

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Tuesday, March 19, 2024

Village President, Mike Kappers called the Regular to order at 6:02 p.m. Present were Mike Kappers, Caleb Garn, Donnie Kern, Chris Dubak, Chris Moreno, Josh Hecht and Brandon Krohn. Also present at Village Hall - Village Attorney, Paul Mahler and Director of Public Works, Bob Gunther.

Public Comment

- Deb Kohler - 470 Forrest - dog park
- Kate Bayboth - Town of Somerset - dog park
- Marcus Berger - Aspen Dr - backyard drainage
- Erik Wood - Aspen Dr - backyard drainage

Approval of Agenda

Motion by Kern, second by Garn to pull item 6.E.i.1 (dog park) from the consent agenda to consider separately. Motion carried unanimously.

Presentation

ISG/Ehlers presented information on facilities assessment. This will be on the April agenda for further discussion.

Consent Agenda

- *Motion by Kern, second by Krohn to approve the Consent Agenda including the following:*
 - *Minutes of February 13, 2024*
 - *Village, Water and Sewer Bills*
 - *Extra Territorial Plat Review, Applicant: Robert Strand*
 - *Temporary Class "B"/"Class B" License: Somerset Lions Club - Pea Soup Days*
 - *Ordinance Amendment, 10-1-21*
 - *Purchase of signs for disc golf course at La Grandeur, not to exceed \$2,500*
 - *Paint and stain for parks, not to exceed \$12,845*
 - *2024 Tubing User Fee*
 - *Computer Purchase for office staff*
 - *Fire/Rescue January Report*

Item 6.E.i.1 Use of north Village Park as dog park, and purchase of gates not to exceed \$4,000

- CAP project showed proposed dog park by pavilion at Vets Park
- Town not in favor of location at Parnell Prairie
- Hecht - not enough space at Village Park - by pavilion at Vets Park is more ideal. Parnell Prairie most ideal, Dubak not in favor.
- Gunther - CORP survey in works now, may get better information from that. Vets Park consideration - Hud is a dead end street.
- *Motion by Kern, second by Moreno to approve purchase of gates for \$4,000 and to table location discussion to April Public Works meeting. Motion carried unanimously.*

New Business

- **Discussion/Possible Approval - Quality Molding Expansion - Deed Transfer**
 - No conceptual plan for expansion

- Would benefit the Village - no longer need to maintain
- *Motion by Kappers, second by Moreno to approve deed transfer and motion carried 5-2.*
- **Discussion/Possible Approval - Ordinance Amendment, 2-3-10 - Building Inspector; Plumbing Inspector; Heating, Ventilating and Air Conditioning Inspector; Electrical Inspector**
 - Update letter “(f) Plan Commission. The Building Inspector shall attend meetings of the Plan Commission.” To “(f) Plan Commission. The Building Inspector may be requested to attend meetings of the Plan Commission.”
 - Kern suggests adding language for inspector attendance to agenda
 - *Motion by Kern, second by Krohn to approve language as amended and motion carried unanimously.*
- **Discussion/Possible Approval - Growing Wings Change Order #1**
 - *Motion by Kern, second by Moreno to approve Growing Wings Change Order #1 in the amount of \$3,798.77 and motion carried unanimously.*
- **Discussion/Possible Approval - Growing Wings Pay App #3**
 - *Motion by Kern, second by Krohn to approve Growing Wings Pay App #3 in the amount of \$25,170.71 and motion carried unanimously.*
- **Discussion/Possible Approval - Recommendation of Reviewing Building Inspector Fee Ordinance and the Agreement with the Building Inspector**
 - *Motion by Krohn, second by Dubak to table to April Finance meeting and motion carried unanimously.*

Unfinished Business

- **Discussion/Possible Approval - Brush Clearing by Totes My Goats, LLC**
 - Hecht asked about liability concerns, funds to pay for the service and if the owner suggests interaction with goats. Krohn stated the LLC is insured, yes we have funds, and yes the owner encourages interactions with the goats.
 - *Motion by Kappers, second by Moreno to approve Krohn to select a company, pending proper insurance up to \$1 million and a total expense of \$4,200 and motion carried unanimously.*

Closed Session

- *Motion by Kappers, second by Moreno to move into closed session pursuant to Wis. Stats. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Pine Vale Developers Agreement Addendum and Purchase Agreement for 223 and 235 Main Street. Roll call vote, motion carried unanimously.*

Reconvene to Open Session

- *Motion by Krohn, second by Garn to reconvene to open session. Motion carried unanimously.*
- *Pine Vale Developers Agreement Addendum - Motion by Kern, second by Garn to amend TIF dollars not to exceed \$1,543,843.000 and motion carried unanimously.*
- *Purchase Agreement for 223 and 235 Main Street - Motion by Garn, second by Krohn to approve purchase agreement for 223 and 235 Main Street with Voyagers LLC and motion carried unanimously.*

Adjourn

- *Motion by Hecht, second by Krohn to adjourn and motion carried unanimously.*

Tasia Berger, Village Clerk

DRAFT



Quote 03/26/2024
Created Date:

Quote 7/31/2024
Expiration Date:

Services

Product	Description	List Price	Sales Price	Quantity	Total Price
Falcon (Annual)	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.	\$3,000.00	\$3000.00	1.00	\$3,000.00
Standard Implementation Fee (One Time)	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Standard Implementation Service Brief.	\$150.00	\$150.00	1.00	\$150.00
Flock Pole Installation (One Time if needed)	Flock Safety standard 12" pole installation. For locations where there is not existing infrastructure available for install.	\$500.00	\$500.00	1.00	\$500.00
Falcon Flex (Annual)	Law enforcement grade portable (rechargeable) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.	\$3500.00	\$3500.00	1.00	\$3,500.00

Year 1 Total: \$7,150.00

Estimated Tax: \$0

Recurring Total: \$6,500.00

This is not an invoice – this document is a non-binding proposal for providing informational purposes only. Pricing is subject to change. This proposal shall be valid until the documented expiration date.

Change Order

No. 1

Date of Issuance: 9/30/2023 Effective Date: 9/30/23

Project: Spring St. & Main St. Improvements	Owner: Village of Somerset	Owner's Contract No.:
Contract: Spring St. & Main St. Improvements	Date of Contract: June 13, 2023	
Contractor: Tri-City Contractors, Inc.	Engineer's Project No.: 8783095	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Turf restoration was removed by the Village Public Works from the contract with Tri-City Contractors for a credit of \$4,000.00
3104 LF of concrete curb marking was added to the project as directed by the Village of Somerset at a cost of \$24,832.00
Yield Sign added to bid tab (shown on plan) \$1,200.00

Attachments (list documents supporting change):

See attached Change Order No. 1 Justification memo dated 9/30/24.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

Original Contract Times:

☐ Working days

☐ Calendar days

\$810,738.55

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders
No. _____ to No. _____

[Increase] [Decrease] from previously approved Change Orders

\$ _____

Substantial completion (days):

Ready for final payment (days):

Contract Price prior to this Change Order:

Contract Times prior to this Change Order:

\$810,738.55

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

[Increase] [Decrease] of this Change Order:

\$22,032.00

Substantial completion (days or date): 0

Ready for final payment (days or date): 0

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:

\$832,770.55

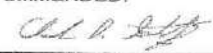
Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: 
Contractor (Authorized Signature)

Date: 9-30-2023

Date: 9-30-2023

Date: 9-30-2023

Approved by Funding Agency (if applicable):

Date: 9-30-23

Change Order

No. 2

Date of Issuance March 1, 2000 Effective Date March 1, 2000

Project Spring Street Main Street Improvement	Owner Illage of Somerset	Owner's Contract No.
Contract Illage of Somerset Spring Street Main Street Improvement		Date of Contract July 1, 2000
Contractor Tri-City Contractors Inc.		Engineer's Project No. 00000000

The Contract Documents are modified as follows upon execution of this Change Order:

Description

Final Quantity Adjustment

Attachments (list documents supporting change):

00000000 Change Order No. 00 Quantity Revision Summary 00000000

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 1,000,000

Increase to previously approved Change Order No.

\$ 000,000

Contract Price prior to this Change Order

\$ 000,000

Increase of this Change Order

\$ 1,000,000

Contract Price incorporating this Change Order

\$ 000,000

CHANGE IN CONTRACT TIMES:

Original Contract Times Working days Calendar days

Substantial completion days or date September 000000

Ready for final payment days or date September 1, 000000

Increase decrease to previously approved Change Orders
No. to No.

Substantial completion days

Ready for final payment days

Contract Times prior to this Change Order

Substantial completion days or date

Ready for final payment days or date

Increase decrease of this Change Order

Substantial completion days or date

Ready for final payment days or date

Contract Times with all approved Change Orders

Substantial completion days or date September 000000

Ready for final payment days or date March 000000

RECEIVED

By 
Engineer Authorized Signature

Date 000000

ACCEPTED

By _____
Owner Authorized Signature

Date _____

ACCEPTED

By _____
Contractor Authorized Signature

Date _____

Date _____

Change Order No. 2 - Quantity Revision Summary								
Project: Spring Street & Main Street Improvements								
Item	Description	Unit	Original Qty	Unit Price	Final Qty	Total Value	Net Value Change	Remarks
PROPOSAL A - SPRING STREET & MAIN STREET								
1	MOBILIZATION	LS	1	\$53,750.00	1.00	\$ 53,750.00	\$ -	per plan qty
2	REMOVE CONCRETE CURB & GUTTER	LF	3414	\$5.95	3320.00	\$ 19,754.00	\$ (559.30)	less removed on Spring / pw's
3	REMOVE CONCRETE SIDEWALK	SF	37710	\$2.50	44861.00	\$ 112,152.50	\$ 17,877.50	added areas spring, main / pw's
4	REMOVE ASPHALTIC CONCRETE PAVEMENT	SY	1230	\$4.00	1907.00	\$ 7,628.00	\$ 2,708.00	added areas at intersections / pw's
5	4-INCH CONCRETE SIDEWALK	SF	26450	\$6.25	38009.00	\$ 237,556.25	\$ 72,243.75	added areas spring & main / pw's
6	6-INCH CONCRETE SIDEWALK	SF	9150	\$7.00	2807.00	\$ 19,649.00	\$ (44,401.00)	areas removed from scope / pw's
7	24-INCH CONCRETE CURB & GUTTER	LF	3414	\$25.00	3370.00	\$ 84,250.00	\$ (1,100.00)	less removed on Spring / pw's
8	ASPHALTIC CONCRETE PAVEMENT (PATCH)	TON	300	\$146.00	266.09	\$ 38,849.14	\$ (4,950.86)	qty per load slip
9	GATE VALVE BOX ADJUSTMENT	EA	3	\$200.00	4.00	\$ 800.00	\$ 200.00	buried gv's found
10	CASTING ADJUSTMENT	EA	11	\$500.00	7.00	\$ 3,500.00	\$ (2,000.00)	less then estimated
11	STREET INLET ADJUSTMENT	EA	5	\$500.00	5.00	\$ 2,500.00	\$ -	per plan qty
12	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$15,000.00	1.00	\$ 15,000.00	\$ -	\$4000.00 credit below
13	DETECTABLE WARNING FIELD	SF	160	\$60.00	240.00	\$ 14,400.00	\$ 4,800.00	added areas on spring & main / pw's
14	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	432	\$18.75	426.00	\$ 7,987.50	\$ (112.50)	less then estimated
PROPOSAL B								
36	MOBILIZATION	LS	1	\$10,750.00	1.00	\$ 10,750.00	\$ -	per plan qty
37	REMOVE SIGN	EA	1	\$500.00	1.00	\$ 500.00	\$ -	per plan qty
38	REMOVE CONCRETE CURB & GUTTER	LF	293	\$5.95	293.00	\$ 1,743.35	\$ -	per plan qty
39	REMOVE CONCRETE SIDEWALK	SF	2130	\$2.50	2130.00	\$ 5,325.00	\$ -	per plan qty
40	REMOVE ASPHALTIC CONCRETE PAVEMENT	SY	163	\$4.00	163.00	\$ 652.00	\$ -	per plan qty
41	REMOVING CONCRETE BASES TYPE 1	EA	1	\$1,500.00	1.00	\$ 1,500.00	\$ -	per plan qty
42	REMOVING CONCRETE BASES TYPE 2	EA	1	\$1,500.00	1.00	\$ 1,500.00	\$ -	per plan qty
43	MARKING REMOVAL LINE 4"	LF	17	\$1.00	0.00	\$ -	\$ (17.00)	not used
44	MARKING REMOVAL LINE 12"	LF	17	\$3.00	0.00	\$ -	\$ (51.00)	not used
45	MARKING REMOVAL LINE CROSSWALK	LF	125	\$125.00	66.00	\$ 8,250.00	\$ (7,375.00)	less then estimated
46	UNCLASSIFIED EXCAVATION	CY	480	\$14.00	0.00	\$ -	\$ (6,720.00)	not required
47	4-INCH CONCRETE SIDEWALK	SF	2080	\$6.25	1500.00	\$ 9,375.00	\$ (3,625.00)	less then estimated
48	6-INCH CONCRETE SIDEWALK	SF	517	\$7.00	980.00	\$ 6,860.00	\$ 3,241.00	more then estimated 4" was 6"
49	18-INCH CONCRETE CURB & GUTTER	LF	110	\$50.00	102.00	\$ 5,100.00	\$ (400.00)	as measured in field
50	24-INCH CONCRETE CURB & GUTTER	LF	247	\$24.00	242.00	\$ 5,808.00	\$ (120.00)	as measured in field
51	CONCRETE CURB PEDESTRIAN	LF	50	\$40.00	64.00	\$ 2,560.00	\$ 560.00	field measured qty
52	BASE AGGREGATE DENSE 1 1/4"	TON	320	\$21.00	160.00	\$ 3,360.00	\$ (3,360.00)	
53	ASPHALTIC CONCRETE PAVEMENT	TON	130	\$160.00	44.00	\$ 7,040.00	\$ (13,760.00)	qty used, divided per each schedule
54	RIGID NONMETALLIC SCHEDULE 40 2-INCH CONDUIT	LF	16	\$20.00	15.00	\$ 300.00	\$ (20.00)	qty used
55	RIGID NONMETALLIC SCHEDULE 40 3-INCH CONDUIT	LF	138	\$15.00	130.00	\$ 1,950.00	\$ (120.00)	qty used
56	PULL BOXES STEEL 24x42-INCH	EA	1	\$900.00	1.00	\$ 900.00	\$ -	per plan qty
57	CONCRETE BASE, TYPE 1	EA	2	\$1,250.00	2.00	\$ 2,500.00	\$ -	per plan qty
58	CONCRETE BASE, TYPE 2	EA	1	\$1,750.00	1.00	\$ 1,750.00	\$ -	per plan qty
59	CONCRETE CONTROL CABINET BASES TYPE 9 SPECIAL	EA	1	\$2,000.00	1.00	\$ 2,000.00	\$ -	per plan qty
60	CABLE TRAFFIC SIGNAL, 3-14 AWG	LF	192	\$1.30	96.00	\$ 124.80	\$ (124.80)	qty used
61	CABLE TRAFFIC SIGNAL, 5-14 AWG	LF	334	\$1.40	334.00	\$ 467.60	\$ -	per plan qty
62	CABLE TRAFFIC SIGNAL, 15-14 AWG	LF	1620	\$3.10	1600.00	\$ 4,960.00	\$ (62.00)	qty used
63	CABLE TYPE UF 2-12 AWG GROUNDED	LF	378	\$3.00	378.00	\$ 1,134.00	\$ -	per plan qty
64	ELECTRICAL WIRE TRAFFIC SIGNALS 10 AWG	LF	1707	\$1.00	1720.00	\$ 1,720.00	\$ 13.00	qty used
65	ELECTRICAL WIRE LIGHTING 12 AWG	LF	230	\$3.00	0.00	\$ -	\$ (690.00)	item not used
66	PEDESTAL BASES	EA	2	\$420.00	2.00	\$ 840.00	\$ -	per plan qty
67	TRANSFORMER BASES BREAKAWAY 11 1/2-INCH BOLT CIRCLE	EA	1	\$600.00	1.00	\$ 600.00	\$ -	per plan qty
68	TRAFFIC SIGNAL STANDARDS ALUMINUM 10-FOOT	EA	1	\$1,250.00	1.00	\$ 1,250.00	\$ -	per plan qty
69	SIGNAL MOUNTING HARDWARE (SPRING ST & MAIN ST)	LS	1	\$1,500.00	1.00	\$ 1,500.00	\$ -	per plan qty
70	REMOVE, SALVAGE AND REINSTALL TRAFFIC SIGNAL EQUIPMENT (SPRING ST)	LS	1	\$3,500.00	1.00	\$ 3,500.00	\$ -	per plan qty
71	REMOVE, SALVAGE & REINSTALL PREEMPTION DETECTOR (SPRING ST)	LS	1	\$5,000.00	1.00	\$ 5,000.00	\$ -	per plan qty
72	REMOVE, SALVAGE & REINSTALL TRAFFIC SIGNAL VEHICLE DETECTION	LS	1	\$5,000.00	1.00	\$ 5,000.00	\$ -	per plan qty
73	GATE VALVE BOX ADJUSTMENT	EA	2	\$200.00	3.00	\$ 600.00	\$ 200.00	found buried gv
74	CASTING ADJUSTMENT	EA	4	\$500.00	6.00	\$ 3,000.00	\$ 1,000.00	added 2 per pw's
75	12-INCH X 6-INCH LIVE TAP	EACH	1	\$2,500.00	1.00	\$ 2,500.00	\$ -	per plan qty
76	6-INCH DUCTILE IRON CL 52	LF	32	\$76.00	40.00	\$ 3,040.00	\$ 608.00	added 8' for offset and lot area
77	6-INCH DUCTILE IRON PLUG	EACH	1	\$400.00	1.00	\$ 400.00	\$ -	per plan qty
78	MARKING STOP LINE PAINT 12-INCH	LF	12	\$12.50	12.00	\$ 150.00	\$ -	per plan qty
79	MARKING LINE 4" DOUBLE YELLOW	LF	237	\$2.80	238.00	\$ 666.40	\$ 2.80	field measured qty
80	MARKING DIAGONAL PAINT 12-INCH YELLOW	LF	33	\$12.50	17.00	\$ 212.50	\$ (200.00)	field measured qty
81	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	165	\$18.75	154.00	\$ 2,887.50	\$ (206.25)	field measured qty
82	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$10,000.00	1.00	\$ 10,000.00	\$ -	per plan qty
83	DETECTABLE WARNING FIELD	SF	32	\$60.00	40.00	\$ 2,400.00	\$ 480.00	measured qty
PROPOSAL B- ALTERNATE 1								
84	MOBILIZATION	LS	1	\$5,500.00	1.00	\$ 5,500.00	\$ -	per plan qty
85	2" ASPHALTIC CONCRETE PAVEMENT MILL	SY	2800	\$6.00	2893.00	\$ 17,358.00	\$ 558.00	added areas per pw's
86	ASPHALTIC CONCRETE PAVEMENT	TON	315	\$133.00	315.00	\$ 41,895.00	\$ -	per plan qty
87	MARKING LINE 4" DOUBLE YELLOW	LF	440	\$2.80	441.00	\$ 1,234.80	\$ 2.80	field measured qty
88	MARKING LINE 4" WHITE	LF	30	\$1.40	20.00	\$ 28.00	\$ (14.00)	field measured qty
89	MARKING LINE 8" WHITE	LF	193	\$1.95	191.00	\$ 372.45	\$ (3.90)	field measured qty
90	MARKING STOP LINE PAINT 12-INCH	LF	94	\$12.50	90.00	\$ 1,125.00	\$ (50.00)	field measured qty
91	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	172	\$18.75	164.00	\$ 3,075.00	\$ (150.00)	field measured qty
92	MARKING ARROW PAINT	EA	4	\$325.00	4.00	\$ 1,300.00	\$ -	per plan qty
93	MARKING WORD PAINT	EA	2	\$350.00	2.00	\$ 700.00	\$ -	per plan qty
94	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$3,000.00	1.00	\$ 3,000.00	\$ -	per plan qty
CO 1	Restoration Seed & Mulch (credit)	LS	1	(\$4,000.00)	1.00	\$ (4,000.00)	\$ -	Credit, item removed from scope / pw's
CO 1	Marking Curb Yellow	LF	3104	\$8.00	3060.00	\$ 24,480.00	\$ (352.00)	added / pw's
CO 1	Yield Sign	LS	1	\$1,200.00	1.00	\$ 1,200.00	\$ -	no bid item, sign required
	SUBTOTAL					\$ 13,950.24		



LETTER OF TRANSMITTAL

TO: Village of Somerset
110 Spring Street
Somerset, WI 54025

DATE: March 11, 2024	JOB NO. #08783095
ATTENTION: Robert Gunther, DPW	
RE: Main Street and Spring Street Improvements Pay Application #4 – Final	

WE ARE SENDING YOU:

☒ Attached	☐ Copy	☐ Change Order	☐ Contract	☐ Pay Application
☐ Shop Drawings	☐ Prints/Plans	☐ Specifications	☐ Estimates	☐ Other (See Below)

COPIES	DATE	DESCRIPTION
• 1		Contractor's Application for Payment #4 – Final
•		
•		

THESE ARE TRANSMITTED AS CHECKED BELOW:

☒ For Approval	☐ Approved as Submitted
☒ For Your Use	☐ Approved as Noted
☐ As Requested	☐ Returned for Corrections
☐ For Review and Comment	☐ For Review and Signature
☐ For Bids Due	☐

SHOP DRAWINGS	
☐	Reviewed with No Comments
☐	Reviewed with Comments as Noted
☐	Amend And Resubmit
☐	Rejected (See Attached Comments)

REMARKS:

Attached is the Contractor's Pay Application #4 – Final for \$45,881.20 for the Main Street & Spring Street Improvement project. This is for work completed from October 1, 2023 through March 6, 2024. MSA has reviewed the Pay Application and recommend payment to the contractor.

Upon approval, please email an executed copy to us and a copy to Tri-City Contractors, Inc. with payment. If you have any questions, please feel free to call us at 612-548-3141. Thank you.


Charles D. Schwartz, PE

COPY TO:

PARTIAL PAYMENT APPLICATION #4 - Final

FROM: October 1, 2023
TO: March 5, 2024

COMPLETION DATE
ORIGINAL: September 15, 2023
REVISED: N/A

AMOUNT OF CONTRACT
ORIGINAL: \$810,738.55
REVISED: \$832,770.55

PROJECT: SPRING ST. AND MAIN ST. IMPROVEMENTS
PROJECT NO: 08783095

CONTRACTOR: Tri-City Contractors, Inc.
ADDRESS: PO BOX 73
BLOOMER, WI 54724
PHONE: (715) 568-2354

OWNER: VILLAGE OF SOMERSET

Line Item	ITEM DESCRIPTION	Unit	Qty.	UNIT PRICE	QTY	THIS PERIOD TOTAL	TOTAL TO DATE QTY	TOTAL
PROPOSAL A - SPRING STREET & MAIN STREET								
1	MOBILIZATION	LS	1	\$53,750.00		\$ -	1.00	\$ 53,750.00
2	REMOVE CONCRETE CURB & GUTTER	LF	3414	\$5.95		\$ -	3,320	\$ 19,794.00
3	REMOVE CONCRETE SIDEWALK	SF	37710	\$2.50	500	\$ 1,250.00	44,861	\$ 112,152.50
4	REMOVE ASPHALTIC CONCRETE PAVEMENT	SY	1230	\$4.00		\$ -	1,907	\$ 7,628.00
5	4-INCH CONCRETE SIDEWALK	SF	26450	\$6.25		\$ -	38,009	\$ 237,556.25
6	6-INCH CONCRETE SIDEWALK	SF	9150	\$7.00		\$ -	2,807	\$ 19,649.00
7	24-INCH CONCRETE CURB & GUTTER	LF	3414	\$25.00		\$ -	3,370	\$ 84,250.00
8	ASPHALTIC CONCRETE PAVEMENT (PATCH)	TON	300	\$146.00		\$ -	266.09	\$ 38,849.14
9	GATE VALVE BOX ADJUSTMENT	EA	3	\$200.00		\$ -	4.00	\$ 800.00
10	CASTING ADJUSTMENT	EA	11	\$500.00		\$ -	7.00	\$ 3,500.00
11	STREET INLET ADJUSTMENT	EA	5	\$500.00		\$ -	5.00	\$ 2,500.00
12	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$15,000.00		\$ -	1.00	\$ 15,000.00
13	DETECTABLE WARNING FIELD	SF	160	\$60.00		\$ -	240.00	\$ 14,400.00
14	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	432	\$38.75	72	\$ 1,350.00	426.00	\$ 7,987.50
T						\$ 2,600.00	0.00	\$ 617,776.39
PROPOSAL B								
36	MOBILIZATION	LS	1	\$10,750.00		\$ -	1.00	\$ 10,750.00
37	REMOVE SIGN	EA	1	\$500.00		\$ -	1.00	\$ 500.00
38	REMOVE CONCRETE CURB & GUTTER	LF	293	\$5.95		\$ -	293.00	\$ 1,743.35
39	REMOVE CONCRETE SIDEWALK	SF	2130	\$2.50		\$ -	2130.00	\$ 5,325.00
40	REMOVE ASPHALTIC CONCRETE PAVEMENT	SY	163	\$4.00		\$ -	163.00	\$ 652.00
41	REMOVING CONCRETE BASES TYPE 1	EA	1	\$1,500.00		\$ -	1.00	\$ 1,500.00
42	REMOVING CONCRETE BASES TYPE 2	EA	1	\$1,500.00		\$ -	1.00	\$ 1,500.00
43	MARKING REMOVAL LINE 4"	LF	17	\$1.00		\$ -	0.00	\$ -
44	MARKING REMOVAL LINE 12"	LF	17	\$3.00		\$ -	0.00	\$ -
45	MARKING REMOVAL LINE CROSSWALK	LF	125	\$125.00		\$ -	66.00	\$ 8,250.00
46	UNCLASSIFIED EXCAVATION	CY	480	\$14.00		\$ -	0.00	\$ -
47	4-INCH CONCRETE SIDEWALK	SF	2080	\$6.25		\$ -	1500.00	\$ 9,375.00
48	6-INCH CONCRETE SIDEWALK	SF	517	\$7.00		\$ -	980.00	\$ 6,860.00
49	18-INCH CONCRETE CURB & GUTTER	LF	110	\$50.00	(99)	\$ (4,950.00)	102.00	\$ 5,100.00
50	24-INCH CONCRETE CURB & GUTTER	LF	247	\$24.00		\$ -	242.00	\$ 5,808.00
51	CONCRETE CURB PEDESTRIAN	LF	50	\$40.00		\$ -	64.00	\$ 2,560.00
52	BASE AGGREGATE DENSE 1 1/4"	TON	320	\$21.00		\$ -	160.00	\$ 3,360.00
53	ASPHALTIC CONCRETE PAVEMENT	TON	130	\$160.00		\$ -	44.00	\$ 7,040.00
54	RIGID NONMETALLIC SCHEDULE 40 2-INCH CONDUIT	LF	16	\$20.00		\$ -	15.00	\$ 300.00
55	RIGID NONMETALLIC SCHEDULE 40 3-INCH CONDUIT	LF	138	\$15.00		\$ -	130.00	\$ 1,950.00
56	PULL BOXES STEEL 24x42-INCH	EA	1	\$900.00		\$ -	1.00	\$ 900.00
57	CONCRETE BASE, TYPE 1	EA	2	\$1,250.00		\$ -	2.00	\$ 2,500.00
58	CONCRETE BASE, TYPE 2	EA	1	\$1,750.00		\$ -	1.00	\$ 1,750.00
59	CONCRETE CONTROL CABINET BASES TYPE 9 SPECIAL	EA	1	\$2,000.00		\$ -	1.00	\$ 2,000.00
60	CABLE TRAFFIC SIGNAL, 3-14 AWG	LF	192	\$1.30		\$ -	96.00	\$ 124.80
61	CABLE TRAFFIC SIGNAL, 5-14 AWG	LF	334	\$1.40	284	\$ 397.60	334.00	\$ 467.60
62	CABLE TRAFFIC SIGNAL, 15-14 AWG	LF	1620	\$3.10		\$ -	1600.00	\$ 4,980.00
63	CABLE TYPE UF 2-12 AWG GROUNDED	LF	378	\$3.00	378	\$ 1,134.00	378.00	\$ 1,134.00
64	ELECTRICAL WIRE TRAFFIC SIGNALS 10 AWG	LF	1707	\$1.00		\$ -	1720.00	\$ 1,720.00
65	ELECTRICAL WIRE LIGHTING 12 AWG	LF	230	\$3.00		\$ -	0.00	\$ -
66	PEDESTAL BASES	EA	2	\$420.00		\$ -	2.00	\$ 840.00
67	TRANSFORMER BASES BREAKAWAY 11 1/2-INCH BOLT CIRCLE	EA	1	\$600.00	1	\$ 600.00	1.00	\$ 600.00
68	TRAFFIC SIGNAL STANDARDS ALUMINUM 10-FOOT	EA	1	\$1,250.00	1	\$ 1,250.00	1.00	\$ 1,250.00
69	SIGNAL MOUNTING HARDWARE (SPRING ST & MAIN ST)	LS	1	\$1,500.00		\$ -	1.00	\$ 1,500.00
70	REMOVE, SALVAGE AND REINSTALL TRAFFIC SIGNAL EQUIPMENT (SPRING ST & MAIN ST)	LS	1	\$3,500.00		\$ -	1.00	\$ 3,500.00
71	REMOVE, SALVAGE & REINSTALL PREEMPTION DETECTOR (SPRING ST & MAIN ST)	LS	1	\$5,000.00		\$ -	1.00	\$ 5,000.00
72	REMOVE, SALVAGE & REINSTALL TRAFFIC SIGNAL VEHICLE DETECTION CAMERAS (SPRING ST & MAIN ST)	LS	1	\$5,000.00		\$ -	1.00	\$ 5,000.00
73	GATE VALVE BOX ADJUSTMENT	EA	2	\$200.00		\$ -	3.00	\$ 600.00
74	CASTING ADJUSTMENT	EA	4	\$500.00		\$ -	6.00	\$ 3,000.00
75	12-INCH X 6-INCH LIVE TAP	EACH	1	\$2,500.00		\$ -	1.00	\$ 2,500.00
76	6-INCH DUCTILE IRON CL 52	LF	32	\$76.00		\$ -	40.00	\$ 3,040.00
77	6-INCH DUCTILE IRON PLUG	EACH	1	\$400.00		\$ -	1.00	\$ 400.00
78	MARKING STOP LINE PAINT 12-INCH	LF	12	\$12.50	12	\$ 150.00	12.00	\$ 150.00
79	MARKING LINE 4" DOUBLE YELLOW	LF	237	\$2.80	738	\$ 666.40	238.00	\$ 666.40
80	MARKING DIAGONAL PAINT 12-INCH YELLOW	LF	33	\$12.50	17	\$ 212.50	17.00	\$ 212.50
81	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	165	\$18.75	34	\$ 637.50	154.00	\$ 2,887.50
82	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$10,000.00		\$ -	1.00	\$ 10,000.00
83	DETECTABLE WARNING FIELD	SF	32	\$60.00		\$ -	40.00	\$ 2,400.00
T						\$ 98.00		\$ 131,676.15

