town Supervisors and Staff as an opportunity to help shape the future of your community and share our experience and expertise with the community. We are prepared to guide the Town through facility assessments, facilitate discussions, analyze options, and develop proven solutions for the Town. Our team will guide you through the entire process from beginning through completion and position the Town for success.

Expertise

Having a diverse team of architects, planners, and engineers with experience across the state provides you with a diverse collection of knowledge. Our team will be led by Architect, Kris Dressler, and Senior Planner, Eric Fowle. Kris and Eric are experienced in municipal planning and architecture and will facilitate discussions and review options with the Town in a collaborative fashion. Our team of professionals are knowledgeable in municipal trends, opportunities, and strive to bring fresh ideas and innovation to our clients.

Innovation and Sustainability

We understand the importance of planning for the future due to the limited availability of funding. Our team is committed to working efficiently and bringing value to the Town. We equally understand how important it is to have realistic budgets and estimates. Our team has a proven budgeting and cost estimating process that allows you to plan for the future and funding. We strive to communicate options and bring value to your projects so that accurate budget and project expectations are managed and understood.

Our team is excited for the potential to help the Town plan for the future. We appreciate the opportunity to submit our qualifications and look forward to the opportunity to bring our passion to your project. Cedar Corporation's resources, and our creative talents, are immediately available to you. If you have any questions, please contact Kris Dressler or Cory Scheidler at 920-491-9081.

Sincerely,

Cedar Corporation

Cory Scheidler, AIA
Director, Architecture
cory.scheidler@cedarcorp.com
Direct: 715-232-5748

Kris Dressler, RA
Architect/Project Manager
kris.dressler@cedarcorp.com
Direct: 715-232-5766

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TOWN OF ALGOMA

A community connected

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Assistance From The Town	33
Project Cost	35

COMPANY OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)



LOCATION
1695 Bellevue Street
Green Bay, WI 54311
www.cedarcorp.com

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



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

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

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

CELEBRATING 50 years 1975-2025

PROFESSIONAL SERVICES

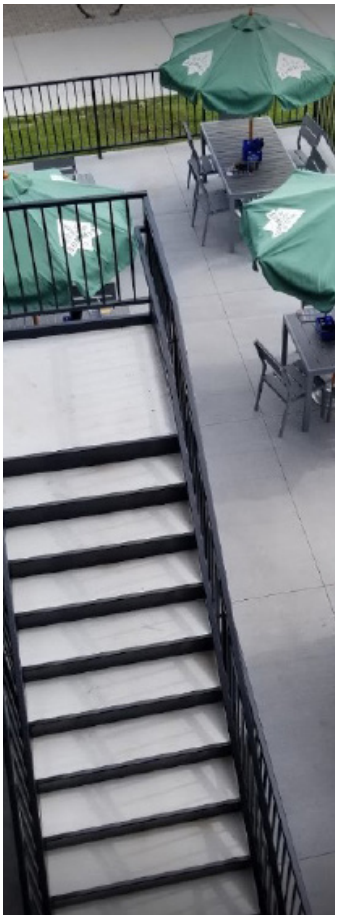
Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within 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.

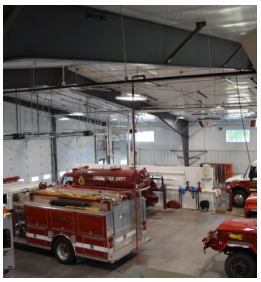
- Architectural Services
- Economic Development
- Environmental Services
- Municipal Engineering
- Planning and Grants
- Structural Engineering
- Transportation Engineering
- Water Resource Engineering
- Natural Resources

Architectural

SERVICES













Service Overview

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

Expertise

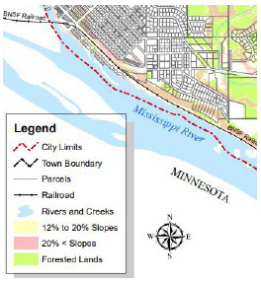
- Facility Conditions Assessments
- Programming and Space Planning
- Future Planning and Implementation
- Conceptual Design and Budgeting
- Municipal Design
- Sustainability
- Construction and Project Delivery
- Community Infrastructure
- Site Selection
- Engineering Analysis
- Facilitation
- Physical Site Assessments
- Hazardous Materials Investigation

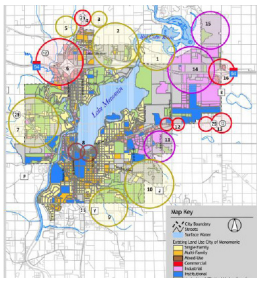
Planning and Grants

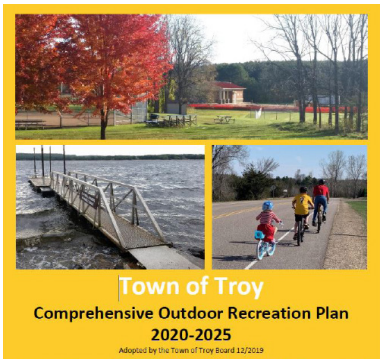
SERVICES













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

RELEVANT EXPERIENCE/ REFERENCES



Administration and Public Safety Building

Clayton, Wisconsin

Cedar Corporation was retained by the Town of Clayton to study the growing needs of their community. As they continue to experience dramatic growth throughout the Fox Valley, the community is experiencing an increased demand on the town's administration, police, and fire departments. Cedar Corporation began the process with a needs assessment to determine the extent of the community needs. We focused on the town administration, police, and fire departments, however, soon discovered they also have needs for their public works department. The primary focus of the study continued with the town administration, police, and fire in a new facility and then turned to review of how the existing facilities could be utilized to re-use the existing facilities for the public works department. Through the process, we determined that we could improve the sustainability of the community by re-using the existing facilities for public works.

The new municipal facility analysis reviewed location options, which concluded that the new town center will be relocated about 2 miles from its current location. We determined that a site near the proposed water tower location was the optimum location for their new facility. Upon selecting a location, we focused on the needs of the community and departments. We began with a group interview, turning to focused department interviews and finally bringing the entire group back together to review the space needs. Once the space needs were agreed upon, we then began reviewing conceptual designs and layouts.

The final design promotes functionality for each department, security, and long-term sustainable elements for the Town. Through our design process, we focused on options to right size the facility and accommodate the Town's 10-20 year needs, while offering planned options for expansions in the 20- and 50-year increments. The project features several unique sharing/flex space characteristics for voting, training, and emergency operations. These features include a spacious paved area for voting and training opportunities, a shared lobby and entrance, and flexible parking. To promote security, we utilize hard and soft security measures throughout the various departments. This includes specific building construction methods and design characteristics and integration of electronic systems.

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



Public Safety Building

Jackson, Wisconsin

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

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

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





Multi-Use Municipal Building

Glenwood City, Wisconsin

The City of Glenwood had identified the need to update and consolidate the Community Center, Library, City Hall, and Police Department due to existing structures no longer meeting the needs, accessibility, and maintenance of their existing structures. This new proposed building will centralize key services for the citizens of Glenwood City. The proposed scope of work will include the demolition of the existing community/senior center and construction of an 11,750 sq. ft. combined municipal facility that will house the library, community/senior center, City Hall, and police department. The combined municipal building will be constructed on the site of the existing community center. The library will provide study rooms, computer desks, storage, office space, and shelving to expand materials. The community/senior center will have a code compliant serving kitchen and space for senior meals and other community uses. A shared multi-purpose space will accommodate larger events and library programing. The entire building will be ADA-compliant.

Cedar Corporation was hired to evaluate their needs and determine programming and a suitable design to submit the proposed work for a grant. The new facility will allow the library to continue its continued growth and interest in programs, allow all citizens to be able to access the building, and establish a city center.







Municipal Facility

Wausaukee, Wisconsin

Cedar Corporation was retained by the Village of Wausaukee to provide assessment of a former bank for potential reuse for a public library, community/ senior center, and Village office. It was determined that the site was in good condition and a candidate for the proposed uses, with little exterior structural renovation.

During the assessment of the site, Cedar Corporation determined that there were locations within the building that did not comply with current American Disability Act (ADA) requirements. These locations needed to be improved to create a high functional building. In addition to making ADA updates, the building's HVAC system required updating and modifications. General renovation suggestions included: new lighting and other minor electrical work, building finishes needed to be renovated, new restrooms and associated plumbing, and potentially additional parking.

The layout for the facility includes spaces for a library, village offices, and community/senior space. The library includes a circulation desk, director's office, a workroom, study areas, small and large group meeting spaces, computer access areas, and a children's computer access area. The community/senior space provides space for residents to participate together in a variety of activities, provide social opportunities, and create a stronger sense of community in the Village. By incorporating these functions into a single building, the Village achieved significant space sharing and cost savings, which enhances the vitality of the business district in the Village of Wausaukee. This project was completed on time and within budget.





Community and Senior Center

Waupun, Wisconsin

Cedar Corporation was retained by the City of Waupun to review their community facilities. As part of this assessment, we were to review the needs of the community center and senior center. We reviewed the existing facilities throughout the City to develop a long-term capital implement and needs list. Through our process of facilitation with the City and shareholders, it was determined that the Senior and Community Center projects were the greatest needs for the community. Through additional meetings, needs evaluations, and input from the community, it was determined that the City was in need of a senior center.

The community center will provide a facility that provide space and functions for not only seniors but also provide space for children, teens, young adults, and adults in separate areas. This affords opportunities for mixed groups and activities. After reviewing the needs of the community and looking toward the future, it was determined that a facility that can accommodate the community will be the best solution for the City.

We worked with the City to submit an application for the Wisconsin Department of Administration's Neighborhood Investment Fund Grant Program. The City was successful in receiving a grant of up to $4.9 million for the project.



The facility incorporates dedicated spaces for Reach Waupun, a youth mentorship program, and the local food pantry. Collaborating closely with the City, Reach Waupun, and the food pantry, we developed a layout that seamlessly integrates these components, creating a truly intergenerational facility. This design fosters community connection and supports patrons of all ages in thriving together. Completed in December 2024, the Community Center is now fully operational and serving as a vibrant hub for the community.

Community Park Master Plan

Greenville, Wisconsin

In 2019, Cedar Corporation was retained by the Village of Greenville to provide park planning services for the Village's oldest park called "Community Park." The park is a 20-acre park used most often by a local youth sports group. The park is fully developed. We worked closely with the park committee to develop several reuse concepts to be developed in a phased approach. The accepted plan recommends a major reuse of areas for recreational facilities that will better serve the community's downtown area.





Municipal Facilities

Weyauwega, Wisconsin

Cedar Corporation was retained by the City of Weyauwega to provide a facility assessment, feasibility study, and space needs analysis for the existing City hall and police departments, including the adjacent buildings. The study involved reviewing the potential of a new facility on a new site or renovating the existing city hall and adjacent buildings for a new combined facility. The evaluation and feasibility study included the review of existing structures for potential renovation options to meet the current and future needs of the community.

The City of Weyauwega City Hall building included city offices and a police department, however, there was no space for meetings and no community center. The expectations of the study were to develop a plan that allowed the City to have all entities in a single building with room for future growth and opportunity for the City. The review of the existing facilities and City needs included extensive evaluation of the buildings to determine their suitability for renovation and re-use and careful consideration of the City's needs and future needs to determine the extent of facility and space that is needed for the City. The conclusion was that keeping the city hall and police department in the downtown with the addition of a community center would be the optimal approach for the City. Upon completion of the study, Cedar Corporation was retained to complete the design of the renovated facility.





QUALIFICATIONS

Studies/Analysis/Feasibility Studies

- City of Menomonie Public Works Facilities
- City of Kiel Public Works Facilities
- Town of Greenville Public Works Study
- Town of Buchanan Public Works Assessment
- Village of Jackson Public Works Assessment
- Village of Somerset Public Works Feasibility Study
- Village of North Hudson New Village Public Building Study
- Township of Colfax Town Hall/Shop - Feasibility
- Barron County Highway Department Route Study
- Dunn County Highway Shop Improvements 2009 Evaluation
- Polk County Center Building - HVAC
- Polk County Highway Facility Assessment
- St. Croix County Highway Department Hammond Facility Study
- Sawyer County Highway Department Stone Lake Business District Improvement
- Washburn County Highway Office Report
- Village of Jackson Municipal Facilities Space Needs and Facility Condition Assessment
- Burnett County 2001 Highway Shop
- Town of Urne Shop Addition
- St. Joseph Township Feasibility Analysis - Planning
- City of Glenwood City Municipal Building Feasibility Study
- City of Thorp Feasibility Study - Planning
- Washburn County Forestry Department Planning and Remodel
- Village of Somerset Police Department Feasibility Study
- New Richmond Street Shop Study
- City of Menomonie Street Shop Energy Efficiency Study
- City of Waupun, Multi-Generational Facility Assessment
- City of Hudson, Public Works Facility Study
- City of Hudson, Police Department Space Needs
- Menomonie Street Shop Conceptual Planning
- City of Blair Pool Feasibility Study
- City of Blair Re-evaluation Study
- City of Menomonie Fire Station #1 Facility and Needs Assessment
- City of Menomonie Leisure Services Facility and Needs Assessment
- City of Menomonie Pool Facility and Needs Assessment
- City of Menomonie Library Facility and Needs Assessment
- City of Weyauwega Municipal Building Space Needs Analysis
- Freedom Sanitary District Administrative Facility Addition
- Town of Buchanan Town Hall Addition
- Village of Boyceville Municipal Building Study
- Village of Boyceville Fire Hall Study
- Village of Cadott Feasibility Study
- Village of Somerset Main Street Improvements Feasibility
- University of Wisconsin - Stout Pedestrian Overpass Feasibility Study
- Dunn County Extension Office Collection Station Electrical Improvements
- Dunn County Department of Health - Feasibility Study
- Dunn County Transit Route Map
- Polk County HVAC Study II - HVAC
- Pepin County Government Facility Assessment
- St. Croix County Nursing Home Study
- Washburn County Venture Building Space Study
- Washburn County Shop Investigation
- Washburn County Highway Department Facility Study - Feasibility
- Village of Greenville, Community Park Master Plan
- Colby Public Library, Space Needs Assessment
- D.R. Moon Memorial Public Library Planning and Design

REFERENCES

VILLAGE OF JACKSON
N168W20733 Main Street
Jackson, WI 53037

Brian Kober, Director of Public Works
brian.kober@villageofjackson.com
262-677-0707

TOWN OF CLAYTON
8348 County Rd T
Larsen, WI 54947

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

CITY OF WAUPUN
201 E. Main Street
Waupun, WI 53963

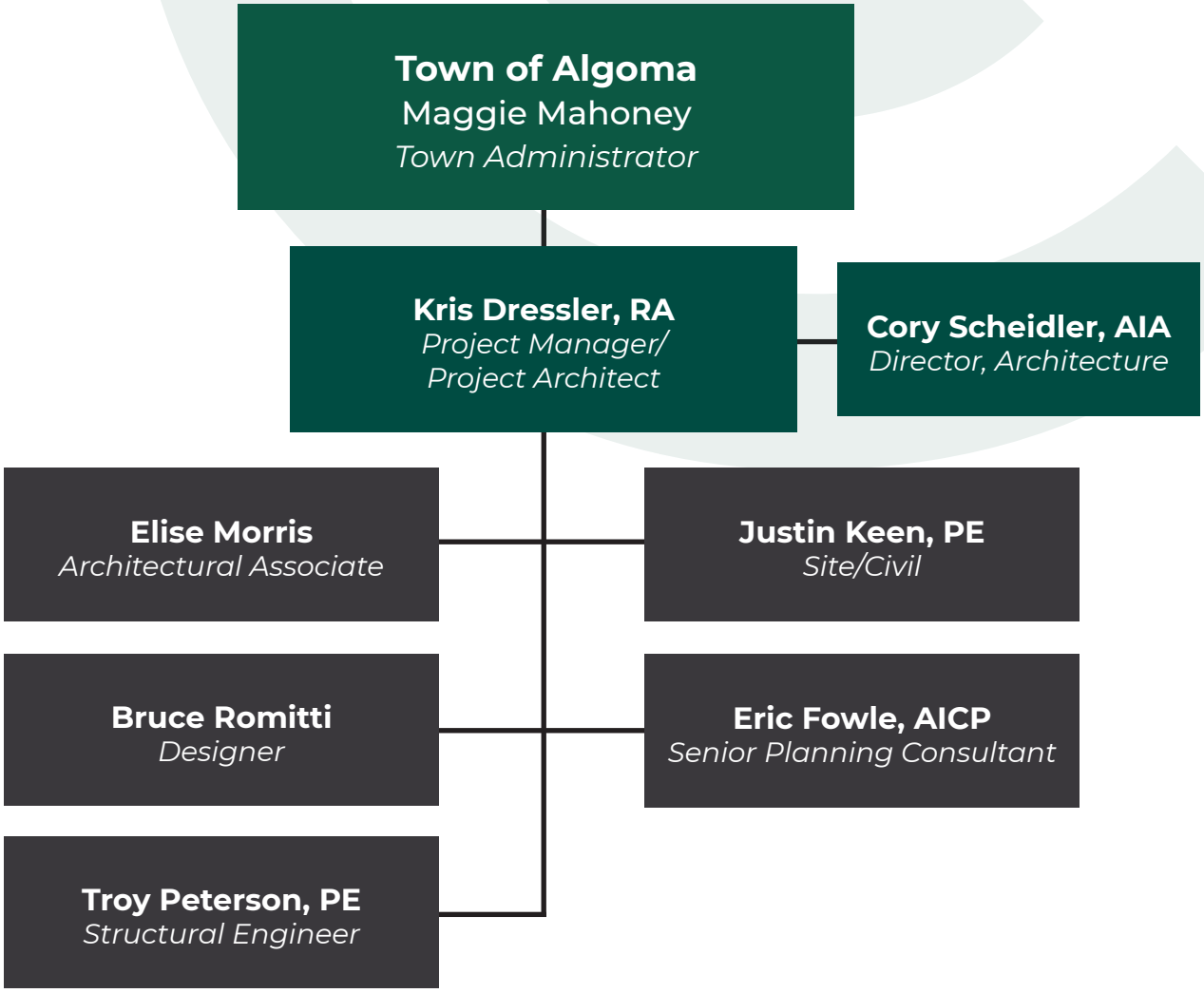
Kathy Schlieve, City Administrator
kathy@cityofwaupun.org
920-324-7912

CITY OF WEYAUWEGA
109 E. Main Street
Weyauwega, WI 54983

Patrick Wetzel, former Administrator
PatrickW@lawrencewi.gov
920-347-3710

SUPPORT TEAM

PROJECT TEAM



KRIS DRESSLER, RA
REGISTERED ARCHITECT



Education
Associate Degree in Drafting and Design Technology: Herzing College (2007)

Professional Registrations
Registered Architect - WI #13048-5

Total Experience
Since 2006

Kris Dressler is an experienced Architect and has developed into a keystone of our Building Design team. Kris's experience offers our team state-of-the-art technical capacities in building design and modeling which benefit each of our projects and clients. Kris plays an integral part in many of our projects, working hand-in-hand with our Architects, Designers and Engineers, providing assistance in design, planning, and facility planning for traditional and alternative project delivery methods.

Areas of Expertise Include:

- Programming, conceptual planning, facility planning, and project development
- Project management of medium complexity projects
- Preparation of construction documentation for new construction and renovations for higher education, governmental, municipal, commercial, and industrial projects
- Preparation of facility, space needs, and site analysis studies for municipal buildings
- Coordination of mechanical and electrical design plans for building projects
- Building Envelope design and analysis
- Accessibility and Building Code Analysis and evaluations
- Construction Administration for governmental, municipal, commercial, and industrial projects
- Development of presentation exhibits for planning and design solutions
- Project budgeting and estimating
- Construction contract preparation and contract administration for governmental, municipal, and commercial industrial projects
- Development of project specifications and front end documents

Representative Project Experience Includes:

- Village of Jackson Administration and Public Safety Facility - Site Selection Analysis, Programming, and Design
- Village of Lake Hallie Administration and Public Safety Facility
- Village of Camp Douglas Municipal Facilities Assessment and Feasibility Study
- Village of Wausaukee Municipal Facilities Assessment and Feasibility Study
- City of Weyauwega Administration, Police, and Community Center Complex
- Town of Clayton Administration and Public Safety Facility
- City of Barron City Hall and Public Safety Building
- City of Waupun Police and Fire Department Evaluation
- Village of Woodville Municipal Building, Fire, EMS, and Police
- City of Osseo Municipal and Police Department Facility
- Town of Buchanan Public Safety and Fire Station Expansion
- City of Glenwood City Municipal Facility Assessment
- Town of Buchanan Town Hall Facility Needs Study and Space Analysis
- Pepin County Government Center Facility Assessment
- Eau Claire State of Wisconsin Office Building Renovation
- Town of Daniels Town Hall Facility
- City of Hudson Police Department Planning
- Village of Bay City Parks Facility
- Hoffman Hills State Recreation Area Gathering Shelter
- Town of Troy Park Shelter
- City of Hudson Public Works Facility - Site Selection, Programming, Analysis, and Design
- Barron County Historical Society Pioneer Village Genealogy Library and Welcome Center
- City of Stanley Community Center and Gathering Complex
- City of Colby Community Library

CORY SCHEIDLER, AIA
DIRECTOR, ARCHITECTURE



Cory Scheidler specializes in architecture for government facility projects including the evaluation and design of governmental offices, park and recreational facilities, public works and infrastructure projects, emergency services facilities, library, and community center facilities. In addition to his experience and leadership of the Architectural Services Line for Cedar Corporation, Cory is involved in his community and Professional Associations. Cory's personal involvement, genuine concern, and attention to detail in the development of projects is recognized by our clients.

More specifically, Cory has completed the evaluation and design for City Halls, park facilities, public works garages, fire and police stations, libraries, and senior centers. These projects include a mix of new and renovation projects, including Facility Condition Assessments, Master Planning, Architectural Design, and Forensic Evaluations for various facilities.

Cory has experience and knowledge in project development, State and National Standards and code, various governmental standards, and requirements. Complementing his design experience, Cory is well versed in the preparation of contract documents, specifications, and contract administration. In addition, Cory's experience has provided him with the knowledge and ability to provide forensic investigations to several clients.

Areas of Expertise Include:

- Supervision of design and preparation of plans for new structures and alteration of existing buildings for municipal, institutional, commercial, and industrial projects, both traditional bid and design/build approaches
- Preparation of facility, space needs, and site analysis studies for municipal buildings
- Code review, schematic design, and design development
- Project cost estimating and project scheduling
- Coordination with design disciplines
- Construction contract preparation and contract administration
- Client contact throughout project feasibility, design, bidding, and contract administration
- Specialization in project delivery, working directly with developers, contractors, owners, and alternative

Representative Project Experience Includes:

- Village of Jackson Administration and Public Safety Facility - Site Selection Analysis, Programming, and Design
- Village of Lake Hallie Administration and Public Safety Facility
- Village of Camp Douglas Municipal Facilities Assessment and Feasibility Study
- Village of Wausaukee Municipal Facilities Assessment and Feasibility Study
- City of Weyauwega Administration, Police, and Community Center Complex
- Town of Clayton Administration and Public Safety Facility
- City of Barron City Hall and Public Safety Building
- City of Waupun Police and Fire Department Evaluation
- Village of Woodville Municipal Building, Fire, EMS, and Police
- City of Osseo Municipal and Police Department Facility
- Town of Buchanan Public Safety and Fire Station Expansion
- City of Glenwood City Municipal Facility Assessment
- Town of Buchanan Town Hall Facility Needs Study and Space Analysis
- Pepin County Government Center Facility Assessment
- Eau Claire State of Wisconsin Office Building Renovation
- Town of Daniels Town Hall Facility
- City of Hudson Police Department Planning
- Village of Bay City Parks Facility
- Hoffman Hills State Recreation Area Gathering Shelter
- Town of Troy Park Shelter
- City of Hudson Public Works Facility - Site Selection, Programming, Analysis, and Design
- Barron County Historical Society Pioneer Village Genealogy Library and Welcome Center
- City of Stanley Community Center and Gathering Complex
- City of Colby Community Library

Education

Associate Degree in Civil Engineering Technology: Mid-State Technical College (2001)

Professional Registrations

Registered Architect - WI #10782

Wisconsin Certified Commercial Building Inspector #992581

Wisconsin Registered Interior Designer #623

Professional Affiliations

American Institutes of Architects

Engineering/Structural NCARB Licensing Advisor

Advisory Committee Chippewa Valley Technical College

NCARB IDP

Total Experience

Since 2000

ELISE MORRIS

Architectural Associate
Total Experience: Since 2022

EDUCATION
- Bachelor of Science in Architecture, Minor in Sustainability Studies: University of Minnesota (2022)

EXPERTISE
- Revit, AutoCAD, and Bluebeam, specialist
- Preparation of construction documents for new construction and renovations for commercial and residential projects
- Building Information Modeling (BIM) and rendering specialist
- Record documents for construction projects
- Development and coordination of design standards
- Inspection and documentation of existing buildings and structures



Elise Morris is a member of Cedar Corporation's Architectural Group as an Architectural Associate with experience working on commercial and residential design projects. Elise collaborates with our Architects, Engineers, Planners, and Designers in the preparation and development of designs for various project types.



Bruce Romitti is a member of Cedar Corporation's Architectural Team as an Architectural Design Technician and offers a wealth of software skills and construction experience. He was awarded Outstanding Program Student and worked as a Tutor throughout his training at Northeastern Wisconsin Technical College.

BRUCE ROMITTI

Architectural Design Technician
Total Experience: Since 2015

EDUCATION
- Associate Degree in Architectural Technology: Northeast Wisconsin Technical College (2015)

EXPERTISE
- Revit
- AutoCAD
- Estimating
- Structural analysis
- Graphic production and installation
- LEED applications; sustainable building principles

TROY PETERSON, PE

Structural Engineer
Total Experience: Since 1990



Troy Peterson has been a Structural Engineer for Cedar Corporation since 1990 specializing in structural design of governmental facilities and commercial facilities. These projects have included single and multi-story wood, steel, concrete, and masonry design. Projects vary from public works, fire station, municipal buildings, and retail buildings.

EDUCATION

- Bachelor of Science in Civil Engineering: University of Minnesota (1990)

EXPERTISE

- Design of single- and multi-story building structures, including timber, steel, reinforced concrete, prestressed concrete, and composite design
- Design Engineer for commercial development projects including manufacturing, retail, and restaurant facilities
- Design Engineer for municipal well house, water treatment, wastewater treatment facility, and lift station structures
- Structural inspection of residential, commercial, industrial, municipal, educational, and religious buildings
- Commercial building inspection
- Design of single- and multi-span concrete and timber slab structures, prestressed I-girder, steel deck girder and concrete box structures, multiple structure rehabilitations including deck and rail replacement, and steel beam strengthening and bridge re-rating
- Design of spread and pile supported foundations, retaining walls, and tie-back anchor retaining systems



Justin Keen provides urban and rural road design, utility (wastewater collection, water systems, and storm sewer) design, and civil site design for residential, commercial, and municipal developments. His expertise includes street and sidewalk design, utility design, and storm water management for public and private infrastructure projects, earthwork analysis, site layout, and grading.

JUSTIN KEEN, PE

Project Engineer - Community Infrastructure
Total Experience: Since 2003

EDUCATION

- Bachelor of Science in Civil Engineering: University of Wisconsin-Madison (2003)

EXPERTISE

- AutoCAD drawings, cost estimates, earthwork calculations, and quantity takeoffs for various public and private infrastructure improvement projects
- Horizontal/vertical alignments, cross sections, typical sections, and intersection designs for street and trail projects
- Regulatory agency and utility company coordination
- DNR and US Army Corp permit applications
- Prepares site, grading, erosion control, and storm water plans
- Designs sanitary, water main, storm sewer & storm water management facilities
- Prepares permits, specs, and bid documents for various projects
- Performs site observations for infrastructure improvement projects
- Coordinates projects with architects, contractors, developers, other engineering firms, and municipalities.

ERIC FOWLE, AICP

Senior Planning Consultant

Total Experience: Since 1991

EDUCATION

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

EXPERTISE

- Familiarity with Federal and State grant funding partners and programs
- Grant writing and administration
- Knowledgeable in securing funding for projects of various size, including community infrastructure improvements, regional and community planning, and development projects
- Extensive knowledge in topics associated with regional and local-level land use, housing, economic development, and environmental planning
- Comprehensive Planning and plan implementation strategies and methods, including the fundamentals of zoning and subdivision regulations
- 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 and redevelopment plans
- Competent in data collection, research analysis, and utilization of Geographic Information Systems (GIS)
- Expert knowledge in public participation and community visioning



Eric Fowle brings 30 years of experience in natural resource, economic development, recreation, and transportation planning. He has been involved in the local and regional planning and community development sector, which includes grant writing and administration, as well as program and project management. Eric has worked on projects at nearly every scale: local communities, counties, tribes, and regions.

PROPOSED APPROACH

PROPOSED APPROACH

Cedar Corporation's trademark quality is to listen to you.

We want to learn and understand your wants, needs, and expectations for the project and seek to create solutions that promotes collaboration, discussion, and facilitation. To achieve this, we have developed a design process that follows a well-defined agenda to present options, information, and promotes teamwork to reach solutions.

Our approach to the Town of Algoma's project is a five-step process that includes:

1. A project kick-off meeting and establishing goals
2. An analysis of the current facility
3. Define the space needs and programming requirements for the facility
4. Review of findings
5. Development of Strategic Municipal Plan

Project Kick-off Meeting & Establishing Goals (Step 1)

We will schedule a kick-off meeting with the Town and other appropriate staff to review the project. We will discuss the desired outcomes, agree on project phases, and establish project milestones. We will also conduct a preliminary review of the existing facility conditions. We will develop a future meeting schedule so that everyone can plan in advance. Upon completion of the kick-off meeting, we will have a more thorough understanding of your objectives. We have prepared a preliminary schedule for discussion with Town staff.

Upon completion of the kick-off meeting, we will:

- Conduct a review of information we have gathered during the meeting
- Meet with Department heads, as needed, to clarify information
- Gather together available site information, previous studies (if applicable), and previous project plans

Analysis of Current Facility (Step 2)
Understanding your needs and assets

Upon completion of our review of all the data provided, we will begin our assessment of the current facility and continue with department interviews.

Our analysis of the existing facility will include a review of the site and infrastructure for the facility. Our process will include review of the following components to develop an outline for the work that may be needed within the existing facility:

- Review of building envelope, walls, roof, windows, etc.
- Evaluate the current facility for current and long-term needs
- Evaluate ADA compliance

PROPOSED APPROACH

- Review parking site access and traffic patterns of the current site
- Assess security, access points, reception, and safety of facility
- Review the potential suitability of any existing facility for renovation
- Review zoning and applicable regulatory approvals that may be required

Upon completion of our walk through, we will prepare a facility condition assessment memorandum outlining immediate, short-term, and long-term improvements and needs for the facility, and whether that means maintaining current facility, renovations, expansion, and/or replacing the existing building.

Space Planning and Programming Analysis (Step 3)

Understanding your needs and preparing for the future

To understand the current and future needs of the Town, we will review the current space conditions and optimal space requirements for a modern facility. As part of this process, we will evaluate the available space and future options that may be required if the project were to be phased.

Our approach to the space planning phases will include the following steps:

- Meet, or call, with staff to discuss their goals and desires for the Town
- Meet with Department heads and appropriate staff to review the facility and staffing needs
- Review employee areas, break room, lockers, etc.
- Review meeting/staff space
- Review office space and staffing considerations
- Review data, IT, and computer equipment
- Review restrooms and locker rooms
- Review staffing growth potential and needs
- Review of space needs for equipment/vehicle storage and individual work space
- Review security conditions and options
- Evaluate current elements and equipment that will be salvaged or may be needed
- Study traffic flow within the site
- Evaluate emergency power provisions
- Preparation of needs developed from staff interviews
- Preparation of space and function calculations
- Preparation of current and future programming needs

Upon completion of our review and discussions, we will prepare a summary of the space needs outlined by the appropriate function, department, and facility. We will then summarize our recommendations for the next steps, based on the Town's needs, budgetary requirements, and review alternative options, as needed. This process will summarize the immediate needs, short-term goals, and long-term planning. We will review opportunities that may exist for improved use of the spaces and opportunities for shared facilities, expansions, and optimizations.

Upon completion of this step, we will present our findings to the Town Board to discuss the next steps and expectations for the Town.

PROPOSED APPROACH

Report of Findings (Step 4)

Goal setting

Upon completion of our investigation and evaluation of the existing facility and determination of space needs, we will meet to review and update the project goals. Through this process, we will define the priorities and develop objectives and options for the project. This will include:

- Review of facility options that require additional space or expansion
- Review our team's findings for the current facility, projected space needs, and options for the future
- Review opportunities for shared facilities and consolidation
- Review any opportunities for cost savings through re-use, adaptability, and renovation
- Review possible facility and operational inefficiencies
- Identify goals for existing properties
- Present summary and opinion based on findings

Development of Strategic Municipal Plan (Step 5)

Upon the completion of our findings review, our team will prepare a summary report outlining the condition of the facility included in the assessment, an overview of the space needs, and recommendations for the facility. The report will include a defined recommendation for the facility and layouts of the options.

The Report, conceptual layouts, and presentation will include the following:

- Facility Condition Summary
  - ◊ Overview of space needs
  - ◊ Options that were considered
  - ◊ Defined recommendations for the future facility and estimated cost
- The appendix will include the following items:
  - ◊ Facility condition memorandum
  - ◊ Space needs calculations
  - ◊ Conceptual site diagrams of the selected options
  - ◊ Opinions of probable project cost
- The final presentation will be provided at the completion of the project

PROJECT TIMELINE

PROJECT TIMELINE

TASK	PROPOSED COMPLETION
Project Kick-Off Meeting	April 2024
Analysis of Current Facility	April - May 2024
Space Needs	May 2024
Review of Findings	June 2024
Strategic Municipal Plan	July 2024

ASSISTANCE FROM THE TOWN

ASSISTANCE FROM THE TOWN

- Provide a representative authorized to discuss needs on behalf of the Town and Fire Department
- Provide availability for meetings and building walk throughs
- Provide list of equipment, vehicles, furniture, etc. that the Town would salvage and use in the building or would plan to have in the future
- Provide future staffing projections
- Provide record drawings of the building available
- Provide any CSM's and/or previous topographic surveys available
- Provide access to the building

PROJECT COST

PROJECT COST

The proposed Project Scope, as outlined in the RFP, includes project kick-off meeting, analysis of current facility, space needs and programming, review of findings, and development of a strategic municipal plan. We are proposing to complete the necessary professional services as outlined on a **Lump Sum Fee of $8,500.**

TASK	PM	Arch. Assoc.	Designer	Structural	Planning	Site	TOTAL
Kick-Off Meeting	$620		$240		$150		**$1,010**
Analysis of Current Facility	$310		$600	$185		$185	**$1,280**
Programming	$1,240	$600	$1,680				**$3,520**
Report of Findings	$930		$480		$155	$185	**$1,745**
Strategic Municipal Plan	$465		$480				**$945**
TOTAL	**$3,565**	**$600**	**$3,480**	**$185**	**$300**	**$370**	**$8,500**

Additional Services available upon request:

- Hazardous Materials investigation
- Grant Writing
- Geotechnical Investigation
- Topographic Survey
- Final Design
- Bidding Services
- Construction Administration Services
- Construction Inspection Services

The Cedar Corporation Advantage

- We are a diverse team with specialized knowledge in municipal planning, architecture, engineering, funding, and project delivery
- An integrated team focused on developing long-term relationships to deliver services through the entire process
- Expertise in delivering strategic municipal plans that optimize functionality and value
- Innovative approach, ideas, and implementation to deliver value projects on schedule and on budget
- Funding and grant specialist that can help make your project a reality

Cedar
CORPORATION

Celebrating 50 Years
2025

BUILDING TRUST

YOUR PROJECT • OUR PASSION

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

TOWN OF ALGOMA

Municipal Complex Needs Analysis
February 24, 2025



fgma
FGMARCHITECTS

Who is FGMA?

1945
YEAR FOUNDED

200+
TOTAL PROFESSIONALS

8
OFFICES IN MILWAUKEE, CHICAGO, WESTBROOK, O'FALLON, RESTON, AUSTIN, FORT WORTH, AND ST. LOUIS

200+
DESIGN AWARDS RECEIVED SINCE 2000

AIA 2030 COMMITMENT SIGNATORY
WORKING TOWARDS A CARBON-NEUTRAL FUTURE

We Build Community

FGMA provides architecture, planning and interior design services to our clientele by assembling an interdisciplinary team of professionals who build relationships that last a lifetime. We provide world class design that is right-sized for your needs. Designing spaces that inspire, uplift and connect.

FGMA serves the people and organizations that serve others.

Fostering Success Together

Our team listens to your needs and vision, bringing it to life. We've found that how we work with our clients is just as important as what we design. It is imperative for us that we build for equity through inclusive design, collaborating on solutions for all.

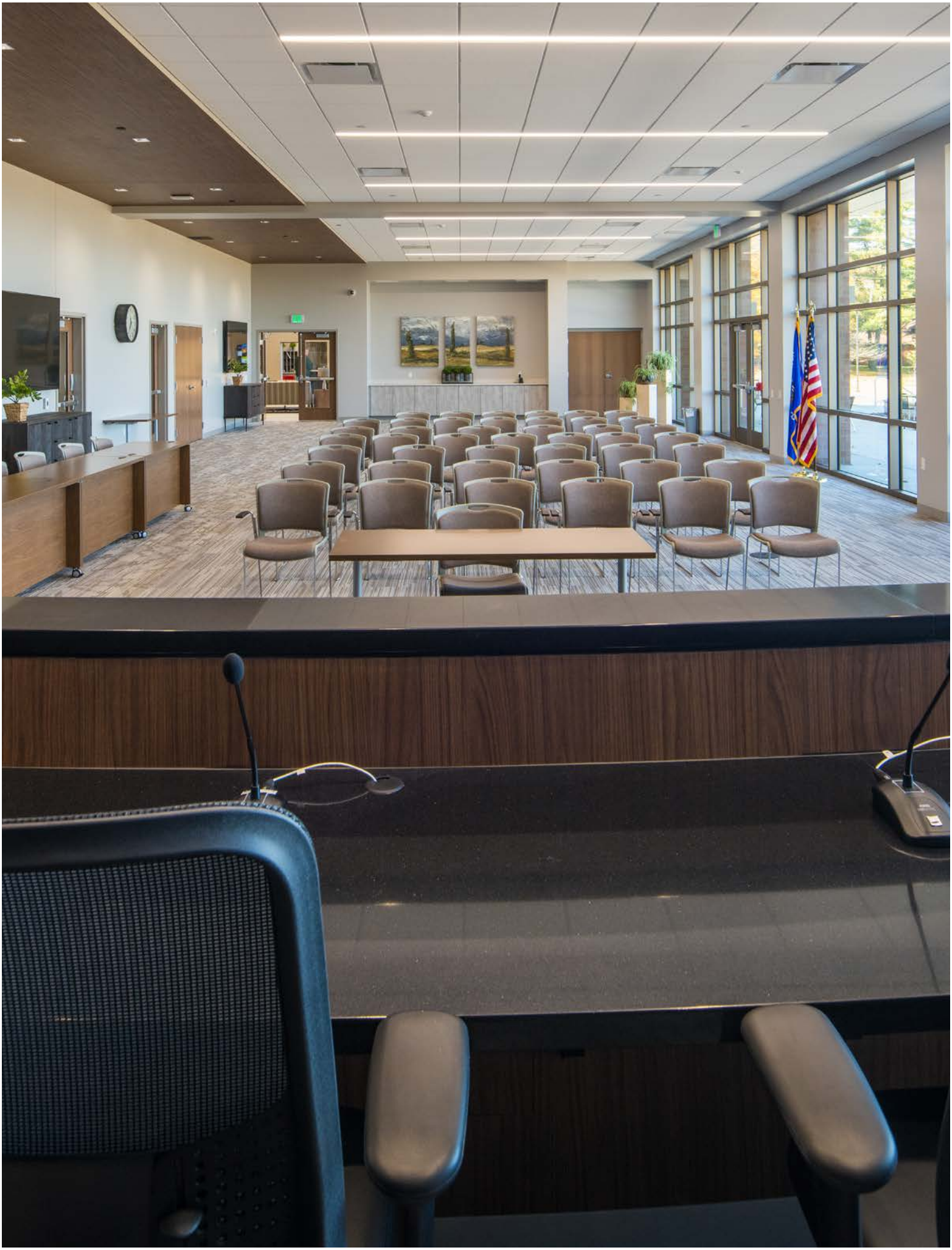
Leading the Way Towards a Healthy, Sustainable Future

We specialize in community-based spaces and we value working in partnership with our clients to create a world that is more environmentally responsible and equitable for current and future generations.

fgma
FGMARCHITECTS

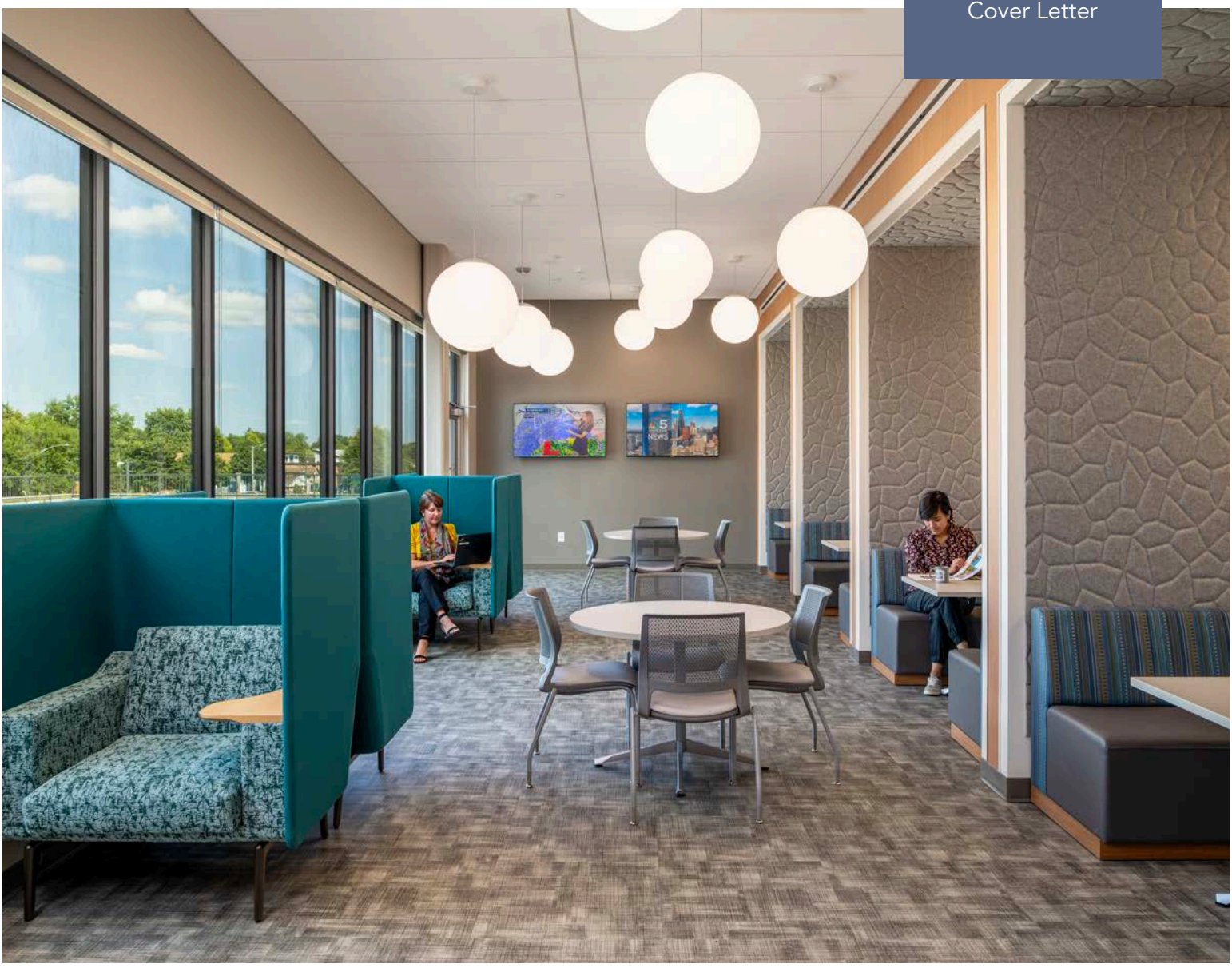
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SECTION 1

Cover Letter





fgma
FGMARCHITECTS

February 24, 2025

Maggie Mahoney
Town Administrator
Town of Algoma
15 North Oakwood Road
Oshkosh, Wisconsin 54904

Re: Municipal Complex Needs Analysis

Dear Ms. Mahoney and Members of the Selection Committee:

The Town of Algoma is seeking a qualified architectural design firm with expertise in municipal, public safety and public works facilities to provide a space needs analysis for an improved Municipal Complex. This complex currently includes the Town Hall, Clerk-Treasurer, Public Works and Administration, with open facilities for public meetings and private events. We also understand that there is an interest in adding a Fire Department component to the Municipal Complex.

As you will read in the subsequent pages of this proposal, FGM Architects (FGMA) has an extensive portfolio of well-designed municipal facilities. We bring unique experience and perspectives to this project having designed many facilities from a study stage through implementation. FGMA believes in listening to our clients, understanding their needs and giving them options to solve those needs.

The following highlights the unique benefits of the FGMA Team:

Unparalleled facility design experience. Our experience is both current and relevant to your project. We have partnered on over 125+ town/city hall projects, 600 fire service projects and 70+ public works projects for agencies of all sizes - each with unique nuances and specialties. In addition to very similar space needs analysis efforts, several other recently completed studies contained combined public safety facilities including police, fire/EMS and town/city hall functions.

Industry leadership for the Town of Algoma. Brian Wright will serve as the Principal-in-Charge and will lead an experienced team that includes Bradley Kropp as Project Manager, Kyle Bares as Project Designer and Andrew Mayo as Programmer/Planner. These individuals are highly regarded in the public safety industry and were selected to ensure our team provides expertise in all the required facility types.

We have also included subconsultants that specialize in their fields which will include, JSD Professional Services, Inc. for Civil Engineering, Ring & DuChateau for MEP Engineering.

FGM Architects Inc.
219 North Milwaukee Street, Suite 325 | Milwaukee, Wisconsin 53202
414.346.7282 | fgmarchitects.com

fgma
FGMARCHITECTS

Collaborative and consensus-based planning and design process. We fully understand the Town would like a highly collaborative, interactive and transparent process seeking to engage elected officials, staff and the community through the assessment so that everyone understands the reasoning for our final recommendations. Our approach fosters a consensus-based design process which ensures we will meet the long-term facility goals of the Town for this project.

Budget Development Expertise. We fully understand that having reliable cost estimates is critical to the Town. FGMA specializes in working on municipal and public safety projects, we have up-to-date cost data and have tracked global cost trends and how they influence construction costs locally for decades.

High-Performance Design. High-performance design considers resisting shocks and stresses, long-term operational efficiency, conservation of resources, and designing for human health, wellness, and comfort. FGMA's value proposition is to provide a high-performing product that meets project criteria including the established budget. We will partner with you to set performance goals and achieve them. We look for opportunities to creatively stretch budgets, goals, and thinking to deliver a better building. We use an integrative and iterative design process, including building simulation software, to inform recommendations and decisions based on data. Employing high-performance design strategies can yield efficiency and cost savings, improved reputation, and long-term viability and well-being- both at the community and individual level. It is about maximizing efficiency, minimizing environmental impact, and creating spaces that people love!

The FGMA team is composed of service-oriented professionals who respect that the Town has clear objectives for this project in terms of cost and function. We have the resources and the capacity to support your project by being present and invested in your success. Our team will provide the expertise, creativity and leadership that will be essential to charting a path toward the most robust, long-lasting and cost-effective resources possible.

We look forward to the opportunity to work with you on this impactful project.

