



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, February 21, 2024
TIME: 6:00 p.m.

Virtually attend the February 21st, Regular Board meeting at 6 PM by following the zoom link here:

Join Zoom Meeting

<https://us06web.zoom.us/j/84800904841>

Meeting ID: 848 0090 4841

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REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Other Informational Items: Monthly Report
- G. Consent Agenda
Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.
 - 1. Minutes of the Regular Board Meeting of February 7, 2024
 - 2. Disbursement List
 - 3. Special Event Permit for Pints on the Plaza and Pints in the Park
 - 4. Adopt Resolution No. 2, Series 2024 Approving a CSM for 1600 E. North Ave.
- H. Discussion/Action —MOU for HOVMSD Interceptor Project
- I. Discussion/Action —Adopt Resolution No. 3, Series 2024 Approving a CSM for 411 Vandebroek St.
- J. Discussion/Action—Fire Station Design and Engineering RFP Selection
- K. Department and Officers Progress Report
- L. Call for Unfinished Business

M. Items for Future Agenda

N. Closed Sessions:

(a)19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Two (2) Economic Development Items*

(b)19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*

O. Return to Open Session

P. Possible Action—Sale of Land

Q. Adjournment

VILLAGE OF LITTLE CHUTE MONTHLY REPORT



Little Chute

E S T A B L I S H E D 1 8 4 8

January
2024

Village Report to the Board of Trustees

Submitted to the Village Board of Trustees and the residents of Little Chute is a report of the various departments of the Village. The information contained herein is intended to keep the Board and public apprised of their government at work.

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2024

The information in this report is meant to provide a snapshot of Village operations for the month preceding. The goal is to provide statistics and measures that can be analyzed and viewed over time. These reports will be reported to the Board monthly. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at www.littlechutewi.org.

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. Ultimately, it is our intention to show how our dedicated team of individuals serve the community while also indicating a monthly snapshot of the fiscal well-being for the Village of Little Chute.

If you have any questions or suggestions, please contact us!

Department Overview

The report will track monthly activities for the following:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Monthly Consolidated Financial Statement by Account
- Little Chute Fire Department
- Fox Valley Metro Police Department
- Little Chute Public Library
- Parks, Recreation and Forestry Department
- Department of Public Works

Questions or Comments

Should you have questions or comments with the information contained herein, please contact the Village Administrator:

Beau Bernhoft
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
beau@littlechutewi.org

VILLAGE ADMINISTRATOR

January Administration Updates

- Assisting Public Works in finalizing details for the Evergreen Drive reconstruction project.
- LCBA meeting in January was at Party and Print. The LCBA discussed upcoming projects and events to prepare for 2024. Our businesses had positive reports and were excited for the new year.
- Anticipation for RFP submissions for the fire station design and engineering phase. Due date is February 2nd.
- Preparing for our impact with the DOT I41 reconstruction project this year. Documents coming in for review, traffic pattern impacts, land acquisition, etc. More public meetings to occur in January and February.

Current Work List and Progress Update

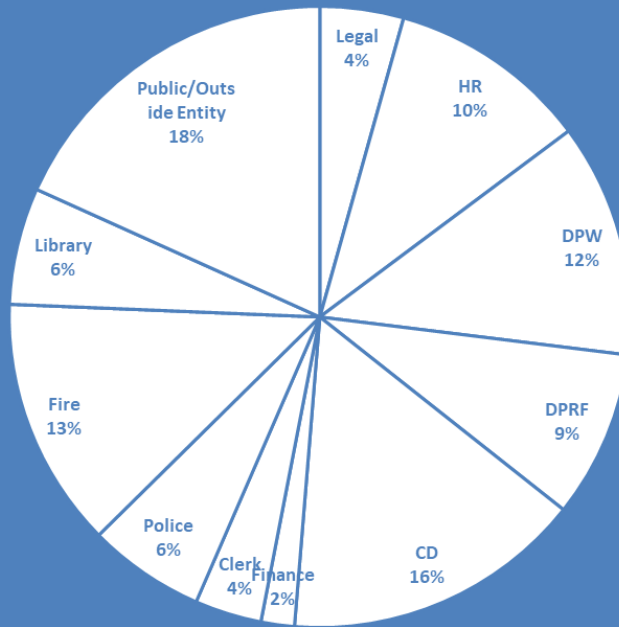
- Ebben Trail Storm project – both parties approved and awaiting signatures.
- Assisting departments in various day-to-day operations.
- Monitoring project progress both in private development and public construction.
- Personnel Handbook update moving down on the priority list based off department needs.
- Working with legal on various ongoing items in the Village. Additional meetings occurring and information gathering.

Items for February

- Collect Ebben Storm project easements and finalize plans for 2024 installation. Provide consultant with information.
- Review and selection of firm for the fire station design and engineering.
- Assist Departments in various projects such as Heesakker Park donation, monthly meetings, etc.
- Assist Human Resources in various personnel matters.
- Provide an update to the Police Commission regarding annual performance review process. .
- Provide an update to the Library Board about reappointments and vacant seats.
- Attending various board and committee meetings.

This chart is updated daily based on Administration time. This is not inclusive of all work hours, only hours tracked providing assistance to individual departments/entities. Last update was 2/16/2023.

2024 TOTAL ADMIN TIME ALLOCATION



VILLAGE CLERK

2024 our focus continues to be on upcoming Elections. There is no Spring Primary in Little Chute, our focus is on the April 2, Spring Election and Presidential Preference. We continue to plan and prepare by attending training webinars, purchasing supplies and equipment, and contacting poll workers. 2024 Nomination paperwork was collected along with declaration of non-candidacy paperwork and submitted to County.


For the month of January, the Clerk's office completed our goals of:


- Shared data from social media sites
- Attended Bid Openings
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Updated Newsletter mailing lists
- Process Quarter 4 voter registration mailers
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Operator License Renewals
- Plan for 2024 Elections
- Distribute and collect 2024 Nomination Paperwork and Declaration of Non-Candidacy paperwork
- Update Village Calander for 2024 Board and Commission meetings


Goals for February:

- Agendas/Minutes for meetings
- 2024 Election preparations
- Work with DPW to create spring newsletter
- Work with Parks and Rec to create fall newsletter
- Order Spring Primary Ballots and supplies
- Conduct Poll Worker and Chief training
- Work with Utilities to create door flyers
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Update interactive GIS Visitors Guide Map
- Update interactive GIS Parks Map
- Process Operator License Renewals and begin paperwork for Liquor License renewals

2023 Social Media Metrics October November December 2023 Totals

	Facebook Posts				
	People Reached	54,073	28,159	22,379	529,144
	Engagement	3,763	1,475	1,281	28,391
	Likes and Reactions	3,024	1,130	966	26,630
	Comments	436	192	176	3,692
	Shares	303	153	139	2,277
	Link Clicks	471	1,131	582	5,730
	Page Visists	5,196	4,617	5,018	59,597
	Most popular post (reach)	Splash Pad	TbTh Doyle	TbTh Centenial	0
	New Followers	79	44	41	869
	Unfollowers	8	7	12	96
	Total Followers	6,867	6,902	6,934	9,634
	Facebook Videos				
	Minutes Viewed	25	47	97	11,884
	1-Minute Video Views	4	9	5	2,728
	3-Second Video Views	63	83	477	20,523
	Video Engagement	3	5	8	904
	Most popular Video	Ebben Trail update	NA	Nechodom Award	

	Instagram				
	Instagram Posts	8	7	15	96
	Likes	109	60	44	574
	Video Views	0	0	0	4
	Reach	340	190	246	2,996
	Followers	971	981	990	990
	Popular Post	Splash pad	TbTh Dutch	TbTh Centenial	

	LinkedIn				
	Search Apperances	37	32	28	731
	Unique Visitors	39	17	22	330
	Post Impressions	280	114	215	1,274
	Custom clicks	0	3	0	5
	followers	269	271	276	276

FINANCE DEPARTMENT

HIGHLIGHTS

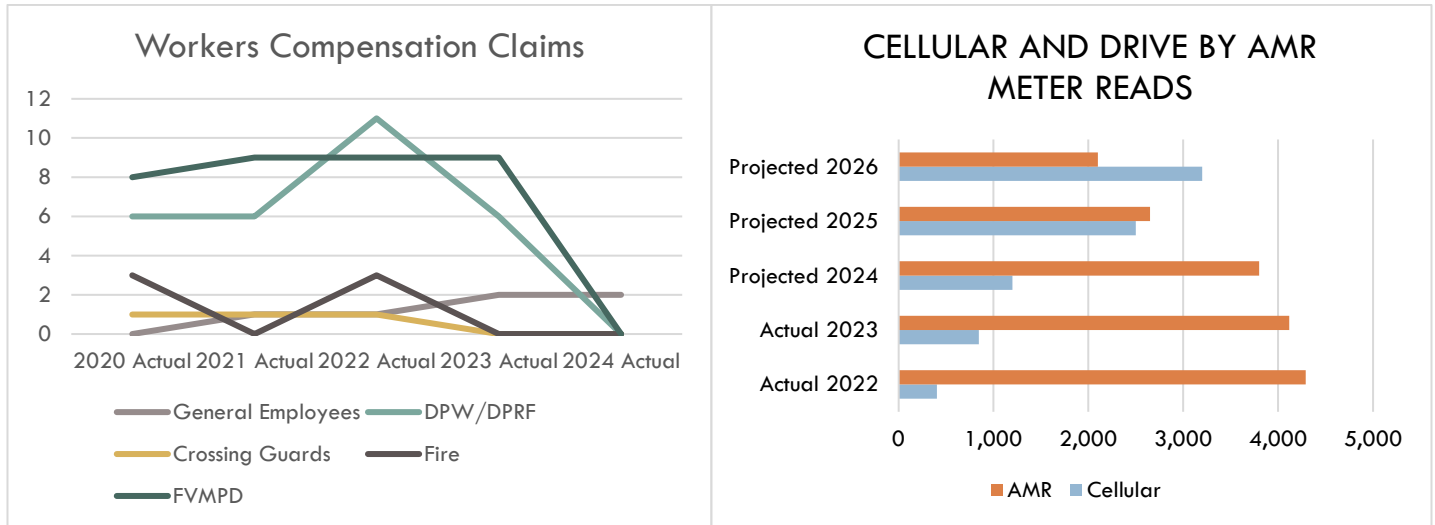
- Completed January Tax Settlement with taxing jurisdictions for collections in December.
- In-person interviews were wrapped up for the Accounts Payable Clerk position, an employment offer extended and accepted.
- 2023 audit preparation was a primary focus.
- The Payroll & Benefits Specialist updated payrates effective 1/1/24 and replenished leave banks for the new year.
- 2023 W-2's and 1099's were issued timely.
- Compensatory time for WPPA employees was paid out the first pay period in January per contract.
- Annual WRS reporting and reconciliation was completed timely for regulatory required filing.
- Utility Billing Specialist collected over \$51K in past due payments from 300+ residents.
- Progress was made on the sewer rate study.
- The 2024 mobile lottery credit was calculated to update mobile home billings for the new year.
- Three background checks and one onboarding were completed for new hires.
- Providing support to two other Village departments with their hiring process.
- Many residents stopped in to pay their taxes this month. Almost \$6.5 million has been collected at Village Hall with Capital Credit Union and Bank of Little Chute collecting an additional \$365,000 combined. Total tax collected in January between the three locations is almost \$6.9 million.
- Analysis with Amplitel Technologies on managed service contract renewal and personal computer refresh plan for 2024 to meet Windows 10 end of support by Microsoft on October 14, 2025.
- The Finance Director worked cooperatively with legal to finalize the balance on the Spierings Note Receivable with interest and associated legal costs, recouping \$56,992.55 at closing.

TOP PRIORITIES FOR FEBRUARY

- Complete February Tax Settlement with taxing jurisdictions for collections in January.
- Welcome our new Accounts Payable Clerk, Debra Seidl! Deb has over 20 years of accounting experience including 12 years as the Accounts Payable Coordinator for the YMCA of the Fox Cities. We have no doubt she will be an asset to the Village.
- 2023 audit preparation continues including issuance of 2023 special assessment bills.
- The worker's compensation audit will take place to compute our final premium based on 2023 actual payroll data.
- Affordable Care Act (ACA) Reporting to be completed by the deadline.
- Annual Department of Safety Professional Services (DSPS) reporting of 2023 work-related injuries and illnesses log to be filed.
- Meeting with Ascension WI Employer Solutions to update our pre-employment, random drug, and incident screening protocols.

CONTINUOUS IMPROVEMENT EFFORTS

- Cross training of special assessments is occurring in greater depth to provide backup to the Accounting Clerk.
- The task of cutting Accounts Payable checks will transition to the Accounting Clerk to further strengthen our internal controls and mitigate risk. Cross-training occurred in time for the start of our new Accounts Payable Clerk.



PERFORMANCE MEASUREMENTS

	Actual 2021	Actual 2022	Actual 2023	Target 2024
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	8	13	9	4
Custodial credit risk	\$0	\$0	\$0	\$0
Investment Performance vs 1-3 Year US Treasury Index	(.5)% vs (.6)%	(2.87)% vs (3.8)%	4.5% vs 3.9%	2.5% vs 2.0%
% Of customers paying online	48%	52%	55%	58%
Continuous improvement initiatives	32	26	24	24
Number of special assessment billings	36	7	100	100
Average number of monthly utility bills	4,672	4,743	4,775	4,800
Annual number of utility work orders	1,033	904	900	900
Annual tax certification letters	673	647	675	600
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	1	0	0	0
% Of time monthly financials closed within 15 days	100%	100%	100%	100%
% Of staff adequately trained/cross trained	90%	90%	100%	100%

FINANCE LEARNING OPPORTUNITY

In January, the Wisconsin State Statute and Assembly passed a bill to extend the maximum maturity date for promissory notes issued by a municipality, county, or school district from ten to twenty years. Under current law, a term of more than ten years and up to twenty years is only possible through the issuance of general obligation bonds or with a loan from the State Trust Fund Loan program. The following advantages will occur if signed by Governor Evers:

- **Spending flexibility:** bonds must be issued for a specific purpose and if a project comes in under budget, the funds cannot be used for any other purpose. Conversely, notes can be issued to pay for any public purpose if stipulated in the prospectus allowing entities to shift from one project to another.

- No referendum requirement for notes where some bonds require.
- Method of sale: unlike bonds, notes may be sold through competitive or negotiated public offerings or by private placement.
- Administrative simplicity: Notes can be issued with a simple one-page resolution, notes are not subject to 30-day petition period applicable to bonds and notes, notes do not require a public notice and notes allow public entities the ability to increase the size of the offering up to the time the bids or proposals are taken.

	JANUARY	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight > 9%
GENERAL FUND					
Taxes	403,374.49	403,374.49	986,870.00	(583,495.51)	40.87%
Total Licenses and Permits	14,687.00	14,687.00	109,005.00	(94,318.00)	13.47%
Intergovernmental Aid	209,231.58	209,231.58	2,951,976.00	(2,742,744.42)	7.09%
Public Charges for Service	7,113.68	7,113.68	152,885.00	(145,771.32)	4.65%
Fines and Forfeitures	10,105.90	10,105.90	88,500.00	(78,394.10)	11.42%
Total Interest	31,934.19	31,934.19	107,365.00	(75,430.81)	29.74%
Miscellaneous Revenue	15,650.00	15,650.00	112,300.00	(96,650.00)	13.94%
Other Financing Sources	18,063.28	18,063.28	220,000.00	(201,936.72)	8.21%
Total General Fund Revenue	710,160.12	710,160.12	4,728,901.00	(4,018,740.88)	15.02%
Village Board	4,742.37	4,742.37	104,025.00	(99,282.63)	4.56%
Administration	4,146.08	4,146.08	110,421.00	(106,274.92)	3.75%
Finance	16,274.10	16,274.10	304,995.00	(288,720.90)	5.34%
Clerk	22,720.34	22,720.34	259,078.00	(236,357.66)	8.77%
Community Development - Assessing	6,021.87	6,021.87	87,932.00	(81,910.13)	6.85%
Inspections	6,360.41	6,360.41	152,760.00	(146,399.59)	4.16%
Economic Development	3,719.91	3,719.91	107,753.00	(104,033.09)	3.45%
Village Hall	6,952.62	6,952.62	91,093.00	(84,140.38)	7.63%
Municipal Court	8,332.40	8,332.40	74,914.00	(66,581.60)	11.12%
Unallocated	12,010.00	12,010.00	26,717.00	(14,707.00)	44.95%
Insurance	157,409.38	157,409.38	211,147.00	(53,737.62)	74.55%
Village Promotion and Goodwill	60.33	60.33	36,576.00	(36,515.67)	0.16%
Fire Operations	43,820.82	43,820.82	311,996.00	(268,175.18)	14.05%
Fire Allocated	36,992.35	36,992.35	378,307.00	(341,314.65)	9.78%
Crossing Guards	3,662.67	3,662.67	80,706.00	(77,043.33)	4.54%
Public Works Administration	1,912.17	1,912.17	43,056.00	(41,143.83)	4.44%
Public Works Engineering & GIS	3,501.74	3,501.74	69,993.00	(66,491.26)	5.00%
Public Works Street Repair and Maintenance	33,227.00	33,227.00	749,440.00	(716,213.00)	4.43%
Public Works Support Services	2,583.34	2,583.34	57,323.00	(54,739.66)	4.51%
Public Works Vehicle Maintenance	27,724.28	27,724.28	170,857.00	(143,132.72)	16.23%
Public Works Snow and Ice Control	53,592.84	53,592.84	222,305.00	(168,712.16)	24.11%
Public Works Weed Control	147.60	147.60	23,275.00	(23,127.40)	0.63%
Public Works Recycling	699.37	699.37	56,961.00	(56,261.63)	1.23%
Park	15,800.64	15,800.64	570,116.00	(554,315.36)	2.77%
Recreation	12,090.27	12,090.27	238,885.00	(226,794.73)	5.06%
Forestry	11,718.00	11,718.00	206,205.00	(194,487.00)	5.68%
Youth Football	374.90	374.90	28,773.00	(28,398.10)	1.30%
Community Band	216.64	216.64	13,292.00	(13,075.36)	1.63%
Transfers	-	-	-	-	#DIV/0!
Total General Fund Expenses	496,814.44	496,814.44	4,788,901.00	(4,292,086.56)	10.37%
GENERAL FUND NET REVENUES (EXPENSES)	213,345.68	213,345.68	(60,000.00)		
SANITATION					
Sanitation Revenues	52,432.76	52,432.76	600,300.00	(547,867.24)	8.73%
Sanitation Expenses	41,730.03	41,730.03	532,392.00	(490,661.97)	7.84%
SANITATION NET REVENUES (EXPENSES)	10,702.73	10,702.73	67,908.00		
FIRE EQUIPMENT DONATION					
Fire Equipment Donation Revenues	45,164.87	45,164.87	120,000.00	(74,835.13)	37.64%
Flag Pole Memorial Expenses	-	-	1,236,100.00	(1,236,100.00)	0.00%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	45,164.87	45,164.87	(1,116,100.00)		
AQUATICS					
Aquatics Revenue	58,075.52	58,075.52	209,376.00	(151,300.48)	27.74%
Aquatics Expenses	4,755.80	4,755.80	209,376.00	(204,620.20)	2.27%
AQUATICS NET REVENUES (EXPENSES)	53,319.72	53,319.72	-		

	JANUARY	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight > 9%
LIBRARY/CIVIC CENTER					
Library/Civic Center Revenues	227,247.73	227,247.73	692,568.00	(465,320.27)	32.81%
Library/Civic Center	36,442.99	36,442.99	699,568.00	(663,125.01)	5.21%
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	190,804.74	190,804.74	(7,000.00)		
CONSOLIDATED POLICE SERVICES					
Consolidated Police Services Revenue	1,475,067.01	1,475,067.01	4,305,408.00	(2,830,340.99)	34.26%
Police Services Consolidated	226,150.28	226,150.28	4,305,408.00	(4,079,257.72)	5.25%
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	1,248,916.73	1,248,916.73	-		
VAN LIESHOUT RECREATION CENTER					
Van Lieshout Rec Center Revenues	2,931.81	2,931.81	23,600.00	(20,668.19)	12.42%
Van Lieshout Rec Center Expenses	829.43	829.43	34,919.00	(34,089.57)	2.38%
VAN LIESHOUT NET REVENUES (EXPENSES)	2,102.38	2,102.38	(11,319.00)		
PROMOTIONAL FUND					
Promotional Fund Revenues	805.86	805.86	47,000.00	(46,194.14)	1.71%
Promotional Fund Expenses	63.27	63.27	33,500.00	(33,436.73)	0.19%
PROMOTIONAL NET REVENUES (EXPENSES)	742.59	742.59	13,500.00		
AMERICAN RESCUE FUND					
American Rescue Fund Revenues	2,243.35	2,243.35	-	(2,243.35)	#DIV/0!
American Rescue Fund Expenses	1,777.28	1,777.28	-	1,777.28	#DIV/0!
AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)	466.07	466.07	-		
TRANSPORTATION SPECIAL REVENUE FUND					
Transportation Special Revenue Fund Revenues	71.41	71.41	200.00	(128.59)	35.71%
Transportation Special Revenue Fund Expenses	-	-	15,388.00	(15,388.00)	0.00%
TRANSPORTATION SR FUND NET REVENUES (EXPENSES)	71.41	71.41	(15,188.00)		
SMALL BUSINESS MICRO LOAN FUND					
Small Business Micro Loan Fund Revenues	897.67	897.67	5,000.00	(4,102.33)	17.95%
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%
SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)	897.67	897.67	4,500.00		
FAÇADE RENOVATION GRANT FUND					
Façade Renovation Grant Fund Revenues	918.07	918.07	5,000.00	(4,081.93)	18.36%
Façade Renovation Grant Fund Expenses	(30.00)	(30.00)	750.00	(780.00)	-4.00%
COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)	948.07	948.07	4,250.00		
NELSON CROSSING MAINTENANCE					
Nelson Crossing Maintenance Revenues	1,485.06	1,485.06	3,632.00	(2,146.94)	40.89%
Nelson Crossing Maintenance Expenses	-	-	3,505.00	(3,505.00)	0.00%
NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)	1,485.06	1,485.06	127.00		

	JANUARY	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight > 9%
EQUIPMENT REVOLVING FUND					
Equipment Revolving Revenue	18,624.15	18,624.15	235,000.00	(216,375.85)	7.93%
Equipment Revolving Expenses	-	-	215,000.00	(215,000.00)	0.00%
EQUIPMENT NET REVENUES (EXPENSES)	18,624.15	18,624.15	20,000.00		
FACILITY AND TECHNOLOGY FUND					
Facility and Technology Fund Revenues	61,167.98	61,167.98	144,550.00	(83,382.02)	42.32%
Facility and Technology Fund Expenditures	4,860.00	4,860.00	161,550.00	(156,690.00)	3.01%
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	56,307.98	56,307.98	(17,000.00)		
TAX INCREMENT DISTRICT 4					
Tax Increment District 4 Revenues	731,740.29	731,740.29	1,766,150.00	(1,034,409.71)	41.43%
Tax Increment District 4 Expenses	445,015.70	445,015.70	1,348,808.00	(903,792.30)	32.99%
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	286,724.59	286,724.59	417,342.00		
TAX INCREMENT DISTRICT 5					
Tax Increment District 5 Revenues	167,512.12	167,512.12	417,698.00	(250,185.88)	40.10%
Tax Increment District 5 Expenses	1,524.08	1,524.08	303,511.00	(301,986.92)	0.50%
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	165,988.04	165,988.04	114,187.00		
TAX INCREMENT DISTRICT 6					
Tax Increment District 6 Revenues	941,235.12	941,235.12	2,090,586.00	(1,149,350.88)	45.02%
Tax Increment District 6 Expenses	9,461.81	9,461.81	1,821,594.00	(1,812,132.19)	0.52%
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	931,773.31	931,773.31	268,992.00		
TAX INCREMENT DISTRICT 7					
Tax Increment District 7 Revenues	332,838.45	332,838.45	698,000.00	(365,161.55)	47.68%
Tax Increment District 7 Expenses	10,966.80	10,966.80	3,898,325.00	(3,887,358.20)	0.28%
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	321,871.65	321,871.65	(3,200,325.00)		
TAX INCREMENT DISTRICT 8					
Tax Increment District 8 Revenues	51,304.18	51,304.18	105,000.00	(53,695.82)	48.86%
Tax Increment District 8 Expenses	48,518.21	48,518.21	207,250.00	(158,731.79)	23.41%
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	2,785.97	2,785.97	(102,250.00)		
PARK IMPROVEMENT					
Park Improvement Revenue	3,111.23	3,111.23	13,100.00	(9,988.77)	23.75%
Park Improvement Expenses	2,631.12	2,631.12	759,016.00	(756,384.88)	0.35%
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	480.11	480.11	(745,916.00)		
CONSTRUCTION FUND					
Special Assessment Revenue	8,512.58	8,512.58	118,403.00	(109,890.42)	7.19%
Capital Projects Revenue	65,104.29	65,104.29	152,102.00	(86,997.71)	42.80%
TOTAL CONSTRUCTION REVENUE	73,616.87	73,616.87	270,505.00	(196,888.13)	27.21%
Special Assessment Expense	-	-	189,956.00	(189,956.00)	0.00%
Construction Projects	67.32	67.32	84,015.00	(83,947.68)	0.08%
Administration Capital Projects	8,615.47	8,615.47	176,190.00	(167,574.53)	4.89%
TOTAL CONSTRUCTION EXPENSES	8,682.79	8,682.79	450,161.00	(441,478.21)	1.93%
CONSTRUCTION FUND NET REVENUES (EXPENSES)	64,934.08	64,934.08	(179,656.00)		

	JANUARY	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight > 9%
SEWER					
Sewer Revenues	300,512.09	300,512.09	3,640,837.00	(3,340,324.91)	8.25%
Sewer Capital	611.13	611.13	16,009.00	(15,397.87)	3.82%
Sewer Financing	21,483.00	21,483.00	262,318.00	(240,835.00)	8.19%
Sewer Treatment	195,507.17	195,507.17	2,781,803.00	(2,586,295.83)	7.03%
Sewer Collection	7,360.56	7,360.56	228,570.00	(221,209.44)	3.22%
Sewer Customer A/R	11,152.21	11,152.21	170,092.00	(158,939.79)	6.56%
Sewer Admin and General	19,060.51	19,060.51	211,309.00	(192,248.49)	9.02%
TOTAL SEWER EXPENSES	255,174.58	255,174.58	3,670,101.00	(3,414,926.42)	6.95%
SEWER NET REVENUES (EXPENSES)	45,337.51	45,337.51	(29,264.00)		
WATER UTILITY					
Water Utility Revenues	202,728.94	202,728.94	2,963,472.00	(2,760,743.06)	6.84%
Water Capital Projects	1,816.53	1,816.53	16,593.00	(14,776.47)	10.95%
Water Financing	62,823.54	62,823.54	815,179.00	(752,355.46)	7.71%
Water Source	1,796.53	1,796.53	60,500.00	(58,703.47)	2.97%
Pumping	20,551.27	20,551.27	289,288.00	(268,736.73)	7.10%
Water Treatment	34,797.51	34,797.51	672,126.00	(637,328.49)	5.18%
Water Distribution	22,270.84	22,270.84	868,891.00	(846,620.16)	2.56%
Customer A/R	3,167.61	3,167.61	87,824.00	(84,656.39)	3.61%
Admin and General	34,340.57	34,340.57	207,294.00	(172,953.43)	16.57%
TOTAL WATER EXPENSES	181,564.40	181,564.40	3,017,695.00	(2,836,130.60)	6.02%
WATER NET REVENUES (EXPENSES)	21,164.54	21,164.54	(54,223.00)		
STORMWATER UTILITY					
Stormwater Revenue	127,961.64	127,961.64	2,394,785.00	(2,266,823.36)	5.34%
Stormwater Capital Projects	3,258.60	3,258.60	2,484,204.00	(2,480,945.40)	0.13%
Storm Financing	44,827.00	44,827.00	599,186.00	(554,359.00)	7.48%
Storm Pond Maintenance	2,267.85	2,267.85	148,945.00	(146,677.15)	1.52%
Storm Collection	3,465.55	3,465.55	169,262.00	(165,796.45)	2.05%
Storm Customer A/R	3,167.25	3,167.25	72,000.00	(68,832.75)	4.40%
Storm Admin and General	33,381.89	33,381.89	271,790.00	(238,408.11)	12.28%
TOTAL STORM EXPENSES	90,368.14	90,368.14	3,745,387.00	(3,655,018.86)	2.41%
STORMWATER NET REVENUES (EXPENSES)	37,593.50	37,593.50	(1,350,602.00)		

January tax settlement for collections to date have been recorded in various funds.

Continue to see interest and investment income impacted as result of market changes. The unrealized losses that exist now will **not** be recognized as long as the assets are held until maturity. The Village invests in varying maturities to match cash flow needs. An unrealized loss exists when a longer term asset the Village owns price has declined in the market place due to varying interest rates. Each month end, Generally Accepted Accounting Principles require that we record an unrealized loss (or gain) to recognize market impacts. The market to face value total for the Village at the end of January is a \$211,655 unrealized loss. The positive news is that interest earnings have escalated from previous stale markets.

Annual website support (Clerk), annual support for TIPSS (Court,) first quarter business insurance (various funds), Fire annual Length of Service Awards 2024 Program contributions made, snow and Ice higher for January due to weather events, vehicle allocation entry not complete for January (waiting for invoice from the County), plus debt service payments due in TID 4 and 8 account for expense variations above 9%.

Landfill revenue for Sewer Utility is billed on a quarterly billing; the first quarter will not be billed until April. Strength invoices have not been issued to applicable industrial customers for January as waiting on data.

Capital Contributions (revenue) are not recorded until year end (capital assets paid for by TID or contributed by developers) in the Sewer Utility (\$238,000), Water Utility (\$450,000) and Stormwater (\$1,030,000).

Capital assets are shown as expense in utilities for monitoring until capitalized as part of year end audit preparation.

COMMUNITY DEVELOPMENT

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business Owners
- Continued discussions for further revitalization in our downtown
- Housing Affordability Report was presented to the Village Board
- Interview with Business View for a 6-8 page article on the Village of Little Chute

TOP PRIORITIES FOR February 2024

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Meet with more Local Businesses and collect information on potential needs for the community/business.
- BRE Visits with more businesses
- Work through Site Plan review on multiple projects
- Addressing and Solar panel ordinance update/creation
- Work on updates to Sec 8 to allow for more options for the Village long term on commercial inspections and Building plan approvals
- Continue to Improve compliant tracking and follow-up process
- Continue to find and catalog all existing Conditional uses, Variance, and planning/zoning permits in effect.
- Compete the Annual Assessor school.
- Fire station RFP review

From our Building Inspector:

The Inspections department is working on completing an update on Sec. 8 and continuously updating our in-office procedures to create better records and a better service to residents.

Highlights from January:

- Updated permits on Cloud Permit
- Working through improvements to informational pamphlets
- Attended multiple Inspector meetings in the region.
- Continued process of digitalizing/organization of Building plans.
 - Existing permits for Residential properties are in process of being scanned in and organized.

Permits Issued in January 2024

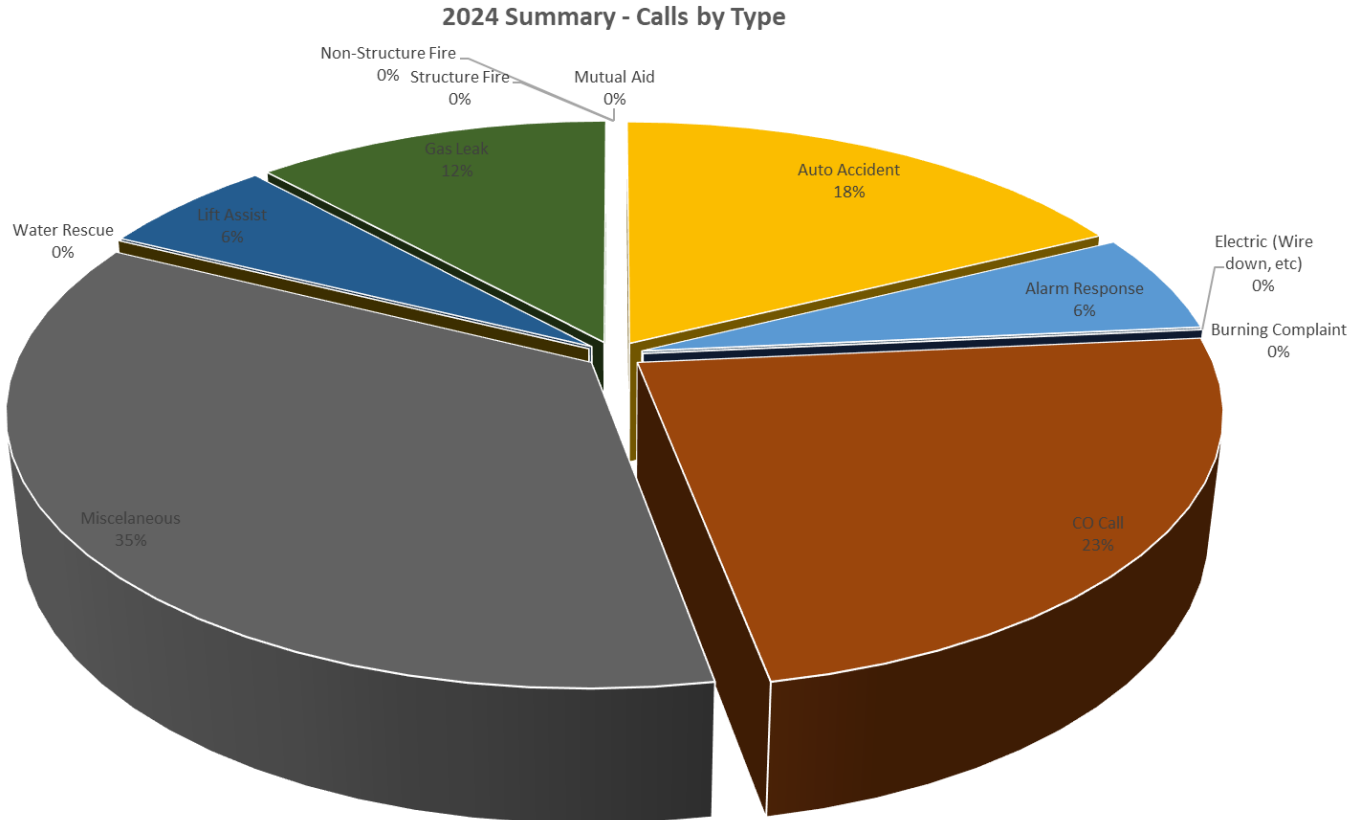
# Residential	# Commercial	Total	Total \$ Fees	Est. Construction \$
20	3	18	\$1,844.00	\$310,900.81

Permits Issued in 2024 as of Jan 31 2024

Total # of Permits	Total \$ Fees	Est. Construction \$
23	\$1,844.00	\$310,900.81

Number of New Home Permits Year To Date

# New Single Family	# Duplexes	Total
0	0	0

[illegible]

LCFD Incident Report - January 2024**Number of Incidents: 17****Incidents Last Year: 11****Year-to-Date: 17**

Date	Time	Incident Number	Location	Description	Response	Vehicles
1/1/2024	8:10	24LC00001	404 E Main St	CO alarm sounding	Investigate, nothing found	3621 - Engine 3641 - Aerial
1/4/2024	6:15	24LC00002	1125 W Maint St	Lift assist request	Assist in lifting patient into chair	3621 - Engine
1/5/2024	1:21	24LC00003	Evergreen & Irene St	Garbage can fire	Cancelled in route by Metro PD	
1/5/2024	3:40	24LC00004	716 E Evergreen Dr	Burning in a bucket at end of driveway	Investigate, no response necessary, fire was already extinguished	3621 - Engine 3641 - Aerial
1/6/2024	17:46	24LC00005	Hwy 41 & Freedom Rd	Car flipped in ditch	Investigate	3621 - Engine 3641 - Aerial
1/15/2024	5:40	24LC00006	2017 Taylor St	Hissing and smell of gas	Shut off gas - WE energies on scene	3621 - Engine 3641 - Aerial 3671 - Squad
1/15/2024	8:03	24LC00007	Hwy 441 NB & College Ave	Vehicle smoking reported	Investigate - no vehicle found	3621 - Engine
1/15/2024	17:09	24LC00008	722 E Main	CO alarm sounding	Investigate, nothing found	3621 - Engine
1/20/2024	15:31	24LC00009	441 Bridge - North side	2 vehicle accident	Clean up debri	3621 - Engine 3622 - Engine
1/21/2024	3:48	24LC00010	1206 E Main St	CO alarm sounding	Investigate, detector showed 97 ppm	3621 - Engine
1/22/2024	9:47	24LC00011	W Evergreen & Cherryvale Ave	Gas leaking from FedEx truck reported	Investigate, nothing found	3621 - Engine 3671 - Squad
1/23/2024	20:14	24LC00012	1010 E Main St	Gas leak reported	Found small gas leak outside house	3621 - Engine 3641 - Aerial
1/25/2024	14:34	24LC00013	628 Grand Ave	CO alarm sounding	Investigate, nothing found	3621 - Engine
1/25/2024	15:47	24LC00014	1781 W Main St	Flames visible reported	Investigate, nothing found	3621 - Engine
1/27/2024	5:02	24LC00015	130 W Main St	Water flow alarm at the Windmill	Broken sprinkler head - fixed and reset	3621 - Engine
1/30/2024	15:28	24LC00016	Hwy 441 & Cty CC	Oil spill	Cleaned up oil	3621 - Engine 3622 - Engine
1/30/2024	16:38	24LC00017	W North Ave & French Rd	Accident	Cleaned up area	3621 - Engine 3671 - Squad



FOX VALLEY METRO POLICE DEPARTMENT

PERSONNEL

Metro Anniversaries for February:

- Lieutenant Mark Wery: 16 years.
- Investigator Scott Van Schyndel: 15 Years.

Lieutenant Mark Ulman has notified the department of his retirement effective May 1st. He has served the villages with Metro for 25 years. The Metro Joint Police Commission has approved an internal promotional process to select a new lieutenant.

CSO Ciara Oakley is expected to complete her initial field training process with us on/around February 17th.

Hannah Vallafskey is our newest CSO. She accepted a part-time job offer and started training with us on February 6th.

Staff participated in the annual hearing testing on 2/7.

TRAINING

Officers completed training in the months of December and January for the following topics:

- Advanced Roadside Impaired Driving Enforcement
- Taser Recertification
- Hazmat and Arson
- Red Dot Optics
- School Resource Officer training
- Legal Update with Outagamie County District Attorney's Office
- K9 Certifications

Some members of the department have started their FAA Part 107 remote pilot training course to obtain their FAA license to fly the drone.

FLEET

The department completed a bid process for the 2024 squad car purchase. We received two quotes from area dealerships. Several dealerships either didn't respond or they informed us that they do not participate in the police fleet sales. No bids were received via the newspaper advertisement. Bergstrom Ford of Neenah responded with the lowest quote.

FACILITIES

We are replacing several of the appliances that are in the building's kitchen / break room. These were budgeted for in the 2024 budget.

PATROL & INVESTIGATIONS

In January, two significant winter weather events resulted in emergency declarations, response to many vehicle crashes and some squad car mechanical difficulties.

On 01/30/2024, at about 12:38AM, Officer Hietpas attempted to stop a vehicle on CTH 00 near Washington Ave. for a registration violation. The driver attempted to drive away and then the passenger fled from the vehicle on foot. The driver was detained during a high-risk traffic stop and stated that the passenger who fled had a firearm. Backup units arrived and a search of the area was conducted. The passenger was found hiding in a residential area and was taken into custody without further incident. After the arrest, a firearm was recovered, and counterfeit currency was also recovered. The suspect was confined in Outagamie County Jail for an outstanding warrant, resisting / obstructing an officer, felon in possession of a firearm, and felony bail jumping. He is currently on probation as well.

On 01/31/2024, Officer Grumann arrested a subject for OWI-2nd Offense. This subject was stopped / parked and blocking lanes on Interstate 41 thinking they were traveling 70mph. This led to a crash and subsequent short term highway closure. The operator was found to be under the influence of hallucinogenic mushrooms.

In January, patrol officers used the WRAP restraint device twice to control physically resistive suspects. No suspects or officers were injured.

ADMINISTRATION / CLERICAL

Below are highlights for the month of January for the Police Clerks and Administrative Manager:

- Assisted 113 customer walk-ins at the front desk.
- Answered 269 calls; transferring 46 calls to the communications center, and provided information on ordinances, scams, services, etc. to 162 callers.
- Fulfilled 84 public requests for open records.
- Fulfilled 39 evidence requests for the District Attorney's office.
- Entered 199 parking citations into the records management system
- Completed 14 background checks for operator licenses.
- Sent up 60 referrals/in custody reports to the DA office.
- Screened 51 code four calls for service.
- Performed crossing guard duties for five shifts.
- Validated 403 incidents for WIBRS/NIBRS reporting; successfully finalized 2023 reporting.

One of the VOLC crossing guards has informed us of her intent to resign and has tendered her two-week notification. This puts us short staffed of two crossing guards.

MONTHLY ACTIVITY

Below is a three-month comparison for calls for service in the Village of Little Chute.



FOX VALLEY METRO POLICE DEPARTMENT

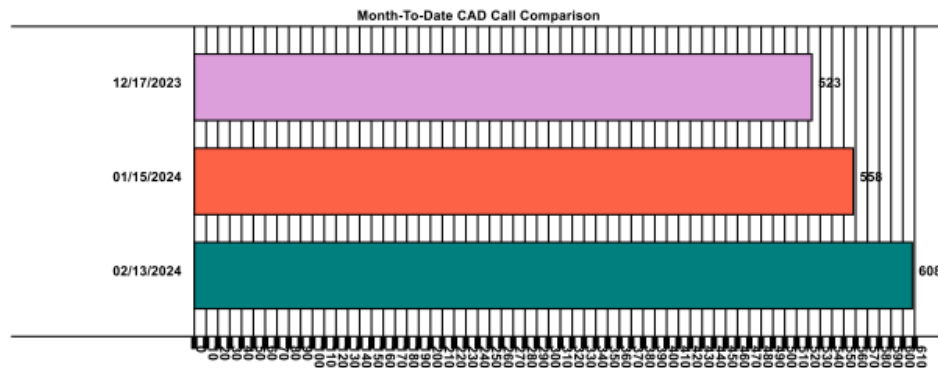
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	01/16/2024 to 02/13/2024:	12/18/2023 to 01/15/2024:	1 mo % change:	11/19/2023 to 12/17/2023:	2 mo % change:
911 Misdiagnosed	28	24	16.7%	30	-6.7%
Abandoned Vehicle	5	3	66.7%	3	66.7%
Abdominal A-Adam Response	0	1	-100.0%	2	-100.0%
Abdominal C-Charlie Response	0	0	N/A	1	-100.0%
Accident in a Parking Lot	0	6	-100.0%	8	-100.0%
Accident with Injury	1	1	0.0%	1	0.0%
Accident with Scene Safety	0	1	-100.0%	0	N/A
Accident with Spill Cleanup	1	0	N/A	0	N/A
Allergies C-Charles Response	0	0	N/A	1	-100.0%
Allergies D-David Response	0	0	N/A	1	-100.0%
Animal Bite	0	2	-100.0%	0	N/A
Animal Call	17	14	21.4%	12	41.7%
Assist Citizen or Agency	48	45	6.7%	41	17.1%
Back Problem C-Charles Response	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	2	-100.0%	1	-100.0%
Bleeding D-David Response	0	3	-100.0%	1	-100.0%
Breathing Problem D-David	3	3	0.0%	1	200.0%
Burglary	0	0	N/A	1	-100.0%
Carbon Monoxide Alarm	3	2	50.0%	1	200.0%
Chest Complaint A-Adam	0	1	-100.0%	0	N/A
Chest Complaint C-Charles	1	0	N/A	1	0.0%
Chest Complaint D-David	1	3	-66.7%	2	-50.0%
Choking E-Edward Response	0	1	-100.0%	0	N/A
Civil Matter Assist	0	3	-100.0%	0	N/A
Civil Process	4	13	-69.2%	15	-73.3%
Crime Prevention	17	23	-26.1%	13	30.8%
Damage to Property	2	3	-33.3%	4	-50.0%
Diabetic Issue A-Adam	0	0	N/A	1	-100.0%
Diabetic Issue C-Charles	4	0	N/A	1	300.0%
Disturbance	8	9	-11.1%	9	-11.1%
Disturbance with a Weapon	0	1	-100.0%	0	N/A

Domestic Disturbance	1	3	-66.7%	3	-66.7%
Drug Complaint	1	0	N/A	2	-50.0%
Dumpster Fire	0	1	-100.0%	0	N/A
Emergency Committal	0	1	-100.0%	1	-100.0%
Fainting A-Adam	0	3	-100.0%	0	N/A
Fainting C-Charles	1	2	-50.0%	0	N/A
Falls A-Adam Response	1	2	-50.0%	1	0.0%
Falls B-Boy Response	0	4	-100.0%	5	-100.0%
Falls D-David Response	0	3	-100.0%	0	N/A
Fire Alarm Commercial	1	0	N/A	2	-50.0%
Fire Dept Public Relations	1	0	N/A	0	N/A
Fire Oversized/Commercial Veh	0	1	-100.0%	0	N/A
Fire Unauthorized Burning	1	0	N/A	0	N/A
Fire Vehicle Small	0	1	-100.0%	0	N/A
Follow Up	7	28	-75.0%	12	-41.7%
Fraud Complaint	5	1	400.0%	2	150.0%
Garbage or Rubbish Fire	0	1	-100.0%	0	N/A
Harassment	8	7	14.3%	2	300.0%
Hazard in Roadway	16	9	77.8%	9	77.8%
Heart Problem D-David	1	0	N/A	1	0.0%
Jail GPS Checks	6	0	N/A	9	-33.3%
Juvenile Complaint	4	3	33.3%	6	-33.3%
Law Alarms - Burglary Panic	6	2	200.0%	3	100.0%
Lost or Found Valuables	3	3	0.0%	7	-57.1%
Medical Assistance No Injury	5	5	0.0%	6	-16.7%
Medical Pre-Alert	6	3	100.0%	4	50.0%
Missing Person	1	0	N/A	0	N/A
Motorist Assist	27	29	-6.9%	26	3.8%
Natural Gas or Propane Leak	2	3	-33.3%	0	N/A
Noise Complaint	1	1	0.0%	2	-50.0%
Ordinance Violation	2	6	-66.7%	3	-33.3%
Overdose B-Boy	0	1	-100.0%	0	N/A
PNB E-Edward Response	0	1	-100.0%	2	-100.0%
Parking Enforcement	8	12	-33.3%	9	-11.1%
Parking Request	1	1	0.0%	1	0.0%
Pregnancy D-David	0	2	-100.0%	0	N/A
Reckless Driving Complaint	17	17	0.0%	14	21.4%
Restraining Order Tracking	0	0	N/A	1	-100.0%
Retail Theft	3	0	N/A	1	200.0%
Runaway Juvenile	1	0	N/A	5	-80.0%
Scam	3	0	N/A	2	50.0%

School Safety	21	13	61.5%	17	23.5%
Seizure A-Adam Response	2	0	N/A	0	N/A
Seizure B-Boy Response	1	1	0.0%	0	N/A
Seizure C-Charles Response	0	0	N/A	2	-100.0%
Seizure D-David Response	0	0	N/A	1	-100.0%
Sex Offense	4	1	300.0%	3	33.3%
Sick A-Adam	5	5	0.0%	1	400.0%
Sick C-Charles	1	4	-75.0%	0	N/A
Sick D-David	1	0	N/A	1	0.0%
Spill Cleanup	2	0	N/A	1	100.0%
Stroke C-Charles	3	7	-57.1%	1	200.0%
Structure Fire Smoke or Flame	0	2	-100.0%	1	-100.0%
Suspicious Incident	11	13	-15.4%	15	-26.7%
Suspicious Person	3	2	50.0%	3	0.0%
Suspicious Vehicle	7	6	16.7%	10	-30.0%
Testing Only	1	2	-50.0%	0	N/A
Theft Complaint	5	4	25.0%	5	0.0%
Theft of Automobile Complaint	0	2	-100.0%	0	N/A
Traffic Enforcement	9	7	28.6%	2	350.0%
Traffic Stop	188	86	118.6%	125	50.4%
Transport	0	0	N/A	1	-100.0%
Transport Accident D-David	0	0	N/A	1	-100.0%
Trespassing	2	0	N/A	2	0.0%
Truancy	3	0	N/A	0	N/A
Unconscious D-David	2	6	-66.7%	1	100.0%
Unlocked or Standing Open Door	4	1	300.0%	1	300.0%
Vehicle Accident	19	28	-32.1%	14	35.7%
Vehicle Lockout	5	7	-28.6%	4	25.0%
Violation of Court Order	5	6	-16.7%	4	25.0%
Wanted Person or Apprehension	3	2	50.0%	0	N/A
Welfare Check	17	33	-48.5%	15	13.3%





**Little Chute
Public Library**

Gerard H. Van Hoof Memorial



January Library Report

HIGHLIGHTS

- Our new part-time Library Assistant, Aleshia, has completed training and is settling in.
- Full-Time librarian position has been filled. New employee will start on Monday, March 4.
- An orientation packet for new hires has been created.
- Foot traffic was up 4.28% in 2023 from 2022 and our wireless internet use saw an increase of 8.92%.
- 279 library programs were offered last year seeing a total attendance of 17,399 people.
- Creation and adoption of an emergency policy for the library.

