VILLAGE OF KIMBERLY

VILLAGE BOARD AGENDA

Monday, December 15, 2025 at 5:00pm Rick J. Hermus Council Chambers 515 W. Kimberly Ave. Kimberly, WI 54136

- 1. Call to Order
- 2. Roll Call
- 3. Moment of Silent Reflection, Pledge of Allegiance
- 4. President's Remarks
- 5. Approval of December 8, 2025 Meeting Minutes
- 6. Unfinished Business for Consideration or Action
 - a. None

7. New Business for Consideration or Action

- a. Award bid for Sunset Park Master Plan
- b. Change Order #19 in the amount of \$4,937.47 for the Kimberly Street & Parks Dept. Building
- c. Change Order #20 in the amount of \$1,365.68 for the Kimberly Street & Parks Dept. Building
- d. Certificate for Payment #15 to SMA Construction Services in the amount of \$352,765.18 for the Kimberly Street & Parks Dept. Building
- e. Accept Resignation of Municipal Judge Gerald Schumann effective February 9, 2026
- f. Approve Bills & Claims from 11/13/2025-12/11/2025 in the amount of \$253,259.79

8. Receive Minutes of Boards and Commissions

- a. Water Commission minutes from 11/04/2025 meeting
- b. Library Board minutes from 10/20/2025 meeting
- c. Plan Commission minutes from 10/21/2025 meeting

9. Reports

- a. Interim Chief of Police
- b. Fire Chief
- c. Administrator/Director of Public Works
- d. Community Development Director
- e. Community Enrichment Director
- f. Library Director
- g. Clerk-Treasurer

10. Public Participation

11. Closed Session

The village board will meet pursuant to State Statute 19.85(1)(e) to conduct specific public business in which competitive or bargaining reasons require a closed session related to properties located in TID No. 6 and police services. The village board will also discuss specific employment matters of the municipal court under 19.85(1)(c).

The board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session matters.

12. Action on Closed Session matters (if any)

13. Adjournment

Village Board Meeting- Virtual Attendance Info

December 15, 2025 at 5:00pm https://meet.goto.com/123151789 You can also dial in using your phone.

Access Code: 123-151-789

United States (Toll Free): 1 866 899 4679

Any person wishing to attend the meeting who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodation may be made.

VILLAGE OF KIMBERLY BOARD MEETING MINUTES 12/08/2025

A meeting of the Kimberly Village Board was called to order on Monday, December 8, 2025 at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by President Kuen.

Board Present: President Chuck Kuen, Trustees Tom Gaffney, Dave Hietpas, Mike Hruzek, Norb

Karner, Lee Hammen, and Marcia Trentlage

Board Excused: None

Staff Present: Clerk-Treasurer Jennifer Weyenberg and Administrator/Director of Public Works

Danielle Block

Others Present: Judy Hebbe of the Times Villager

President's Remarks

President Kuen wanted to remind everyone that there is a meeting next week, but also there is the open house at the new building that starts at 3pm prior to the meeting.

Approval of Minutes from the 12-01-2025 Meeting

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve. Motion carried by unanimous vote of the board.

Appointments

Election Inspectors to 2026-2027 term

Trustee Karner moved, Trustee Hammen seconded the motion to approve the appointed Election Inspectors to the 2026-2027 term. See Exhibit A (attached). Motion carried by unanimous vote of the board.

Unfinished Business

None

New Business

Resolution No. 9, Series of 2025 Changing References within Code regarding Chief of Police and FVMPD

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve Resolution No. 9, Series of 2025. This resolution references changes within the code regarding Chief of Police, Fox Valley Metro Police Department and aligns things with the transitioning of Outagamie County into patrol. Motion carried by unanimous vote of the board.

Change Order #1 in the amount of \$-27,406.37 for the Welhouse Dr. and Curtin Ave. Street Reconstruction project

Trustee Karner moved, Trustee Gaffney seconded the motion to approved. Motion carried by unanimous vote of the board.

Certificate for Payment #5 (FINAL) to Zignego Company in the amount of \$55,002.13 for the Welhouse Dr. and Curtin Ave. Street Reconstruction project

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve. Motion carried by unanimous vote of the board.

Trustee Trentlage spoke about the remodeling of the Clubhouse Wine Bar and how it was really well done.

Adjournment

Trustee Hammen moved, Trustee Karner seconded the motion to adjourn. Motion carried by unanimous vote of the board at 5:05pm.

Jennifer Weyenberg	
Village Clerk-Treasurer	

Dated 12/09/25 Drafted by: ELZ

Approved by Village Board: _____

EXHIBIT A

The following individuals request approval to be an Election Inspector for the 2026-2027 term.

Appointments, Unaffiliated

Louise Bahr	Cathy Hackett	*Deb Spranger, Chief
Kelly Birnschein	Rose Heinz	Marcia Trentlage
Lara Bleck	Amy Henderson	Donna Utke
Cathy Bolwerk	Maggie Hohnberger	Linda Van Asten
John Brennan	Autumn Horst	Lynn Van Grinsven
Jamie Coenen	Angela Jarvis	Jane Van Hammond
Debra DeBruin	Toni Kattestad	Pat Van Oss
Christine Delveaux	Susan Kirk	*Jolene Van Thiel, Chief
Marilyn Fish	Linda Krell	Jeanne Vanden Heuvel
*Sandra Frassetto, Chief	*Barb Langman, Chief	Caroline Wurdinger
Sandi Frechette	Jan Lesperance	Lynn Wurdinger
Arleen Gebhart	Carol Rattunde	Bob Wyngaard
Mark Gebhart	Vicki Schmeling	Julie Wyngaard
Mary Godin	Judy Shaw	

Appointments, Submitted by Political Party

Judy Cassler (R)

Phil Cassler (R)

Jean Hlavacek (R)

James Kuhar (R)

Heidi Baumgartner (R)

Charles Dawson (R)

Cassidy Lewis (D)

The following also request approval to serve as Special Voting Deputies (SVDs):

Jolene Van Thiel
Pat Van Oss
Jane Van Hammond
Judy Cassler
Phil Cassler



memo

To: Village Board of Trustees

From: Holly Femal | Community Enrichment Director

CC: Danielle Block, Administrator/Director of Public Works

Date: December 4, 2025

Re: 2026 Sunset Park Master Planning – Consultant Selection

Comments: Submissions for the master planning project were received by:

Ayers & Associates, Rettler Corporation, McMahon & Associates in partnership with Parkitecture & Planning, Cedar Corporation, and MSA.

Full proposal documents are available upon request and can be found within the digital packet on the village's website here:

https://www.vokimberlywi.gov/government/agenda-meeting-

minutes/village-board/



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: 2026 Sunset Park Master Planning Project – Consultant	
Selection Recommendation	
REPORT PREPARED BY: Holly Femal, CED	
REPORT DATE: 12/15/2025	
ADMINISTRATOR'S REVIEW / COMMENTS:	
No additional comments to this report	
See additional comments attached	

EXPLANATION:

Included in the approved 2026 – 2030 Village of Kimberly Capital Improvement Plan is a 2026 project to engage a consultant to facilitate and produce a Master Plan for Sunset Park. A Request for Proposals was sent to 9 firms on October 15th, 2025, with a submission deadline of November 19th, 2025. In total, 5 firms submitted proposals: Ayres & Associates, Rettler Corporation, McMahon & Associates in partnership with Parkitecture & Planning, Cedar Corporation, and MSA. Please see Sunset Park Master Plan Request for Proposals attachment for full list of required asks from submitting firms.

All proposals were evaluated using the following criteria:

- Firm experience and qualifications specific to master planning projects.
- The firm's understanding of the project related to the regional significance of Sunset Park to the Kimberly Community and the firm's proposed approach.
- The proposed work plan for the project was right sized for this initiative and fit the proposed timeline outlined within the request for proposals. Firms were also required to schedule public outreach in a way that it overlaps the Comprehensive Plan Update initiative in 2026 as well.
- The overall proposal quality, pertinent examples of past projects, and overall implementation ability of the firm.
- Proposed costs are right sized for the project, followed the breakdown requirements within the request for proposals, and fit within budget.
- References were required to be provided, and reference checks were conducted.

All submitting firms provided well-qualified proposals with a variety of approaches unique to each proposal.

 Ayres & Associates successfully completed the 2023 – 2028 Comprehensive Open Space and Recreation plan which provides them a unique knowledge base established concerning Kimberly

- and Sunset Park. Their proposal highlighted consulting with Ballard King, a firm that assists with developing cash flow analysis on revenue generating facilities like concession stands.
- Cedar Corp.'s proposal included consulting with additional firms for electrical infrastructure with additional subcontracting for analysis of internet infrastructure, sound systems, and scoreboards.
- Rettler Corp's proposal includes working with Hoffman for the facilities analysis component of the
 project with one of the principals named being an individual that worked on the design of Shelter
 #1 within Sunset Park. Rettler's proposal also mentioned providing 3 concept plans to formulate a
 final master plan from, whereas most other firms offered 2 concepts to work from. Rettler also
 provided a link to view past planning documents for a wide variety of past and current clients.
- McMahon & Associates/Parkitecture & Planning propose using McMahon's in-house staff for facility and hardscape analysis while using Parkitecture's creativity and planning skill set capitalizing on McMahon's long history of implemented projects within Sunset Park and Parkitecture's fresh perspective.
- MSA's proposal listed all work to be completed by their in-house team using technology like ArcGIS StoryMaps and PublicInput Platform tools for a variety of data collection modalities. MSA indicated interest in submitting proposals for both the Sunset Park Master Plan effort as well as the Village of Kimberly Comprehensive Plan update.

The Village of Kimberly has budgeted \$30,000 for this initiative. Proposal costs from each firm in price order were:

- Rettler Corp not to exceed \$11,600
- Ayres Associates not to exceed \$26,000
- McMahon Associates/Parkitecture not to exceed \$28,000
- Cedar Corp. \$29,960
- MSA \$59,300

Reference calls and emails were conducted for all firms.

BUDGET:

The 2026 – 2030 Capital Improvement Plan lists the Sunset Park Master Planning effort as scheduled for 2026 at a not to exceed amount of \$30,000 from the Parks Improvement Trust Fund.

ATTACHMENTS:

- Sunset Park Master Plan Request for Proposal document.
- Full submission proposals from all 5 firms.

RECOMMENDED ACTION:

Proceed with the proposal from Rettler Corp as the lowest qualified proposal provided for a total cost of \$11,600.00, funding source identified as the Parks Improvement Trust Fund 101-5700-912.



Request for Proposals (RFP)

SUNSET PARK MASTER PLANNING PROJECT VILLAGE OF KIMBERLY, WI

Issue Date: October 15th, 2025

Proposal Deadline: November 19th, 2025, at 4:00 p.m. CST

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Background

Sunset Park, located in the Village of Kimberly, Wisconsin, is the largest and most visited municipally maintained park in the community. The 73-acre park sits along the Fox River and offers a unique blend of actively programmed spaces and quiet, passive recreation areas. The park is a central community asset, hosting everything from youth sports to large-scale festivals, while also offering scenic natural features and spaces for quiet reflection.

The Village completed an update to its Comprehensive Outdoor Recreation Plan (CORP) in 2023 with implementation beginning in 2024. Since adoption, several significant projects have been completed, including:

Village of Kimberly RFP: Sunset Park Master Planning Project

- Sunset Beach Splashpad
- Lower Diamond Parking Lot Maintenance Project
- Papermaker Pond Project (impacting Sunset Beach Swim Facility)
- Upper Diamond Ballfield Lighting Pre-Engineering and Planning

Additionally, a new playground installation is scheduled for 2026 (details available here).

To continue advancing Sunset Park's role as a premier community destination, the Village seeks a comprehensive **Sunset Park Master Plan**—the first for the park's full footprint.

Project Objectives

The Village of Kimberly is seeking proposals from qualified planning firms to prepare a Sunset Park Master Plan. This plan will serve as a long-term guiding document, balancing community input, infrastructure needs, and future trends. Objectives include:

A. Community Engagement

- Facilitate robust and inclusive public participation.
- Leverage in-person meetings, online tools, newsletters, mailing lists, social media, and Village communication channels. Content creation can be collaborative between consultants and the village regarding social media, village website, and village newsletter.
- Simultaneous to the Master Plan effort for Sunset Park, the Community
 Development Director for the Village of Kimberly is completing a 20-year
 Comprehensive Plan update in 2026. Public engagement opportunities for both the
 Comp Plan and the Sunset Park Master plan should overlap to most efficiently
 capture as many captive and active engagement participants as possible.
 Ultimately, the Sunset Park Master Plan will be adopted as an appendix or
 addendum within the Comp Plan.

B. Stakeholder Involvement

Key stakeholders to be engaged include:

Properties immediately adjacent to the park will be invited with a specific mailing to
public information meetings and surveys. A mailing list can be provided to the
selected firm upon request.

- Active Park Users: Boat Launch pass holders, Sunday at the Amphitheater music series attendees, facility renters, daily trail users, season pass holders at the Sunset Beach Swim Facility.
- Civic groups: Kimberly Amphitheater Inc., Kimberly Recreation Association, Kimberly Softball Organization, Kimberly Baseball Organization, local Scouts troops, River Surge Fox Cities, Kimberly Area La Crosse Association.
- Educational institutions: Kimberly High School (varsity and JV fields), Westside Elementary, Mapleview Middle, JR Gerrits Intermediate, Kimberly Public Library.
- Event organizers: KimCom Promotions (Paperfest), Kimberly Fire Department (Fire Fighters for Fireworks), Fox Cities Convention and Visitors Bureau, and Heart of the Valley Chamber of Commerce.

C. Infrastructure Assessment

- Long-range maintenance planning for existing facilities and ADA accommodations.
- Condition and needs assessment of hard-surface areas (trails, parking).
- Parking demand analysis and efficiency planning.
- Athletic facility evaluation, including recommendations for future maintenance aligned with future projected youth sports, high school sports and tournament trends. The park's athletic facilities should attract regional tournament play and assist with revenue generation.
- Other facility evaluations include the Kimberly Amphitheater, Sunset Beach Swim Facility structures, park shelters, and shade structures.
- Navigating the balance between reforestation of the village's largest urban forest footprint while acknowledging the challenges that invasive plants and erosion present throughout the park.
- It is the Village's intention to use this planning document as a tool for project planning and development for the coming 5, 10, and 15+ years.

D. Technology and Future Trends

- Integration of LED lighting.
- Expanded electrical infrastructure.
- Exploration of integrating park internet service.

- Evaluation of current scoreboards and sound infrastructure. Provide recommendations following future trends.
- Evaluation of implementation concerning future security needs including cameras.

E. Safety, Accessibility, and Inclusion

- Evaluate pedestrian/cyclist/vehicle conflicts.
- Ensure ADA compliance with existing and future projects.
- Promote inclusive, safe, and welcoming park design.

Support Resources

The following resources will be available to the selected firm:

- Village of Kimberly CORP (2024–2029) <u>link to plan</u> Please note p. 54 of this document outlines the park boundaries to be included within this project.
- Annual Parks and Recreation Department reports (facility usage, trends, revenues, project updates).
- Outagamie County Regional Bicycle and Pedestrian Plan.
- East Central Wisconsin Regional Planning Commission Appleton Transportation Management Area and Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan – plan document here.

Deliverables

The selected firm will be responsible for:

- 1. Two in-person public information meetings (facilitated by the firm with Village staff support).
- 2. Development and implementation of a public engagement survey.
- 3. On-site analysis of facilities and amenities to determine final recommendations on maintenance or replacement needs with associated costs.
- 4. Regular engagement and virtual monthly progress check-ins with Village staff.
- 5. A final Sunset Park Master Plan that includes:

- Implementation recommendations and schedule with budget estimates (written, graphic, and mapped formats).
- Conceptual future planning recommendations.
- Phased priorities considering inflation and funding opportunities with 5, 10,
 15+ year categories to plan from.
- o Recommended funding sources to support implementation of this plan.
- Final plan must be provided in PDF formal with three (3) printed and bound copies.

Timeline

- October 15, 2025 RFP issued.
- November 19, 2025, 4:00 p.m. Proposals due.
- December 2025 Firm selection and award.
- January 5, 2026 Project kickoff.
- March August, 2026 Community engagement and stakeholder involvement.
- August October, 2026 Plan Development
- **November 23rd, 2026** Draft Master Plan submitted to village staff leaving time for edits before presentation to Plan Commission and Village Board.
- **December 15, 2026** Tentative Village Plan Commission approval.
- December 21, 2026 Tentative final Village Board adoption.

Proposal Requirements

Proposals must include:

- Firm background and relevant experience, with emphasis on municipal park master planning.
- Names, roles, and qualifications of principals and project team members, no longer than 1 page each.
- Examples of similar regional park master plans (with links where available).

Village of Kimberly RFP: Sunset Park Master Planning Project

- References from municipalities with similar projects.
- Approach to community and stakeholder engagement.
- Proposed methodology, timeline, and cost estimate.
 - o Cost estimates should be provided in an itemized manner, not lump sum.
 - Please note limited in person meetings are required with check ins and updates able to be completed virtually.
- Confirmation that the firm and all principals are licensed to conduct business in Wisconsin.

Submission Instructions

Proposals are due **no later than November 19, 2025, at 4:00 p.m. CST**. Late submissions will not be considered.

Submit proposals via email to:

Holly Femal

Community Enrichment Director

Email: hfemal@vokimberlywi.gov

Phone: 920-788-7507 (for inquiries; email preferred for fastest response).

Terms and Conditions

- All intellectual property developed through this project shall be owned solely by the Village of Kimberly.
- All print material including maps are the responsibility of the consultant.
- The contractor shall hold harmless the Village of Kimberly, its officers, agents, and employees from liability of any nature arising from copyrighted or patented materials used in connection with the project.
- The Village reserves the right to reject any or all proposals when deemed in its best interest.

Appendix A – Proposal Evaluation Criteria

All submitted proposals will be reviewed and evaluated by the Village of Kimberly. Proposals will be scored using the following weighted criteria. The Village reserves the right to invite selected firms for interviews if needed.

Evaluation Categories and Points

Firm Experience and Qualifications (25 points)

- Demonstrated experience in municipal park master planning, particularly with large community or regional parks.
- Relevant experience with projects involving significant community engagement.
- Qualifications and professional expertise of the assigned project team.

Project Understanding and Approach (30 points)

- o Clear understanding of Sunset Park's unique role in the community.
- Approach to public and stakeholder engagement (inclusivity, variety of methods, creativity).
- Methodology for assessing infrastructure, programming needs, safety, accessibility, and technology trends.
- Alignment of approach with project objectives outlined in the RFP.

Work Plan and Timeline (15 points)

- Realistic schedule that meets required deadlines (January 2026 kickoff to December 2026 adoption).
- Ability to coordinate with Village staff, Plan Commission, and Board checkpoints.
- o Identification of potential risks or challenges and strategies to address them.

Deliverables and Implementation Tools (15 points)

- Quality and clarity of proposed deliverables.
- Strength of budget/implementation tools, including phased planning and inflation considerations.

 Examples of mapping, conceptual renderings, or past deliverables that demonstrate clarity and usability.

Cost Proposal (15 points)

- Cost-effectiveness is related to scope of work.
- Transparency and detail of cost breakdown.
- o Alignment of cost with available budget resources.

References and Past Performance (10 points)

- o Positive feedback from municipal clients on similar projects.
- Evidence of meeting deadlines and budget commitments in past work.

Total Possible Points: 110

Appendix B – Proposal Submission Checklist

All proposals must be complete and received by **November 19, 2025, at 4:00 p.m. CST**. Late or incomplete submissions will not be considered.