PROPOSAL B- ALTERNATE 1									
84	MOBILIZATION	LS	1	\$5,500.00		\$	-	1.00	\$ 5,500.00
85	2" ASPHALTIC CONCRETE PAVEMENT MILL	SY	2800	\$6.00		\$	-	2893.00	\$ 17,358.00
86	ASPHALTIC CONCRETE PAVEMENT	TON	315	\$133.00		\$	-	315.00	\$ 41,895.00
87	MARKING LINE 4" DOUBLE YELLOW	LF	440	\$2.80	21.00	\$	58.80	441.00	\$ 1,234.80
88	MARKING LINE 4" WHITE	LF	30	\$1.40	-5.00	\$	(7.00)	20.00	\$ 28.00
89	MARKING LINE 8" WHITE	LF	193	\$1.95	11.00	\$	21.45	191.00	\$ 372.45
90	MARKING STOP LINE PAINT 12-INCH	LF	94	\$12.50	6.00	\$	75.00	90.00	\$ 1,125.00
91	MARKING CROSSWALK PAINT BLOCK STYLE 24-INCH	LF	172	\$18.75	2	\$	37.50	164.00	\$ 3,075.00
92	MARKING ARROW PAINT	EA	4	\$325.00		\$	-	4.00	\$ 1,300.00
93	MARKING WORD PAINT	EA	2	\$350.00		\$	-	2.00	\$ 700.00
94	SITE MAINTENANCE/RESTORATION/TRAFFIC CONTROL	LS	1	\$3,000.00		\$	-	1.00	\$ 3,000.00
T							\$ 185.75		\$ 75,588.25
CO 1	Restoration Seed & Mulch (credit)	LS	1	(\$4,000.00)		\$	-	1.00	\$ (4,000.00)
CO 1	Marking Curb Yellow	LF	3104	\$8.00	-44.00	\$	(352.00)	3060.00	\$ 24,480.00
CO 1	Yield Sign	LS	1	\$1,200.00	1	\$	1,200.00	1.00	\$ 1,200.00
T							\$ 848.00		\$ 21,680.00

PROPOSAL A - SPRING STREET & MAIN STREET
PROPOSAL B - TURN LANE
PROPOSAL B- ALTERNATE 1
CO 1
TOTAL

\$ 2,600.00
\$ 98.00
\$ 185.75
\$ 848.00
\$ 3,731.75
\$ 617,776.39
\$ 131,676.15
\$ 75,588.25
\$ 21,680.00
\$ 846,720.79

BID SUMMARY

T	TOTAL		\$ 3,731.75	\$ 846,720.79
AMOUNT EARNED		\$	3,731.75	\$ 846,720.79
AMOUNT RETAINED - 5%		\$	(42,149.45)	\$ -
PREVIOUS PAYMENTS		\$		\$ 800,839.59
AMOUNT DUE		\$	45,881.20	

CONTRACTOR'S CERTIFICATION

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT TO THE BEST OF THEIR KNOWLEDGE, INFORMATION AND BELIEF THE WORK COVERED BY THIS PAYMENT ESTIMATE HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THAT ALL AMOUNTS HAVE BEEN PAID BY THE CONTRACTOR FOR WORK FOR WHICH PREVIOUS PAYMENT ESTIMATES WAS ISSUED AND PAYMENTS RECEIVED FROM THE OWNER, AND THAT CURRENT PAYMENT SHOWN HEREIN IS NOW DUE.

CONTRACTOR: TALLEY CONTRACTORS, INC.

BY: Al Guig
DATE: 3/8/24

ENGINEER'S CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE WORK HAS BEEN CAREFULLY OBSERVED AND TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, THE QUANTITIES SHOWN IN THIS ESTIMATE ARE CORRECT AND THE WORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

ENGINEER: MSA PROFESSIONAL SERVICES

BY: Charles D. Schwartz, PE
DATE: March 11, 2024

APPROVED BY OWNER

OWNER: VILLAGE OF SOMERSET

BY: _____

DATE: _____

INVOICE

SAFEASSURE CONSULTANTS melanie@safeassure.com
7505 93rd Ave NE +1 (320) 231-3803
Spicer, MN 56288 www.safeassure.com



Somerset

Bill to
Somerset
Village of Somerset
PO Box 356
Somerset, WI 54025

Ship to
Somerset
Village of Somerset
PO Box 356
Somerset, WI 54025

Invoice details
Invoice no.: 3540
Terms: Due by March 31
Invoice date: 03/01/2024
Due date: 03/31/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Consulting		1	\$5,325.41	\$5,325.41
		Safety Training				
					Total	\$5,325.41

Note to customer
Thank you for your business - we appreciate you!

Service Agreement

THIS AGREEMENT is effective on the first day of April 2024 between The Village of Somerset, Somerset, Wisconsin, herein referred to as The Village of Somerset and SafeAssure Consultants, Inc. 7505 93rd Ave. NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The Village of Somerset (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The Village of Somerset will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The Village of Somerset, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify, and hold harmless The Village of Somerset, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The Village of Somerset, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The Village of Somerset, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The Village of Somerset.

ANNUAL SERVICE AGREEMENT
MSDS ON-LINE

\$5,325.41
Included

ANNUAL \$ 5,325.41

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The Village of Somerset Date

X _____
The Village of Somerset Date

x 

SafeAssure Consultants, Inc.

030124
Date

Dean Swanberg
114 268th St. Osceola WI. 54020
715-760-2221

Proposal

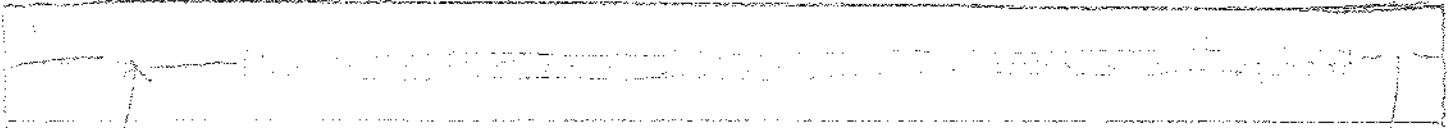
PROPOSAL NO.		DATE
BID NO.		ARCHITECT
TO	PHONE NO.	DATE OF PLANS
ADDRESS	WORK TO BE PERFORMED AT:	

We hereby propose to furnish the materials and perform the labor necessary for the completion of Asphalt Paving
for the driveway and parking area
located at the rear of the property
owned by Dean Swanberg

Area below for additional description and/or drawings:

Asphalt Paving for Driveway

60'



APPROX 10

APPROX 4

60' x 5' x 12" (APPROX)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Five Seven Hundred
Dollars (\$ 5700.00) with payments to be made as follows.

ACCEPTANCE OF PROPOSAL	The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.
	Signature <u>Dean Swanberg</u> Date <u>3-12-24</u>
Date _____	Signature _____

Dean Swanberg
114 265th st. Osceola WI. 54020

Proposal

715-760-2111		PROPOSAL NO.	DATE 3-12-24
		BID NO.	ARCHITECT
TO Somerset Land Trust (Larry Lomas + Park)	PHONE NO.		DATE OF PLANS
ADDRESS 410 Forrest DR	WORK TO BE PERFORMED AT: Larry Lomas + Park		
Somerset WI	410 Forrest DR -		

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Area below for additional description and/or drawings:

Total of \$711.00, VA.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$711.00 Dollars (\$ 660.00) with payments to be made as follows.

ACCEPTANCE OF PROPOSAL The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature [Signature]

Date 3-12-24

Signature [Signature]

Ordinance A-657

BUILDING PERMIT FEES IN THE VILLAGE OF SOMERSET

The Village Board of the Village of Somerset, Wisconsin, do ordain as follows:

Section 15-1-19 Building Permits and Inspections

Fees

The schedule of fees for various permits as required by the Village of Somerset shall be as follows:

- 1. Fees for one (1) and two (2) family dwellings** shall be based on valuation from the Uniform Building Code 1985 Chapter 3A as determined by square footage at the following rate or contractor's estimate, whichever is greater:
 - a. Unfinished Basement \$25.00 per square foot
 - b. Finished Basement \$30.00 per square foot
 - c. First Floor Dwelling \$175.00 per square foot
 - d. Second Floor Dwelling \$100.00 per square foot
 - e. Garage (attached) \$40.00 per square foot
 - f. Porch \$40.00 per square foot
 - g. Deck \$30.00 per square foot
- 2. Valuation**

Fees shall be determined as follows:

 - a. \$400.00 for the first \$2,000.00 of value on new home construction.
 - b. \$4.00 per each additional \$1,000.00 or fraction thereof
 - b. \$40.00 for UDC seal or current fee
- 3. Additions and alterations:**
 - a. \$250.00 for the first \$2,000.00 in value
 - b. \$4.00 per each additional \$1,000.00 or fraction thereof
- 4. In-ground Pool** \$200.00
- 5. Above Ground Pool (over 5,000 gallons)** \$125.00
- 6. Storage Buildings and Unattached Garages (larger than 144 square feet without electricity, plumbing, or heating):**
 - a. VALUATION shall be calculated at the rate of \$30.00 times the total square feet of the structure
 - b. MINIMUM FEE shall be \$150.00 for the first \$2,000.00 of value as calculated above
 - c. ADDITIONAL FEE shall be calculated at \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00.

7. **Storage Buildings and Unattached Garages (with electricity, plumbing or heating)**
 - a. VALUATION shall be calculated at the rate of \$40.00 times the total square feet of the structure
 - b. MINIMUM FEE shall be \$200.00 for the first \$2,000.00 of value as calculated above
 - c. ADDITIONAL FEE shall be calculated at \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00.
8. **Decks (uncovered, attached or unattached)** \$200.00
9. **Decks (covered, attached or unattached)**
 - a. VALUATION shall be calculated at the rate of \$40.00 times the total square feet of the structure
 - b. MINIMUM FEE shall be \$180.00 for the first \$2,000.00 of value as calculated above
 - c. ADDITIONAL FEE shall be calculated at \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00.
10. **Residential Electrical Work (including but not limited to pools under 5,000 gallons volume with pump, receptacles, lights, circuits, new service, central air conditioning, hot tubs, spas, etc.)** \$125.00
(includes permit and 1st inspection, \$75.00 for each additional inspection)
11. **Commercial Electrical Work** \$150.00
(includes permits and 1st inspection, \$100.00 for each additional inspection)
12. **Plumbing Valve for Irrigation System** \$90.00
13. **Gas furnaces (furnaces may be included with other permits at no additional fee, i.e. new homes, additions, alterations, etc.)** \$125.00
14. **Outdoor Gas, Wood, Corn, etc. Fireplaces** \$125.00
15. **Permit to Start** \$100.00
16. **Re-Inspections** \$75.00
17. **Driveway Permit** \$90.00
All permits for new construction of a residential dwelling unit includes driveway inspection fee.
18. **Industrial Permits**
 - a. MINIMUM FEE shall be \$400.00 for the first \$2,000.00 of value

b. ADDITIONAL FEE shall be calculated at \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00 and up to \$1,000,000.00. Over \$2,000,000.00 at the rate of \$3.00 for each additional \$1,000.00 of value.

19. Commercial Permits

a. MINIMUM FEE shall be \$400.00 for the first \$2,000.00 of value

c. ADDITIONAL FEE shall be calculated at \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00 up to \$2,000,000.00. Over \$2,000,000.00 at the rate of \$3.00 for each additional \$1,000.00.

20. Non-Building Structures (towers, etc.)

a. MINIMUM FEE shall be \$150.00 for the first \$2,000.00 of value

b. ADDITIONAL FEE shall be calculated at the rate of \$4.00 for each additional \$1,000.00 of value or fraction thereof as exceeds minimum value of \$2,000.00

21. Signs

a. New	\$90.00
b. Repair or replace existing	\$40.00

22. Fences \$90.00

23. Raze \$100.00

MINOR REPAIRS

24. Minor repairs and alterations costing less than \$1,000.00 in value which do not change occupancy area, structural strength, fire protection, exits, natural light or ventilation:

NO CHARGE

25. Minor repairs over \$1,000.00 will be charged \$150.00 for the first \$1,000.00 of value and \$4.00 per \$1,000.00 thereafter.

26. Replacement or repair of roofing may be done without a permit.

27. Meetings

a. In person	\$250.00
b. Zoom	\$150.00

ASSESSMENT FEE

All permits for new construction of a residential dwelling unit shall pay a \$30.00 assessment fee.

ADMINISTRATIVE FEE

New homes to pay a \$75.00 administrative fee; all other permits to pay \$25.00 administrative fee no matter the cost of the permit.

Adopted: 16th day of January 2024

By: _____
Mike Kappers, Village President

Attest: _____
Tasia Berger, Village Clerk

Adopted: 01/16/2024
Published: 01/24/2024
Effective: 01/24/2024

Cost Comparisons

NSF = New Single Family Dwelling

All valuations are calculated from valuation calculator stated on Somerset fee schedule

All Croix Comparisons for alterations are based on calculated number of inspections and cannot be guaranteed to be accurate

All Croix fees taken from cost comparison provided

NSF Slab on Grade 1105 finished sq ft (193,375), 552 garage (22,080), 50 deck (1,500) 1,700 sq ft Total Valuation \$216,955

WMA	$1700 \times 2 + 600 = 940 + 94 + 35$	\$1,069
TF	$215 \times 4 + 400 + 40$	\$1,300
All Croix	$1700 \times 12 + 850 + 75 + 35$	\$1,164

NSF 1305 basement (32,625), 1313 Finished (229,775), 794 Garage (31,760), 40 porch (1,600) Totals: 3452 sq ft, Valuation \$292,760

WMA	$3452 \times 2 + 600 = 1,290.4 + 129.04 + 35$	\$1,454.44
TF	$291 \times 4 + 400 + 40$	\$1,604
All Croix	$3452 \times 12 + 850 + 75 + 35$	\$1,374.24

NSF 2108 Basement (52,700), 2108 Finished (368,900), 570 Second (57,000), 1335 Garage (53,400), 688 Deck/porch (25,160)

6809 Square Feet, Valuation \$556,160

WMA	$6809 \times 2 + 600 = 1961.8 + 196.18 + 35$	\$2,192.98
TF	$555 \times 4 + 400 + 40$	\$2,660
All Croix	$6809 \times 12 + 850 + 75 + 35$	\$1,777.08

\$25,000 Basement Finish, no bathroom

WMA	$25 \times 6 + 150$	\$300
TF	$23 \times 4 + 250$	\$342
All Croix	$65 \times 4 + 75$	\$335

\$50,000 alteration with bathroom

WMA	$50 \times 6 + 150$	\$450
TF	$108 \times 4 + 250$	\$442
All Croix	$65 \times 5 + 75$	\$400

\$110,000 Alteration

WMA	$110 \times 6 + 150$	\$810
TF	$108 \times 4 + 250$	\$682
All Croix	$\$850 + \$12/\text{sq ft}$	$\$850 + \$12/\text{sqft}$

16x16 (256 square feet) first floor addition, Valuation \$44,800

WMA	$256 \times 2 + 250 = 301.20 + 30.12$	\$331.32
TF	$43 \times 4 + 250$	\$422
All Croix	$65 \times 7 + 75$	\$530

Addition of 882 sq ft first floor, 882 sq ft Garage, 60 sq ft Deck 1824 Total Sq Ft, Valuation \$192,000

WMA	$1824 \times 2 + 250 = 614.8 + 61.48$	\$676.28
TF	$190 \times 4 + 250$	\$1,010
All Croix	$1824 \times 12 + 850$	\$1,068.88

Addition of 1047 sq ft 1st floor, 564 Finished Basement, 483 Unfinished Basement, 754 Garage, 112 Porch, Total 2,960, Valuation \$246,860

WMA	$2,960 \times 2 + 250 = 842 + 84.2$	\$926.20
TF	$245 \times 4 + 250$	\$1,230
All Croix	$2960 \times 2 + 850 + 75$	\$1,517

300 Sq ft shed Valuation \$9,000

WMA	$300 \times 1 + 125 = 155 + 15.5$	\$170.50
TF	$7 \times 4 + 150$	\$178
All Croix	205	\$205

900 sq ft accessory garage, no power Valuation \$27,000								
WMA	900x.1+125 = 215 + 21.5			\$238.50				
TF	25x4+150			\$250				
All Croix	65x3+75			\$270				
1,200 sq ft detached garage with electricity, Valuation \$48,000								
WMA	1200x.1+125 = 245 + 24.5 + 50			\$319.50				
TF	48x4+200			\$384.00				
All Croix	65x4+75			\$335.00				
In-Ground Pool								
WMA				\$180				
TF				\$200				
All Croix				\$400				
Uncovered Deck								
WMA				\$160				
TF				\$200				
All Croix	65x3+75			\$270				
384 sq ft Porch/Covered Deck Valuation \$15,360								
WMA				\$300				
TF	14x4+180			\$238				
All Croix	65x3+75 (additional \$65 if electrical added)			\$270				
Driveway								
WMA				\$75				
TF				\$90				
All Croix				\$85				
Permit To Start (Footing & Foundation)								
WMA				\$125				
TF				\$100				
All Croix				\$200				
Signs								
WMA				\$75				
TF				\$90				
All Croix				\$140				
Fence								
WMA				\$75				
TF				\$90				
All Croix				\$140				
Raze								
WMA				\$125				
TF				\$100				
All Croix				?				

One and Two Family Dwellings

New: \$600 + \$.20 per square foot of all finished space, unfinished space, attached garages, decks, porches, crawl spaces.

Addition: \$250 + \$.20 per square foot for all areas listed above.

Alterations/Repairs*: \$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means).

Manufactured/Modular Homes: \$500 + \$.10 per square foot for all areas listed above. HUD - \$300 if no new slab, \$400 if new slab.

Plan review: 10% added to above fees.

State Seal: \$35 or current cost

Commercial Buildings

New: \$600 + \$.25 per square foot of project area

Addition: \$400 + \$.25 per square foot of project area

Apartments, Hospitals, Schools: Add \$200 for each room/unit.

Warehouses and Storage Buildings: Subtract 20%

Alteration: \$250 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means) for first \$500,000 and \$3 per \$1,000 over \$500,000.

Plan Review: Fees listed on State of WI form SBD-118

Electrical: 45% added to above fees

Accessory Buildings/ Detached Garages

Over 144 Square Feet: \$125 + \$.10 per square foot. Add \$50 if the building will have electrical, plumbing, or heating.

Plan review: 10% added to above fees.

Decks & Porch Additions

Decks: \$160 **Porches/Covered Decks:** \$300

Signs, Driveway, Siding, & Fences

\$75 (Replace or Repair Sign: \$40)

Services (not part of another permit)

Residential Electrical Service or Gas Meter: \$150

Commercial Service: Up to 200 Amp Service \$150.00, \$35 per 100 amps over 200 amps (Minimum \$175)

Individual Commercial Electrical

Commercial Electrical: \$175 + 1%, or fraction thereof, of cost (Electrical cost per RS Means) for first \$500,000 and .5% over \$500,000

Solar

\$30 per KW Min Fee of \$200 and a Max Fee of \$600

Plan Review: \$50

Outdoor Heating Appliance/Fireplace

\$125

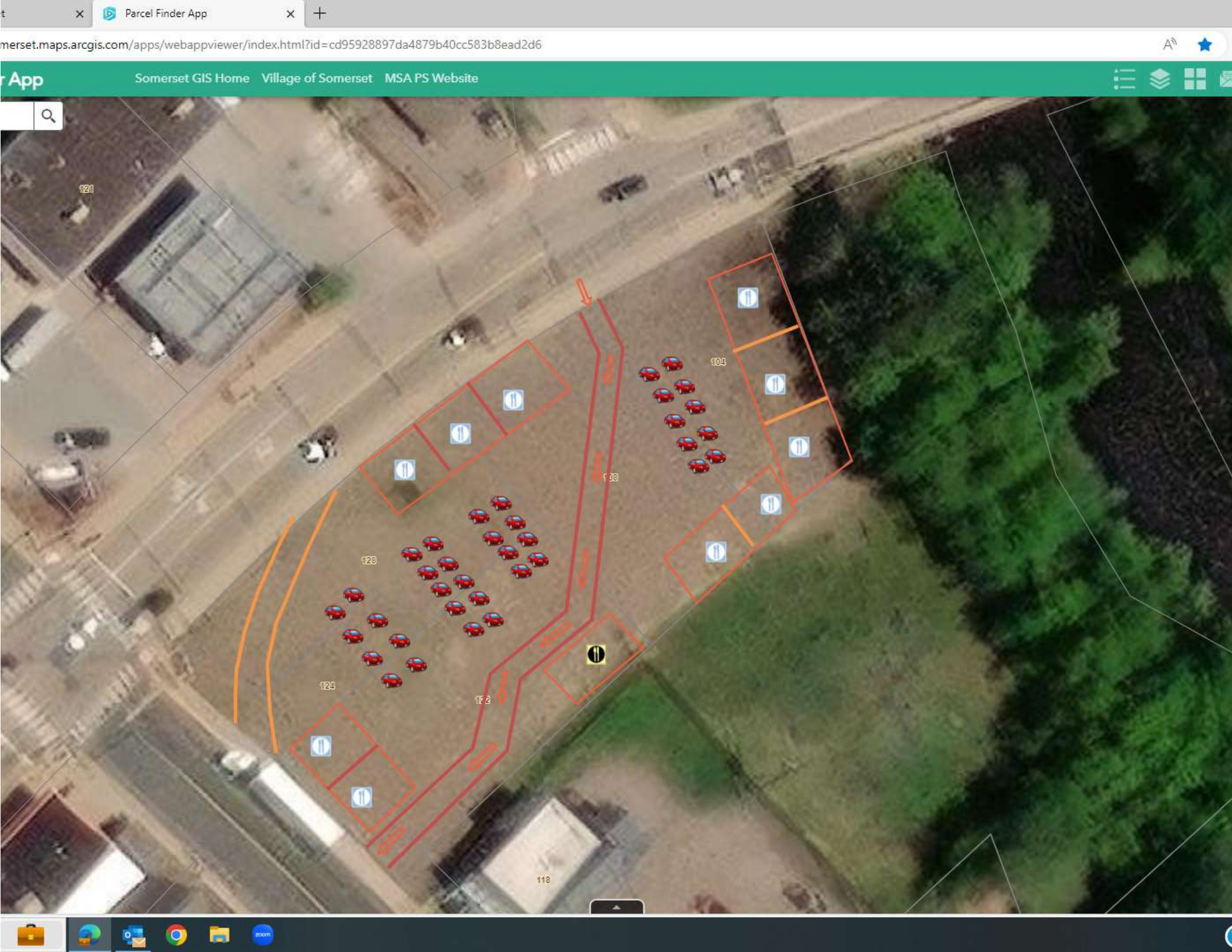
Pools	In-Ground: \$180 Above Ground Over 5,000 Gallons: \$100
Miscellaneous	Move or Raze/Footing & Foundation: \$125
Non-Building Structures (Towers, etc)	\$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost
Starting Project Without Permit	Permit fee is doubled
Renewal Fee	Half the original permit fee, maximum \$350.00
Other Inspections Not Listed	\$75 per Inspection
Meetings	3 free meetings per year when requested and \$100 for additional above 3

* Minor repairs and alterations costing less than \$1,000 in value which do not change occupancy area, structural strength, fire protection, exits, natural light or ventilation do not require a permit.

Exempted from permits are re-roofing and finishing of interior surfaces, installation of cabinetry, and minor repair as deemed by the Building Inspector. No more than two (2) layers of roofing shall be installed on a roof.

An administrative fee of \$75 shall be added to all new homes and commercial buildings and \$25 for all other permits.

Fees do not include zoning



Somerset Fire/Rescue

from the office of Chief Belisle

April 1st, 2024

Dear Board Members –

This is the update for March 2024. This month we responded to 45 calls for service. The breakdown is as follows: 16 calls in the Village consisting of 11 medicals and 5 fire/rescue call; 21 in the Township consisting of 8 medicals and 13 fire/rescue calls; and 8 auto aid calls, 7 in St. Joe and 1 in New Richmond. This brings us to a total of 135 runs for the year compared to 108 for the same time in 2023.

The month of March continued as steady as the first two months of the year and we are over 25 calls ahead of last year already. We had no calls of significance and have no upcoming events to report on at this time. Our vehicle exhaust removal system is almost completely installed with just some final sensors and trainings to take place. The tender delivery sounds like it is now pushing in to July at this time. We will continue to keep you updated on that as it gets closer.

We are currently operating with 21 members, 18 full members and 3 probationary members, as well as one High School Cadet. We are still below staffing for what we would like to see and we currently are working with our recruitment committee to attempt to recruit from our growing community. As always you are more than welcome to stop in and say hi at the station when you see someone there. We welcome visitors and are more than willing to give you a tour and show you our trucks and equipment!