UPCOMING GOALS

- Plan spring and summer programs.
- Complete and submit the library's annual report for DPI.
- Work with the library board to adopt a record retention plan.
- Clean out and organize storage spaces in the library ahead of summer reading.

Parks, Recreation, Forestry & Facilities

HIGHLIGHTS

- Continued work for 2024 Market on Main event.
- Mailed out summer staff return letters.
- Installed Legion Ice Rink. Did not install Heesakker Ice Rink abnormal weather.
- Facility rentals began on 1/2 for Open-Air Parks Shelters, Indoor Civic Center Rooms, and Indoor Van Lieshout Rec Center.
- Applications for summer part-time jobs available starting 1/2 (application deadline 3/1); availability promoted on social media, e-newsletter, school announcements.
- Solicit sponsors for our Every Kids Counts Financial Assistance Program.
- Final prep for adult yoga program & searching for new senior yoga instructor.
- Little Stars (*elementary school age kids*) Competitive Dance Team competed at Kaukauna Dance Invite 1/14 and placed 7th in Elementary Age Poms.
- Chute-ing Stars Competitive Dance Team had three competitions. At the Freedom Dance Invite 1/6 they placed 1st in MS Kick & 1st in D3 MS Pom. At the Kaukauna Dance Invite 1/14 they placed 1st in MS Kick & 1st in D3 MS Pom. At the State JEM Competition 1/20 they were awarded State Champions in MS Kick & D3 MS Pom.
- Finalize program offerings, fees, dates, descriptions, etc. for our 2024 Spring/Summer Program Book; information and pictures sent for book layout.
- Ash Tree and dead, dying, diseased removals.
- Continued Zone B trimming.
- Restored and repainted all park picnic tables.
- Started installation of new DP1 Scoreboard.
- Worked with Splash Pad consultant on bid packet.
- Received \$732.69 for 20% of 2023 Kayak Rental revenue. Increase of \$379.77 from 2022.
- Director attended WPRA Annual Conference for continuing education in La Crosse.

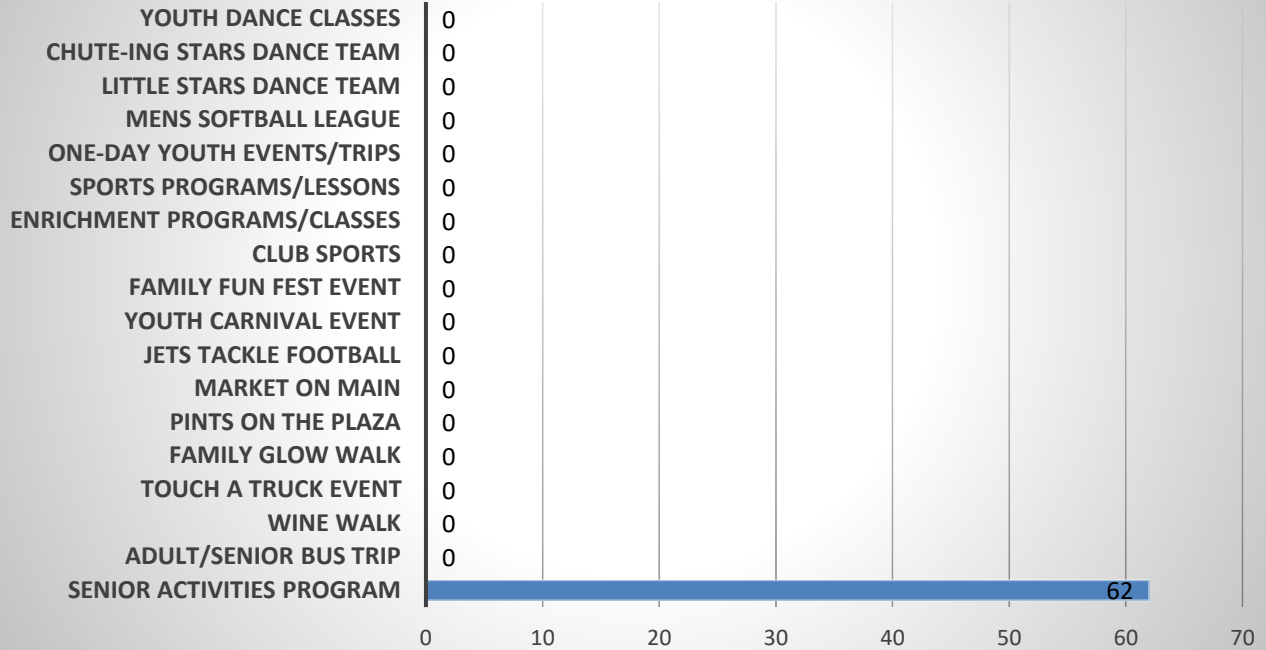


TOP PRIORITIES FOR FEBRUARY

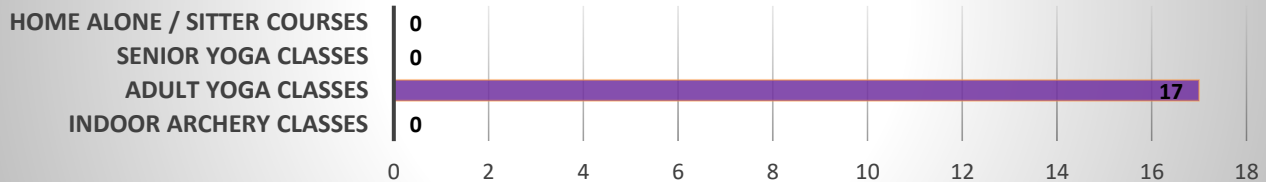
- Wrap up Zone B tree trimming.
- Continue efforts on Heesakker Trust donation.
- Wrap up Ash Tree and dead, dying, diseased removals.
- Continue safety center updates.
- Wrap up install on DP1 Scoreboard. Work plan for DP2 scoreboard.
- Finalize musicians for Market on Main. Work with non-profit to take over event.
- Proof Spring/Summer Program Book and do final changes.
- Website updates to department pages - spring/summer book, program options, forms, and pool info.
- Build spring/summer programs into RecDesk for start of registration 4/1.
- Request street closure permit from Wis DOT for 6/1 Cheese Fest parade and walk-run on Main St.
- Submit facility request use forms to school district for Chute-ing Stars mtg/tryouts & summer basketball.
- Submit facility request use form to school district for Jets Football home games in fall.
- Contract jets away game buses, home game officials, and home game athletic trainer.
- Finalize contracts with entertainers for Family Fun Fest and Youth Carnival.
- Order tree saplings from DNR for our Arbor Day event in early May.
- Solicit quotes for summer tee shirt program printer.



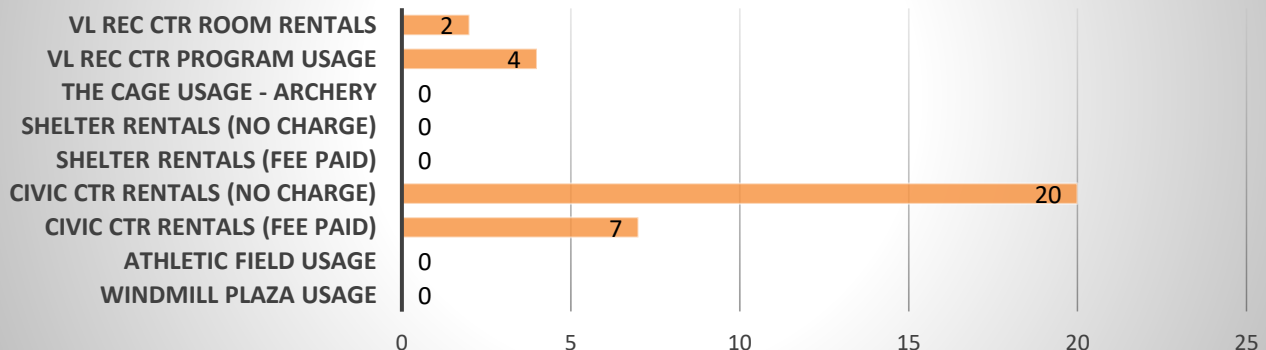
2024 Y-T-D PROGRAM PARTICIPATION



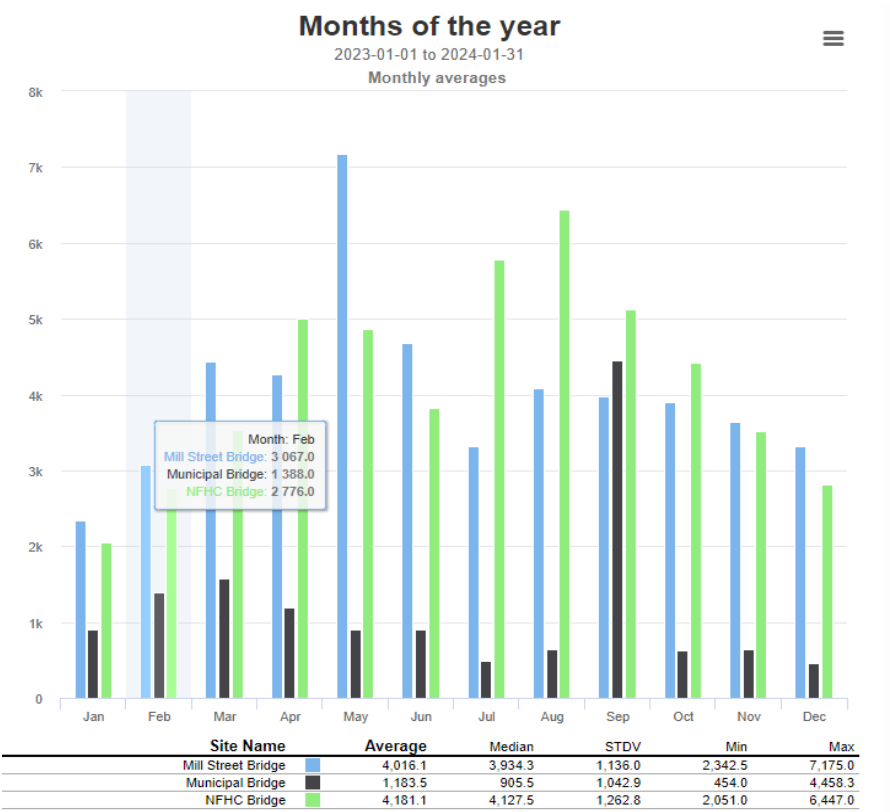
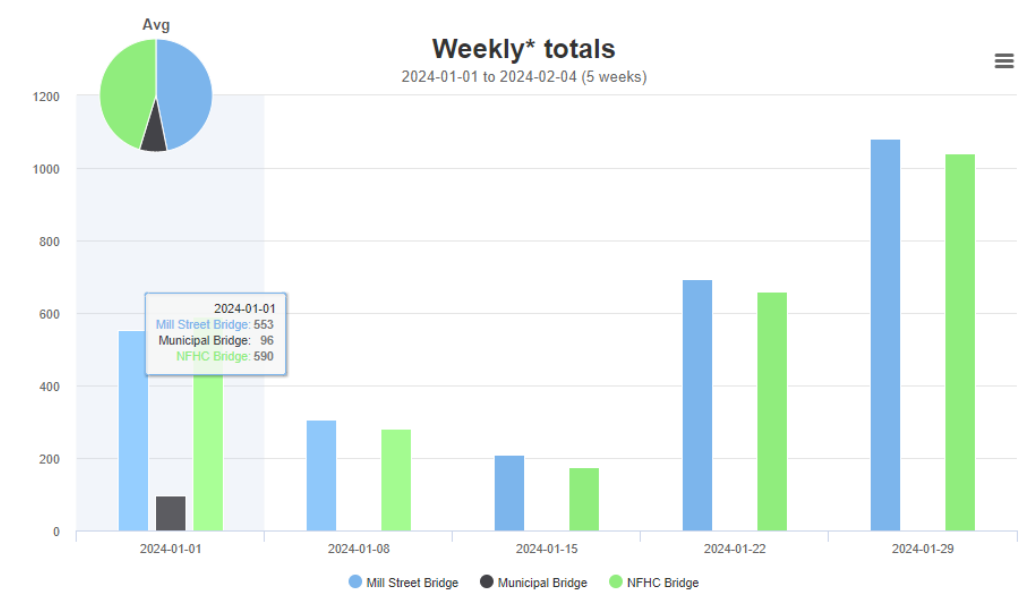
2024 Y-T-D VAN LIESHOUT REC CTR PROGRAMS



2024 Y-T-D SHELTER/FACILITY/FIELD USAGE



Trail Counter Information



Date	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2024-01-01	102	14	117
2024-01-02	59	7	44
2024-01-03	80	20	113
2024-01-04	69	14	50
2024-01-05	91		67
2024-01-06	60		87
2024-01-07	92		112
2024-01-08	65		53
2024-01-09	34		24
2024-01-10	63		74
2024-01-11	77		67
2024-01-12	14		26
2024-01-13	32		26
2024-01-14	20		11
2024-01-15	26		21
2024-01-16	1		5
2024-01-17	24		13
2024-01-18	44		18
2024-01-19	53		31
2024-01-20	45		63
2024-01-21	16		24
2024-01-22	55		100
2024-01-23	95		49
2024-01-24	77		71
2024-01-25	92		78
2024-01-26	42		34
2024-01-27	173		158
2024-01-28	159		168
2024-01-29	94		84
2024-01-30	99		76
2024-01-31	125		125
Total	2078	55	1989

*Counter error on Municipal Bridge counter. Working to resolve.

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
157,606	193,861	137,494
Counts are 6.15.12 to present		

Department of Public Works

Monthly Report – January 2024

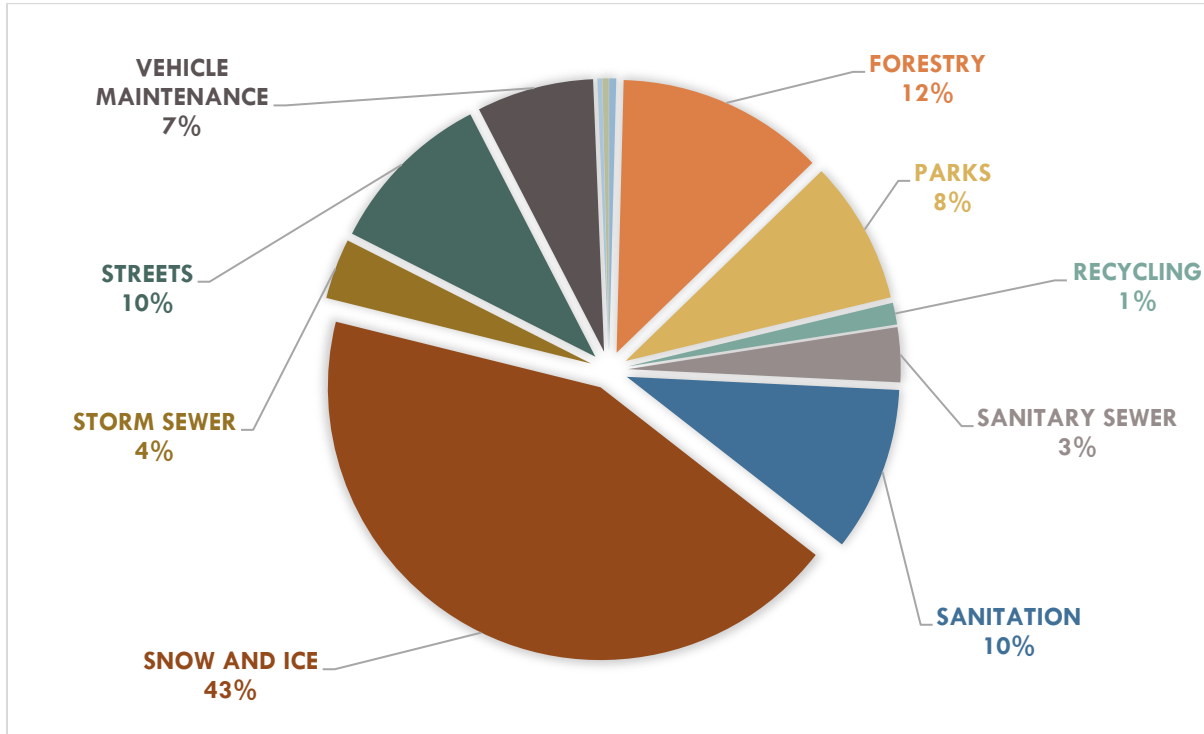
Highlights

- Employees replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Erosion control and storm water permits were monitored.
- Salt barrels were maintained and filled throughout the Village.
- Closed the yard waste site for the season.
- Jetted 7,232 feet of sanitary sewer main line.
- Applied salt brine ahead of snowfall events.
- Bulkies and white goods pickup occurred during the last week of the month.
- Full plow and salt four times, hauled snow four times, salted four times, and used brine once.
- 600 tons of salt was purchased and received.
- Crew cleared snow from storm inlets, checked pumps and ponds during thawing cycles and cleaned trash racks / checked outfalls.
- Crew removed snow from Village railroad spur and grade crossings.

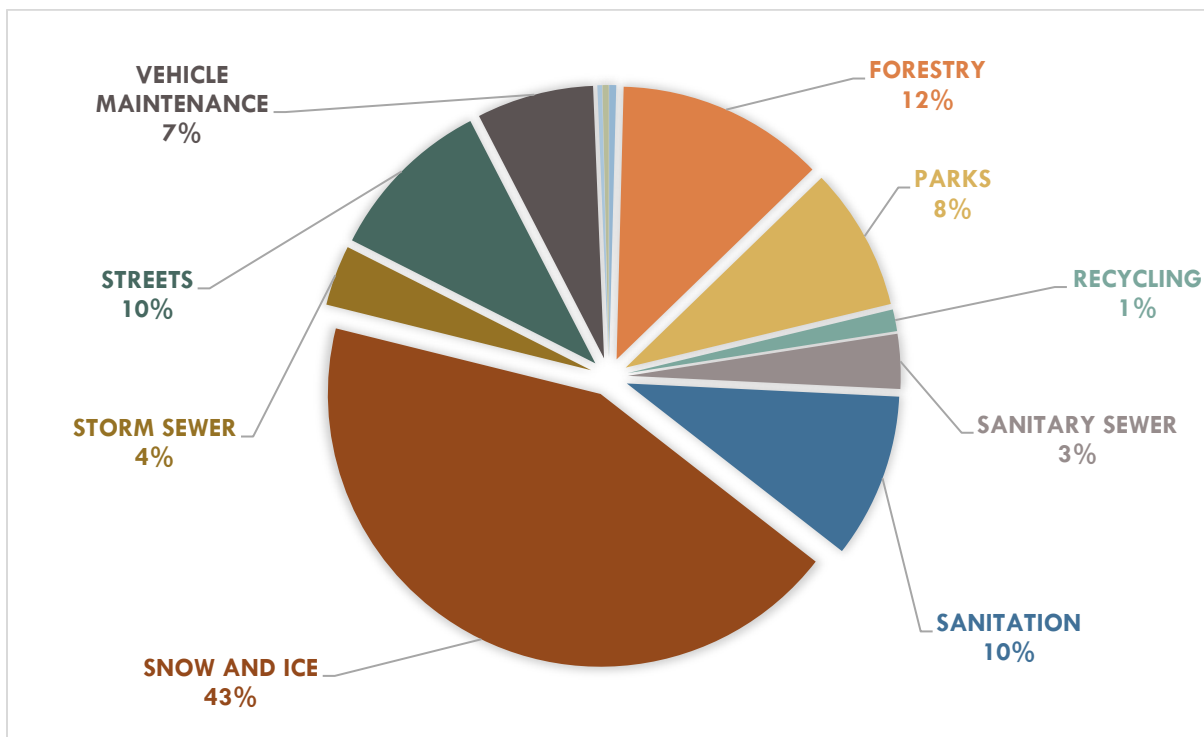
Top Priorities for February

- Employees will continue to look for I&I in the sanitary collection system.
- Keep the Village roads safe due to ice and snow.
- Monitor erosion control and storm water permits throughout the winter.
- Collect data for Municipal Separate Storm Sewer System (MS4) annual report to WDNR.

January 2024 Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Year to Date Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Monthly Report: 2024 Utility Projects – January

The table below identifies the installed and/or removed public utilities in the month of December.

January 2024 - Utility Installation and Abandonments			
<i>Village of Little Chute – Founders Estates Subdivision</i>			
WATER MAIN	Units	Installed	Abandoned/Removed
1-1/4" Polyethylene Water Service, Includes 1-1/4" Corporation, Curb Stop & Box	LF (EA)	1,267.0 LF (41.0)	NA (NA)
SANITARY SEWER	Units	Installed	Abandoned/Removed
None	NA	NA	NA
STORM SEWER	Units	Installed	Abandoned/Removed
6" PVC Storm Lateral	LF (EA)	1,992.0 (46.0)	
12" RCP Storm Sewer	LF	867.0	212.0
18" RCP Storm Sewer	LF	509.0	
24" RCP Storm Sewer	LF	415.0	
48" Diameter Standard Precast MH	VF (EA)	62.65 (10.0)	
60" Diameter Standard Precast MH	VF (EA)	21.05 (2.0)	
30" Yard Drain w/ 18" Sump	VF (EA)	10.19 (2.0)	
2'x 3' Storm Inlets w/ 18" Sump	EA	12.0	NA

Founders Estates Subdivision - Utility Project

Don Hietpas & Sons has completed the installation of all utilities for the new subdivision.

Top Priorities for February 2024

Founders Estates Subdivision - Utility Project

Crews have completed construction of the public utilities; the Contractor obtained their required safe water samples, construction of all laterals for the proposed subdivision have been completed as well. Village Staff has met with Gene Frederickson to discuss requirements and expectations during the next phase. Frederickson will be completing the site grading for the overall subdivision as well as the road grading in preparation for the future road construction. Frederickson plans to use the on-site clay material to construct the road base up to the stone subgrade elevation. Frederickson would like to start this work as soon as possible but does not have a

firm start date due to the proposed clay material and the weather conditions required for proper placement, compaction, and testing.

Buchanan Street Utilities & Concrete Paving Project

Staff have come to agreement with Kruczek Construction on the final utility quantities for the Buchanan Street Utility contract. The final pay application has been approved and submitted to the Village Finance Department for processing. Staff has also agreed to final quantities with Vinton Construction and their sub-contractors, final project payment and project closeout have been submitted to the Finance Department for processing.

Randolph Drive Utilities & Concrete Paving Project

Staff have come to agreement with Hietpas Construction on the final utility quantities for the Randolph Drive Utility contract. The final pay application has been approved and submitted to the Village Finance Department for processing. Staff has also agreed to final quantities with Vinton Construction and their sub-contractors, final project payment and project closeout have been submitted to the Finance Department for processing.

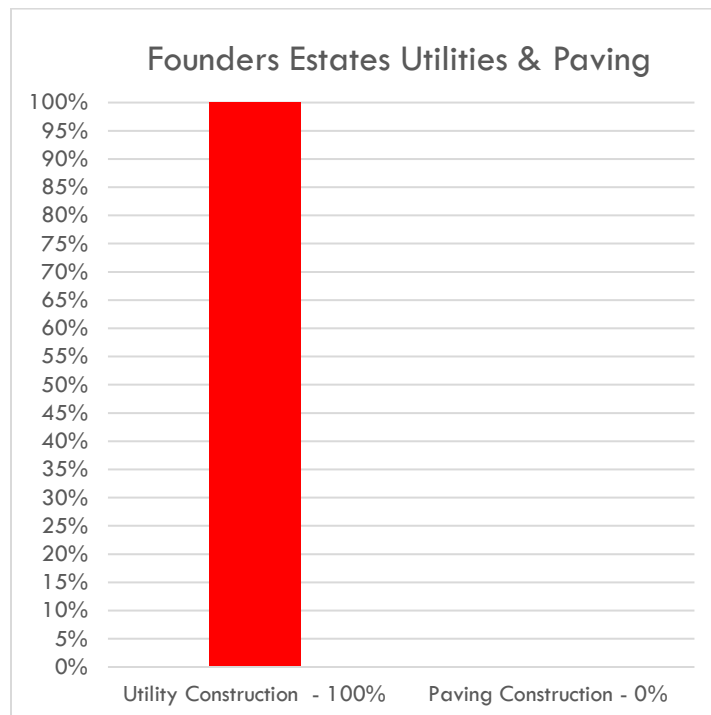
Miscellaneous:

Engineering Staff continues work on the 2024 West Evergreen Drive Reconstruction Project (Phase 3) which is located between Holland Road and Vandenbroek Road. Project plans and bid package are scheduled to be available on January 31st, bids will be accepted at Village Hall until Thursday, February 15th at 2:00 pm at which time they will be opened and read aloud by Village staff.

Construction of the Ebben Trail Bridges No. 1 & 2 is complete. Engineering Staff have walked the sites and created a preliminary punch-list, miscellaneous work/repairs have been completed, additional items which are weather dependent will be completed in the spring of 2024. Staff is also working with the General Contractor (Milbach) to administer the final quantities and pay application to complete project closeout.

Engineering continues reviewing, issuing, and inspecting all right of way permits for the Village. Continued efforts to investigate and repair utilities that have been impacted or damaged during the TDS and/or AT&T construction process.

Continue efforts to assist other departments with daily tasks as well as any special projects or requests. Staff to focus on finance, year-end reporting, and asset allocation for the upcoming audit.



MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 7, 2024

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

Pledge Allegiance to the Flag

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

Roll call of Trustees

PRESENT: Michael Vanden Berg, President
Bill Peerenboom, Trustee
David Peterson, Trustee
John Elrick, Trustee
Brian Van Lankveldt, Trustee
Larry Van Lankvelt, Trustee
EXCUSED: Don Van Deurzen, Trustee

Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator
Laurie Decker, Village Clerk
Lisa Remiker-DeWall, Finance Director
John McDonald, Director of Parks, Rec and Forestry
Kent Taylor, Director of Public Works
Duane Nechodom, Fire Chief
Dave Kittel, Community Development Director
EXCUSED: Tyler Claringbole, Village Attorney
Dan Meister, Fox Valley Metro Police Chief
Megan Kloeckner, Library Director

Public Appearance for Items Not on the Agenda

Mr. Dave Gitter, 1500 E Lincoln Ave regarding the Heesakker Trust Fund and potential facility build.
Mr. Jeff Taylor, 1612 E Lincoln Ave regarding the Heesakker Trust Fund and potential facility build.
Ms. Mary Gitter, 1500 E Lincoln Ave regarding the Heesakker Trust Fund and potential facility build.
At the direction of President Vandenberg Administrator Bernhoft will follow up and answer questions.

Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

1. Minutes of Regular Board Meeting of January 17, 2024
2. Disbursement List
3. Reappointment – President Vandenberg to Appleton Redevelopment Authority Exhibition Center Advisory Committee

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peterson to Approve the Consent Agenda as presented.

Ayes 6, Nays 0 – Motion Carried

Public Hearing – Zoning Change Request 2064-2240 West Evergreen Drive

Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to enter Public Hearing at 6:06 pm
Ayes 6, Nays 0 – Motion Carried

Community Development Director Kittel presented a request rezoning request for a parcel off Evergreen Drive. This was reviewed by Plan Commission, they are recommending the Village Board approve the rezoning as presented. Notices went out to property owners and surrounding municipalities, no questions, comments or concerns were brought to staff in regard to the request.

Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to exit Public Hearing at 6:08 pm
Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Adopt Ordinance No. 02, Series 2024 Evergreen Drive Rezoning

Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to Adopt Ordinance No. 02, Series 2024 as Presented.

Ayes 6, Nays – Motion Carried

Discussion/Action – 2023 Budget Adjustment American Rescue Fund Projects

Finance Director Remiker-Dewall presented a budget adjustment, projects are coming in under budget allowing for funds to be used for Buchanan Drive project.

Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankvelt to approve 2023 Budget Adjustment as presented.

Ayes 6, Nays 0 – Motion Carried

Roll Call Vote

Mike Vanden Berg	Aye
John Elrick	Aye
Larry Van Lankvelt	Aye
Dave Peterson	Aye
Bill Peerenboom	Aye
Brian Van Lankveldt	Aye

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – DPW Dump Body Purchase

Public Works Director Taylor presented a request for a dump body purchase. This was initially ordered in 2022 and cancelled 2023 as it was unavailable. It has become available; however, the price has increased with the newer model by \$2,992. Staff are requesting the board approves the increase, if not it will have to go out to bid.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to approve the purchase as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion – Amended Final Assessment for Crosswind Subdivision

Public Works Director Taylor presented the Amended Final Assessment for the sidewalk and street like project in the Crosswind Subdivision. Rates for sidewalk are \$58.73 per lineal foot, light poles/fixtures \$114.73 per property. If approved property owners would be notified of the amount due, payment plans are available.

Action – Adopt Amended Resolution No. 04, Series 2023, A Final Special Assessment/Hookup Fee Crosswind Subdivision

Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to Adopt Amended Resolution No. 4, Series 2023, A Final Special Assessment/Hookup Fee Crosswind Subdivision.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Letter of Support for DOT Grant Application

Administrator Bernhoft presented a request by the DOT for a letter of support by local communities.

Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to authorize letter of support.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – State Municipal Financial Agreement for State Let Highway 41 Project

Public Works Director Taylor presented an agreement for the County N project, the village is responsible for \$15 worth of aggregate.

Moved by Trustee Elrick, seconded by Trustee Peterson to approve the State Municipal Finance Agreement with the DOT.

Ayes 6, Nays 0 – Motion Carried

Department and Officer Reports

Department Heads and Officers provided progress reports to the Board.

Call of Unfinished Business

Trustee Peerenboom took time to recognize staff on Crosswinds Subdivision project, estimates came in under initial assessment, thanked staff for hard work.

Items for Future Agenda

None

Closed Sessions:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Three (3) Economic Development Items*

Moved by Trustee Peterson, seconded by Trustee Elrick to Enter into Closed Session at 6:30 p.m.

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to Exit Closed Session at 7:24 p.m.

Ayes, Nays 0 – Motion Carried

Potential Action – Sale of Village Property

No Action Taken

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board meeting at 7:24p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Disbursement List - February 21, 2024

Payroll & Payroll Liabilities - February 15, 2024	\$258,211.76
Prepaid Invoices - February 2, 2024	\$116,918.37
Prepaid Invoices - February 9, 2024	\$30,180.75
Library Board - February 20, 2024	\$8,429.29
Utility Commission - February 20, 2024	\$267,845.21

CURRENT ITEMS

Bills List - February 21, 2024	\$575,716.99
Total Payroll, Prepaid & Invoices	\$1,257,302.37

The above payments are recommended for approval:

Rejected: _____

Approved: February 21, 2024

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AIRGAS USA LLC				
9146124275	OXYGEN	161.28	02/24	207-52120-213
Total AIRGAS USA LLC:		161.28		
AL HARDWARE COMPANY				
283306	PINESOL CLEANER	14.99	02/24	208-52900-222
283339	RAIN-X CARWASH	15.18	01/24	101-52200-213
283357	LOCK DEICER & DRY LUBE LOCK	10.18	01/24	101-52200-213
283382	HAND WARMERS	27.98	01/24	101-52200-247
283402	BATTERIES AAA & 9V	57.97	01/24	101-52200-213
283500	PAINT FOR POOL	60.96	02/24	204-55420-216
283500	PROPANE	72.62	02/24	204-55420-218
283635	ADAPTER #14	4.99	02/24	101-53330-225
283637	FASTENERS	6.76	02/24	207-52120-242
Total AL HARDWARE COMPANY:		271.63		
AMERICAN WATER WORKS ASSOC.				
SO143066	AWWA ANNUAL MEMBERSHIP	430.00	02/24	620-53924-208
Total AMERICAN WATER WORKS ASSOC.:		430.00		
AMPLITEL TECHNOLOGIES				
22970	FEBRUARY MANAGED SERVICES	4,725.00	02/24	207-52120-204
23012	MANAGED SERVICES PACKAGE - FEBRUARY	4,904.00	02/24	404-57190-204
Total AMPLITEL TECHNOLOGIES:		9,629.00		
ARCHANGEL DEVICE LLC				
WC-111241	GUARDIAN ANGELS SAFETY LIGHTS	199.96	01/24	101-52350-218
Total ARCHANGEL DEVICE LLC:		199.96		
ASCAP				
500636518-2024	MUSIC/ENTERTAIN LICENSE FEE 2024	435.17	02/24	101-55300-204
Total ASCAP:		435.17		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
416036	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	118.00	01/24	101-53310-213
416036	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	158.00	01/24	206-55110-218
416036	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	158.00	01/24	101-51420-204
416076	CONSORTIUM PARTICIPATION FEE	300.00	02/24	101-53310-213
416368	AUDIOGRAMS - GRUMANN & SERRES	76.00	01/24	207-52120-225
416368	NEW HIRE SCREENING	177.00	01/24	207-52120-225
416368	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	109.00	01/24	101-52350-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		1,096.00		
ASSOCIATED TRUST COMPANY				
25031	TAXABLE GENERAL OBLIGATION PROMISSORY	23.33	02/24	418-57800-262
25031	TAXABLE GENERAL OBLIGATION PROMISSORY	253.75	02/24	414-57400-262

Invoice	Description	Total Cost	Period	GL Account
Total ASSOCIATED TRUST COMPANY:		277.08		
AT&T LONG DISTANCE				
01/24 845626857	DEC/JAN CHARGES	4.71	01/24	101-51650-203
01/24 845626857	DEC/JAN CHARGES	3.92	01/24	206-55110-203
01/24 845626857	DEC/JAN CHARGES	7.60	01/24	207-52120-203
01/24 845626857	DEC/JAN CHARGES	4.10	01/24	620-53924-203
01/24 845626857	DEC/JAN CHARGES	.13	01/24	620-53924-203
Total AT&T LONG DISTANCE:		20.46		
BATTERIES PLUS LLC				
P70189006	PROCELL INTENSE CR123	75.60	02/24	101-52200-218
Total BATTERIES PLUS LLC:		75.60		
BAYCOM INC				
47668	MDC UNITS (5)	11,860.00	02/24	207-52120-248
47829	PORTABLE RADIO MICS (3)	419.85	02/24	207-52120-205
48228	RADIO PROGRAMMING HANDHELD RADIO	2,000.00	02/24	207-52120-205
Total BAYCOM INC:		14,279.85		
BERGSTROM FORD-LINCOLN				
91633	WINDSHIELD WASHER HOSE #191	25.92	01/24	207-52120-247
91681	WINDSHIELD WASHER REPLACMENT KIT #191	27.72	01/24	207-52120-247
Total BERGSTROM FORD-LINCOLN:		53.64		
CINTAS				
4182254119	RUGS, UNIFORMS, SHOP RAGS	31.00	02/24	101-53330-218
4182254119	RUGS, UNIFORMS, SHOP RAGS	12.18	02/24	101-53330-213
4182964605	RUGS, UNIFORMS, SHOP RAGS	31.00	02/24	101-53330-218
4182964605	RUGS, UNIFORMS, SHOP RAGS	12.18	02/24	101-53330-213
Total CINTAS:		86.36		
CITY OF APPLETON				
13422	JANUARY 2024 WEIGHTS & MEASURES	651.75	01/24	101-52050-204
13454	FEBRUARY 2024 TRANSIT	9,010.00	02/24	101-51780-233
13478	FEBRUARY 2024 WEIGHTS & MEASURES	651.75	02/24	101-52050-204
Total CITY OF APPLETON:		10,313.50		
EIS IMPLEMENT INC				
266496	#81 WATER PUMP, GASKETS, BELT TENSIONER	642.06	01/24	101-53330-225
Total EIS IMPLEMENT INC:		642.06		
FINGER PUBLISHING INC				
BE194012	97916 PH ZONING	59.55	02/24	101-51650-207
BE194013	97917 PH FIRE PREVENTION	37.36	02/24	101-51650-207
BE194603	98310 ADVERTISEMENT FOR BIDS	23.01	02/24	101-51650-207
BE194604	98311 PH ZONING	48.05	02/24	101-51650-207
BE195562	98844 ADVERTISEMENT FOR BIDS	19.18	02/24	101-51650-207
BE196656	99360 PH EVERGREEN	58.20	02/24	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
BE197151	100036 BIDS EVERGREEN	125.09	02/24	101-51650-207
BE197152	100037 PH EVERGREEN	46.98	02/24	101-51650-207
Total FINGER PUBLISHING INC:		417.42		
FP FINANCE PROGRAM				
35903991	AGREEMENT 016-1584121 POSTBASE VISION-PO	140.00	02/24	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GARROW OIL				
4102020	DIESEL FUEL	22.43	01/24	206-55110-247
4102020	DIESEL FUEL	1.16	01/24	201-53620-247
4102020	DIESEL FUEL	155.66	01/24	101-55200-247
4102020	DIESEL FUEL	13.12	01/24	101-55440-247
4102020	DIESEL FUEL	4.44	01/24	610-53612-247
4102020	DIESEL FUEL	7.04	01/24	620-53644-247
4102020	DIESEL FUEL	53.15	01/24	101-53460-247
4102020	DIESEL FUEL	298.88	01/24	101-53330-217
Total GARROW OIL:		555.88		
HAENCO LLC				
11469	GLOVES	4.59	01/24	101-55300-218
11469	GLOVES	18.35	01/24	101-55200-218
11469	GLOVES	11.48	01/24	610-53612-218
11469	GLOVES	11.48	01/24	201-53620-218
Total HAENCO LLC:		45.90		
HANDCUFF WAREHOUSE				
489578	HANDCUFFS	99.98	13/23	207-52120-212
Total HANDCUFF WAREHOUSE:		99.98		
HEID MUSIC				
3519324	BAND MUSIC	114.75	02/24	101-55480-218
Total HEID MUSIC:		114.75		
KAUKAUNA UTILITIES				
5623	LIGHT POLES - REPLACE DPI SAND VOLLEYBALL	60.00	02/24	101-55200-218
Total KAUKAUNA UTILITIES:		60.00		
KLINK EQUIPMENT				
919480	ANNUAL INSPECTION #222	210.00	01/24	101-53330-204
Total KLINK EQUIPMENT:		210.00		
KWIK TRIP INC				
JAN 2024 286768	JANUARY FUEL	3,648.64	02/24	207-52120-247
Total KWIK TRIP INC:		3,648.64		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20240131	JANUARY 2024 MINIMUM COMMITMENT	106.09	01/24	101-51680-204

Invoice	Description	Total Cost	Period	GL Account
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LYNN PEAVEY COMPANY				
407179	EVIDENCE TAPE 15 units	299.32	02/24	207-52120-218
Total LYNN PEAVEY COMPANY:		299.32		
MACQUEEN EQUIPMENT				
P25158	MSA MODEL RP & SENSOR	790.48	01/24	101-52200-215
P25418	MSA SENSOR	471.15	02/24	101-52200-215
Total MACQUEEN EQUIPMENT:		1,261.63		
MARCO INC				
35833803	COPIER @ MSB BUILDING	58.62	02/24	101-53310-207
35833803	1ST FLOOR COPIER @ VH	110.27	02/24	101-51650-207
35833803	2ND FLOOR COPIER @ VH	90.26	02/24	101-51650-207
35833803	3RD FLOOR COPIER @ VH	53.76	02/24	101-51650-207
Total MARCO INC:		312.91		
MCALLISTER AND SONS TRANSPORT INC				
13025	SALT - SHIPPING COST FOR C REISSE	3,247.44	02/24	101-53350-218
Total MCALLISTER AND SONS TRANSPORT INC:		3,247.44		
MENARDS - APPLETON EAST				
51998	PARTS TO INSTALL DPI SCOREBOARD	37.87	02/24	101-55300-218
Total MENARDS - APPLETON EAST:		37.87		
MGD INDUSTRIAL CORP				
223008	SHOP ITEMS & PLOW PARTS	245.51	02/24	101-53330-218
223008	PLOW PARTS FOR RAIL ROAD	123.09	02/24	101-53300-246
223008	MISC PARTS FOR 6,7,11,15,41 & 71	127.09	02/24	101-53330-225
Total MGD INDUSTRIAL CORP:		495.69		
MORTON SALT INC.				
5402982360	ROAD SALT	15,584.68	02/24	101-53350-218
Total MORTON SALT INC.:		15,584.68		
NORTHCENTRAL UTILITY OF WI LLC				
K209497	#42 CLAMP SPIRAL WRAP	53.56	02/24	101-53330-225
Total NORTHCENTRAL UTILITY OF WI LLC:		53.56		
NOW YOGA AND WELLNESS LLC				
21324	YOGA INSTRUCTOR 1/29 - 2/12/24	75.00	02/24	208-52900-204
Total NOW YOGA AND WELLNESS LLC:		75.00		
O'REILLY AUTOMOTIVE INC				
2043-426661	OIL ADDITIVE #75	16.99	01/24	101-53330-225
2043-426661	DRAIN PAN	12.99	01/24	101-53330-218

Invoice	Description	Total Cost	Period	GL Account
2043-426662	MSB SHOP WORK LIGHT	32.99	01/24	101-53330-218
2043-426818	BRAKE TUBING #14	39.18	02/24	101-53330-225
2043-426833	BRAKE LINE NUT #14	5.72	02/24	101-53330-225
2043-426869	BRAKE LINE #14	5.72	02/24	101-53330-225
2043-426954	BRAKE FLUID #14	8.49	02/24	101-53330-225
2043-428417	#46 EXHAUST STUDS	28.85	02/24	101-53330-225
Total O'REILLY AUTOMOTIVE INC:		150.93		
OUTAGAMIE COUNTY TREASURER				
1020499	JANUARY FUEL BILL	1,186.37	02/24	630-53442-247
1020499	JANUARY FUEL BILL	2,392.24	02/24	201-53620-247
1020499	JANUARY FUEL BILL	323.61	02/24	101-55200-247
1020499	JANUARY FUEL BILL	395.18	02/24	101-55440-247
1020499	JANUARY FUEL BILL	43.63	02/24	101-55300-247
1020499	JANUARY FUEL BILL	174.11	02/24	101-52200-247
1020499	JANUARY FUEL BILL	381.60	02/24	610-53612-247
1020499	JANUARY FUEL BILL	573.61	02/24	620-53644-247
1020499	JANUARY FUEL BILL	4,671.10	02/24	101-53330-217
128895	SPILLMAN ACCESS - 610 CELL	120.00	01/24	207-52120-204
32795	JANUARY SANITATION FEES	14,360.70	01/24	201-53620-204
JANUARY 2024	JANUARY COURT FINES	643.40	01/24	101-35101
Total OUTAGAMIE COUNTY TREASURER:		25,265.55		
PACKER CITY INTL TRUCKS INC				
X103137678:01	AIR SPRING FOR DRIVERS SEAT #8	89.36	02/24	101-53330-225
X103137934:01	#81 UPPER MIRROR BRACKET	176.68	02/24	101-53330-225
Total PACKER CITY INTL TRUCKS INC:		266.04		
PEPSI-COLA				
32603258	BEVERAGES	300.74	02/24	101-52200-211
Total PEPSI-COLA:		300.74		
PLESHEK OUTDOOR POWER				
83069	TIRE SWAP/VALVE STEAMS #46	49.76	02/24	101-53330-225
83076	CHAINS	42.00	02/24	101-55440-221
Total PLESHEK OUTDOOR POWER:		91.76		
PROJECT ENTERTAINMENT LLC				
23568513	MOVIE SCREEN RENTAL 7/12/24 @ POOL	529.50	02/24	204-55420-218
Total PROJECT ENTERTAINMENT LLC:		529.50		
R.N.O.W. INC				
2024-69094	WATER SENSOR #81	930.28	02/24	101-53330-225
2024-69143	MASTER CYLINDER #14	1,124.67	02/24	101-53330-225
Total R.N.O.W. INC:		2,054.95		
REINDERS INC				
6046763	#46 EXHAUST, MANIFOLD & GASKETS	391.00	02/24	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total REINDERS INC:		391.00		
RG INSPECTIONS LLC				
1048	INSPECTION SERVICES	521.25	02/24	101-52050-204
Total RG INSPECTIONS LLC:		521.25		
RIVERSIDE BY REYNEBEAU FLORAL				
186597	FLORAL ARRANGEMENT- PETER ARTS	68.50	02/24	101-51960-211
Total RIVERSIDE BY REYNEBEAU FLORAL:		68.50		
SEIDLER, JAYMES				
2/24 REIMBURSE	COMMERCIAL BUILDING INSPECTOR EXAM	15.34	02/24	101-52050-201
2/24 REIMBURSE	COMMERCIAL BUILDING INSPECTOR EXAM	25.56	02/24	101-52050-201
2/24 REIMBURSE	PV INSPECTION CLASS	195.00	02/24	101-52050-201
Total SEIDLER, JAYMES:		235.90		
SOMMERS, ANGELA				
44839	REFUND SECURITY DEPOSIT	100.00	02/24	208-21235
Total SOMMERS, ANGELA:		100.00		
SPLENDID CLEANING SERVICE LLC				
13957	PROFESSIONAL BUILDING MAINTENANCE	950.00	02/24	207-52120-243
13957	PROFESSIONAL BUILDING MAINTENANCE	239.00	02/24	101-52250-243
13958	PROFESSIONAL BUILDING MAINTENANCE	1,425.00	02/24	206-55110-243
13959	PROFESSIONAL BUILDING MAINTENANCE	595.00	02/24	101-53310-243
13960	PROFESSIONAL BUILDING MAINTENANCE	1,850.00	02/24	101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		5,059.00		
STATE OF WI COURT FINES &				
JANUARY 2024	JANUARY COURT FINES	2,867.86	01/24	101-35101
Total STATE OF WI COURT FINES &:		2,867.86		
STONERIDGE LITTLE CHUTE LLC				
22018910815	WATER FOR SENIOR PROGRAM	4.49	02/24	101-55300-218
Total STONERIDGE LITTLE CHUTE LLC:		4.49		
SUPERIOR CHEMICAL LLC				
381362	WASH FOR MSB BAY WASH	241.38	01/24	101-53310-218
Total SUPERIOR CHEMICAL LLC:		241.38		
THOR, YEELENG				
44961	REFUND SECURITY DEPOSIT	300.00	02/24	206-21235
Total THOR, YEELENG:		300.00		
TRUCK COUNTRY OF WISC				
VM202005953	NEW 2025 FREIGHTLINER 108DS+ ENGINE	115,827.00	02/24	403-57324-303

