VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
January 16, 2023

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MEETING CALLED TO ORDER – President Steve Menzel called the Park Ridge Village Board to order at 5:30 pm. The Village Board meeting was held in person at the Village Hall and via Zoom. After the recitation of the Pledge of Allegiance by members present, a roll call was taken. Trustees Dan Holloway, Gordon Renfert and Barb Friedrich and Kristin Paulson were present. Clerk Shanna Behrend was also present. Resident Jim LaMar was present. The following persons attended via Zoom: Thom Patton.

AGENDA ITEM #1 - APPROVAL OF THE JANUARY AGENDA - Menzel asked the Board members if there were any questions regarding the December agenda. Holloway made a motion to approve the agenda. Seconded by Friedrich. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #2 – PUBLIC COMMENT PERIOD - The public comment section was opened to anyone who wished to speak on any agenda item. No comments were made.

AGENDA ITEM #3 – **PUBLIC COMMENT PERIOD -** The public comment section was opened to anyone who wished to speak on any non-agenda item. No comments were made.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM DECEMBER 19, 2022 – Renfert moved to approve the December minutes with minor changes. Holloway seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND ACCEPT DECEMBER TREASURER'S REPORT – The Treasurer provided a spreadsheet comparing the cash (bank accounts) equal to the total reserve accounts. **–** Friedrich made a motion to accept the Treasurer's Report. Seconded by Renfert. Roll call was taken, Renfert – yes, Renfert – yes, Paulson– yes, Holloway – yes, Menzel – yes.

AGENDA ITEM #6 – APPROVAL OF DECEMBER & JANUARY BILLS/PAYMENTS – Holloway made a motion to approve the bills/payments. Seconded by Paulson. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #7 – ACCEPT QUARTERLY REPORTS – After some discussion, the Board moved to approve the quarterly reports. Renfert made the motion to accept, seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #8 – DISCUSS VILLAGE RIGHT-OF-WAY AND PARKING ORDINANCE – The Zoning Board recommended that any parking information and restrictions should be included in the Right-of-way ordinance instead of in a separate ordinance. The Zoning Board also approved the work that has been done, up to this point, on the ordinance. The Board agreed that information about the alleyways, recommendations about snow removal around the hydrant, snow plowing, parking of campers and trailers (referencing the existing ordinance), and parking for special events.

AGENDA ITEM #9 – DISCUSSION AND POSSIBLE ACTION ON APRIL ELECTION LEVY LIMIT REFERENDUM – Menzel explained that due to inflation and a revenue cap put in place by the State several years ago, many municipalities are having to exceed their levy limit. Park Ridge is also considering this option to maintain the services provided to residents. After much discussion the Board agreed to adopt the resolution, pending approval from the Department of Revenue on proper wording, stating as follows:
"Under state law, the increase in the levy of the Village of Park Ridge for the tax to be imposed for the next fiscal year, 2024, is limited to 1.387%, which results in a levy of $233,098. Shall the Village of Park Ridge be allowed to exceed this limit and increase the levy for the next fiscal year, 2024, for the purpose of supporting the increasing costs of contracted services, Village operations, enhanced fire protection, and capital improvement debt service by a total of 55.77%, which results in a levy of $363,098, and on an ongoing basis, include the increase of $130,000 for each fiscal year going forward?" Friedrich made a motion to accept the resolution, verifying the Department of Revenue language required for a referendum. Seconded by Holloway. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #10 – UPCOMING ELECTION – The upcoming Village Caucus on January 18, 2023, was discussed. Trustee Friedrich will oversee the procedure as President Menzel is up for re-election. Two trustee

positions are also being considered. There is also a Spring Primary on February 21, 2023, and the Spring Election on April 4, 2023.

AGENDA ITEM #11 – APPROVAL OF OPERATOR LICENSES – Friedrich made the motion to approve the operator license for The Store. Seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #12 - DISCUSS HIRING CONSULTANT FOR STREET PLANNING PROJECTS – Holloway discussed that he will be drafting a request for proposal for hiring a consultant for the planning of future road improvement projects within the Village. He would have the proposal for the February meeting.