Required Proposal Elements

\square Cover Letter introducing the firm and summarizing interest in the project.
\square Firm Background and Qualifications.
\square Project Team (names, titles, roles, and qualifications).
\square Relevant Experience (at least three similar projects, with links and references).
\square Project Understanding and Approach (including community engagement strategy).
□ Work Plan and Timeline.
\square Deliverables (description of final products).
□ Cost Proposal (detailed breakdown).
\square References (at least two from the last five years).
☐ Licensing Confirmation (licensed to conduct business in Wisconsin).

Submission Instructions

- Proposals must be submitted electronically in PDF format.
- Email submissions to: Holly Femal, Community Enrichment Director at hfemal@vokimberlywi.gov.
- Deadline: November 19, 2025, at 4:00 p.m. CST.



Sunset Park Master Planning



Village of Kimberly

November 19, 2025



November 19, 2025

Village of Kimberly 515 W. Kimberly Ave. Kimberly, WI 54136

Re: Sunset Park Master Planning Project

Dear Holly and the Village of Kimberly:

Ayres Associates is genuinely excited to submit this proposal for the Sunset Park Master Plan. Our interest in this project goes far beyond delivering a plan, we are invested in the long-term success of Kimberly and committed to helping the Village shape a park system that continues to define community identity for decades. We believe deeply in creating parks that are highly functional, fully implementable, and grounded in the real ways people use and love public space. When we see park projects built, and embraced by the community through thoughtful, human-centered design, that is when our work is at its very best.

As the team that recently completed Kimberly's Comprehensive Outdoor Recreation Plan, we bring an authentic understanding of the Village's character, demographic trends, and aspirations. Kimberly is a family-centric community with nearly 30% of residents under age 20, a vibrant local culture, and a deep appreciation for outdoor recreation, festivals, riverfront spaces, and safe, connected parks. Sunset Park serves not only the neighborhoods around it but the entire Village and the broader Fox Valley through events, athletics, and riverfront recreation. Understanding this layered user base is central to our approach

Throughout the CORP process, we spent meaningful time in your community and saw firsthand how iconic moments, summer nights at the Paperfest Amphitheater, sunrise walks along the Fox River overlook, youth baseball games echoing across the diamonds, shape Kimberly's sense of place. These are not just activities; they are identity markers, and Sunset Park is where they come together. Our approach is rooted in Human-Centered Design, supported by measurable frameworks, cross-disciplinary expertise, and a sincere commitment to helping Kimberly succeed.

And in the spirit of honesty: if you're looking for a team that simply repeats the status quo, don't hire us. We care too much about Kimberly to deliver anything less than transformative, community-driven work.

In this proposal, you will see how we guide projects from discussion to design to final implementation. Our Human-Centered Design process ensures we deeply understand how people use the park today and what they need tomorrow, so we can design solutions that are intuitive, buildable, durable, and meaningful. Our guiding principles strengthen this approach:

- Creativity + Performance: Our landscape architects and designers create inspired solutions, while our engineers ensure they work, last, and fit Kimberly's maintenance reality.
- Human-Centered Engagement: We use interactive, transparent engagement methods that turn community input into actual design outcomes: not just comment boards.
- Environmental Stewardship: Our team brings strong experience in river corridor systems, shoreline stabilization, and long-term ecological performance:critical to Sunset Park's success.

• Cost-Sensitive Implementation: We deliver practical, phased, and fundable plans that align with your budget cycles and help build momentum for future grants and partnerships.

We are committed to delivering a Sunset Park Master Plan that is visionary yet practical, exciting yet grounded, and fully implementable. Most importantly, it will be a plan that reflects the heart of Kimberly and strengthens the park your community already loves.

Thank you for the opportunity to continue supporting the Village. We look forward to working with you again and helping bring the next era of Sunset Park to life.

Sincerely, Ayres Associates Inc.

Christopher J. Silewski, PLA

Project Manager | Landscape Architect

Direct: 303.945.6732

SilewskiC@AyresAssociates.com

Chu. Sajah:

Matthew Ashby, AICP, CUD

Vice President – Development Services

Direct: 970.797.3595

AshbyM@AyresAssociates.com



Malone Park, New Berlin, WI

Ayres Firm Background and Qualifications

Founded in 1959, Ayres Associates Inc. is an **employee-owned C corporation** of approximately 400 innovative problem-solvers nationwide. We stand with integrity behind thousands of projects that strengthen communities and our country's infrastructure, economy, and environment.

65+
YEARS IN BUSINESS

400 EMPLOYEES

12
OFFICES

STATES

Landscape Architecture and Planning Studio

Ayres' Park Planning & Design Studio brings together a uniquely integrated team of planners, landscape architects, civil engineers, and water resource engineers who specialize in creating parks that perform, socially, environmentally, operationally, and financially. Our studio is built around the belief that parks must balance creativity, durability, and everyday usability, and our cross-disciplinary structure allows us to approach every project through that lens. We combine designers who understand how people actually use space, engineers who know how parks must function under heavy community use, and water resource specialists who ensure riverfronts, shorelines, and natural areas remain resilient over time. This blend of expertise has positioned us as one of Wisconsin's most trusted partners for complex park master plans, regional park systems, multi-season recreation areas, river corridor projects, and high-use athletic facilities.

Our team is uniquely suited to deliver the specific outcomes Kimberly identified in the Sunset Park RFP. We bring proven experience in infrastructure assessment, athletic facility forecasting, ADA and accessibility improvements, riverfront stabilization, parking and circulation analysis, technology modernization, and phased, fundable implementation planning. Because our disciplines work side-by-side, we are able to evaluate existing conditions with technical depth while advancing design ideas that reflect real community behavior and long-term sustainability. Combined with our recent work on Kimberly's CORP and multiple projects long the Fox River our studio offers a rare combination of local insight, technical rigor, and human-centered design expertise, positioning us to deliver a master plan that is both visionary and readily implementable for the Village of Kimberly.



PARK PROJECTS within past 10 years

PUBLIC PROJECTS
ON WATER
within past 10 years

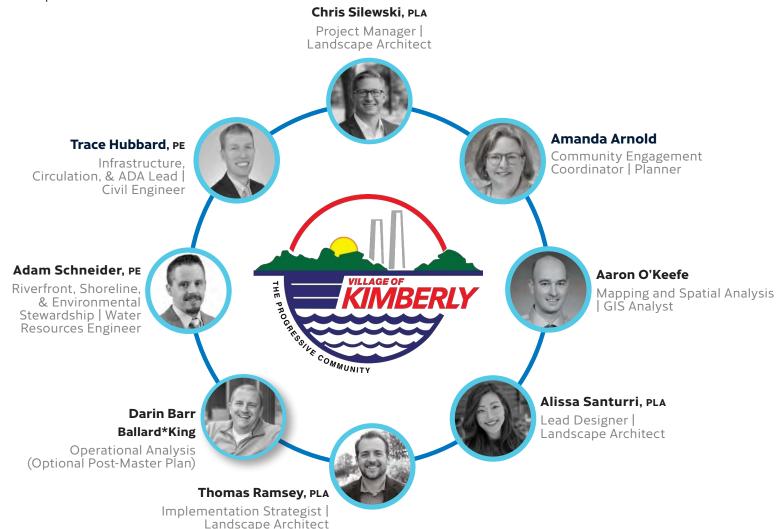


Project Team

Ayres' Park Planning & Design Studio brings together a focused multidisciplinary team of landscape architects, planners, civil engineers, water resource engineers, GIS specialists, and implementation strategists with extensive experience delivering visionary yet highly practical park plans across Wisconsin. This team was intentionally selected to address every requirement in the Sunset Park RFP, including infrastructure assessment, athletic facility needs, ADA improvements, circulation challenges, riverfront stewardship, community engagement, and phased implementation. By working side-by-side, our team blends creative design thinking with technical depth, ensuring every concept is both inspiring and buildable.

As Project Manager, Chris Silewski leads the process and ensures alignment between community needs and the park's long-term vision. Amanda Arnold, Lead Planner, guides planning analysis and engagement, including coordination with the Village's Comprehensive Plan update. Alissa, Lead Designer, transforms insights into clear, buildable concepts supported by Trace Hubbard's civil engineering expertise in circulation, ADA, parking, and infrastructure. Along the Fox River, Adam Schneider evaluates shoreline health, erosion, hydrology, and ecological conditions. Aaron O'Keefe provides GIS mapping and spatial analysis to ground decisions in clear visual data, while Thomas develops phasing, costs, and funding strategies to ensure the plan is realistic and implementable.

Together, this team delivers a master plan that is community-driven, technically sound, environmentally responsible, and ready for phased construction.







Total Experience 18 Years

Registrations

Professional Landscape Architect, MN, WI, FL

Education

BS, Environmental Design, North Dakota State University

BLA, Landscape Architecture, North Dakota State University

Memberships

American Society of Landscape Architects, Treasurer

Wisconsin Parks and Recreation Association

Chris Silewski, PLA

Project Manager | Landscape Architect

Chris is a seasoned landscape architect and project manager with extensive experience leading large-scale park master plans, recreation system planning, and community-driven public space projects across the Midwest. His work is grounded in Human-Centered Design, ensuring that every plan reflects how people actually use, move through, and experience parks. Chris excels at guiding multidisciplinary teams, facilitating stakeholder conversations, and translating community input into implementable design solutions. Known for his approachable communication style and strategic thinking, Chris has established himself as a trusted partner for municipalities seeking practical, resilient, and high-performing park designs.

- Echo Lake Park Master Planning, Burlington
- Prairie Springs and Ingram Park Master Plan, Prairie Springs
- McKenna Park Master Plan, Shorewood Hills
- Lowes Creek Master Plan, Eau Claire
- Comphensive Outdoor Recreation Plan, Kimberly
- Tower Ridge Master Plan, Eau Claire
- Wick Playfield, Milwaukee
- Emigh Playfield, Milwaukee
- River Prairie Development, Altoona
- Erickson Park Improvements, Chippewa Falls
- Harbor View Plaza, Milwaukee
- Boyd Park Master Plan, Eau Claire
- Malone Park Design, New Berlin
- Lincoln Park North Pond Playground, Chicago
- Irvine Park Flag Hill, Chippewa Falls
- River Prairie Playspace, Altoona
- L.E. Phillips Library Site Design, Eau Claire
- Westlawn Revitalization Phase 2. Milwaukee
- Park Master Plan, Star Prairie
- Eau Claire County Parks Master Plan, Eau Claire
- Carson Park Stadium and Bleacher Improvements, Eau Claire
- Mary Fitz Park Master Plan, Eau Claire County
- Jones Park Plan & Animation, Algoma
- Petenwell Park Graphic Visualization, Friendship
- Jones Park Development, Town of Algoma
- Lake Altoona County Park Plan Updates, Altoona
- Lake Front Pine Park, Phelps





Total Experience
29 Years

Certifications

American Institute of Certified Planners Education

BA, Landscape Architecture, Ball State University; MA, Urban and Regional Planning, University of New Orleans



Amanda is a highly experienced community planner with a strong background in parks and recreation planning, public engagement, demographic analysis, and policy alignment. She has led numerous comprehensive outdoor recreation plans, master plans, and community engagement programs throughout Wisconsin, creating processes that are accessible, transparent, and meaningful for residents. Amanda is particularly skilled at designing engagement strategies that capture diverse perspectives—from families to seniors to civic groups—and distilling complex community input into clear planning priorities. Her work consistently bridges long-term vision with grounded, data-driven decision-making..

Select Experience

- Shipyard Community Park, Green bay
- Comprehensive Outdoor Recreation Plan, Kimberly
- Echo Lake Master Planning, Burlington
- Fort Littlegreen Master Plan, Waukesha
- CDBG Torpy Park ADA Trails Project, Minocqua
- Grant Writing and Administration, Marinette
- Chippewa Falls Grants, Chippewa Falls



Total Experience
14 Years

Registrations

Professional Landscape Architect. WI

Education

BS, Landscape Architecture, University of Wisconsin-Madison

Alissa Santurri, PLA Lead Designer | Landscape Architect

Alissa is a talented landscape architect with broad experience in designing community parks, waterfront destinations, trail systems, and multi-functional public spaces. Her design approach emphasizes usability, authenticity, and long-term maintainability, ensuring that concepts not only inspire but can be built and enjoyed for decades. Skilled in both hand-rendered concept work and advanced digital visualization, Alissa creates graphics that help communities clearly understand future possibilities. Her portfolio reflects a wide range of park types—from athletic complexes to natural recreation areas—giving her the versatility to design spaces that serve varied user groups and program needs.

- Prairie Springs Park Master Plan, Prairie Springs
- Shipyard Community Park, Green bay
- Echo Lake Park Master Planning, Burlington
- Lowes Creek Master Plan, Eau Claire
- Tower Ridge Master Plan, Eau Claire
- Cedar Creek Recreation Area. Rothschild





Total Experience
10 Years

Registrations

Registered Professional Engineer, WI, FL

Education

BS, Civil Engineering, Michigan Technological University

Trace Hubbard, PG Infrastructure, Circulation and ADA Lead/ Civil Engineer

Trace is a veteran civil engineer specializing in park infrastructure, circulation systems, roadway design, ADA accessibility, and municipal site development. He brings deep technical expertise in grading, drainage, stormwater management, parking optimization, and the practical engineering solutions needed for community parks to function smoothly. With decades of experience coordinating with public works departments, park maintenance teams, and regulatory agencies, Trace ensures that proposed improvements are efficient, durable, and realistic to maintain. His engineering insight consistently strengthens master plans by grounding them in long-term operational feasibility.

Select Experience

- Prairie Springs Park Master Plan, Prairie Springs
- Shipyard Community Park, Green bay
- Echo Lake Park Master Planning, Burlington
- City Park East Splash Pad Design and Construction, Antigo
- The Preserve 3 Inspection, Green Bay



Total Experience 18 Years

Registrations

Registered Professional Engineer, MN, WI, CA, MI, MO

Education

MS, Civil Engineering, University of California-Davis; BS, Civil and Environmental Engineering, University of Wisconsin-Madison

Adam Schneider, PE Riverfront, Shoreline and Environmental Stewardship | Water Resources Engineer

Adam is a seasoned water resources engineer with extensive experience in shoreline stabilization, floodplain and hydrology analysis, river corridor planning, habitat restoration, and stormwater design. His work frequently focuses on riverfront parks, trails, and natural areas where ecological systems and recreation intersect. Adam excels at developing resilient, adaptable solutions that support safe public access while protecting natural resources and meeting regulatory requirements. His portfolio includes numerous projects along Wisconsin's rivers and lakes, making him a trusted expert for communities seeking environmentally sound, long-lasting water resource strategies.

- Echo Lake Dam Modification and Park Improvements, Burlington
- Echo Lake Park Master Planning, Burlington
- Marsh Dam Replacement & Construction, Sheboygan County
- Pigeon River Stabilization, Sheboygan
- Hingham Dam Feasibility Study and Spillway Improvements, Sheboygan County
- Three Rivers Parks Dam Inspections, Coon Rapids





Total Experience

20 Years

Education

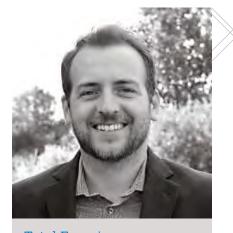
BA, Cartography/GIS, University of Wisconsin-Madison; AS, Civil Engineering Technology, Madison Area Technical College

Aaron O'Keefe Mapping and Spatial Analysis | GIS Analyst

Aaron is an experienced GIS specialist skilled in spatial analysis, demographic mapping, park access modeling, and the creation of clear, intuitive visual tools for planning and design. He has supported dozens of municipal park plans, providing mapping products that help communities understand patterns of use, gaps in service, circulation challenges, and accessibility coverage. Aaron's work bridges data and design—transforming complex geospatial information into graphics that support informed decision-making. His analytical expertise strengthens planning processes by grounding conversations in clear, visual evidence.

Select Experience

- Comprehensive Outdoor Recreation Plan, Kimberly
- Prairie Springs Park Master Plan, Prairie Springs
- Shipyard Community Park, Green bay
- Echo Lake Park Master Planning, Burlington
- Lowes Creek Master Plan, Eau Claire
- CORP 2022-2026 Update, Outagamie County
- Marinette CORP 2023 2028, Marinette



Total Experience

9 Years

Registrations

Professional Landscape Architect, WI, MO, IL, NC

Education

BS, Landscape Architecture, University of Wisconsin-Madison; BS, Environmental Studies, University of Wisconsin-Madison

Thomas Ramsey, PLA Implementation Strategist | Landscape Architect

Thomas is a seasoned implementation strategist with extensive experience developing phased capital improvement plans, funding strategies, and long-range project roadmaps for municipalities. His work focuses on helping communities move from vision to action—aligning priorities with realistic cost projections, grant opportunities, operational impacts, and budgeting cycles. Thomas excels at creating clear, step-by-step pathways that make even large park projects achievable over time. His knowledge of municipal finance, capital planning, and project phasing makes him a valuable resource in turning master plans into built outcomes.

- Prairie Springs Park Master Plan, Prairie Springs
- Shipyard Community Park, Green bay
- Echo Lake Park Master Planning, Burlington
- Lowes Creek Master Plan, Eau Claire
- Tower Ridge Master Plan Eau Claire
- McKenna Park Master Plan, Shorewood Hills
- River Prairie Development, Altoona



DARIN BARR

Operations Lead/President



Darin joined Ballard*King & Associates in 2007 after working with municipal, collegiate and private recreation agencies. During his time with B*K, Darin has completed master plans, feasibility studies, and operational assessments and provided operational and management solutions to numerous clients nationwide.

EDUCATION

MASTER OF ARTS IN PUBLIC ADMINISTRATION

 State University of New York, Brockport

BACHELOR OF SCIENCE IN PARKS, RECREATION & TOURISM

University of Missouri

PROFESSIONAL AFFILIATIONS

- National Intramural Recreational Sports Association
- New York State Parks & Recreation Society
- Missouri Park & Recreation Association
- University of Missouri Adjunct Faculty

YEARS OF EXPERIENCE

25 Years

Darin's passion for the parks and recreation industry has allowed him to successfully serve agencies nationwide. Darin utilizes a multi-layer approach when working on projects and believes in the importance of listening to stakeholders, agency administration and staff members. A key part of his process is helping clients utilize statistical data and public input to understand the difference between needs and wants.

Prior to joining B*K, Darin worked in the municipal, private, and university sectors, all within the parks and recreation industry. This broad background of practical, in-field and operational experience, combined with his experience as a consultant, helps shape the approach Darin brings to each project. He understands that each community and their goals are unique, as is the process by which they attain these goals. The end result is success and diversity in delivering parks and recreation services and programs, with solutions that are tailored to each community and agency.

Darin's client-focused approach, attention to detail, and depth of knowledge give clients comprehensive insight to help guide them through their projects.

- Sturgeon Bay Indoor & Outdoor Sports Complex Feasibility Study, Sturgeon Bay, WI
- West Saint Paul Operational Planning, West Saint Paul, MN
- Stillwater Valley Community Center Feasibility Study, Stillwater, MN
- NetPlex Fieldhouse Feasibility & Audit, Amarillo, TX
- Pella Recreation Center, Pella, IA
- Tournament Sports Complex Feasibility Study, Concord, CA
- Indoor Youth Sport Tournament Complex, Waterloo, IA
- Rec-Plex Sport Complex Operational Audit, Prairie Village, KS
- Parks and Recreation Master Plan, Joplin, MO





Shipyard Community Park



Green bay, WI

The Shipyard Project in Green Bay is a transformative redevelopment along the Lower Fox River, converting a former industrial site into a vibrant, multi-use community waterfront park. Similar to Sunset Park, the Shipyard sits at the intersection of neighborhood life, regional recreation, and riverfront identity. Our work began with understanding what the Fox River means to residents, its history, its culture, and its role as both a natural resource and a community gathering space.

