



CITY OF MENOMONIE  
COUNCIL MEETING  
CITY COUNCIL CHAMBERS

7:00 PM

Monday – August 5, 2024



City of Menomonee  
800 Wilson Ave  
1<sup>st</sup> Floor

## AGENDA

### *Pledge of Allegiance*

**1. Roll Call & Special Recognitions**

**2. Approval of Minutes**

**3. Public Hearings - None**

**4. Public Comments**

**5. Unfinished Business**

- a. Proposed Ordinance 2024-11, an Ordinance Repealing and Recreating Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle Usage – discussion and possible adoption.

**6. New Business**

- a. Proposed lease agreement with UW-Stout for use of the Leisure Services Center – discussion and possible action.
- b. Award Fire Department Staffing Study to Public Administration Associates – discussion and possible action
- c. Award Police Department Space Needs Study to BKV Group – discussion and possible action
- d. Award Bongey Drive Resurfacing Project - discussion and possible action
- e. Accept WisDATCP Grant for 2025 Clean Sweep Hazardous Waste Collection Event – discussion and possible action
- f. Special Event Permits – discussion and possible action:
  - i. Downtown Menomonee Music on Main on August 9, 2024 (amended).
  - ii. UW-Stout Homecoming Parade on October 26, 2026.

**7. Budget Transfers**

**8. Mayor's Report**

**9. Communications and Miscellaneous Business**

**10. Claims**

**11. Licenses**

- a. Normal license list – discussion and possible action.

**12. Adjourn**

“PUBLIC ACCESS”

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# City Council Agenda

## Staff Comments

### Monday – August 5, 2024



## 5. Unfinished Business

- A. City Staff have prepared Ordinance 2024-11 repealing and recreating Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle Usage. Staff will be available to answer Council questions as needed. If the City Council concurs with proposed Ordinance 2024-11, the appropriate motion would be: **Adopt Ordinance 2024-11 to Repeal and Recreate Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle Usage with an effective date of October 1, 2024** (simple majority).

## 6. New Business

- A. The administration has enclosed a proposed letter of intent with UW-Stout effective July 1, 2025 for space at the Leisure Services Center. The rental fees for 2,032 sq ft would be \$1,524/month for a 36-month lease. The space will be used to house a portion of the Child and Family Study Center displaced by the impending Heritage Hall Renovation Project. The administration will review the letter of intent to lease and answer Council questions as needed. If the City Council supports the lease the appropriate motion is to **Approve the Letter of Intent to Lease with UW-Stout for a portion of the Leisure Services Center as presented, Direct City Staff to negotiate the Lease Agreement with UW-Stout, and Authorize the Mayor to sign said Lease Agreement** (simple majority).
- A. Enclosed is the information received regarding the RFP for Fire Department Staffing Analysis Consulting Services. All submissions were scored using the same matrix, and the city staff recommended accepting the proposal submitted by Public Administration Associates of Whitewater, WI. If the City Council concurs, the appropriate motion would be to **Accept the Proposal from Public Administration Associates of Whitewater, WI for consulting services to conduct a Fire Department staffing analysis as a total cost not to exceed \$24,960** (roll call vote).



- B. Enclosed is the information received regarding the RFP for the Police Department Space Needs Study. All submissions were scored using the same matrix, with the City staff recommending approval of the proposal submitted by BKV Group. If the City Council concurs, the appropriate motion would be to **Accept the Proposal from BKV Group for consulting services to conduct a Police Department space needs study at a total cost not to exceed \$12,450** (roll call vote).
- D. Cedar Corporation solicited public bids for the Bongey Drive Resurfacing Project from 24<sup>th</sup> Avenue West to 28<sup>th</sup> Avenue West on the City's behalf. Two (2) bids were received. The bids ranged from \$105,698.30 to \$110,143.05. The low bid was from Monarch Paving of Amery, Wisconsin. City Staff and Cedar Corporation recommends award of the Bongey Drive Resurfacing Project to Monarch Paving. City staff and Cedar Corporation will be in attendance to answer any questions the City Council might have. If the City Council concurs, the appropriate motion would be **Award the contract to Monarch Paving for the Bongey Drive Resurfacing Project at a cost of \$105,698.30** (roll call vote).
- E. If the Council supports the 2025 Clean Sweep Hazardous Waste Collection Event, City staff would request authorization to accept the WisDATCP Clean Sweep grant. City Staff will be in attendance to answer any questions the Council may have. If the Council supports accepting the 2025 Clean Sweep Hazardous Waste Grant, the appropriate motion would be to **Accept the 2025 Clean Sweep Hazardous Waste grant award and direct City Staff to sign a grant agreement** (roll call vote).
- F. City Administration seeks approval of a Special Event Permits for
- a. Downtown Menomonie for Music on Main August 9, 2024 (amended). The City Council previously approved closure of 2<sup>nd</sup> Street East from Main Street to 6<sup>th</sup> Avenue East. Downtown Menomonie now wants to add an outdoor stage and beer tent which were not included in the original Special Event Permit application.
  - b. UW-Stout for the Homecoming Parade on October 26, 2024. This would require the closure of 10<sup>th</sup> Avenue, Broadway, Main Street, 4<sup>th</sup> Street East, Wilson Avenue and 3<sup>rd</sup> Street East. UW-Stout would provide all necessary traffic control for the event. This is the same parade route as 2023.

If the City Council concurs with the special events, the appropriate motion would be to **Approve the Special Event permit for Music on Main on August 9, 2024 (amended), and the UW-Stout Homecoming Parade on October 26, 2024 as presented, contingent upon receiving certificates of insurance** (simple majority vote).

## 7. Budget Transfers

The Finance Department has proposed an internal funds transfer of \$400.00 to support training on our new ERP software package. If the City Council concurs, the appropriate motion would be ***Approve the budget transfer, as presented*** (simple majority).

If any other budget transfer requests are identified, they will be distributed prior to the meeting. In that case, the appropriate motion would be ***Approve the budget transfers, as presented*** (roll call vote).

## 10. Claims

Claims list is enclosed in the packet. If the City Council concurs, the appropriate motion would be ***Approve the claims list, as presented*** (roll call vote).

If any additional claims are identified, a revised claims list will be distributed prior to the meeting. In that case, the appropriate motion would be ***Approve the revised claims list, as presented*** (roll call vote).

## 11. Licenses

Normal license list is enclosed in the packet. If the City Council concurs, the appropriate motion would be ***Approve the normal license list, as presented*** (simple majority).

If any additional normal licenses are identified, a revised normal license list will be distributed prior to the meeting. In that case, the appropriate motion would be ***Approve the revised normal license list, as presented*** (simple majority).



## OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on July 15, 2024, and was called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Luther, Schwebs, Gentz, Schlough, and Sommerfeld.

The following members were present by Zoom: Sutherland, McCullough, and Solberg. Crowe, Yonko and Erdman and were absent.

MOTION made by Gentz, seconded by Schlough, and carried unanimously to approve the minutes of the July 1, 2024 council meeting.

PUBLIC HEARING – None

PUBLIC COMMENTS – Ron Larson spoke in support of agenda item 4 (a). Eric Schultz, President of the Dunn County ATV Association, spoke in support of agenda item 4 (a). Ann Vogl wrote a letter in opposition to agenda item 4 (a).

MOTION to waive the second reading of Ordinance 2024-11 to Repeal and Recreate Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle was made by Luther, seconded by Schwebs, and carried unanimously.

MOTION was made by Gentz, seconded by Luther, and carried unanimously on roll call vote to accept the proposal from MSA Professional Services, Inc of Baraboo, Wisconsin for engineering services for Well #9 and Water Treatment Plant #9 at a total cost not to exceed \$1,320,000.

MOTION was made by Schlough, seconded by Sommerfeld, and carried unanimously to reject all bids for the Bongey Drive Resurfacing Project.

NO ACTION was taken on the presentation of possible traffic pattern changes on Main Street East between 3<sup>rd</sup> Street East and 4<sup>th</sup> Street East.

BUDGET TRANSFERS – Motion made by Schwebs, seconded by Sommerfeld, and carried unanimously on roll call vote to approve the Police Department internal budget transfer request in the amount of \$2,500 to purchase a new computer for staff.

MAYOR'S REPORT – Mayor Knaack reported that the Music over Menomin at the library was well attended and encouraged the community to attend, as well as the Ludington Guard Band performance in Wilson Park on Tuesday evenings. The Mayor also noted that "Let's Paint the Town" will be taking place this weekend throughout several areas of downtown with different events being offered during the day.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – City Administrator, Eric Atkinson, shared that city staff are currently working on operational budgets, along with capital improvement project requests. Atkinson

also reported that the Parking Utility committee is looking at some different permitting options to expand overnight and day permit parking spots and we may have some changes to ordinance in relation to those changes.

CLAIMS - MOTION was made by Gentz, seconded by Sommerfeld, and carried unanimously on roll call vote to approve payment of the following claims:

**July 15, 2024 Claims**

Carrico	\$4,973.09
Cedar Corp	\$45,298.84
Haas	\$7,637.25
Manpower	\$798.00
Xcel	\$21.93
<b>Total</b>	<b>\$58,729.21</b>

**2024 Parking Utility Claims**

City Treasurer	\$546.88
City Treasurer	\$861.35
IPS	\$1,614.16
US Postal Service	\$1.28
<b>Parking Total</b>	<b>\$3,023.67</b>

LICENSES – MOTION was made by Luther, seconded by Solberg, and carried to approve the following licenses:

**LICENSES – July 15, 2024**

**TEMPORARY CLASS “B” BEER & “CLASS B” WINE LICENSE:**

Dunn County Fair - 3001 US Hwy. 12 E., Suite 2  
Dunn County Fair, 620 17<sup>th</sup> St SE  
07/24/2024 – 07/31/2024

**LICENSE YEAR – 2024-2025 (expires June 30<sup>th</sup>, 2025)**

**CHANGE OF AGENT:**

Ashley Asher – Eaglewood Golf, LLC, Tanglewood Greens

**“CLASS B” LIQUOR & CLASS “B” BEER:**

Menomonie Lodge #1584 Loyal Order of Moose, Inc, Menomonie Moose Lodge #1584, 720 19th Ave E

**MOBILE FOOD ESTABLISHMENT:**

Rex-Mex, LLC, 1710 Riverview Dr., Barron, WI 54812  
Eat O’Clock, 4418 Echo Valley Dr., Eau Claire, WI 54701



**CABARET LICENSE:**

Dunn County Fish & Game Association, Dunn County Fish & Game Club, 1600 Pine Ave

**SECONDHAND ARTICLE:**

K. Chuck's Power Sports & Consignment, 3206 State Rd 25

**TAXI CAB/ VEHICLE FOR HIRE:**

Pulse Party Bus, LLC, Austin Witt, 2819 Knapp St.

MOTION to adjourn was made by Gentz, seconded by Sommerfeld, and carried unanimously.



**City of Menomonie**  
David Schofield

Director of Public Works  
800 Wilson Avenue  
Menomonie, WI 54751  
715 232-2221 Ext.1020  
dschofield@menomonie-wi.gov

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**TO:** Mayor Knaack & City Council  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** Proposed Ordinance 2024-11 Repealing and Recreating Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle Usage  
**DATE:** August 5, 2024 City Council Meeting

The City Council has been contemplating changes to the existing ATV/UTV regulations including increasing the number designated routes and strengthening the requirements for ATV/UTV users.

The City Council introduced and waived the first reading of the proposed Ordinance 2024-11 at the July 1 meeting. The City Council waived the second reading at the July 15 meeting.

City Staff proposes to delay the effective date to October 1, 2024 to provide sufficient time to order and install the 138 required signs.

If the City Council concurs with proposed Ordinance 2024-11, the appropriate motion would be ***Adopt Ordinance 2024-11 to Repeal and Recreate Title 6, Chapter 1, Section 12 All-Terrain and Utility Terrain Vehicle Usage with an effective date of October 1, 2024*** (simple majority).

If adopted, City Staff will endeavor to place a One-Year Review of the ATV/UTV Ordinance on the October 6, 2025 City Council agenda.

**Attachments:**

- Proposed Ordinance 2024-11
- Proposed Designated ATV Route Map



ORDINANCE 2024 – 11 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2024.

An ordinance repealing and recreating Section 6-1-12 relating to the use of All-Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV) and establishing ATV and UTV routes within the City of Menomonie.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Section 6-1-12 of the City Code is hereby repealed and recreated to read as follows:

**6-1-12: ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE USAGE:**

- A. Intent and Purpose: The intent of purpose of this Section is to establish All-Terrain and Utility Terrain Vehicle routes in the City and to regulate the safe operation of All-Terrain and Utility Terrain Vehicles in the City.
- B. Authority: The City Council of the City of Menomonie, Dunn County, Wisconsin, has the specific authority to adopt this All-Terrain and Utility Terrain Vehicle Ordinance under Wis. Stats. § 23.33(8)(b) and (11).
- C. Applicability and Enforcement: The provisions of this Section shall apply to all streets, roads, and highways, hereinafter at times referred to as City Streets, in the City of Menomonie, Wisconsin which are designated as ATV and UTV Routes as provided in this Section and the provisions of this Section shall be enforced by the City of Menomonie Police Department or any other law enforcement official as set forth in Wis. Stat. § 23.33(12).

This Section shall not prohibit any law enforcement officer or DNR warden from proceeding under any other ordinance, regulation, statute, law, or order that pertains to the subject matter addressed in this Section.

- D. For the purpose of this Section, the following terms shall have the following meaning:
  - 1. All-Terrain Vehicle (“ATV”) shall have the meaning as provided in Wis. Stat. § 23.33(1)(b).
  - 2. Utility Terrain Vehicle (“UTV”) shall have the meaning as provided in Wis. Stat. § 23.33(1)(ng).
- E. Designation of ATV and UTV Routes: All City maintained roads, streets, alleys, and highways, including any City maintained parking lots, are designated as ATV and UTV routes in the City except for the following:
  - 1. County Highway B.

2. Interstate Highway 94.
3. USH 12 from Oak Avenue to the northern City Limits.
4. Pine Avenue from Broadway Street to Heller Road.
5. Broadway Street from Tainter Street to the northern City Limits.
6. Broadway Street from 1st Avenue West to the southern City Limits.
7. 11th Avenue West from Broadway Street to River Road/Riverview Drive.
8. Hudson Road from Hofland Road / Brickyard Road East to the western City Limits.
9. Crescent Street from Broadway Street to 4th Street East.
10. Main Street from 4th Street East to 7th Street East.
11. Crescent Street from 7th Street East to 11th Street East.
12. 4th Avenue from 11th Street East to 13th Street East.
13. Stout Road from 13th Street East to the eastern City Limits.

F. Route Signs: Under the direction of the City, all ATV and UTV routes shall be designated by route signs as provided in Wis. Stat. § 23.33 and Wisconsin Administrative Code NR 64. The route signs shall be provided by the Dunn County ATV/UTV Association, Inc., or its successor, as provided through an agreement with the City and shall be installed by the Public Works Department. The route signs shall be inspected by the City annually and shall be maintained by the Dunn County ATV/UTV Association, Inc., or its successor. The City shall be promptly notified by Dunn County ATV/UTV Association, Inc., of any change in responsibility for maintenance of ATV and UTV route signs.

G. Rules and Regulations: The following rules and regulations apply to the use of ATVs and UTVs in the City and to all areas of operation of ATVs and UTVs designated in this Section:

1. Operators and passengers of ATVs and UTVs must comply with all federal, state, and local laws, orders, regulations, restrictions, and rules including, but not limited to, Wis. Stat. § 23.33 and Wisconsin Administrative Code NR 64. Unless provided otherwise in this Section, all definitions under Wis. Stat. § 23.33 and Wisconsin Administrative Code NR 64 and any other applicable Wisconsin Law defining ATVs and UTVs and regulating ATV and UTV use are hereby incorporated by reference herein.



2. ATVs and UTVs must not be operated on the Red Cedar Trail, in public parks, on public sidewalks, on public multi-purpose trails, on roadway shoulders, on roadway boulevards, nor on any private property without express permission from the property owner. ATVs and UTVs owned and operated by the City of Menomonie, Wisconsin Department of Natural Resources, University of Wisconsin-Stout, and School District of the Menomonie Area for the purpose of maintaining these facilities are exempt from this Paragraph. ATVs and UTVs engaged in snow removal activities on behalf of the adjacent property owner are exempt from this Paragraph.
3. ATVs and UTVs must not be operated at a speed greater than the fixed or posted speed limits.
4. All ATV and UTV operators shall ride in single file.
5. ATVs and UTVs may not be operated within the City between the hours of nine (9:00) p.m. and seven (7:00) a.m.
6. ATVs and UTVs are not allowed to park in or along any roadways, alleyways, or public parking lots within the City between the hours of nine (9:00) p.m. and seven (7:00) a.m.
7. All ATVs and UTVs being operated in the City must be equipped with head lamps (white light), tail lamps (red light), brake lamps (red light), and turn signals (amber light in front, red light in back). ATV and UTV operators must have head lamps and tail lamps turned on at all times.
8. All ATV and UTV operators and passengers under the age of eighteen (18) must wear a Department of Transportation approved helmet.
9. All UTV operators and passengers must wear seat belts at all times.
10. ATV and UTV operators must possess a valid operator's license as defined in Wis. Stat. § 340.01(41g), as may be amended from time to time.
11. ATV and UTV operators under the age of eighteen (18) must have a valid ATV/UTV safety certificate in their possession.
12. No person may operate an ATV or UTV within the City unless the owner or operator of the vehicle has in effect, a liability policy covering the vehicle being operated and such operator has in the operator's immediate possession a certificate or proof of insurance covering such vehicle which must be displayed upon demand from any traffic officer.
13. No open intoxicants shall be allowed while operating on, or as a passenger in, any ATV or UTV in the City.

14. All Wisconsin Statutes related to the operation of an ATV or UTV while under the influence of alcohol or a restricted controlled substance will be strictly enforced, including Absolute Sobriety by ATV and UTV operators under the age of twenty one (21).

15. ATV and UTV operators may tow a trailer in the City so long as the trailer has working brake lights and turn signals and the width of the trailer does not exceed the width of the ATV or UTV.

H. Closures: The Police Chief shall have the authority to temporarily close any ATV and UTV route for a period of sixty (60) days or less due to an emergency, complaint, or other necessary condition as determined by the Police Chief.

I. Penalty: Any person who shall violate any provision of this Section shall, upon conviction, be subject to the penalties set forth at section 23.33(13), Wisconsin Statutes, provided, however, for violations of this Section that are not set forth in the State Statutes, the forfeiture for said violation shall not exceed two hundred fifty dollars (\$250.00) together with the costs of prosecution.

J. Severability: If any provision, paragraph, word, or subsection of this Section is invalidated or deemed unconstitutional by any court of competent jurisdiction, the remaining provisions, paragraphs, words, and subsections shall not be affected and shall continue in full force and effect.

Section 2. This ordinance shall take effect after publication on October 1, 2024.

INTRODUCED \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY

FIRST READING \_\_\_\_\_

OF \_\_\_\_\_, 2024

SECOND READING \_\_\_\_\_

\_\_\_\_\_

MAYOR, Randy Knaack

PASSED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

SUBMITTED BY:

ATTEST \_\_\_\_\_

\_\_\_\_\_

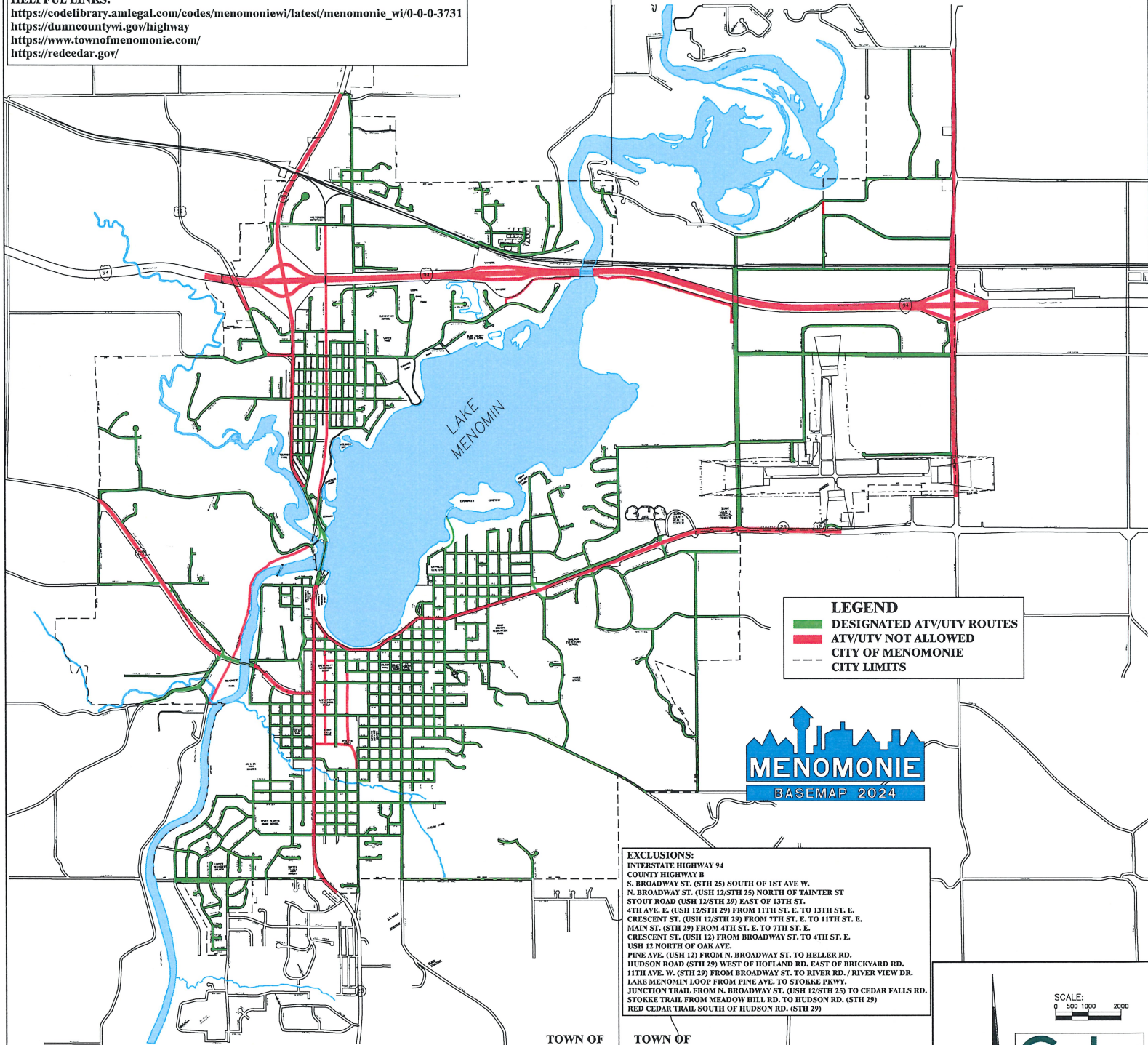
CITY CLERK, Catherine Martin

ALDERPERSON

**CITY OF MENOMONIE**  
**PROPOSED 2024 DESIGNATED ATV/UTV ROUTES**  
 SEE CITY CODE 6-1-12 FOR MORE INFORMATION  
 HELPFUL LINKS:  
[https://codelibrary.amlegal.com/codes/menomoniawi/latest/menomonie\\_wi/0-0-0-3731](https://codelibrary.amlegal.com/codes/menomoniawi/latest/menomonie_wi/0-0-0-3731)  
<https://dunncountywi.gov/highway>  
<https://www.townofmenomonie.com/>  
<https://redcedar.gov/>

TOWN OF  
 MENOMONIE ←

→ TOWN OF  
 RED CEDAR



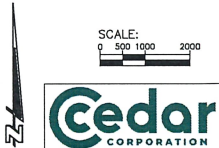
**LEGEND**

- DESIGNATED ATV/UTV ROUTES
- ATV/UTV NOT ALLOWED
- - - CITY OF MENOMONIE
- - - CITY LIMITS



**EXCLUSIONS:**  
 INTERSTATE HIGHWAY 94  
 COUNTY HIGHWAY B  
 S. BROADWAY ST. (STH 25) SOUTH OF 1ST AVE W.  
 N. BROADWAY ST. (USH 12/STH 25) NORTH OF TAINTER ST  
 STOUT ROAD (USH 12/STH 29) EAST OF 13TH ST.  
 4TH AVE. E. (USH 12/STH 29) FROM 11TH ST. E. TO 13TH ST. E.  
 CRESCENT ST. (USH 12/STH 29) FROM 7TH ST. E. TO 11TH ST. E.  
 MAIN ST. (STH 29) FROM 4TH ST. E. TO 7TH ST. E.  
 CRESCENT ST. (USH 12) FROM BROADWAY ST. TO 4TH ST. E.  
 USH 12 NORTH OF OAK AVE.  
 PINE AVE. (USH 12) FROM N. BROADWAY ST. TO HELLER RD.  
 HUDSON ROAD (STH 29) WEST OF HOFLAND RD. EAST OF BRICKYARD RD.  
 11TH AVE. W. (STH 29) FROM BROADWAY ST. TO RIVER RD. / RIVER VIEW DR.  
 LAKE MENOMIN LOOP FROM PINE AVE. TO STORKE PKWY.  
 JUNCTION TRAIL FROM N. BROADWAY ST. (USH 12/STH 25) TO CEDAR FALLS RD.  
 STORKE TRAIL FROM MEADOW HILL RD. TO HUDSON RD. (STH 29)  
 RED CEDAR TRAIL SOUTH OF HUDSON RD. (STH 29)

SCALE:  
 0 500 1000 2000



TOWN OF  
 MENOMONIE ←

→ TOWN OF  
 RED CEDAR

7/31/2024



July 16, 2024

The Honorable Randy Knaack, Mayor  
The Honorable Jeff Luther, Ward 1  
The Honorable Matthew Crowe, Ward 2  
The Honorable Eric Sutherland, Ward 3  
The Honorable Gretchen Yonko, Ward 4  
The Honorable Laura McCullough, Ward 5  
The Honorable Leland Schwebs, Ward 6  
The Honorable Cody Gentz, Ward 7  
The Honorable Mary S. Solberg, Ward 8 (Council President)  
The Honorable Chad Schlough, Ward 9  
The Honorable Ryland J. Erdman, Ward 10  
The Honorable Randy Sommerfeld, Ward 11  
800 Wilson Avenue  
Room 300  
Menomonie, WI 54751

**Re: SVIA opposes on-road ATV use**

Dear Mayor and Alderpersons:

I write to provide you the Specialty Vehicle Institute of America's (SVIA)<sup>1</sup> position in opposition to the use of all-terrain vehicles (ATVs) on public roads.

It is our understanding that the Council will consider allowing ATVs on public roads in Menomonie County at a meeting on August 5, 2024. We urge the Council to oppose the on-road use of ATVs for the reasons outlined below.

SVIA's primary goal is to promote safe and responsible use of ATVs. SVIA opposes allowing ATVs on roads that are not part of a designated trail system because:

- ATV manufacturers design, test, and sell ATVs for *off-highway use only*.
- Unlike cars and trucks, ATVs do not meet Federal motor vehicle safety standards.
- Misuse of ATVs causes the majority of accidents and injuries.

Allowing ATVs on roads falsely signals that this practice is safe. It is not. ATV riders face increased risks from collisions with cars and trucks. ATVs also do not handle as well on paved surfaces. This increased risk remains even if an owner or aftermarket provider modifies an ATV's equipment, including installing tires manufactured for on-road use.

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<sup>1</sup> SVIA is the national not-for-profit trade association representing manufacturers, dealers, and distributors of all-terrain vehicles (ATVs) in the United States.

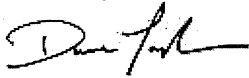
Federal data shows that on-road ATV deaths were 51% of total deaths in 2018 (latest year of complete data).<sup>2</sup> This is a disproportionately high number given that riders use ATVs far more off-road.

Studies and investigations show that a large majority of ATV injuries and deaths involve behaviors that our industry warns against in rider education programs, product literature, and on vehicle warning labels. These behaviors include: 1) riding ATVs on paved roads; 2) riding without a helmet or other protective safety gear; 3) carrying passengers on ATVs designed for one person; 4) children riding adult-sized ATVs; and 5) riding under the influence of alcohol.

SVIA urges states and localities to prohibit ATV use on public roads and strengthen law enforcement efforts to eliminate this dangerous practice. States and localities could prevent a substantial number of ATV-related injuries if laws kept ATVs off public roads, which SVIA proposes in its model legislation.<sup>3</sup>

Thank you for your consideration. Should you have any questions, please contact me at 703-582-1202.

Sincerely:



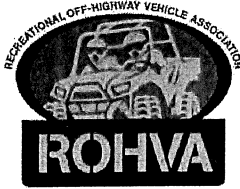
Duane Taylor  
Director, Safe and Responsible Use Programs

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<sup>2</sup> Consumer Product Safety Commission's (CPSC) *2021 Report of Deaths and Injuries Involving Off-Highway Vehicles with More than Two Wheels*.

<sup>3</sup> <https://svia.org/model-state-legislation/>





July 16, 2024

The Honorable Randy Knaack, Mayor  
The Honorable Jeff Luther, Ward 1  
The Honorable Matthew Crowe, Ward 2  
The Honorable Eric Sutherland, Ward 3  
The Honorable Gretchen Yonko, Ward 4  
The Honorable Laura McCullough, Ward 5  
The Honorable Leland Schwebs, Ward 6  
The Honorable Cody Gentz, Ward 7  
The Honorable Mary S. Solberg, Ward 8 (Council President)  
The Honorable Chad Schlough, Ward 9  
The Honorable Ryland J. Erdman, Ward 10  
The Honorable Randy Sommerfeld, Ward 11  
800 Wilson Avenue  
Room 300  
Menomonie, WI 54751

**Re: ROHVA opposes on-road ROV use**

Dear Mayor and Alderpersons:

I write to provide you the Recreational Off-Highway Vehicle Association's (ROHVA)<sup>1</sup> position in opposition to the on-road use of Recreational Off-Highway Vehicles (ROVs – sometimes referred to as side-by-sides or UTVs).

It is our understanding that the Council will consider allowing ROVs on public roads in Menomonie County at a meeting on August 5, 2024. We urge the Council to oppose the on-road use of ROVs for the reasons outlined below.

ROHVA's primary goal is to promote safe and responsible use of ROVs. ROHVA opposes allowing ROVs on roads that are not part of a designated trail system because:

- ROV manufacturers design, test, and sell ROVs for *off-highway use only*.
- Unlike cars and trucks, ROVs do not meet Federal motor vehicle safety standards.

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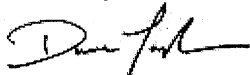
<sup>1</sup> ROHVA is a national, not-for-profit trade association formed to promote the safe and responsible use of recreational off-highway vehicles (ROVs) manufactured or distributed in North America. ROHVA is also accredited by the American National Standards Institute (ANSI) to serve as the Standards Developing Organization for ROVs. An ROV is a motorized off-highway vehicle that is compliant with the ANSI/ROHVA 1 standard. More information on the standard can be found at <https://rohva.org/ansi-standard/>. ROVs are designed to travel on four or more tires, intended by the manufacturer for use by one or more persons and having the following characteristics: a steering wheel for steering control; a Roll Over Protective Structure complying with ANSI/ROHVA-1; an Occupant Retention System complying with ANSI/ROHVA-1; non-straddle seating; maximum speed capability greater than 30 mph; less than 80 inches in overall width, exclusive of accessories; and engine displacement of less than 1,000cc. Current models are designed with seats for a driver and one or more passengers.