AGENDA ITEM #13 – CLERK/TREASURER POSITION – the Village is looking for a new Clerk/Treasurer for the immediate future. If interested, please contact President Menzel at smenzel@vi.parkridge.wi.gov.

AGENDA ITEM 14 – ZONING BOARD COMMITTEE POSITIONS – The current chair of the Zoning committee and Zoning Board of Appeals is stepping down when their term is up in April along with another member from both committees. The Village is looking to fill these positions. The committee is also in need of two alternative positions. Holloway is joining the Zoning Committee in a non-voting capacity.

SET DATE FOR NEXT BOARD MEETING – The date for the next meeting is set for February 20, 2023, at 5:30 pm.

The meeting adjourned at 7:37 pm.

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SHANNA BEHREND
VILLAGE CLERK

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STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
2023 CAUCUS MINUTES
WEDNESDAY, JANUARY 18, 2023

Village of Park Ridge Trustee, Barb Friedrich, opened the Caucus for the upcoming Spring Election at 5:30 pm. The Caucus was held at the Iverson Park All-Purpose Lodge. Board members Steve Menzel, Dan Holloway, Kristen Paulson, and Gordon Renfert were present. Also in attendance were the following Village residents: Tori Jennings, Charm Fournier, Gretchen Renfert, Mary Tierney-Ley, Nancy LaMar, Jim LaMar, Becky Woodward, Shawn Paulson, Siri Bendtsen, Frances Hubbard, Renee Haase and Trish Baker. Assisting with the Caucus was Shanna Behrend, Clerk/Treasurer.

Village Trustee Friedrich explained the Caucus procedures. Nominations were needed for two Village Trustee positions currently held by Gordon Renfert and Kristin Paulson and Village President currently held by Steve Menzel. Trustee Friedrich oversaw the proceedings as President Menzel is up for re-election this year. Charm Fournier and Jim LaMar volunteered to serve as tellers.

Friedrich asked for nominations from the floor for the positions of Village President. Barb Friedrich (616 Linwood Ave) nominated **Steve Menzel.** Seconded by Charm Fournier (402 Greenbriar Ave). Friedrich asked for more nominations three times. Hearing no further nominations, Friedrich announced the nominations for the President position were closed. Friedrich asked for nominations for Village Trustee positions. Jim LaMar (403 Greenbriar Ave) nominated **Gordon Renfert**. Seconded by Siri Bendtsen (112 Sunrise Ave). Mary Tierney-Ley (502 Linwood Ave) nominated **Kristin Paulson.** Seconded by Dan Holloway (509 Linwood Ave). Friedrich asked for any further nominations for Trustee three times. Hearing no further nominations, Friedrich announced that the nominations for the Trustee positions were closed.

Results were as follows for the Village President Position:
Steve Menzel

Results were as follows for two Village Trustee Positions:
Gordon Renfert
Kristin Paulson

No vote was necessary.

Behrend distributed notices/receipts of nomination, declarations of candidacy and campaign registrations to the nominees (**Steve Menzel, Gordon Renfert, Kristin Paulson)** immediately following the caucus.

The Caucus ended at 5:45 pm.

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Shanna Behrend
Clerk/Treasurer