Human-centered research revealed that the primary user base desired comfortable access to the water, multi-season programming, event-ready spaces, and year-round amenities that felt welcoming to both locals and regional visitors. In response, the design incorporates riverfront overlooks, accessible kayak and boat launches, flexible lawns, shaded gathering areas, and programmable spaces designed to host events at multiple scales, from daily drop-in use to major community festivals. The design also integrates the site's industrial character, creating a sense of authenticity and identity that honors the history of Green Bay's working waterfront.

The plan blends environmental restoration, resilient engineering, and high-use recreation to create a park that performs socially, ecologically, and operationally. The result is a community park that feels distinctly "Green Bay," draws a wide range of users, and strengthens its connection to the Fox River, an approach highly aligned with the goals outlined for Sunset Park. Through this project, Ayres delivered a community-driven, implementable plan that now serves as a regional destination on the Fox River.

Information

- Client: City of Green bay
- Contact: Dan Ditscheit, Director
 920.448.3381, Dan.Ditscheit@greenbaywi.gov

- Community park master planning
- Multi-agency coordination
- Riverfront park integration
 - Phased implementation
- Funding and grant alignment
- High-use event spaces
- Park safety and visibility



Echo Lake Park Master Plan



Burlington, WI

Located along Echo Lake and adjacent to Downtown Burlington, Echo Park is located in the heart of the City of Burlington. Ayres was hired by the City to lead a dynamic community engagement and master planning process to establish a vision for the dam and park moving forward.

The Ayres team focused on two design alternatives, modify the dam and restore the lake or remove the dam and free the river. Led by the design team and an active steering committee composed of local community members, the goal was to develop two plans for community members to vote on in a fall referendum. The community participated in a series of engagement events that brought together passionate local advocates on all sides of the debate. These meetings fostered important conversations and built community consensus that resulted in two viable park plans grounded in community ideals. Highlights of the plans include a canoe/kayak launch, flexible

performance area, extensive trail systems with lighting improvements, shoreline restoration and native habitat establishment, and pedestrian bridges or an observation deck. The plans were put to an advisory referendum vote in which the community selected the lake restoration plan for the future of Burlington.

Information

- Client: City of Burlington
- Contact: Carina Walters, City Administrator 262.342.1180,cwalters@burlington-wi.gov

- Community park master planning
- Robust community engagement
- Riverfront park design
- Ecological and forest stewardship
- Trail and pathway networks
- Phased implementation planning



Prairie Springs Par Master Plan



The Prairie Springs Park Master Plan in Pleasant Prairie was shaped by a collaborative process that put the community's needs and values at the forefront. Ayres worked closely with a steering committee, local user groups, and residents to build consensus and set a clear direction for the park's future. The team used a human-centered design approach, exploring different concepts and gathering feedback at key points. This approach made sure everyone had a voice and helped create a plan that truly reflects Pleasant Prairie's identity.

A key feature of the park is its waterfront. The plan focuses on ecological restoration and shoreline stabilization to improve water quality, prevent erosion, and support local wildlife. The plan balances environmental care with opportunities for people to enjoy the park, helping Prairie Springs Park remain a valued destination for years to come.

Beyond the waterfront, the park is set to become a regional hub for sports, athletics, and community

events. Improvements to facilities, amenities, and circulation make the park easier to use while keeping its natural character intact. The master plan captures what makes Pleasant Prairie unique, weaving in elements that feel genuine to the community and its landscape. By meeting both ecological and recreational needs, Prairie Springs Park is positioned to strengthen connections between people, nature, and the broader community.

Information

- Client: Village of Pleasant Prairie
- Contact: Brock Williamson, Director of Parks,
 262.948.8966,bwilliamson@pleasantprairiewi.gov

- Community park master planning
- Multi-agency stakeholder coordination
- Robust community engagement
- Regional athletic facilities
- Infrastructure condition assessment
- Phased implementation planning



Malone Park Master Plan



Malone Park is a long-established community park that historically focused on passive recreation and core athletic programming—including baseball, softball, basketball, picnicking, and open lawn spaces. When the Village sought to update the park's master plan, Ayres partnered with staff, user groups, and residents to understand how the park was being used and where it could evolve to better serve a growing and increasingly diverse community. Through workshops, site analysis, and careful consideration of the existing program, we developed a framework that honored the park's beloved athletic identity while identifying new opportunities for inclusive recreation.

The resulting master plan expanded Malone Park's recreational identity from primarily sports-focused to a more balanced, multi-generational destination. Nature-based play, walking loops, forest connections, outdoor classroom opportunities, flexible gathering areas, and new passive recreation nodes were added



Information

- Client: City of New Berlin
- Contact: Kristen Hogan, Principal Planner, 262.796.2445, khogan@newberling.org

recreation and quiet connection with nature.

- Community park master planning
- Multi-agency stakeholder coordination
- Robust community engagement
- Regional athletic facilities
- Infrastructure condition assessment
- Phased implementation planning



City and School Park Master Plan

Sturgeon Bay, WI

The Sturgeon Bay Outdoor Sports Complex project began with a clear goal: to create a facility that would serve the community across generations and interests. From the start, our team knew that building consensus was just as important as the technical design. We established a core team of City representatives, school district leaders, nonprofit organizations, and local stakeholders to guide the process. This diverse group brought a wealth of perspectives to the table, ensuring that the project vision reflected the priorities of the entire community.

Through workshops, working sessions, and open dialogue, the core team worked hand-in-hand with our team to explore opportunities, evaluate needs, and balance priorities. By using visual tools, clear cost frameworks, and scenario planning, we translated complex ideas into approachable concepts, making it easier for decision-makers to weigh options and move forward with confidence.

The collaboration between public agencies, nonprofits, and local representatives not only shaped the design of the Sturgeon Bay Outdoor Sports Complex but also created a shared sense of ownership. What emerged was a consensus-driven vision that reflects both immediate needs and long-term aspirations.

Information

- Client: City of Sturgeon Bay
- Contact: Josh VanLieshout, City Administrator
 920.746.2900 | jvanlieshout@sturgeonbaywi.org

- Community park master planning
- Multi-agency stakeholder coordination
- Robust community engagement
- Regional athletic facilities
- Infrastructure condition assessment
- Phased implementation planning



TREMPEALEAU PARK MASTER PLAN



Trempealeau, WI

Nestled in the charming heart of a hidden gem in Wisconsin lies Trempealeau Community Park, a visionary endeavor aimed at offering both local residents and regional visitors an unparalleled recreational haven. Our ambition is to transform this tranquil locale into a premier destination boasting a plethora of amenities. From dynamic sports and athletics facilities to a thrilling mountain bicycle skills course, picturesque trails, vibrant playgrounds, versatile sports courts, and refreshing aquatics, every corner of the park promises an adventure-filled experience for all ages and interests.

As we strive to enrich the community fabric,
Trempealeau Community Park emerges as a vibrant
hub where families gather, athletes thrive, and nature
lovers explore. Here, amidst the verdant landscapes
and serene surroundings, bonds are forged, memories
are made, and a sense of belonging blossoms.
Whether seeking an adrenaline rush on the trails or a
leisurely stroll along the pathways, our commitment

is to provide a welcoming sanctuary where the spirit of camaraderie and the joy of outdoor pursuits flourish harmoniously. Join us as we embark on this transformative journey to redefine recreation and nurture the soul of our cherished community.

Information

- Client: Village of Trempealeau
- Contact: Isaac Pooler, Administrator / Finance Director 608.534.6434 | ipooler@trempealeauwi.gov

- Community park master planning
- Multi-agency stakeholder coordination
- Robust community engagement
- Regional athletic facilities
- Infrastructure condition assessment
- Phased implementation planning



Understanding & Approach

Understanding and Executive Summary

Sunset Park is one of Kimberly's most defining public spaces, serving as a beloved neighborhood park, a community-wide gathering place, and a regional destination along the Fox River. The RFP calls for a master plan that strengthens this identity by addressing existing conditions, athletic field performance, forest and riverfront stewardship, accessibility and safety, event functionality, and future-ready infrastructure needs. With our recent completion of Kimberly's Comprehensive Outdoor Recreation Plan, Ayres brings an immediate understanding of the Village's character, priorities, and recreational patterns, positioning us to begin this project with valuable insight already in place.

Understanding who uses Sunset Park is essential to shaping its future. Local neighborhood residents rely on it for daily walking, play, relaxation, and community connection. Community-wide users—including youth sports families, swim facility patrons, amphitheater attendees, and civic groups, activate the park in waves throughout the week. Regional users—from Paperfest crowds and tournament teams to Fox River boaters and visitors from the broader Fox Valley—bring additional demands for parking, circulation, durability, technology, and operational readiness. Demographic data provides only a partial picture; our understanding of these local and regional user groups will deepen through on-site evaluation, conversations with staff, stakeholder engagement, and two in-person public information meetings.

The Sunset Park Master Plan will ultimately unify these layers of use into a vision that works beautifully at every scale: intimate daily routines, family recreation, large community events, and regional athletic and riverfront activity. At the end of this process, the Village will receive a complete, buildable master plan, including concept alternatives, a preferred plan, cost estimates, funding strategies, and a phased implementation roadmap, formatted for adoption into the 2026 Comprehensive Plan. Our goal is simple: create a park that is clearer, stronger, more usable, and more resilient for the next generation of Kimberly residents and visitors alike.



Project Approach

Our approach to the Sunset Park Master Plan follows our five-step Human-Centered Design framework, **Discover**, **Define**, **Design**, **Prototype**, **Implement**, ensuring the final plan is grounded in real user needs, environmental conditions, Village priorities, and long-term feasibility. Demographic data offers an initial view of the community's user base, but our understanding will expand throughout the project as we engage residents, staff, stakeholders, and regional user groups to truth out assumptions and align priorities.



In the **Discover** phase, we will conduct the existing conditions and infrastructure assessment, including utilities, circulation, parking, athletic facilities, forest health, shoreline and riverfront conditions, trails, safety, and accessibility. This phase will identify both local daily-use patterns and regional event-driven demands. In **Define**, we synthesize findings into program needs, user personas, experience goals, and a preliminary vision that reflects how Sunset Park must serve multiple scales of users.

During **Design**, we will develop concept alternatives that explore different approaches to circulation, parking, athletic modernization, riverfront experience, natural area restoration, technology and future trends, and multi-generational programming. In **Prototype**, these concepts will be evaluated for usability, operational impacts, ADA access, event performance, regional athletic demand, and maintenance considerations, supported by two in-person public information meetings and monthly virtual check-ins with staff. The **Implement** phase delivers the RFP-required preferred master plan, cost estimates, funding strategy, and a phased implementation roadmap ready for adoption into the 2026 Comprehensive Plan.



Work Plan & Timeline

Our work plan is organized to give the Village a clear, intuitive roadmap of how the project will progress from initial understanding through final deliverables. Each phase is structured to show not only what we will do, but why we are doing it, and how each step builds toward the outcomes you expect. This structure creates transparency, supports meaningful collaboration with your staff and committees, and ensures that you always know where we are in the process, what is coming next, and how each activity contributes to the project's success.

To make this work plan even more useful, we use a letter-based Task Key to clearly illustrate how each task aligns with the RFP requirements. Each project objective or required deliverable is assigned a unique letter, and the tasks that fulfill those items display the corresponding letters in bold. This lets you quickly see exactly where each RFP requirement is being addressed, ensures full alignment between expectations and deliverables, and streamlines review for board members and the Clerk-Treasurer. By clearly connecting tasks to objectives, the key strengthens accountability, improves clarity, supports our internal QA/QC process, and ensures nothing is overlooked throughout the project.



Task 1: DISCOVER: THE PEOPLE, PARK AND PLACE

The Discover phase is where we build a shared foundation, uniting data, on-the-ground observation, and lived experience into a clear understanding

of Sunset Park today. This step is essential because great park plans begin by honoring the community's identity, the park's natural assets, and the way residents already use and cherish the space. Our goal in this phase is to illuminate opportunities, clarify challenges, and inspire a collective vision rooted in the heart of Kimberly.

Tasks

- Attend virtual project kickoff meeting and develop project schedule
- Assess previous work and research available information (CORP, Comp Plan, strategic plans, budgets)
- Existing local and regional site & facility analysis: existing utilities & infrastructure; recreational facilities (C); athletic fields (C); parking & circulation (C/E); habitat & natural resources; wetlands; trails; regulatory context
- Identify local and regional user groups and primary use patterns (A/B/C)
- Develop AutoCAD backgrounds
- Develop opportunities & constraints boards (C/E)
- Develop vision workshop materials
- Attend visioning workshop with staff & Park and Recreation Committee to develop project goals and vision statement (A/B)
- Meet with park maintenance & programming staff (B)

Develop goals and vision statement (A/B)

Deliverables

- Opportunities & constraints boards (C/E)
- Document existing park
- Precedent image boards
- Project goals & vision statement (A/B)
- Meeting minutes
- Discover phase narrative summary



Task 2: DEFINE NEEDS, PRIORITIES AND USER EXPERIENCE

The Define phase transforms findings into clear direction by identifying user needs, program elements,

and experience priorities. This step is important because it ensures that the public's voice, stakeholder perspectives, and operational realities guide every future design decision. Our goal is to create a framework of programming, personas, and guiding principles that reflects the RFP's required community engagement outcomes.

Task Key:

- (A) Community Engagement
- (B) Stakeholder Involvement
- (C) Infrastructure Assessment
- (D) Technology & Future Trends
- (E) Safety, Accessibility, Inclusion
- (IMP) Implementation Deliverable

Tasks

- Attend virtual kickoff meeting with staff & core group
- Develop placemaking vision boards based on Sunset Park project goals and vision statement (A)
- Develop and assess preliminary park programming (C/E)
- Attend inperson site tour with staff & core group
- Develop, promote and host online community survey identifying community preferences, and developing up to 10 user personas (A)
- Create up to 10 user personas (A)
- Develop community engagement flyer and mailer(A)
- Conduct community engagement at local establishment or event to promote survey and gain feedback(A/B)
- Refine user personas
- Attend virtual meeting to review engagement findings with Village staff and Park and Recreation Committee (A/B)
- Update project goals and vision statement (A/B)
- Conduct placemaking workshops with stakeholders and user groups (A/B)
- Update park programming feedback to date (C/E)

Deliverables

- Placemaking vision boards (A)
- Park user personas (A)
- Online survey and community engagement (A)
- Proposed park programming (C/E)
- Meeting minutes
- Define phase narrative summary



Task 3: DESIGN: DEVELOP PRELIMINARY CONCEPT AND ALTERNATIVES

Design is where creativity meets functionality, and multiple scenarios begin to take shape. This phase is crucial

because it offers the community a range of buildable options addressing infrastructure, circulation, athletics, environmental stewardship, ADA, and technology needs. Our goal is to present concept alternatives that serve local users while scaling effectively for regional events and high-demand programming.

Tasks

Attend virtual meeting with village staff and core

group as necessary

- Develop relationship diagrams (C/E)
- Develop up to (3) three bubble diagrams (C)
- Update precedent boards
- Apply user persona rankings to assess how well each park design supports specific community needs, highlighting which user groups are most effectively served (A)
- Conduct a program fit analysis to determine appropriate size of park elements based on intended use, user demand and site context (C)
- Develop three rendered park master plan alternatives (C/E)
- Test concepts against both local daily use and regional / event -driven demand (C-E)
- Design sprint with staff &Park and Recreation Committee
- Update concepts based on design sprint conference

Deliverables

- Relationship diagrams (C/E)
- Master plans (C/E)
- Survey results
- User persona rankings (A)
- Meeting minutes
- Design phase narrative summary



Task 4: PROTOTYPE: REFINE TEST AND EVALUATE CONCEPTS

Prototype turns ideas into visual, testable concepts and evaluates them through community input, stakeholder

review, and operational assessment. This step matters because it reveals how well each scenario performs, from daily neighborhood use to regional tournaments and events—before committing to a final plan. Our goal is to refine concepts through two in-person public information meetings, cross-department coordination, and real-time usability scoring..

Task Key:

- (A) Community Engagement
- (B) Stakeholder Involvement
- (C) Infrastructure Assessment
- (D) Technology & Future Trends
- (E) Safety, Accessibility, Inclusion
- (IMP) Implementation Deliverable

Tasks

- Attend virtual meeting with village staff and core group as necessary
- Develop two master plan concept designs (IMP)
- Develop two master plan renderings (IMP)
- Develop a usability score for both master plans (IMP)
- Update park usability ranking (E/IMP)
- Develop preliminary opinion of probable cost (cost estimate for each master plan) (IMP)
- Conduct final public information meeting to review two final concepts
- Develop preliminary funding strategy (IMP)
- Evaluate capacity of concepts to support both daily use and high volumne events (C/E)
- Develop park maintenance and programming proforma (C/IMP)
- Preliminary project report (IMP)
- Attend Village Plan Commission meeting to review Sunset Park concepts and survey results
- Attend Village Board meeting to present public engagement results and current concepts

Deliverables

- Preliminary project report
- Site plan renderings
- Preliminary project report (IMP)
- Plan renderings (IMP)
- Park usability ranking (E/IMP)
- Funding strategy (IMP)
- Maintenance proforma (C/IMP)
- Opinion of probable cost (IMP)
- Meeting minutes
- Prototype phase narrative summary

strategy, and phased implementation plan for inclusion in the 2026 Comprehensive Plan.

Tasks

- Attend virtual meeting with village staff and core group as necessary
- Attend virtual meeting with village staff and parks and rec committee to select preferred master plan (A/B)
- Update preferred plan & rendering (IMP)
- Develop proposed improvments list tied to local needs, regional events, and future user growth (IMP)
- Prepare final opinion of probable cost (IMP)
- Prepare final graphics
- Develop final funding strategy (IMP)
- Update project report
- Develop phased implementation and action plan (5-, 10-, 15-year) (IMP)
- Update usability matrix & persona rankings (E/IMP)
- Finalize master plan report (IMP)
- Present final plan/report to Village Board and Plan Commission(B/IMP)

Deliverables

- Final master plan report (IMP)
- Final opinion of probable cost(IMP)
- Implementation strategy (IMP)
- Usability matrix & persona rankings (E)
- Meeting minutes
- Implement phase narrative summary



Task 5: IMPLEMENTATION: FINAL MASTER PLAN, PHASING AND FUNDING STRATEGY

Implementation is where the vision becomes a clear, fundable roadmap that

the Village can confidently follow. This step is important because Sunset Park requires phasing that aligns with budgets, grants, staffing capacity, and anticipated user growth. Our goal is to deliver the RFP-required final master plan, preferred concept, cost estimates, funding

Task Key:

- (A) Community Engagement
- (B) Stakeholder Involvement
- (C) Infrastructure Assessment
- (D) Technology & Future Trends
- (E) Safety, Accessibility, Inclusion
- (IMP) Implementation Deliverable

Optional Tasks

Most people do not have the opportunity to be involved in projects on a consistent basis to hear the words that form a sharp visual graphic. During the design process, we find that we receive a higher level of feedback and support by developing 3-D models and images that create a rich and interactive environment to communicate the design. We have added this to the scope because it is our preferred process, but if the selection committee feels the general public input aspect is minor, we can remove this from the scope to reduce cost.

3-D Visualizations Scope of Services

- Develop linework in CADD in preparation for 3-D modeling.
- Develop 3-D model of existing context.
- Develop site model.
- Populate model with entourage, amenities, and placemaking vignettes.
- Generate 10 to 20 images.
- Attend video conference with City staff and select stakeholders to present images.
- Update model and images with comments.