Sincerely,

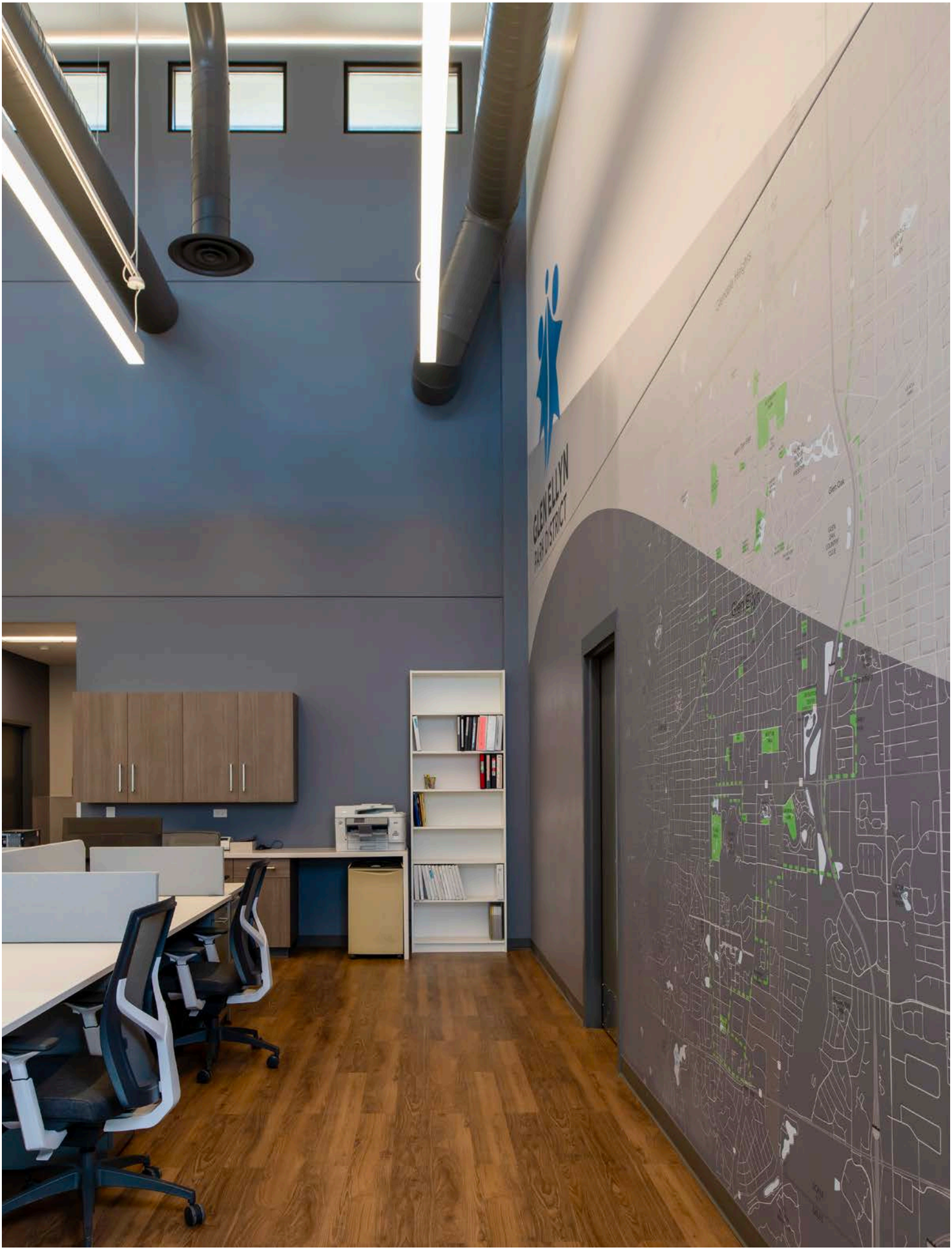
Brian Wright, AIA, LEED AP
Principal-in-Charge
brianwright@fgmarchitects.com
414.346.7283

Bradley Kropp, RA
Project Manager
bradkropp@fgmarchitects.com
414.346.7288

SECTION 2

Company Overview




GLENDALE
PARK DISTRICT









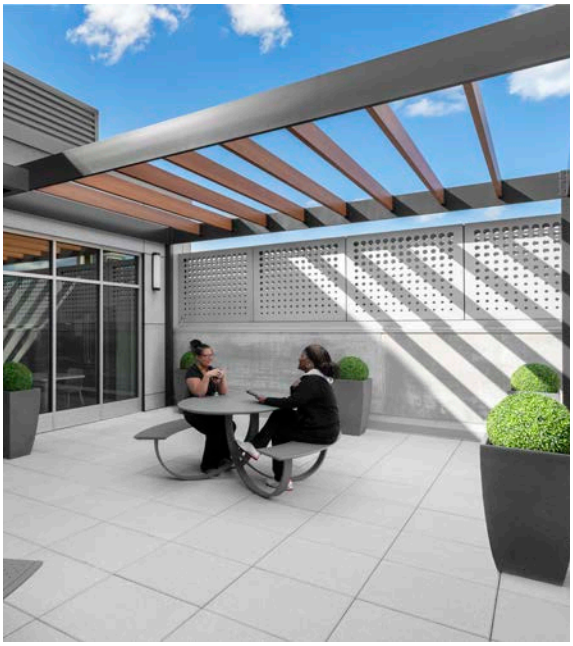
Municipal design is unique in its power to define a community.

FGMA is a "community-based" architecture firm. Our firm's mission is rooted in enhancing communities through environments that make up the landscape of our daily lives. With decades of expertise in master planning and design for civic, municipal, and recreational facilities, we excel at delivering comprehensive solutions that create spaces fostering community engagement, functionality and sustainability.

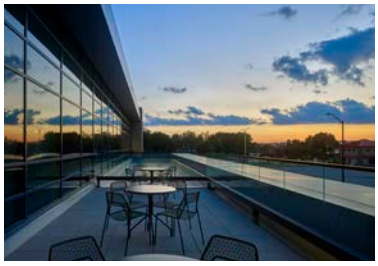














By leveraging our mission and expertise, the FGMA Team can deliver a Needs Analysis that aligns your project goals with stakeholder input to enhance community life, reflect civic pride, and serve as a cornerstone for future growth.











In collaboration with our clients, we create buildings that are safe, environmentally responsible and true to their surroundings.

Developing a successful municipal facility will benefit greatly from a firm with proven expertise.

FIRM NAME
FGM Architects Inc. (FGMA)

PROJECT OFFICE LOCATION
219 North Milwaukee Street, Suite 325
Milwaukee, Wisconsin 53202
414.346.7282

CONTACT PERSON
Andrew Mayo
Programmer/Planner
(p) 414.346.7284
(e) andrewmayo@fgmarchitects.com
(w) www.fgmarchitects.com

QUALIFICATIONS AND EXPERIENCE
FGMA's design team is uniquely equipped with a diverse set of specialized capabilities, ensuring that every project we undertake meets the highest standards of excellence and innovation. Our team's expertise spans various domains essential to comprehensive community-based architectural services, highlighting our ability to deliver tailored and impactful solutions.

MASTER PLANNING Expertise in master planning involves creating cohesive, scalable, and sustainable plans for large-scale developments. We integrate land use, transportation, infrastructure and community needs to design master plans that promote growth, resilience and sustainability.

Our approach ensures that every element works harmoniously to support long-term community development.

PLANNING AND STRATEGIC VISIONING
Our team excels in comprehensive planning and strategic visioning, helping communities articulate their long-term goals and develop actionable roadmaps. We collaborate closely with stakeholders to ensure that our plans reflect the community's aspirations and practical needs, balancing visionary thinking with grounded feasibility.



FACILITY ASSESSMENTS AND FEASIBILITY STUDIES We provide in-depth facility assessments and feasibility studies to determine the best use of space and resources. Our team conducts thorough evaluations, identifying strengths, weaknesses and opportunities to optimize existing facilities or plan new developments.

TOWN HALL DESIGN Through all of FGMA's Municipal project experience, we continue our dedicated approach to their governmental cornerstones for communities. Through our design expertise, we have completed more than 125 Town/Village/City Halls for communities, many of which share facilities directly with other departments, such as Fire Stations, Public Works, etc. Town Halls are where the community comes to interact with its government, and we realize the importance of making these facilities appeasing, functional and safe.

PUBLIC WORKS DESIGN FGMA recognizes and classifies Public Works facilities as a first responder, bolstering the importance of their operations. FGMA offers in-house Public Works design expertise, understanding the importance of site access, equipment needs, and operational needs of such a facility.

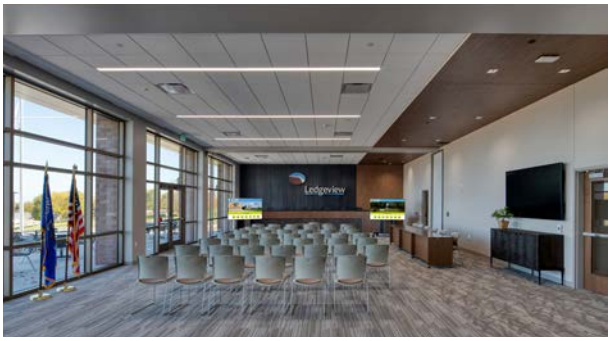
FIRE STATION & EMS DESIGN FGMA is a leading architecture firm specializing in the design and construction of fire and EMS facilities, including fire stations, training centers and administrative buildings. With a focus on functionality, safety and efficiency, FGMA delivers innovative solutions that meet the unique operational needs of fire departments and EMS agencies while prioritizing the safety and well-being of first responders and the community.

Our diverse portfolio includes 600+ new and renovated facilities for 250 clients nationwide. Serving a wide range of clients, including municipal fire departments, EMS agencies, volunteer organizations, and government entities, our designs showcase adaptability, innovation and a keen understanding of the unique requirements of each client.

From decontamination spaces to ambulance bays and treatment rooms, our team of in-house experts collaborates closely with department personnel to prioritize functionality and efficiency in every aspect of our designs.

Recognizing the unique challenges faced by first responders, we've pioneered design strategies to reduce cancer risk by controlling contaminants and enhanced mental and behavioral health by utilizing light, color and nature to mitigate PTSD and reduce the incidence of suicide.

HIGH-PERFORMANCE DESIGN IS GOOD DESIGN



High-performance design embodies a holistic approach by considering resilience to shocks, long-term operational efficiency, resource conservation and occupant comfort and well-being. High-performance design solutions positively impact the environment and the human experience. This responsible approach has a measurable impact on the community and is rooted in research and data.

FGMA'S GUIDING PRINCIPLES

RESPONSIBLE DESIGN: We take the long-term implications of our solutions seriously.

COMMUNITY IMPACT: We are energized by cooperative teams that consider the broader context.

DATA-DRIVEN: We use building simulation software to measure and discuss the long-term energy costs of the building and the health and comfort of the people using it, so that you can make informed decisions.

Setting, measuring and verifying goals are key elements of designing solutions that are based on the specific, unique needs of the project and the people who use it.

Our discovery process begins with a conversation about project goals and priorities and establishing performance targets for the pillars of high-performing buildings: resilience, sustainability, wellness and biophilia.

RESILIENCE

Communities and buildings can face both acute shocks and chronic stresses. Our discovery process leads stakeholder engagement to identify and assess vulnerabilities, risks and hazards. We advise on appropriate responses that align with the project vision, goals and budget.

SUSTAINABILITY

Minimizing a building's environmental footprint by considering local, regional, and global contexts fosters climate and ecosystem health. We balance ecological, economic and social needs with your budget and vision to achieve energy savings, lower costs, enhance comfort and conserve resources.

WELLNESS

Focusing on health, well-being, and quality of life fosters belonging and enriches the human experience. Combining the findings from our discovery process with best practices creates spaces that support health, happiness, satisfaction and improved performance. Our designs prioritize air and water quality, physical activity, nature connection, social interaction and human comfort, including areas for relaxation and recharging.

BIOPHILIA

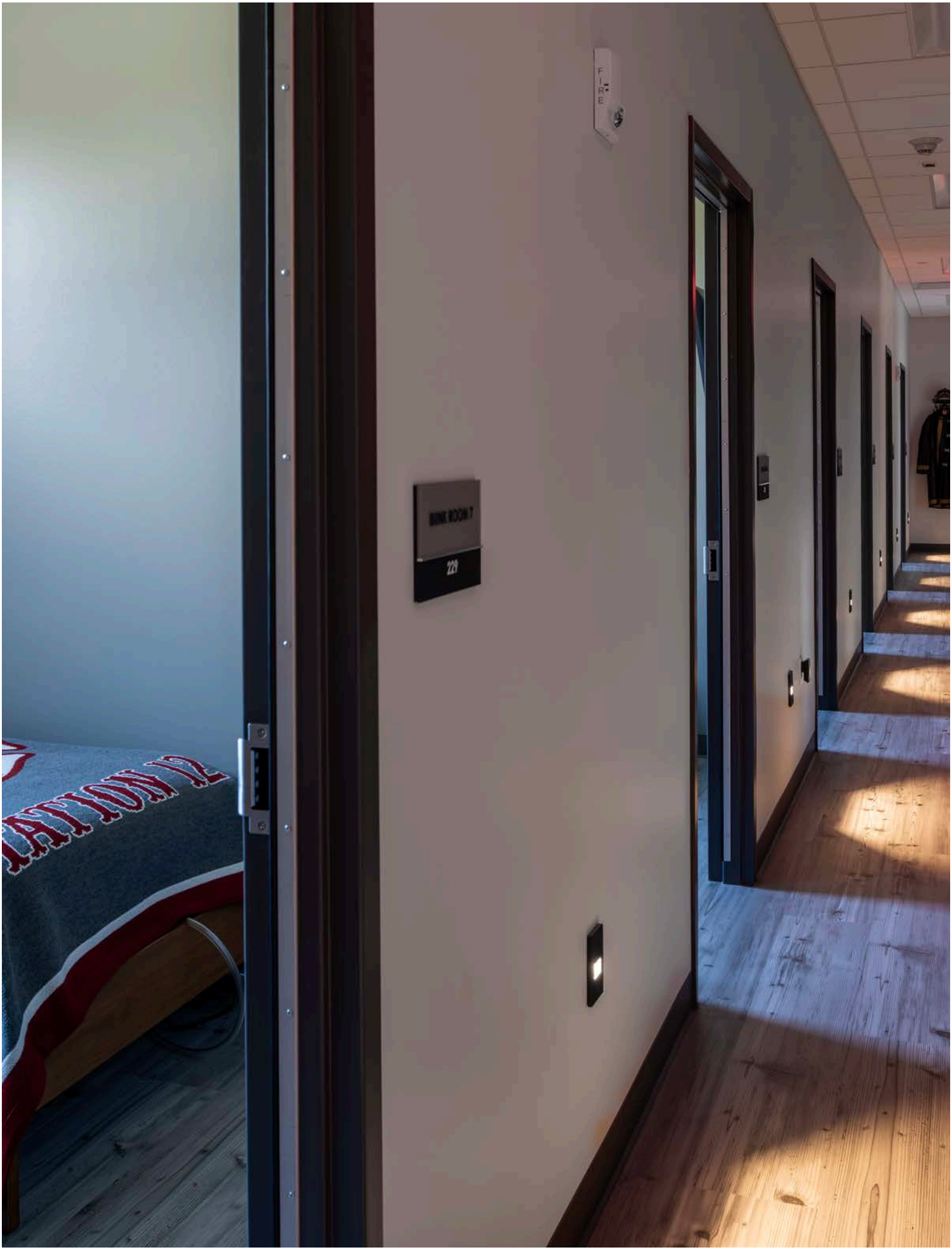
Connecting nature, human biology and the built environment reduces stress and improves cognitive function, mood and performance. We use natural materials like wood, stone, vegetation, daylight and nature-inspired colors to create restorative and dynamic sensory environments.


ALEDONIA
ON PROTECTION
RESCUE
FIRE
DEPT.
CALEDONIA
FIRE DEPT.

SECTION 3

Relevant Experience




FIRE
BUNK ROOM 7
229

Our experience demonstrates that FGMA brings to the Town of Algoma the necessary skills to translate your needs into reality.

Our experience brings value to your project. We provide quality design that responds to the functional and aesthetic requirements of each project. We consistently deliver projects that are reflective of the high level of energy and creativity of our team.

We have the leadership expertise to oversee the schedule, budget, communication and management issues involved in projects.

The projects we have highlighted on the following pages are just a few of the solutions FGMA has provided to our clients to meet their special and unique needs.





CLIENT
Town of Ledgeview

SIZE
Public Works 14,316 sf
Town Hall 11,891
Fire 11,224

COMPLETED
07/2018

PROJECT COST
$4.5M (e) $4.9M (a)

PROJECT TYPE
New

REFERENCE
Ms. Sarah Burdette
Town Clerk/Administrator
920.336.3360 x108
sburdette@ledgeviewwisconsin.com

Growth Led to a Demand in Services

TOWN HALL / FIRE STATION NO. 1 & PUBLIC WORKS

Ledgeview's Town Hall, along with its Public Works and Fire departments, had been co-located, but as the town has grown, so has the demand for services from all three entities.

Ledgeview selected local architect, Performa, who teamed with FGMA as design architect, to assist with creating a new dedicated public works facility on a separate site and a new combined Town Hall and Fire Station. The project began with a space needs analysis and site study.

The Performa / FGMA team began by establishing the size and budget for the building as part of a study. Upon a successful referendum campaign, the team embarked on the implementation phase of the project. One challenge involved designing around the existing grade due to a sloping site. The new Town Hall and Fire Station were built on the existing site behind the existing facility, allowing operations to continue during construction. The facility houses administration, finance, human resources, engineering, a large community room and fire department headquarters.



CLIENT
City of Oshkosh

SIZE
45,000 sf

COMPLETED
01/2019

PROJECT COST
N/A (Study Only)

PROJECT TYPE
Facilities Condition Assessment
Master Plan

REFERENCE
Mr. Jon G. Urben
General Services Manager
920.236.5100
jurben@ci.oshkosh.wi.us

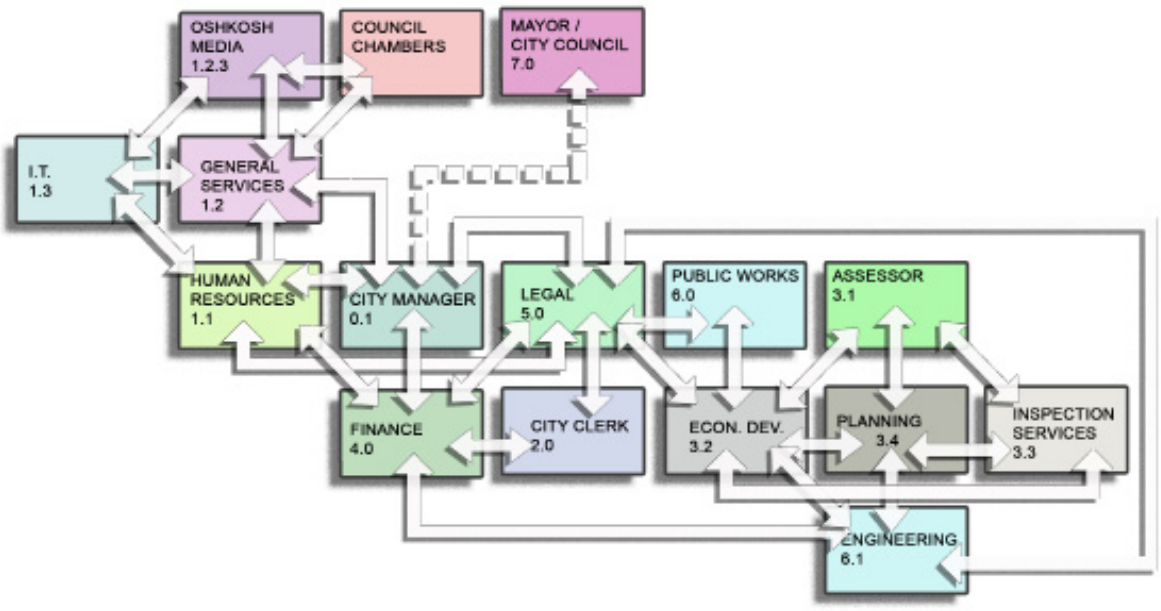
Planning for Historic City Hall

CITY HALL FACILITY ASSESSMENT

Oshkosh City Hall is located within a former High School that was renovated in 1962 to accommodate municipal administrative functions. Incremental modifications have been made over the years to accommodate the evolving functions and demands of government, but numerous operational, security, and system issues remain, which are negatively affecting City Hall operations.

With key renovations that would improve space utilization and efficiency, the historic character of the existing building can continue serving as a modern City Hall. To identify they types and quantities of renovations that may be desired and required, information was gathered through review of existing data & documents, a staff questionnaire, and a series of staff interviews.

Interviews were completed with fiscal, legal, marketing, human resources, IT, engineering, and managerial/administrative staff as well as all elected officials.



Questions were focused on subjects such as ADA accessibility and code compliance, safety and security, utility/technology systems adequacy and ambient comfort, and ways to create a welcoming, navigable environment for the building's wide variety of users and visitors while also maintaining the building's historic character.

Analysis showed that the existing building could use an additional 1,160 sf, and that needs over the next 30 years would increase to 3,000 sf. Much of the efficiency to be gained within the existing building could be accomplished with reconfiguring the adjacencies of similar departments and functions.

Three options were presented: to build a 3,000 sf addition, to relocate departments to another facility and reconfigure the remaining space, or to reconfigure departments within existing spaces.

The city is now in the process of evaluating their capital improvement plan. Once funding is allocated for the City Hall project, further design work with commence.







CLIENT
Village of Cottage Grove

SIZE
Multiple Sites

COMPLETED
10/2021

PROJECT COST
N/A (Study)

PROJECT TYPE
Space Needs Analysis

REFERENCE
Mr. Matt Giese
Village Administrator
608.839.4704
mgiese@village.cottage-grove.wi.us

Mr. Mark Garry
Police Chief
608.839.4652 x302
mgarry@cottagegrovepolice.org

Sustained Growth Leads to Community Facility Needs

SPACE NEEDS ANALYSIS

As the Village of Cottage Grove continues to experience an increase in development and rapid population growth, Village leadership has made their own facilities a priority. This led to the Village selecting FGMA to complete a comprehensive space needs analysis and facility assessment for all Village departments located in three facilities. The primary goal of the study was to understand the facility needs over the next 20 years and beyond.

At the outset of the project, FGMA worked with the Village to incorporate input and feedback from staff through a collaborative interview approach to the study. The FGMA team met with all users to ensure that all voices were heard and included their comments in the study.

The collaborative team, both FGMA staff and Village staff, worked to gather data. From that data, FGMA developed a series of initial options. These were presented to department heads during a design workshop, where staff was encouraged to participate in how to best solve their facility needs.



Ultimately, this input was distilled into two options. Option one brings most Village functions and departments under one roof at the Municipal Services Building, a Village-owned property that the study identified as currently underutilized. Option two keeps departments in their current facilities and provides additions for expanded staff needs. Village staff decided to recommend Option one to their Village Board, as it solved the most goals identified in the study.

In the end, FGMA provided the Village of Cottage Grove with a realistic and fiscally responsible master plan. The Village plans to use the study as a roadmap for short- and long-term capital improvement planning.

The Village is now moving forward with capital planning to address the needs identified in this study. FGMA continues to partner with Village leadership and their financial advising consultant to guide their facility planning decisions.



CLIENT
City of Monona

SIZE
Study Only

COMPLETED
9/2022

PROJECT COST
N/A Study

PROJECT TYPE
Site Feasibility Analysis

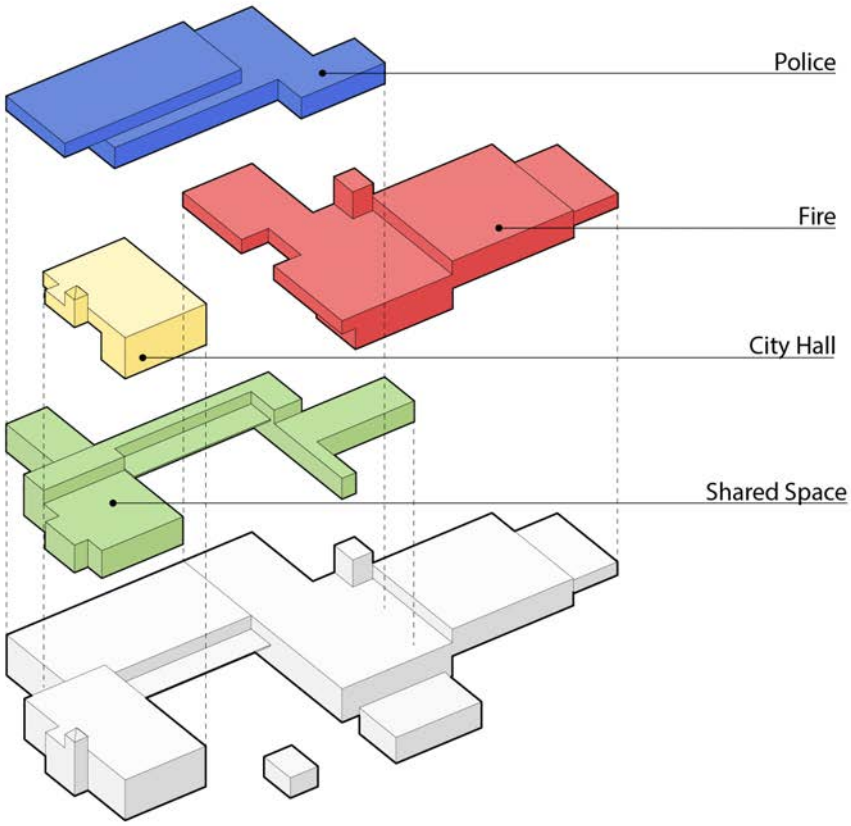
REFERENCE
Mr. Brian Chaney
Chief of Police
608.222.0463
bchaney@ci.monona.wi.us

Public Safety Building and City Hall

SPACE NEEDS ASSESSMENT AND SITE FEASIBILITY ANALYSIS

Monona is located in Dane County with a population of 8,624 (2020 census). The municipal campus is comprised of the library, community center, city hall and public safety building, and has been home to city facilities since the mid-1960s.

The primary goal of this study was to provide the City with an understanding of facility space needs over the next 20 years, and determine whether the current city hall/public safety building site can support those space needs. Areas of focus during the study included increasing staff meeting spaces, improving work environments and identifying shared program spaces between departments whenever possible to maximize overall building usage.



To determine future space needs, FGMA reviewed and analyzed information including past municipal studies as well as the staff feedback from the surveys and interviews. The space needs requirements were then developed for two different time frames: current needs and future needs in 2042.

These needs were then formatted into a program document that FGMA reviewed and vetted multiple times with key stakeholders to help separate the "wants" from the "needs".

This exercise helped prioritize the most important space need projections that will have the biggest impact on improving internal operations as well as external community support and customer service. In addition, rough cost estimates were provided for each option.



CLIENT
Village of Slinger

SIZE
25,400 sf

COMPLETED
4/2022 (Study)
Spring 2026 (e)

PROJECT COST
N/A (Study)
$16.6M (e) TBD (a) New

PROJECT TYPE
Space Needs Analysis
New

REFERENCE
Mr. Jim Haggerty
Village Engineer & Director of Public Works
262.644.5265 x 135
jhaggerty@vi.slinger.wi.gov

Space Needs Analysis Determines Path Forward

SPACE NEEDS ANALYSIS

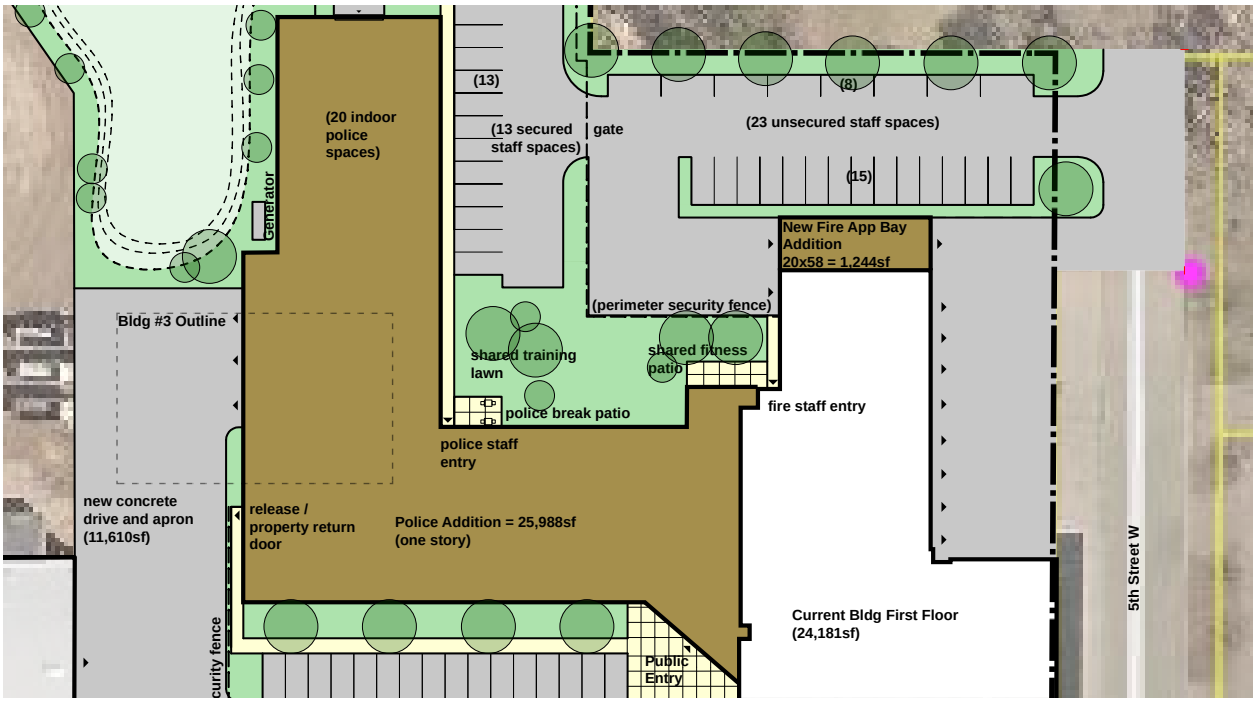
In 2022, FGMA was retained by the Village of Slinger to lead a comprehensive Space Needs Analysis to analyze the space needs of their Police Department, Library, and the departments housed in their Village Hall to determine the best path forward with municipal facility additions, renovations, and/or new facilities.

The Village explored options of combined facilities (Village Hall and Police, or Village Hall and Library). The study evaluated the feasibility of locating new and/or renovated facilities on several available sites. As part of the process, FGMA reviewed their 2016 Facilities Needs Analysis.

The complete scope of services included:

- Programming & Space Needs Assessment Services for all 3 facilities
- Preliminary Plan Diagram Services
- Conceptual Budgeting Services
- Development of a summary report that will detailed the methodology, findings, and recommendations

The project is currently in Construction Documentation for the Police Station as the first step in implementing the findings of the study. The new police station is anticipated to break ground late summer 2024.



CLIENT
City of Altoona

SIZE
Multiple Projects

COMPLETED
06/2021

PROJECT COST
N/A (Study Only)

PROJECT TYPE
Space Needs Analysis

REFERENCE
Mr. Michael Golat
City Administrator
715.839.6092
michaelg@ci.altoona.wi.us

Ms. Kelly Bakken
Chief of Police
715.839.6090
kellyb@ci.altoona.wi.us

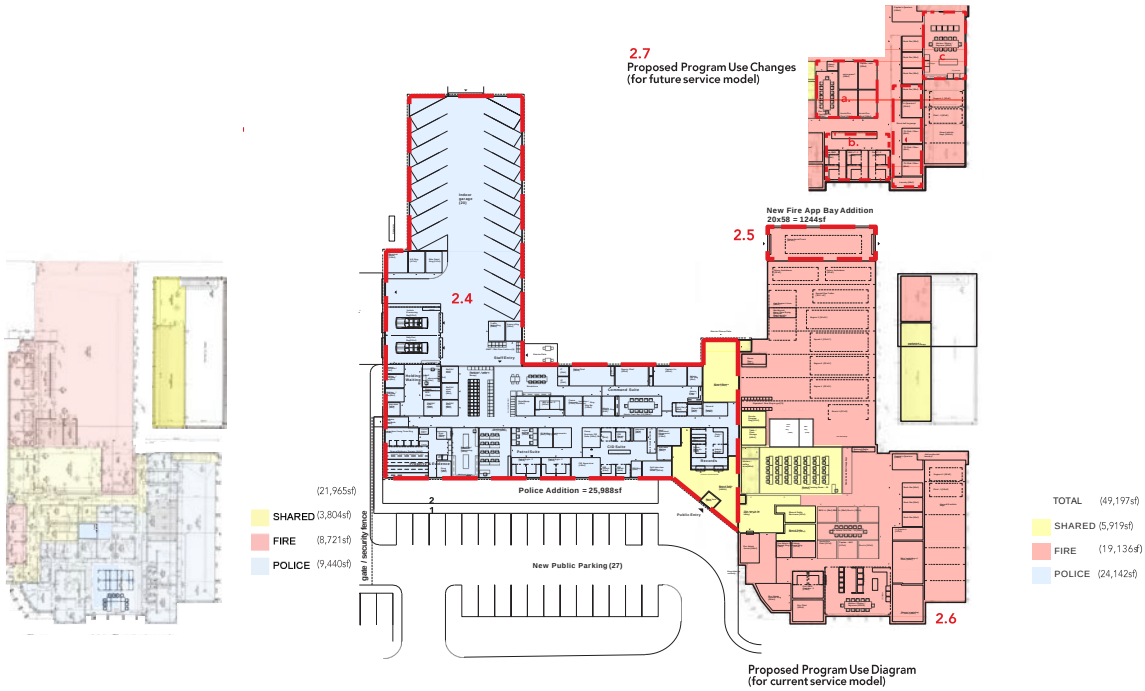
Meeting a Growing Community's Needs

SPACE NEEDS ANALYSIS

In 2020, the City of Altoona selected FGMA to lead a comprehensive Space Needs Analysis (SNA) of its local government facilities. Altoona is one of the fastest growing cities in Wisconsin, with a 21% population increase in the last decade.

To meet increasing service demands, the City has added staff, straining the available space in its existing facilities. FGMA's SNA helped Altoona leaders prioritize their needs with a Capital Improvement Plan to address existing deficiencies and meet the future needs of City Departments.

FGMA's team, including engineers, reviewed 8 different municipal structures that currently house Altoona's city hall, library, police, fire, parks and recreation and public works departments. These buildings total over 81,000 sf and support 40 full-time employees. FGMA performed a facility condition assessment for each building, which helped guide the Capital Improvement Plan recommendations.



The Capital Improvement Plan prioritizes projects that are needed immediately and in 5-year, 10-year and 20-year increments. It provides a strategic roadmap for expanding and/or improving facilities to meet Altoona's needs for 20 years in buildings that are resilient and scalable with changing technology.

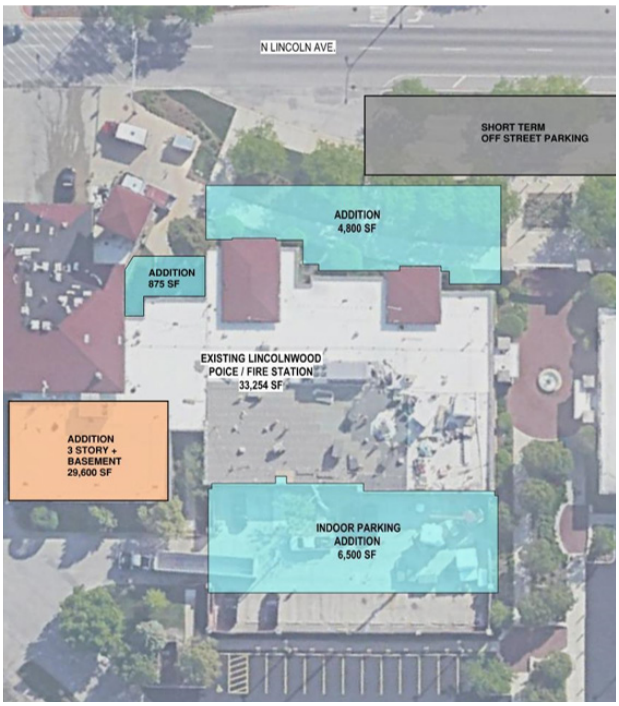
COVID-19 INFLUENCES STUDY FGMA completed this project in the midst of the COVID-19 pandemic, using on-line collaboration tools to virtually conduct productive interviews as well as goal-setting sessions and concept design reviews.

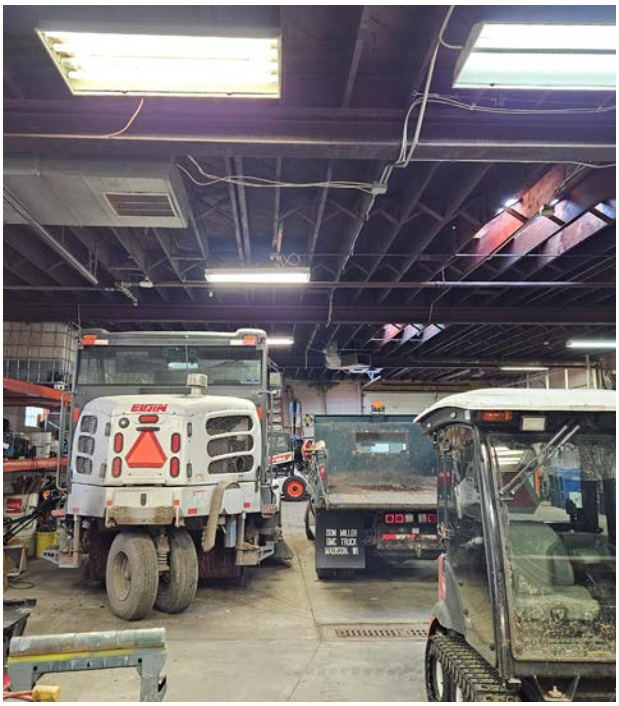
Special consideration was given to how the pandemic might inform future city workspace needs, including the strong possibility that a hybrid workspace model may emerge that will impact the quantity of space needed in the future.

Other themes that emerged from this study included:

- A focus on sustainability
- A focus on economic development
- Creating safe, efficient and flexible workspaces
- Creating more collaborative work environments
- Improving ADA and security infrastructure

A key feature of FGMA's SNA and Capital Improvement Plan was the development of reliable budget estimates for expanding and/or improving Altoona's public facilities in a phased, prioritized manner that is both practical and achievable.





CLIENT
Village of Shorewood Hills

SIZE
Police & Village Hall: 12,000 sf
Public Works: 15,000 sf

COMPLETED
In Progress

PROJECT COST
N/A (Study)

PROJECT TYPE
Study

REFERENCE
Karl Frantz
Village Administrator
608.267.2680
karl.p.frantz@outlook.com

Strategic Planning for Village Departments

VILLAGE FACILITIES SNA & FCA

Shorewood Hills entrusted FGMA with the crucial task of assessing the condition of their Village Hall, Police and Public Works/Forestry departments, recognizing the need for strategic planning to accommodate future growth and evolving needs. FGMA conducted a comprehensive Facilities Condition Assessment and Space Needs Analysis, examining the requirements of Village Administration, Police, Public Works and Forestry departments. The collaboration resulted in initial conceptual drawings, preliminary site analysis and cost estimates, offering the village a roadmap for potential development and renovation. With a phased approach outlined, the project aimed to equip Shorewood Hills with essential information to guide informed decision-making concerning the future infrastructure and functionality of its departments, ensuring sustainable growth and efficient service delivery for years to come.

SECTION 4

Support Team




CONFERENCE
102

FGMA provides the Town of Algoma with a team focused in municipal design who will deliver your projects on time and on budget.

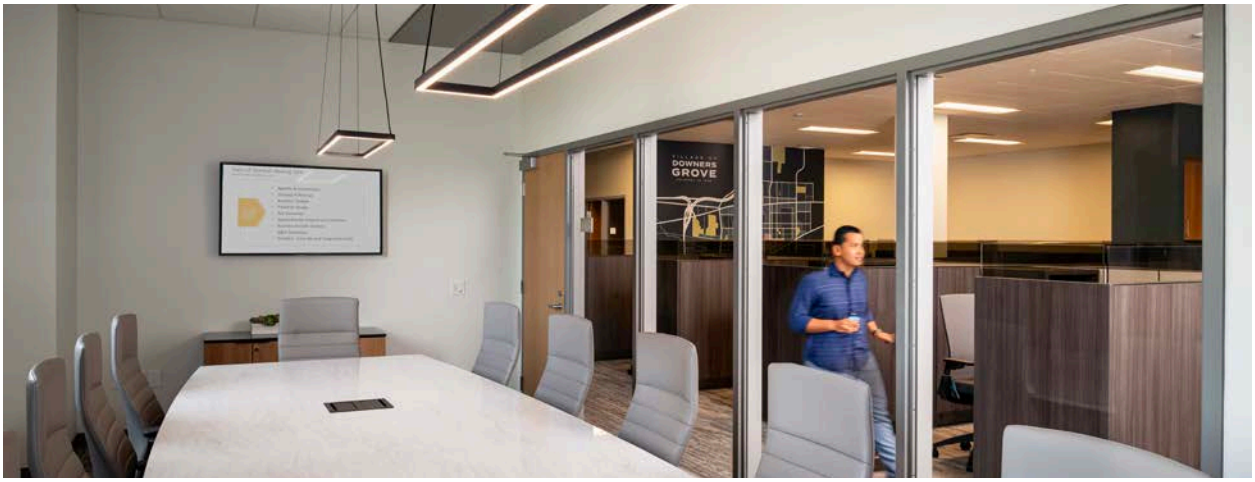
We offer you individuals with a proven record of experience who are committed to ensuring that your project will be of a highly distinctive quality.

FGMA has developed a Principal-led team dedicated to the Town of Algoma. We anticipate that this team will work together on all projects.

PROFESSIONAL STAFF

In addition to the staff proposed for this project, FGMA offers the full resources of the firm. Our team of professionals is available to support all of your projects.





ORGANIZATION CHART

TOWN OF ALGONQUIN
A community connected

PRINCIPAL-IN-CHARGE
Brian Wright, AIA, LEED AP

PROJECT MANAGER
Bradley Kropp, RA

PROJECT ARCHITECT
Kyle Bares, AIA, CDT

PLANNER/PROGRAMMER
Andrew Mayo, AIA

CONSULTANTS

JSD Professional Services, Inc.
Civil Engineering

Ring & DuChateau
MEP Engineering



BRIAN WRIGHT, AIA, LEED AP

Executive Vice President &
Principal / Director of Municipal & Recreation

"Designing buildings for public use is my passion."

Brian has dedicated his career to public safety, municipal, recreational and library projects. His expertise and knowledge of the trends and best practices in these building types provides a starting point for the programming and planning process. When combined with his client's specific goals and objectives, Brian is able to bring a unique and successful design solution to each project.

EDUCATION
M of Architecture
University of Illinois at Chicago

BS in Architectural Studies
University of Illinois at Chicago

LICENSES & CERTIFICATIONS
Registered Architect
Wisconsin, Texas, Illinois, Missouri

MEMBERSHIPS

American Institute of Architects

Wisconsin Chiefs of Police Association

Wisconsin State Fire Chiefs Association

Wisconsin City/County Managers Association

PROJECT ROLE

Principal-in-Charge

EXPERIENCE

CITY OF OSHKOSH, WI
City Hall *SPACE NEEDS ANALYSIS*
Police Station
SPACE NEEDS ANALYSIS
Fire Training Facility *STUDY*

VILLAGE OF SLINGER, WI
Library, City Hall &
Police Station *STUDY*
Police Station *NEW*

CITY OF MONONA, WI
Public Safety Building (Police, Fire, City Hall) *FEASIBILITY STUDY*

VILLAGE OF LAKEMOOR, IL
Village Hall & Police Station
SPACE NEEDS STUDY
Village Hall & Police Station *NEW*

VILLAGE OF CARY, IL
Village Hall & Police *STUDY*

CITY OF MEQUON, WI
Police Station & Fire Department
SPACE NEEDS STUDY

CITY OF CEDARBURG, WI
Public Safety Building
SPACE NEEDS STUDY

CITY OF STOUGHTON, WI
Public Safety Building
SPACE NEEDS STUDY

TOWN OF LEDGEVIEW, WI
Town Hall / Fire Station No. 1 &
Public Works *FEASIBILITY STUDY*
Town Hall / Fire Station No. 1 &
Public Works *NEW*

CITY OF EDWARDSVILLE, IL
Public Safety Facility (PD/FD)
SPACE NEEDS STUDY
Public Safety Facility (PD/FD) *NEW*

CITY OF FARMINGTON, MO
Library, City Hall, Police Station, Civic Center, Senior Center, &
Aquatic Center *FEASIBILITY STUDY*

ELK GROVE VILLAGE, IL
Administration & Public Safety Complex (VH/PD/FD)
NEW & RENOVATION
Council Chambers *RENOVATION*
Village Green *RENOVATION*

KENOSHA JOINT SERVICES, WI
Shooting Range *NEW*
Evidence Room *RENOVATION*

CITY OF WOODRIDGE, IL
Police Station & Public Works
SPACE NEEDS STUDY

CITY OF VICTORIA, TX
Police Station & Municipal Campus *SPACE NEEDS STUDY*
Police Station, Dispatch & Municipal Court *NEW*



BRADLEY KROPP, RA

"I enjoy designing spaces for our community to live, work & play in."

Brad will be responsible for overall coordination of the design team from the kick-off meeting to final completion. His primary responsibilities involve setting project goals, developing the design through the drawings and specifications and coordinating the work of FGMA's consultants. He has led diverse government, civic, and community projects, delivering sustainable solutions that meet public needs.

EDUCATION
BS in Architectural Studies
University of Wisconsin

LICENSES & CERTIFICATIONS
Registered Architect | Wisconsin

MEMBERSHIPS
Sponsor of Southeast Wisconsin Chapter of IFMA

**Project completed while Brad was affiliated with another firm.*

PROJECT ROLE

Project Manager

EXPERIENCE

VILLAGE OF SHOREWOOD HILLS, WI
Village Hall, Public Works & Police Department
FACILITY CONDITION ASSESSMENT/STUDY

CITY OF CEDARBURG, WI
Public Safety Building
SPACE NEEDS STUDY

VILLAGE OF SLINGER, WI
Police Station *NEW*

CITY OF STOUGHTON, WI
Public Safety Facilities
SPACE NEEDS STUDY

CITY OF BROOKFIELD, WI
Police Department
SPACE NEEDS STUDY

CITY OF GREEN BAY, WI
City Hall & Police *SPACE NEEDS STUDY & FEASIBILITY STUDY*

CITY OF FITCHBURG, WI
Police Services Facility *NEW*

VILLAGE OF MENOMONEE FALLS, WI
Police Department *STUDY*
Police & Fire Training Facility *STUDY*

SYCAMORE FD, IL
Fire Station No.1 *PHASE II*

VILLAGE OF LINCOLNWOOD, IL
Multi Facility *IMPLEMENTATION*

GLENCOE GOLF CLUB, IL
Clubhouse *NEW*

WING PARK GOLF COURSE, IL
Clubhouse

CITY OF NEW BERLIN, WI*
Activity & Recreation Center *NEW*

PIONEER RIDGE CONDOMINIUM COMMUNITY BUILDING & POOL, WI*
Community Building & Pool *NEW*

ALTIUS GYMNASTICS, WI*
Gymnastics Classroom *ADAPTIVE REUSE, STRUCTURAL & TENANT ALTERATION*

GERMANTOWN PERFORMING ARTS PAVILION, WI*
Performing Arts Pavilion *NEW*

ITT TECHNICAL INSTITUTE, WI*
2 Locations
ADAPTIVE REUSE & TENANT ALTERATION



KYLE BARES, AIA, CDT

"I'm passionate about designing spaces that empower communities."

Kyle brings a depth of experience in K-12 education, multifamily, and senior living design to his role as a project architect in the Milwaukee office, focusing on creating safer, community-centered spaces.

EDUCATION
BS in Architectural Studies
University of Wisconsin-Milwaukee

LICENSES & CERTIFICATIONS
Registered Architect | Wisconsin

CSI, CDT Certification

MEMBERSHIPS
American Institute of Architects

PROJECT ROLE

Project Architect

EXPERIENCE

LAKE COUNTY, IL
Public Works Department Office
ADDITION

VILLAGE OF SLINGER, WI
Police Station *NEW*

CITY OF FITCHBURG, WI
Police Services Facility *NEW*

VILLAGE OF MENOMONEE FALLS, WI
Police Department *STUDY*
Police & Fire Training Facility *STUDY*

GLENCOE GOLF CLUB, IL
Clubhouse *NEW*

OAK CREEK FRANKLIN JOINT SCHOOL DISTRICT, WI*
Meadowview ES Gym
ADDITION/RENOVATION
Edgewood ES Gym
ADDITION/RENOVATION
Cedar Hills ES Gym
ADDITION/RENOVATION
Oak Creek HS *RENOVATION*
Oak Creek HS Tech & Performing Arts *ADDITION*

MADISON METROPOLITAN SD, WI*
Sandburg ES Gym
ADDITION/RENOVATION
Hawthorne ES Gym
ADDITION/RENOVATION
Ezekiel Gillespie MS *RENOVATION*
Southside ES *ADDITION*
Capitol HS *ADDITION & RENOVATION*

MIDDLETON-CROSS PLAINS SD, WI*
Middleton HS Athletic Stadium
NEW

GLENDALE, WI*
Nicolet Union HS
ADDITION & RENOVATION

**Project completed while Kyle was affiliated with another firm.*



ANDREW MAYO, AIA

Senior Associate

"Happy clients in new spaces—it's why I love architecture."

With a passion for creating efficient and community-centered municipal spaces, Andrew brings his expertise as a Programmer/Planner to this project. Drawing on extensive experience in Wisconsin, he combines thoughtful planning with innovative design to guide the Master Planning of this civic campus, ensuring it meets operational needs and fosters long-term growth. Andrew will serve as the primary point of contact for the client.

EDUCATION
B of Architecture
Boston Architectural College

LICENSES & CERTIFICATIONS
Registered Architect | Wisconsin

MEMBERSHIPS
American Institute of Architects

Wisconsin City / County Managers Association

League of Wisconsin Municipalities

Wisconsin State Fire Chiefs Association

PROJECT ROLE

Planner/Programmer

EXPERIENCE

CITY OF OSHKOSH, WI
City Hall *SPACE NEEDS ANALYSIS*
Police Station *SPACE NEEDS ANALYSIS*
Fire Training Facility *STUDY*

VILLAGE OF SHOREWOOD HILLS, WI
Police, Village Hall, Public Works & Forestry *FACILITY CONDITION ASSESSMENT/STUDY*

CITY OF ALTOONA, WI
Police, Fire, City Hall, Library, Public Works & Parks *STUDY*

VILLAGE OF SLINGER, WI
Library, City Hall, Police Station *STUDY*
Police Station *NEW*

VILLAGE OF COTTAGE GROVE, WI
Village Hall, Police, Parks, EMS, Library, Public Works Facility *STUDY*

CITY OF MONONA, WI
Municipal Building (Police, Fire & City Hall) *FEASIBILITY STUDY*

CITY OF MEQUON, WI
Police Station & Fire Department *STUDY*

VILLAGE OF CALEDONIA, WI
Police & Fire *STUDY & NEW*

CITY OF BROOKFIELD, WI
Police Pre-Design *STUDY*, *FACILITY CONDITION ASSESSMENT*

CITY OF OCONOMOWOC, WI
Public Safety Facility (Police & Municipal Court) *ADAPTIVE REUSE*

CITY OF CEDARBURG, WI
Public Safety Building *SPACE NEEDS STUDY*

CITY OF STOUGHTON, WI
Public Safety Building *SPACE NEEDS STUDY*

NEENAH POLICE DEPARTMENT, WI
Police Training Center *ADDITION*

CITY OF FITCHBURG, WI
Police Services Facility *NEW*

CITY OF GREEN BAY, WI
City Hall & Police Department *STUDY*

LAKE VILLA FPD, IL
Station No. 2 *RENOVATION*



JSD PROFESSIONAL SERVICES, INC.