Allowing ROVs on roads falsely signals that this practice is safe. It is not. ROV manufacturers, along with the National Highway Traffic Safety Administration, stress that ROVs are not designed for use on public roadways. The vehicles do not handle properly on paved roads. They also lack safety equipment required to protect occupants in the event of a collision. On-road ROV operators and passengers face increased risks of losing vehicle control. Collisions with cars and trucks also pose an increased risk of injury. These risks remain even when owners or aftermarket providers install different tires or modify ROV equipment in other ways.

ROHVA urges states and localities to prohibit ROV use on public roads and strengthen law enforcement efforts to eliminate this dangerous practice. States and localities could prevent a substantial number of ROV-related injuries if laws kept ROVs off public roads, which ROHVA proposes in its model legislation.<sup>2</sup>

Thank you for your consideration. Should you have any questions, please contact me at 703-582-1202.

Sincerely:



Duane Taylor  
Director of Safe and Responsible Use Programs

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<sup>2</sup> <https://rohva.org/model-law/>



**City of Menomonie**  
David Schofield

Director of Public Works  
800 Wilson Avenue  
Menomonie, WI 54751  
715 232-2221 Ext.1020  
dschofield@menomonie-wi.gov

**TO:** Mayor Knaack & City Council  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** Proposed Lease Agreement with UW-Stout for use of the Leisure Services Center  
**DATE:** August 5, 2024 City Council Meeting

UW-Stout will be renovating Heritage Hall from 2025 to 2028. UW-Stout has inquired if the City of Menomonie would lease a portion of the Leisure Services Center to house a portion of the Child and Family Study program during the Heritage Hall renovation.

UW-Stout has proposed to lease three rooms along the south side of the building. UW-Stout has also proposed to utilize the gym and cafeteria periodically throughout the day.

The Senior Center crafting room would need to relocate to a lightly used conference room on the north side of the building. The Senior Center lease expires at the end of 2025 and the new lease will incorporate this change.

The lease term would be 36 months (July 1, 2025 through June 30, 2028). The rent would be \$1,524 per month.

If the City Council concurs with leasing a portion of the Leisure Services Center to UW-Stout, the appropriate motion would be ***Approve the Letter of Intent to Lease with UW-Stout for a portion of the Leisure Services Center as presented, Direct City Staff to negotiate Lease Agreement with UW-Stout, and Authorize the Mayor to sign said Lease Agreement*** (simple majority).

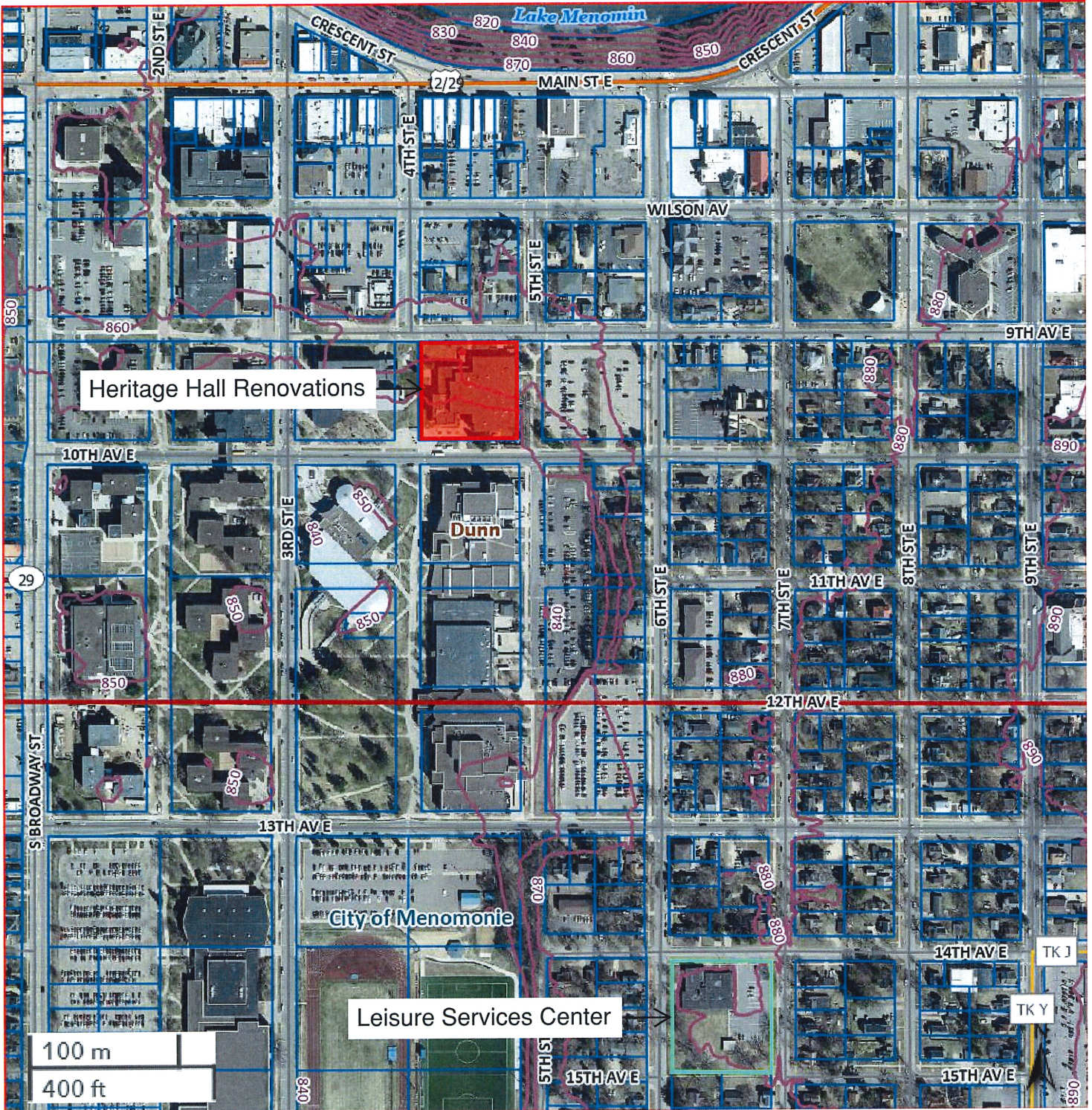
**Attachments:**

- Location Map
- Non-Binding Letter of Intent to Lease



# Leisure Services Center UW-Stout Proposal to Lease

Created by: DAS



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user

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## NON-BINDING LETTER OF INTENT TO LEASE

This letter summarizes the basic economic terms, which will form the basis of a lease agreement. It is understood that the final form of the lease is subject to review and approval by the Board of Regents of the Universities of Wisconsin, Lessee, and the University of Wisconsin-Stout, Tenant, and City of Menomonie, Owner/lessor of the property at 1412 6th St E, Menomonie, WI 54751.

The major terms are as follows:

Tenant & Contact Info:	University of Wisconsin-Stout Erik Guenard, Vice Chancellor, Business, Finance, & Administrative Services 712 South Broadway Menomonie, WI 54751 Email: guenarde@uwstout.edu
Lessor & Contact Info:	City of Menomonie-City Hall Eric Atkinson City Administrator 800 Wilson Ave, Menomonie, WI 54751 Email: atkinsone@menomonie-wi.gov 715-232-2187 ext. 101
Leased Area/ Premises:	Rooms MP-1, MO-2, and C-1. The net rentable area is approximately 2,032 sf. Partial use of the gym, restrooms, and kitchen. See <u>Exhibit 1</u> .
Use:	Childcare
Lease Type:	Gross Lease
Term of Lease:	36 months
Occupancy Date:	Projected for July 1, 2025. Prior to July 1 the Tenant has the right to prepare the space for occupancy after the City Council approval.
Lease Start & End Date:	36 Month Term. Projected lease start date of July 1, 2025. Lease expiration date of June 30, 2028
Rent Commencement Date:	Monthly rent will begin on the occupancy date and thereafter lease payments to be on the 1 <sup>st</sup> of every month. Rent for the month of July shall not be due until the 15 <sup>th</sup> of the month.
Rent:	\$1,524.00 per month. Initial base rent at \$9.00 per sf. ( $\$9.00 \times 2032 \text{ sf} = \$18,288.00/12 \text{ mos.} = \$1,524.00/\text{mo.}$ ).
Renewal Option:	Option to renew upon mutual agreement of tenant and lessor with terms to be negotiated.
Security Deposit:	Not Applicable. No security deposit required.
Real Estate Taxes:	Not Applicable. Obligation of the Lessor.
Hazard Insurance:	Obligation of Lessor.
Renter's Insurance:	Lessee agrees to maintain property coverage under the State of Wisconsin Self-Funded Property Program for contents, fine arts, or equipment owned by the University.



Liability Insurance:	Lessee agrees to maintain liability coverage for its officers, employees and agents under the State of Wisconsin Self-Funded Liability Program.
Lessor Utilities/Services:	Lessor provides electricity, heat, water/sewer, rubbish removal and cleaning of common areas.
Tenant Utilities/Services:	Tenant is responsible for telephone and internet plus cleaning of their own unit.
Common Area Maintenance:	Lessor provides snow plowing, lawn care, cleaning of common area, heat, electricity, rubbish removal, maintenance exterior of tenant's unit.
Signage:	Lessor will provide exterior signage and interior directory signs at lessor's expense. Tenant, at tenant's expense, can provide a unit door sign or wall window sign and/or lobby hanging ceiling sign subject to lessor's approval of design, size, color, shape. No other signage is permitted.
Lessor Maintenance and Repair:	Lessor is responsible for maintenance of the electrical, plumbing, and HVAC and all exterior building and site items.
Tenant's Maintenance and Repair:	Tenant is responsible for the cleaning of the unit's interior.
Tenant's Leasehold Improvements (TI):	All leasehold improvements inside the unit are the expense and responsibility of the tenant. All work/improvements, painting, and contractors are to be approved by the lessor and to be completed by Lessor's contractors. No work is to begin unless approved by lessor.
Parking:	Available tenant and customer parking is the east lot. There also is ample on-street parking.
Sublease:	Tenant is not allowed to sublease without the approval of the lessor. The tenant is to provide the sublease tenant name, contact information, type of business and sublease draft. Sublease tenants must abide by the building rules and regulations and the sublease cannot be for a term longer than the tenant's lease.
Assignment of Lease:	Must be approved by the Lessor.
Other:	<ul style="list-style-type: none"> <li>• Lessor agrees to terminate this lease upon Tenant executing a new lease for space in the Leisure Center with a greater net rentable area and for a term not less than that remaining on the existing lease.</li> <li>• Lessor will provide four keys to the building and suite. Additional keys are a charge to the tenant.</li> <li>• All leases and subleases, terms, and revisions require approval of the City of Menomonie Council.</li> </ul>
Rules & Regulations:	Tenant to follow rules and regulations provided by lessor. Rules and regulations are attached.

Disclaimer: The terms as outlines herein are not all-inclusive but comprise a summary of the general business terms for which a Lease Agreement could be drafted. Other terms, which are not included are to be negotiated. The parties mutually agree that neither shall have any binding contractual obligations to the other with respect to matters referenced herein, unless and until a formal written Lease Agreement has been prepared with adequate opportunity to be reviewed by legal counsel or either party's authorized representative and has been fully executed and delivered by the parties. If this lesser is acceptable, please so indicate by signing and returning the enclosed copy.

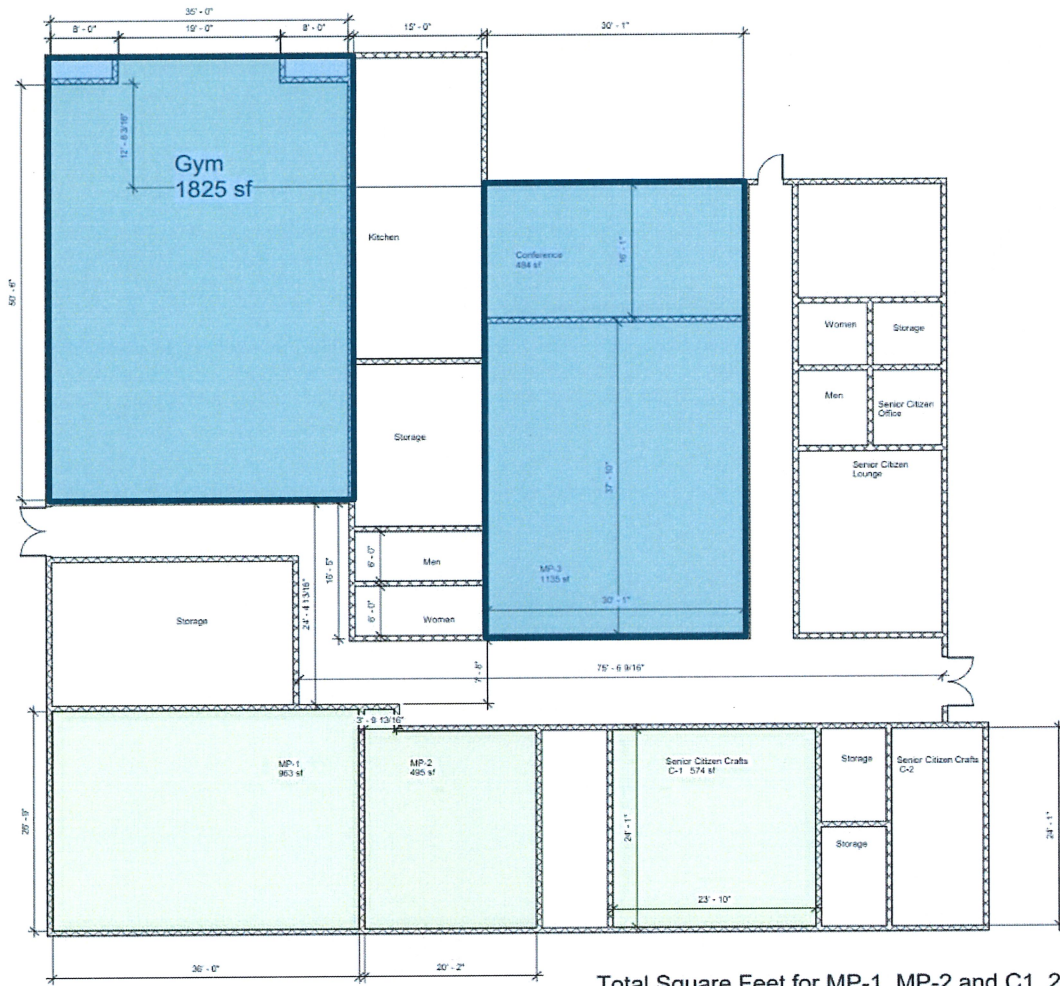
Lessee/Tenant                      University of Wisconsin-Stout

Signature \_\_\_\_\_ Date \_\_\_\_\_

Lessor/Landlord                      City of Menomonie

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Exhibit 1



Total Square Feet for MP-1, MP-2 and C1 2032 sq. ft.

OFFICE BUILDING RULES AND REGULATIONS INCLUDING PARKING  
LEISURE SERVICES CENTER, 1412 6<sup>TH</sup> STREET EAST, MENOMONIE, WI

Office Building Rules and Regulations

General Rules

1. Tenant shall not suffer or permit the obstruction of any Common Areas, Including driveways and walkways.
2. Landlord reserves the right to refuse access to any persons Landlord in good faith judges to be a threat to the safety, reputation, or property of the Building and/or its occupants.
3. Tenant shall not make or permit any noise or odors that annoy or interfere with other tenants or persons having business within the Building.
4. Tenant shall not keep animals or birds within the Building, and shall not bring bicycles, motorcycles or other vehicles into portions of the Building that are not designated as authorized for same (provided, however, that Tenant may bring bicycles into the Premises and may use a forklift In the warehouse portion of the Premises).
5. Tenant shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
6. Tenant shall not alter any lock or install new or additional locks or bolts.
7. Tenant shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
8. Tenant shall not deface the walls, partitions or other surfaces of the Premises or the Building.
9. Tenant shall not suffer or permit anything in or around the Premises that causes excessive vibration or floor loading in any part of the Building.
10. Furniture, significant freight and equipment shall be moved into or out of the Building only with the Landlord's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Landlord. Tenant shall be responsible for any damage to the Building arising from any such activity.
11. Tenant shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Landlord.
12. Tenant shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
13. No window coverings, shades, or awnings shall be installed or used by Tenant without Landlord's prior written consent, which shall not be unreasonably withheld, conditioned, or delayed.
14. No tenant, employee or invitee shall go upon the roof of the Building except as expressly provided In the Lease.
15. Tenant shall not suffer or permit smoking or carrying of lighted cigar or cigarettes In areas reasonably designated by Landlord or by applicable governmental agencies as nonsmoking areas.
16. Tenant shall not use any method of heating or air conditioning other than as provided by Landlord or any dedicated system approved by Landlord.
17. The Premises shall not be used for lodging or manufacturing, cooking or food preparation. Notwithstanding the foregoing, Underwriters' Laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is In accordance with all applicable laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other tenants.
18. Tenant shall comply with all safety, fire protection, and evacuation regulations established by Landlord or any applicable governmental agency.
19. Landlord reserves the right to waive any one of these rules or regulations, and/or as to any particular tenant, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such tenant.
20. Tenant assumes all risks from theft or vandalism to the Premises and agrees to keep the Premises locked as may be required.
21. Landlord removes the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Building and its occupants. Landlord shall provide Tenant with copies of any new and/or modified rules or regulations prior to the effective date thereof. Tenant agrees to abide by these and such other rules and regulations,

## Parking Rules

1. Parking areas shall be used only for parking vehicles no longer than full size passenger automobiles.
2. Tenant shall not permit or allow any vehicles that belong to or are controlled by Tenant or Tenant's employees, suppliers, shippers, customers, or invitees to be loaded, unloaded or parked in areas other than those designated by Landlord for such activities.
3. Landlord reserves the right to refuse the sale of monthly identification devices to any person or entity that willfully refuses to comply with the applicable rules, regulation, laws and/or agreements.
4. Users of the parking areas will obey all posted signs and park only in the areas designated for vehicle parking.
5. Unless otherwise instructed, every person using the parking area is required to park and lock their own vehicle. Landlord will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking areas.
6. The maintenance of vehicles in the parking areas or common areas is prohibited. The washing, waxing, or cleaning of vehicles in designated areas shall be permitted during normal business hours.
7. Tenant shall be responsible for seeing that all its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.
8. Landlord reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the property operation of the parking area.
9. Such parking use as is herein provided is intended merely as a license only and no bailment is intended or shall be created hereby.





## City of Menomonie Denny Klass

Fire Chief  
2417 Wilson Street  
Menomonie, WI 54751  
715 232-2414  
dklass@menomonie-wi.gov

---

**TO:** Mayor Knaack & City Council

**FROM:** Denny Klass, Fire Chief

**SUBJECT:** Fire Department Staffing Analysis Consulting Services

**DATE:** August 5, 2024 City Council Meeting

The fire department has experienced a 100% increase in call volume since 1999, which was the last year a staffing increase occurred. At that time the three (3) positions were created which added one firefighter/EMT to each full-time shift. As mentioned previously department staffing levels fall below recognized standards for the number of staff per shift based on current call volume and population.

In an effort to determine appropriate staffing levels a consulting firm will be required to conduct a study the fire department. The study will take in to account current operations and service delivery, service agreements and contracts, population and call time through interviews with department and city staff.

Per City Policy a Request for Proposals (RFP) was drafted and sent to five (5) consulting firms with four (4) of those firms submitting Proposals. Two of those firms, Public Administration Associates and Cedar Corporation submitted a collaborative proposal resulting in three (3) Proposals to score.

In order to objectively compare the proposals, City Staff followed the scoring matrix presented in the RFP which awarded points as follows:

- 50 Points Experience/Expertise
- 10 Points Proximity
- 10 Points Schedule
- 30 Points Fee
- 100 Points Total

Public Works Director David Schofield and I reviewed the Proposals and assigned scores per the matrix. Public Administration Associates scored the highest in the Experience/Expertise category followed by McMahan. This category was scored based on information provided in the proposal as well as from phone calls made to listed references.

In the Proximity category, McMahan Engineers Architects scored the highest with Public Administration Associates second. This category was based on the average distance of the consulting firm.

In the Schedule category, Public Administration Associates and McMahon Engineers Architects both provided a schedule that was deemed timely.

In the Fee category, Public Administration Associates scored highest with low bid while McMahon Engineers Architects was second.

The total scores, including all four categories, were as follows:

1. Public Administration Associates (Whitewater, WI) - 95
2. McMahon Engineers Architects (Neenah, WI) - 70
3. McGrath Consulting Group (Jamestown, TN) - 20

Accordingly, City Staff recommends acceptance of the proposal from Public Administration Associates of Whitewater, WI for consulting services for a fire department staffing analysis.

If the City Council concurs, the appropriate motion would be ***Accept the Proposal from Public Administration Associates of Whitewater, WI for consulting services to conduct a fire department staffing analysis at a total cost not to exceed \$24,960*** (roll call vote).

**Attachments:**

- Request for Proposals
- Public Administration Associates Proposal
- McMahon Engineers Architects Proposal
- McGrath Consulting Group Proposal
- RFP Scoring Sheet

Fire Department Staffing Study RFP									
Firm	Information & Experience Score		Schedule Score Score (/10)	Proximity Score			Fee Score		Total Score (/100)
	Rank (#)	Score (/50)		Office Location	Distance (mi)	Score (/10)	Fee (\$)	Score (/30)	
McGrath Consulting Group	3	10.0	0.0	P.O. Box 865 Jamestown, TN 38556	826.0	0.0	\$37,925	10.0	20.0
McMahon Engineers Architects	2	30.0	10.0	1445 McMahon Drive Neenah, WI 54956	209.0	10.0	\$29,000	20.0	70.0
Public Administration Associates	1	50.0	10.0	1155 W. South Street Whitewater, WI 53190	237.0	5.0	\$24,960	30.0	95.0
Scoring	1	50.0	10.0		1	10.0	1	30.0	Sum
	2	30.0			2	5.0	2	20.0	
	3	10.0			3	0.0	3	10.0	

Fire Department Staffing Study RFP Information and Experience Ranking				
Firm	Reviewer		Average	Rank
	1	2		
McGrath Consulting Group	23	26	24.5	3
McMahon Engineers Architects	38	39	38.5	2
Public Administration Associates	41	42	41.5	1



City of  
**MENOMONIE**

City of Menomonie Fire Staffing Study-Future  
Needs Analysis Proposal

Public Administration Associates, LLC





**Public Administration Associates**

**Public Administration Associates**

1155 W. South Street

Whitewater, WI 53190

**262.903.9509**

[www.public-administration.com](http://www.public-administration.com)

[kevin.brunner1013@gmail.com](mailto:kevin.brunner1013@gmail.com)

June 27, 2024

City of Menomonie

Attn: Dennis Klass, Fire Chief

2417 Wilson Street

Menomonie, WI 54751

Dear Fire Chief Klass:

Thank you for this opportunity to submit this Proposal to provide consulting services for the study and analysis of the city of Menomonie's Fire, Rescue, and EMS Services.

Over its 26-year history, Public Administration Associates (PAA) has worked with over 200 Wisconsin municipalities on a wide variety of consulting projects, including over 40 studies of Fire and EMS services like that requested by the City of Menomonie. We would be quite honored and privileged to work with the City and the surrounding townships that it provides Fire, Rescue and EMS services to.

In the last few years, we have assisted quite a number of communities throughout Wisconsin in studying and analyzing their Fire, Rescue and EMS services, most recently for the Cities of Lake Geneva, Park Falls, Platteville, Sturgeon Bay and Waupun, the Villages of Cottage Grove, Fontana, Jackson and Williams Bay well as the Lodi Joint Fire/EMS District. We also conducted a study in Oconto County that involved a number of separate municipalities and Fire/EMS agencies that has resulted in significant service improvements and cost savings through organizational consolidation.

Since 1998, Public Administration Associates (PAA) has developed a strong track record of success in providing high quality yet affordable municipal consulting services. What follows is information about our company and the assistance that we would bring to the city of Menomonie and its Fire, Rescue and EMS Services. Please feel free to visit our website at [www.public-administration.com](http://www.public-administration.com).

On the Menomonie project, we are proposing to collaborate with Cedar Corporation and its Director of Architecture Cory Scheidler. We believe that Scheidler with his outstanding background in Fire/EMS facility analysis and planning as well as his local presence in Menomonie would add significant value to our team on this project.

Please feel free to call me if I can answer any questions or concerns you may have regarding our Menomonie Fire Department Staffing Study Proposal. We would be also more than willing to present our proposal to the City Council and/or Selection Committee if so requested.

Sincerely,

***Kevin M. Brunner***

Kevin M. Brunner, President





Public Administration Associates

## Document Table of Contents

About Public Administration Associates.....	3
A New Generation of PAA Leadership .....	3
Comprehensive Government Consulting Services .....	6
PAA Municipal Clients.....	7
PAA Consultants (Fire and EMS) for Menomonie Study.....	7
PAA’s Approach to Fire/EMS Studies.....	9
PAA Consultants on the Menomonie Fire Staffing Study/Future Needs Analysis Project .....	10
Menomonie Study Components (Work to be Performed by PAA) .....	10
Proposed Citizen Engagement .....	14
Project Costs .....	14
Project Schedule for Menomonie.....	16
Our Commitment to Menomonie.....	17
PAA Recent Fire/EMS Study References.....	18

# 1. About Public Administration Associates

# SINCE 1998

Taking Local Government  
to New Heights...

**Public Administration Associates, LLC (PAA)** is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 25 plus years of municipal consulting and a combined 400+ years of public management experience.

## A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.





## Kevin Brunner

President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



## David Bretl

Vice President/Partner

David Bretl has as served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed

to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.

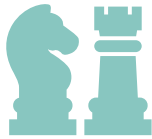


## Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association “Meritorious Service Award” (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

# Comprehensive Government Consulting Services



## Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



## Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



## Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



## Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



## Economic Development Services

Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.

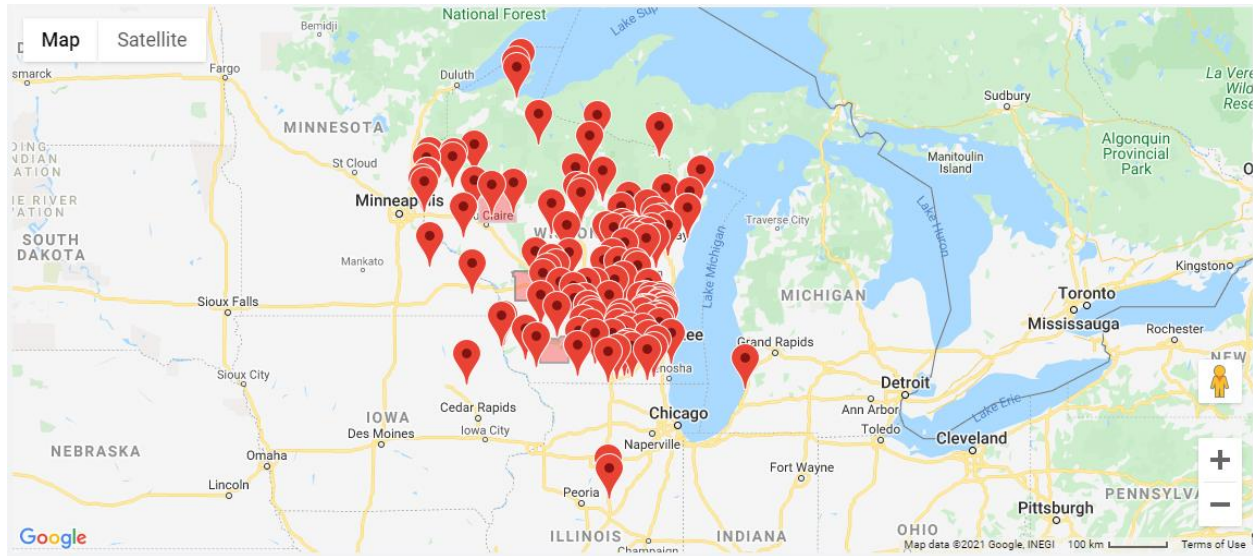


## Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.



# PAA Municipal Clients



The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

<b>Cities</b>	Fond du Lac	Middleton (2)	Ripon
Abbotsford (2)	Fort Atkinson (2)	Milton	Shawano (4)
Adams (2)	Fox Lake (3)	Mineral Point	South Haven, MI
Algoma	Geneseo, IL	Minonk, IL (3)	St. Croix Falls
Antigo (3)	Glendale	Monona (3)	St. Francis
Ashland (2)	Hartford	Monroe (2)	Sturgeon Bay (5)
Baraboo (2)	Hillsboro (3)	New Holstein	Thorp
Berlin (2)	Horicon (2)	New Lisbon	Tomah (2)
Brillion	Hudson	New London (3)	Verona (3)
Chilton (2)	Independence, IA	Niagara	Washburn (2)
Chippewa Falls (2)	Jefferson (5)	Oak Park Heights, MN	Waukesha
Clintonville (2)	Kewaunee (3)	Oconto (2)	Waupaca
Columbus(4)	Lake Elmo, MN	Omro	Waupun
Crystal River, FL	Lake Geneva (2)	Park Falls (2)	Wautoma
Cudahy(2)	Lancaster (4)	Pine Island, MN	Wauwatosa (2)
Delavan (2)	Marinette (2)	Platteville (5)	Weyauwega (3)
DePere (3)	Marquette, IA	Prairie du Chien (2)	Whitewater (3)
Durand (3)	Marshfield (2)	Princeton (2)	
Eagle River	Mauston (3)	Port Washington	<b>Villages</b>
East Dubuque, IL	Menominee, MI	Racine	Ashwaubenon
Elkhorn	Menomonie (2)	Reedsburg (2)	Bayside (3)
El Paso, IL	Mequon	Rhineland	Bellevue (2)
Elroy (3)	Menasha	Rice Lake	Belleville (4)
Evansville (3)	Merrill	Richland Center	Bonduel

Caledonia  
Clinton (2)  
Colfax  
Cross Plains (2)  
Darien  
Deerfield  
DeForest (2)  
Denmark (2)  
East Troy  
Edgar  
Egg Harbor (2)  
Elkhart Lake  
Elm Grove  
Ephraim  
Fox Point (2)  
Germantown  
Grafton (2)  
Greendale (2)  
Greenville  
Hales Corners  
Hammond  
Hartland (3)  
Howard (3)  
Johnson Creek (3)  
Kewaskum  
Little Chute (4)  
Lodi (3)  
Marshall (2)

Maple Bluff  
McFarland (2)  
Merton  
New Glarus (5)  
North Fond du Lac (3)  
Oregon (2)  
Osceola (3)  
Paddock Lake (2)  
Palmyra  
Pardeeville  
Pewaukee  
Port Edwards  
Prairie du Sac  
Pulaski  
Rothschild  
Salem Lakes  
Sherwood  
Shorewood Hills  
Slinger (2)  
Somerset  
Spring Green  
Suamico (3)  
Stanley  
Sussex  
Thiensville (2)  
Turtle Lake  
Twin Lakes (2)  
Union Grove (2)

Waterford  
Waunakee  
W. Milwaukee (3)  
Williams Bay (4)  
Wind Point (2)  
Winneconne (4)  
Whitefish Bay (3)  
Wrightstown (3)

**Towns**  
Algoma (3)  
Beloit  
Buchanan (5)  
Cedarburg (2)  
Clayton  
Empire  
Fox Crossing (Menasha)  
(4)  
Gibraltar (2)  
Grand Chute (3)  
Greenville (2)  
La Pointe (3)  
Lawrence (2)  
Ledgeview  
Linn (2)  
Lisbon  
Oconto  
Osceola

Rib Mountain  
Richfield (2)  
Sevastopol  
Weston  
Washington Island

**Counties**

Ashland  
Chippewa (3)  
Dodge (2)  
Door  
Grant (2)  
Green Lake  
Iowa  
Monroe  
Oconto (2)  
Polk (3)  
Price  
Sauk  
Sawyer  
Shawano  
Trempealeau  
Wabasha, MN (2)  
Washburn(2)  
Waushara

## 2.

# PAA Consultants (Fire and EMS) for Menomonie Study



## Timothy Franz – Associate

**PAA Associate Timothy Franz** is the retired fire chief of the Oshkosh Fire Department and has been in the fire service for over 30 years. Franz has an associate's degree in fire protection from Fox Valley Technical College and a bachelor's degree in fire science from the University of Cincinnati. He also is a graduate of the National Fire Academy Executive Fire Officer Program. Franz is a past president of the Wisconsin State Fire Chiefs' Association and has served as a consultant on various fire and emergency management studies. Recently, he has worked on the Fire/EMS studies for Cottage Grove, Verona, Sevastopol, Door County, Buchanan, five Oconto County Townships, Jackson, Lake Geneva, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA.