Parks and Athletics Operational Analysis Scope of Service

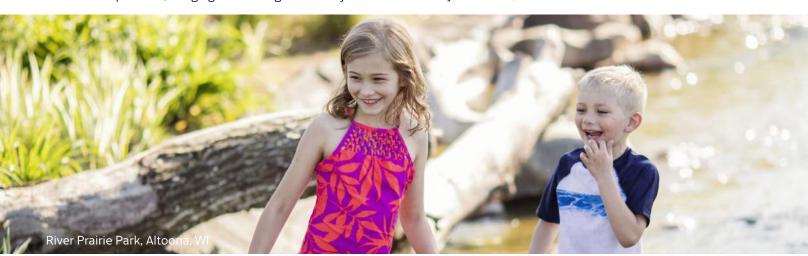
While BallardKing is not part of our current scope, we are intentionally recommending their involvement after the master plan is complete, and we want to be clear about why. This is the same phased strategy we used successfully on the Sturgeon Bay Community Park, where a thoughtful strategy between planning and operations led to a far stronger, more actionable long-term outcome. In our experience, bringing BallardKing in too early limits

their effectiveness; bringing them in right after the master plan gives them the clarity and framework they need to evaluate operations in a meaningful, cost-effective way.

We include BallardKing as an optional next-phase partner because they bring a specialized skill set that perfectly complements the design and planning work. While Ayres focuses on crafting a Sunset Park Master Plan that balances riverfront access, athletics, nature, events, and everyday community use, BallardKing excels at what happens once the park is built, facility operations, field scheduling, concessions strategies, staffing models, and revenue optimization. They help communities run their parks not just efficiently, but exceptionally well, especially high-demand, multi-use parks like Sunset Park where sports, daily recreation, and major events all overlap.

Even though their work is recommended for the post-master-plan phase, we will maintain ongoing communication with them throughout our planning process. This ensures the master plan is informed by real-world operational considerations, everything from future concessions potential to tournament use patterns to maintenance impacts, so that Sunset Park is designed from day one to perform well once it's built. Their later involvement will be more efficient, more precise, and more effective because the groundwork will already be laid.

Including Ballard*King as an optional task gives Kimberly the best of both worlds: a master plan rooted in community-driven, human-centered design, and a pathway to long-term operational excellence when the Village is ready to take that step. It's a smart strategy, a forward-thinking move, and a proven approach that sets Sunset Park, and the Village of Kimberly, up for success today, tomorrow, and for decades.



Deliverables and Timeline

Deliverables

The final deliverables for the Sunset Park Master Plan will provide the Village with a complete and fully adoptable roadmap for the future of Sunset park. Each product is designed to meet or exceed the expectations outlined in the RFP and to ensure that the Village, staff, and community have a clear understanding of both the vision and the steps required to implement it. The master plan will be presented in a visually accessible, technically accurate, and user-friendly format that supports long-term decision-making, budgeting, grant applications, and incorporation into the 2026 Comprehensive Plan.

The final package will include:

Existing Conditions Report summarizing utilities, infrastructure, circulation, parking, forest health, shoreline conditions, accessibility, and athletic facilities.

Opportunities & Constraints Analysis illustrating key physical, environmental, and operational factors shaping the park.

Community Engagement Summary documenting public engagement activities, input themes, stakeholder conversations, and feedback gathered throughout the process.

Local & Regional User Needs Analysis outlining how different user groups engage with the park and identifying priority improvements for each.

Park Programming Framework detailing active, passive, event, nature-based, athletic, riverfront, and multigenerational program elements.

Concept Alternatives with diagrams, rendered visuals, usability scoring, and preliminary cost estimates for each. Preferred Master Plan with final graphics, refined program elements, circulation strategy, riverfront improvements, athletic modernization, natural area stewardship, and recommended design features.

Phased Implementation Plan outlining 5-, 10-, and 15year improvement sequences, tied to budgeting and operational capacity. Funding Strategy identifying grants, partnerships, and local funding pathways to support phased implementation.

Maintenance & Programming Proforma outlining operational considerations and long-term maintenance impacts of the preferred design.

Final itemized Cost Estimates for all improvements, organized by project phase and improvement type.

Master Plan Report combining all components into a comprehensive document ready for adoption by the Plan Commission and Village Board, and formatted for integration into the 2026 Comprehensive Plan.

Presentation Materials for Village staff, the Park and Recreation Committee, the Plan Commission, and the Village Board. All presentations will include visuals, cost information, engagement summaries, and a clear articulation of the preferred plan.

Collectively, these final products will give the Village of Kimberly everything needed to act with confidence, guiding capital planning, budgeting, grant pursuit, and project phasing while providing a clear, inspiring vision for Sunset Park's next chapter.

Deliverables and Timeline

Timeline

We are in full alignment with the project schedule outlined in the RFP, and we believe the proposed timeline is both realistic and well-structured for a successful Sunset Park Master Plan. Based on our experience, a six- to eight-month window is ideal,long enough to build meaningful momentum through community engagement, but short enough to keep the project focused and top-of-mind for residents and stakeholders. A January 5th kickoff positions the project well for internal coordination and early data gathering, while the March-August engagement window perfectly aligns with peak park usage, youth sports activity, neighborhood presence, and community events. During this period, we will work with Village staff to identify targeted opportunities for public input, such as pop-ups at the athletic facilities, conversations at youth baseball and softball games, outreach at the amphitheater during Sunday concerts, presence at Paperfest booths or warm-up events, and engagement at local establishments like Sunset Beach bar & grill areas, or Kimberly Coffee shops.

The August–October timeframe for plan development allows us to synthesize engagement results while refining concept alternatives and confirming operational realities with staff. Delivering a draft master plan to Village staff by November 23rd provides ample time for review, edits, and the RFP-required presentations to the Plan Commission and Village Board. This keeps the project on track for final adoption by December 24th, positioned perfectly for inclusion in the Village's 2026 Comprehensive Plan update. And while we believe this schedule provides the right balance of momentum and reflection, we are equally comfortable adjusting to a shorter or more compressed timeline should the Village prefer. In our experience, four to eight months is the optimal window for building community buy-in, coordinating with Village leadership, and delivering a clear, implementable master plan.



References and Licensing

Milwaukee Public Schools

Pam Zimmerman

Recreation Design and Development Specialist

Phone: 414.283.4777

Email: linnpg@milwaukee.k12.wi.us

"The Ayres team excels at facilitating energizing and creative community engagement sessions and workshop meetings. Their ability to incorporate diverse opinions into their design decisions is evident. They have been a pleasure to work with on our playfield renovation projects, and we look forward to the continued relationship as we move into

Pam Zimmerman,
 Recreation Design and
 Development Specialist,
 Milwaukee Public Schools

construction documentation."

City of Burlington

Carina Walters

City Administrator *Phone:* 262.342.1161

Email: cwalters@burlington-wi-gov



"The Ayres team's thorough and dynamic community outreach process made sure a lot of different voices were heard on our project. ... They didn't just show up with standard by-the-numbers designs – each of the options were tailor-made for Burlington based on the ideas and concerns our community members had raised during the meetings. We needed a vision ... and Ayres delivered one that our City can embrace."

Peter Riggs,
 Former Director of Public Works,
 City of Burlington

Village of Pleasant Prairie

Brock Williamson

Director of Parks

Phone: 262.948.8966

Email: bwilliamson@pleasantprairiewi.gov



"The Ayres Associates design team demonstrated an exceptional commitment to understanding our community's needs before offering solutions. Their thoughtful approach focused on creating long-term, sustainable strategies that balanced presentday requirements with future aspirations. They ensured we didn't compromise tomorrow's potential for the sake of immediate convenience. This philosophy truly set them apart in the development of the Prairie Springs Park Master Plan."

Brock Williamson,
 Director of Parks,
 Village of Pleasant Prairie

Licensing

Ayres Associates Inc. is a Wisconsin corporation incorporated on April 28, 1959, and is licensed to conduct business in the state of Wisconsin. As a Wisconsin corporation, Ayres is authorized to transact business in its state of incorporation. All principals of the firm maintain appropriate professional licenses and registrations required to practice their specializations in Wisconsin. The project teams individual licensure can be found on the resumes pages shown above.

Cost Proposal

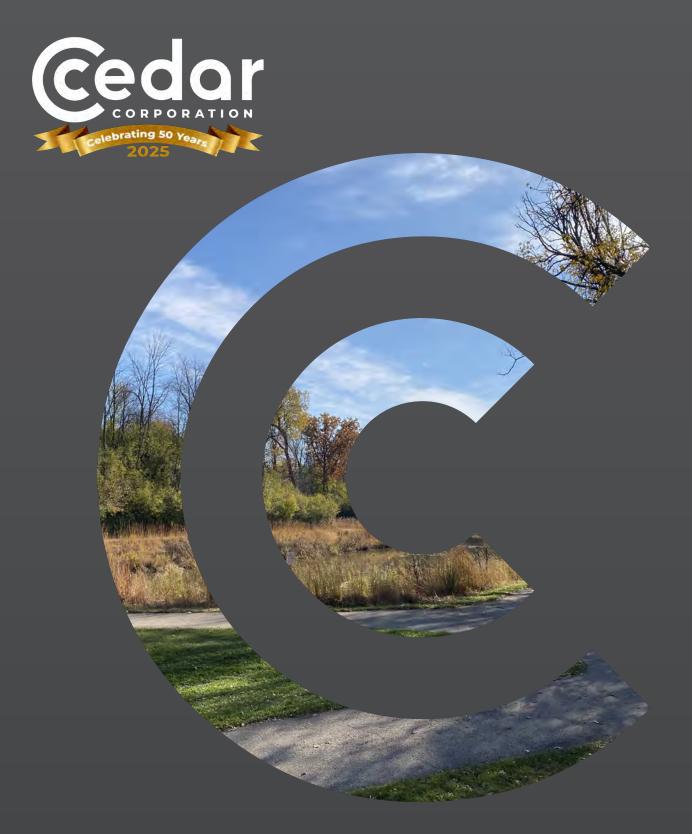
We propose a not-to-exceed cost of \$26,000. A breakdown by phase is shown below.

Phase	Cost
1: Discover	\$6,000
2: Define	\$4,000
3: Design	\$8,000
4: Prototype	\$5,000
5: Implement	\$6,000
TOTAL	\$29,000
OPTIONAL TASKS:	
3-D Visualizations	*O
Parks and Athletics Operational Analysis (Approximately)	\$35,000

Reimbursable expenses are not anticipated but if necessary they would be billed at actual cost plus 10%.

Assumptions

The costs and scope in this proposal are based on the following assumptions: permitting and regulatory fees, construction administration, bidding, and construction documentation are not included in the contract.



Professional Services Proposal and Qualifications

Professional Planning Services
Sunset Park Master Planning

Village of Kimberly, Wisconsin



www.cedarcorp.com





November 19, 2025

Ms. Holly Femal, Community Enrichment Director Village of Kimberly 515 W. Kimberly Avenue Kimberly, WI 54136

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS - SUNSET PARK MASTER PLANNING PROJECT

Dear Ms. Femal:

Thank you for the opportunity to submit our proposal and qualifications to the Village of Kimberly for the preparation the Sunset Park Master Plan.

On the heels of completing two successful master projects for Legion Park in the Village of Sherwood and Hickory Park in the Town of Buchanan, the Cedar Corporation Park Design Team is anxious to put our skills to work for Sunset Park in the Village of Kimberly.

The Sunset Park Master Plan project will be managed by Ken Jaworski, with over 40 years of municipal recreation planning and park design experience. He will be assisted by Senior Planner, Eric Fowle, AICP, who is an accomplished facilitator, planner, and concept designer for recreational facilities. In addition, support will be drawn from key team members such as Mike Kaster, Justin Keen, and Kyra Danielowski. Cedar Corporation is also proud to include the services of Apex Engineering and Titan Communications to address lighting, electrical infrastructure, internet, sound, and security. We are very confident that we can provide the knowledge, experience, and creativity this project requires providing a smooth process and excellent product for the Village.

We look forward to working with the Village of Kimberly on this project. If you have any questions, please feel free to call us at 920-491-9081.

Sincerely,

CEDAR CORPORATION

Ken Jaworski

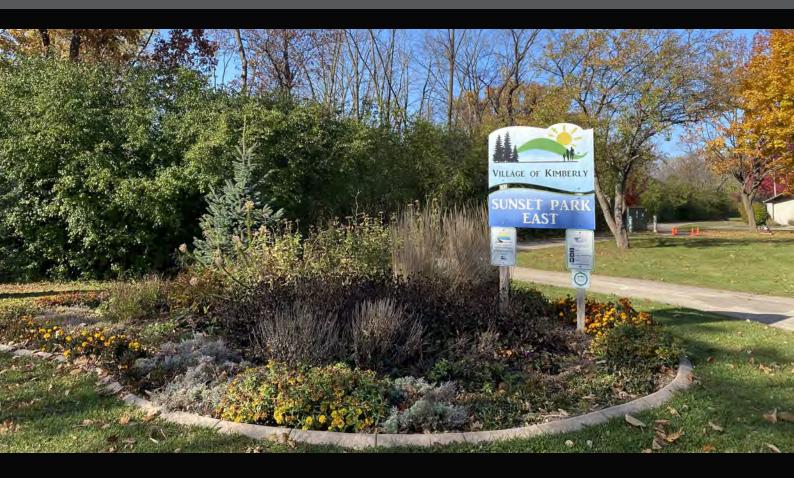
Director

ken.jaworski@cedarcorp.com

Mike Kaster, PE

Municipal Engineering Team Lead mike.kaster@cedarcorp.com

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FIRM OVERVIEW



LOCATION

1695 Bellevue Street Green Bay, WI 54311 www.cedarcorp.com

PHILOSOPHY

We recognize that our clients are most concerned with three major issues as they engage the services of consultants - quality, timeliness, cost. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best valueper-dollar spent on their projects.



WHO IS CEDAR?

(CORPORATE BACKGROUND)

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES

Cedar Corporation is a full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 100. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.



PROFESSIONAL SERVICES

Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar Corporation's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar Corporation, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.



















Planning and Grants

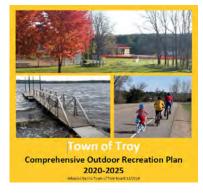
SERVICES













Service Overview

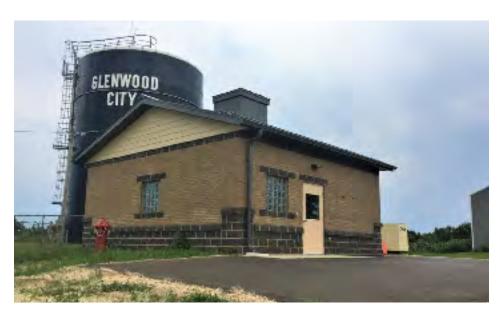
Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- **Housing Studies**
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning

Municipal Engineering

SERVICES













Service Overview

Our municipal engineering team helps communities across Wisconsin plan, engineer, and build their vision for the future. Every day, Cedar Corporation provides infrastructure engineering services necessary to build great places to live, work, and play.

Expertise

- Street and Highway Design
- · Water Distribution Systems
- · Municipal Well Design
- Water Tower Design
- · Sanitary Sewer Collection Systems
- · Sanitary Sewer Lift Station Design
- · Stormwater Infrastructure and Management
- · Industrial Park and Commercial Site Design
- Land Surveying
- · Landscape Architecture
- · Capital Improvement Plans
- · Project Construction Administration

Natural Resource

SERVICES













Service Overview

Our Natural Resources Team provides assured wetland delineations that receive automatic concurrence from state regulators helping expedite your project goals.

Expertise

- Provide desktop reviews to determine the potential for wetland resources throughout map review
- Review Natural Heritage Inventory for potential for endangered or threatened species
- Review sites for Cultural Resources
- Complete onsite evaluations for wetland resources based on soils, hydrology, and vegetation
- Delineate wetland areas with colored flagging and GPS
- Record with WDNR under the Assured Delineator Program



PROJECT TEAM

PROJECT TEA

Village of Kimberly

Holly Femal

Community Enrichment Director

Village of Kimberly Plan Commission

Ken Jaworski

Director/ Project Manager Village of Kimberly Village Board

Public Engagement/ Stakeholder Involvement

Ken Jaworski

Director

Eric Fowle, AICP

Roles include: public meeting analysis, village website project

Park Master Plan Design

Ken Jaworski

Director

Bruce Romitti

Design Technician

Role includes: conceptual master

Vegetation Management Review

Kyra Danielowski

Environmental Scientist

Role includes: park vegetation

Park Infrastructure Assessment

Engineering

Mike Kaster, PE

Justin Keen, PE

Design Engineer

Roles include: parking lots, trail, stormwater, assessments, cost estimates

Architecture

Kris Dressler, RA

Architect

Role includes: structural assessments of all buildings and potential renovation ideas

Apex Engineering

Titan Communications



Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

Professional Certifications/ Training

AICP: 2000

Finance and Accounting: 2001 Negotiating Win/Win Outcomes: 2000

Certified Project Manager: 1996 Instructor – Environmental Planning Course, UW-Green Bay: 1994

Professional Affiliations

American Planning Association, National and Wisconsin Chapters

Wisconsin Park and Recreation Association

Wisconsin Towns Association League of Wisconsin Municipalities

Total Experience

Since 1983

KEN JAWORSKI

DIRECTOR

Ken Jaworski brings over 40 years of experience in community comprehensive planning, park planning, land use, natural resource management, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken also specializes in park planning and fundraising strategies.

Areas of Expertise Include:

- · Greenway Corridor and trail planning
- · Development of over 20 Comprehensive Park and Recreation Plans (CORP's)
- Park Master Plans (see below)
- Author or co-author in the development of over 100 Comprehensive Plans within Wisconsin's Smart Growth requirements
- · Planning and Zoning Administration
- · Land Use Plans
- · Highway Corridor Master Plans
- · Public meeting facilitation
- · Intergovernmental agreement negotiations
- · Farmland Preservation Plans and ordinances (DATCP certified)
- · Grant writing and administration
- · School district attendance boundary studies
- · GIS mapping
- · Renewable energy planning
- Expert witness testimony
- · Business development
- · Contract negotiation and execution

Park Master Plans for:

- · Hickory Park, Town of Buchanan
- · Legion Park, Village of Sherwood
- · Calavera Springs Community Park, Village of Suamico
- · Greenville Community Park, Village of Greenville
- · Springfield Community Park, Town of Buchanan
- · Jones Park, Town of Algoma

Representative Project Experience Includes:

- On-going Planning and Zoning Administration Services for communities throughout the State of Wisconsin
- Comprehensive Plans for Dodge, Fond du Lac, Green Lake, and Shawano Counties, Village of Little Chute, and the Towns of Clayton, Kekoskee, Marshfield, Saukville, Watertown, and many more
- · Farmland Preservation Plans for Fond du Lac, Green Lake, and Shawano Counties
- · Expert witness testimony for Renewable Energy (Solar) PSC permitting

Other Relevant Experience Includes:

- Dog park design
- · Development of fund raising strategies for 501c3 organizations
- · Conference speaker and session presenter for WAPA, WTA, and other agencies
- · Author of the original East River Parkway Plan (1991), Bellevue, Wisconsin



Bachelor of Arts in Urban and Regional Analysis: University of Wisconsin-Green Bay (1992)

Professional Certifications

American Institute of Certified Planners (AICP)

Professional Affiliations

American Planning Association -WI Chapter (APA)

Wisconsin Geological and Natural History Survey - Geologic Mapping Advisory Committee

Founding Co-chair of the Niagara **Escarpment Resource Network** (since 1998)

Board Member of the Lakeshore Natural Resource Partnership (since 2010)

Awards and **Acknowledgments**

2004 Green Ribbon Award. Greenville GreenPrint Plan 2010 WDNR NE Wisconsin Conservation Person of the Year 2023 Governor's Tourism Award Nominee

Total Experience

Since 1991

ERIC FOWLE, AICP SENIOR PLANNER/GRANT COORDINATOR

Eric Fowle has over 30 years of public and private sector planning experience at the local, county, and regional scales. As the former Executive Director of the East Central Wisconsin Regional Planning Commission and practicing planner, he is well versed in conducting public participation and community engagement exercises using a variety of methods. Eric also has vast experience and skill-sets in meeting facilitation and public presentations, as well as with coordination and engagement of local elected officials, state agencies, federal agencies, and the general public. He earned his American Institute of Certified Planners (AICP) certification in 1995 and makes continual efforts to maintain this certification through regular conferences and training sessions.