Invoice	Description	Total Cost	Period	GL Account
Total TRUCK COUNTRY OF WISC:		115,827.00		
UNIFORM SHOPPE				
341128	BALLISTIC VESTS	699.95	02/24	207-52120-213
341129	BALLISTIC VESTS	1,195.00	02/24	207-52120-213
341130	BALLISTIC VESTS	1,195.00	02/24	207-52120-213
341131	BALLISTIC VESTS	1,195.00	02/24	207-52120-213
Total UNIFORM SHOPPE:		4,284.95		
VALLEY LIQUOR				
118577	BEVERAGES AND SUPPLIES	188.94	02/24	101-52200-211
119666	CO2 REFILL	19.95	02/24	101-52200-211
120350	BEVERAGES AND SUPPLIES	188.94	02/24	101-52200-211
121089	BEVERAGES AND SUPPLIES	188.94	02/24	101-52200-211
Total VALLEY LIQUOR:		586.77		
VERMEER WISCONSIN				
30106696	POLE PRUMER	219.99	02/24	101-55440-221
30106696CM	RETURN BROKEN POLE PRUNNER	219.99	02/24	101-55440-221
30106733	ING SWITCH #18	142.03	01/24	101-53330-225
30106746	#18 BLADES & BOLTS	212.26	01/24	101-53330-225
Total VERMEER WISCONSIN:		354.29		
VILLAGE OF LITTLE CHUTE				
FEBRUARY 2024	SAFETY CENTER	304.65	02/24	207-52120-249
FEBRUARY 2024	SAFETY CENTER	76.16	02/24	101-52250-249
FEBRUARY 2024	VILLAGE HALL	161.62	02/24	101-51650-249
FEBRUARY 2024	CIVIC CENTER	328.18	02/24	206-55110-249
FEBRUARY 2024	DOYLE PARK DPI RESTROOMS (SEASONAL)	748.83	02/24	101-55200-249
FEBRUARY 2024	HERITAGE PARK	2.48	02/24	101-55200-249
FEBRUARY 2024	LEGION PARK RESTROOMS	392.15	02/24	101-55200-249
FEBRUARY 2024	VAN LIESHOUT PARK	474.38	02/24	101-55200-249
FEBRUARY 2024	1509 E LINCOLN ICE RINK	34.48	02/24	101-55200-249
FEBRUARY 2024	HEESAKKER PARK BUBBLER (SEASONAL)	24.20	02/24	101-55200-249
FEBRUARY 2024	HEESAKKER PARK RESTROOM	150.51	02/24	101-55200-249
FEBRUARY 2024	801 MILLER LN-MILLER TOT LOT	7.92	02/24	101-55200-249
FEBRUARY 2024	HIETPAS ST JAYCEE TOT LOT	8.75	02/24	101-55200-249
FEBRUARY 2024	1601 GRANT ST KINLEY TOT LOT	7.92	02/24	101-55200-249
FEBRUARY 2024	900 HARVEST TRAIL CREEVIEW TOT LOT	69.82	02/24	101-55200-249
FEBRUARY 2024	W GREENFIELD DR VAN ZEELAND TOT LOT	11.22	02/24	101-55200-249
FEBRUARY 2024	DOYLE PARK POOL / RESTROOMS	170.36	02/24	101-55200-249
FEBRUARY 2024	DOYLE PARK POOL / RESTROOMS	170.37	02/24	204-55420-249
FEBRUARY 2024	DOYLE PARK POOL	112.18	02/24	204-55420-249
FEBRUARY 2024	PUMP STATION JEFFERSON ST	36.82	02/24	620-53624-249
FEBRUARY 2024	DOYLE PARK WELL #1	15.39	02/24	620-53624-249
FEBRUARY 2024	#3 WELL WASHINGTON ST	12.38	02/24	620-53624-249
FEBRUARY 2024	715 DEPOT ST	42.08	02/24	418-57800-204
FEBRUARY 2024	719 DEPOT ST	8.25	02/24	418-51225-249
FEBRUARY 2024	723 DEPOT ST	8.25	02/24	418-51225-249
FEBRUARY 2024	625 E EVERGREEN DR	152.32	02/24	620-53624-249
FEBRUARY 2024	1200 STEPHEN ST - WATER TOWER	13.20	02/24	620-53624-249
FEBRUARY 2024	1401 E ELM DR VILLAGE GARAGE	70.05	02/24	101-53310-249
FEBRUARY 2024	721 W ELM - REC CENTER	17.38	02/24	208-52900-249

Invoice	Description	Total Cost	Period	GL Account
FEBRUARY 2024	MISC PARKING LOTS OWNED BY VLC	202.95	02/24	101-53300-248
FEBRUARY 2024	3609 FREEDOM RD-WATER/SEWER	18.15	02/24	630-53441-249
Total VILLAGE OF LITTLE CHUTE:		3,853.40		
VINTON CONSTRUCTION CO				
2023003-FINAL	2023 RECON PROJECT BUCHANAN ST PAVING	104,962.12	13/23	452-51222-263
2023003-FINAL	2023 RECON PROJECT RANDOLPH ST PAVING	241,410.95	13/23	416-51217-263
Total VINTON CONSTRUCTION CO:		346,373.07		
WAUSAU EQUIPMENT COMPANY INC				
8864224	SHOCK PLATES #41	1,145.31	01/24	101-53330-225
Total WAUSAU EQUIPMENT COMPANY INC:		1,145.31		
WI DEPT OF JUSTICE				
L4504T 01/24	JANUARY BACKGROUND CHECKS	105.00	01/24	207-52120-218
Total WI DEPT OF JUSTICE:		105.00		
Grand Totals:		575,716.99		

Report GL Period Summary

Vendor number hash:	262012
Vendor number hash - split:	428764
Total number of invoices:	107
Total number of transactions:	177

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	575,716.99	575,716.99
Grand Totals:	575,716.99	575,716.99

Report Criteria:
Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2023 TAX REFUNDS (5477)							
260017400	Invoi	REFUND DUPLICATE TAX PYMT - SETZER PROPE	97,744.04	Open	Non	01/24	803-21215
260017401	Invoi	REFUND DUPLICATE TAX PYMT - SETZER PROPE	174.45	Open	Non	01/24	803-21215
260073500	Invoi	2023 TAX REFUND - HOFACKER	154.57	Open	Non	01/24	803-21215
260190300	Invoi	2023 TAX REFUND - KOCH	157.27	Open	Non	01/24	803-21215
Total 2023 TAX REFUNDS (5477):			98,230.33				
CIVICPLUS (3082)							
288060	Invoi	ANNUAL SUPPORT & WEB HOSTING FEE	14,222.06	Open	Non	01/24	101-51440-204
Total CIVICPLUS (3082):			14,222.06				
HOME DEPOT CREDIT SERVICES (1545)							
6012171	Invoi	TOILET AUGER ETC	103.44	Open	Non	01/24	206-55110-244
9012786	Invoi	SUPPLIES FOR VH	128.91	Open	Non	01/24	101-51650-244
Total HOME DEPOT CREDIT SERVICES (1545):			232.35				
MIDWEST SALT LLC (5001)							
P471319	Invoi	COARSE WATER CONDITIONING ROCK	3,979.70	Open	Non	13/23	620-53634-224
Total MIDWEST SALT LLC (5001):			3,979.70				
POSTAL EXPRESS & MORE LLC (5093)							
249915	Invoi	POSTAGE-WATER TESTS	20.08	Open	Non	13/23	620-53644-204
249981	Invoi	POSTAGE-WATER TESTS	16.54	Open	Non	13/23	620-53644-204
250322	Invoi	POSTAGE-WATER TESTS	18.53	Open	Non	13/23	620-53644-204
Total POSTAL EXPRESS & MORE LLC (5093):			55.15				
TIME WARNER CABLE (89)							
01/24 20279	Invoi	JAN/FEB SERVICE	116.16	Open	Non	01/24	620-53924-203
Total TIME WARNER CABLE (89):			116.16				
VERIZON WIRELESS (3606)							
9954195076	Invoi	JAN/FEB SERVICE	82.62	Open	Non	01/24	620-53924-203
Total VERIZON WIRELESS (3606):			82.62				
Grand Totals:			116,918.37				

Report GL Period Summary

Vendor number hash:	52055
Vendor number hash - split:	52055
Total number of invoices:	13
Total number of transactions:	13

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	116,918.37	116,918.37

Terms Description	Invoice Amount	Net Invoice Amount
Grand Totals:	116,918.37	116,918.37

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2024 UTILITY REFUNDS (5485)							
1-703270-08	Invoi	OVERPAYMENT 3633 CHERRYVALE F5 MEDRAN	76.15	Open	Non	01/24	001-15000
Total 2024 UTILITY REFUNDS (5485):			76.15				
AMPLITEL TECHNOLOGIES (4637)							
22941	Invoi	2 SQUADROOM COMPUTER REPLACEMENTS	2,223.95	Open	Non	01/24	207-52120-221
22942	Invoi	REPLACE DESK TOPS - CLERK, CHIEF & CAPTAIN	4,525.85	Open	Non	01/24	207-52120-221
Total AMPLITEL TECHNOLOGIES (4637):			6,749.80				
AT & T (5080)							
287294953059 2/24	Invoi	DEC/JAN SERVICES	248.89	Open	Non	02/24	101-52200-203
Total AT & T (5080):			248.89				
COMPLETE OFFICE OF WISCONSIN (4562)							
597700	Invoi	CALENDARS	12.69	Open	Non	13/23	101-51650-206
598543	Invoi	CALENDARS	28.49	Open	Non	13/23	101-51650-206
Total COMPLETE OFFICE OF WISCONSIN (4562):			41.18				
MADISON NATIONAL LIFE (4857)							
1606765	Invoi	MARCH 2024 LTD	351.95	Open	Non	02/24	101-21385
1606765	Invoi	MARCH 2024 LIFE	924.99	Open	Non	02/24	101-21391
Total MADISON NATIONAL LIFE (4857):			1,276.94				
MCMAHON ASSOCIATES INC (276)							
932341R	Invoi	TRAIL BRIDGES-NORTHSIDE	8,797.25	Open	Non	13/23	420-57620-280
932729R	Invoi	TRAIL BRIDGES-NORTHSIDE	3,666.00	Open	Non	13/23	420-57620-280
Total MCMAHON ASSOCIATES INC (276):			12,463.25				
THEDACARE (1983)							
JAN 2024 1210055	Invoi	JANUARY BLOOD DRAWS	85.00	Open	Med	01/24	207-52120-204
Total THEDACARE (1983):			85.00				
TIME WARNER CABLE (89)							
01/24 23749	Invoi	JAN/FEB SERVICE	219.99	Open	Non	01/24	207-52120-203
Total TIME WARNER CABLE (89):			219.99				
T-MOBILE (5286)							
995055958 01/24	Invoi	JANUARY CELL SERVICE	841.29	Open	Non	01/24	207-52120-203
Total T-MOBILE (5286):			841.29				
VFIS (2923)							
181590129	Invoi	GASB REPORT-LOSAP	800.00	Open	Non	01/24	101-52200-208
Total VFIS (2923):			800.00				
WE ENERGIES (2788)							
1/24 4901619174	Invoi	STREET LIGHTS	2.51	Open	Non	01/24	101-53300-249
1/24 4901619174	Invoi	200 E MCKINLEY ST FVMPD	420.96	Open	Non	01/24	207-52120-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
1/24 4901619174	Invoi	200 E MCKINLEY ST FIRE DEPT	280.64	Open	Non	01/24	101-52250-249
1/24 4901619174	Invoi	PUMP STATION @EVERGREEN & FRENCH	93.50	Open	Non	01/24	620-53624-249
1/24 4901619174	Invoi	DOYLE POOL	24.65	Open	Non	01/24	204-55420-249
1/24 4901619174	Invoi	CROSSWINDS LED STREET LIGHTS	162.06	Open	Non	01/24	101-53300-249
1/24 4901619174	Invoi	1401 E ELM DR	3,181.30	Open	Non	01/24	101-53310-249
1/24 4901619174	Invoi	920 WASHINGTON ST	94.55	Open	Non	01/24	620-53624-249
1/24 4901619174	Invoi	CIVIC CENTER (630 MONROE ST)	1,178.97	Open	Non	01/24	206-55110-249
1/24 4901619174	Invoi	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	516.55	Open	Non	01/24	620-53624-249
1/24 4901619174	Invoi	PLANT #2 1118 JEFFERSON ST	252.22	Open	Non	01/24	620-53624-249
1/24 4901619174	Invoi	721 W ELM DR	360.99	Open	Non	01/24	208-52900-249
1/24 4901619174	Invoi	108 W MAIN ST	809.36	Open	Non	01/24	101-51650-249
Total WE ENERGIES (2788):			7,378.26				
Grand Totals:			30,180.75				

Report GL Period Summary

Vendor number hash: 47441
Vendor number hash - split: 85754
Total number of invoices: 14
Total number of transactions: 27

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	30,180.75	30,180.75
Grand Totals:	30,180.75	30,180.75



Office Use Only	
Date Submitted	1.26
Permit Fee Paid	waived
\$25 permit fee is non-refundable	

SPECIAL EVENT PERMIT APPLICATION

Special event permit applications must be submitted at least 3 months prior to proposed event.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. **Please call (920) 423-3869 with questions regarding this special event permit; Monday through Friday; 8:00 am to 4:30 pm.**

APPLICANT INFORMATION

First Name	John	Last Name	McDonald
Phone	(920) 423.3868	Email	john@littlechutewi.org
Address (individual or business)	108 W. Main Street		
City	Little Chute	State	WI ZIP Code 54140

ORGANIZATION INFORMATION

Organization's Name	Village of Little Chute - Parks, Recreation, & Forestry		
Organization's Phone	(920) 423.3868	Organization's Email john@littlechutewi.org	
Organization's Address (individual or business)	108 W. Main Street		
City	Little Chute	State	WI ZIP Code 54140
Applicant's Relationship to Organization Director of Parks, Recreation, & Forestry			

EVENT INFORMATION

Name of Event	Pints on the Plaza & Pints in the Park		
Event Location	Village Plaza & Doyle Park		
Event Date (list each date if it's a multi-day event)	Thursday, August 29 & Thursday, September 26		
Event Set Up Time	10:30am	Event End Time	9:00pm
Total Anticipated Attendance	Approx. 200		

Event Information (purpose, activity, who can participate, do you charge, etc.)
A beer garden event that will host the sale of beer, local food vendors, and local music from the Fox Valley and Greater Green Bay area. In addition there will be family friendly games. Pints on the Plaza will be held in the downtown plaza and Pints in the Park will be held in Doyle Park. Vendors and musicians will be required to complete an agreement form before being selected to be a part of any event. Staff is requesting the use of the plaza parking lot for event.

Are you Requesting Funding or Staff Assistance from the Village?

YES



NO



If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event. **(Please list specific request)**

Streets	Parks	Police	Fire/EMS	Other
Street Sweeper before/after events	6 picnic tables -Plaza 4 receptables 4 recycling cans			Plaza parking lot Blocked off 7am-9pm August 29

(Requested Services to consider: No Parking Signs, Barricades, Trash/Recycling Cans, Road Closures, Police Presence, Directing Traffic, Equipment/Power, Steet Access, Street Sweeping)

INDEMNIFICATION AGREEMENT *(please read carefully before signing)*

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Applicant – Print Name John McDonald

Applicant - Signature John McDonald

Date 1/22/2024

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	n/a	\$		\$	\$
Fire/EMS	n/a	\$		\$	\$
Fox Valley Metro Police	n/a	\$		\$	\$
Parks, Recreation, & Forestry	4	\$ 222.28		\$	\$ 140+\$190= \$330
Public Works	2	\$ 108.18		\$	\$
TOTAL	6	\$		\$	\$
EVENT TOTAL TO BE BILLED \$ 330.46 + \$330 = \$660.46 (Request for \$330 rental fees to be waived)					

FOR OFFICE USE ONLY				
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Clerk's Office				
Fox Valley Metro Police				
Parks, Recreation, & Forestry	x			
Public Works	x			

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

"Pints on the Plaza"

When: Thursday, August 29, 2024

Where: Plaza/VH Parking Lot/Library Green Space

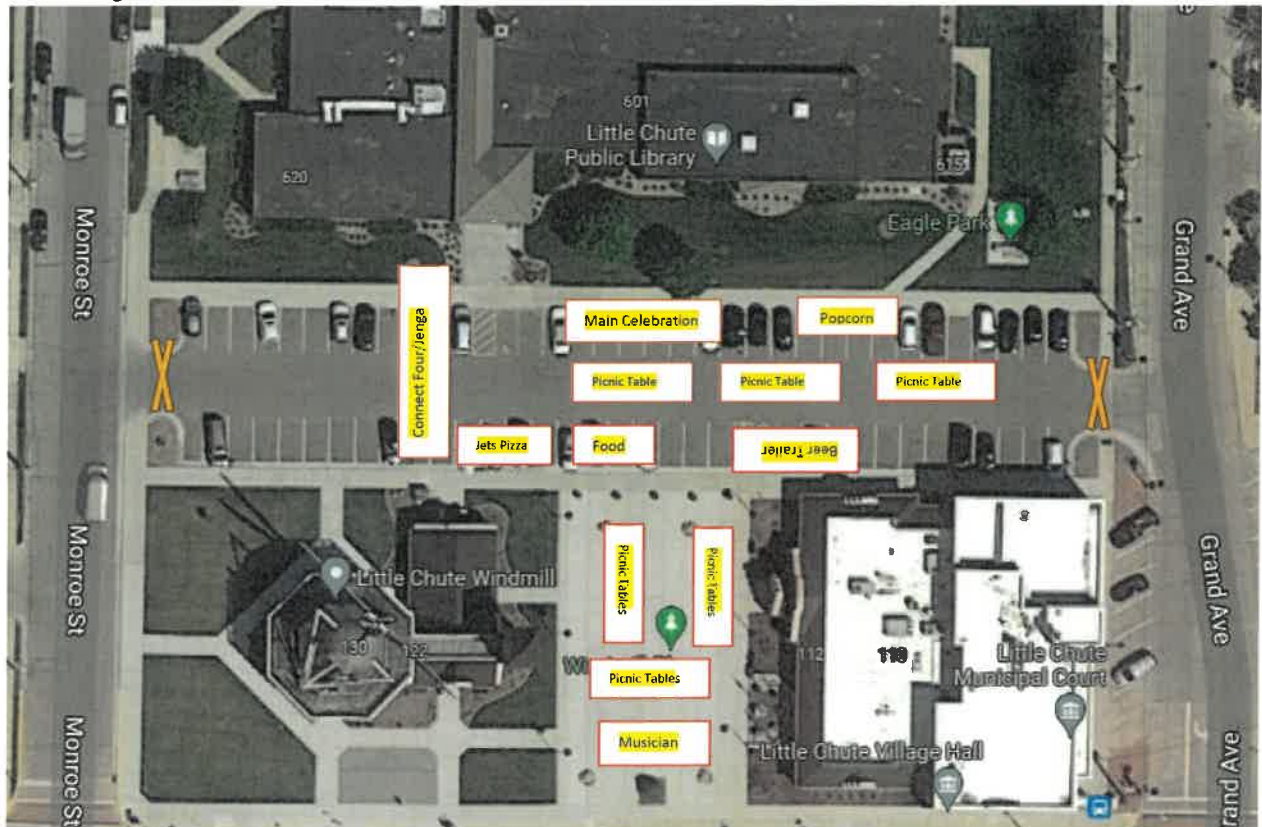
Time: 4:30 – 8:30pm

Mission Statement

The Village of Little Chute Beer Garden is a family friendly event that offers something for everyone. The event will feature craft beer, hard seltzer, live music, food and dessert trucks, outdoor family games and activities.

Location

The Village Plaza will host the above listed activities, in the below locations:



All food vendors are required to give back 10% of their sales. The money that is generated from food/beverage sales goes back to the village to help with beautification committee and downtown renovation.

“Pints in the Park”

When: Thursday, September 26, 2024

Where: Doyle Park

Time: 4:30 – 8:30pm

Mission Statement

The Village of Little Chute Beer Garden is a family friendly event that offers something for everyone. The event will feature craft beer, hard seltzer, live music, food and dessert trucks, outdoor family games and activities.

Location

Doyle Park will host the above listed activities, in the below locations:



Legend

1. Parking
2. Food Vendor (*no personal vehicle parking on grass*)
3. Family Games
4. Musician
5. Beer Trailer/ID Check

All food vendors are required to give back 10% of their sales. The money that is generated from food/beverage sales goes back to the village to help with beautification committee and downtown renovation.



John McDonald
108 West Main Street
Little Chute, WI 54140
920.423.3868
john@littlechutewi.org

BEER GARDEN FOOD/BEVERAGE AGREEMENT FORM

Vendor Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Check One: Food Vendor _____ Beverage Vendor _____ Event Time: 4:30pm to 8:30pm

Check Events: Thursday, August 29, 2024 _____ Thursday, September 26, 2024 _____
Downtown Plaza (108 W. Main Street) Doyle Park (100 Van Buren Street)

(All events are subject to change/cancel due to weather and/or situations deemed unsafe by event staff or Village Administration)

VILLAGE BEER GARDEN POLICIES AND PROCEDURES

Food/Beverage Vendor

- Vendor can set up anytime 10:30am to 3:30 pm.
- Vendors are responsible for their necessary equipment to operate their booth.
- Vendor recognizes that this is a family-friendly event and no inappropriate, foul language, or suggestive imagery will be tolerated.
- Vendors are required to arrive no later than 3:30 for set up.
- Vendors are responsible for having all of the correct and current licenses and permits to sell this event.
- Vendors are required to fill out WI-DOR S-240 -Vendor Information Form (2nd Page). [WI-DOR-S-240 FORM](#).
- Beverage Vendor is responsible for submitting a state issued permit recognizing ability to serve beer for each individual event and its location. *(due no later than 1 week from event date)*.
- Beverage Vendor is responsible for providing wristbands for ID check tent.
- Vendors will commit 10% of their sales for each event they attend which is due no later than 1-week past event date.
 - o 10% of sales will be paid to the Village of Little Chute via check or cash. Checks can be made out to: Village of Little Chute (108 West Main Street, Little Chute, WI, 54140)
 - o Revenues generated are committed back to the Village operational budget for beautification of the downtown district.

VOLC

- VOLC will provide space to operate vendor booth. Map for each event will be provided closer to event date.
- VOLC will work with Beverage Vendor to provide ID checks for anyone participating in alcoholic consumption.
- VOLC will not provide power for booths unless agreed upon before any event listed above with VOLC event staff.
- VOLC will contract live music services for each event.
- VOLC will provide music prior to event, during breaks, and post musician time.
- VOLC will provide adequate garbage and recycling receptacles.
- VOLC will provide restrooms at Library/Civic Center for plaza event, and restrooms at park for event at Doyle Park.

Signed: _____ Date: _____



Please return this completed agreement form to the contact listed above.

Received: _____ Request Reviewed: _____ Notes: _____

Approve _____ Denied _____ Completed By: _____ Date: _____



John McDonald
108 West Main Street
Little Chute, WI 54140
920.423.3868
john@littlechutewi.org

BEER GARDEN MUSICIAN VENDOR AGREEMENT FORM

Vendor Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Check Events: Thursday, August 29, 2024 _____ Location: Village Plaza (108 W. Main St)

Thursday, September 26, 2024 _____ Location: Doyle Park (100 Van Buren St.)

Event Time: 4:30pm to 8:30pm Music Services: 5:00pm to 8:00pm

(All events are subject to change/cancel due to weather and/or situations deemed unsafe by event staff or Village Administration)

VILLAGE BEER GARDEN POLICIES AND PROCEDURES

Musicians

- Musicians are paid \$400 for all 3 hours of playing. May play 2-3 sets with no more than 15 min breaks.
- Musicians are required to arrive no later than 4:30 for set up and sound check. Musicians are responsible for bringing their own mics, instruments, cords, and any other necessary equipment.
- No person shall park any motor vehicle in any park in the village except in designated parking area, per village ordinance 32-1(c)(14). Do not drive or park cars on the plaza.
- Glass bottles/containers of any kind are prohibited on the plaza, per ordinance 32-1(c)(12).
- Musicians are required to set up and take down all their own equipment.
- Musicians may display merchandise table and sell their product if they have any.
- Musician recognizes that this is a family-friendly event and no inappropriate, foul language, or suggestive music/ad-lib will be tolerated.
- Musicians are required to fill out WI-DOR S-240 -Vendor Information Form (2nd Page). [WI-DOR-S-240 FORM](#)

VOLC

- The VOLC will provide power, speakers (DM 112 120US), and 10 channel mixing board (Peavy 10BT) to plug into.
- The VOLC will provide a 10x10 tent to play under.
- The VOLC will provide ID checks for anyone participating in alcoholic consumption.
- The VOLC will require all musicians to fill out a W-9 before a check can be cut. Upon signing contract for music services, W-9 is required to be turned in no later than 2 weeks prior to contracted date. This ensures a check can be handed out on day of event.
- VOLC will provide music prior to event, during breaks, and post musician time.
- VOLC is not responsible for any articles left, lost, or stolen on the premises.
- VOLC will provide restrooms at Library/Civic Center for plaza event, and restrooms at park for event at Doyle Park.

Signed: _____ Date: _____



Please return this completed agreement form to the email contact listed above.

Received: _____ Request Reviewed: _____ Notes: _____

Approve _____ Denied _____ Completed By: _____ Date: _____



Park & Rec Department, 108 W. Main Street, Little Chute, WI 54140 (920) 423-3868

VILLAGE PLAZA RENTAL AGREEMENT FORM

Renters Name: DPRF - John McDermott

Address: 108 W. Main St.

City, State, Zip: Little Chute, WI 54140

Telephone: 920-423-3868

Rental Date: 8/29/24

Rental Fee: Request waived Resident - \$140/day Non-Resident - \$160/day

Security Deposit: \$0 \$200 Refundable security deposit

Group Name (if applicable): DPRF Beer Garden

Is group a non-profit: X Is group requesting waiver of rental fees: yes

I, the undersigned, am 18 years of age or older, and certify that I have read, understand, and agree to abide by the Village of Little Chute policies and procedures for rental of the village plaza. I am also aware that in renting the village plaza for myself and/or other participants whom I invite for involvement in the above rental, I will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, death, damages or loss in which myself and/or my invited participants might sustain as a result of rental or use. I also agree to hold the Village of Little Chute, and all of its officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of the village plaza. I will instruct my group of the policies and procedures, and ensure that they abide by them as well. I understand that non-compliance with policies and procedures will forfeit the security deposit paid and I will be subject for billing of any additional costs.

Signed: [Signature] Date: 8-24-24



Please return this completed agreement form with full payment (rental fee and security deposit) to the Little Chute Park & Rec Department, 108 W. Main Street, Little Chute, WI 54140.

Received: X Payment: — Request Reviewed: X Notes: Beer Garden

Event Request: ☒ Approved ☐ Denied Completed By: [Signature] Date: 1-24-24

★ The applicant shall produce this permit for any law enforcement officer upon request. ★



Revised 1/2022

Park & Rec Dept., 108 W. Main St., Little Chute, WI 54140 (920) 423-3869

Renter of park facility should complete this form to request permission to play any **live music** (such as a DJ or band) which will use a speaker system at their event. Completed form should be submitted to the Park & Rec Director at least one month prior to event date, as board approval may be required. Completed form can be returned to the Park & Rec Dept or it can be emailed to donna@littlechutewi.org (use subject line of "Amplified Device Permit").

AMPLIFIED DEVICE PERMIT

I, (print name) John McDonald - DPRD, am requesting an Amplified Device Permit

for (list date) 8/29 + 9/26 at (list name of park) Plaza + Doyle Park.

I am the renter of the park shelter for a (list type of event) Doyle Park + Plaza.

I request permission to have live music, which will be a (DJ or band) Band, be permitted to play

from 4:30 am/pm until 8:00 am/pm. I am aware that music is not permitted to be played

prior to 9:00am or after 10:00pm, per village ordinance. If you have questions regarding my request,

you can reach me at (list phone number) 920.422.6598. When my permit is reviewed,

please email my permit to me at (list email address) john@littlechute.wi.org

or mail to me at (list full mailing address) 108 W. Main St., Little Chute, WI 54140

RENTER'S SIGNATURE: John McDonald

DATE: 1/20/24

***** PARK & REC DIRECTOR TO COMPLETE THE FOLLOWING SECTION *****

Amplified Device Form Received On: 1-22-24

Date Permit Emailed/Mailed To Renter: _____

Permit Status: ☒ APPROVED

☐ DENIED

Permit#: _____

Reason for denial: _____

Park & Rec Director's Signature: John McDonald

Date Signed: 1-22-24

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 2, SERIES OF 2024

A RESOLUTION APPROVING A CSM FOR 1600 E NORTH AVE

WHEREAS, LAKU LLC as owner of Parcel #260274801 & 260274900 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Christopher E. Perreault, a registered land surveyor, to combine the lots into one lot; and

WHEREAS, On February 12, 2024, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

WHEREAS, a majority of the Village Board find that the attached Certified Survey Map is found to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: February 21, 2024

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

CLIENT:
JOHN KRAMER
1600 E. NORTH AVE
LITTLE CHUTE, WI

PARCEL NUMBERS:
260274900
260274801

NORTH IS REFERENCED TO THE
EAST LINE OF THE SOUTHEAST
1/4 OF SECTION 15, T21N, R18E,
VILLAGE OF LITTLE CHUTE,
OUTAGAMIE COUNTY, WISCONSIN,
WHICH BEARS S00°44'49"E PER
THE WISCONSIN COUNTY
COORDINATE SYSTEM
(OUTAGAMIE COUNTY)

NOTES:
- PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE
ACTIVITY, ALL BUILDING SETBACKS AND OTHER LAND
USE REQUIREMENTS SHOULD BE VERIFIED WITH THE
VILLAGE OF LITTLE CHUTE
- FIELD WORK COMPLETED 12/29/2023

LEGEND

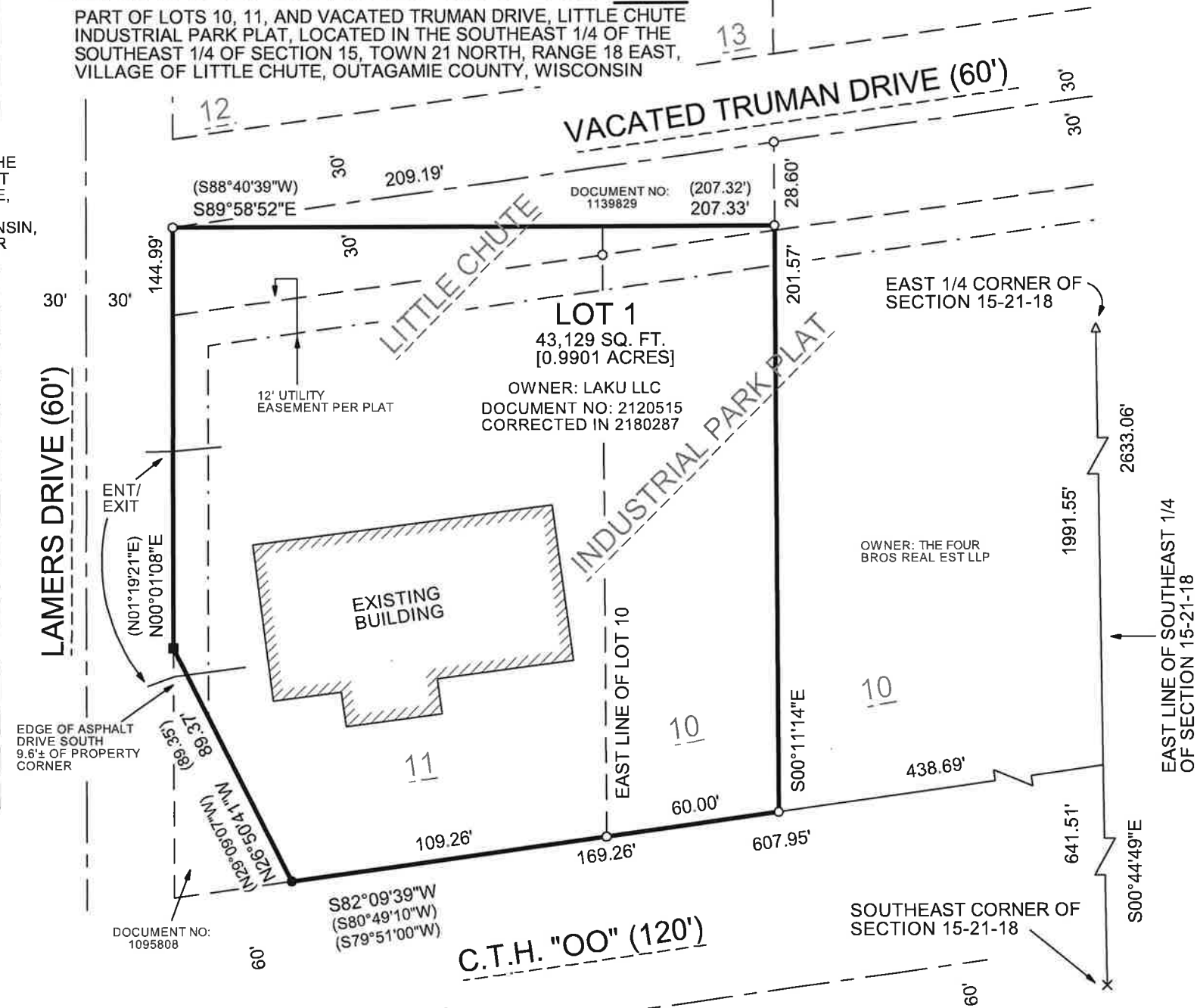
- = 1 1/4" X 18" O.D. IRON PIPE SET,
WEIGHING 1.13 LBS PER
LIN. FT. SET WITH CAROW LAND
SURVEYING CAP
- = MAG NAIL SET
- = 3/4" IRON REBAR FOUND
- △ = BERNSTEIN MONUMENT FOUND
- X = CROSS IN CONCRETE FOUND
- () = RECORDED AS BEARING/DIMENSION



CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDAL DRIVE, APPLETON, WI, 54914
N5841 S.T.H. 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168
A2312.21 (fnz/av FNZ) 01/26/2024

CERTIFIED SURVEY MAP NO.

PART OF LOTS 10, 11, AND VACATED TRUMAN DRIVE, LITTLE CHUTE
INDUSTRIAL PARK PLAT, LOCATED IN THE SOUTHEAST 1/4 OF THE
SOUTHEAST 1/4 OF SECTION 15, TOWN 21 NORTH, RANGE 18 EAST,
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



CERTIFIED SURVEY MAP NO. _____

BEING PART OF LOTS 10 AND 11 AND PART OF VACATED TRUMAN DRIVE, LITTLE CHUTE INDUSTRIAL PARK PLAT, LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR’S CERTIFICATE:

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, COMBINED AND MAPPED PART OF LOTS 10 AND 11 AND PART OF VACATED TRUMAN DRIVE, LITTLE CHUTE INDUSTRIAL PARK PLAT, LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST ¼ CORNER OF SAID SECTION 15; THENCE S00°44’49”E, 1991.55 FEET ALONG THE EAST LINE OF THE SOUTHEAST ¼ OF SECTION 15 TO THE NORTH LINE OF C.T.H. “OO”; THENCE S82°09’39”W, 438.69 FEET ALONG SAID NORTH LINE OF C.T.H. “OO” TO THE EAST LINE OF LANDS DESCRIBED IN DOCUMENT NO. 2180287 AND THE POINT OF BEGINNING; THENCE CONTINUING S82°09’39”W, 169.26 FEET ALONG SAID NORTH LINE TO THE EASTERLY LINE OF LANDS DESCRIBED IN DOCUMENT NO., 1095808; THENCE N26°50’41”W, 89.37 FEET ALONG SAID EASTERLY LINE TO THE EAST LINE OF LAMERS DRIVE; THENCE N00°01’08”E, 144.99 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 2180287; THENCE S89°58’52”E, 207.33 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF SAID LANDS; THENCE S00°11’14”E, 201.57 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF KRAMER HEATING AND COOLING, 1600 E. NORTH AVE., LITTLE CHUTE, WISCONSIN 54140.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE VILLAGE OF LITTLE CHUTE.

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DR., APPLETON, WI 54914
N5841 S.T.H. “47-55”, SHAWANO, WI 54166
PHONE: (920)731-4168
A2312.21 (RFR) 1-29-2024

NOTES:

- 1) THE PROPERTY OWNERS OF RECORD IS (ARE): LAKU, LLC.
- 2) THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL NO.S: 260274900 & 260274801
- 3) THIS CSM IS WHOLLY CONTAINED WITHIN LANDS DESCRIBED IN: DOCUMENT NO. 2180287.

VILLAGE BOARD APPROVAL:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE VILLAGE OF LITTLE CHUTE ON THIS _____ DAY OF _____, 20 ____.

PRESIDENT DATED CLERK DATED

TREASURER’S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

VILLAGE TREASURER DATED COUNTY TREASURER DATED

CERTIFIED SURVEY MAP NO. _____

BEING PART OF LOTS 10 AND 11 AND PART OF VACATED TRUMAN DRIVE, LITTLE CHUTE INDUSTRIAL PARK PLAT, LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

OWNER’S CERTIFICATE:

AS OWNER(S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, COMBINED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR S.236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF LITTLE CHUTE.

WITNESS THE HAND AND SEAL OF SAID OWNER(S):
BY: LAKU, LLC

SIGNATURE
PRINTED NAME: _____

TITLE: _____

STATE OF WISCONSIN)
)SS
COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED PERSON(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
MY COMMISSION EXPIRES _____

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL E DR., APPLETON, WI 54914
N5841 S.T.H. “47-55”, SHAWANO, WI 54166
PHONE: (920)731-4168
A2312.21 (RFR) 1-29-2024

MEMORANDUM of UNDERSTANDING
Interceptor System Rehabilitation
Heart of the Valley Metropolitan Sewerage District

This **Memorandum of Understanding (MoU)** is entered into by and between the **Heart of the Valley Metropolitan Sewerage District (District)** and the **Village of Little Chute (Village)** (collectively **Parties**) as of the latest date identified below.

Summary of Topics

- A. Recitals background, need and general description of Work
 - B. Terms
 - 1. Authority **Wisconsin Statutes § 66.0301 (2)**
 - 2. the Rehabilitation Project
 - a. Work Start
 - b. Work Areas - General
 - c. Work Areas - related to **Village**
 - d. **Contract Documents (Plan Drawings and Specifications)**
 - 1) Schedule / Duration
 - 2) Indemnification
 - e. Operation, Maintenance, and Repairs
 - f. Project Costs
 - g. Flow / Load Data and Invoices during Construction
 - h. No Special Assessments
 - i. Construction / Coordination
 - j. Quality Control and Construction Documentation
 - k. Observation by **Village**
 - l. Indemnification
 - m. Ownership of Infrastructure
 - n. Liens
 - 3. Term
 - 4. Miscellaneous
 - a. No Waiver
 - b. Amendment
 - c. Assignment
 - 5. Signatures / Execution
-

A. Recitals

1. The **District** owns and operates **wastewater sewerage infrastructure** that includes a gravity interceptor sewer system and wastewater treatment facility. The interceptor system (**Exhibit A1**) generally follows the **Fox River**, canals, locks and levee systems. The infrastructure provides critical service to the residents and businesses in the **Member Communities**.
2. The interceptor system (reinforced concrete mains and structures) are being deteriorated from Microbial Induced Corrosion (MIC). The MIC is resulting primarily from elevated "nutrient" loads in the wastewater. The MIC cannot be effectively stopped.
3. The infrastructure must be repaired and protected with pipe lining and coating systems. "Doing Nothing" is not a reasonable solution and will only postpone future more expensive repairs.
4. The Work must be coordinated between the **District**, **Member Communities** and public / private parties. Key construction activities generally include but are not limited to a) diverting wastewater flow through bypass pumping lines (land and marine) and b) both marine and traditional vehicle access to the Work areas.
5. The following summarizes key communication dates that shared narrative descriptions, plan / working drawings and Work concepts leading to teleconferences and in-person working meeting(s). These ideas were collectively incorporated into the **Contract Documents**.
 - a. **2021 03/25, 06/30, 10/28, 11/03, 11/04**
 - b. **2022 01/05, 01/25, 02/17, 04/05, 04/25, 05/09, 06/29, 08/19, 08/22, 08/23, 08/30, 10/26, 11/04**
 - c. **2023 05/17, 08/09, 08/22, 11/02**

B. Terms

NOW, THEREFORE, in consideration of the above recitals, and for other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the **Parties** agree as follows:

1. **Authority.** The **Parties** have authority to enter into this **MoU** under **Wisconsin Statutes § 66.0301 (2)**.
2. **the Rehabilitation Project.** The **Parties** hereby identify their understanding that the **District** may proceed with the Project in Work areas by and between the subject **Parties** based on the following **terms**:

- a. **Work Start.** The Rehabilitation Project may not begin in **Village** properties (not including public rights of way and easements) until on or after the respective **Parties** execute this **MoU** or as the **Parties** otherwise agree.
- b. **Work Areas - General.** The Work areas are recognized as temporary limited construction easements (**TLE**) and are subject to common law. The **TLE** related to this Project expire when the project reaches "final completion." The proposed rehabilitation will directly affect the **Village** as the **District** performs the following general Work:
- 1) Drawing **Exhibits B1** and **B2** identify the Work Areas and construction activities in the **Village** Corporate Limits, and that affect the **Member Communities** and public / private parties.
 - 2) In general the Work will be performed within existing rights of way, easements (including **TLE**) and on public lands / waters of the **State**.
 - 3) The following generally summarizes typical construction activities that may impact the **Village**, **Member Communities** and public / private parties:
 - a) marine / shoreline access
 - b) conventional land vehicle access
 - c) bypass / divert wastewater flows (bypass pump) both marine and land
 - d) staging / storage equipment and materials
 - e) excavation / grading related to vehicle access and structures
 - f) cured in place pipe liner (CIPP)
 - g) protective coat structure interior surfaces
 - h) reconstruct / modify / replace structures
 - i) restore Work areas
- c. **Work Areas - related to **Village**.** The following generally describes construction activities that affect the **Village**.
- 1) **vehicle / truck routes.** **Exhibit B.1** identifies required construction vehicle routes that generally include:
 - a) public rights of way
 - b) easements of record
 - c) **East Main** **sth 96**
 - d) **Grand**
 - e) **Mill**
 - f) **Sanitorium**
 - g) **van Buren**
 - h) **Vandenberg**
 - i) **Washington**
 - 2) **marine / shoreland access.**
 - a) **Heesakker Park**
 - **Drawing Exhibits B.2c** identify temporary construction access from **Sanitorium** to **mh 20** (canal bed). The access drive includes removing the

existing precast concrete panel walking bridge. The bridge will be replaced with a permanent reinforced concrete pipe and gravel drive. The pipe has capacity for the 50 - 100 year storm events.

b) **Doyle Park**

- **Drawing Exhibits B.2d** identify temporary construction access from the southeast parking lot to **mh 23** (canal bed).
- **Drawings 21** and **22** identify the **District** is assisting the **Village** with preliminary grading and breaker run aggregate for a future public boat launch. The **wisDNR Chapter 30** permit includes related Work.

3) **bypass wastewater**

- a) Wastewater will be pumped using electric equipment. The electric pumps will be served from temporary **Kaukauna Utility** 3-phase service lines.
- b) **Heesakker Park**. **Exhibit B.2e drawing 19** identifies the temporary bypass staging area related to the **Fox River** bypass system. The Contractor will install a perimeter fence around the subject Work site.
- c) **Island Park**. **Exhibit B.2f** identifies the temporary site access, bypass staging area and bypass equipment.
- d) **Sanitorium ms 3** and **Vandenberg mh 16**. **Exhibits B.2g** identify the temporary site access, bypass staging area and bypass equipment at **ms 3** and **mh 16**. The **District** has employed **Kaukauna Utility (KU)** to install a temporary overhead electric service in the **Vandenberg** right of way to **mh 16**. The temporary service will be removed when related Work is complete

4) **CIPP liner**. **Exhibits B.2f Drawing 44** and **B.2g Drawing 41** identify the CIPP lining Work. The liners will generally be installed from **mh13** to **mh25**.

5) **structure modifications and rehabilitation**. **Exhibits B.2h** and **A.1** identify the respective structure and modifications and interior rehabilitation sites.