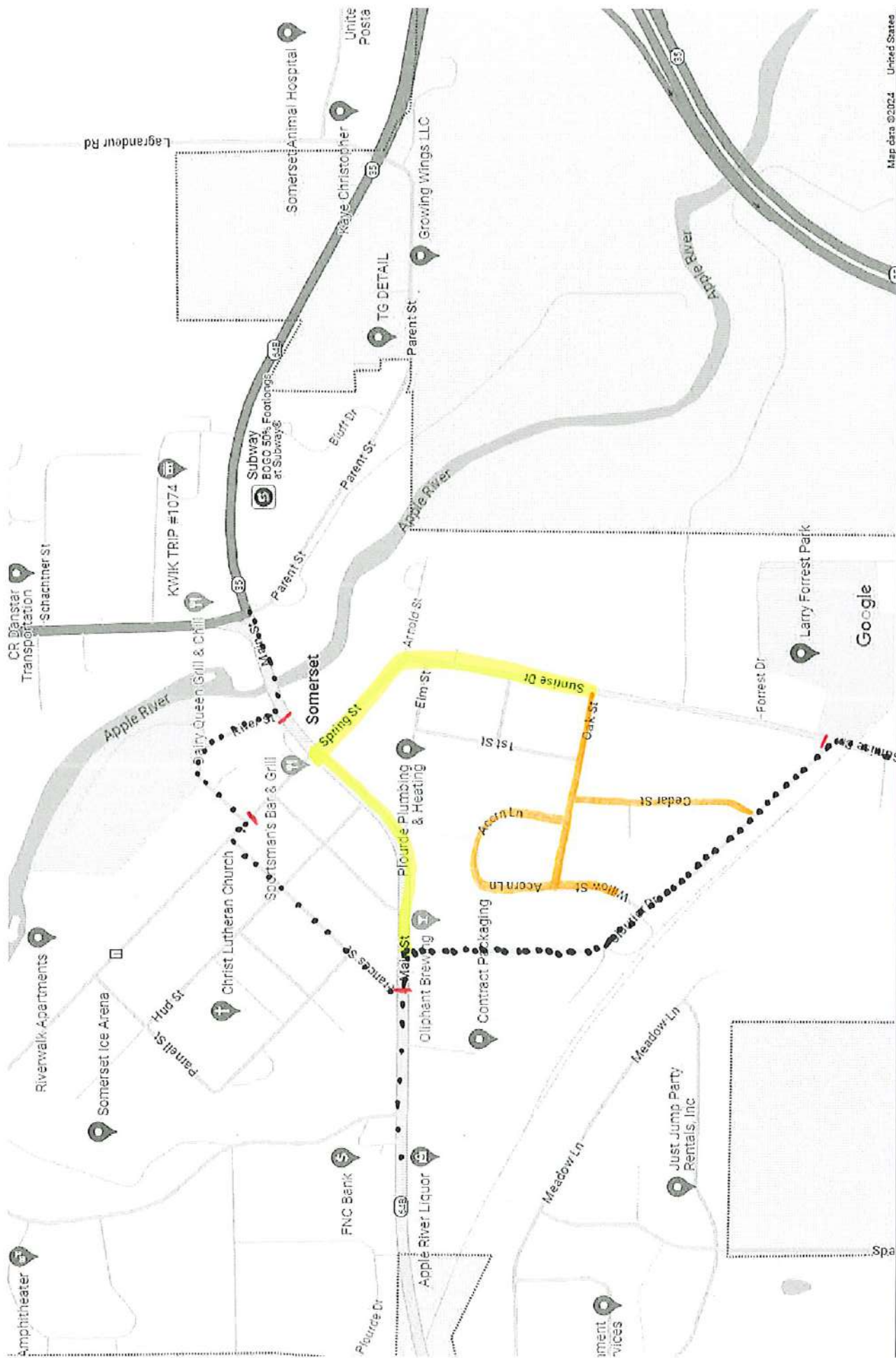
Sincerely,

Travis Belisle

Travis Belisle - Chief
Somerset Fire/Rescue

748 Hwy 35
Somerset, WI 54025
Station (715)247-5364 Fax (715)247-3194

STAGING
 PARADE ROUTE
 TRAFFIC DETOUR



STREET USE PERMIT

VILLAGE OF SOMERSET

APPLICANT NAME, ADDRESS & PHONE NO.

SOMERSET LIONS CLUB
P.O. Box ~~246~~ 246
SOMERSET, WI 54025

NAME, ADDRESS & PHONE NO. OF ORGANIZATION REQUESTING PERMIT

SAME

NAME, ADDRESS & PHONE NO. OF CONTACT PERSON FOR STREET USE

DAVID BRACHT
715-497-4806
DBRACHT@DAVIDBRACHT.COM

PROPOSED STREETS: _____

DATE OF USE: _____ SEE ATTACHED

TIME OF USE: _____

PROJECTED ATTENDANCE: _____

PROPOSED STREET USE (Describe in detail):

*** PAVEMENT MARKING IS NOT ALLOWED ON ANY STREET ***

- **INSURANCE:** Required to indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss damage or expense incurred by the Village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant is required to furnish a Certificate of Comprehensive General Liability Insurance with the Village of Somerset. The applicant is required to furnish a performance bond prior to being granted the permit.

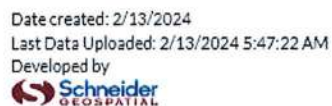
☐ Insurance Requirement Waived

SF INS (MARCY)
☒ Proof of Insurance Provided

For office use:

Date Reviewed by Village Board: _____ Approved _____ Denied _____

St. Croix County, WI





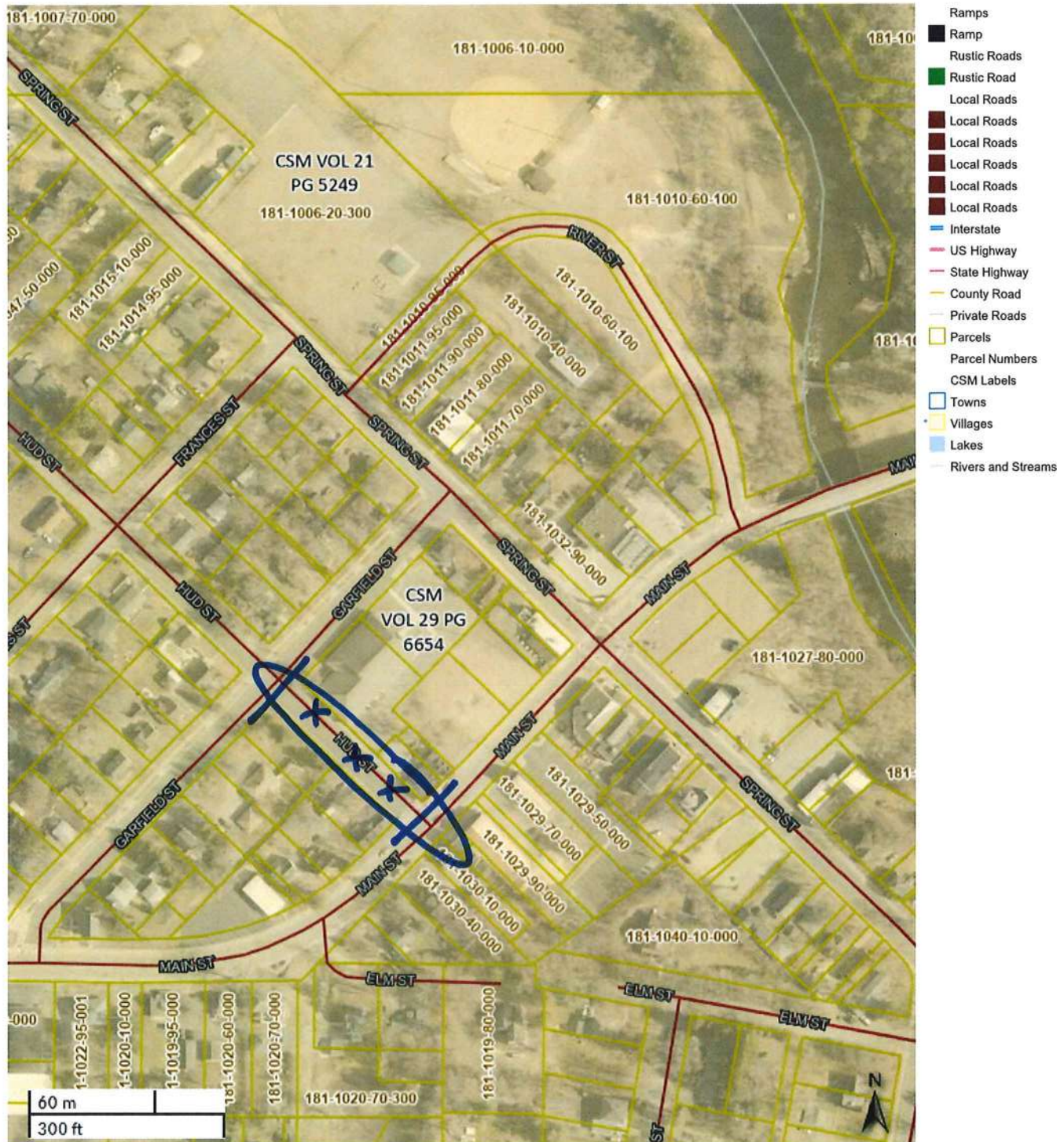
we would like to set up
9. AM if
streets can
be cleared -

3 on 3
Basketball

SAT June 8
Hud st

Event at
1-4:30

St. Croix County, WI

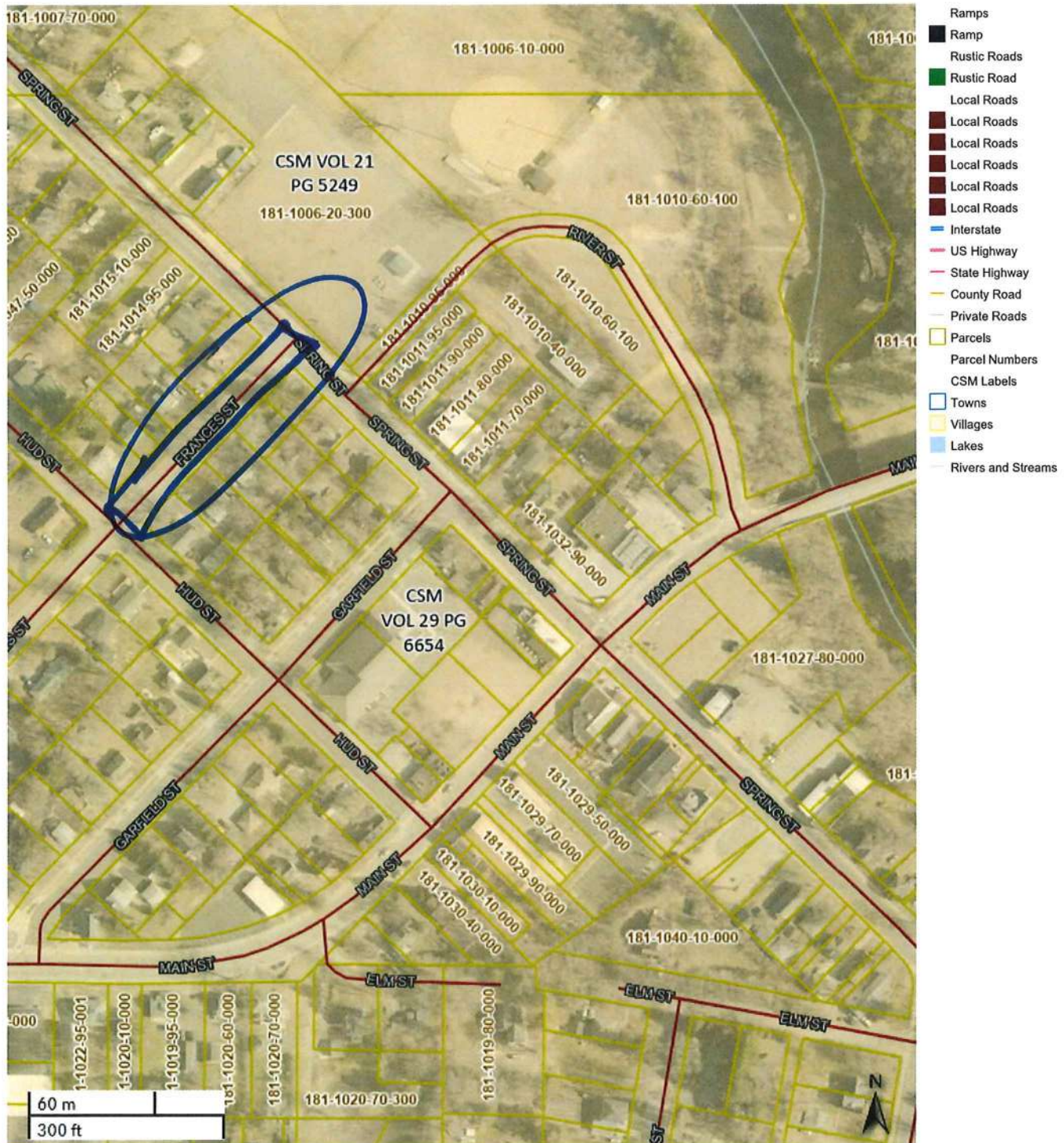


SOAP BOX Derby

SAT JUNE 8TH

2:00-4:00 pm

— FRANCES ST —



Date created: 2/13/2024

Last Data Uploaded: 2/13/2024 5:47:22 AM

Developed by

Schneider
GEOSPITAL







Adgenda Item

Caleb Garn <cgarn@villageofsomerset.us>

Wed 3/27/2024 2:12 PM

To: Tasia Berger <tberger@villageofsomerset.us>; Brandon Krohn <bkrohn@villageofsomerset.us>; Robert Gunther <rgunther@villageofsomerset.us>

Hi Tasia,

Somerset Champions would like to use a portion of the Wheel House Coffee lot on April 20th for our community clean-up day. The time would be 9am till 2pm. At 9am everyone would gather to get their assignments, then return at noon for a group picnic. Done and cleaned up by 2:00pm. Wheelhouse has been contacted and is happy to be a part of the event.

Not sure if this needs to go through a committee first or not? Feel free to share with whoever.

Brandon is my 2nd

RIGHT OF WAY PROFESSIONALS, INC.

PROJECT MANAGEMENT, APPRAISAL, ACQUISITION, RELOCATION & PROPERTY MANAGEMENT

March 27, 2024

VIA: E-mail

Mr. Robert Gunther
Public Works/Economic Development Director
Village of Somerset
110 Spring Street
P.O. Box 356
Somerset, WI 54025

Re: Request for Proposal - Real Estate Services
V. Somerset
Tap Trail
St. Croix County

Dear Mr. Gunther:

Thank you for allowing our firm to provide a cost proposal for real estate services on the above-mentioned project. It is understood that this project will require the acquisition services for 31 parcels on the above noted trail project. As part of this proposal, Right of Way Professionals, Inc. (ROWP) will coordinate the completion of the following services in accordance with applicable Federal and State laws and WisDOT guidelines.

1. TITLE REPORTS AND UPDATES OF TITLE – It is proposed that initial title reports be obtained from the engineering firm that prepared the right of way plat of the project. Recording costs are included in our proposed acquisition costs.

2. SALES STUDY – A sales study will have to be completed to estimate land values for the affected properties. The parcels affected are of varying sizes and are a mix of commercial, manufacturing and residential properties. The cost of the sales study is proposed to be \$6,500.00.

3. APPRAISAL & APPRAISAL REVIEW – All of the acquisitions are considered to be nominal in nature and the acquisition of properties through the eminent domain process is prohibited since this is a trail project. With that, there should not be a need for appraisals or appraisal reviews. If appraisals are required or the Village requests one, the appraisal cost and costs for any appraisal reviews would be additional to this proposal.

4. NEGOTIATION AND ACQUISITION SERVICES – ROWP will provide the negotiation and acquisition services for the project. As indicated above, there are 31 nominal acquisition parcels requiring acquisition services from our firm. Our proposed fee for providing the necessary acquisition services for the nominal parcels is proposed to be \$830.00 per nominal parcel for a total of \$25,730.00. It is understood that none of the parcels can be acquired using the Wisconsin eminent domain process since this is a trail project. ROWP will make all reasonable efforts to work with each property owner to come to a successful result for each property. If our efforts fail on any parcel, the fee will remain the same for that parcel. If the number of nominal parcels changes for the project, the Village will only be invoiced for the actual number of nominal parcels on the project. The cost for any needed utility releases of rights will be additional to this proposal. Proposed acquisition costs are summarized as follows:

Nominal parcel acquisitions 31 @ \$830.00 =\$25,730.00

The negotiation and acquisition services will include the completion of the following tasks:

- Preparation of the letters of introduction to property owners
- Preparation of offering price letters
- Negotiation of all parcels
- Recording of conveyances and the submittal of payment for lands acquired.
- Status reports will be made by Right of Way Professionals to the acquiring agency upon request.

Our fees for providing the above noted services is as listed below:

SALES STUDY	\$ 6,500.00
TITLE REPORTS AND UPDATES OF TITLE	\$N/A
APPRAISAL & REVIEW SERVICES	\$N/A
<u>NEGOTIATION & ACQUISITION SERVICES</u>	<u>\$25,730.00</u>
TOTAL	\$32,230.00

Again, thank you for allowing us to provide a proposal for this project. If you have any questions or require further information, please call me at (715) 830-0544.

Sincerely,



David J. Selissen
President

Document Number

AMENDMENT TO
DEVELOPMENT AGREEMENT

Lots 1-44 and Outlots 1-6 of the Plat of Pine Vale, Village of Somerset
Document Number 1176757 recorded in the Register of Deeds for St. Croix
County, Wisconsin.

Recording Area

Name and Return Address
Paul H. Mahler
Bakke Norman, SC
PO Box 308
New Richmond, WI 54017

181-4119-00-500; 181-4119-00-200; and

181-4119-00-300 .

Parcel Identification Number (PIN)

Drafted by:
Paul H. Mahler
Bakke Norman, SC
1200 Heritage Drive
New Richmond, WI 54017

THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.

This information must be completed by submitter: document title, name and return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.

WRDA Rev. 12/22/2012

**AMENDMENT TO
AGREEMENT FOR SUBDIVISION IMPROVEMENTS
IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF
VILLAGE OF SOMERSET
SOMERSET, WISCONSIN**

THIS AMENDMENT TO AGREEMENT FOR SUBDIVISION IMPROVEMENTS (this “Amendment”) is entered into effective as of April____, 2024, by and between Capstone Homes-Wisconsin, Inc., a Wisconsin Corporation (hereafter the “Subdivider”), and the Village of Somerset (hereafter the “Municipality”), a municipal corporation located at Somerset, Wisconsin.

RECITALS

A. Subdivider and the Municipality are parties to an Agreement for Subdivision Improvements dated March 11, 2024, recorded March 14, 2024, in the office of the St. Croix County Register of Deeds as Document No. 1176760 (as amended, supplemented, or restated from time to time, the “Development Agreement”) regarding the real property more particularly described in the Development Agreement.

B. Subdivider and the Municipality desire to amend the Development Agreement in accordance with the terms of this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Amendment, the receipt and sufficiency of which is hereby acknowledged, Developer and the City agree as follows:

AGREEMENT

1. Recitals; Definitions. The above recitals are true and correct and are incorporated by reference. All capitalized terms shall have the definitions set forth in the Development Agreement unless otherwise defined in this Amendment.

2. Subdivider Incentive Payments. Article I, Section J (14) is amended to read as follows:

Subdivider Incentive Payments. Subdivider and Municipality acknowledge that the Property contains certain physical conditions that make development of the Property financially unsustainable for development in the foreseeable future. Municipality seeks to promote the growth of the Village and fulfill a need for reasonably priced housing. Municipality has determined that it is in the best interests of the Municipality to utilize the existing Tax Increment District (TID) of which the Property is a part to provide a financial incentive to Subdivider to allow the project as described in this Agreement to be economically feasible. Accordingly, provided Subdivider is not in default under the terms and conditions of this

Agreement, for each lot developed on the Property for a single family residential home for which a certificate of occupancy has been issued by the Municipality, the Municipality shall within thirty (30) days of the end of each calendar year in which home construction takes place, issue to Developer the sum on money equal to \$5,500.00 times the number of homes receiving occupancy permits within the previous calendar year for a period of ten years or until the total sum of payments are equal to the sum of \$742,500.00 whichever shall first occur. In addition, (i) upon Subdivider receiving preliminary plat approval for the Property and final plat approval for Phase 1 for a minimum of 44 homes, (ii) graded the entire Property in accordance with the approved grading plan, (iii) installed, or cause to be installed, all public and private Improvements for Phase 1 pursuant to this Agreement, which have been dedicated to and accepted by the Municipality, (iv) all contractors have been paid and no claims have been asserted relating to the work or payment, Municipality shall reimburse Subdivider from available TID funds, or other sources as determined by the Municipality, to partially offset the cost associated with the construction of the public improvements, the sum of \$1,543,843.75 within 60 days after the Municipality has determined that the above conditions have been met and there are no defaults under this Agreement. This amount together with the \$5,500 per home payments shall collectively be defined as the ("Subdivider Incentive Payments").

3. Ratification of Development Agreement. All original terms of the Development Agreement, except as amended by this Amendment, shall remain in full force and effect, and Developer agrees to be bound by and to perform all terms, covenants, and agreements in the Development Agreement at the time and in the manner provided in the Development Agreement.

4. Governing Law. This Amendment shall be governed by and construed in accordance with the laws of the State of Wisconsin.

5. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute but one and the same instrument.

[Signature page follows.]

IN WITNESS WHEREOF, the City and Developer have executed this Amendment as of the date first written above.

VILLAGE:

Village of Somerset

By: _____

Name: Mike Kappers

Its: President

By: _____

Name: Tasia Berger

Its: Clerk

[illegible]

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Mike Kappers, Village President and by Tasia Berger, Village Clerk, for the Village of Somerset, a Wisconsin municipal corporation, on behalf of the Village and pursuant to the authority of the Village Board.

Notary Public

My commission expires: _____

DEVELOPER:

Capstone Homes-Wisconsin, Inc.

By: _____

Name: Stephen A. Bona

Its: Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this _____ day of _____, 2024, before me, a Notary Public, personally appeared Stephen A. Bona, Vice President of Capstone Homes-Wisconsin, Inc. and that said instrument was signed on behalf of said corporation voluntarily and for its stated purpose.

Notary Public

My commission expires: _____

DRAFTED BY:

Paul H. Mahler
Bakke Norman, S.C.
1200 Heritage Drive
PO Box 308
New Richmond, WI 54017

Online Solutions to Make Your Life Easier



TOWNWEB® **Proposal for a Website & Communication Platform**

**Prepared for
VILLAGE OF SOMERSET**

Village of Somerset
PO Box 356
Somerset, Wisconsin, 54025-0356

Dear Tasia,

Thank you for reaching out to us regarding your new municipal website needs. We appreciate the opportunity to assist you in this important endeavor.

At your municipality, you and your staff are tasked with sharing important information with your local residents. You need to keep them informed and engaged.

A municipal website is ***the tool to accomplish this***. You need something that is professional-looking, easy to use, and effective in communicating with your constituents. Town Web offers the perfect solution to achieve this!

By choosing Town Web, you can take advantage of a website that is also a powerful communication tool. It is a website and software platform designed specifically for local government.

Our platform makes it easy for you to post official news and notices, community & government events, along with other department-related data. This means the activities within your other departments, such as Public Works, Zoning & Planning, Parks & Recreations, etc. can also be communicated to your local constituents.

Three things that set our solution apart from other municipal web development companies you may be evaluating:

1. Our *sole focus* is to **make your municipal life easier**. We make it easy for you to go in and post things. We make it easy for your residents to get the information they need. While your residents can always find the information on our website, we go a step further. *We provide you with a Communication Platform*. This means your residents can have these posts and updates sent directly to them via email or text message. Plus, it can all be posted on social media...all without any extra effort on your side!
2. Our Digital Online Solution provides a **user-friendly digital platform** for citizens to interact with their government. This platform features electronic versions of your commonly used forms. It also comes with a citizens' payment portal. This way all of your municipal services and fees can be paid online with a credit card. This innovative solution streamlines the interaction between the government and its citizens, delivering the *level of service they expect and deserve* in a post-pandemic world.

3. With our **white glove service**, you will receive exceptional support from our dedicated and friendly team. They are available 24/7 to assist with both your website and communication tool. *This comprehensive service means you do not need to burden your IT staff.* You can rely on the Town Web staff. We handle the creation of forms, workflows, and payment portals for you. This provides you with a seamless and stress-free experience.

We would like the Village of Somerset to take advantage of the benefits of a professional, easy-to-use, and effective municipal website and communication tool. The following pages in this proposal will show you more about the benefits you and your staff will get from Town Web.

Discover how our platform can simplify your municipal life, streamline communication with your constituents, and provide a user-friendly digital platform for online services and payments!

We also provide a detailed quote for the cost to implement this solution for your municipality. Please contact me or Chris to answer any questions. We both would love to help you take the first step towards a more efficient and effective municipal website and communication tool.

Sincerely,

A handwritten signature in black ink that reads "Peter S". The "P" is large and loops around the "e", and the "S" is a simple, sweeping stroke.

Peter Stanko

New Client Coordinator with Town Web

peter@townweb.com | chris.astrella@heygov.com | Toll-Free: 877-995-TOWN (8696)

THIS PROPOSAL OUTLINES THE BENEFITS OF TOWN WEB FOR THE VILLAGE OF SOMERSET

The way municipalities communicate with their residents has drastically changed in the past two decades. Our team has interviewed many dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and various social media avenues.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is precisely the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many current municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

**THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION
HELPS YOU AND YOUR STAFF TREMENDOUSLY**

Project Scope

Below are the steps of the website and communication platform's project scope. Also included is an individual extra option for an **Elite Web Design package**. To make the process smooth and streamlined, we recommend that your organization appoint a single person to be our designated point of contact. This person should be the individual who we can work with for coordinating any meetings, and who has the authority to approve all design and project approvals for the project milestones.



Estimated Timeline

Depending on the quantity of content and the chosen layout and style of the website, the project can take between eight to 12 weeks.

The timeline for the Elite Web Design package adds an additional three to eight weeks to the project, depending on how quickly design sign-off is provided by your app.

The timeline for our Online Digital Solution add-on can be an additional four to eight weeks, depending on the number of departments involved and the number of forms you wish to have implemented.

TOWN WEB'S WEBSITE COMMUNICATION PLATFORM

We approach our projects in two distinct stages, each designed to address specific needs and deliver comprehensive solutions. The first stage focuses on the development of a website and communication platform, while the second stage revolves around the implementation of online modules to support government digitalization efforts. **Stage 1 includes:**

1. Designing and developing a website layout and user interface
2. Creating and integrating content such as text, images, videos, and other multimedia
3. Setting up and configuring website hosting and domain name (including a new dot.gov domain name)
4. Setting up and configuring new email addresses
5. Optimizing a website for search engine visibility
6. Setting up contact forms, analytics, and other interactive features
7. Writing custom scripts and code for specialized needs
8. Enhancing website security and protection from malware
9. Testing and debugging the website for usability, compatibility, and responsiveness
10. Website training
11. Go Live and website handoff

PROJECT TIMELINE

Enjoy a new site in 8 to 12 weeks!

Town Web's "SelectPlus" Package

Account set-up

- Contract Terms
- Sign Electronically
- Remit Payment
- Schedule Onboarding

Content Management

The Data Entry team will migrate over all of the existing content from an old site.

Municipal Representative will also send in any remaining content to be added via email, Dropbox, or Google Drive.

The Account Manager will follow up with any questions and check in with status updates.

Gather Feedback & Apply Changes

We will meet once again via Zoom to discuss any edits or additional content needed. You may email edits or a punch-list prior to the meeting so that most changes can be completed beforehand.

Set a date to go LIVE!

Launch

After final approval:

- Launch the site LIVE
- Receive login credentials
- Schedule live training
- Implement emails (add-on)
- Syndicate Facebook (add-on)
- Implement HeyGov (add-on)

Onboarding

Conduct a team meeting via Zoom between Account Manager, Project Manager & Municipal Representative.

- Discuss new or existing domain name + branded emails
- Choose a theme & color-scheme
- Discuss needs, features, existing & future content

Staged Website

Your Project Manager will stage the new website on the chosen theme to create a 'staged website link.' This is the beginning of organizing the content, navigation & menus. We follow best practices for municipal features and navigation.