Areas of Expertise Include:

- Expert knowledge in public participation and community visioning
- Meeting facilitation and public presentation skills
- Coordination and engagement with local elected officials and staff

Representative Project Experience Includes:

(may include projects while with previous employer)

- Comprehensive Plan Citizen Opinion Surveys (Survey Monkey)
 - Town of Clayton (2021)
 - Village of Bellevue (2022)
 - City of New London (2022)
 - City of Manawa (2023)
- **Interactive Visioning Workshops**
 - Town of Greenville GreenPrint Plan (award winning plan/process) (2004)
 - Village of Kimberly The Cedars at Kimberly Master Plan (former NewPage Mill site) (2013)
 - City of Oshkosh Riverfront Visioning Workshops (2014)
 - \Diamond City of New Holstein - Tecumseh Site Redevelopment Plan (2014)
 - City of Waupaca Downtown Visioning Workshop (2015)
 - City of Waupun Downtown Visioning Workshop (2016)
 - Town (Village) of Greenville Everglade Road Swamp Visioning Workshop
 - \Diamond City of Menasha – Menasha Lock Visioning Workshop (2016)
 - City of New London Riverfront Visioning Workshop (2017) \Diamond
 - \Diamond Town of Buchanan Comprehensive Plan (2017)
 - Village of Sherwood Comprehensive Plan (2017) \Diamond
 - \Diamond City of Neenah Comprehensive Plan (2017)
 - Village of Little Chute Downtown Visioning Workshop (2017) \Diamond
 - Town of Algoma Comprehensive Plan (2019) \Diamond
 - Town (Village) of Greenville Comprehensive Plan (utilization of Strategic Foresight process) (2019)
 - Town of Clayton Hwys 10/76 Corridor Master Plan (incorporation of Strategic Foresight process and Visual Preference Survey) (2021)
 - City of Kewaunee Harbor Master Plan Update (2-day intensive design charrette) (2022)
- **Affordable Housing Workshops**
 - City of Watertown (utilization of Visual Preference Survey) (2021)
 - City of Jefferson (2021)



Bachelor of Science in Civil Engineering: Michigan Technological University (2000)

Professional Certifications

Professional Engineer - WI

Total Experience

Since 2000

MIKE KASTER, PE MUNICIPAL ENGINEERING TEAM LEAD

Mike Kaster is a Municipal Engineering Team Lead in Cedar Corporation's Green Bay Office. He has wide-range of experience providing civil engineering design, planning, and construction services as a Project Engineer, Project Manager, and Team Leader for many municipal infrastructure, public institutional, and private development projects. Mike also offers experience in infrastructure and land use planning as well as stormwater management compliance planning/implementation.

Areas of Expertise Include:

- · Sanitary sewer collection system, lift station, and low pressure force main design and planning
- Water distribution system design and planning
- Storm water collection and treatment design
- · Municipal utility maintenance and rehabilitation
- Roadway and pavement design
- · Multi-use trail design
- · Property acquisition and negotiations for municipal projects
- Planning for bike/pedestrian facilities
- Utility and roadway infrastructure planning and future land use/official mapping
- · Institutional, industrial, commercial, and residential site layout and design
- Project and environmental permitting for various agencies
- Stormwater management design and planning
- · Flood plain analysis and management
- · Bid procurement and contract administration
- · Construction observation and construction management
- Project/Client Liaison for presentations to local, county, state, and federal governmental agencies

Representative Project Experience Includes:

(may include projects while with previous employer)

- Village of Howard, Nouryon Park: Project Engineer for Mini Diamond construction at Nouryon Park. Included construction of two Mini Diamonds and supporting infrastructure for youth baseball at Nouryon Park.
- Village of Howard, Meadowbrook Park: Project Engineer for Meadowbrook
 Park Trail Construction project. Projects involved additions of over a mile of
 paved trail with bridges and boardwalks.
- Village of Howard, Spring Green Park: Project Engineer for Spring Green Park
 Soccer Complex expansion. Project involved the construction of three additional
 soccer fields, pedestrian trails, and associated parking.
- Sewer and Water Rehabilitation Projects: Project manager for the investigation, design, construction, and contract administration of numerous reconstruction and rehabilitation projects.
- Municipal Engineer for various communities with duties including MS4 compliance, TMDL implementation, stormwater utility creation/operation, plan reviews, and environmental permitting.
- Village of Howard, Comprehensive Plan and Comprehensive Outdoor Recreation Plan: Municipal Engineer providing infrastructure planning and feasibility review for village wide comprehensive planning.
- Village of Howard, Howard Commons Activity Complex: Project Civil Engineer
 for the Howard Commons Activity Complex. Project included site layout and
 design, coordination with A/E team and Landscape Architect for the public
 space which includes Open Air Pavilion with ice rink, public beer garden,
 amphitheater and natural lawn seating, and supporting patios, walkways, and
 parking lots.



Bachelor of Science in Civil Engineering: University of Wisconsin-Madison (2003)

Professional Registrations

Professional Engineer - WI

Professional Affiliations

Northeast Wisconsin Storm water Consortium (NEWSC)

Fox-Wolf Watershed Alliance (FWWA)

Total Experience

Since 2003

JUSTIN KEEN, PE

PROJECT ENGINEER

Justin Keen provides urban and rural road design, utility (wastewater collection, water systems, and storm sewer) design, and civil site design for residential, commercial, and municipal developments. His expertise includes street and sidewalk design, utility design, and storm water management for public and private infrastructure projects as a Senior Design Engineer. Justin also manages engineering projects and staff to meet client expectations.

Areas of Expertise Include:

- · Sanitary, water main, storm sewer, and storm water management facility design
- · Permitting, specifications, and bid documents preparation for various projects
- Construction observation and management for infrastructure improvement projects
- · Site, grading, erosion control, and storm water plan preparation
- · DNR and US Army Corp permit applications
- AutoCAD drawings, cost estimates, earthwork calculations, and quantity takeoffs for various public and private infrastructure improvement projects
- Horizontal/vertical alignments, cross sections, typical sections, and intersection designs for street and trail projects
- · Regulatory agency and utility company coordination
- Project coordination with architects, contractors, developers, other engineering firms, and municipalities

Representative Project Experience Includes:

- · Springfield Drive Master Plan and Park Design/Construction, Town of Buchanan
- · Hickory Park Master Plan, Town of Buchanan
- · Community Park Master Plan, Village of Greenville
- · Legion Park Master Plan, Village of Sherwood
- · Stoney Brook Road, Roadway and Utility Reconstruction, Town of Buchanan
- · Van Handel Drive, Roadway and Utility Reconstruction, Town of Buchanan
- · Annual Roadway Reconstruction Projects since 2011, Town of Buchanan
- CTH N Storm Water Management Facility, Town of Buchanan
- · Yard Waste Transfer Site Design and Construction, Town of Buchanan
- · Springfield Park, Phase 1 and Phase 2 Improvements, Town of Buchanan
- · MS4 Storm Water Management Plan, Town of Buchanan
- · Site Plan, Development, and Storm Water Reviews, Town of Buchanan
- · Capital Improvement Planning Assistance, Town of Buchanan
- · Subdivision Drainage Reviews, Town of Center
- · Driveway Culvert Reviews and Permitting, Town of Center
- · General Town Engineering Services, Town of Mukwa
- · Subdivision Drainage Reviews, Town of Osborn
- · TID #1 Roadway and Storm Water Management Design, Village of Bellevue
- Streambank Stabilization Projects, Village of Bellevue
- MS4 Storm Water Management Plan, Village of Bellevue
- TID #2 Roadway and Storm Water Management Design, Village of Coleman
- · School Road, Roadway and Utility Reconstruction, Village of Greenville
- · Greenwood Road, Roadway and Utility Reconstruction, Village of Greenville
- STH 76 and Hillview Road, Sanitary Sewer and Water Main Construction, Village of Greenville
- · Annual Roadway Reconstruction Projects since 2018, Village of Greenville
- · Fire Station Utility and Site Design, Village of Greenville
- · STH 15 Storm Water Management Facilities, Village of Greenville
- · Storm Water Management Design, West Business Park, City of De Pere
- \cdot $\;$ TID Sanitary Interceptor Sewer Phase 1 and 2, Fish Creek Sanitary District
- $\cdot \quad \text{Sanitary Sewer and Water Main Planning and Review, Freedom Sanitary District}$
- Storm Water Management Plan and Site Development Reviews, Outagamie County Drainage Board



Associate Degree in Drafting and Design Technology: Herzing College (2007)

Professional Registrations

Registered Architect - WI #13048-5

Total Experience

Since 2006

KRIS DRESSLER, RA

REGISTERED ARCHITECT

Kris Dressler is a three year architect with many years of experience in the architectural, structural, and construction fields. Kris' experiences plays a integral role in all projects providing technical guidance on designs and project management for various project types and approaches. Kris works hand-in-hand with our Designers, Engineers, Planners, and sub-consultants, providing project management, design, and facility planning for traditional and alternative project delivery methods.

Areas of Expertise Include:

- · Programming, conceptual planning, facility planning, and project development
- · Project management of medium complexity projects
- Preparation of construction documentation for new construction and renovations for higher education, governmental, municipal, commercial, and industrial projects
- Preparation of facility, space needs, and site analysis studies for municipal buildings
- · Coordination of mechanical and electrical design plans for building projects
- Building Envelope design and analysis
- · Accessibility and Building Code Analysis and evaluations
- Construction Administration for governmental, municipal, commercial, and industrial projects
- Development of presentation exhibits for planning and design solutions
- Project budgeting and estimating
- Construction contract preparation and contract administration for governmental, municipal, and commercial industrial projects
- · Development of project specifications and front end documents

Representative Project Experience Includes:

Recreational Facilities

- · City of Weyauwega, Park Shelter and Community Center
- Village of Bay City Parks Facility
- · Hoffman Hills State Recreation Area Gathering Shelter
- · Town of Troy, Glover Park Shelter and Restroom
- · City of Prescott Beach House
- · City of Lake City, MN Park Shelter
- · City of Menomonie Wakanda Park Shelter
- · City of Menomonie Wakanda Waterpark Improvements
- · City of Durand Community Pool Upgrades
- · Polk County Fairgrounds Facility Needs Analysis
- Merchants of Osseo Grandstand
- · City of Menomonie Farmer's Market Pavilion



Associate Degree in Architectural Technology: Northeast Wisconsin Technical College (2015)

Total Experience

Since 2015

BRUCE ROMITTI

ARCHITECTURAL DESIGN TECHNICIAN

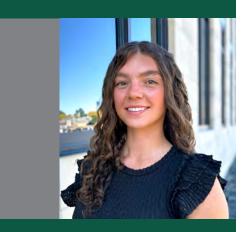
Bruce Romitti is an experienced Design Technician who serves as a key contributor to our Building Design and Structural Design teams. He brings advanced technical capabilities in building and structural design, rendering, and modeling, enhancing the quality and efficiency of our projects. Bruce collaborates closely with Architects, Designers, and Engineers, supporting design development, planning, and facility layout for both traditional and alternative delivery methods. He is dedicated to integrating architectural and structural components to deliver coordinated, effective solutions that meet client needs and project expectations.

Areas of Expertise Include:

- Building Information Modeling (BIM) and 3D design specialist
- Preparation of complex construction sets and details for new construction and renovations for higher education, governmental, municipal, commercial, and industrial projects.
- Preparation, design, and coordination of structural plans and details
- Development of presentation exhibits for planning and design solutions
- Coordination of civil, plumbing, mechanical, and electrical plans for building projects
- On-site inspection, construction coordination, and production of record documents
- Inspection and documentation of existing buildings and structures
- Construction Administration for various types of projects
- Accessibility and Building Code analysis and evaluations
- Building envelope design
- Development and coordination of structural design standards

Representative Project Experience Includes:

- Island Resort and Casino, Harris, MI
- Elite Extra, City of Eau Claire
- Milltown Public Library, Village of Milltown
- Wausaukee Public Library and Town Hall, Village of Wausaukee
- Northern Lakes Church, City of Cumberland
- Jackson Municipal Complex, Village of Jackson
- Weyauwega Municipal Complex, City of Weyauwega
- Menomonie Wastewater Treatment Plant, City of Menomonie
- Menomonie Public Works Facility, City of Menomonie
- Brown Strauss, Kansas City, MO
- PCA Factory Addition and Renovation, City of Plymouth
- Wisconsin Military Academy Renovations, Fort McCoy
- WDNR Mercer Ranger Station, Town of Mercer
- DMA Eau Claire Armory Roof Replacement, City of Eau Claire



Bachelor of Science in Environmental Science with a Minor in Sustainability: University of Wisconsin-Stout (2020)

Professional Certifications

40-hour OSHA HAZWOPER, Health and Safety Training, and Annual 8-hour Refresher Classes (2024)

Pesticide Applicator License No. 116824

Wild Lupine and Karner Blue Butterfly Certificate

Professional Affiliations

Prairie Enthusiasts - Chippewa Savannas Chapter Society of Wetland Scientists

Total Experience

Since 2020

KYRA DANIELOWSKI

NATURAL RESOURCE SCIENTIST

Kyra Danielowski is a Natural Resource Scientist on Cedar Corporation's Environmental Team. Her focus is on assessing, monitoring, and enhancing the natural environment. Her primary role is performing wetland delineations, habitat assessments, and plant identification.

With a strong foundation from the University of Wisconsin-Stout, Kyra excelled as Greenhouse Manager, honing her botany expertise and interpersonal skills. Later on, while working at Paint Creek Nursery and Tree Farm, Kyra mastered nursery and plant care techniques eventually propelling her into a leadership position at Viles Arboretum. This role leveraged her knowledge in plant taxonomy, ecology, and soil dynamics to engage the community. As president of GreenSense and Just Food while at the University of Wisconsin-Stout, she organized sustainability-focused events and demonstrated her commitment to environmental advocacy.

Areas of Expertise Include:

- 40-hour HAZWOPER certified
- · Phase I Environmental Site Assessments
- · Field sampling of air, water, and soil
- Ecological Assessments including: plants, invasive species, wildlife, endangered and threatened species reviews, and habitats
- Wetland delineations for public and private sector clients
- Wetland soil mapping and surveying experience
- · Restoration Planning: vegetation and wetlands, including funding strategies
- NEPA Reporting and Compliance

Representative Project Experience Includes:

- Nursery Technician: Paint Creek Nursery and Tree Farm
 - ♦ Utilized understanding of ecology, plant/tree identification and soil dynamics while consulting with customers to ensure satisfaction
 - ♦ Collected, processed and irrigated tree seed to ensure optimal germination
 - ♦ Effectively trimmed, pruned and sheared trees to maintain their shape and heath
 - Provided guidance to customers on tree care and maintenance
 - ♦ Demonstrated strong knowledge in plant identification, classification and conservation
- Botanical Collections Manager and Outreach Specialist (internship): Viles Arboretum
 - Engaged the community, volunteer groups, and schools through field trips, tours and the Arboretum's farmer's market
 - Focused on the cultivation and care of the Arboretum's tree collections
 - Developed educational programs and tours to foster a greater understanding and appreciation of native tree and plant species
 - Ensured the health of the tree collections through regular monitoring for diseases and pests
 - Worked with educators of local schools to help the public learn about the Arboretum's plant collections and the importance of native plant conservation
- Town of Ringle Environmental Assessment
 - Assisted with wetland, endangered and threatened species, wildlife, and vegetation reviews

CARL KLINKENBERG, PE

Electrical Engineer

EDUCATION

Bachelor of Science, Electrical Engineering: North Dakota State University

Carl is a focused electrical engineer with over 15 years of experience with a commitment of serving clients through attention to detail and quality engineering designs. He is experienced in project management and in serving as a liaison between various disciplines as required to achieve successful project outcomes.

Prior to joining APEX, Carl was employed as an Electrical Engineer for EDI -Electrical Designs, Inc., and Bridgers & Paxton Consulting Engineers, both located in Phoenix, Arizona.

Carl's experience includes the electrical design of healthcare facilities, commercial facilities, food industry, industrial facilities, technology facilities, and educational facilities covering both new construction and remodels. Carl endeavors to adhere to the latest adopted codes including National Electrical Code, International Building Code, International Energy Conservation Code, and others depending on the jurisdiction.







DONALD SANDERS

Low Voltage/Security Design **Total Experience: Since 2015**

CERTIFICATIONS

- i-Pro Security
- Axis Communications
- Hanwha Vision
- EnGenius
- Extreme Networks
- CommScope
- Cambium Design
- Linear Card Access
- Viking Card Access



EXPERTISE

Donald founded Titan Communications LLC in 2021 following six successful years with Eau Claire Communications. During his tenure there, he served as Office Manager and Lead Technician, gaining extensive experience managing projects to TIA standards within hospital, government, and commercial environments. After four years, Donald was entrusted with the company's day-to-day operations. Upon the owner's retirement, he purchased the business to ensure continuity of service and maintain the strong client relationships the company had built.

Upon entering the low-voltage industry in 2015, he advanced his technical expertise with certifications from CommScope and the State of Minnesota, completed under the guidance of Eau Claire Communications' owner. He has also earned certifications from i-PRO, Axis Communications, and Linear Card Access.

Dedicated to ongoing professional development, Donald continues to expand his knowledge through industry training and is currently pursuing his BICSI RCDD certification.



RELEVANT EXPERIENCE

Project Links

<u>Legion Park Conceptual Master Plan</u>, Village of Sherwood <u>Hickory Park Conceptual Master Plan</u>, Town of Buchanan



Parks and recreational opportunities are vital to a community and its users for many reasons including:

Park Planning Project Experience Various clients

Creating spaces for physical activity or to simply unwind improving the health and well-being of

- Providing gathering spaces for the community creating opportunities to gather and meet people
- Preserving spaces that improve the environmental health of the community by providing runoff protection, clean air, reduced heat island effect, and protection of wildlife habitat
- Providing amenities that attract new residents and visitors which can have a positive economic impact on the community

As of late, the COVID-19 pandemic has motivated individuals to get outside and become active for both physical and mental health. Now more than ever, our parks and recreational areas need to adequately provide for this growing demand. Cedar Corporation has assisted many communities with creating and updating existing Comprehensive Outdoor Recreation Plans. Each plan inventories and evaluates a community's existing parks and facilities, develops goals and objectives, analyzes resident demographics and population projections, classifies existing parks, identifies service areas, determines community needs, and develops recommendations for improvements. At the same time, each community has unique aspects that are incorporated into its Plan.

Communities which Cedar Corporation has developed Comprehensive Outdoor Recreation Plans, Park Master Plans, and Park Development Grants for include:

- City of Cornell, Chippewa County
- City of De Pere, Brown County
- City of Menomonie, Dunn County
- City of Prescott, Pierce County
- Village of Balsam Lake, Polk County
- Village of Bay City, Pierce County
- Village of Bonduel, Shawano County
- Village of Cleveland, Manitowoc County
- Village of Greenville, Outagamie County

- Village of Sherwood, Calumet County
- Village of Somerset, St. Croix County
- Village of Woodville, St. Croix County
- Town of Buchanan, Outagamie County
- Town of Drummond, Bayfield County
- Town of Trenton, Pierce County
- Town of Troy, St. Croix County
- Town of Union, Eau Claire County



Cedar Corporation was retained by the Village of Greenville to reinvent the community's oldest and centrally located 20-acre community park facility.