Civil Engineering/Landscape Architecture

CONTACT
507 West Verona Avenue, Suite 500
Verona, Wisconsin 53593
608.848.5060
jsdinc.com

Dave Jenkins founded JSD Professional Services, Inc. (JSD) as Jenkins Survey & Design, Inc. in 1998. Today they employ professional engineers, stormwater management and water quality professionals, planners, landscape architects, land surveyors, construction managers, technicians, and support personnel. Their qualified team enables us to provide complete services in planning and development, civil engineering, transportation engineering, municipal engineering, water resources, landscape architecture, construction services, surveying and mapping and ecological/environmental services.



MATT HAASE, PE

JSD Professional Services, Inc.

Matt has nearly 10 years of design and construction experience on a multitude of projects. As a project engineer, he has experience in designing commercial, industrial, institutional, recreational and residential sites from initial conception through construction documents.

EDUCATION
BS in Civil Engineering
University of Wisconsin-Platteville

LICENSES & CERTIFICATIONS
Professional Engineer | Wisconsin

PROJECT ROLE

Civil Engineer

EXPERIENCE

CITY OF FITCHBURG, WI
Police Station *NEW*

CITY OF BARABOO, WI
Fire Stations 1 & 2 *NEW*

CITY OF PLATTEVILLE, WI
Fire Station *NEW*

CITY OF MADISON, WI
Fire Station No. 6
ADDITION & RENOVATION
Village on Park and Urban League HUB
Village on Park Master Plan
Public Sewer Rehab & Replacement

LAKESIDE FIRE DISTRICT, WI
Fire Stations

CITY OF MONONA, WI
Public Safety Building *FEASIBILITY STUDY*

DANE COUNTY, WI
Sheriff's Precinct *NEW*

BRODHEAD SD, WI
Site Feasibility and Facility Planning

MADISON YARDS MIXED-USE DEVELOPMENT, WI

VILLAGE OF COTTAGE GROVE, WI
Shady Grove Subdivision - Public Street & Utility Design

CITY OF VERONA, WI
Sugar Creek Commons Development

VERONA AREA SD, WI
High School *MASTER PLANNING*
Existing Campus *REDEVELOPMENT*

OREGON SD, WI
Civil Site Design & Storm Water Management



RING & DUCHATEAU

MEP Engineering

CONTACT
301 South Blount Street
Suite 101
Madison, Wisconsin 53703
414.778.1700
ringdu.com

Ring & DuChateau Consulting Engineers is a team of 90 engineers, designers, technicians and support professionals dedicated to MEP/T engineering design and service excellence since 1961. They have earned a reputation for expertise and innovation in complex systems design across markets, offering HVAC, electrical, plumbing and fire protection, technology and lighting design, along with commissioning services that ensure an integrated approach to delivering projects on time and within budget.

They understand that successful design for municipal projects requires knowledge of practices and procedures specific to the municipality and the community it services, as well as special consideration for budget and accountability. Ring & DuChateau is well-versed in adhering to municipal design policies and in providing systems design that ensures long-term functionality and public service.



JASON LAROSH, PE, LEED AP, CEA CPMP

Ring & DuChateau

Jason will be principal-in-charge and project manager, taking direct responsibility for planning, programming, design and coordination of this project. He will be the main point of contact and will focus on ensuring design quality and client satisfaction throughout the project.

EDUCATION
MBA in Architectural Engineering
University of Wisconsin - Madison

BS in Architectural Engineering
Milwaukee School of Engineering

LICENSES & CERTIFICATIONS
Professional Engineer | Wisconsin

PROJECT ROLE

MEP Systems Principal-in-Charge

EXPERIENCE

CITY OF WAUKESHA, WI
EOC and City Hall *NEW*

CITY OF MILTON, WI
Police Department & City Hall
RENOVATION & ADDITION

CITY OF FITCHBURG, WI
Police Department *NEW*

VILLAGE OF SLINGER, WI
Police Department *NEW*

FRANKLIN
FIRE DEPARTMENT, WI
Fire Station No. 3 *NEW*

MADISON FIRE DEPARTMENT, WI
Fire Station No. 13 *NEW*

DARIEN FIRE DEPARTMENT, WI
Fire Station *NEW*

ROCKTON FIRE DEPARTMENT, IL
Station *REMODEL & ADDITION*

GREEN COUNTY EMS, WI
EMS Facility *NEW*

OAK CREEK
FIRE DEPARTMENT, WI
Headquarters *NEW*

BELOIT FIRE DEPARTMENT, WI
Headquarters *NEW*

WAUKESHA COUNTY, WI
Administration Building *REMODEL*
County Jail *AHU UPGRADE / SOLAR HOT WATER HEATING SYSTEM*

CITY OF MADISON, WI
Police Training Facility and Firing Range *RENOVATION & ADDITION*

TOWN OF BELOIT, WI
Police Station *NEW*

RING & DUCHATEAU
Consulting Engineers



R.D. RUFFIN, PE

Ring & DuChateau

Mr. Ruffin will lead the plumbing/fire protection systems design team for the project, taking responsibility for overseeing the coordination and preparation of the plans and specifications for those systems.

EDUCATION
BS in Architectural Engineering
Milwaukee School of Engineering

LICENSES & CERTIFICATIONS
Professional Engineer | Wisconsin

PROJECT ROLE

MEP Systems Project Manager

EXPERIENCE

CITY OF FITCHBURG, WI
Police Department *NEW*

VILLAGE OF SLINGER, WI
Police Department *NEW*

ARTHUR J. ALTMEYER SOCIAL SECURITY ADMINISTRATION BUILDING, MD
Social Security Administration Building *NEW*

FBI CENTRAL RECORDS COMPLEX, WINCHESTER, VA
Records Storage

B.H. WHIPPLE FEDERAL, MN
Building Modernization
Geothermal System
Solar Panels - Domestic Hot Water

ULINE CONFERENCE CENTER, WI
Conference Center

METROHEALTH HOSPITAL, OH
Replacement Hospital

FROEDTERT MILWAUKEE HOSPITAL, WI
Ambulatory Master Plan Implementation
Clinics Renovation
North Tower remodel
IR Cath EP Lab & AHU 7 Replacement
Pharmacy Renovation
HVAC Steam and Chilled Water Infrastructure Study

AURORA HEALTH CENTER – 84TH SOUTH, WI
Ambulatory and Clinics Building
Mixed-use Facility - Orthopedics

ST. ELIZABETH HEALTHCARE
Cancer Center *ADDITION*
Parking Garage

GUNDERSEN ST. JOSEPH'S HOSPITAL AND CLINIC, WI
Replacement Hospital

RING & DUCHATEAU Consulting Engineers


CARMEL CREEK

SECTION 5

Proposed Approach





Phase 1 SPACE NEEDS ANALYSIS AND STUDY

SPACE NEEDS ANALYSIS

This initial phase of service will begin by setting the parameters for the study effort, affecting an assessment of existing conditions, and determining the feasibility of maintaining, renovating, expanding and/or building new facilities. The assessment will also include the option of adding fire department operations to the complex.

PRE-MEETING PREPARATION

We will have initial discussions with stakeholders to discuss the operations of current Town facilities. During our pre-meeting preparation, FGMA's in-house team of municipal design experts will review pertinent documentation including organizational charts, standard operating procedures (SOPs), existing building schematics, maintenance records, and past studies and reports. We will also perform a preliminary assessment of the existing Algoma buildings and examine the possible building sites to propose.

PROJECT KICK-OFF MEETING

We begin every project with a Kick-Off Meeting to establish the goals by which the Town will measure project's success upon completion. To produce an effective analysis deliverable, FGMA believes that we must delve into key desires and concerns for the analysis. At the Kick-Off Meeting we:

- Introduce the team, identify their roles
- Document study goals, limits
- Identify questions to be answered in this phase
- Discuss communication channels
- Identify members of Town staff who will be interviewed by the Design Team

DELIVERABLES

- Written project goals statement
- Written questions that must be answered by the study
- Project team directory and schedule

REVIEW OF SPACE NEEDS INFORMATION

Our team specializes in working with municipalities; we understand and speak their language. We are skilled at engaging all staff members to identify needs versus wants.

The Design Team will meet with key Town staff within each department to better understand operations. During these interviews, we will focus on the shortcomings of the current facilities which affect building / site use. We will discuss critical adjacencies and systems needs, taking into consideration working environments, technology, current trends, accreditation and best practices, and maintenance and operations.

During our review, we will ask questions about:

- Future planning & growth projections
- Functionality, security and resiliency
- Location
- Staff relationships and adjacencies
- Workspace Furnishings
- Building systems and storage needs
- Parking and vehicular circulation
- Public use spaces including meetings, events and recreational/greenspace
- Apparatus and equipment durability
- Confirm initial schedule for the phase, including meetings to keep the project moving at an enthusiastic and appropriate pace

Time spent during staff interviews will enable us to apply our experience and suggest solutions and potential methods for staff to function more efficiently, as well as plan for new spaces including the new fire department addition.

During this phase of work, our team will spend time in person, observing Town facilities in action. We have found through conducting assessments that we can design increased operational efficiencies by seeing first-hand how agencies function.

SPACE NEEDS PROGRAM
Using data derived from direct observation and Town staff interviews, FGMA will develop and provide for Owner review a DRAFT Program of Space Needs, detailing current and future space requirements, adjacencies and arrangements for all Town personnel to be housed within a new facility or renovated and expanded.

The DRAFT Program of Space Needs will be reviewed with designated Owner representatives to make certain our team correctly digested all information obtained during assessment and interviews. It will clearly identify the scope and scale of recommended options for the facility, and compare both options

Once endorsed by the Town, the Program will then be updated to incorporate any requested changes or additions. It is critical that we get this 'recipe' for space planning correct, because project success is driven by this foundation of 'ingredients' moving forward.

DELIVERABLES
- Building Program of Space Needs (matrix) for all the following departments: Town Hall, Administration, Clerk-Treasurer, municipal court, and Public Works

PRECEDENT FACILITY TOURS
At this time, FGMA would invite Algoma's personnel to jointly tour other comparable facilities, to see what peer agencies and Towns/Cities have built and are using.

SPACE AND SITE PLAN STUDY
This first phase of service will continue with analysis of the possible site(s), derivation of potential solutions in the form of facility space planning, establishment of a timeline for implementation of the project, and development of a comprehensive cost opinion.

SITE ANALYSIS
We will use our expertise in municipal facilities to review best options for site vehicular circulation, ingress and egress, and apparatus service. This will allow us to make sound decisions when locating the building concept design on the site. As we work through this exercise, our site plan will take shape.

Concurrently, our team will deploy to perform a subsurface investigation of the ground and make recommendations from a geotechnical engineering perspective. We will also survey the site, documenting existing utilities, boundaries, topography, and existing improvements such as pavement and structures. And our team will document zoning and site development requirements such as off-street parking, building set-backs, and requirements for conditional use permitting.

REVIEW OPTIONS AND SOLUTIONS

With a thorough understanding of Town's space needs, projected community growth and in-depth knowledge of the proposed building locations, FGMA will develop conceptual, graphic solutions for how to accommodate each department now and in the future (immediate, 10 years and 20 years hence).

Initial explorations will be performed in the form of plan sketches. This work is performed interactively with significant input from Town staff. For each option explored, a simple 'per square foot' conceptual budget will be developed to identify the potential difference in magnitude of costs which must be considered. We anticipate a series of several meetings to thoroughly evaluate all options.

DELIVERABLES

- Conceptual site / floor plan diagrams
- Comparative option budgets
- Geotechnical recommendations
- Land survey

EVOLVE CONCEPT(S) AND BUDGET(S)

Once initial concept plans are narrowed down and endorsed by the Owner, FGMA would further develop selected option(s) through generation of conceptual floor plans, building sections and 3-D perspectives as necessary to convey factors such as spatial arrangement, massing, view shed and circulation. Conceptual plans will be diagrammatic in nature and illustrate where each department and function would reside.

In the continued distillation of design options, our team would utilize all information documented from prior steps and provide hard-cost estimates and total project budgets which include site development and building construction costs, furniture, fixtures and equipment costs, fees and other soft costs.

Our team understands the value of accurate, all-inclusive project budgeting that Town can rely upon as a reasonably anticipated budget for the project, as it will be used to secure funding. Early budgets are also often communicated to the community at large, in order to engender public support for a project – hence the critical nature of reliable cost data.

With our extensive experience in the design and construction of public safety and municipal facilities locally and throughout the Midwest, we have amassed an extensive compendium of real, current construction costs. In addition, we monitor global economic conditions, forecasting what may affect the cost of a facility in the future. Our experience and understanding of facility costs will help Town to make informed choices on how to best move forward.

IMPLEMENTATION TIME-LINE

In complement to scope (plan and other graphics) and cost expectations for selected design option(s), our team would assist Algoma through the provision of a time-line to implement the new or renovated facility. FGMA would provide a macro schedule to include durations of design process and generation of bid and construction documents, solicitation of competitive bidding by qualified Constructors, all permitting and approvals by Authorities Having Jurisdiction (AHJs), and full build-out of the new facility. This time-line would also include clearly enumerated milestones for progress of the work, and ample review and approval time for the Owner to receive, digest and provide feedback on the progress to date.



FINAL REPORT AND PRESENTATION TO TOWN COUNCIL

From information gathered and generated, we will prepare a summary report that will detail our methodology, findings and all Owner recommendations. Our team's philosophy for studies includes preparation of a clear, concise and easy to understand report. The report will contain an executive summary, a synopsis of all options studied, budgets and time-line(s). We always develop a DRAFT report for clients to review, and thereafter incorporate any changes requested.

Our team would also plan to make a presentation to Town Council to discuss the findings of the assessment and study phase.

FINAL DELIVERABLES

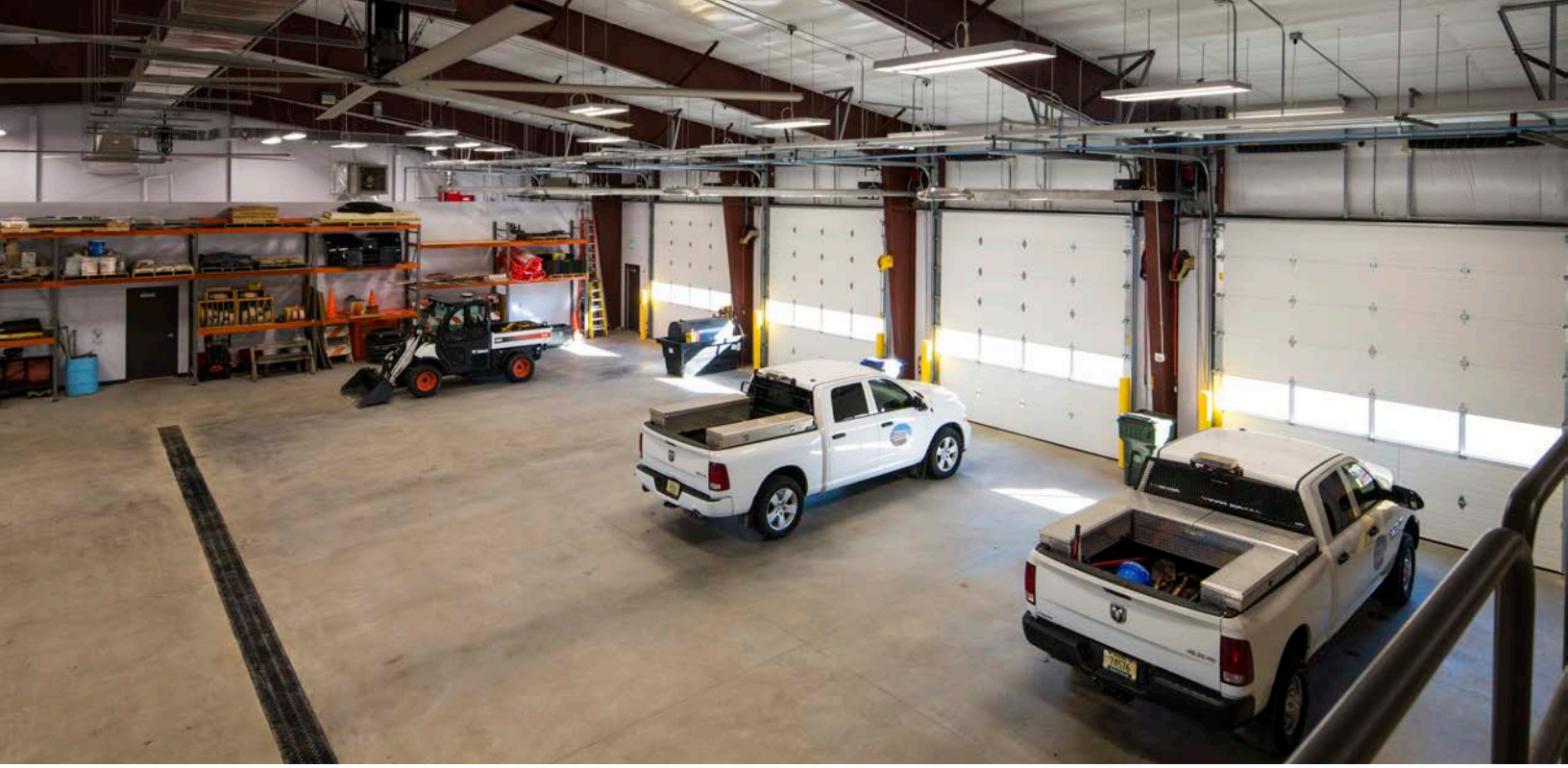
- Site / floor plan option(s)
- Implementation time-line
- Cost opinion for each option(s)
- Summary report
- Final presentation to Town Council

SECTION 6

Timeframe and Schedule for Completion




GODFREY
FIRE PROT. DIST.



TIMEFRAME AND SCHEDULE FOR COMPLETION

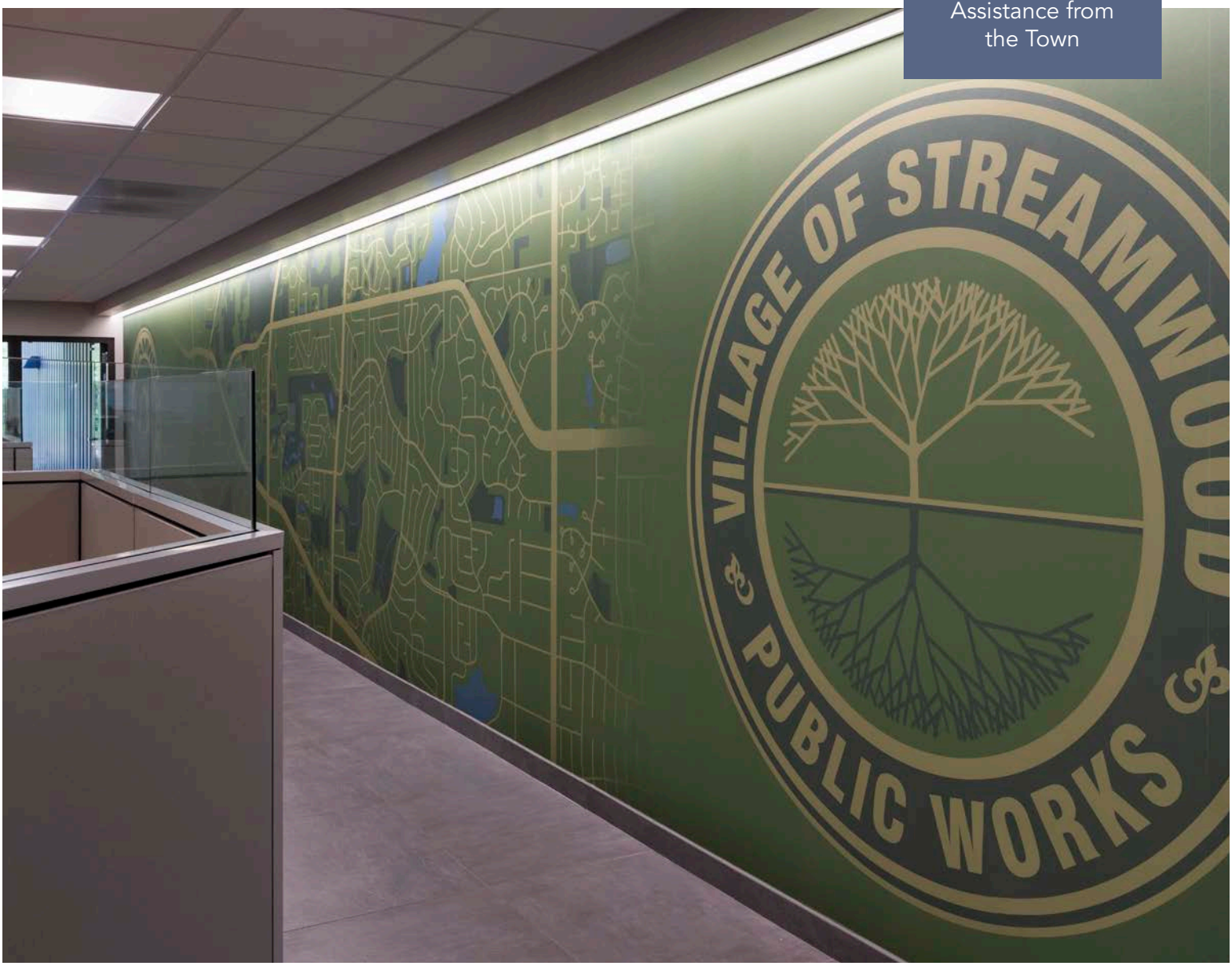
The project schedule for the Town of Algoma will be confirmed as part of the Kick-Off Meeting. A suggested realistic timeline for the accomplishment of major tasks is as follows:

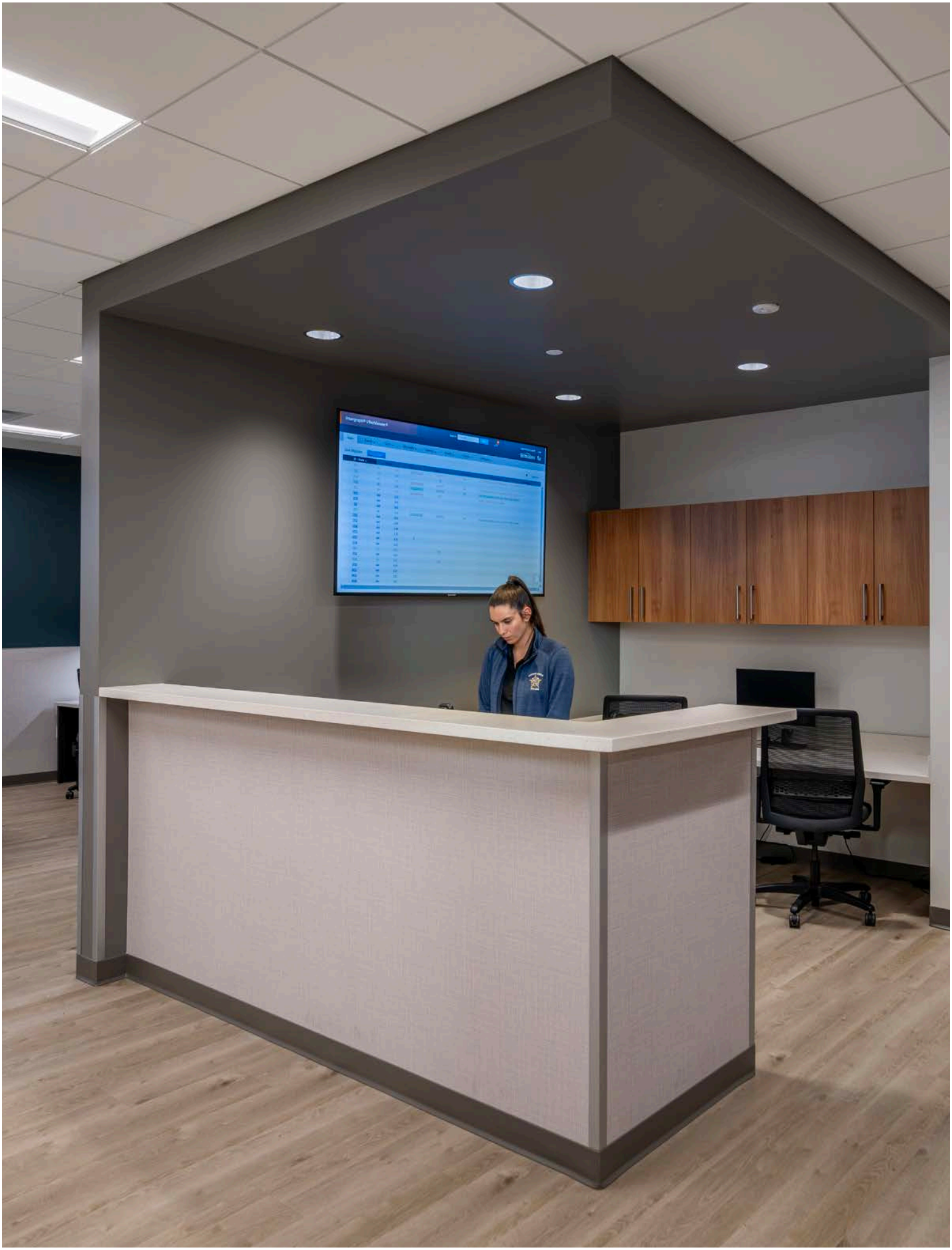
DATE	TASKS
April 2025	Project Kickoff Information Gathering Staff Interviews
May 2025	Facility Condition Assessment Building Program Draft Review
June 2025	Finalize Building Program Draft Facility Condition Report Review Concept Planning Workshop
July 2025	Finalize Facility Condition Report Draft Concept Plan Options Review
August 2025	Finalize Concept Plan Options Project Budget Development Draft Final Report Review
September 2025	Budget Review Final Report Issued Presentation to Town Board


5045
Chester Lane
CALEDONIA
PUBLIC SAFETY

SECTION 7

Assistance from the Town





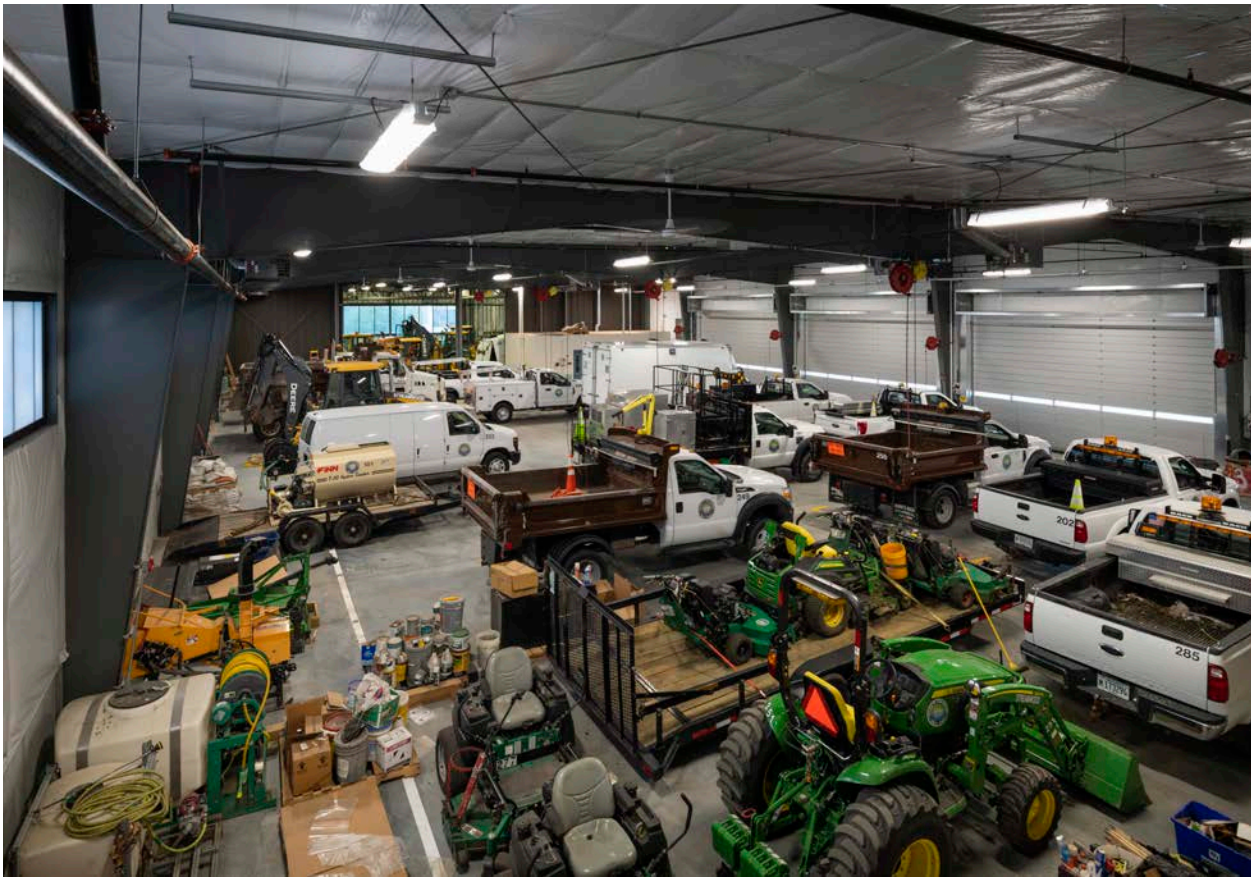
ASSISTANCE FROM THE TOWN

To assist in the preparation of the assessment, FGMA requests assistance from the Town for the following:

- Kickoff Meeting (1-2 hours) - Staff leadership & select elected official(s)
- Staff Interviews (30-90 minutes each) - Staff user groups in separate time blocks (administrator, clerk, public works, fire department, etc.)
- Staff Review Time - periodic review of draft documents from the design team
- Project Status Calls (15-30 minutes each) - bi-weekly calls between design team and appointed staff liaison.

Information required from Town to complete a task and access to Town personnel:

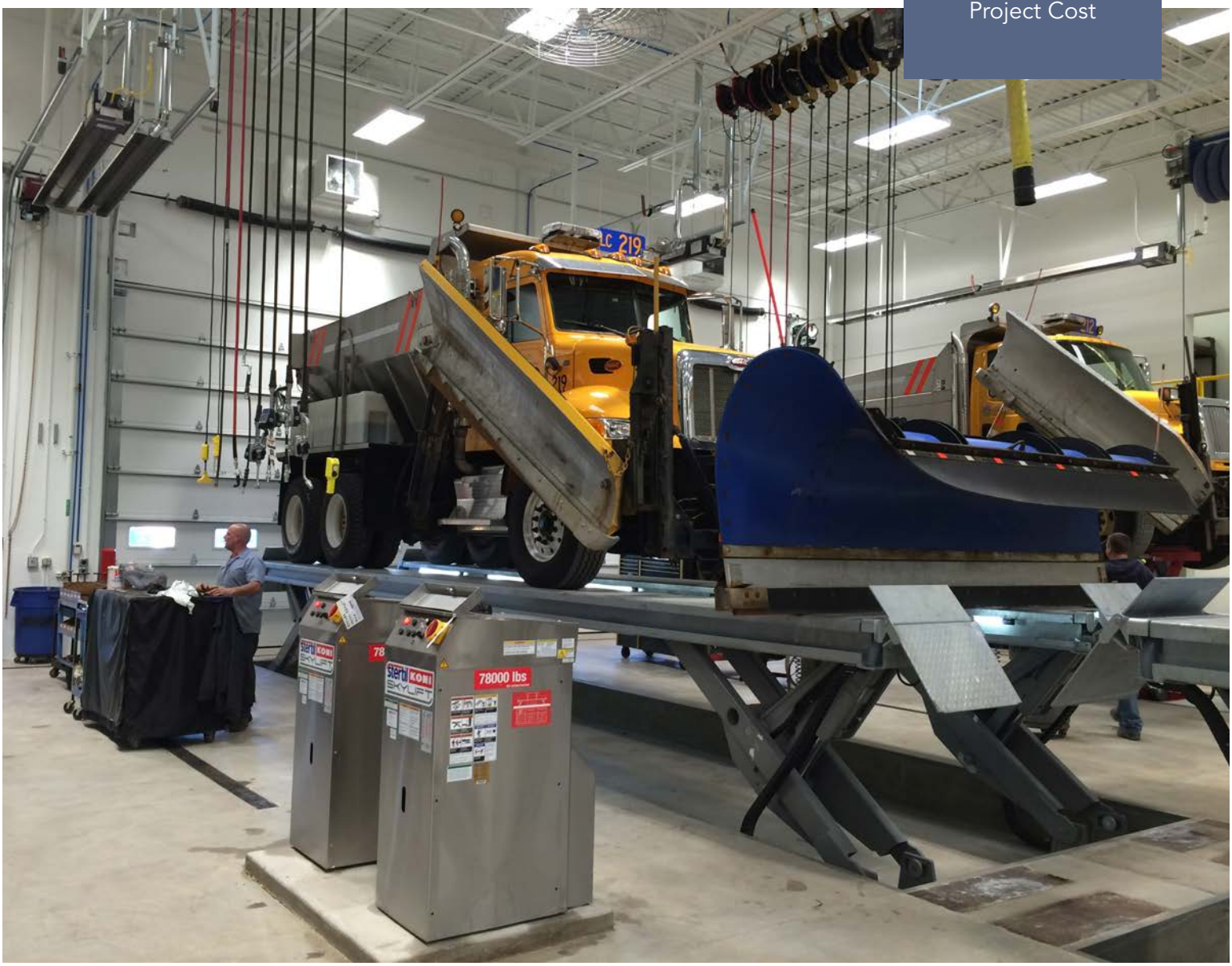
- Past Reports
- Staff Organization Charts
- Staff Operational Standards
- Maintenance Records
- Past Site Due Diligence Reports (soil borings, hazardous materials testing, existing easements & utilities, etc.)
- Existing Building Plans (electronic preferred, paper copies acceptable)




FIRE
EMS
FIRE DEPART

SECTION 8

Project Cost




Ledgeview

FGMARCHITECTS

Proposal for

Architectural Services

for

Town of Algoma
Municipal Complex Needs Analysis
Algoma, Wisconsin

Submitted to:

Town of Algoma
Ms. Maggie Mahoney
Town Administrator
15 N. Oakwood Road
Oshkosh, WI 54904

By:

FGM ARCHITECTS INC.
219 North Milwaukee Street, Suite 325
Milwaukee, WI 53202

February 24, 2025

1.0 SCOPE OF PROJECT

The Town of Algoma would like an Architectural Firm, specializing in architectural programming and design of municipal facilities, to prepare a program, conceptual design, project budget and project schedule for the future needs of the Town of Algoma facilities with locations to be determined as part of this study.

Departments included as part of this study:

- Town Hall
- Public Works
- Fire Department (future option)

The goal of the project is to provide the town with an informational foundation which will be used to incorporate into the Capital Improvement Plan. The study will also provide the town with a 10–20-year facilities master plan for strategic implementation and any necessary land acquisition.
The Town of Algoma is hereinafter referred to as the Owner.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Consulting Services for the Project:

2.1 Pre-Design Study

FGMA is to prepare a space needs assessment report for the departments identified in 1.0 above which will include the following:

2.1.1 FGMA will review operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.

2.1.2 FGMA will establish a project building program for the owner indicating space needs and identifying all functional elements required. We will meet with select personnel from each department to gather data for the building program.

2.1.3 From Owner approved project building program, FGMA will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking.

.1 Conceptual floor plans will be laid out on a departmental level and will not be a detailed floor plan.

2.1.4 FGMA will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget for each identified separate facility project, which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

2.2 Meetings

2.2.1 A total of three (3) in-person meetings, and four (4) virtual meetings with staff are included. Twelve (12) bi-weekly project status calls are also included.

2.2.2 One (1) in-person public presentation (town board or committee) is included.

2.3 Consultants: FGMA will contract with Civil Engineering and MEP Engineering Consultants identified in the qualifications package.

2.4 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a separate contract.

2.5 Project Deliverables

2.5.1 Building Program Spreadsheets for each of the following:

- Town Hall Departments (Administration & Clerk-Treasurer)
- Public Works Department
- Fire Department

The spreadsheet will identify 2025 existing space needs and 2045 projected space needs.

2.5.2 Concept Floor Plans (one final preferred option per facility) and Site Plans (one final preferred option per facility) in PDF format. The project team will include preliminary site evaluation and concept sketches as part of the process to reach the final preferred option. This study includes preliminary evaluation of up to three (3) sites in total.

.1 Refer to 3.1.2 for additional site concept design fees.

2.5.3 Conceptual Project Budget for each facility.

3.0 ARCHITECT'S COMPENSATION

The owner shall compensate FGM Architects for consulting services rendered in connection with the Project under this Proposal as follows:

3.1 For all Consulting Services as described in Section 2.0 above, we propose the following **Lump Sum Fee** plus Reimbursable Expenses**.**

3.1.1 Town Facilities Master Plan Study

.1	Space Needs Analysis & Programming	
	Village Hall	$1,000
	Public Works	$2,000
	Fire Dept.	$2,000
.2	Concept Floor Plans (separate or combination)	
	Village Hall	$1,500
	Public Works	$1,500
	Fire Dept.	$2,000
.3	Concept Site Plans (separate or combination)	
	Village Hall	$1,000
	Public Works	$1,000
	Fire Dept.	$2,000
.4	Existing Facility Condition Assessment (including architectural, structural, and MEP systems assessments)	$4,000
.5	Concept Budgets	$4,000
.6	Total Lump Sum Fee	**$22,000**

3.1.2 Optional Additional Fee:

.1	Each additional concept floor plan beyond those identified in 2.5.2	**$4,000**
.2	Each additional site concept plan (test fit) beyond those identified in 1.0 and 2.5.2	**$4,000**

3.2 Reimbursable Expenses

3.2.1 In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of **$500**, which FGMA shall not exceed without prior written approval from the Owner. Reimbursable Allowance includes costs for items below.

.1 Expenses of travel and living expenses related to the project.
.2 Expense of postage and/or delivery.
.3 Expenses of any specialty consultants with Owner's prior approval.
.4 Expense of printing required for presentations.
.5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.

3.2.2 Phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.

3.3 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same.

3.4 For any Additional Services authorized in writing by the Owner beyond the scope of this Proposal, FGMA shall be compensated based on the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.

3.5 Payments

3.5.1 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the State of Wisconsin Statute.

3.5.2 Non-payment of invoices shall constitute grounds for discontinuing service.

4.0 Additional Requirements

4.1 Existing floor plans of included town facilities shall be made available in digital form (PDF, AutoCAD, Revit, or similar). If existing conditions plans do not exist, the architect will provide laser scanning and documentation of existing facilities for an additional fee.

5.0 Form of Agreement

5.1 For this project, we would enter into an agreement based on AIA B102-2017 with mutually agreed upon modifications.

We look forward to this opportunity to be of service to the Town of Algoma.

Sincerely,

FGM ARCHITECTS INC.



Brian Wright, AIA, LEED AP | Principal in Charge
brianwright@fgmarchitects.com

We Build Community



SUBMITTED BY

BRIAN WRIGHT
Principal-in-Charge
BrianWright@fgmarchitects.com | 414.346.7283

219 North Milwaukee Street, Suite 325
Milwaukee, Wisconsin 53202

SUBMITTED TO

MAGGIE MAHONEY
Town Administrator
townadmin@townofalgoma.org | 920.235.3789

15 North Oakwood Road
Oshkosh, Wisconsin 54904

fgma
FGMARCHITECTS



PROPOSAL

FEBRUARY 24, 2025

MUNICIPAL COMPLEX NEEDS ANALYSIS

PREPARED FOR

TOWN OF ALGOMA
A community connected

SERVICE INSPIRED SINCE 1909

McMAHON
ENGINEERS | ARCHITECTS

PROPOSAL

FEBRUARY 24, 2025

MUNICIPAL COMPLEX NEEDS ANALYSIS

PREPARED FOR

TOWN OF ALGOMA

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COVER LETTER

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5. SCHEDULE
6. OWNER ASSISTANCE
7. PROJECT COST

McMAHON. YOUR FULL-SERVICE DESIGN & CONSULTING FIRM

- Architecture
- Environment & Infrastructure
- Water & Wastewater
- Structures & Building Systems
- Public Safety & Municipal Management
- Industry

Wisconsin | Illinois | Indiana 920.751.4200 MCMGRP.COM

McMAHON ENGINEERS ARCHITECTS

February 24, 2025

Town of Algoma
Attn: Maggie Mahoney – Town Administrator
15 N. Oakwood Road
Oshkosh, WI 54904

RE: Town of Algoma
Request for Proposal
Municipal Complex Needs Analysis

Dear Ms. Mahoney and Town of Algoma;

McMahon Associates, Inc. (McMahon) is pleased to submit the attached information in response to your Request for Proposal for a Municipal Complex Needs Analysis for the Town of Algoma. Our McMahon team is prepared to take on this project and serve as a committed and driven partner bringing the unique advantages our team offers to your project.

- **Shared values –** Like the Town of Algoma, we believe in the power of community and the role we play in its growth and prosperity. Established as a small engineering office in downtown Menasha in 1909, our long-standing commitment to the Fox Valley is evident not just in business, but in our active community engagement. This includes our employees' active volunteerism and our corporate contributions such as donations and pro-bono services to local organizations.

- **Alignment with your goals –** With an emphasis on communication, our team is committed to understanding your objectives and expectations, connecting with your vision and providing a successful project experience.

- **Commitment to ongoing relationships –** We regard your project as the beginning of a continuous relationship, aiming for its successful completion as a foundation for fostering a long-term partnership with you and providing continued support for your facilities.

We appreciate the opportunity to provide a proposal for this project. We look forward to working with you and are committed to delivering a successful analysis of your municipal needs. If you have any questions after reviewing this proposal, please fee free to contact me at dgruber@mcmgrp.com or (920) 751-4200.

Respectfully,
McMahon Associates, Inc.



Derek J. Gruber, AIA
ASSOCIATE / SENIOR ARCHITECT
YOUR PROJECT MANAGER & ARCHITECT

Section 1: **COMPANY OVERVIEW**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON ENGINEERS ARCHITECTS

ABOUT McMAHON

SERVICE INSPIRED

□ c□ ahon is an established en□ineerin□, architect□re and cons□ltin□firm with more than a cent□ry of e□perience.

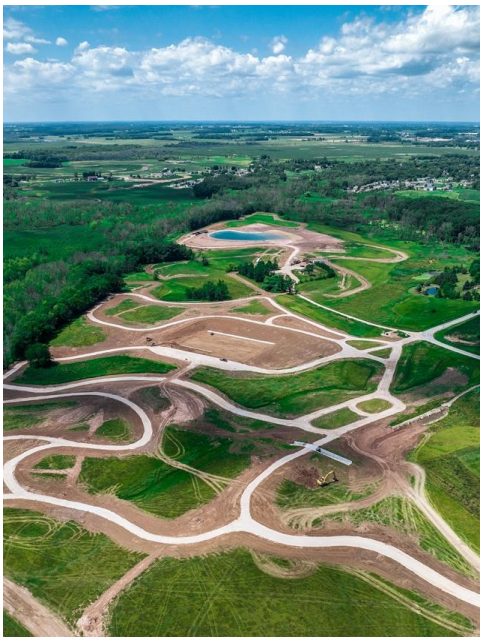
We began in 1909 serving the Wisconsin Fox Valley and since then have expanded our reach to work with clients and projects across the country and even around the world. Our firm is headquartered in Neenah, Wisconsin with offices in Illinois and Indiana.

As our company expands and evolves, we remain true to our core principles that have defined us for more than a century: outstanding service, unparalleled client satisfaction and building relationships that last. We are proud of the strong reputation we have earned among our clients and long-term partnerships we have developed.

As we look forward to the future, we are excited for what is to come – new clients to serve and new opportunities to build a better future for our clients and communities.







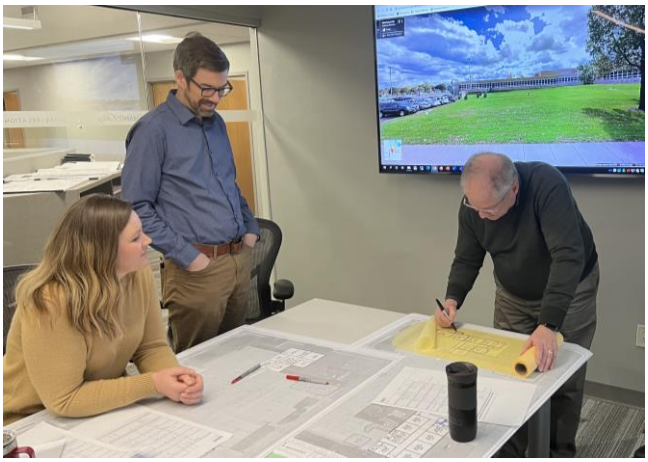
THE McMAHON WAY

IT'S ABOUT VALUES, CULTURE AND RELATIONSHIPS

At the center of everythin□we do, is o□r service-inspired philosophy called □he □ c□ ahon □ ay - a combination of val□es, c□lt□re and relationships that helps □s deliver e□ceptional res□lts.

Our **values** are at the core of everything we do. We hire people who share our values of integrity and service. When you work with us, you can expect a team of professionals who are honest, hardworking, and dedicated to excellence.

Our **culture** is all about empowerment. We give our project teams the freedom to operate and innovate in the best interest of the project and the client. We entrust our employees to interact with the project owners which gives our clients the opportunity to work directly with our technical experts. We have found that this commitment leads to better project collaboration and increased client satisfaction.



The most important aspect of The McMahon Way is our focus on **relationships**. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.



ARCHITECTURE

SOLUTIONS THAT GO BEYOND AESTHETICS

□□nctional and creative desi□n sol□tions to meet yo□r □ni□□e needs.

The success of your project depends on more than just an attractive building design, and that's why we approach projects with a focus on understanding and aligning with your goals. Whether it's improving workflow efficiency, creating an invigorating work environment, or maximizing space utilization, our team will work with you to create a functional and creative design solution that meets your unique needs.

We take pride in our proprietary design process, which focuses on optimizing the efficiency and economy of the design relative to the priorities of each project. This means that we are constantly looking for ways to improve on cost and construction efficiency, without compromising on program quality and aesthetics.

SERVICES INCLUDE:

- Facility condition assessments
- Site and building master planning
- Project programming and budgeting
- Interior design
- Project visualizations
- Building design and contract documents
- Construction contract administration





MUNICIPAL ARCHITECTURE

CREATIVE DESIGN SOLUTIONS FOR MUNCIPALITIES

Offerin□facility desi□n services that fit the □ni□□e needs of yo□r comm□nity.

Having served municipal clients with civil engineering services for more than 100 years, we are proud of our long-standing municipal relationships and have continued that support in providing facilities design services. Services can vary from design of park shelters, to municipal buildings, service garages or city libraries. Each municipality is different, and each project has unique opportunities for creative design solutions. We embrace a design process where community involvement is a key element in successful programming and design.

SERVICES INCLUDE:

- Master planning
- Project programming & budgeting
- Project visualizations: still or animated
- Building design & contract documents
- Site analysis / layout and landscape architecture
- Interior design
- Building Information Modeling (BIM)
- LEAN Architecture
- Integrated Project Delivery (IPD)
- Sustainable Design / Green / LEED
- Project administration















MUNCIPAL ARCHITECTURE CONTACT

MICHAEL McMAHON, AIA, NCARB, Executive Vice President
mmcmahon@mcmgrp.com | 920.751.4200 x330

MUNICIPAL ENGINEERING

AN EXTENSION OF YOUR STAFF, A PARTNER IN YOUR SUCCESS

□ e facilitate s□stainable □rowth, development and infrastr□ct□re maintenance thro□□h en□ineerin□practices that fit the needs of yo□r comm□nity.





We understand that a community's infrastructure is the backbone of its success and well-being. For more than 100 years, we've worked side-by-side with municipalities, building relationships and delivering quality, cost-effective solutions to maintain and upgrade their infrastructure. Our approach is to provide solutions for both new and existing facilities that provide sustainability for the community's future.

By partnering with McMahon for your community's municipal engineering needs, you can expect a tailored approach that considers your community's unique goals and challenges. Our team works together with your municipal staff to identify your strengths and areas for improvement. We evaluate alternatives and provide sustainable solutions that will benefit your community for years to come.

SERVICES INCLUDE:

- Complete infrastructure planning & design
- Full-service engineering & architecture
- Bidding & construction services
- Parks & recreation
- Water resources
- Municipal architecture
- Water & wastewater
- GIS services
- Environmental/Ecology
- Funding & grant assistance
- Municipal administrative consulting

MUNCIPAL ENGINEERING CONTACT

MATT GREELY, PE, Executive Vice President
mgreely@mcmgrp.com | 920.751.4200 x226

Section 2: **RELEVANT EXPERIANCE**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON
ENGINEERS ARCHITECTS

NEW PARKS BUILDING

VILLAGE OF SISTER BAY, WISCONSIN

PROJECT

The Village of Sister Bay is nestled along the upper west shores of the Door County peninsula. In 2024, the Village broke ground on a new 11,400 SF Parks Department Facility located on Autumn Court within the Village. The building features office and administrative space for the department, centralized storage space, drive through vehicle bays, shop maintenance areas, rack storage areas for equipment, and a wash bay.