Steve Menzel
President

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 2023

	Jan 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	0.00	201,415.00	-201,415.00	0.0%
43410 · Shared Revenues	0.00	12,676.00	-12,676.00	0.0%
43420 · Fire Insurance	0.00	2,400.00	-2,400.00	0.0%
43430 · Exempt Computer Aid	0.00	461.00	-461.00	0.0%
43440 · Personal Property Aid	0.00	270.00	-270.00	0.0%
43450 · State Video (Cable) Aid	0.00	1,700.00	-1,700.00	0.0%
43531 · Transportation Aid	0.00	12,974.00	-12,974.00	0.0%
44110 · Liquor and Malt Beverage	0.00	1,000.00	-1,000.00	0.0%
44120 · Cigarette/Bartender's Licenses	100.00	1,000.00	-900.00	10.0%
44200 · Dog Licenses	530.00	500.00	30.00	106.0%
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 · Cable Franchise Fees	0.00	7,000.00	-7,000.00	0.0%
46100 · General Government	0.00	100.00	-100.00	0.0%
48100 · Interest	0.00	500.00	-500.00	0.0%
48200 · CD Interest	0.00	500.00	-500.00	0.0%
Total Income	630.00	242,696.00	-242,066.00	0.3%
Expense				
51100 · Village Board				
5110001 · President Salary	0.00	3,768.00	-3,768.00	0.0%
5110002 · Trustee Salary	0.00	3,445.00	-3,445.00	0.0%
5110003 · Santa Visit	0.00	350.00	-350.00	0.0%
5110004 · League of Municipalities Dues	0.00	400.00	-400.00	0.0%
5110005 · Miscellaneous	0.00	900.00	-900.00	0.0%
5110006 · Email, Website, Community Alert	0.00	1,850.00	-1,850.00	0.0%
Total 51100 · Village Board	0.00	10,713.00	-10,713.00	0.0%
51300 · Legal	0.00	4,000.00	-4,000.00	0.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	2,095.00	39,500.00	-37,405.00	5.3%
5141006 · General Office Supplies	0.00	6,000.00	-6,000.00	0.0%
5141007 · Training	0.00	1,500.00	-1,500.00	0.0%
5141010 · Tax Collection Fee	1,438.78	1,200.00	238.78	119.9%
5141016 · Accounting Consultation	0.00	3,000.00	-3,000.00	0.0%
5141018 · Internet and Domain	121.12	0.00	121.12	100.0%
5141026 · Treasurer Compensation	0.00	6,000.00	-6,000.00	0.0%
5141027 · IT Services	0.00	2,000.00	-2,000.00	0.0%
Total 51410 · Clerk/Treasurer	3,654.90	59,200.00	-55,545.10	6.2%
51420 · Elections				
5142001 · Inspectors	0.00	2,000.00	-2,000.00	0.0%
5142006 · Election Equipment	0.00	1,000.00	-1,000.00	0.0%
Total 51420 · Elections	0.00	3,000.00	-3,000.00	0.0%
51510 · Accounting				
5151001 · Reporting (Form C)	0.00	750.00	-750.00	0.0%
Total 51510 · Accounting	0.00	750.00	-750.00	0.0%
51530 · Assessment of Property				
5153001 · Normal Maintenance Fee	0.00	5,800.00	-5,800.00	0.0%
Total 51530 · Assessment of Property	0.00	5,800.00	-5,800.00	0.0%
51600 · Village Hall				
5160001 · Maintenance Compensation	245.00	3,000.00	-2,755.00	8.2%
5160002 · Sewer	51.18	0.00	51.18	100.0%
5160004 · Natural Gas & Electricity	450.46	3,000.00	-2,549.54	15.0%
5160005 · Supplies and Equipment	47.83	2,500.00	-2,452.17	1.9%
Total 51600 · Village Hall	794.47	8,500.00	-7,705.53	9.3%
51938 · Insurance				
5193801 · General Liability	6,831.00	1,300.00	5,531.00	525.5%
5193802 · Local Gov't Property	0.00	1,000.00	-1,000.00	0.0%
5193804 · Public Officials Liability	0.00	1,000.00	-1,000.00	0.0%
Total 51938 · Insurance	6,831.00	3,300.00	3,531.00	207.0%
52100 · Crossing Guard	0.00	3,500.00	-3,500.00	0.0%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 2023