Franz works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



## James Austad – Associate

**PAA Associate James Austad** has over 30 years of experience in the Fire Service, with experience in career, combination and paid-on-call departments. He spent 22 years with the Oshkosh Fire Department and was the Battalion Chief in charge of the emergency medical services division for his last 12 years. While in that role, he was appointed by two Governors to sit on the Wisconsin EMS Advisory Board. He is currently the Department Chair for the Fire Protection Program at Fox Valley Technical College and the Division Chief of Training and Operations for Clayton Fire/Rescue. Austad received an associated degree in Fire Protection from Fox Valley Technical College, a bachelor's degree in Business Management from Silver Lake College and a master's degree in Public Administration from University of Wisconsin Oshkosh. Austad also holds all State Fire Certifications, is a graduate of the National Fire Academy's Executive Fire Officer Program and is currently the President of the Wisconsin Society of Emergency Services Instructors.

Recently, Austad has worked on the Fire/EMS studies for Verona, Sevastopol, Door County, Buchanan, Cottage Grove, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA. Austad works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



## Dr. Stephen Hintz – Associate

**PAA Associate Dr. Stephen Hintz** served on the faculty of the University of Wisconsin Oshkosh from 1972 to 2001 where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and was the Mayor of Oshkosh from 2002 to 2004. In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

Dr. Hintz works on executive recruitment and general management studies for PAA.



## Cory A Scheidler, AIA, WRID

**Director of Architecture, Cory Scheidler** provides public safety architecture throughout Wisconsin and is a Deputy Chief and EMT for a combination Department. Throughout his career in architecture, Cory has worked on over 30 Fire / EMS facilities as a designer, architect, and project manager. Cory is experienced in the design, site development, and budgeting for public safety and fire station projects and often conducts facility condition assessments, code analysis, and planning recommendations for capital improvement needs.

Cory has a broad understanding of the various fire department models, ranging from volunteer, paid on call, combination, and full-time departments. Cory's experience as a training officer and deputy chief provides a unique hands on approach to architecture. Having developed training programs and directing operations he is familiar with what is needed to create functional fire station facilities. His knowledge of fire departments, operations, municipal financing and operations offers our clients a unique skill set that sets our team apart.

Cory is experienced and knowledgeable in project development, programming, client engagement State and National Standards and code, various governmental standards, and requirements. Complementing his design experience, Cory guides project through value enhancement analysis, design, contracts, administration, closeout and client satisfaction assistance.

### 3. PAA's Approach to Fire/EMS Studies

#### Understanding of the City of Menomonie's Needs

The City of Menomonie has requested that a comprehensive, non-partisan analysis be conducted of the city's Fire Department to include the following:

- 1) Projected Department Call Volume
- 2) Forecast of the Future Demands for Menomonie Fire Department Service (Including Emergency and Non-Emergency Response, Fire Prevention Inspections, Community Risk Reduction, Training and Community Paramedicine)
- 3) Recommended Changes to Current Menomonie Fire Department Staffing Levels in Comparison to Established Benchmarks (Including NFPA)
- 4) Analysis of All Data and Reports Supplied by the City and its Fire Department
- 5) Interviews of Current Department Staff to Understand Roles, Operations and Known Service Challenges
- 6) Recommendations for Future Menomonie Fire Department Staffing Levels/Community Presentation

In addition to the above scope of services, PAA in collaboration with Cedar Corporation, suggest that a brief space planning analysis of the current Menomonie Fire Stations be included. We believe that this analysis is important to determine its impact on both current and recommended future department staffing. In addition, we would propose the City's consideration of some mapping of current calls relative to ISO (Insurance Services Office) recommended response travel distances. This work could be added at a nominal cost if determined necessary by the City.

It is the intent of the requested process to allow the consultants to provide the community of Menomonie with a review of existing departmental operations, facilities, equipment, resources and, in turn, develop recommendations that will help meet the current needs of the community as well as to address future needs as Menomonie and the eight surrounding townships continue to develop and grow.

The study outcomes will include the analysis and recommendations to increase efficiency and effectiveness of the Fire, Rescue and EMS operations. The final report will include an implementation schedule for both short-term and long-term actions to improve the efficiency and effectiveness of the Fire and Emergency Medical Service delivery systems for Menomonie and the surrounding townships.



## **Timetable or Schedule for Anticipated Work Effort for Menomonie**

We understand that the City of Menomonie would like to have the consultant's analysis and recommendations completed by the end of this year. PAA anticipates no problem with completing its work in the next four-five months provided 1) the final scope of the work to be performed can be determined quickly between the City, PAA and Cedar Corporation, and 2) the City and the townships that are served by Fire, Rescue and EMS services can readily provide all of the data and information that the PAA and Cedar Corporation consultants will need to complete their analysis. A detailed proposed schedule for the Menomonie Fire Department Study is included in Section 8 of this proposal.

### **4. PAA Consultants on the Menomonie Fire Staffing Study/Future Needs Analysis Project**

For the requested Menomonie Fire Department Staffing Study, PAA Consultants Kevin Brunner, Tim Franz, James Austad and Dr. Stephen Hintz will be assigned to work with the City. Brunner will provide project coordination and oversight; Franz will be the lead consultant on the entire Study with Austad assisting him. Dr. Hintz will provide quality assurance (review of all study documents).

### **5. Menomonie Study Components (Work to be Performed by PAA)**

The PAA Study of the Menomonie Fire Department will address the following key functional areas:

1. Department Review/Analysis of Current Operations and Service Delivery (to include Cedar Corporation Review of Current and Projected Department Facility Needs that Impact Staffing)
2. Review of Current Emergency Medical System Delivery
3. Review of Current Service Agreements and Contracts
4. Interviews of Department (both Full-Time and Paid on Call) Members to Understand Current Roles, Operations and Known Service Challenges

## 5. Staffing Fiscal Analysis and Implications

## 6. Future Menomonie Fire Department Staffing Recommendations

### **Items 1 and 2. Department Overview/Analysis of Current Operations and Current Fire, Rescue and EMS Delivery Systems**

A properly functioning Fire Department seeks to align fire service demand with fire and emergency medical service capacity. The baseline for PAA's proposed study for Menomonie is the current demand for services and the current delivery capacity of the fire department. This examination addresses items raised in the above items one and two.

The primary source of information about current demand is department trend call data. In particular, our study will analyze call volume, type of call, call locations, response time, and personnel utilized for the past five years. We are particularly interested in several items: (1) personnel turnout and response times, (2) the extent of overlapping incidents since this has a major impact on department capacity, (3) geographic distribution of incidents and (4) water supply.

Other demand factors will also be identified. A cross section of department members representing various ranks and tenure will be interviewed as part of this section (more detail on this step will follow in item 4). Current demand for services should be correlated with population, age structure, geographic distribution of population, types of construction, and regional obligations. Much of this information is available in census data and municipal records. Other issues about current demand relate to policy decisions. Several major issues that the study will consider include the following: current delivery capacity utilizes data from several sources. First, it considers the response data described in the current demand section. It then reviews such items as (1) equipment, (2) facilities, (3) staffing levels, (4) training, (5) standard operating procedures, and (6) recruitment.

### **Item 3. Review of Current Fire Department Service Agreements and Contracts**

The existing service agreements for fire, rescue and emergency medical services between the City of Menomonie and the surrounding Townships of Dunn, Lucas, Menomonie, Red Cedar, Sherman, Spring Brook, Tainter and Weston will be reviewed. In addition, these services provided to the UW-Stout campus will be reviewed. PAA will review the current funding methodologies contained in these agreements. If appropriate, recommendations for improvements to these service agreements will be made.

#### **Item 4. Interviews of Department (both Full-Time and Paid on Call) Members to Understand Current Roles, Operations and Known Service Challenges**

We believe that we should be as inclusionary as possible during this Study. To that end, we plan to individually interview the Fire Chief, Battalion Chief, Captain, and the full-time Administrative Assistant. In addition, we plan to interview up to 10 of the full-time firefighter paramedics and up to 10 of the paid-on call firefighters. These interviews will be summarized in the final Study Report.

#### **Item 5. Staffing Fiscal Analysis and Implications**

PAA will provide an analysis of the City of Menomonie Fire Department and its Service area's future growth and will provide future cost projections based upon several possible alternative future staffing models. As part of this analysis, PAA will provide short term (1-3 years); mid-term (3-5 years) and long-term (10 year) cost implications of the alternative future staffing models presented. Included in this analysis will be a review of how these costs may be borne by the partner townships that receive services from the City.

PAA proposes, with its partner Cedar Corporation, to utilize Geographic Information Software (GIS) in its analysis of fire, rescue and emergency medical services in several sections of this report. The current fire station locations would be reviewed by developing maps that will display the travel distance for Insurance Service Office (ISO) as well as response travel time estimations using industry standard formulas. All travel time mapping takes into consideration actual street travel including natural and man-made barriers impacting routing. Additional maps could also be developed for hospital transport times for the service area.

#### **Item 6. Recommendations for Future Menomonie Fire Department Staffing Levels/Community Presentation**

This analysis will be based on projections of future demand, especially population growth and population aging. It includes proposed models of service capacity to accommodate demand changes. For example, these models could include the following: responses to population growth, additional emergency medical services (paramedicine) provided by the department,

Based on all the information gathered, the study will provide operational alternatives for current and future service as well as recommendations on these options. This section will be driven by the analysis of the fit between current service demand and delivery capacity. As benchmarks, PAA will utilize best practice standards from a variety of sources. Many of these standards are available from the ISO insurance ratings for departments, the National Fire Protection Association (NFPA), and State of Wisconsin regulations. For example, standards for consistent response times will be applied to the

department. Standard operating procedures (SOPs) and training practices will be carefully examined. The balance between fire prevention, fire suppression activities and emergency medical services by the Fire Department will be reviewed.

Identifying the “right size” of the department and its facilities depends on several factors.

- a. Regular planning needs to occur to identify any changes in demand, to apply best practices benchmarks, and to adjust service capability with long range, medium-range, and short-range perspectives.
- b. The demand for services over a suitable period of time must be calculated, not exceeding twenty years.
- c. Staffing, training, planning, and operating procedures should meet best practice standards.
- d. Equipment and facilities should be determined based on demand for services and best practice standards.
- e. The City of Menomonie and its surrounding townships will need to make long range determinations of what services and service levels it is willing and able to support.

### **Deliverable Work Products to be Provided to the City of Menomonie**

A comprehensive report will be provided to the City of Menomonie that will combine all the information and data collected as enumerated in the seven items above.

Recommendations will be made for the City of Menomonie to consider based upon the PAA and Cedar Corporation consultant findings and application of best practices. An electronic copy of this comprehensive report as well as sufficient bound copies as may be required by the City will be provided. If desired, as stated previously, Cedar Corporation will produce all required Time and Distance maps of the Menomonie Fire Department Service Area from the current Fire Station locations. In addition, mapping of response data and community risk could also be provided. These maps will either be incorporated into the final Fire Staffing Study Report or will be included as an Appendix to that document.

The following is an estimate of the number of PAA and Cedar Corporation consultant hours for the above outlined Menomonie Fire Staffing Study:

1. Department Review/Analysis of Current Operations and Service Delivery (to include Cedar Corporation Review of Current and Projected Department Facility Needs that Impact Staffing)-70 Hours (Note: 30 Hours of this projection is for the Cedar Corporation Facility Review/Staffing Impact Analysis)

2. Review/Analysis of Current Emergency Medical System Delivery-36 Hours
3. Review of Current Service Agreements and Contracts-10 Hours
4. Interviews of Department (both Full-Time and Paid on Call) Members to Understand Current Roles, Operations and Known Service Challenges-40 Hours
5. Staffing Fiscal Analysis and Implications-20 Hours
6. Future Menomonie Fire Department Staffing Recommendations (Staffing Study Report Writing)/Public Presentation-32 Hours

Please note that the recommended GIS mapping is not included in the above estimate of consultant hours and will need to be determined in the final scope of the Menomonie Fire Staffing Study.

## 6. Proposed Citizen Engagement

Involvement of the citizenry that resides within both the city of Menomonie and the townships that receive Fire, Rescue and EMS Services from the City is very important to the study. We would strive to work with the City of Menomonie in developing a “Community Involvement Plan” at the beginning of the study that would incorporate existing public information tools that are used by the Partners. These could include but are not limited to piggybacking on any available community surveys/polling; public forums/presentations to gather citizen input and ideas and the use of social media platforms that the municipal partners currently use. In addition, it is anticipated that there will be public presentations by PAA and Cedar Corporation of the respective major Study findings and recommendations.

## 7. Project Costs

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

The following is a breakdown of the project costs by functional component of the planned Menomonie Fire Department Staffing Study:



1. Department Review/Analysis of Current Operations and Service Delivery (to include Cedar Corporation Review of Current and Projected Department Facility Needs that Impact Staffing)-\$8,400
2. Review/Analysis of Current Emergency Medical System Delivery-\$4,320
3. Review of Current Service Agreements and Contracts-\$1,200
4. Interviews of Department (both Full-Time and Paid on Call) Members to Understand Current Roles, Operations and Known Service Challenges-\$4,800
5. Staffing Fiscal Analysis and Implications-\$2,400
6. Future Menomonie Fire Department Staffing Recommendations (Staffing Study Report Writing)/Public Presentation-\$3,840

**Total-\$24,960**

This is a lump sum amount for our services that includes our professional fees and all direct consultant costs incurred such as copying, mileage, meals and lodging that may be necessary to provide the services requested.

PAA will bill Menomonie for one-third of the final cost at the execution of the services contract; one-third will be billed upon PAA and Cedar Corporation's presentation of the draft of its findings and one-third will be billed upon presentation/acceptance of the final PAA/Cedar Corporation report by the City.

## 8. Project Schedule for Menomonie

Typically, a Fire Department Study of the scope that the City of Menomonie has outlined in its RFP will take approximately 20-24 weeks to complete. PAA will work closely with the City to maintain the schedule as may be determined between the parties. A very detailed proposed schedule for the Menomonie will need to be developed when the project scope is finalized with the parties, however, the following provides a general outline of our scheduled process.

WEEKS	1-5	6-10	11-15	16-20
<b>Finalize Project Scope with the City- Final Contract for Services Executed</b>				
<b>Kick Off Meeting-Initial Information Gathering/Sharing with PAA and Cedar Corporation</b>				
<b>Initial Consultant Fieldwork (Fire Department Interviews /Tours of Menomonie Facilities and Equipment)</b>				
<b>GIS Mapping of City/Service Area Fire and EMS Data (If Included in Final Scope)</b>				

<b>Follow-up Consultant Fieldwork</b>				
<b>First Draft of Report</b>				
<b>Discussion with Fire Chief and City Administration on Initial Draft Report/Analysis</b>				
<b>Final Report(s) Drafted and Distributed to City Council and other Appropriate Governing Bodies</b>				
<b>Final Report and Public Presentations</b>				

## 9. Our Commitment to Menomonie

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks to be completed as part of the Study Components as outlined in Section 5 above and as may be determined in further consultation with the City of Menomonie.

## 10. PAA Recent Fire/EMS Study References

**B. J. DeMaa**, Fire Chief, City of Waupun, WI (Waupun Fire/EMS Study); Phone 920-324-7910 (O)  
*\* Cedar Corporation is Architect and Engineer for project*

**Kathy Schlieve**, City Administrator, City of Waupun, WI (City of Waupun Fire/EMS Study);  
Phone 920-324-7912 (O)  
*\* Cedar Corporation is Architect and Engineer for City planning assistance*

**Jen Keller**, Village Administrator, Village of Jackson, WI (Village of Jackson Fire Staffing Study);  
Phone 262-677-9001 Ext. 215 (O)  
*\* Cedar Corporation is Architect and Engineer for project*

**Aaron Swaney**, Fire Chief, Village of Jackson, WI (Village of Jackson Fire Staffing Study), Phone  
262-677-3811 (Ext. 411)  
*\* Cedar Corporation is Architect and Engineer for project*

**Barbara Daus**, City Council President, City of Platteville, WI (Platteville Fire Department Study);  
Phone 608-348-3365(C)

**Tim Dietman**; Fire Chief, City of Sturgeon Bay, WI (Sturgeon Bay Fire Department Study); 920-  
746-2405 (O)

**Robert Gaie**, Town of Doty Supervisor (Oconto County Fire/EMS Consolidation Study); Phone  
715-276-2320 (C)

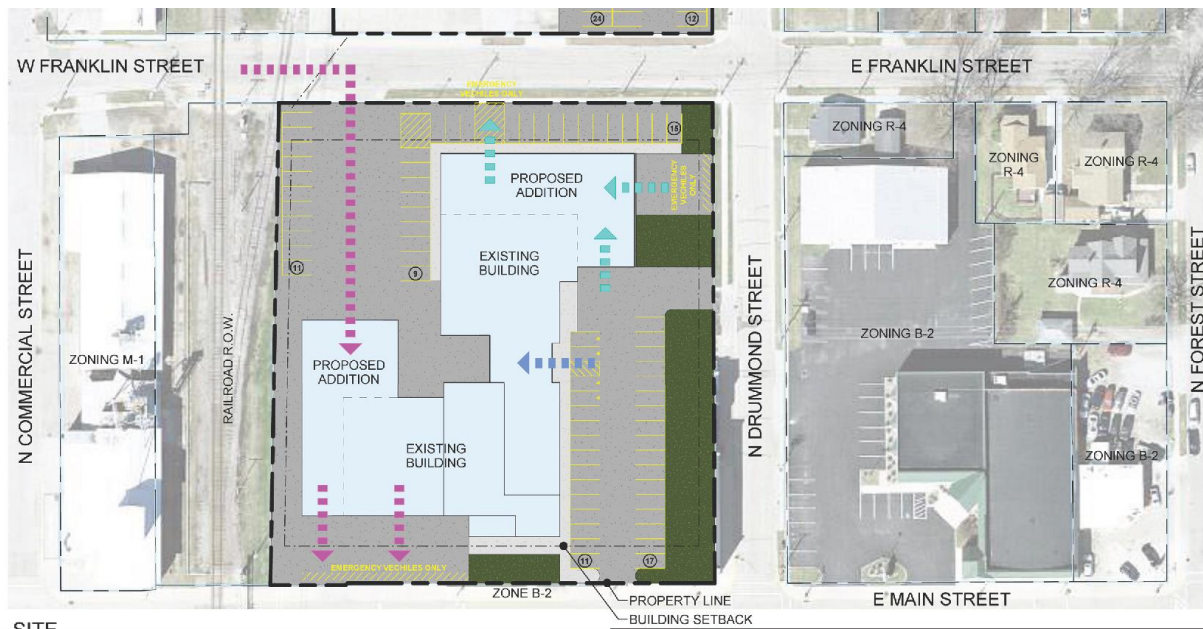
**Matt Giese**, Village Administrator, Village of Cottage Grove, WI (Cottage Grove Fire Department  
and Deer Grove EMS Studies); Phone 920-254-5966 (O)

**John Peters**, Fire Chief, City of Lake Geneva, WI (City of Lake Geneva Fire Study); Phone 262-  
248-7228

**Josh VanLleshout**, City Administrator, City of Sturgeon Bay, WI (Sturgeon Bay Fire Department  
Study); Phone 920-746-2900 (O)

**Dan Woelfel**, Sevastapol Town Chair, Town of Sevastapol, WI (Sevastapol Fire Study); Phone  
262-853-1300 (C)

# 11. PAA/Cedar Corporation Project Experience



## Waupun Public Safety Building Waupun, Wisconsin

Cedar Corporation was retained by the City of Waupun to complete an assessment for all City facilities and develop a community engagement capital improvement plan. During the planning for the City, the Public Safety Facility became a priority. Cedar Corporation worked with the City to review the needs and develop options for future growth. A facility assessment was completed to determine the feasibility of expanding the current location and preliminary programming was performed to determine how much space would be required for a modern public safety facility.

Through the programming efforts, Cedar Corporation determined that the current location was the most effective location for the fire department, however, additional property would be required to expand the facility to meet future needs. As part of the analysis, Cedar Corporation worked with the City to evaluate property acquisition, green sites, and alternatives to separate the fire and police departments.

During this time, the City of Waupun also hired PAA to evaluate staffing that ensures sustainability of essential emergency response services for the City. This included comprehensive analysis of fire protection and emergency medical services provided by the City of Waupun and the Waupun Community Fire Department. The Waupun Community Fire Department is a separate fire department that operates out of the City of Waupun Safety Building and serves several surrounding towns.

The first part focuses on the fire services including a description of the area served, demand for service, personnel resources, equipment and facilities, governance, and recommendations for improvements, including full consolidation. The second part focuses on the emergency medical services delivery system provided to the City and the ten townships that make up the Waupun Ambulance service district. This section includes a review of performance and recommendations for improvements to the ambulance transport system. The third part consists of appendices with area maps, interviews, and survey data on fire and emergency medical services from providers, municipal officials, and residents.





## Public Safety Building *Jackson, Wisconsin*

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

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

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





## FIRE DEPARTMENT STAFFING STUDY

Prepared for The



DUNN COUNTY | WISCONSIN

June 11, 2024

Prepared By  
Robert Whitaker, Senior Public Safety Team Leader  
Jeffrey R. Roemer, Public Safety Manager



## Fire Department Staffing Study

Prepared for The



City of  
**MENOMONIE**

DUNN COUNTY | WISCONSIN

Prepared By  
McMahon Associates, Inc. | NEENAH, WISCONSIN

June 11, 2024

### Table of Contents

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LETTER OF INTEREST

SECTION 1 - QUALIFICATIONS ..... Page 1

SECTION 2 - METHODOLOGY ..... Page 2

SECTION 3 - SCOPE OF WORK ..... Page 3

SECTION 4 - PROJECT FEE / SCHEDULE ..... Page 6

SECTION 5 - PROJECT TEAM / RESUMES ..... Page 7

SECTION 6 - REFERENCES ..... Page 9

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June 11, 2024

City of Menomonie  
Attn: Fire Chief Dennis Klass  
2417 Wilson Street  
Menomonie, WI 54751

Dear Chief Klass,

We are pleased to submit a proposal for a staffing study for the City of Menomonie Fire Department. Our teams' passion for Public Safety and working with the fire service provides the basis for our interest in submitting this proposal. Municipal Consulting projects have become a major focus for McMahon Associates, Inc. (McMahon). Similar work in the past has included departments such as the Villages of Mukwonago, Germantown and the City of West Bend.

McMahon's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of public safety and municipal management consultants are all senior level staff and are either current or former municipal management practitioners.

Thank you for the opportunity to submit this proposal. We pride ourselves on quality of work and on-going communication with stakeholders, staff, and boards throughout the project. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 414-232-1148 or by email at [rwhitaker@mcmgrp.com](mailto:rwhitaker@mcmgrp.com). We look forward to working with you on this important project!

Respectfully,  
McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "R Whitaker".

Robert Whitaker  
Senior Public Safety Team Leader

A handwritten signature in black ink, appearing to read "Jeffrey R. Roemer".

Jeffrey R. Roemer  
Public Safety Manager

McMahon provides public management consulting that provides professional, high quality public management consulting, project management, and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Professional Ambulance Association of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Fire Departments organization, staffing, operations, facilities, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

### **Client Input**

To develop a comprehensive staffing study and make specific recommendations, it is critical that we receive quality information from officials, staff, and members. Accordingly, our approach includes regular meetings with the Fire Department and City Administration, along with associated agencies that would have valuable information to communicate to the Department.

### **Practical Recommendations**

Our goal is to provide you with realistic recommendations for staffing the fire department. These recommendations need to be based on sound practical standards and legal considerations.

### **Project Management**

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with Fire and City Administration.

### Project Kickoff

- Develop a project team of appropriate users and stakeholders to oversee and participate in the project. The project team will coordinate project schedules, evaluate findings and recommendations, and review and present the final documents.
- Prepare for and conduct a Project Planning Meeting with McMahon Project Manager, the Project Team and key project personnel. The purpose of the meeting will be to define scope and mission, discuss the work plans, establish liaison responsibilities, coordinate project schedules, and confirm other general arrangements.

### Initial Assessment and Observations

- Obtain and review documentation pertaining to this project, such as existing fire department documentation, detailed call volume statistics with related GIS locations of calls for service, community development plans, service contracts and previous studies.

### Continued Assessment and Documentation

- Tour and assess fire department facilities. The walk-thru will assess:
  - Fire Department facilities
  - Fire Department workflow
- Assess the current fire operations and begin to assess future staffing needs by conducting interviews and on-site observations with representatives of the agency and related organizations. The interviews and observations will be held in both group and individual settings with personnel from the following areas:
  - ❖ Fire Department
    - Administration
    - Fire Officers
    - Fire Fighters
    - Fire Inspectors
  - ❖ City Officials
  - ❖ Economic Development



Interviews and observations will primarily focus on the following issues:

- ❖ Current fire operations, staffing and levels of service.
  - ❖ Fire service workload call volume and activity.
  - ❖ Fire operations and service effectiveness and expectations.
  - ❖ Economic development plans.
- Prepare for and facilitate a project status meeting to discuss the results of the interviews and on-site tours and observations and to review the next steps of the project.

### **Analysis, Performance Review and Recommendations**

Upon completion of assessment and documentation, the McMahon Team will review the information gathered from tours, assessments, and interviews. This will be the basis for developing the facilities and operational needs assessment.

- Fire department operational workflows, staffing, and processes will be analyzed for efficiency, effectiveness, and compliance with accepted standards.
- Determine any changes, or future trends, for public safety industry standards related to operational requirements. During the development of the assessment, McMahon will consider many factors and standards as a basis including:
  - ❖ State of Wisconsin Statutes and Administrative Code
  - ❖ National Highway Safety Traffic Administration (NHSTA)
  - ❖ Federal Emergency Management Association (FEMA)
  - ❖ Local Related Ordinances
  - ❖ Commission on Fire Accreditation International (CFAI)
  - ❖ National Fire Protection Association (NFPA)
- Provide a staffing needs assessment. The projected growth and level of service needs will be considered during the development of these recommendations to include:
  - ❖ Assessment of the organizational structure of the fire department
  - ❖ Evaluation of current operational staffing levels
  - ❖ Evaluation of the appropriateness of staffing methods, numbers and distribution of personnel
  - ❖ Evaluation of department staffing levels compare to national standards
  - ❖ Evaluation of the effectiveness of call response
  - ❖ Recommended staffing options for current and anticipated community needs
  - ❖ Any other issues identified during the analysis
- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.

## **Document Preparation and Review**

- Assemble the staffing needs document(s) by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMahon's standards.
- Prepare, produce, and deliver the draft of the Staffing Needs Assessment document to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps.
- Facilitate a Staffing Needs Assessment with the Project Team approximately one (1) week after initial delivery to answer questions regarding the content of the Assessment. Make any changes to the Assessment based on the discussions at the Assessment Review Meeting. Produce and deliver final document copies to the Project Team.
- Facilitate a Staffing Needs Assessment review presentation for the governing body.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

*Estimated Time and Expenses:           \$29,000*

Invoices will be sent every month based on the previous months' time and expenses.

### **Project Schedule**

McMahon has the staff available to begin this project in September 2024. Based on our prior experience of similar projects, it is estimated that this analysis will take approximately three (3) months to complete. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the project team and clerical personnel support the team. The combined resources ensures that the client receives the best possible combination of professional attention.

#### Robert C. Whitaker – Senior Public Safety Team Leader

Robert will work as the Project Manager and has over 30 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire and emergency services department in Wisconsin that is twice accredited by the Commission on Fire Accreditation International. During his tenure as Chief, he oversaw consolidation of three 911 PSAPs and implementation of a county-wide CAD2CAD Software System. Prior to his position as Fire Chief, he worked as a Deputy Chief of Administration, Battalion Chief of Operations and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire department needs assessments, fire service consolidation, joint governance structure and shared service initiatives. He holds a master's degree in Fire and Emergency Management from Oklahoma State University and is a licensed paramedic in the State of Wisconsin.

#### Kevin K. Kloehn – Public Safety Specialist

Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. Kevin will assist the project manager. He recently retired as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years in which he consolidated two (2) Fire Departments within a Community. Kevin has experience with two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

#### Gerald W. Kudek – Public Safety Specialist

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief. His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

### Kevin I. Bierce – Senior Public Safety Specialist

Kevin will assist the Project Team with reviewing project specific information and processes as well advise on findings and recommendations. Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions including Assistant Chief, Division Chief of Prevention, Captain and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

### Timothy Schabbel –Public Safety Specialist

Tim has been in the fire service since 1985. For twenty of those years, he served as fire chief of a internationally accredited regional fire territory in Indiana. He holds a master's degree in organizational leadership and a bachelor's degree in fire service management. Tim has completed the Executive Management Program at the University of Notre Dame, earned an Executive Certificate in Public Policy from Harvard University's John F. Kennedy School of Government, and completed the Executive Leaders Program at the United States Naval Postgraduate School.

### Sam Pociask – Senior Analyst

#### GIS IMPLEMENTATION MANAGEMENT

Built relationships with state, county, local governments, and regional planning commissions, and promoted data exchange opportunities where available. Created detailed work programs, monthly reports, and year end program assessment for Green Lake County.

Managed the integration of GPS field collected data into ATC system and library layers.

Worked with Oneida Nation GIS Staff to Implement Geodatabase Model for all GIS Data Utilized within the Tribe.