The new building replaces the existing Parks Department Building located in the Village. In addition to the new building, the project also entailed the relocation of an existing post-frame building on the site. McMahon provided Architectural and Structural design services during Design Phase – teaming with CPH Consulting for Mechanical, Electrical, and Plumbing design services, and Stantec for Civil design.

McMahon will also be providing Owners Representation/ Construction Observation services during the Construction Phase. The building is scheduled to be operational in Spring of 2025.

Rendering of New Parks Facility by McMahon



DETAILS

OWNER:	VILLAGE OF SISTER BAY
SIZE/AREA:	11,400 SF
COST:	$3.275 MILLION
COMPLETION:	SPRING 2025
CONTACT:	MIKE MARTIN, AIA mmartin@mcmgrp.com 920.751.4200

McMAHON
ENGINEERS ARCHITECTS

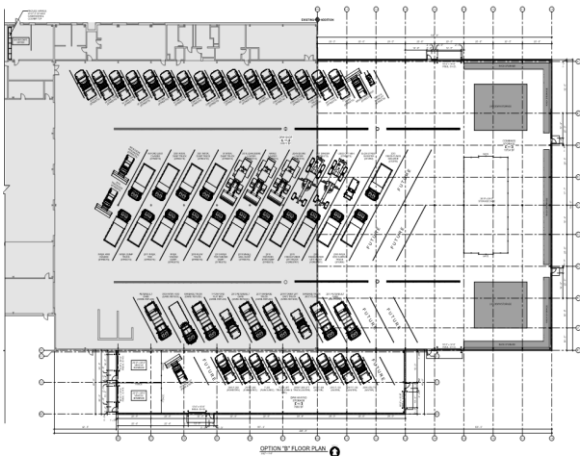
DEPT. OF PUBLIC WORKS & PARKS & REC FACILITY - FEASIBILITY STUDY

ASHWAUBENON, WISCONSIN

PROJECT SCOPE

In early 2020, the Village of Ashwaubenon teamed with McMahon to conduct a Feasibility Study of their existing Public Works Facility located on Holmgren Way in the Village. The existing facility was constructed over 25 years ago, and since that time, the Village's services and requirements have outgrown that facility. McMahon conducted an existing conditions report of the existing facility; held programming sessions with each DPW department; took inventory of existing and future equipment needs; and provided an Opinion of Probable Cost for Village Board approval.

The proposed building addition consolidates vehicle, equipment, and secured storage under one roof. Along with the expansion of the main facility, the Parks and Recreation Department is to receive secured outdoor storage attached to a 5000 SF drive-through storage facility for Parks programs equipment storage.





DETAILS

OWNER:	VILLAGE OF ASHWAUBENON
SIZE/AREA:	38,000 SF ADDITION 5,000 SF OUTBUILDING
REFERENCE:	DOUGLAS MARTIN, DIR OF PW 920.492.2308 dmartin@ashwaubenon.com
COST:	N/A
COMPLETION:	TBD
CONTACT:	MICHAEL J. MCMAHON, AIA, NCARB mmcmahon@mcmgrp.com 920.751.4200

McMAHON ENGINEERS ARCHITECTS

NEW FIRE & RESCUE STATION

CHILTON FIRE DEPARTMENT - CITY OF CHILTON, WISCONSIN

BACKGROUND

With Fire & Rescue equipment evolving in size and complexity, the City of Chilton found that they had outgrown their Fire Station. McMahon stepped in to provide a cost-effective solution.

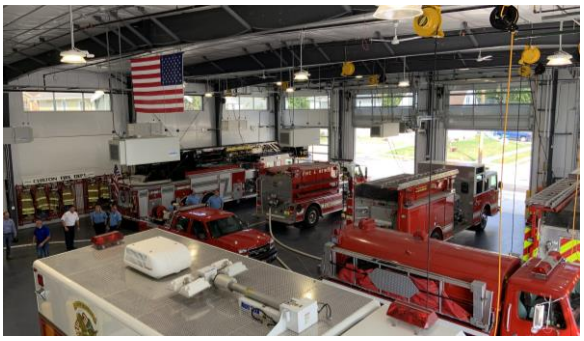
PROJECT

The 8,648 SF building is constructed of a Pre-Engineered Metal Building system with both prefinished Metal Panel and Concrete Masonry wall finishes featuring full-view glass overhead doors and high-bay windows to allow natural light into the vehicle bay. The building also features a mezzanine for equipment storage, restroom/showers, tool storage, and mechanical spaces.

McMahon provided full Architectural and Engineering design services along with Construction Observation services for the project.











McMAHON
ENGINEERS ARCHITECTS

DETAILS

OWNER:	CITY OF CHILTON
SIZE/AREA:	8,648 SF
COST:	$2.75 MILLION
COMPLETION:	2023
CONTACT:	MIKE MARTIN, AIA mmartin@mcmgrp.com 920.751.4200

NEW WATER ADMINISTRATION OFFICE RENOVATION

GREEN BAY METROPOLITAN SEWERAGE DISTRICT- NEENAH, WISCONSIN

PROJECT

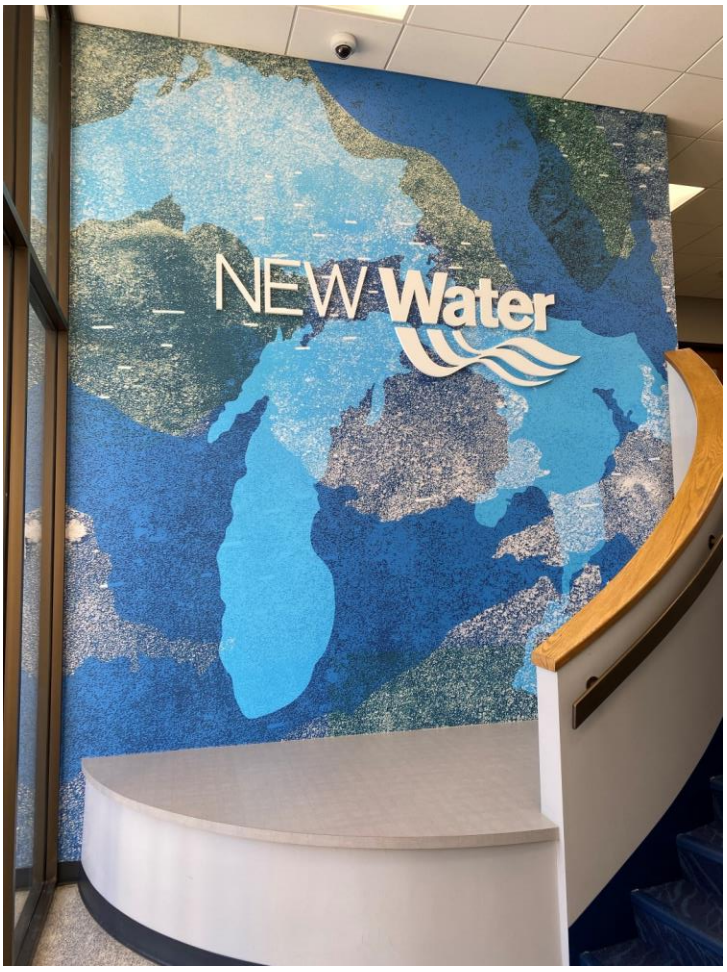
McMahon worked with Green Bay Metropolitan Sewerage District, aka NEW Water, to renovate and repurpose the Administration Office Building on their campus.

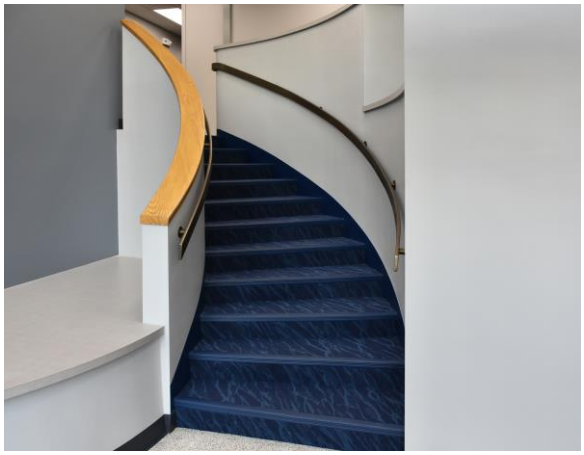
Three floors and multiple departments were involved, so McMAHON not only designed the spaces, but also planned the phasing of the work. All private offices were gutted and refinished, including new furniture. The executive offices and all conference rooms were additionally designed with state-of-the-art electronic media capabilities.

OTHER ENHANCEMENTS INCLUDE:

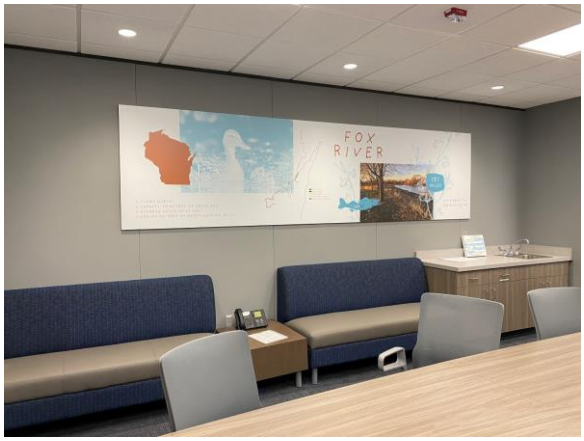
- New reception area and desk with improved security
- Repurposed I.T. Hub with an affiliated office suite
- Redesigned Water Analysis Lab with an affiliated office suite

The project involved 25,000 square feet of space.









DETAILS

OWNER:	GREEN BAY METROPOLITAN SEWERAGE DISTRICT
SIZE/AREA:	25,000 SF
COMPLETION:	2020
CONTACT:	Derek Gruber, AIA DGruber@mcmgrp.com 920.751.4200

McMAHON ENGINEERS ARCHITECTS

ARCHITECTURE: MUNICIPAL-CIVIC New Construction

VOYAGEUR PARK
NELSON FAMILY PAVILION

DE PERE, WISCONSIN

PROJECT

As part of the City of De Pere's plan to provide an indoor and outdoor rentable space at Voyageur Park and expand their restroom facility, McMahon was awarded the design, bidding and construction administration for a new Restroom and Multipurpose Facility.

The restroom portion of the facility replaces an existing restroom. The nine restrooms are designed to create private areas for all individual users.

The multipurpose space is planned to be used for both private and public events allowing the City of De Pere the ability to hold community gatherings and providing rentable space for weddings, birthdays and other special events. The highlight of this space is 5 overhead glass garage doors that provide natural light when the facility is used in the colder months, but also allows the doors to be opened for larger gatherings.

Sustainability and energy efficiencies were integral to the design of this building. The design team incorporated in-floor heating to keep the spaces above freezing in the winter and help with overall cost of maintenance. Building materials include brick, glue laminated beams and metal panels. All of these materials have longevity and durability as desired of a park facility.

DETAILS

SIZE/AREA:	2,850 SF
COST:	$1.6 MILLION
CONTACT:	KEVIN CHEVALIER
	kchevalier@mcmgrp.com
	920.751.4200







McMAHON
ENGINEERS ARCHITECTS

REFERENCES

OUTAGAMIE COUNTY, Appleton, WI

Contact: Paul Farrell – Facilities Director
Email: paul.farrell@outagamie.org
Phone: (920) 832-1855

VILLAGE OF SISTER BAY, Sister Bay, WI

Contact: Julie Schmelzer – Village Administrator
Email: julie.Schmelzer@sisterbaywi.gov
Phone: (920) 854-4118

Section 3: **SUPPORT TEAM**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON
ENGINEERS ARCHITECTS

SUPPORT TEAM

VILLAGE OF LITTLE CHUTE – PROFESSONAL ARCHITECTURAL SERVICES HEESAKKER PARK SHELTER & PARKING LOT CONCEPT REFINEMENT

An inte□rated team dedicated to brin□yo□r vision to reality

TOWN OF ALGOMA
A community connected

McMAHON ENGINEERS ARCHITECTS

ARCHITECT IN CHARGE
Derek Gruber, AIA

PROJECT MANAGER
Kevin Chevalier, Assoc., AIA

PROJECT ARCHITECT
Ashlee Prochnow, AIA

CIVIL ENGINEER
Phillip Kleman, CPESC

STRUCTURAL ENGINEER
Daniel Brellen PE, LEED AP

PLUMBING
Justin Davis, DES

MECHANICAL
Jason Testin, DES *(MSA)*

ELECTRICAL ENGINEER
Jill FitzSimons, PE

CONSTRUCTION ESTIMATING
Scott Manteuffel

RESUMES

DEREK J. GRUBER, AIA

ASSOCIATE / SENIOR ARCHITECT



Derek is a licensed architect with 20 years of experience in his field. Derek has been involved in every aspect of design from programming, schematic design, design development, construction documents, and construction administration for projects similar in nature to the proposed project. He has architectural experience in the design of residential, multi-family residential, commercial, industrial, healthcare, and educational facilities.

Education:

B.S. Architectural Studies – University of Wisconsin-Milwaukee; 2002
Master of Architecture – University of Wisconsin-Milwaukee; 2004

KEVIN J. CHEVALIER, ASSOC. AIA

ASSOCIATE / SENIOR PROJECT MANAGER



Kevin is an AEC Professional with over 25 years of experience in the industry. His experience includes a broad range of project types including everything from industrial facilities to medical facilities and everything in between. This experience has helped Kevin develop a better understanding of how clients, contractors, and design teams communicate their process into successful projects. His knowledge of BIM and technology helps facilitate exceptional project communication between the design team and the client.

Education:

B.A. Business Administration – University of Wisconsin Oshkosh; 2007
Associate Degree / Architectural Technologies – NWTC Green Bay; 1999

ASHLEE A. PROCHNOW, AIA

ARCHITECT



Ashlee is an architect with over 12 years of experience in her field. In addition to being involved in the conceptual design, design development, and construction phases of each project, Ashlee possesses valuable skills in the use of 3D modeling software and rendering tools. Ashlee has also been involved in the programming and construction administration of several projects. The value-added services that Ashlee provides brings the proposed conceptual design to life and makes the solutions and concepts realistic and easier to understand, especially for those who struggle interpreting traditional 2-dimensional plans and elevations.

Education:

B.A. Studio Arts, Lawrence University – 2008
Master of Architecture, Iowa State University – 2012

RESUMES

PHILLIP T. KLEMAN, CPESC

ASSOCIATE / MUNICPAL & WATER RESOURCES ENGINEER



Phil has 19 years of experience as a design engineer and project manager for municipal projects. Phil is currently the client representative and engineer for the Town of Algoma. Phil is a skilled professional with extensive experience in site selection/due diligence services, civil site design, stormwater management, erosion control and permitting. He specializes in preparing municipal & site stormwater management plans, grading/drainage plans, storm sewer design, erosion & sediment control plans, cost effective BMP design, floodplain studies, stream restoration, and construction administration.

Education:

Bachelor of Science in Civil Engineering, University of Wisconsin-Madison

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DANIEL J. BRELLEN, PE

ASSOCIATE / STRUCTURAL ENGINEER



Daniel is a Structural Engineer with 17 years of structural design experience. He works closely with design team members to develop structural solutions suited to each project's need. He has structural engineering experience in the design of commercial, industrial, educational, and medical projects. He is a registered Professional Engineer in Wisconsin and LEED-AP Certified.

Education:

Bachelor of Science in Architectural Engineering / Specialized in Building Electrical Systems, Milwaukee School of Engineering – 2004

JUSTIN S. DAVIS, DES

PLUMBING DESIGN ENGINEER



Justin is an adaptable plumbing designer with over 7 years of experience in his field. He has developed an understanding / ability to work with clients, designers and contractors to have successful project outcomes while designing the plumbing system on a variety of projects. Justin utilizes BIM / CADD software to implement all aspects of the building's plumbing design. Justin has experience working on commercial, institutional, and industrial projects and is a licensed designer of Engineering Systems – Plumbing in Wisconsin.

Education:

Civil Engineering Technology Degree, Milwaukee Area Technical College

RESUMES

JASON TESTIN, DES

SENIOR HVAC ENGINEER, MSA



Jason has a broad experience with a variety of project types including municipal buildings, schools, hospitality and manufacturing. Jason originates designs, equipment specifications and brings knowledge and judgment to every project he oversees. He has a lot of experience in the design of geothermal heat pump systems. As these systems develop and gain a greater acceptance in the community, Jason expands his knowledge and understanding of the technologies involved.

Education:

B.S. in Mechanical Engineering, Tri-State University-Angola, IN

Jill A. FITZSIMONS, PE

SENIOR ELECTRICAL ENGINEER



Jill FitzSimons is a licensed Electrical Engineer with over 16 years of experience in the design of electrical building systems for commercial and municipal facilities. Prior to accepting a position with McMahon Associates, Inc., Jill was an Associate Principal at Berg Engineering Consultants in Schaumburg, Illinois. Jill has experience with power, lighting and special systems designs for various types of building projects, including Educational, Healthcare, Park/Recreational, Police Department, Auditoriums, Office, Maintenance Garages, and Senior Living Facilities. Jill has extensive experience with lighting replacement projects that update lighting to IES recommended levels, lighting power density, and controls meeting required Energy Codes.

Education:

B.S. in Architectural Engineering / Specialized in Building Electrical Systems,
Milwaukee School of Engineering – 2004

SCOTT A. MANTEUFFEL

ASSOCIATE / CONSTRUCTION SERVICES PROJECT MANAGER



Scott is a Construction Services Manager with 30 years of construction experience and is the Construction Services Group Manager. He works closely with Design Team members to develop constructability solutions suited to each project's need. He has Construction Management experience in the commercial, industrial, water/wastewater treatment, and agricultural facilities. He has a degree in Construction Management and vast experience working with other firms on many successful projects.

Education:

Associates Degree, ITT Technical College, 2007-2010

Section 4: **APPROACH**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON ENGINEERS ARCHITECTS

APPROACH

McMahon Associates, Inc. (McMahon) will prepare a report of which will provide a path forward for the Town of Algoma to take the next steps to keep there existing facilities or look to new facilities for a town hall. If at any time additional or full design services are requested McMahon Associates, Inc. can provide additional fees and scope as necessary to meet the needs of the Town of Algoma.

This report and documentation will follow the proposed Phased approach.

Owner Review Meeting (Phase 1)

- Meeting with town staff to study the project goals.
- Obtain staff feedback/observations on the following:
    - Present facilities
    - Operations
    - Functions
    - Duties
- This initial review/conversation will result in a summary of items and overall program sheet that the team will use to analyze and develop the report.

Review of Existing Facilities (Phase 2)

- Site visit to existing facilities by architectural, structural, mechanical, plumbing, and electrical team members
- Site visit to potential sites
- Summary of field observations to be provided including evaluation of building materials, mechanical, plumbing and electrical systems

APPROACH

Analysis (Phase 3)

- Summary of the following items:
    - Current Town Hall and Fire Station and proposed facility locations
    - Space needs/Programming for:
        - Office space needs
        - Space needs (meetings, events, and recreational)
        - Parking and site needs
        - Mechanical, electrical and plumbing systems review

Summary Report and OPC (Phase 4)

The assistance of the Town will be critical in this phase as information will be needed for typical operations and maintenance cost in the Town.

Our team will provide a report and OPC that will evaluate doing nothing/maintaining current facilities as is.

Recommendations will be provided to highlight priorities and cost for proposed renovations, expansion and/or replacement.

Presentation to Town Board (Phase 5)

This final phase will take all of the information compiled from the previous phases and be presented to the Town Board. The information will include:

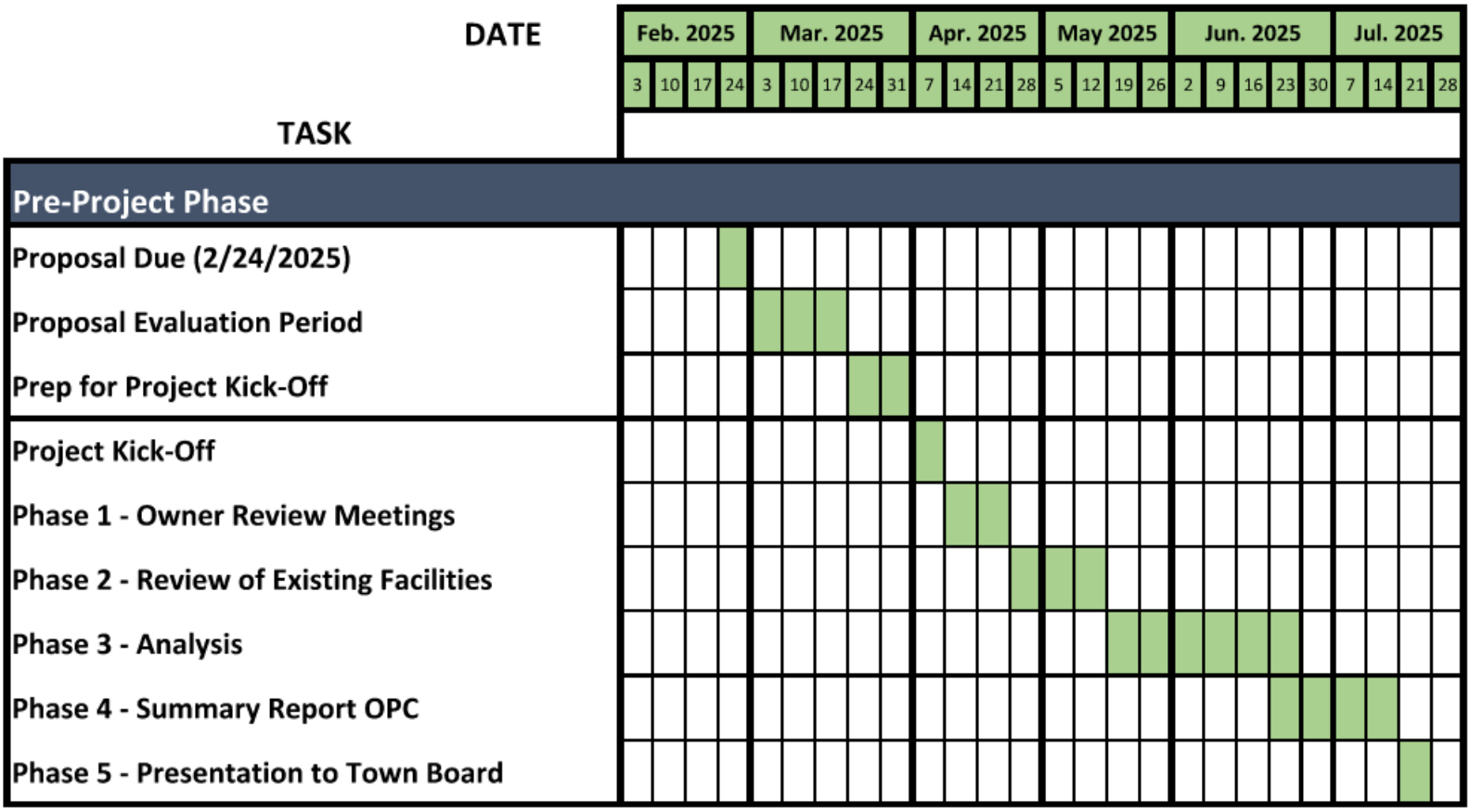
- Recommendations for current facilities
- Recommendations for new facilities
- Opinion of Probable Cost
- Summary of pros and cons for each facility

Section 5: **SCHEDULE**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON
ENGINEERS ARCHITECTS

SCHEDULE



This schedule is preliminary and subject to modification with input from the Owner.

Section 6: **OWNER ASSISTANCE**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON
ENGINEERS ARCHITECTS

OWNER ASSISTANCE

ITEMS REQUEST FROM OWNER

- Access to existing facilities and future properties
- Quantity of staff and needs
- Existing building plans
- Building history
    - Mechanical, electrical, and plumbing systems
    - Roof repairs
    - Site repairs

Section 7: **PROJECT COST**

Scan to visit our website to see our full menu of service offerings and projects

McMAHON ENGINEERS ARCHITECTS

PROJECT COST

Services provided are as outlined in proposal

Please see attached McMahon Associates, Inc. General Terms and Conditions.

Lump Sum Fee: $27,000

Fee Breakdown:

• Owner Review Meeting (Phase 1)	$1,000
• Review of Existing Facilities (Phase 2)	$9,000
• Analysis (Phase 3)	$7,000
• Summary Report & OPC (Phase 4)	$8,000
• Presentation to Town Board (Phase 5)	$2,000
Base Fee Total	$27,000

• Optional Fee – Study Future Concepts	$5,000 – $10,000 (estimated)
• Reimbursables (estimated T&E)	$300

See included Fee Schedule of staff billing rates.

See included Reimbursable Schedule.

McMAHON ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
GENERAL TERMS & CONDITIONS

MAY 10, 2024

1. STANDARD OF CARE

1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.

1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.

2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.

2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.

2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

3.1 Limits: McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate	$1,000,000 / $2,000,000
Automobile Liability	
Bodily Injury	$1,000,000
Property Damage	$1,000,000
Professional Liability Coverage	$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to $250,000.

3.2 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.

4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.

4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.

5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.

5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.

6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.

6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.

7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.

7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.

7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.

7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON
ENGINEERS ARCHITECTS

FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	$210.00
Senior Project Manager	$190.00 - $210.00
Project Manager	$140.00 - $180.00
Senior Engineer	$190.00 - $200.00
Engineer	$110.00 - $180.00
Senior Engineering Technician	$140.00 - $150.00
Engineering Technician	$80.00 - $130.00
Senior Architect	$175.00 - $195.00
Architect	$150.00 - $170.00
Senior Designer	$125.00 - $145.00
Designer	$95.00 - $115.00
Senior Land Surveyor	$135.00 - $180.00
Land Surveyor	$125.00
Land Surveyor Technician	$90.00 - $110.00
Surveyor Apprentice	$75.00
Erosion Control Technician	$95.00
Senior Hydrogeologist	$210.00
Senior Ecologist	$200.00
Environmental Scientist	$105.00 - $120.00
Senior G.I.S. Analyst	$180.00
G.I.S. Analyst	$100.00 - $120.00
Wetland Delineator	$120.00
Senior Wetland Delineator	$150.00
Municipal Planner	$170.00
Senior Public Management Specialist	$165.00
Public Management Specialist	$135.00
Senior Public Safety Specialist	$165.00
Public Safety Specialist	$135.00
Building Inspector Specialist	$135.00
Water / Wastewater Specialist	$110.00 - $140.00
Senior On-Site Project Representative	$125.00
On-Site Project Representative	$65.00 - $110.00
K-12 Administrative Specialist	$130.00
State Plan Reviewer	$150.00
Certified Grant Specialist	$150.00
Graphic Designer	$115.00
Senior Administrative Assistant	$95.00 - $105.00
Administrative Assistant	$85.00
Intern	$50.00 - $75.00
Professional Witness Services	$380.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

REIMBURSABLE EXPENSE SCHEDULE * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	$0.08/Image
Copy Charges - Color / 8½" x 11"	$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	$0.75/Image
Mileage	$0.81/Mile
Mileage - Truck/Van	$1.11/Mile
All-Terrain Vehicle	$100.00/Day
Global Positioning System (GPS)	$21.00/Hour
Hand-Held Global Positioning System (GPS)	$15.00/Hour
Robotic Total Station	$20.00/Hour
Survey Hubs	$0.50/Each
Survey Lath	$1.00/Each
Survey Paint	$7.15/Can
Survey Ribbon	$3.00/Roll
Survey Rebars - 1¼"	$10.00/Each
Survey Rebars - ¾"	$3.50/Each
Survey Rebars - ⅝"	$3.50/Each
Survey Iron Pipe - 1"	$4.50/Each
Survey Steel Fence Post - 1"	$7.75/Each
Control Spikes	$2.50/Each
Pin Flags	$0.30/Each

* This schedule is not all inclusive.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

It’s about values, culture, and relationships...

At the center of what we do, exists a service-inspired philosophy combining values, culture and relationships to help us deliver exceptional results, with the most important aspect being our focus on relationships. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.

Wisconsin | Illinois | Indiana mcmgrp.com

VISIT OUR SOCIAL COMMUNITIES

McMAHON ENGINEERS ARCHITECTS

PROPOSAL FOR PROFESSIONAL SERVICES

Municipal Complex Needs Analysis

TOWN OF ALGOMA, WISCONSIN | FEBRUARY 24, 2025





SEH

Building a Better World for All of Us®

Engineers | Architects | Planners | Scientists

February 24, 2025

Town of Algoma
Attn: Town Administrator
15 N Oakwood Road
Oshkosh, WI 54904

SEH
Building a Better World for All of Us®

RE: Town of Algoma – Municipal Complex Needs Analysis Proposal

Dear Members of the Selection Committee,

The Town of Algoma has been considering an analysis of its municipal complex for several years to address the present and future needs of the Town's municipal complex. The community is now moving forward by planning a feasibility study and space needs analysis that will guide the next phase of this effort. This project requires a dedicated and experienced consultant team that understands the operations and design of municipal facilities in communities similar to Algoma. In this capacity, Short Elliott Hendrickson Inc. (SEH®) is prepared to work alongside the Town, serving as a committed and driven project partner. In doing so, our team provides the following advantages:

MUNICIPAL BUILDING DESIGN EXPERIENCE

SEH has an extensive portfolio of municipal building design work, including city and town halls, police and public safety buildings, public libraries, and more. We have helped numerous communities across Wisconsin and beyond rethink how to efficiently deliver their civic services, and we are prepared to work with your staff to deliver this study.

SITING AND GIS CAPABILITIES

In our analysis, we are prepared to leverage our GIS resources to determine what sites will be optimal for the Town's departments. Our GIS analyst will assess potential sites and run GIS routing and response times that will identify the best options for the Town.

COST-EFFECTIVE SERVICES

For municipal projects like this, it's important for the design consultant to work efficiently and cost-effectively. We understand the importance of working within your budget for this project, and we will provide accurate cost estimates, precise analysis and recommendations, and close communication for streamlined service.

We are excited for the potential of this project, and we look forward to the opportunity to collaborate with you to develop this needs analysis. We look forward to the opportunity to discuss our team's qualifications and experience with you further. Feel free to reach me at 920.585.4320 or tfrank@sehinc.com.

Respectfully submitted,



DIRECT CONTACT PERSON

TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN WI
PROJECT MANAGER
tfrank@sehinc.com



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

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

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ALGOT 183356

Company Overview

ABOUT SEH

As an employee-owned collective of architects, engineers, planners, and scientists, SEH partners with clients across the nation to tackle diverse infrastructure challenges and pave the way toward a sustainable future. Our 900+ dedicated employee-owners are united by a shared vision to create positive, lasting change. We are deeply committed to fostering an equitable environment and building safer, more sustainable infrastructure for governments, industries, and businesses across the nation. Together, we are committed to **Building a Better World for All of Us®.**

SPACE NEEDS STUDIES

SEH has led and executed preliminary programming, space planning, and facility condition assessments for a wide range of municipal clients. Our architects and engineers work with communities to help optimize the functions of their municipal spaces. This includes identifying issues and opportunities related to departmental functionality, adjacency requirements, security needs, circulation, and the flow of operations.

Our process is collaborative. Through continuous dialogue, we work with clients to uncover the ways smart and sustainable design can achieve measurable goals. Our body of work spans a variety of styles and building types – municipal structures, office spaces, and more – but our method is always the same. Listen. Then design.

SITE EVALUATION

SEH has extensive experience in site evaluation, demonstrating proficiency in environmental assessments, infrastructure planning, and community-focused solutions. Our work spans comprehensive analyses of water resources, soil and groundwater evaluations, and regulatory compliance to achieve sustainable development. SEH's integrated approach includes leveraging advanced GIS and modeling technologies, conducting thorough environmental site assessments, and preparing action plans to mitigate environmental impacts. SEH's multidisciplinary team collaborates with clients to address site-specific challenges, helping to ensure successful project outcomes that enhance community resilience and infrastructure.

PUBLIC SAFETY EXPERIENCE

Today's public safety buildings reflect the fact that first responders are an integral part of their communities. They require facilities that are welcoming to the public, yet offer a high level of security. **With more than 125 public safety building projects completed nationwide, SEH is at the forefront in current design trends and new technologies.** Our understanding of the unique needs in emergency responsiveness, combined with our progressive design approach, allows us to provide municipalities with the experience necessary for project success. Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. The end result is a facility that is functional, sustainable, and brings pride to the community.

SUBCONSULTANT

MSA

MSA works closely with institutions, governments, and private clients on both new buildings and renovation projects to develop plans, anticipate and circumnavigate challenges, expedite the permitting process, and see each building project through, every step of the way. In the past 30 years, they have partnered with clients to complete more than 2,000 MEP projects. The MSA team has been supporting SEH architectural projects for more than a decade.

SHORT ELLIOTT HENDRICKSON INC.
founded in
1927

900+
architects, engineers, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE
4 market areas: renewing infrastructure, clean water, better places, and mobility

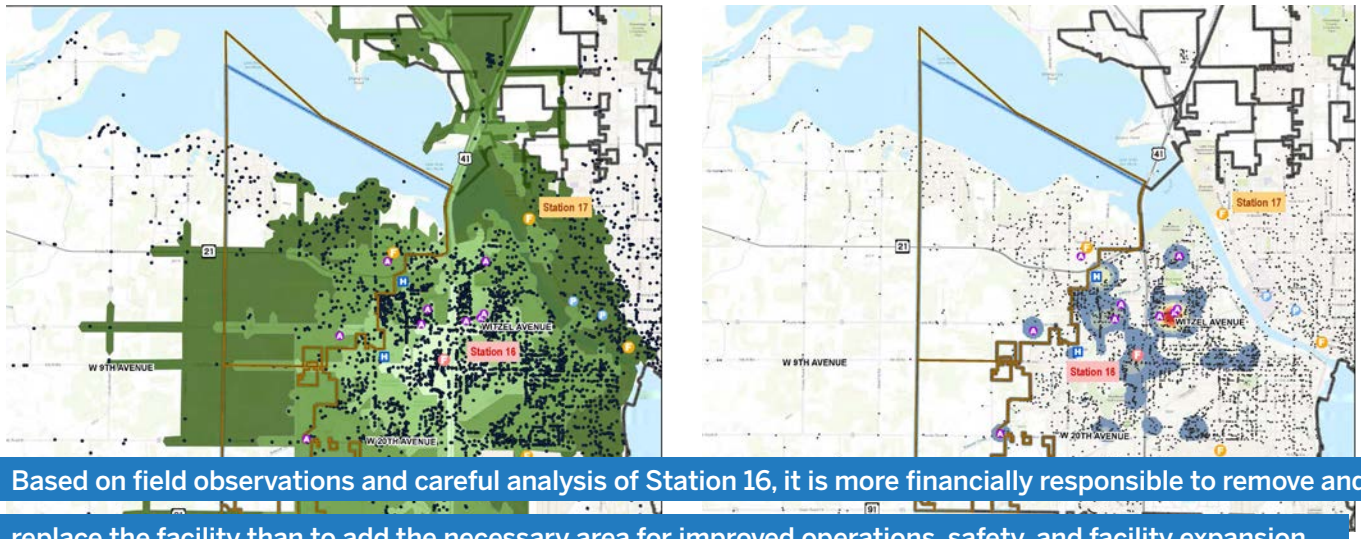
WE PARTNER WITH CLIENTS
in nearly every U.S. state and many Canadian provinces

Relevant Experience

The projects featured in this section demonstrate the SEH team's experience planning and designing municipal services facilities similar to the proposed project for the Town of Algoma. Our breadth of experience will provide the framework for a successful project.

FIRE DEPARTMENT OPERATIONS ANALYSIS AND LONG-TERM NEEDS ASSESSMENT

OSHKOSH, WI



Based on field observations and careful analysis of Station 16, it is more financially responsible to remove and replace the facility than to add the necessary area for improved operations, safety, and facility expansion.

The SEH team is currently engaged with the City of Oshkosh Fire Department to provide long range planning services for the use and operations of the City's six fire stations. Our engagement involved analyzing the immediate-, short- and long-term operations and developing a path forward for maintenance, relocation, expansion, or replacement of their City-owned facilities.

SEH provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the multiple facilities.

The project was an exercise in building trust and credibility around the need for the station improvements. The SEH team worked with fire staff, City department heads, the City Administrator, and the Mayor to build a timeline for the improvement or replacement of all six stations in the City.

CLIENT

City of Oshkosh

REFERENCE

Brian Bending, Assistant Chief
920.236.5235
bbending@oshkoshwi.gov

> SEH does not prioritize building fire stations. What they do is build relationships. **They are customer focused and partner with a Fire Chief to make sure to arrive at the best possible recommendations and outcomes for the community.** I was very impressed on how they were more concerned about building trust than building new stations.
>
> **MIKE STANLEY | FORMER FIRE CHIEF, CITY OF OSHKOSH**

RICE LAKE PUBLIC SAFETY FACILITY/SITE SELECTION

RICE LAKE, WI



SEH was hired by the City of Rice Lake to assess current facility conditions at the Police and Fire Departments. As part of our engagement with the public safety departments, the SEH team assisted with programming the appropriate size and features for both Police and Fire Department operations.

Engaging our GIS specialists, our team was able to determine the appropriate location for the proposed emergency services building. Using response time and heat mapping, six potential sites within the City were studied and two sites were determined to be the best location for the police and fire operations. From there, the City was able to budget for land purchase and site improvement costs required at the two recommended sites.

BUILDING FEATURES

- Drive-through apparatus bays
- Indoor police squad parking
- Evidence processing and storage
- Decontamination areas
- Drug testing
- Community room
- Work out spaces
- Hard and soft interview rooms

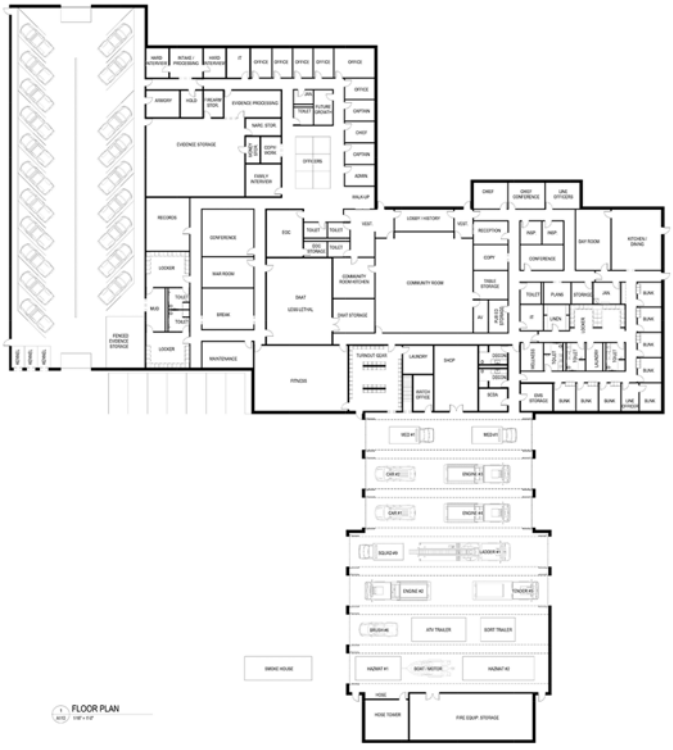
TRAINING FEATURES

Site Training

- Less lethal and virtual training areas
- Built-in fire training props

SUSTAINABLE DESIGN FEATURES

- Locally sourced materials
- High efficiency heating and cooling
- High recycled content
- Photovoltaic array capability



CLIENT

City of Rice Lake

REFERENCE

Michael Hover, Fire Chief
715.234.2119
rlfdmlh@ricelakegov.org

Steve Roux, Police Chief
715.234.5248
rlpdsgr@ricelakegov.org

MUNICIPAL COMPLEX EXPANSION

BELLEVUE, WI



The new $4.3 million, 32,613 sq. ft. fire, police, and village hall complex houses the Fire Department, County Police Services, a branch of the Brown County Court system, and Village Hall functions. The facility includes a 20,000 sq. ft. apparatus bay lit primarily by natural daylight, Village boardroom with fully integrated A/V and IT connectivity, fire department training room, and a two-story entry lobby. SEH utilized sustainable design features where appropriate and designed the facility for future expansion.

SEH is currently designing an 18,000 sq. ft. addition to the facility and making some improvements in the fire department to incorporate best practices to provide equitable living and sleeping areas for both male and female firefighters.

CLIENT

Village of Bellevue

REFERENCE

Benjamin Krumenauer,
Village Administrator
920.593.5512
bkrumenauer@
villageofbellevuewi.gov







TOWN HALL, FIRE, AND POLICE STATION

FREEDOM, WI



This 43,000 sq. ft. multi-function building incorporates all of the Town's public service facilities under one roof. It has been designed for flexibility and future expansion. The building captures natural daylight. The main goal of the facility is to create a space that provides physical separation between municipal functions but is contained in one building. The project is currently in pre-referendum schematic design phase awaiting approval by the Town residents.

FACILITY FEATURES

- Accommodations for shelter in place
- Day room
- Emergency operations center
- Exercise facility
- Six drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms

POLICE DEPARTMENT FEATURES

- Full sally port
- Intake processing and holding area
- Interior squad storage
- Expandable evidence storage
- Separately ventilated narcotics evidence storage
- Combined resume/conference and incident command room
- Investigation war room
- Armory and weapon cleaning area
- Individual soft and hard interview rooms
- Evidence processing

SUSTAINABILITY FEATURES

- Solar hot water
- LED lighting
- Regional stormwater treatment

MEZZANINE FEATURES

- Ladder evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas
- DAT training

SITE TRAINING FEATURES

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

CLASSROOM TRAINING FEATURES

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/mannequins
- EOC operations

CLIENT

Town of Freedom

REFERENCE

Mark Green, Fire Chief
920.788.4548
mgreen@townoffreedom.org

MUNICIPAL BUILDING RENOVATION AND FINAL DESIGN

KAUKAUNA, WI





SEH has a long history working with the City of Kaukauna on municipal projects. One cornerstone of our ongoing partnership is the multi-phase municipal facility project we completed for the City, which included a new fire station, police station, and municipal services building.

The first part of this effort involved providing design and construction administration services for the Police Station and Municipal Services Building. This 49,000 sq. ft. facility houses the City's administrative offices, community amenity spaces, and the police department. The design incorporated sustainable design features that save the City over $36,000 per year in energy costs (per Focus on Energy Design Assistance NEO verification report 8/2/16).

The Kaukauna Fire Station was completed next, providing the City a 25,000 sq. ft. station that includes a three-story training tower. The first level contains a seven-bay drive-through apparatus bay with a storage mezzanine, workshop, and turnout gear area, as well as a training room, conference room, personnel offices and workspaces, department history room, records and additional storage, and a fitness center. The design incorporates sustainable design features, including the largest PV system serving a fire station in Wisconsin.

This comprehensive effort has provided the City with more operationally efficient spaces for their public safety teams and municipal staff, while also yielding long-term cost savings through sustainable design.

SCOPE OF SERVICES

- Facility master planning and programming
- Architectural design
- Interior design
- Sustainable design
- Focus on Energy program enrollment
- Construction administration
- Public involvement
- GIS
- Civil engineering
- Structural engineering
- MEP engineering
- Cost estimating
- Bidding services

CLIENT

City of Kaukauna

REFERENCE

John Neumeier, City Engineer
920.766.6305
neumeier@kaukauna-wi.org



POLICE AND FIRE DEPARTMENT MASTER PLANNING

BRILLION, WI



ROOM SQUARE FOOTAGES - OPTION E

ROOM	PROGRAMMED AREA	ACTUAL AREA
CIRCULATION		
CORRIDOR	0	60 SF
CORRIDOR	0	274 SF
CORRIDOR	0	1216 SF
CORRIDOR	0	1041 SF
STAIR	0	71 SF
	0	2661 SF
EMS		
EMS BUNK	120	120 SF
EMS BUNK	120	120 SF
EMS BUNK	120	120 SF
EMS BUNK	120	120 SF
EMS CHIEF	144	145 SF
MED. STORAGE	140	167 SF
REPORT WRITING	64	125 SF
	808	917 SF
FD		
AIRLOCK	45	89 SF
AIRLOCK	40	89 SF
APPARATUS BAYS	7049	7058 SF
DECON	120	169 SF
FD OFFICE	106	149 SF
FIRE IT	120	119 SF
FLEX DAYROOM / DINING	1000	1016 SF
HISTORY	400	187 SF
HOSE	177	275 SF
INSP. STORAGE	10	12 SF
INVEST. STORAGE	10	12 SF
JANITOR	71	101 SF
KITCHEN	490	492 SF
LAUNDRY	204	194 SF
LINEN	80	88 SF
MENS LOCKER	500	506 SF
SCBA	190	188 SF
SHOP / STORAGE	1300	982 SF
TURNOUT	657	553 SF
WOMENS LOCKER	453	463 SF
	13014	12542 SF

ROOM SQUARE FOOTAGES - OPTION E

ROOM	PROGRAMMED AREA	ACTUAL AREA
PD		
ARMORY	200	200 SF
BREAK	96	122 SF
CLERK STORAGE	48	70 SF
CONFERENCE	180	180 SF
COPY	120	126 SF
COURT CLERK	100	100 SF
EVIDENCE	600	602 SF
EVIDENCE PROCESSING	0	202 SF
GARAGE	0	800 SF
GENERAL STORAGE	200	210 SF
HARD INT.	100	96 SF
INTAKE / PROCESSING	144	207 SF
JANITOR	48	70 SF
K9	36	63 SF
LOCKER	300	300 SF
MUD	48	48 SF
OFFICE SUPPLIES	100	99 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	64	64 SF
PD	0	64 SF
PD	0	64 SF
PD CHIEF	150	164 SF
PD GARAGE	1200	1144 SF
PD IT	100	99 SF
PD OFFICE	120	130 SF
PD OFFICE	120	120 SF
PD OFFICE	120	120 SF
RECORDS	300	261 SF
SAFE SPACE	100	102 SF
SOFT INTERVIEW	144	156 SF
TOILET	0	96 SF
WORK	150	157 SF
	5336	6684 SF

ROOM SQUARE FOOTAGES - OPTION E

ROOM	PROGRAMMED AREA	ACTUAL AREA
SHARED		
LOBBY	400	286 SF
RECEPTION	120	130 SF
TABLE STORAGE	375	375 SF
TOILET	60	56 SF
TOILET	0	56 SF
TRAINING / COMMUNITY	1200	1200 SF
VESTIBULE	0	211 SF
	2155	2306 SF
	21333	25109 SF

SEH assisted the City of Brillion with a needs assessment, condition report, and future space needs analysis for the combined police and fire public safety facility. Interviewing staff, users, and the public, programming for the building was an interactive process that allowed multiple stakeholders the opportunity to provide input for initial and long-term use of the facility. SEH provided space needs templates, floor plans, and 3D renderings of the different options available to the City for expansion and improvements of the City-owned facilities.

I just wanted to say thank you again for letting me reach out this morning and share my thoughts and concerns...We appreciate all your extra effort and help with this project. And can't say enough positives of this experience we are sharing.

JOE DIENER | FIRE CHIEF

CLIENT

City of Brillion

REFERENCE

Kirk Schend, Police Chief
920.756.2221
pdlog@brillionwi.gov

Joe Diener, Fire Chief
920.374.0265
fd@ci.brillion.wi.us

MUNICIPAL UTILITY FACILITY

BLACK RIVER FALLS, WI



This new 22,000 sq. ft. facility includes 5,000 sq. ft. of office space, a 13,000 sq. ft. vehicle garage, and a 4,000 sq. ft. warehouse. The building was constructed on a secure 4-acre site with an exterior pole storage yard and other features needed for the utility. SEH worked closely with Focus on Energy on this project to help ensure energy efficiency and provide the owner with a substantial rebate.