6) **general**

- a) **Staging / storage** areas (**Island** and **Heesakker**) will be used for Contractor staging equipment and construction materials.
- b) The Contractor will restore the work sites to preconstruction condition.
- c) Some of the Work will be completed in existing public **rights of way** / easements of record.

d. **Contract Documents (Plan Drawings and Specifications)**. The Project incorporates applicable **District** standards and specifications, and applicable provisions of state, federal, and local law. Reference **Exhibits B.2** for related **Plan Drawings**.

1) **Schedule / Duration**. The **Specifications** (including **Agreement - 00520**) identify all project Work must be substantially complete by **September 30, 2025**. **Section 01326** requires the Contractor to provide and maintain a reasonable schedule to complete the various Work items. **Exhibits B3a** identify the Contractor's proposed preliminary schedule. The Contractor will provide required detailed

schedules at the preconstruction conference (estimated end 1st quarter 2024). Exhibit B.3b includes applicable parts of Sections 01110 subsections 2.04 and 2.05 F.3.d and 01326 subsection 2.05. Exhibits B.3 include key Work areas.

2) Indemnification

- a) The **Contract Documents** (**Agreement - 00520, General - 00700** and **Supplementary Conditions of the Contract Documents - 00800**) require the Contractor indemnifies, defends, and hold harmless the **Parties**, and their respective officers, agents, employees, and insurers.
- b) The **Contract Documents** require that the Contractor's **certificates of insurance** name the **District** and **Village**, and their respective officers, agents, employees, and insurers as additional insured. **Exhibit B4 (Certificate of Insurance)** identifies the **Village** as an additional insured.

- 3) The **Contract Documents** generally require restoring work areas to preconstruction condition.

e. **Operation, Maintenance, and Repairs.** The **Contract Documents** require warranties from the Contractor. The warranties apply to all Work completed through the **Contract**. Warranties are in effect for two (2) years from the date of **Substantial Completion**.

f. Project Costs

- 1) All costs of the Project will be the responsibility of the **District** including but not limited to:
 - a) construction and site restoration
 - b) **Heesakker Park**
 - The **District** will compensate the **Village** ("payment in lieu") to replace trees at the canal levee bank temporary construction vehicle access drive. The compensation value is based on the **District** and **Village** inventorying existing trees. The **Village** will replace the trees after related project Work is complete.
 - The Value of the "payment in lieu" is \$15,993.30 dollars (**exhibit B.5**). The **District** will pay the **Village** when this **MoU** is executed by the respective **Parties**.

g. Flow / Load Data and Invoices for wastewater services during Construction

- 1) The **District** shall invoice the **Member Communities** following routine past practices.
- 2) Invoices shall generally be based on present day measurements and / or estimated from **2020 - 2023** historical records ("records" - flow and loads) when wastewater is diverted around meter stations during construction.
- 3) when meter stations are removed from service during construction

- a) **flow** shall be based on bypass pump mag meters and / or 2020 - 2023 historical laser meter flow records. The estimates shall incorporate the effects of observed historical precipitation, historical records and their effect on flow.
 - b) **load parameters** shall be based on 1) actual and / or 2) 2020 - 2023 historical load records
- h. **No Special Assessments.** The District agrees that it will not impose any special assessments on the Village or their residents for costs related to the Project.
- i. **Construction / Coordination**
 - 1) **Meetings.** The District will permit the Village to participate in the preconstruction conference and construction progress meetings. Key topics will generally include construction activities, sequences, schedules, and duration.
 - 2) **Notice to District.** The Village will communicate with the District in advance of performing any operations and maintenance activities with the Village's sewer system that would affect wastewater flows or related bypass pumping operations.
- j. **Quality Control and Construction Documentation** will be performed through the District.
- k. **Observation by the Village**
 - 1) The Village and their agents may independently observe Project work related to the Village.
 - 2) The District will correct any defects identified during observation (whether by the Village, District, their agents or contractors, or otherwise) within thirty (30) days of written notice of such defect by the Village.
- l. **Indemnification.** To the fullest extent permitted by law, the Parties will defend, indemnify, and hold each other and their respective officers, agents, employees, and insurers harmless, from and against all claims, losses, and damages of any kind (including reasonable attorneys' fees) arising from the acts or omissions of the indemnifying party, or any individual or entity acting on the indemnifying party's behalf, pertaining to the Project. Nothing herein abrogates the municipal liability exclusions and damage limitations identified in § 893.80 Wisconsin Statutes which shall apply as a defense by each Party to all third-party claims, losses, and damages, including but not limited to reasonable attorney's fees, and also to all related or arising indemnification claims and obligations.
- m. **Ownership of Infrastructure.** The Parties agree that ownership of the Interceptor System will not be affected by the Project. The District will continue to own, operate and maintain the Interceptor System.

- n. **Liens.** The **District** will ensure that the Interceptor System, Work Area and related **Village** property and funds remain free of liens related to the Project at all times.

3. **Term**

- a. This **MoU** will remain binding on the **Parties** until the Rehabilitation Project is complete, or as the **Parties** mutually agree.

4. **Miscellaneous**

- a. **No Waiver.** No waiver of any provision of this **MoU** shall be deemed or constitute a waiver of any other provision, nor shall it be deemed or constitute a continuing waiver unless expressly provided for by a written amendment to this **MoU** signed by both **Parties**, nor shall the waiver of any default under his **MoU** be deemed a waiver of any subsequent default or defaults of the same type.
- b. **Amendment.** This **MoU** may be amended only by a written amendment approved and executed by both **Parties**.
- c. **Assignment.** The **Parties** agree that this **MoU** is solely between the subject **Parties**. The **MoU** is not assignable to any third or other parties.

5. Signatures / Execution

Dated this _____ day of _____, 2024.

HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT

by: _____

David J. Casper
President

attest: _____

Brian Helminger
District Director

Dated this _____ day of _____, 2024.

VILLAGE of LITTLE CHUTE

by: _____

Michael Vanden Berg
President

attest: _____

Beau Bernhoft
Administrator

prepared by Strategic Municipal Services, Inc.
© 2024

EXHIBITS

Exhibit A
INTERCEPTOR SYSTEM

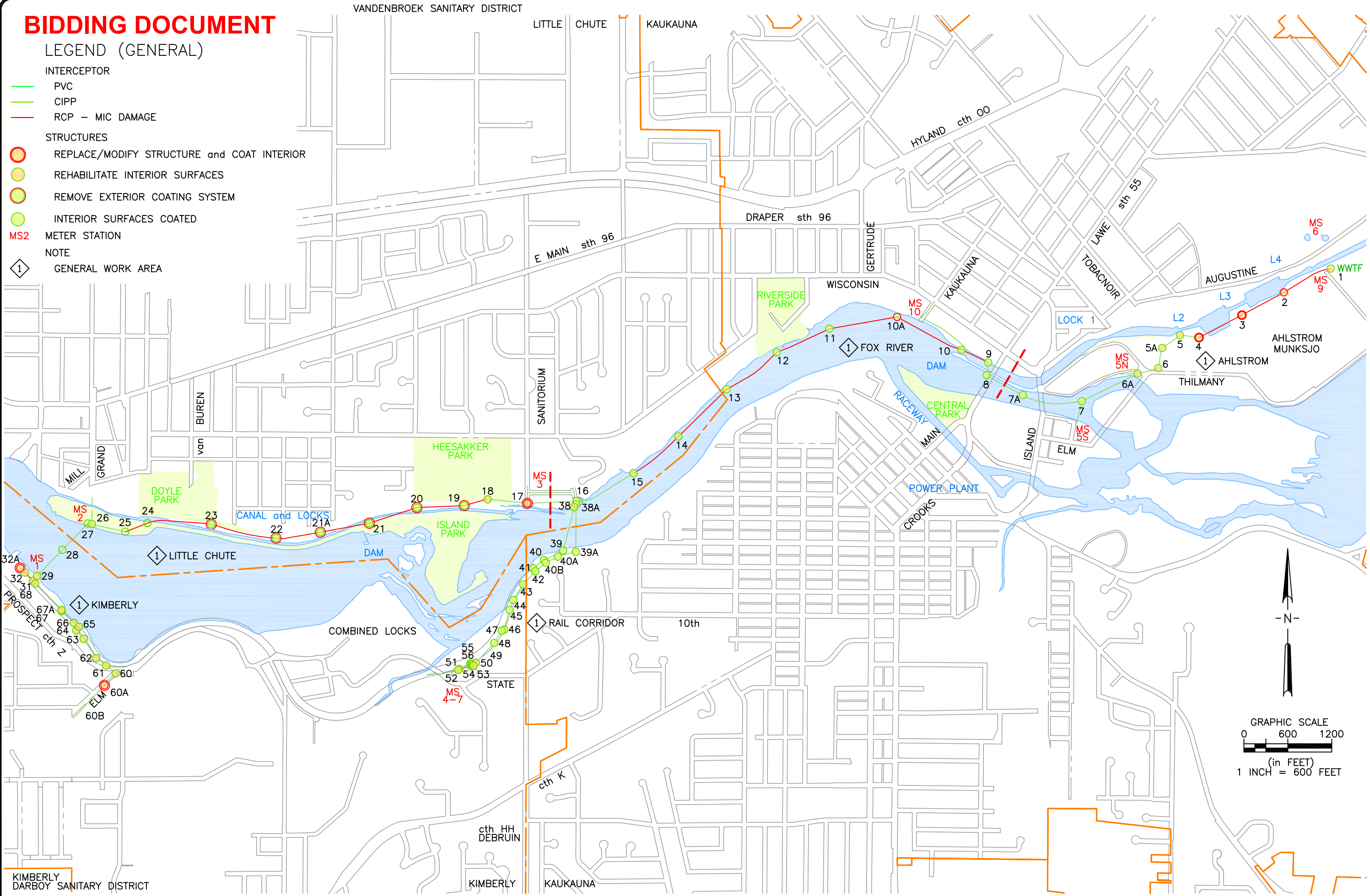
Strategic Municipal Services, Inc.



BIDDING DOCUMENT

LEGEND (GENERAL)

- INTERCEPTOR
- PVC
- CIPP
- RCP – MIC DAMAGE
- STRUCTURES
- REPLACE/MODIFY STRUCTURE and COAT INTERIOR
- REHABILITATE INTERIOR SURFACES
- REMOVE EXTERIOR COATING SYSTEM
- INTERIOR SURFACES COATED
- MS2 METER STATION
- NOTE
- 1 GENERAL WORK AREA



ORTHOPHOTO: N/A

KIMBERLY
DARBOY SANITARY DISTRICT

INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT	FILE NO	G3		
	SHEET	58		
	3			
INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT	DATE	03/19/23	DATE	MAR 2023
	SCALE	1" = 600'	SCALE	(22x34)
	CHECKED BY	SMS	CHECKED BY	SMS
INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT	PROJECT NO.	10065	PROJECT NO.	10065
	DATE	MAR 2023	DATE	MAR 2023
	SCALE	1" = 600'	SCALE	(22x34)
INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT	NO.		NO.	
	DATE		DATE	
	REVISION		REVISION	
INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART of the VALLEY METROPOLITAN SEWERAGE DISTRICT	BY		BY	
	DATE		DATE	
	REVISION		REVISION	
MUNICIPAL • INFRASTRUCTURE • FINANCE TRANSPORTATION • FINANCE SMS STRATEGIC MUNICIPAL SERVICES, INC. 42824 cth D, Plymouth, VT 05303 (802) 893-3447				

Exhibit B.1
ACCESS ROUTES
Construction Vehicles



Item For Consideration

For Village Board Review On: 2/21/2024
Agenda Item Topic: CSM 411 Vandebroek St

Prepared On: 2/14/2024
Prepared By: Dave Kittel CDD

Report: A CSM to combine the multiple parcels owned by ST John Congregation at 411 Vandebroek St, was recently submitted to the Village. The proposed CSM would combine parcels 260040600, 260043800, 260044200, 260044100, 260042700, 260042000, 260040700, 260040800, 260040900, 260040600 and 260040500 into two lots. This CSM has been reviewed by staff and follows requirements in Sec 42-64. A few items to be aware of is that this parcel would have multiple zoning classifications on it. And that is allowed per current ordinance. As proposed the Duplex located on Canal Street would be on be placed on its own parcel to allow for options in the future. Due to how the property has developed over the years and continues to develop the existing duplex patio would be within the setback requirements. This is due to the patio being attached to the principal structure and would need to meet the standard set back of 20 feet. Previously this was not an issue due to how the property was arranged and can be allowed if the CSM is approved with a 2/3 majority vote by the Village Board. Plan Commission review this CSM on February 12th and recommend approval of the CSM to the Villag Board. The CSM is attached to this report for Village Board review. And below is a more detailed site plan to better show the non-conformity that would be created.





Item For Consideration

Fiscal Impact: None

Recommendation/Board Action: To Approval of the Resolution for this CSM

Respectfully Submitted,

Dave Kittel, Community Development Director



APPLICATION FOR SUBDIVISION AND/ OR CSM REVIEW

Name of Subdivision: 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute

Parent Parcel # 43800, 44200, 44000, 44100, 42700, 42000, 42500, 42600, 40700, 40800, 40900, 40600, 40500.

Number of Lots: 1

☐ Preliminary Plat

☐ Final Plat

☒ CSM

Will deed restrictions be recorded? ☐ Yes ☒ No

Property Owner Information:

Name: St. John Nepomucene Parish

Telephone Number: 920-788-9033

Mailing Address: 411 Vandenbroek St., Little Chute

Surveyor Information:

Name: Scott Andersen - Davel Eng.

Telephone Number: 920-580-6569

email scott@davel.pro

Engineer Information:

Name: _____

Telephone Number: _____

email _____

Required for plat review:

☐ Lot Layout (4 full size copies) and (24) 11" x 17" copies

☐ Topographic survey (4 full size copies) and (2) 11" x 17" copies

☐ Drainage plan (4 full size copies) and (2) 11" x 17" copies

☐ Pavement Design Catalog (3 copies)

☐ Stormwater Pollution Prevention Plan / Erosion Prevention & Sediment Control Plan (3 copies)

☐ Final plans and specifications of public improvements (4 full size copies) and (2) 11" x 17" copies

☒ Proposed CSM (24) copies

☐ Plat restrictions or covenants to be recorded (3 copies)

Filing Fees:

☐ Preliminary Plat \$100.00 plus \$5.00 per lot

☐ Final Plat \$50.00 plus \$2.00 per lot.

☒ CSM \$50.00 flat fee.

Amount of Fees submitted: \$ 50

Signature of Applicant

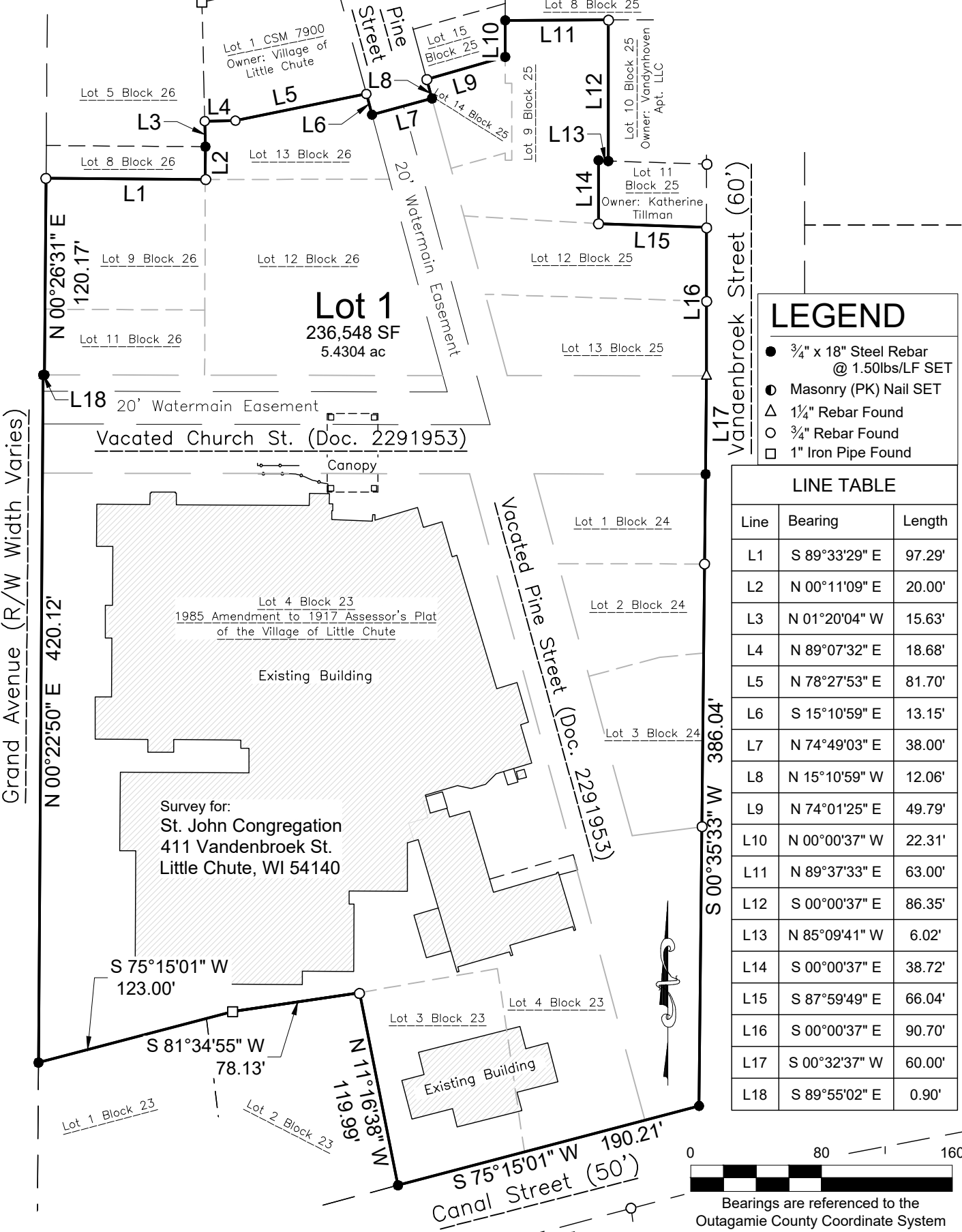
Date 2024.02.07

Submit to:

Director of Community Development
108 W Main Street, Little Chute, Wisconsin 54140
(920)423-3870 jim@littlechutewi.org

Certified Survey Map No. _____

Lots 9, 11, 12, and part of Lot 13, Block 26; Lots 9, 12, 13, and 14, Block 25;
Lots 1, 2, and 3, Block 24; Lots 3 and 4, Block 23; All of the 1985 Amendment
to 1917 Assessors Plat of the Village of Little Chute; and Vacated Church
Street and Pine Street as described in Doc. 2291953; Located in Government
Lot 1, Section 21, Township 21 North, Range 18 East,
Village of Little Chute, Outagamie County, Wisconsin.



Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date

File: 6044CSM.dwg
Date: 02/07/2024
Drafted By: scott
Sheet: 1 of 4



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Certified Survey Map No. _____

Lots 9, 11, 12, and part of Lot 13, Block 26; Lots 9, 12, 13, and 14, Block 25; Lots 1, 2, and 3, Block 24; Lots 3 and 4, Block 23; All of the 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute; and Vacated Church Street and Pine Street as described in Doc. 2291953; Located in Government Lot 1, Section 21, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Little Chute, and under the direction of St. John Nepomucene Parish, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is Lots 9, 11, 12, and part of Lot 13, Block 26; Lots 9, 12, 13, and 14, Block 25; Lots 1, 2, and 3, Block 24; Lots 3 and 4, Block 23; All of the 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute; and Vacated Church Street and Pine Street as described in Doc. 2291953; Located in Government Lot 1, Section 21, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin containing 236,548 Square Feet (5.4304 Acres) of land described as follows:

Commencing Northwest corner of Lot 9, Block 26, of the 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute (Plat); thence S89°33'29"E along the north line of said Lot 9, 97.29 feet to the west line of Lot 13, Block 26, of Said Plat; thence N00°11'09"E along said west line, 20.00 feet; thence N01°20'04"W along said west line, 15.63 feet to the south line of Certified Survey Map No. 7900; thence N89°07'32"E along said south line, 18.68 feet; thence N78°27'53"E along said south line, 81.70 feet to the west line of Pine Street (Public Right of Way); thence S15°10'59"E along said west line, 13.15 feet to the northerly end of the Vacated portion of Pine Street per Document 2291953; thence N74°49'03"E along said northerly end, 38.00 feet to the east line of Pine Street (Public Right of Way); thence N15°10'59"W along said east line, 12.06 feet to the north line of Lot 14, Block 25 of said Plat; thence N74°01'25"E along said north line, 49.79 feet to the west line of Lot 9, Block 25 of said Plat; thence N00°00'37"W along said west line, 22.31 feet to the north line of said Lot 9; thence N89°37'33"E along said north line, 63.00 feet to the east line of said Lot 9; thence S00°00'37"E along said east line, 86.35 feet to the north line of Lot 11, Block 25 of said Plat; thence N85°09'41"W along said north line, 6.02 feet to the west line of said Lot 11; thence S00°00'37"E along said west line, 38.72 feet to the north line of Lot 12, Block 25 of said Plat; thence S87°59'49"E along said north line, 66.04 feet to the west line of Vandebroek Street (Public Right of Way); thence S00°00'37"E along said west line, 90.70 feet to the east end of Vacated Church Street per Document 2291953; thence S00°32'37"W along said east end, 60.00 feet to the west line of Vandebroek Street (Public Right of Way); thence S00°35'33"W along said west line and along the east line of the Vacated portion of Pine Street per Document 2291953, 386.04 feet to the south line of said vacated Pine Street; thence S75°15'01"W along said south line and the north line of Canal Street (Public Right of Way). 190.21 feet to the east line of Lot 2, Block 23 of said Plat; thence N11°16'38"W along said east line, 119.99 feet to the south line of Lot 4, Block 23 of said Plat; thence S81°34'55"W along said south line, 78.13 feet; thence S75°15'01"W along said south line, 123.00 feet to the east line of Grand Avenue (Public Right of Way); thence N00°22'50"E along said east line, 420.12 feet; thence S89°55'02"E along said right of way, 0.90 feet; thence N00°26'31"E along said right of way, 120.17 feet to the point of beginning. Described parcel is subject to all easements, and restrictions of record.

Scott R. Andersen,
Wisconsin Professional Land Surveyor No. S-3169

Certified Survey Map No. _____

Lots 9, 11, 12, and part of Lot 13, Block 26; Lots 9, 12, 13, and 14, Block 25; Lots 1, 2, and 3, Block 24; Lots 3 and 4, Block 23; All of the 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute; and Vacated Church Street and Pine Street as described in Doc. 2291953; Located in Government Lot 1, Section 21, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

Owner's Certificate

St. John Nepomucene Parish, a Religious organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owners, do hereby certify that we caused the land above described to be surveyed, combined, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Little Chute

IN WITNESS WHEREOF, the said St. John Nepomucene Parish, has caused these presents to be

signed by its authorized representatives, located at, _____, Wisconsin, and its corporate seal to be hereunto affixed

this _____ day of _____, 20_____.

In the Presence of: St. John Nepomucene Parish,

By_____	By_____
print name_____	print name_____
Title_____	Title_____

State of Wisconsin)
)ss
_____ County)

Personally came before me this _____ day of _____, 20____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____	My commission expires:_____.
Notary Public, Wisconsin	

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

Certified Survey Map No. _____

Lots 9, 11, 12, and part of Lot 13, Block 26; Lots 9, 12, 13, and 14, Block 25; Lots 1, 2, and 3, Block 24; Lots 3 and 4, Block 23; All of the 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute; and Vacated Church Street and Pine Street as described in Doc. 2291953; Located in Government Lot 1, Section 21, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

Village Board Certificate

Resolved, that this Certified Survey Map in the Village of Little Chute, Outagamie County, St. John Nepomucene Parish, the property owners, is hereby approved by the Village Board of the Village of Little Chute.

Michael Vanden Berg
Village President

Date _____

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Little Chute.

Laurie Decker
Village Clerk

Date _____

Treasurers' Certificate

I, being the duly elected, qualified and acting Treasurers of the Village of Little Chute, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

Lisa Remiker-Dewall
Finance Director

Date _____

County Treasurer

Date _____

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Recording Information & Parcel Numbers:

St. John Nepomucene Parish:

Recorded Documents: 1121313, 1126059, 1129341, 1131159, 1468739, 1508014, 1619185, 1737038, 1986911, 2213197, 2291953

Parcels: 260043800, 260044200, 260044000, 260044100, 260042700, 260042000, 260042500, 260042600, 260040700, 260040800, 260040900, 260040600, 260040500.

Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date _____

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 3, SERIES OF 2024

A RESOLUTION APPROVING A CSM FOR 411 VANDENBROEK ST

WHEREAS, St John Congregation as owner of Parcel #260040600, 260043800, 260044200, 260044100, 260042700, 260042000, 260040700, 260040800, 260040900, 260040600 and 260040500 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Scott R. Andersen a registered land surveyor; and

WHEREAS, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

WHEREAS, a majority of the Village Board find that the attached Certified Survey Map is found to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.
3. That the Certified Survey Map is recorded within one(1) year of its approval by the Village Board and any other approving agencies.

A 2/3 majority vote is required for this CSM: Yay ____ Nay____

Date introduced, approved and adopted: February 21, 2024

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



Item For Consideration

For Committee Review On: February 21st, 2024
Agenda Item Topic: Fire Station Design and Eng.
Proposal Selection.

Prepared On: February 15th, 2024
Prepared By: Administration &
The Fire Station Review Team

Report: The Village of Little Chute Fire Department received five proposals from firms for the design and engineering phase of our new fire station project. Our Review Team went through each proposal and provided rankings for the firms. The team is comprised of:

- Village Board President
- Little Chute Area School District Administrator
- Village Administrator
- Public Works Director
- Assistant Public Works Director
- Fire Chief
- Assistant Fire Chief
- Community Development Director
- Facilities Manager

Below is a chart (in ranking order) that indicates firms, their prices and our average scoring. It is important to note that while prices are a factor – it is not the driving decision maker. These prices were varied based on the information each firm provided. Some firms were extremely detailed and included all-in prices, others were very minimal, with no detail on additional costs. While it may cost us more in the design phase, the potential savings during construction could be significantly more in comparison. The Village wants to provide the best quality plans as possible for competitive contractor bidding.



Item For Consideration

Name of Firm	Price Proposal	Technical Proposal Ranking
Wendel Five Bugles Design	\$438,400 6.85% of total construction cost	1
Short Elliot Hendrickson Inc. (SEH)	\$408,324 (Base price) \$441,422 (all additional services)	2
McMahon Associates	\$315,522 (not including additional costs or optional services)	3
Keller Inc.	\$300,000 (Base price – no mention of additional costs)	4
Cedar Corp.	\$322,000 (not including additional costs)	5

After our initial review and discussion, it was apparent that there were two top choices, Wendel and SEH. Both proposals were thorough and clearly focused on the Village of Little Chute needs. Our review team unanimously agreed that in-person interviews were the best next step to help distinguish a front runner.

The Fire Station Review Team conducted interviews in person with our top two firms. Both styles of interviews were different on their approach. Both firms reinforced our thought process that they would have no issues completing a great product to be proud of. There were positives and negatives to consider on both sides evenly. For example, SEH is Appleton based and fast to react, whereas Wendel is based out of Eau Claire. Wendel has a very deep resume and track record for success, with a strong national network to tap into for expertise.



Item For Consideration

At the end of our interviews and discussions, it was put to a vote amongst the members. Five individuals selected Wendel and three selected SEH. The caveat was everyone agreed that they would vote either way on this matter and would be very happy with either firm. It should be noted that our Fire Chief and Assistant Chief both voted for SEH.

Fiscal Impact: Our top two firms provided a different approach to fees associated with design and engineering. SEH provided an all-in cost of \$441,422 (which included a \$9,600 discount due to completing the space needs study). Wendel's fee was based on 6.85% of the total construction cost.

If we anticipate the fire station will cost the Village \$6,400,000 (noted in our CIP based on the Space Needs Analysis):

Wendel:	\$438,400 (6.85% of total project cost)
SEH:	\$441,422

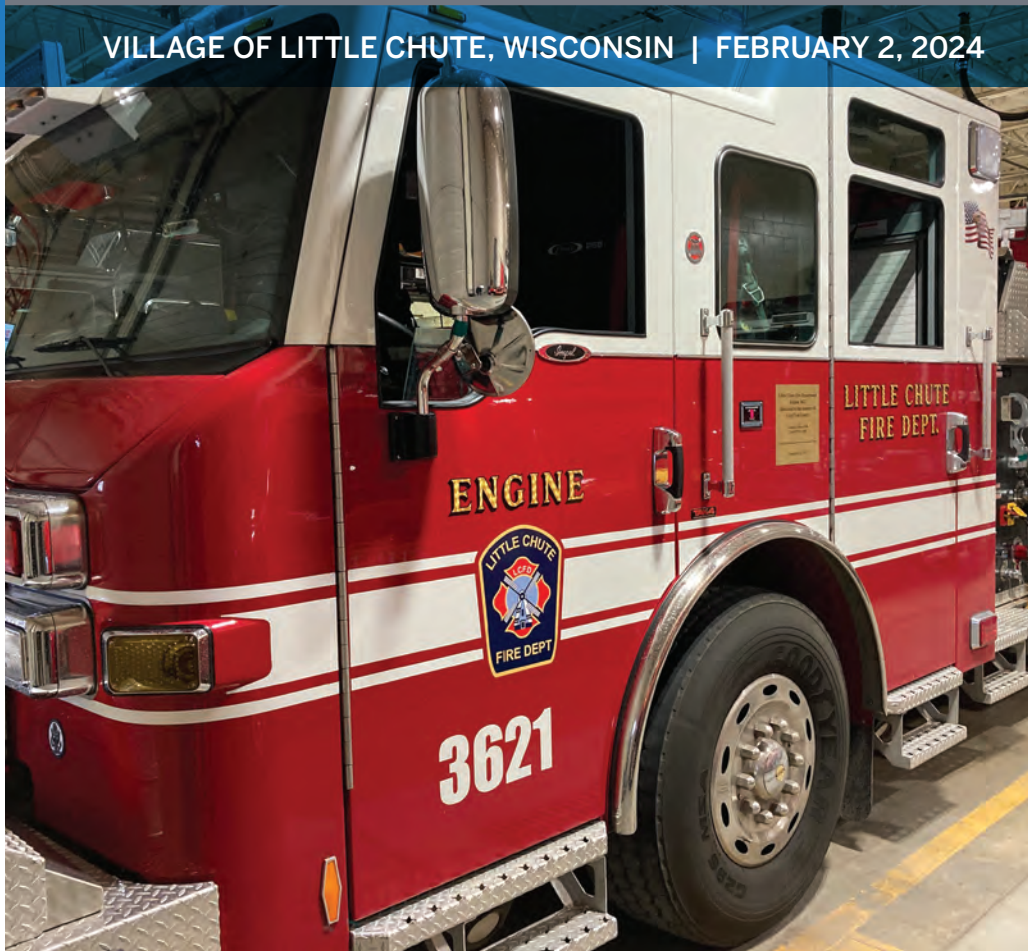
Recommendation/Committee Action: The Fire Station Review Team recommends the Village Board begin negotiating and finalizing an agreement with Wendel Five Bugles based on their proposal, interview and detail in cost. If for any reason we cannot successfully come to terms with Wendel our backup firm to negotiate an agreement is SEH.

Respectfully Submitted,
Beau Bernhoft, Village Administrator
Duane Nechodom, LCFD Chief & the Fire Station Review Team

PROPOSAL FOR PROFESSIONAL SERVICES

Village of Little Chute Fire Station

VILLAGE OF LITTLE CHUTE, WISCONSIN | FEBRUARY 2, 2024



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

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SIGNED ADDENDUM
INSURANCE CERTIFICATE(S)
LETTER OF INTRODUCTION/STATEMENT OF INTEREST

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PRICE PROPOSAL (SUBMITTED SEPARATELY)

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

©2024 Short Elliott Hendrickson Inc.

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

SEH is a registered trademark of Short Elliott Hendrickson Inc.

LCHUT 176120



ADDENDUM NO. 1

REQUEST FOR PROPOSALS PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

January 12, 2024

Proposal Due: No Later Than 4:30 p.m. CST, Friday, February 2, 2024

This Addendum is issued to modify, explain, or correct the original Request for Professional Design Services For The Village of Little Chute Fire Station issued on December 28, 2023 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

Question #1: Bullet #5 on page 9 asks for five recent fire station projects either completed or under construction that incorporate training facilities. Is it permissible to submit the five recently completed fire station projects along with some additional examples of specific fire training facilities?

Answer #1: Yes, we are not limiting additional examples for the Village to review.

Question #2: Should the electronic submittal contain separate PDF files for the technical proposal and the fee proposal?

Answer #2: Yes, The Village is planning to review the technical proposal, scoring that section first before reviewing fees.

Question #3: Can you expand on the Village's level of interest in hiring a construction manager versus the role of the architect as the owner's representative? If the Village is using the AIA contract between Owner and Architect, the role of the architect as Owner's representative during construction is defined. Should we assume inclusion of those standard services as the basis of our scope and fee at this point with the assumption that the architect's scope may be negotiated upon hire of a construction manager?

Answer #3: Firms shall assume the role of the owner's representative at this time, throughout the length of this project to completion.



Question #4: Looking at soils mapping, no wetland soils are detected at the proposed site. Is it permissible to omit wetland delineation work and provide that as an additional services if it is determined necessary in the future?

Answer #4: Yes, assume that wetland delineation work is not needed, but if determined in the future, we would negotiate that additional service.

Question #5: Will responses to consultant questions be issued by the Village prior to the deadline to receive questions which is set for January 26th?

Answer #5: Yes, questions will be responded to through the email disbursement list. Our deadline for questions is January 26th. The Village will do their best to answer all questions in a timely manner prior to this deadline, if possible.

Question #6: Should the firms be considering costs/time associated with an analysis of existing equipment in the facility that may be utilized in the new building?

Answer #6: No, due to the age of the equipment in the existing station the Village is planning for a new station with new equipment associated (i.e. the SCBA compressor).

SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

Consultant's Signature

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

Print Name & Title

Issued by:

Beau Bernhoft
Village Administrator



ADDENDUM NO. 2

REQUEST FOR PROPOSALS PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

January 27, 2024

Proposal Due: No Later Than 4:30 p.m. CST, Friday, February 2, 2024

This Addendum is issued to modify, explain, or correct the original Request for Professional Design Services For The Village of Little Chute Fire Station issued on December 28, 2023 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

Question #1: Does the Village have the capacity and equipment to provide any private locates on the two sites?

Answer #1: The Village contracts with a private locating company who is responsible for locating Village assets within the right-of-way and on Village owned property.

Question #2: The geotechnical contractor will fill the bore holes but assumes they can scatter the remaining spoils on the site. Would you prefer they provide the labor to have the additional soil hauled off site?

Answer #2: Spoils remaining after bore holes have been filled can be dispersed on site.

Question #3: If the site is impacted by access of the drill rigs should we require that they provide restoration of the site?

Answer #3: Any significant ground disturbance caused by drill rigs would require restoration with seed and mulch. Any minor ground disturbance caused by the rigs would not require restoration.



SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

A handwritten signature in black ink, appearing to read "Trevor Frank", is written over a horizontal blue line.

Consultant's Signature

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

Print Name & Title

Issued by:

A handwritten signature in black ink, appearing to read "Beau Bernhoft", is written over a horizontal blue line.

Beau Bernhoft
Village Administrator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C, No, Ext): (952) 893-1933 FAX (A/C, No): (952) 893-1819 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Co. NAIC # 37885 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Short-Elliott-Hendrickson, Incorporated 3535 Vadnais Center Drive St. Paul MN 55110	

COVERAGES **CERTIFICATE NUMBER:** 2023-2024 1 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR5018962	10/01/2023	10/01/2024	Each Claim/ \$5,000,000 Each Policy Year Aggregate \$10,000,000

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

Re: SEH No. LCHUT 176120/ RFP- Professional Design Services for the Village of Little Chute Fire Station


If required by written executed contract with the Named Insured, notice of cancellation applies as per the policy endorsement and/or as per all policy terms, conditions and language.

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER

Village of Little Chute 108 West Main Street Little Chute WI 54140
--

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 

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This endorsement, effective 12:01 a.m., 10/01/2023 forms a part of

Policy No. DPR5018962

Issued to Short-Elliott-Hendrickson, Inc.

by XL Specialty Insurance Company.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF POLICY CANCELLATION – BLANKET NOTICE TO DESIGNATED ENTITIES

This endorsement modifies insurance provided under the following:

PROFESSIONAL, ENVIRONMENTAL AND NETWORK SECURITY LIABILITY POLICY – ARCHITECTS,
CONSULTANTS AND ENGINEERS

Section XI. OTHER CONDITIONS, Paragraph A. Cancellation is amended by the addition of the following:

In the event that the Company cancels or non-renews this Policy during the POLICY PERIOD, the Company agrees to provide thirty (30) days' prior written notice of cancellation or non-renewal of this Policy to any entity with whom the NAMED INSURED agreed in a written contract or agreement would be provided with notice of cancellation or non-renewal of this Policy, provided that:

1. The Company receives, at least thirty-five (35) days prior to the date of cancellation or non-renewal, a written request from the NAMED INSURED to provide notice of cancellation to entities designated by the NAMED INSURED to receive such notice; and
2. The written request includes the name, address and email of each person or entity designated by the NAMED INSURED to receive such notice. The Company will assume that the list provided to the company by the NAMED INSURED is a complete and accurate list.

This endorsement does not apply to non-renewal of the Policy at the end of the POLICY PERIOD or cancellation of the Policy for non-payment of premium to a premium finance company authorized to cancel the Policy. Furthermore, nothing contained in this endorsement shall be construed to provide any rights under the Policy to the entities receiving notice of cancellation pursuant to this endorsement, nor shall this endorsement amend or alter the effective date of cancellation stated in the cancellation notice issued to the NAMED INSURED.

All other terms and conditions of the Policy remain unchanged.



CERTIFICATE OF LIABILITY INSURANCE

10/1/2024

DATE (MM/DD/YYYY)

1/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):														
INSURED 1467605 SHORT-ELLIOTT-HENDRICKSON, INCORPORATED 3535 VADNAIS CENTER DRIVE ST. PAUL MN 55110-3507	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : The Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER B : National Fire Insurance Co of Hartford</td><td>20478</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Continental Insurance Company	35289	INSURER B : National Fire Insurance Co of Hartford	20478	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

COVERAGES ***** **CERTIFICATE NUMBER:** 20196072 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	6079420587	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	6079420699	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	Y	N	6079420590	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N / A		N	6079421254	10/1/2023	10/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

RE: SEH NO. LCHUT 176120 / RFP-PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION. VILLAGE OF LITTLE CHUTE IS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS ON GENERAL, AUTO AND UMBRELLA POLICIES, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. FOR CANCELLATION FOR ANY REASON OTHER THAN NONPAYMENT OF PREMIUM, THE INSURER(S) WILL SEND 30 DAYS NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER.

CERTIFICATE HOLDER**CANCELLATION** See Attachment

20196072
VILLAGE OF LITTLE CHUTE
108 WEST MAIN STREET
LITTLE CHUTE WI 54140

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SHORT-ELLIOTT-HENDRICKSON, INCORPORATED.; 1467605



20196072

VILLAGE OF LITTLE CHUTE
108 WEST MAIN STREET,
LITTLE CHUTE, WI 54140

Dear Valued Client:

In our continuing effort to provide timely certificate delivery, Lockton Companies is utilizing paperless delivery of Certificates of Insurance. To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via the email below and reference Certificate ID: **20196072. You must reference this Certificate ID number in order for us to complete this process.**

- Ø **Certificate ID: 20196072**
- Ø **Email: kcasu@Lockton.com**
- Ø **Subject Line: ASU E-Delivery**

NOTES:

- Signing up for this will **NOT** sign you up for any solicitation emails - your email will only be used to forward updated or renewal certificates direct from Lockton.
- Your certificates will come via a **secure link** to our database. If you do need a pdf of a certificate, please email kcasu@lockton.com to request one.
- If you received this letter with a certificate via email, no further action on your part is necessary.
- If you no longer need this certificate, please contact us at kcasu@lockton.com, reference the Holder ID number and use this subject line: "Certificate Removal"

Thank you for your cooperation.

Lockton Companies
Account Services Unit



Building a Better World
for All of Us®

February 2, 2024

Village of Little Chute
Attn: Laurie Decker, Village Clerk
108 West Main Street
Little Chute, WI 54140

RE: Professional Design Services for the Village of Little Chute Fire Station

Dear Ms. Decker and Members of the Selection Committee:

Designing and building a new fire station is an important process. The facility needs to accommodate future change in the community, fire department, and fire/public safety industry, and it needs to reflect the values and vision of the community. As the Village of Little Chute moves forward with the design of a new station near the corner of Hans Parkway and Depot Street, it needs a dedicated and experienced consultant team that understands the operations of your department and design of fire stations. The Short Elliott Hendrickson Inc. (SEH®) team is prepared take on this important undertaking, once again serving as a committed and driven project partner. In doing so, our team provides the following advantages:

- **Personal Connection to Your Community** – Our team is ready to guide you through the process of constructing a new facility. We have worked with your staff on the recent Fire Department Analysis and Recommendation and have connections to Village stakeholders, Fire Department staff, and the Village Board. With personal knowledge of the land donation and my relationship with the private landowner and family who made the donation, I will continue to assist with the dialogue as the project progresses to a point where private donations are being solicited. We will design features that allow for donor participation and possible naming rights to help the Village complete this project and give local community members a sense of pride and ownership in this new facility.
- **Understanding of Key Project Priorities** – Based on our prior work with the Village and Fire Department, we will prioritize the following with this fire station design effort:
 - Efficient operations and response to emergencies
 - Training facilities and resources
 - Emphasis on health and wellness – particularly through decontamination efforts
 - Recruitment and retention of fire staff
 - Complements the architectural style of the downtown area
 - Creates work and personal spaces that are respectful to diverse work crews
- **Fire Station Specialty** – Combined with our knowledge of your Department and current facilities, our architectural team is primarily specialized in the design of fire stations, meaning the solutions we develop are tested and proven to work for fire departments like the Village of Little Chute's. Our team, which includes an on-call firefighter and a former fire chief, has firsthand knowledge of what goes into daily operations and what should drive programming. With that experience, we've identified many best practices, which can provide cost and operational efficiencies for your projects.
- **Training Facility Design** – We have experience designing a wide range of training spaces, including confined entry, ladder rescue, live burn, and more. Any combination of these features enable your department to train year-round without sending firefighters off-site, as well as the costs associated with that. We work with departments to design training spaces that fit their unique needs and budget.
- **Emphasis on Wellness and Safety** – We focus on developing training facilities, fitness spaces, and design layouts that support decontamination and general well-being by designing features that allow for separate work and rehabilitation areas. This is important to preventing and mitigating exposure to harmful cancer-causing contaminants and prioritizing the safety and wellness of your personnel.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

920.380.2800 | 888.413.4214 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

- **Future-Proofing Your Facility** – Recruitment and retention pose a big challenge for the public safety industry. To support an ever-changing and inclusive workforce, we will design restrooms and sleeping quarters that can be easily reconfigured to keep up with the changing composition of your departments' staff.
- **Context-Sensitive Design** – The new fire station will serve as a gateway that ties the north end of the Village with Downtown Little Chute. As such, we will foreground the important setting of the facility in the design, making sure to align the functional needs of the Department with the aesthetic characteristics of the area's historical and cultural heritage.
- **Right Sizing the Facility** – We know the financial restrictions facing municipalities. We are also keenly aware of the ever-increasing cost of construction. Based on previous conversations with your fire department about their long-range plans for delivering emergency services to the growing community, we have developed a strategy for designing the building and the site for future expansion while still providing the much needed additional space to meet the current and short term needs of the Department.

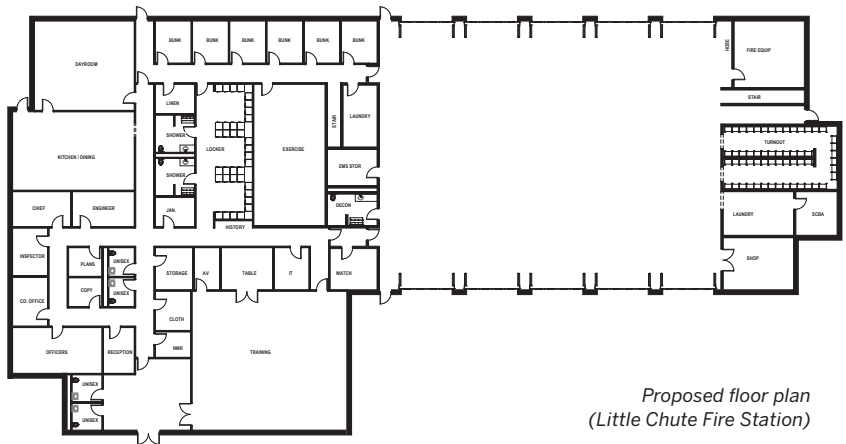
We look forward to the opportunity to continue collaborating with you on this effort. Our team is prepared to serve as a dedicated, responsive, and efficient planning and design partner. If you have any questions regarding any of the information provided, please do not hesitate to contact me at 920.585.4320 or tfrank@sehinc.com.

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.