Coordinated GIS Application Development for Town of Lawrence, Village of Allouez, City of Brillion, Village of Belgium, City of Marion, Village of Kimberly, Town of Neenah, Village of Combined Locks, City of New London, Town of Hebron, City of Earlville, Town of Black Creek, Town of Grand Chute, and Village of Fox Crossing.

Integrated sanitary manhole field inspections with existing GIS system for the City of Oshkosh.

### Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with reviewing project specific information and processes as well advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. Jeff is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

For all projects identified below, McMahon performed similar scope of services as described in the Scope and Methodology Sections of this Proposal.

**VILLAGE OF GERMANTOWN**

Project: Fire Management Counsel Services – included fire department needs assessment, facilities analysis and management counsel services during the period of a fire chief transition.

Steven Kreklow, Village Administrator

N112W1701 Mequon Road

Germantown, WI 53022

(262) 250-4775

**VILLAGE & TOWN OF MUKWONAGO**

Project: Fire Organizational Analysis - included a needs assessment that was ultimately used to identify fire department needs as part of a referendum for funding to sufficiently staff and operate the fire department.

Jeff Stein, Fire Chief

440 River Crest Ct Mukwonago, WI 53149

(262) 363-6420

**CITY OF BARABOO, WI**

Project: Fire Department Organizational Needs Assessment & Consolidation Feasibility Study which included an assessment of the fire department operations, apparatus, facilities, and staffing needs in addition to a feasibility study of the consolidation of the fire department and EMS department.

Kevin Stieve, Fire and EMS Chief

135 4<sup>th</sup> Street

Baraboo, WI 53913

608-356-3455

**VILLAGES OF MOUNT PLEASANT, STURTEVANT, AND CALEDONIA**

Project: Feasibility study of consolidation/options for additional shared services between the South Shore Fire Department and the Caledonia Fire Department. This study included facilities assessment, current operational assessment and identification of a staffing/deployment plan including cost analysis of a potential full consolidation of the two departments.

Maureen Murphy, Village Administrator

8811 Campus Drive

Mount Pleasant, WI 53406

262-664-7818



CITY OF WEST BEND

Project: Organizational, facilities and staffing analysis including GIS review of fire station locations and service demand (concentration, distribution, and reliability analysis). This project led to the city funding additional staffing in the fire department and re-evaluating the location of one of the cities' fire stations.

Jay Shambeau, City Administrator

1115 S. Main Street

West Bend, WI 53095

262-335-5171

# Staffing: Analysis of Current & Future Needs

*of the*



Submitted By:



**McGrath Consulting Group, Inc.**

**June 2024**

***Offices***

Jamestown, TN. (Corporate) Hanover Park, IL. Waukesha, WI. Strongsville, OH.



June 2, 2024

Chief Klass  
Menomonie Fire Department  
116 W. Main Street  
Menomonie, WI 54751

Chief Klass,

McGrath Consulting Group, Inc. is pleased to submit a proposal to perform a comprehensive staffing needs for Menomonie Fire Department (MFD). We are confident we can develop and provide a quality report that addresses the current and future fire/Emergency Medical Services (EMS) staffing needs of the fire department serving the City of Menomonie and the Village and eight Townships. This proposal outlines the project work plan, methodology, consulting team assigned to this project, and other information.

McGrath Consulting Group, Inc. utilizes consultants who are highly skilled individuals with both educational credentials and work experience in the areas outlined in this proposal. Our consultants have an extensive understanding of the fire/EMS service and utilize proven study methodologies. Our project manager will communicate regularly with your designated individual to ensure a timely response to issues, questions, or requests you might have. Our project team will remain intact during the duration of this project.

Our firm will partner with our subsidiary company McGrath Human Resources Group to address opportunities/issues related to Human Resource matters. McGrath Human Resources Group brings their expertise in dealing with the human element of the project, federal and state compliances, and compensation issues. Our Human Resource division has been involved in past fire/rescue studies since the inception of our corporation.

We understand the importance of this project and look forward to the opportunity of working with City, Village, and Town governing officials, fire department leadership and members, and other identified stakeholders. We have conducted numerous fire/EMS staffing assessments and look forward to working with you on this project.

Sincerely,

*Tim McGrath Ph. D.*

CEO McGrath Consulting Group, Inc.

## Table of Contents

<b>Firm Profile</b> .....	<b>4</b>
Firm Expertise .....	4
<b>Understanding the Project</b> .....	<b>4</b>
Assessment Strategy and Methodology .....	4
<b>Stakeholders Input</b> .....	<b>5</b>
Data Importance .....	5
Unique Approach .....	6
<b>Scope of Study Objectives</b> .....	<b>6</b>
<b>Consulting Team</b> .....	<b>9</b>
Project Manager / CEO .....	9
Dr. Tim McGrath – Project Manager.....	9
Fire/EMS Consulting Team.....	10
Chief Justin Stried – Fire/EMS Consultant .....	10
Chief Vito Bonomo III.....	11
Staff Consultant(s) – Fire/EMS Consultant .....	11
Fiscal/Administration Consultant.....	11
Mr. Robert Harrison – Fiscal Analysis/Administration.....	11
Human Resources - Advisor .....	12
Malayna Halvorson Maes, Human Resources Consultant.....	12
<b>References</b> .....	<b>13</b>
<b>Proposed Project Schedule</b> .....	<b>13</b>
<b>Service Expected from the City/Town/Department</b> .....	<b>14</b>
Sub-contractors.....	14
<b>Study Costs</b> .....	<b>14</b>
<b>Final Word</b> .....	<b>14</b>

## Firm Profile

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the fields of fire, emergency medical services (EMS), law enforcement, communications, and human resources. The principals of the company have over 50 years of public sector experience.

There are two distinct divisions within the corporation: Public Safety – overseen by Dr. Tim McGrath and Human Resources – overseen by Dr. Victoria McGrath. We have found that having expertise in human resources is beneficial in public safety studies. Thus, the Fire/EMS and law enforcement consultants have access to experts in human resources to address the unique laws and best practices governmental entities face with their human capital.

Company Name	McGrath Consulting
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Business	24
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865, Jamestown TN. 38556
Website	<a href="http://www.mcgrathconsulting.com">www.mcgrathconsulting.com</a>
CEO/Authorized Representative	Dr. Tim McGrath
Email Address	<a href="mailto:tim@mcgrathconsulting.com">tim@mcgrathconsulting.com</a>
Office Phone	(815) 728-9111
Fax Number	(815) 331-0215
Insurances	State Farm: Auto Erie Insurance: General Liability, AMTrust Workers' compensation, Mount Vernon Professional Liability Chubb: Cyber Security Liability

## Firm Expertise

The principals of the company have over 50 years of public sector experience. McGrath Consulting Group, Inc. have over 575 clients in 40 states. Our firm currently employs 27 full-time or independent contractors to participate in projects.

## Understanding the Project

The MFD provides fire and/or EMS services, in whole or part, to ten municipalities totaling 367 square miles; in addition, MFD is part of the Wisconsin Mutual Aid Box Alarm System (MABAS) Division 117. The MFD provides these services from two strategically located facilities with a current staff of 28 career, approximately 2 Paid-On-Call, and one civilian.

The foundation of the study requires a comprehensive analysis of the current fire department staffing methodology to address current and future increasing service demands, explore alternative staffing methodologies, resulting in a recommendation to meet community demands, and identifying fiscal implications of all recommendations.

Provide future staffing methodology including but not limited to career, part-time, paid-on-call, volunteer, contractual, or any combination of the above. The recommended future staffing model must align with proposed City's and Township demographic growth and increase in emergency and service demands. Each recommendation must consider the resources needed in providing that level of service within the fiscal capabilities of the governing body.

## Assessment Strategy and Methodology

The methodology utilized in this study has been developed, evaluated, and validated in over 23 years of consulting for public safety organizations. McGrath Consulting Group, Inc. methodology and approach

are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity. Our goal is to meet the needs of the city and fire department. At the beginning of each study the lead consultant meets with the leadership team of the project to discuss the proposed steps, the work plan, timeline, and other key aspects to ensure understanding and clarity of project needs. Based on this meeting, proposal project steps can be adjusted to produce the best results from the studies detailed analysis. During this meeting, the lead consultant will review the planned timeline and deliverables and confirm expectations from all partners. ***A clearly defined game plan will result in a successful solution for your organization.***

A list of information, data sets and documents needed will be requested prior to the first site visit. Additional documents may be requested based on information gleaned during interviews. Based on our initial meeting with your team and the data and documents gathered, our team of consultants will begin the assessment.

## Stakeholders Input

Our firm's 24 years of consulting services have proven the importance of communicating directly with stakeholders. It allows our consulting team the ability to learn from governance, administration, department leadership, department members, involved stakeholders, other stakeholders receiving services their perspective. Stakeholder input is critical to the project's success; therefore, a considerable amount of time will be dedicated to this endeavor. These meetings and interviews will provide the consulting team the ability to identify the culture of the organization, future staffing needs, opportunities to improve existing services, identify service delivery options; and explore opportunities for more cost-effective service delivery.

The consulting team will schedule interviews with, but not be limited to, the following stakeholders:

- *City elected and appointed officials.*
- *Township and Village elected and appointed officials.*
- *Fire Department leadership and leadership team.*
- *Fire Department officers, members,*
- *Communications Center (PSAP, aka: Dispatch)*
- *Appropriate other City/Town department head*
- *Other identified stakeholders*

To allow for the free flow of information between stakeholders and the consulting team all stakeholders' interviews will be kept confidential. The consultants will summarize the major themes discovered without the identification of a specific stakeholder.

## *Data Importance*

One of the main challenges Fire/EMS leadership faces is to identify the need for resources that will ensure the highest level of emergency service and safety for those who receive and provide such service, as well as to justify the fiscal dollars needed for their resource requests. Good data is essential in accomplishing this mission. Data will quantify the need separating *wants from needs*.



## Unique Approach

Our firm does not utilize a cut-and-paste approach to our clients; rather, we take the time needed to learn the culture of the service area. Learning the culture of the services providers sounds nice, but what does it mean and why does it make a difference in the outcome of a study?

Basically, organizational culture is the personality of the organization comprised of the assumptions, values, norms, and tangible signs (artifacts) of organization members and their behaviors. Each department has its own culture, most often both an espoused culture and an enacted culture, which might or might not align with the perceived culture of those who govern and its leadership. Our firm believes that understanding the culture is essential to identifying opportunities for change. We seek to understand the culture by viewing it at different levels.

## Scope of Study Objectives

The study will address the following objectives/topics which are briefly described below. Each objective has considerable depth, and this outline is intended to illustrate the scope of work – not the breadth of the topic. A list of information, data sets and documents needed will be requested prior to or on the first site visit. Additional documents may be requested based on information gleaned during interviews.

### Develop Project Work Plan

- Develop a project work plan based on the scope of work.
- Conduct an initial meeting with the project team.
- Gain an understanding of the organization's background, goals, and expectations for the project.
- Establish working relationships, make logistical arrangements, determine communication process, and finalize contract arrangements.
- Identify work plan specifics.
  - Primary tasks to be performed.
  - Person(s) responsible for each task
  - Timetable for each task to be complete.
  - Method of evaluating results
  - Resources to be utilized.
  - Possible obstacles or problem areas associated with the accomplishment of each task.

### Governance

- Assess the functionality of the governance of the MFD.
- Assess and evaluate the functionality of the department's Organizational Structure
- Examine fire department's leadership effectiveness.
- Determination of the managerial leadership philosophy:
  - Alignment of the governing board 's strategic initiatives with the fire department
  - Best practices to ensure a unified department team in providing services.

### Review Existing Data, Reports, etc.,

- Review and analyze pertinent information, data, maps, and previous studies.
- Assess and evaluate the information provided to the consultant by the fire department and other stakeholders.
- Utilize the appropriate information, data, maps, and other information in the development of the fire/EMS staffing plan.

### Data Analysis

- Using both quantitative and qualitative analysis
- Assess data records for the past three-years of operations (includes NFIRS records)
- Response time from each existing fire & rescue facility
- Conduct descriptive, diagnostic, predictive data analysis.

### Overview MFD Operations

- Assess the current overall fire department operations for efficiency and effectiveness – information used as the basis for recommendations.
- Gain an understanding of the history and culture of the organization.
- Assess the department's resource management (staffing assignments)
- Assess the current department operation including fire, EMS, fire prevention, and safety education activities.
- Evaluate the department's operations for compliance with commonly accepted standards.
- Review and evaluate the fire department's critical issues and future challenges. Focus on staffing needs.
- Determine trends using data collection for the last **three years** to determine trends in:
  - Emergency responses
- Analyze current emergency operations:
  - Types of emergency incidents
  - Response times
  - Time of emergency alarms
  - Day of the week of emergency
  - Calls by month
  - Simultaneous call data
  - Location of responses
- Assess existing department strategic plan.
- Evaluate emergency medical services delivery and support functions.
- Assess current mutual aid and automatic response agreement(s) with surrounding jurisdictions.

### National/Industry Standards

- Impact of national emergency response trends
- Evaluate significance of national, state, and local fire service standards:
  - National Fire Protection Association (NFPA)
  - Insurance Service Offices, Inc. (ISO) rating significance to the community
  - Occupational Safety and Health Administration (OSHA)
  - Center for Public Safety Excellence (CPSE) – formerly the Commission of Fire Accreditation International (CFAI)
- Assessment of the department’s compliance with industry standards

### Personnel Management

- Compliance with federal and state regulations
  - Fair Labor Standards Act (FLSA)
  - Equal Employment Opportunity Commission (EEOC)
- Examination of recruiting and hiring practices
- Assessment of employee retention programs
- Appraisal of the promotional process
- Assessment of employee demographics
- Review of the labor/management contract.

### Staffing

- Review and evaluate administration and support staffing levels.
- Review and evaluate operational staffing levels.
- Evaluate the appropriateness of staffing methods, numbers, and distribution of personnel.
  - Administrative and support staff
  - Suppression staff including shift and fire company levels.
- Review staff scheduling methodology.
  - Paid-on-Call/Volunteer/Career/Part-Time
- Evaluate the effectiveness of the EMS assignment.
- Review the firefighter/EMS staff distribution.
- Assess span of control of officers
- Evaluate department’s staffing levels compared to national standards.

### Facilities

- Evaluate the current facilities location, distribution, and ability to house additional personnel if needed in the future.
- Assess compliance of existing facilities to industry safety standards (i.e., ADA)

- Analyze the potential for consolidation of the facilities based on concentration, distribution, reliability, and cost benefit.
- Evaluate current facilities for safety, efficiency, and environmental issues.

Prevention  
Safety Education

- Review the current general fire prevention and fire inspection programs.
  - Types of inspections
  - History of inspections
  - Number and types of re-inspections.
  - Code enforcement activities.
  - Trends in inspection demands and permits.
  - Trends in permits
  - New construction and involvement
  - Department's sharing of information and resources
- Assess existing or future impact of fire codes.
- Evaluate fire investigation programs and activities.
- Review pre-incident planning program.
- Evaluate department's public safety education activities.
- Assess the department's cooperative efforts in public safety education.
- Review the department's public safety data.

Fiscal  
Implications

Identify all fiscal implications of recommendations of the study.

## Consulting Team

### Project Manager / CEO

#### *Dr. Tim McGrath – Project Manager*

As CEO of McGrath Consulting Group, Inc. Dr. Tim McGrath is the visionary of the organization. His 33 years of experience in Fire and EMS as well as his ability to develop innovative solutions makes McGrath Consulting different than other firms. Dr. McGrath started his career as a volunteer firefighter and went through the transition of an informal group of civic-minded individuals to an integral department within the Village of Gurnee, IL. During his tenure with Gurnee, the Village rapidly grew from a small bedroom community to one that hosts a Six Flag Great America, and at the time, the world's largest shopping center – 2.2 million square feet under one roof. Dr. McGrath was in administrative positions during both ventures, so he understands the opportunities and challenges growth brings to the fire service.

Dr. McGrath was part of the first paramedic pilot program in the State of Illinois. Through his leadership, he brought in the first non-education-based paramedic training program in the City of Brookfield fire department. Thus, the City of Brookfield Fire Department became a profit center training all paramedic personnel for Waukesha County, WI.

Dr. McGrath's passion is in consolidation of services. This can entail a wide range of relationships from simply sharing resources to full consolidation and integration of services. Thus, conducting an analysis of each department, Dr. McGrath is able to identify the areas for greater cooperative efforts that continue to provide quality services in a cost-efficient manner.

Through his experience and innovative mind set, Dr. McGrath is able to identify and address key issues – current and future. It is through this combination of education and work experience, as well as working with over 575 organizations in 40 states, he brings a vast amount of first-hand knowledge to the assessment of emergency services.

### ***Education Background***

Walden University

Doctorate – Administrative Management

Dissertation: Attitudes on Consolidation in the Fire Service

Webster University

Master of Arts – Public Administration & Management

University of Wisconsin – Stout

Bachelor of Science – Industrial Education

College of Lake County

Associate Degree – Fire Science Technology

## **Fire/EMS Consulting Team**

### ***Chief Justin Stried – Fire/EMS Consultant***

Chief Stried is a graduate of the National Fire Academy Executive Fire Officer Program and has a diverse background in the fire/EMS profession. He is currently an active Fire Chief of a suburban combination department in Illinois. The municipality is home to the Illinois Beach State Park located along the shores of Lake Michigan drawing a large group of visitors and tourists; which requires a number of special rescue team services including, but not limited to: Urban Search and Rescue Team, Dive Rescue/Recovery, Ice Rescue, Aircraft Rescue/Firefighting, Tactical EMS, EMS at the paramedic level. A recently decommissioned and dismantled dual-reactor nuclear power plant was in his city, which resulted in the fire department (in conjunction with the Nuclear Regulatory Commission), providing emergency management mandatory incident command and nuclear event scenario training for the majority of neighboring emergency service providers in two adjunct counties in separate states. There are now 1,500 tons of spent fuel rods stored in a secure facility in the community, for which the department is responsible for providing emergency protection for.

Chief Stried's paramedic license and leadership certifications benefit his role as career Fire Chief of his department; Chief Stried previously served as Fire Chief of a neighboring paid-on-call fire/EMS department. Chief Stried has overseen the Fire Prevention Bureau, Training Division, Public Safety Education Coordinator, and Safety Officer. He is a certified fire/arson investigator, was a public safety diver for 15 years and has served as a union (IAFF Local 1999) board member and contract negotiator. Within the protection boundaries of the paid-on-call department is the largest marina on the Great Lakes protecting dock system of 1,500 slips for vessels greater than 60 feet in length

Outside the fire/EMS service, he is an active member of his church's outreach ministry team leadership committee and was a two-term School Board member of his community High School where he was a

member of the administration labor/management negotiation team and business, bid and finance committee.

### **Education Background**

National Fire Academy  
Graduate of Executive Fire Officer Program  
Southern Illinois University  
Bachelor of Fire Science Management  
College of Lake County  
Associate of Fire Science Technology

### ***Chief Vito Bonomo III***

Chief Bonomo III is currently the Fire Chief of a large fire protection district responsible for the administration and leadership of 115 personnel protecting 55 square miles. With a population exceed 60,000 residents. Although not a member of the fire protection district at the time of the Plainfield Tornado which took the lives of 29 people injuring 500 leaving a 16.4 miles ground path ranging up to half a mile in width; several weather preparedness is a high priority with this geographic area. Five elected trustees govern the district.

Chief Bonomo III has 23 years of fire/EMS (paramedic) experience and has progressed in his career in three fire departments from Firefighter, Paramedic, Lieutenant, Battalion Chief, Deputy Chief and currently Fire Chief.

Hold several Illinois Office of the State Fire Marshal certifications including Chief Fire Officer Also licensed as a paramedic in the State of Illinois. Currently serve as the Technical Rescue Team Leader for MABAS Division 15. Instructed for the Plainfield Fire Academy and Joliet Junior College. Serve as the building liaison for the WESCOM Dispatch Center. Lastly, a participating member of the Illinois Fire Chiefs Association, Will County Fire Chiefs Association, Metropolitan Fire Chiefs of Illinois, and MABAS Division 15.

### **Education Background**

National Fire Academy  
Graduate of Executive Fire Officer Program  
Lewis University  
Bachelor of Fire Service Administration  
College of DuPage  
Associate of Fire Science Technology

### ***Staff Consultant(s) – Fire/EMS Consultant***

To be determined

## **Fiscal/Administration Consultant**

### ***Mr. Robert Harrison – Fiscal Analysis/Administration***

Mr. Harrison is a consultant with McGrath Consulting that brings an Administrator/Fiscal perspective to our studies. Mr. Harrison has over 20 years of experience in municipal management. Mr. Harrison is



currently the City Administrator of Issaquah, WA, which is a full-service City that has grown from 4,000 population 15 years ago to 31,500 today. He served as City Manager of Wyoming, Ohio for 12 years, which is a full service residential suburban city on the border of Cincinnati, Ohio. In addition, he has served in City management positions with the City of Mosinee, WI and City of Wauwatosa, WI.

Through the introduction of the Balanced Score Card evaluation, Mr. Harrison has effectively developed strategic plans that have resulted in economic growth for the community, as well as accountability within the organization. He has received GFOA awards as well as the State Auditors Award for excellence in financial reporting. He has implemented a successful LEAN initiative in the City of Issaquah directed at improving service and reducing costs.

### ***Education***

University of Wisconsin-Milwaukee  
Master of Arts – Public Administration  
Marquette University  
Bachelor of Arts

## Human Resources - Advisor

### ***Malayna Halvorson Maes, Human Resources Consultant***

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large county in northern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in county government, Ms. Maes advised the organization through the significant changes at the State. This included the most sweeping change which reduced the legal authority of organized labor in the public sector. This resulted in a reduction from five (5) collective bargaining units to one (1) unit in her County.

As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which resulted in a rewrite of all job descriptions and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. Thus, she brings a practical understanding to the development and implementation of pay-for-performance compensation systems.

As a former municipal Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLE Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she has served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a Board of Director member as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

## References

### Northfield Township, MI

**Contact:** Mark Lloyd, Township Manager 734-449-2882 ext. 122 email: [lloyd@northfieldmi.gov](mailto:lloyd@northfieldmi.gov)

**Project:** Assessment of the fire department to examine staffing needs and options. The project is expected to evaluate strengths and gaps in the current delivery system and assess used to meet the current and future service demands and the ability of the MFD to provide these resources.

### Town of Ledgeview, WI

**Contact:** Ms. Sarah Burdette – Administrator – (920) 336-3360 – ext. 108. Email:

[sburdette@ledgviewwisconsin.com](mailto:sburdette@ledgviewwisconsin.com)

**Project:** Fire Department assessment and future fire/EMS service/staffing model. Considerable dysfunction with the current paid-on-call members. Considerable effort in creating partnership with other service providers.

### Alpine Township, MI

**Contact:** Chief Dave Klomparens, (616) 784-5750, email: [d.klomparens@alpinetwp.org](mailto:d.klomparens@alpinetwp.org)

**Project:** Comprehensive Fire Department Strategic Plan including inadequate staffing, facility needs, and need for aerial apparatus

### Municipality of Skagway Borough, AK

**Contact:** Mr. Brad Ryan – Borough Manager (907)-612-1788 Email: [manager@skagway.org](mailto:manager@skagway.org)

**Project:** (Multiple projects). Comprehensive assessment/audit of the Borough of Skagway Fire Department including technical assistance in staffing, resource deployment, recruiting, and human resources policies and compliance. Multiple time-and-material contracts to assist in department management. Currently conducting a law enforcement audit and a dispatch/communication audit.

**Contact:** JR Haney – Fire Chief; Jeff Kosto – Deputy Chief Operations

[Jhaney@migcfd.org](mailto:Jhaney@migcfd.org); [jkosto@migcfd.org](mailto:jkosto@migcfd.org)

843-651-5143 (same number for both)

**Project:** Comprehensive assessment of fire and EMS operations with emphasis placed on optimal staffing levels needs

### Town of Fountain Hills, AZ

**Contact:** David Pock – Finance Director; Chief David Ott – Fire Chief

[ekempers@zoominternet.net](mailto:ekempers@zoominternet.net); [dott@fountainhillsaz.gov](mailto:dott@fountainhillsaz.gov)

330-717-2778;

602-739-9919

**Project:** Financial Analysis of Fire Department Operations/Staffing

## Proposed Project Schedule

It is anticipated the final report will be provided to the client within five months from the signing of the contract. The consultant's timing is very dependent on the service provider providing requested data in a timely manner. A list of the type of data will be sent to the appropriate individual(s) well in advance of the first site visit by the consulting team. In almost all cases, the data requested is readily available from the department's computerized data/reports or activity logs.

## Service Expected from the City/Town/Department

The consultant team anticipates cooperation with City/Town personnel in obtaining the necessary data. Minimum help is required in the initial identification of stakeholders, including phone numbers and/or addresses to reach those parties. Further some assistance may be required in scheduling interviews.

## Sub-contractors

McGrath Consulting Group, Inc. will not utilize any subcontractors on this project.

## Study Costs

The total cost for the items/objectives outlined in the proposal is **\$37,925.00** which includes professional staff time, transportation and expenses, PDF draft reports for review, and presentation of the final report. The study cost is guaranteed not to exceed the above quoted figure.

The City of Menomonie will be invoiced in four (4) payments: 15% (\$5,688.75) upon receipt of a signed contract; 20% (\$7,585.00) upon first site visit; 55% (\$20,858.75) upon completion and submission of the draft report; and the balance of 10% (\$3,792.50) upon submission of the final report and presentation. The proposal price is good for 45 days from submittal. Payment is due within 30 days of receipt of the invoice.

## Final Word

Our company will develop recommendations that ensure high quality services within the fiscal capabilities of the City of Menomonie. We approach each project as a new opportunity to identify opportunities for each service provider to improve services and prepare for long-range future service needs.

The consulting team consists of fire, rescue, and EMS professionals who have years of experience in career, volunteer, and combination fire and EMS departments. The expertise of our fiscal and human resource professionals will integrate the abilities of the personnel to the opportunities identified in the study and bring field experience in dealing with employee issues. The assigned consulting team has extensive experience in conducting previous studies and developing reports involving Fire/EMS departments.

Please feel free to contact us if you have any questions regarding this proposal.

Sincerely,

*Tim McGrath*

Tim McGrath, Ph.D. CEO



# Menomonie Police Department

615 Stokke Parkway Suite G200  
Menomonie, WI 54751  
715-232-2198  
[www.menomonie-pd.com](http://www.menomonie-pd.com)

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## Memorandum

**To:** Mayor Randy Knaack & City Council  
**From:** Rick Hollister, Chief of Police  
**Date:** 07/22/2024  
**Subject:** RFP Selection - Police Department Space Needs Assessment  
**CC:** City Administrator, Eric Atkinson, Cmdr. Chris King & Dir. Public Works David Scholfield.

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The City previously allocated ARPA funds to complete a space needs assessment for the Police Department. The Police Department recently sent out a Request for Proposal (RFP) for space needs assessment to be completed.

Initially, RFP requests were sent to 11 architect firms. Also, a notice was published in the newspaper and posted on the city website which resulted in two other firms requesting information on the RFP. Three firms responded by submitting a proposal. The firms responding were BKV Group - Mpls. MN., Wold Architects & Engineers – St. Paul MN. and FGMA Architects - Milwaukee WI.

The selection team met on 07/18/2024 to review & score the RFP proposals. Members on the selection team were, City Administrator, Eric Atkinson, Director of Public Works, David Scholfield, Project Manager, Cmdr. Chris King, and Chief Rick Hollister. Categories for reviewing & scoring the proposals were done in four areas. 1. Firm Information: History of Firm, Litigation history for last five years and capacity to undertake the job. 2. Firm Experience: Five similar public safety projects within the last ten years, Provide references for at least three public safety projects. 3. Key Personnel Qualifications: Provide organizational chart of team, provide resumes. 4. Approach to Project: Provide approach to accomplishing scope of work and does the proposal meet the requirements? Each of the four categories were scored from 1-10, with one being the least score and 10 being the best score. The four categories were added together for a total score.

---

Rick Hollister  
Chief of Police

Chris King  
Commander

Brian Hagen  
Commander



# Menomonie Police Department

615 Stokke Parkway Suite G200  
Menomonie, WI 54751  
715-232-2198  
[www.menomonie-pd.com](http://www.menomonie-pd.com)

The total scores, including all four categories, were as follows:

1. BKV Groups-Mpls. MN scored the highest total score - 84.0.
2. Wold Architects & Engineers – St. Paul MN - 81.4.
3. FGM Architects, Inc. – Milwaukee WI -71.8.

The following fee proposals were submitted:

BKV Groups - \$12,450.00  
Wold Architects & Engineers - \$13,400.00  
FGM Architects, Inc. - \$38,500.00

The City Staff recommends acceptance of the proposal from BKV Groups – Mpls. MN for completing the Police Department Space Needs Assessment.

If the City Council concurs, the appropriate motion would be ***Accept the proposal from BKV Groups – Mpls. MN. for completing the Police Department Space Needs Assessment at a total cost not to exceed \$12,450.00.***

***Attachments:***

Request for Proposals  
BKV Groups – Proposal  
RFP Scoring Sheet

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Rick Hollister  
Chief of Police

Chris King  
Commander

Brian Hagen  
Commander



**Menomonie Police Department Space Needs Study**

Firm	Fee	Category	Reviewer				Average	Weighting	Weighted Average	Total
			1	2	3	4				
BKV Group 222 North Second Street, Suite 101 Minneapolis, MN 55401	\$12,450.00	Firm Information	9	8	9	8	8.5	2.0	17.0	84.0
		Firm Experience	8	9	8	8	8.3	2.5	20.6	
		Key Personnel Qualifications	10	9	10	8	9.3	2.5	23.1	
		Project Approach	8	8	8	7	7.8	3.0	23.3	
Wold Architects and Engineers 332 Minnesota Street, Suite W2000 St. Paul, MN 55101	\$13,400.00	Firm Information	8	8	9	8	8.3	2.0	16.5	81.4
		Firm Experience	8	6	7	7	7.0	2.5	17.5	
		Key Personnel Qualifications	7	8	7	7	7.3	2.5	18.1	
		Project Approach	10	9	10	10	9.8	3.0	29.3	
FGM Architects, Inc. 219 North Milwaukee Street, Suite 325 Milwaukee, WI 53202	\$40,000.00	Firm Information	9	8	9	9	8.8	2.0	17.5	71.8
		Firm Experience	8	9	10	8	8.8	2.5	21.9	
		Key Personnel Qualifications	7	5	6	5	5.8	2.5	14.4	
		Project Approach	5	7	6	6	6.0	3.0	18.0	



# POLICE DEPARTMENT FACILITIES SPACE NEEDS ASSESSMENT

REQUEST FOR PROPOSAL | MENOMONIE, WI

JUNE 21, 2024





DETROIT LAKES POLICE STATION | Detroit Lakes, Minnesota

# **MENOMONIE POLICE DEPARTMENT PROPOSAL FOR FACILITIES SPACE NEEDS ASSESSMENT**

BKV Group  
222 North Second Street  
Suite 101  
Minneapolis, MN, 55401

Paul Michell, AIA | Partner, Government Practice Leader  
c: 816.405.7585 | e: pmichell@bkvgroup.com

**June 21, 2024**





DET. FRED W. NEILAN  
END OF WATCH 4/29/1934

IN MEMORY OF OUR FALLEN HEROES

OPIC ALBERT C. MATTHEWS  
END OF WATCH 9/1/1934



Commander Chris King  
Menomonie Police Department  
615 Stokke Parkway, Suite G200  
Menomonie, WI 54751

June 21, 2024

RE: Request for Proposal for Facility Space Needs Assessment

Dear Commander King and Selection Committee:

On behalf of the BKV Group team, we appreciate this opportunity to submit our proposal to lead Needs Assessment Services for your police department. BKV Group was founded in 1978 under the principle that government architects should put the best interests of the citizens above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in.