SUSTAINABLE AND/OR COST-SAVING TACTICS

- Worked closely with Focus on Energy
- Renewable materials
- LED lighting
- Low maintenance materials
- Tilt-up precast panel wall system
- Close collaboration with CM and City to deliver a value-driven design

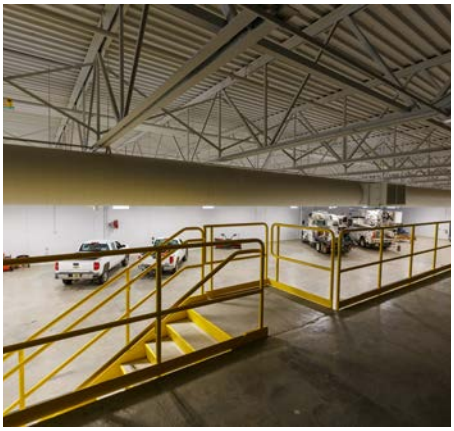
CLIENT

City of Black River Falls

REFERENCE

Casey Engebretson,
Utility Director
715.284.9463
cengebretson@brfmu.org

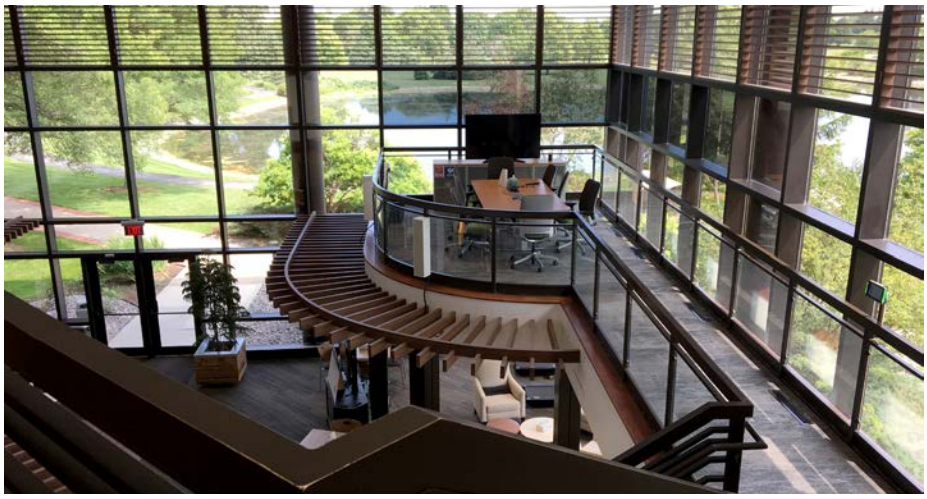


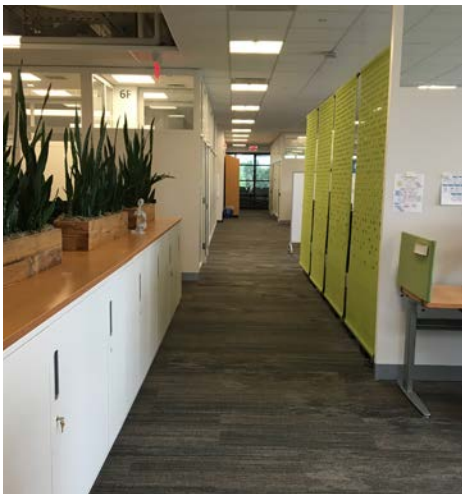




WORKSMART OFFICE RENOVATION – WEST OFFICE FACILITY 2

NEENAH, WI





Kimberly-Clark (K-C) Corporation has invested $88 million over an eight-year period in a renovation and workplace efficiency reorganization. K-C will make the investment in its people and infrastructure to improve workplace efficiency and update aging building systems. SEH has been supporting K-C Facility Management with the design and construction administration of their West Office 2 facility and the third floor of the West Research and Engineering facility. All Neenah site locations will be renovated as part of this master plan. SEH has been selected as K-C's sole source provider for the design, permitting, and construction administration support.

Moving to a highly efficient work space meant a culture change for employees who were used to private offices and high cubical walls. SEH worked with the end users and a change management consultant to address the concerns of the employees.

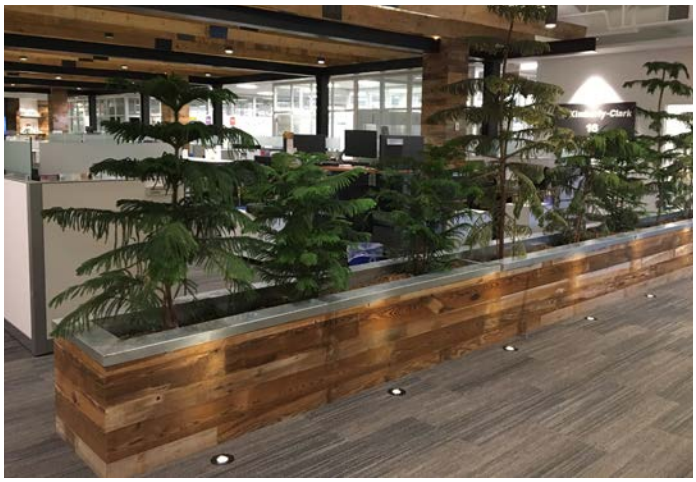
The main goal of the client was to improve floor plate efficiency and right size the sq. ft. per employee allowance. The other substantial priority was to increase natural light to the interior.

CLIENT

Kimberly-Clark

REFERENCE

Sue Ruonavarra, Facility Planner
920.721.4473
sue.ruonavarra@kcc.com





THRIVENT FINANCIAL WORKPLACE STRATEGY – B2 PHASE

APPLETON, WI





As part of an eight-year multi-phase renovation, the B2 phase involved in excess of 19,000 sq. ft. in area. This $3.5 million dollar phase involved reworking an outdated conference/training room area into a new open office area with exposure to natural light. Additionally, several of the existing training rooms were remodeled with updated finishes and equipment. The renovation also included remodeling the existing boardroom area into three new conference rooms with the center room being the new boardroom. This area features a new "living wall" just outside of the board room, a break out area with amenity space, new decorative lighting and ceilings, and direct connections to exterior views with automatic shades. The boardroom area is directly adjacent to the cafeteria, so a new glass wall with better acoustical properties was added, along with acoustic panels in the corridor and cafeteria area, which greatly improved the acoustics of the overall space.

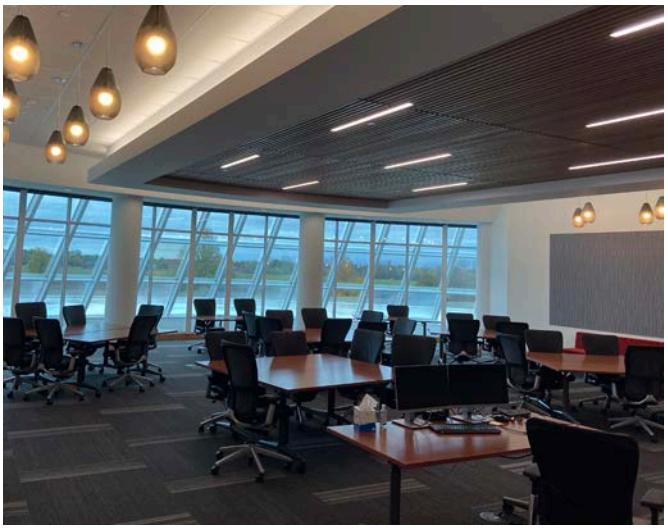
CLIENT

Thrivent Financial

REFERENCE

Kristie Schwahn, Facilities Planning Manager
920.628.2485
kristie.schwahn@thrivent.com





Support Team

The personnel assigned to the task of the Algoma facility condition reporting and analysis were selected in part based on not only their experience but their availability to commit to the schedule as defined in our proposal. Each of the personnel identified as part of our team will be the consultants that will work directly with the town to complete the analysis and reporting. **Based on the schedule and timeline for completion as developed by the SEH team, we are committing the resources specifically for this effort for the entire duration of our assignment.**

PROJECT ORGANIZATIONAL CHART

Town of Algoma

Trevor Frank AIA, LEED AP®, NCARB, PMP
Project Manager | SEH

ARCHITECTURE

Mark Zvitkovits AIA, LEED GREEN ASSOC.
Project Architect | SEH

Chuck Leipzig
Fire Operations Specialist | SEH

Todd Clark
Programming and Cost Estimating | SEH

GIS

Mike Steuernagel
GIS Analyst | SEH

MECHANICAL AND ELECTRICAL ENGINEERING

Jason Testin DES
Mechanical Designer | MSA

Laura Gilbert PE
Electrical Engineer | MSA

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

TREVOR FRANK AIA, LEED AP®, NCARB, PMP

PROJECT MANAGER | SEH

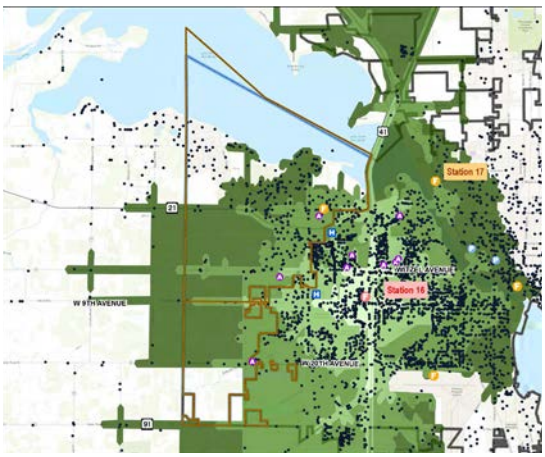
Trevor is a principal and senior architect with more than 33 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond, and live in the environments he creates.



Trevor will serve as the Town's key point of contact, oversee the project team tasks, and closely monitor the project schedule and budget.

EXPERIENCE

- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Municipal Facilities Study – Jackson, WI
- Municipal Services Building Renovation – De Pere, WI
- Kimberly-Clark Worksmart Office Renovation – Neenah, WI
- Thrivent Financial Workplace Strategy - B2 Phase – Appleton, WI
- Thrivent Financial Workplace Strategy - D1 West Phase – Appleton, WI
- City Hall and Police Station Design – Kaukauna, WI
- Municipal Services Building – Kimberly, WI
- Discovery Center: New Library and Village Hall – Osceola, WI
- Emergency Services Building – Black River Falls, WI
- North Fire Station – Maplewood, MN
- Public Safety Facility – Bellevue, WI
- Fire and Emergency Medical Services Station Location Study – Fitchburg, WI
- Fire Station #4 – Kenosha, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Fire Station Design – Kaukauna, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Police and Fire Department Master Planning – Brillion, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Police Department Feasibility Study – Kaukauna, WI
- Fire Station Study – Verona, WI
- Public Safety Facility – Bellevue, WI
- Watertown Fire Station – Watertown, WI
- Building Renovation (Fox Valley Metro Police Department) – Little Chute, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Facility Assessment – Harrison, WI
- Fire Station #2 Schematic Design – Sheboygan, WI



AT LEFT: *Our work with Oshkosh involved site analysis and selection in relation to a busy corridor, as well as programming and design for a department that has mutual aid agreements throughout the county, including consideration for the Town of Algoma.*

33
YEARS OF EXPERIENCE

EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI, AZ, FL, GA, IA, IL, IN, KY, MI, MN, NC, ND, NE, OH, RI, SD, TN, and VA

Project Management Professional (PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards

MARK ZVITKOVITS AIA, LEED GREEN ASSOC.

PROJECT ARCHITECT | SEH



Mark is an architect with experience in architectural design and construction documents. He works with AutoCAD Architecture and Autodesk Revit Architecture on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating, and shop drawing reviews.

Mark will guide the analysis and develop recommendations for any proposed renovations, expansions, and/or replacements.

EXPERIENCE

- Village Hall Expansion – Bellevue, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- City Hall and Police Station Design – Kaukauna, WI
- City Hall Remodeling –Kimball, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Police and Fire Department Master Planning – Brillion, WI
- Fire Station Design – Kaukauna, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Black River Falls Emergency Services Building – Black River Falls, WI
- Bain School Site Fire Station – Kenosha, WI
- Watertown Fire Station – Watertown, WI
- New Fire Station #6 – St. Cloud, MN
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Fire Station 2 Remodel – De Pere, WI
- Discovery Center: New Library and Village Hall – Osceola, WI
- Police Department Feasibility Study – Kaukauna, WI
- City Center Building Evaluation/Space Needs Assessment – Whitehall, WI
- City Hall Planning Services – Pine City, MN
- Police Department Expansion Project – Maplewood, MN



17
YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI

Firefighter I/HazMat Ops, Lakeshore Technical College

LEED Green Associate, U.S. Green Building Council

PROFESSIONAL ASSOCIATIONS

American Institute of Architects

U.S. Green Building Council

International Association of Firefighters

Professional Firefighters of Wisconsin

AT LEFT: *Mark is a paid on-call firefighter who can bring his firsthand experience of the fire services industry to the planning of your public safety facilities and amenities.*

CHUCK LEIPZIG

FIRE OPERATIONS SPECIALIST | SEH



Chuck is a business development manager with years of emergency services and fire protection experience. Devoting his entire career to these services, he now works as an operations planner for fire station projects with SEH. With a fire department leadership background, he is able to recommend improvements to facilities that can increase efficiencies in areas from the apparatus bay and vehicle maintenance to dorms, training, and administrative areas. In addition to his experience in fire service, Chuck possesses the Occupation Safety and Health certification for construction safety management and oversight.

Chuck will work with design staff to optimize day-to-day operations and efficiency in the design of the facility.

EXPERIENCE

- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire Station No. 4 – Kenosha, WI
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Gunnison Valley Health EMS Facility – Gunnison, CO
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Onalaska Fire Department Staffing and Facilities Study – Onalaska, WI

35
YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Public Administration
Mount Senario College - Ladysmith, WI

Associate
Fire Science
Mount Senario College - Ladysmith, WI



AT LEFT: *In his role as Fire Chief, Chuck executed long-term strategic plans to add staffing, consolidate, remodel, and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions, including oversight of the build and funding procurement of two fire stations within the Kenosha Fire Department. Additionally, Chuck has completed studies in Engineering and Public Administration, and he has been the project manager of several programs.*

TODD CLARK

PROGRAMMING AND COST ESTIMATING | SEH



33
YEARS OF EXPERIENCE

Todd will provide programming and cost estimating support on this project.

Todd is a graduate architect and project manager with extensive architectural design and construction experience. He provides project management and design, including coordination of project budgets and scheduling. Todd has worked on a variety of building projects varying in size up to multi-million dollar construction costs. Projects include new design and renovation of facilities for both the public and private sectors. His responsibilities include establishing project space and functional requirements, conceptual design, implementing contract documents, bidding procedures, and construction administration for new construction or building renovations.

EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

EXPERIENCE

- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Municipal Space Needs Analysis – Freedom, WI
- Fire and Emergency Medical Services Station Location Study – Fitchburg, WI
- New Municipal Services Building – Kimberly, WI
- Municipal Services Building Renovation – De Pere, WI
- Municipal Facility Study – Suamico, WI

MICHAEL STEUERNAGEL

GIS ANALYST | SEH



32
YEARS OF EXPERIENCE

Mike will lead the GIS siting and response time analysis (optional).

Mike is a geographic information system (GIS) analyst with extensive experience in GIS and CADD projects, data integration, and automated mapping. He works with numerous agencies collecting and organizing data sources, analyzing and reviewing data to create maps, graphics, tables, and other visuals for projects. Mike is proficient with ArcGIS Desktop, ArcGIS Online, ArcGIS Pro, ArcView, 3D Analyst, Network Analyst, Spatial Analyst, MicroStation, several database management systems, and numerous graphics programs.

EDUCATION

Master of Science
Geography (Emphasis: GIS)
St. Cloud State University -
St. Cloud, MN

Certificate
GIS
St. Cloud State University

Bachelor of Science
Geography
University of Wisconsin-River Falls

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire Station No. 4 – Kenosha, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Gunnison Valley Health EMS Facility – Gunnison, CO
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI

JASON TESTIN DES
HVAC DESIGNER | MSA



23
YEARS OF EXPERIENCE

Jason will assess mechanical systems and plan the implementation of those systems for any proposed improvements.

Jason has broad experience with a variety of project types including municipal buildings, schools, hospitality, manufacturing, water parks, and even a monastery. Jason originates designs and equipment specifications and brings knowledge and judgment to every project he oversees. He has a lot of experience in the design of geothermal heat pump systems. As these systems develop and gain greater acceptance in the community, Jason expands his knowledge and understanding of the technologies involved.

EDUCATION
Bachelor of Science
Mechanical Engineering
Tri-State University-Angola, IN

REGISTRATIONS/CERTIFICATIONS
Designer of Engineering Systems in WI

EXPERIENCE
- Watertown Fire Department – Watertown, WI
- Tomah Fire Station – Tomah, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Freedom Public Safety Building – Freedom, WI
- Municipal Service Building – De Pere, WI
- Kaukauna Municipal Services Renovation – Kaukauna, WI
- Sheboygan Falls Municipal Building Renovations – Sheboygan Falls, WI

LAURA GILBERT PE
ELECTRICAL ENGINEER | MSA



24
YEARS OF EXPERIENCE

Laura will assess the electrical systems and plan the implementation of those systems for any proposed improvements.

Laura is experienced in electrical design for commercial buildings. Lighting design is her passion, and she is also well-versed in electrical distribution, fire alarm, and telecommunications design. She has provided electrical design for numerous LEED-certified buildings, including two Platinum-certified buildings. Laura's favorite part of a project is walking into a finished space and seeing how her design went from concept to reality, ready to be utilized. Key project experience includes municipal buildings, schools, libraries, churches, and public safety buildings.

EDUCATION
Bachelor of Science
Architectural Engineering
Milwaukee School of Engineering

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI, IA, IL, GA, KS, MI, and MN

EXPERIENCE
- Oak Creek Fire Station No. 3 Dorm Renovation – Oak Creek, WI
- Mount Pleasant South Shore Fire Station No. 8 Addition – Mount Pleasant, WI
- Marshfield Utilities Building – Marshfield, WI
- Black River Falls Municipal Facility – Black River Falls, WI
- Kaukauna Municipal Building – Kaukauna, WI
- Fox Valley Technical College JJ Keller Transportation Building – Appleton, WI

Proposed Approach

PROJECT UNDERSTANDING

The Town of Algoma is seeking proposals from qualified consultants to perform an analysis of the Town's municipal complex located on Oakwood Road, and SEH is prepared to take on this important project. In this analysis, we will **explore present and future needs** of the current facility and the **feasibility and financial investment to maintain, renovate, and expand the existing facility**. We will also be prepared to provide a cost benefit analysis for constructing a new facility to house not only Town operations but meeting and public spaces as well. We will also consider the location of the facility, as the Town has identified other sites for the location of the facility.

Due to the fact that the fire station operates out of a separate building on Omro Road, the Town is interested in the feasibility of combining Fire and Town functions into one facility. The SEH team will determine the feasibility of this consolidation and weigh it against the cost for a new combined facility.

WORK PLAN

TASK 1

The SEH team will meet with Town staff to review the study objectives and facilities. This meeting will include interviews with Town staff to gain insight into the current facilities, their operations, the building's function, and the staff's duties. Discussions will also cover long-term staffing needs for the Town and their impact on the Town Hall facility.

TASK 2

Our team, including the architect and mechanical, electrical, and plumbing designers, will review both the Town Hall and fire station facilities to determine the potential for additions and renovations, as well as the life expectancy of major building components. We will also identify any ADA concerns and potential remedies.

OUR TEAM WILL ACHIEVE THE TOWN'S GOALS THROUGH THOROUGH ANALYSIS, INNOVATIVE SOLUTIONS, AND SEAMLESS INTEGRATION OF TOWN AND FIRE SERVICES.







TASK 3

The SEH team will provide a detailed analysis to help the Town determine the most appropriate plan to meet its future needs. The analysis will include:

- The current location of the facility and potential location options that best meet the community's needs and provide optimal response time for the Fire Department
- Current and future office space needs as determined through interviews with Town staff
- The space needs required for efficient operations, considering the functional spaces, staff duties, and services provided to Town residents
- Public use spaces, including meeting and event space and recreational and green space
- Parking and access to the site for the required functions of the facility
- Current and future storage and space needs that typically align with a public use facility like a Town Hall
- Review and recommendation of the capacity and life expectancy of mechanical, electrical, and plumbing system needs

TASK 4

Our team will provide a report and summary, including cost estimates of any recommended improvements or new construction. The recommendations of the report will prioritize the projects based on need, and we will provide cost estimates for any and all of the recommended improvements

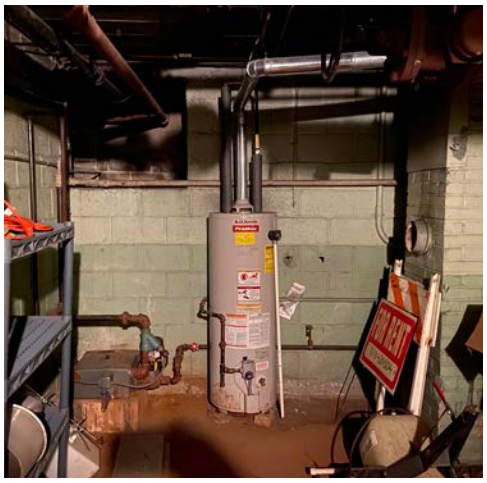
TASK 5

The SEH team will present the findings of the report, along with the prioritized cost estimates, in a meeting with key Town staff and members of the Town Board.

TASK 6* – OPTIONAL GIS SERVICES

We strongly recommend conducting a GIS analysis on any current and potential site locations that would include a fire station. Using emergency response call data from the Fire Department will inform response time and heat mapping reports. These data sources will help determine the proper location for a relocated fire station within the Town. The GIS analysis will also consider mutual aid responses from adjacent fire and EMS departments. Combining these data sources will help identify the appropriate location for a new fire station if the Town decides to move in that direction in the future.

**These additional services are called out in our fee proposal as separate services should the Town wish to include them in the scope of work of this facility analysis.*







WE WILL DELIVER AN ANALYSIS THAT HELPS THE TOWN MAKE DECISIONS ON OPTIMIZING MUNICIPAL AND PUBLIC SAFETY OPERATIONS.

Timeframe and Schedule for Completion

Based on our understanding of the scope of services required to complete this work, we will complete the municipal complex needs analysis for the Town in accordance with the following schedule.

	2025					
TASKS	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**
Award Project						
Contracting						
Kickoff Meeting						
Data Collection and Discovery						
Site and Building Evaluation						
Task 1 and 2 Services						
Task 3 Services						
Task 4 Services						
Task 6 Services (Optional GIS)						
Bi-Weekly Team Coordination Calls During Discovery and Reporting						
Cost Estimating						
Task 5 Services						

Assistance from the Town

SEH will need to rely on Town staff for input into the current operations and future facility and staff needs. Attendance by all key staff will be required at each of the programming meetings and discussions.

Our team will also need any maintenance records for both the Town Hall facility and the Fire Station.

If any drawings of either of the buildings are available, our team will need either hard copy prints or scanned electronic documents.

The SEH team assumes a regular cadence of check-in meetings and review discussions with key Town staff members. This meeting cadence is built into the proposed schedule that is part of our proposal submittal.

Town staff will assist the SEH team by coordinating the programming meetings and organizing them with our schedule, as well as determining the date for the final presentation to the Town Board.

Project Cost

BASE COST

The SEH team proposes to complete the scope of work defined in the request for proposals for a **lump sum not to exceed fee of $14,997.00** inclusive of all expenses.*

For GIS siting services not requested in the RFP, we propose additional fees of $5,500.00.

It is ESTIMATED that reimbursable costs will be $197.00.**

Employee	Hourly Rates
Sr. Architect/Project Manager	$200-230/hr
Architect/Programmer	$150-180/hr
CAD and 3D Specialist	$105-125/hr
GIS Specialist (Optional)	$180-220/hr
Administrative Assistant	$105-125/hr

SUMMARY OF COSTS



Our professional services fee is a lump sum not to exceed amount inclusive of expenses.

***In the event that SEH is selected for the preliminary planning and estimating work and the Town of Algoma moves the project forward into the design and construction phase, SEH will credit back a portion of the initial planning fee in the amount of $4,500.00 if we are engaged in the final design of the facility.*

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Comprehensive Outdoor Recreation Plan Project Proposals

SUMMARY:
The Town sent out a request for proposals (RFP) from consultants to create a five-year Comprehensive Outdoor Recreation Plan (CORP). The current Parks and Open Space Plan was completed in 2009. Completion of an updated CORP will allow the town to establish a plan to identify and prioritize future use of parkland, pathways and open spaces. The CORP will serve as a tool and resource in seeking grant funding as well as forecasting future projects that maintain current park infrastructure and add amenities to meet community needs.

The RFPs were reviewed and evaluated on the following criteria:

- Demonstrated understanding of the scope of work in the request for proposal.
- Industry expertise and experience.
- Past record of performance as determined from all available information, including direct communication by the Town with current and former clients.
- The quality of the proposal and adherence to the proposal requirements.
- The quality of interviews, if necessary.
- Cost

See attached Town RFP for proposal requirements and details; a summary of financial considerations; and copies of submitted proposals in alphabetical order.

The town received 5 proposals. All proposals met the submittal requirements and were evaluated pretty equally in most of the criteria but Cedar Corporation and ECWRPC separated themselves as the top choices due to the following:

1. Both included references/project examples for town CORPs specifically.
2. Cedar Corporation would create and manage a web portal for this project. No other firms mentioned doing this or stated it would be a town responsibility to create and manage a webpage.

3. ECWRPC conducts the regional planning for the Oshkosh MPO. They readily have maps/GIS resources and planning information available in house—the town does not have to provide it to them as we would with other firms.
4. ECWRPC will use drones to capture outdoor space imagery.

Therefore, cost/financial considerations is the determining factor in selecting between these two firms.

The town budgeted $16,000 for this project in 2025. ECWRPC submitted the lowest cost covering the project scope at a cost not to exceed $16,111.40; meaning, the cost will not be more than this amount, and it could be less.

Any contract or agreement for services required by the selected vendor will be reviewed by staff and the town attorney prior to execution.

RECOMMENDED ACTION: Staff recommends awarding the project to ECWRPC. Should the Town Board agree the following motion may be made:

"Motion to award the Town of Algoma Comprehensive Outdoor Recreation Plan Project to East Central Wisconsin Regional Planning Commission for a cost not to exceed $16,111.40."

ATTACHMENTS:

1. Town RFP
2. Cost summary
3. Proposals submitted

REQUEST FOR PROPOSALS

Comprehensive Outdoor Recreation Plan

The Town of Algoma has a population of ~7,000 and is conveniently located along Highways 41 and 21. The town is the City of Oshkosh's western border and Lake Butte des Morts serves as the town's northern border and public landing with fishing pier provides access to nearby Fox River and Lake Winnebago. Primarily residential and agricultural in composition, the town offers recreational opportunities with community parks and recreation areas. With the town's close proximity to Oshkosh, residents can enjoy quieter living with access to large city amenities including outstanding public and private schools, churches of most denominations, excellent medical facilities, a wide range of services, shopping and a wide variety of restaurants.

The Town is governed by a five (5) member Town Board, all elected at large. The 2025 general fund budget is just over $3.0 million.

PROJECT SUMMARY

The Town of Algoma is seeking professional planning services to create a five-year Comprehensive Outdoor Recreation Plan (CORP). The current Parks and Open Space Plan was completed in 2009.

Completion of an updated CORP will allow the town to establish a plan to identify and prioritize future use of parkland, pathways and open spaces. Completion of the CORP will serve as a tool and resource in seeking grant funding as well as forecasting future projects that maintain current park infrastructure and add amenities to meet community needs.

PROJECT SCOPE

The consultant would be expected to address as best possible the following:

1. Development of the CORP
   a. Meet the primary purpose of the CORP, which is to guide the acquisition, preservation, and development of land for park, recreation and related open space purposes as needed to satisfy the active and passive recreational needs of town residents, and to enhance the underlying and sustaining natural resource base of the community.
   b. Develop a CORP to serve the community for a five-year period, 2026-2030.
   c. Prepare the CORP in accordance with guidelines that make it certifiable by the State of Wisconsin Department of Natural Resources (DNR) as well as other state and federal grant and funding opportunities.
   d. Compile all research and findings in a comprehensive plan report to be shared initially with town staff followed by formal presentation(s) with town officials and committees.
   e. Provide a project timeline and routinely update town staff on CORP progress.
   f. Attend meetings of the town governing body as requested.

2. Document and Evaluate Existing Conditions
   a. Identify the Town's current parkland, pathways and open space. Indicate the quantity of amenities, acreage, property owner, and types of usage in these areas.

b. Discuss social factors that are important to understanding our community and its recreation needs and potential. Discuss population trends and projections over the planning period.
c. Provide a discussion of the physical factors in the community and region that are important to understanding this community and its recreation needs and potentials such as topography, water resources, climate, soils, environmental problems or concerns, and transportation systems.

3. Public Engagement and Visioning
   a. Engage with community and stakeholders such as staff, elected officials, community partners, and residents throughout the CORP process. These meetings can occur in person or virtually depending on town staff's approval of the meeting setup. Some of the meetings with staff and officials will need to be established on a one-to-one basis.
   b. In coordination with town staff, engage the public using various methods of outreach that aim to reach residents from all demographic groups within the town. Ensure public input is documented, evaluated and incorporated into various elements of the CORP.

4. Outline Issues and Opportunities: Vision, Goals, and Objectives
   a. Identify goals specific to the Town of Algoma and establish realistic and sustainable strategies to continue to enhance the current and future active and passive recreational needs of the community.
   b. Create a list of potential future uses, programs and capital projects to enhance the park, pathways and open space based on industry best practices, community input, and perspectives shared from staff, officials and stakeholders.

5. Identify Priority Projects, Improvements and Enhancements
   a. Create a priority-based scheduling of park, open space, and pathway assets based on conditions and useful life.
   b. Identify opportunities to reduce maintenance and operation costs while providing a high-quality park and recreation system.
   c. Create a maintenance plan of current park, open space and pathway assets that include sustainable best practices.
   d. Address any barriers to accessibility to increase equity as it relates to outdoor recreation in the town.
   e. Include a summary of current and potential future policy decisions for the town to consider for planning and maintaining the parkland, pathways, and open spaces.

6. Funding
   a. Identify current and new funding sources for the town to fund ongoing maintenance needs and future projects.
   b. Provide the information necessary to update the town's parkland impact fee.
   c. Based on evaluation of existing funding programs, determine what methods of alternative funding may be feasible in the town.

RESOURCES

The Town's current planning documents are available here: https://townofalgoma.org/planning/ and include:

- 2009 Park and Open Space Plan
- Comprehensive Plan Update 2040
- Town and City of Oshkosh Boundary Agreement
- 2005 Steinhilber Wetland Master Plan
- 2015 Citizen Survey

Annual budget and capital improvement plan can be found here: https://townofalgoma.org/budgets-financials/

PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address this CORP project.

1. Cover Letter
    a. Include the name, address and telephone number of the firm/company.
    b. Include the name and email of the direct contact person for this proposal.
2. Company Overview
    a. A brief description of the qualifications and experience of your firm/company.
3. Relevant Experience
    a. Your current and past experience as it relates to the scope of this request for proposal.
    b. References from other municipalities/organization for which your firm has provided this type of work or work related to this project request for proposal.
4. Support Team
    a. Identify the individuals comprising the support team, experience/biography, and what specific role each will take in completing the work.
5. Proposed Approach
    a. Provide a proposed work plan to meet the items listed in the project scope. Specifically provide key activities, timing, and information/resource requirements.
6. Provide the total cost to provide the project deliverables as stated in the project scope.

SUBMITAL INSTRUCTIONS:

Please provide (1) pdf digital copy and (7) physical copies of the proposal.

The digital copy must be submitted by 5:00pm CST, Monday February 24 by email with the subject "Town of Algoma – CORP proposal" to townadmin@townofalgoma.org.

The physical copies may be provided by mail or in person up to 72 hours after the digital deadline listed above to:

Town of Algoma
Attn: Town Administrator
15 N Oakwood Road
Oshkosh, WI 54904

If further information is required, contact Maggie Mahoney, Town Administrator, at 920-235-3789 or townadmin@townofalgoma.org.

PROCESS

The Town of Algoma will conduct the review, screening and selection of a professional firm to provide the project as required. The firm is encouraged to suggest or incorporate additions or modifications to the scope into the proposal that will enhance or clarify the deliverables to better ensure success for the Town.

EVALUATION CRITERIA

Staff will evaluate the proposals. If there is no clear choice, a short list of firms will be invited for an interview. The proposals and interview results shall be the basis of selection. The selection criteria are as follows:

- Demonstrated understanding of the scope of work in the request for proposal.
- Industry expertise and experience.
- Past record of performance as determined from all available information, including direct communication by the Town with current and former clients.
- The quality of the proposal and adherence to the proposal requirements.
- The quality of interviews, if necessary.
- Cost

SCHEDULE:

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change. The estimated schedule for the RFP process is:

Action Step	Date
RFP issued	January 20, 2025
Deadline for firm questions/to conduct pre-meeting (if needed)	February 3, 2025
Final Addendum Issued (if needed)	February 10, 2025
Proposals Due	February 24, 2025
Town evaluation/firm Interviews (if needed)	February 25 – March 10, 2025
Town Board consideration	March 19, 2025

TERMS AND CONDITIONS:

1. The Town of Algoma reserves the right to accept or reject any or all proposals. The Town of Algoma reserves the right to award a contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after award of the proposal.
2. The Town of Algoma reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
3. This RFP may be cancelled. Any or all proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification.
4. It is the sole responsibility of the vendor to ensure that the proposal is received by the Town of Algoma by the stated deadline.

SUMMARY OF FINANCIAL CONSIDERATIONS - Town of Algoma Comprehensive Outdoor Recreation Plan

	Cedar Corp	ECWRPC	Foth	JSD/Martinsen & Eisele	McMahon
Lump sum/base fee	$19,500 lump sum	not to exceed $16,111.40	$20,000 lump sum	$15,000	$28,000-$30,000
Reimbursable Expenses				$1,000	
Other considerations	town reference/project example; they will crate a project web portal	Town reference/project example; Oshkosh MPO regional planning documents and maps; drones for imagery			
Other					
Total lump sum/base fee and reimburseables	**$ 19,500.00**	**$ 16,111.40**	**$ 20,000.00**	**$ 16,000.00**	**$28,000-$30,000**

Cedar CORPORATION

Celebrating 50 Years 2025



Professional Services Proposal and Qualifications

Professional Planning Services
Comprehensive Outdoor Recreation Plan Update
Town of Algoma, Wisconsin

February 24, 2025

Photo Credit: Town of Algoma Website

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Cedar CORPORATION
Celebrating 50 Years 2025
Community Infrastructure • Architecture • Environmental Services

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

February 24, 2025

Ms. Maggie Mahoney, Town Administrator
Town of Algoma
15 N Oakwood Road
Oshkosh, WI 54904

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS FOR THE PREPARATION OF A COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

Dear Ms. Mahoney:

Cedar Corporation thanks the Town of Algoma for the opportunity to respond to its needs for an update of its existing Comprehensive Outdoor Recreation Plan. Cedar Corporation's diverse and talented staff has a wealth of experience working with communities on similar projects and we pride ourselves in preparing visionary plans for our clients.

Cedar Corporation has assembled its best support team to conduct this effort. Eric Fowle, Senior Planner, will serve as Project Manager for this effort and will be the main contact for the Town throughout the entire process. Eric has a deep familiarity with the Town of Algoma through his past work with the East Central Wisconsin RPC. His direct involvement with the Town of Algoma in Sewer Service Area and Transportation Planning, as well as being directly involved with leading the West Side Growth Area Visioning Workshop (2018) and portions of the Comprehensive Planning effort (2019) will create value and efficiency, significantly reducing the amount of time necessary to "get up to speed". His understanding of the Town's complex history regarding urbanization, its internal and external relationships, and past planning efforts will undoubtedly be relied on in such a planning process. Eric will be supported by a team of other professional planners, engineers, and GIS specialists, including Mr. Jaworski who did the first concept design for Jones Park.

Cedar Corporation's proposal was created to offer several levels of public engagement in both in-person and on-line formats. Our in-depth approach contains many components which are value-driven to ensure that a complete picture is developed for the Town's existing and future Park, Recreation, and Trail System.

We are very confident that we can provide the knowledge, experience, and creativity this project requires and we are excited to work with the Town's officials, staff, and residents to bring the updated CORP's vision to life. If you have any questions or additional information needs, please feel free to contact myself or Eric Fowle at any time.

Sincerely,

Cedar Corporation

Ken Jaworski
Director of Planning
ken.jaworski@cedarcorp.com
Direct: 920-785-7328

Eric Fowle, AICP
Senior Planner
eric.fowle@cedarcorp.com
Direct: 920-785-7307

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A community connected

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COMPANY OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)



LOCATION
1695 Bellevue Street
Green Bay, WI 54311
www.cedarcorp.com

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



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

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

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

CELEBRATING 50 years 1975-2025

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.

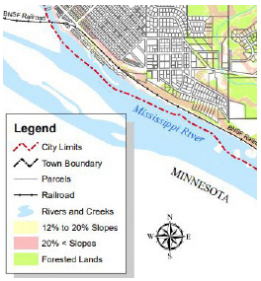
- Architectural Services
- Economic Development
- Environmental Services
- Municipal Engineering
- Planning and Grants
- Structural Engineering
- Transportation Engineering
- Water Resource Engineering
- Natural Resources

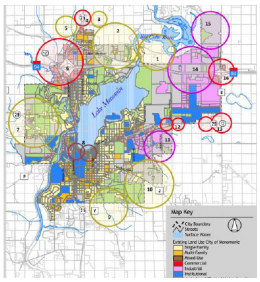
Planning and Grants

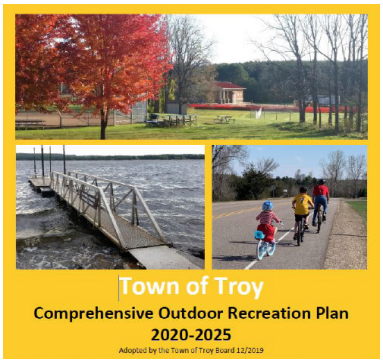
SERVICES













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

FIRM CAPABILITIES

At Cedar Corporation, we have the knowledge and experience to understand the factors necessary to create a Comprehensive Outdoor Recreation Plan that recognizes each park's individual character while also linking it to the parks system and surrounding neighborhood. For this project, we have a specialized team of experienced professionals to collaborate with Town staff, elected officials, and stakeholders to create a plan the Town is proud to utilize.

The strength of our Planners is their ability to organize multiple concepts and ideas into a single easy to read document with cost estimates, prioritizations, recommendations, and step-by-step processes allowing the Town to achieve its ultimate goal, creating outdoor experiences the users desire. We know what it takes to develop a plan that not only meets the Wisconsin Department of Natural Resources standards, but one that gets utilized on a regular basis.

Our Civil Engineers will provide strategic guidance on stormwater and drainage as well as providing cost estimates for proposed park improvements.

Our GIS Coordinator will develop detailed mapping of the area and assist with graphical representation of the park layout and design.

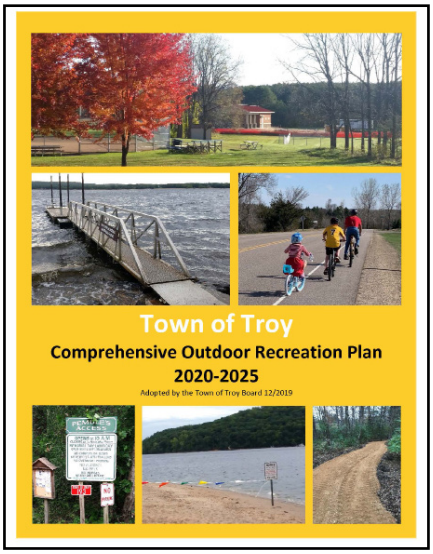
Furthermore, our team can provide additional related services such as drone flights for park flyover visuals, if requested, for an additional cost. Cedar Corporatio can also assist with investigating fundraising strategies including donations, endowments, and sponsorships for specific parks/park projects.

With the team we have assembled, and our approach outlined in this proposal, we are confident we can provide a Comprehensive Outdoor Recreation Plan that will capture the vision and set forth the path to implement the plan and develop a park that meets the needs and desires of the Town of Algoma.

RELEVANT EXPERIENCE/ REFERENCES

COMPREHENSIVE OUTDOOR RECREATION PLANS

Cedar Corporation has assisted many communities with creating and/or updating existing Outdoor Recreation Plans. Each plan inventories and evaluates a community's existing parks and facilities, develops goals and objectives, analyzes resident demographics and population projections, classifies existing parks, identifies service areas, determines community needs, and develops recommendations for improvements. At the same time, each community has unique aspects that are incorporated into its Plan.



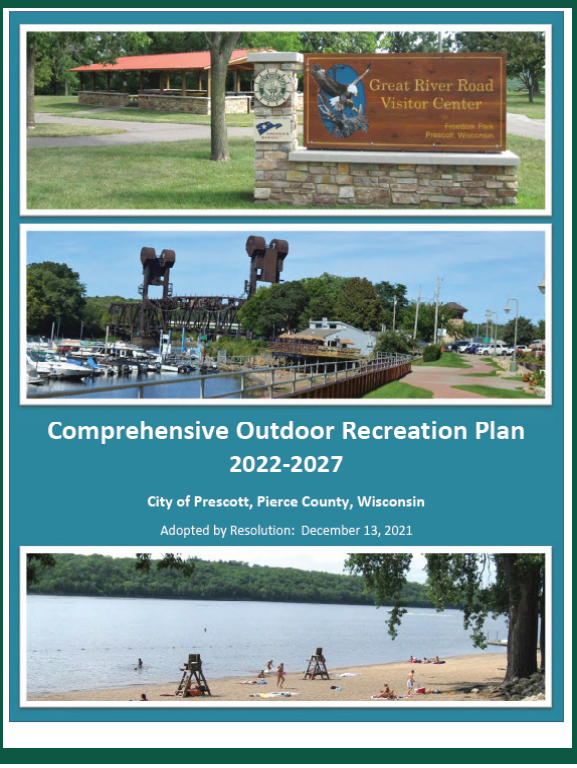
Parks and recreational opportunities are vital to a community and its users for many reasons including:

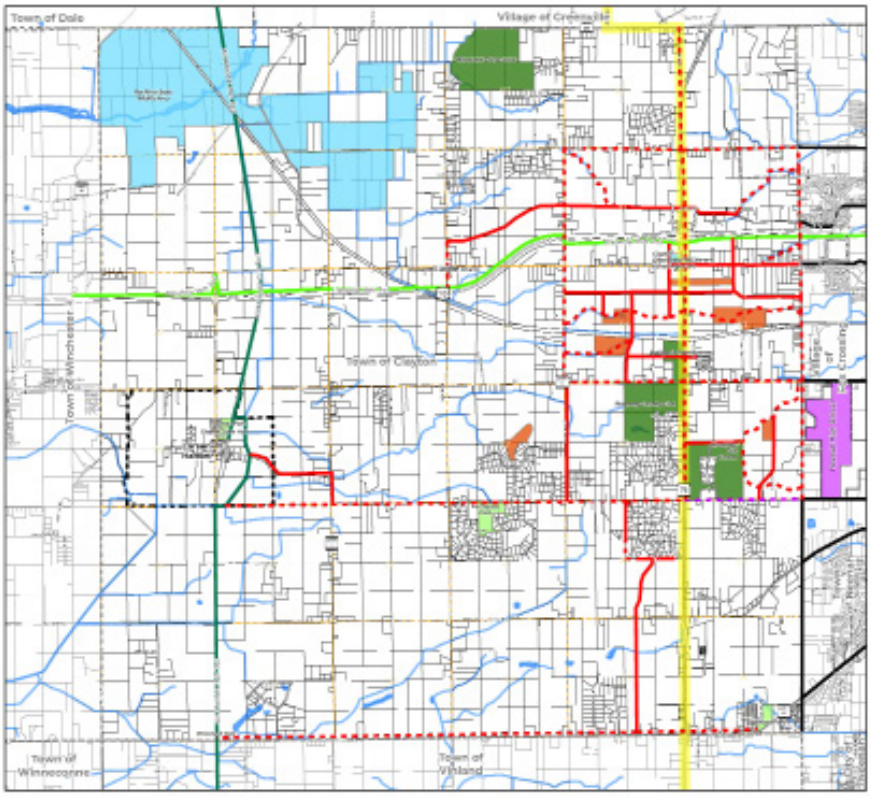
1. Creating spaces for physical activity or to simply unwind improving the health and well-being of users
2. Providing gathering spaces for the community creating opportunities to gather and meet people
3. Preserving spaces that improve the environmental health of the community by providing runoff protection, clean air, reduced heat island effect, and protection of wildlife habitat
4. Providing amenities that attract new residents and visitors which can have a positive economic impact on the community

Previous Experience

Some of the communities that Cedar Corporation has worked with to create/update Comprehensive Outdoor Recreation Plans include:

- Village of Bellevue, Brown Co.
- Village of Bonduel, Shawano Co.
- Village of Sherwood, Calumet Co.
- Town of Clayton, Winnebago Co.
- City of Kewaunee, Kewaunee Co.
- City of Menomonie, Dunn Co.
- City of Prescott, Pierce Co.
- Village of Balsam Lake, Polk Co.
- Town of Freedom, Outagamie Co.
- Town of Troy, St. Croix Co.
- City of Cornell, Chippewa Co.
- City of De Pere, Brown Co.
- City of Durand, Pepin Co.





Comprehensive Outdoor Recreation Plan Update

Clayton, Wisconsin

Prepared as a component of the Town of Clayton's Comprehensive Plan 2045 update process, this Comprehensive Outdoor Recreation Plan (CORP) meets all of the WDNR's requirements to make the Town eligible for future grant program funding.

It is projected that the Town of Clayton will experience a steady growth in population between now and 2040. The rate of growth could outpace projections now that public water and sewer service will be provided to the eastern portion of the Town. An increase in the number of residents will likely alter the overall leisure needs of Clayton residents. More residents will create the demand for more facilities, and in greater diversity than now exists. With continued rapid growth planned for the east side of the Town, there will be a need to acquire and develop additional neighborhood park sites which are more easily accessible to nearby residents by foot or bike.

A survey of residents indicated overwhelming support for creating new off-street bicycle and pedestrian paths which is supplanted by on-street bike lanes and sidewalks as new development occurs.

Hence, the CORP calls for the long-term creation of three new neighborhood parks, one regional park, and two additional conservation areas. Additionally, significant expansion of walking trails is recommended in a manner which is integral to the development of new neighborhoods. The new trail system will facilitate movement between existing and planned parks, as well as school facilities. Properly mapped trails will further reduce dependency on automobiles and encourage healthier lifestyles.

PARK AND RECREATION VISION:

"The Town of Clayton has an extensive network of well-maintained multi-use destination trails. We also offer parks that emphasize nature as well as provide specialized athletic facilities which meet current recreational trends."

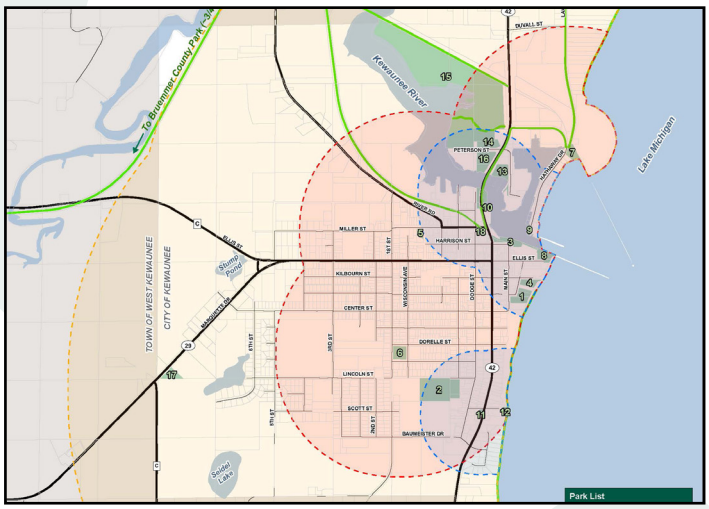


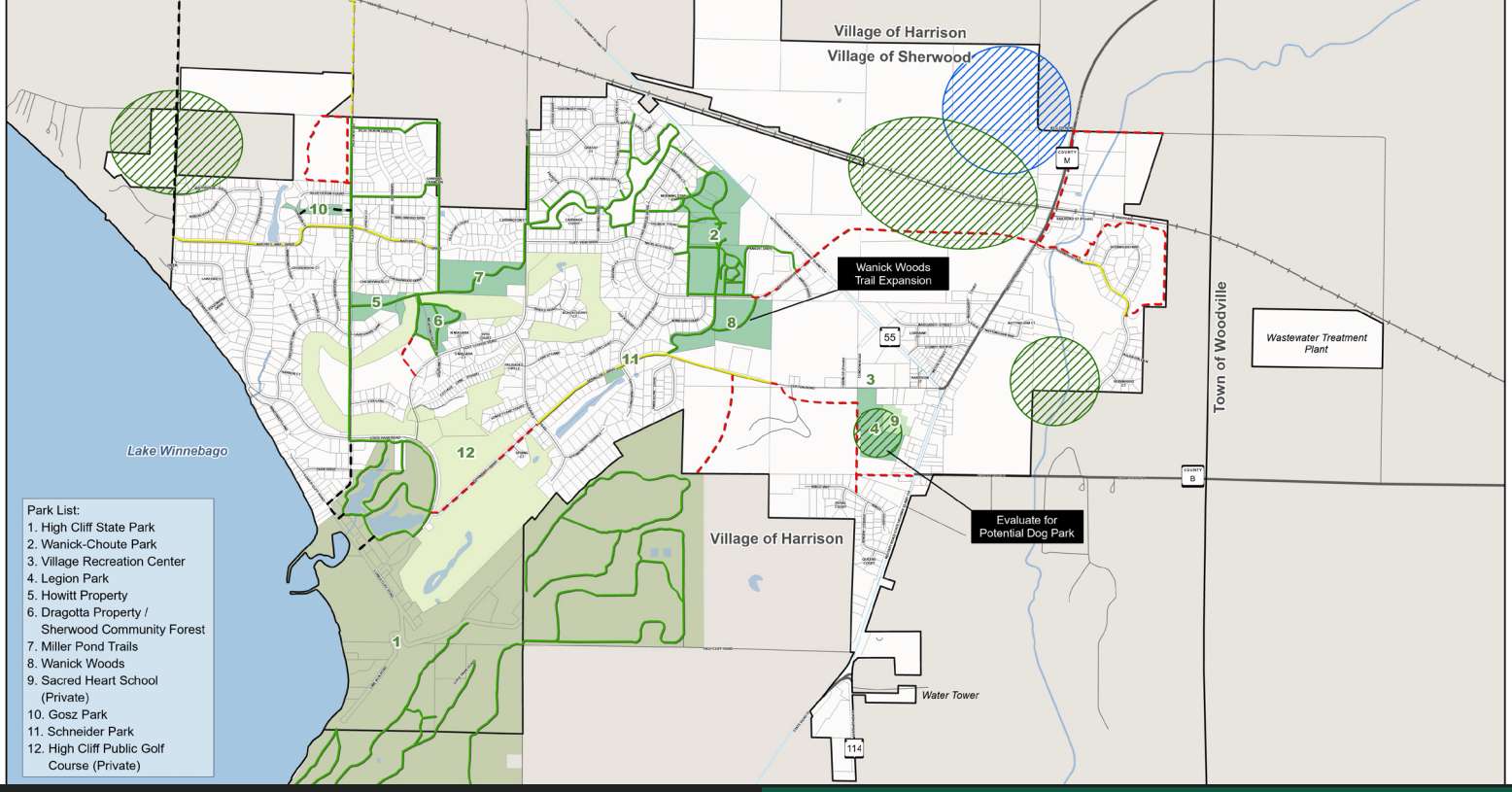
Comprehensive Outdoor Recreation Plan Update

Kewaunee, Wisconsin

In 2022, the City of Kewaunee hired Cedar Corporation to prepare an extensive update to its existing Harbor Master Plan document which focused on a set of thirteen publicly owned waterfront sites, that lie along Lake Michigan and the Kewaunee River. Detailed site master plans and cost-estimates were prepared to better position the City to seek grant funding for the myriad of identified projects. While this plan document covered many of the City's officially designated parks, it had a waterfront focus only. Therefore, the City hired Cedar Corporation again to prepare an update of its 2019-2024 Comprehensive Outdoor Recreation Plan (CORP) with a fresh five-year outlook in terms of goals, strategies, and recommended projects as they applied to the entire system of parks and trails. This will assist the City further in leveraging financial resources by continuing their eligibility for WDNR Stewardship funding.