When the project is 90% complete, the Account Manager will send you this link as a proof to review and schedule a 'reveal meeting' via Zoom to discuss any edits needed.

Finishing Touches

Ensure that the site is optimized for SEO and mobile-view. Make the site loading time as fast possible. Set Google analytics to show up on Google search.

- Enable ADA widget
- Translation widget (add-on)
- Advanced search (add-on)



(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

For projects that include Town Web's entire Online Digital Solution, a set of additional steps come into play. These steps are executed concurrently with the project scope mentioned above and are handled by our expert team. **Stage 2 includes:**

Building Customized Forms:

- Create customized forms tailored to your municipality's specific services and needs
- Gather necessary information and enable online submissions for efficient processing

Reservation System Development:

- Design and develop a reservation system for municipal facilities and parks and recreation amenities.
- Enable residents to easily book and reserve these resources through your website.

QR Code Generation:

- Generate QR codes for remote payments, such as boat launch permits, facility rentals, and pool passes.
- Enable residents to make secure and convenient payments using their mobile devices.

Workflow Implementation:

- Establish workflows for approvals, notifications, and tracking of each form submission.
- Automate processes to streamline internal operations and enhance efficiency.

Secure Payment System Integration:

- Integrate a secure payment system and payment portal for online transactions.
- Ensure the confidentiality and security of residents' financial information.

Plugin and Widget Development:

- Develop plugins and widgets to embed forms and payment portals seamlessly within your website.
- Enhance the user experience by providing easy access to online services.

Accounting and Billing Integration:

- Connect the payment portal with your accounting and billing package.
- Streamline financial processes and facilitate accurate record-keeping.

Comprehensive Training and Support:

- Provide comprehensive training to familiarize you and your team with the integrated solution.
- Ensure you have the necessary knowledge to manage and utilize the system effectively.

Seamless Integration:

- Seamlessly integrate Town Web's Online Digital Solution within your new website.
- Ensure a cohesive and consistent user experience throughout your online platforms.

Ongoing Technical Support and Updates:

- Offer continuous technical support to address any issues or questions that arise.
- Provide regular updates to keep the solution up to date with the latest features and security measures.

By separating our projects into two stages and offering the option of Town Web's Online Digital Solution, we provide a comprehensive approach to meet your municipality's evolving needs. Whether you require a professional website and communication platform or seek to leverage advanced digital modules, we have the expertise and dedication to deliver solutions that empower your government to thrive in the digital age.

ELITE DESIGN PACKAGE

For municipalities that select the Elite Web Design Package, we provide additional steps in the project's scope of work. This includes more extensive branding and design work:

1. Branding and styling design
2. Selection of premium typography/fonts
3. Development of a UX/UI (User Experience/User Interface) style guide for desktop and mobile
4. Custom illustration or iconography
5. Custom page design for the homepage
6. Custom theme design for the department homepages
7. Custom image and illustration selection
8. Custom coding of the page and theme designs into website CMS

Discovery

Week 1

Meet via Zoom with our Creative Director. We discuss in detail your target audience and website goals.

Developing

Weeks 5-10

We send mockup files to our development team for development. Internal pages will be designed based on the homepage style. The inside pages share the same top navigation menu, background, style, and page footer. The Data Entry team will migrate over all of the existing content from an old site. We do theme-testing to make sure the design works across all platforms, devices and browser types.

Staging

Weeks 15-19

Project Manager will stage the new website to create a "staged website link." This is the beginning of organizing the content, navigation & menus. We follow best practices for features and friendly navigation.

Launching

Week 20

After final approval:

- Launch the site LIVE
- Receive login credentials
- Schedule live training

Design

Weeks 2-4

We will create 3 high-fidelity mockups of the homepage. Designed with mobile and desktop layout in mind. We will incorporate ideas, colors, photographs and typography that was discussed in the initial design interview. Included are three (3) rounds of small design changes to make your homepage look perfect. We work on the layout, colors and typography to ensure an intuitive, yet informative design. Once a mockup is approved, we code the custom theme based on the design.

Feedback

Weeks 11-14

We will meet once again via Zoom to discuss any edits or additional content needed. You may email edits or a punch-list prior to the meeting so that most changes can be completed beforehand. Set a date to go LIVE, unless a set date is predetermined.

Finishing

Week 20

Ensure that the site is optimized for SEO and mobile-view. Make the site loading time as fast possible. Set Google analytics to show up on Google search.

- Enable ADA widget
- Translation widget
- Advanced search

Design Concept and Approach

The design concept and approach for the new website for the municipality follow a user-centric design approach. Our goal is to create a website that is easy to use and understand for all users, regardless of their background or level of technical understanding.

The design will be modern and contemporary in its look and feel while remaining highly functional and organized. It will also be mobile-friendly since a sizable and growing chunk of your municipality's demographics will be Millennials. They will want to take advantage of a solution that is mobile-optimized.

Therefore our focus will be on creating a website that is aesthetically pleasing, while also being intuitive and easy to navigate, whether viewed on a desktop or on a mobile device or tablet. Plus, it will be ADA-compliant.

WEBSITE AND COMMUNICATION PLATFORM

Our lowest cost option for a new website and communication platform is to select from one of our readily available themes. Each of these is already designed, which saves on the cost of development and deployment. They can each be customized for your municipality by applying a new color scheme to the template and adding photographs provided by your organization. Once the project is approved, you'll work with your Project Manager and Account Manager to select a theme.

ELITE WEB DESIGN PACKAGE - OPTIONAL

For a bespoke web design option, you can select the Elite Web Design Package as an option. You will get the "full service" for a new custom web design. This means you will also be working directly with our branding team.

This extra work includes special meetings focused specifically on design. They also include facilitated Discovery and Branding exercises that you and your stakeholders are expected to attend to give their thoughts and inspiration.

These sessions are truly a lot of fun, with a lot of engagement both from our design and branding team and also from your side. It's considered a really enjoyable portion of the design portion of a new web design project.

Many attendees have said time and time again "This was a lot more fun than I expected!"

These meetings guide the creation of your custom UX/UI (User Experience/User Interface) for the website. The same team will create a new style guide. The style guide will be used for the development of the desktop and mobile experiences of your new website. Our approach is an iterative process where you and your staff can provide feedback.

All work from the design and branding requires custom coding and theme development for the CMS.

Technical Overview

One of the biggest advantages you have with choosing Town Web is that we take care of the technical needs. You don't need to consume the resources of your internal or contract IT staff. We manage and maintain the infrastructure for the service and products that we deliver to you.



WEBSITE COMMUNICATION PLATFORM

We include all the hardware and software to manage your new Website and Communication Platform. The below list includes everything we manage and maintain on your behalf.

- Domain name management (including annual renewal)
- DNS (domain name service) service management, including MX (mail server) records
- Server maintenance (dedicated server or cloud servers)
- CMS (Content Management Service) Web hosting with a 99.9% uptime guarantee
- Database hosting
- Media file hosting (PDFs, images, and other related content)
- Site backups (including core website CMS files, media files, and database files) on a separate cloud server
- SSL (secure socket layer) certificates
- API (Application Programming Interface)

As part of our White Glove Service, you receive 24/7 Tier 1 technical support should any issues arise.

All of these requirements must be met in order to ensure that your new website is secure, reliable, and accessible to all users.

(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

Town Web's Online Digital Solution is a comprehensive suite of government tools designed to streamline municipal processes and reduce administrative workload. With our solution, we facilitate the transition from traditional paper-based systems to efficient online platforms, saving valuable time for municipal staff. Our platform acts as a centralized hub, connecting citizens, departments, and local businesses onto one digital platform for seamless information flow.

By utilizing Town Web's Online Digital Solution, you can digitize forms, licenses, and applications, eliminating the need for manual paperwork. The submitted information can easily and securely traverse your entire organization, improving communication and data accessibility. Moreover, our solution includes a convenient payment portal, enabling you to collect credit card payments for municipal fees and services online, in person, and remotely. To enhance user experience, the forms, licenses, and applications built with Town Web's Online Digital Solution can be seamlessly embedded within your website. This integration allows for streamlined data collection and provides a user-friendly interface for citizens and businesses to submit information and make payments. With our solution, you can consolidate these essential functionalities within your website, simplifying the online experience for your constituents.

Additionally, we offer the "White-Glove" Service as part of our comprehensive package. Our experienced team will provide personalized onboarding assistance and support, working side-by-side with your staff and department heads. This "Done With You Service" ensures a smooth transition and empowers your team to leverage the full potential of Town Web's Online Digital Solution.

With Town Web's Online Digital Solution, you gain a powerful toolkit to digitize processes, streamline communication, and optimize efficiency within your municipality. Our solution brings together the necessary components for effective online governance, empowering your municipality to thrive in the digital era.

Current Accounting and Utility Billing Integrations:

- Banyon Data
- Caselle / CivicSystems
- GovPayNow
- MuniciPay
- Workhorse Software



Many Municipal Vendors and IT Staff have mentioned how open and easy-going it was to work with the Town Web tech team.

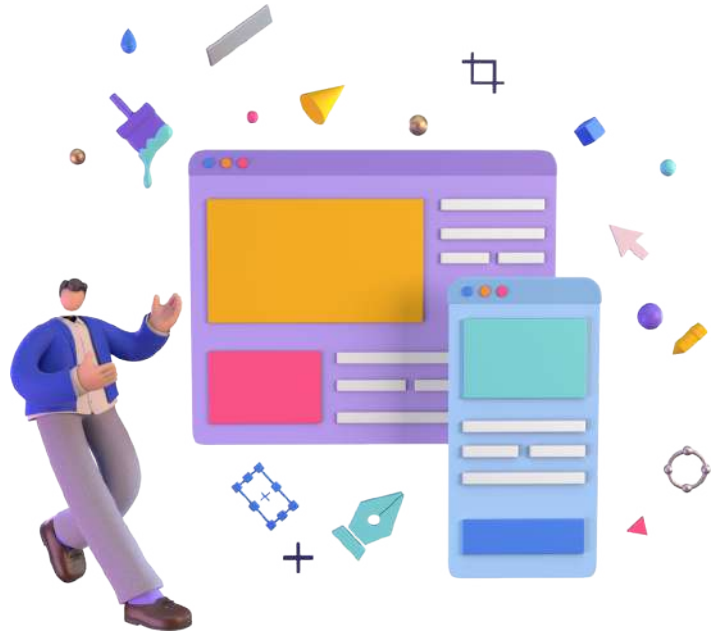
Website and Communication Platform

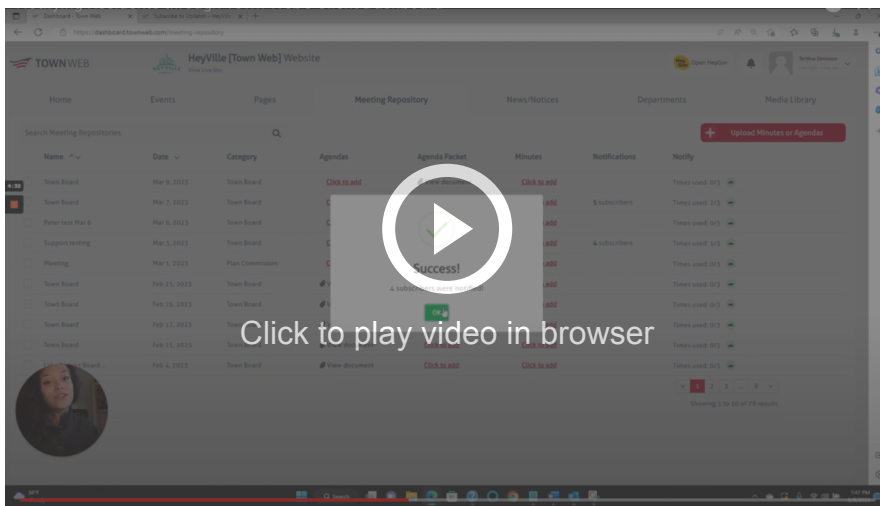
THE DASHBOARD

(THE PART THAT YOU AND YOUR STAFF WILL ACCESS REGULARLY)

The Dashboard is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

- **Content Management System (CMS):** A CMS allows you to create, edit, and publish content on the website. This includes posts, pages, images, files and other images.
- **User Management:** You'll be able to manage and assign roles to different users with varying levels of access to the administration area
- **Site Navigation:** A site navigation system allows staff to manage the website's menu structure and create new pages or sections as needed
- **Media Library:** A media library is a central repository for all media files used on the website, including documents and images
- **Meeting Repository:** This is a subset of the Media Library and it's focused specifically on storing documents for your municipal meetings. All agendas, agenda packets, and meeting minutes are contained in this section
- **Department & Personnel Management:** This is the "who's who" at your municipality. Each person can be a member of a department. You can easily manage a directory of your municipality by the department. It's like building an official org chart
- **Subscribers:** Your residents and interested parties can subscribe to get notifications of the topics and news that they're most interested in. They also get to choose how they want to receive notifications (as in text, email, or social media posts)
- **Calendar of Events:** Each meeting and its related documents can be linked and embedded in the day's calendar of that event. Likewise, community events and other notices can be added and viewable within the calendar. It's also possible to include facility rentals/bookings in the calendar through our Online Digital Solution
- **Emergency Alerts:** This is the specific section to use when there is the need for a specific department to make an immediate post that is delivered and visible to all residents
- **Social Media Integration:** There are many channels for people to stay notified about the happenings of your municipality. Our software makes it easy to draft a message and blast it out through various social media channels





Click the rectangle to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



THE WEBSITE

(THE PART THAT YOUR RESIDENTS WILL VIEW)

The Web is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

1. Your residents will have access to a modern website and communication platform
2. It will be built to be mobile-friendly and ADA compliant
3. One of the greatest advantages is that they can Subscribe to notifications
4. This lets the pick and choose the categories and topics they want to get notified about
5. They can also select how they get notified, either as a text message or email
6. Plus, these same notifications can be viewed on social media
7. With a Town Web website and Communication Platform, your residents stay informed

ELITE WEB DESIGN PACKAGE

THE DESIGN PROCESS

For a visually enhanced website, we'll work with you and your stakeholders on a new design. This starts with facilitated Discovery and Branding exercises which you and your stakeholders are expected to attend to give their thoughts and inspiration.

We will be working on the UX/UI (User Experience/User Interface) and branding it to your municipality's personality.

We work on the specific aspects of typography/fonts. We'll create custom illustrations or iconography to provide elements of more personality and uniqueness.

We create an appealing new design for your homepage. And also spend a great deal of time building your new pages for your department.

You'll get a Style Guide that can be used throughout other marketing materials, including for social media posts, your letterhead, and other branding.

Town Web's Online Digital Solution - Modules

Town Web's Online Digital Solution is a digital cloud-based software platform with a payment portal that offers various capabilities and services as described below. It's built to help municipalities reduce their workload and save time by moving their systems online. In order to make it more accessible and understandable to our customers, we've divided it into modules, and branded them all as "HeyGov"

A large benefit of Town Web's Online Digital Solution is how it connects various people, departments, and citizens onto one digital platform. At a basic level, it provides tools to draft, edit, and manage documents. The forms, licenses, and applications that are built with it can be embedded within your website. The forms can be tied to your payment system, allowing for seamless payments to be collected with each form and facilitating your bookkeeping.

HEYLICENCE

HeyGov digitizes and implements a transfer and own process of your paperwork. With the HeyLicense Module, you can receive, and process any type of municipal form, license, application, or other document such as dog licenses, building permits, operators licenses, boat launch permits, and land use applications. When your citizens and local businesses are all out for their forms, licenses, and other documents, their submitted information can more easily flow throughout your entire organization. The HeyGov solution means that your "paperwork" will now be digital. Information flows and routes efficiently through your organization will custom-built workflow rules.

HEYGOV PAY

You also get to use HeyGov's payment portal and start collecting credit card payments through the HeyGov Pay Module. Municipal fees and payments can be collected online, in person, and remotely. Collected payments can reconcile directly with your Utility Billing or Accounting software for easy reconciliation.

HEYRESERVE

Should you wish to make your city more accessible for community or personal activities, HeyReserve Module allows your constituents and/or visitors to book city amenities such as park shelters and pavilions. Constituents and/or visitors are also able to review town rules, and policies, pay fees, and more.

HEY311

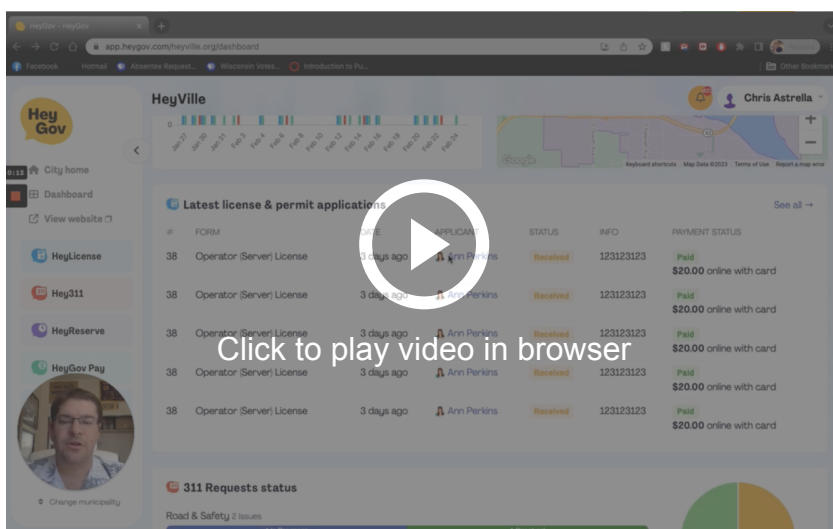
Hey311 enhances communication between citizens and your city. The platform provides a user-friendly interface for citizens to submit service requests and report non-emergency issues to the city. Your city can manage and respond to these requests efficiently, ensuring that all requests are tracked, assigned, and resolved in a timely manner.

THE ADMIN AREA

(FOR YOU AND YOUR STAFF)

As administrative users of the HeyGov section, you'll be able to manage all of the below information from within the Admin dashboard viewable at <https://app.heygov.com>

- **Department Management:** You can add and manage different departments
- **User Management:** You'll be able to manage the user roles of staff members in their respective department
- **License & Form Management:** You can create, edit, and manage forms, licenses, and permit applications using a drop & drag editor
- **Workflow Management:** Each form, license, or application can have a custom workflow added
- **Bank Account Management:** You can manage which bank account is used for each department
- **Payment Logic:** You can set the fees for each form/application with various combinations (e.g. non-resident fees, deposit fees, etc.)
- **Licensing & Forms Portal:** View all license and form applications, from draft to in progress, to complete
- **Payment Portal:** You can view all bills generated and paid
- **Citizens Portal:** You can view a list of all personnel who have filled out forms, and applications, make payments, or submitted 311 issues
- **311 Issue Tracker:** You can view and manage all reported issues & questions submitted by residents



Click the rectangle to play the embedded video in the online version of the proposal!

OR:

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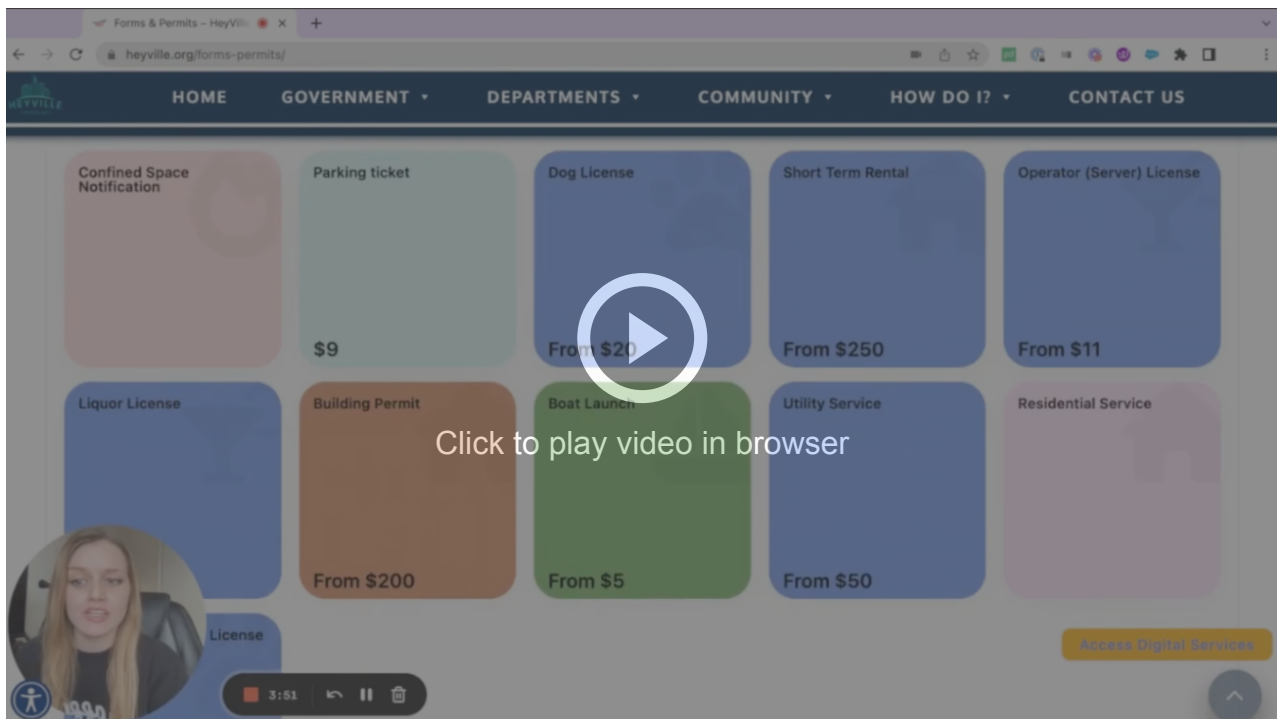
THE FRONT END

(FOR YOUR RESIDENTS)

On the front end, your residents will have access to a widget that is embedded on your site for them to report any issues or ask questions as part of the “311” service.

Residents can also access the citizen services and payment portal from within your website. We embed each form, license, and permit application onto the relevant page(s) within your municipal website.

Furthermore, they also have access to their citizen portal by logging into their account at <https://app.heygov.com>. Plus they can also use the iOS or Android apps, which are downloadable from the App Store and Android Play Store, respectively.



Click the rectangle above to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



How we go the extra mile to make your life easier

We want to make you successful. We want you and your staff to get more done with less effort.

We already provide you with White Glove Service.

You and your team will already have access to 24/7 tech support.

You might be thinking, *"What else could we get that shows we go the extra mile?"*

I am so glad you asked. Because there is even more! I'll list what they are below each section.

TOWN WEB'S ONLINE DIGITAL SOLUTION

Content Migration is Done For You.

When you choose to switch over to a Town Web, we'll do the entire content migration for you.

You don't have to lift a finger! (or click a mouse, for that matter)

Free Website Redesign Every Three Years.

Technology changes. The design comes and goes out of style. We want to show that we're committed to a long-lasting relationship with you. You'll get the benefits of this commitment with a free website redesign every three years. This is a tremendous value for you and your residents. It ensures you are continually updated with the latest design trends and functionality.

Website Search.

A big feature our customers love is having an on-page web search engine. It's so good that many of your residents can use it to find what they're looking for instead of calling you!

Ability to Make Edits on Your Own.

Another thing that many of our new clients like having is the ability to edit page content on their own. Apparently, other systems prevent them from editing their own website. We don't lock you out. You have the freedom to make the needed website edits. But of course, you can *always* depend on us to help you whenever you want, because that's what White Glove Service is for.

Designing Pages for Tourism, Economic Development, and Business.

Several of our clients are focused on tourism. Larger organizations have Economic Development. And many others want to provide a listing directory of all local area businesses. Working with Town Web, we make this possible. These sections are included when you choose Town Web as your local government website and communication platform vendor.

Done-For-You Form Building.

So many times while onboarding new clients, they tell us they were sold on the "done-for-you" form-building service we offer. After all, we feel it's our duty. We're committed to saving your time and reducing the burden that your IT staff would have in supporting a technology solution.

We decided early on to always help new clients get up and running right away. The way to do this is to build the forms for you. We know how to do it. We can do it quickly. And heck, if you want to see how we do it, we'll be happy to record a video walk-through of how we build each of your forms.

Custom Integrations with your Accounting Package and/or Utility Billing Software.

We don't agree with "vendor lockdown". We've seen this with several other companies. Our stance is to "play nice" with other municipal software vendors. We want you, after all, to save time.

Because of this, we are committed to doing a 2-way API sync or file swap of payment details to/from Town Web to/from your Accounting Package or Utility Billing Software.

Branded Email Addresses (optional)

Introducing our Branded Email Addresses, a comprehensive email solution powered by Google Workspace. As a Google Certified Partner, we are proud to offer this tailored service specifically designed for municipalities. In partnership with Jatheon, a trusted provider of email archiving solutions, we ensure seamless communication, data retention compliance, and enhanced productivity.

RELIABILITY OF EMAIL SERVICE

Google Workspace is an enterprise-level solution of Gmail and is a leader in email services. It is known primarily for its reliable, uninterrupted email access to many millions of users worldwide. Its resilient infrastructure is trusted by numerous industries, including also government bodies. With Google Workspace, your municipality can rely on a consistent, high-quality service that guarantees seamless communication at all times.

UNPARALLELED SECURITY AND SPAM FILTERING

Experience the unparalleled security and reliability of Google Workspace. Its advanced technologies offer robust data protection, including encryption and cutting-edge spam and phishing detection, to keep your municipality's sensitive information safe. With features like Safe Browsing and two-step verification, Google Workspace provides an all-inclusive secure platform trusted by governments worldwide.

DATA RETENTION COMPLIANCE THROUGH JATHEON EMAIL ARCHIVING

Comply with data retention regulations effortlessly through our partnership with Jatheon. Their comprehensive email archiving solution captures, indexes, and securely stores all inbound and outbound emails. Simplify compliance with data retention requirements and easily retrieve archived emails when needed.

AMPLE STORAGE FOR YOUR MUNICIPALITY'S EMAILS

Enjoy ample storage capacity for your municipality's emails and files with our Branded Email Addresses powered by Google Workspace. Say goodbye to storage limitations and have peace of mind knowing that you have generous storage space for your business-related data. Store, manage, and access your information efficiently and effortlessly.

MOBILE ACCESSIBILITY FOR PRODUCTIVITY ON THE GO

Stay connected and productive from anywhere with the mobile accessibility of our Branded Email Addresses. Access your emails, documents, and calendars on any device, including smartphones and tablets. Remain responsive and productive, even when you are away from your desk or out in the field.



Website and Communication Platform Pricing Details

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your site and is discounted with a three-year hosting agreement.

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- If you have an existing site, **we migrate all your old website content**
- You collaborate in real-time with a **dedicated Account Manager and Project Manager**

You can have:

- **Unlimited** web pages with
- **Up to 10 department pages** with FAQs,
- A **dedicated elections page**
- **Contact us** form
- Simple nav menu **with dropdown and site search** option
- **Up to 4** Quick Links on the home page
- **Single-page** business directory
- **Three (3)** calendars
- **Up to 5** Minutes & Agendas categories
- News and Notices **with images**
- **Mobile-responsive** design
- Mass Notification System to
- Residents who **subscribe on the website, via email and/or text messaging**

The following are included in Town Web's hosting, maintenance, and support package:

- **24x7 technical support** that is "All-You-Can-Eat" via email, and phone available 8 am - 5 pm EDT with **8-hour SLA** (Service-Level Agreement)
- Send us content, and **we will upload it for you at no charge** - and you get your own login and password so you can make updates to the site on your own
- **24x7 website monitoring**
- Technical and security updates are applied automatically
- Weekly website backups stored off-site
- 3 months backup retention with immediate website restores (if ever needed)
- One-on-one quarterly training
- Access to our **free training and support library**

Village of Somerset Proposed Pricing

Description	Price	Qty	Total
Setup fee Town Web's Website & Communication Platform with Citizens' Engagement & Reporting App Hey31			\$2,500
Hosting, Maintenance, and Unlimited Support			\$2,400/year
☐ Elite Web Design Package			\$9,500
☐ Branded Email Addresses Powered by Google and Jatheon Archiving	\$216/year	1	\$216/year
☐ Town Web's Online Digital Tools - HeyGov Bundle Can be separated into individual modules, and checked/unchecked in the online version of the proposal. If selected, the setup fee of \$2,000 will be waived! • HeyGov Pay - Collect Online Payments (citizens' payment portal; utility billing reconciliation). Pricing starts at \$2,000/y - with the setup fee of \$1,000 waived! • HeyLicense - Online Digital Forms (up to 5 forms and digital workflows). Pricing starts at \$2,000/y - with the setup fee of \$1,000 waived! • HeyReserve - Online Bookings for Facility Rentals (up to 5 venues). Pricing starts at \$2,000/y - with the setup fee of \$1,000 waived!			\$5,000/year
☐ Facebook Syndication			\$300/year
☐ Embedded Livestream Meeting Video Feed			\$120/year
Domain Name Management The annual renewal fee for a .com, .org, .net, .us			\$15/year
TOTAL			\$4,915

The term of the contract is for three years.