Community Park Master Plan Greenville, Wisconsin

Cedar Corporation staff worked closely with the Park Committee, local athletic groups, and the general public to develop a blue-sky approach to the master plan process. The plan was to be anchored by a specially designed and placed pavilion to host a variety of community events. Supporting park facilities were arranged around the core location that would improve pedestrian movement and safety. A five-year phasing plan with cost estimates allowed the Village to budget accordingly, yet take advantage of cost savings through strategic bidding for park improvements.





In 2019, the Village of Cleveland Plan Commission hired Cedar Corporation to provide professional planning services to update the Park Site Master

Hika Park Master Plan

Cleveland, Wisconsin

Plan for Hika Bay Park & Dam Impoundment on the shores of Lake Michigan. The Park includes over 1000 feet of shoreland and is a popular place to enjoy the passive beauty of the Lake Michigan, providing access for boats, canoes and kayaks.

Cedar Corporation was contracted to provide the following services.

- · Review existing plans and studies related to Hika Park and the waterfront.
- Design and lead a process which includes strong public collaboration on park uses and development goals.
- Assist the Village with preparation of a Hika Park Master Plan that will serve as the foundation for future park decisions and improvements.

The Master Plan Update was created with input from stakeholders, the public and the Village's Plan Commission. Hika Park is comprised of three (3) distinct areas referred to as the Hika Boat Launch and Pavilion, Hika Sands and the Centerville Creek Restoration Area.







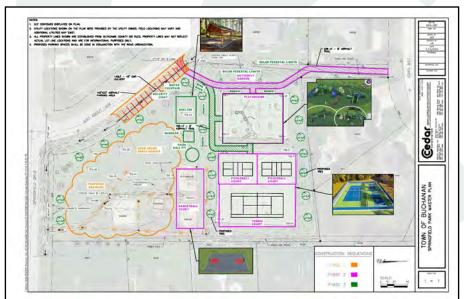
Cedar Corporation developed a Master Plan for Springfield Park in the Town of Buchanan by working with the Parks Committee and Town Staff.

Springfield Park Master Plan

Buchanan, Wisconsin

Cedar Corporation had several meetings with the Parks Committee and Town Staff to understand project priorities and discuss proposed improvements. Two Concept Plans were drafted based on feedback. A Public Informational Meeting took place at Springfield Park and the public was invited to share thoughts and feedback of the Concept Plans. A final Concept Plan was chosen based on the feedback from all parties and presented to the Town Board.

Once the Master Plan was in place, Cedar Corporation developed cost estimates for all Park improvements and the Town elected to construct the improvements in phases. Cedar Corporation has since implemented several phases of the Concept Plan with design and bidding services. The majority of the Springfield Park Improvements will be constructed in 2024, which consists of a new playground, basketball court, and tennis/pickleball courts.





PROJECT UNDERSTANDING

As noted in the RFP, Sunset Park is the largest and most visited park in the village offering residents and visitors unique opportunities for both active and passive recreation. The park is a tremendous community asset hosting large festival events, athletic tournaments, and many other events.

In 2023, the Village's Comprehensive Outdoor Recreation Plan (CORP) was completed and identified issues and recommended numerous projects for the park as noted below.

Issues:

- · ADA picnic tables needed
- · No ADA access to some park facilities
- · Some asphalt/concrete is aging in parking lots, trails, and other areas
- · Drinking fountains damaged/aging
- · Merry-go-round may be a safety issue
- · Spring rider footings exposed
- · Play structure not installed to recommended column depth
- · Some field lights are not functioning consistently

Im	prov	vement Options and Estimate (2024-2028)
		Pitems
	\$	Construction of a storm water pond north of Sunset Beach. The pond would fulfill storm water management goals and provide an opportunity to save costs by reducing the size of the swimming pond by eliminating unused areas\$850,000 (CIP)
	\Diamond	Construct splashpad at Sunset Swimming Facility\$305,000 (CIP)
	\Diamond	Replace upper diamond field lighting with LED fixtures, replacement poles, and
		infrastructure\$250,000 (CIP)
	\Diamond	Replace lower diamond field lighting with LED fixtures, replacement poles, and
		infrastructure\$215,000 (CIP)
	\Diamond	Replace baseball field lighting with LED fixtures, replacement poles, and
		infrastructure\$200,000 (CIP)
	\Diamond	Replacement of the playground equipment and fencing adjacent to Shelter 1 with new ADA
		accessible facilities and poured in place surfacing\$160,000 (CIP)
	♦	Replacement, patching, sealing, and lining of identified problem areas of park trails, roadways, and parking lots
	\Diamond	Replace youth diamond bleachers with ADA/code compliant bleachers\$15,000 (CIP)
	Oth	her Items
	\Diamond	Install ADA approved picnic tables (10)\$15,000
	♦	Replace damaged/aging drinking fountains with ADA approved models\$15,000
		TOTAL \$2,100,000

PROJECT UNDERSTANDING

Since the CORP's adoption, several significant projects have been completed, including:

- Sunset Beach Splashpad
- Lower Diamond Parking Lot Maintenance Project
- Papermaker Pond Project (impacting Sunset Beach Swim Facility)
- Upper Diamond Ballfield Lighting Pre-Engineering and Planning

In addition to the above, a new playground is scheduled for installation in 2026.

As can be seen by the previous planning efforts and improvements to date, Sunset Park's role as a prime destination cannot be overstated. To facilitate the improvement process further, the Village now seeks a qualified park planning consultant to develop the park's first all-inclusive master plan. The master plan must show all current amenities with recommendations for improvement based on public engagement and stakeholder input. Cedar Corporation is most qualified to assist.





To begin the process and to familiarize ourselves with Sunset Park and the Village's RFP objectives, Cedar Corporation staff toured the park on

October 31 taking numerous photos of the park and paying special attention to the athletic facilities, concession structures, lighting, shelters, parking areas, trail and bridge conditions, the amphitheater, vegetation challenges, drainage,



access, signage, ADA compliance, swimming accommodations, and more. From our tour, Cedar Corporation more clearly understands the project objectives.



The tour also showed evidence of the wide variety and diversity of users the park entertains. From the highly regarded Kimberly School District athletic facilities to water enthusiasts to the casual walker, Sunset Park offers an immense variety of leisure opportunities. However, keeping balance between all activities and facilities will need be top of mind in the creation of the master plan. The Cedar Corporation Team welcomes this challenge.









There will be four (4) major components to the Project Approach and Work Plan to develop the final Sunset Park Master Plan Report. They are:

- 1. Community Engagement/Stakeholder Involvement
- 2. Park Infrastructure Assessment, Technology Utilization, and Safety/Accessibility
- 3. Vegetation Management
- 4. Park Master Plan Design



Community Engagement/Stakeholder Involvement

Cedar Corporation will attend a kick-off meeting with the Internal Staff Working Group to discuss the planning process moving forward and validate the approach to public outreach efforts. Cedar Corporation will summarize the discussion points and directives.

Develop a Project Engagement Portal (see next page)

Cedar Corporation will develop an online (ESRI StoryMaps) Project Engagement Portal containing basic project information, along with project contacts, existing reference documents, new draft documents produced during the process, and several options for citizens to provide input through comment boxes and interactive maps. The Project Portal will be accessed through a link on the Village's website and will be maintained and updated by Cedar Corporation on a regular basis and will be operational during the entire planning process.

Conduct Community Open House/Workshop #1

- Cedar Corporation will host a two-hour on-site workshop at Sunset Park or other appropriate facility
- Workshop details will include:
 - Provide the Village with Community Workshop announcement details for posting to Project Portal, village website, and social media pages
 - Creation of site information displays for workshop
 - ♦ Greet people at the site
 - Present Master Plan process and goals with assessment results
 - Discuss challenges and possibilities of the site
 - Have participants interact with displays of the various park amenities
 - Provide a board for participants to leave comments or other ideas

Cedar Corporation will develop and present a summary of Workshop #1 results to the Internal Staff Working Group for discussion and formulation of directives to develop survey questions and the two conceptual designs.

Develop Community Public Survey

Cedar Corporation will work with the Internal Staff Working Group to develop a community survey open to the general public. The survey will be hosted on the Village's website for approximately one month. After conclusion of the survey, Cedar Corporation will generate a summary focusing on answers and trends that could impact the master plan design.

PROJECT HUB SITES

A project hub site is an online website that contains all relevant information pertaining to a project and is available to the public. The site contains important aspects of the project including an overview of the project, project timeline, contact information, and additional resources related to the project. The site also acts as a landing spot for draft materials, public meeting dates and events, agendas, and meeting materials.



Above: Example of the Bethel Park Master Plan Project Hub Site providing a welcome and overview of the project.

A project hub site also features various ways for the public to provide any feedback to a project. Examples of this can include a direct link to an online survey for a project, an embedded "Contact Us" online form, an interactive public comment map, or any of these combined.



Above: Examples of the Bethel Park Master Plan Project Hub Site providing meeting information to provide feedback on the project.

Develop Stakeholder Questionnaire

Cedar Corporation will work with the Internal Staff Working Group to develop a more specific questionnaire designed for stakeholder groups using the park. The questionnaire will likely be mailed or emailed to the list provided by the village. A one-month window for responses will be offered. After conclusion of the stakeholder outreach questionnaire, Cedar Corporation will again generate a summary focusing on answers and trends that could impact the master plan design. Stakeholder groups will also be invited to both Open House/Workshops by invitation.

Conduct Community Open House/Workshop #2

Following the basic announcement and flow process as the first workshop, Community Open House/ Workshop #2 will feature the unveiling of two conceptual master plan designs with future projects and recommendations. Cedar Corporation will provide a short presentation on the two conceptual plan designs. Attendees will be asked to comment on both conceptual designs leading to a preferred choice. Posted notes will be used to capture specific attendee comments attached to locations on the conceptual designs. All written comments will be captured photographically and summarized in a report. The report will be shared with the Internal Staff Working Group to choose the preferred park master plan design and any changes required.



Cedar Corporation will utilize a uniquely qualified team to assess the components as identified in the RFP.

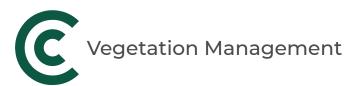
Cedar Corporation Architect, Kris Dressler, will conduct assessments on all buildings (estimated 11 buildings). These facility evaluations will include the Kimberly Amphitheater, Sunset Beach Swim Facility structures, park shelters, and shade structures. In addition, the park's athletic facilities will include recommendations to attract regional tournament play that could assist with revenue generation. Lastly, the assessment will include recommendations for long-range maintenance for existing facilities and ADA accommodation.

Two subconsultants will assist in addressing future needs and trends related to technology trends. Their names and roles are as follows:

- Carl Klinkenberg Apex Engineering: electrical infrastructure and LED lighting
- Donald Sanders Titan Communications: internet, scoreboards/sound, and security

Cedar Corporation Engineer, Justin Keen, will assess the condition of all hard surface areas including trails (bridges) and parking lots. This assessment will include opportunities for parking expansion or reconfiguration to accommodate any new demand based on trends.

The assessment findings listed above will all be summarized in one report format.



Sunset Park contains the Village's largest forest block, but the forest has been significantly impacted by invasive plants, primary buckthorn. However, a sensitive balance will need to be maintained between reforestation, regeneration, and invasive species control. All done without severely impacting the function of the forest community park users have come to enjoy. Cedar Corporation's Environmental Scientist, Kyra Danielowski, will tour the park's current condition and recommend approaches to achieve a desired future vegetative state. She will present her findings to the Internal Staff Working Group and Village Tree Board.



Cedar Corporation will first prepare a to-scale topographic basemap which identifies all man made and natural features of the Sunset Park property including any environmental conditions and features such as topography, potential wetlands, soils, floodplains, and existing vegetation. Basically, identifying the constraints and opportunities of the site. The basemap will be used for the creation of the two (2) to-scale preliminary draft Sunset Park Master Plan concepts, as well as for measurements pertaining to facility dimensions, spacing, and construction costs.

Cedar Corporation's Design Team will work with the Internal Staff Working Group to prepare two (2) draft Sunset Park Master Plan concepts using the previously mentioned site analysis basemap. The concepts will be based on data and information collected during the community and stakeholder engagement process, including Community Workshop #1 and the survey responses. Staff will also review other existing planning documents including, but not limited to, the Village's 2024-2029 CORP, Outagamie Bicycle and Pedestrian Plan, and any Annual P&R Department Reports.

With prior review by the Internal Staff Working Group, Community Workshop #2 will feature the unveiling of two (2) conceptual master plan designs with future projects and recommendations. The general public, stakeholder groups, and adjacent landowners will all be invited to attend and offer comments. Cedar Corporation will provide a short presentation on the two conceptual plan designs. Attendees will be asked to comment on both conceptual designs leading to a preferred choice. Posted notes will be used to capture specific attendee comments attached to locations on the conceptual designs. All written comments will be captured photographically and summarized. The summary will be shared with the Internal Staff Working Group to determine any final changes based on comments and to hopefully recommend a preferred (final) park master plan design.

Cedar Corporation staff will prepare an Opinion of Probable Cost including quantity calculations for all implementation recommendations. That said, all recommended projects will be discussed with the Internal Staff Working Group and prioritized. Finally, recommended funding sources to implement plan recommendations will be included in the Master Plan report document provided in a pdf format. These budget estimates will be adjusted for inflation based on their priority timeline.



Risks and challenges sometimes can be encountered on Park Master Plan projects. Cedar Corporation's experience points to issues with inclement weather on days of holding the workshops. Especially if an outdoor venue is chosen. It is hard to predict good weather a week in advance, not to mention 4-6 weeks. This is typically resolved by noting an alternative location on the announcements should bad weather occur on that date. Also, by noting the location or date change on social media prior to the event.

A second challenge can be getting resolution on conflicting opinions amongst the public, stakeholders, and adjacent property owners. This could very well be encountered with the Sunset Park project due to the wide diversity of activities both passive and active. Rest assured, every effort will be made by the Cedar Corporation Team to achieve the win/win but sometimes it can be difficult. Close discussion with the Internal Staff Working Group should help resolve many of the differing opinions. However, Cedar Corporation has found that the workshops themselves can provide the greatest opportunity for discussion and resolution between conflicting ideas. In other words, let the users discuss and provide potential solutions. Eventually a path to progress must be chosen, but by offering an open public venue to express thoughts is greatly appreciated by those involved.



- A. Provide locations, advertising, postings, agenda, and minute-taking for all required meetings and
- B. Execute promotion of two Community Open Houses/Workshops through various methods to residents and stakeholders. Options include the village website, social media, and other methods, as appropriate.
- C. Post-project related information including draft plans and final plans on the Village website for public viewing.
- D. Provide historic planning reports and any GIS or other data and information which may be of assistance to the Master Planning process.
- E. Provide mailing lists for property owners adjacent to the park. Also, for stakeholder groups as listed in the RFP including, but not limited, to active park users, civic groups, educational institutions, event organizers, and alike. The Village is responsible for executing any mailings announcing surveys and the two community workshops.



PROJECT TIMELINE

PROJECT

TIMELINE

TASK

Project Kick-Off

Community Engagement & Stakeholder Involvement

Park Infrastructure Assessments

Vegetation Management Review

Plan Development

Draft Master Plan Concepts

Final Master Plan Review

Village Plan Commission Approval (tentative)

Final Village Board Adoption (tentative)



PROPOSED COMPLETION

January 5, 2026

March - September 2026

April - June 2026

May - June 2026

August - October 2026

June - September 2026

November 2026

December 15, 2026

December 21, 2026



DELIVERABLES

DELIVERABLES

Cedar Corporation Deliverables

- A. In-person attendance at four (4) Internal Staff Working Group meetings
- B. One (1) Planning Commission meeting.
- C. One (1) Village Board meeting.
- D. Develop one (1) public survey for use on the village website. Provide survey summary.
- E. Develop one (1) questionnaire for stakeholder participation. Provide summary of results.
- F. Attend and facilitate two (2) in-person on-site Community Open Houses/Workshops, as previously described.
- G. Develop two (2) preliminary Draft Sunset Park Master Plan concept for review and one Final Sunset Park Master Plan for approval, as previously described.
- H. Provide a resolution sample for approval of the Final Sunset Park Master Plan.
- I. Print and provide up to five (5) copies of the approved Sunset Park Master Plan map/report.
- J. Provide one (1) digital (.pdf) version of the approved Sunset Park Master Plan.





COST PROPOSAL

COST PROPOSAL



\$7,800

- Two Community Open Houses/Workshops
 - ♦ Advertise
 - ♦ Facilitate
 - ♦ Summarize
 - Develop and manage website interactive project portal
 - » Report monthly results
- Public online survey and stakeholder questionnaire
 - ♦ Development
 - ♦ Summary of results

Park Infrastructure Assessment

\$12,000

- Includes on-site review and summaries for:
 - ♦ All park structures
 - ♦ Electrical infrastructure and LED lighting
 - ♦ Internet, scoreboard, sound, and security
 - Parking lot, trails, stairways, and stormwater
 - ♦ ADA compliance



Vegetation Management

\$1,400

- Forest regeneration and reforestation potential
- Invasive species control

Park Master Plan Design

\$8,760

- Develop two conceptual master plan designs
 - ♦ Internal Staff Working Group review
 - Present for public input and comment at Workshop #2.
- Refine selected master plan design based on comments (final design)
- Develop opinions of probably cost for recommended selected master plan
 - Rank project priorities
 - ♦ Inflation adjustments
- Develop master plan report document

Project Total: \$29,960



REFERENCES

REFERENCES



VILLAGE OF SHERWOOD

W482 Clifton Road Sherwood, WI 54169

Brenda Stumpf, Parks & Recreation Coordinator parkandrec@villageofsherwood.org 920-989-1589



TOWN OF BUCHANAN

N178 County Road N Appleton, WI 54915

Michael J.D. Brown, Town Administrator michaelb@townofbuchanan.wi.gov 920-734-8599



VILLAGE OF BELLEVUE

2828 Allouez Avenue Bellevue, WI 54311

Kyle Casper, Director of Parks, Recreation, and Forestry kcasper@villageofbellevuewi.gov 920-593-5515



LICENSING CONFIRMATION

THE STATE OF WISCONSIN

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

Hereby certifies that

CEDAR CORPORATION

was granted a license to practice as a

CERTIFICATE OF AUTHORIZATION – ARCHITECTURE, ENGINEER, DESIGNER OF ENGINEERING, OR INTERIOR DESIGN

in the State of Wisconsin in accordance with Wisconsin Law on the 18th day of April in the year 1975.

The authority granted herein must be renewed each biennium by the granting authority.

In witness thereof, the State of Wisconsin

Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land

Surveyors, and Registered Interior Designers

has caused this certificate to be issued under

the seal of the Department of Safety and Professional Services

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Tony Evers, Governor



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SUNSET PARK MASTER PLANNING **PROJECT**



PROJECT TEAM

QUALIFICATIONS & STATEMENT OF INTEREST

PROJECT UNDERSTANDING & APPROACH

WORK PLAN & TIMELINE

REQUESTED DELIVERABLES

SERVICE FEE PROPOSAL

REFERENCES

PROJECT EXPERIENCE



McMAHON. YOUR FULL-SERVICE DESIGN & CONSULTING FIRM

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Parkitecture

November 19, 2025

Village of Kimberly Attn: Holly Femal, Community Enrichment Director Email: hfemal@vokimberlywi.gov

Re: Village of Kimberly

Sunset Park Master Planning Project McM. No. M0032-09-99-00012.00

Brad D. Werner, P.E.

Vice President / Sr Municipal Engineer

Dear Holly:

Thank you for the opportunity to submit our Proposal for the Sunset Park Master Planning Project. We have assembled a well-qualified Team we feel can provide a high level of service to the Village. We have teamed with Parkitecture to provide additional value to the project. Our shared experience, Parkitecture's extensive experience in park master planning and design combined with McMahon's long-standing relationship with the Village; provides Kimberly a Team we believe will assist in developing an exciting plan that the Community will see implemented over the coming years.