	Jan 23	Budget	$ Over Budget	% of Budget
52205 · Fire Department				
5220521 · Emergency Medical Services	0.00	1,500.00	-1,500.00	0.0%
5220523 · Firefighter Compensation	0.00	97,200.00	-97,200.00	0.0%
Total 52205 · Fire Department	0.00	98,700.00	-98,700.00	0.0%
52400 · Building Inspection	1,170.63	800.00	370.63	146.3%
52450 · Zoning Administration	0.00	550.00	-550.00	0.0%
53311 · Street Maintenance				
5331101 · Snow Plowing	6,295.56	27,000.00	-20,704.44	23.3%
5331102 · Grading	0.00	500.00	-500.00	0.0%
5331103 · Street Sweeping	0.00	2,000.00	-2,000.00	0.0%
5331105 · Street Repair	0.00	10,000.00	-10,000.00	0.0%
5331107 · Tree & Branch Removal	0.00	2,500.00	-2,500.00	0.0%
5331110 · Flags & Banners	0.00	1,500.00	-1,500.00	0.0%
Total 53311 · Street Maintenance	6,295.56	43,500.00	-37,204.44	14.5%
53420 · Street Lighting				
5342001 · Electricity	981.11	11,000.00	-10,018.89	8.9%
5342004 · Digger Requests	5.97	4,000.00	-3,994.03	0.1%
Total 53420 · Street Lighting	987.08	15,000.00	-14,012.92	6.6%
53620 · Garbage Collection				
5362001 · Garbage Collection	2,280.20	29,000.00	-26,719.80	7.9%
5362002 · Fall Large Item Pick-up	0.00	800.00	-800.00	0.0%
Total 53620 · Garbage Collection	2,280.20	29,800.00	-27,519.80	7.7%
53635 · Recycling cost				
5363501 · Recycling Collection	616.20	9,000.00	-8,383.80	6.8%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	616.20	14,200.00	-13,583.80	4.3%
54100 · Humane Society Contract	0.00	800.00	-800.00	0.0%
55200 · Parks Dept. Pledge ($5.50/per)	0.00	3,000.00	-3,000.00	0.0%
6560 · Payroll Expenses	253.72	0.00	253.72	100.0%
Total Expense	22,883.76	305,113.00	-282,229.24	7.5%
Net Ordinary Income	-22,253.76	-62,417.00	40,163.24	35.7%
Other Income/Expense				
Other Expense				
58100 · Loan Principal	0.00	4,942.00	-4,942.00	0.0%
58200 · Loan Interest	0.00	3,308.00	-3,308.00	0.0%
Total Other Expense	0.00	8,250.00	-8,250.00	0.0%
Net Other Income	0.00	-8,250.00	8,250.00	0.0%
Net Income	**-22,253.76**	**-70,667.00**	**48,413.24**	**31.5%**

VILLAGE OF PARK RIDGE
Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	713.09
11310 · Operating Account	269,537.70
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (AR...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,473.92
Total 11340 · Reserve Account-Pineries	30,306.05
11345 · Reserve Account-Bank of Amhe...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	100.00
Total Checking/Savings	414,764.81
Other Current Assets	
12100 · Taxes Receivable	-397,921.05
Total Other Current Assets	-397,921.05
Total Current Assets	16,843.76
TOTAL ASSETS	**16,843.76**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2015 · Schierl House Charge	25.00
2016 · The Store - Schierl Co	-101.75
2037 · Village Credit Card-Shanna 1953	-2,191.66
Total Credit Cards	-2,268.41

