



DATE: August 6, 2025

TO: Mr. Ben Andrews, Community Development Administrator, MSA Professional Services, Inc.

FROM: Luther J. Leith PhD, RPA, Museum Archaeology Program-Wisconsin Historical Society

SUBJECT: Lift Station Project
Village of Palmyra
Jefferson County
Archaeological Phase I Survey

Dear Mr. Andrews,

The Museum Archaeology Program of the Wisconsin Historical Society (WHS-MAP) is pleased to submit this proposal to MSA Professional Services, Inc. to provide Archaeological Phase I Survey pursuant to Wisconsin Statutes (Wis. Stats.) § 44.40 for the proposed Lift Station Project in the Village of Palmyra, Jefferson County, Wisconsin (hereinafter referred to as the "Project").

WHS-MAP has provided parallel services across the State of Wisconsin under Federal and State Regulations and local ordinances. WHS-MAP's team for the Project will be led by Dr. Luther J. Leith. Dr. Leith has extensive experience with archaeological investigations throughout Wisconsin and has participated in archaeological surveys and monitoring across the state for over 10 years. Luther meets the Secretary of the Interior's Professional Qualification Standards in both prehistoric and historic archaeology, as defined in 36 CFR 61, Appendix A, and is listed on the Archaeologists Qualified to Excavate Burials in the State of Wisconsin.

The following sections outline the scope of work, cost, and assumptions to complete the Project on behalf of MSA Professional Services, Inc. This proposal was developed based on background materials and an email request from dated 7/22/2025.

Should you have any questions regarding the proposal, please contact the Archaeological Principal Investigator, Luther J. Leith at 608-516-6954 or at luther.leith@wisconsinhistory.org.

Regards

Luther J. Leith PhD, RPA

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Scope of Work

Based on our understanding, the Project will consist of Archaeological Phase I Survey associated with the Lift Station Project in the Village of Palmyra, Jefferson County, Wisconsin. Based on the information provided the Area of Potential Effect (APE) includes agricultural land between County Rd H and the Chicago, Milwaukee, St Paul and Pacific Railroad. Of the 52.65 ac project area approximately 22 ac are within the mapped boundaries of 47JE76 and is not designated wetlands. The archaeological investigations will be conducted pursuant to Wis. Stats. § 44.40 due to the presence of un-named archaeological site 47JE76, WHS-MAP will complete the following:

Step 1. Background Research

Upon receiving notice to proceed, a signed agreement, and prior to beginning field work, WHS-MAP will obtain a Wisconsin Public Lands Field Archaeological Permit from the Village of Palmyra for the project. WHS-MAP will also conduct a thorough review of the project area to document the cultural resources in the area and the likelihood of encountering cultural remains.

Step 2. Archaeological Investigations

After completion of the background research, and following the *Guide for Public Archaeology in Wisconsin*, WHS-MAP will complete pedestrian survey of the 22 ac if the fields have been recently tilled with adequate visibility. If ground visibility is less than 30 percent ground visibility shovel test survey will be required. This proposal assumes no cultural materials will be encountered during the archaeological survey.

Step 3. Archaeological Documentation and Reporting

Following completion of the archaeological investigations, a short form letter report will be drafted addressing the project and will be submitted to MSA Professional Services, Inc. for review and approval. This report will include a background for the project area, a description of the methods used, and the field results. The report will also include WHS-MAP's recommendations for project clearance or any additional work that may be needed. Exhibits attached to the report will include project location maps and images.

Cost

WHS-MAP will complete the scope of work with assumptions outlined in the proposal for a cost incurred not to exceed fee of \$4,100.00 if pedestrian survey is amenable or \$10,000.00 if shovel testing is the required method. The cost is broken down in the following tables:

Pedestrian Survey Cost

Activity	Cost
Background Research and Permitting	\$800.00
Phase I: Ped Survey (22 ac), Crew of 5, 1 8-hr days (including travel)	\$2,300.00
Reporting (research, writing and submittal)	\$1,000.00
Total	\$4,100.00

Shovel Test Survey Cost

Activity	Cost
Background Research and Permitting	\$800.00
Phase I: Shovel Test Survey (20.5 ac), Crew of 5, 5 8-hr days (including travel)	\$8,200.00
Reporting (research, writing and submittal)	\$1,000.00
Total	\$10,000.00

Any additional work deemed necessary, including but not limited to 1) additional investigations beyond one (1), 8-hr day for pedestrian survey with correct conditions, or five (5) 8-hr days if shovel testing is required, 2) recovery of archaeological material. 3) human remains encountered, and 4) Native American/SHPO consultation is outside of the scope and cost provided herein and will require an approved Change Order from MSA before WHS-MAP will be able to commence additional work. WHS-MAP will work with MSA to develop an additional scope of work should this be necessary.

This Cost proposal assumes:

1. Client will notify landowners/maintenance personnel and obtain all required permissions prior to survey
2. Reasonable and safe access to the project area is assured.
3. The project will not exceed 22 ac.
4. 22 ac have been tilled recently for pedestrian survey.
5. 22 ac not tilled will require shovel testing.
6. Up to one (1) mobilization totaling 8 hrs including travel for pedestrian survey.
7. Up to one (1) mobilization totaling 40 hrs including travel for shovel test survey.
8. No archaeological material will be identified, if a material is identified WHS-MAP will coordinate with MSA Professional Services, Inc. to develop a Change of Scope to cover additional costs for analysis, reporting and curation.
9. No human remains will be encountered.