The 2025-2029 CORP Update project is near completion and involved significant public input using an Ad Hoc Committee structure, as well as an on-line Recreation User's Survey and two interactive Public Involvement Meetings. While not yet adopted formally, the draft CORP is already having an effect on the community in terms of helping to identify issues and opportunities for specific park sites and activities, but also the recreation system as a whole. The process is also helping to recognize the intrinsic value of the City's lakeshore location and how it might utilize future park and trail improvements to leverage additional growth and development. Kewaunee's unique setting offers summer lakeshore and beach activities, and both the harbor-town and natural aspects of the Kewaunee River. With the park and recreation system being intermixed with a wealth of historic sites and structures, including the City's waterfront-adjacent downtown, Kewaunee is poised to be a destination for silent sports and water-based activities.



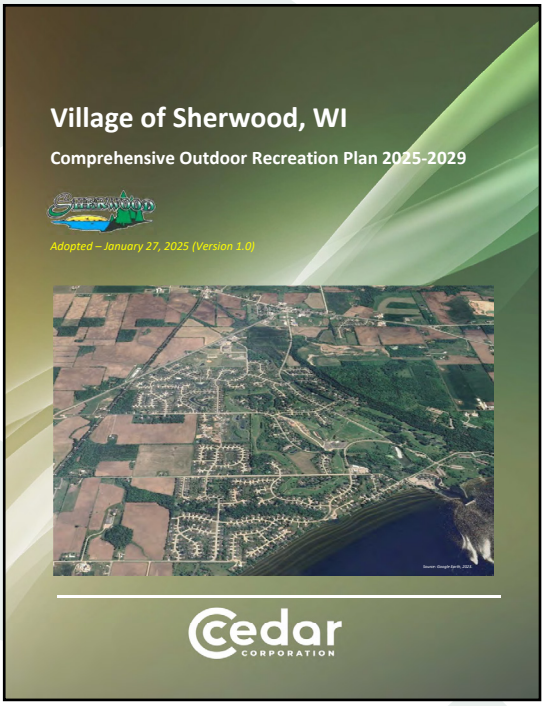


Comprehensive Outdoor Recreation Plan Update

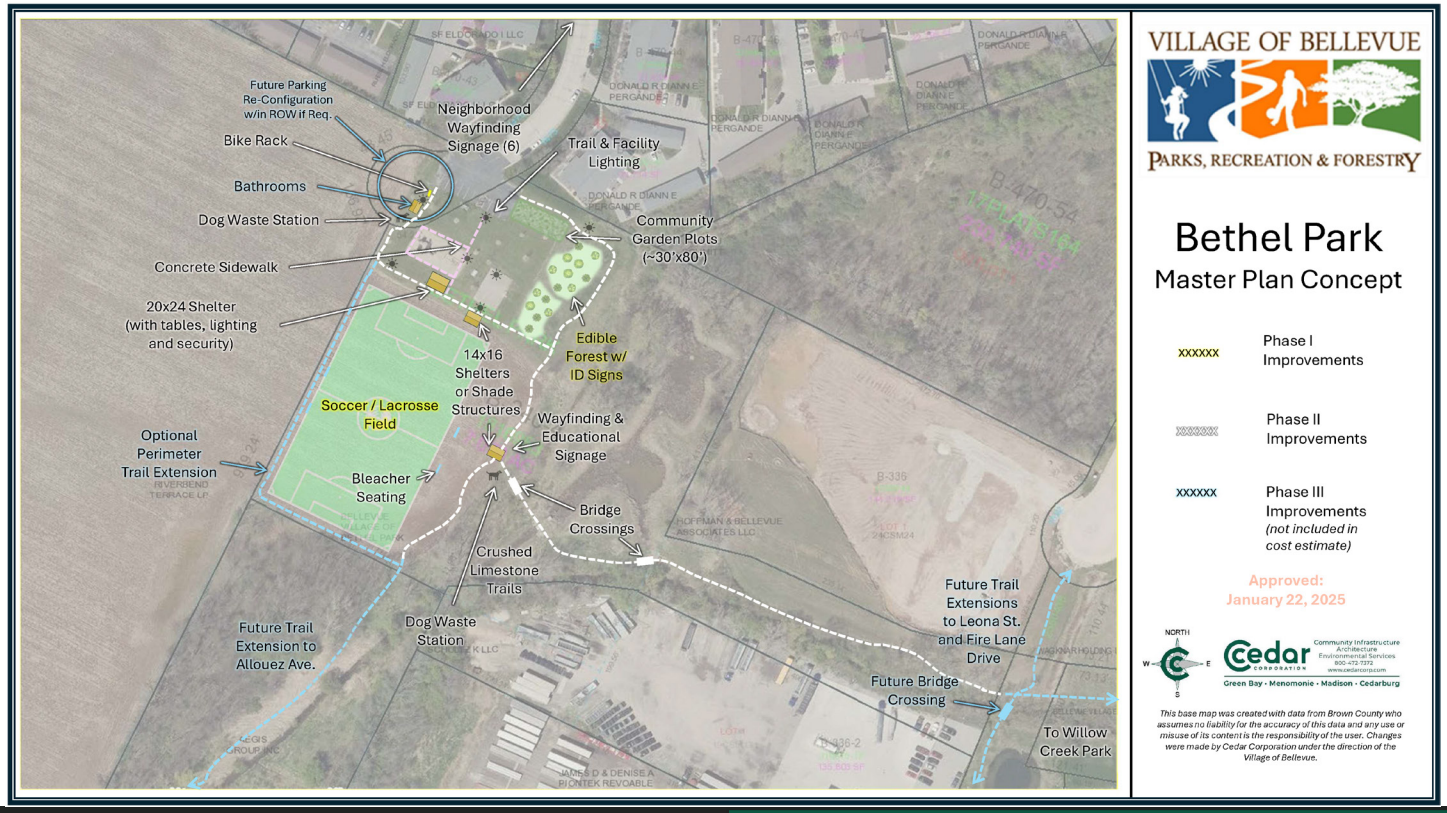
Sherwood, Wisconsin

In 2024 the Village of Sherwood hired Cedar Corporation to prepare an update to its 2020-2024 Comprehensive Outdoor Recreation Plan (CORP) so that it remained eligible for WDNR Stewardship grant funding. This plan update also provided the opportunity to re-assess the conditions of the existing park and trail system, as well as to entertain concerns and new ideas from the public on the conditions of its outdoor recreation system and how those individual parks should be used.

An initial Public Involvement Meeting, along with the deployment of an on-line Recreation User's Survey provided the Village with a fresh perspective on the issues and opportunities which needed to be addressed over the next five years. Concerns regarding the maintenance of existing equipment and trails, along with the interjection that newly popular sports such as pickleball need to be considered and accommodated within the 5-year plan.



The plan was adopted in January 2025 and now provides the Village of Sherwood with a more clearer and more expanded vision for improving its park and trail facilities. Major recommendations range from the creation of a new Legion Park Master Plan (which strongly considers the inclusion of additional pickleball courts), to the incremental addition of new park amenities throughout the system such as dog waste stations, benches, shelters, security cameras, and new trail segments.



Bethel Park Master Plan

Bellevue, Wisconsin

In 2024, Cedar Corporation provided assistance to Village of Bellevue (Brown Co.) to prepare a Master Plan and cost-estimate for Bethel Park. This 7.1-acre neighborhood park is partially developed with amenities including a basketball court, a play structure, and roughly ½ acre of green space. Based on recommendations in the Village's 2021-2025 CORP, additional improvements such as a multi-use sports field and covered pavilion were scheduled for construction in 2025.

Cedar Corporation prepared a Master Plan for the park but only after employing several unique public engagement opportunities early on in the process. Ideas from the public were solicited via an on-line Project Hub, whereby residents could get information about the project, view draft materials, and provide comments and updates using either a comment box, or an interactive map. Additionally, an on-site Saturday morning workshop was held which generated significant input and suggestions about the future use and design of the park.



The completed Master Plan includes not only the multi-purpose sports field and covered pavilion, but also contains long-term improvements such as connecting pathways, a community garden, an 'edible forest' of fruit trees, as well as bathrooms, lighting, and recommendations for signage. The ultimate vision for this park will require approximately $1M in improvements and the Village intends to utilize the Master Plan to apply for grants and seek donations. Cedar Corporation will continue assisting the Village on this project by coordinating bidding activities and overseeing construction management for the multi-purpose sports field in the Spring of 2025.

REFERENCES

VILLAGE OF SHERWOOD
W482 Clifton Road
Sherwood, WI 54169

Brenda Stumpf, Recreation Coordinator
parkandrec@sherwoodwi.gov
920-989-1589

CITY OF KEWAUNEE
401 Fifth Street
Kewaunee, WI 54216

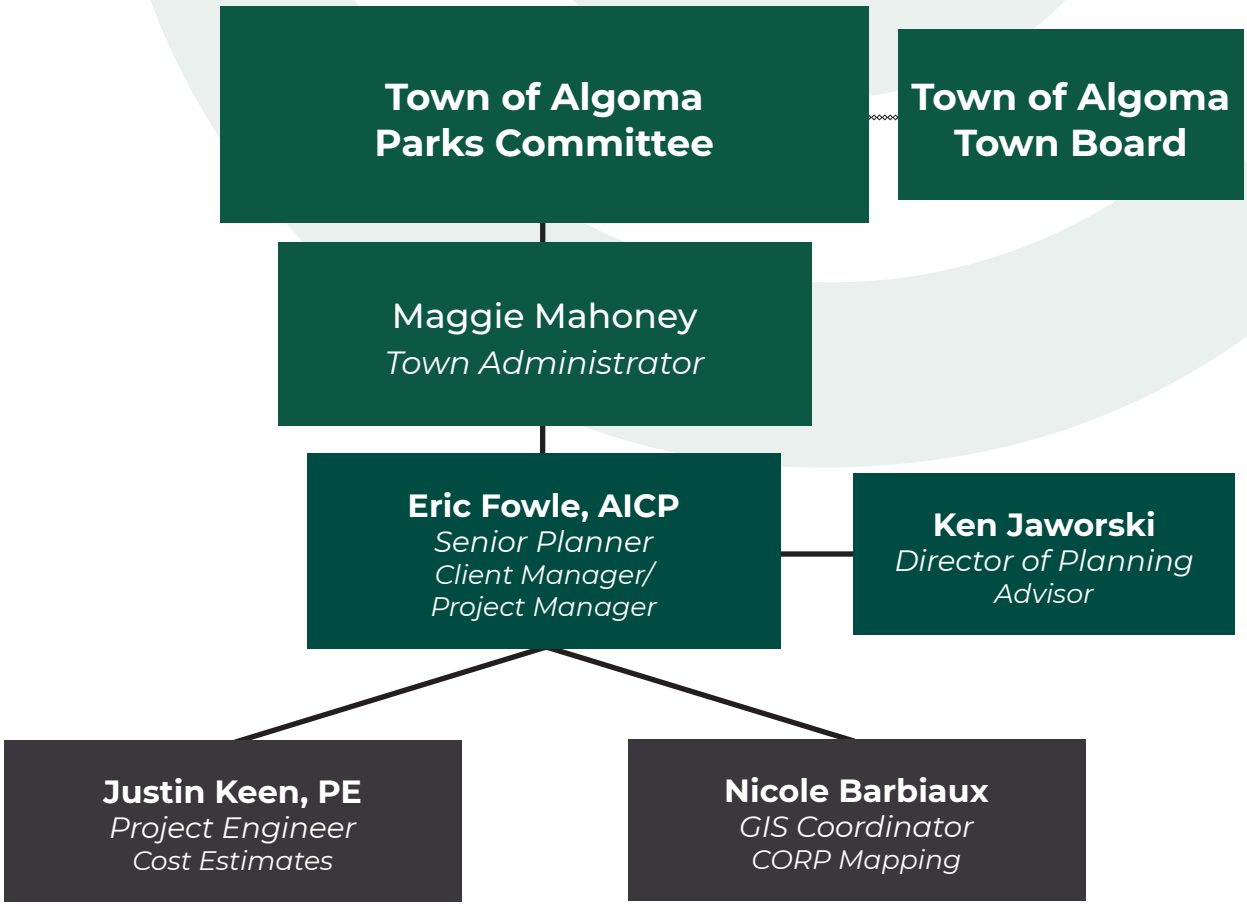
Heath Eddy, Administrator
heddy@cityofkewaunee.org
920-388-5000

VILLAGE OF BELLEVUE
2828 Allouez Avenue
Bellevue, WI 54311

Kyle Casper, Director of Parks, Recreation, and Forestry
kcasper@villageofbellevuwi.gov
920-593-5515

SUPPORT TEAM

PROJECT TEAM



ERIC FOWLE, AICP
SENIOR PLANNER - GRANT COORDINATOR



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 brings 34 years of experience in natural resource, recreation, economic development, and transportation planning. He has been involved in the local and regional planning and community development sector, which includes grant writing and administration, as well as program and project management. Eric has worked on projects at nearly every scale: local communities, counties, tribes, and regions.

Areas of Expertise Include:
- Extensive knowledge in topics associated with regional and local-level land use, housing, recreation, economic development, and environmental planning
- Comprehensive Planning and plan implementation strategies and methods, including the fundamentals of zoning and subdivision regulations
- Preparation of Comprehensive Outdoor Recreation Plans (CORP) meeting WDNR requirements
- 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 and redevelopment plans
- Competent in data collection, research analysis, and utilization of Geographic Information Systems (GIS)
- Expert knowledge in public participation and community visioning
- Meeting facilitation and public presentation skills
- Coordination and engagement with local elected officials and staff
- Familiarity with Federal and State grant funding partners and programs
- Grant writing and administration

Representative Project Experience Includes:
(may include projects while with previous employer)
- Comprehensive Outdoor Recreation Plans:
  - City of Kewaunee (IP, 2025)
  - Town of Clayton (2024)
  - Village of Sherwood (2018)
- Town of Clayton, Highways 10 and 76 Corridor Land Use Master Plan (2021)
- Fond du Lac County, Niagara Escarpment Greenway Study (2020)
- Comprehensive Plans (including recreation components):
  - Town of Clayton (IP 2023)
  - City of New London (IP 2023)
  - Village of Bellevue (2023)
  - Greenville, 2040 Comprehensive Plan (2019)
  - City of Oshkosh (2018)
  - Town of Buchanan (2018)
  - Village of Sherwood (2018)
  - City of Neenah (2017)
- The Cedars at Kimberly Master Plan (2013)
- Greenville, GreenPrint Plan (2004)
- Visioning processes and reports for the Village of Kimberly and Cities of Oshkosh, Menasha, and New London riverfronts
- Authored or co-authored over $9 million in grant applications for regional and local planning and infrastructure projects

KEN JAWORSKI
SENIOR CONSULTANT



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

Wisconsin Towns Association

League of Wisconsin Municipalities

Total Experience
Since 1983

Ken Jaworski brings over 40 years of experience in community comprehensive planning, land use, natural resource management, and park/corridor planning. He is also very experienced in zoning ordinance development and zoning administration. Ken is an accomplished meeting facilitator and public speaker.

Areas of Expertise Include:
- Greenway Corridor and trail planning
- Development of over 20 Comprehensive Park and Recreation Plans (CORP's)
- Park Master Plans
- Author or co-author in the development of over 90 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Land Use Plans
- Highway Corridor Master Plans
- Public meeting facilitation
- Intergovernmental agreement negotiations
- Farmland Preservation Plans and ordinances (DATCP certified)
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Renewable energy planning
- Expert witness testimony
- Business development
- Contract negotiation and execution

Park Master Plans for:
- Jones Park Concept Plan, T Algoma, WI
- Calavera Springs Community Park, Suamico, WI
- Greenville Community Park, Greenville, WI
- Springfield Community Park, Buchanan, WI

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

Other Relevant Experience Includes:
- Dog park design
- Development of fund raising strategies for 501c3 organizations
- Conference speaker and session presenter for WAPA, WTA, and other agencies
- Author of the original East River Parkway Plan (1991), Bellevue, Wisconsin

JUSTIN KEEN, PE

PROJECT ENGINEER - COMMUNITY INFRASTRUCTURE



Education

Bachelor of Science in Civil Engineering: University of Wisconsin-Madison (2003)

Professional Registrations

Professional Engineer - WI

Professional Affiliations

Northeast Wisconsin Storm water Consortium (NEWSC)

Fox-Wolf Watershed Alliance (FWWA)

Total Experience

Since 2003

Justin Keen provides urban and rural road design, utility (wastewater collection, water systems, and storm sewer) design, and civil site design for residential, commercial, and municipal developments. His expertise includes street and sidewalk design, utility design, and storm water management for public and private infrastructure projects, earthwork analysis, site layout, and grading.

Areas of Expertise Include:

- AutoCAD drawings, cost estimates, earthwork calculations, and quantity takeoffs for various public and private infrastructure improvement projects
- Horizontal/vertical alignments, cross sections, typical sections, and intersection designs for street and trail projects
- Regulatory agency and utility company coordination
- DNR and US Army Corp permit applications
- Prepares site, grading, erosion control, and storm water plans
- Designs sanitary, water main, storm sewer & storm water management facilities
- Prepares permits, specs, and bid documents for various projects
- Performs site observations for infrastructure improvement projects
- Coordinates projects with architects, contractors, developers, other engineering firms, and municipalities.

Representative Project Experience Includes:

- Annual Roadway Reconstruction Projects since 2011, Town of Buchanan, WI
- CTH N Storm Water Management Facility, Town of Buchanan, WI
- Yard Waste Transfer Site Design and Construction, Town of Buchanan, WI
- Springfield Park – Phase 1 and Phase 2 Improvements, Town of Buchanan, WI
- MS4 Storm Water Management Plan, Town of Buchanan, WI
- Site Plan, Development, and Storm Water Reviews, Town of Buchanan, WI
- Capital Improvement Planning Assistance, Town of Buchanan, WI
- School Road - Roadway and Utility Reconstruction, Village of Greenville, WI
- Greenwood Road - Roadway and Utility Reconstruction, Village of Greenville, WI
- STH 76 and Hillview Road Sanitary Sewer and Water Main Construction, Village of Greenville, WI
- Annual Roadway Reconstruction Projects since 2018, Village of Greenville, WI
- Fire Station Utility and Site Design, Village of Greenville, WI
- STH 15 Storm Water Management Facilities, Village of Greenville, WI
- Annual Pavement Rehabilitation Projects, Village of Coleman, WI
- TID #2 Roadway and Storm Water Management Design, Village of Coleman, WI
- TID #1 Roadway and Storm Water Management Design, Village of Bellevue, WI
- Streambank Stabilization Projects, Village of Bellevue, WI
- MS4 Storm Water Management Plan, Village of Bellevue, WI
- Storm Water Management Plan and Site Development Reviews, Outagamie County Drainage Board, WI
- Consulting Engineering Services, Outagamie County Drainage Board
- Subdivision Drainage Reviews, Town of Center, WI
- Driveway Culvert Reviews and Permitting, Town of Center, WI
- Subdivision Drainage Reviews, Town of Osborn, WI
- Storm Water Management and Site Design, Cedar Corporation Office Building - Green Bay, WI
- Storm Water Management Design, West Business Park, City of De Pere, WI
- Utility and Street Design, City of Manawa, WI
- Utility and Road Reconstruction, City of Weyauwega, WI
- Utility, Road, and Site Design, Village of Sherwood, WI

NICOLE BARBIAUX
GIS COORDINATOR



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

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, 2023
- Village of Sherwood CORP mapping (2023)
- City of Kewaunee CORP mapping (2024)
- 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

PROPOSED APPROACH/ SCOPE OF WORK/ PROJECT TIMELINE

PROJECT APPROACH

Working with the Town of Algoma, Cedar Corporation will prepare an updated 5-year *2026-2030 Comprehensive Outdoor Recreation Plan (CORP)*. The updated CORP will be important in order to establish a refreshed vision for the future of parks, recreation, and trails within the Town's jurisdiction, as well as examining opportunities for collaboration with its neighboring and overlapping units of local government.

The purpose of a CORP is to create both a five-year and a long-range (20 year) Action Plan which can guide the growth of the park and trail system as the Town grows and accommodates change. As a prelude for deriving the Action Plan, the plan inventories existing parks and facilities, determines deficiencies and surpluses within the system, and identifies future recreational needs and potential future acquisitions. These factors serve as the cornerstone for formulating general and site-specific recommendations, which then provides the basis for all capital projects included in the Action Plan.



A second purpose of the CORP is to satisfy the mandates of available funding programs. Among these mandates are requirements that all WDNR Stewardship Program funded projects be clearly identified and justified in current locally adopted CORPs to qualify. Once approved, the community will be eligible for available state-administered funding programs and cost sharing during the interval of 2026-2030.

The success of any local planning effort is often dependent on the involvement, support, and active participation of community residents in the CORP's preparation. To ensure a diverse spectrum of citizen viewpoints and concerns contributed to the plan's development, citizen support and input will be solicited from individuals representing a variety of interests through publicly accessible meetings, in-person public involvement meetings, and on-line public engagement methods. The leadership provided by the Town in terms of having a specific existing or new Committee to take ownership of the process and plan will be crucial to its preparation and implementation success. For this project, Cedar Corporation recommends utilizing an expanded version of the Town's existing Parks Committee. The addition of several more ad hoc (non-voting) members which represent other stakeholder groups would be invaluable to the process, including consistency in communication, as well as creating efficiencies in the Plan's preparation. For the purposes of this proposal, this group will simply be referred to as the "Committee".

SCOPE OF WORK

The proposed scope of work outlines the major plan phases and specific tasks and sub-tasks which will be conducted as part of the CORP Update process. The scope of work can be modified to fit the Town's specific needs and Cedar Corporation can be flexible in how the various components are addressed in the five phase as outlined below and on the following pages.

- Phase I: Information Gathering and Documentation of Existing Conditions
- Phase II: Public Engagement
- Phase III: Parks and Trails Needs Assessment
- Phase IV: Plan Development
- Phase V: Final CORP Presentation and Adoption

Phase I: Information Gathering and Documentation of Existing Conditions
When developing a CORP, it is vital to have a good understanding of the community planning efforts, the existing park system, environmental concerns, and surrounding uses. Cedar Corporation will kick off the project with the Town by conducting the initial phase of information gathering and a community analysis which will include the following:

Task 1.1 Host an initial collaborative meeting with Town staff to understand the park and trail system, expenditures, site conditions, planning history, and the vision for community parks and recreation areas. Gather initial input and direction, identify stakeholders/partners and contacts to participate in the planning process, and refine the timeline and details for the project, as required.

Task 1.2 In conjunction with Town Staff, conduct a site visit for each park site, trail facility, and designated open space area to review the physical characteristics, confirm inventory of major and minor amenities, assess conditions and accessibility of equipment and structures, and take photos to document features for incorporation into the Plan. Prepare tables and narratives to describe existing conditions, including acreages, ownership, amenities, and physical conditions.

Task 1.3 Collect and review available planning documents for the park system including, but not limited to:
- Town of Algoma Park and Open Space Plan (2009)
- Town of Algoma Comprehensive Plan Update 2040 (2020)
- Town of Algoma West Side Growth Area Visioning Workshop Summary (2018)
- Town of Algoma Citizen Survey (2015)
- Winnebago County Comprehensive Outdoor Recreation Plan (2024)
- Connecting People and Communities: Winnebago County Bicycle & Pedestrian Plan (2017)
- A Multi-Jurisdictional Comprehensive Plan for Winnebago County: 2016-2035 (2016)
- ECWRPC 2030 Regional Comprehensive Plan (2008 and any draft 2045 Plan materials)
- Oshkosh MPO Long Range Transportation/Land Use Plan 2050 (2020)
- Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan (2021)

SCOPE OF WORK

In addition, Cedar Corporation will review available traffic data, transportation projects, building permits (supplied by the Town), Capital Improvement Plans, annual Town budgets and impact fees, environmental data, Wisconsin Wetland Inventory Maps, and FEMA Floodplain Maps. Draft narratives and maps will be prepared to describe past planning outcomes related to the CORP update, describe physical factors, conditions, and influences, and assess current and future budget constraints.

Task 1.4 Collect and analyze historic demographic data and projections, including population and households. Review and prepare narratives on current and expected social trends and their potential impact or influence on recreation facilities.

Task 1.5 Collect available GIS and mapping data from the Town and Winnebago County. Update the Town's base map to create an updated Parks and Trail System map for use and reference during the project.

Task 1.6 Host Committee Meeting #1 to kick off the process. This will include a review of the process and data/information collected to date, as well as a review/discussion on the content and format of the Recreation User's Survey.

Phase II: Public Engagement

Communication is a crucial component of any planning project. Whether it's listening to staff about specific site issues and history of a project or engaging with the public to understand their desires for the community's park system as a whole, communication with staff, stakeholders, and the public is key. Cedar Corporation proposes the following public engagement efforts:

Task 2.1 Develop a web-based Project Portal which will contain basic information about the project along with project contacts, existing reference documents, new draft documents produced during the process, and several options for citizens to provide input through comment boxes and interactive maps. The Project Portal will be maintained and updated by Cedar Corporation on a regular basis and will be operational during the entire planning process. The Town will be able place a link to the Project Portal on its website's home page and social media pages for easy access by residents.

Task 2.2 Prepare and implement online Recreation User's Survey using Survey Monkey:

- Develop the on-line survey, consisting of no more than twenty (20) questions, with input from Town Staff and the Committee. The survey would be available for an approximate 6-week period.
- Provide a website link for the survey to the Town to post on its website and social media, as well as to send out to stakeholder groups, park user groups and others as the Town may see fit.
- Develop promotional/marketing materials to engage the public regarding the survey effort, including:
  - ◊ Introductory email for direct invites to take the survey.
  - ◊ A press release to be sent to local media outlets stating the nature and importance of the survey and what the Town hopes to achieve by getting input from the public.
  - ◊ Creation of 1-page and ½-page flyers announcing the survey which includes a QR Code for direct access to the survey.
- Upon completion, review survey results and prepare a summary document which includes statistical results and analysis, as well as synopsis of all written comments. In conjunction with the previously obtained demographic data, create a profile of current and prospective park users.

SCOPE OF WORK

Phase III: Parks and Trails Needs Assessment
After completing the site analysis and reviewing initial feedback from Town Staff, Cedar Corporation will complete the following to develop a Parks and Trails Needs Assessment:

Task 3.1 Develop Park and Trail Service Area maps using the existing Parks and Trail System map, which will utilize service radius standards based on the park and facility type. To assist in the analysis parks will be classified as follows: Community, Neighborhood, Mini, Public Greenspace, Special Interest. This task will help to define service gaps and overlaps in the park and trail system.

Task 3.2 Review National Recreation and Park Association (NRPA) standards including the 2022 Annual Performance review to identify trends in peer communities and national standards in outdoor recreation and associated areas.

Task 3.3 Assess specific needs for existing and future parks and identify areas in the parks where accessibility and equity may be an issue, including a review of the Town's Future Land Use Map. Develop recommendations on where improvements can be made to ensure parks are accessible and equitable for all residents.

Task 3.4 Review current CORP's vision, goals, and objectives and modify/update based on input received from the Recreation User's Survey, as well as Committee input to date. The intent of this review is to ensure strategies are timely, realistic, and sustainable with respect to the needs of the community and the capacity of Town Staff and budgets.

Task 3.5 Compile a list of needed and suggested capital improvements for consideration and prioritization, including maintenance items (and programming as applicable), based on the facilities' useful life.

Task 3.6 Host Committee Meeting to present and discuss the following:
- Present Parks, Recreation, and Trails Survey results summary.
- Review Current Plan's Vision, Goals, and Strategies and proposed modifications.
- Identify preliminary priorities for short, medium, and long-term improvements and capital projects for inclusion in the 5-year Action Plan.

Phase IV: Plan Development
Cedar Corporation will develop a CORP document that is functional and easy to use for the public and staff, increasing the likelihood that the CORP gets utilized and implemented in future park and recreation planning decisions. After completing Phases I – III, Cedar Corporation will develop the draft CORP and complete the following tasks:

Task 4.1 Develop draft CORP document elements including the following:
- CORP overview of requirements and process.
- Park and Trails vision, goals, and strategies.
- Description of the planning area including social/demographic characteristics of the Town and physical characteristics of the region.

SCOPE OF WORK

- Outdoor recreation supply inventory for natural resources available for recreation, outdoor recreation facility inventory, and accessibility for persons with disabilities.
- Maps of Proposed Parks and Trail System clearly identifying existing and new parklands and trails.
- Parks and trails needs assessment information for each existing park site and trail segment outlining characteristics, available amenities, and facility conditions.
- Other maps, photos, diagrams, charts, and narrative text necessary to guide the implementation of the Plan.
- Outdoor recreation needs assessment based on public input, National Recreation and Park Association standards, and recommendations in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) regarding regional priorities.
- Recommendations including a 5-year Action Plan/Capital Improvement Schedule, Operation, and Maintenance efforts, and policy-related matters as appropriate.
- Information on existing and potential funding opportunities, fundraising strategies, and information which will be necessary to update the Town's Park Impact Fee.

Task 4.2 Host Committee Meeting #4 to review draft CORP document with specific focus on the 5-Year Action Plan and to review and discuss any policy-related recommendations with respect to management, operations, and funding.

Phase V: Final Draft CORP Presentation/Adoption
After completing the review of the draft CORP with Town Staff, Stakeholders, and the Committee, Cedar Corporation will develop the final draft CORP and will complete the following tasks:

Task 5.1 Prepare for and host a Public Involvement Meeting (PIM) to share the final draft CORP with the general public.

- Work with Town Staff to develop promotional materials and distribution campaign for the event. The Town would be responsible for distributing invites to identified stakeholders and postings on Town website and social media platforms, as well as other general event promotion tasks.
- Provide interactive displays
- Develop summary document containing the PIM results and distribute to Town Staff and the Committee for review and consideration.

Task 5.2 Host Committee Meeting #5 to:

- Review PIM Summary Document.
- Present final draft CORP and seek input on its content.
- Seek a recommendation to approve and forward a Resolution of Adoption to the Town Board.

Task 5.3 Present Committee recommended version of the final draft CORP to the Town Board for adoption.

Task 5.4 After adoption, prepare and print final CORP document and maps.

Task 5.5 Submit approved CORP and adoption resolution to the WDNR regional Community Service Specialist for acceptance.

PROJECT TIMELINE

All work as listed in the above Scope for preparation of a *2026-2030 CORP* is proposed to commence at the beginning of May, 2025 and would be completed for adoption consideration in April, 2026. A generalized timeline of tasks and Committee meetings is shown below:

May-Jun 2025

Phase I: Information Gathering & Documentation of Existing Conditions

- Staff Meeting
- Review Planning Docs
- Park Site Visits
- GIS Mapping
- Host Committee Meeting #1 (Kickoff)

Jul-Sep 2025

Phase II: Public Engagement

- Prepare Project Portal
- Prepare and Implement Recreation User's Survey
- Prepare Survey Summary Document
- Host Committee Meeting #2

Oct-Dec 2025

Phase III: Parks & Trails Needs Assessment

- Collect and Update Demographic Data & Projections
- GIS Mapping Update of Existing System and Service Areas.
- Comparison to Standards.
- Assess Park Conditions and Needs.
- Host Committee Meeting #3

Jan-Feb 2026

Phase IV: Plan Development

- Finalize CORP Vision, Goals, Strategies & Recommendations
- Prepare 5-Year Action Plan
- Prepare Preliminary Draft of CORP Document
- Host Committee Meeting #4

Mar-Apr 2026

Phase V: Final CORP Presentation & Adoption

- Host Public Involvement Meeting and Summary Document
- Host Committee Meeting #5
- Prepare Final Draft CORP
- Plan Adoption by Parks Committee and Town Board

COST PROPOSAL/ DELIVERABLES

COST PROPOSAL/DELIVERABLES

Based on the nature of this project, the clarification of task responsibilities is of great importance so that the planning effort is seamlessly coordinated. These general responsibilities are as follows:

Responsibilities of Cedar Corporation

- Provide meeting materials and draft documents to Town staff in advance of public meetings.
- Develop and maintain web-based Project Portal.
- Develop CORP activity promotional materials.
- Prepare public engagement materials.
- Prepare CORP document including chapter text, maps, summaries, and appendices, etc.
    - ◊ This will include one complete preliminary draft document for public review, a final draft document for approval consideration, and the finished document once approved
- Facilitate/present in-person at the following meetings:
    - ◊ Staff Meeting (1)
    - ◊ Committee meetings (5)
    - ◊ Public Involvement meetings (1)
    - ◊ Town Board meeting (1)

Responsibilities of the Town of Algoma

- Market and promote the CORP Update effort on social media and at regular meetings and public events.
- Provide space for public meetings and public engagement efforts.
- Post all public meetings and distribute CORP materials to the Committee.
- Prepare any meeting minutes as required.
- Provide necessary background information (building permit data, etc.), site history, stakeholder contacts, planning documents, GIS data, and request data from agencies as required.
- Provide timely review, guidance, and feedback on draft materials throughout the process.

Project Deliverables

Within 30 days of adoption of the final *2026-2030 CORP*, Cedar Corporation will provide the following project deliverables:

- Five (5) full-color, bound, printed copies of the *2026-2030 CORP*, including sub-reports included as appendices
- Two (2) 32x48 display size maps of the Existing and Recommended Park, Recreation, and Trail System.
- An electronic (.pdf) format version of the *2026-2030 CORP* and associated maps.

Cost Proposal

Based on the tasks in the Scope of Work, Cedar Corporation proposes a **lump sum cost of $19,500** for the listed tasks associated with the preparation of the *2026-2030 CORP*.

Cedar
CORPORATION

Celebrating 50 Years
2025

BUILDING TRUST

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1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com



Comprehensive Outdoor Recreation Plan Proposal – Town of Algoma, WI

East Central Wisconsin Regional Planning Commission
ECWRPC
Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Winnebago

East Central WI Regional Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
920-751-4770
Joe Stephenson, Senior Planner
jstephenson@ecwrpc.org

January 27, 2025

RE: Town of Algoma Comprehensive Outdoor Recreation Plan (CORP) Proposal

Administrator Mahoney,

Thank you for reaching out to *your* Regional Planning Commission for a proposal to update the Town of Algoma's Comprehensive Outdoor Recreation Plan (CORP) in 2025. This update will encompass a thorough revision of all chapters, maps, and associated data, ensuring compliance with state statutes and enhancing the plan's usability through concise language and rich graphical content.

ECWRPC Overview: East Central WI Regional Planning Commission's staff of 20 provide professional planning services to the communities in a 10-county region of East Central Wisconsin. East Central's core program areas include Regional Comprehensive Planning, Transportation, Economic Development, and Environmental Management. In addition, the Commission administers the NR-135 Non-Metallic Mining Reclamation program on behalf of 5 of our member counties and contracts with communities to update local plans such as Comprehensive Plans and Comprehensive Outdoor Recreation Plans. This work is supported by a GIS department highly skilled in mapping, data analysis and visualizations. An in-house, certified drone operator enhances the Commission's planning process utilizing high-quality overhead imagery which can be incorporated into the final product delivered to your community. East Central is currently recruiting for a newly created Grants Coordinator position who will be available to assist communities seeking implementation grants following plan adoption at no additional cost to the community.

Relevant Experience: The Commission completed CORP updates for the City of Shawano and Town of Buchanan in 2024. We encourage you to contact the following references involved with these projects:

> **Matt Hendricks**, City of Shawano Director of Parks, Recreation, & Special Projects
> mhendricks@cityofshawano.com 715-526-6171
>
> **Michael Brown**, Town of Buchanan Administrator
> MichaelB@townofbuchanan.wi.gov 920-257-5845

In 2025, the Commission will be updating CORPs for the City of Waupaca, City of New London, Village of Hortonville, and Village of Brandon.

Project Team: The primary project team members are as follows:

Project Manager – Joe Stephenson
Joe is a graduate of the University of Wisconsin Oshkosh with a Bachelor's Degree in Urban and Regional Planning and a Master's in Public Administration. His background is in municipal government and city planning, with nearly a decade of experience working in various communities throughout the Fox Cities. Joe is responsible for administering the Economic Development Program and Local Contracts at the Commission. He led the work for the City of Shawano and Town of Buchanan on their CORP updates in 2024. Joe joined the East Central team in 2024.

Planner – TBD
East Central is currently recruiting for a Grants Coordinator position who will also be assigned to work on local contracts. We are anticipating a start date in early March and contingent on the successful candidate's background and experience, currently plan to assign this project to this position, under Joe's direct guidance and supervision. Should this not be an option, another Associate Planner on the East Central team would be reassigned to this project.

GIS Manager – Mike Zuege
Mike has been with ECWRPC since 2000. His primary duties include representing GIS interests on project teams, coordinating work with staff and external business partners, and managing the GIS Data Analysis and Visualization Program. Mike's interests of technology and love of mapping, is a perfect fit for keeping the GIS Department moving forward in these rapidly changing times.

GIS Analyst – Rachel Roth
Rachel has been with ECWRPC since September of 2020. She graduated from UW-Eau Claire in 2018 with a B.A. in Geography and a minor in Multimedia Communication. Rachel provides technical support to planning staff, which includes updating GIS datasets and creating maps and graphics. Rachel was heavily involved in both the Planning and GIS work for the City of Shawano and Town of Buchanan on the CORP updates in 2024.

This team will be supported, as necessary, by other planning and administrative staff at East Central to deliver this project to the Town of Algoma on time and on budget.

Project Kickoff and Timeline: This project would be launched in April 2025, starting with a kickoff meeting organized by our staff. The estimated duration for the completion of this plan is 9 months from the kickoff to the adoption date, during which we will engage deeply with town officials and the public.

Invoicing: The town will be invoiced quarterly based on actual hours worked and direct expenses, ensuring financial efficiency and transparency throughout the project duration.

Scope of Work and Associated Costs: Our comprehensive approach includes several key tasks, outlined as follows:

- **Project Management:** Regular coordination meetings with town staff, progress updates, and planning for presentations to various town committees and the public.
- **Community Engagement:** Utilization of innovative tools such as a social pinpoint website, interactive mapping applications, online surveys, visioning sessions, and pop-up events to foster robust public participation.
- **Needs Analysis and Level of Service:** Conducting a complete parks audit and integrating community feedback to address future needs for parks and recreation facilities.
- **Vision and Goals Development:** Crafting strategic visions and goals in collaboration with town staff and the community to guide future park planning and support future grant applications.
- **Drafting the Plan:** Developing a draft plan with extensive maps and graphics, incorporating feedback from town staff on each chapter and map to refine the content.
- **Final Plan Development and Review:** Finalizing the CORP document and presenting it to the committee of jurisdiction, with recommendations forwarded to the Town of Algoma Board for final adoption.

Total Project Cost: The total cost for completion of this project is projected to be **$16,111.40**. *This is a not to exceed cost and the town will only be invoiced for actual costs incurred.*

A more detailed outline of the project timeline and cost estimates are attached for reference.

We appreciate your consideration of this proposal and are enthusiastic about the opportunity to contribute to the enhancement of Algoma's outdoor recreation offerings. Please do not hesitate to reach out if you have any questions or need further information.

Thank you for your time and attention.

Best regards,



Joe Stephenson
Senior Planner
920-886-6832
jstephenson@ecwrpc.org

Task Description	2025								
	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Project Management									
Coordinate with Staff and Parks Committee									
Inventory and Park Audits									
In-Person Kick Off Meeting									
Community Engagement: Public Engagement and Visioning									
Formulate Survey Questions and Discuss online engagement tool - Social Pinpoint									
Conduct Stakeholder Meetings/Focus Groups									
Analysis of Survey Data									
Needs Analysis and Level of Service: Background and Evaluate Existing Conditions									
Compile Demographic and Background Data									
Review Park Inventory Analysis									
Develop level of service analysis by park type									
Vision and Goal Development									
In Person Meeting									
Draft Vision Statement									
Draft Goals and Objectives									
Identify Key Issues and Opportunities									
2nd Draft Goals and Objectives									
Concept Plan, Strategies, and Recommendations: Identify Priority Projects, Improvements, and Enhancements									
Check-in to Review Draft Recommendations/Action Plan									
Review Draft Concept Maps									
Identification of Future Facilities									
Review Existing Funding									
Identify Alternative Funding Options									
Prioritize Projects									
Plan Implementation: Final Adjustments									
Check-in Meeting									
Draft Maps Completed									
Final Maps Completed									
Plan Review and Adoption: Plan Completion									
Final Draft Plan Development & Review									
In-Person Meeting (Final Draft Presentation)									
Final Plan Review and Adoption									

	Planning Staff				GIS Staff				Cost Expenses						
	Project Mgr Hrs	*Planner Hrs*	*Total Hrs*	*Total Cost*	*GIS Mger Hrs*	*GIS Analyst Hrs*	*Total Hrs*	*Total Cost*	*# of In-person Mtngs*	*Miles*	*Mileage Cost*	*Meals*	*Other Costs*	*Total Other Expenses*	*Total Project Costs*
Task Description															
Project Management	7	16	23	$2,006.52	2	5	7	$577.38	2	64	$ 44.80			$44.80	$2,628.70
Community Engagement	5	15	20	$1,731.30	2	0	2	$195.48	3	96	$ 67.20			$67.20	$1,993.98
Needs Analysis & Level of Service (LOS)	1	18	19	$1,598.16	2	12	14	$1,112.04	1	32	$ 22.40			$22.40	$2,732.60
Development of the Vision & Goals	3	16	19	$1,623.00				$0.00			$ -			$0.00	$1,623.00
Concept Plan, Strategies & Recommendations	5	32	37	$3,150.12	1	26	27	$2,083.62			$ -			$0.00	$5,233.74
Plan Implementation		8	8	$667.68				$0.00			$ -			$0.00	$667.68
Plan Review & Adoption	5	6	11	$980.16		3	3	$229.14	1	32	$ 22.40			$22.40	$1,231.70
TOTALS	**26**	**111**	**137**	**$11,756.94**	**7**	**46**	**53**	**$4,197.66**		**224**	**$156.80**	**0**	**0**	**$156.80**	**$16,111.40**



TOWN OF ALGOMA
WINNEBAGO CO.

Foth

Town of Algoma, WI
Comprehensive Outdoor Recreation Plan Update

7044 S. Ballpark Drive
Suite 200 | Franklin, WI 53132
(414) 336-7900
www.foth.com

February 2025

Maggie Mahoney
Town Administrator
Town of Algoma
15 N Oakwood Road
Oshkosh, WI 54904

Re: Comprehensive Outdoor Recreation Plan Update

Dear Maggie,

The Town of Algoma last prepared and adopted a Comprehensive Outdoor Recreation Plan (CORP) in 2009. The following proposal summarizes the planning process necessary to update the current Comprehensive Outdoor Recreation Plan (CORP) through the year 2030 with recommendations focused on priorities to be accomplished in the next five (5) years. The CORP update will be prepared in accordance with the guidelines defined by the Wisconsin Department of Natural Resources (WDNR) for participation in state and federal programs (i.e., Knowles-Nelson Stewardship Program, Federal Land and Water Conservation Fund Program, Aids for the Acquisition and Development of Local Parks, Urban Green Space Program, and Urban Rivers Grant Program).

Our Foth Team has a significant amount of experience with recreation planning for Wisconsin communities and we would look forward to sharing our passion and knowledge with your parks and recreation team members. A Foth plan will include ideas for new park enhancements, and concept renderings displaying these enhancements, cost estimates of desired improvements, and restore the community's eligibility for future WDNR Stewardship Local Assistance Grants.

Thank you for the opportunity to present our qualifications for this effort. Should you have any questions please do not hesitate to contact me at jeff.muenkel@foth.com or (414) 916-6465.

Sincerely,
Foth Infrastructure & Environment, LLC



Jeff Muenkel, AICP CeCD EDFP
National Planning Lead/Senior Client Manager



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SECTION 2 Past Projects 2-1

SECTION 3 Project Team 3-1

SECTION 4 Project Budget & Timeline 4-1

Understanding & APPROACH

PROJECT APPROACH | OVERARCHING TASKS

Project Orientation and Kickoff

At the onset of the project we will conduct an orientation and kick-off meeting with Town staff, the Town Board, and other client representatives. Our intent is to confirm the goals of the Park Plan, determine the public engagement efforts, review the timeline for the project, and to identify specific issues the projects will need to address.

Meetings:
One in person OR virtual meeting with Village Staff and selected officials.

Deliverables:
Summary of the meeting and any determined revisions to the services or timeline.

Continuing Coordination

Foth will maintain communication with Town staff to ensure the project is moving forward consistent with the adopted timeline and resolve any issues that arise during the project.

Meetings:
Meetings as required (In person & Microsoft Teams).

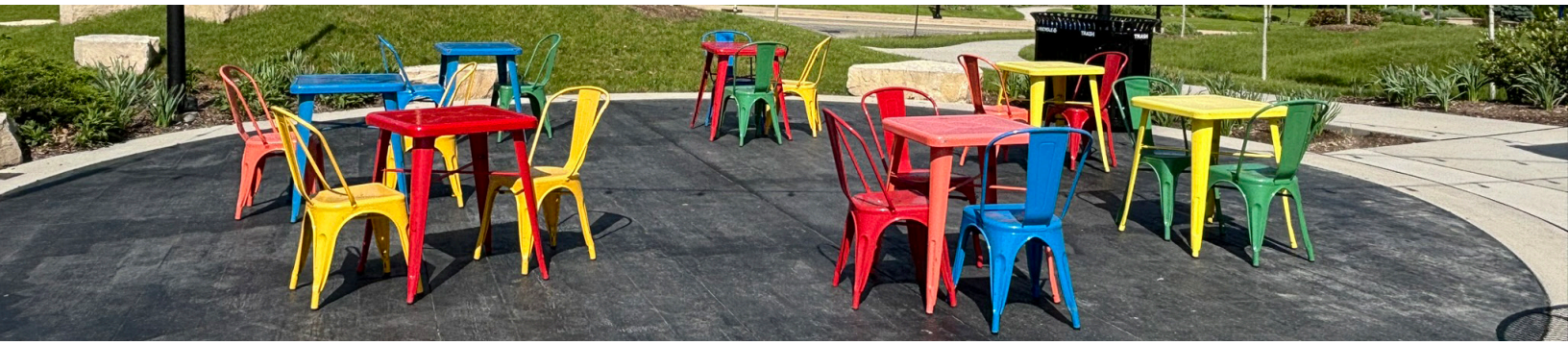
Project Website & Social Media Content

If desired, Foth will collaborate with Town Staff to provide content to be posted to the Town's website and social media. The online content will be a strategic way to gain insights from the public during the entire planning effort.

Deliverables:
Content for posting throughout the duration of the project.



Understanding & APPROACH



PROJECT APPROACH | PUBLIC ENGAGEMENT

Public Participation Plan

The public will require a seat at the table in the preparation of the outdoor recreation plan. The goal is to provide a variety of techniques that reach a broad audience, while educating them about proposed changes and recommendations. This will ensure that all stakeholders and interested parties have a voice in forming the future vision for park planning in the community. Our Team will develop a Public Participation Plan that describes the ways in which the public, elected officials, staff, and others will be involved in the preparation, review, and adoption of the Plan.



Deliverables:
Town Staff Approved Public Participation Plan (hard copy and digital).

Public Input Session & Visioning

Foth intends to hold an interactive public input session (virtual or in-person if desired). The session will allow techniques for the public to provide hands on opinions assuring their voices are heard! We envision a session could include forms of interactive dot surveys and/or visual preference surveys at minimum.

Foth in coordination with Town staff will conduct additional Visioning sessions with community stakeholders & elected official during the update process. These meetings may occur virtually or in person depending on town staffs approval during the kickoff meeting.



Deliverables:
One public session & one visioning session
(all hard copy/digital materials).

















PROJECT APPROACH | PREPARING THE PLAN & ADOPTION

Past Plan Status
In this task, the Project Team will document the implementation status and impacts of past planning reports and recommendations.

Park Standards Inventory
Foth will analyze existing conditions, and define service areas and the population served.

Park Needs Assessment
Foth will develop a profile of prospective park users, assess needs for existing and future parks, and research and identify current and emerging trends in regional communities and national standards.

Mapping & Graphics
Foth will facilitate all new maps for the assessment and future development needs of the parks. Conceptual renderings can be provided where desired. The mapping and graphics Foth will provide will round out a pleasing plan easy for the public to understand.