If you have any questions as you review our submittal, please don't hesitate to call so we can provide you with the information you need.

We look forward to continuing to provide our service offerings to the Village of Kimberly.

Respectfully,

McMahon Associates, Inc.

Parkitecture + Planning

1

Blake Theisen, PLA, ASLA

Principal Landscape Architect

BDW:car

WELCOME

YOUR CONTACT

BRAD D. WERNER, P.E.

Vice President \ Sr Municipal Engineer

Cell: 920.858.6072

Email: bwerner@mcmgrp.com

McMAHON ASSOCIATES, INC. 1445 McMahon Drive PO Box 1025

Neenah, WI 54956 / 54957-1025

Telephone: 920.751.4200 Fax: 920.751.4284

Website: www.mcmgrp.com

SERVICE INSPIRED

McMahon Associates, Inc. (McMahon) is an established engineering, architecture and consulting firm with more than a century of experience.

We began in 1909 serving the Wisconsin Fox Valley and since then have expanded our reach to work with clients and projects across the country and even around the world. Our firm is headquartered in Neenah, Wisconsin with offices in Illinois and Indiana.

As our company expands and evolves, we remain true to our core principles that have defined us for more than a century: outstanding service, unparalleled client satisfaction, and building relationships that last. We are proud of the strong reputation we have earned among our clients and long-term partnerships we have developed.

As we look forward to the future, we are excited for what is to come –new clients to serve and new opportunities to build a better future for our clients and communities.







BUSINESS INFORMATION

At McMahon, we believe in long-term client relationships. 85% of McMahon clients are repeat customers. Building relationships with our clients is the foundation to the success of our company and it's been a part of the McMahon philosophy from the company's very beginning in 1909.

PRINCIPALS

Paul Benedict PE, SE | PRESIDENT/CEO pbenedict@mcmgrp.com | 920.751.4200 x264

Matthew Greely PE | EXECUTIVE VICE PRESIDENT mgreely@mcmgrp.com | 920.751.4200 x226

Vic Lutz | CFO vlutz@mcmgrp.com | 920.751.4200 x247

REGIONAL OFFICES

MACHESNEY PARK ILLINOIS

Chris Dopkins PE | ASSOCIATE | DIRECTOR OF REGIONAL SERVICES-ILLINOIS cdopkins@mcmgrp.net | 920.751.4200 x264

VALPARAISO INDIANA

John Sturgill RLA | VICE PRESIDENT | REGION MANAGER - INDIANA jmsturgill@mcmgrp-in.com | 219.462.7743 x501

STAFFING

ENGINEERING PERSONNEL			
Project Managers*	42		
Engineers	43		
Engineering Technicians	17		
Plumbing Designer	1		
Ecologists/Scientists	3		
Assured Wetland Delineator	1		
GIS Specialists	3		
Engineering Designers	10		
ARCHITECTURAL PERSON	ARCHITECTURAL PERSONNEL		
Project Managers*	4		
Architects	4		
Architectural Designers	5		
LAND SURVEY PERSONNE	L		
Professional Land Surveyors	10		
Land Survey Technicians	10		

PUBLIC SAFETY & MUNICIPAL MGT

Public Safety Specialists	18
Public Management Specialists	5

BUSINESS SUPPORT

DOSINESS SOFFORT	
Corporate Principals / Services	8
Accounting	4
Business Development/Operations	1
Grant Specialist/Writer	1
Construction/Operations Services	11
Marketing	2
Administrative Assistants	8
Technology	1

TOTAL EMPLOYEES

*Professional staff providing additional project leadership role...not included in employee total. Some staff also perform dual expertise roles.

155





TO PRACTICE





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ENVIRONMENT & INFRASTRUCTURE

- Municipal Engineering
- Transportation
- Water Resources
- Environment & Ecology
- Site Development
- Land Surveying
- GIS Development/Geospatial Technologies

ARCHITECTURE

- Facility Condition Assessments
- Site and Building Master Planning
- Project Programming and Budgeting
- Interior Design
- Project Visualizations (Still/Animated)

WATER & WASTEWATER

- Drinking Water
- Wastewater
- Renewable Fuels/Waste-to-Energy

STRUCTURES & BUILDING SYSTEMS

- Structural Engineering
- Electrical/Controls
- Mechanical HVAC & Plumbing Design

INDUSTRIAL ENGINEERING

- Existing Facility Studies
- Project Planning and Budgeting
- Integrating Facilities and Process Equipment

PUBLIC SAFETY & MUNICIPAL MANAGEMENT

- Public Safety and Emergency Management
- Public Management
- Security Services
- Building Inspections

VALUE ADDED SERVICES

- Funding Strategies and Grant Assistance
- Construction Administration
- Construction and Operations Services
- Engineered Construction Management

WHO WE SERVE

- Municipalities
- Commerce
- Healthcare
- Education
- Agriculture
- Manufacturing

- Food & Beverage
- Pulp & Paper
- Aviation
- Transportation
- Tribal
- Energy/Utilities

- Emergency Response
- Hospitality/Athletics/ Entertainment
- Cultural/Faith-based
- Community/Private Residential















PARKS & RECREATION

CREATING FUNCTIONAL AND DESIRABLE FEATURES

We design outdoor environments that foster community, encourage activity and promote well-being.

From neighborhood playgrounds to expansive public parks, our team is dedicated to delivering sustainable designs that benefit and enhance the lifestyle of people in our communities. Our approach to designing outdoor spaces focuses on accessibility, safety and functionality. We prioritize ADA compliance and equipment review to ensure that our designs are inclusive for all members of the community. We also identify opportunities for enhancing the natural environment and promoting ecological sustainability. By considering these factors in our designs, we create outdoor spaces that not only benefit the community but also have a positive impact on the environment.

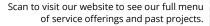
Services include:

- Planning & site analysis
- ADA compliance review
- Equipment review
- Full-service design
- Bidding & construction services
- Funding & grant assistance













SERVICES + ASSISTANCE



| Landscape Architecture

| Park and Open Space Master Planning

| Aquatic Facility Analysis and Design

| Athletic Facility Design

| Recreational Waterfront Visioning

| Public/Private Campground Design

| Custom Theme Playscapes

| Civil Engineering

| Stormwater Management

| Site Design

| Construction Documentation

| Construction Administration

| Land-Use Planning

I Public Outreach

Established in 2020, Parkitecture + Planning is a fresh start with familiar faces.

Principals Blake Theisen (Landscape Architect) and Katie MacDonald (Civil Engineer) formed the company to follow their passion, by focusing on park, open space, and aquatic based projects.

Born from the oldest Landscape Architecture firm in Wisconsin, our primary focus is on creating vibrant site design opportunities for our clients and community members.

Our approach toward park and open space design focuses on how social interaction can be stimulated through thoughtful layout and creative use of materials. We work to blend the lines of natural and built environments to enhance the user experience.



Parkitecture + Planning 901 Deming Way, #201 Madison, WI 53717 608.203.8203

www.parkitecture.org

We are Landscape Architects.
We are Engineers.
Above all, we are

Parkitects.

The key members of the McMahon Associates, Inc. / Parkitecture + Planning Team includes the following:



BRAD D. WERNER, P.E.

VICE PRESIDENT / SENIOR MUNICIPAL ENGINEER

Brad has over 38 years of experience as a Municipal Engineer and Project Manager serving many municipalities. Brad graduated from the University of Wisconsin-Platteville and has been with McMahon for 36 years. He is a registered Professional Engineer in the State of Wisconsin. Brad has a wide range of experience in Municipal Engineering serving as the Municipal Engineer for Villages, Utility Districts, and Water Utilities. Brad regularly

attends and presents at public meetings as a municipal staff member. Brad has significant experience in park and recreation projects serving McMahon's large municipal client base and school districts. Brad's extensive experience in planning, design and construction of projects within Sunset Park from 1989 to present will provide valuable knowledge and understanding of the parks offerings and community impact.

RECREATIONAL PROJECTS

- Appleton Recreation Department Various Park Improvements
- Allouez Parks & Recreation Master Planning & Park Improvements
- Caledonia Gruetzmacher Park Master Plan
 & Park Development
- Fox Valley Lutheran High School Site & Athletic Fields
- Grand Chute Park Master Planning & Improvements
- Kaukauna
 - Jonan Park Planning, Design
 - Canal Seawall, Boat Dock & ADA Accessible Improvements
- Sheboygan Area School District Planning & Development of Baseball & Soccer Field Complexes
- Sherwood Wannick Park Tennis Court,
 Soccer Fields, Softball Diamond
- Wild Rose Roberts Park Multi-Model Trail
 & Park Improvements
- Winneconne Park Master Plan & Project Implementation

SUNSET PARK RELATED EXPERIENCE

- Sunset Park Trail System
- Sunset Park Road Reconstruction
- Sunset Park Scenic Overlook Deck
- Sunset Park Amphitheater Site Plan & Project
 Oversite
- Sunset Park Seawall, Seawall Deck, Boat Landing Rehabilitation & Kayak Launch
- Sunset Park Lower Diamond Facility Review & Upgrade Concepts for Professional Women's Softball
- Sunset Park Regional Detention Pond & Walking Trail
- Upper Sunset Baseball Diamond Improvements
- Upper Sunset Park Soccer Field Development
 & Parking Lot Expansion
- Swim Lake Bathhouse & Diving Well
- Swim Lake Parking Lot Repaving
- Papermaker Pond Improvements
- Future Trails Planning & Estimating for ADA Pedestrian Trails from Upper Sunset Park to Lower Sunset
- Upper Diamond & Ballfield Lighting Pre-Engineering & Planning



BLAKE THEISEN, PLA, ASLA

LANDSCAPE ARCHITECT

Blake is a steward of open space and draws on his background in environmental science and spatial design to influence his solutions. He is an accomplished public process facilitator, and has presented at State, Regional, and National Conferences. Blake has received numerous design awards for project work and continues to find ways to innovate new solutions to common design challenges. His passion for park and aquatic based recreational projects is unparalleled in Wisconsin.

He is the co-founder and Principal Landscape Architect of Parkitecture + Planning in Madison. Blake has been practicing open space planning and design since 1999. His career includes many notable projects in South Central Wisconsin, Lake Michigan coastal zone, and the Fox Valley. He also spent three years developing community park and aquatic projects in the greater Phoenix metro in Arizona. He believes that open space reflects the soul of a community and deserves as much attention as any of the other core infrastructure in a municipal budget. Blake has dedicated his career to this cause, because he is a Parkitect.

Registered Landscape Architect:

WI, IL, IN, IA, MN, MI, AZ, TX, NE, CO

Certified:

CLARB Certified Landscape Architect ISA Certified Arborist Certified Pool Operator

Member:

Wisconsin Park and Recreation Association American Society of Landscape Architects International Society of Arboriculture

Education:

BA Environmental Science, Miami University (Ohio) MBA, University of Wisconsin

Experience:

26 years

Areas of Expertise

Master Planning and Visioning
Park and Open Space Design
Splashpad and Pool Facility Planning and Design
Native Material Softscape Design
Community Contextual Branding
Public Process Facilitation
Construction Administration

Related Master Planning Projects

Culver Park – Prairie du Sac, WI
Community Park – McFarland, WI
Village Park – Menomonee Falls, WI
Aero Park – Menomonee Falls, WI
Wanick Park – Sherwood, WI
Memorial Park – Denmark, WI
Jefferson Park – Menasha, WI
Washington Park – Neenah, WI
Monterey Park – Janesville, WI
Simmon Island – Kenosha, WI
Southport Park – Kenosha, WI
Centennial Park – Waunakee, WI
Fountain Park – Sheboygan, WI
Firemans Park, DeForest, WI



STUART A. BOERST, P.S.S., P.H.

ASSOCIATE / SENIOR ECOLOGY

Stuart has 38 years of experience in Ecological and Hydrogeological sciences. Stuart graduated from the University of Wisconsin – Stevens Point and has been with McMahon for 33 years. He has been responsible for Phase I and II Environmental Site Assessments, groundwater/soil remediation, stormwater pond management/maintenance, wetland delineations, wetland compensatory

mitigation projects, native prairie/wetland design and management, invasive species control, soil site evaluations for stormwater infiltration, and endangered species assessments. Stuart is responsible for the majority of the Garners Creek Stormwater Utility Pond native prairie/wetland design and management projects. There is no one more passionate about sustaining native prairies and wetlands in the Fox Valley.

NATIVE PRAIRIE / WETLAND DESIGNS & MANAGEMENT

Allouez, WI Garners Creek Communities Storm Water Utility, WI Kimberly, WI Little Chute, WI Various Developers

INVASIVE / EXOTIC SPECIES CONTROL

Develop Invasive / Exotic Species Control Management Plans for Prairies, Wetlands & Woodlands Manage Invasive / Exotic Species Control on Numerous Public & Private Sector Properties

WETLAND DELINEATION (Mapping) (OVER 140 PROPERTIES)

Brillion, WI - Brillion Business Park
Buchanan, WI - College Park Development
Greenville, WI - Green Ridge Bluff
Hillcrest Homes Development Property - De Pere, WI
Kaukauna, WI - Cedar Ridge Estates
Mackville, WI - Mackville Crossing Subdivision
Neenah, WI - Liberty Heights Subdivision
Vandenbroek, WI - Meadow Creek Subdivision



JILL A. FITZSIMONS, P.E. SENIOR ELECTRICAL ENGINEER

Jill is a licensed Electrical Engineer with over 20-years of experience in the design of electrical building systems for commercial and municipal facilities. Prior to accepting a position with McMahon Associates, Inc., Jill was an Associate Principal at Berg Engineering Consultants in Schaumburg, Illinois. Jill has experience with power, lighting and low voltage systems designs for various types of building

projects, including educational, healthcare, park/recreational, police department, auditoriums, office, maintenance garages, and senior living facilities. Jill has extensive experience with lighting replacement projects that update lighting to IES recommended levels, lighting power density, and controls meeting required energy codes.

RECREATIONAL

Camp Edwards YMCA, East Troy, WI - Recreation & Administration Building Kimberly, WI - Treaty Park Lighting & Power Lombard, IL - Park District, Madison Meadow Athletic Center Wheaton, IL - Cantigny Park Entrance

COMMERCIAL / PRIVATE SECTOR

Boys & Girls Club, Menasha, WI - Building Addition Evergreen Heights, Appleton, WI - Multi-Tenant Building with Restaurant & Retail Masters Gallery, Plymouth, WI - Building Addition & Remodel

EDUCATIONAL / HIGHER LEARNING FACILITIES

Appleton Area School District, Appleton, WI - Multiple Buildings Additions & Remodel Hilbert School District, Hilbert, WI - Addition & Remodel Homewood Flossmoor High School, Flossmoor, IL - Addition & Remodel Hononegah High School, Rockton, IL - Fieldhouse Addition West Chicago High School, West Chicago, IL - Addition & Remodel YMCA Fox West, Greenville, WI - Addition

QUALIFICATIONS & STATEMENT OF INTEREST

McMahon has served our municipal clients since 1909, and through these 116 years has assisted our clients with their variety of needs, including park and recreation services. Our goal is to provide our clients with experienced staff capable of making your project successful. Generally, we have the inhouse staff to fully meet these needs; however, sometimes projects require us to add to our resume to ensure our clients receive the service level they have come to expect from McMahon. This is why for your project we have teamed up with Parkitecture. Parkitecture is a highly respected, award-winning firm in Wisconsin that combined with McMahon's resume, provides Kimberly a consulting Team that can knock this project out of the park!

McMahon understands how to serve municipalities through our solid long-term relationships. Parkitecture brings the added expertise for park master planning, community engagement, stakeholder involvement, technology and future trends that take into account safety, accessibility, and inclusion. Our combined resumes overlap in many areas but also fill in our gaps to allow our Team to fully service the Village on this project.

We understand communities have limited resources and know how to provide you designs to meet a budget. We can assist you in finding opportunities for funding individual projects from public and private agencies. We are confident we can assist you in developing new improvements to Sunset Park that are affordable while meeting the Community's needs.







PROJECT UNDERSTANDING

The Village of Kimberly is seeking professional consulting services to prepare a Sunset Park Master Plan. The plan shall serve as a long-term guiding document, balancing community input, infrastructure needs, and future trends.

Sunset Park is a 73 acre park serving a wide range of patrons from the Village and the Fox Cities region. It serves as the recreational heart of the community catering to both active and passive users of all ages.

In order to develop this Master Plan several activities are critical in its development. These tasks include Community Engagement, to better understand the needs of the general public; Stakeholder Input, to provide adjacent residents, active park users, civic groups, educational institutions and event organizers opportunity for input; Infrastructure Assessment, for long range maintenance and budgeting.

Our Team will work with the Village Parks Committee and Village Staff to provide a variety of options to incorporate the high priority items identified in the Comprehensive Outdoor Recreation Plan as well as other offerings that may surface through input from Village Staff, the Community, Park Stakeholders, and Special Event Organizers. It is understood that the goal of this effort is to develop a Master Plan that will be implemented in a phased approach over many years.

In planning the placement of the high priority improvements, there are many factors that will be in play. Some factors would include:

- Physical constraints of the sites to cost-effectively incorporate improvements.
- Compatibility with existing parks' uses.
- ADA accessibility to new offerings as well as like consideration of existing amenities.
- Environmental permitting.
- Possible impacts to adjacent properties.
- Long-term maintenance requirements and costs.
- Availability of water, sewer and other public utilities needed for park improvements.

As improvements are planned and incorporated into design alternatives, opinions of probable costs will be needed to evaluate the feasibility of projects. Funding options will also need to be investigated to allow for the ultimate adoption of a plan that not only provides desired improvements, but has a financial plan that is feasible and acceptable to the village of Kimberly.

The McMahon/Parkitecture Team fully understands the challenges communities face in implementing Master Plans. Our Team has individuals that are involved with projects from planning through construction. We have a solid reputation for working with municipalities and how to navigate high profile public projects.

Our Team fully understands and appreciates the importance of sound project management, including an eye on quality and budget. Communities expect this from the consulting professionals they hire. McMahon and Parkitecture understand these expectations and our Team is prepared to meet those expectations on this project.

PROJECT APPROACH

COMMUNITY ENGAGEMENT / STAKEHOLDER INVOLVEMENT

Our public outreach strategy will include a multi-prong approach as we know it is sometimes difficult to obtain input from residents. Tools we could utilize include on-line surveys, in person meetings, Zoom format listening sessions, and attending pre-scheduled community events with our pop-up tent. This mixture of options has shown to yield a good cross section of the public in other projects. We will plan to conduct the majority of public engagement during winter when fewer activities could interfere with participation.

The stakeholders identified in the RFP are all known entities to our Team. Through years of successful work in Sunset Park and physical presence in the Village of Kimberly, the McMahon staff have engaged with most if not all of the primary park user groups. Sunset Park is not only a place for recreation, but a community hub for special events. Paperfest, the fireworks, and other community events draw residents of all abilities, backgrounds, etc. into the park. Our Team will sit down with the leaders of these sponsoring organizations to vet ideas and potential solutions for common issues and barriers of usage. Stakeholder interviews are an important piece of this project. Mining the data from the primary user groups helps to not only inform the Planning Team and Village staff of current concerns, perceived weaknesses, and potential improvement desires, but also fosters an ownership in the future of Sunset Park from these user groups.







Our strategy will also include collaboration with Village staff and the Park Committee. You answer to the calls of residents when there are issues, and we want to understand the history of the public demands. To better gather this input, we will develop an online survey to reach as many Village residents as we can. The online survey tool is an important data set and we will work with you to help promote resident responses utilizing social media, exposure in the library, schools, etc.



This comprehensive approach will provide the Village with a defensible set of data to support the recommendations or improvements and rehabilitation of Sunset Park.