	Jan 31, 23
Other Current Liabilities	
2100 · State W/H Tax	66.61
21511 · Federal W/H Tax	613.44
24700 · Due other taxing authorities	-106,924.78
26300 · Other Advanced Funds (park)	500.00
Total Other Current Liabilities	-105,744.73
Total Current Liabilities	-108,013.14
Total Liabilities	-108,013.14
Equity	
3010 · Office Equipment Reserve	82.68
3015 · Fire Department Reserve	5,892.66
3018 · Street Reserve	638.28
3020 · Sewer Reserve	2,500.00
3025 · Reassessment Reserve	9,000.00
3045 · FD Fundraising/Donation Reserve	6,952.65
3060 · Disaster Reserve	1,000.00
3070 · Santa Visit Reserve	50.00
34100 · General Undesignated Fund Bal	103,265.36
3900 · Retained Earnings	17,729.03
Net Income	-22,253.76
Total Equity	124,856.90
TOTAL LIABILITIES & EQUITY	**16,843.76**

Request For Proposals
For
Conceptual and Financial Planning Services
February 20, 2023

INTRODUCTION/HISTORY

The Village of Park Ridge is requesting proposals to provide conceptual and financial planning services related to the improvements needed within the village street rights of way. In addition, we are looking to bring on a consultant engineer to continue as the acting part time village engineer, assisting in financial coordination, planning, and engineering on an ongoing or as needed basis.

Park Ridge is a small village of 530 residents that is completely surrounded by the city of Stevens Point. It is an urban village with a rural feel, and our goal is to keep it that way. The infrastructure is aging and in need of a plan for maintenance and improvements. The subject portion of the village has narrow streets, very limited street lighting, and only one fire hydrant within the village limits. We have recently contracted with city of Stevens Point for fire protection. With a few exceptions the area has no water main/hydrant system, and the goal is to gradually develop a limited system of water mains/hydrants, but not necessarily provide a complete public water supply to all residents. There is a complete system of sanitary sewer that is in good condition and the village pays the city for wastewater treatment. There is a commercial portion of the village along STH 66 and a small newly developed residential subdivision north of that.

Primary needs include improvements to street pavements, stormwater management facilities, street lighting, and additional fire hydrants. Many of the streets have become very rough, are deteriorating, and at a minimum, need pavements replaced. A conceptual plan for water mains/hydrants is needed to help in determining a street reconstruction schedule. The decorative street lighting system is aging and in need of replacement, ideally in conjunction with street improvement projects. Research and planning are necessary to scope, schedule, prioritize and budget for these improvements. The sanitary sewer system is not in immediate need of maintenance or upgrades.

Historically, the subject portion of the Village has been in a continuing mode of primarily “maintenance only” since initial street constructions took place in the 1930’s and 1940’s. The Village was incorporated in 1938, and since then the streets have evolved from gravel pavements with swales to oiled gravel, and finally to chip seals. There are only two streets that are known to have been paved with Hot Mix Asphalt (HMA). Most of the swales have filled in through the years, causing significant drainage problems. Several “French drains” were installed in the past, in strategic locations, but most stormwater dissipates slowly through infiltration. There have been limited swale “re-excavation” projects in the recent past, but much more work is needed to better manage stormwater.

Recent public outreach related to the newly developed Village Comprehensive Plan and the Village Strategic Plan has indicated that Village residents are ready and willing to begin investing in infrastructure improvements as well as the planning and engineering services related to those improvements.

SITE OVERVIEW

This request is primarily regarding all the residential area that lies south of State Highway 66 (STH 66). This area is indicated on the attached aerial map, and within the limits of the red border. Street right of

way widths are generally 50 feet or 60 feet, depending on the street. The intent is to improve the infrastructure within the existing rights of way.

PROJECT TIMELINE

The village is requesting that the conceptual planning process be completed as soon as possible in the spring/summer of 2023, with completion/submittal of deliverables no later than September 1, 2023.

Note: Once the conceptual plan is completed, the village's intent is to move forward immediately with a solicitation for a separate design services contract to secure project funding and design the first improvement project, as determined by the conceptual plan.