Priority Projects/Recommendations
Based on the findings from the Parks Needs Assessment, Foth will identify specific projects, programs or areas where new or enhanced park and recreation services are needed, develop a system to prioritize needs, compare identified program, facility and project needs identified with Priority Based Budgeting. Other recommendations based upon best practices and Foth expertise will be collaborated at this time as well.

Identify Funding Alternatives
State and Federal parks and recreation funding possibilities exist for local WI communities. Foth will identify these funding opportunities that are particular to the resulting recommendations that are found in the final Plan.

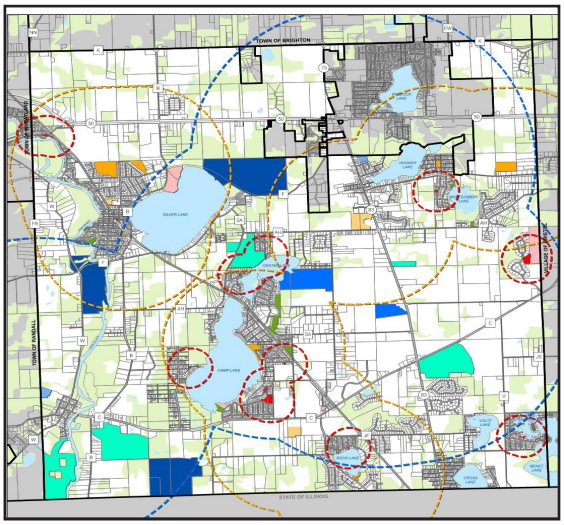
In addition to reviewing potential funding sources, Foth will also provide projects for implementation via parkland impact fees. A full assessment and update of the Towns parkland impact fee can be provide as an additional service.

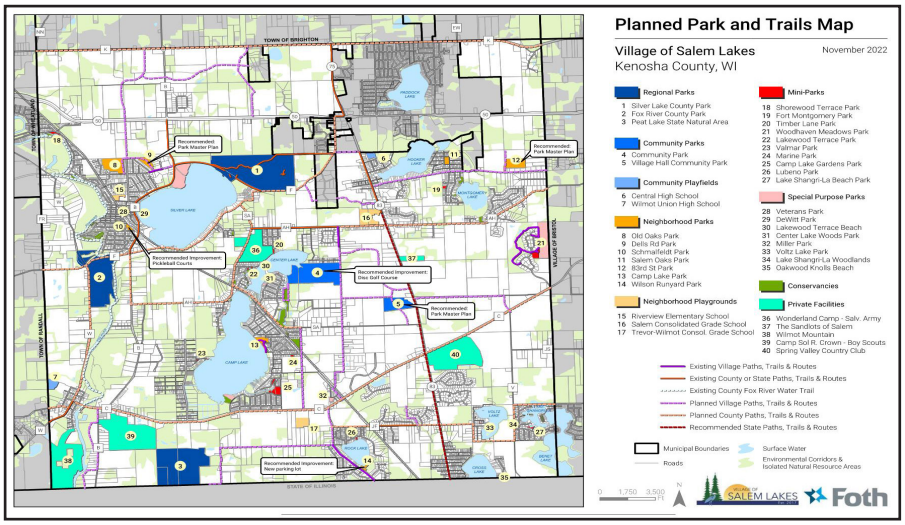
Ongoing Committee Interaction
Throughout the months the Village Board will be kept abreast of the planning effort via online discussion and/or a monthly memo. Formal meetings with the Board will take place for a draft review of the plan and the final plan adoption.

Plan Adoption
Upon completion of the planning process, a final draft of the new Outdoor Recreation Plan will be prepared. The project team will facilitate a presentation of the final CORP before the Village Board.

<u>Deliverables of Above:</u>
All data collected and digital files produced.

PAST
PROJECTS





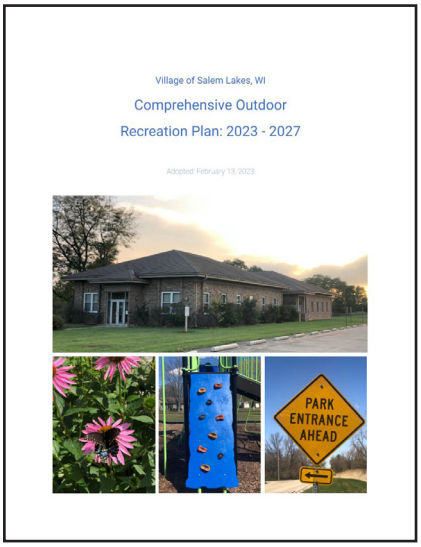
CORP | Village of Salem Lakes WI

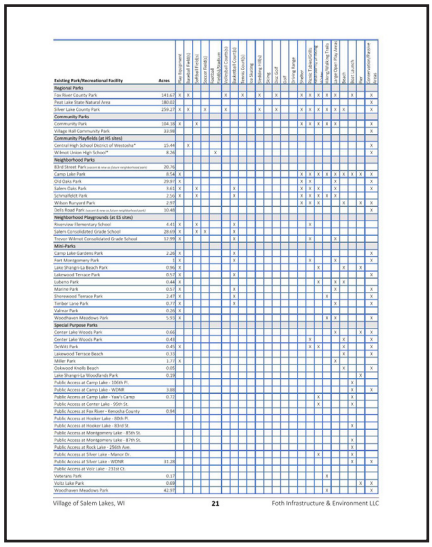
The Foth Planning Team provided the Village of Salem Lakes a complete new Park Plan assessing the current and future recreational needs of the community. The Plan provided rationale for a variety of new activities including:

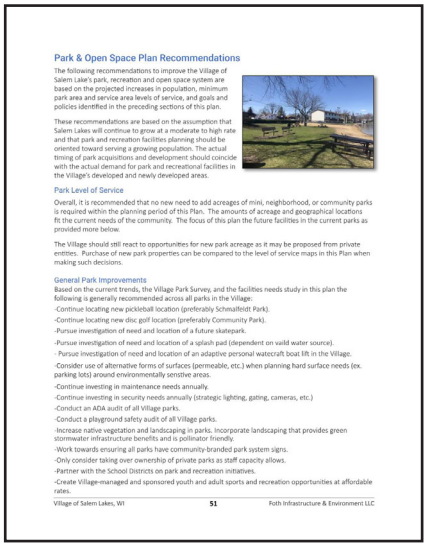
- Improvement of existing recreational facilities and development of new facilities
- Improvement of existing paths and development of new paths
- Standards for parks by type and size, including typical facilities and amenities
- Needs analysis and implementation of park and trail dedication fees

The Plan provided the residents ample opportunity for input on recreational needs in the form of surveys and public meetings. Existing parks were re-planned with new future activities and a variety of conceptual designs, along with capital costs, were provided.

Project Reference: *Brad Zautke - Dir of Public Works/Planning & Development Administrator; bzautcke@voslwi.gov*

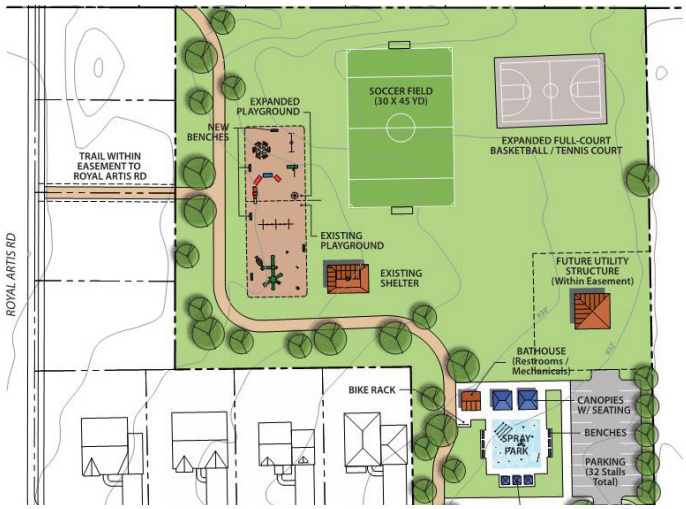






PAST
PROJECTS





CORP | Village of Windsor WI

The Foth Planning Team provided the Village of Windsor a complete Park Plan update assessing the current and future recreational needs of the community. The Plan provided rationale for a variety of new activities including:

- Development of new parks;
- Improvement of existing recreational facilities and development of new facilities;
- Improvement of existing paths and development of new paths; and
- Standards for parks by type and size, including typical facilities and amenities.

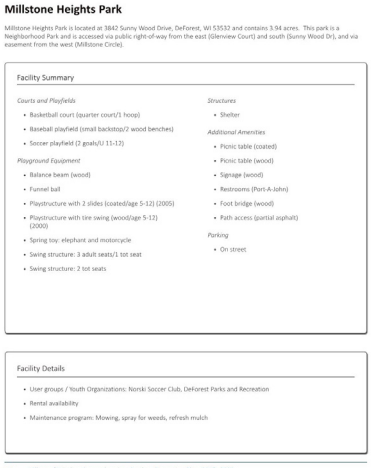
The Plan provided the residents ample opportunity for input on recreational needs in the form of surveys and public meetings. New parks were planned from the ground up and a variety of conceptual designs, along with capital costs, were provided. The Plan was a catalyst for new park development in the Village and allowed pursuance of stewardship grants as required.

Project Reference: *Bob Wipperfurth - Village President; rwipperfurth@windsorwi.gov*


Village of Windsor, Dane County, WI

Comprehensive Outdoor Recreation Plan: 2015 - 2020

Windsor Foth


Millstone Heights Park

Millstone Heights Park is located at 3842 Sunny Wood Drive, DeForest, WI 53532 and contains 3.94 acres. This park is a Neighborhood Park and is accessed via public right-of-way from the east (Glenview Court) and south (Sunny Wood Dr), and via easement from the west (Millstone Circle).

Facility Summary

Courts and Playfields
- Basketball court (quarter court/1 hoop)
- Baseball playfield (small backstop/2 wood benches)
- Soccer playfield (2 goals/U 11-12)

Playground Equipment
- Balance beam (wood)
- Funnel ball
- Playstructure with 2 slides (coated/age 5-12) (2005)
- Playstructure with tire swing (wood/age 5-12) (2000)
- Spring toy: elephant and motorcycle
- Swing structure: 3 adult seats/1 tot seat
- Swing structure: 2 tot seats

Structures
- Shelter

Additional Amenities
- Picnic table (coated)
- Picnic table (wood)
- Signage (wood)
- Restrooms (Port-A-John)
- Foot bridge (wood)
- Path access (partial asphalt)

Parking
- On street

Facility Details
- User groups / Youth Organizations: Norski Soccer Club, DeForest Parks and Recreation
- Rental availability
- Maintenance program: Mowing, spray for weeds, refresh mulch

46 Village of Windsor Comprehensive Outdoor Recreation Plan: 2015- 2020



Facility Issues & Challenges
- ADA difficulties: wooden walk bridge with no handrails
- No signage at paved path entrance from Millstone Circle
- No permanent restroom

Facility Improvements
- Upgrade access trail by continuing paved path
- Add new play structure
- Repair or replace wooden walk bridge
- Add 2-4 benches by each play area
- Install entrance sign by path in Millstone Circle

Village of Windsor Comprehensive Outdoor Recreation Plan: 2015- 2020 47

PAST
PROJECTS

CORP | Village of Walworth WI

The Foth Planning Team provided the Village of Walworth a complete Park Plan (2018-2023) allowing the community to actively invest in the communities recreation future with support from WDNR Stewardship Grants. The plan assessed the existing park system and then utilized public engagement to identify issues and opportunities for the future recreational needs of the community. The Plan provided the residents ample opportunity for input on recreational needs in the form of surveys and public meetings. The Plan provided rationale for a variety of new activities including:

- Park Land Acquisitions
- Development Costs
- Alternative Funding Sources
- Improvement of existing recreational facilities and development of new facilities;
- Improvement of existing paths and development of new paths; and
- Standards for parks by type and size, including typical facilities and amenities.

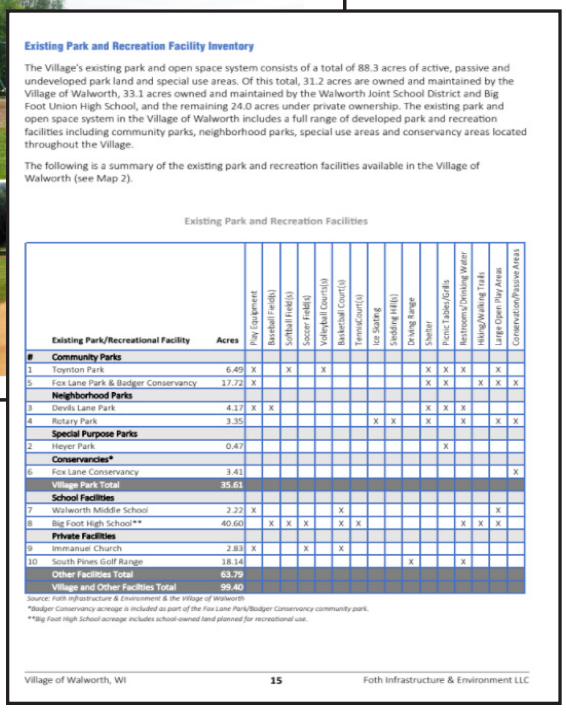
Project Reference: *Theresa Keyes - Village Clerk/Treasurer; clerk@villageofwalworth.us*



Village of Walworth, WI

Comprehensive Outdoor Recreation Plan: 2018 - 2023

Adopted: December 2018



Existing Park and Recreation Facility Inventory

The Village's existing park and open space system consists of a total of 88.3 acres of active, passive and undeveloped park land and special use areas. Of this total, 31.2 acres are owned and maintained by the Village of Walworth, 33.1 acres owned and maintained by the Walworth Joint School District and Big Foot Union High School, and the remaining 24.0 acres under private ownership. The existing park and open space system in the Village of Walworth includes a full range of developed park and recreation facilities including community parks, neighborhood parks, special use areas and conservancy areas located throughout the Village.

The following is a summary of the existing park and recreation facilities available in the Village of Walworth (see Map 2).

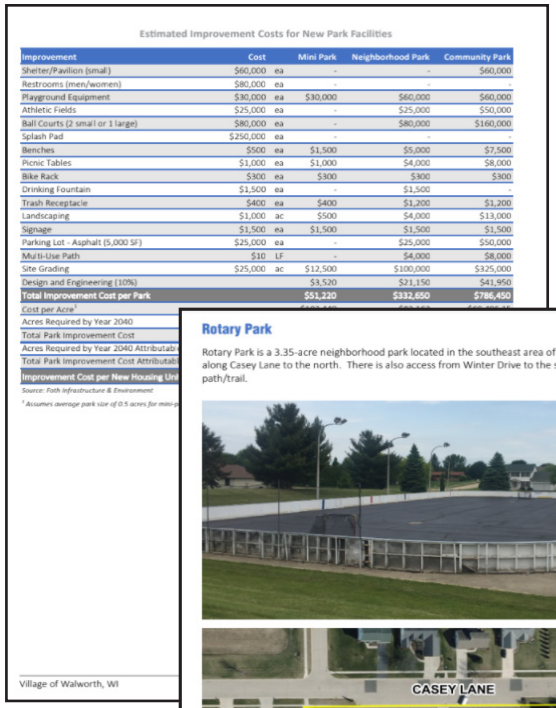
Existing Park and Recreation Facilities

#	Existing Park/Recreational Facility	Acres	Play Equipment	Baseball Field(s)	Softball Field(s)	Soccer Field(s)	Volleyball Court(s)	Basketball Court(s)	Tennis Court(s)	Ice Skating	Sledding Hill(s)	Driving Range	Shelter	Picnic Tables/Grills	Restroom s/Drinking Water	Hiking/Walking Trails	Large Open Play Areas	Conservation/Passive Areas
	Community Parks																	
1	Toynton Park	6.49	X		X			X						X	X	X		X	
5	Fox Lane Park & Badger Conservancy	17.72	X											X	X		X	X	X
	Neighborhood Parks																		
3	Devils Lane Park	4.17	X	X										X	X	X			
4	Rotary Park	3.35									X	X		X		X		X	X
	Special Purpose Parks																		
2	Heyer Park	0.47													X				
	Conservancies*																		
6	Fox Lane Conservancy	3.41																	X
	Village Park Total	**35.61**																	
	School Facilities																		
7	Walworth Middle School	2.22	X					X										X	
8	Big Foot High School**	40.60		X	X	X		X	X						X	X	X		
	Private Facilities																		
9	Immanuel Church	2.83	X			X		X											
10	South Pines Golf Range	18.14											X		X				
	Other Facilities Total	**63.79**																	
	Village and Other Facilities Total	**99.40**																	

Source: Foth Infrastructure & Environment & the Village of Walworth

**Badger Conservancy acreage is included as part of the Fox Lane Park/Badger Conservancy community park.*

***Big Foot High School acreage includes school-owned land planned for recreational use.*



Estimated Improvement Costs for New Park Facilities

Improvement	Cost		Mini Park	Neighborhood Park	Community Park
Shelter/Pavilion (small)	$60,000	ea	-	-	$60,000
Restrooms (men/women)	$80,000	ea	-	-	-
Playground Equipment	$30,000	ea	$30,000	$60,000	$60,000
Athletic Fields	$25,000	ea	-	$25,000	$50,000
Ball Courts (2 small or 1 large)	$80,000	ea	-	$80,000	$160,000
Splash Pad	$250,000	ea			
Benches	$500	ea	$1,500	$5,000	$7,500
Picnic Tables	$1,000	ea	$1,000	$4,000	$8,000
Bike Rack	$300	ea	$300	$300	$300
Drinking Fountain	$1,500	ea	-	$1,500	-
Trash Receptacle	$400	ea	$400	$1,200	$1,200
Landscaping	$1,000	ac	$500	$4,000	$13,000
Signage	$1,500	ea	$1,500	$1,500	$1,500
Parking Lot - Asphalt (5,000 SF)	$25,000	ea	-	$25,000	$50,000
Multi-Use Path	$10	LF	-	$4,000	$8,000
Site Grading	$25,000	ac	$12,500	$100,000	$325,000
Design and Engineering (10%)			$3,520	$21,150	$41,950
Total Improvement Cost per Park			**$51,220**	**$332,650**	**$786,450**
Cost per Acre[1]					
Acres Required by Year 2040					
Total Park Improvement Cost					
Acres Required by Year 2040 Attributable					
Total Park Improvement Cost Attributable					
Improvement Cost per New Housing Unit					

Source: Foth Infrastructure & Environment

[1] Assumes average park size of 0.5 acres for mini-p



Rotary Park

Rotary Park is a 3.35-acre neighborhood park located in the southeast area of the Village with access along Casey Lane to the north. There is also access from Winter Drive to the southwest via a multi-use path/trail.

YOUR PROJECT **TEAM**

The Foth Team has a wealth of planning experience in the municipal realm. Our team has worked on the public and private sides of municipal government planning with over seventy (70) years of experience collectively. The project will be led by Mark Lyons with support from the Foth Planning Team who are sure to lead the Village through a visionary CORP planning process.

TOWN OF ALGOMA WINNEBAGO CO.

Town Board

Town Administrator | Maggie Mahoney

Stakeholders

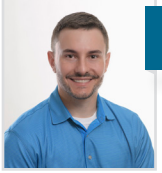
Commissions/Officials
Residents/Businesses
Local Organizations
School Districts

Foth



Mark Lyons

Project Manager
Research & Analysis
Community Engagement



Orrin Sumwalt, AICP

Planner I
Conditions Analysis
Community Engagement



Shaun Mularkey

Planner I
GIS/Graphics
Community Engagement



Jeff Muenkel, AICP CeCD

Planner I
Park Impact Fees
Community Engagement



Mark Lyons
Project Manager

Mark has 19 years community planning experience in local government most recently serving as the Planning Services Manager for the City of Oshkosh, WI. Mark has a historical background on park and recreation planning with his past large community experience. mark also has exceptional public facing communication skills leading community engagement efforts and guiding elected officials through planning and economic development initiatives. Mark's service with Oshkosh lends him to be an exceptional expert on the region for this CORP project.

Education
B.S., Geography | University of Wisconsin-Stevens Point

Other Recent Related Project Experience
Village Planner, Pewaukee, WI
Planning Services Manager, Oshkosh, WI
CORP, Salem Lakes, WI
Zoning Code Rewrite, C. of Pewaukee, WI
Comprehensive Plan, Windsor, WI



Orrin Sumwalt, AICP
Town Planner

Orrin has 15 years of experience serving municipal governments as a planner in both the public and private realms. Orrin has overseen the many facets of a planning department's daily operations and executed long-range planning efforts over his career, delivering updated ordinances and new zoning codes in order to guide local community development visions. Orrin is skilled in outdoor recreation planning, zoning administration, development review, comprehensive plan development, and public engagement.

Education
B.A., Urban Planning | University of Wisconsin-Stevens Point

Related Project Experience
Village Planner, Lisbon, WI
CORP, Salem Lakes, WI
Comprehensive Plan, Reedsburg, WI
Sandhills Neighborhood Plan, Richland County, SC
Downtown Beautification, Mukwonago, WI



Jeff Muenkel, AICP CeCD
Town Planner

Jeff has 24 years of experience in a wide range of community planning initiatives working in both the private and public sectors and has a special passion for leading new economic development tasks for growing Midwestern communities. Jeff is the national planning lead for Foth and the Project Manager for many site development efforts Foth completes. Jeff has led the development of comprehensive plans as well as many more intricate neighborhood and corridor planning efforts. Jeff has had the pleasure of providing unique and innovative public engagement efforts including interactive planning charrettes and the use of digital technology.

Education
B.A., Urban Planning | University of Wisconsin-Green Bay

Other Recent Related Project Experience
Village Planner, Raymond & Paris, WI
CORP, Salem Lakes, WI
Marina District Redevelopment Plan, Green Bay, WI
Comprehensive Plan, Reedsburg, WI
Sandhills Neighborhood Plan, Richland County, SC
I-94 Comprehensive Corridor Study, Caledonia, WI



Shaun Mularkey
Town Planner

Shaun has 23 years community planning experience including a proven history of comprehensive plan development for Midwestern Cities, Villages, and Towns. Shaun provides ongoing planning efforts to a variety of communities, including ordinance creation/revision, design guidelines, comprehensive plans, neighborhood/revitalization/corridor plans, urban design (2D/3D), streetscaping, site development, public participation, development review, and geographical information systems (GIS) analysis and mapping. Shaun is particularly skilled in urban design and GIS Mapping and will lead such services for the Town.

Education
Masters of Urban Planning | University of WI-Milwaukee
B.S., Architectural Studies | University of Wisconsin-Milwaukee
Leadership Institute | International College-Naples

Related Project Experience
Village Planner, Villages of Windsor/Waukesha/Vernon, WI
CORP, Windsor, WI
Merle Hay Road, City of West Des Moines, Iowa
Comprehensive Plan, Windsor/Waukesha/Vernon, WI
Sandhills Neighborhood Plan, Richland County, SC

PROJECT BUDGET & TIMELINE

BUDGET

Foth proposes a lump sum fee amount of **$20,000** to complete the tasks identified in the Work Plan presented herein. This cost includes all reimbursable expenses and mileage.

TIMELINE

Foth anticipates a start date of May 2025 with completion within eight (8) months (if not sooner) from the start date.

	Month							
Overarching Tasks	May	Jun	Jul	Aug	Sept	Aug	Nov	Dec
Project Orientation and Kickoff	■							
Project Website & Social Media	■	■	■	■	■	■	■	■
Continuing Coordination	■	■	■	■	■	■	■	■
Public Engagement								
Public Participation Plan	■							
Public Input & Visioning Session(s)	■	■				■		
Community Survey (Done by Village Prior to Start)								
Preparing the Plan & Adoption								
Past Plan Status		■	■					
Park Standards Inventory			■	■				
Park Needs Assessment			■	■	■	■		
Mapping & Graphics			■	■	■	■	■	
Priority Projects/Recommendations					■	■	■	
Identify Funding Alternatives					■	■	■	
Ongoing Board Interaction	■	■	■	■	■	■	■	■
Plan Adoption								■

JSD

PROPOSAL

TOWN OF ALGOMA, WI: COMPREHENSIVE OUTDOOR RECREATION PLAN

FEBRUARY 24, 2025



Planners • Engineers • Landscape Architects • Surveyors

Cover Letter

Madison Regional Office
507 W. Verona Ave, Suite 500
Verona, WI 53593
608.848.5060

February 25, 2025

Town of Algoma
Attn: City Administrator Maggie Mahoney
15 N. Oakwood Rd.
Oshkosh, WI 54904

RE: Proposals for Comprehensive Outdoor Recreation Plan (2026-2030)

Dear Ms. Mahoney,

Thank you for the opportunity to present our proposal for assisting the Town of Algoma with preparing the Comprehensive Outdoor Recreation Plan (CORP). The CORP planning process is a critically important undertaking, as the plan reflects the community's values and commitment to outdoor recreation and land stewardship and will guide investment in the Town's park system for the next five years.

Parks and open spaces belong to the people and define a community's identity and "sense of place." We have found that when community residents are engaged in the planning process, they more fully embrace and use their parks, and take a more active role in protecting and promoting their care and maintenance. Our approach compliments this understanding as we don't rely solely on prescribed, pre-established formulas as the basis for park planning, but seek to craft and design the park system that also strongly reflects local values and interests – values and ideas collected through many opportunities for residents to be a meaningful part of the planning process.

Based on the Request for Proposal, we have assigned a highly accomplished team with expertise in park and recreation planning; program and research analysis; financial review; needs assessments; GIS capabilities; and innovative and effective community engagement.

Organizationally, the JSD Team is a collaboration between JSD Professional Services and Martensen & Eisele (ME). JSD, with our skilled planning and landscape architecture team, will be facilitating policy discussions with Town officials and residents, conducting detailed research and data analysis, and preparing the updated CORP documents and reports. Martensen and Eislee, with their extensive knowledge and experience with serving Fox Valley communities, will be providing local project oversight, civil engineering information if needed, and mapping support. This team offers valuable insights and will contribute in-depth knowledge on key issues, conditions, opportunities, and influences affecting the future of the Town of Algoma park system. The JSD-ME team will be strongly focused on providing you with creative and pragmatic approaches for developing and managing your park, recreation, and open space resources.

I will serve as your Project Manager and you have my personal commitment that we will deliver successful results for your community. Please contact me if you have any questions at 608.444.3054 or via email at jim.bricker@jsdinc.com.

I trust you will find our qualifications match your park and open space planning needs, and I look forward to further conversations with you about our experience and project approach. On behalf of the JSD-ME team, thank you for your consideration and we look forward to the opportunity to be involved with your community. Thank you again.

Regards,

Jim Bricker, AICP
Senior Planner, Planning Practice Lead
JSD Professional Services, Inc.
Jim.Bricker@jsdinc.com

David Behrens
Director of Planning & Landscape Architecture Services
JSD Professional Services, Inc.
David.Behrens@jsdinc.com

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A. Company Overvew

B. Relevant Experience

C. Support Team

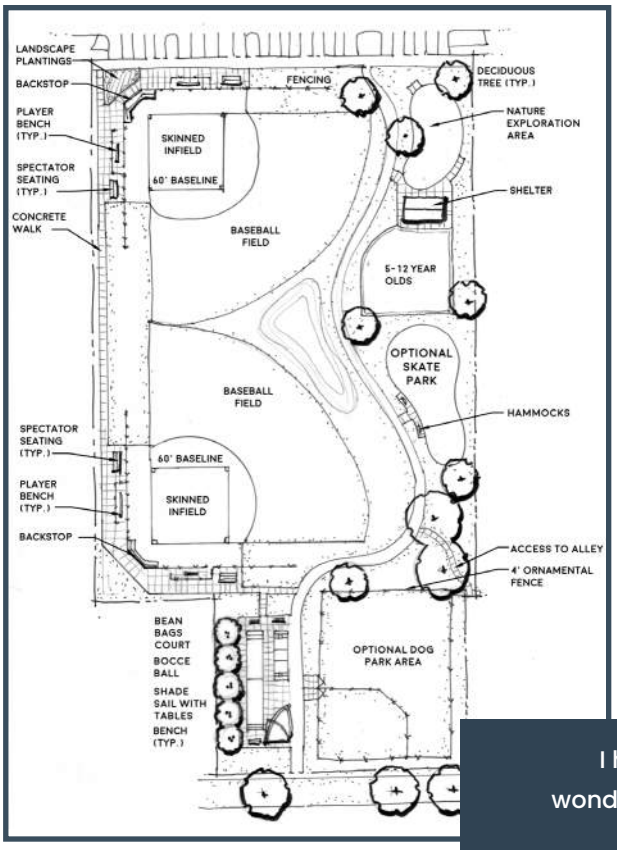
D. Proposed Approach

E. Cost of Project Deliverables

JSD been part of our park project from the beginning, helping with community input, design and even construction! They have been highly involved and communicative throughout...It is a true pleasure to work with JSD--they are creative professionals who are obviously dedicated to parks and recreation!

Bret Fahnstrom - River Trails Park District





I have worked with JSD for years and will continue to do so. They are wonderful planners/designers as well as excellent professionals. We will continue to work closely with them on any project we can!

Ron McGrath - Tria Architecture

A. Company Overview



Mission: To enhance our communities through creative, passionate & inspired services

Since 1998, JSD Professional Services, Inc. (JSD), has grown from one office with two employees to eight offices across four states. Strategically placed to serve local, regional and national clients, JSD's staff includes civil and structural engineers, surveyors, planners, landscape architects, and development services specialists who are all focused on delivering exceptional services from project concept through ribbon cutting.

Our multi-disciplined approach provides our clients with a coordinated team of specialists who have a broad knowledge base in creative design, site evaluation, project financing, municipal entitlements, land survey documentation, site infrastructure, municipal infrastructure and construction.

SERVICES

- Civil Engineering
- Land Surveying & Mapping
- Landscape Architecture
- Planning
- Development Services
- Environmental Services
- Construction Services
- Transportation Engineering
- Structural Engineering
- Water Resources

REGIONAL OFFICES

Madison, WI
507 W. Verona Ave, Suite 500, Verona, WI 53593 | (608) 848-5060

Wausau, WI
7402 Stone Ridge Dr, Suite 4, Weston, WI 54476 | (715) 298-6330

Milwaukee, WI
W238 N1610 Busse Rd, Suite 100, Waukesha, WI 53188 | (262) 513-0666

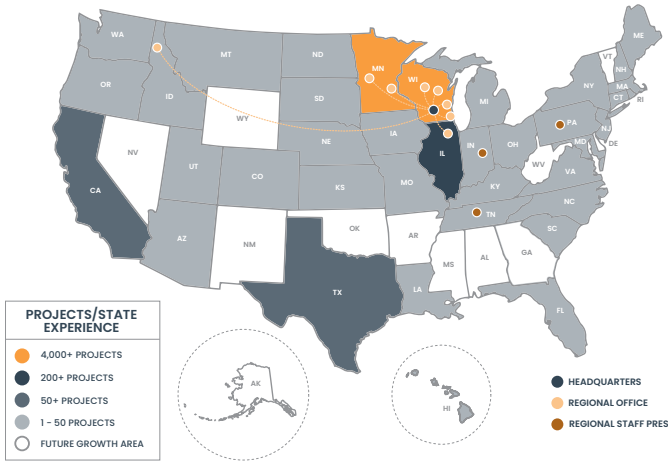
Appleton, WI
3215 W. Lawrence St, Suite 6, Appleton, WI 54914 | (920) 733-2800

Chicago, IL
1400 E. Touhy Ave, Suite 215, Des Plaines, IL 60018 | (312) 644-3379

Coeur d'Alene, ID
418 E. Lakeside Ave, Suite 221, Coeur d'Alene, ID 83814 | (847) 682-9420

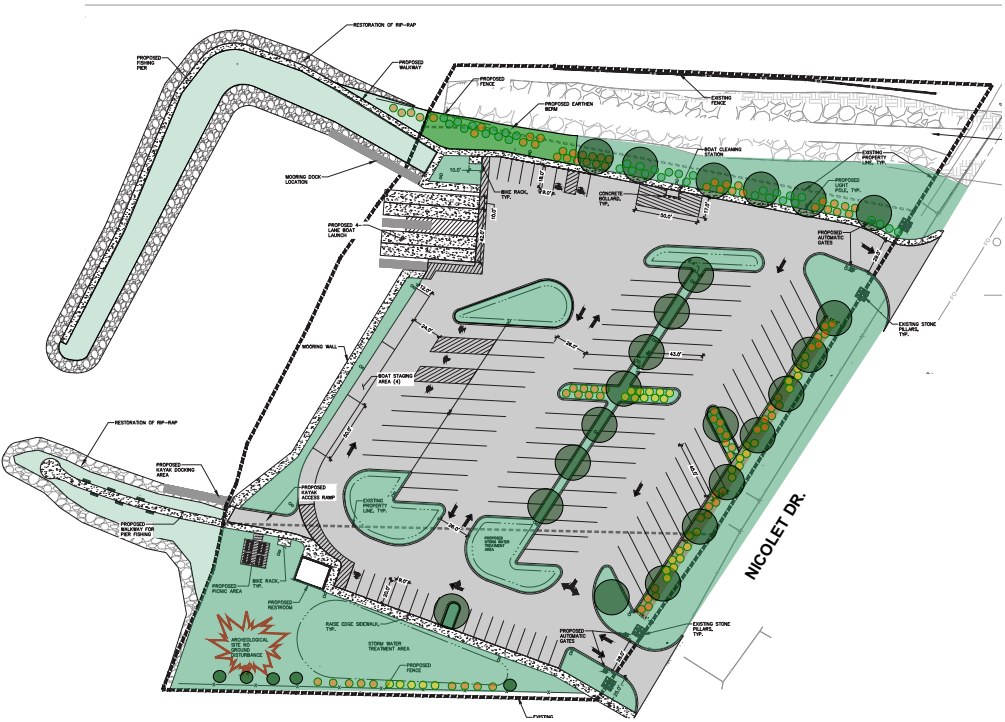
Alexandria, MN
1206 3rd Ave. East, Alexandria, MN 56308 | (320) 763-6855

Minneapolis, MN
Coming Soon

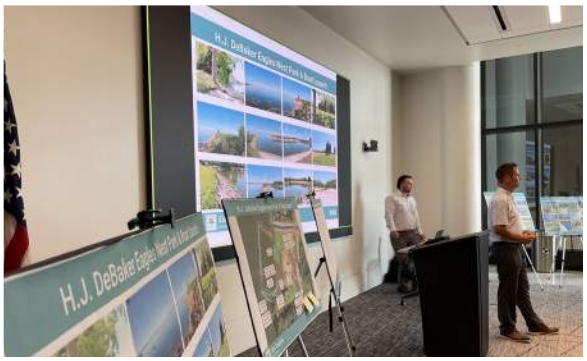


Brown County Eagles Nest Park and Boat Launch

GREEN BAY, WI







The Brown County Parks Department embarked on a new and exciting project in developing a Master Plan for H.J. DeBaker Eagles Nest Park and Boat Launch.

The JSD team joined the Parks Department in master planning the park and boat launch and providing a construction cost estimate. A number of community engagement opportunities were held to assist in the development of the final concept since there were a number of users for the new development, from fishers, to boaters, to those just soaking in the view.

Our designers offered valuable insight and contributed in-depth knowledge of key issues, conditions, opportunities, and influences affecting the longterm success and sustainability of the proposed park improvements.

JSD conducted an existing site analysis, which was utilized for identifying site constraints and opportunities. The community's input was utilized to develop the final Master Plan concept for approval. Our team also reviewed and refined a schematic engineering site plan and took the lead on permitting, construction documents, and construction administration for the redevelopment.

PARKS & RECREATION

CLIENT
Brown County

PROJECT SIZE
4.56 Acres

PROJECT COST
$5 Million

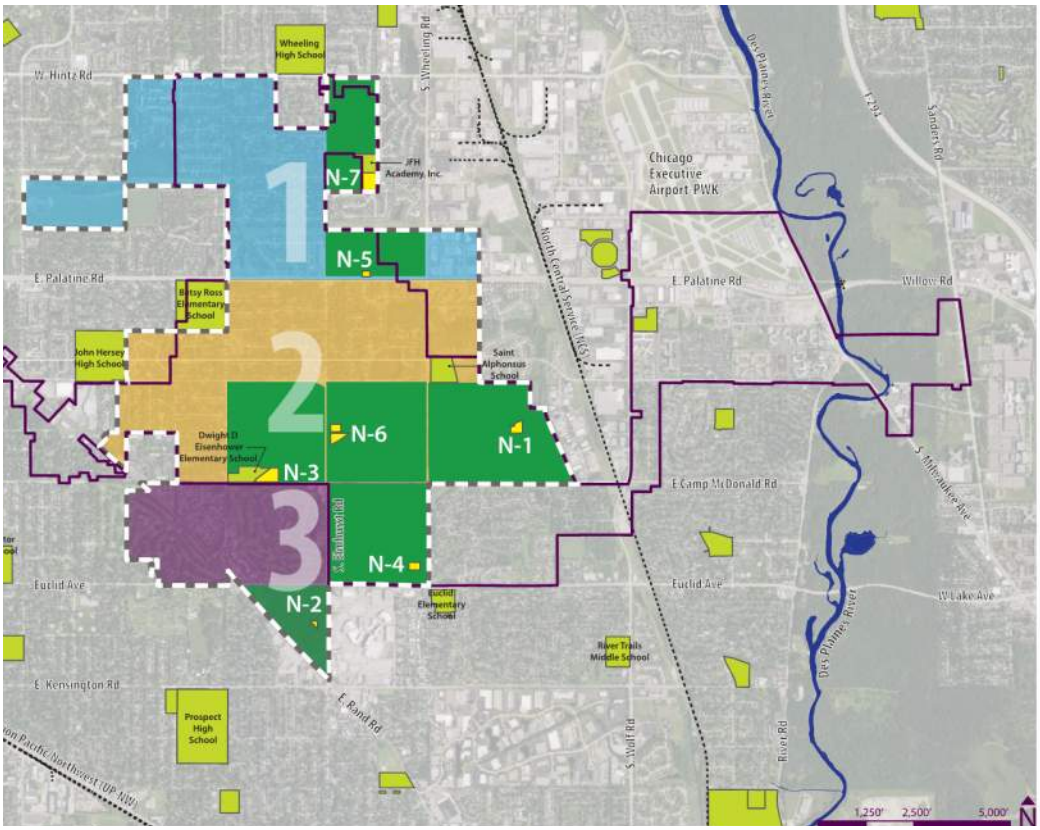
COMPLETION DATE
2024

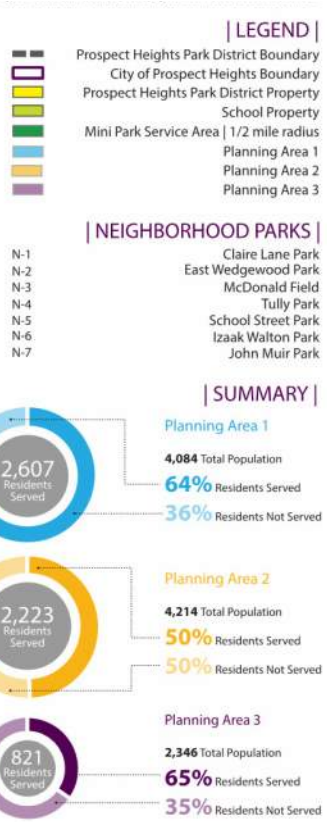
SERVICES PERFORMED
- Planning
- Civil Engineering
- Landscape Architecture

PROJECT REFERENCE
Matt Kriese
Brown County Parks Department
Parks Director
920-448-4464
matt.kriese@browncountywi.gov

Prospect Heights Comprehensive Master Plan

PROSPECT HEIGHTS, IL





Prior to joining JSD, Lori Vierow and Sarah Dreier assisted the GreenPlay, LLC team with the development of the Comprehensive Master Plan for the Prospect Heights Park District. The scope of our assignment was to inventory and assess the existing outdoor recreation facilities, prepare a level of service analysis, GIS mapping, review and update the park district goals and objectives, analyze the demographics of the park district, and provide cost estimates, capital planning, and recommendations.

In addition, Lori and Sarah co-lead the public facilitation meetings, and presentations to the Park Board. The Comprehensive Master is a detailed long-range strategy intended to guide the development of the parks and open space of the community over the next five years.

COMPREHENSIVE PLAN

CLIENT
Prospect Heights Park District

COMPLETION DATE
2017-2018

SERVICES PERFORMED
• Planning

PROJECT REFERENCE
Christina Ferraro
Executive Director
CFerraro@phparks.org
847-666-4861

Hodag Park Master Plan

RHINELANDER, WI







JSD developed the Hodag Park Master Plan for the City of Rhinelander as a guide for the planning and improvement of the park's trails, water access, open space and outdoor recreation facilities. Hodag Park, located on Boom Lake in Rhinelander, Wisconsin, provides outdoor space opportunities to many user groups as the largest park in Rhinelander, and one of the largest public waterfronts in north central Wisconsin.

The Master Plan of the 29-acre park included revised entrances, roads and parking layouts; additional trail segments; improved water access facilities, including a kayak/canoe/boat launch, terrace on the water, multiple fishing docks, and restoration of the vegetative shoreline in specific areas along the shore path. The Master Plan also included amenities such as a central pavilion/gathering space, ice rink, stage and seating area, splash pad, wedding venue, updated beach access, ski show seating, maintenance/storage and much more.

PARKS & RECREATION

CLIENT
City of Rhinelander

PROJECT SIZE
29 Acres

PROJECT COST
$6 Million

COMPLETION DATE
2019 - Ongoing

SERVICES PERFORMED
- Planning
- Landscape Architecture

PROJECT REFERENCE
Daniel Guild
715-370-8071
daniel.guild@gmail.com

Campbell Park Master Plan

BARABOO, WI







Campbell Park is located in Baraboo and is home to the Baraboo outdoor community pool. Visitors can enjoy swimming, a splash pad, tennis courts, play area, pickleball courts, along with a skate park.

JSD in conjunction with Water Technologies, Inc., provided master planning services to redevelop the park site, including a modern pool, updated court complex, universally accessible play area, teen area, walking path, renovated parking, and skate park.

As a part of the design process, JSD held a series of public meetings to elicit comments and suggestions from community groups and neighbors. In addition to neighborhood desires, JSD considered the recreation needs of the community as a whole. These factors were incorporated into the final design.

The final master plan provides for social interaction, community activities, and both active and passive recreation opportunities for children of all ages.

PARKS & RECREATION

CLIENT
City of Baraboo

PROJECT SIZE
11.88 Acres

COMPLETION DATE
2022

SERVICES PERFORMED
• Landscape Architecture

PROJECT REFERENCE
Mike Hardy
CPRP/CPSI, Director ISA Certified Arborist-Municipal Specialist WI-0871AM; City of Baraboo Parks, Recreation & Forestry Department
124 2nd St.
Baraboo, WI 53913
608-355-2760

Comprehensive Parks and Recreation Master Plan

BLOOMINGTON, IL













Prior to joining JSD, Lori Vierow and Sarah Dreier assisted GreenPlay, LLC, along with team members Design Concepts, WTI, and Public Research Group on the development of the Comprehensive Parks & Recreation Master Plan for the City of Bloomington. This creative planning team prepared recommendations and a level-of-service analysis for the plan, which included analyzing usage, needs, operations, maintenance, and land use. Lori and Sarah also co-led the public outreach process and assisted the team with the inventory and assessment of the City's 41 park sites.

The Comprehensive Parks & Recreation Master Plan was adopted and continues to guide the Parks, Recreation & Cultural Arts Department in making operational, capital improvement and policy decisions.

COMPREHENSIVE PLAN

CLIENT
City of Bloomington Parks, Recreation & Cultural Arts Dept.

COMPLETION DATE
2019

SERVICES PERFORMED
• Planning

PROJECT REFERENCE
Eric Veal
Director of Parks and Recreation
eveal@cityblm.org
(309) 434-2260

C. Support Team



Jim Bricker, AICP - Senior Planner, Planning Practice Lead

Mr. Bricker is the manager of the JSD planning team. With nearly 45 years of public and private sector planning experience, he provides our client's with pragmatic insights and an extensive knowledge base about processes for effective public engagement and development administration. Complementing his planning and design expertise, he is JSD's specialist for conducting Environmental Site Assessments and for providing expert testimony for land use and development impact litigation.

Workforce Experience:

Administrator, Town of Windsor, WI
Director of Development, City of Geneva, IL
Planning & Development Director/Budget Officer, City of East Moline, IL

Relevant Project Experience:

Verona Area High School Campus Plan, Verona, WI
Camp Phillips Corridor - SE Quadrant General Plan, Weston, WI
Promega Campus Master Plan & Entitlements, Fitchburg, WI



Josh Donaldson, AICP, PLA - Planner, Landscape Architect

Throughout his career, Mr. Donaldson has had varying roles and responsibilities including project management, facilitation of public participation, GIS analysis, schematic design, design development, and planting design/compliance. His experience also focuses on entitlement work, parking studies, code writing, comprehensive planning, corridor/bike/pedestrian planning, and park planning.

Relevant Project Experience:

Kingsville Parks and Recreation Master Plan, Kingsville, TX
Galveston County Parks Master Plan, Galveston County, TX
Temple Mobility Plan, Temple, TX
Tomball Comprehensive Plan, Tomball, TX
Uniquely Boerne – The Boerne Comprehensive Plan, Boerne, TX
Apodaca Blueprint Area Plan, Las Cruces, NM



Lori Vierow, PLA, ASLA, LEED AP BD+C - Senior Landscape Architect

Ms. Vierow has more than 30 years of experience in the development of master plans and construction documents for projects ranging from public parks, educational facilities, athletic field development and urban streetscapes, to residential, commercial and sustainable developments. She also has extensive experience coordinating project teams from the initial site analysis through project completion, as well as working with clients and communities to develop open space master plans and park master plans that are unique and tailored to fit each community.

Relevant Project Experience:

Comprehensive Master Plan, Community Park District, La Grange Park, IL
Facilities Assessment, Bensenville Park District, Bensenville, IL
Park & Facilities Master Plan, Broadview Park District, Broadview, IL
2022 Parks Master Plan, City of Morris, IL
Bicycle Master Plan, City of Lockport, IL
Comprehensive Master Plan, Prospect Heights Park District, Prospect Heights, IL

**Prior to joining JSD*



Brigit R. Duley, Geographic Information Systems Specialist

Brigit offers 34 years of experience as a GIS Specialist, assisting with site layout maps and data; converting GIS data to AutoCAD; and leading Comprehensive Planning for many municipalities. Her major focus is with DATCP Certified Farmland Preservation Plans and Zoning maps, creating Park Trails and Open Space Plans and Designs and using GIS for School District Enrollment and Growth Studies. She also reviews and formats zoning and ordinance codes, compiles census data, creates online surveys, works with the wetland delineator to create maps with GIS data, and maps from Federal and State websites.

Relevant Experience:

Town of Freedom, Village of Little Chute – Outagamie County
City of Omro, Town of Clayton, Village of Winneconne – Winnebago County
Town of Chester and Hubbard – Dodge County
Town of Watertown – Jefferson County



Jack Richeson, P.E. - Senior Project Engineer I

Jack serves as a project manager and designer for civil/environmental engineering projects. This involves site planning, roadway, sewer and water utility, lighting design, stormwater modeling and facility design, and/or flood analysis for a wide variety of residential and commercial private clients and municipalities. Jack is experienced in storm water modeling, construction site erosion control management, municipal and environmental permitting, and related civil/site design issues and regulations.

Relevant Project Experience:

City of Appleton – Residential Stormwater Modeling for MS4 Permitting
Town of Freedom – Industrial Park and Regional Stormwater Management
Town of Clayton – Regional Ponds, Roadways, and Drainage Systems Design
Town of Greenville – Roadway Reconstruction and Environmental Permitting



Abby Maslanka, P.E. - Project Engineer II

Abby serves as a design engineer for a multiplicity of project types and civil design elements. She has expertise in stormwater Best Management Practices (BMP) reports and design, including wet and dry detention ponds; biofilters and infiltration devices; underground storage and treatment systems; and new and upcoming technology such as manhole filters and pond additives. She is also involved in developing site, drainage, utility and erosion control plans from conceptualization through bidding. In addition to her engineering background, she has substantial knowledge of wetland and waterway permitting, particularly WDNR Artificial and Nonfederal Wetland Exemptions and U.S. Army Corp of Engineers Jurisdictional Determinations (JDs), and Pre-Construction Notification (PCN) applications.

Relevant Project Experience:

Town of Calumet, Various Roadways – LRIP & MLS Grant Applications
Village of Combined Locks – Van Zeeland Park Design & Permitting
Village of Glenbeulah – USDA Water & Waste Loan Application
Town of Grand Chute Wetland Applications & Exemptions
Harrison Utilities – Systems Mapping
City of Kaukauna CTH CE Stream Dredging – Design & Permitting
Town of Oshkosh Vinland Road – Grant Administration & Specifications

**Prior to joining JSD*

D. Proposed Approach

OVERVIEW

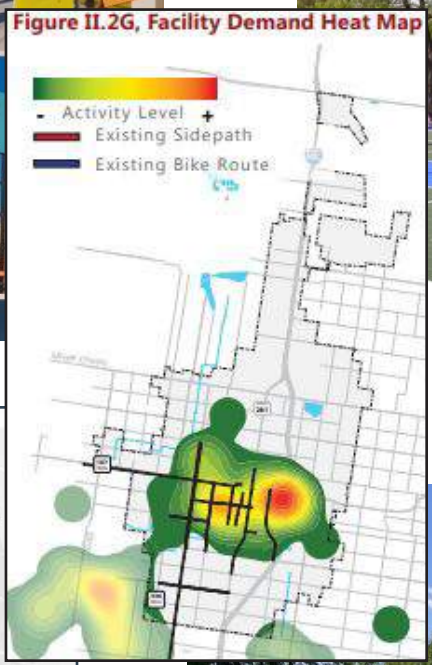
Our team's planning approach is grounded in sound planning and design principles and community consensus building. As a team, we will generate thoughtful and strategic planning ideas and policy interventions that will be the basis of the Town of Algoma CORP. We are creative problem solvers who value public input and creating and maintaining strong working relationships with project stakeholders.