The 1st year's fee: \$4,915.00

The 1st year's fee will be invoiced the day after the proposal is signed, and is due 60 days after invoicing.

The 2nd year's fee: \$2,415.00

The 2nd year's fee will be invoiced 12 months after the Website and Communication Platform goes live.

The 3rd year's fee: \$2,415.00

The 3rd year's fee will be invoiced 24 months after the Website and Communication Platform goes live.

Village of Somerset Signature Page

At Town Web Design, LLC, we want to make sure that the Village of Somerset's new digital solutions be the last municipal digital solution that you'll ever need. You can be proud that your residents, tourists, and visitors will never say your municipal services are outdated.

By signing this quote, you will get everything listed in the Pricing Details section of the proposal.

The three big benefits to you include:

1. Website and Communication Platform

Your residents can gain 100% transparency in municipal decision-making by elected officials. They can stay up-to-date on topics that are important to them. They will be able to get instant notifications whenever categories they've subscribed to have new items posted.

2. Payment Solution that Reduces Your Workload

Town Web's Online Digital Solution is the world's most advanced payment platform for local government. It allows anything to be paid using any funding source through any device. Our solution is built to slash the administrative workloads of busy staff across America. Likewise, it provides the convenience that millions of demanding citizens want to have.

3. 24x7 Technical Support that is "All-You-Can-Eat"

Your municipal staff at the Village of Somerset will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email, or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

 **SIGNATURE**
Tasia Berger

Tasia Berger, Village of Somerset, Village Clerk/Deputy Treasurer

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your Account Manager Angi will contact you to schedule your Onboarding meeting!



MEMO

To: Village Trustees

4/12/24

From: Tasia Berger, Village Clerk

RE: Summer Office Hours

Staff is requesting the following changes for summer office hours:

Office Hours: Monday-Thursday 8:00 a.m. - 4:00 p.m., Closed on Friday

Current Office Hours: Monday-Thursday 9:00 a.m.-4:30 p.m., Friday 9:00 a.m. - 1:00 p.m.

There has been a consistent trend of residents calling and/or stopping by Village Hall for assistance between the hours of 8:00-9:00 a.m. while it has historically been quiet between 4:00-4:30 p.m. Additionally, Friday's are regularly quiet.

After further discussion amongst staff, we believe it would benefit the residents to have office hours of 8:00 a.m.-4:00 p.m., Monday-Thursday. We are requesting that we have a trial run of these hours beginning June 1-August 30. *Note: this would not change the number of hours staff is required to work but would offer greater flexibility.*



Village of Somerset, WI

Facilities Financing Options

March 19, 2024

Facilities Options

	Project Scope	Cost
Option 1	New Public Works Building	\$2,200,000
Option 2	Remodel Village Hall into Police Station and Build New Admin Building	\$5,200,000
Option 3	Option 2 + New Public Works Building	\$7,400,000
Option 4	Remodel Village Hall into Admin Building and Build New Police Station	\$7,700,000
Option 5	Option 4 + New Public Works Building	\$9,900,000
Option 6	Shared Public Safety and Admin Campus	\$20,000,000

Financing Options

Option 1

Date	\$2,330,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	55,000	3.84%	112,077	167,077
2027	85,000	3.70%	86,822	171,822
2024	85,000	3.54%	83,745	168,745
2025	90,000	3.45%	80,688	170,688
2026	90,000	3.41%	77,601	167,601
2027	95,000	3.42%	74,442	169,442
2028	100,000	3.44%	71,097	171,097
2029	100,000	3.49%	67,632	167,632
2030	105,000	3.52%	64,039	169,039
2031	110,000	3.57%	60,228	170,228
2032	115,000	3.66%	56,160	171,160
2033	120,000	3.79%	51,781	171,781
2034	120,000	3.98%	47,119	167,119
2035	130,000	4.13%	42,047	172,047
2036	135,000	4.25%	36,493	171,493
2037	140,000	4.32%	30,601	170,601
2038	145,000	4.36%	24,416	169,416
2039	150,000	4.43%	17,932	167,932
2040	160,000	4.48%	11,026	171,026
2041	165,000	4.51%	3,721	168,721
Total	\$2,295,000		\$1,099,661	\$3,394,661

Option 2

Date	\$5,345,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	135,000	3.84%	260,877	395,877
2027	195,000	3.70%	201,984	396,984
2024	200,000	3.54%	194,837	394,837
2025	205,000	3.45%	187,760	392,760
2026	215,000	3.41%	180,558	395,558
2027	220,000	3.42%	173,131	393,131
2028	230,000	3.44%	165,413	395,413
2029	240,000	3.49%	157,269	397,269
2030	245,000	3.52%	148,769	393,769
2031	255,000	3.57%	139,905	394,905
2032	265,000	3.66%	130,504	395,504
2033	275,000	3.79%	120,443	395,443
2034	285,000	3.98%	109,560	394,560
2035	295,000	4.13%	97,797	392,797
2036	310,000	4.25%	85,118	395,118
2037	325,000	4.32%	71,510	396,510
2038	340,000	4.36%	57,078	397,078
2039	355,000	4.43%	41,803	396,803
2040	370,000	4.48%	25,652	395,652
2041	385,000	4.51%	8,682	393,682
Total	\$5,345,000		\$2,558,646	\$7,903,646

Option 3

Date	\$7,580,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	190,000	3.84%	369,978	559,978
2027	275,000	3.70%	286,517	561,517
2024	285,000	3.54%	276,385	561,385
2025	295,000	3.45%	266,252	561,252
2026	305,000	3.41%	255,963	560,963
2027	315,000	3.42%	245,376	560,376
2028	325,000	3.44%	234,400	559,400
2029	335,000	3.49%	222,964	557,964
2030	350,000	3.52%	210,958	560,958
2031	360,000	3.57%	198,372	558,372
2032	375,000	3.66%	185,084	560,084
2033	390,000	3.79%	170,831	560,831
2034	405,000	3.98%	155,381	560,381
2035	420,000	4.13%	138,648	558,648
2036	440,000	4.25%	120,625	560,625
2037	460,000	4.32%	101,339	561,339
2038	480,000	4.36%	80,939	560,939
2039	500,000	4.43%	59,400	559,400
2040	525,000	4.48%	36,565	561,565
2041	550,000	4.51%	12,403	562,403
Total	\$7,580,000		\$3,628,376	\$11,208,376

Financing Options

Option 4

Date	\$7,885,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	200,000	3.84%	384,848	584,848
2027	285,000	3.70%	297,998	582,998
2024	295,000	3.54%	287,504	582,504
2025	305,000	3.45%	277,021	582,021
2026	315,000	3.41%	266,389	581,389
2027	325,000	3.42%	255,461	580,461
2028	340,000	3.44%	244,055	584,055
2029	350,000	3.49%	232,100	582,100
2030	365,000	3.52%	219,568	584,568
2031	375,000	3.57%	206,450	581,450
2032	390,000	3.66%	192,620	582,620
2033	405,000	3.79%	177,808	582,808
2034	420,000	3.98%	161,775	581,775
2035	440,000	4.13%	144,331	584,331
2036	460,000	4.25%	125,470	585,470
2037	480,000	4.32%	105,327	585,327
2038	500,000	4.36%	84,059	584,059
2039	520,000	4.43%	61,641	581,641
2040	545,000	4.48%	37,915	582,915
2041	570,000	4.51%	12,854	582,854
Total	\$7,885,000		\$3,775,190	\$11,660,190

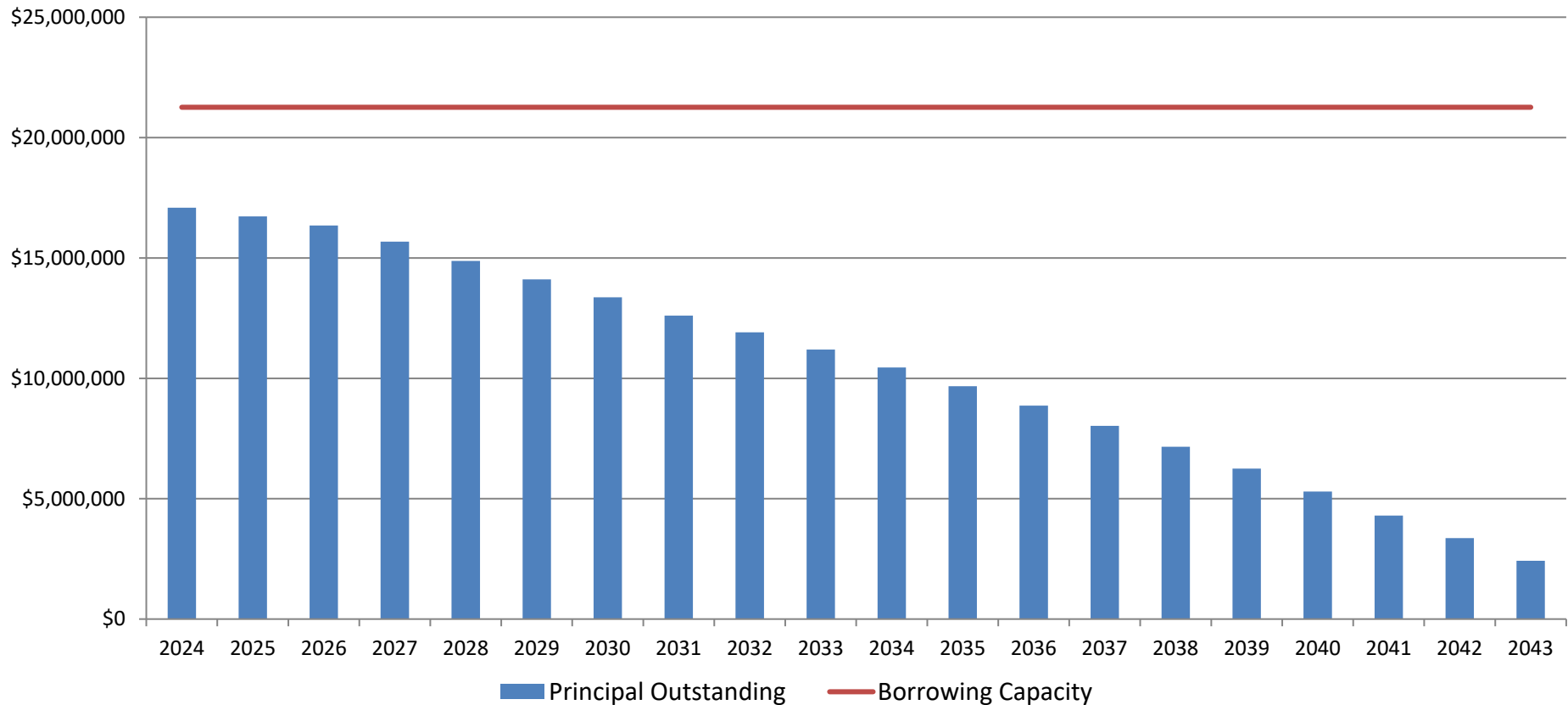
Option 5

Date	\$10,130,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	255,000	3.84%	494,446	749,446
2027	365,000	3.70%	382,929	747,929
2024	380,000	3.54%	369,451	749,451
2025	395,000	3.45%	355,911	750,911
2026	405,000	3.41%	342,192	747,192
2027	420,000	3.42%	328,105	748,105
2028	435,000	3.44%	313,441	748,441
2029	450,000	3.49%	298,106	748,106
2030	465,000	3.52%	282,070	747,070
2031	485,000	3.57%	265,228	750,228
2032	500,000	3.66%	247,421	747,421
2033	520,000	3.79%	228,417	748,417
2034	540,000	3.98%	207,817	747,817
2035	565,000	4.13%	185,404	750,404
2036	590,000	4.25%	161,199	751,199
2037	615,000	4.32%	135,378	750,378
2038	640,000	4.36%	108,142	748,142
2039	670,000	4.43%	79,349	749,349
2040	700,000	4.48%	48,829	748,829
2041	735,000	4.51%	16,574	751,574
Total	\$10,130,000		\$4,850,405	\$14,980,405

Option 6

Date	\$20,375,000		G.O. Notes	
	Principal	Coupon	Interest	Total P&I
2025				
2026	510,000	3.84%	994,464	1,504,464
2027	735,000	3.70%	382,929	1,505,224
2024	765,000	3.54%	369,451	1,508,086
2025	790,000	3.45%	355,911	1,505,918
2026	820,000	3.41%	342,192	1,508,309
2027	845,000	3.42%	328,105	1,504,879
2028	875,000	3.44%	313,441	1,505,379
2029	905,000	3.49%	298,106	1,504,537
2030	940,000	3.52%	282,070	1,507,201
2031	975,000	3.57%	265,228	1,508,253
2032	1,010,000	3.66%	247,421	1,507,366
2033	1,045,000	3.79%	228,417	1,504,080
2034	1,090,000	3.98%	207,817	1,507,587
2035	1,135,000	4.13%	185,404	1,507,458
2036	1,180,000	4.25%	161,199	1,503,945
2037	1,235,000	4.32%	135,378	1,507,194
2038	1,290,000	4.36%	108,142	1,507,396
2039	1,345,000	4.43%	79,349	1,504,482
2040	1,410,000	4.48%	48,829	1,508,107
2041	1,475,000	4.51%	16,574	1,508,261
Total	\$20,375,000		\$5,350,424	\$30,128,123

G.O. Borrowing Capacity



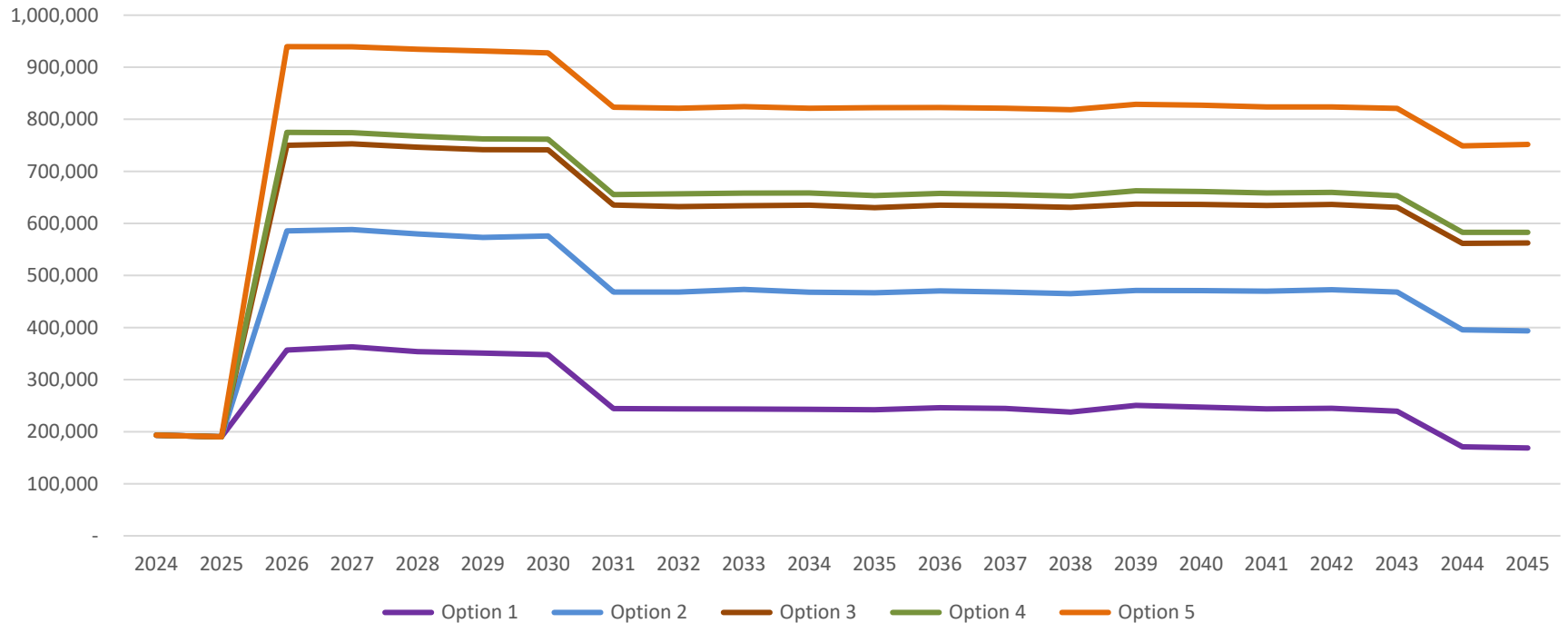
- G.O. capacity is \$21,260,020, 5% of Village's Equalized Value.
- Option 5 leaves approx. \$4.1 million remaining in capacity.
- Option 6 would not qualify for G.O. debt.

Tax Impact - \$350,000 Property

	2024	Option 1	Option 2	Option 3	Option 4	Option 5
2026 Payment for New Debt	N/A	167,077	395,877	559,978	584,848	749,446
Total Levy	1,994,513	2,158,177	2,386,978	2,551,078	2,575,948	2,740,546
Mill Rate	4.78	5.18	5.72	6.12	6.18	6.57
Estimated Taxes	\$1,674	\$1,812	\$2,004	\$2,141	\$2,162	\$2,300
Increase in 2026	N/A	\$137	\$329	\$467	\$488	\$626

- Assumptions:
 - Operating Levy does not change
 - Equalized value of Somerset does not change
 - Median home price \$375K, per Zillow.com

Debt Levy Projection



- Only shows existing debt + facilities borrowing. No additional future capital projects.



Important Disclosures

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Village of Somerset Facilities Condition Assessment + Space Needs Study Report

January 2024





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PROJECT #29826

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Executive Summary

Executive Summary

PROCESS OVERVIEW

The Village of Somerset has reached an important opportunity to further positive momentum in ensuring the continued success of its services. ISG is pleased to have assisted at this critical point by providing a detailed and forward-looking facility assessment that properly quantifies, prioritizes, and empowers future decisions. The intent of this assessment report is to serve as an integral tool for decision-making.

Purpose Statement

The purpose of the assessment is to provide an overview of the current general physical condition of the site and buildings, and identify recommendations for repairs, replacements, and next steps, which may include the following:

- » Planning for facility maintenance and improvements
- » Identifying opportunities to enhance user experience and aesthetics
- » Informing stakeholders of facility needs
- » Scope of Evaluation
- » Prioritizing long- and short-term projects

The public works facility and the shared village hall and police station were assessed, and included the following conditions:

- » Site
- » Mechanical
- » Structural
- » Electrical
- » Exterior and interior architecture
- » Life safety
- » Plumbing

The scope of this report includes document reviews, research, and interviews to assist in the facility assessment, including the following:

- » Completion of a site visit walk-through survey to observe all site and building systems
- » Photo documentation of existing conditions
- » Review documentation of existing site and building systems
- » Preparation of estimated opinion of probable costs for necessary repairs to remedy deficiencies

GENERAL MAINTENANCE PLAN RECOMMENDATIONS

As part of the assessment process, ISG notes systems, equipment, and items that are in good condition. Those items can be maintained with routine maintenance or minor repairs utilizing normal operating and maintenance budgets. ISG provides the recommendation to perform regular maintenance for these items and therefore includes no associated costs in the opinion of probable costs as part of the report.

No testing, exploratory probing, dismantling, or operating of equipment or in-depth studies were performed as part of this report. This assessment did not include engineering calculations to determine the adequacy of the property's original design or existing systems. Although walk-through observations were performed, not all areas were observed.

There may be defects in the property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by the client or property management personnel.

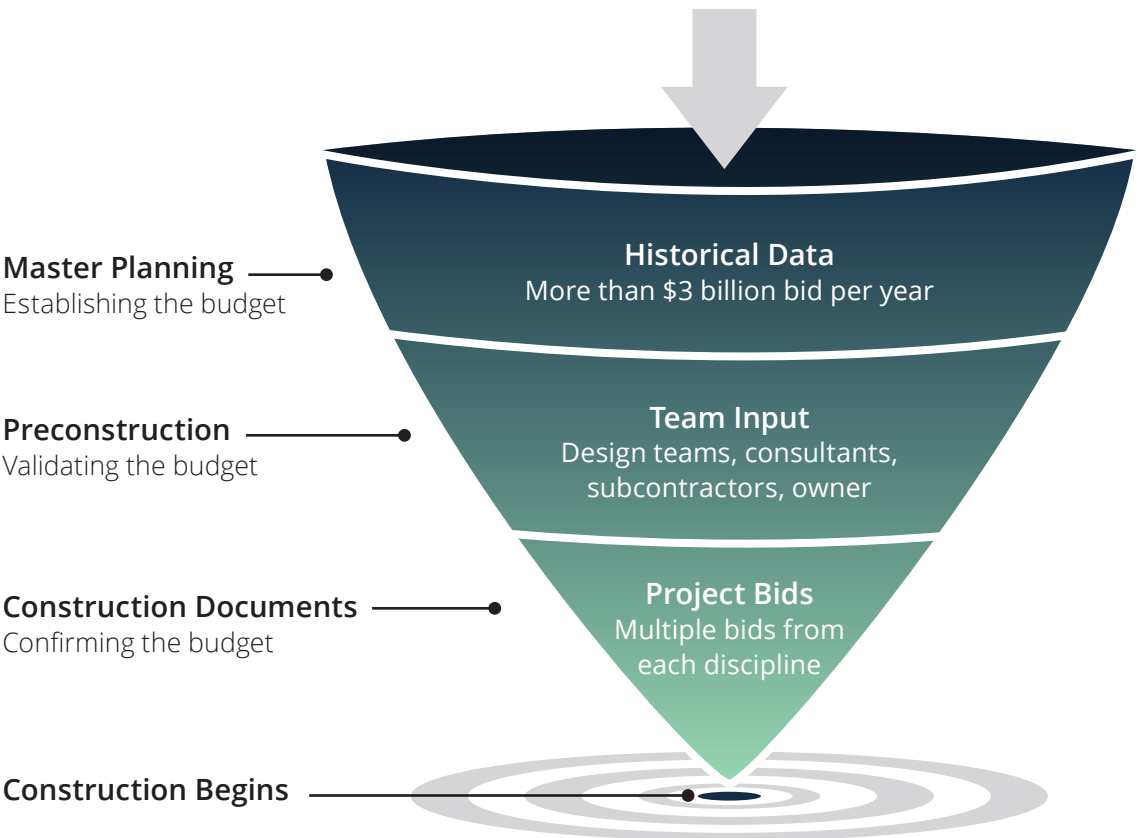
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PRIORITY SUMMARY

Based on the items evaluated, any issues or deficiencies documented have been assigned a priority level based on the chart below, and an estimate for costs is provided. Costs for any recommendations that are beyond the scope of the assessment are not included.

Priority	Time Frame	Item
1 Immediate	0–2 Years	Accessibility Aesthetics Deterioration
2 Emerging	3–5 Years	Energy Estimated Useful Life Hazardous Materials
3 Future	6–10 Years	Health + Safety Remaining Useful Life

ESTIMATION EVOLUTION



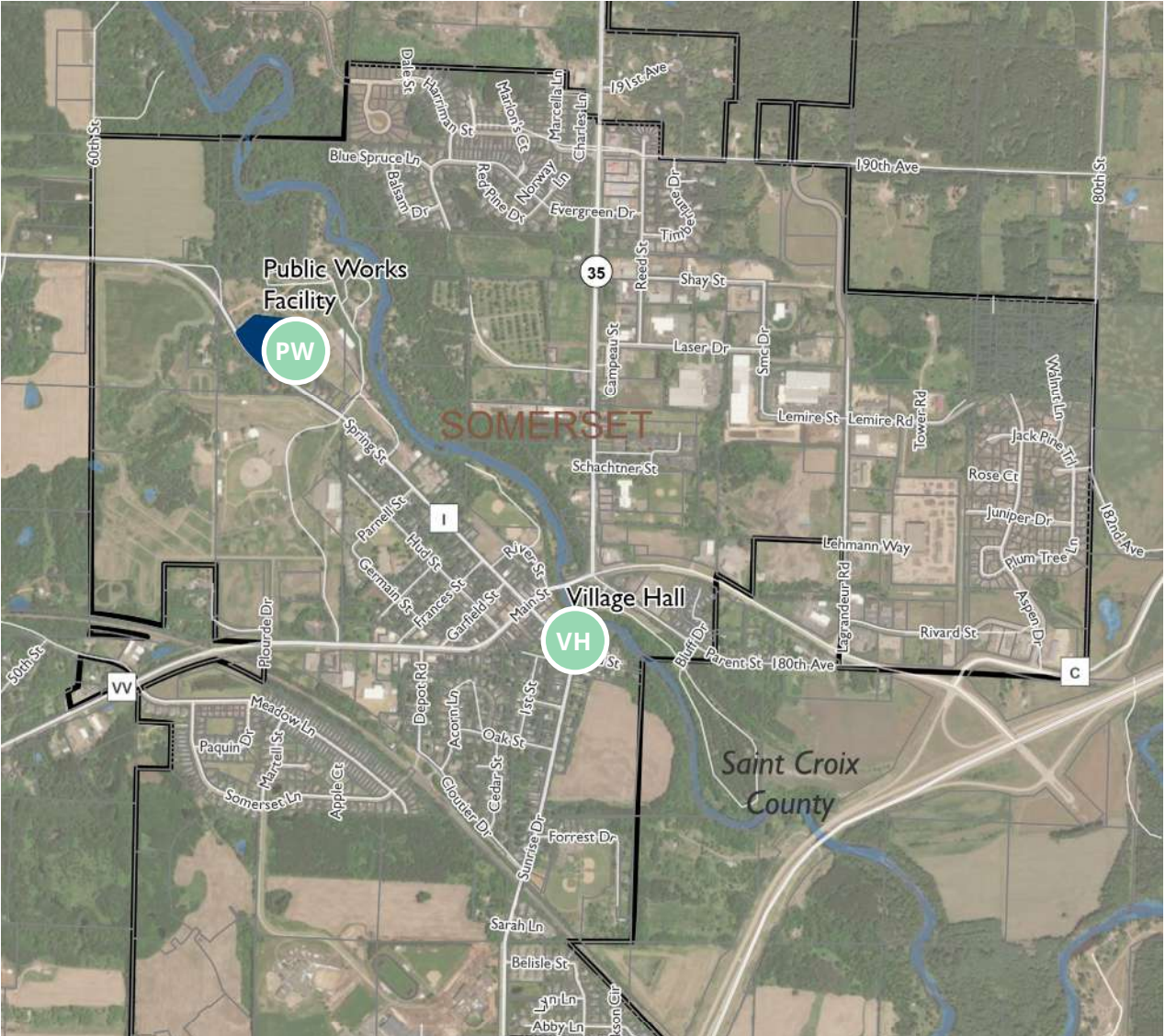
SITE OVERVIEW

PW

Public Works Facility

VH

Village Hall Facility



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Public Works Facility Assessment

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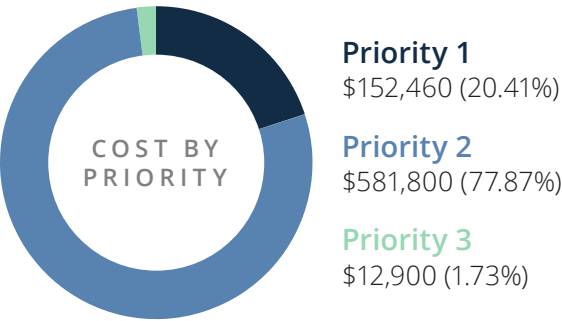
Public Works Facility Assessment

RECOMMENDATIONS SUMMARY

The Public Works facility priority one recommendations make up just over 20% of the estimated costs required for immediate and short-term repairs related to life safety, accessibility, or systems that have exceeded their useful service life.