RFP SCHEDULE (anticipated)

February 22, 2023: RFP distribution/publication
March 17, 2023: Deadline for RFP submittals
March 20 to 24, 2023: Village Board interviews shortlisted firms and selects consultant
March 27 to 31, 2023: Selected consultant meets with Village and contract is finalized
April 23, 2023: Consultant may begin investigations related to planning work
July 31 to Sept 1, 2023: Consultant delivers conceptual plan and presents it to the village board

VILLAGE WILL PROVIDE

Maps indicating right of way widths and limits of the subject area
French drain locations
Street light pole and approximate power cable locations
Other historical Village documents that are requested, if available.
Village 2022 Comprehensive Plan
Village 2022 Strategic plan

SCOPE OF WORK

Develop a conceptual plan, schedule (20 year), and budget for recommended right of way infrastructure improvements for the entire village, focusing primarily on the residential portion of the village south of STH 66. This plan should include information regarding street pavements, storm water management, water mains/hydrants, and streetlights. Sanitary sewers will not need to be investigated as part of this plan. Details expected for each of these items are as follows:

Street pavements-

Street pavement types should be investigated as necessary to determine materials and depths of the pavement structures. A full topographic survey of the village will not be required, however pavement types, widths, thicknesses, and conditions should be determined at a general level, so that determinations can be made as to the streets with the greatest needs. A minimum of 10 pavement cores should be taken at strategic locations to verify existing pavement structures. Traffic counts will not be required, as counts are low enough that publicized historical data is expected to be sufficient for conceptual planning. In general, the preference is for street cross-sections to remain similar to the existing pavement/shoulder widths (with no curb and gutter), without significant width increases.

Storm water management-
Existing drainage should be visually surveyed to develop a sense of existing grades, swales, vegetation, and pavement areas. Existing topographic maps of the area may be referenced to help determine potential management ideas. Innovative and "green" strategies are preferred and should be considered. Given the limited right of way widths (room for swales), and the lack of relief and/or areas to drain stormwater off site, standard ditches and culvert systems are not feasible. Soils are sandy, and it is expected that underground storage/infiltration systems will likely be necessary to sufficiently manage large storm events.

Water mains and hydrants-
Coordinate with the village and the city of Stevens Point, to determine a sufficient system of water mains and hydrants. The preference is a system that ultimately provides "loops" that connect to the Stevens Point water system. It is currently anticipated that this system may not include mains under all major streets, but that it does meet the city's hydrant spacing requirements.

Streetlights-
Visually survey the existing street light system to achieve a sense of existing conditions. Plan for a gradual upgrade to the system of lights (including the underground power lines), with new lights similar to or slightly more decorative than the existing. The village's hope is to continue with a street lighting system similar to the existing one (not a "complete" system) for most of the subject area.

CONSULTANT REQUIREMENTS (listed in approximate rank order of importance)

- -Knowledge and experience in municipal planning studies
- -Knowledge and experience in local projects, funding sources, and grant applications
- -Knowledge and experience in municipal water systems
- -Knowledge and experience in hydrologic and hydraulic studies
- -Project management skills
- -Knowledge and experience with WDNR and county permitting processes
- -Familiarity with WisDOT, FDM and PS&E process

DELIVERABLES
A 20-year Conceptual Plan for the village, including the following:

- -A Summary Document describing general recommended strategies for streets, stormwater management, water mains/hydrants, and street lighting. Include general information for anticipated funding sources and amounts that may be available for these types of improvements.

- -A break down for each work type as follows:
  - -Street improvement strategies
    - -Overview scheduling map of the village indicating project type and estimated year of work
    - -Conceptual cross sections for collectors and other major village streets
    - -Conceptual maintenance/improvement strategies for minor (cross) streets
    - -Concept level estimate of recommended street improvements
    - -Recommended general street improvement/scheduling strategies
  - -Stormwater management concepts
    - -Options for above ground detention/infiltration

-Options for underground detention/infiltration
-Concept level estimates for each option
-Recommended general drainage strategies

-Plan for water main/hydrants
-Overview scheduling map showing proposed water mains and hydrant locations, including sub projects and year of construction
-Concept level estimate for overall water main/hydrant work and for each sub project
-Recommendations for possible water service laterals to residences

-Plan for street lighting
-Overview scheduling map showing proposed street light upgrades
-Concept level estimate for overall street light work and for each sub project

FORMAT OF PROPOSAL

The proposal may not exceed five (5) single sided standard (8 ½" x 11") pages. The page limit does not apply to resumes, project schedule, table of contents and any folder or cover. Costs for submitting a response to this RFP are entirely the responsibility of the Consultant. Submittals will be accepted by email attachment only, printable as a PDF document.