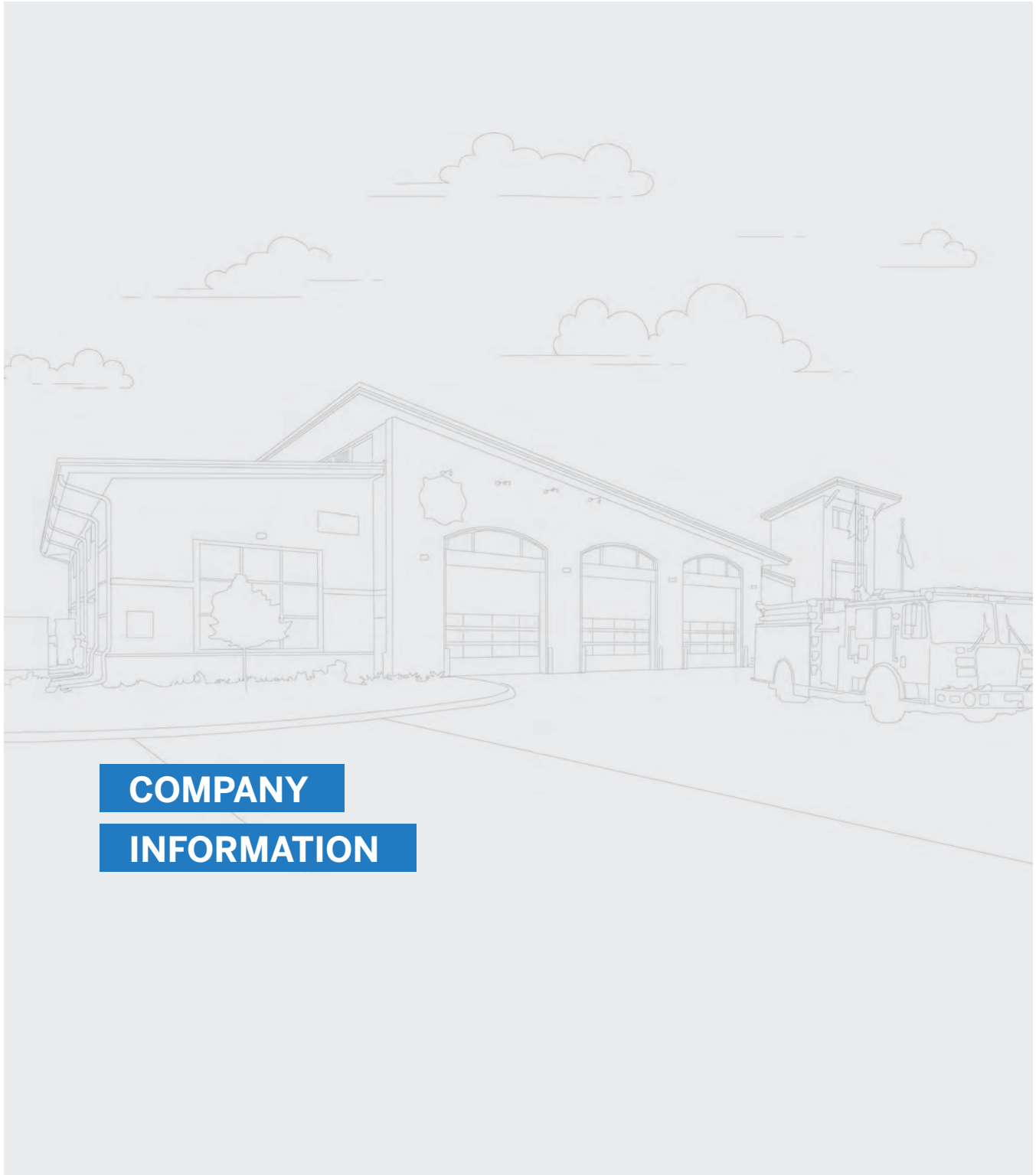


TREVOR FRANK AIA, LEED AP®, NCARB, PMP
ARCHITECT IN WI
PROJECT MANAGER



*Proposed floor plan
(Little Chute Fire Station)*





COMPANY

INFORMATION



Company Information

SEH is a 100% employee-owned company providing architectural, engineering, planning, and environmental services to public and private clients throughout the country. With a workforce of more than 900, we have access to resources beyond that of a smaller firm; however, we utilize local staff to provide personal service and quick response times.

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

SEH is an employee-owned engineering, architectural, environmental, and planning company that helps government, industrial, and commercial clients find answers to complex challenges.



Our 900-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, SEH is serving clients across the nation with projects in nearly every state. **The SEH teams in Appleton, Madison, Rochester, and St. Paul will be the office locations that serve Little Chute for this assignment.**

OWNERSHIP

Employee-Owned

AFFILIATION

Corporation

SIZE

900+ employees working from 32 locations nationwide

PUBLIC SAFETY EXPERIENCE AND QUALIFICATIONS

Today's public safety buildings reflect the fact that first responders are an integral part of their communities. They require facilities that are welcoming to the public, yet offer a high level of security. With over 100 public safety building projects completed nationwide, SEH is at the forefront in current design trends and new technologies. Our understanding of the unique needs in emergency responsiveness, combined with our progressive design approach, allows us to provide municipalities with the expertise necessary for project success. Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. The end result is a station that is functional, sustainable, and brings pride to the community.



Click or scan this QR Code for the eBook!

SHORT ELLIOTT HENDRICKSON INC.
founded in

1927 

WE PARTNER WITH CLIENTS

 in nearly every U.S. state and many Canadian provinces

EMPLOYING

 **900+**

engineers, architects, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE

4 market areas: mobility, better places, clean water, and renewing infrastructure



OPENED FIRST WISCONSIN OFFICE IN

1973

which includes **9** locations in Wisconsin



WITH **150+**

 staff based in Wisconsin

SEH has the qualifications, experience, skills, and knowledge to deliver highly functional, cost-effective, and efficient public safety facilities.



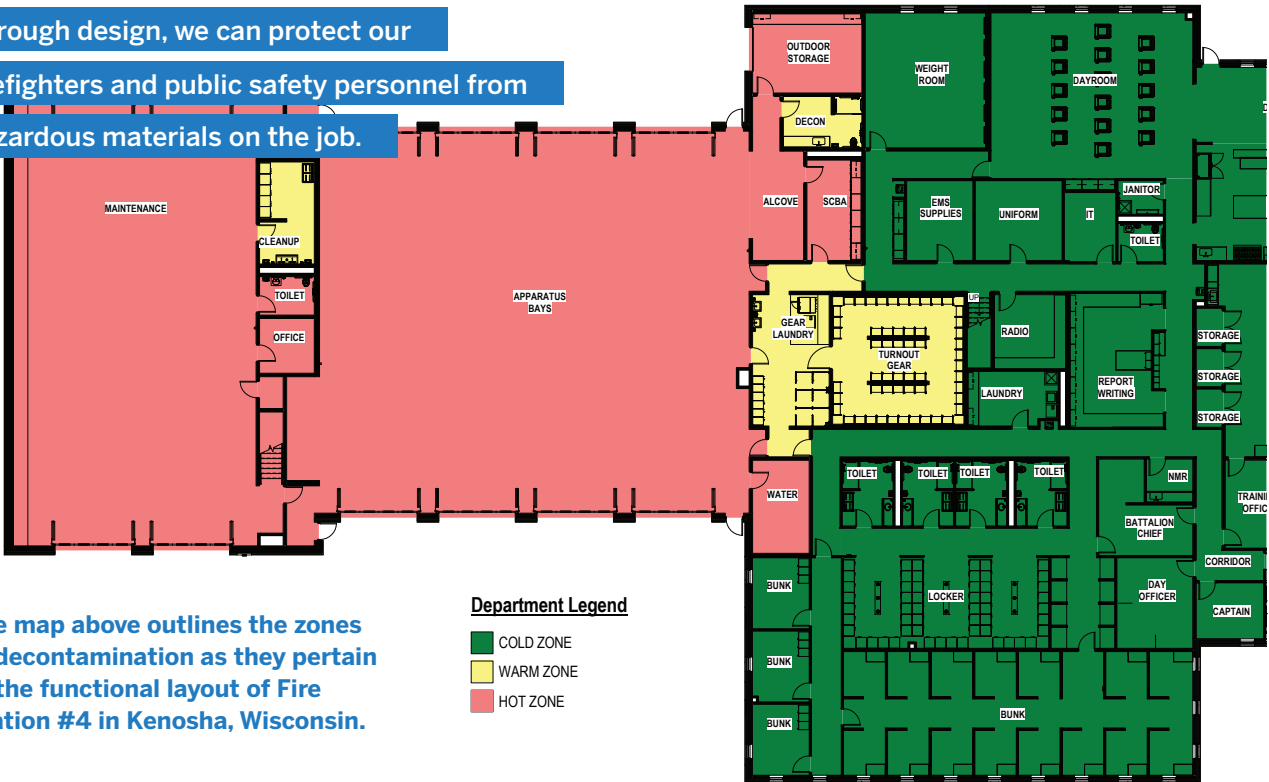
SEH has a thorough understanding of fire station operations and the specific needs of the Little Chute community. Our architectural practice includes team members with firefighting experience; they bring a pragmatic perspective to our programming and designs. Their experience gives us a leg up with knowledge of firefighting equipment and vehicle storage, gender neutral living quarters for on-duty personnel, training and exercise areas, and administrative and support spaces. Our team also has familiarity with building codes and regulations related to fire stations, as well as accessibility requirements.

HAZARDOUS MATERIAL HANDLING AND DECONTAMINATION

Contamination prevention and mitigation is the current best practice in all emergency services design. By developing the building program in zones from “Hot” to “Warm” to “Cold” or red, yellow, and green, we are able to isolate the contaminants before they get into the living spaces of the stations. Strategically placing the decontamination spaces directly off the apparatus floor in what is considered the hot zone allows personnel to decontaminate not only their PPE but themselves as well.

A decade ago, you never would have heard of the placement of exercise cycles or saunas in a fire station. Those items were seen as extravagant amenities and unnecessary to the operation of fire staff. Since cancer prevention is so important in the fire service industry, it is now commonplace to see steam showers, saunas, exercise cycles, and treadmills in the decontamination spaces. These allow fire staff to purge the toxins from the surface of their clothing, as well as within their bodies.

Through design, we can protect our firefighters and public safety personnel from hazardous materials on the job.



The map above outlines the zones of decontamination as they pertain to the functional layout of Fire Station #4 in Kenosha, Wisconsin.

SUSTAINABILITY AND ENERGY EFFICIENCY

All of our building designs approach sustainability from the unique perspective of the community in which they are constructed. **The Little Chute community is in a unique position to be a leader when it comes to exemplifying sustainability in building projects.** It is difficult for a community to enforce sustainability in non-government construction projects if they are not leading the charge in this regard.

Each of the representative project examples we show as experience throughout the proposal all contain a minimum level of sustainability that would equate to LEED Silver certification.

PROJECT NAME	SUSTAINABILITY STATUS	SUSTAINABILITY AWARD
Marshfield Fire Station	LEED: Certified	LEED: Gold
Bois Forte Government and Community Center	LEED: Certified	LEED: Gold
Fort McCoy Noncommissioned Officer Training Academy, Phase II	LEED: Certified	LEED: Gold
Portage Lakefront and Riverwalk	LEED: Certified	LEED: Gold
BLM Rawlins Field Office Building	LEED: Certified	LEED: Gold
UWO-Fox Cities Communication Arts Center	LEED: Certified	LEED: Gold
Depot Square Housing	LEED: Certified	LEED: Silver
Kimberly Clark West Office 2 Renovation	LEED: Certified	LEED: Silver
Wisconsin National Guard (USPFO) - Security Forces Building LEED Site Development Design	LEED: Certified	LEED: Silver
Wisconsin National Guard (USPFO) - Security Forces Combat Arms Training Simulator and Combat Arms Training Simulator Building, General Mitchell IAP	LEED: Certified	LEED: Silver
Design-Build New Fire Station for Grand Forks Air Force Base	LEED: Certified	LEED: Silver
National Wildlife Refuge at Ottawa Visitor Center	LEED: Certified	LEED: Silver
Cheyenne Board of Public Utilities - New Administrative and Engineering Facility	LEED: Built to Standard	LEED: Silver
Elkhart Lake Fire Station	LEED: Built to Standard	LEED: Silver
Richfield Maintenance Facility	LEED: Built to Standard	LEED: Silver
Eagan Fire Safety Campus	The first fire station in the United States certified by the international facilities sustainability program Green Globes.	One Green Globe
Rocky Ford Public Safety Building	Green Globes: Compliance awarded	Two Green Globes
Maplewood North and South Fire Stations	Designed to meet International Green Building Code	
Marshfield LEED Stormwater Design Marshfield Fire and Rescue Facility	LEED: Built to Gold Standard	
Middleton Fire and EMS Facilities	LEED: Built to Silver Standard	
Menomonie North Side Fire Station	LEED: Built to Silver Standard	
Kaukauna Fire Station	LEED: Built to Silver Standard	
Fitchburg West Fire Station	LEED: Built to Silver Standard	
Kaukauna Municipal Services Building	LEED: Built to Silver Standard	
Fitchburg East Fire Station	LEED: Built to Silver Standard	

TRAINING FACILITIES

SEH specializes in the design of on-site training facilities for fire departments. In addition to providing venues for firefighters to hone their skills in a local, familiar setting, the design of these features and spaces can provide considerable cost savings for your department and neighboring departments regionally. **Most importantly, we can incorporate these training amenities into the design where it's conducive to accommodate them for little to no added cost.**

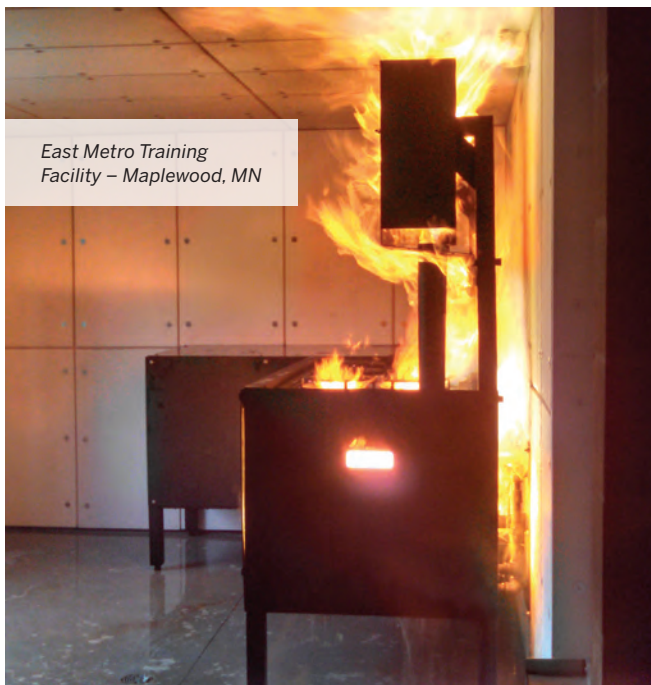
With the inclusion of training facilities in your new fire station, you can:

- Provide year-round training on-site
- Eliminate costs incurred for off-site training
- Reduce inconvenient travel for training opportunities
- Hold mandatory recertification and mandatory training exercises
- Promote dependent and crew training beyond the required organizational training
- Improve the safety of your firefighters through better access to training

BASED ON YOUR GOALS, BUDGET, AND COMMUNITY NEEDS, WE WILL WORK WITH YOU TO IDENTIFY THE TRAINING FACILITIES THAT ARE RIGHT FOR YOUR DEPARTMENT.



Kenosha Training Tower – Kenosha, WI



East Metro Training Facility – Maplewood, MN

STANDALONE TRAINING FACILITIES

SEH specializes in designing the two main types of standalone training facilities: **active burn towers** and **passive training towers**. These facilities provide hands-on training for firefighters that simulates the conditions of a wide range of rescue scenarios.

Standalone training facilities enable your staff to complete all mandatory training on-site, cutting down on travel costs and allowing for your firefighters to complete exercises at any time. This type of facility can also serve as a regional training center for other local fire departments, as well as police and EMS departments.

We have recently seen a trend in fire departments opening their training facilities to local fire science and technical college programs where students from the fire academy train side-by-side with fire staff. These invitations have expanded to departmental internships, building the pipeline for future recruits and candidates and shared resources between communities and private/public partnerships.

Below is a breakdown of various training amenities we have designed for standalone training towers, as well as key considerations for the design of the building and site.

BUILDING AND SITE CONSIDERATIONS



- Apparatus access
 - Aerials
 - Engines
 - Heavy rescues
 - Ambulances
 - Tenders
- Waterproof lighting and electrical components located away from any live burn areas where water flow is prevalent
- Water systems, including stand pipes for charging hose and sprinkler system
- Storz fire hose connection adjacent to the tower to connect pumps
- Stormwater detention ponds as water supply for drafting exercises
- Conscious of environment, e.g. building away from property lines and any sensitive neighbors, facility fire fighting foam containment on airfields
- Non-asphalt, durable surface vehicle extrication training areas
- Consumable roof structure and building materials for ventilation exercises
- Consumable windows for live window rescue and bailout exercises
- Durable concrete that isn't abrasive on fire gear
- Exterior building and tower surfaces that can sustain impact from ground ladders, including impact rails at strategic levels
- Galvanized steel exterior stairs, catwalks, and platforms to prevent corrosion

TRAINING AMENITIES



- High-angle rescue
- Ladder evolutions
- Charged hose, advancement, and standpipe evolutions
- Forcible entry evolutions, including reinforced door frames that simulate several deadbolts
- Confined entry training spaces for tripod setups
- Access points at different doors and elevations to simulate different rescue types
- Anchor points for bailout training
- Climbing walls and repelling areas
- Classroom space adjacent to, but separated from, live burn area
- SCBA training areas, including mock apartments, confidence courses, MAYDAY and entrapment training
- Fall protection components
- Ventilation, search and rescue, RIT training
- Sprinkler system training
- Fire behavior
- Water shuttle operations

IN-STATION TRAINING FACILITIES



For a more budget conscious effort, our team will design individual training elements into the station itself. Incorporating these amenities in the station add little to no cost to the design of the facility but can encompass many of the design features outlined (excluding features that involve live burn and smoke). Some of these elements include:

- Ladder evolutions
- Confined entry
- SCBA
- Confidence courses
- Balcony rescue
- High-angle rescue
- Ladder testing
- Simulated smoke training exercises



Kenosha Training Tower – Kenosha, WI



Kaukauna Fire Station – Kaukauna, WI

ORGANIZATION

Project Manager Trevor Frank, AIA, LEED AP, NCARB, PMP, has a proven ability to manage and coordinate project teams, as well as excellent communication skills to work effectively with the Village, contractors, and other stakeholders. As demonstrated below and on our project example pages later in this document, he has the ability to work within project budgets and schedules. Trevor's 32 years of experience provides him the knowledge to think creatively and problem-solve to come up with innovative solutions to design challenges.

COST CONTROL

At SEH, we have found that estimating the project at critical milestones is the best way to help ensure the project budget is maintained. Completing the estimating exercise at each stage of design assures the project is within budget at the time the project is bid. We have been very successful managing project budgets and avoiding the surprise of having the project bid only to find the cost exceeds the budget. See the list of projects below and their respective budgets compared to actual project costs.

Having professional construction estimators as part of the project team saves time during the bidding process and will also give the Village peace of mind that the project will be designed within the allotted budget. The Village will only approve subsequent phases of the project if they feel confident the project will not exceed the pre-established budget. Our approach will have estimating professionals employed throughout the design process because this is the only way to help ensure the design accurately reflects the dollars available for construction.

PROJECT	ESTIMATED	ACTUAL
Middleton	\$7,432,500	\$7,400,000*
Bellevue	\$4,100,000	\$4,052,648
Elkhart Lake	\$3,000,000	\$2,565,900
Stoughton	\$4,500,000	\$4,500,000*
Eden Prairie	\$2,250,000	\$2,100,000
Rib Mountain	\$2,100,000	\$2,138,000
Marshfield	\$7,480,000	\$7,400,000*

**Designed and constructed under a GMP delivery contract method*

SCHEDULE CONTROL

Scheduling is a critical aspect of the SEH team's overall approach to project management. By closely managing overall and task schedules, Trevor will identify and assign resources to assure logical work progression and anticipate contingencies for critical schedule elements. He will provide you with schedule updates and progress reports monthly, unless you request updates more frequently. The purpose of updates is to maintain critical milestones as they were originally scheduled.

RESOURCES

Since 1927, we've helped clients overcome challenges through strategically tailored services. Our breadth of in-house technical disciplines allows us to integrate an array of professional skills to address complex technical challenges using a collaborative, solutions-based approach. Meanwhile our management approach provides a single point of contact who is the City's resource for any communication.

Our ability to meet the needs of the project as it relates specifically to the needs of the Little Chute fire station can be summarized succinctly.


The project team as identified in the organizational chart and whose capabilities are defined in the resume section of our proposal are the people that will be responsible for delivering your project. These will be the professionals that you see in programming discussions, at public meetings, and developing the primary and secondary services deliverables from start to finish.



Early rendering of the Kenosha Station 4 remote training tower adjacent to KFD Station #4

The subconsultant teaming partners listed have decades of experience, millions of sq. ft. of facility design, and hundreds of millions of dollars in construction value designing functional facilities as an extension of the SEH team.

ATMOSPHERE

Atmosphere Commercial Interiors  is committed to fostering long-term business relationships. Their focus on innovative and inspired solutions guides their partnerships with architecture and design, real estate and development, and technology industries. Atmosphere is focused on providing commercial furnishings, architectural products, and services to ensure the best fit, finish, and prices for spaces tailored to the needs of people and their business.

Today, with eight locations in four states, they are deeply embedded in their communities and passionate about working with teams of every type to deliver smart and effective space solutions. **Atmosphere is SEH's exclusive interior design partner. We are currently working on three fire station projects and hundreds of millions of dollars in office interior renovation projects with Atmosphere, where they are providing furniture specification and interior finish design that promotes durability, ease of maintenance, value, and longevity.**

Intertek-PSI

Professional Service Industries, Inc. (Intertek-PSI) is a nationally recognized consulting engineering and testing firm providing integrated services in several disciplines, including environmental consulting, geotechnical engineering, construction materials testing and engineering, asbestos management, and facilities engineering and consulting. They are a leader among the nation's independent testing organizations and rank among the country's largest consulting engineering firms. 

Intertek-PSI has been providing business and industry with objective, accurate and useful information for more than 100 years. Today, they employ approximately 2,300 skilled personnel in 100 offices nationwide. **Intertek-PSI frequently collaborates with SEH to lead a vast array of geotechnical work on architecture projects.**


MSA

MSA Professional Services, Inc.  (MSA) specializes in the sustainable development of communities. They achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, they do whatever it takes to meet each need, working to make communities stronger in the process. It's more than a project. It's a commitment.

MSA's roots reach back to 1919. Once a rural land survey company, the firm now consists of 400 professionals across 17 offices.

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

raSMITH

raSmith is a multidisciplinary engineering consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects, ecologists, and construction services professionals. 

Their services are focused on public and private sector clients' needs in design and construction, including site design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services, and geographic information systems (GIS). They work on projects nationwide from their seven locations, and the firm currently employs a staff of 220. **raSmith is SEH's trusted partner on fire station design efforts, having provided site design on several of our public safety projects.**

FRANK O. ZEISE CONSTRUCTION CO., INC.

Zeise Construction has been a family-owned business since 1945. They provide general contracting, construction management, design/build, and pre-construction services. Their work has ranged from small commercial/industrial remodeling to multi-million dollar construction projects. **We want to leverage our relationship with the expertise of Zeise on the Watertown project. Currently, SEH is using Zeise as our construction cost estimating partner on large multi-million dollar projects in Bellevue, Ripon, and Kimberly, Wisconsin.** 

PAST PERFORMANCE ON SIMILAR CONTRACTS

The foundation of our success is grounded in the satisfaction of our client partnerships, as well as our ability to perform services that meet their goals. The following section provides references for similar projects.

This section includes information regarding some of our recent projects, highlighting our experience designing and delivering municipal facilities for communities across the Midwest. **The design and permitting of each project was compliant with all local, state, and federal regulatory agency requirements.** You will also find references who can vouch for the quality of work we provide. We encourage you to contact them to verify the tireless commitment SEH makes to each client partner.



SEH has a strong commitment to designing and implementing environmentally responsible and sustainable projects. We have recently delivered LEED Silver and Gold certified fire stations that are reducing energy consumption daily.



Solar panels on the roof of the North East Fire Station in Fitchburg, WI.



Daylighting at the Fire Station in Kaukauna, WI.



Stormwater pond at the North East Fire Station in Fitchburg, WI.



LED lighting at the Fire Station in Kaukauna, WI.

KAUKAUNA FIRE STATION

KAUKAUNA, WISCONSIN



- 2018 AGC Build Wisconsin Award
- 2018 Station Design Award (Firehouse Magazine)
- 2020 Wisconsin Masonry Alliance (Merit in Concrete Masonry Award)



CLIENT

City of Kaukauna



REFERENCE

John Neumeier, Director of Public Works
920.766.6305
neumeier@kaukauna-wi.org
144 W Second St
Kaukauna, WI 54130



PROJECT SIZE

25,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$342,238
Actual: \$342,238



CONSTRUCTION COSTS

Architect's Estimate: \$6.77 million
Actual: \$6.5 million



PROJECT TIMELINE

Design

Architect's Estimate: 10/2015-03/2016
Actual: 10/2015-02/2016

Construction

Architect's Estimate: 04/2016-11/2017
Actual: 04/2016-11/2017



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Technician
- Brian Bergstrom, Programming
- Ben Wolf, Structural Engineer
- MSA, Mechanical/Electrical/Plumbing Engineer
- raSmith, Civil Engineer
- Zeise Construction, Cost Estimator

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms
- Two-story station with fire pole and training tower
- Ladder testing feature

vertical rescue

- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas

Site Training

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

Classroom Training

- On-site resident training and recertification

- Distance learning/video conferencing
- Training props/mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES



Built to LEED Silver standard

- Geothermal heating and cooling
- PV solar electric panels
- LED lighting
- On-site stormwater treatment

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near



KENOSHA FIRE STATION NO. 4

KENOSHA, WISCONSIN



This new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the existing operating station house, built in 1964. Once the new facility was operational, the existing structure was removed. The new facility serves as the department headquarters and fire training center with both academic classroom space and a live fire training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

BUILDING FEATURES

- o Day room
- o Emergency operations center
- o Exercise facility
- o Drive-through apparatus bays
- o Decontamination facilities
- o Divided EMS/ fire apparatus/ maintenance bays
- o Turn out gear rooms
- o Bunk rooms
- o Ladder testing feature

TRAINING FEATURES

Tower Training

- o Balcony rescue
- o Confined entry
- o Ladder evolutions
- o Hose evolutions
- o Window rescue
- o SCBA confidence course
- o Vertical and near vertical rescue
- o Sprinkler and standpipe training
- o Door and roof breaching
- o Mezzanine training areas

Site Training

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

Classroom Training

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

SUSTAINABLE DESIGN FEATURES

Built to LEED Silver standard

- o LED lighting
- o Below ground storm water treatment
- o High recycle content materials
- o Natural daylighting
- o Regional materials



CLIENT

City of Kenosha



REFERENCE

Chris Bigley, Fire Chief
262.653.4100
cbigley@kenosha.org
2121 Roosevelt Rd.
Kenosha, WI 53143



PROJECT SIZE

29,260 sq. ft.



DESIGN FEE

Architect's Estimate: \$412,533
Actual: \$428,283



CONSTRUCTION COSTS

Architect's Estimate: \$9.5 million
Actual: \$9.26 million



PROJECT TIMELINE

Design

Architect's Estimate: 11/2020-03/2021
Actual: 11/2020-03/2021

Construction

Architect's Estimate: 04/2021-05/2022
Actual: 04/2021-05/2022



KEY PERSONNEL

- o Trevor Frank, Project Manager/Sr. Project Architect
- o Chuck Leipzig, Department Operations Manager
- o Mark Zvitkovits, Project Design Leader
- o Brian Bergstrom, Programming
- o Ben Wolf, Structural Engineer
- o MSA, Mechanical/Electrical/ Plumbing Engineer
- o raSmith, Civil Engineer



Click or scan to view time-lapse progress of the Kenosha Fire Station

No. 4 construction.



BAIN SCHOOL SITE FIRE STATION

KENOSHA, WISCONSIN

LED lighting, on-site stormwater treatment, and repurposed and salvaged materials are just a few sustainable features in the building.



The 24,000 sq. ft. station is situated on an urban site in downtown Kenosha on the site of the former Bain School facility. Since the school site had historic significance to the community, many of the features of the exterior of the station mimic the historic school building.

BUILDING FEATURES

- Five drive-through bays
- Training/hose tower
- Day room/kitchen
- Exercise room
- Decontamination room
- Watch desk
- Firefighter memorial
- Shelter-in-place facilities

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Smoke
- Door and roof breaching
- Mezzanine training areas

Site Training

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

Classroom Training

- On-site resident training and recertification
- Distance learning/

video conferencing

- Training props/mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES

- LED lighting
- On-site stormwater treatment
- Repurposed and salvaged materials



APWA WISCONSIN
2022 PROJECT
OF THE YEAR



CLIENT

City of Kenosha



REFERENCE

Chris Bigley, Fire Chief
262.653.4100
cbigley@kenosha.org
2121 Roosevelt Rd.
Kenosha, WI 53143



PROJECT SIZE

24,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$395,831
Actual: \$394,262



CONSTRUCTION COSTS

Architect's Estimate: \$6 million
Actual: \$5.25 million



PROJECT TIMELINE

Design

Architect's Estimate: 09/2017-03/2018
Actual: 09/2017-02/2018

Construction

Architect's Estimate: 03/2018-05/2019
Actual: 03/2018-05/2019



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- Chuck Leipzig, Department Operations Planner
- Molly Wagner, Sr. Landscape Architect
- Ben Wolf, Structural Engineer
- MSA, Mechanical/Electrical/Plumbing Engineer

NORTH EAST FIRE STATION

FITCHBURG, WISCONSIN



This new fire station located in a suburban neighborhood houses fire and EMS staff full time. The masonry fire station building with multiple mezzanines and a basement includes four apparatus bays and associated gear and laundry facilities, administrative offices, training room, and dormitory facilities.

BUILDING FEATURES

- Training facilities
- Sustainable design features
- Day room
- Emergency operations center
- Exercise facility
- Four drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Building Training

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

Site Training

- Hose testing
- Vehicle extrication

- Hose evolution drills
- Equipment and apparatus training
- Confined space drills

Classroom Training

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

SUSTAINABLE DESIGN FEATURES



Built to LEED Silver standard

- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment



2018 STATION DESIGN AWARD
(FIREHOUSE MAGAZINE)



CLIENT

City of Fitchburg



REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us
5520 Lacy Rd
Fitchburg, WI 53711



PROJECT SIZE

34,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$388,748
Actual: \$388,748



CONSTRUCTION COSTS

Architect's Estimate: \$6.5 million
Actual: \$6.4 million



PROJECT TIMELINE

Design

Architect's Estimate: 08/2017-02/2018
Actual: 08/2017-02/2018

Construction

Architect's Estimate: 04/2018-06/2019
Actual: 04/2018-06/2019



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Technician
- Ben Wolf, Structural Engineer
- MSA, Mechanical/Electrical/Plumbing Engineer

NORTH WEST FIRE STATION

FITCHBURG, WISCONSIN



The design incorporates sustainable features estimated to save the City \$46,265 per year in energy costs.

FOCUS ON ENERGY DESIGN ASSISTANCE
NEO VERIFICATION REPORT FROM 11/06/17

This 25,000 sq. ft. \$5 million fire station project is the first phase of a two-phase project for the construction of two new fire stations. The project was estimated at \$5.5 million and built for \$5.1 million. The project was completed in June 2017, two months ahead of schedule. The station was laid out in a sawtooth fashion to accommodate a 25,000 sq. ft. single-story floor plan on a very tight 1.6-acre site. The sawtooth design maximized the site area for on-site stormwater retention and vehicular ingress and egress, which was necessary to keep the building within the set back lines along two major commercial streets in a busy commercial district.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms

TRAINING FEATURES

Building Training

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

Site Training

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

Classroom Training

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

SUSTAINABLE DESIGN FEATURES

Built to LEED Silver standard

- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment



Natural daylighting in the Fitchburg West Fire Station



CLIENT

City of Fitchburg



REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us
5520 Lacy Rd
Fitchburg, WI 53711



PROJECT SIZE

25,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$245,126
Actual: \$245, 126



CONSTRUCTION COSTS

Architect's Estimate: \$5.5 million
Actual: \$5.1 million



PROJECT TIMELINE

Design

Architect's Estimate: 03/2015-09/2015?
Actual: 03/2015-09/2015

Construction

Architect's Estimate: 03/2016-06/2017?
Actual: 03/2016-06/2017



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- MSA, Mechanical/Electrical/ Plumbing Engineer

NORTH FIRE STATION

MAPLEWOOD, MINNESOTA



Rendering



Photo of the completed station

In order to provide the highest quality emergency services to the community, the City of Maplewood made the decision to replace the existing North Fire Station facility with a modern facility that supports their current needs and accommodates long-term growth. The new 35,000 sq. ft. North Fire Station promotes firefighter safety, operational efficiency, community inclusiveness, and sustainability.

The facility serves as the fire and EMS department headquarters with offices, meeting rooms, and command vehicle parking spaces. The two-story fire station building includes seven drive-through apparatus bays to house the current department fleet, along with room for future expansion. The facility also includes decontamination spaces with showers and a space for "dirty" gear that prevents cross contamination. The new station includes a laundry/work room, clean turn out gear room, radio room, fitness room, day room, kitchen, and dormitory spaces.

The project incorporated a large community gathering room with two break-out spaces and a kitchenette to provide residents a place to gather, as well as support the department's training program.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Seven drive-through apparatus bays
- Decontamination facilities
- Divided staff vehicle/EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Site Training

- Equipment and apparatus training

Classroom Training

- Large classroom with seating for 50 people
- Two breakout meeting rooms

SUSTAINABLE DESIGN FEATURES

- Designed to meet International Green Construction Code (IGCC)
- LED lighting
- High efficiency HVAC systems
- Regionally sourced materials
- Reduced construction waste by 75%

SEH has a long relationship with the City of Maplewood and has

completed several projects, including the North, East, and South

stations, as well as their live burn and training tower facility.



CLIENT

City of Maplewood



REFERENCE

Chief Michael Mondor
651.249.2800
michael.mondor@maplewoodmn.gov
1902 E Co Rd B
Maplewood, MN 55109



PROJECT SIZE

35,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$475,890
Actual: \$464,810



CONSTRUCTION COSTS

Architect's Estimate: \$9.27 million
Actual: \$8.892 million



PROJECT TIMELINE

Design

Architect's Estimate: 05/2020-02/2021
Actual: 05/2020-02/2021

Construction

Architect's Estimate: 06/2021-06/2022
Actual: 06/2021-06/2022



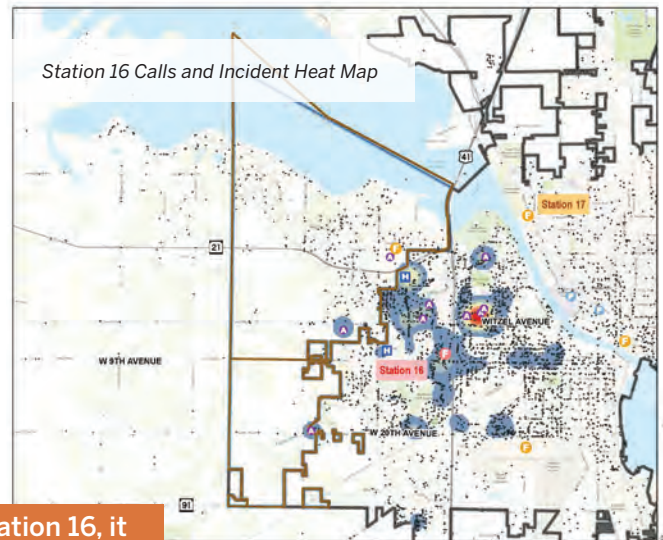
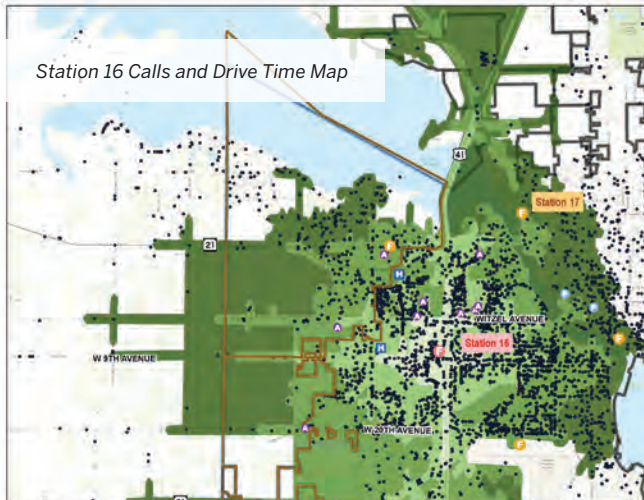
KEY PERSONNEL

- Brian Bergstrom, Project Manager
- Trevor Frank, Sr. Project Architect
- Mark Zvitkovits, Lead CAD Technician
- Ben Wolf, Structural Engineer
- Atmosphere Commercial Interiors, Interior Designer



FIRE DEPARTMENT OPERATIONS ANALYSIS AND LONG TERM NEEDS ASSESSMENT

OSHKOSH, WISCONSIN



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

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

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

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



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

MIKE STANLEY | FIRE CHIEF, CITY OF OSHKOSH



CLIENT

City of Oshkosh



REFERENCE

Chief Mike Stanley
920.236.5235
mstanley@ci.oshkosh.wi.us
101 Court St.
Oshkosh, WI 54903



PROJECT SIZE

Varies by station



ASSESSMENT FEE

Architect's Estimate: \$48,825
Actual: \$48,825



PROJECT TIMELINE

Architect's Estimate: 10/2021-10/2022
Actual: 10/2021-09/2022



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- Chuck Leipzig, Sr. Project Specialist
- MSA, Mechanical and Electrical Engineer

TOWER DESIGN

PUBLIC SAFETY TRAINING TOWER

BUFFALO, MINNESOTA

Located adjacent to the existing Buffalo Centennial Fire Station, the three-story, precast concrete Public Safety Training Tower provides training opportunities for the City of Buffalo Fire and Police Departments, as well as the surrounding communities. The \$2.2 million project includes construction of the 7,000 sq. ft. building along with site improvements to manage stormwater, and allow fire apparatus to set up in various positions for simulated training exercises. There are three live burn rooms, including interior heat dissipating panels, fire sprinkler systems, and a stand pipe system. Roof access, breachable doors, floor and roof hatches, two balcony areas, and various window shutters provide multiple ingress/egress, and extraction training opportunities.



TRAINING TOWER FEATURES

- Three live burn rooms
- Stand pipe system
- Balcony training platforms
- Simulated apartment layout
- Fire suppression system in live burn rooms
- Breachable door, roof, and floor hatches

EAST METRO REGIONAL FIRE TRAINING FACILITY

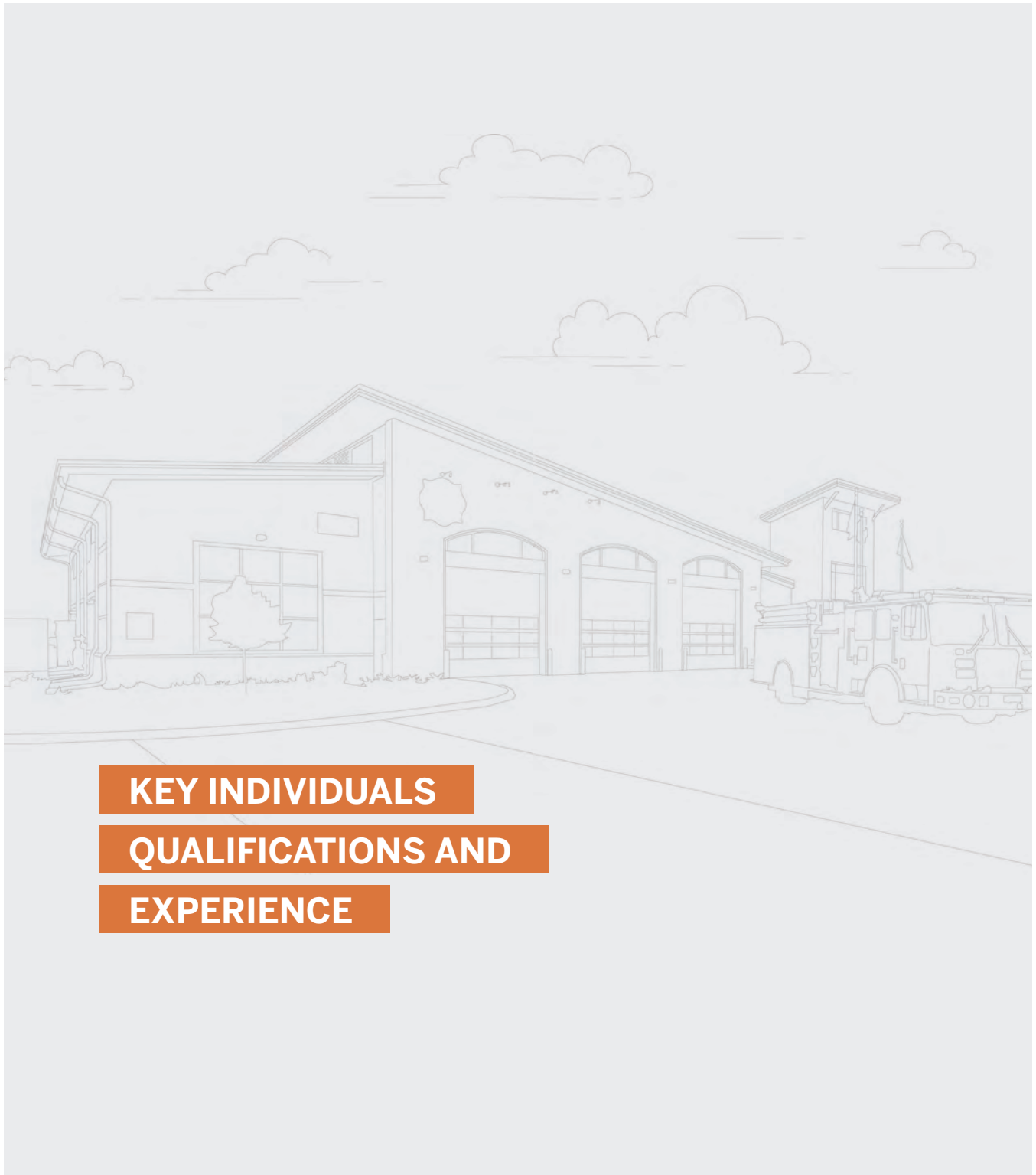
MAPLEWOOD, MINNESOTA

Located on five acres of a 26-acre parcel, the training center was developed over seven years and now includes a burn building; a training and tactical building for prop storage, simulation, and setup; hydrant/hose relay facilities; fire equipment driver training areas; and a training and burn tower that is also used for repelling and burn training. This project has the support and endorsement from 25 fire departments, Ramsey and Washington Counties, and Century College. A joint powers agreement between participating local units of government governs the operations and maintenance and provides financial accounting for the facility. In addition to full architectural design services, SEH assisted the City in securing \$3.4 million in state and local grants to help the project come to fruition.

TRAINING TOWER FEATURES

- Balcony rescue
- Window rescue
- Door and roof breaching
- Confined entry
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Ladder evolutions





KEY INDIVIDUALS

QUALIFICATIONS AND

EXPERIENCE



Key Individuals Qualification and Experience

We are proud of the team we have assembled for the Little Chute Fire Station Project. Each of the design professionals listed on the following pages has several years of collaboration together designing public safety facilities as a team on SEH projects. We encourage you to take note of the years of experience of each of the professionals. This experience is critical to the success of your project and is an example of our commitment to providing the greatest depth of resources available to the Village for this assignment.

PROJECT ORGANIZATIONAL CHART

Our team, listed below, has a deep understanding of the community's needs, the Department's goals for this facility, and how to plan and design top-quality fire stations. This team's strengths will facilitate an efficient, budget-conscious approach to the project, leading to the delivery of a successful project.

Village of Little Chute

Fire Station Development Task Force

Trevor Frank AIA, LEED AP®, NCARB, PMP

Project Manager and Principal in Charge, SEH

ARCHITECTURE

Mark Zvitkovits AIA, LEED
GREEN ASSOCIATE

Project Architect, SEH

Brian Bergstrom AIA, LEED AP,
NCARB

Programming and QA/QC, SEH

Chuck Leipzig

Fire Department Operations
Specialist, SEH

GEOTECHNICAL ENGINEERING

Patrick Bray EIT

Project Manager, Intertek-PSI

James Becco PE

Regional Vice President/
Principal Engineer, Intertek-PSI

LANDSCAPE ARCHITECTURE

Molly Wagner PLA

Landscape Architect, SEH

MEP ENGINEERING

Randy All PE

Mechanical Engineer, MSA

Curt Krupp DES

Sr. Electrical Designer, MSA

Justin Monk DES

Sr. Plumbing Designer, MSA

STRUCTURAL ENGINEERING

Ben Wolf PE

Structural Engineer, SEH

CIVIL ENGINEERING

Riley Stone PE

Civil Engineer, raSmith

Ryan Mann

Engineering Technician, raSmith

INTERIOR DESIGN

Schawn Jubert WRID L LEED
AP ID&C

Sr. Interior Designer,
Atmosphere

COST ESTIMATING

Thomas Zeise

Cost Controller,
Zeise Construction

John Gretzinger

Cost Estimator, Zeise
Construction

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

TREVOR FRANK

AIA, LEED AP®, NCARB, PMP
PROJECT MANAGER AND PRINCIPAL IN CHARGE | SEH

Trevor is a principal and senior architect with more than 32 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond, and live in the environments he creates.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Principal in charge, project manager, and lead designer for design and construction administration. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four-phase project for the master planning and development of a municipal services campus.

Bain School Site Fire Station – Kenosha, WI

Project manager for the station on the site of a historic school. The 24,000 sq. ft., \$5.25 million station features many historic elements salvaged from the school's site. The station program calls for five apparatus bays, a training room and EOC, workout facilities, and gender-neutral locker/bunk room facilities.

Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI

Project manager and senior project architect for planning services for the City's six fire stations. SEH analyzed the immediate-, short-, and long-term operations to develop a path forward for maintenance, relocation, expansion, or replacement facilities. Our team provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that used response time and heat mapping to assist with site selection.

North East Fire Station Design – Fitchburg, WI

Project manager and lead design architect for the new 34,000 sq. ft. \$8.5 million main station in a suburban neighborhood. This was the second phase of a two-phase project to update the fire services and EMS facilities in this growing community.

Fire Station No. 4 – Kenosha, WI

Principal in charge, project manager, and lead designer for design and construction administration. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower.

Fire Department Space Needs Analysis – Village of Little Chute, WI

Project manager and senior project architect for a study of the Village's fire station to determine the physical condition of the existing station and make recommendations for improvements or replacement. SEH developed a long-range plan for the Little Chute Fire Department that included long-term solutions for their aging facilities, as well as plans for future operations to accommodate capital expenditure cycles. SEH provided materials such as templates, test site fits, schematic floor plans, and cost estimates to help inform the options available to the Village moving forward.



Trevor will serve as the Village's
key point of contact, oversee the
project team tasks, and closely
monitor the project schedule
and budget.

32
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI, AZ, FL, GA, IA, IL, IN,
MI, MN, NC, ND, NE, OH, SD, and VA

Project Management Professional
(PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of
Architectural Registration Boards



PROFESSIONAL ASSOCIATIONS

American Institute of Architects

National Council of Architectural
Registration Boards

U.S. Green Building Council



LOCATION

Appleton, WI

MARK ZVITKOVITS AIA, LEED GREEN ASSOCIATE

PROJECT ARCHITECT | SEH

Mark is an architect with experience in architectural design and construction documents. He works with AutoCAD Architecture and Autodesk Revit Architecture on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating, and provides shop drawing reviews.