The priority two recommendations make up 75% of total costs of all recommendations. Priority two recommendations are those that should be addressed in three to five years. Therefore, the County is at an optimal point to decide a path forward with either addressing existing facility system needs to extend the life of the existing facility, or to plan for a new facility that will have a longer life-span into the future.

The priority three recommendations are minimal in comparison to priority ones and twos, yet should be addressed within the next 10 years.



SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Drainage	Downspout	Poor	2	Downspouts discharge directly next to the building without proper grade or erosion prevention materials.	Extend downspouts away from building.	\$250
Drainage	Garage Entrance	Poor	2	Asphalt has settled and has required multiple patches. Water pools in front of the door with the negative drainage grade.	Replace asphalt and regrade.	\$2,300
Drainage	Downspout	Poor	1	Downspouts discharge directly next to the building without proper grade or erosion prevention materials. Erosion is occurring at the building entrance.	Bury downspout under walkway and discharge away from building.	\$14,400
Drainage	Driveway	Poor	2	Drainage provided is the only surface drainage that carries water across the entire site, as well as the building front to the north.	Install storm sewer system to outlet on the north side of the property.	\$60,500
Vehicle Routes	Entry Driveway	Poor	2	Asphalt is spider cracking throughout the driveway and chunks are being removed on edges by unpaved routes.	Replace asphalt.	\$152,000



Downspout



Downspout



Vent



Downspout



Garage Entrance



Downspout



Driveway



Driveway



Driveway



Entry Driveway



Asphalt



Asphalt

SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Vehicle Routes	Entry Driveway	Poor	2	Asphalt is spider cracking and chunks are being removed along the edges of the unpaved entry to the storage shed.	Replace asphalt.	\$6,900
Vehicle Routes	Parking Area	Poor	1	Parking area grade exceeds the Americans with Disabilities Act (ADA) required 2% maximum slope in any direction. No accessible parking stall is present with signage or striping.	Add accessible stall signage and pave and stripe parking area.	\$22,700
Vehicle Routes	Parking Area	Poor	2	Parking area consists of five stalls and zero accessible stalls. Parking requirements within the Somerset Code of Ordinances includes a formula including square footage and staff equivalents.	Expand parking area, pave, stripe, and add signs. Further investigate stall requirements with city staff.	\$0
Pedestrian Routes	Entry Landing	Poor	1	No ADA landing is present into entry door and bump through doorway exceeds ADA maximum of one-quarter inch.	Create landing outside and inside of doorway and a ramp inside the doorway.	\$4,600
Pedestrian Routes	Handrail	Poor	1	There is no handrail along a steep slope (43.5%) of walking area on the north side of the building.	Install handrail.	\$3,100



Entry Driveway



Entry Driveway



Parking Area



Parking Area



Parking Area



Entry Landing



Entry Landing



Entry Landing



Handrail



Handrail



Handrail



Handrail

SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Pedestrian Routes	Stairs	Poor	1	Stairs are old, unsecured railroad ties. There is no handrail, there are large gaps between ties, treads are not deep enough.	Remove current stairs and install new concrete stairs with proper measurements and handrail.	\$15,200
Pedestrian Routes	Sidewalk	Poor	1	Sidewalk is cracking and crumbling asphalt. The cross slope of the walk exceeds ADA maximum of 2%.	Remove asphalt and install proper graded concrete sidewalk.	\$11,700
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum slope in any direction. Located at north storage building.	Replace concrete panels.	\$2,300
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum slope in any direction. Located at north side of main building, west door. Large gap between walkway and door.	Replace concrete panels.	\$2,300
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum slope in any direction. Located at north side of main building, east door. Large gap between walkway and door.	Replace concrete panels.	\$2,300
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum slope in any direction. Located at south side of main building.	Replace concrete panels.	\$2,300



Stairs



Stairs



Sidewalk



Sidewalk



Entry Landing



Entry Landing



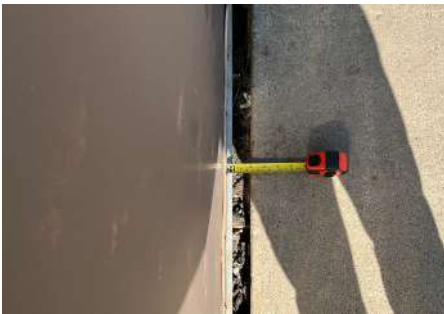
Entry Landing



Entry Landing



Entry Landing



Entry Landing

EXTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Exterior Roof	Hoop Structure/ Salt Storage Roof	Good	3	Steel roof hoop structure and canvas has normal wear.	Perform regular maintenance.	\$0
Exterior Walls	Panels	Fair	2	Select damaged panels.	Repair or replace panels to enclose the envelope.	\$8,000
Exterior Walls	Panels/Northeast Corner	Fair	2	Select damaged panels.	Would benefit from an additional bollard to protect corner. Repair or replace panels.	\$2,200
Exterior Walls	Metal Panel/ Northern East Wall	Fair	3	Metal panel exterior material shows normal wear.	Perform regular maintenance.	\$0
Exterior Walls	Metal Panel/ South Corner	Fair	3	Metal panel exterior material shows normal wear.	Would benefit from an additional bollard to protect corner.	\$3,800
Exterior Walls	Hoop Structure/ Salt Storage Wall	Good	3	Precast T-walls have normal wear.	Perform regular maintenance.	\$0
Exterior Walls	UV/Storage Building Exterior	Good	3	The exterior building had normal wear.	Perform regular maintenance.	\$0
Exterior Walls	Wall/Animal Shelter	Poor	1	A portion of the exterior wall has been pushed out of plane.	Repair wall.	\$5,300



Hoop Structure/Salt Storage Roof



Damaged Panels



Panels/Northeast Corner



Metal Panel/Northern East Wall



Metal Panel/South Corner



Hoop Structure/Salt Storage Wall



UV/Storage Building Exterior



Wall/Animal Shelter



Wall/Animal Shelter

INTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Interior Ceiling	Ceiling	Good	3	The ceiling condition shows normal wear.	Perform regular maintenance.	\$0
Interior Walls	UV/Storage Building	Fair	2	There are signs of water intrusion into the lower level of the building.	Find and repair area of water intrusion.	\$3,800
Interior Windows	Shop Window	Fair	3	Metal fixed windows perform appropriately.	Perform regular maintenance.	\$0
Interior Windows	Office Window	Fair	2	The window interior frame/jamb shows signs of moisture.	Replace windows.	\$3,700
Interior Doors	Swing Door	Fair	2	Moisture and salt have resulted in rust damage at base of swing doors.	Replace doors and frames.	\$18,800
Interior Doors	Overhead Door	Fair	2	Moisture and salt have resulted in rust damage at base of overhead doors.	Replace overhead doors.	\$45,400
Interior Floors	Public Works Open Floor Space	Fair	3	The space lacks designated storage spaces so storage is kept out in open spaces.	Improve organization, relocate to open up floor space for vehicles.	\$0
Interior Floors	Trench Drain	Fair	2	There is evidence of trench failure. Some sections were sunken and other sections were clogged.	Remove and replace with new trench.	\$9,100
Interior Floors	Exiting Path	Poor	1	Exit routes are impeded due to parked vehicles and the piles of storage.	Adjust location of parked vehicles and storage. Mark routes with paint to denote path to remain clear.	\$750



Ceiling



UV/Storage Building



Shop Window



Office Window



Overhead + Swing Door



Public Works Open Floor Space



Trench Drain



Exiting Path

INTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Interior Casework	Restroom Vanity	Poor	1	Vanity does not allow for front approach or side approach. Faucet does not have approved levers for accessibility and the mirror is placed too high for accessibility.	Replace vanity with wall mounted lavatory or removable base. Update single lever faucet. Lower mirror or angle.	\$8,400
Interior Other	Interior Cold Storage Garage	Poor	3	This building is no longer serving its intended purpose, is damaged, and the cost of repair would exceed its value.	Demolish building.	\$9,100
Interior Other	Shared Office	Fair	2	The office is shared by three staff with a wall AC unit. The space lacks adequate air exchange resulting in reduced air quality and indications of moisture damage at wood fames.	Replace wall unit with a P-Tac unit or similar.	\$11,800
Interior Other	Restroom Space	Fair	2	Restroom meets clearance requirements; however, wall base finishes are incomplete.	Complete wall base.	\$850
Interior Other	808 Building PEMB Frames	Good	3	Building frames of the 808 building are in good condition and show normal wear.	Perform regular maintenance.	\$0
Interior Other	Animal Shelter Roof Trusses	Fair	2	The roof trusses are aged but show normal wear.	Perform regular maintenance.	\$0



Restroom Vanity



Interior Cold Storage Garage



Shared Office



Restroom Space



808 Building PEMB Frames



808 Building PEMB Frames



Animal Shelter Roof Trusses

MECHANICAL + PLUMBING CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Heating Cooling	Heaters/Shop	Fair	2	There is a natural gas-fired heater that provides heating to the shop. Ceiling mounted infrared tube heaters provide additional heating. The infrared tube heaters appear to have varying ages. The average useful service life of this equipment is 15 years.	Replace heating equipment.	\$182,000
Piping Heating Cooling	Ventilation/Shop	Poor	1	General exhaust is provided in the shop area. Make-up air unit is mounted on the north wall, with the exhaust mounted on the southeast wall. This system uses manual controls.	Install CO/NO2 sensors that are interlocked with ventilation system.	\$36,300



Unit Heaters/Shop



Ventilation/Shop

ELECTRICAL + TECHNOLOGY CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Power Supply	Electrical Panel	Poor	1	The main electrical panel is original to construction in 1991. The breakers are showing signs of corrosion. The average useful service life of this equipment is 30 years.	Replace the electrical panel.	\$18,900
Exterior Lighting	Exterior Lighting	Fair	2	The lighting fixtures appear to be high intensity discharge (HID) fixtures.	Upgrade to LED lighting fixtures.	\$3,800
Interior Lighting	Interior Lighting	Fair	2	The lighting in the shop area consists of six-bulb fixtures. The bulbs are a T8 fluorescent style.	Replace light fixtures with LED and install occupancy sensing controls.	\$71,100
Other Electrical	Water Heater/Shop	Poor	1	The electric water heater uses a electrical cord that is plugged into nearby receptacle.	Rewire water heater using proper conduit.	\$1,600
Power Supply	Receptacles/ Shop Sink Area	Poor	1	The receptacle that is located near the sink in the shop does not appear to be GFCI protected.	Replace with GFCI.	\$310



Electrical Panel



Exterior Lighting



Interior Lighting



Water Heater/Shop



Receptacles/Shop Sink Area

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Village Hall Facility Assessment

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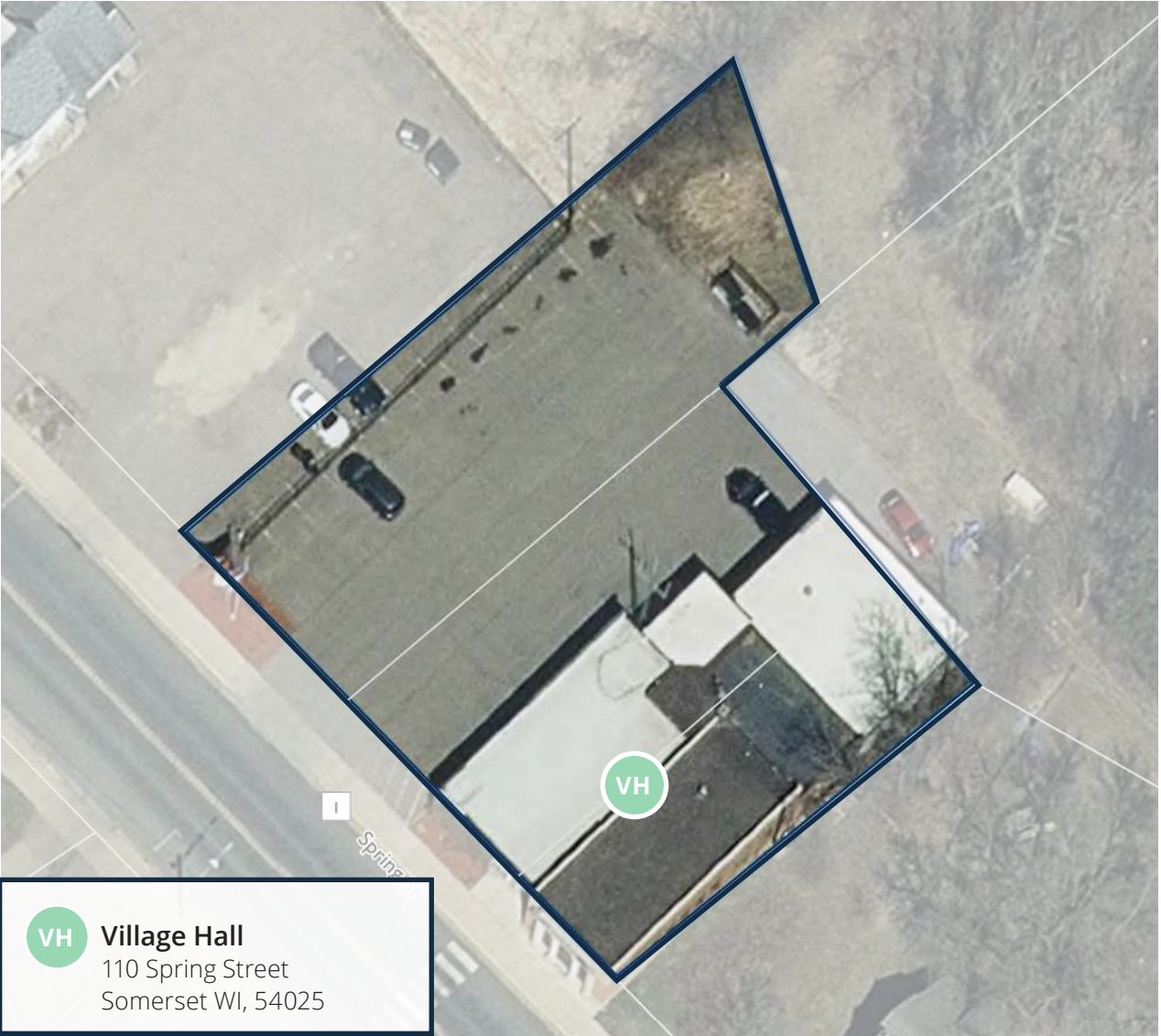
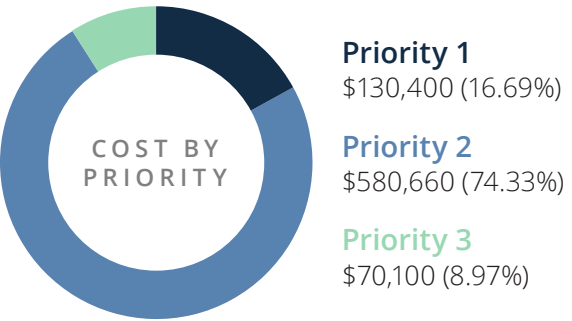
Village Hall Facility Assessment

RECOMMENDATIONS SUMMARY

The priority one recommendations make up just over 15% of the estimated costs required for immediate and short-term repairs related to life safety, accessibility, or systems that have exceeded their useful service life.

The priority two recommendations make up nearly 75% of total costs of all recommendations. Priority two recommendations are those that should be addressed in three to five years. Therefore, the County is at an optimal point to decide a path forward with either addressing existing facility system needs to extend the life of the existing facility, or to plan for a new facility that will have a longer life-span into the future.

The priority three recommendations make up just under 10% of the total costs and should be addressed within the next ten years.



SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Drainage	Drainage Basin	Fair	2	Small storm water basin handles a majority of surface runoff.	Improve site drainage and increase size of basin.	\$11,400
Drainage	Downspout	Poor	2	Roof drainage has poor connection to drain tile and outlets towards neighboring property.	Improve site drainage and bury downspouts further away from building.	\$2,000
Drainage	Downspout	Poor	1	Roof drainage has poor connection at roof causing leaks inside building. Down spout right at building shedding water across police garage doors. Safety hazard in the winter.	Improve site drainage and bury downspout under new pavement directly to basin.	\$14,400
Vehicle Routes	Parking Lot	Poor	1	ADA parking stall loading area is above 2% cross slope from parking space to sidewalk.	Find and repair area of water intrusion.	\$6,900
Vehicle Routes	Parking Lot	Poor	2	Parking lot has many cracks and some heaving at building edge.	Replace or mill and overlay asphalt in parking lot.	\$39,700



Drainage Basin



Drainage Basin



Drainage Basin



Downspout



Downspout



Downspout



Parking Lot



Accessible Parking + Route



Pedestrian Route

SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Vehicle Routes	Parking Lot	Poor	2	Parking requirements within the Somerset Code of Ordinances includes a formula including square footage and staff equivalents.	Further investigate stall requirements with city staff.	\$0
Pedestrian Routes	Entry Landing	Poor	1	Landing does not meet ADA requirement of 4' in depth. Concrete has been milled due to heaving causing steeper slope to landing.	Replace concrete panels and extend the landing towards the sidewalk.	\$4,300
Pedestrian Routes	Sidewalk	Poor	1	Cross slope of sidewalk in front of the building is significantly greater than the ADA requirement of 2%.	Replace concrete sidewalk.	\$11,600
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum cross slope. Bump into the building in doorway exceeds ADA required one-quarter inch bump.	Replace concrete panels.	\$4,300



Parking Lot



Parking Lot



Parking Lot



Parking Lot



Entry Landing



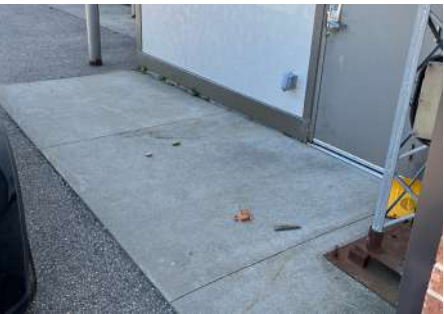
Entry Landing



Sidewalk



Sidewalk



Entry Landing

SITE CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Pedestrian Routes	Entry Landing	Poor	1	Landing exceeds ADA required 2% maximum slope in any direction.	Replace concrete panels.	\$2,600
Pedestrian Routes	Curb + Gutter	Poor	2	Curb and gutter is cracked in multiple locations and lacks paint.	Perform regular maintenance.	\$0



Entry Landing



Entry Landing



Entry Landing



Entry Landing



Entry Landing



Curb + Gutter

EXTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Exterior Roof	Roof	Fair	2	The roof is a combination of fully adhered EPDM, ballasted EPDM, and fully adhered TPO. The ballasted sections appear to have been installed in 2005. TPO sections were installed in 2012 with the addition of the police station. The average useful service life of the different roof membranes is 20–20 years. Debris is blocking scupper on the south wall. TPO material is loose on the higher parapet walls.	Replace ballasted sections. Repair TPO material on parapet walls. Clean debris from scupper.	\$68,100
Exterior Walls	Exterior Facade Southeast Side	Fair	3	The facade shows normal wear.	Perform regular maintenance.	\$0
Exterior Walls	Brickwork	Fair	2	The brickwork shows normal wear. There were three locations where the mortar has some degradation.	Perform regular maintenance. Address tuck pointing at the conditions on the south wall below windows.	\$0
Exterior Walls	Composite Panels	Fair	2	Panels are in good condition, joint sealants are showing signs of disintegration.	Remove and replace per manufacture’s installation requirements.	\$2,200
Exterior Walls	Exterior Walls	Good	3	Walls have normal wear. No signs of significant settlement.	Perform regular maintenance.	\$0
Exterior Walls	Brick Mortar	Poor	1	The brick mortar on the parapet of the original building is degraded.	Perform exterior masonry repairs including tuckpointing.	\$8,000



Roof



Roof



Roof



Roof



Exterior Facade Southeast Side



Brickwork



Composite Panels



Exterior Walls



Exterior Walls



Brick Mortar

EXTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Exterior Windows	Seal at North Fixed Window	Fair	2	The window sealant is deteriorated.	Remove and replace with new sealant.	\$220
Exterior Windows	North Window	Fair	3	The fixed window shows normal wear.	Perform regular maintenance.	\$0
Exterior Windows	South Window	Fair	2	The original double hung windows are in poor condition and several are painted closed. Mapes panel infill at transom.	Replace with double pane, argon filled, tinted windows for energy performance at southern exposure.	\$33,300
Exterior Doors	Storefront	Fair	3	The entry storefront shows normal wear.	Perform regular maintenance.	\$0
Exterior Doors	Hollow Metal Doors	Fair	3	The doors shows normal wear.	Perform regular maintenance.	\$0
Exterior Other	Cornice Detail	Fair	3	The historical architectural detail shows normal wear.	Perform regular maintenance.	\$0
Exterior Other	Dentils Detail	Fair	3	The historical architectural detail shows normal wear.	Perform regular maintenance.	\$0
Exterior Other	Payment Drop	Poor	2	The payment drop insert has multiple gaps that result in envelopes getting lost.	Relocate to improve access and location or replace with updated drop box.	\$4,600
Interior Ceiling	Police Ceiling	Poor	2	Several damaged tiles remain that are the result of a roof leak that has been addressed.	Replace damaged tile.	\$690



Seal at North Fixed Window



North Window



South Window



Storefront



Hollow Metal Doors



Cornice Detail



Dentil Detail



Payment Drop

INTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Interior Ceiling	Village Hall ceiling	Poor	2	Several damaged tiles remain that are the result of a roof leak that has been addressed.	Replace damaged tile.	\$550
Interior Walls	Walls	Fair	3	Paint is marked, scraped, and damaged.	Perform regular maintenance.	\$0
Interior Walls	Village Hall Plaster Walls	Fair	3	Finishes show normal wear.	Perform regular maintenance.	\$0
Interior Doors	Police Door	Fair	2	Police office has hollow metal door frame with flush wood, P-Lam hollow core or hollow metal doors (8). Village hall doors (5) are wood frames with hollow core doors.	Update doors to hollow metal frames and solid wood doors.	\$23,500
Interior Doors	Link of Police to Village Hall	Poor	1	The hall is too narrow to meet the required accessible approach clearance at the door. This all provides the most direct link to shared restrooms.	Rework the plan to allow clearance or install an actuator.	\$5,300
Interior Floors	Main Lobby Floor	Fair	3	The floor tile is dated but is in good condition.	Perform regular maintenance. Consider updating.	\$0
Interior Floors	Carpet/Police Area	Poor	2	Carpet flooring is worn, frayed, and has surpassed its useful service life.	Replace carpet flooring with an LVT that will have a longer life expectancy.	\$24,400
Interior Floors	Village Hall Carpet	Poor	2	Carpet flooring is worn, frayed, and has passed its average useful service life.	Replace carpet flooring with an LVT that will have a longer life expectancy.	\$24,400



Police Ceiling



Village Hall Ceiling



Walls



Village Hall Plaster Walls



Police Door



Link of Police to Village Hall



Main Lobby Floor



Carpet/Police Area

INTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Interior Floors	Patrol Office	Fair	3	Tile was installed with the 2012 addition.	Perform regular maintenance.	\$0
Interior Casework	Breakroom	Fair	3	Breakroom components are in good condition and show normal wear.	Perform regular maintenance.	\$0
Interior Other	Bathroom Faucet	Poor	1	The faucet must be controllable with one hand. Further, operation of the faucet must not require tight pinching, grasping or twisting of the wrist. The force to activate the faucet must be five pounds or less. Hand-operated faucets must remain open for at least 10 seconds.	Renovate restrooms for ADA compliance and upgrade finishes for sanitation.	\$41,300
Interior Other	Men’s Restroom Floor	Poor	1	There is a transition in floor height that exceeds one-quarter-inch maximum allowed for accessibility en-route to toilet in men’s restroom.	Renovate restrooms for ADA compliance and upgrade finishes for sanitation.	\$1,300
Interior Other	ADA Toilet Clearance	Poor	1	There is only 39” of clearance between sidewalls at men’s toilet.	Renovate restrooms for ADA compliance and upgrade finishes for sanitation.	\$6,100
Interior Other	Wall Conduit Court Clerk Office	Fair	3	An abundance of wiring is crossing the walkway in the office.	Consider new furniture in space that provides a safer and more efficient use of space.	\$7,600
Interior Other	Interior Storefront System	Fair	3	Storefront system shows normal wear.	Perform regular maintenance.	\$0



Village Hall Carpet



Patrol Office



Breakroom



Bathroom Faucet



Men’s Restroom Floor



ADA Toilet Clearance



Wall Conduit Court Clerk Office

INTERIOR ARCHITECTURAL + STRUCTURAL CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Interior Other	Entry Lobby	Fair	3	Finishes show normal wear.	Perform regular maintenance.	\$0
Interior Other	Subflooring Original Bank	Fair	3	This historical building has moisture exposure to exposed wood. Although this has no impact on structural integrity it does impact the indoor air quality.	Perform low impact blasting or install sealant to exposed wood joists and subflooring.	\$2,000
Interior Other	Village Hall Storage	Poor	2	Space used to store chairs used for village council and other monthly meetings.	Repurpose space to provide a permanent location for storage.	\$0
Interior Other	Roof Structural Support Members	Good	3	The viewable roof supports appeared to have normal wear.	Perform regular maintenance.	\$0
Heating Cooling	Furnace/Above Vault	Fair	2	There is a horizontal, ceiling-mounted furnace above the vault. This unit provides heating and cooling to administrative offices, court rooms, and a meeting room. The associated condensing unit is mounted outside. The unit was installed in 2008. The average useful service life is 20 years. Staff report issues with performance.	Install a multi-zone roof mounted package unit with heat recovery for better humidity control.	\$216,000



Interior Storefront System



Entry Lobby



Subflooring Original Bank



Village Hall Storage



Roof Structural Support Members

MECHANICAL + PLUMBING CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Heating Cooling	Unit Heater/Garage	Fair	2	The hanging unit heater in the garage was installed in 2012. The average useful service life is 15 years.	Replace unit heater.	\$9,100
Heating Cooling	EFH/Patrol Room	Fair	2	The patrol room has a supplemental electric fan-forced heater mounted in the ceiling to provide additional heating. It was installed in 2012. The average useful service life is 15 years.	The equipment may not be needed when HVAC upgrades occur.	\$3,100
Heating Cooling	Furnace/Basement	Fair	2	The gas-fired furnace in the basement provides heating and cooling to portions of police offices, breakroom, and basement document storage. The associated condensing unit is mounted outside. The unit was installed in 2010. The average useful service life is 20 years. Staff report issues with high humidity levels. A dehumidifier was present in the basement document storage room.	Install a multi-zone roof mounted package unit with heat recovery for better humidity control.	\$87,100
Other Mechanical	Exhaust/Garage	Good	3	Garage exhaust system is interlocked with outside air damper with carbon monoxide sensors. No issues are reported with the system.	Perform regular maintenance.	\$0
Other Mechanical	HVAC/ Evidence Storage	Fair	2	Secured storage current ventilation fan is undersized for purpose.	Improve space with climate control and adequate ventilation.	\$7,600



Furnace/Above Vault



Unit Heater/Garage



Furnace/Basement

MECHANICAL, ELECTRICAL, AND TECHNOLOGY CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Plumbing Water	Water Heater/ Basement Mechanical Room	Good	3	The electric water heater supplies hot domestic water throughout the building. It was installed in 2020. The average useful service life is 15 years.	Perform regular maintenance.	\$0
Power Supply	Branch Panel/Garage	Good	3	The 225-amp panel was installed in 2012. The average useful service life is 30 years.	Perform regular maintenance.	\$0
Power Supply	Receptacles/ Throughout	Poor	1	Staff report a lack of electric receptacles in work spaces.	Install additional receptacles.	\$5,300
Power Supply	Emergency Generator	Good	3	There is natural gas-fired emergency generator that powers the entire building. The generator features an automatic transfer switch. The unit was installed in 2012. The average useful service life is 20 years.	Perform regular maintenance.	\$0
Power Supply	Electrical Panels	Fair	2	The Cutler-Hammer panel board appears to be original to construction in 1977. Exposed bus bar was observed. There is an additional Siemens brand panel that was installed later. The age of this panel is unknown. Both panels have service disconnects. The average useful service life of this equipment is 30 years.	Replace original panel.	\$18,900