Forty-five years later, this vision has not changed. Today, we provide our government clients with superior customer service by adopting the client's goals and values as our own, enabling transparent decision-making, committing to responsible spending of public dollars, and being passionate about the success of the communities for whom we work. We take pride in our history of public safety projects - from assessments and planning through design and construction. These important projects have been a core part of BKV Group's holistic architecture and engineering practice for decades. We understand and value the role public safety services play in supporting a high quality of life for residents, and we bring a deep knowledge of how thoughtful planning and design facilitates effective and efficient operations.

We bring a team designed to respond to the many facets of this project, and to provide the City of Menomonie with an informed, feasible, and fiscally responsible program for investment in your police facility. The study will be rooted in standards in the industry for each project type but also in what makes Menomonie a unique community with unique needs.

Our team has worked together on many police projects and understands current national standards and planning requirements associated with these operations. Our team leaders have focused their careers on aspects dealing with design and operations of police facilities and have presented at national conferences and seminars on the issues and requirements associated with public safety planning. As the partner-in-charge, I will provide overall guidance and leadership for the project and will assist in all aspects of planning and design, and will bring decades of experience in law enforcement facilities across the nation to lead planning efforts for the police department.

While BKV Group brings architectural planning and design, we also offer interior design, mechanical/electrical and structural engineering, landscape architecture, and building code compliance expertise in-house. For site due diligence, we have included Wisconsin-based JSD Professional Services to our team. Should analysis of any identified sites need to be undertaken, they will be an invaluable resource to considering how sites can best accommodate the identified building and site program requirements. Should analysis of any sites not be required until later phases, they stand ready to assist when needed.

In addition to our successful history together, our team is confident that we are the best team to deliver this project because we exceed the competition in five essential ways:

**A COLLABORATIVE STAKEHOLDER-FOCUSED PROCESS.** Our team's approach to public safety projects is to actively engage department and facility leadership and staff as we develop our project understanding. Our process includes both surveys and listening sessions, which allow us to leverage distinct perspectives on a facility's strengths and limitations, and on the opportunities a long-range needs analysis provides for increasing the effectiveness of municipal services and operations. When design services commence, we continue our workshop approach to solicit additional information and share recommendations for the development of the design. We will explore every aspect of the design as it evolves and the City will be an active participant.

**INNOVATIVE INDUSTRY-LEADING EXPERTISE.** The BKV Group team includes focused expertise, which means our recommendations are informed by industry thought leadership and experience in specific project types, an awareness of evolutions and trends in operations and service delivery, decades of experience tailoring planning recommendations to your needs and your community, and facility-specific up-to-date construction and project cost knowledge. Our team and its members have completed **200+** police station studies and designs, and we are dedicated to learning, research, and instruction that will allow our experts to help you implement cutting-edge facilities that help you provide superior service to the public.

**HOLISTIC DESIGN.** We have developed an integrated design approach that capitalizes on our wide array of in-house design and engineering disciplines. This stretches our thinking outside the traditional silos and enables a more holistic vision, a broader approach, and ultimately a building more perfectly optimized to the site and to the occupants.

**RESPONSIVE PROJECT MANAGEMENT.** Managing a multi-faceted project that addresses stakeholder engagement, space program development, exploration of planning options, informed cost development, holistic design, and construction phase engagement requires focused project management. We will utilize BKV Group's vetted project management process and tools to provide communication and accountability, timely responsiveness, and unified coordination of the entire project team.

**CREATIVITY.** Your public safety facilities not only need to reflect the values of the City of Menomonie and the Police Department but should also be an investment that the public and department staff is proud of. BKV Group has a 45-year history of design excellence, winning both regional and national awards for the functionality and beauty of our projects. We think harder, earlier, to make sure we find the best solution for our clients.

We believe in a friendly, upbeat, and fun approach to our work. We look forward to sharing our passion with the City of Menomonie, working towards a common goal of a functional, durable, cost-effective, and beautiful facilities that serves the Police Department for decades to come.

We are energized at the prospect of a collaboration between the BKV Group team and the City. At the heart of successful, robust planning and design efforts is a strong partnership. We look forward to "Enriching Lives and Strengthening Communities" - our mission across every project. If you have any additional questions, please do not hesitate to contact me.

Sincerely,  
BKV Group



Paul Michell, AIA  
Partner in Charge  
816.405.7585  
pmichell@bkvgroup.com





ROCHESTER NORTH SERVICE CENTER & POLICE STATION | Rochester, Minnesota

# Contents

- 9 FIRM INFORMATION
- 17 FIRM EXPERIENCE
- 31 REFERENCES
- 33 KEY PERSONNEL QUALIFICATIONS
- 41 APPROACH TO PROJECT

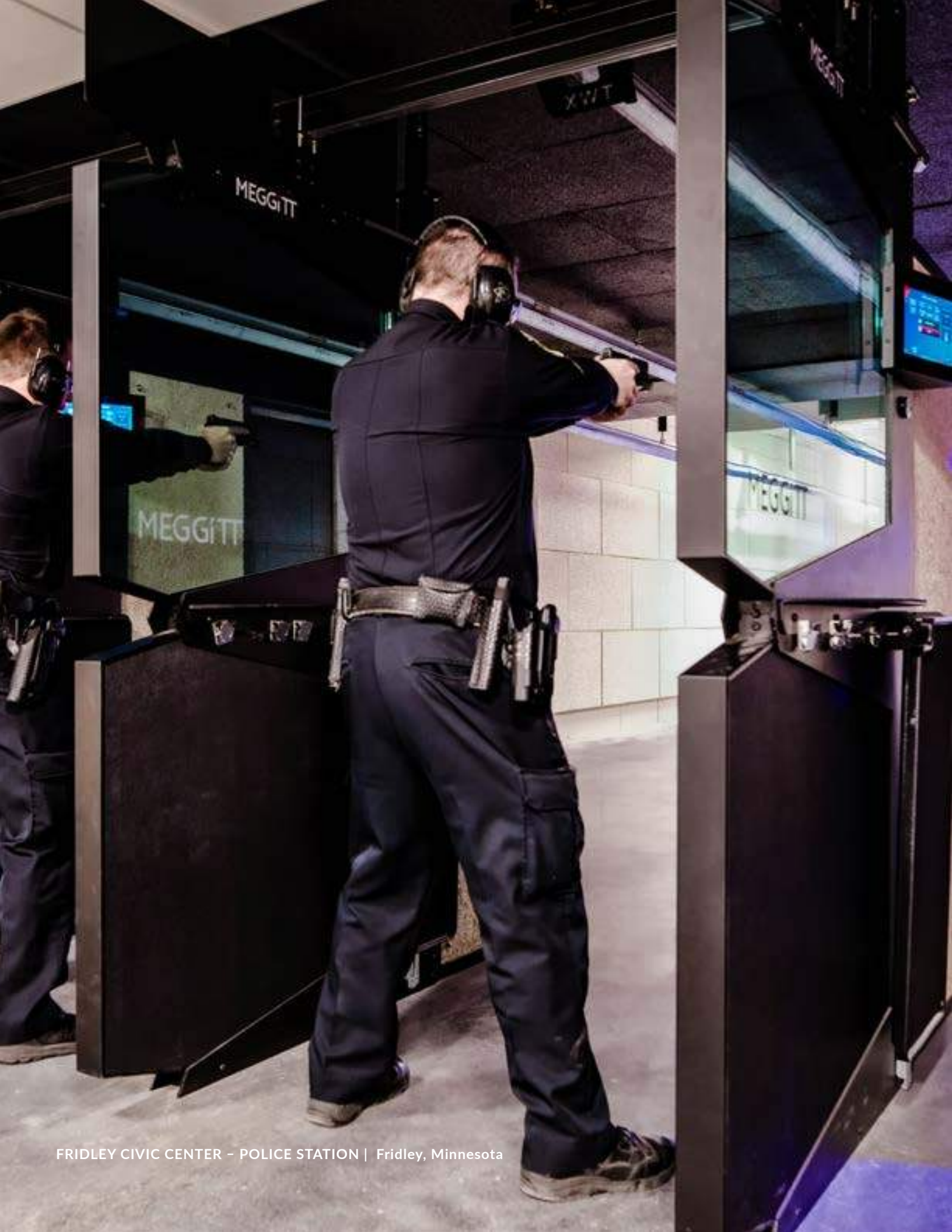


CITY OF ROCHESTER  
**POLICE DEPARTMENT**



# FIRM INFORMATION





FRIDLEY CIVIC CENTER - POLICE STATION | Fridley, Minnesota



*We build public safety facilities that define and influence the image of our communities*

**FIRM NAME**

BKV Group

**YEAR ESTABLISHED**

1978

**PRACTICE AREAS**

Police Stations, Public Safety Centers, Fire/EMS Stations, Dispatch/E911, Emergency Operations Centers, City Halls, and Public Works

BKV Group has competed more than 500 projects for municipal and county clients throughout the country with demonstrated expertise providing studies, programming, planning and design, and construction administration services. For decades, BKV Group principals and staff have worked with public safety departments and city government to plan and design improved facilities for their communities. Through proper planning, smart functional design, and sustainable use of resources, these facilities have provided value for tax dollars spent, improved employee efficiency, and supported proper public safety operations. Public safety facilities are a core part of our practice.

We have a deep understanding of the importance of providing operationally efficient and healthy facilities for our first responders. Training has become a critical topic and we find opportunities for facilities to provide officers with the skills and tools necessary to serve their communities. We have the project understanding and experience necessary to lead our clients to solutions that meet their long-term needs.

We understand that there is not just one solution. Your public safety departments are unique, as is your community. We pledge to listen to your needs and goals, and then reconcile your operations with schedule, budget, aesthetics, and industry best practices. Clients know they can trust the results of our studies and services, achieved through a strong sense of collaboration and unmatched dedication.

# WHAT WE PROVIDE

## Capabilities and Services

BKV Group, through rigorous continuing education, provides design solutions at the leading edge of innovative technologies. A commitment to integrated design necessitates constant collaboration among all professional disciplines who share a common vision. Our multi-disciplinary approach allows us to serve the unique and diverse needs of each client through a fully-coordinated, single-source team.

### PROJECT MANAGEMENT

- + Goals and Objectives
- + Communication Protocols
- + Project Budget Management
- + Project Schedule Management
- + Quality Assurance

### PLANNING AND FEASIBILITY

- + Existing Condition Assessment
- + Functional Workflow Assessment
- + Health and Safety Assessment
- + Capital Improvement Planning
- + Phased Property Planning
- + Space Needs Analysis
- + Space Standard Diagrams
- + GIS Drive-time Analysis
- + Land Use and Zoning Analysis
- + Site Selection Study
- + Site Feasibility and Planning
- + Building Planning and Stacking
- + Project Master Planning
- + Total Project Cost Estimating
- + Total Cost of Ownership Analysis

### ARCHITECTURE

- + Visioning and Conceptual Design
- + Construction Documentation
- + CSI-format Specifications
- + Building Science/ Forensics
- + Cost Estimating and Value Engineering
- + Critical Path Scheduling
- + Building Information Modeling
- + Computer Rendering
- + Immersive 3D Visioning

### STRUCTURAL ENGINEERING

- + Structural Analysis and Design
- + Structural System Comparisons
- + Existing Structure Evaluations
- + Dynamic Vibration Analysis

### MECHANICAL ENGINEERING

- + Energy Use/Conservation Analysis
- + HVAC System Lifecycle Analysis
- + Building Commissioning
- + System Operations and Training
- + Building Automation Controls Sequencing
- + Fire Protection Systems
- + Plumbing & Piping System Design

### ELECTRICAL ENGINEERING

- + Photometric Lighting Design
- + Power Distribution Design
- + Generator Load Analysis
- + Photovoltaic Integration
- + Data and A/V System Design
- + Security Hardware and Cameras
- + Fire Alarm System Specification
- + Alert Notification Design
- + Power and Systems Commissioning

### BRANDED ENVIRONMENTS

- + Project Discovery
- + Project Messaging, Positioning & Strategy
- + Naming
- + Visual Identity/Logo
- + Brand Guidelines & Programming Standards
- + Digital & Print Collateral
- + Marketing Floor Plans
- + Promotional Merchandise Design
- + Environmental Design/Graphics
- + Visual Identity Systems (Wayfinding Signage)
- + Social Media Templates
- + Website Design Concepts

### INTERIOR DESIGN

- + Space Planning
- + Interior Concept Renderings
- + Material Finish Selection
- + Durability Analysis

- + Infection Control Analysis
- + Furniture and Equipment Selection
- + Art & Accessories Staging
- + FF&E Budgeting and Procurement

### LANDSCAPE ARCHITECTURE

- + Land-Use and Zoning Analysis
- + Planting and Hardscape Design
- + Boundary/Screening Yard Design
- + Rainwater Collection and Irrigation
- + Tree Inventory and Analysis
- + Streetscape Design

### SUSTAINABLE DESIGN

- + Owners Project Requirements
- + Simple Box Analysis
- + Comprehensive Energy Modeling
- + Basic Commissioning
- + Daylight Modeling and Calculations
- + Custom Systems Analysis
- + Typical Meteorological Year Analysis
- + ASHRAE Calculations
- + LEED Project Tracking and Submissions
- + LEED Construction Phase Oversight
- + Green Communities Submissions
- + National Green Building Standard

### CONSTRUCTION ADMINISTRATION

- + Contractor Selection Assistance
- + Cost Control and Evaluation
- + Scheduling Oversight
- + Construction Observation
- + Quality Control Management
- + Move-in Coordination
- + Photography Coordination
- + Grand Opening Coordination
- + Eleven-Month Warranty Walk-Through

### HISTORIC PRESERVATION

- + Historic Structures Report
- + Adaptive Reuse Options
- + Measuring and Documentation



Finance&Commerce

**ARCHITECT  
OF THE YEAR  
2023**

**5**

PRACTICE SITES

---

**45**

YEARS OF OPERATION

---

**200+**

EMPLOYEES

---

**50+**

LICENSED ARCHITECTS

---

**15+**

LICENSED ENGINEERS

---

**50+**

UPPER MIDWEST POLICE CLIENTS

---

**60+**

SUSTAINABLE PROJECTS

---

**225+**

AWARDS

# CONSULTANTS



## JSD PROFESSIONAL SERVICES

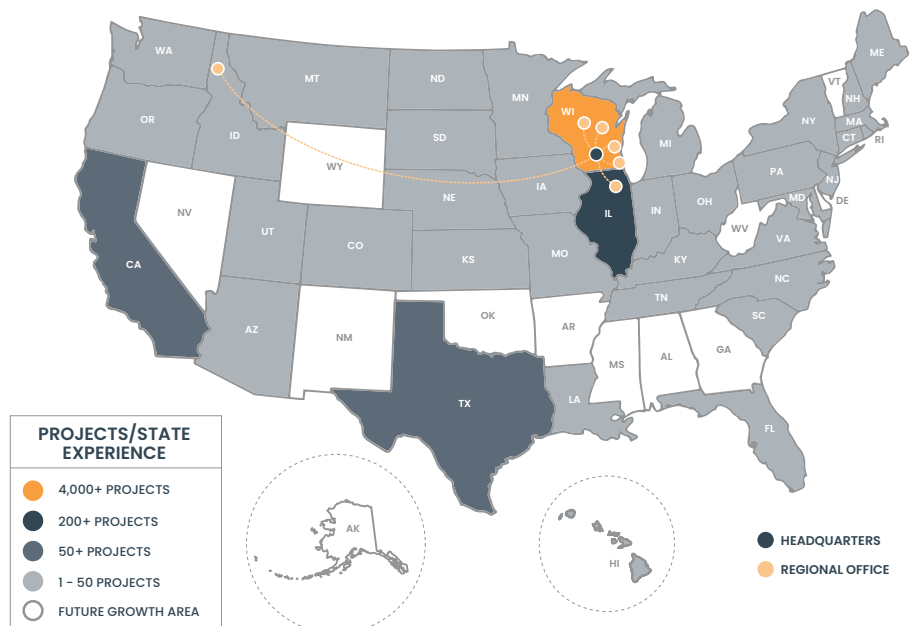
*To enhance our communities through creative, passionate and inspired services*

JSD Professional Services, Inc. (JSD), has grown from one office with two employees to six offices across three states. Strategically placed to serve local, regional and national clients, JSD's staff includes civil and structural engineers, surveyors, planners and landscape architects who are all focused on delivering exceptional services from project concept through ribbon cutting.

Our multi-disciplined approach provides our clients with a coordinated team of specialists who have a broad knowledge base in creative design, site evaluation, project financing, municipal entitlements, land survey documentation, site infrastructure, municipal infrastructure and construction.

## SERVICES

- + Civil Engineering
- + Land Surveying & Mapping
- + Landscape Architecture
- + Planning & Development Services
- + Environmental Services
- + Construction Services
- + Transportation Engineering
- + Structural Engineering
- + Water Resources





# LITIGATION HISTORY FOR THE LAST 5 YEARS

BKV Group has been claim free of any and all litigations in the government project sector for over 44 years of operation.

Below is a summary of claims brought against BKV Group related to goods and/or services, including the date, description of the claim, and the resolution of the claim.

CLAIMANT	NATURE OF THE CLAIM	FINAL DISPOSITION	CLAIM DATE
Lake and Knox Apartments	Civil Engineering Drainage Issue - not under our agreement	Mediation Settlement paid to the Claimant	2/2014
UTEC Student Housing	Caused by Contractor/installer siding issue	Mediation Settlement paid to the Claimant	6/2015
UTEC Student Housing	Caused by Contractor/installer siding issue/balconies	Reached Resolution and now closed	3/2019

BKV Group and it's employees, of any discipline or leadership level, have not been involved in any of the above mentioned dispute details with a design or professional services contract, or in connection with services performed.



# FIRM EXPERIENCE





DETROIT LAKES POLICE STATION | Detroit Lakes, Minnesota

# 200+ *police station projects nationwide*

Albert Lea Police Department, Albert Lea, MN • Alpena County Sheriff's Office & Jail, New Facility, Alpena, MI • Andover City Hall and Police Study, Andover, MN • Baton Rouge Law Enforcement Training Facility Master Plan, Baton Rouge, LA • Bayfield County, Security and Space Needs Study, Bayfield, WI • Becker County Law Enforcement Center, Detroit Lakes, MN • Bedford Municipal Complex, Bedford, OH • Bloomington Police Department, Bloomington, MN • Brookings County Detention Center, Brookings, SD • Brooklyn Center Police Station, Brooklyn Center, MN • Bureau County Law Enforcement Center, Princeton, IL • Buffalo Architectural Services Municipal Facilities, Buffalo, MN • Burnsville Facility Space Needs Assessment, Burnsville, MN • Carver County & Scott County New Dispatch / 911 Feasibility Study • Champlin Police Station, Champlin, MN • Cloquet Police Station Master Plan, Cloquet, MN • Codrington County Justice Center Study, Watertown, SD • Coon Rapids City Center, Coon Rapids, MN • Dakota Law Enforcement Center Needs Assessment, Dakota, MN • Detroit Lakes Police Station and City Hall Study, Detroit Lakes, MN • Detroit Lakes Police Station, Detroit Lakes, MN • Eagan Municipal Center, Eagan, MN • Eau Claire Police Department, Eau Claire, WI • Edina City Hall and Police Station, Edina, MN • Edina City Hall and Police Station, Edina, MN • Edina Police Security Upgrades, Edina, MN • Elko New Market Master Plan, Elko New Market, MN • Elk River Public Safety, Elk River, MN • Emily Police and City Hall, Emily, MN • Forest Lake Public Safety and Municipal Center Master Plan, Forest Lake, MN • Fridley Public Safety Campus, Fridley, MN • Fridley Municipal Facility, Fridley, MN • Front Royal Police Department Study, Front Royal, VA • Gladstone Public Safety Building Study, Gladstone, MO • Golden Valley Public Safety, Golden Valley, MN • Golden Valley Civic Campus Master Plan, Golden Valley, MN • Harlan County Judicial Center, Harlan, KY • Hermantown Public Safety, Hermantown, MN • Ingham County Justice Center, Mason, MI • Inver Grove Heights Police Station, Inver Grove Heights, MN • Isanti County Law Enforcement Center, Cambridge, MN • Island Lake Police Station Study, Island Lake, IL • Lakes Area Police Station Needs Assessment, Lakes Area, MN • Lakeville Police Station, Lakeville, MN • Lakewood Municipal Complex Master Plan, Lakewood, IL • Lansing New Public Safety Center, Lansing, MI • Leech Lake Band of Ojibwe Justice Center and Tribal Police, Cass Lake, MN • Le Sueur County Justice Center, Le Center, MN • Lockport Facility Condition Assessment, Lockport, IL • Maple Grove Government Center, Maple Grove, MN • Melrose Police Station, Melrose, MN • Minneapolis Community and Technical College/Metro State University, Brooklyn Park, MN • Minneapolis Precinct #2 & #3 Police Stations, Minneapolis, MN • Minnetonka Police Renovation, Minnetonka, MN • Minnetrista Police Station, Minnetrista, MN • Montgomery Public Safety Facility, Montgomery, MN • Montgomery County District 6 Police Station, Gaithersburg, MD • New Prague Police Station, New Prague, MN • Northville Township Public Safety Headquarters Study, Northville, MI • Orono Police Station, Orono, MN • Parma Justice Center, Parma, OH • Pennington County Sheriff's Office, Rapid City, SD • Pennington County Sheriff's Station, Thief River Falls, MN • Pine County Justice Center, Pine City, MN • Plymouth Public Safety Building, Plymouth, MN • Prior Lake Police Department, Prior Lake, MN • Rapid City Police Department Master Plan, Rapid City, SD • Rapid City Police Evidence Facility Master Plan, Rapid City, SD • Ramsey Municipal Center, Ramsey, MN • Richfield Public Safety Department Study, Richfield, MN • Rochester North Service Center and Police Station, Rochester, MN • Rogers Police Study, Rogers, MN • Rosemount Police Department Study, Rosemount, MN • Rosemount Police Station & Public Works, Rosemount, MN • Roseville Civic Campus Master Plan, Roseville, MN • Russell Township Police Station, Russell Township, OH • Savage Police Study & Master Plan, Savage, MN • Scott County Public Safety Training Academy Master Plan, Scott County, MN • Steger Village Hall and Police Department, Steger, IL • Sterling Police Study, Sterling, IL • Streamwood Space Study, Streamwood, IL • St. Louis Park Police Station, St. Louis Park, MN • St. Cloud Police Headquarters, St. Cloud, MN • Shakopee Police Station, Shakopee, MN • Todd County Law Enforcement Center, Long Prairie, MN • University of Texas M.D. Anderson Cancer Center Police Department Study, Houston, TX • West Fargo Police Station and City Hall, West Fargo, ND • West St. Paul Police Station Study, West St. Paul, MN • Winona Public Safety Facility Needs Assessment & Study, Winona, MN • Woodbury Police Study, Woodbury, MN • Woodbury Public Safety, Woodbury, MN • White Bear Lake Police Station Study, White Bear Lake, MN • Wright County / FBI Joint Tactical Training Facility, Buffalo, MN • Wyoming Public Safety Facility, Wyoming, MN

# WINONA PUBLIC SAFETY NEEDS ASSESSMENT

Winona, Minnesota

## SIZE

68,000 SF

## COMPLETED

February 2022

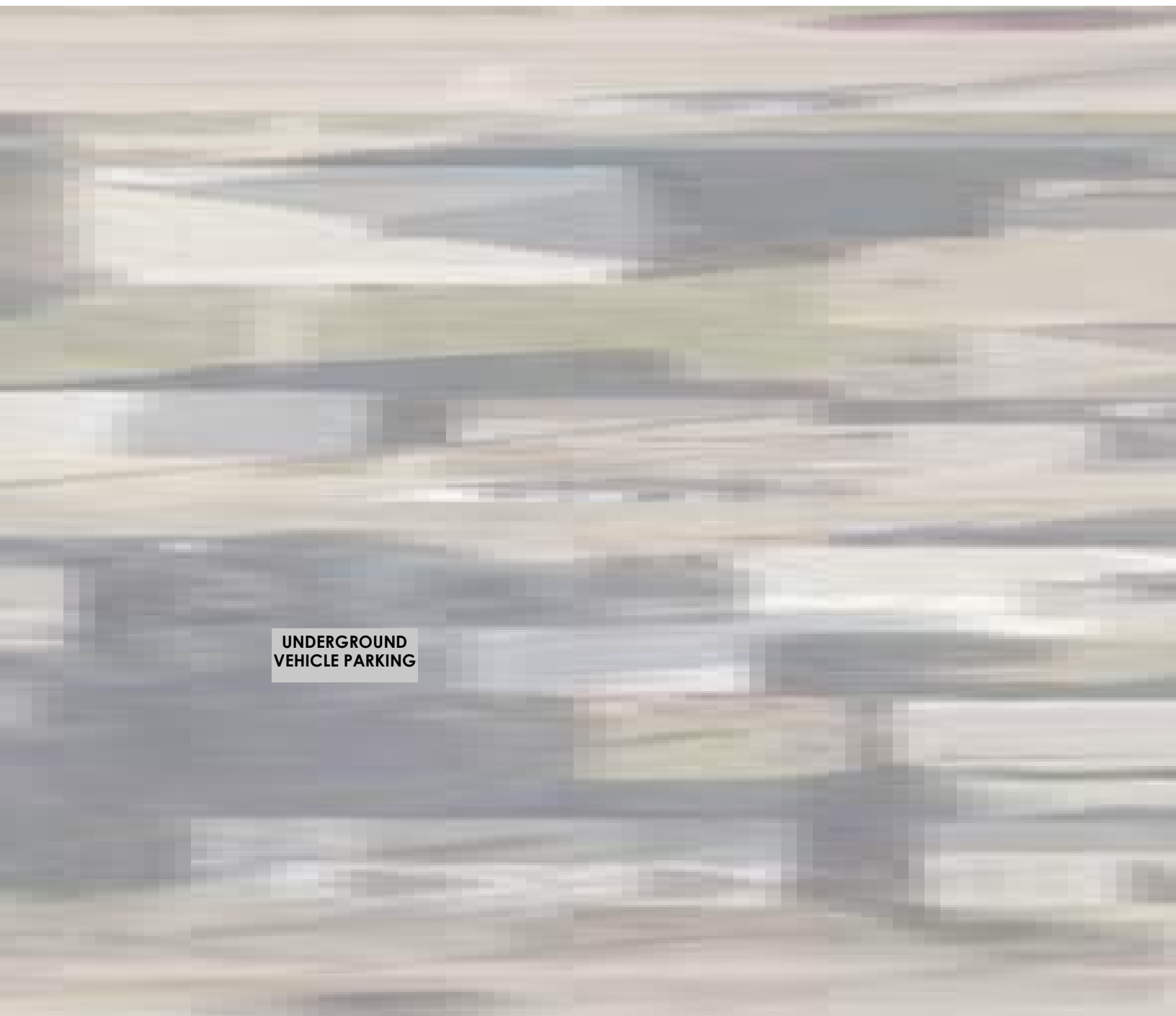
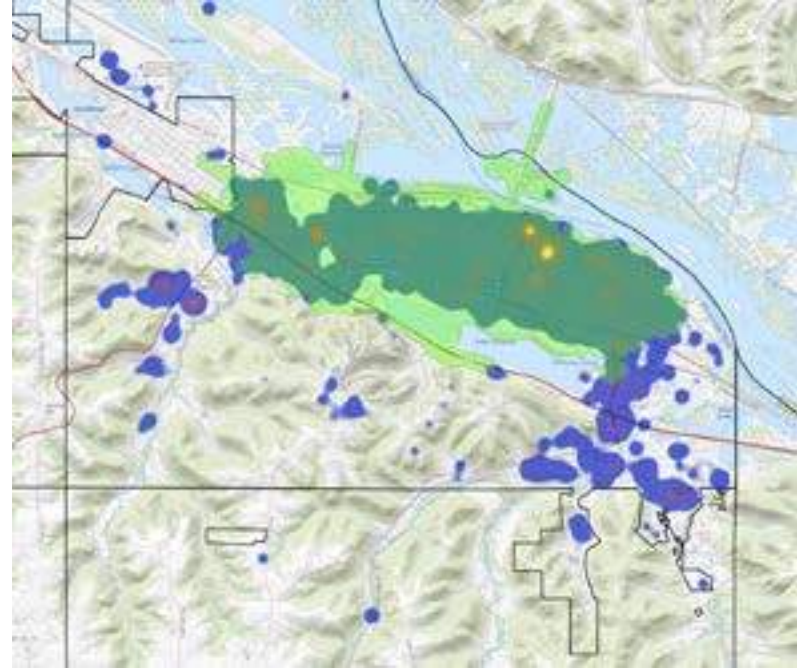
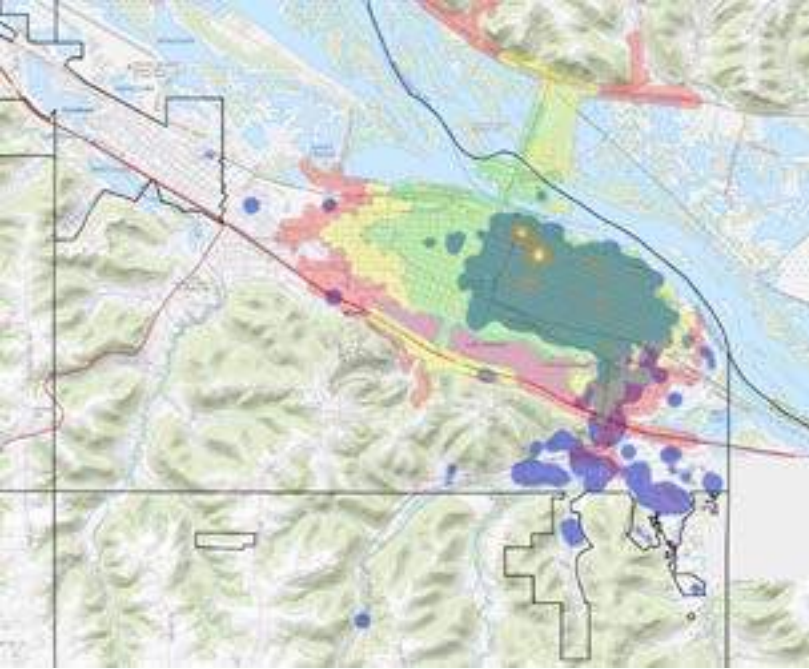
BKV Group was hired by the City of Winona to provide a facility assessment of their existing Public Safety Facilities and planning for a new combined Public Safety and Training facility. The study included conducting a space needs analysis for the Fire and Police Departments, GIS fire response time analysis, and site feasibility studies for several proposed sites.