Mark is a paid on-call firefighter in Germantown, Wisconsin. As such, he uses that firsthand knowledge of the needs of the department and the function of the station when he works with the other design team members on the flow, layout, and efficiency of each fire station he assists with.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Technician responsible for developing construction documents and specifications, as well as assisting in shop drawing reviews. Mark worked with the City to create a station that not only met their current and future space needs, but also incorporated training features into the facility that will serve the department for years to come. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four phase project for the master planning and development of the municipal services campus.

North East Fire Station Design – Fitchburg, WI

Lead technician for the new 34,000 sq. ft., \$6 million main station in a suburban neighborhood. This project is the second phase of a two-phased project to update the fire services and EMS facilities in this growing community.

North West Fire Station Design – Fitchburg, WI

Technician responsible for developing construction documents and specifications. During construction, Mark was responsible for attending construction meetings, reviewing shop submittals and performing job-site observations. The 24,500 sq. ft. \$5 million fire station project is phase one of a two phase project for the construction of two new fire stations. The new fire station was designed to incorporate sustainable features, including geothermal, solar hot water, and radiant in-floor heating.

Black River Falls Emergency Services Building – Black River Falls, WI

Project design leader responsible for meeting with staff and producing the BIM model and specifications. During construction, Mark will provide construction administration services including site visits, submittals, RFIs, and punch list. SEH recently completed the programming and conceptual design phase, as well as assisted the City with site selection. Based on the preliminary design, the new Fire/EMS station will be approximately 30,000 sq. ft.

Bain School Site Fire Station – Kenosha, WI

Technician responsible for developing the Revit model and working with the fire department staff to modify the plans to suit their needs. The 24,000 sq. ft., \$5.25 station features many historic elements salvaged from the school's site. The station program calls for five apparatus bays, a training room and EOC, workout facilities, bunk rooms, and gender-neutral locker and bunk room facilities.



Mark will bring his knowledge
of the fire services industry
to the team and serve as the
project architect.

16
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI
Firefighter I/HazMat Ops, Lakeshore
Technical College
LEED Green Associate, U.S. Green
Building Council



PROFESSIONAL ASSOCIATIONS

American Institute of Architects,
Associate Member
U.S. Green Building Council
International Association
of Firefighters
Professional Firefighters of Wisconsin,
Member



LOCATION

Appleton, WI

BRIAN BERGSTROM

AIA, LEED AP, NCARB
PROGRAMMING AND QA/QC | SEH

Brian is a senior project manager with experience leading teams in a variety of architectural related projects for both public and private clients. His responsibilities include project team coordination, development, and oversight of project design, project budgets, and schedules. Project types include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, parks and recreation facilities, and industrial/manufacturing facilities. Brian also has extensive experience in completing building condition assessments, building renovations, and adaptive reuse of existing facilities.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Architect responsible for portions of the programming of the training elements in the station. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four phase project for the master planning and development of the municipal services campus.

Fire Station No. 4 – Kenosha, WI

Architect responsible for portions of the programming of the training elements in the station. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

Maplewood North Fire Station – Maplewood, MN

Project manager responsible for leading and coordinating the design teams efforts. SEH led the design of the 35,000 sq. ft. station, which replaced the existing facility and promoted firefighter safety, operational efficiency, inclusiveness, and sustainability. The facility serves as the fire and EMS department headquarters and includes offices, meeting rooms, command vehicle parking spaces, seven, drive-through apparatus bays, a decontamination room, laundry/work room, clean turn-out gear room, and radio room.

East Metro Public Safety Training Center – Maplewood, MN

Architectural designer responsible for leading the architectural team through the concept and technical design. This new public safety training center consists of an 8,850 sq. ft. four-story tower and a 4,750 sq. ft. two-story building with integrated simulation systems for the practice of safety training.

Buffalo Fire Station and Public Safety Training Tower – Buffalo, MN

Project manager responsible for leading the design team. SEH provided design services which focused on operational efficiency, first responder safety, and future growth for the department and community's needs. The 30,000 sq. ft., \$6.5 million, three-story fire station building has six drive-through apparatus bays, a decontamination room, laundry and work room, hose drying tower, clean turnout gear room, a large training room, and a radio room, as well as administration offices, fitness room, dayroom, and dormitory spaces.



Brian will be responsible for
assisting the programming team
with interior facility layout and
site test fit planning and design.

26

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Twin Cities

Associate of Science
Architectural Drafting
Northwest Technical Institute -
Eagan, MN



REGISTRATIONS/CERTIFICATIONS

Architect in WI, AR, IA, KS, OK, SD,
and VA

Certified Construction Document
Technologist (CDT), Construction
Specifications Institute



PROFESSIONAL ASSOCIATIONS

American Institute of Architects,
Member



LOCATION

Saint Paul, MN

CHUCK LEIPZIG

FIRE DEPARTMENT OPERATIONS SPECIALIST | SEH

Charles is a business development manager with years of emergency services and fire protection experience. Devoting his entire career to these services, Charles now works as an operations planner for fire station projects with SEH. With fire department leadership background, he has developed expertise in understanding and recommending improvements to facilities that can increase efficiencies in areas from the apparatus bay and vehicle maintenance to dorms, training, and administrative areas.

In his role as Fire Chief, Charles executed long-term strategic plans to add staffing, consolidate, remodel, and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions, including oversight of the build and funding procurement of two fire stations within the Kenosha Fire Department. Additionally, Chuck has completed studies in Engineering and Public Administration, and he has been the project manager of several programs.

EXPERIENCE

Fire Station No. 4 – Kenosha, WI

Fire chief that selected SEH on this project and helped garner community support, secure funding, and initiate project funding for Fire Station No. 4. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

Fire Station No. 3 HQ Master Planning – Sheboygan, WI

Fire department operations specialist who met with staff, collaborated with the design team to assess current building conditions, and helped to ascertain and weigh the future goals and needs that would drive the planning of this fire station. SEH provided space needs templates, test site fits, schematic floor plans, and cost estimates to assist the City. These collateral planning materials gave the City different options for expansion, relocation, and improvements of the Headquarters facility.

Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI

Fire department operations specialist who met with staff, collaborated with the design team to assess current building conditions, and helped to ascertain and weigh future goals and needs that would drive facilities planning for the department. SEH analyzed the immediate-, short-, and long-term operations to develop a path forward for maintenance, relocation, expansion, or replacement facilities. Our team provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that used response time and heat mapping to assist with site selection.



Chuck will work with design

staff to optimize day-to-day

operations and departmental

efficiency in the design of

the station.

34
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Public Administration
Mount Senario College -
Ladysmith, WI

Associate
Fire Science
Mount Senario College -
Ladysmith, WI



REGISTRATIONS/CERTIFICATIONS

Wisconsin State EMT-Paramedic



PROFESSIONAL ASSOCIATIONS

Kenosha County Chiefs and
Captain's Association

Wisconsin State Fire Chief's
Association, Member



LOCATION

Appleton, WI

MOLLY WAGNER PLA

LANDSCAPE ARCHITECT | SEH

Molly will lead landscape architecture design on the project. Molly is a landscape architect and project designer with experience in educational, medical, cultural, residential, municipal, international, and master planning projects. She provides effective communication with clients and contractors from concept to construction, leveraging the use of graphics such as rendered plans, sections, elevations, and plant and material boards, as well as construction documents to convey design intent. Her time spent working in the Pacific Northwest instilled in her a passion for stormwater and creating sustainable landscapes. Molly is proficient in AutoCAD and the Adobe Creative Suite.

EXPERIENCE

- Bain School Site Fire Station – Kenosha, WI
- BLM Interagency Fire Building (Bureau of Land Management) – Montrose, CO
- Longmont Fire Stations 2 and 6 – Longmont, CO
- Crystal Valley Fire Station (Castle Rock Fire Department) – Castle Rock, CO
- Municipal Utility Facility (Black River Falls Municipal Utilities) – Black River Falls, WI



17
YEARS OF
EXPERIENCE



EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Arts
Biology
Gustavus Adolphus College - St.
Peter, MN



REGISTRATIONS/CERTIFICATIONS

Landscape Architect in WI, CO, IN,
and OR



LOCATION

Madison, WI

BEN WOLF PE

STRUCTURAL ENGINEER | SEH

Ben will be the lead structural engineer for this project. Ben is a structural engineer with 28 years of engineering experience in structural design of buildings and other structures. Ben applies broad structural expertise and creativity to develop innovative solutions to satisfy project programming and aesthetic needs. He prioritizes providing constructive structural input early in the design process to identify realistic design parameters and cost-effective structural options to accomplish projects goals.

EXPERIENCE

- Buffalo Fire Station and Public Safety Training Tower – Buffalo, MN
- Bain School Site Fire Station – Kenosha, WI
- North East Fire Station Design – Fitchburg, WI
- Fire Station Remodel and Sleeping Quarters Addition (Department of the Army) – Fort McCoy, WI
- Freedom Town Hall, Fire and Police Station – Freedom, WI
- Osceola Fire and Police Department – Osceola, WI
- Maplewood North Fire Station – Maplewood, MN



28
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Engineering Mechanics
University of Missouri-Rolla

Bachelor of Science
Civil Engineering
University of Missouri-Columbia



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA,
and MN



LOCATION

Rochester, MN

SCHAWN JUBERT WRID L LEED AP ID&C SR. INTERIOR DESIGNER | ATMOSPHERE

Schawn will lead interior design. Schawn is a professional commercial interior designer with more than 30 years of experience in the commercial furniture and design industry. She assists clients in understanding of how people with a purpose can work effectively in their work environment. Schawn makes it a priority to stay current on new product innovations and strives to apply these products to all design opportunities. Schawn is a team player and looks forward to the next creative challenge.

EXPERIENCE

- Maplewood North Fire Station – Maplewood, MN
- Watertown Fire Station – Watertown, WI
- Freedom Town Hall, Fire, and Police Station – Freedom, WI
- West Office Facility 2 Interior Renovations (Kimberly Clark) – Neenah, WI
- Green Bay Water Utility Office Renovation/Expansion – Green Bay, WI
- Addition and Remodel of Existing Office Building for the International Union of Operating Engineers (IUOE Local 139) – Appleton, WI



30
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Arts
Interior Design
University of Wisconsin-Stevens Point



REGISTRATIONS/CERTIFICATIONS

Certified Leadership in Energy and
Environmental Design with ID&C



LOCATION

Madison, WI



PERCENTAGE OF INVOLVEMENT

20%

PATRICK BRAY EIT BRANCH MANAGER | INTERTEK-PSI

Patrick will provide geotechnical engineering services for this project. As the Branch Manager for PSI's Kaukauna office, Patrick has more than 10 years of experience in geotechnical engineering. He has successfully managed the Kaukauna Branch Office for 10 years, where he has been responsible for the daily management and technical oversight of geotechnical and construction testing departments, preparation and review of reports, management of field and laboratory personnel, coordination of daily schedules, and administrative and marketing responsibilities.

EXPERIENCE

- East Northland Avenue Fire Station – Appleton, WI
- Oconto Falls Fire Station – Oconto Falls WI
- 2002-2024 Capital Improvements – Little Chute, WI
- Van Lieshout Park Splash Pad – Little Chute, WI
- Laona Rescue Unit – Laona, WI
- Underhill Fire Station – Underhill, WI
- Freedom Fire Station – Freedom, WI
- Riverside Fire Station – Rothschild, WI
- Fort Atkinson Fire Station – Fort Atkinson, WI



10
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Engineer-In-Training in WI
Certified Nuclear Density
Gauge Operator
American Concrete Institute Certified
Concrete Testing Technician



LOCATION

Kaukauna, WI



PERCENTAGE OF INVOLVEMENT

10%

JAMES BECCO PE

REGIONAL VICE PRESIDENT/PRINCIPAL ENGINEER | INTERTEK-PSI

James will provide geotechnical engineering services for this project

James is the Regional Vice President of PSI's operations for Wisconsin and Minnesota. In this role, he provides overall daily management, technical oversight, and direct supervision to the Branch and District Managers, and to their respective environmental, geotechnical, and construction services departments. With nearly 38 years of experience in Geotechnical Engineering and Environmental Consulting, James has extensive knowledge of subsurface conditions and the regulatory framework throughout Wisconsin. He has been involved with numerous projects of varying complexity, including stream and groundwater monitoring, petroleum assessments, solvent (dry cleaner) investigations, and a multitude of geotechnical engineering studies. As a principal client contact, project manager and senior consultant on a wide range of projects, James is also involved in proposal and report preparation, project planning, and administration, as well as the coordination and supervision of field staff.

EXPERIENCE

- Watertown Fire Station – Watertown, WI
- North Shore Fire Department Development – Glendale, WI
- Fire Station No. 4 – Kenosha, WI

37

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
Michigan Technological
University-Houghton



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, IL, MI,
and MN
WI DNR Registered PECFA Consultant



LOCATION

Waukesha, WI



PERCENTAGE OF INVOLVEMENT

10%

RANDY ALL PE

MECHANICAL ENGINEER | MSA

Randy will be the lead mechanical designer for this project. Randy is the President of the firm and has brought important and significant understanding of the design and installation of HVAC systems since joining FEI in 1999. His extensive and varied experience in construction and consulting, coupled with a solid engineering background, provides valuable insights to projects as they develop. His engineering degree provided the opportunity to work as a mechanical engineer, a project design engineer, and a design/build HVAC engineer in the building industry. His life experiences bring to the table a finer understanding of the construction process from the point of view of the clients he serves. He also continues to serve as a senior project engineer and is a valuable resource to the project engineers in the firm.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- New Fire Station Schematic Design – Greenville, WI
- De Pere Fire Station – De Pere, WI
- Kenosha Fire Station No. 4 Alterations – Kenosha, WI



31

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Mechanical Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, IL, IN,
MI, MN, MO, OH, and SD



LOCATION

Appleton, WI



PERCENTAGE OF INVOLVEMENT

25%

CURT KRUPP DES

SR. ELECTRICAL DESIGNER | MSA

Curt will lead the design of electrical systems for the facility. Curt is a project manager for educational, commercial, and municipal facility projects and specializes in lighting, power distribution, and special systems design. With more than 30 years of industry experience, he is knowledgeable in the areas of power distribution, lighting design, data distribution, fire alarm systems, Closed Circuit TV, keyless entry, paging systems, and security. Curt has provided design services for building power distribution, building lighting, emergency power systems, uninterruptible power systems (UPS), building alarm systems, building intercom, telephone and public address systems, telecommunication systems and data cable distribution, process control systems, motor controls, and lightning and surge suppression.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Pleasant Prairie Fire Station – Pleasant Prairie, WI
- Fond du Lac Fire Station No 1 Addition – Fond du Lac, WI

JUSTIN MONK DES

SR. PLUMBING DESIGNER | MSA

Justin will provide plumbing design services. Justin has been designing plumbing systems in the state of Wisconsin since 2006. Prior to his design career, he had 11 years of field experience in plumbing and mechanical systems as a tradesman. He is well-versed in Wisconsin and Illinois IPC/UPC-based plumbing codes and has high familiarity with UBC, IBC, NFP, and HVAC design codes. Justin has extensive work experience in the healthcare, corporate/retail, municipal, and school markets.

EXPERIENCE

- Kenosha Fire Station No. 4 – Kenosha, WI
- Fond du Lac Fire Station No. 1 Addition – Fond du Lac, WI
- Lindstrom Fire Hall Design – Lindstrom, MN
- Black River Falls New Municipal Utilities Facility – Black River Falls, WI
- Marshfield Utility Building MEP – Marshfield, WI
- Sheboygan City Hall – Sheboygan, WI
- Wauwatosa Longfellow HVAC and Office Secure Entry – Wauwatosa, WI
- City Hall Renovations – Pine City, MN
- Community Hall and Board Room Office – Sheboygan, WI



34
YEARS OF
EXPERIENCE



EDUCATION

Electrical Program – Milwaukee School of Engineering
Civil/Structural Engineering – Moraine Park Technical College, WI
Electrical Systems – Hughes Institute
Electrical System Design – University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Registered Designer of Engineering Systems in WI (Electrical)



LOCATION

Appleton, WI



PERCENTAGE OF INVOLVEMENT

25%



5
YEARS OF
EXPERIENCE



EDUCATION

Plumbing Certificate
Waukesha County Technical College
Architecture and Urban Planning
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Registered Designer of Engineering Systems (Plumbing), WI



LOCATION

Appleton, WI



PERCENTAGE OF INVOLVEMENT

25%

RILEY STONE PE

CIVIL ENGINEER | raSMITH

Riley will lead the site design for this project. Riley officially joined raSmith's municipal services division after graduating from the University of Wisconsin-Milwaukee in May 2017, although he had been working with the firm as a co-op since 2015. During his time at raSmith, Riley has assisted engineering staff with a variety of projects but primarily focused on municipal roadway, stormwater, and sanitary sewer flow monitoring efforts.

EXPERIENCE

- Town of Freedom Fire Station – Town of Freedom, WI
- Kenosha Fire Station 4 – City of Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – City of De Pere, WI
- Phase IV Expansion – City of Kaukauna, WI
- Black River Falls Municipal Utility – Utility Operations Center – Black River Falls, WI



6
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Milwaukee

Bachelor of Science
Physics
University of Wisconsin-La Crosse



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI



LOCATION

Milwaukee, WI



PERCENTAGE OF INVOLVEMENT

25%

RYAN MANN

ENGINEERING TECHNICIAN | raSMITH

Ryan will provide civil engineering support for this effort. Ryan has 18 years of experience in design and construction for municipal and transportation projects. He has additional experience in site planning for municipal projects. Ryan's design experience includes storm sewer, sanitary sewer, water main, and roadways. His responsibilities include plan and exhibit preparation. He is well-versed in AutoCAD Civil 3D.

EXPERIENCE

- Town of Freedom Fire Station – Town of Freedom, WI
- Kenosha Fire Station 4 – City of Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – City of De Pere, WI
- Phase IV Expansion – City of Kaukauna, WI
- Black River Falls Municipal Utility – Utility Operations Center – Black River Falls, WI



18
YEARS OF
EXPERIENCE



EDUCATION

Associate Degree
Civil Engineering
Moraine Park Technical College



REGISTRATIONS/CERTIFICATIONS

PCCTec I/IA



LOCATION

Milwaukee, WI



PERCENTAGE OF INVOLVEMENT

25%

THOMAS ZEISE

COST CONTROLLER | ZEISE CONSTRUCTION

Tom will guide cost control efforts on the project. As President of Zeise Construction, Tom is part of the company's third generation management team. Zeise Construction has been providing quality craftsmanship in northeast Wisconsin for more than 50 years. He is a licensed real estate sales person and has more than 35 years of experience in the building construction field managing projects ranging from \$250,000 to \$21,000,000.

EXPERIENCE

- Kaukauna Municipal Center – Kaukauna, WI
- Kaukauna Fire Station – Kaukauna, WI
- Green Bay Packers Pro Shop Addition, Admin. Building – Green Bay, WI
- Green Bay Packers Building C, Admin and Ticket Office – Green Bay, WI
- Christa McAuliffe Elementary School – Green Bay, WI
- St. Bernard Catholic School Addition – Green Bay, WI
- St. Francis Xavier Cathedral, Bishop Wycislo Center Addn. – Green Bay, WI
- Gibraltar Fire Station, Town Center – Gibraltar, WI
- Gibraltar High School, Renovations, Phase 1 and 2 – Gibraltar, WI

35

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Business Finance
St. Norbert College - De Pere, WI



REGISTRATIONS/CERTIFICATIONS

Licensed Real Estate Salesperson
in WI



LOCATION

Green Bay, WI



PERCENTAGE OF INVOLVEMENT

15%

JOHN GRETZINGER

COST ESTIMATOR | ZEISE CONSTRUCTION

John will develop cost estimates for the project. John has been a project manager for Zeise Construction since early 2018. He started his construction career as a laborer working summers while obtaining his college education. After college, he worked as a carpenter, superintendent, estimator and project manager. John has more than 35 years of experience in the building construction field and has managed projects ranging from \$10,000 to \$30,000,000. John will be responsible for preparing budget estimates and supplying value engineering options during the design and preliminary estimating phases.

EXPERIENCE

- Kaukauna School District, New High School – Kaukauna, WI
- St. Nicholas Hospital, Sheboygan, Multiple Remodels – Sheboygan, WI
- Sappi Paper-Industrial Projects – Skowhagen, ME
- St. Mary Magdalene Church – Waupaca, WI
- Lake Mills School District-Remodel – Lake Mills, WI
- St. Mary's Church – Greenville, WI
- Laminations (GNC), New Production Facility – Appleton, WI
- Hayward School District, Addition and Remodel – Hayward, WI

36

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Construction Technologies
University of Wisconsin-Menomonie



LOCATION

Green Bay, WI



PERCENTAGE OF INVOLVEMENT

15%





Proposed Services

Based on our understanding of community and departmental needs, our team is prepared to get to work on this project immediately. Our plan to deliver this project in a timely and cost-efficient manner is outlined below and on the pages to follow. As requested, we've included an at-a-glance summary of services, as well as details for each phase.

PARTNERSHIP APPROACH TO FIRE STATION DESIGN

With emergency services and municipal buildings comprising nearly all of the work that we complete, our team is uniquely qualified to take on this project and we're eager to get started on your behalf.

It is important to create a partnership in the early stages of planning a future fire station facility that pulls together our highly technical professionals with representatives from the Fire Department and Village who will work on this from start to finish.

The experience and professional credibility that this team brings to the process will help garner the support and respect of Little Chute's residents and stakeholders. We are working with several other communities on similar efforts, we understand the work involved, and we know the process for successfully getting these projects completed. This work is focused on delivering 21st century facilities that solve today's complex issues within the fire service.

With this experience and insight, we have included our understanding of some of the key considerations of this project.

YOUR FIRE STATION FACILITIES

In the previous fire station studies recently completed by the Little Chute Fire Department, the Village identified key needs for the Department, including greater capacity and modernization to serve the growing Little Chute community and the inclusion of training programs and facilities.

The SEH team has been involved in the development of the Village's plans for a fire station, and we understand the challenges the Department has been facing, which include:

- Efficiency of response from the current site, compounding with the evolutionary changes in the fire service industry
- Cancer prevention through decontamination
- Future-proofing the station to accommodate the ever-growing gender mix
- Providing proper spaces for training that include more computer-based and distance learning platforms
- Understanding the Fire Department's needs to "future proof" your investment by assessing the needs of a demographic shift in available work pool, as well as anticipating needs of a growing community
- Designing a building that helps with the architectural identity of Little Chute and serves to tie the fire station on Depot Street to the downtown and the commercial core

Additionally, recruitment in fire service is at an all time low, so it magnifies the need for a facility that is capable of recruitment and retention that fosters pride in the Fire Department and the community.

Our proven approach will address these challenges head on and will result in a new community-supported fire station that the Village and Fire Department staff can be proud of.

SUMMARY OF SERVICES

PHASE ① – PLANNING

- Project Kickoff: Make introductions, identify roles and responsibilities, develop schedule and key milestone dates, discuss budget and goals for the project
- Review of previously completed Facilities Study and determine if there have been any changes to the recommendations or the program of the new fire station building
- Conduct space programming for the building interior, revisit the size and function of the previously programmed building areas
- Facilitate staff meetings to develop building components
- Complete the survey work and develop a Certified Survey Map (CSM) to combine the parcels into two distinct parcels on the North and South side of Hans Parkway
- Perform soil testing and any required wetland delineation work (If necessary)
- Make recommendations regarding sustainable options as prescribed by LEED standards; we understand that building will not achieve LEED certification
- Complete the due diligence necessary to confirm there will not be impacts of the wetlands or water resources on the site development and improvements
- Create collateral materials to illustrate the conceptual design (floor and site plans, elevations, renderings, schedules, and schematic cost estimates); these collateral materials will be used to generate excitement within the community and will also be used when soliciting private donations for the building and identifying specific architectural features that will require additional financial support
- Make recommendations regarding alternate materials, methods, and features that offer cost savings while maintaining quality
- Make recommendations for the potential to have additional training areas designed into the site and facility
- Program the various functions into the training tower or facility; discuss and weigh the advantages of live burn vs. simulated training capability
- Provide 30% plans and estimate, meeting materials, and exhibits to gain approval of the Village Board prior to proceeding to Phase 2
- Assist the Village with the selection of a Construction Manager (if applicable)

PHASE ② – DESIGN

- Prepare all construction documents, specifications, final schedules, and cost estimates
- Attend applicable public meetings associated with review and approval of the site and building design
- Complete 60% and 90% design documents and estimates; use the final design documents to gain approval of the Village Board prior to proceeding to Phase 3

PHASE ③ – BIDDING

- Prepare all bid documents and specifications for bidding the project
- Respond to questions from the prospective bidders during the bid process
- Prepare and distribute necessary addenda and revise the plan holders list during the bid process
- Evaluate the submitted bids and make recommendations to the Village for contract award

PHASE ④ – CONSTRUCTION ADMINISTRATION

- Coordinate all construction administration services through the Village of Little Chute, act as the owner's representative, and lead the construction administration effort (if a construction manager is selected for the project, the architect will work in cooperation with the construction manager to support the construction administration efforts)



DETAIL OF PROPOSED SERVICES: SCOPE OF WORK

The Village of Little Chute, working with the consultant team of SEH, recently determined the need for a new fire station to serve its population for the next 50 years. Based on our understanding of the Village’s scope of services provided in the RFP, as well as the experience we have acquired from work on more than 100 fire stations, we have developed an approach to deliver our design services, which is outlined on the following pages.

PROJECT KICKOFF MEETING

All key team members are in attendance.

- Introductions
- Discuss roles and responsibilities
- Understand decision-making process
- Discuss schedule and tasks to be completed
- Discuss budget and potential funding sources

PHASE ① – PLANNING *(all disciplines)*

- We will develop the strategy/schedule and workflow with the design team and Owner.
- The design team will conduct a review of the already completed Facilities Study for the Village of Little Chute Fire Department as part of their background for the project planning.
- Using industry standards, project experience, and input from Village and Fire Department Staff, the design team will conduct appropriate space programming for the building interior, including basic information such as sizes, space requirements, workflows, activities, and special uses.
- The design team will facilitate meetings with Village staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs.
- The design team will facilitate a listening session with end users, including female firefighters of the LCFD to make sure their voices are heard in the programing and design of the station.
- The design team will make recommendations regarding sustainable options to consider in the construction of the facility as prescribed by LEED standards.
- The design team will create and provide schematic site plan sketches, elevations, renderings, schematic cost estimates, and conceptual project schedules as necessary to create the conceptual project design.
- The design team will make recommendations regarding the potential to have additional training space/training tower added to the facility.
- The design team will make recommendations regarding alternative materials, construction methods, or design features that offer potential cost savings while meeting desired quality standards.
- Once the Village Board has accepted the recommended conceptual design as outlined here within Phase 1, then the design team will proceed to Phase 2. By now, Village staff and Fire Department leadership should be comfortable with the style and professionalism of the SEH team as it relates to addressing the Board and community members. During the study phase, we made presentations to the Village Board, family members of the private landowners, and citizens of Little Chute to gain support and approval to keep the project moving forward. It will be our main focus to keep the momentum going and continue to build the trust and support of the Village Board, private donors, and residents through public presentations and project updates.

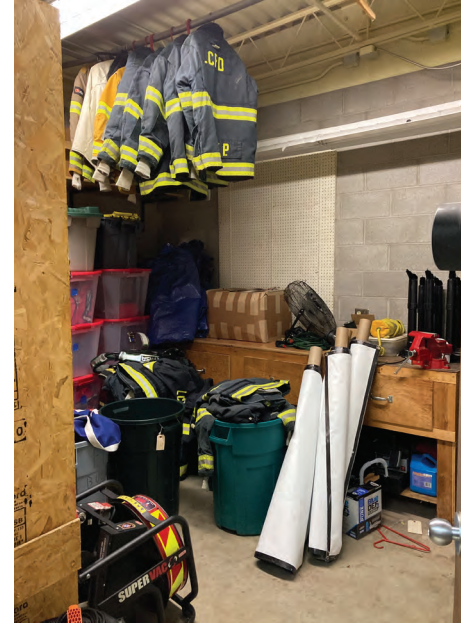
WATER RESOURCES (WETLANDS, WATERWAYS, FLOODPLAINS, AND PERMITTING)

Our natural resources scientists have completed some basic DNR website and regulatory database research for the proposed Little Chute site to identify potential site limitations. According to our review of DNR soils mapping, a wetland delineation will

not be necessary to inform the site design and in preparation for any required DNR permits. If the Village feels a delineation is necessary, SEH’s Assured Wetland Delineator has extensive experience and is adept at performing wetland delineations at

sites that may be complicated due to past disturbance and land use.

Due to the likelihood of not needing to provide wetland delineation work, these services are broken out separately in our fee proposal.



PHASE ② – DETAIL DESIGN *(all disciplines)*

Prior to this phase, the team will review and revise any information that was gathered during the Village Board review and presentation. The design team will prepare all construction documents, civil engineering plans, specifications, final construction cost estimates, and final timelines for completion of the project.

- The design team will attend all applicable public meetings associated with the review and approval of the proposed design.
- Once the Village Board has accepted the recommended final design as outlined here within Phase 2, then the design team will proceed to Phase 3.

During detail design, the building materials, systems, and enhanced functional and operational adjacencies are refined. The design process integrates stakeholders' input responding to environmental, lifecycle cost, security issues, budget, and schedule considerations. Based upon the approved schematic design, the schematic architectural, landscape, and civil concepts will be developed into final construction documents with consideration of sustainability, lifecycle maintenance and durability, phasing, budget, schedule, and constructability.

PHASE ③ – BIDDING *(all disciplines)*

Upon approval of detail design documents, the SEH team will proceed with assisting the Village of Little Chute in bidding the project to qualified general contractors.

- The design team will prepare all the bid documents and specifications suitable for public bidding according to applicable standards.
- The design team will respond to all questions posed by prospective bidders during the construction bid process.
- The design team will also prepare and distribute any necessary addenda, distribute plans and bid documents, and keep a record of the plan holder's list.
- The design team will attend a pre-bid conference to inform bidding contractors of the details regarding the bid process.
- The design team will make a recommendation to the Village on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price.

PHASE ④ – CONSTRUCTION ADMINISTRATION *(all disciplines)*

- Coordinate all construction administration services through the Village of Little Chute and owner's representative (construction manager, if applicable), who will lead the construction administration effort (if applicable)
- Review shop drawings and material submittals
- Respond to contractor questions/RFIs throughout the construction process
- Attend bi-weekly construction meetings and site observations
- Provide field observation reports to Owner, construction manager (if applicable), and contractor
- Issue clarifications as needed
- Attend construction progress meetings in person every other week throughout duration of construction
- Project closeout
- Conduct final walk-through inspection
- Develop punch list
- Issue certificate of compliance with state and local authority having jurisdiction
- Assist with commissioning and training
- Generate final record drawings, based on as-built documentation from contractor
- Attend 11-month warranty walk through following construction completion

PROJECT SCHEDULE

TASK	2024												2025	
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	
Award Project 2.20.24	✕													
Contracting 2.20.24–3.4.24		✕												
Kickoff Meeting		✕												
Schematic Design 30% Plans and Estimates					✕									
Village Board Presentation and Approval						✕								
Design Development 60% Plans and Estimate							✕							
Village Board Presentation and Approval								✕						
Construction Documents 90% Plans and Estimate										✕				
Village Board Presentation and Approval 100% Plans And Specifications											✕			
Bidding												✕		
Contractor Award													✕	

WHY SEH?

SEH and our design team partners are responding to this RFP because we have the experience, skills, knowledge and expertise to deliver a highly functional, cost-effective, and efficient fire station. Below are the top 10 reasons we feel SEH is uniquely qualified:

- ① Public safety buildings are currently 100% of the projects we are working on. They are nearly all we do.
- ② Our Appleton architects are currently working on 11 fire station projects in different phases of design and construction. Our St. Paul and Denver architects are working on six fire/EMS stations. Internally, we collaborate with these architects to provide greater depth of resources and expertise when programming and designing public safety facilities.
- ③ We have volunteer firefighters and previous fire chiefs on our architectural staff – they bring a pragmatic, logical perspective to our programming and designs because they live and work in these buildings as a second career.
- ④ We understand the unique needs of the fire industry and the staff who occupy the building.
- ⑤ All of our designs incorporate training props in the architecture and provide opportunities to train on-site. This reduces training costs and the inconvenience of traveling to conduct and participate in necessary recertification and mandatory training. These training amenities are typically added for little or no cost to the building and site.
- ⑥ Key members of the SEH architectural design team are LEED Accredited Professionals who will bring sustainable design practices to the programming of the building. Currently, the 11 fire stations we are working on and the four recently completed stations employ sustainable and energy saving features.
- ⑦ We have very successful past project experience and we have assisted the Village of Little Chute in previous phases of this project. We are familiar and comfortable working with Fire Department, Village staff, private landowners, and Village Board representatives.
- ⑧ We have a highly successful track record and strong working relationship with our consulting partners. Together, we have completed tens of millions of dollars of construction projects – specifically fire/EMS and police stations in the last three years.
- ⑨ We are passionate about these building types, are poised to begin work immediately and understand the nuances of the politics that often determine and influence the outcome of these types of facilities.
- ⑩ SEH is proud to serve those who serve. We respect the men and women in the fire services industry and make it our passion to deliver best in class facilities to these emergency services professionals.

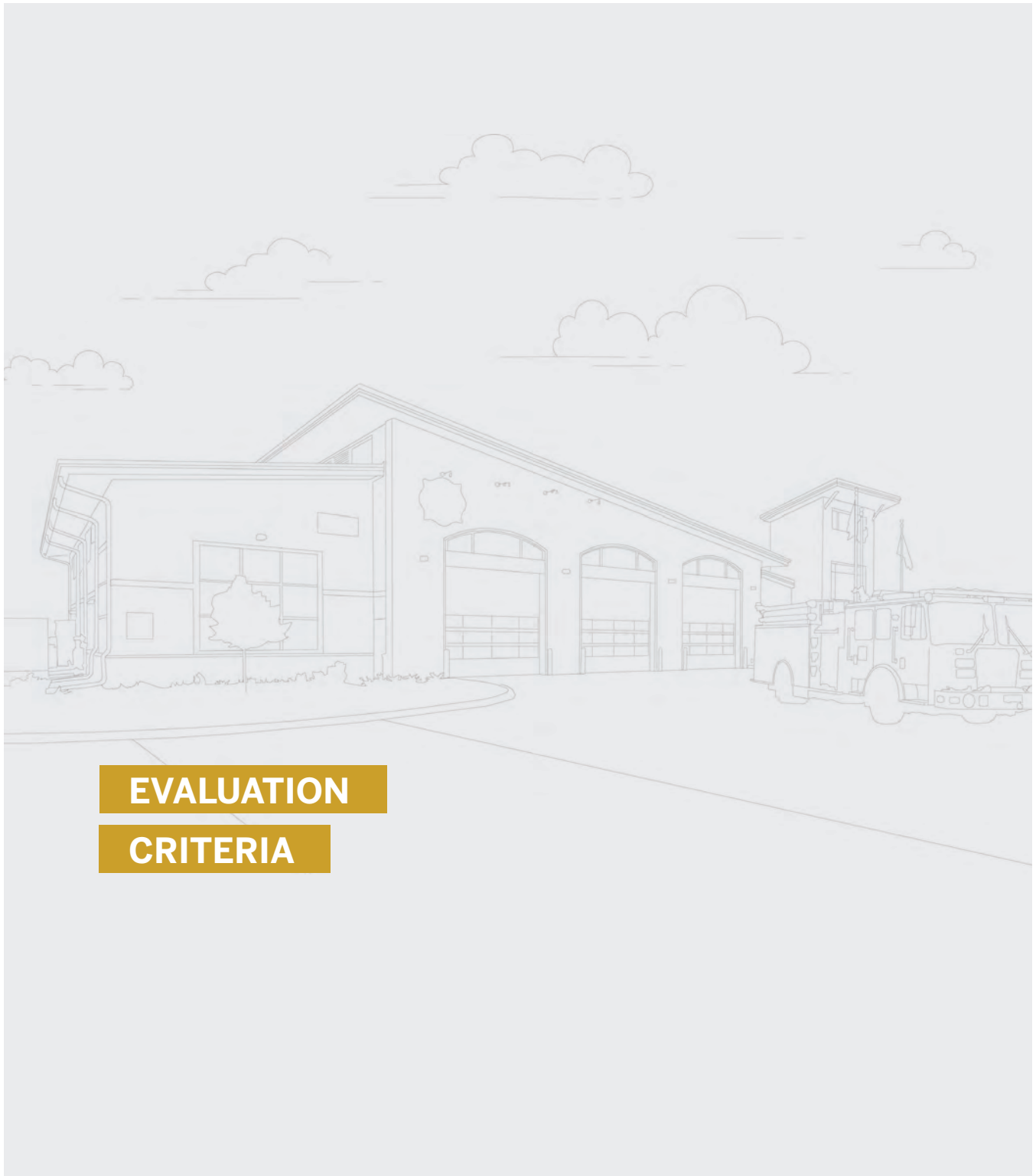


Mark Zvitkovits, SEH architect, is a paid on-call firefighter who can bring his firsthand experience of the fire services industry to the design and functionality of the Little Chute Fire Station project.

**SEH is proud to serve those who serve. We respect
the men and women in the fire services industry
and make it our passion to deliver best-in-class
facilities to these emergency services professionals.**



A former Fire Chief, Chuck plays an integral role in design. He helps to interpret everyday needs of users into design elements that can overcome the unique challenges of Little Chute's Fire Department.





Evaluation Criteria

Our team has designed fire stations and regional training facilities for communities across the country, and we're eager to share our qualifications with you. This overview briefly summarizes our experience with similar facilities and approach to design and construction.

EXPERIENCE OF KEY PERSONNEL PROPOSED FOR THIS PROJECT, INCLUDING ANY SUBCONSULTANTS, WITH RELEVANT EXPERIENCE TO CARRY OUT A SUCCESSFUL BUILDING PROJECT



Trevor Frank
LEED AP



Mark Zvitkovits
LEED Green Associate



Brian Bergstrom
LEED AP



Chuck Leipzig



Schwan Jubert
WRID L LEED
AP ID&C



Randy All
PE



Curt Krupp
DES



Justin Monk
DES



Riley Stone
PE



Ryan Mann

All of the team members shown were part of the design team of the projects illustrated to the right.



Kaukauna:
29,174 sq. ft., \$6,554,600, delivered one month ahead of schedule and under budget



Maplewood:
31,000 sq. ft., \$8,300,000, scheduled to be delivered on time and under budget



Kenosha Station 1:
23,895 sq. ft., \$5,250,000, delivered one month ahead of schedule and under budget



Kenosha Station 4:
29,344 sq. ft., \$9,260,000, delivered ahead of schedule and under budget

DEMONSTRATED ABILITY TO COMMUNICATE EFFECTIVELY WITH VILLAGE OF LITTLE CHUTE DEVELOPMENT TASK FORCE



Based on our previous study work and interaction with the Village board and members of the task force, **we are confident we can continue our trusted partnership as we progress the Fire Station project to the next phase.**

EXPERIENCE OF FIRM AND KEY INDIVIDUALS WITH SUSTAINABLE DESIGN

ALL OF THE ARCHITECTS ON THIS TEAM ARE LEED CERTIFIED PROFESSIONALS that incorporate sustainability best practices into every station we design. We have several LEED certified fire stations we will use as examples when recommending green features for the Little Chute Fire Station.

FIRM'S EXPERIENCE WITH FIRE STATIONS, INCORPORATED TRAINING FACILITIES IN A UNIQUE MANNER, OR SIMILAR PROJECTS IN THE 20,000 SQUARE FOOT RANGE OF NEW BUILDING EXPERIENCE



Fitchburg NE: 26,832 sq. ft.



Fitchburg NW: 23,951 sq. ft.



Kenosha Station 1: 23,895 sq. ft.



Kenosha Station 4: 29,344 sq. ft.



Kaukauna: 29,174 sq. ft.

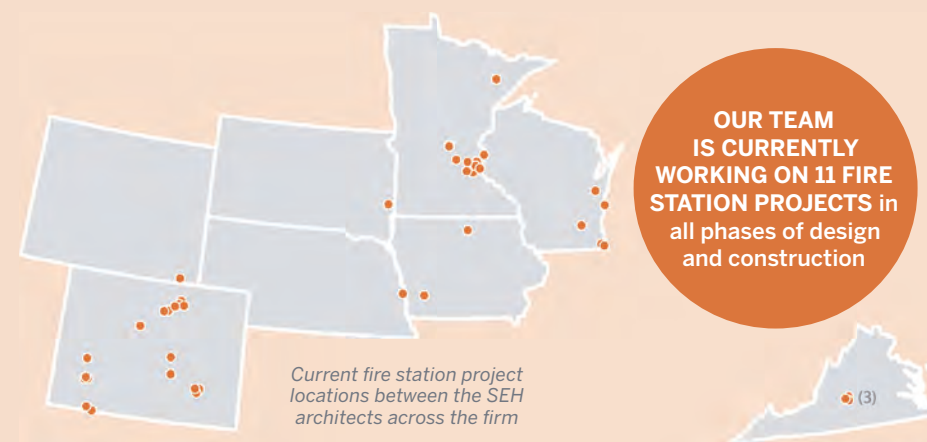


Watertown: 34,787 sq. ft.

COST AND AVAILABILITY

ALL OF THE DESIGN CONSULTANTS listed in the proposal are team members the Village of Little Chute will engage with throughout the project process. This is **YOUR** team from start to finish. Our design fee was established based on the level of expertise and years of experience the entire team brings to this project.

EXPERIENCE OF FIRM AND KEY INDIVIDUALS



PROPOSED SCOPE OF WORK INCLUDING PROJECT APPROACH

WE APPROACH EACH PROJECT INDIVIDUALLY based on the community, budget, and input from the Village and Fire Department. Our tailored approach to this project is outlined on pages 28-33.

SUCCESS IN COMPLETING COMPARABLE CONCEPTUAL DESIGN PHASES AND FIRE STATION BUILDING DESIGN PROJECTS ON SCHEDULE WITHIN BUDGET

"SEH CAN COMPLETE PROJECTS ON TIME AND WITHIN THE BUDGET. But, that is not what sets them apart from everyone else. It's that they can build relationships and foster communications across multiple different stakeholder groups to form strong collaborations. They can capture the vision of those involved and translate it into a meaningful and understandable story."

MIKE STANLEY | FIRE CHIEF, CITY OF OSHKOSH

PROJECT	ESTIMATED	ACTUAL
Middleton	\$7,432,500	\$7,400,000*
Bellevue	\$4,100,000	\$4,052,648
Elkhart Lake	\$3,000,000	\$2,565,900
Stoughton	\$4,500,000	\$4,500,000*
Eden Prairie	\$2,250,000	\$2,100,000
Rib Mountain	\$2,100,000	\$2,138,000

*Designed and constructed under a GMP delivery contract method

Building a Better World for All of Us[®]

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES



Price Proposal

Below is a breakdown of the cost we have proposed to complete the scope of services required to deliver this fire station.

PROPOSED FEE

Our base fee for these services shall be on a **Lump Sum Basis**. Monthly invoices will be based upon work completed in the calendar month prior to the invoice date for a **fee of \$441,442.00**. This fee includes reimbursable expenses such as travel, mileage, printing cost, plan review fees, etc. If the estimate/cost of construction and scope of work increases more than 5% from the preliminary 30% estimate, the consultants reserve the right to re-negotiate additional professional services fees based on the increased estimated construction cost. See below for more detail, including a break out of the requested additional services.

VILLAGE OF LITTLE CHUTE FIRE STATION DESIGN

Professional Services	Fees
Architecture	\$225,420
Structural	\$44,000
Civil/Survey	\$50,604
Mechanical/Electrical/Plumbing and Fire Protection	\$74,800
Expenses	\$13,500
Subtotal Professional Services	\$408,324

Additional Services*	Fees
Interior Design	\$10,098
Environmental: Wetland Reporting	\$1,980
Geotechnical Exploration and Reporting	\$4,620
Landscape Architecture	\$4,950
Cost Estimating Services (30%, 60%, 90%)	\$11,450
Subtotal Additional Services	\$33,098

**Additional services are those services requested specifically for the Fire Station facility and fall outside standard basic design services as defined by the AIA in AIA B141 standard agreement between Owner and Architect.*

FIXED PRICE PERIOD

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The Village reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

SEH welcomes the opportunity to discuss and negotiate our fee as presented at left as the scope of services and size of the project become better defined. We come to the relationship as a willing partner to provide the scope of services at a fee that is fair to both the Village of Little Chute and SEH and our consulting partners.

As an officer of Short Elliott Hendrickson Inc. (SEH®), I am legally authorized to enter a contractual relationship in the name of the Proposer. I approve the proposed fee at left.



TREVOR FRANK AIA, LEED AP®,
NCARB, PMP | ARCHITECT IN CHARGE
PROJECT MANAGER

CLIENT'S RESPONSIBILITY

The client agrees to meet with SEH to review proposed plans and provide feedback on design and to make timely decisions to keep the design process on schedule.

ASSUMPTIONS/NOT INCLUDED

1. Project delivery method will be Design/Bid/Build.
2. Project will be bid as one project.
3. No specific sustainable features (geothermal, photovoltaic, water reclamation) are required aside from current standard applications.



Over 300
Programming/
Feasibility Studies

Over 150
facilities
designed
& built

Over 140
years of
combined
public safety
experience

ARCHITECTURAL DESIGN FOR PUBLIC SAFETY



Village of Little Chute

Proposal for

PROFESSIONAL DESIGN SERVICES for a NEW FIRE STATION

February 2, 2024





**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

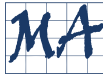
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- 2. FIRM BACKGROUND AND QUALIFICATIONS**
- 3. KEY INDIVIDUALS' QUALIFICATIONS AND EXPERIENCE**
- 4. PROPOSED SCOPE OF WORK & SCHEDULE**
- 5. ALTERNATE PROPOSAL - MASTER BUILDER APPROACH**
- CERTIFICATE OF INSURANCE**
- SIGNED ADDENDUM**



**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

Letter Of Introduction/ Statement Of Interest

February 2, 2024

Laurie Decker
Village Clerk
108 West Main Street
Little Chute, WI 54140

SUBJECT: PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

Dear Ms. Decker,

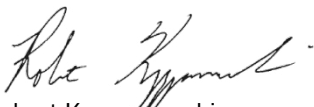
Five Bugles Design/Mitchell Associates Architects, the award-winning public safety design team at Wendel, is uniquely positioned to provide the services requested in the request proposals dated December 28, 2023. Our team is currently finishing up construction documents on over 70 million dollars' worth of public safety construction documents, which is slated to become construction in the spring of 2024. Our schedule fits Little Chute's needs perfectly, and we feel our team is one of the most experienced emergency services design firms in the United States.