Exhaust/Garage



Branch Panel/Garage



Emergency Generator



Electrical Panels



Water Heater/Basement
Mechanical Room



HVAC/Evidence Storage

ELECTRICAL + TECHNOLOGY CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Exterior Lighting	Exterior Lighting	Fair	2	The lighting fixtures appear to be high intensity discharge (HID) fixtures.	Upgrade to LED lighting fixtures.	\$3,100
Interior Lighting	Throughout	Fair	3	Portions of the building have been updated with LED bulbs. Majority of the fixtures are fluorescent.	Replace light fixtures with LED and install occupancy sensing controls.	\$60,500
Life Safety	Fire Alarm/ Throughout	Fair	2	Fire alarm control panel manufactured in 2014. Life expectancy of fire alarm control panels is 15–20 years	Perform regular maintenance.	\$0
Other Electrical	Wiring/Throughout	Poor	1	Both electrical and data wiring above ceilings are not adequately run. Wires are laying on top of ceiling grid.	Install cable management equipment.	\$7,600
Security	Security System	Good	3	There are security cameras located throughout the interior and exterior of the building. The network video recorder is located in the network closet. System keypads are located at building entrances. Staff report no issues with system. Emergency call buttons are placed at work stations. The system was tested during site visit.	Perform regular maintenance.	\$0
Security	Door Access	Good	3	The entrance doors feature an access system that calls corresponding departments. Staff report no issues with system.	Perform regular maintenance.	\$0



Fire Alarm/Throughout



Wiring/Throughout



Exterior Lighting



Interior Lighting

ELECTRICAL + TECHNOLOGY CONDITIONS

Sub Category	Element/Location	Condition	Priority	Details	Recommendations	Estimated Cost
Other Technology	Audio-Visual Equipment/ Meeting Room	Poor	1	The audio/visual equipment used for village meetings is antiquated and inefficient since it needs to be disconnected after each use.	Update audio/visual equipment.	\$11,400



Door Access



Security System

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Space Needs Assessment

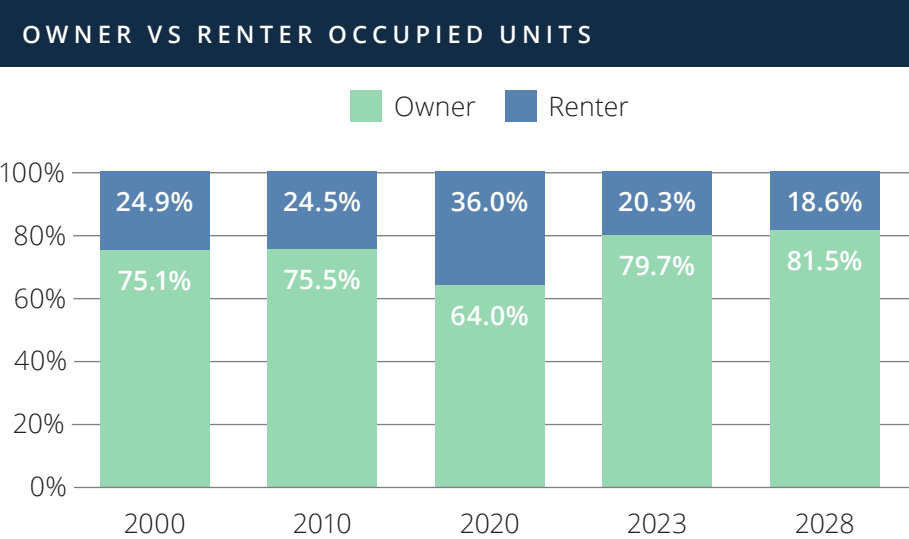
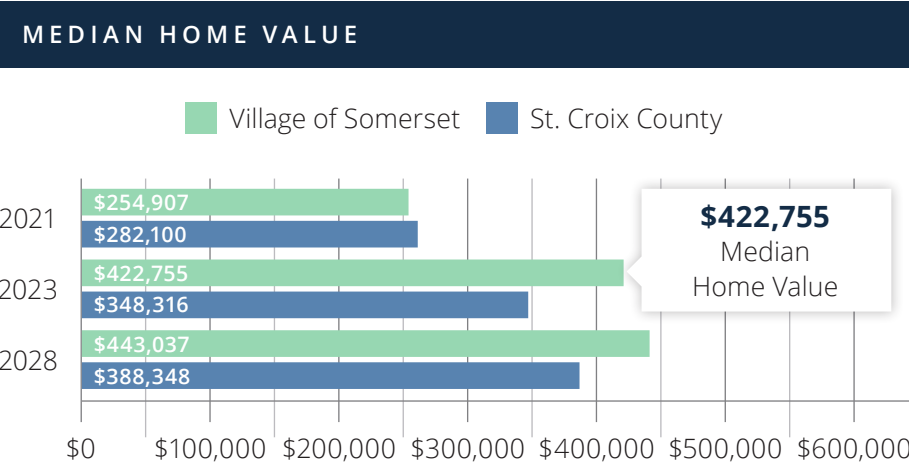
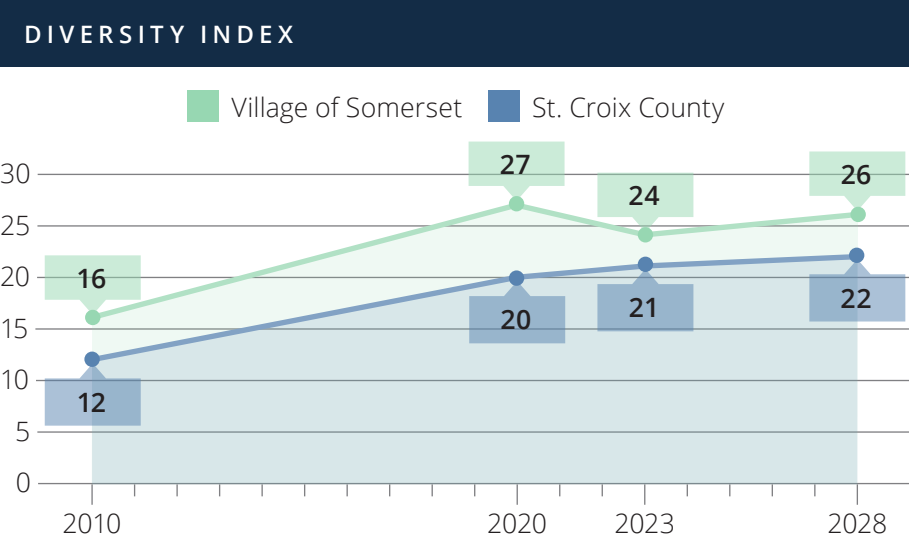
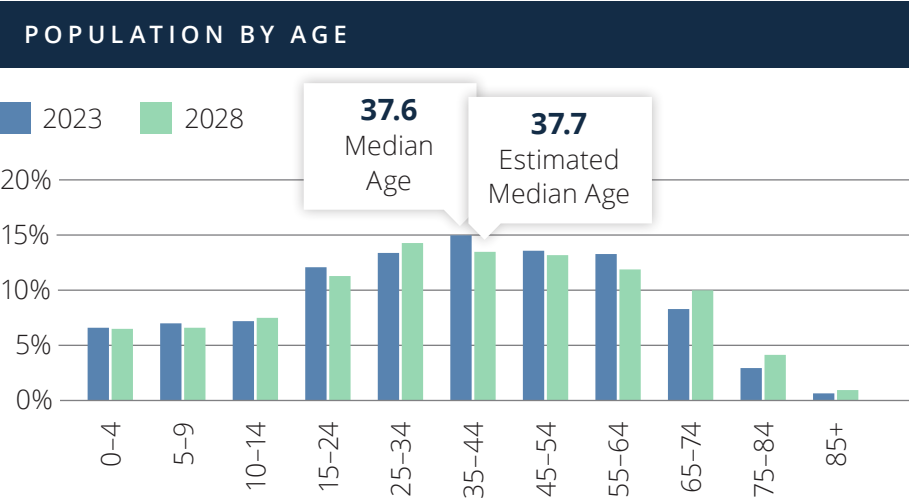
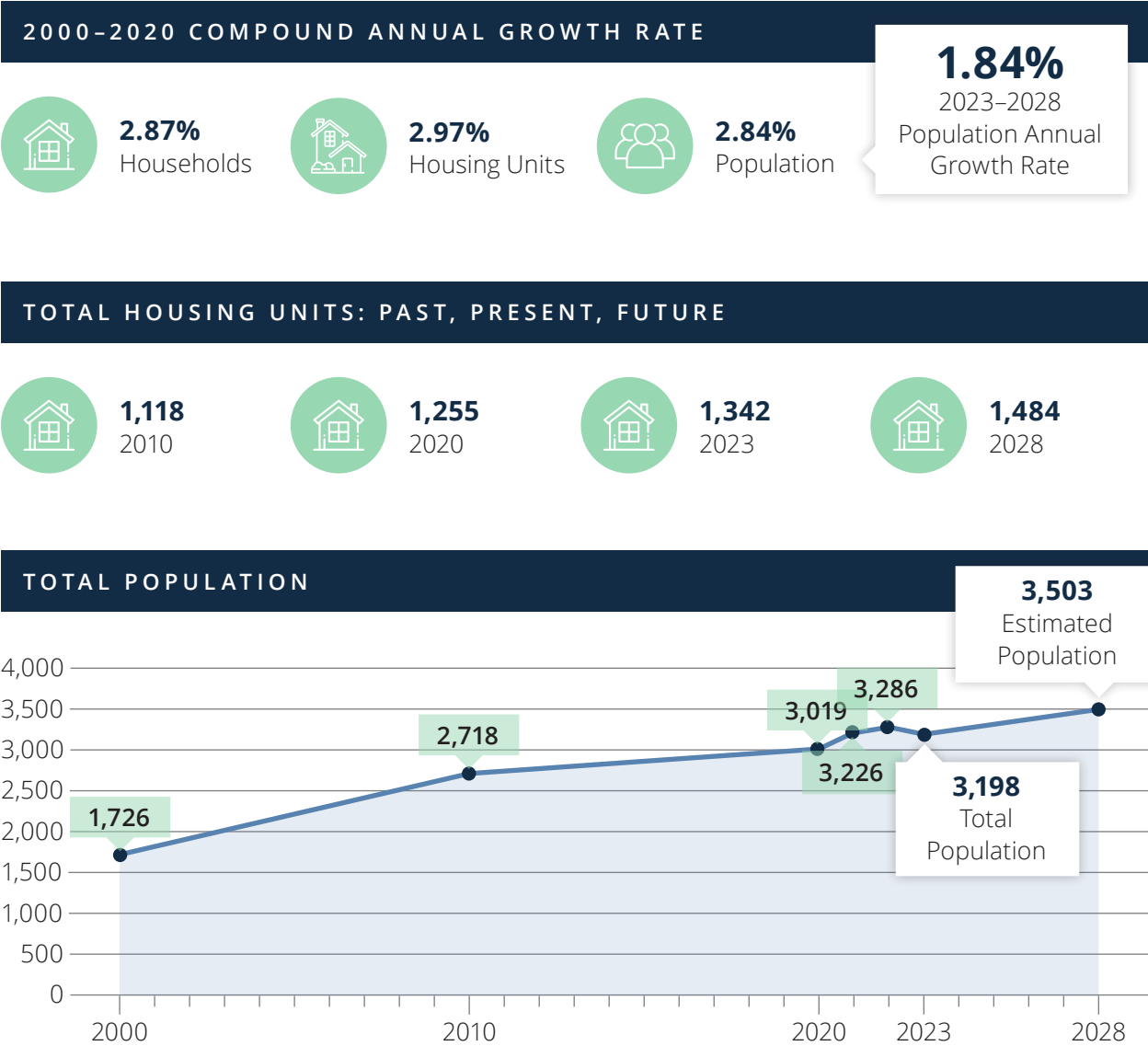
Demographics

DEMOGRAPHIC OVERVIEW

Located in Saint Croix County—known as the fastest growing county in Wisconsin—the Village of Somerset is impacted by the growth of the Minneapolis-St. Paul metropolitan area and the demand for housing that extends beyond the Twin Cities. It is anticipated that between 2010 and 2040, Saint Croix County will grow from a population of 84,345 to 119,010.

While other cities such as Stillwater, Minnesota and Hudson, Wisconsin have greater population increases in population and housing needs, the impacts are also extending as far as the Village of Somerset and beyond. As of 2023, the Village's population is estimated at 3,198. By 2040, the population is anticipated to increase by 55% from 2,642 in 2013 to 4,100. Through 2028, it is anticipated that the Village's annual population growth rate will be 1.84%.

With a growing population, the number of new households in the Village of Somerset is expected to increase by 142 by 2040. This increase in households will increase the tax base and demand for services. The Village of Somerset benefits from high home values with more than 50% of the 2023 home values over \$400,000.



Space Needs Assessment

SPACE NEEDS ASSESSMENT

ISG engaged Village staff and stakeholders to gather input regarding their needs and challenges. Engagement included face-to-face conversations to gain thoughtful and actionable input. The discussions were focused on space and department-related topics. To accommodate availability and schedules, discussions were coordinated with the on-site facility assessment and follow up phone conversations.

Public Works Existing Condition Summary

SITE

The site topography results in ponding and water infiltration into the facility. Evidence of this was seen by water damage of wall panels, overhead doors, man doors and concrete. The drain tiles in the garage space are long past functional, either filled with debris and residue or collapsed due to deterioration of slab edge or rusted grate.

FACILITY

The public works facility is currently at or beyond capacity. The pre-engineered metal building exterior metal panels had a few significant punctures. The shell of the building serves its purpose but doesn't allow for the public works team to perform all tasks necessary on site.

The request was for a workspace for four that was adequately sized as well as provided with HVAC that performs at a higher level than a window unit for climate control. The facility has mezzanine storage; however, there are no stairs for access so it appears to be under utilized.

Village Hall Existing Condition Summary

The village hall space shares the old bank building with the police department. It has been shared that during working hours the doors remain locked, and any public transactions occur in the modified transaction window installed on the interior partition wall. This becomes problematic when private conversations are preferred. When a small conference room is required, the public and staff utilize the Public Works and Economic Development director's office, displacing him. This room also lacks adequate air exchange to provide a comfortable working environment. What once was the bank's teller and lobby space is now utilized for chamber meetings and court meetings. The space is adequate in size but lacks the privacy or flexibility to allow other functions of the facility to continue to function unimpeded. The offices of the city hall are not conveniently located to serve the public which results in inefficient workdays and there is a lack of climate-controlled storage for the papers they need to maintain.

SUMMARY OF FINDINGS

ISG conducted a site visit, walk through, and staff interviews to inform the conditions and needs identified in this report. The items below identify needs identified to accommodate future growth and ideal use.

VILLAGE HALL

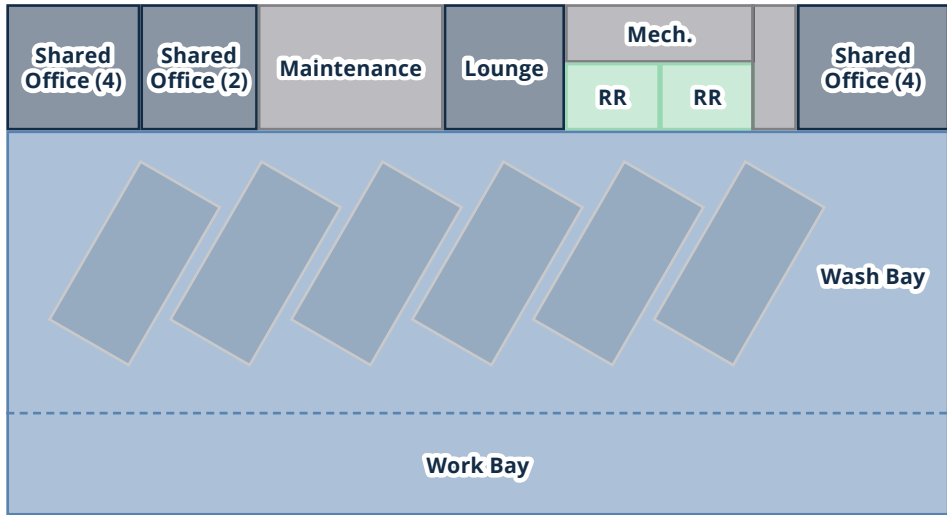
1. Staff expressed desire for a general hall configuration with multiple windows for flexible interaction with public to improve service
2. Breakroom
3. Separate space for Council Chamber
4. Storage for chairs and tables
5. Conference room separate from council chamber and Economic Development director's office
6. Economic Development director's office should be large enough for desk and a small meeting table
7. Four staff offices: village clerk, village treasurer, utility clerk, and one for future staff
8. Courtroom and two offices

POLICE

1. Controlled lobby
2. Crisis room
3. Briefing Area (can be up to 15 people)
4. Locker and shower (uniform storage)
5. Three offices
6. Interview room
7. Interrogation room
8. Armory (ammunition and weapons)
9. Evidence process and storage (climate controlled, double secure)
10. Training and exercise room
11. Parking garage for six vehicles, electric charging, storage

PUBLIC WORKS

1. Parking for eight vehicles plus a wash bay
2. Shared office (climate controlled) for up to 10 staff
3. Easily accessible storage
4. Maintenance shop
5. Work bay



ADDITIONAL SPACE NEEDS FOR PUBLIC WORKS 5,665 SQ. FT.

» 10 Workstations

» Mechanical

» Maintenance Hoist + Work Bay

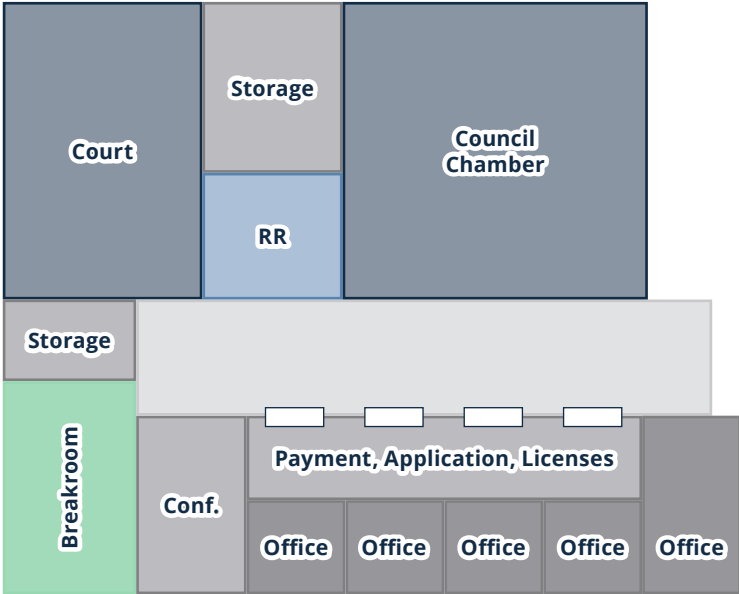
» Lounge

» Toilet + Showers

» Storage

» Space for Six Additional Vehicles in Garage

» Wash Bay



SPACE NEEDS FOR CITY HALL 4,750 SQ. FT.

» Four Offices

» Two Court Offices

» Conference Room

» Shared Work Space

» Storage

» Council Chamber

» Shared Breakroom

» Shared Restrooms

» Court Room

» Conference

SPACE NEEDS FOR POLICE DEPARTMENT 10,230 SQ. FT.

» Lobby

» Three Offices

» Exercise + Training Room

» Interview Room

» Investigation Room

» Crisis Room

» Dispatch + Brief Room

» Open Office + Shared Work Space

» Weapon Storage

» Public Restrooms

» Evidence Process + Storage

» Breakroom

» Locker Rooms + Restrooms

» Six Vehicle Garage + Storage

A detailed floor plan for the Police Department. At the top left is a 'Lobby' (green). To its right is a 'Crisis Room' (dark blue). Below the 'Lobby' are 'Public Restrooms' (blue). To the right of the 'Crisis Room' are three 'Office' rooms. Below the 'Public Restrooms' is a 'Briefing Room' (grey). To the right of the 'Briefing Room' is a large 'Officer Work Space' (grey). To the right of the 'Officer Work Space' are two rooms: 'Investigation' and 'Interview' (dark blue). To the right of these is a large green area labeled 'Evidence Process/Storage'. Below the 'Public Restrooms' is a large dark blue area labeled 'Exercise/Training Room'. To the right of the 'Exercise/Training Room' are three rooms: 'Locker Room', 'Restroom/Shower', and 'Locker Room' (blue). To the right of these is a green area labeled 'Ammo/Weapon Storage'. To the right of the 'Ammo/Weapon Storage' is a large blue area labeled 'Garage, Impound, Storage' with five horizontal rectangular slots representing vehicle bays.

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Concepts

Option 1

Remodel Village Hall into Police Station + Build New Administration Building

\$5.2 M

Estimated Cost

POLICE DEPARTMENT

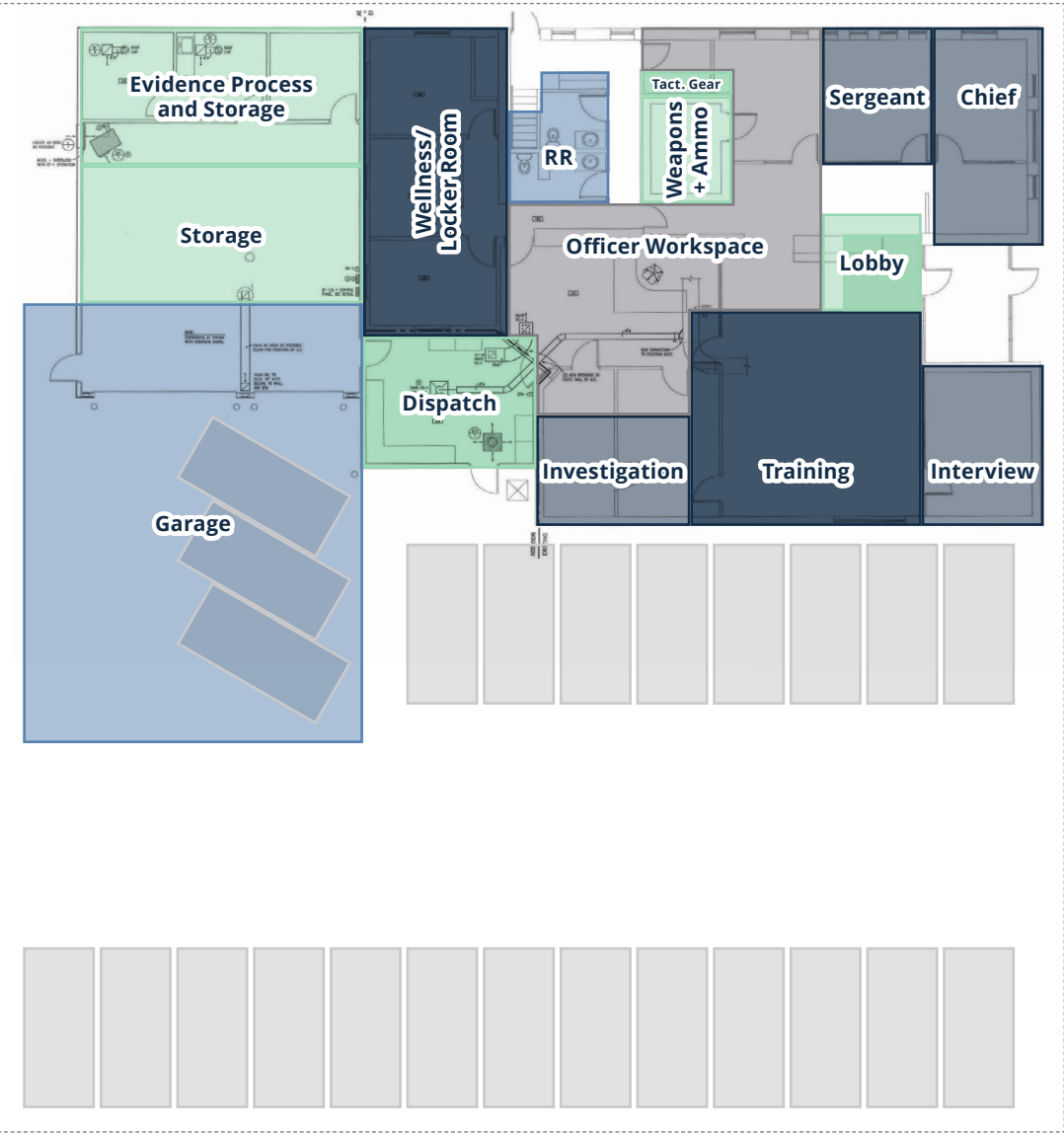
- » Lobby
- » Two Offices
- » Exercise/Training Room + Interview Room
- » Investigation
- » Dispatch
- » Open Office, Shared Work Space
- » Weapon Storage
- » Storage
- » Evidence Process + Storage
- » Breakroom
- » Locker Rooms + Restrooms
- » Four Vehicle Garage

OPPORTUNITIES

- » Central Location
- » Proximity to Town + Community
- » Reuse of Building
- » Reuse of Infrastructure + Utilities

CONSTRAINTS

- » Multiple Additions - Complex Structural Integration
- » Inefficiencies in Conforming Existing Space to Meet Programming Needs
- » Damp Basement
- » Limited Natural Lighting from Existing Windows
- » Requires an Addition
- » Limited Parking
- » Confined Vehicular Mobility



Option 2

Remodel Village Hall Into Administration Building + Build New Police Station

\$7.7 M

Estimated Cost

CITY HALL ADMINISTRATION

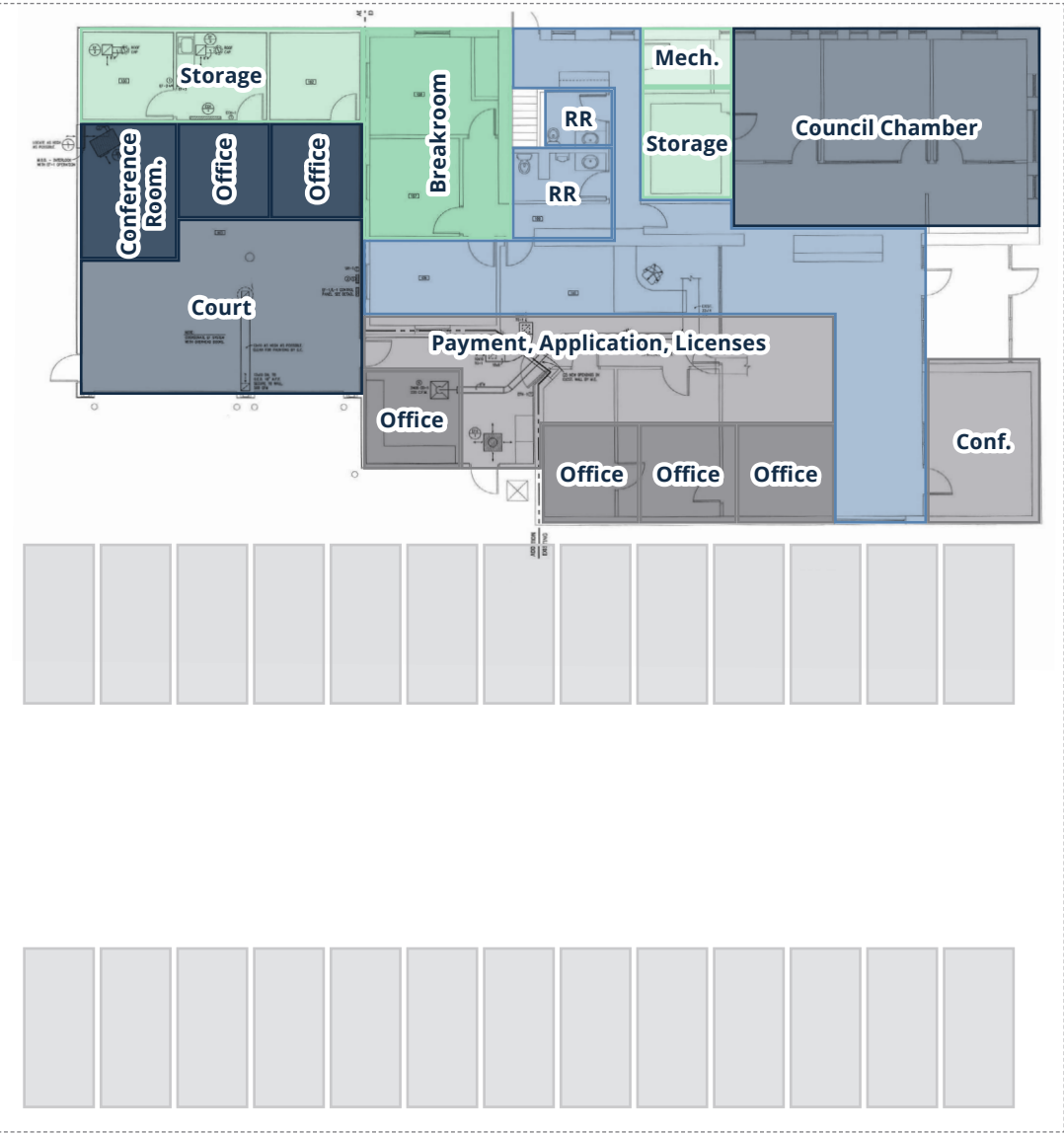
- » Four Office
- » Two Conference Rooms
- » Shared Work Space
- » Storage
- » Council Chamber
- » Shared Breakroom
- » Shared Restrooms
- » Court Room
- » Two Court Offices