CONTENT OF PROPOSAL

Summary– Provide a summary of the firm's capabilities, history, recent related experience, and expertise.

Qualifications - include the following:

-Proposed project staff and the relationships between all key personnel and support staff.
-Experience with conceptual planning projects and information and references related to other conceptual planning that the firm has done.
-Information on the firm's current workload and the expected availability of key staff.
-Resumes for each key proposed staff.
-If applicable, information pertaining to any proposed sub-consultant, including staff their experience and availability.

Schedule of costs and fees:

-The village would prefer a "cost plus not to exceed" contract, but will consider and type of cost proposal

SELECTION PROCESS

Conceptual Plan

-Each firm will be evaluated and a short list of 3 firms will be determined. The short-listed firms will be interviewed, and the selected firm will be notified within 14 days of proposal submittal

Village street right of way use

1. General information regarding existing Village street rights of way
    a. Typical right of way widths is 50 feet total from property line to property line measured perpendicular to the roadway. A few village streets are 60 feet total width.
    b. Street pavements are typically 18 to 20 feet wide with little or no gravel shoulder.
    c. The right of way beyond the shoulder is typically lawn or garden and sometimes contains trees, bushes, and other miscellaneous landscaping. This area is typically higher than the roadway, often causing drainage issues.
2. General information regarding ultimate/desired streetscape
    a. Most of the village residential areas rely on "rural" style drainage, and streets were originally constructed with ditches/swales to collect water during storms or spring melt. Due to the lack of relief, vertical drainage (infiltration) is currently the primary method of stormwater management. There are several "French drains" placed in strategic locations to help collect water, however these are no longer allowed, and should gradually be phased out as new allowable types of collection systems are constructed. Future planning shall give strong consideration to providing more swales/ditches or alternative methods of stormwater management, to maximize retention and infiltration of storm water.
    b. Vision triangles shall be maintained to provide clear vision in both directions when a vehicle is stopped near the edge of the crossing street. Trees and bushes should not be allowed in these areas, and any plantings within the vision triangle should be low, such as to not impair driver's vision. A 50 foot by 50-foot vision triangle will be typical (see detail of typical vision triangle). Existing landscaping that encroaches into the vision triangle may remain but should be considered for removal if it poses a safety concern, or with any new street improvement project.
3. Grading
    a. The right of way area between the edge of street pavement and the right of way line shall include a ditch/swale that meets the dimensions and details exhibited of the Typical Street Section. Properties that do not have a swale currently may be subject to regrading by the Village as street improvement projects occur. Any new grading initiated by a private property owner shall include a Village approved swale as detailed in the Typical Street Section.
    b. Parking pads, either paved or graveled, are prohibited on Village right of way. Existing parking pads may remain but shall be removed if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder.
4. Driveways
    a. Each Village lot shall be allowed no more than 1 (one) driveway. If multiple driveways currently exist, they may remain, providing they do not pose a safety concern. When a street construction project occurs, additional driveways will be considered for removal by the Village. When construction occurs on private property that effects driveways, all additional driveways will be considered for removal.