Some of the unique and specialized services we offer your team include:

- **Public Safety Specialists:** Wendel recently acquired Mitchell Associates Architects, who work exclusively on public service facilities, including fire stations, EMS, and shared facilities. The merging of Wendel's Five Bugles Design and Mitchell Associates Architects brings two nationally known public safety experts with years of emergency services experience combined into one team. Our combined teams have worked together in the past and feed off each other's strengths and knowledge. We now bring this wealth of experience to the Village of Little Chute and increase our team's ability to provide clients with over 140 years of combined public safety experience. Together, we have a matchless, industry-leading portfolio of award-winning, research-based, innovative facilities. Collectively, the team has completed construction documents on over 150 public safety projects across the United States.
- **Our unique Immersion Process to reduce project schedule and costs:** This is our hands-on concept development process used at the project's outset that allows us to work collaboratively with the entire project team to rapidly refine and establish the development plan and set the entire project up for success. The following link provides more information about our Immersion process. <https://wendelcompanies.com/immersion/>
- **Additional resources:** As a national architecture, engineering, energy efficiency, and construction management firm, Wendel offers an array of resources that, while not needed now, may be desirable as the project progresses. These resources include construction services, energy services, and sustainable design services, among others, and are all under one roof.

We look forward to sharing more details with you, hopefully at the interview stage of the process, on why our team is best suited to complete this project. Please let us know if you have any questions.

Best Regards,
Five Bugles Design



Robert Krzyzanowski
Director of Emergency Services/Principal-in-Charge
rkrzyzanowski@wendelcompanies.com
Ph: 715-559-0297



**Five Bugles
Design™**

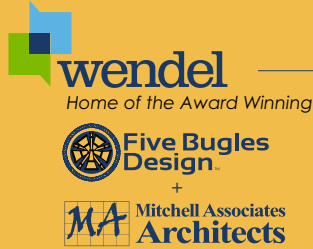
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**Mitchell Associates
Architects**

Wendel's award winning public safety design team

Firm Background & Qualifications



CORPORATE PROFILE

In 1940, Leon Wendel started a small civil engineering firm. Over the last eight decades, Wendel has grown into a full-service architecture, engineering, energy efficiency, and construction management firm that delivers customized solutions and turnkey projects in innovative ways.

Today, we boast a full complement of professionals in every engineering discipline, including a robust energy efficiency department; a talented team of architects and landscape architects; construction managers; planners; and interior designers. Our team is based out of 15 offices, is licensed in 38 states, and has over 280 employees dedicated to upholding our four core values: team first; quality; first-class communication; and promises made, promises kept. At the heart of those values is our belief that we can **create a better world through knowledge and leadership**.

Included within Wendel is our award-winning team of emergency services designers, Five Bugles Design (FBD) and Mitchell Associates Architects (MAA). Our emergency services design team has decades of experience working with municipalities across the country. Our clients understand that having all services, including emergency services design, under one roof is the key to a successfully run project. If our team uses sub-consultants for design, we still have all the services listed below for checks and balances, even during construction with our in-house construction management team.

WENDEL SERVICES:



ARCHITECTURE

Interior Design
Landscape Architecture
Master Planning
Historical Preservation



ENGINEERING

Civil
Electrical
Environmental
Mechanical
Municipal
Structural
Transportation
Railroad
Alternative Fuel Solutions/CNG
Water/Wastewater Retrofits
Land Surveying
Geographic Information Systems (GIG)
Planning



ENERGY EFFICIENCY

Energy audits
Commissioning
Professionally Assisted Performance Contracting
Alternative Funding/Grant Programs
Retrofit and implementation design
Green building design
Measurement & Savings Verification (M&V)
Renewable Technologies



CONSTRUCTION MANAGEMENT

Master builder
Progressive Design/Build
Design/Bid/Build
Construction Management at Risk (CMaR)
CM Agent
GMP Design/Build



**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

WENDEL TIMELINE



1940: Leon Wendel, Consulting Engineer and Surveyor, opened his practice in Lockport, New York. Provided traditional civil engineering and survey services.



May 31, 2000: After forming a joint venture, the two companies merged, creating Wendel Duchscherer Architects & Engineers. Duchscherer Oberst was an architectural firm with a significant capability in public transportation maintenance facilities and design.

2010: Acquired Smiley, Glotter, Nyberg Architects (SGN), an architectural firm specializing in K-12 school facilities, expanding the firm to a Minneapolis, Minnesota office.

2014: Added an office in Clarksburg, West Virginia.

2015: Added an office in Rochester, New York.

April 1, 2016: Wendel acquired Evolve Architecture, a small firm in Richmond, Virginia expanding Wendel's service offering to include interior design, space programming and planning, and move management services.

2016: Opened an office in Syracuse, New York.

May 1, 2017: Opened an office in Albany, New York.

June 1, 2017: Wendel acquired Architectural Design Group (ADG), a leader in architectural design and planning in Eau Claire, Wisconsin, to enhance our service offering and market reach in the Midwest. Also gained Five Bugles, ADG's division focused solely on the public safety industry.

June 2023: Wendel acquired Mitchell Associates Architects, specialists in Public Safety design, located in the Albany, NY region, to expand our national presence as Public Safety design leaders.



2010: Retired Fire Chief Ed Mishefske, Architect Steve Gausman and Project Manager Robert Krzyzanowski formulate Five Bugles Design with the goal of elevating the design of Public Safety Facilities.





Firm Contact

Robert Krzyzanowski

P: (715) 559-0297

E: rkrzyzanowski@wendelcompanies.com

Name & Location

Five Bugles Design + Mitchell Associates
Architects Wendel's award winning
public safety team

204 E. Grand Avenue, Suite 200

Eau Claire, WI 54701

fivebuglesdesign.com

Year Established

Wendel: Established in 1940

June 1, 2017: Wendel acquired

Architectural Design Group (ADG),
a leader in architectural design and
planning in Eau Claire, Wisconsin to
enhance our service offering and market
reach in the Midwest. Also gained Five
Bugles, ADG's division focused solely on
the public safety industry.

Legal Status

Licensed to perform Architecture &
Engineering services in Wisconsin

Firm Ownership

Corporation

Staffing

Total Staff: 280

Eau Claire: 17

Primary Firm Location for this Project:

204 E. Grand Avenue, Suite 200

Eau Claire, WI 54701

BUILDING ON A VISION

Five Bugles Design and Mitchell Associates Architects were formed to provide planning and design services to the public safety service industry. We understand that public safety buildings are truly a unique building type. Our focused design team is comprised of members whom, both collectively and individually, are among the most experienced public safety design professionals in the country.

UNMATCHED PUBLIC SAFETY FACILITY DESIGN EXPERIENCE

Our award-winning team of architects and active emergency services designers and specialists have work experience throughout the country. We focus on exceeding our clients' expectations and providing exemplary project management services, all while "speaking your language."

COLLABORATIVE. FOCUSED. CLIENT DRIVEN. COMMUNITY CONSCIOUS.

Making a positive and lasting impact on the people and communities we serve is at the core of what we do. We believe that by getting to know our clients, their needs, and the communities they serve, we're able to collaborate as a design team to provide winning solutions that go far beyond the obvious. Our goal is that the facilities we design today will serve our clients for decades to come.

EMERGENCY SERVICE DESIGNERS

The architects, engineers and designers that are apart of our team have experience leading municipalities through the process of design. These individuals learn from every project they have been apart of, with some having decades of experience. Our team then takes everything that we have learned, good or bad, and puts that information forward to our new clients.

The design of emergency services facilities is an intricate process and very detail oriented. Our clients have to be detail oriented in their everyday job of saving lives, we expect our team to understand that the small details matter in a facility as every second counts.

We pride ourselves on function over frills, however we have the diversity in our portfolio to satisfy any client's needs and desires. Emergency services design is the only thing that our team focuses on and they have dedicated their careers to this cause.

IN-HOUSE EMERGENCY SERVICE SPECIALISTS

The FBD/MAA team includes a number of Emergency Service Specialists. These individuals are both active and retired public safety personnel with extensive background in the management and operations of fire, police and EMS departments of all types and sizes (career, paid-on-call, combination).

Most importantly, they have built stations for their own departments and understand the challenges created by the necessity of blending facility demands with budgetary concerns.

Our Emergency Service Specialists use their decades of experience to lead our unique programming process. They will direct a conversation that explores your individual operational and facility challenges, breaks those challenges down into their respective building components and then work with our experienced architects and planners to define and quantify those elements with the goal of creating an accurate depiction of the built environment that will ultimately become your new facility.

PROGRAMMING: UNIQUE IMMERSION PROGRAMMING & PLANNING

SPACE NEEDS ANALYSIS

FBD/MAA have developed some of the most comprehensive programming tools in the industry. We view programming as the fundamental basis of our design and attribute much of our successes to our in-depth process.

Our process typically begins by conducting a programming session – typically a two-hour meeting – which would provide us an excellent understanding of your department's operational requirements and future goals.

With the Village of Little Chute already completing the programming in the previous feasibility study, our intent would be to reevaluate the findings of that study to refresh the entire team and to bring that exercise back up to par since it occurred over two years ago.

PREVIOUS STUDY ANALYSIS

Due to our vast experience in the design of emergency services facilities, our team knows what it takes to put your staff into a facility that functions both efficiently and is budget friendly. The Village of Little Chute's current study projects the facility to be approximately 18,269 s.f.

Below is a list of facilities that we have completed that compares the "Programmed Square Footage" with the square footage the building ended up at after construction. This shows that bringing an expert onto the project team in this particular building type will ensure a tight, efficient and cost friendly building.

Suamico Fire Station

Programmed S.F. = 36,846 S.F.

Completed S.F. = 22,050 S.F.

Monroe Fire Station

Programmed S.F. = 24,388 S.F.

Completed S.F. = 20,100 S.F.

Riverside Fire Station

Programmed S.F. = 21,504 S.F.

Completed S.F. = 17,450 S.F.

Greenville Fire Station

Programmed S.F. = 30,000 S.F.

Completed S.F. = 24,680 S.F.

Wausau Fire Station

Programmed S.F. = 16,884 S.F.

Completed S.F. = 15,233 S.F.



DESIGN FEATURES MAY INCLUDE:

- Orienting the tower to allow access on three sides.
- Windows or window openings with covers to simulate second story ladder rescue.
- An internal stairway to extend hand lines to an upper story.
- A standpipe pump-in connection system on the outside of the tower and standpipe connections at each level of the tower.
- The building sprinkler system pump-in station is also used to simulate sprinkler water and pressure support.
- A lone sprinkler head at the lowest level of the tower to train how to isolate a single sprinkler head while allowing the remaining system to be operational.
- Smoke opening connections on all floors of the hose tower to simulate rescue under zero visibility conditions.
- Rappelling tie-off connections at the highest level to simulate repelling rescues.
- A manhole on the second floor of the tower to allow confined entry training.
- Window or roof access at the top of the tower to allow firefighters to use ropes to raise and lower fire department equipment.

TRAINING

FBD/MAA have has extensive experience in regional training facilities as well as creating staff training opportunities within a fire/EMS station.

At the core of any successful and efficient fire protection program is fire department training. Community expectations for delivery services over the last decade have grown to a level never anticipated. Emergency medical services, hazardous materials, confined entry rescue, fire ground management techniques, communications, domestic terrorism and international terrorism are not hypothetical scenarios, but realities. Designing these high-risk but low-frequency training opportunities into the new fire station is critical to a department's ability to face the new challenges these situations present.

The Five Bugles Design team is a national leader with its innovative approach of incorporating training programs into building design. In our discussions during the initial programming and space orientation phase of the building process, we spend a great deal of time talking

about the department's existing training program. We take this time to gather as much information as possible and then offer design solutions that will provide for in-house training. Firefighters will be on hand during training sessions if a major emergency occurs.

One of the training opportunities that we have included in numerous fire stations is the use of a training tower for both drying fire hoses and for practicing in a multistory internal/external training platform.

Not only are we designers, but our firm specializes in the construction of municipal facilities. This ensures our cost estimating is spot on when or if this project moves forward. We consider ourselves a design professional who is proficient in leading the craft of building construction and the art of architecture and engineering. We offer the service of being your trusted advisor during design and construction, of which we call our Master Builder Approach. We talk more about this in our Alternate Services Approach at the end of this proposal





**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

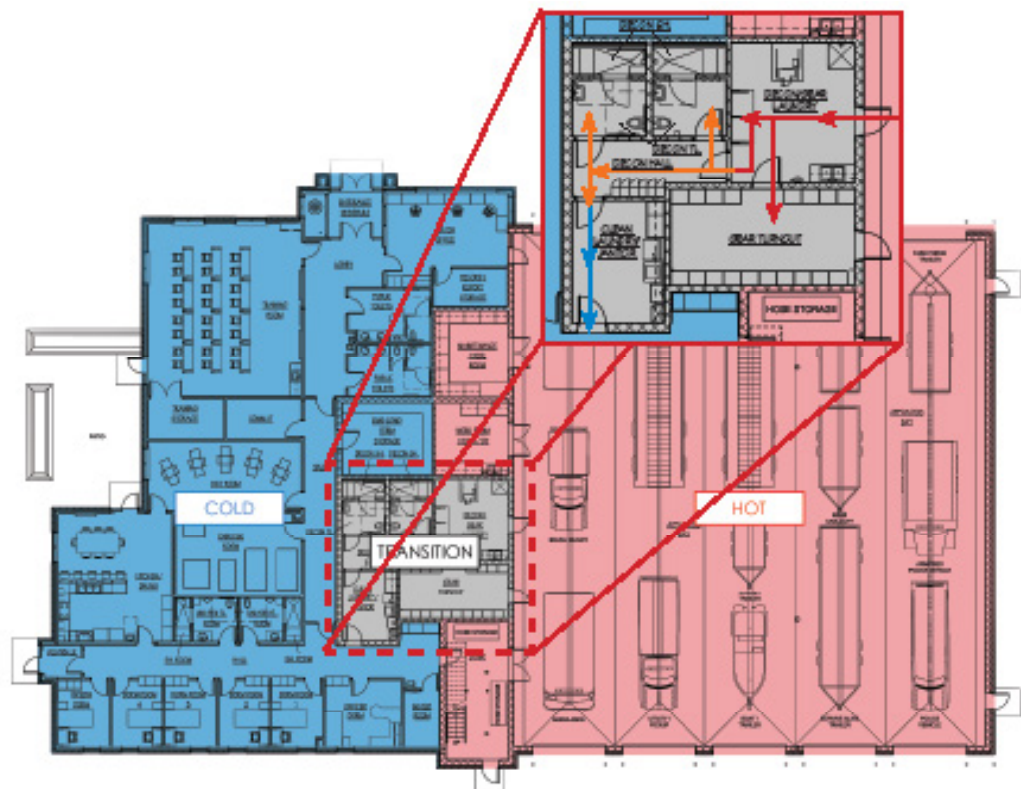
PERSONNEL DECONTAMINATION: EMERGING TRENDS

Over the past decade, there has been an increase of cancer diagnoses for those men and women in the fire services, as well as for their loved ones at home. In an attempt to help keep firefighters and their families healthy, we have created a personnel decontamination process which separates the fire station in to zones (hot and cold), and therefore helps to reduce the spread of cancer-causing contaminants.

This process includes decontaminating trucks, gear, and of course, the people. Restricting contaminants to the hot zones and having staff transition to the cold zones ensures that they are free of those contaminants after responding to an emergency.

Our award-winning team members have proven their expertise in the design and development of decontamination spaces.

By constantly pushing the limits and creating (not just following) the emerging trends, we are regularly given the opportunity to speak to our peers and emergency services professionals at conferences throughout the country, as well as published articles in national publications showcasing our unique and user focused decontamination processes.

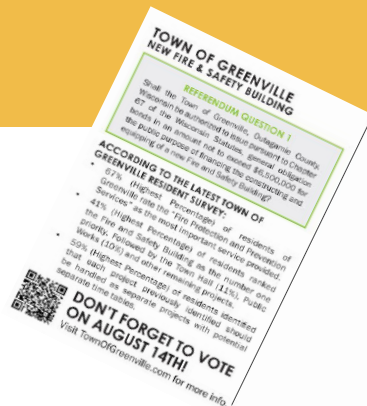




PUBLIC ENGAGEMENT

Public Engagement is critical to our philosophy of gaining project support from project participation. Successful public campaigns are the result of effective planning, transparent communication of a value-based solution, and support at the local level by municipal staff and officials.

- Public hearings and neighborhood groups provide opportunities for interactive progress updates with concerned citizens.
- The local press presents an opportunity to present the project in a positive light at chosen times throughout the project.
- Web-based project sites are available to provide meeting notes and project updates.
- Every community is different and presents a different set of challenges to the communications of project information and project approval processes. We will work with your team to develop a combination of the elements that works best.
- Assistance with social media postings.
- Referendum Assistance.
- Graphics for monthly news letters and websites.
- Produce mailers, postcards, and newsletters to be mailed to public.
- Create fliers to be posted around community.



ESTIMATED TAX IMPACT	
REFERENDUM AMOUNT	\$6,500,000
ESTIMATED AVG MILL RATE OVER 20 YEARS	\$25/\$1,000 of Assessed Value
TAX IMPACT ON PROPERTY WITH FAIR MARKET VALUE OF:	
\$100,000 Property	
Annual Impact	\$25.00
Monthly Impact	\$2.09
\$150,000 Property	
Annual Impact	\$37.50
Monthly Impact	\$3.13
\$200,000 Property	
Annual Impact	\$50.00
Monthly Impact	\$4.17
\$300,000 Property	
Annual Impact	\$75.00
Monthly Impact	\$6.25

Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing plan. Rates subject to change.

The 2015 referendum included two other projects (Town Hall and Public Works) for a total of 10.5 million. The current referendum being considered specifically addresses the needs of the Fire and Safety department independently for an estimated cost of 6.5 million. The cost to construct a new modern fire station has been reduced with this new design and will overcome current and future challenges of the department and community for well over the next 50 years. The costs to construct a new fire station will increase by 3 to 5 percent annually until it is built. The majority of residents surveyed support the need for key aspects of this specific project.

CONTACT US

The Greenville Facilities Committee
 Andy Peters, Dean Culbertson, Greg Kippenhan,
 Amy Vostors, Dan Dibos, Brad Borgren, Larry Bontie,
 Tim Lambie, Eric Kitowski

Questions, comments or concerns can be directed to:
 Town Administrator - Joel Gregoaski
 (920) 757-5151 or joelg@townofgreenville.com
 Visit TownofGreenville.com for more information.



WHY NOW AND WHY DO THESE NEEDS EXIST?

The needs and the challenges facing the Greenville Fire and Safety department and our community are not unique. The emergency vehicles have increased in size and complexity since the current station was built. The requirements and public expectations placed on our volunteer and full-time fire and safety personnel has increased dramatically over that same time period. The number of calls for service has increased and the environment in which we expect our emergency responders to work in has become increasingly more dangerous. The incidence and risk of several types of cancers is significantly higher for emergency personnel who we rely upon to preserve both life and property of those who live, work, or visit our community. The needs of this department has been well documented in studies dating back to 2010. The current Fire and Safety station no longer meets the needs of the department or our community and a new fire station will significantly add to the safety of those who serve.

The 2015 referendum included two other projects (Town Hall and Public Works) for a total of 10.5 million. The current referendum being considered specifically addresses the needs of the Fire and Safety department independently for an estimated cost of 6.5 million. The cost to construct a new modern fire station has been reduced with this new design and will overcome current and future challenges of the department and community for well over the next 50 years. The costs to construct a new fire station will increase by 3 to 5 percent annually until it is built. The majority of residents surveyed support the need for key aspects of this specific project.

REFERENDUM QUESTION 1

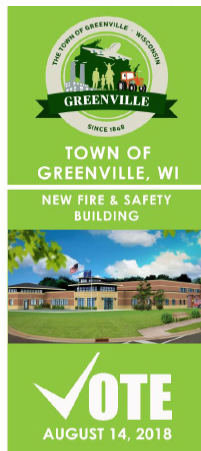
Shall the Town of Greenville, Outagamie County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$6,500,000 for the public purpose of financing the constructing and equipping of a new Fire and Safety Building?



VISIT OUR WEBSITE
TownofGreenville.com

The Greenville Facilities Committee

Andy Peters
 Dean Culbertson
 Greg Kippenhan
 Amy Vostors
 Dan Dibos
 Brad Borgren
 Larry Bontie
 Tim Lambie
 Eric Kitowski
 Town Administrator - Joel Gregoaski
 (920) 757-5151
joelg@townofgreenville.com





**Five Bugles
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**Mitchell Associates
Architects**

Wendel's award winning public safety design team

QUALITY PROGRAM

Wendel's well defined Quality Management System (QMS) demonstrates our commitment to consistency, continual improvement and customer satisfaction.

Our Quality Policy summarizes how we use our quality systems: "At Wendel, we leverage our values of Team First, Quality, Promises Made Promises Kept, and First Class Communication to continuously improve our quality system, meet applicable requirements, and provide high value to our customers."

QUALITY MANAGEMENT PROCESSES

Quality is designed into our processes from start to finish in order to provide maximum benefit. As part of the planning process, we assign experienced and knowledgeable professionals to all projects as key components to each design team. These people are part of the "0% Review" meeting, bringing the best personnel from each discipline in at the beginning of each project to clearly identify the approach, risks, boundaries, and creative aspects unique to each project. The project approach is then defined and shared with the entire team, creating a "road map" for the project.

We employ a project-centric process that defines quality objectives on a project or program level. This step is incorporated into our project planning process. Every project has an appropriate level plan, and this plan may consist of one page for a small project, or many pages for a large one.

Project plans define the scope, schedule, fee and other project parameters. Key players on the project team are identified and quality assurance checkpoints are planned. When documents require professional seals, the responsible party is identified and either leads the appropriate design elements or is included throughout the project.

QA/QC PROCESS

Milestones are defined to verify and validate that the project is on track to meet the client's expectations of scope, budget, and schedule. They also provide an opportunity for our clients to provide feedback. At each of the milestone QA/QC reviews, we start with each discipline performing a comprehensive review of the client's expectations and all internal requirements by an experienced design professional.

As a second level of review, we perform a coordinated cross-discipline review in order to identify any deficiencies and create closely coordinated documents.



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**Mitchell Associates
Architects**

Wendel's award winning public safety design team

PUBLIC SAFETY BUILDING

LEED PROJECTS:

Buffalo, MN
Marshfield, WI
Menomonie, WI
Chisholm, MN.



OTHER LEED PROJECTS

WITHIN OUR FIRM:

Village of Westfield, NY
City of Beacon, NY
Village of Fredonia, NY
Syracuse, NY
Village of Horseheads, NY
City of Phoenix, AZ
Lynchburg, VA
Savannah, GA
Niagara Falls, NY
Blacksburg, VA
Rapids, MI
Lorton, VA
Binghamton, NY
Bridgeport, CT



SUSTAINABLE DESIGN

Standard design features include:

- Natural Light
- In-Floor Heat
- Building Envelope Exceeds Building Code Requirements
- Other exciting technologies:
Photovoltaics, Solar Walls, Water Reclamation Systems, Green Roofs, White Roofs, Geothermal, Wind Power, Purchasing Renewable Energy Credits from Local Energy Co-Ops, Etc.

INDUSTRY LEADERSHIP & ENVIRONMENTAL STEWARDSHIP

As a design and construction firm, we recognize that our projects can have a significant impact on the environment and we are passionate about advancing opportunities that raise the bar on sustainability. This carries through into how we operate as a company, how we pursue our work, and how we interface with the world in our daily lives. Wendel's sustainability legacy will be how we respected the environment and our community.

Our Sustainability Charter identifies both short- and long-term sustainability goals, and establishes metrics to evaluate our successes, identify areas for improvement, and creates a roadmap for greater engagement in initiatives across departments and offices.

As part of the Wendel Strategic 2020 Plan, a "Stewards of the Environment" leadership group was created to help drive the "practice-what-we-preach" element into a larger energetic group. Wendel has set six goals to help prioritize sustainability efforts for increasing energy efficiency, increasing staff awareness, increasing engagement with the community, and creating a platform to track and document efforts. Progress will be evaluated annually in conjunction with implementation milestones. The Stewards team provides on-the-ground support to implement the initiatives, collect data, and lead communication and reporting efforts.



CITY OF BEACON FIRE DEPARTMENT



ITHACA FIRE DEPARTMENT

"Our design teams have recently completed the design and have begun construction on a No-Fossil Fuels emergency services facilities in Beacon, NY and Ithaca, NY. Wendel strives to protect the environments in which we live, work and play."

Station Highlights:

- 22,550 sf
- Training Center
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room

\$5,000,000 (estimate)

\$4,947,311 Cost of Work

New Construction

Spring 2021

Alex Kaker

City Administrator

12781 Velp Avenue

Suamico WI 54313

940.434.2212

villageadministrator@suamico.org

SUAMICO NEW FIRE & EMS STATION

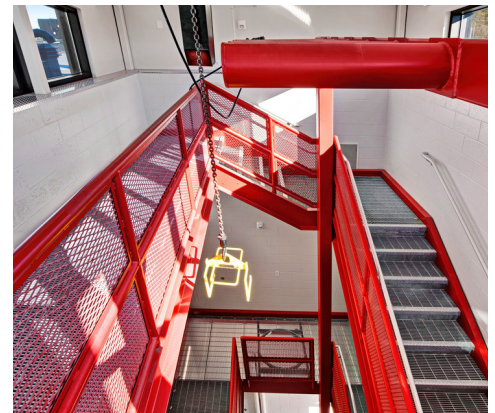
Suamico, WI

Upon completion of an existing facility assessment, the Village of Suamico retained the services of Five Bugles Design/Wendel to design its new 22,550 sf central station.

This two-story station was designed with function and the future in mind. The first floor of the facility features a small administration wing, large training room, apparatus support spaces, personal decon spaces, and a paid-on-call volunteer check-in area. Designed to have four apparatus bays as a base bid, two additional bays we added as an alternate in the bidding process. An additional future garage space was planned to be added to the facility's east side. This future garage would house smaller vehicles, freeing up space in the apparatus bay for larger equipment.

Accessed by the hose training tower, the second floor of the facility is private living quarters for personnel only.

Currently operating as a volunteer department, true living quarters were not needed. However, emergency medical services (EMS) for the Village is provided through Brown County EMS. Working together, it was determined that the second floor of the facility would be built out and rented to Brown County for use by its full-time staff. A mezzanine space was designed to be retrofitted into additional dorm spaces if the Village moves from a volunteer to a career model in the future. Second floor living quarters include dorm rooms, day room, kitchen, dining, and exercise space, which was placed here so that city employees could use it without having access to the rest of the facility or the living quarters.



Station Highlights:

- 24,680SF
- Training Center
- Volunteer Station: Fire & EMS
- 6 Drive-through apparatus bays dedicated to Fire
- State-of-the-Art Decontamination zone
- Exercise Room
- Shell-out space for future living quarters

\$6,200,000 (estimate)

\$6,232,485 Cost of Work

New Construction

December 2019

Eric Kitowski

Deputy Chief

W6860 Parkview Drive

Greenville, WI 54942

(608) 358-1942

Ekitowski@townofgreenville.com

GREENVILLE FIRE & SAFETY

Greenville, WI

The Town of Greenville selected the Wendel/Five Bugles Design team to provide a feasibility study and assist in referendum support for replacing their existing central fire station. While working with another architectural firm, the Town experienced a 70/30 failed referendum in 2015. Our team was then hired to reconsider the Town's needs while reducing the size and cost of the proposed station. The result of these reductions and our informational campaign resulted in a successful 58% supported referendum in the Fall of 2018.

Immediately following the successful referendum, the Wendel/Five Bugles Design began design of the new 24,680 S.F. volunteer fire station.

This new facility will include a training room, training tower, administrative offices, exercise room, state-of-the-art decontamination area and six drive-through apparatus bays.

With an eye on the future, the project also includes building out the exterior shell for future living quarters (2,290 sf) to be completed when the need arises. Future living spaces will include six dorm rooms, a day room, kitchen and dining room, until then this shelled out space will serve the department as a training space.



Station Highlights:

- 28,000 sf
- Two Story Facility
- Administrative & Living Quarters
- Training Requirements
- Exercise Room
- Decontamination Room
- Two Fire Poles

\$7,750,000 (estimate)

\$7,213,518 Cost of Work

New Construction

Spring 2023

Ken Gilliam
Previous Fire Chief
Station #2
(651) 270-7811

Jeff Murphy
Assistant Chief of Operations
La Crosse Fire Department
726 5th Avenue South
La Crosse, WI 54601
murphyjcityoflacrosse.org
O: (608) 789-8042
M: (608) 769-9747

LA CROSSE FIRE STATION NO. 2

La Crosse, WI



Designed as a replacement facility for its existing Station 2, the new La Crosse Station 2 will serve the city's west side, housing a two-engine company and the department's administrative team. This 20,000 SF facility is to be located on a one-acre site alongside the University of Wisconsin - La Crosse. With the heavily trafficked La Crosse Street to the north, Oakland Street to the west, and UW-L to the east and south, the overall site design and layout of the facility focused on maintaining user safety, the need for a highly functional and response driven station and a "no back-side" aesthetic for the station.

The site was divided up with response on the north side of the facility (facing La Crosse Street), apparatus return and shift-working parking on the southeast side, and administration and visitor entry and parking on the southwest portion of the property. The facility was shifted as far west on the site as possible to maintain grass and separation between the station and UW-L. Additionally, all four sides of the facility were given consideration to be appealing. Inside the facility, the overall layout continues to focus on safety for the

responders and creating division between these three user groups. To do so, the first floor of the station is for responder use only and houses the watch/command office, dorms, personal decontamination spaces apparatus support spaces, and the exercise room, which opens to the apparatus floor for additional space. The station's small lobby directs visitors to the second level administration areas through and elevator and set of stairs.

On the second level, a small reception space adjoins conference room. Directly off reception is the department's administrative space, including private offices for the fire chief, assistant chiefs, division chief, fire investigators offices, an open office, the battalion chief's office, and a shared shift officer's office. The second level of the facility also houses the remaining living spaces, including the kitchen and dining space, a rooftop patio, and the day room. Two fire poles are located in these living spaces to allow responders to quickly move to the apparatus bay from the second level. Station 2 was completed in the Spring of 2023 with full occupancy occurring in June 2023. Wendel was contracted to perform all design and construction management activities using our Master-BUILDER Approach.



Station Highlights:

- 28,000 SF
- Two Story Facility
- Administrative & Living Quarters
- Training Requirements
- Exercise Room
- Decontamination Room
- Two Fire Poles

\$8,200,000 (estimate)

\$8,171,791 Cost of Work

New Construction

Spring 2023

Ken Gilliam
Previous Fire Chief
Station #2
(651) 270-7811

Jeff Murphy
Assistant Chief of Operations
La Crosse Fire Department
726 5th Avenue South
La Crosse, WI 54601
murphyjcityoflacrosse.org
O: (608) 789-8042
M: (608) 769-9747

LA CROSSE FIRE STATION NO. 4

La Crosse, WI



In the winter of 2021 and well into design of La Crosse Fire Station No. 2, our team was hired by the City of La Crosse to begin design and ultimately perform construction management services on the City's new Fire Station No. 4, located on the City's North side.

The project consisted of the City purchasing seven homes next to their existing fire station No. 4 to ultimately raze and become home for the new fire station. Original concepts also had the existing station no. 4 being demolished to allow for the construction of station no. 4, however the city elected to keep the existing station, allowing it to remain and potentially be purchased by a private entity.

This four bay station includes living quarters for eight personal, state of the art decontamination areas, exercise room and a watch office overlooking the front apron and apparatus bays.

Also included in the design is a community room with a generous lobby to display the department's rich history. Police entities are included in the design to allow for a "satellite" station for their use in lieu of traveling back to the main police headquarters.

This project is currently under construction with completion scheduled for the summer of 2024. Wendel is contracted to perform all design and construction management activities using our Master-Builder Approach.



Station Highlights:

- 48,000 sf central station
- Dedicated & Flexible Emergency Operations Center (EOC)
- Satellite Station with most of the same features as Station 1

Station #1: \$15,200,000 (estimate)

Station #2: \$5,700,000 (estimate)

New Construction

Bidding Winter 2024

Kevin G. Stieve

Fire/EMS Chief

Baraboo Area Fire & EMS District

City of Baraboo Emergency

Management Director

(608) 356-3455

kstieve@baraboofireandems.com

CITY OF BARABOO FIRE/EMS STATION

Baraboo, WI

Five Bugles Design was commissioned to design and construct a new fire station for the City of Baraboo. During early programming and facility tours, it was determined that with the city's current needs and anticipated growth, the department would need a satellite station in the immediate future. This realization led to the project scope expanding to include the concurrent design of one large, central station, and a smaller satellite station.

The 48,000sf Central Station will serve as the department's headquarters, and primary training facility. Three primary factors influenced the layout of this facility: response times, particularly with such a large facility; the desire to separate day-to-day operations; and the quantity of apparatus and support vehicles. All three of these factors drove the resulting design, in addition to the standard concerns of safety and civilian / department interaction.

Features of the station include the departments administration, dedicated and flexible Emergency Operations Center (EOC), extensive training facilities, exercise space, a mental health room, personal decontamination, and living quarters for ten.

The smaller satellite station provides most of the same features as Station 1, at a smaller scale. This includes office space, a watch room, three drive-through apparatus bays, personal decontamination spaces, exercise room, training facilities, and living quarters for six.

The project is set to bid in the Spring of 2024, with completion of both facilities in the Fall of 2025.



Station Highlights:

- Six Apparatus Bays
- Training Room
- Training Tower
- State-of-the-art Decontamination
- Living Quarters for Five

Cost: \$4,500,000 Cost of Work

Construction Completion: 2021

Rob Bowen, Fire Chief
211 Grand Ave.
Rothschild WI 54474
Office (715) 359-3500
Cell (715) 370-4134

RIVERSIDE FIRE STATION

Schofield, WI



After the consolidation of two fire departments into the Riverside Fire District, it was determined that a new facility should be designed and constructed. Five Bugles Design worked with the design committee to review numerous sites in terms of their constructability and response times. Ultimately, it was determined that the new facility would be constructed on the site of the former Rothschild Fire Station. This challenging site requires the razing of three structures, and the installation of a sheet piling wall to the north of the structure.

This new station features a two-door apparatus bay for the District's EMS response vehicles, and a four-door apparatus bay for the Fire response vehicles, with space between them for turn our lockers, storage, SCBA cleaning, and a mezzanine accessible by the training tower on the front of the facility. This tower will serve to dry hoses and will allow training opportunities for this department, while creating a stunning architectural feature on the public side of the facility. Also included in the station is a large community room, offices for the District, living quarters for five, and a state-of-the-art personal decontamination zone.



Station Highlights:

- 20,000SF
- Central Station
- Career Station: Fire & EMS
- 6 Drive-through apparatus bays
- Training Center
- Training Tower
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Exercise Room

\$4,000,000 Cost of Work

New Construction

Spring 2017

Lee Douglas

Fire Chief

211 Bay Street

Chippewa Falls, WI 54729

715.723.5710

CHIPPEWA FALLS FIRE & EMS STATION

Chippewa Falls, WI

The City of Chippewa Falls selected Five Bugles Design to provide a comprehensive G.I.S. Site Selection Study as well as Architectural Design Services for the City's new Central Fire Station. Located on the City's east side, its location with immediate access to two highways provided the opportunity to adequately serve the growth on the South side of Chippewa, but also reach the industrial park on the City's North side.

This facility is home to the Fire administration, as well as the Fire Secretary and the Fire Inspection Department.

The City's rich history and culture was reflected throughout the facility's architectural design.

Beautiful exposed wood beams in both the entry lobby and the predominate training tower were designed to reflect the Northwoods feel that is so proudly displayed at local businesses.

A large bronze bell is proudly displayed at the front of the station. This bell was forged in 1882 and was used by citizens and firefighters when smoke or fire was detected as an alarm system. The departments crest was also cast into stone medallions and installed into the station's exterior. Finally, a bronze sculpture is showcased in the lobby which symbolizes the front line of action.

The project was completed in April 2017, on time and under budget.



Station Highlights:

- 16,450SF
- Career Station: Fire & EMS
- 5 Drive-through apparatus bays
- Training Center
- State-of-the-art Decontamination zone
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room

\$4,130,000 Cost of Work

New Construction

July 2018

Chris Bell
Fire Chief
216 South Dewey Street
Eau Claire, WI 54701
(715) 839-5012

EAU CLAIRE FIRE STATION NO. 10

Eau Claire, WI

In 2017, the City of Eau Claire selected Five Bugles Design, a division of Wendel, to be the architect on a new satellite station, replacing existing Fire Station No. 10 on the city's East Side. Replacement of Station No. 10 had been determined during a Lifecycle Analysis Study of the existing station, also performed by Five Bugles. This study revealed a myriad of issues; most notable were its location on an extremely busy intersection making it difficult to pull into and out of the drives, its landlocked site making expansion impossible, and both the size and condition of facility itself which no longer met the needs of the department.

Special consideration in this project was taken with the location of and preparation of the selected site. As with nearly all fire stations designed by Five Bugles, our team performed a comprehensive GIS study to determine which site would serve the City and the Department the best. The site, which was selected based on its location, accessibility, and availability, was a densely vegetated site that due to a ravine had been used by locals as a waste disposal area in the early 1900's.

Geo-technical data indicated that approximately half of the proposed facility could be placed in the northwest quadrant of the property which was comprised of virgin soils, while the other half would be placed over the former waste land. In order to prepare the waste land to receive this new facility, the ground was excavated to depths of 30' to remove materials, and a Phase 2 Environmental Site Assessment was completed indicating the need for a passive vapor system to be installed under the building slab.

Services provided by Wendel and Five Bugles Design included architectural design, GIS, and a Life Analysis Study. This project was bid in the late summer of 2017, construction began shortly afterwards, and the station opened in July of 2018.



Station Highlights:

- 33,000 SF
- Central Station
- Career Station: Fire & EMS
- 8 Drive-through apparatus bays
- Training Center
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room
- Station Alerting System

\$6,000,000 Cost of Work

New Construction

Spring 2016

James Ponkauskas,
Deputy Fire Chief
303 Milton Avenue
Janesville, WI 53545
608.373.3433
ponkauskasj@ci.janesville.wi.us

JANESVILLE FIRE & EMS STATION

Janesville, WI

The City of Janesville hired Five Bugles Design to replace its aging Central Fire Station. While the location of the existing station on Milton Avenue was determined by GIS study to be the most desirable location, the site was too small. The size of the site and how to continue operation of the existing station during construction became the projects primary consideration.

Through extensive planning, it was determined that in order to position the new facility in this location, the City needed to purchase several adjacent properties and remove the residential homes upon them as well as vacate a small street on the northwest side of the property.

By razing these facilities, the new station was able to be placed to the north of the existing facility, which allowed the continued 24/7 operations throughout construction.

The new 33,000 sf station reflects the original station in its architectural styling, further reflected by the reuse of a fire pole from the original station.

This station bid early in 2015 and opened to the public April 1, 2016. Though this project had its challenges, the end result beautified the intersection of Milton and Centerway, allowing it to truly become the Gateway to Janesville's Downtown.



Station Highlights:

- 15,233SF
- Career Satellite Station: Fire & EMS
- 4 Drive-through apparatus bays
- Training Center
- Training Tower
- State-of-the-Art Decontamination zone
- Exercise Room
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room

\$4,600,000 Cost of Work

New Construction

Spring 2020

Robert Barteck, Fire Chief
Wausau Fire Department
606 E Thomas Street
Wausau, WI 54403
(715) 261-7901
robert.barteck@ci.wausau.wi.us

WAUSAU FIRE STATION NO. 2

Wausau, WI

The City of Wausau selected the Wendel/ Five Bugles Design team to design a replacement facility for the existing station no 2 which serves the city's west side. Through GIS study the ideal site location for this new station was located on Highway 52. Due to the predominance of this location, this new station was designed to serve as a gateway into the Downtown.

This satellite station features complete living quarters with 6 dorm rooms, a training room, a training tower, and exercise room, as well as a state-of-the-art decontamination area and four drive-through apparatus bays.

Though public access will be limited to this station, it was designed to have a community zone with access to public toilets and the training room while the rest of the station will remain secure from the public.

Construction began in Summer 2019 with final completion in Spring 2020.



Station Highlights:

- 44,000SF
- Career Station: Fire & Private EMS
- 6 Drive-through apparatus bays dedicated to Fire
- 2 ambulance bays
- Training Center
- Public Museum
- Decontamination zone
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Exercise Room

\$9,180,000 Cost of Work

New Construction

July 2015

Bill Burns

**Verona City Administrator (former)
City of Middleton**

**7426 Hubbard Ave. Middleton, WI
53562 bburns@ci.middleton.wi.us
608.821.8356**

VERONA FIRE & EMS STATION

Verona, WI

Following a study of their existing facility and with consideration to their rapidly growing community, it was determined that the City of Verona needed to replace their existing fire station. The new facility would allow their volunteer station to become a career station with additional paid-on-call staff. This station also has the unique partnership with the Fitch-Rona EMS; a private paramedic EMS program that serves both the Verona and the nearby Fitchburg area with ALS delivery services.

During the study, it was determined that the existing location was ideal for the new station. However, the existing station needed to remain in use during construction and still allow the best orientation for the new station to serve the community in the future.

The new station was placed to allow the apparatus bays in the existing station to re-main in use until the new station was complete, while the administration offices were relocated to trailers on site, allowing for continued 24/7 response throughout construction.

The architectural design was the result of numerous public presentations and open house forums throughout the design process. Community leaders stated that they wanted this new station to be, "...the standard of construction that we wish to see as the community grows."

This project was bid in April of 2013 and opened to the public July 1, 2015.



Project Highlights:

- Architectural Design
- Master Planning
- Interior Design

Spring 2023

\$8.7 Million Cost of Work

Todd Prafke
City Administrator
(507) 934-0663
toddpr@saintpetermn.gov

ST. PETER FIRE STATION

St. Peter, MN

The City of St Peter, MN hired Five Bugles Design to design a new state of the art fire station in St. Peter, MN. This 23,100 square foot facility will be funded using USDA borrowing and paid for through a community referendum supporting a .5% sales tax. The facility was designed with five bays in the base bid and a sixth bay as an alternate. Other various alternates are included in the design such as ice-melt on the apparatus bay aprons, concrete in lieu of asphalt aprons, fluid applied flooring in the apparatus bays and four-fold doors in lieu of standard overhead doors.

The department is a volunteer department and took on the process of decontamination by designing those features into their new facility.

This includes PPE storage, gear laundry, decontamination hallways and decontamination toilet/showers with steam capabilities. Training within the station was a requirement of the department and a Training Tower sits proudly between all the apparatus bays on the front elevation as well as a training room within the administrative areas.

The training room can accommodate up to 50 personnel sitting at tables and chairs as well as a kitchen that is large enough to support various community events. The remaining rooms in the facility include various offices for ranked department members, a conference room, maintenance offices and a staging area.

The facility bid in June 2022 with construction beginning that summer and completion occurring in the fall of 2023.



Station Highlights:

- 37,000 Square Feet
- Training Center
- Living Quarters
- EMS
- LEED Gold

\$4,800,000 Cost of Work

New Construction

2010

**Scott Owen, Fire Chief
City of Marshfield Fire Department
412 East Fourth Street
Marshfield, WI 54449
715.486.2090**

MARSHFIELD FIRE & EMS STATION

Marshfield, WI

Steve Gausman and Robert Krzyzanowski assisted the Marshfield Building Committee in reviewing fifteen various sites within the stipulated geographical area. Space Programming sessions were conducted with the Building Committee over multiple dates. As a result of this study, Marshfield Fire and Rescue decided to move ahead with a 37,000+ SF facility, completed on schedule and under budget. The proposed design was constructed as an urban infill project on a downtown site that accommodates several sustainable features. The City of Marshfield is a leading proponent of sustainability and achieved a LEED Gold certification for this facility.

The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project.

Additionally, the building's design further resulted from meetings with the local Historical Society to incorporate design elements of past Marshfield buildings. Public Relations techniques included interviews on Public Radio.



Station Highlights:

- 21,240SF
- Career Station: Fire & EMS
- 1 Drive-through Fire Apparatus Bay
- 3 Fire Apparatus Bays
- 4 EMS Apparatus Bays
- Training Center
- Training Tower
- Exercise room
- 8 dormitories
- Kitchen
- Dining Room

\$3,800,000 Cost of Work

New Construction

2016

David Wegener, Fire Chief
Ashland Fire Department 300
Stuntz Ave
Ashland, WI 54806
715.682.7052
dwegener@coawi.org

ASHLAND FIRE & EMS STATION

Ashland, WI

After working with Five Bugles Design for over 12 years on multiple studies, the City of Ashland passed a resolution to design and build a new central fire station.

Located on the Chequamegon Bay of Lake Superior, the Ashland Fire Department serves Ashland, as well as numerous other surrounding areas to which they provide mutual aid. This location also requires high levels of specialty training including hazmat and ice rescue. Because of this, a large emphasis was placed on the design to incorporate a training room, exercise room, training tower and a mezzanine space that can be used for training purposes.

The site selected for the new station, though ideal for response times, limited the size and configuration of the station. Due to these restrictions, only one apparatus bay was created as a drive through. With the other seven bays as single access bays, the workshop, compressor, a decon toilet room, decon laundry room, and gear turnout were all able to be placed along the back wall of the bays.

Bidding for this project was in the Spring of 2015 with final completion and Owner occupancy the following year.