OPPORTUNITIES

- » Central Location
- » Proximity to Town + Community
- » Reuse of Building
- » Reuse of Infrastructure + Utilities
- » Limited Parking

CONSTRAINTS

- » Multiple Additions - Complex Structural Integration
- » Inefficiencies in Conforming Existing Space to Meet Programming Needs
- » Damp Basement
- » Limited Natural Lighting from Existing Windows



Option 3

Build New Public Works Building on Existing Site

- PUBLIC WORKS
- 5,665 Sq. Ft.
- » 10 Workstations

» Mechanical

» Maintenance Hoist + Work Bay

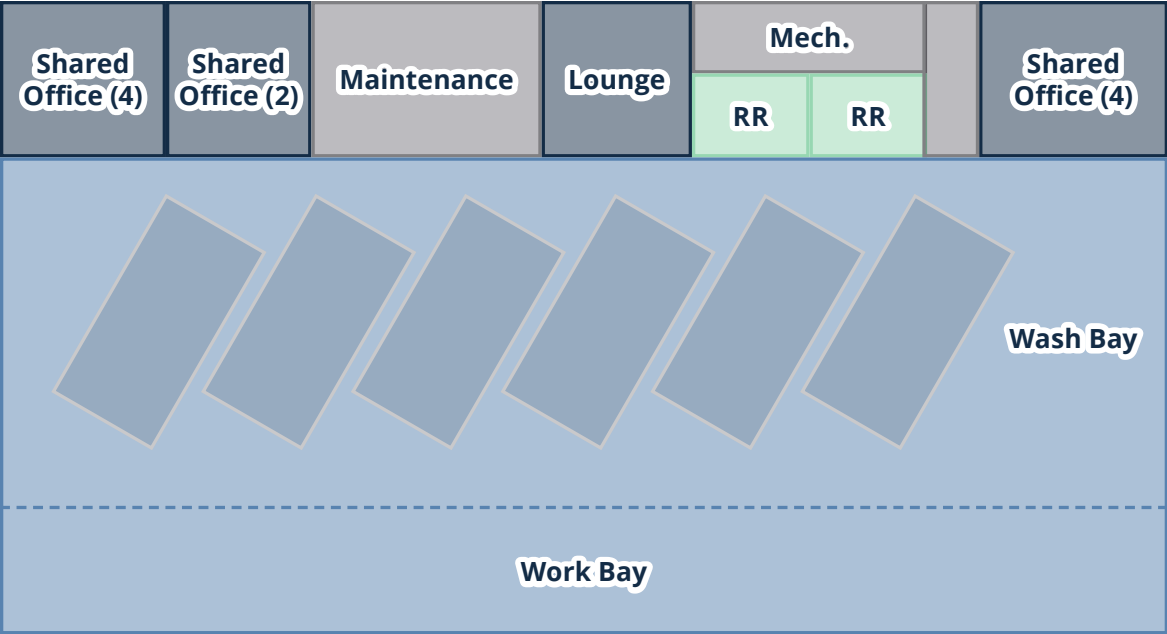
» Lounge

» Toilet + Showers

» Storage

» Six Vehicle Garage

» Wash Bay



- OPPORTUNITIES

» Adequate Space

» Efficient Lay Out

» Efficient Mechanical + Electrical Systems

» Intentional Parking + Vehicular Flow
- CONSTRAINTS

» Existing Site Drainage Conditions

\$2.2 M

Estimated Cost

OPTION 3

PROJECT

ADDRESS/LOCATION:

808 SPRING STREET

SOMERSET, WISCONSIN 54025

ZONING:

AGRICULTURE (A-1) / HIGHWAY COMMERCIAL DISTRICT (C-2)

SITE SUMMARY

REQUIRED SETBACKS

PARKING DATA

PARKING STALLS PROVIDED

FRONT YARD	10'	35'
SIDE YARD	10'	10'
REAR YARD	10'	50'

LAND USE CLASSIFICATION	GOVERNMENT
PARKING SPACES REQUIRED (CODE)	ONE SPACE PER 150 SQUARE FEET OF GROSS FLOOR AREA PLUS ONE SPACE PER EMPLOYEE FOR THE WORK SHIFT WITH THE LARGEST NUMBER OF EMPLOYEES
MAXIMUM NUMBER OF EMPLOYEES	4
GROSS FLOOR AREA (SF)	5,000
PARKING SPACES REQUIRED	38

STANDARD	14
ACCESSIBLE	1
TOTAL	15

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Option 4

Build New Shared First Responder + Administration Campus

- Shared Spaces

» Lobby

» Public Restrooms

» Exercise Training Room

» Locker Rooms + Restrooms

» Breakroom
- Police Department7,415 Sq. Ft.

» Three Offices

» Interview Room

» Investigation

» Crisis Room

» Dispatch + Brief Room

» Open Office + Shared Work Space

» Weapons Storage

» Evidence Process + Storage

» Six Vehicle Garage + Storage
- Fire Department7,415 Sq. Ft.

» Six Offices

» 11 Vehicle Bays: 2 Engine, 2 Tender, 2 Brush Trucks, 2 UTVs, 1 Medical Pick-Up, 1 Utility Pick-Up, and 1 Aerial

» Turn-Out Gear Lockers

» Sleeping for 12
- EMT Department2,595 Sq. Ft.

» Two Bay Garage

» Two Sleep Rooms

» Living Room
- City Hall5,500 Sq. Ft.

» Council Chamber

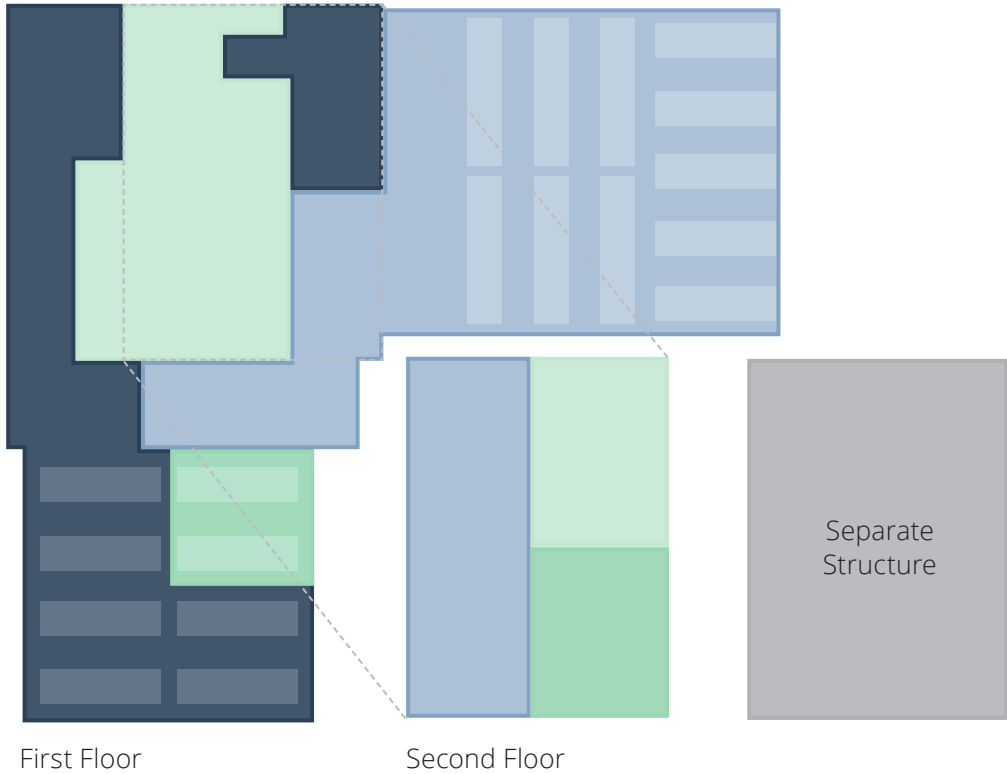
» Conference

» Breakroom

» Storage

» Court + Two Offices

» Council Chamber



- OPPORTUNITIES

» All City Services in Proximity

» Shared Parking

» Shared Common Spaces + Functions (Breakroom, Conference Room, Training Room)

» Efficient Lay Out

» Efficient Mechanical + Electrical Systems

» Intentional Parking + Vehicular Flow
- CONSTRAINTS

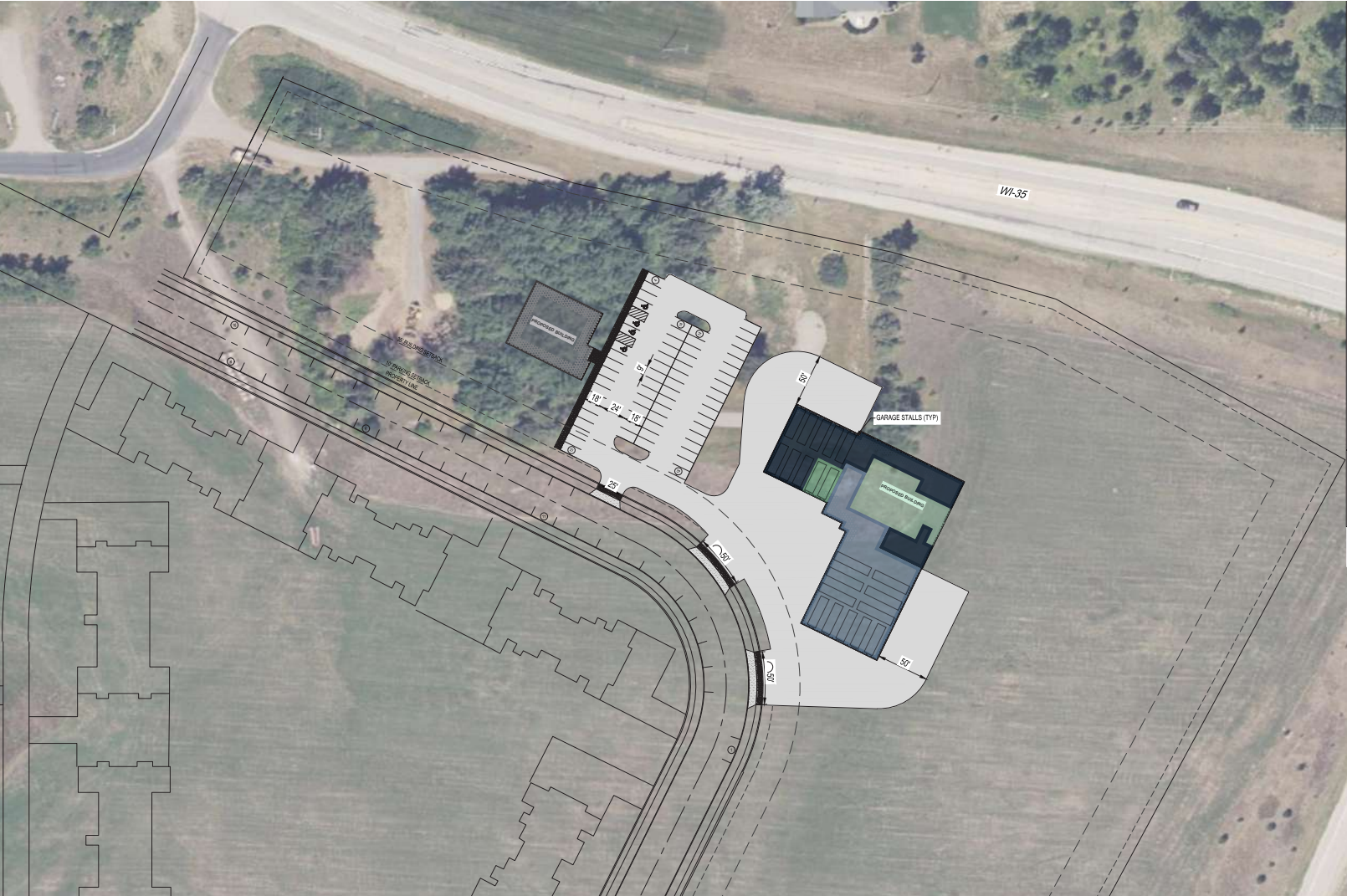
» Proximity to Town + Community

» Elevator

» New Infrastructure + Utilities

\$20.0 M

Estimated Cost



SITE SUMMARY		
PROJECT ADDRESS/LOCATION:	18TH AVE SOMERSET, WISCONSIN 54025	
ZONING:	AGRICULTURE (A-1)	
REQUIRED SETBACKS		
	PARKING	BUILDING
FRONT YARD	10'	35'
SIDE YARD	10'	10'
REAR YARD	10'	50'
PARKING DATA		
LAND USE CLASSIFICATION	GOVERNMENT	
PARKING SPACES REQUIRED (CODE)	ONE SPACE PER 150 SQUARE FEET OF GROSS FLOOR AREA PLUS ONE SPACE PER EMPLOYEE FOR THE WORK SHIFT WITH THE LARGEST NUMBER OF EMPLOYEES	
MAXIMUM NUMBER OF EMPLOYEES	30	
GROSS FLOOR AREA (SF)	32,814	
PARKING SPACES REQUIRED	249	
OFF-STREET PARKING STALLS PROVIDED		
STANDARD	61	
ACCESSIBLE	4	
TOTAL	65	
ON-STREET PARKING STALLS WITHIN 400'		
STANDARD	38	

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NOTES:
POST CONSTRUCTION STORMWATER MANAGEMENT ASSUMED TO BE COMPLETED USING REGIONAL PONDS TO THE SOUTH

Option 5

Build New Shared First Responder Campus

- Shared Spaces

5,450 Sq. Ft.
- » Lobby

» Public Restrooms

» Exercise Training Room

» Locker Rooms + Restrooms

» Breakroom
- Police Department

7,415 Sq. Ft.
- » Three Offices

» Interview Room

» Investigation

» Crisis Room

» Dispatch + Brief Room

» Open Office + Shared Work Space

» Weapons Storage

» Evidence Process + Storage

» Six Vehicle Garage + Storage
- Fire Department

12,604 Sq. Ft.
- » Six Offices

» 11 Vehicle Bays: 2 Engine, 2 Tender, 2 Brush Trucks, 2 UTVs, 1 Medical Pick-Up, 1 Utility Pick-Up, and 1 Aerial

» Turn-Out Gear Lockers

» Sleeping for 12
- EMT Department

2,595 Sq. Ft.
- » Two Vehicle Bays

» Two Sleep Rooms

» Living Room
- City Hall

4,750 Sq. Ft.
- » Council Chamber

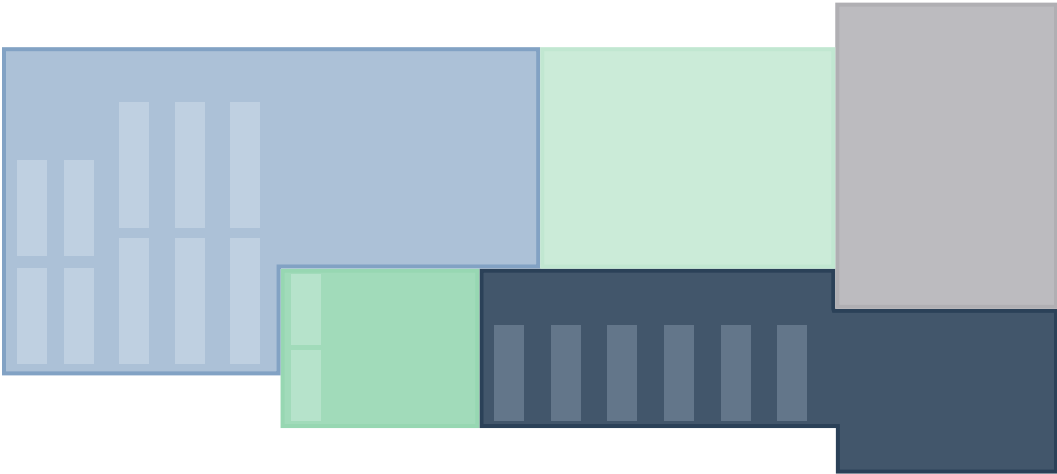
» Conference

» Breakroom

» Storage

» Court + Two Offices

» Council Chamber



OPPORTUNITIES

- » All City Services in One Location
- » Shared Infrastructure (New Lines, Elevator)
- » Maximize Use of Common + Shared Spaces Functions (Breakroom, Conference Room, Training Room)
- » Efficient Lay Out
- » Efficient Mechanical + Electrical Systems
- » Intentional Parking + Vehicular Flow

CONSTRAINTS

- » Proximity to Town + Community
- » New Infrastructure + Utilities

\$19.3 M

Estimated Cost



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Cost Estimates

Cost Estimates

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
	Remodel Village Hall Into Police Station + Build New Administration Building	Remodel Village Hall Into Administration Building + Build New Police Station	Build New Public Works Building on Existing Site	Build New Shared First Responder and Administration Building	Build New Shared First Responder Building
Maintenance Items					
Facility Assessment Items	\$781,160	\$781,160	\$747,160	-	-
Scope Duplication Deduct	(\$561,740)	(\$561,740)	-	-	-
Subtotal	\$219,420	\$219,420	\$747,160	-	-
Scope of Work Breakdown					
Renovation	\$1,398,718	\$1,451,937	-	-	-
Garage Addition	\$603,900	-	-	-	-
New Administration Building	\$3,238,684	-	-	-	-
New Police Station	-	\$6,264,798	-	-	-
New Public Works Building	-	-	\$2,177,149	-	-
New First Responder Campus	-	-	-	\$16,373,902	\$19,325,170
New Administration Building on First Responder Campus	-	-	-	\$3,660,852	-
Subtotal	\$5,241,302	\$7,716,735	\$2,177,149	\$20,034,753	\$19,325,170
Project Grand Total	\$5,460,722	\$7,936,155	\$2,924,309	\$20,034,753	\$19,325,170

OPTION 1: Remodel Village Hall into Police Station + Build New Administration Building

Renovate Existing Building Into Police Station	
Main Building	
Renovation - Restrooms - Heavy	\$57,208
Renovation - Office/Work Space/Misc - Heavy	\$635,522
Renovation - Common/Storage/ Training Room - Medium	\$406,317
Renovation - Wellness/Locker Rooms - Heavy	\$137,151
New Water Service	\$44,650
Main Building Subtotal	\$1,280,848
Garage	
Addition/Renovation	\$535,803
New Firewall	\$50,981
Site Improvements - Pavement patching, Bollards, Striping, etc.	\$17,116
Garage Subtotal	\$603,900
Owner	
Exterior Signage	\$4,750
Technology	\$20,000
Furnishings, Fixtures, and Equipment (FFE)	\$75,570
Asbestos Abatement	\$17,550
Owner Subtotal	\$117,870
Renovate Existing Building Into Police Station Subtotal	\$2,002,618

New Administration Building	
Building	
Administration (City Hall)	\$2,721,805
Building Subtotal	\$2,721,805
Site	
Earthwork and Site Utilities	\$87,725
Stormwater Retention - Allowance	\$74,417
Site Improvements - Paving, Landscaping, etc.	\$213,112
Site Subtotal	\$375,254
Owner	
Exterior Building Signage	\$4,750
Technology	\$30,000
Furnishings, Fixtures, and Equipment (FFE)	\$106,875
Owner Subtotal	\$141,625
New Administration Building Subtotal	\$3,238,684
Grand Total	\$5,241,302

OPTION 2: Remodel Village Hall Into Administration Building + Build New Police Station

Renovate Existing Building Into Administration	
Main Building	
Renovation - Restrooms - Heavy	\$57,208
Renovation - Office/Work Space/Misc - Heavy	\$823,053
Renovation - Common/Storage/ Meeting Rooms - Medium	\$427,526
New water service	\$44,650
Main Building Subtotal	\$1,352,437
Owner	
Exterior Signage	\$4,750
Technology	\$20,000
Furnishings, Fixtures, and Equipment (FFE)	\$57,200
Asbestos Abatement	\$17,550
Owner Subtotal	\$99,500
Renovate Existing Building Into Administration Subtotal	\$1,451,937

New Police Station Building	
Building	
Police Station	\$5,557,393
Building Subtotal	\$5,557,393
Site	
Earthwork + Site Utilities	\$103,049
Stormwater Retention Allowance	\$111,626
Site Improvements - Paving, Landscaping, etc.	\$242,030
Site Subtotal	\$456,705
Owner	
Exterior Building Signage	\$4,750
Technology	\$42,500
Furnishings, Fixtures, and Equipment (FFE)	\$153,450
Fitness Equipment	\$50,000
Owner Subtotal	\$250,700
New Police Station Subtotal	\$6,264,798
Grand Total	\$7,716,735

OPTION 3: Build New Public Works Building on Existing Site

New Public Work Building	
Building	
Public Works	\$1,637,176
Building Subtotal	\$1,637,176
Site	
Earthwork and Site Utilities	\$111,045
Stormwater Retention Allowance	\$74,417
Site Improvements - Paving, Landscaping, Laydown, etc.	\$269,762
Site Subtotal	\$455,224
Owner	
Exterior Building Signage	\$4,750
Technology	\$30,000
Furnishings, Fixtures, and Equipment (FFE)	\$50,000
Owner Subtotal	\$84,750
New Public Works Subtotal	\$2,177,149
Grand Total	\$2,177,149

*Assumed metal building on a site requiring minimal improvements

OPTION 4: Build New Shared First Responder + Administration Campus

New Campus with Administration Building	
Building	
First Responders	\$13,775,233
Administration (City Hall)	\$3,151,563
Building Subtotal	\$16,926,796
Site	
Earthwork and Site Utilities	\$773,363
Stormwater Retention Allowance	\$167,438
Site Improvements - Paving, Landscaping, laydown, etc.	\$1,516,568
Site Subtotal	\$2,457,369
Owner	
Exterior Signage (Building, Wayfinding, Monument)	\$80,000
Technology	\$234,948
Furnishings, Fixtures, and Equipment (FFE)	\$335,640
Owner Subtotal	\$650,588
New Campus With Administration Building Subtotal	\$20,034,753
Grand Total	\$20,034,753

OPTION 5: Build New Shared First Responder + Administration Building

New Shared First Responder and Administration Building	
Building	
First Responder and Administration Building	\$16,497,038
Building Subtotal	\$16,497,038
Site	
Earthwork and Site Utilities	\$773,363
Stormwater Retention - Allowance	\$167,438
Site Improvements - Paving, Landscaping, Laydown, etc.	\$1,264,493
Site Subtotal	\$2,205,294
Owner	
Exterior Signage (Building, Wayfinding, Monument)	\$65,000
Technology	\$229,698
Furnishings, Fixtures, and Equipment (FFE)	\$328,140
Owner Subtotal	\$622,838
New Campus Without City Hall Subtotal	\$19,325,170
Grand Total	\$19,325,170

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Glossary

Word Acronym	Definition/Acronym
A/C	Air conditioning.
ADA	Americans with Disabilities Act.
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers. ASHRAE standards establish consensus for test methods and performance criteria. These include voluntary consensus standards for Method of Measurement or Test, Standard Design and Standard Practice. Consensus standards define minimum values or acceptable performance. ASHRAE is accredited by the American National Standards Institute (ANSI) and follows ANSI’s requirements for due process and standards development.
BUR	Built up roof.
Casework	Casework is storage, shelving, and cabinetry, that can be purchase ready-made.
CIP	Cast-in-place.
CMU	Concrete Masonry Units.
Domestic Cold Water	Drinking water.
Egress	An exit out of a space, building, or parking lot.
EPDM	Ethylene propylene diene terpolymer rubber.
Exposed (isolation) joints, Isolation joint	Allows movement to occur between a concrete slab and adjoining columns and walls of a building. Isolation joints are provided to separate new concrete from existing or adjacent construction, which might expand and contract differently or experience different soil settlement or other movement.
Facade	Exterior surface of a structure.

Word Acronym	Definition/Acronym
Word Acronym	Definition/Acronym
Fluorescent	Traditional lighting that often is in a tube. Known to be less efficient than LED.
Gypsum Board	A type of sheathing used for interior walls and ceilings, also known as sheetrock or drywall.
Hazardous Materials	Any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.
HVAC	Heating, Ventilation, and Air Conditioning.
Ingress	Entrance into a space, building, or parking lot.
LED	Light-emitting diode. Light bulb type that uses less energy and has a longer lifespan than incandescent lighting.
Life Safety	Construction, protection, and occupancy features necessary to minimize danger to life from the effects of fire, including smoke, heat, and toxic gases created during a fire. Life Safety Code and NFPA 101 are registered trademarks of NFPA. All or part of the NFPA's Life Safety Code are adopted as local regulations throughout the country.
MEP	Mechanical, Electrical, and Plumbing.
Millwork	Custom made cabinets, shelving, and storage.
Panic bar	The operational bar or paddle that when pushed against, opens a latching mechanism on an assembly referred to as panic hardware.
Parcel	A portion or area of land.

Word Acronym	Definition/Acronym
Parge	Parge is a grout-like coating that sometimes gets applied to the outside Block walls (similar to stucco)..
Rising Damp	Moisture that has entered brick masonry and has moved upwards from the floor, causing damage to the walls.
Seasoning Check	A separation of the fiber in a timber beam or column that does not extend completely through the member; commonly appears as wood dries out over time.
Sheet Flow	Flow that occurs overland in places where there are no defined channels, the flood water spreads out over a large area at a uniform depth. This also referred to as overland flow.
Tuckpointing	Tuckpointing uses two different colors of mortar to fill in mortar joints of brickwork. One of the two colors used is made to match the actual bricks.
Word Acronym	Definition/Acronym
Repointing	The process of removing damaged mortar joints and renewing them.
Site Grading	Site grade is the slope and elevation of the soil around a building.
Topography	The detailed mapping or charting of the features of a land area.
Truncated domes	Truncated domes are tactile paving or a set of raised bumps on a pathway (sidewalk) or platform. Truncated domes alert visually impaired individuals of surface changes and other potential hazards.
Utilities	Services typically piped or wired onto the site from a city source. For example, electricity, gas, water, cable, and telephone services are considered utilities.
VCT	Vinyl Composition Tile. Typically used on floors.

EXPERTISE

Architecture
Engineering
Environmental
Planning

WORK

Commercial
Education
Food + Industrial
Government + Cultural
Healthcare
Housing
Mining
Public Works
Sports + Recreation
Telecommunications + Energy
Transportation
Water



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La Crosse, WI
Milwaukee, WI
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Waterloo, IA
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Mankato, MN
Rochester, MN
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