A facility assessment was completed for the City's aging Central Fire Station and Police Station facilities to identify and document operational, functional, and safety issues. The City's current facilities do not provide adequate space for today's operations and equipment, and both facilities are lacking appropriate support spaces to accommodate the ever-changing gender ratios on the departments. The space needs analysis identified the need for a combined Public Safety and Training Facility sized around 68,000 gsf.

Site feasibility studies were completed for seven different sites throughout Winona. The site feasibility studies explored how the proposed building program could be placed and stacked based on the available site area and other site requirements. Site selection and recommendation was largely driven by the GIS fire response time analysis which identified the need for the Fire Station to stay on the eastern side of the City to maintain the department's current ISO rating.

Based on the findings of the initial needs assessment, BKV Group has continued to assist the City of Winona with further evaluation of the selected site and conceptual planning for the Public Safety Facility.





**UNDERGROUND  
VEHICLE PARKING**





# WAITE PARK PUBLIC SAFETY FACILITY

Waite Park, Minnesota

## SIZE

79,000 GSF

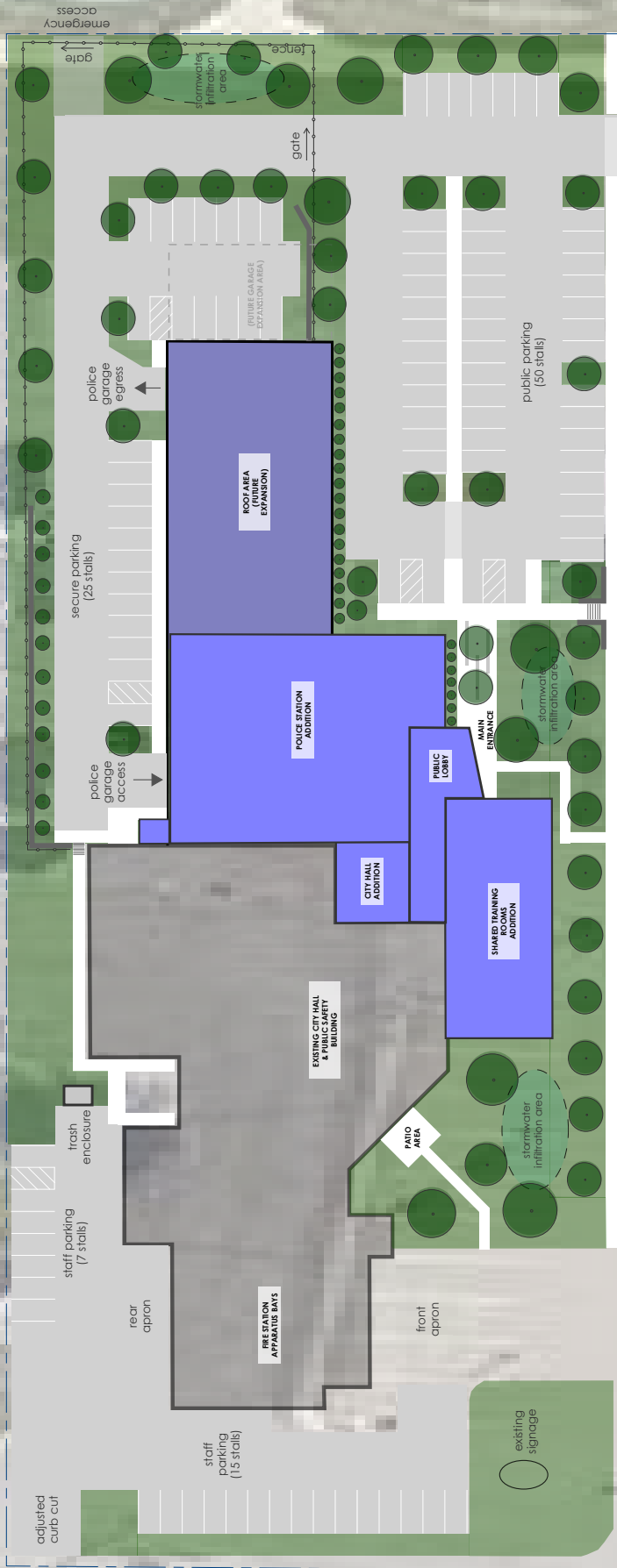
## COMPLETED

2026 (est.)

The City of Waite Park selected BKV Group as their full-service architectural and engineering design firm for the new Public Safety Facility. The City seeks services including design and facility space needs assessment to determine the size of the facility. The Public Safety Facility will include office space for administration, investigations, patrol, evidence processing, evidence storage, vehicle storage garage, parking lot, driveways, site work, and utilities. Fire department components, such as office, storage, equipment/apparatus bay, and living quarters, will be included based on the findings of the ongoing fire study and guidance from the city regarding space requirements.

The city emphasizes the importance of considering the impacts and needs of all departments and facilities in the facility space needs assessment. Over the past five years, growth has led to limited operational space in all departments. The city aims to maximize operational efficiency in planning and constructing facilities, potentially through the reuse of vacated departments or departmental consolidation. The goal is to construct a new public safety facility that meets current and future needs while considering the impacts on all operations and overall city costs.

The Fire Department is in the final stages of completing a Fire Study in collaboration with neighboring cities/departments.



DIVISION ST

13TH AVENUE

1ST ST N



# INTERNATIONAL FALLS MUNICIPAL FACILITIES STUDY

International Falls, Minnesota

## SIZE

Police - 24,000sf

Fire - 33,000sf

Public Works - 48,900sf

## COMPLETED

January 2024

BKV Group was retained by the City of International Falls to determine a path forward for its aging civic buildings. BKV Group's multidisciplinary team did an assessment on the Fire Station, Police Station, remote Fire Station, and various Public Works facilities, highlighting the operational challenges and necessary repairs. The police department is occupying rented space on the top level of an old school (now community center). The fire department is in City Hall and is coping with very small apparatus bays. Public Works is working inefficiently because of the distribution of their buildings. BKV Group led the City through a full programming exercise, surveying the staff and meeting with leadership about future needs. The team then analyzed the potential of several different sites to serve the community, using a combination of GIS drive-time analysis, risk analysis, and site feasibility planning, culminating with pros/cons analysis of the options. Master Planning focused on how to consolidate Public Works, if Fire and Police could be co-located and what sites could reasonably accommodate that, as well as options for stand-alone Fire and Police buildings.



# RED WING POLICE NEEDS ASSESSMENT & FEASIBILITY STUDY

## RED WING, MINNESOTA

### SIZE

42,000 SF

### COMPLETED

February 2024

The Red Wing Police Department currently shares a building with the Goodhue County Sheriff and is in need of additional operational space as well as wellness functions and training opportunities. Looking to potentially move into their own facility, the BKV team completed an operational space needs analysis to determine the department's immediate space needs and projected needs in 20 years. The projected space needs for the Red Wing Police Department was identified around 42,000 SF including a garage for squad parking. A feasibility study was completed to review the potential for repurposing an existing city-owned facility currently occupied by the public works department for the police department. BKV developed several planning options exploring ways to reuse the existing city-owned facility as well as planning for an entirely new facility on the same site. Additionally, an alternate concept was explored for a new build adjacent to the city's fire station. With each planning option, cost estimates were completed to identify the associated overall project costs and the pros/cons of each option were reviewed to assist the city in making an informed decision on how best to address the needs of the police department.

# ROSEMOUNT POLICE STATION & PUBLIC WORKS

Rosemount, Minnesota

## SIZE

160,000 GSF  
50,000 SF police station  
35 stall squad garage  
5 lane gun range

## COMPLETED

November 2024 (est.)

BKV Group led the design team to provide architectural and engineering services to the City of Rosemount, MN for a new combined Police and Public Works facility. The 160,000 GSF facility is planned on a 20-acre site at a highly visible location within the city. Our team worked with each department to confirm their operational space needs and develop an accurate space program for their current and long-term needs. The new facility will centralize public works operations, providing space for public works offices and staff support space as well as vehicle storage, vehicle maintenance, and wash bay areas. Additionally, a fuel island, material storage bins, and salt shed are planned on the site. The police station will include officer work areas, indoor squad garage, law enforcement training features including an indoor 5-lane gun range, temporary holding spaces, evidence processing and storage, and shared classroom spaces. Construction is planned to start in 2023.





# DETROIT LAKES POLICE STATION

DETROIT LAKES, MINNESOTA

## SIZE

22,000 SF

## COMPLETED

June 2021

## AWARDS

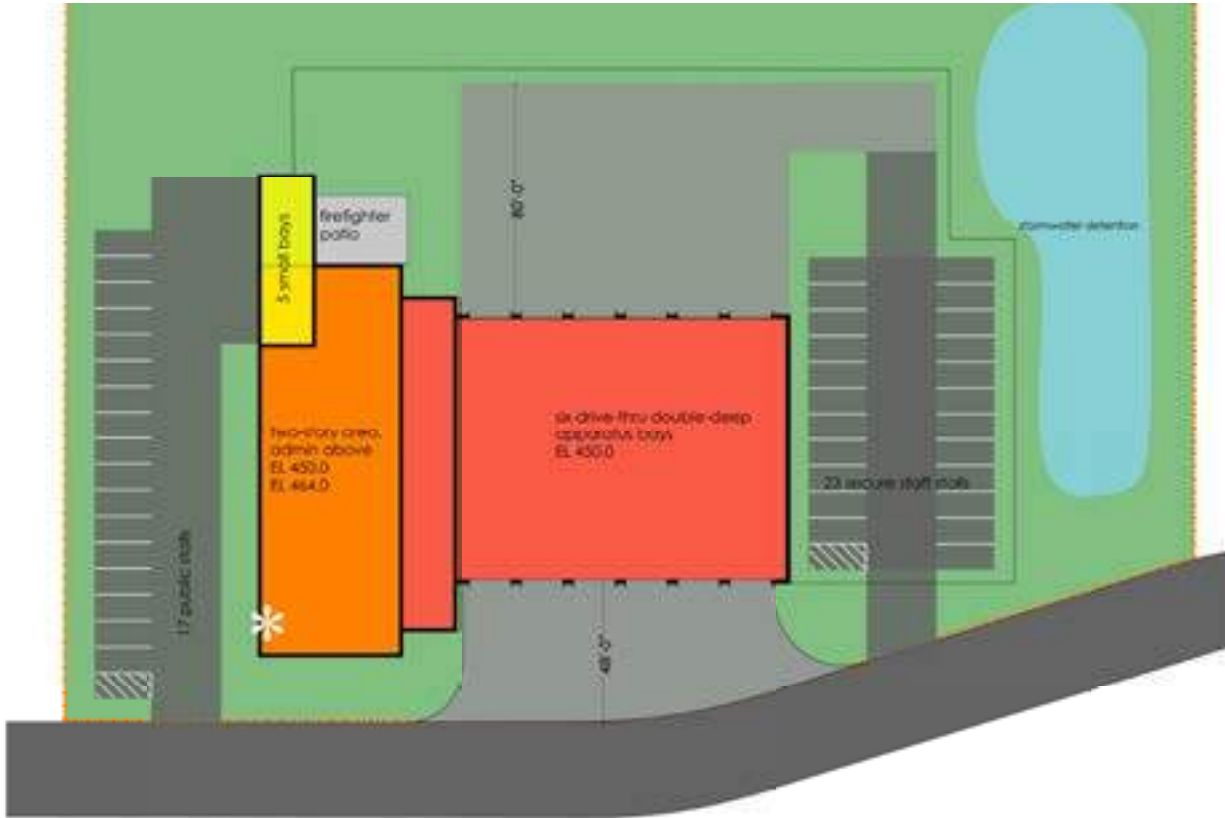
2021 Officer Magazine Law Enforcement Design Awards Facilities III - Silver

Previously, the Detroit Lakes Police Department was operating within a drastically undersized facility that was not designed for law enforcement operations. The existing facility did not provide essential spaces such as locker rooms, evidence processing, interview rooms, nor adequate office space for the department of 16 sworn officers. Additionally, the existing facility did not provide separation or a secure perimeter between staff and public zones placing the department's staff at risk.

At just over 22,000 square feet, the new Detroit Lakes Police Station was constructed within the city's downtown district and has become an integral part of the city's redevelopment plan for the downtown area. At this prominent location, the police station was designed to be a community resource and to strengthen the identity of the department within the community. The new station provides a natural-light filled community room open to public-use. Within the public spaces, historical imagery of the department which was collected from the local historical society is displayed proudly. An important aspect of the planning process was to provide a welcoming police facility and stress-reducing environment. Following biophilic design principles, the Detroit Lakes Police Station provides ideal access to natural daylight within public and staff work areas, along with utilizing natural materials and warmer tone finishes selected to reduce occupational related stresses. While at the same time, providing a secure facility using ballistic glazing and masonry materials to reinforce the exterior perimeter and ballistic-resistant materials within the interior lobby space. Overall, the Detroit Lakes Police Station provides the department with a modern facility, thoughtfully designed with ideal operational flow and elements to support the needs of the department while benefiting the community.







# WEST BEND FIRE STATION #1 STUDY

West Bend, Wisconsin

## SIZE

25,820 SF

6 double-deep bays

8 bunks

## COMPLETED

April 2023

The City of West Bend asked BKV Group to help assess feasibility for relocation of their headquarters fire station, which has exceeded its useful life, and remodeling of Station 2, which was inexpensively adapted from an emissions testing facility in the late 90's.

For Station 1, BKV Group explored several potential site locations, researching site constraints like setbacks, topography, utilities, and wetlands to develop valid approaches for apparatus circulation, visitor and staff parking, stormwater management, and multi-story implications. One particular site was tested for its capacity to include a market-rate residential building as part of a public-private partnership.

For Station 2, BKV Group tested conceptual expansion opportunities on a very narrow site in an industrial zone. Simply to get the desired number of apparatus on the site and allow for turning radii to work, the bays would need to be located in an addition at the rear of the building in a staggered diagonal single-deep drive-through configuration. The addition could also support gear storage and decontamination spaces, while the original structure could be fully renovated for office and living spaces and provide effective wayfinding for an admitted limited number of public visitors.

The City is currently in discussions with property owners for the relocated Station 1.

# REFERENCES



## REFERENCES



### ROSEMOUNT POLICE STATION & PUBLIC WORKS

#### REFERENCE

Mikael Dahlstrom

Police Chief

p: 651-675-6996

e: [mikael.dahlstrom@ci.rosemount.mn.us](mailto:mikael.dahlstrom@ci.rosemount.mn.us)



### WAITE PARK PUBLIC SAFETY FACILITY

#### REFERENCE

Shaunna Johnson

City Administrator

p: 320.252.6822 Ext. 217

e: [Shaunna.Johnson@ci.waitepark.mn.us](mailto:Shaunna.Johnson@ci.waitepark.mn.us)



### WINONA PUBLIC SAFETY NEEDS ASSESSMENT

#### REFERENCE

Chad Ubl

City Manager

p: 507-457-8234

e: [cubl@ci.winona.mn.us](mailto:cubl@ci.winona.mn.us)

# KEY PERSONNEL QUALIFICATIONS



ROCHESTER NORTH SERVICE CENTER & POLICE STATION | Rochester, Minnesota



# ORGANIZATIONAL CHART OF TEAM



## POINT OF CONTACT



**PAUL MICHELL**  
Partner-in-Charge

## BKV GROUP TEAM



**MICHAEL HEALY**  
Project Manager /  
Law Enforcement Center Specialist



**BRADY HALVERSON**  
Site Planning

## JSD PROFESSIONAL SERVICES



**JUSTIN FRAHM**  
Senior Project  
Civil Consultant



**MATT HAASE**  
Project Civil  
Consultant



**TODD BUHR**  
Director of  
Surveying

# REFERENCES



## Paul Michell, AIA

Partner-in-Charge

Paul brings 25 years in planning and delivering complex public facilities. He demonstrates an unparalleled level of commitment to high-quality design, a team-oriented approach, and influential leadership which contributes to functional, enduring, and purposeful facilities that enrich the community while meeting the client's operational, budgetary, and schedule goals. Paul is passionate about community and local government projects and understands the sensitive nature of local government decision making and delivering value for tax-dollars spent.

### EDUCATION

University of Kansas, Bachelor of Architecture, School of Architecture and Urban Design // University of Missouri – Kansas City, School of Architecture and Environmental Design // Marquette University, College of Engineering, Emphasis in Electrical & Mechanical Engineering

### REGISTRATIONS

Registered Architect: MN # 61543, among others // NCARB

### YEARS OF EXPERIENCE

25

### AWARDS

Pittsburg Police & Court Facility – 2010 Associated General Contractors of Kansas – Award of Excellence Crossland Construction // Daytona Beach Police Headquarters – 2009 Associated Builders & Contractors (Central Florida Chapter) – Excellence in Construction, Eagle Award, Ajax Building Corporation

### SPEAKING SESSIONS

“The Station as a Tool for It’s Users” – 2024 FIREHOUSE / OFFICER Station Design Conference

### PROFESSIONAL AFFILIATIONS

American Institute of Architects; AIA, Minnesota Government Affairs Committee Member; AIA, Minneapolis Advocacy Committee Member

### Relevant Experience

**Winona Public Safety Facility Study, Winona, MN**

**Waite Park Public Safety Facility, Waite Park, MN**

**International Falls Municipal Facilities Needs Assessment, International Falls, MN**

**Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN**

**Fillmore County Jail Addition, Preston, MN**

**Eden Prairie Police Department Renovation, Eden Prairie, MN**

**Willmar City Hall & Community Center Site Design & Assessment, Willmar, MN**

**Golden Valley Fire Station Location Analysis and Public Safety Pre-Design, Golden Valley, MN**

**South St. Paul Master Plan & Needs Analysis, South St. Paul, MN**

**Chanhassen Civic Campus City Hall/Senior Center & Park Building, Chanhassen, MN**

**Hays Public Safety Needs Assessment Study, Hays, KS**

**Andover Fire and Police Study, Andover, KS\***

**Ankeny Police Headquarters, Ankeny, IA\***

**Bellevue Police Department Study, Bellevue, NE\***

**Central Police Facility Renovations, Independence, MO\***

**Andover Fire and Police Study, Andover, KS\***

**Springfield Police, Fire & City Hall Study, Springfield, UT\***

**Highland Police, Fire and City Hall Study, Highland, IN\***

**Norfolk Police Headquarters Renovation & Expansion, Norfolk, NE\***

**O’Fallon Regional Law Enforcement Training Center, O’Fallon, MO\***

**Wichita East Patrol Station, Wichita, KS\***

**Wichita East Patrol Site Evaluations, Wichita, KS\***

**Dade City Police & City Hall Facility, Dade City, FL\***

**Marion Police Headquarters, Marion, IA\***

**Lawrence Police Needs Assessment Study, Lawrence, KS\***

**Clarkville Police Department, Clarkville, AR\***

**Clayton Police Headquarters, Clayton, MO\***

*\*Experience prior to BKV Group*





## Michael Healy, AIA, LEED AP BD+C

Project Manager / Law Enforcement Center Specialist

The act of designing a law enforcement facility is one of symbolic, social, cultural, environmental, and economic significance. Michael's philosophy driving the design is guided by the principle that it must be "of its time," "of its place," and "of its patron." It is both public and civic. The design will establish a standard for a contemporary law enforcement center whereby its architecture and urban design is an integrated response that reflects the values of the city it serves, acknowledges the existing context, and provides equal access to all. Michael is a skilled technical design professional with more than 16 years of experience on law enforcement facilities. Michael has a thorough understanding of the operational needs and spatial requirements for law enforcement facilities and their building assemblies. Michael works closely with stakeholders to ensure their project is functional, on budget, and ultimately responds to their goals and operational needs.

### EDUCATION

University of Minnesota, Masters of Architecture; University of Minnesota, Bachelor of Science, Architecture, Minor, Construction Management

### REGISTRATIONS

Licensed Architect: MN #55378 // OSHA 10-Hour Certification CID

### YEARS OF EXPERIENCE

16

### PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)

### AWARDS

Rochester North Police Station and Government Service Center: 2021 Officer Magazine Law Enforcement Design Awards - Public Safety Centers, Bronze; 2020 Finance & Commerce Top Project of 2020 // Detroit Lakes Police Station: 2021 Officer Magazine Law Enforcement Design Awards - Facilities III, Silver // Fridley Civic Campus: 2019 Firehouse Station Design Awards - Mixed Use Bronze Award

### SPEAKING SESSIONS

"Top Trends in Police Station Design," 2024 Firehouse / Officer Station Design Conference // "Case Study: Fridley Public Safety Facility, a co-located Station," 2023 Firehouse / Officer Station Design Conference

### Relevant Experience

**Winona Public Safety Facility Study, Winona, MN**

**Waite Park Public Safety Facility, Waite Park, MN**

**Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN**

**International Falls Police & Fire Facilities Needs Assessment, International Falls, MN**

**Rosemount Police Station & Public Works, Rosemount, MN**

**Detroit Lakes Police Station, Detroit Lakes, MN**

**Fridley Public Safety Campus, Fridley, MN**

**Eden Prairie Police Department Remodel, Eden Prairie MN**

**Rochester North Police Station & Service Center, Rochester, MN**

**Lansing New Public Safety Center, Lansing, MI**

**Hays Public Safety Needs Assessment Study, Hays, KS**

**Montgomery County District 6 Police Station, Gaithersburg, MD**

**Montgomery County District 4 Police Station, Gaithersburg, MD**

**Waconia Fire Station, Waconia, MN**

**Chanhassen Civic Campus City Hall/ Senior Center, Chanhassen, MN**

**Rochester Police Station Study & Master Plan, Rochester, MN**

**Edina Community Health & Safety Facility/Fire Station #2, Edina, MN**

**Elk River Public Safety Building Remodel and Expansion, Elk River, MN**

**Golden Valley Civic Campus Master Plan, Golden Valley, MN**

**Roseville Civic Campus Master Plan, Roseville, MN**

**Howard Lake Feasibility Study, Howard Lake, MN**

**Detroit Lakes Police & City Hall Study, Detroit Lakes, MN**

**Albert Lea City-Wide Facilities Assessment & Master Plan, Albert Lea, MN**

**Wright County / FBI Joint Tactical Training Facility, Buffalo, MN**

**Montgomery Public Safety Facility Concept Design, Montgomery, MN**

**West Fargo City Hall and Police Station, West Fargo, ND**

## REFERENCES



**Brady Halverson**, ASLA, RLA  
Landscape architect

Brady's work includes a broad range of project types including site design, master planning, corridor and transit-oriented development studies, comprehensive and redevelopment planning and process facilitation, and new town planning for both public and private clients. A common thread in all of Brady's work is an emphasis on sustainability and creation of meaningful places that offer unique design solutions specific to each client's needs. 3-dimensional illustration.

**EDUCATION**

Master of Landscape Architecture, University of Minnesota; Bachelor of Arts, Journalism, University of Wisconsin, Madison

**REGISTRATIONS**

Professional Landscape Architect: NV #960 among 16 others, CLARB # 42543

**YEARS OF EXPERIENCE**  
25

**Relevant Experience**

**Detroit Lakes Police Department Facility, Detroit Lakes, MN**

**Rosemount Police Station & Public Works, Rosemount, MN**

**Rochester North Police Station & Service Center, Rochester, MN**

**Montgomery Public Safety Facility Schematic Design, Montgomery, MN**

**Elk River Public Safety Building Remodel and Expansion, Elk River, MN**

**Wright County / FBI Joint Tactical Training Facility, Buffalo, MN**

**Steger Village Hall and Police Department, Steger, IL –**

**Plymouth City Hall and Public Safety Building, Plymouth, MN**



**Justin Frahm**, ASLA, ICSC, PLA  
Senior Project Civil Consultant

Mr. Frahm has nearly 15 years of experience as a site designer and project consultant with extensive experience in commercial, institutional, residential and recreational site design, project delivery and construction management. As a consultant, he is able to effectively and creatively take a vision from concept drawing through design and construction with the use of plans, renderings, presentation techniques and state-of-the-art software tools to illustrate and convey his design solutions. He generates ideas with technical understanding and creative flair as reflected in his development of master plans, site plans, construction details and presentation renderings including 3-dimensional illustration.

**EDUCATION**

University of Wisconsin-Madison, Madison, WI, Bachelor of Science in Landscape Architecture

**REGISTRATIONS**

Professional Landscape Architect, 2021, WI, LA 821-14

**YEARS OF EXPERIENCE**  
15

**Relevant Experience**

**Kettle Park West Commercial Center Development, Stoughton, WI**

**Weston Park Planning, Weston, WI**

**Poynette, Park & Open Space Plan, Poynette, WI**

**Belleville Pedestrian/Bicycle Trail Linkage Phase I & II, Belleville, WI**

**Rhineland, Hodag Park Master Plan, Rhineland, WI**

**Rhineland, Pioneer Park Master Plan, Rhineland, WI**

**Marshfield Historic Main Street Renovation, Marshfield, WI**



**Matt Haase, PE**  
Project Civil Consultant

Mr. Haase has nearly 11 years of professional engineering design and construction experience on a multitude of land development projects across sectors of public services, commercial, retail, residential, institutional and industrial types of developments. As a project consultant, he leads teams of surveyors, civil engineers, landscape architects and other related design disciplines from initial conception through construction documents. He excels at leading teams through the land development design and entitlement permitting processes while managing project scope, client expectations and schedules to deliver successful projects for his clients. Mr Haase also has valuable construction and field experience in construction observation, administration and engineering which he calls on during his design to create cost effective and construction efficient solutions for projects. His multifaceted experience of design across many sectors is a great asset to any land development project team.

**EDUCATION**

University of Wisconsin-Platteville, Platteville, WI, Bachelor of Science in Civil Engineering, Dec. 2013

**REGISTRATIONS**

Professional Engineer, WI, E-46019-6

**YEARS OF EXPERIENCE**

11

**Relevant Experience**

- Fitchburg Police Station (new facility), Fitchburg, WI
- Dane County Sheriff's Precinct, Stoughton, WI
- Baraboo Fire Station 1 & 2 (new facilities), Baraboo, WI
- Platteville Fire Station (new facility), Platteville, WI
- Madison Fire Station #6 Additions/Site Improvements, Madison, WI
- Madison Bus Storage Garage, Madison, WI



**Todd Buhr, PLS**  
Director of Surveying

Mr. Buhr manages JSD survey operations for all regional locations. His duties include performing and coordinating survey project workload between offices, staffing, QA/QC, department and capital improvement budgets and company standards. He has over 30 years of land survey coordination, project management and staff management experience in the public and private sector. His background using LEAN manufacturing principles has made JSD's surveying operations efficient and cost effective. Mr. Buhr's expertise is in managing and performing land surveying tasks on transportation project plats, right-of-way plats, large utility corridor projects with major private utility companies, airport surveys, stadium projects, private development, railroad surveys, condominiums, subdivisions, municipal projects, and construction observation projects. His diverse background includes working for both small and medium sized engineering/land surveying firms and a large public utility company.

**EDUCATION**

Northeastern Wisconsin Technical College, Green Bay, WI, AD Civil Engineering

**REGISTRATIONS**

Professional Land Surveyor, WI #2614

**YEARS OF EXPERIENCE**

30

**Relevant Experience**

- Fitchburg Police Station (new facility), Fitchburg, WI
- Baraboo Fire Station 1 & 2 (new facilities), Baraboo, WI
- Platteville Fire Station (new facility), Platteville, WI
- Madison Fire Station No. 6 Remodel/Addition, Madison, WI
- Green County Health and Human Services, Monroe, WI





# APPROACH TO PROJECT



# APPROACH TO PROJECT



## DESIGN CAPABILITIES & PHILOSOPHY

### PROJECT COMMUNICATIONS

The foundation for the success of this project will be our collaborative and consensus-based planning which will produce a defined schedule and work plan using input from all stakeholders. The BKV Group team will work closely with the City of Menomonie to review and refine the work plan at the start of the project to ensure that critical milestones are defined within the project timeframe. Additionally, this effort will establish all goals and objectives that are to be understood and met within the project schedule. Part of the developed work plan will be outlining key workshops with defined agendas at a regular cadence to ensure an open discourse between our team and the stakeholder group while maintaining project momentum and accountability.

In addition to the regular workshops and progress reviews detailed on the following pages, our team will assist in preparing and presenting updates to the city council and the community as needed throughout the process. All workshops will be documented with meeting minutes recording input and direction.

Our approach is led by our experienced senior team members who provide you with the expertise and understanding that is needed to properly address important issues in a timely manner and create a well-planned project that is delivered on schedule. The BKV Group team is a national leader in police facility planning and design. We will bring new options and approaches to the city based on our focus and understanding of current national standards in police facility planning. Simply put, we'll help you navigate the choices for your station that will lead to a successful project that meets the needs of your department and community for many decades.

## PROJECT UNDERSTANDING

We understand the concern cities bear in responsibly managing resources, planning, and implementing capital improvements, and in doing so uphold the quality and service expectations of their residents. When a public project begins with a facility space needs assessment or programming effort, a foundation is laid that provides an invaluable tool for long-term planning and subsequent design efforts. The accuracy and thoroughness of the developed information through space needs assessment is paramount for the success of the future project as this early understanding establishes the scope and overall project costs.

The study process provides the following benefits:

- Establishes an objective, informed identification of existing facility condition and operational concerns, and both current and future space needs.
- Utilizes a multi-part approach to assessment, analysis, and engagement that feeds into recommendations that reflect and balance operational needs, fiscal responsibility, critical-path planning, and long-range visioning.
- Establishes minimum sizes to support building and site needs for the long-term effectiveness of your Police department.
- Provides a framework to evaluate prospective planning options for suitability to support the needs identified in the space needs assessment.
- Provides an initial understanding of the total project costs associated with the needs identified.

As leaders in police facility planning and design, we know that our clients entrust us with the critical tasks of refining project needs, designing police facilities that function, and bringing credibility to the project results. Elected officials, project stakeholders, and the community must have confidence in the recommended direction of the project.

We do not have preconceived notions on what your police facility should be, we take the time to understand your operations and the concerns of your local government. We speak your language. BKV Group begins each project with on-site information gathering in an interactive group setting that involves key representatives from the user groups and other critical project stakeholders. We will spend time touring your existing facility, observing how you operate, and asking questions. Our experience allows us to arrive at solutions quickly and provide a smooth and efficient process. Our experience in police facility planning gives us an unmatched perspective and an unique understanding of these agencies. Through this understanding, we provide user-responsive planning and design solutions for our clients.

## FACILITY - SPECIFIC APPROACH

We provide a team with specific expertise to properly address the needs, evolutions, and best practices for police operations. Our planning process will consider the following critical areas at minimum, informed by national standards, adapted for your specific and unique needs:

- Critical adjacencies between staff and work areas to ensure efficiency.
- Opportunities for your facility to provide community engagement and outreach.
- Review and accommodation of your law enforcement operations.
- How to best address changing department gender demographics.
- Evidence processing, chain-of-custody, and proper storage solutions.




- Short-term holding needs, if any, including separation of males, females, and juveniles.
- Separation of victims, witnesses, and offenders.
- Protection of staff at public contact points.
- Trauma-informed design to improve the mental and behavior wellness.
- Physical wellness and operational training opportunities.
- Security and surveillance systems.
- Facility hardening and perimeter stand-off zones
- ICC 500 Tornado storm shelter requirements.
- Integration of building technology, network, and audio/visual systems.
- Engineering systems and equipment that will perform for these critical-use facilities and that will reduce energy consumption and operational costs.