**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

Key Individuals — Qualifications & Experience

SERVICES

Building Assessment
Feasibility Studies
Predesign
Master Planning
Architectural Design
GIS - Site Analysis & Planning
LEED® Sustainable Design
Conceptual Design
Design Development
Construction Drawings
Construction Administration
Interiors

AFFILIATIONS & SPONSORSHIPS

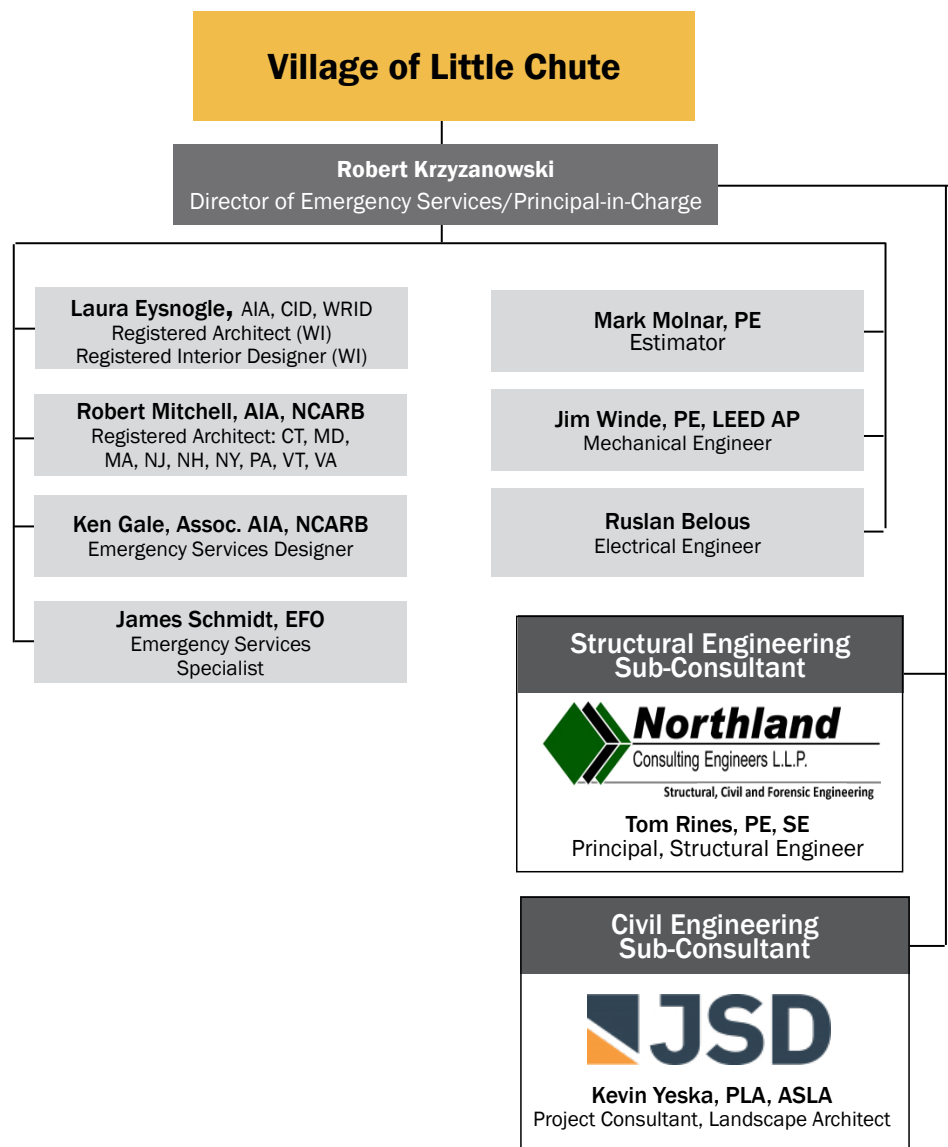
Silver Level Sponsor – WHEA
Green Business - Recognized by
the Eau Claire Chamber
Platinum Sponsor – Wisconsin Fire
Chief's Association
Bugle Sponsor - Minnesota Fire
Chief's Association

TEAM OVERVIEW

Our combined emergency services team has years of experience working together on stations, and station design.

On the following pages we have included the resumes of our team members that will service you on this project. As mentioned in the proposal, we pride ourselves in the quality of service and the level of attention we provide to each of our clients. These team members were selected based on a balance of talent, experience, and their availability to provide you the best experience possible. As mentioned earlier, our team has just completed over 70 million dollars' worth of construction documents and your project fits perfectly within our schedule.

ORGANIZATIONAL CHART





Robert Krzyzanowski



Director of Emergency Services/Principal in Charge

As the Director of Emergency Services for Wendel, home of the award-winning Five Bugles Design, Robert oversees all emergency services projects throughout the Country for all Wendel offices. He has over 20 years of experience working on public projects, and has been involved in over 60 emergency services projects in the past four years, and close to 100 during his career.

Robbie will oversee the clients' expectations from ground breaking to the ribbon cutting and will ensure the client experience exceeds their overall needs. He understands that the team's next project relies on the current projects overall success and takes pride in pushing the project to its overall final environment as a facility where seconds count.

Robbie's experience includes a variety of emergency service buildings of various sizes from a 2,880-square-foot addition to the Lafayette Fire Station in Chippewa Falls, Wisconsin, to the 43,000-square-foot fire station in Verona, Wisconsin. This vast array of experience allows him to assist owners in constructing buildings that meet their specific space needs, functionality and building type requirements.

Project Experience

Fire/EMS Design Experience

Ashland, Wisconsin

Bellevue, Wisconsin

Bloomington, Illinois

Bloomington, Minnesota

Chippewa Falls, Wisconsin

Chisago City, Minnesota

Chisholm, Minnesota

Cloquet, Minnesota

Cold Springs, Minnesota

Eau Claire, Wisconsin

Elkhart Lake, Wisconsin

Farmington, New York

Fitchburg, Wisconsin

Greenville, WI Fire Department

Inver Grove Heights Fire Department

Janesville, Wisconsin

Jefferson, Wisconsin

Kenosha, Wisconsin

La Crosse, Wisconsin

Ladysmith, Wisconsin

Lehi, Utah

Lewiston, Minnesota

Marathon City, Wisconsin

Marshfield, Wisconsin

Middleton, Wisconsin

Milton, Wisconsin

Monroe, Ohio

Mount Horeb, Wisconsin

Normal, Illinois

Red Wing, Minnesota

Rib Mountain, Wisconsin

River Falls, Wisconsin

Stewartville, Minnesota

Stoughton, Wisconsin

Suamico, Wisconsin

Superior, Wisconsin

Verona, Wisconsin

Wausau, Wisconsin

Associate Principal

Education

Associate Degree, Drafting and Design Technology, Winona Technical College
Winona, Minnesota (1998)

Continuing Education

Project Management Bootcamp
PSMJ Resources, Inc.
Presented by Alan Bollinger
St. Paul, Minnesota

LEED for New Construction
Como Park Zoo and Conservatory
Saint Paul, Minnesota

Awards

Chippewa Falls Fire Station
2018 Firehouse Station Design Award

Eau Claire Fire Station
2018 Firehouse Station Design Award

2017 Station Design Judge
Firehouse Magazine
Station Design Awards

Verona Fire and EMS
2016 Firehouse Station Design
Shared Facilities Notable

Years of Experience
24 years



Laura Eysnogle, AIA, CID, WRID



Architect/Interior Designer

Laura joined the Wendel team with 15 years of experience in public sector interior design, space planning, and architectural design. She works with clients from project conception through the ribbon cutting phases balancing the importance of efficiency and durability with adaptability and aesthetics. With a background in all community and public sector projects, Laura understands the need for spaces to perform in their most efficient manner and to be a good steward of the tax payer's dollar yet still provide the community with a facility that they can be proud of. Laura feels that the most rewarding part of her job is listening to clients, working to successful solutions, and finally watching as the community embraces their new facility. Laura's experience includes a variety of projects from a new 14,000 sf Laramie #3 Fire Station to a 65,300 sf renovation / 67,650 sf addition to a high school to strategic planning for the 1.6 million assignable square feet for a major research university. Her experience in new construction, renovations and strategic planning has allowed her the opportunity to consider projects from every aspect. What was the project yesterday, what is it today, and what will it be tomorrow.

Licenses & Certifications

Registered Architect, WI
Registered Interior Designer, WI
Certified Interior Designer

Education

University of Wisconsin-Stout,
Bachelor of Fine Arts: Interior Design

Affiliations

Eau Claire Chamber of Commerce -
Leadership Eau Claire, Class of 2019

Girls on the Run Assistant Coach,
Spring 2019

Active member of the Young
Professionals of the Chippewa Valley

Years of Experience
17 years

Project Experience

Cold Spring Public Safety Building, Cold Spring, MN
Town of La Pointe Emergency Services Building, WI
Monroe Township Fire Station, OH
Suamico Fire Station, WI
Chisholm Emergency Services Building, MN
La Crosse Fire Department, WI
Wisconsin Rapids Fire Department, WI
City of Laramie, Fire Station #3 (New Building), Laramie, WY
City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY
City of Eau Claire, South Entry Replacement, Eau Claire, WI
City of Laramie, Fire Station #3, New Building, Laramie, WY
City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY
Lake Dillon Fire & Rescue, New Public Works Facility, New Fire Station Study & Conceptual Design, Lake Dillon, CO
Cottage Police Public Works & Parks & Recreation Facility Remodeling, Furniture Selection & Procurement Assistance, Cottage Grove, WI
City of Eau Claire, South Entry Replacement, Eau Claire, WI
Plate Valley Fire Protection District, New Fire Station Study & Conceptual Design, Kersey, CO
School District of Ashland, High School Addition & Remodeling, Middle School Addition & Remodeling, Furniture Selection & Procurement Assistance, Ashland, WI
School District of Bloomer, Referendum Assistance, Middle School Addition & Remodeling, Bloomer, WI
School District of Cashton, Middle/High School Addition & Remodeling, Elementary School Addition & Remodeling, Furniture Selection & Procurement Assistance, Cashton, WI



Robert Mitchell, AIA, NCARB

Emergency Services Designer/Market Leader

Bob's work is focused exclusively on emergency services facilities. This focus is supported by a depth of experience gained in over 28 years in design, construction, evaluation, and renovation of fire stations, with over 189 projects involving more than 326 emergency services facilities throughout the northeast, eastern seaboard, Missouri, and Alaska. He has provided programming for more than 170 fire station and emergency services facilities and has completed more than 60 feasibility studies to evaluate the option of renovating/designing additional space versus building new. Bob presents at national conferences and is author of the chapter on fire station renovation and additions for the Fire Station Design Handbook published by the International Association of Fire Chiefs Foundation. His work is featured in FEMA's fire station design manual.

Project Experience

Beacon (NY) Fire Depart/City Hall	Long Hill (CT) Fire District
Beukendaal (NY) Fire District	Midway (NY) Fire District
Carver (MA) Fire Department	Newburgh (NY) Master Plan Study
Cortland (NY) Fire Department	N. Castle Fire (NY) District #2 Armonk
East Putnam (CT) Fire Department	Peekskill (NY) Fire Department
King of Prussia (PA)	Philadelphia (PA) Fire Department
Lancaster (PA) Fire Department	

Awards And Recognition (Since 2003)

- 2021 Firehouse Station Design Award Notable Design, Purchase, NY Fire Station
- 2020 Firehouse Station Design Award Notable Design, Long Hill, CT Fire Station
- 2019 Firehouse Station Design Award Gold, Peekskill NY Fire Headquarters
- 2018 Firehouse Station Design Notable Design Award, Schoharie, NY Fire Station
- 2018 Firehouse Station Design Notable Design Award, South River, NJ Fire
- 2017 Firehouse Station Design Gold Award. Town of Carver, MA Fire HQ (3)
- 2016 Firehouse Station Design Bronze Award, Town of Glenville, NY Fire Station
- 2015 Firehouse Station Design Notable Design Award, East Putnam, CT
- 2014 Station Design Recognition Award, F.I.E.R.O., Valley Forge, PA Fire Station
- 2013 Firehouse Station Design Notable Design Award, Slingerlands, NY
- 2012 Station Style Notable Design Award, Fire Chief Magazine; Rensselaer, NY
- 2011 Station Style Bronze Award, Fire Chief Mag: Holden, MA Safety Facility (3)
- 2010 Station Style Notable Design Award, Fire Chief Mag: Briarcliff Manor, NY
- 2009 Station Style Notable Design Award, Fire Chief Magazine; Philipstown, NY
- 2008 Station Style Notable Design Award, Fire Chief Mag; Skaneateles, NY (1)
- 2007 Station Style Notable Design Award, Fire Chief Mag; Chestertown, NY (2)
- 2006 Station Style Gold Award, Fire Chief Magazine; Hudson, NY Fire Station (2)
- 2005 Station Style Gold Award, Fire Chief Magazine; Armonk, NY Fire Station (2)
- 2004 Station Style Notable Design Award, Fire Chief Magazine; Herman, PA
- 2003 Station Style Gold Award, Fire Chief Magazine; Cayuga Heights, NY (2)

Licenses

Registered Architect: NCARB,
Connecticut, MD, MA, NJ, NH,
NY, PA, VT, VA

Education

Bachelor of Science in Building
Science,
Rensselaer Polytechnic
Institute, 1968

Expertise

Firematic Design
Project Management
Cost Estimating
Public Support
Energy-Efficient Building
Design

Affiliations

American Institute of
Architects, International
Association of Fire
Chiefs, NFPA, NYSAFC

Years of Experience

30 Architecture
40+ Building, Solar &
Energy Expertise



Kenneth J. Gale, AIA, NCARB

Emergency Services Designer

Ken has more than 24 years of experience in planning, building design evaluation, project management, and construction administration. With deep experience in scheduling and coordinating projects in the public and private sectors, Ken has been with Mitchell Associates Architects since 2014. He provides project management and is Mitchell Associates' Director of Construction Administration. In these roles he has coordinated feasibility studies for fire departments and municipalities, conducted existing conditions assessments, developed cost analyses, prepared construction documents, and served as construction administrator for new construction and renovations/additions projects. His projects include 70 fire stations, emergency operation centers, and combined municipal facilities.

Project Experience

As a project manager, Ken has experience managing department staff, cross-discipline document review, estimating, development of budgets & schedules, code compliance reviews, on-site inspections, and construction administration reviews.

Previously Ken served as the project lead on 50+ Essential Facility Assessments for defining end user needs, establishing planned project prioritization scope and budgeting needs. He was also the project lead for the renovation of more than 30 facilities including numerous National Telecommunication Data Centers and Mobile Switching Centers.

Licenses & Certifications

Associate Member, American
Institute of Architects, 2004

National Council of Architectural
Review Boards (NCARB) Member

Education

B.S., Architecture, New York
Institute of Technology, NY

A.A.S., Drafting and Design,
Ulster County Community
College

Years of Experience

24+ years

Expertise

Construction admin.

Project management

Budgets & cost analysis

Building condition assessment

Firematic equipment

Affiliations

National Fire Protection

Association (NFPA)

NFPA 1550 Technical

Committee

National Trust for Historic
Preservation

International Fire Marshalls Assoc.

Beukendaal Fire Station, (Fire District
No.5), Glenville, NY

Carver Fire Department, Carver, MA

Beacon Fire Department(Thompkins Hose
Station), Beacon, NY

Derry Fire Department, Derry, NH

East Putnam, East Putnam, CT

Hartford Fire Station, Augusta, ME

City of Ithaca, Ithaca, NY

Lisbon Fire Station, Lisbon, CT:

Long Hill Fire Station #2, Long Hill, CT

Midway Fire Station, Colonie, NY

Newburgh Facilities, Newburgh, NY

Newton Fire Station Headquarters,
Newton, MA

Niagara Engine No.6, Schoharie, NY

Putnam Valley Fire, Putnam Valley, NY

Williamstown Fire Headquarters,
Williamstown, MA:

Walpole Central Fire & Rescue Station,
Walpole, MA

South River Fire, South River, NJ

Peekskill Fire Station, Peekskill, NY

Poughkeepsie/Arlington, Poughkeepsie,
NY

Philadelphia Fire Department Master Plan,
Philadelphia, PA

Yonkers Fire Station No.1, Yonkers, NY

Purchase Fire Station, Purchase, NY

Woburn Fire Department, Woburn, MA

Sayville Fire District, NY

Schoharie Fire Dept., NY

Monroe Township, NJ



James Schmidt



Emergency Services Specialist

James Schmidt's career began in 1979 as a Fox Valley Technical College (FVTC) cadet firefighter at the Town of Grand Chute and Oshkosh Fire Departments. In 1982, Jim was hired by the City of Marshfield Fire and Rescue Department as a Firefighter/Emergency Medical Technician. He worked his way up the ranks and as a Deputy Fire Chief responsible for a number of programs and duties including emergency response and management of career Fire/EMS personnel, coordination of the Fire Investigation Program, Special Operations Training/Response (Hazardous Materials, Elevated Rescue, Confined Space Rescue, Trench Rescue), and the development of a Regional Training Center.

Licenses & Certifications

Executive Fire Officer
Emergency Medical Technician
Wisconsin State Fire Inspector
Hazardous Material Response Technician
Wisconsin Fire Service Instructor I

Education

Associate Degree
Fire Science Technology
Fox Valley Technical College
Appleton, WI

Business Administration
Lakeland College
Plymouth, WI

Executive Fire Officer (EFO)
Program Graduate
Emmitsburg, MD

Professional Associations (Past and Present)

International Association of Fire Chiefs
National Fire Protection Association
Wisconsin State Fire Chiefs Association
North Central Fire Chiefs Association
International Association of Arson
Investigators
Wisconsin Association of
Hazardous Materials Responders
Wisconsin Emergency
Medical Technician Association
Wisconsin Technical College System
Fire Service Advisory Board on
Education and Training - Co-Chair

Years of Experience
45 years

In 2007, Jim was promoted to Fire Chief and is most proud of the relatively small part he played in changing the culture of the department. In addition, under Jim's direction, the department was able to add staff and build Wisconsin's first Gold LEED Central Fire Station in Marshfield. Shortly after completing the National Fire Academy's Executive Fire Officer (EFO) program, Jim was able to continue moving the department forward by reducing the city's Insurance Services Office (ISO) rating and embracing many state and federal grant opportunities to help off-set the costs of new Personal Protective Equipment (PPE), a Medium Duty Rescue Truck, Selfcontained Breathing Apparatus (SCBA's), and SCBA Air Compressor.

In 2013, Jim retired as the Fire Chief of the City of Marshfield but has remained active in the fire service. Jim joined the Town of Rock Volunteer Fire Department as a Safety Officer/First Responder and authored the department's Standard Operating Guidelines, became a State Representative for the Wisconsin Technical College Fire Service Training section, accepted an interim Fire Chief position with the Rothschild (Combination) Fire Department (2015), Interim Fire Chief with the Town of Rome (Volunteer) Fire Department (2016). In addition, Jim started a consultant business specializing in assisting communities in the fire chief hiring process, mentoring new fire chiefs and

Project Experience

Wausau, WI – Fire Station Design, Police Station Remodel
Chisholm, MN – Fire Station Design, City Hall Design, Joint Training Facility Design
Bloomington, MN – Fire Station Designs (Five)
Greenville, WI – Fire Station Design & Referendum Assistance
St. Peters, MN – Fire Station Design
Town of Superior, WI – Fire Station Design
River Falls, WI – Fire Station & EMS Station Design
Williams Bay, WI – Fire Station Design
Elk River, MN – Fire Station Designs (Three), Police Station Remodel, Joint Training Facility Design



Mark Molnar, PE

Estimator

Mark is the Director of Construction and Project Management at Wendel. He has 39 years of experience in the planning, design and management of multi-discipline facilities projects of all sizes, including gaming/ hospitality, public transit and commercial projects throughout the United States. Mark is well versed in a variety of project delivery methods, including traditional design bid build, contractor led construction management and professionally led construction management. He is experienced at acting as an owner’s representative/owner’s project manager for design and construction projects. Mark helps owners understand all of their options and assists them with choosing the delivery method that best fits their project needs.

Project Experience

- Lancaster Police Garage, Lancaster, NY
- Lewiston Fire Co. No. 1, Lewiston, NY
- Wright’s Corners Fire Hall, Lockport, NY
- Eden Emergency Squad Building, Eden, NY
- Grand Island Fire Company, Grand Island, NY
- Bowmansville Fire Company, Bowmansville, NY
- Pine Hill Fire Company, Cheektowaga, NY
- Eggertsville Hose Company, Eggertsville, NY
- Forks Fire Company, Cheektowaga, NY
- Town of Lockport Court and State Police Building, Lockport, NY
- Kenworth NE CNG Garage Upgrades, Rochester, NY
- St. Cloud Metropolitan Transit Commission, St. Cloud MN
- La Pointe Emergency Services Building, La Pointe, WI
- Riverside Fire Station, Rothschild, WI
- La Crosse Fire Station No. 2, La Crosse, WI
- La Crosse Fire Station No. 4, La Crosse, WI
- Cumberland Hospital, Cumberland, WI

Principal

License

Professional Engineer - NY, VA, MD,
MN, DC, AZ

NCEES

Education

ME, Civil Engineering, University at
Buffalo, The State University of New
York

BS, Civil Engineering, University of
Notre Dame
BA, Mathematics, Saint Vincent
College

Affiliations

Design Build Institute of America

Distinctions

New York State Facilities Journal,
“Trouble Shooting Masonry Buildings”

Years of Experience

39 years



James Winde Jr., PE, LEED, AP

Mechanical Engineer

Jim has 29 years of engineering and project management experience. His design experience includes a creative and cost effective, budget conscience approach to existing facility renovations, upgrades and energy improvements. He also has heating, ventilating and air conditioning systems expertise for new and existing buildings. Mr. Winde has acted as program manager/project manager for the University at Buffalo engineering term agreement in 2005-2008, as well as for similar VA, University at Buffalo and SUCF term contracts. He has successfully completed well over 50 renovation/upgrade projects ranging from \$50,000 to \$60 million.

Principal

Education

BS, Architectural Engineering
Technology, Vermont Technical
College

AS, Architectural Engineering
Technology, Alfred State, SUNY
College of Technology

Additional Training & Skills

Natural Gas Vehicle Institute - CNG
Fueling Station Design Training

Years of Experience

29 years

Project Experience

La Pointe Fire Station, La Point, WI

Chisholm Fire Station, Chisholm, MN

Greenville Fire Station, Greenville, WI

South Line Fire Training Facility, Cheektowaga, NY

VA WNY Health Care System, Mental Health Unit Renovation Ward 10A, Buffalo, NY

VA WNY Health Care System, 13th Floor Heating Modifications and Abatement, Buffalo, NY

VA WNY Health Care System, PET/CT Suite Renovation, Buffalo, NY

VA WNY Health Care System, Café Improvements, Buffalo

Cattaraugus County, Franklinville DPW Facility, Franklinville, NY

HSBC Mortgage Center, Buffalo, NY



Ruslan Belous

Electrical Engineer

Ruslan has 19 years of experience in electrical design which includes lighting, power, fire alarms and systems for new and existing buildings. He has worked on numerous school renovation projects, new building utilities, primary and secondary power distribution, and emergency generator installations both for private and public installations.

Project Experience

City of Baraboo, Fire/ EMS Station, Baraboo, WI

City of Cold Spring, Public Safety Building, Cold Springs, MN

Town of La Pointe, Fire Station, La Pointe, WI

Cattaraugus County Department of Public Works, Allegany Highway Barn, Olean, NY

Cattaraugus County, Franklinville Department of Public Works (DPW) Facility,
Franklinville, NY

CTTransit, Stamford Facility Assessment, Stamford, CT

Orleans County, Administration Building, Albion, NY

Greenville Transit Authority, Operations & Maintenance Facility, Greenville, SC

Buffalo VA Medical Center, Mental Health Renovation Ward 10A, Buffalo, NY

Associate Principal

Education

BT, Electrical Engineering, University
at Buffalo, State University of New
York

Years of Experience

19 years

Additional Training

AGi32 Roadway Lighting Design and
Analysis Training

Tom Rines, PE, SE

Principal, Structural Engineer



"Building long-term relationships and trust with clients is rewarding. We are focused on striving to develop the right solution for each project."

Tom has over 25 years of structural engineering experience designing a wide variety of structures as well as 8 years of carpentry experience. Originally from Minnesota, he began his professional career in Seattle where he worked on projects throughout the West Coast and Mountain States region. Since joining Northland Consulting Engineers in 2009, he has strengthened the firm by integrating innovative and thoughtful ideas into our workflow and design processes. He is known for a pragmatic and creative approach to design, asking hard questions and generating thought provoking discussions. Tom's vast engineering and construction experience is highly valued by his clients and team members.

Tom is proud to be a part of Northland Consulting Engineers where we pride ourselves on the long-term relationships we have formed with our clients. We believe that our high level of service sets us apart from other firms.

Professional Affiliations

- Engineers Without Borders
- Timber Framers Guild
- American Wood Council
- American Institute of Steel Construction

Professional Practice

- Clark Johnson Engineers (Bellevue, WA) 1995-1999
- Magnusson Klemencic Associates (Seattle, WA) 1999-2009
- Northland Consulting Engineers LLP 2009-Present

Professional Registrations

MN, WI, IL, NE, NH, WA, WY, GA, AZ, OH

Education

University of Washington, Bachelor of Science, Civil Engineering, 1995

Project Experience

Lake Country Power Cooperative headquarters. New Construction, 68,000 SF facility including maintenance bays with cranes, wash bays, vehicle storage and office areas. The structure is primarily precast tilt-up walls with bar joist roof. The partial second floor is precast plank. Grand Rapids, MN 2018. NCE Scope: SE of Record

P&H Mine Pro (Joy Global) Mine Equipment Service Center and Parts Warehouse. New Construction, 95,000 SF facility including maintenance bays with heavy bridge cranes, wash bay, vehicle storage, tall warehouse and two-story office space. The structure is primarily tall bay pre-engineered steel building; however, the office space is conventional steel frame with composite steel and concrete floors with high-end finishes. Virginia, MN, 2010. NCE Scope: SE of Record

Lakehead Constructors Inc. New Construction, 37,000 SF facility including maintenance bays with cranes, wash bay, vehicle storage and office spaces. The structure is primarily precast tilt-up walls with bar joist roof. The partial second floor is precast plank. Superior, WI 2019. NCE Scope: SE of Record

Itasca County Highway Maintenance Facility. New Construction, 15,000 SF facility including maintenance bays with cranes, wash bay, vehicle storage and office areas. The structure is primarily a pre-engineered metal building with a partial second floor and a shallow frost protected foundation. Grand Rapids, MN 2018. NCE Scope: SE of Record

**Kevin Yeska, PLA, ASLA**

Project Consultant, Landscape Architect

With nine years of experience, Mr. Yeska serves as a project consultant with expertise in commercial, institutional, industrial and residential design. His detail-oriented work ethic stems from his upbringing where he helped construct single-family homes outside of working on a family farm. He understands the means to managing practicality and constructibility in every design, while allowing his team's creative minds to push the design envelope. His designs and approachable communication skills present his client and the general public with a contemporary "pop", as he likes to call it! Additionally, Mr. Yeska not only understands the municipal entitlement process, but has extensive experience in critically laying out sites to meet municipal requirements relating to site access, parking accommodations, and designing open green spaces, all of which aid in establishing a "sense of place" for the design.

Education/Registration

University of Wisconsin–Madison, Madison, WI

BS in Landscape Architecture, 2013

Professional Landscape Architect, WI, 2020, # LA-806

Project Experience

- Village on Park Master Plan and Urban League HUB, Madison, WI
- Fire Station No. 6, Madison, WI
- Dane County Sheriff's Precinct, Stoughton, WI
- Novation Campus – Artisan Village, Fitchburg, WI
- Nine Springs Live/Work, Fitchburg, WI
- Marquardt Village Senior Living - Riversong, Fitchburg, WI
- Madison Yards, Madison, WI
- Union Corners, Madison, WI
- Madison Area Technical College Culinary Expansion, Madison, WI
- Verona Area School District High School Master Planning, Verona, WI
- Oakmont Senior Living, Verona, WI
- Sugar Creek Commons, Verona, WI
- Oregon School Districts Master Plan Improvements, Oregon, WI
- Kettle Park West Outlot Developments, Stoughton, WI
- Door Creek Church, Deforest, WI
- Summit Credit Union, Multiple Locations

Affiliations

Member, American Society of Landscape Architects



**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

Project Scope & Understanding

Project Scope and Understanding

Wendel Companies, home to the award-winning Five Bugles Design (FBD) and Mitchell Associates Architects (MAA), has reviewed the Village of Little Chute's Request for Proposals for professional design services for the Village's fire station replacement project.

We understand that the village has been reviewing the possibility of a new facility for the last several years. We are prepared to work with the Village's project management team indicated in the request for proposals. Providing review of the conceptual design, bidding documents and ultimately construction for a new state-of-the-art facility is what our team is built to do, and we are excited to offer our services to the Village of Little Chute.

As you will see in our proposal, our team has the experience required to lead this exciting project. We are extremely excited about recently acquiring Mitchell Associates Architects, a leader in emergency services design that rivals our own experience here at Five Bugles Design. Five Bugles Design and Mitchell Associates Architects have formed a relationship over the last few years due to the commonality we share, designing state-of-the-art functional emergency service facilities. Now we are one team with over a dozen individuals that have dedicated their careers in architecture to emergency services design, full time. Highlights include:

- Our director of emergency services and principal-in-charge, **Robert Krzyzanowski**, has completed construction documents / construction administration on over 60 public safety facilities in his career, on top of over one hundred studied.
- As a licensed architect (WI) and interior designer, **Laura Eysnogle** has had the pleasure of working on emergency services facilities in twelve (12) states across the country, sharing all knowledge, challenges and solutions from each department with the next department as our project leader.
- **Bob Mitchell** has been designing fire stations for more than thirty years, with 195 projects addressing more than 330 public safety facilities. Thirty of these have won national awards, including seven gold prizes.

- **Ken Gale** is a Project Manager and Construction Administrative leader for the firm with special focus on firematic equipment technology and specifications which are supported by his work with the NFPA by sitting on two Technical Committees as a Principal Voting Member for Firefighter Health & Safety and Occupational Safety Standards.

- Our senior emergency services specialist, **James Schmidt**, has extensive experience both as an owner representative for three fire/EMS stations and one regional training center and assisted in the conceptual or final design of over seventy (70) emergency services facilities across the country.

Looking through the Village's objectives, we see that you have extensive expectations of which our team also strives for. Your fire staff are not only employees of the Village, but a majority of them also call Little Chute home, and that is important. A significant part of a project's success is incumbent upon the expectations established early on. Our team hopes to assist the Village in creating a vision that everyone can be proud of moving forward and in keeping the community up to speed on progress.

Words like functionality, durability, energy efficiency and comfort are all words our clients use when talking about our firm's designs. We take pride in function over fancy but can also provide a superior facility design that will serve Little Chute without breaking the budget and while meeting the various codes of the Village and the State of Wisconsin.

Our company is a one-stop shop if the client so desires. FBD and MAA are niche services under the Wendel Companies umbrella, and as the graphic shows on the left, our company has all the services of Architecture, Engineering, Energy Efficiency and Construction Management under one roof.

We can offer all of these services to the Village without the need for multiple partners. For this project, NCE and JSD are our subconsultants. NCE will perform structural design and our teams have been exclusively using their services for the last 14 years since our inception. JSD will perform civil design with current project work occurring with us in Baraboo and Platteville, two stations that will start construction in Spring 2024. Both firms have the expertise and experience to deliver an unparalleled project to the Village that will be a permanent building for generations to come.

We have reviewed the entire proposal and scope of services as indicated in the Request for Proposals and we are prepared to complete those tasks. We look forward to the opportunity to work closely with the Village of Little Chute's project team and to turn your dreams into a reality.





**Five Bugles
Design™**

+



**Mitchell Associates
Architects**

Wendel's award winning public safety design team

FBD and MAA understand the Village of Little Chute is seeking qualifications from interested architectural firms to be part of a team to perform professional services for the design of the new Fire Station. Design services include landscape design, architectural design, interior design, site civil, plumbing, mechanical, electrical, and telecommunication engineering services.

FBD and MAA have performed this service for departments across the country. Ultimately, we believe the path listed below is a winning approach to help guide local leaders through this challenging process.

PHASE 1: Planning

PHASE 2: Design

PHASE 3: Bidding

PHASE 4: Construction Administration



As you know, it has been sometime since the feasibility study was completed and our first priority is for the team to review the prior decisions before developing more detailed documentation. Time may have changed decisions, faces have changed and a final site is now selected. It is important to revisit that work effort and bring any conceptual plans up to date. We look forward to working closely to develop this project in the most beneficial manner for the Fire Department in the Village of Little Chute. The following are specific tasks that we feel are necessary to take your project through Planning and Design Development and Construction Document phases.

PHASE 1 CONCEPTUAL DESIGN

Task A: Revisit the Program

REVISIT THE PROGRAM: We are coming up on close two years since the facility study was completed. Changes in thinking, personnel and industry standards have occurred, some significant. Our team will review the existing programming and re-evaluate to accurately assess the space needs using our unique immersion process.

Task B: Conceptual/Master Plan

CONCEPTUAL/MASTER PLANNING: Once programming is completed, our team will review that data from Task A and prepare revised conceptual options. Costs will be associated to these options and reviewed with the team. We will then review these efforts with project management and all stakeholders seeking comment with the goal of customizing the design effort to your departments and its specific operational procedures and concerns.

Task C: Multiple Design Options

MULTIPLE DESIGN OPTIONS: Our team will develop multiple options complete with cost estimates and pros and cons, including recommendations on sustainability considerations per LEED standards.

Task D: Development of Selected Option

DEVELOPMENT OF SELECTED OPTION: We will develop a selected option to a Conceptual Design Level complete with a more detailed cost estimate for presentation to the Village.

Task E: Schematic Design—30% Completion

PHASE 2 DESIGN

1. Evaluate potential building system options (architectural/civil/structural/mechanical/electrical/etc.) and perform a very high level design assessment to confirm their feasibility.
2. Refine the conceptual floor diagram and site plan preferred alternatives based on the above assessments.
3. Prepare a high-level, square foot-based budget opinion of probable project costs.
4. Meet with owner to review preferred plans, building system options and budget costs and determine the next course of action.
- ★ 5. Coordinate the services of a qualified firm to prepare a preliminary geotechnical investigation to assess preliminary building addition foundation system design requirements. Detailed geotechnical investigation will be prepared prior to the start of final design.
- ★ 6. Coordinate the services of a qualified surveyor to perform a preliminary topographic survey of the site and prepare a base map for use in preliminary design. Detailed topographic and utility service survey will be prepared prior to the start of final design.
- ★ 7. Coordinate the services of a wetland professional to perform wetland delineation that meets federal and state regulations determining wetland boundaries.

★ Costs associated with these services will be coordinated by our firm but paid for by the client with no mark-up. We understand that those services were requested in the RFP, however our preference is to keep these services as a third-party recommendation, eliminating any possibility of collusion.

Task F: Design Development Phase – 60% Completion

1. Prepare a Basis of Design Document for the Village's review and concurrence including space program requirements, building code and system design requirements, site access, circulation and parking requirements, utility service requirements, energy efficiency and sustainability requirements, etc.
2. Conduct preliminary discussions with utility service providers (electric, gas, water, sanitary sewer, etc.) to confirm service load requirements.
3. Perform building and zoning code review and meet with local building officials to confirm concurrence with building and site requirements.
4. Advance the preferred building and site plans to the approximately 10% complete, preliminary design stage and prepare the following drawings:
 - Site layout plan
 - Architectural floor plans
 - Two colored, computer generated building renderings
5. Refine assessment of potential building architectural, structural, mechanical, electrical systems.
6. Evaluate potential energy savings funding options and incentives.
7. Prepare preliminary design level opinion of probable project costs.
8. Meet with the Village to review preliminary building and site plans, potential building system requirements and preliminary design budget costs and determine the next course of action.

Task G: Construction Document Phase– 90% Completion

1. Prepare updated building code review and code compliance drawings showing exiting requirements, fire separations, etc.
2. Attend eight (8) bi-weekly design meetings during an assumed four (4) month design duration with the Village to review and coordinate the progress of design.
3. Based on the approved preliminary design report, prepare Construction Drawings and Technical Specifications suitable for competitive bidding that describe the size and character of facility systems and materials for each of the following disciplines:
 - Architectural
 - Structural
 - Civil
 - Landscaping
 - HVAC
 - Plumbing
 - Electrical
4. Refine the current 3D building perspectives based at the completion of the 30% design completion stage.
5. Present final Construction Documents to the Village for sign-off and determine the next course of action for this project.

PHASE 3 BIDDING

Task H: Bidding Services

1. Attend pre-bid meeting/site walk-thru and issue meeting minutes.
2. Process RFI's and assist with assembling addendum.
3. Attend a meeting with Owner to review bid recommendations and determine selected contractors for each bid package.

PHASE 4 CONSTRUCTION ADMINISTRATION

Task I: Construction Administration Services

1. Construction Kick-Off Meeting

- The construction phase will be initiated by a kick-off meeting between the owner, the design team, the project coordinator and the successful Contractors. This meeting will set the parameters for the construction phase process and the expectations for all aspects of the work.

2. Construction Review and Observation

- Attend twenty (20) bi-weekly construction meetings during an assumed ten (10) month construction duration with the owner, the design team, the project coordinator and the successful Contractors to review and coordinate the progress of construction.
- Perform periodic, technical site visits at intervals appropriate to the stage of the Contractor's operations to determine if the project is being constructed in general conformance with to the construction documents and the design intent. The following technical site visits have been assumed for an approximate ten (10) month construction duration:
 - 20 architectural site visits
 - 2 Civil site visits
 - 1 structural site visits
 - 2 mechanical site visits
 - 2 electrical site visits
- Site visit reports will be prepared and submitted to the Owner and Contractors, indicating the work performed that day, weather conditions, and noting any significant observations or decisions made while on site

3. Requests for Information and Design Support

- Record and respond to Contractor Requests for Information (RFI).
- Provide design responses to unanticipated or changed conditions.
- Provide interpretation and clarification of design intent and make recommendations to the Village regarding proposed changes.

4. Shop Drawings and Submittals

- The design team will work closely with the Project Coordinator to provide shop drawing and submittal review on a timely basis.
- Shop drawings and submittals will be reviewed for general conformance with the construction documents and the design intent.

5. Contractor Pay Applications

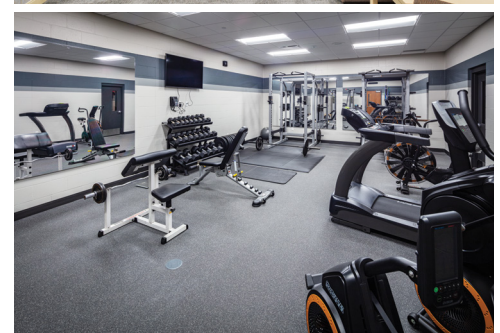
- Review and certify the Contractor's monthly applications for payment and make appropriate recommendations to the Village.

6. Change Proposal Requests and Change Orders

- Prepare additional work proposal requests, change order documentation and supplemental design documentation.

7. Punch List

- Assist the Village and project coordinator in determining the dates of Substantial Completion and Final Completion and prepare a punch list of outstanding contractor items at Substantial Completion.





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**Mitchell Associates
Architects**

Wendel's award winning public safety design team

Alternate Proposal — Master Builder Approach



Master Builder

Innovation Meets Quality in Planning and Design Approach

Wendel's Master Builder® approach is an alternative professionally led delivery method. As a design and construction company, we know how important it is to keep both perspectives in all phases of a project. We integrate constructability and schedule rigor of a Construction Manager into design and design thinking into construction. We call this our Master Builder® mindset because it is just that — no matter the delivery model our approach is integrated.



The Master Builder® approach addresses the main challenges to project delivery for both our public and private clients. In the place of separate design and construction teams, a Master Builder-led project utilizes

Wendel's design and construction competencies, all under one roof. It also provides the owner with a trusted adviser who acts as the single point of contact over the course of the project. This adviser works closely with the owner, keeping them apprised of the project's progress in all areas through each step from pre-design through construction. This streamlined form of communication not only increases project efficiency, but creates a real relationship of trust between the firm and owner that will only continue to build: the teams that work on your project and the leaders who become your trusted advisers commit to each project from start to finish. The resulting consistency and familiarity are key to a smooth project experience.

Streamlined communication is just one of the ways Master Builder improves on traditional project delivery models. In traditional models, construction personnel and contractors are brought in after the design process to execute the construction. A Master Builder project brings design and construction personnel into the process with the owner from the very beginning, and we have found this to be incredibly valuable. Feedback on constructability, schedule and budget provided during the design process can greatly impact the project's efficiency and bottom line, making the triple constraint easier to balance throughout the entire project.

Use this QR code to learn more about the Master Builder process.



Traditional vs. Master Builder





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Massachusetts, LLC 107 Audubon Rd Wakefield MA 01880	CONTACT NAME: Matt Mullard PHONE (A/C, No, Ext): (781) 245-5400 FAX (A/C, No): (781) 245-5463 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: The Charter Oak Fire Insurance Company INSURER B: The Travelers Indemnity Company INSURER C: Travelers Casualty Insurance Company of America INSURER D: XL Specialty Insurance Company INSURER E: INSURER F:
INSURED Wendel WD Architecture, Engineering, Surveying & Landscape Architecture PC 375 Essjay Road, Suite 200 Williamsville NY 14221	NAIC # 25615 25658 19046 37885

COVERAGES**CERTIFICATE NUMBER:** 2023**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	6800J41612A	04/13/2023	04/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA5R577993	04/13/2023	04/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	CUP8818Y486	04/13/2023	04/13/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB2K985587	04/13/2023	04/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Prof Liab Pollution Liability		Y	DPR5022344	12/31/2023	12/31/2024	Per Claim 5,000,000 Aggregate 5,000,000

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

RE: Village of Little Chute Fire Station
Village of Little Chute and all others required are included as additional insured on a primary non-contributory basis to the extent allowed on the blanket additional insured endorsements included on the above listed policies. Includes 30-day notice of cancellation & waiver of subrogation.

CERTIFICATE HOLDER**CANCELLATION**

The Village of Little Chute 108 West Main Street Little Chute WI 54140	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDENDUM NO. 2

REQUEST FOR PROPOSALS PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

January 27, 2024

Proposal Due: No Later Than 4:30 p.m. CST, Friday, February 2, 2024

This Addendum is issued to modify, explain, or correct the original Request for Professional Design Services For The Village of Little Chute Fire Station issued on December 28, 2023 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

Question #1: Does the Village have the capacity and equipment to provide any private locates on the two sites?

Answer #1: The Village contracts with a private locating company who is responsible for locating Village assets within the right-of-way and on Village owned property.

Question #2: The geotechnical contractor will fill the bore holes but assumes they can scatter the remaining spoils on the site. Would you prefer they provide the labor to have the additional soil hauled off site?

Answer #2: Spoils remaining after bore holes have been filled can be dispersed on site.

Question #3: If the site is impacted by access of the drill rigs should we require that they provide restoration of the site?

Answer #3: Any significant ground disturbance caused by drill rigs would require restoration with seed and mulch. Any minor ground disturbance caused by the rigs would not require restoration.



SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

A handwritten signature in black ink, appearing to read "Robert Krzyzanowski", is written over a horizontal blue line.

Consultant's Signature

Robert Krzyzanowski, Director of Emergency Services/Principal-in-Charge

Print Name & Title

Issued by:

A handwritten signature in black ink, appearing to read "Beau Bernhoft", is written over a horizontal blue line.

Beau Bernhoft
Village Administrator



architecture | engineering | energy efficiency | construction management

Wendel Companies

Estimated Cost Proposal

To ensure an open and honest fee for the Village of Little Chute, Five Bugles Design/Mitchell Associates Architects, a Division of Wendel Companies, is proposing to complete the project on lump sum fee based on a percentage of the Cost of the Work. At this time, the Village has programmed their facility at 18,269 square feet with an estimated cost of \$4,467,250 for the construction cost (cost of the work).

Our fee is based on the standard splits that AIA Contract B101 – 2017 Standard Form of Agreement between Owner and Architect provides and is the contractual agreement that will recommend. It allows adding more steps into the design, allowing you as the client to review progress as the design moves forward. We will only move forward with each Phase as instructed by the Client. Those typical splits are as follows:

<i>Schematic Design:</i>	<i>15%</i>
<i>Design Development:</i>	<i>20%</i>
<i>Construction Documents:</i>	<i>40%</i>
<i>Bidding:</i>	<i>5%</i>
<i>Construction Administration:</i>	<i>20%</i>

For purposes of this agreement, the Cost of the Work (COW) shall be the total cost to the owner to construct all elements of the project designed or specified by the Architect and shall include the construction management costs and/or the general contractors' general conditions costs, overhead and profit.

The cost of work to calculate the fee would not include the compensation of the Architect, the cost of the land, rights-of-way, financing, equipment, and contingencies in the work or other costs that are the responsibility of the Owner.

Reimbursable expenses are in addition to the fees noted below and include out-of-pocket expense directly related to this project, such as mileage, travel, lodging, printing costs, postage, permitting fees, etc. These are estimated not to exceed \$10,000 during the entire course of the project and will be invoiced "at cost" to the client on a monthly basis.

Any costs associated with geo-technical, site surveys and wetland delimitation will be coordinated by our firm but paid for by the client with no mark-up. We understand that those services were requested in the RFP, however our preference is to keep these services as a third-party recommendation, eliminating any possibility of collusion.

We trust that our scope of work reflected in our submittal meets the Village of Little Chute's requirements. We are proposing to perform the scope of work presented in this proposal for a 6.85% lump sum fee, which is based on a percentage of the Cost of Work. We have provided the breakdowns as described above on the following pages and we have used a projected Cost of the Work to be \$4,567,250 at this time per the completed study. As the Cost of the Work changes during the course of the design, the fees would adjust appropriately, with the client dictating when each phase will begin.

Wendel Companies

Estimated Cost Proposal

Concept Review & Schematic Design 15%

\$46,928.49

- i. The Architect will create and provide schematic site plan sketches, floor plans, elevations, renderings project schedules as necessary in order to create the schematic project design.
- ii. The Architect shall prepare all construction documents, civil engineering plans, specifications and final timelines for completion of the project.
- iii. The Architect will attend all applicable public meetings associated with the review and approval of the proposed design.

Design Development 20%

\$62,571.33

- i. Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of adjustments in the Project and the budget the Architect will prepare the Design Development Documents.
- ii. The Design Development Documents will include outlined specifications that identify major materials and systems as established in general their quality levels.
- iii. The Architect and Engineers will further define their design to allow for more accurate estimating before the projects moves onto the Construction Document Phase.

Construction Document 40%

\$125,142.65

- i. The Architect shall prepare all construction documents, civil engineering plans, specifications and final timelines for completion of the project.
- ii. The Architect will attend all applicable public meetings associated with the review and approval of the proposed design.

Bidding 5%

\$15,642.83

- i. The Architect shall prepare all of the bid documents and specifications suitable for public bidding according to applicable standards.
- ii. The Architect shall respond to all questions posed by prospective bidders during the construction bid process.
- iii. The Architect shall also prepare and distribute any necessary addenda, distribute plans and bid documents.
- iv. The Architect shall make a recommendation to the Village on bid award taking into account their evaluation of the bids based on bidder's qualifications, compliance with bid requirements, and price.

Construction Admin. 20%

\$62,571.33

- i. The Architect will provide administration of the Contract between the owner and the General Contractor or Construction Manager.
- ii. The Architect will review Certificates for Payment to the General Contractor or Construction Manager to ensure compliance and completeness of the work.
- iii. The Architect shall visit the site at intervals appropriate to the stage of construction or at a minimum bi-weekly to ensure work is completed in accordance with the Construction Documents.
- iv. The Architect will review all submittals to ensure specified products are used and installed correctly.
- v. The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Owner.

Total Proposed Architectural Fee

\$312,856.63 (based on 6.85 % of a projected \$4,567,250 COW)

Amber Holycross

Signature

Amber Holycross, AIA, Vice President,
Architecture

Printed Name

February 2, 2024

Date