Our team has carefully reviewed the project description, and Request For Proposal, and has a thorough understanding of the Town's desired outcomes and our responsibilities. Our proposed process facilitates opportunities for collaboration on innovative ideas and pragmatic solutions aimed at developing and managing a park system that will define and define the Town's "Sense of Place."

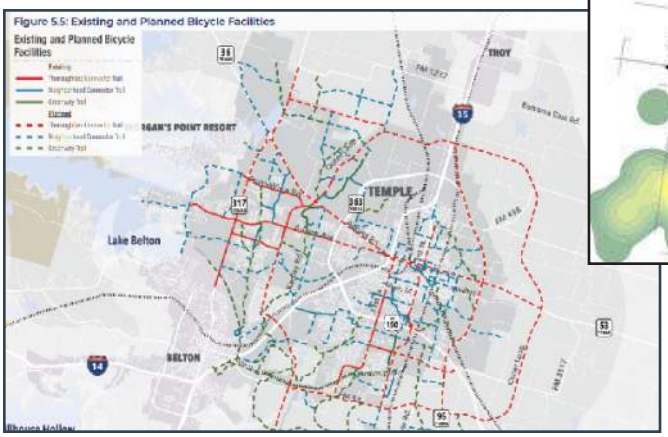
Our Philosophy
We believe that parks are vital to the quality of life and are instrumental and foundational to community character; and we are committed to creating facilities that will attract and inspire them to take active roles in the stewardship of these vital resources. Recreation sites that are developed with this sense of purpose and responsibility result in places that residents and visitors alike will want to experience.

Project Organization
Our proposal and project organization presumes that there will be a designated Town point of contact and/or project advisory committee that will be available to provide oversight and coordinate any local public noticing and/or introductions. We generally lean towards a scenario that would designate a three-member CORP project advisory team but will collaborate with you on whatever project oversight structure is most workable from the Town's perspective.











TASK 1: PUBLIC ENGAGEMENT

Our proposed Public Engagement Strategy focuses on:

- Providing complete information to the community, and
- Creating opportunities for Town residents to participate in the planning process.

Public engagement is critical to develop a plan that reflects community goals, build consensus among stakeholders, and establish and continue a strong stewardship ethic for maintaining the Town's recreation and open space resources. We will work with the Project Advisory Team to ensure there is a balanced representation of the community throughout the planning process.



Stakeholder Interviews

The key stakeholders are those individuals or groups with a vested interest in the facilities, programs and services currently offered or that could be offered by the Town. A key outcome of the initial Kick-off meeting will be to identify stakeholders who will be invited and directly contacted for their inputs into the planning process. Based on our review of the Town and the project budget, we recommend interviewing 4 to 6 stakeholders as part of the engagement process.

Needs Assessment/Park Interest Questionnaire

In addition to understanding specific issues and concerns from stakeholders, the CORP also needs to gather and consider the thoughts and ideas from other Town residents. We have found that conducting a short questionnaire through an on-line service such as SurveyMonkey™, is a very effective, un-intimidating, and private way to gather preliminary information about the public's ideas, thoughts, and concerns. During the data-gathering phase of this process we propose to conduct a short questionnaire through a link on the Town's website. In a follow-up meeting after the kick-off meeting, we will collaborate with the Project Advisory Team to design questions for this questionnaire.

Public Workshops

A workshop/open house meeting is a terrific method to both convey information and to afford an opportunity to engage in conversations with residents interested in the Town's park system. We envision a casual format for these workshops and think of them as a chance to "roll-up your sleeves" and sketch out ideas. Weather (and daylight) permitting, we can actually walk the park site and visualize possibilities. Based on the RFP scope and budget, we suggest conducting two public workshops:

- The first workshop would be part of a park tour event near the tail-end of the data gathering/needs assessment phase of the planning process. This would be the time to present the summary of relevant planning considerations and a time to validate community goals and identify issues and opportunities.



- The second workshop would be later in the process and would be an opportunity to introduce and collect initial community reactions to draft recommendations for park and open space planning projects and community investments.

Information Sharing and Outreach

Throughout the process our team will provide the Town with project updates and we will be available to attend virtual meetings of the Park Committee and Town Board to present information and facilitate discussions on park and open space topics and the CORP planning project activities.

In addition we recommend that the Town creates a project-specific webpage and/or information releases on the Town's social media platforms to help introduce the public to the planning process and keep them apprised of our progress. The website will host approved interim deliverables, announce dates for meetings, and links to social media sites and survey information. Incorporating social media platforms expands opportunities to engage residents who may be (or have been) unable to attend noticed events and meetings. Social media also expands potential participation from all park and open space constituents.



We also recognize that face-to-face conversations and discussions are important to creating and debating ideas and recommendations for community programs and projects. As requested, we can be available for additional in-person meetings with the Park Committee, in addition to the meetings identified below--attendance will be charged on a time-and-material basis.

Park Committee Meetings

- Introductory discussion and validation of park and open space vision and goals (in-person)
- Public Workshop 1 (in-person)
- Public Workshop 2 (in-person)
- Monthly project status and special topic meetings (virtual unless in conjunction with the workshops or as otherwise requested)
- Preliminary CORP recommendation to the Town Board Town Board Meeting
- CORP Adoption (in-person)

TASK 2: COMMUNITY BACKGROUND & PARK INVENTORY

Research and Data Gathering

Before beginning to plan and analyze the Town's recreational resources, our project team will gather collect and review available information data, assemble information, and conduct a kick-off meeting with the project advisory team.

We anticipate the Town will be providing the following types of information:

- Annual Reports
- Master Plans for various parks
- Town of Algoma Comprehensive Plan
- Intergovernmental Agreements
- The Town's Mission, Vision and Values statement
- Parks & Recreation brochures, marketing materials, and annual programs
- Budgets for maintenance, operations, and capital improvements for the last five years
- Inventory and index of other public and private parks recreation and open space facilities and resources typically used by Town residents
- Available GIS Data, AutoCAD drawings, aerial photographs, surveys, topography, wetlands inventory, floodplain mapping, boundary surveys, land use and zoning, utilities, and transportation corridors



Project Kick-off Meeting

Our team members will meet with a Project Advisory Team and/or key staff to familiarize ourselves with the existing planning documents, review the overall project goals, refine the scope of work, project schedule, major focus areas, and identify any special data and information needs, beyond the available reports, that may be necessary. A mission critical outcome of this initial meeting is to validate the public engagement process, including discussing the list of potential stakeholders for interviews. JSD will prepare and distribute meeting minutes. At this meeting, we will also:

- Develop consensus on the public involvement/visioning process;
- Categorize the inventory of the existing parks and recreational facilities;
- Conduct a "Round Table" discussion with the team regarding current and anticipated trends in recreation, facilities and programming needs; and
- Identify the list of potential stakeholders/affiliates for interviews and focus groups.

Park System/Facilities Planning Work Map

In addition to validating expectations for the CORP and getting public engagement strategies organized, the kick-off meeting conversations will result in a Park System/Facilities Planning Work Map which will depict existing park sites and open space resources, key accessibility barriers and constraints, and illustrate the general development trends that the community is expecting to occur during the near term and long term.

WELLNESS

For many, life has become an overwhelming sedentary routine where exercise needs are met through an intentional action as opposed to the byproduct of everyday activity. This condition requires a built environment that allows for and encourages people to be active. Recreational opportunities benefit a person's physical and mental health. Exercise is a key component to physical health, while mental health is affected by social opportunities and the restorative effects of interaction with nature.

Parks and open spaces provide opportunities for both active and passive recreation. Active recreation includes organized sports and activities that require specific spaces for recreation or play. Passive recreation activities promote interactions with nature, where the impacts supporting infrastructure are minimal. Passive recreation includes, but is not limited to, hiking, bicycling, kayaking, and wildlife viewing.

Inventory and Tour

Our team will conduct a "technical" planning/site assessment tour of the park system to observe, and become generally familiar with apparent conditions, patterns of use, park operations and maintenance concerns, and other considerations. The inventory will report an assessment of existing recreation features and spaces relative to use, wear, conditions, and maintenance, a review of site infrastructure and amenities (such as parking, buildings, water and sanitary sewer, and site drainage), an evaluation of site suitability topography and natural features, the context of the surrounding neighborhood and location within the overall community, and other conditions potentially affecting the future site development and redevelopment planning.



Community Profile

A challenge for the Town will be to understand and respond to changing characteristics, needs, and expectations of residents. Our project team will review all provided and procured data and prepare a community profile summarizing local demographic trends, current land use development densities, and projected future growth patterns and characteristics. Target design populations will be prepared using estimated 2025 population and household demographics, as well as 2030/2035 forecasts.

We will also summarize cultural information pertaining to population diversity, gender and age, household and education statistics, education, employment, and income to provide the general context for park and open space planning in the community. This will utilize the most recent census data available through the State of Wisconsin and the US Census Bureau's American Community Survey.

EQUITY

Equity is ensuring their is consideration to make a park system open for all members of the local community. This is often viewed as a significant and complicated undertaking, but it doesn't have to be. This simply starts by understanding how metrics related to the provision of park acreage and park amenities are used to create a baseline for evaluation. Equity is evaluated by examining those metrics in terms of location and the demographics and culture of the local population. Equity considerations are different for each place and responsible planning initiatives reflect the values of the local community.



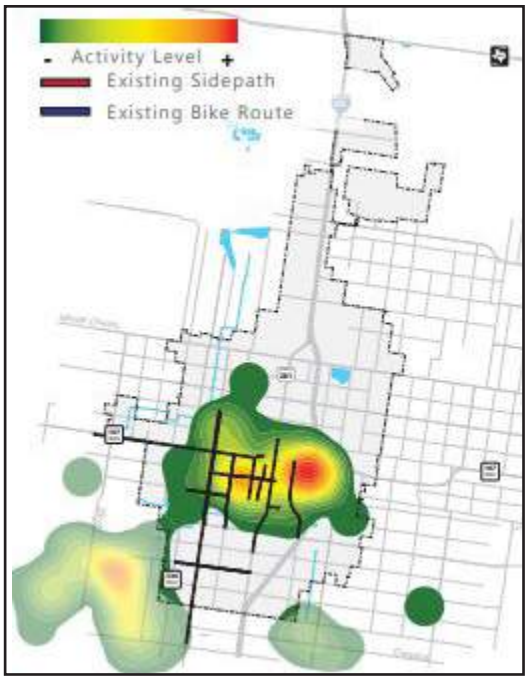
Trends and Benchmarking

As part of the community background and park inventory portion of the plan, trends and benching marking considerations will be examined. State of Wisconsin standards and community expectations will be an important starting point for evaluating the park system. This is the portion of the planning process that sets the table for some of the bigger-picture purposes of the plan. This would include maximizing the plan's contribution to pursuing grant funding, much of which is obtained at the state level.

This portion of the planning process would include the refinement or establishment of new park acreage and facility standards for the park system. The National Parks and Recreation Association (NRPA) has moved past a blanket or universal standards to the preferred approach of park metrics, which are effectively a community comparison approach. JSD would help guide the Town in their decision-making by providing additional context for recreation trends to inform the updates to park acreage and facility standards. Established park acreage and facility standards are an important precursor needed to conduct the needs assessment portion of the planning process.

TASK 3: NEEDS ASSESSMENT

Facility Demand Heat Map



In conducting an analysis of needs, a planning process should look at three different types of assessments. These assessment techniques are consistent with accepted methodologies for park system planning and are described as follows:

•A demand-based assessment uses citizen input to determine actual and/or anticipated park usage. This approach provides recommendations for suitable recreation facilities that reflect the desires of the local community. Our assessment provides a qualitative analysis of the park system from the user perspective.

•A standards-based assessment uses locally developed level of service analysis to assess existing parks and recreation facilities. This assessment relies on establishing benchmarks that are used to help promote the equitable provision of services across park types.

•A resource-based assessment recognizes the inherent community opportunities offered by the built environment, the natural environment, or other relationships. The identification of these opportunities allows the community to pursue land acquisition, developing facilities, or partnering with local organizations to address recreation demands in a creative and responsible manner.

Individually, these assessment techniques would be inadequate for a community to effectively plan its park system, but combined they provide the tools to evaluate a park system that best suits the community!

The plan content for the needs assessment will be comprised of a series of infographics, maps, photos/imagery, tables, and narratives. The variety of assessment outcomes is necessary to efficiently communicate the quantitative and qualitative measures for the park system. A demand-based assessment would turn typically uninspiring survey results into engaging infographics that help connect the viewer to the key takeaway(s). Whereas a standards-based assessment may take the shape of a map exhibit to show the proximity of park offerings within the context of the greater community. In the case of a resources-based assessment, an image and supporting narrative may be the best way to communicate the potential of an underutilized natural resource.



The desired result of this approach to a needs assessment is to document the desires of the constituents within the context of strengths, deficits, and opportunities of the park system. The needs assessment section of the plan will end with a summary of the findings that will provide valuable direction and support for the recommendation portion of the plan.

TASK 4: RECOMMENDATIONS, IMPLEMENTATION & ADOPTION

Considering the Future:
PLAZAS, GREENS, AND SQUARES

As development patterns shift, park systems need to adjust by offering new public spaces such as plazas, greens, and squares. These public spaces are often associated with new urbanist and transit-oriented development. These types of spaces may be private but incorporating them as public park types allows for more inclusive gathering space and play opportunities in small heavily trafficked spaces. Additionally, these types of spaces need to be considered unique as they can be a hub to serve the larger community and are a key feature to create a "Sense of Place" for the community. Spaces like these are great locations for farmers' markets, festivals, and live entertainment.



Following the information gathering phase and the initial public engagement activities, the next step planning process is collaboratively analyzing the information and designing policy and project initiatives to address the identified issues and priorities. Our team will begin to synthesize the information and begin to formulate preliminary strategies to address the specific recreational and open space needs of the Town. We will focus on recommendations that reflect the current recreational demands and prioritize future system-wide improvements with goals and measurable objectives for each of the key areas of plan: – define what each key are is about?

•Park Development and Redevelopment – Projects and cost estimates for proposed capital improvements will be provided as a tool to establish priorities, identify phases, and pursue funding.

•Park Operations – A generalized maintenance plan and program to reduce risk, provide for cost efficient park operations, and strategies to develop and maintain the health and vitality of natural habitats. Our recommendations will follow best practices as drawn from successes with other communities as well as highlight innovative strategies available for developing parks and facilities to achieve the highest levels of service delivery.

•Land Acquisition Strategies – Methods and strategies and generalized locations which appear to present opportunities to expand the park system.

•Financing and Stewardship -- A review of budget policies and practices to secure adequate operational and capital improvements revenue and support. Our project team will work with the Project Advisory Team to identify viable funding sources as well as public-private partnerships sustain investment in the Town's parks.

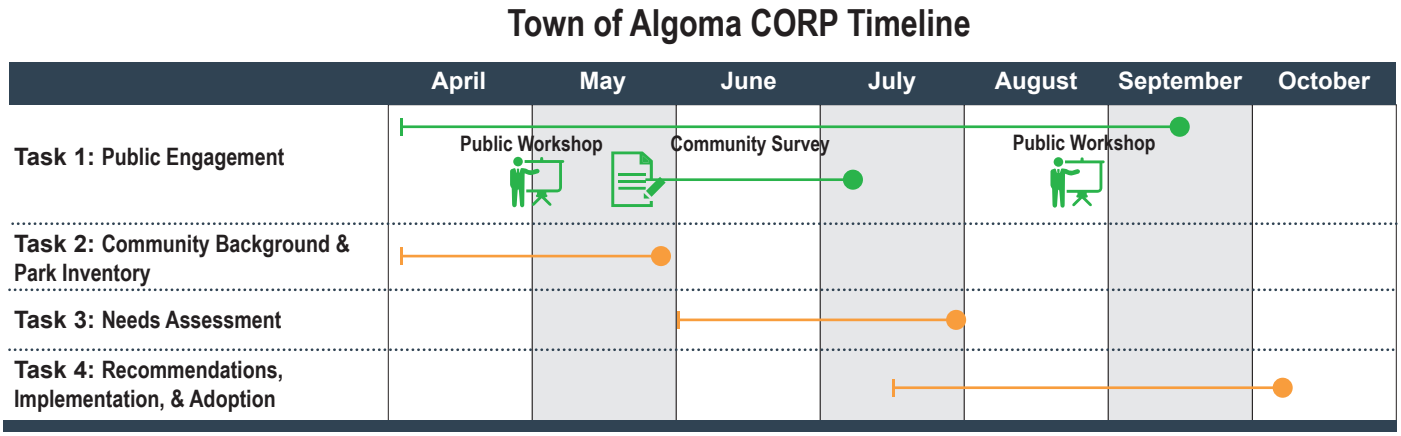
For the 5-year planning horizon for CORP, we will work with the Project Advisory Team and Parks Committee to formulate prioritized strategies and recommendations (short-term, mid-term, and long-term) to meet current and future community needs and address community priorities. For these priority recommendations we will summarize considerations for the respective strengths, weaknesses, assumptions, and dependencies for effective implementation.

These recommendations and strategies will be presented in summary draft form during the second Public Workshop and our team will facilitate the discussions with attendees, the Project Advisory Team, and Parks Committee to establish an initial outline of priorities.

Approval and Adoption

Following the conversation about the summary draft recommendations and priorities, our team will compile the Preliminary CORP for review by the Project Advisory Team and review and recommendation by the Park Committee. Our team will facilitate the Park Committee's review of the Preliminary CORP and will make minor changes to the document, per the Committee's direction, to support their recommendation to the Town Board for adoption. The Preliminary CORP will include planning maps, graphics, and will describe the methodologies used in the preparation of the plan, provide demographic information, describe existing facility conditions, review current programming,

Town of Algoma Comprehensive Outdoor Recreation Plan Timeline



Section E: Cost of Project Deliverables

Budget

Public Engagement	$3800
Data Gathering	$3600
Analysis and Recommendations	$4000
Plan Approval and Adoption	$3600
Reimbursables	$1000









JSD

www.jsdinc.com

Planners • Engineers • Landscape Architects • Surveyors

LORI GOSZ lgosz@mcm.com

PROPOSAL

FEBRUARY 19, 2025

PUBLIC SAFETY & MUNICIPAL MANAGEMENT
PROFESSIONAL CONSULTING SERVICES

COMPREHENSIVE OUTDOOR RECREATION PLAN



TOWN OF ALGOMA
WINNEBAGO CO.

TOWN OF ALGOMA

ALGOMA, WI

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McMAHON. YOUR FULL-SERVICE DESIGN & CONSULTING FIRM

- Architecture
- Environment & Infrastructure
- Water & Wastewater
- Structures & Building Systems
- Public Safety & Municipal Management
- Industry

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McMAHON ENGINEERS ARCHITECTS

McMAHON
ENGINEERS ARCHITECTS

February 19, 2025

Town of Algoma
Attn: Margaret Mahoney, Town Administrator
15 N. Oakwood Road
Oshkosh, WI 54904

Dear Ms. Mahoney,

On behalf of the Public Safety and Municipal Management Group at McMahon, we are pleased to submit a proposal for the development of a Comprehensive Outdoor Recreation Plan (CORP) for the Town of Algoma. Our team's passion for and decades-long experience in the public management field is the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants will strive to exceed your expectations for this engagement should our firm be selected for this project.

McMahon's Public Safety and Municipal Management Group has national and international public sector consulting experience. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Town Administration.

Our extensive operational and strategic experience in the public management area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public management experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgosz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Lori Gosz
SENIOR PUBLIC MANAGEMENT SPECIALIST



Mark Rohloff
DIVISION MANAGER

LMG:kmh

COMPREHENSIVE OUTDOOR RECREATION PLAN PROPOSAL

QUALIFICATIONS

McMahon provides professional, high quality public management consulting, project management, and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials
- Wisconsin Park and Recreation Association
- National Recreation and Park Association

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

METHODOLOGY

Our approach to this project requires a clear understanding of the current organizational structure, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

CLIENT INPUT

To develop a comprehensive outdoor recreation plan (CORP) and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Town of Algoma. Accordingly, our approach includes an initial meeting with the Parks Committee to discuss potential goals and objectives of the CORP, review the draft CORP with the Parks Committee, and hold a joint meeting with the Parks Committee and Plan Commission to present the CORP document before final consideration by the Town Board. Along the way, McMahon will have regular meetings with Administration to share valuable information with the Town.

PRACTICAL RECOMMENDATIONS

Our goal is to provide you with realistic recommendations for the administration and management of the Town. These recommendations need to be based on sound practical standards and legal considerations.

PROJECT MANAGEMENT

A successful assessment and the provision of an effective outdoor recreation plan and recommendations requires a special effort to ensure that all levels of the project receive adequate attention, and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with Administration and the Town Board.

SCOPE OF WORK

TASK 1
PRELIMINARY PLANNING

A. Meet with the Town Administration to discuss our approach, strategy, and methodology. During this initial meeting we will identify the Town Project Team and develop the manner of communications during the project.
B. Review the Scope of Service of the project. Document and develop Town's expectations of the project which will include a detailed project plan identifying tasks, responsibilities, deliverables, and budget.
C. Discuss and develop a schedule of the project that is acceptable to the Town. Establish a project timeline identifying start and completion days of all major project phases.

TASK 2
DEVELOPMENT OF THE COMPREHENSIVE OUTDOOR RECREATION PLAN

A. Review existing planning documents to include but are not limited to; the 2009 Parks and Open Space Plan, the 2020 Town of Algoma Comprehensive Plan, WDNR Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans, Chapter NR 50, Wis. Admin. Code., and other pertinent community reports and development plans from neighboring municipalities and Winnebago County that may affect CORP decisions and recommendations.
B. Evaluate existing parks, trails, and review of environmental conditions.
    - Park, playground, and facility safety and accessibility (Americans with Disabilities Act/ADA audit not included, general review only).
    - Provide recommendations along with estimated construction costs and improvements.
C. Prepare and update base mapping of park, trails, and open spaces assets. Utilize Town of Algoma/County GIS for all base mapping. Review and update park/recreational property maps and site plans with staff. Identify the locations and establish the functional classification of all existing Town parks.
D. Conduct a Needs Assessment and Gather Public Input.
    - Conduct a needs assessment, analyzing current park land acreage and park land access to assess the community's Level of Service for current and future park lands.
    - Develop a Public Participation Plan to engage a wide range of stakeholders using a survey and public meetings. McMahon will prepare the survey and rely on the Town to conduct and compile the results of the survey to save costs.
    - In collaboration with Town staff, gather input and review the needs of residents, various user groups, and/or special interest groups.
    - Identify current facility needs and anticipated needs due to planned growth.
E. Review and update general areas/issues per WDNR guidelines.
    - Executive summary of plan and planning process.

- Review and documentation of accomplishments over the past fifteen years. Establish goals, objectives, and priorities for the next five years.
- Incorporate recommendations from other relevant Town documents.
- Update community profile, history, size and population trends, demographics, demographics projections, employment and economic trends, physical characteristics such as climate, and topography, etc.
- Park type criteria.
- Park land requirements.
- Facility evaluation and existing park inventory.
- Consistency with local, regional, and state plans.
- Regional and/or Town of Algoma area needs.
- Incorporate improvements for facilities with major proposed improvements.
- Develop park classification and service area map.

F. Review the acquired information and data, and preliminary conceptual improvement plans with Town Staff, and selected user groups if appropriate.
G. Identify funding opportunities, both public and private, to assist with future parkland development and acquisition.
H. Develop Facility Cost Development and Capital Improvement Outline.
   - Review and utilize work currently completed by Town Staff.
   - Develop a five-year parks development Capital Improvement Action Plan and implementation schedule including immediate and long-range budget projects. This includes the development of general costs associated with capital improvements within existing parks, development of undeveloped parks, and acquisition and development of future park sites and related facilities, including trails.
   - Submit the estimated costs to the Project Team for review.
   - Modify the facility cost estimate based on project Team input.
   - Finalize the facility cost estimate and provide it in spreadsheet format to the Town.

TASK 3
COMPREHENSIVE OUTDOOR RECREATION PLAN DELIVERABLES

A. Develop a Comprehensive Outdoor Recreation Plan to serve the Town of Algoma for a five-year period, 2026 – 2030.
B. Prepare, produce, and deliver the draft of the Comprehensive Outdoor Recreation Plan for the Town Project Team to review.
C. Facilitate a Comprehensive Outdoor Recreation Plan review meeting with the Town Project Team to answer questions regarding the content of the Comprehensive Outdoor Recreation Plan and make any changes to the Plan based on the discussions at the meeting. Produce and deliver final document to the Town Project Team.
D. Facilitate a Comprehensive Outdoor Recreation Plan presentation for the Town Board.
E. Large-scale plan renderings for public presentations, input gathering sessions as needed.
F. One (1) electronic copy in PDF format, (including mapping in AutoCAD .dwg format, text in.docx format, and spreadsheets in.xlsx format), and seven (7) bound colored paper copies of the final report.

PROJECT FEE / SCHEDULE

PROJECT FEE

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Town of Algoma Comprehensive Outdoor Recreation as follows:

Time & Expense estimated at: $28,000 - $30,000

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses. The work is anticipated to be performed remotely, if in-person meetings are requested, travel will be billed to the Town.

PROJECT SCHEDULE

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience on similar projects, it is estimated that this analysis will take approximately nine to twelve (9-12) months to complete. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

McMAHON TEAM

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

LORI M. GOSZ | SENIOR PUBLIC MANAGEMENT SPECIALIST

Lori will act as Project Manager. She is a self-motivated, results driven professional with 25 years of municipal government experience in Northeast Wisconsin, and a people, process, and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, and compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

WALLY M. SEDLAR | DNR ASSURED WETLAND DELINEATOR

Wally will act as Assistant Project Manager and has over 30 years of experience as a field technician, environmental field investigator, and environmental and municipal planner. Wally's responsibilities include conducting Wetland Delineations and Functional Values Assessments, writing Wetland Delineation reports, preparing Wetland General and Individual Fill Permits, Infiltration Testing, Zoning Administration, Comprehensive Plan Writing, Agronomy Consultations, and Conducting Environmental Site Assessments.

RAY C. MAURER | PUBLIC MANAGEMENT SPECIALIST

Ray will assist the Project Team and is an experienced and dedicated municipal parks, recreation, and forestry professional with over 30 years of experience. He is a Certified Park and Recreation Professional through the National Recreation and Park Association. He is responsible for the management and administration of the City of Oshkosh Parks Department which includes parks, landscape operations, aquatics, cemeteries, zoo, special events, and Senior Services. His responsibilities include administrative direction over full-time staff, development of annual and capital improvement budgets, and development of short and long-term comprehensive plans. His strong relationship building skills were instrumental in developing many public/private partnerships that have resulted in cost-saving measures throughout his career. He has the ability to connect with elected officials, citizens, and others to build trust and establish lasting relationships. He has extensive experience in municipal

parks, recreation and forestry operations, capital project management and process improvement.

KARIN P. KOOLS-SCHEEL | GIS ANALYST

Karin will assist the Project Team and is an experience professional with specialized competence in AutoCAD Drafting for Local Street Project, Mapping for Stormwater Management Plan, Mapping for Comprehensive Land Use Plans, Presentation Mapping, CAD to GIS Conversions, GIS Updates and Maintenance and Wetland and Phase I Mapping.

MARK A. ROHLOFF | PS&MM DIVISION MANAGER

Mark is a successful, results oriented public manager with over 40 years of diverse experience in strategic planning, budgeting, finance, continuous improvement, personnel, public works and utilities, economic development, and intergovernmental relations. He has served as a manager and administrator for 3 different Wisconsin cities and towns and has worked in cities ranging from 5,000 to 450,000 in population in Wisconsin, California, and Colorado. Mark has held leadership positions with the Wisconsin City-County Management Association, the League of Wisconsin Municipalities, and League Mutual Insurance, and has been a member of the adjunct faculty at UW Oshkosh.

REFERENCES

RIPON AREA FIRE DISTRICT
Strategic Plan and Organizational Analysis
Fire Chief Tim Saul
515 Aspen Street
Ripon, WI 54971
(920) 745-2262

CITY OF COLUMBUS
Operational and Compensation Assessment
Kyle Ellefson, Administrator
105 N. Dickason Blvd
(920) 623-5900

CITY OF LAKE MILLS
Staffing Model Analysis
Drake Dailey, City Manager
200 Water Street
Lake Mills, WI 53551
(920) 648-2344

CITY OF CHILTON
Organizational Analysis/Review
Executive Recruitment and Interim Services
Tom Reinl, Mayor
42 School Street
Chilton, WI 53014
(920) 849-2451

CITY OF SUPERIOR
Operational and Organizational Review
Jane Michel, Contract Analyst
1316 N. 14th Street
Superior, WI 54880
(715) 395-7557

LORI M. GOSZ

SENIOR PUBLIC MANAGEMENT SPECIALIST

Lori is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.



lgosz@mcmgrp.com
920-875-0501

SPECIALIZED COMPETENCE
Municipal Administration
Operational and Organizational Studies
Grant Administration
Leadership

ACADEMIC BACKGROUND
Wisconsin Certified Municipal Clerk –
UW-Green Bay Office of Outreach & Extension

Governmental Affairs - Wisconsin Municipal Clerk/Treasurers Institute and Administrator's Academy

Fox Valley Technical College – Business Management

Wisconsin Office of the Commissioner of Insurance – Property and Casualty License

PROFESSIONAL AFFILIATIONS
Wisconsin City/County Managers Association
Wisconsin Municipal Clerk's Association
Wisconsin Municipal Treasurer's Association

PROFESSIONAL EXPERIENCE

MCMAHON PUBLIC SAFETY & MUNICIPAL MANAGEMENT

Town of Clayton, WI – Public Facilities Needs Assessment for Fire Station and Parks Impact Fees
City of Columbus, WI – Operational and Compensation Assessment
City of Lake Mills, WI – Staff Model Analysis
Town of Algoma, WI – Building Permit Fee Analysis
Village of Kimberly, WI – Village Administrator Executive Selection
Town of Buchanan, WI – Town Administrator Executive Selection
Village of Union Grove, WI – Village Administrator Executive Selection
City of Waupaca, WI – Finance Director/City Treasurer Executive Selection
City of Weyauwega, WI – City Administrator Executive Selection and Management Counsel
Village of Mount Pleasant, WI – Fire Chief Executive Selection
Village of Rib Mountain, WI – Street/Park Director Executive Selection
Village of Germantown, WI – Police Chief Executive Selection
City of New London, WI – Community Development Block Grant (CDBG) CLOSE Grant Administration Management Counsel
Village of Winneconne, WI – Community Development Block Grant (CDBG) CLOSE Grant Administration Management Counsel
Appleton Airport – EDA Grant Administration

CITY OF BRILLION – CITY ADMINISTRATOR/CLERK-TREASURER (1999-2020)

Supervised multiple departments. Responsible for development/administration of municipal budgets. Assisted in labor contract negotiations/collective bargaining issues. Served as marketing director. Managed/updated City-Wide Municipal Code. Prepared tax roll and collection of all City taxes. Grant writing and administration (WisDOA CDBG, WisDOT TEA, WEDC CDI, EPA Brownfield). Developed/managed City-Wide Capital Improvement Plan. Developed/implemented Tax Increment Financial districts. Worked with City Engineers and DNR to develop/implement Sanitary Sewer Reduction Plan. Worked with surrounding communities on joint projects and coordinated services.

VILLAGE OF SHERWOOD – FINANCE CLERK/DEPUTY CLERK-TREASURER (1995-1999)

Assisted with budget preparation, audit preparation and financial reports
Processed accounts payable/receivable, maintained utility accounts

WALLY SEDLAR

ENVIRONMENTAL PROJECT MANAGER
ASSURED WETLAND DELINEATOR
PRINCIPAL PLANNER

PROJECTS:

Comprehensive Plan Updates
Town of Freedom, WI
Town of Hubbard, WI
Town of Friendship, WI
Town of Franklin, WI
Village of Campbellsport, WI
Village of Stockbridge, WI

Comprehensive Outdoor Recreation Plan
Town of Caledonia, WI

Zoning Ordinance Updates
Town of Hubbard, WI
Town of Franklin, WI
Town of Chilton, WI

Zoning Administrator
Town of Chilton, WI
Town of Franklin, WI

Knowles Nelson Stewardship Grant
Town of Caledonia, WI

Land and Water Resources Management Plan
Adams County, WI 10 Year Plan

Wally M. Sedlar | Planner & Wetland Specialist | Environmental P.M. has 36 years of experience as a field technician, environmental field investigator and environmental and municipal planner. He is responsible for administering the company's planning services program. Wally's key responsibilities include business development (client retention and recruitment); contract negotiation and execution; planning staff recruitment, mentoring and training; adherence to project budgets and timelines; and proposal development. He has extensive experience in facilitating and participating in public meetings such as Municipal and County Boards. Ordinances development, environmental planning, construction, agriculture and teaching background are his strengths. He is also an Assured Wetland Delineator with the WDNR.



wsedlarl@mcmgrp.com
920.751.4200 ext. 214

SPECIALIZED COMPETENCE
Comprehensive Plan Writer
Assured Wetland Delineator
Agronomist & Nutrient Management Planner
Grazing Specialist
Drone Pilot

ACADEMIC BACKGROUND
MS in Education – Marian University, 2009
BS in Resource Management with minors in Land Use Planning and Soil Science – UW–Stevens-Point; 1988

TECHNOLOGY/SOFTWARE
GPS – Trible Survey Technology
Civil 3D
Other – Microsoft Office Suite

PROFESSIONAL AFFILIATIONS
APA – American Planning Association
FAA – UAS Unmanned Remote Pilot

RAYMOND C. MAURER

PUBLIC MANAGEMENT SPECIALIST



rmaurer@mcmgrp.com

Ray is an experienced and dedicated municipal parks, recreation and forestry professional with over 30 years of experience. He is a Certified Park and Recreation Professional through the National Recreation and Park Association. His strong relationship building skills were instrumental in developing many public/private partnerships that have resulted in cost-saving measures throughout his career. He has the ability to connect with elected officials, citizens, and others to build trust and establish lasting relationships. He has extensive experience in municipal parks, recreation and forestry operations, capital project management and process improvement.

PROFESSIONAL EXPERIENCE

OSHKOSH PARKS DEPARTMENT

Parks Director (2010 – Present)

Responsible for the management and administration of the City of Oshkosh Parks Department which includes parks, landscape operations, aquatics, cemeteries, zoo, special events, and Senior Services. His responsibilities also include administrative direction for full-time staff, development of annual and capital improvement budgets, and development of short and long-term comprehensive plans.

OCONOMOWOC PARKS, RECREATION AND FORESTRY DEPARTMENT

Director of Parks, Recreation and Forestry

Responsible for the management and administration of the City's parks, recreation, and forestry operations including acquisition, development, and maintenance of parks, open spaces, facilities and resources. Responsibilities also include administrative direction over full and part-time staff and volunteers, development of annual and capital improvement budgets, operation and maintenance of beaches and boat launches, maintenance of boulevards and downtown landscaping, grant writing, and management of public concerts and special events.

CEDARBURG PARK AND RECREATION DEPARTMENT

Director of Parks, Recreation and Forestry

Responsible for performing a variety of professional and administrative duties in planning, developing, scheduling, directing and implementing a year-round city-wide park, recreation and forestry program. Responsibilities also include administrative direction over full and part time staff, development of annual and capital improvement budgets, and acquisition, development and maintenance of park and recreation facilities.

BROWN DEER PARK AND RECREATION DEPARTMENT

Park and Recreation Supervisor

Primary responsibilities included coordinating, supervising, directing, and evaluating recreation programs, sports leagues, park operations and special events.

SPECIALIZED COMPETENCE

Municipal Administration
Leadership
Knowledge of public administration theory
Planning and land development
Capital project management

ACADEMIC BACKGROUND

Bachelor of Science Degree in Community Recreation from UW-Milwaukee

PROFESSIONAL AFFILIATIONS

Wisconsin Park and Recreation Association
National Recreation and Park Association

Northeast Wisconsin Park and Recreation Organization
Wisconsin Park and Recreation Association Foundation Board of Directors
Oshkosh Convention and Visitor's Bureau Board of Directors

KARIN P. KOOLS-SCHEEL

GIS ANALYST

PROJECTS

PRELIMINARY WELL & PONDING SITING
Provide Geoprocessing Support for Engineers & Local Decision Makers
Brillion, WI
Chilton, WI
Fox Crossing, WI
Little Chute, WI
Neenah, WI
Wild Rose, WI

STORMWATER PROJECTS
Assist Stormwater Engineers with Data Acquisition, Geoprocessing, & Map Production
Algoma (Town of), WI
Allouez, WI
Ashwaubenon, WI
Calumet County
Combined Locks, WI
Fox Crossing, WI
Garners Creek Storm Water Utility
Grand Chute, WI
Greenville, WI
Harrison, WI
Kaukauna, WI
Kimberly, WI
Lawrence, WI
Little Chute, WI
Menasha, WI
Neenah (Town of), WI
Neenah (City of), WI
Sherwood, WI
Two Rivers, WI
Vinland, WI

IMPERVIOUS SURFACE CALCULATIONS
Provide Data to Engineers & Local Officials in Stormwater Utilities
Denmark, WI
Grand Chute, WI
Harrison, WI
Kaukauna, WI
Neenah, WI
Marinette, WI
Plymouth, WI
Two Rivers, WI



kkools-scheel@mcmgrp.com
920.751.4200 ext. 220

SPECIALIZED COMPETENCE
AutoCAD Drafting for Local Street Projects
Mapping for Stormwater Management Plans
Mapping for Comprehensive Land Use Plans
Presentation Mapping
CAD to GIS Conversions
GIS Updates and Maintenance
Wetland and Phase I Mapping

ACADEMIC BACKGROUND
BS in Geography – UW–Oshkosh; 1996
ESRI Certified GIS (Geographic Information Systems) Training; 1998, 2023

TECHNOLOGY/SOFTWARE
GIS – ESRI Products (ArcMap, ArcPro, AGOL)
Other – Microsoft Office Suite
EVAAL

PROFESSIONAL AFFILIATIONS
WLIA (Wisconsin Land Information Association)

KARIN P. KOOLS-SCHEEL

PRESENTATION MAPPING/MEETING MATERIALS
Develop Clear and Concise Maps for Government and Public Meetings
Brillion, WI - FEMA Floodplain
Denmark, WI – Rural Development
Heart of the Valley Metropolitan Sewerage District, Kaukauna, WI - Marine Manhole Rehabilitation
Kimberly, WI - Pedestrian Underpass
Monroe Center, IL - Utility Improvements
Wild Rose, WI - Mill Pond Pedestrian Trail

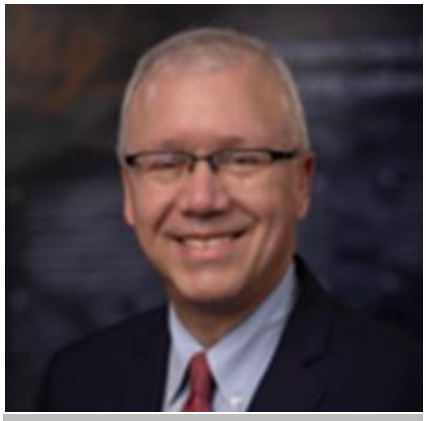
COMPREHENSIVE LAND USE PLANS
Assist Planners with Data Acquisition, Geoprocessing, & Map Production
Nasewaupee , WI
Newton, WI
St. Germain, WI

GIS UPDATES AND MAINTENANCE
Enhance and Maintain Community GIS
Darboy Sanitary District, WI
Denmark, WI
Kimberly, WI
Marengo, IL
New London, WI
Seymour, WI

GIS DATA CONVERSIONS (CAD TO GIS) AND UPDATES:
Belgium, WI
Fox Crossing, WI
Westville, IN
Wheatfield, IN

MARK A. ROHLOFF

DIVISION MANAGER



mrohloff@mcmgrp.com
920-850-9282

Mark is a successful, results-oriented public manager with over 40 years of diverse experience in all facets of local government management. Over the course of his career, Mark worked in cities ranging from 5,000 to 450,000 in population in Wisconsin, California, and Colorado.

As City Manager of Oshkosh, Wisconsin, Mark collaboratively developed strategic plans with elected officials, staff, and community members to successfully implement both operational and financial plans. He created successful partnerships with the private sector as well as public and nonprofit agencies to more effectively deliver services to the community. He successfully negotiated an incentive package to retain a Fortune 500 company and assist it in constructing its new Global Headquarters, as well as negotiated terms for the redevelopment of former downtown industrial site to attract an NBA "G" League franchise to Oshkosh. He also addressed a history of deferred maintenance in public infrastructure and successfully secured grants for infrastructure development, including a riverwalk along the Fox River in Oshkosh.

Mark served as Town Administrator for the Town of Grand Chute, the largest town in Wisconsin, guiding it through the community's rapid growth and planning for future development. He oversaw construction of a new municipal complex as well as a new fire station, further addressing the community's growth needs. With experience in both city and town governments, he was able to create "win-win" solutions that respected the needs of all parties at the table.

Mark is a past president of the Wisconsin City-County Management Association and was honored with its Meritorious Service Award in 2022. He served on the board of Directors of the League of Wisconsin Municipalities, and League Mutual Insurance. He was instrumental in helping forge the coalition of local governments that successfully advocated for state lawmakers to increase aid to municipalities and counties via the shared revenue program. As a result of these contributions, the Wisconsin Policy Forum honored him with its James R. Ryan Lifetime Achievement Award in 2024. He is also the recipient of the Lynne Webster Leadership Award from the Oshkosh Chamber of Commerce.

In addition to his role with the city and professional associations, he has been a member of the adjunct faculty at the University of Wisconsin-Oshkosh (UWO) since 1999 and currently serves on the Advisory Board of the Whitburn Center for Governance and Policy Research at UWO.

SPECIALIZED COMPETENCE

Strategic Planning
Budgeting and Finance
Continuous Improvement
Human Resources
Public Works & Utilities
Economic Development
Intergovernmental Relations
Team Building

ACADEMIC BACKGROUND

Master of Public Administration – University of Kansas
Bachelor of Arts in Urban Affairs /
Certificate in Business Administration -St. Louis University

PROFESSIONAL AFFILIATIONS

International City County Management Association
Wisconsin City-County Management Association

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Town Vehicle Purchase

SUMMARY:
The Public Works Director is a new position with the town that will require a town vehicle.

The approved 2025 budget includes $25,000 for this purchase. The new director will contact dealerships and other government organizations to see what vehicles are available and keep records of that is available for price comparisons.

Because vehicle availability can be difficult and often times the decision has to be made the same day, staff is requesting prior approval from the Town Board to spend up to $25,000 for a town vehicle. Staff will report the amount and process to the Board at a future meeting following the purchase.

RECOMMENDED ACTION: Staff recommends approval of this purchase. Should the Town Board agree the following motion may be made:

"Motion to approve the purchase of a town vehicle up to $25,000."

ATTACHMENTS: None

TOWN OF ALGOMA
A community connected

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: March 19, 2025

RE: Investment Commitment Letter from the Town of Algoma to Greater Oshkosh Economic Development Corporation

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SUMMARY: GOED has asked that the Town Board consider a formal letter showing the town's support of GOED for the next 5 year period for their "Future in Focus" campaign.

This will not commit any town funds—that will continue to happen on an annual basis as part of the budget process. As noted, annual renewal will be contingent on town satisfaction and funding levels. It is estimated the current annual investment amount of $8,000 per year to continue.

GOED President Trica Rathermal will be present to address questions from the Board.

RECOMMENDED ACTION: Staff recommends approval of this investment commitment letter. Should the Town Board agree the following motion may be made:

"Motion to approve the Greater Oshkosh Economic Development Corporation Investment Commitment Letter of support from the Town of Algoma."

ATTACHMENTS:

1. Investment Commitment letter

TOWN OF ALGOMA
A community connected

March 19, 2025

Dear Tricia:

To support the Greater Oshkosh Economic Development Corporation's vision of economic growth and prosperity for all of the Town of Algoma's citizens through the "Future in Focus" campaign, we authorize and commit to an investment of $8,007 in 2025 through the IDB per Capita Funding**.**

We will consider renewing this investment contingent upon:

1. Our satisfaction is that the Future in Focus Campaign is reaching its goals and objectives.
2. Town of Algoma's future funding levels.

This commitment is not a multi-year pledge. Our investment for any given year will be considered on an annual basis. Should our annual per capita allotment remain at **$8,000** for each of the next 4 years, these investments would bring our total investment to **$40,000** over the next 5 years.

Billing month preferred:

Signature: **Date**:

Contact for Billing:

Name:

Phone:

TOWN OF ALGOMA
A community connected

TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a $100.00 filing fee (payable to: **Town of Algoma**) and a complete reproducible site plan, which includes, but is not limited to:

- ☑ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☑ A north arrow.
- ☑ Map scale and distances.

APPLICATION

PETITIONER

Thomas Korn, Amy Sue Hartman — *Petitioner Name*
920-237-9209 — *Petitioner Phone Number*
2937 Omro Rd — *Petitioner Address*
Oshkosh — *City*
WI — *State*
54904 — *Zip Code*

OWNER (IF NOT PETITIONER)

Owner Name
Owner Phone Number
Owner Address
City
State
Zip Code

PROPOSED ACTIVITY LOCATION

1250 Leonard Pt Rd Oshkosh WI 54904

PROPOSED ACTIVITY DESCRIPTION

Sales - Plants Vegetable, Amish Preserves and Products

LICENSE DURATION

Period* for which license is sought:

5-1-2025 — *From Date*
10-31-2025 — *To Date*

** Licenses may be requested for a period of up to one year.*

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Petitioner Signature
1-20-2025 — *Date*

Owner Signature (if the owner is not the petitioner)
Date

TOWN OF ALGOMA
A community connected
TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a $100.00 filing fee (payable to: Town of Algoma), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

- ☑ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☑ A north arrow.
- ☑ Map scale and distances.

APPLICATION

PETITIONER

Patti Kimball — *Petitioner Name*

920-203-1681 — *Petitioner Phone Number*

375 N. Eagle St. — *Petitioner Address*

Oshkosh — *City*

WI — *State*

54902 — *Zip Code*

OWNER (IF NOT PETITIONER)

Owner Name

Owner Phone Number

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Open lot across from Algoma town hall.

PROPOSED ACTIVITY DESCRIPTION

We are looking to bring our summer school class on the OASD's food truck, Brewing Futures, to this lot. We would like to come 2 times a week, 9:30-11:00 AM. We would begin the week of June 9- July 18.

LICENSE DURATION

Period* for which license is sought:

June 9 — *From Date*

July 18 — *To Date*

*Licenses may be requested for a period of up to one year.

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Patti Kimball — *Petitioner Signature*

2-17-25 — *Date*

Owner Signature (if the owner is not the petitioner)

Date

TOWN OF ALGOMA
A community connected

TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

General and Transient Merchants

LICENSE APPLICATION

FOR OFFICE USE ONLY

APPLICATION REQUIREMENTS RECEIVED

- [x] $100.00 fee paid
- [x] Photocopy of photo ID
- [x] Site Plan

APPROVAL STATUS

- [ ] Approved
- [ ] Approved with conditions
- [ ] Denied

Comments

2/17/25 - OASD is exempt from the fee and site plan requirements es per our Ordinance

Approval Date

APPROVAL DISCLAIMER

The Town of Algoma or a duly appointed official maintains the right to cancel this agreement if the applicant violates the conditions of this agreement or the Town of Algoma Municipal Code. There are no refunds for canceled agreements.

TOWN OF ALGOMA
A community connected

TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a $100.00 filing fee (payable to: **Town of Algoma**) and a complete reproducible site plan, which includes, but is not limited to:

- ☑ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☑ A north arrow.
- ☑ Map scale and distances.

RECEIVED
FEB 20 2025
TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN

APPLICATION

PETITIONER

Brady & Bryce Rennert - Pickett Produce | 920.379.0384
Petitioner Name | *Petitioner Phone Number*

1043 Tyler Ave | Oshkosh | WI | 54902
Petitioner Address | *City* | *State* | *Zip Code*

OWNER (IF NOT PETITIONER)

same as above |
Owner Name | *Owner Phone Number*

Owner Address | *City* | *State* | *Zip Code*

PROPOSED ACTIVITY LOCATION

corner of oakwood & witzel lot

PROPOSED ACTIVITY DESCRIPTION

produce wagon - same as prevous years ☺

LICENSE DURATION

Period* for which license is sought:

June – october
From Date *To Date*

** Licenses may be requested for a period of up to one year.*

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Brady Rennert | 2/10/2025
Petitioner Signature | *Date*

Owner Signature (if the owner is not the petitioner) | *Date*

TOWN OF ALGOMA
A community connected

TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

General and Transient Merchants

LICENSE APPLICATION

FOR OFFICE USE ONLY

APPLICATION REQUIREMENTS RECEIVED

- [ ] $100.00 fee paid
- [ ] Photocopy of photo ID
- [X] Site Plan

APPROVAL STATUS

- [ ] Approved
- [ ] Approved with conditions
- [ ] Denied

Comments

Pickett Produce is exempt from fee according to our ordinance

_____

_____

_____

_____

_____

Approval Date

APPROVAL DISCLAIMER

The Town of Algoma or a duly appointed official maintains the right to cancel this agreement if the applicant violates the conditions of this agreement or the Town of Algoma Municipal Code. There are no refunds for canceled agreements.

2025 site plan

PICKETT PRODUCE