We leverage facility specialists and our in-house engineers to ensure a process that draws on industry-specific expertise, and our team's knowledge of national best practices and evolutions in key public safety services. We are committed to leading this effort, facilitating valuable and informative dialogue with your core team, department leaders, and staff to deliver a project that realizes your goals and objectives.

## DESIGN PHILOSOPHY

BKV Group is dedicated to working with clients to responsibly and effectively build civic buildings and spaces that speak to the heart of the community. Through an approach that emphasizes dialogue, transparency, and accessibility with our clients, we create meaningful places where communities can thrive. We are experts in the process of creating public safety projects, and knowledgeable in the public contracting process and strategies that ensure that a community will realize its project within budget. We emphasize sustainability by creating civic work that will meet the evolving needs of a community and give governments an opportunity to reach the people it serves. We strive to create buildings and outdoor spaces that are both functional, beautiful, and most importantly are representative of the place in which they're built.

We approach design by starting with the community, documenting it, divining its essence, and use that information as the basis of a truly integrated design. This is a collaborative process that welcomes the input of all interested parties. It involves the exploration of design concepts, each of which will have advantages and disadvantages, that gradually meld



into a final design that is a functional and visual answer to the goals of the project. We see a design as successful if everyone involved truly feels that the building belongs and that their needs are met.

Projects that commence with a facility space needs assessment that document current deficiencies and establish appropriate project needs allow the public to have great confidence that a project's foundation is reasonable, based on standards, and demonstrates prudent use of public funds. The resulting design should welcome the community, inspire your staff, provide cutting-edge tools for training and operations, result in increased staff efficiency, and aide the City of Menomonie in recruiting top talent. It is critical that your facility fits within your community and reinforces Menomonie's ideals, missions, and goals – not just for today, but for what Menomonie hopes to become in the future.

No other client shares your exact circumstances, operational philosophies, and needs. Therefore, it's extremely important that we provide a process which facilitates communication. We'll be asking questions, making suggestions, developing options, and analyzing the positives and negatives of any suggested concepts. Our goal is to test and evaluate the possibilities so that they reflect the accumulated knowledge provided by both our team and your input, thereby resulting in the incorporation of state-of-the-art operational design.

## PROJECT APPROACH

### PHASE ONE - SPACE NEEDS ASSESSMENT

**Discovery.** Successful programming and master planning efforts must begin with an understanding of the Department and a base knowledge of the existing facilities. We will request the following, if available, for review prior to the first workshop:

- Construction drawings or plans of the existing facilities so we can compare future space needs with current space allocation.
- Organizational Chart/Inventory of current facilities, staff, special units, and vehicles so we have a point of departure for discussions of future expectations.
- Mission statements so we can suggest ways the building can support your organizational priorities.
- Any boundary, topographic, and utility surveys, environmental assessments, geotechnical investigation reports, etc. of available site(s) being considered, if a selected site location is known.

### WORKSHOP 1

**Kickoff.** The first step in any successful project is establishing an effective team. We do this during the project kickoff meeting by:

- Introducing all core team members and their roles/responsibilities.
- Client's explanation of the project, including project history and department backgrounds.
- Establishing the schedule, including all major tasks, workshops, presentations, and deliverables.
- Defining communications protocols between the BKV Group Team and the City.
- Identifying all stakeholders and the ways they will be engaged throughout the study.



# APPROACH TO PROJECT

Facilitating the creation of shared goals, objectives, expectations, and vision. The goals and objectives always include “on-time” and “on-budget,” but also include things like “first phase of the project finished by New Years,” “include resiliency measures in study data,” or “enthusiastic buy-in from the staff.” The discussion of expectations allows each stakeholder around the table to talk about how they typically work, their management style, and any pet peeves that consultants sometimes fall into.

**Police Station Functional Assessment.** BKV Group realizes that your most important asset is your staff. The high nationwide incidence of heart disease, PTSD, depression, and other serious health concerns can be directly affected, positively or negatively, by the physical space of the police station. We are committed to reversing this trend through thoughtful design and planning. To fully understand your operations, our team will request to be toured through your current facility to gain insight on how you utilize your current facility

and challenges you may be facing that impact the efficiency and effectiveness of your operations. These early conversations are key talking points for future discussions regarding current and future operational space needs.

- Inadequate support spaces: inadequate locker rooms, lacking break space, inadequate fitness/wellness areas, etc.
- ADA/Accessibility: approach and entry to building, doors and corridors, restrooms, kitchens, locker rooms, etc.
- Functionality Issues: workflow, gender-balance issues, wayfinding, ease of access by citizens, general sustainability, etc.
- Security: electronic access control, facility hardening, secure parking, etc.

Our deliverable will be a narrative describing the issues identified, with photographs for documentation.



## WORKSHOP 2

**Space Needs Analysis.** Our team will meet with key stakeholders from the department to identify, discuss, and closely define all the spaces required to function efficiently, in compliance with law and national standards, for the next 20+ years. We will discuss the “State of the Art” law enforcement facility and how spatial relationships may be affected by forward thinking. We will discuss staffing for your current need and what policing may look like in the future. We will bring our knowledge and expertise working nationally as law enforcement experts to lead discussions on how the police facility is evolving. Our deliverable will be the Space Program, a spreadsheet listing all required spaces, staffing positions, and the associated area for each. The Space Program is a comprehensive document that incrementally details your operational space needs and staffing, from the current need as of today, to the 10-year projected need, and the 20+ year need. In summary, this document provides the overall gross square footage for your planned facility.



We will compare the space needs identified through this discussion with the space you currently utilize so we can understand how well the current facilities are responding to your actual needs and what is necessary for efficient and ideal operations.

**Staff Surveys.** With your consent, we will conduct an online survey of your staff to solicit information about what elements to repeat from your current facilities, what elements to avoid, and any features from other stations they have seen and liked. This information will be provided in a summary format that highlights the overall trends and findings.

**Facility Comparisons.** BKV Group will work with you to develop a list of communities similar to Menomonie in terms of area, population, demographics, geography, etc. and research the size of any recently constructed police stations that we don't already have in our databases. This allows a comparison between your projected Space Needs and what other communities have done, helping to assure the community and elected officials that the proposed program is neither too large nor too small. Our deliverable is a table of the comparison stations and a narrative about the reason for this analysis.

**Presentation to City Council.** Our recommendation is to meet with the City Council multiple times over the course of the study to keep them apprised of progress and the data generated. This allows the elected officials to react to the challenges of the current facilities and express support for the department before being confronted with cost information that can be more politically challenging. The first presentation we suggest is to discuss the existing Operational and Functional Issues, the Space Needs, and Facility Comparisons.

## WORKSHOP 3

**Planning Options.** BKV Group will use the information compiled in the previous steps to explore conceptual site plan options for your facility. For each planning option we will use concept plans, site plans, etc. to communicate the implications of the option to the Police Department and will work with you to develop a list of pros and cons regarding phasing, operational impacts, health and safety, first costs, workflow efficiency, sustainability, and long-term serviceability to the citizens.

Specifically, for each concept we will explore the following:

- Building footprint
- Site access points and security
- Vehicle circulation
- Pedestrian circulation, parking, and wayfinding
- Staff parking
- Greenspace, stormwater, and topography
- Utilities and equipment areas
- Potential expansion areas
- Training areas

# APPROACH TO PROJECT

Through the review process, concept plans may be refined based on the city's input. Our deliverable will be conceptual site plans and conceptual stacking/layouts sufficient to validate the practicality of each Planning Option, along with a narrative explanation, pros/ cons information, and the high-level cost estimate.



**Presentation to the City Council.** The second presentation to the City Council we will present multiple options for how to address the needs of the police department, along with high-level pros/cons of each Planning Option like long-term operational efficiency, health/safety issues for the staff, impacts to the citizens, and cost impacts. Depending on the outcomes of the study thus far, BKV may provide a recommendation or may simply provide Options for the Council to select from. Our goal for the meeting is to get a preferred option that the team can move forward with. There is a chance that the Council will need more time for debate, but this is an easy place to pause the schedule if necessary.

## WORKSHOP 4

**Final Report.** All the study deliverables, data collected, Workshop review materials, and Workshop meeting minutes will be combined into a final document with Chapters presenting each step of the process. There will also be a narrative that discusses the approach to each design concept. The entire process will be documented, which will serve as evidence of the comprehensive and transparent process with data supporting every decision made. To aid the city in moving forward with the project, the last chapter will include recommended action items for Next Steps.

Presentation to the City Council. The process and the final report are designed to stand up to scrutiny, so BKV Group will be happy to present the final concepts and cost implications to the City Council and/or the citizens. This presentation should also reiterate the comprehensive process, explain how the original project goals were addressed, and the recommend Next Steps.

## PROPOSED TIMELINE & AVAILABILITY

Our team is excited for the opportunity to work with the Menomonie Police Department and has capacity and availability to kick-off this study upon notice to proceed. One of our first steps will be to meet with your core team to better understand your schedule goals, availability for meetings, and any proposed City Council work sessions. With this information, we can develop a comprehensive critical path Gantt schedule that identifies all meeting dates, presentations, and all key milestones and deliverables.

Our goal will be to leverage our experience in this project type and our history of delivering projects for agencies just like the Menomonie Police Department to maximize the benefit of our expertise with minimal impact to your time. Of critical importance will be having sufficient touchpoints as the deliverables are developed and giving

stakeholders adequate time to review and comment on the deliverables as they are being developed. Based on this information we believe that a 3–4-month duration will provide sufficient time for the initial Space Needs Assessment and Concept Design phases.

## OTHER PERTINENT INFORMATION

### LESSONS LEARNED

For nearly half a century, BKV Group has been delivering municipal projects to communities throughout Minnesota and the Midwest. Our track record of successful government projects attest to a reputation of meeting our client's needs and achieving their goals. Over this time, we have learned what we believe to be the best process for mitigating risk and delivering upon promises made. Some of these lessons learned include:

**Stakeholder Involvement.** We understand that stakeholders must be involved throughout the planning and design processes. This includes not only the user groups but also City officials and, in many cases, the public. We must also determine the most advantageous and appropriate times to involve stakeholders to provide value while advancing the project efficiently.

**Application of Expertise.** We know that we are hired to bring expertise and apply our experience to the projects we are fortunate to be engaged with. Our team features deep experience on local government projects. Involving a team with design expertise and a successful track record of projects like yours allows the City to explore innovative solutions while bringing credibility to the process.

**Cost Control.** It is critical to reconcile project costs to available funding and identified needs early in the project. We will lean on our experience in the project type and will test the local construction market to understand current costs and the impacts of early design decisions. We will work with the City to develop options that will provide budget compliance while minimizing impacts to the functionality of the project while delivering upon promises made to the community.

**Site Understanding.** For any sites considered as part of the study, we will investigate all site issues such as existing utilities and site impediments to ensure that unknowns are identified and resolved prior to design work beginning. We will document the necessary site improvements as part of the programming and schematic design processes to ensure that project budgets include all necessary scope.

Ultimately, we have learned that due diligence and an open, transparent, and collaborative process will discern the ultimate project requirements and guide the solutions developed. We thrive on communication and collaboration to help our clients achieve their goals and minimize risk.

## ACCESSIBILITY TO & LOCATION OF THE FIRM

BKV Group has extensive regional experience planning municipal facilities and our proposed team has worked closely together on numerous projects across the upper Midwest. BKV Group has completed dozens of police facilities throughout the region over the past 45 years and is distinguished as a leader in the industry. A few examples of public safety facilities recently completed or under construction that are in the Midwest region include the City of Rochester, MN - North Police Station | Rosemount, MN - Police Station | Detroit Lakes, MN - Police Station. BKV's history also

# APPROACH TO PROJECT

includes assisting hundreds of cities with studies and assessments. For example, recent Public Safety Facility studies for the cities of West Bend, WI | International Falls, MN | Winona, MN | Red Wing, MN.

Our team's presence is bolstered with JSD, a Wisconsin-based firm with project history and presence in your immediate area aiding with civil engineering and site design.

As a national practitioner in public safety architecture, BKV remains rooted in the metropolitan Minneapolis area where the company began in 1978 and most of our work remains right here in the region. The benefit of working with a firm that also has national experience is the perspective we bring on developments in the industry, and a deep understanding of how many agencies have solved their joy in sharing our experience and expertise with clients wherever we are needed, and we will always be available and accessible to your needs, and the needs of the project. We will be bringing an experienced team with fresh, creative, and industry-leading ideas to the City of Menomonie.

## FINAL THOUGHTS

BKV Group is confident that we are the best team to deliver your project because we exceed the competition in five essential ways.

**National Design Expertise.** The BKV Group team has completed more than 200 police station commissions nationwide. We have assigned our most experienced staff to this effort to make sure you are getting the benefit of this body of knowledge.

**Efficient Project Process.** BKV Group has conducted hundreds of public safety studies and design projects together, and our core team has perfected our approach to maximize the benefit of our experience to our clients while taking up the least amount of their time.

**Thorough Results.** BKV Group's process is research intensive, and workshop based, using hard data to enable informed decision making by our clients. We believe that exercising our creativity to explore many diverse options is the only way to recommend, with certainty, which approach is optimal for citizens of St. Louis Park.

**Accurate Project Costing.** Our staff has had phenomenal success estimating both construction costs and total project costs. Time and again, our pre-design estimates have turned into successful design projects, and our design projects have bid in the ideal range of 0%-5% below our client's budget.

**Actionable Master Planning.** The initial facility space need assessment is just the first step towards the implementation of projects that are essential to the City's continued success. It is critical that the final deliverable enables the next steps to be taken. Not only do BKV Group's Final Reports clearly communicate the information gathered, but they recommend a course of action and provide concrete evidence in support of that recommendation.





Commander Chris King  
Menomonie Police Department  
615 Stokke Parkway, Suite G200  
Menomonie, WI 54751

June 21, 2024

RE: Request for Proposal for Facility Space Needs Assessment

Dear Commander King and Selection Committee:

The BKV Group team’s compensation goals are to establish fees that are fair and reasonable for the required services. Our priority is to achieve our client’s goals while assuring that both our client and our firm are treated fairly for the services and expertise best suited for the project. To meet this goal, we strive to establish a well-defined project understanding and scope of services. While we will meet with the City’s core team to review verify the scope of services needed, we believe that the initial scope presented in the RFP to be thorough and appropriate for the Project’s needs. We propose the following initial fees for the Space Needs Assessment and Preliminary Master Planning phases:

Need Assessment Study	BKV Group	\$ 9,500.00
Site Due Diligence	JSD Professional Services (if needed)	2,000.00
<b>Total Potential Compensation</b>		<b>\$ 11,500.00</b>

Estimated reimbursable expenses for travel and internal printing is \$950. However, we only invoice for actual expenses incurred with no administrative mark ups.

Our approach to a fee structure is to provide a complete and comprehensive total fee without surprises during the project. If during the course of the project the City requests a change that requires a significant number of modifications to the documents that were previously approved, we would work with the City to identify a reasonable amount of time required to make the changes requested and only proceed once the City has given authorization.

We would urge the selection committee to select your team based on experience and qualifications. This fee analysis is based on the project scope as we understand it from the RFP as well as our experience with the level of service our team provides, and the time involved in these types of projects. However, our first task in working with the City will be to meet to make sure our assumptions for the project, meetings, and scope aligns with the City’s expectations and goals. The objective is to find a balance of fee and scope that best supports the project, the project teams, and the City’s fiscal objectives.

Please do not hesitate to let us know if there is any question about our proposed fees or if additional clarification is needed. We are ready to begin work and look forward to being a partner to the City of Menomonie and the Police Department.

Sincerely,  
BKV Group

Paul Michell, AIA  
Partner in Charge  
816.405.7585  
pmichell@bkvgroup.com





The BKV Group got to know us as their client very well, they listened well and sought an abundance of input to make certain that every aspect of the design would match our needs. Clever details like the plaza area with dyed concrete stripes that could double as overflow parking stalls or the place for an art fair or farmer's market, an amphitheater for outdoor classes or entertainment, a fireside room that would serve as a great meeting space or the resident's civic campus living room. Each space inside the building was designed to be open, bright, airy and efficient...the City of Fridley is thrilled with its new, beautifully designed complex and our choice of the BKV Group.

**SCOTT J. HICKOK AICP**

*Community Development Director | Fridley Civic Campus*



We placed the BKV Group under a very aggressive timeline and they meet or exceeded our timeline constraints with thoroughness and quality outcomes.

**PAUL HOPPE**

*Public Safety Director  
Wyoming Public Safety Department*



This [facility] makes a huge difference in the day-to-day workings of every person who works for the Police Department... We are so grateful for this and it means so much to us...

**STEVE TODD**

*Chief of Police, Detroit Lakes New Police  
Department Facility*



BKV Group finished up Fire Station #2 in Rochester, MN. It was a very challenging project with site issues and property acquisition issues. We had a tight budget and they were able to bring it in on time and on budget. [BKV Group] was just fantastic on how they collaborated with the department and my fire group. I was so impressed with the project that when I retired from the Rochester Fire Department, I went to go work for BKV Group.

**GREG "G.K" MARTIN**

*Fire Service Operations Expert, Retired Fire Chief of Rochester | Rochester Fire Station #2 & EOC*

**CHICAGO**

209 South LaSalle Street  
The Rookery, Suite 920  
Chicago, IL 60604  
P 312.279.0470

**DALLAS**

1412 Main Street  
Adolphus Tower, Suite 700  
Dallas, TX 75202  
P 469.405.1196

**MINNEAPOLIS**

222 North Second Street  
Long & Kees Building, Suite 101  
Minneapolis, MN 55401  
P 612.339.3752

**WASHINGTON, DC**

1054 31st Street NW  
Canal Square, Suite 410  
Washington, DC 20007  
P 202.595.3173



**City of Menomonie**  
David Schofield

Director of Public Works  
800 Wilson Avenue  
Menomonie, WI 54751  
715 232-2221 Ext.1020  
dschofield@menomonie-wi.gov

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**TO:** Mayor Knaack & City Council  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** Award Bongey Drive Resurfacing Project  
**DATE:** August 5, 2024 City Council Meeting

Cedar Corporation and City Staff recommend award of the Bongey Drive Resurfacing Project to Monarch Paving of Amery, Wisconsin.

If the City Council concurs, the appropriate motion would be ***Award the contract to Monarch Paving for the Bongey Drive Resurfacing Project at a cost of \$105,698.30*** (roll call vote).

**Attachments:**

- Location Map
- Cedar Corporation Bid Recommendation
- Bid Tabulation



# Bongey Drive Resurfacing Project

Created by: DAS

24th Ave. W. to 28th Ave. W.



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user

Date created: 7/31/2024

Last Data Uploaded: 7/31/2024 8:06:10 PM

Developed by





Client	City of Menomonie
Project	Bongey Drive Resurfacing
Prepared By	Kevin R. Oium, P.E.

Project No.	M0055-993
Date	8/1/2024

The City of Menomonie (hereinafter referred to as the OWNER) has received bids on the 1st day of August, 2024 for the Bongey Drive Resurfacing, (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from (2) two bidders. Bids ranged from a low of \$105,698.30 to a high of \$110,143.05. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:  
  
Monarch Paving  
768 US Highway 8  
Amery, WI 54001  
  
Bid Amount: \$105,698.30.
3. Our ENGINEER'S estimate prior to bidding was \$98,310.00.
4. Cedar Corporation has worked with Monarch Paving on a number of occasions and found them to be a reputable contractor.
4. It is our opinion that the City has received competitive bids for this project.
5. We recommend the City of Menomonie award the project in the amount of \$105,698.30 to Monarch Paving, contingent upon receipt of proof of bonding and insurance from the contractor.



**BID TABULATION**

Bongey Drive Resurfacing - Rebid  
City of Menomonie

August 1, 2024

Line				Monarch Paving Co. Amery, WI		Senn Blacktop, Inc. Chippewa Falls, WI	
Item	Item Description	Unit	Qty	Unit Price	Extension	Unit Price	Extension
1	HMA, Mill, 1.5"	S.Y.	7435	\$3.70	\$27,509.50	\$3.13	\$23,271.55
2	HMA, Surface, 1.5"	S.Y.	7435	\$8.98	\$66,766.30	\$9.23	\$68,625.05
3	Pavement Markings Line, 4" Epoxy, Yellow	L.F.	175	\$2.50	\$437.50	\$2.78	\$486.50
4	Pavement Markings Line, 18" Epoxy, White	L.F.	55	\$21.00	\$1,155.00	\$23.35	\$1,284.25
5	Pavement Markings Crosswalk, 24" Epoxy, White	L.F.	165	\$32.00	\$5,280.00	\$35.58	\$5,870.70
6	Traffic Control	L.S.	1	\$4,550.00	\$4,550.00	\$10,605.00	\$10,605.00
PROJECT TOTAL					\$105,698.30		\$110,143.05





## MEMO

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**TO:** Mayor & City Council  
**FROM:** Megen Hines, Environmental Program Coordinator  
**SUBJECT:** 2025 Clean Sweep Hazardous Waste Grant Contract  
**DATE:** July 29, 2024

The City of Menomonie received a Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Clean Sweep grant in the amount of \$15,693.71 to support a 2025 Clean Sweep Hazardous Waste collection event in Menomonie, in partnership with the Town of Red Cedar and the Town of Menomonie. This is an increase of \$4,185.43 compared to the 2024 grant. The City would be responsible for a 25% local match of \$3,923.43.

The City will be taking the lead on the event organization and promotion and final reporting. The towns will assist in promotion, organization and will provide volunteers to help the day of the event. The City will be invoicing the towns for the number of participants from their municipality based on the cost per participant after all revenue sources (grant and user fees) are accounted for.

The recommended action should the Council wish to support accepting this grant would be ***Motion to accept the 2025 Clean Sweep Hazardous Waste grant award and direct staff to sign a grant agreement.***

**Attachments:**

- 2025 DATCP Clean Sweep Grant Awards
- 2024 Clean Sweep Hazardous Waste Collection Event Flyer

**2025 DATCP Clean Sweep Grant Awards**

Municipality	Final Ag Allocation	Final HHW Adjusted Allocation
Brown County	\$15,317.74	\$52,917.42
Buffalo County	\$3,350.76	\$11,039.10
Calumet County	\$0.00	\$17,526.92
Chippewa County	\$0.00	\$17,591.92
City of Burlington	\$0.00	\$15,563.71
City of Menomonie	\$0.00	\$15,693.71
Crawford County	\$2,872.08	\$6,911.09
Dane County	\$19,625.86	\$52,072.42
Dodge County	\$2,393.40	\$5,474.49
Dunn County	\$3,829.44	\$12,027.30
Green County	\$1,914.72	\$9,602.50
Green Lake County	\$3,829.44	\$15,108.71
Jackson County	\$3,829.44	\$15,693.71
Jefferson County	\$4,786.80	\$17,786.92
Juneau County	\$3,829.44	\$12,287.30
Kewaunee County	\$3,829.44	\$16,018.71
La Crosse County	\$5,265.47	\$20,146.73
Manitowoc County	\$19,147.18	\$51,675.82
Marathon County	\$5,265.47	\$20,016.73
Milwaukee Metropolitan Sewerage District	\$0.00	\$19,626.73
Monroe County	\$0.00	\$11,695.70
Northwest Regional Planning Commission	\$19,625.86	\$52,462.42
Oneida County Solid Waste	\$5,265.47	\$19,041.73
Ozaukee County	\$3,829.44	\$14,978.71
Pierce County	\$7,180.19	\$23,624.74
Polk County	\$4,786.80	\$17,071.92
Portage County	\$0.00	\$16,020.36
Racine Wastewater Utility	\$3,829.44	\$51,285.82
Richland County	\$3,829.44	\$15,433.71
Rock County	\$957.36	\$8,347.69
Sauk County	\$2,872.08	\$16,213.71
St. Croix County	\$4,786.80	\$17,721.92
Vernon County	\$3,829.44	\$15,173.71
Village of Bayside	\$0.00	\$3,901.28
Village of Pleasant Prairie	\$0.00	\$19,106.73
Walworth County Public Works Department	\$3,829.44	\$17,591.92
Washington County	\$1,196.70	\$17,461.92
Waukesha County	\$5,265.47	\$20,471.73
Wood County	\$3,829.44	\$12,612.30
<b>Sum of Funds</b>	<b>\$174,000.00</b>	<b>\$775,000.00</b>
VSQG Funds	\$1,000.00	
	<b>\$175,000.00</b>	

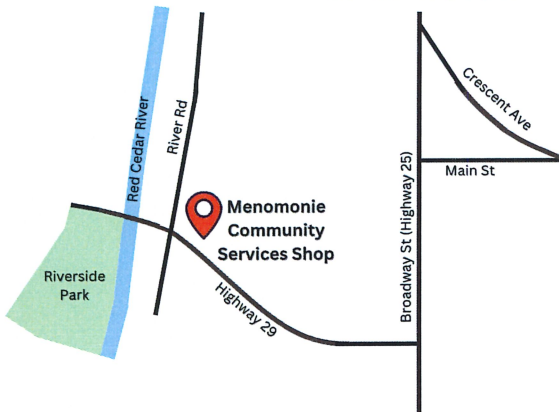
# Clean Sweep Hazardous Waste Collection



**Thursday, Sept. 26, 2024**  
**2:00 - 6:00 PM**



**City of Menomonee Community Services Building**  
**621 11th Ave W (Hwy 29), Menomonee**



**City of Menomonee,  
Town of Menomonee &  
Town of Red Cedar  
Residents Only**

**\$10 Per  
Vehicle**  
**Cash or  
check Only**

### **Pre-Register:**

- [www.menomonee-wi.gov/hazardouswaste](http://www.menomonee-wi.gov/hazardouswaste)
- 715-232-2221 ext. 1005
- Scan QR code



### **ACCEPTABLE ITEMS**

#### **Automotive**

- Antifreeze
- Brake Fluid
- Degreasers
- Gasoline

#### **Batteries**

- Smaller than car battery in size (no alkaline or car batteries)

#### **Bulbs**

- Compact, U-Shape & Circular Fluorescent
- HID Lamps
- Fluorescent Tubes
- LED

- PCB & Non-PCB

#### **Ballasts**

#### **Cleaners**

- Concrete Cleaners
- Polish & Spot Removers
- Pool Chemicals

#### **Other Materials**

- Aerosol Cans (not empty)
- Acids/Bases
- Rodent Bait
- Mercury

#### **Paints/Solvents**

- Oil & Lead Paint (No latex paint)
- Oil Based Stains & Polyurethanes
- Adhesives
- Turpentine, Strippers, Thinners

#### **Pesticides**

- Insecticides
- Fertilizer w/ Weed Killer
- Herbicides
- Fungicides
- Rodenticides

*This is not an inclusive list of acceptable and unacceptable items. If you have questions on specific items, please contact the City of Menomonee.*

### **UNACCEPTABLE ITEMS**

- Appliances
- Alkaline & Automotive Batteries
- Gas Tanks (*propane, helium, spray foam, etc*)
- Electronics
- Explosives (*ammunition/fireworks*)
- Latex Paint
- Medical Waste & Medications
- Sharps
- Smoke Detectors
- Tires
- Used Oil
- Fire extinguishers

### **MORE INFO**

- ☎ 715-232-2221, Option #6
- ✉ [mhines@menomonee-wi.gov](mailto:mhines@menomonee-wi.gov)
- 🌐 [menomonee-wi.gov/hazardouswaste](http://menomonee-wi.gov/hazardouswaste)
- 📘 [facebook.com/CityofMenomonee](https://facebook.com/CityofMenomonee)

# City of Menomonie

City Clerk's Office  
 800 Wilson Ave., Menomonie, WI 54751  
 (Phone: 715-232-2187; Fax: 715-235-0888; E-mail: clauersdorf@menomonie-wi.gov)

## Special Event

*Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.*

Are you representing an organization sponsoring the event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:	Downtown Menomonie Inc		
Organization's Address:	503 Broadway St. S., STE #20		
Organization's Phone:	715-279-8502 (Fax)	(E-mail) director@downtownmenomonie.org	
Purpose of Event:	Community Gathering	Type of Event:	Live Music

Event Organizer's Name:	Becca Schoenborn		
Event Organizer's Address:	Same contact information as above.		
Event Organizer's Phone:	(home)	(work)	(E-mail)

Name of Event: Music on Main		Type of Event: Live Music	
Location of Event: Throughout Downtown Menomonie		Date of Event: 8/9/2024	Rain date:
Time of Event:	Start: 4PM	Finish: 9:30PM	
Time on Site:	Start: 3PM	Finish: 10PM (include set-up and clean-up time)	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)  300	City of Menomonie Support Staff Requested?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
	Police:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Roads:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Other: (Specify)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:

Are street(s) to be closed?  <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, if so list (If less than entire length, indicate by street number where to begin and end)	Entire length? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	1. 2nd Street E from 6th Ave to Main Street E.
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	2.

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan) Attach additional sheets if necessary.

Not necessary

What provisions are being made for crowd control and security? Attach additional sheets if necessary.

Not necessary

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)

Menomonie Fire Department is located down the street.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

Not necessary

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.)

Not necessary

Are vendors, information tables, or volunteer groups a part of your event?  No  Yes If yes, please explain.

Certificate of Insurance or Surety Bond Information  No  Yes, attach a copy



The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.

Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input checked="" type="checkbox"/> Temporary Beer/Wine <input checked="" type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input type="checkbox"/> Race/Map Review

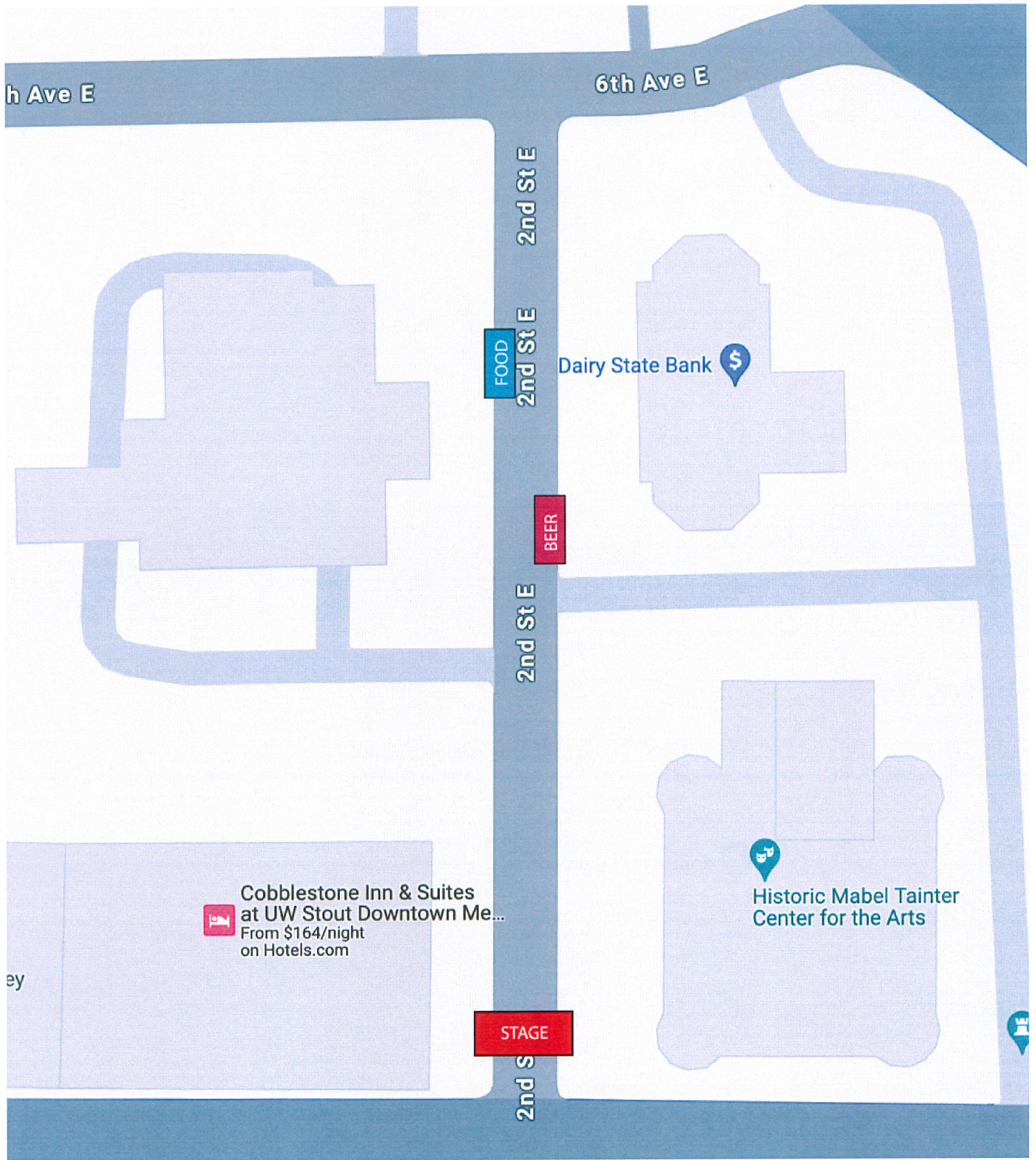
By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: RSJ

Print Name: Rebecca Schoenborn

Affiliation with Applicant (if applicable): Executive Director of Downtown Menomonie

Date: 7/26/2024







**Quote Proposal**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Quoted Policy Term:** 08/09/2024 to 08/10/2024  
**Date Quoted:** 07/22/2024

**Customer Name and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

Thank you for the opportunity to provide a quote.

See below for a summary of premium quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information available to date **and may contain coverage terms that are different than originally requested. Default values, different limits and different deductibles may have been applied.** This quote proposal may be subject to additional rating, pricing, or underwriting considerations, as well as potential loss control survey(s) and subsequent recommendations. **Please review the terms of this quote proposal carefully.**

**These rate levels and this quote are valid for 60 days or until the proposed effective date, whichever comes first. 08/09/2024**

Coverage Part	Premium
Commercial General Liability Coverage	\$310.00
Total Premium:	\$310.00
Total Including Taxes, Fees and Surcharges:	\$310.00

Boryana Guleva  
Phone: 1-800-236-5010 Extension: 3533 | Fax: 1-800-320-1622  
Email: BGuleva@WBMI.com

**This quote proposal is not the insurance contract.  
Only the actual provisions of the issued policy will apply.**

## Binding Instructions

### **General Information**

Customer Name: Main Street of Menomonie, Inc  
Quote/Policy Number: B765608

Quoted Policy Term: 08/09/2024 to 08/10/2024

Thank you for choosing West Bend Mutual Insurance Company, we appreciate your business! To ensure that we process your new business correctly, please help us verify the following information:

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Customer Care Agencies: Please issue this policy through Customer Care (circle one):   Yes   No

Direct Mail: Please mail this policy directly to the insured (circle one):   Yes   No

### **Payment Plan Options**

Please issue with the following Payment Plan Option (circle one):

Note – Special Events must be paid in full at the time of binding.

Annual

Quarterly

10 Equal Payments

Semi-Annual

Down Payment Plus Nine

12 Equal Payments

Checks for down payment should be made payable to West Bend Mutual Insurance Company and sent with your binding instructions to 1900 S 18th Avenue, West Bend, WI 53095.

### **Premiums**

Premiums should be issued per line as follows:

General Liability           \$ \_\_\_\_\_

Crime & Fidelity:           \$ \_\_\_\_\_

Property:                   \$ \_\_\_\_\_

Commercial Auto:           \$ \_\_\_\_\_

Work Comp:                \$ \_\_\_\_\_

Inland Marine:             \$ \_\_\_\_\_

Umbrella:                 \$ \_\_\_\_\_

Liquor Liability:           \$ \_\_\_\_\_

**EPLI:**                     \$ \_\_\_\_\_

**Directors and Officers:**   \$ \_\_\_\_\_

### **Comments:**

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### **Loss History:**

- Already submitted with the original application materials.
- Have been ordered from the previous carrier and will be forwarded upon receipt.
- Not applicable – no prior loss history available or this is a new business venture.

WB 2582 11 21

**Commercial Lines Policy Declarations**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
 at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
 Main Street of Menomonie, Inc  
 503 Broadway St S  
 Ste 20  
 Menomonie, WI 54751

**Agency Name and Address:** 48939  
 KADO & ASSOCIATES INSURANCE  
 718 NORTH BROADWAY  
 MENOMONIE, WI 54751  
 715-235-8720

**Location Schedule**

Loc	Address	City	County	State	Zip
1	2nd Street East Main Str to 6th Ave	Menomonie	Dunn	WI	54751



**Commercial Lines Policy Declarations**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
 at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
 Main Street of Menomonie, Inc  
 503 Broadway St S  
 Ste 20  
 Menomonie, WI 54751

**Agency Name and Address:** 48939  
 KADO & ASSOCIATES INSURANCE  
 718 NORTH BROADWAY  
 MENOMONIE, WI 54751  
 715-235-8720

**Forms Schedule**

Number	Edition	Description
IL0017Y	1198	COMMON POLICY CONDITIONS
IL0021	0908	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
IL0985	1220	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT
NS0037	0824	FULLY EARNED PREMIUM
NS0040A	0824	NON-RENEWABLE POLICY
WB214	0524	MEMBERSHIP AND VOTING NOTICE
WB660	0824	TWO OR MORE COVERAGE FORMS OR POLICIES ISSUED BY US
WB241	0524	WEST BEND INSURANCE COMPANY NAME CHANGE ENDORSEMENT
IL0283Y	1118	WISCONSIN CHANGES - CANCELLATION AND NONRENEWAL

**This is not a complete representation of all forms that may be attached to your policy**

**THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS ENDORSEMENT DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.**

**DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT**

**SCHEDULE**

<b>SCHEDULE – PART I</b>	
<b>Terrorism Premium (Certified Acts) \$</b>	
<b>This premium is the total Certified Acts premium attributable to the following Coverage Part(s), Coverage Form(s) and/or Policy(ies):</b>	
If you have previously rejected coverage under this policy for Certified Acts of Terrorism under the Terrorism Risk Insurance Act, Coverage will remain excluded unless you request coverage within 30 days of the policy effective date.	
 <b>Additional information, if any, concerning the terrorism premium:</b>	
<b>SCHEDULE – PART II</b>	
<b>Federal share of terrorism losses</b>	<b>80 %</b>
(Refer to Paragraph <b>B.</b> in this endorsement.)	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Disclosure Of Premium**

In accordance with the federal Terrorism Risk Insurance Act, we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for terrorist acts certified under the Terrorism Risk Insurance Act. The portion of your premium attributable to such coverage is shown in the Schedule of this endorsement or in the policy Declarations.

**B. Disclosure Of Federal Participation In Payment Of Terrorism Losses**

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals a percentage (as shown in Part II of the Schedule of this endorsement or in the policy Declarations) of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion.

**C. Cap On Insurer Participation In Payment Of Terrorism Losses**

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

# TERRORISM RISK INSURANCE ACT REJECTION FORM

**Customer Number:** 0110118419  
**Policy Number:** B765608  
**Policy Effective Date:** 2024-08-09  
**Insured Name:** Main Street of Menomonie, Inc  
**Agent Name:** KADO & ASSOCIATES INSURANCE  
**Agent Code:** 48939

The disclosure notice required by the Terrorism Risk Insurance Act (the "Act") is attached to your policy as an endorsement. The premium for coverage against certified acts of terrorism as provided for by the Act is shown on the policy declaration pages.

You have the option to reject coverage under the Act. If you choose to reject coverage for certified acts of terrorism, this rejection form must be signed and returned to our office.

This form must be received by us within 30 days after the policy effective date if you desire to reject the coverage. If this form is not received within this time period, coverage against certified acts of terrorism will remain on this policy for the remainder of the policy term and you will be required to pay the applicable premium.

If a location(s) covered by this policy is located in a Standard Fire Protection state\*, then the requirements for fire coverage, as to that location, are established by law and you cannot reject coverage for that location for fire losses resulting from an act of terrorism. The premium for fire coverage is shown separately on the policy declarations page. The premium for fire coverage applicable to a location in a Standard Fire Protection state will not be returned to you even if you indicate to us that you wish to reject coverage for certified acts of terrorism.

I understand and agree by signing below, that except for fire coverage on locations in Standard Fire Protection states, I have elected to reject coverage for certified acts of terrorism under the Terrorism Risk Insurance Act.

---

Policyholder's Signature

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Date

*If coverage against certified acts of terrorism is rejected, the endorsement removing this coverage will be processed using the policy effective date.*

\*Standard Fire Protection States:

- Arizona (Commercial Residential Property Coverage)
- Illinois (Property Coverages)
- Iowa (Property Coverages)
- Missouri (Property & Inland Marine Coverages)
- North Carolina (Property Coverages)
- Virginia (Property Coverages)
- Wisconsin (Property & Inland Marine Coverages)

**Commercial General Liability Coverage Declarations**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751-3092

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

Insured is a(n) Corporation

**Limits of Insurance**

General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Liability Limit	\$1,000,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expense Limit, Any One Person	Excluded

See attached Forms Schedule for forms and endorsements applicable to this coverage.





**Commercial General Liability Classification Schedule**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751-3092

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

**Commercial General Liability Classifications**

Loc	Class Code	Description	Exposure	Premium Basis	Rate	Premium	Coverage
1	70034	SPECIAL EVENTS- GROUP II-DAILY ATTENDANCE: 0-500	1	Days	309.065 Included	\$309 Included	Prem/Ops Prod/Co



**Commercial General Liability Endorsements and Miscellaneous Premiums**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751-3092

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

**Endorsements**

Description	Form Number	Premium
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**Miscellaneous Premiums**

Description	Form Number	Premium
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Terrorism Risk Insurance Act		\$1
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Total General Liability Premium: \$310

**Commercial General Liability Forms Schedule**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751-3092

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

**Forms Schedule**

Number	Edition	Description
CG0001	0413	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG0300Z	0196	DEDUCTIBLE LIABILITY INSURANCE
CG2106	0514	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
CG2109	0615	EXCLUSION UNMANNED AIRCRAFT
CG2135	1001	EXCLUSION - COVERAGE C - MEDICAL PAYMENTS
CG2139	1093	CONTRACTUAL LIABILITY LIMITATION
CG2147	1207	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG2170	0115	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG2407	0196	PRODUCTS/COMPLETED OPERATIONS HAZARD REDEFINED (FOR USE WITH CGL AND PRODUCTS POLICIES)
CG4003	1219	EXCLUSION - ATHLETIC OR SPORTS PARTICIPANTS - ALL CONTESTS OR EXHIBITIONS
CG4028	0922	BROAD ABUSE OR MOLESTATION EXCLUSION
CG4032	0523	EXCLUSION - PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS)
NS0019GL	0515	EXCLUSION - COMMUNICABLE DISEASES
WB3109GL	0223	EXCLUSION - DISCRIMINATION
WB3122GL	0224	LIMITATION OF COVERAGE TO SCHEDULED EVENTS, ACTIVITIES OR OPERATIONS

**This is not a complete representation of all forms that may be attached to your policy**

**Commercial General Liability Forms Schedule**

**Customer Number:** 0110118419  
**Policy Number:** B765608 00

**Policy Period:** 08/09/2024 to 08/10/2024  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Main Street of Menomonie, Inc  
503 Broadway St S  
Ste 20  
Menomonie, WI 54751-3092

**Agency Name and Address:** 48939  
KADO & ASSOCIATES INSURANCE  
718 NORTH BROADWAY  
MENOMONIE, WI 54751  
715-235-8720

**Forms Schedule**

Number	Edition	Description
WB3118GL	0224	EXCLUSION - ASSAULT AND BATTERY
NS0059GL	0414	EXCLUSION - WATER ACTIVITIES
WB3119GL	0224	TOTAL LIQUOR LIABILITY EXCLUSION
WB3129GL	0224	EXCLUSION - AMUSEMENT RIDES
NS0273	0708	LIMITED FUNGI COVERAGE
WB1468GL	0224	EXCLUSION - ASBESTOS OR ASBESTOS PRODUCTS
WB1958GL	0414	EXCLUSION - LEAD LIABILITY
WB1392GL	0223	EXCLUSION - BIOMETRIC IDENTIFIERS OR BIOMETRIC DATA
WB3113	0224	EXCESS PROVISION
WB687GL	0224	EXCLUSION - FIREWORKS
WB3114GL	0224	EXCLUSION - TRAMPOLINES
CG0124	0193	WISCONSIN CHANGES - AMENDMENT OF POLICY CONDITIONS

**This is not a complete representation of all forms that may be attached to your policy**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**EXCLUSION – COVERAGE C – MEDICAL PAYMENTS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Description And Location Of Premises Or Classification:**

All Locations and Operations

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

With respect to any premises or classification shown in the Schedule:

- 1. Section I – Coverage C – Medical Payments does not apply and none of the references to it in the Coverage Part apply: and

- 2. The following is added to Section I – Supplementary Payments:

- h. Expenses incurred by the insured for first aid administered to others at the time of an accident for "bodily injury" to which this insurance applies.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRODUCTS/COMPLETED OPERATIONS HAZARD REDEFINED**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### **SCHEDULE**

**Description of Premises and Operations:**

Food and Beverage Sales

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

With respect to "bodily injury" or "property damage" arising out of "your products" manufactured, sold, handled or distributed:

1. On, from or in connection with the use of any premises described in the Schedule, or
2. In connection with the conduct of any operation described in the Schedule, when conducted by you or on your behalf,

Paragraph **a.** of the definition of "Products-completed operations hazard" in the DEFINITIONS Section is replaced by the following:

"Products-completed operations hazard":

- a.** Includes all "bodily injury" and "property damage" that arises out of "your products" if the "bodily injury" or "property damage" occurs after you have relinquished possession of those products.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## DEDUCTIBLE LIABILITY INSURANCE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

Coverage	SCHEDULE	
	PER CLAIM DEDUCTIBLE	MAXIMUM DEDUCTIBLE PER OCCURRENCE
Bodily Injury Liability OR	\$	\$
Property Damage Liability OR	\$250	\$2,500
Bodily Injury Liability and/or Property Damage Liability Combined	\$	\$

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**APPLICATION OF ENDORSEMENT** (Enter below any limitations on the application of this endorsement. If no limitation is entered, the deductibles apply to damages for all "bodily injury" and "property damage", however caused):

- A.** Our obligation under the Bodily Injury Liability and Property Damage Liability Coverages to pay damages on your behalf applies only to the amount of damages in excess of any deductible amounts stated in the Schedule above as applicable to such coverages.
- B.** Your selected deductible applies to the coverage option indicated by the placement of the deductible amount in the Schedule above. The deductible amount stated in the Schedule above applies as follows:
  - 1. PER CLAIM DEDUCTIBLE.** The deductible amount indicated in the Schedule above applies as follows:
    - a.** Under Bodily Injury Liability Coverage, to all damages sustained by any one person because of "bodily injury";
    - b.** Under Property Damage Liability Coverage, to all damages sustained by any one person because of "property damage"; or
    - c.** Under Bodily Injury Liability and/or Property Damage Liability Coverage Combined, to all damages sustained by any one person because of:
      - (1)** "Bodily injury";
      - (2)** "Property damage"; or
      - (3)** "Bodily injury" and "property damage" combined

as the result of any one "occurrence".  
If damages are claimed for care, loss of services or death resulting at any time from "bodily injury", a separate deductible amount will be applied to each person making a claim for such damages.

With respect to "property damage", person includes an organization.

**2. MAXIMUM DEDUCTIBLE PER OCCURRENCE.** The deductible amount indicated in the Schedule above applies as follows:

- a. Under Bodily Injury Liability Coverage, to all damages because of "bodily injury";
- b. Under Property Damage Liability Coverage, to all damages because of "property damage"; or
- c. Under Bodily Injury Liability and/or Property Damage Liability Coverage Combined, to all damages because of:
  - (1) "Bodily injury";
  - (2) "Property damage"; or
  - (3) "Bodily injury" and "property damage" combined

as the result of any one "occurrence", regardless of the number of persons or organizations who sustain damages because of that "occurrence".

**C.** The terms of this insurance, including those with respect to:

- 1. Our right and duty to defend the insured against any "suits" seeking those damages; and
- 2. Your duties in the event of an "occurrence", claim, or "suit"

apply irrespective of the application of the deductible amount.

**D.** We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **LIMITATION OF COVERAGE TO SCHEDULED EVENTS, ACTIVITIES OR OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Date(s)/Description of Event(s), Activity(ies) or Operation(s)/Location(s):**

08/09/2024 / Music on Main / 2nd St E from Main St to 6th Ave, Menomonie, WI 54751

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Paragraph **1.b.** under **Section I – Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

- b.** This insurance applies to "bodily injury" and "property damage" caused by an "occurrence" that takes place in the "coverage territory" only if:
  - (1) The "bodily injury" or "property damage" arises out of the event(s), activity(ies), or operation(s) that took place on the date(s) and at the location(s) shown in the Schedule;
  - (2) The "bodily injury" or "property damage" occurs during the policy period; and
  - (3) Prior to the policy period, no insured listed under Paragraph **1.** of **Section II – Who Is An Insured** and no "employee" authorized by you to give or receive notice of an "occurrence" or claim, knew that the "bodily injury" or "property damage" had occurred, in whole or in part. If such a listed insured or authorized "employee" knew, prior to the policy period, that the "bodily injury" or "property damage" occurred, then any continuation, change or resumption of such "bodily injury" or "property damage" during or after the policy period will be deemed to have been known prior to the policy period.

Paragraph **1.b.** under **Section I – Coverage B – Personal And Advertising Injury Liability** is replaced by the following:

- b.** This insurance applies to "personal and advertising injury" caused by an offense committed in the "coverage territory" but only if:
  - (1) The offense arises out of the event(s), activity(ies), or operation(s) that took place on the date(s) and at the location(s) shown in the Schedule; and
  - (2) The offense was committed during the policy period.

With respect to the coverage provided by this endorsement, Paragraph **4.** of **Section IV – Commercial General Liability Conditions** is replaced by the following:

#### **4. Other Insurance**

If other valid and collectible insurance is available to the insured for a loss we cover under this endorsement, this insurance is excess over any other insurance, whether primary, excess, contingent or on any other basis.

# City of Menomonie

City Clerk's Office  
800 Wilson Ave., Menomonie, WI 54751  
(Phone: 715-232-2187; Fax: 715-235-0888; E-mail: clauersdorf@menomonie-wi.gov)

## Special Event

*Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.*

Are you representing an organization sponsoring the event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:	University of Wisconsin – Stout		
Organization's Address:	302 10 <sup>th</sup> Ave. E.		
Organization's Phone:	715-232-1114 (Fax)	(E-mail)	leejenn@uwstout.edu
Purpose of Event:	Homecoming Celebration	Type of Event:	Parade

Event Organizer's Name:	Jennifer Lee		
Event Organizer's Address:	302 10 <sup>th</sup> Ave. E., Menomonie, WI 54751		
Event Organizer's Phone:	(home)	(work) 715-232-1114	(E-mail) <u>leejenn@uwstout.edu</u>

Name of Event: UW-Stout Homecoming Parade		Type of Event: Parade	
Location of Event: See attached map		Date of Event: October 26, 2024	Rain date: N/A
Time of Event:	Start: 11am	Finish: 12:00pm	
Time on Site:	Start: 9am	Finish: 12:30pm (include set-up and clean-up time)	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <u>UW- Stout Police</u>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number: <u>3</u>
	Roads: See attached maps	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number:
	Other: (Specify)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:

Are street(s) to be closed? YES  <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, if so list (If less than entire length, indicate by street number where to begin and end)	Entire length? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	1.
	Entire length? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	2.



What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan) Attach additional sheets if necessary.

**Detours will be arranged, and parking will need to be marked prior to the event.**

What provisions are being made for crowd control and security? Attach additional sheets if necessary.  
**We have several staff members who will be monitoring the different aspects of the route. We also breathalyze all drivers and they must blow a 0.0 to participate.**

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.) Campus police and Menomonie Fire will both be part of the parade.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

We have several campus buildings open for restroom use.

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.)

We do have garbage receptacles along the route.

Are vendors, information tables, or volunteer groups a part of your event?  No  Yes If yes, please explain.

Certificate of Insurance or Surety Bond Information  No Yes, attach a copy

The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.

Check all that apply:

<p><b>CITY CLERK PERMITS</b> 715-232-2180</p>	<p><b>PARK AND RECREATION PERMITS</b> 715-232-1664</p>	<p><b>FIRE DEPARTMENT PERMITS</b> 715-232-2414</p>
<p><input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____</p> <p><i>N/A</i></p>	<p><input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit</p> <p><i>N/A</i></p>	<p><input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)</p> <p><i>N/A</i></p>
<p><b>POLICE DEPARTMENT PERMITS</b> 715-232-2198</p>	<p><b>DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT</b> 715-232-2888</p>	<p><b>PUBLIC WORKS</b></p>
<p><input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check</p> <p><i>Just UW-Start</i></p>	<p><input type="checkbox"/> Temporary Food Permit</p> <p><i>N/A</i></p>	<p><input type="checkbox"/> Race/Map Review</p> <p><i>N/A</i></p>

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: Jennifer A. Lee

Print Name: Jennifer Lee

Affiliation with Applicant (if applicable): Applicant

Date: 7/19/24

25

12

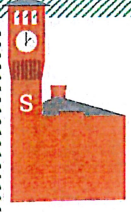
**PARTICIPANT**

	Detour		Parade Parking
	Parade Route		Road Blocks
	Prime Student Viewing		Volunteer
	Parade Viewing		
	Participant Parking		

THE JUDGES®

12

Main Street East



14



24

CHECK-IN

< PARADE STAGING >

< PARADE STAGING >

10th Ave

Parade Route START

27



Broadway Street



THE JUDGES®

18

PARTICIPANT ^ PARKING

Parade Route FINISH

3rd Street East

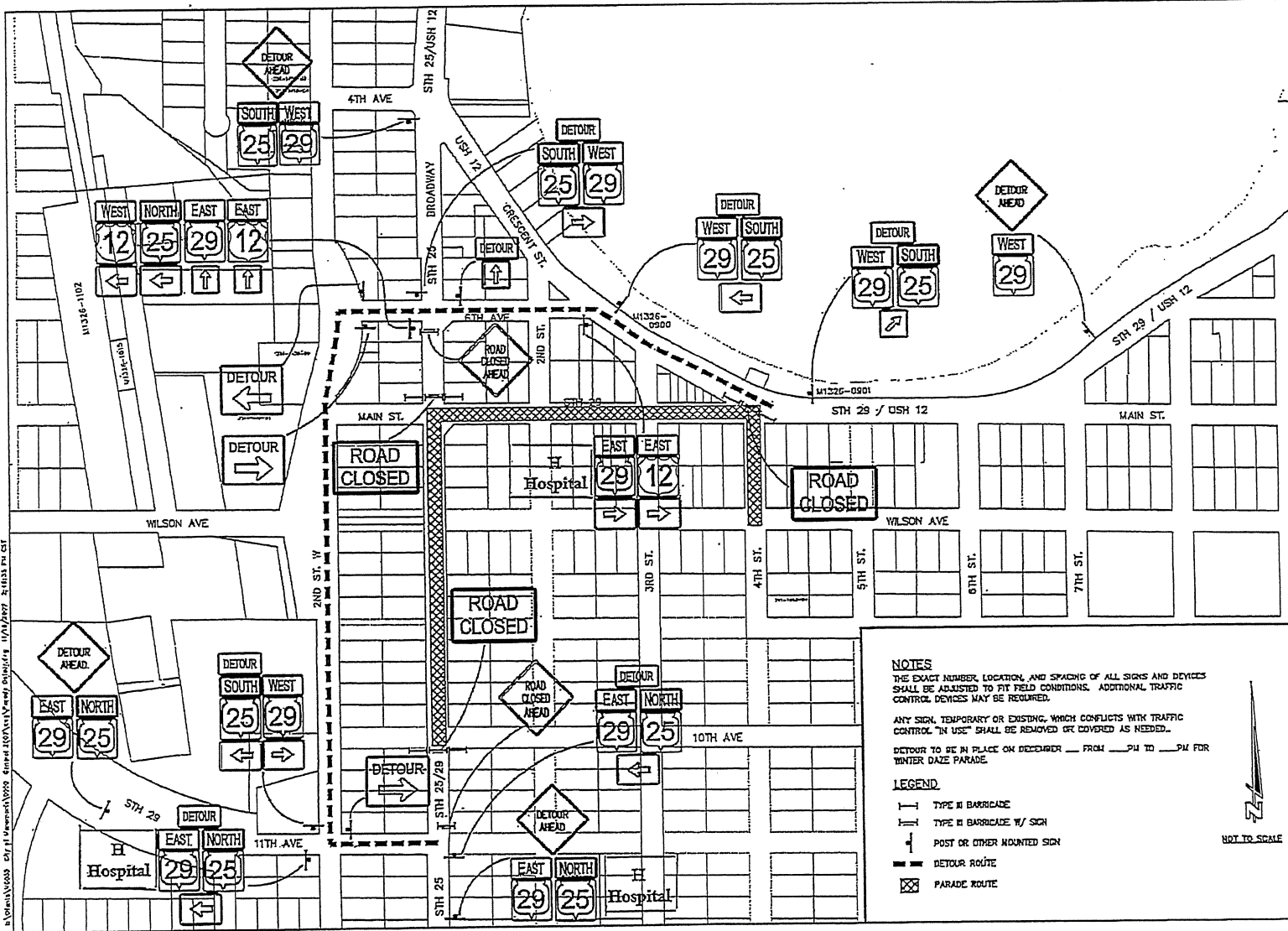
13th Ave

13th Ave

BUS PARKING

29

from 2023



**NOTES**  
 THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS. ADDITIONAL TRAFFIC CONTROL DEVICES MAY BE REQUIRED.

ANY SIGN, TEMPORARY OR EXISTING, WHICH CONFLICTS WITH TRAFFIC CONTROL "IN USE" SHALL BE REMOVED OR COVERED AS NEEDED.

DETOUR TO BE IN PLACE ON DECEMBER \_\_\_\_ FROM \_\_\_\_ PM TO \_\_\_\_ PM FOR WINTER DAZE PARADE.

**LEGEND**

- TYPE II BARRICADE
- TYPE II BARRICADE W/ SIGN
- POST OR OTHER MOUNTED SIGN
- - - - - DETOUR ROUTE
- ▨ PARADE ROUTE



JOB NO. 10055-000  
 BOOK NO.  
 DRAWN BY B.J.M.  
 CHECKED BY B.J.M.  
 DATE NOVEMBER 2007  
 PROJECT

KUDRICK FILE #10055-000  
 PARADE DETOUR.dwg  
 Cedar Corporation  
 801 State Street, 10th Floor  
 Menomonie, WI 54751  
 Tel: 715-235-4444 Fax: 715-235-4444  
 www.cedarcorp.com

CITY OF MENOMONIE  
 WISCONSIN  
 TRAFFIC CONTROL DETOUR

# BUDGET TRANSFER REQUEST FORM

**TRANSFER TO:**

AMOUNT \$400.00

ACCOUNT TITLE AND NUMBER \_\_\_\_\_ Comptroller - 01.51511 \_\_\_\_\_

LINE ITEM NAME AND EXTENSION \_\_\_\_\_ Schools & Conferences - .439 \_\_\_\_\_

**TRANSFER FROM:**

ACCOUNT TITLE AND NUMBER \_\_\_\_\_ Treasurer- 01.51540 \_\_\_\_\_

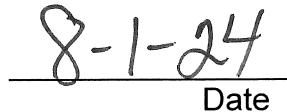
LINE ITEM NAME AND EXTENSION \_\_\_\_\_ Chair .706 \_\_\_\_\_

REASON: (This does not mean "budget overdrawn." It means why the proposed budget overdraft is necessary!)

The City Finance Office is requesting a budget transfer from the Treasurers fund-Chairs to the Comptroller Schools & Conferences account to send the Treasurer, Deputy Treasurer and Payroll/HR Specialist to the Civic Symposium in Wisconsin Dells in September.

Thank you for this consideration.

  
Authorized Signature

  
Date



5-Aug-24

2024 Claims

Bremer Credit Card

Description

Comm Services Supervision Custom Office Supplies, Curb and  
Gutter Materials and Supplies, Pool & Beach Chemicals

Total Invoice

\$10,243.33

Amt Overdrawn

\$291.33

Carrio Aquatic

Pool & Beach Chemicals

\$301.00

\$301.00

Colfax Messenger

Bongey Heller Road Engineering services

\$1,410.32

\$196.00

Employee

Solid Waste Recycling Grant Expense

\$70.35

\$20.76

Farrell Equipment

Sidewalk Materials and Supplies

\$377.93

\$297.93

Manpower

Treasurer Wages

\$1,698.04

\$1,698.04

Weld Riley

Attorney- City Council, Mayor Consulting Services

\$10,305.00

\$2,843.50

Wisconsin Kenworth

Sludge Truck Vehicle Repair

\$1,459.22

\$1,459.22

Wooley

Water Maint of Oper Equipment Vehicle Repair

\$166.95

\$42.15

**Total**

**\$26,032.14**

**\$7,149.93**

2024 Parking Utility Claims

Airtec Sports

Description

Half Shaft Rear, Seal, Gearcase Oil

Total Invoice

\$364.94

Auto Value

Brake fluid

\$7.99

**Parking**

**Total**

**\$372.93**

8/1/24

**LICENSES – August 5, 2024**

**LICENSE YEAR – 2024-2025 (expires June 30<sup>th</sup>, 2025)**

**MOBILE FOOD ESTABLISHMENT:**

Gordo's Tacos & Burritos, LLC, N3566 S County Rd P, Elmwood, WI 54740

Vallartaco, LLC, N10925 State Rd 79, Boyceville, WI 54725

Asia Mart, LLC, 1309 Broadway St N

**MOBILE HOME PARK:**

Laurel Hague (Wilson Mobile Estates - 3003/3014 Wilson St.)

**SECONDHAND ARTICLE:**

K. Chuck's Power Sports & Consignment, 3206 State Rd 25

**SOLID WASTE COLLECTION:**

GFL Environmental, Inc., 1706 Midway Rd

8/1/24