5. Parking – For vehicles and trailers
    a. Short term parking - less than 12 hours
        i. Short term parking is allowed along all Village streets. Parking is prohibited along Village streets when a snowfall of 1 inch or more is forecasted, or if 1 inch or more of snow cover exists. Vehicles shall be parked partially off the roadway, with at least 2 wheels on the shoulder or yard. Vehicles may be parked entirely on private property outside of driveway areas for 12 hours or less. Vehicles shall not be parked outside of driveway areas on a recurring basis.
        ii. Campers and trailers – The above restriction shall pertain similarly.
    b. Long term parking – more than 12 hours
        i. Long term parking is not allowed along Village Streets. Long term and regular recurring parking shall be entirely on driveway areas, or in a garage or car port. No more than 4 cars will be allowed to park in driveways, outside of a garage or car port. Campers and other trailers must be parked on driveway areas, or behind a plane extending from the front wall of the house or garage.
6. Plantings
    a. Trees
        i. Large species trees (greater than 12 feet mature height) shall not be planted closer than 10 feet from the edge of pavement, or within vision triangles. Existing trees that are within these areas may remain if they do not pose a threat to public safety but may be considered for removal by the Village if issues develop, or if a Village street improvement project occurs. Any overhanging branches shall be kept trimmed to provide a window 16 feet high and 5 feet from the edge of street pavement edges.
        ii. Small species trees/bushes (less than 12 feet mature height) may be planted on village right of way. These plantings shall not be planted with the trunk closer than 10 feet from the street pavement edge, and the mature crown area shall not extend closer than 5 feet from of the edge of street pavement. Existing small species trees that have crowns that extend into this zone shall be kept trimmed to provide this window.
        iii. Trees, bushes, or other plantings that exceed 24 inches in height will not be allowed within any vision triangle.
    b. Garden plantings
        i. Rain Gardens are strongly encouraged on Village right of way. They provide needed water retention during storm events and in spring thaw periods. They also facilitate infiltration of stormwater to recharge Village groundwater resources.
        ii. Flower gardens or other decorative garden plantings are also strongly encouraged on Village right of way.
        iii. Garden plantings are prohibited within 1 foot of the edge of street pavements.
        iv. Garden plantings that exceed 36 inches in height are prohibited within any vision triangle.
7. Structures
    a. Retaining walls

i. Retaining walls are prohibited within the Village right of way or vision triangles. Existing retaining walls that encroach on right of way may remain but shall be considered for removal if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder.

8. Mailboxes
    a. Location
        i. Mailboxes shall be installed such that the front face of the box is no closer than 2 feet and no greater than 3 feet from the edge of pavement. Other details of installation shall be in accordance with the mailbox detail in the Village Street improvement Guide.
    b. Type
        i. Mailboxes shall be standard size and shape and may be small or large version of the USPS standard. Non-standard or custom-built mailboxes will be allowed if they are within the typical size range, are not a hazard, and are acceptable to the Village. Mailbox posts may be wooden or steel. Stone or concrete mailbox posts are prohibited.
    c. Existing allowances
        i. Existing mailboxes that do not meet location of type requirements may remain but shall be considered for modification or relocation if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder. Mailboxes that are deemed a safety hazard will shall be replaced within 10 days after notification from the Village or will be removed by the Village at the owner's expense.
9. Underground sprinkler systems
    a. Location
        i. Sprinkler lines and heads are allowed on Village right of way. Heads shall be installed no closer than 2 feet from the edge of any street pavement.
    b. Type
        i. Sprinkler heads located within right of way shall be flush or below grade. Head type or brand is not restricted providing it meets this grade restriction.
    c. Control Boxes (Manifold and valve units)
        i. Sprinkler control boxes are prohibited on Village right of way.
10. Snow plowing markers
    a. Materials
        i. Markers shall be made of a "breakaway" material and shall be no greater than ½ inch in diameter and no taller than 4 feet.
    b. Location
        i. Markers shall be installed no closer than 2 feet from the edge of the street pavement.

11. Liability
    a. All liability of private property installed on Village right of way, including plantings, landscaping, mailboxes, sprinkler systems, structures, walls, snowplow markers, or other personal property; is the sole responsibility of the property owner if damage occurs as a result of village maintenance operations.