INFRASTRUCTURE ASSESSMENT

A park is only as good as the quality of the assets it possesses. Sunset Park has a wealth of assets that have been established over decades of investment by the Village and its many stakeholders. Unfortunately, many of these assets are beginning to show their age, and if not maintained, will impact the vitality of the park. Our in-house Team is capable of reviewing these assets to assess their current condition, deficiencies and remaining useful life. The goal of this assessment is to provide the Village information they need to begin to prioritize, plan, and budget to maintain and enhance these significant resources of the Community. The Village has identified the following key components they wish to address in this assessment.

- Long-range maintenance planning for existing facilities and ADA accommodations.
- Condition and needs assessment of hard-surface areas (trails, parking).
- Parking demand analysis and efficiency planning.
- Athletic facility evaluation, including recommendations for future maintenance aligned with future projected youth sports, high school sports and tournament trends. The park's athletic facilities should attract regional tournament play and assist with revenue generation.
- Other facility evaluations include the Kimberly Amphitheater, Sunset Beach Swim Facility structures, park shelters, and shade structures.
- Navigating the balance between reforestation of the Village's largest urban forest footprint while acknowledging the challenges that invasive plants and erosion present throughout the park.





It is the Village's intention to use this planning document as a tool for project planning and development for the coming 5, 10, and 15+ years.

Additional infrastructure concerns may surface from public outreach, stakeholder meetings, and Village staff. These items would also be addressed in the overall park infrastructure assessment.

TECHNOLOGY & FUTURE TRENDS

Online resources can play an important part in messaging the progress of a public project. Through social media, project specific websites, and the use of QR codes are all useful tools we utilize to engage with members of a community. Apps such as Facebook can be leveraged to reach user groups and collect feedback on design concepts, priorities, etc. and are easily managed by municipal staff. Our Team uses QR codes on many projects to provide a direct link to surveys, project updates, conceptual plans, and other information. The image to the right is a recent example created to highlight a high profile playground replacement project.

SAFETY, ACCESSIBILITY & INCLUSION

Parks welcome a variety of patrons of all ages, abilities, and interests. Due to its size, users access the park's amenities by foot, bicycles, and motor vehicles. During special events traffic can be heavy from all these mediums. Large special events, such as Paperfest, can alter the normal traffic patterns normally used throughout the park. Safety has always been a high priority of the Village. Reviewing current traffic patterns and identifying conflict potentials will be reviewed for both existing park conditions as well as anticipated conflicts in the parks future plan. ADA compliance is critical for public spaces to prevent barriers to its patrons. ADA reviews of the existing facilities will be addressed in the Master Plan as well as identifying needed ADA compliance for future projects identified in the Master Plan. The inherent goal of the Master Plan is to ensure an inclusive, safe, and welcoming park for the Community and user groups.



MCKEE FARMS PARK KIDS CROSSING PLAYGROUND

Kids Crassing is a well leved plagground in McKee Farms Park and is ready for replacement after 24 years. The City of Pitchberg is tooking for your input an what the next generation of playscope should look like! This project is anticipated to take approximately one year from concept development to grand opening and we are currently collacting ideas and inspiration. Planes thems your thoughts on what you might like to see incorporated into the design. If you and your family enjoy other

Please visit the wabsite at www.FitchburgWl.gov/Kidscressing or by scanning the QR code below to stay undated on the project.

The City is committed to providing a high level of service in the park system and this







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WORK PLAN & TIMELINE

ORK PLAN & TIMELINE	
Project Kick-Off Meeting	January 2026
Review of Past Plans & Projects in Sunset Park	January 2026
Discussion with Village Maintenance Staff	February 2026
Public Engagement Plan Development	January - February 2026
Community & Stakeholder Engagement	March – June 2026
Onsite Asset & Condition Analysis	April - May 2026
Conceptual Alternatives Development	June – August 2026
Preliminary Recommendations Review with Staff	September 2026
Public Presentation of Concepts	September 2026
Development of Master Plan Graphics & Narratives	October 2026
Village Staff Review Submittal (11/23 Meeting)	November 2026
Plan Commission Review & Approval (12/15 Meeting)	December 2026
Final Village Board Adoption (12/21 Meeting)	December 2026

REQUESTED DELIVERABLES

- Two in-person public information meetings (facilitated by the firm with Village staff support).
- Development and implementation of a public engagement survey.
- On-site analysis of facilities and amenities to determine final recommendations on maintenance or replacement needs with associated costs.
- Regular engagement and virtual monthly progress checkins with Village staff.
- A final Sunset Park Master Plan that includes:
 - Implementation recommendations and schedule with budget estimates (written, graphic, and mapped formats).
 - Conceptual future planning recommendations.
 - Phased priorities considering inflation and funding opportunities with 5, 10, 15+ year categories to plan from.
 - Recommended funding sources to support implementation of this plan.
 - Final plan must be provided in PDF formal with three (3) printed and bound copies.





SERVICE FEE PROPOSAL

The following outlines anticipated fee's for the critical components of the Master Plan Development. We propose to provide our services on a Time & Expense basis not to exceed \$28,000 for all services outlined without prior authorization by the Village of Kimberly. Our fee's are estimated and intended to be discussed and modified as needed with Village staff. Below we estimated the service effort anticipated for key elements of the project. While each of these may be more or less than the amount shown the total fee would not exceed \$28,000.

RVICE FEE	
Two In-Person Public Information Meetings (Facilitated by McMahon/Parkitecture with Village Staff Support) (Assumed \$1,000 per Meeting)	\$2,000
Development & Implementation of a Public Outreach Process with All Stakeholders	\$6,000
Onsite Analysis of Facilities & Amenities to Determine Final Recommendations on Maintenance or Replacement Needs with Associated Costs	\$7,000
Regular Engagement & Virtual Monthly Progress Check-Ins with Village Staff	\$3,000
A Final Sunset Park Master Plan	\$10,000
Total Not To Exceed	\$28,000



REFERENCES

WHAT OTHERS EXPERIENCED

It's the connections we make and the trust we earn along the way, that sets us apart.

McMAHON & PARKITECTURE

DENMARK (Village of)



ERIKA THRONSON DIRECTOR OF PUBLIC WORKS | erika@vi.denmark.wi.gov **SUSAN SELNER** PRESIDENT | susanspresident@vi.denmark.wi.gov

920.863.6400

100 N. Wall Street | PO Box 310

Denmark, WI 54208

Memorial Park, Highridge Park, and Denmark Square Master Plans (2024/2025)

McMAHON

CALEDONIA (Town of)



BILL ABBA TOWN CHAIRMAN

caledoniachairperson@gmail.com

E9181 State Road 96 | PO Box 190

Readfield, WI 54969

Gruezmacher Park Master Plan and Development currently under construction (2025/2026).

FOX CROSSING (Village of)

920.667.4953



AMANDA GEISER DIRECTOR OF PARKS & RECREATION

ageiser@foxcrossingwi.gov 920.720.7143 2000 Municipal Drive Neenah, WI 54956

O'HAUSER PARK SOUTH REDEVELOPMENT - Prepared conceptual park redevelopment plan, design and construction administration services for the construction of two tennis courts and two pickle ball courts, additional parking area, recreation trail through the park and drainage improvements. Constructed in 2011

FRITSE PARK REDEVELOPMENT - Design and construction administration for a pedestrian foot bridge and connecting recreation trail to the Friendship Trail and additional parking areas. Constructed in 2021

REFERENCES

FOX CROSSING (Village of)

WITTMAN PARK PAVILION AND REDEVELOPMENT - Design and construction administration for a replacement pavilion, construction of a new perimeter recreation trail, two basketball courts and parking lot redesign. Constructed in 2015

HARRISON (Village of)



CHAD PELISHEK ASSISTANT VILLAGE MANAGER

cpelishek@harrison-wi.org W5298 Highway 114 920.989.1062 Ext. 8 Harrison, WI 54952

DARBOY COMMUNITY PARK - McMahon prepared the initial conceptual park layout, final park design and construction administration. The park included a perimeter recreation trail, baseball and soccer fields, basketballs and sand volleyball courts and park pavilion. In 2023, McMahon designed six pickle ball courts and 1 tennis court. Constructed in 2000 & 2023

FARMERS FIELD PARK - McMahon prepared the initial conceptual park layout, which included a perimeter recreation trail, parking areas, two soccer fields, playground area, sledding hill, and baseball field. Future park amenities include tennis, pickle ball and basketball courts and a pavilion. Constructed in 2018

PARKITECTURE

NEENAH (City of)



MIKE KADING DIRECTOR OF PARKS & RECREATION

mkading@ci.neenah.wi.us 211 Walnut Street | PO Box 426 920.886.6062 Neenah, WI 54956

DE FOREST (Village of)



JUDD BLAU DIRECTOR OF PUBLIC SERVICES

Blauj@vi.deforest.wi.us 201 Commerce Street 608-846-6751 DeForest, WI 53532

MONOMA (City of)



JAKE ANDERSON DIRECTOR OF PARKS

janderson@ci.monona.wi.us 608.216.7469 1011 Nichols Road Monona, WI 53716

PROJECT EXPERIENCE



Municipal Parks (Various) Denmark, WI

The Village of Denmark retained McMahon Associates and Parkitecture + Planning to Master Plan three parks in the community. Memorial Park which is the largest community park in the Village serves as the main special event space as well as a variety of day use activities. Broad community input influenced recommendations for a new playground and splashpad to replace the existing pool, new park roads and new pathways, and a new restroom/shelter building. Trailhead Park will be the newest open space in the Village and provide a hub for social activity, farmers market, and holiday celebrations. Highridge Park was planned to host the highschool varsity baseball diamond, 6 new pickleball courts, a playground, and extensive prairie restoration areas. Planning was completed in 2025. Construction budget - \$3.5 Million.











Master Planning Various Communities

Parkitecture has worked with communities throughout Wisconsin on the development of conceptual site plans and full scale Master Plans for parks of all sizes. We believe in a collaborative approach not only with municipal staff, but also with the community residents and stakeholders. Our outreach process includes a multi-prong approach to gathering input and can include focus group interviews, online surveys, virtual meetings, pop-up events, and traditional public meetings. Through an iterative process, we find consensus on final design direction and outcomes. Graphical renderings of the final plans help illustrate the future direction of the site plan. We also include a detailed investigation of the potential construction costs, maintenance obligations, and operational costs.



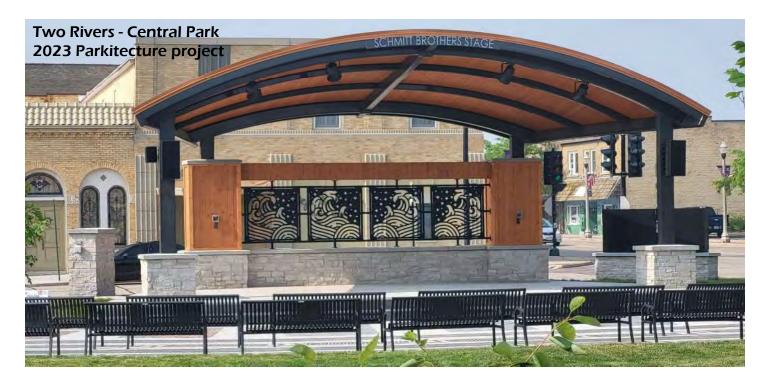






Park Structures Various Communities

Physical structures play a big part in the fabric of many community parks. From simple restrooms, to performance stages, open air shelters, community meeting rooms, and ceremonial gardens, all represent types of common buildings in these open spaces. Parkitecture works with each community to find a signature flair for these structures to make a statement about the unique identity of the park it is within. We select materials, colors, and architectural styles that accent the project while complimenting the adjacent site context. These built spaces need to be multi-functional and provide for both special event programming, and the day to day use that parks experience. Our buildings also look to simplify maintenance requirements and offer long term sustainability.







Southport Park Kenosha, WI

Parkitecture + Planning worked with the City of Kenosha to complete the redevelopment plans for the Historic Southport Park on the shore of Lake Michigan. Nestled in an established mansion district, the project re-imagines the existing underutilized, high maintenance, and eroding mown open space. The planned improvements will return a sense of nature and balance to this space by incorporating lowmaintenance ecological improvements, recreational amenities, lake access, and programming flexibility.. Parkitecture led the visioning with the neighborhood, conceptual planning, and construction document preparation. New pathways meander through restored dunes, sedge meadows, and upload forest zones, and are flanked by several nature playscapes. The project implementation is being funded by the Fund for Lake Michigan. Construction budget - \$1.3 Million.









Aero Park Menomonee Falls, WI

Parkitecture + Planning is working with the Village of Menomonee Falls to develop a Re-Master Plan and construction plans for the first two phases of Aero Park. This is an 80 acre site located adjacent to several new large scale residential neighborhoods. The original Master Plan (completed during prior employment) was developed before the explosion of residential and required a fresh perspective and input from the new residents. The new plan focuses on connectivity for nearby residents, extensive restoration of existing wetlands, removal of invasive vegetation from the forested areas, nature based recreation, and a large active day use area. A new municipal well house and pump station will be located within the park and plans will include an attached restroom wing. An extensive trail network provides park visitors with different experiences and ecotypes to explore including a wetland boardwalk. This will be the largest natural park in the Village once completed. Phase 1 was completed in 2023 and Phase 2 is currently in final design. Construction budget - \$3.6 Million.





Jefferson Park Menasha, WI

Parkitecture + Planning worked with the City of Menasha over several years to finalize a Master Plan and implement multiple phases of the renovation for Jefferson Park. Located on the shores of Lake Winnebago and adjacent to an existing residential neighborhood, the historic park had grown tired and needed a full overhaul. Project elements included a new roadway system, parking areas, utility upgrades, custom themed playscape, beer garden and social gathering areas, stage/pavilion, large festival lawn, new baseball diamond, extensive landscape restoration, and a new boat launch. A new restroom/concession building was constructed to support community festivals and other special events. The park also contains the Friendship Trail which provides a connection from Neenah/ Menasha downtown districts to the east and High Cliff State Park. Phase 1 included renovations to an existing shelter, playscape, beer garden, and parking upgrades and was completed in 2024. Phase 2 included the remainder of the park renovation and was completed in Spring of 2025. Construction budget - \$4.5 Million.









Fountain Park Sheboygan, WI

The City of Sheboygan retained Parkitecture + Planning to develop a Master Plan for the oldest park in the City open space system. Historic Fountain Park is prominently located in the downtown and occupies a traditional city block. The park has served the city for generations as a community gathering space, performance venue, and is home to the booming city farmers market. A robust public input process help to drive the new plan recommendations and received high praise from elected officials. Proposed improvements include a new water feature (fountain) along the business district/8th Street, community building with restrooms, rentable space, and concessions, stage/performance structure, formalized trails and pathways, farmers market space (indoor and outdoor), playground, outdoor yard games, lighted plaza, and community art installations. The plan preserves many of the existing legacy trees within the park and positions new gathering nodes to take advantage of these assets. Timing for construction has not been determined and is based on funding allocation. Construction budget - \$4.5 Million.





Firemans Park DeForest, WI

The Village of DeForest and Parkitecture + Planning continue collaboration on the development and implementation of the long range master plan for Firemans Park, the central community park and heart of the Village. Parkitecture staff designed Phase 1 (under prior employment) which included the community building with restrooms. The second phase of improvements included a custom forest themed splashpad with "camouflage" concrete. This addition to the park completed the playscape and west end of the site. Parkitecture completed the third phase of the project in 2023 which included pickleball courts, open air shelters, farmers market space, and festival gathering node. Construction budget - \$2.0 Million.









Experience + Additional Park Projects

Bayview Park, Ashland, WI Kreher Park, Ashland, WI Prentice Park, Ashland, WI Attridge Park, Baraboo, WI

Devils Lake North Shore Day Use Area, Baraboo, WI Devils Lake South Shore Day Use Area, Baraboo, WI

Turtle Island Playground, Beloit, WI Regina Duncan Park, Beloit, WI

Vernon Park, Beloit, WI Bucholtz Park, Clintonville, WI Bakken Park, Cottage Grove, WI Community Park, Cottage Grove, WI

Red Hawk Park, Cottage Grove, WI Shady Grove Park, Cottage Grove, WI DeForest Festival Street, DeForest, WI

Fireman's Park, DeForest, WI Fox Hills Estates Park, DeForest, WI Iver Munson Park, DeForest, WI Sunfish Pond Park, DeForest, WI

Equestrian Campground, Gov. Dodge State Park, WI

Community Park, Drummond, WI

Lyons Park, Dunkirk, WI

Veterans Memorial Park Shelter, Edgerton, WI

McGaw Park, Fitchburg, WI Anunson Park, Fox Crossing, WI

N. Ozaukee School Recreation Complex, Fredonia, WI

Firemans' Park, Germantown, WI Riverbend Park, Grafton, WI Stonewall Farms Park, Grafton, WI

Veterans Park, Grafton, WI Alonzo Park, Hortonville, WI Monterey Park, Janesville, WI Palmer Park, Janesville, WI

Richard Bong State Recreation Area, Kansasville, WI

Lewis Park, Keota, IA Horizon Park, Kenosha, WI Lincoln Park, Kenosha, WI Pennoyer Park, Kenosha, WI Southport Park, Kenosha, WI

Washington Park Archery Range, Kenosha, WI

Wolfenbuttel Park, Kenosha, WI

Petrifying Springs Park, Kenosha CO, WI

Sunset Beach Park, Kimberly, WI Sandy Beach Park, Lake Mills, WI Joecks Memorial Park, Lannon, WI Door Creek Park, Madison, WI Rennebohm Park, Madison, WI Firemens Park, Maple Bluff, WI Johnson Park, Maple Bluff, WI John Muir Park, Marquette Co, WI Braem Park, Marshfield, WI Community Park, McFarland, WI

Juniper Ridge Park, McFarland, WI Prairie Place Park, McFarland, WI Rustic Way Trail, McFarland, WI Siggelkow Park, McFarland, WI

Lewis Park, McFarland, WI

Waubesa Int. School Playscape, McFarland, WI

William McFarland Park, McFarland, WI

Aero Park, Menomonee Falls, WI

Centennial Plaza, Menomonee Falls, WI Village Park Ph 2, Menomonee Falls, WI

Library Park, Mercer, WI

Lakeview Park Splashpad Renovation, Middleton, WI

Lake Street Pocket Park, Middleton, WI Lakeview East Park, Middleton, WI Market Street Park, Middleton, WI Penni Klein Park, Middleton, WI

Pleasant View Golf Course Master Plan, Middleton, WI

Stonebridge Park, Monona, WI Winnequah Park, Monona, WI Woodland Park, Monona, WI Doty Park, Neenah, WI

Kimberly Pointe Park, Neenah, WI

Island Park, Neenah, WI Shattuck Park, Neenah, WI Southview Park, Neenah, WI Mustang Park, Payson, AZ

Athletic Complex Playscape, Pewaukee, WI Des Plaines River Greenway, Pleasant Prairie, WI

Lake Andrea Plaza, Pleasant Prairie, WI Mompers Woods, Pleasant Prairie, WI Pleasant Prairie Park, Pleasant Prairie, WI

Pauquette Park, Poynette, WI

Camp Indian Trails, Rock County, WI Culver Community Park, Sauk, WI

White Mound County Park Campground, Sauk CO, WI

ARF Park, Shawano, WI

Downtown Plaza, Shawano, WI Fountain Park, Sheboygan, WI

Totogatic Park Campground, Spooner WI

Riverfront Park, Sterling, IL

Community Riverwalk, Stoughton, WI Cardinal Crest Park, Sun Prairie, WI Stonehaven Park, Sun Prairie, WI Town Hall Crossing Park, Sun Prairie, WI

Town Hall Crossing Park, Sun Prairie, WI West Prairie Village Park, Sun Prairie, WI Wetmore Park, Sun Prairie, WI

Park, Sun Prairie, WI Pocket Park, Thiensville, WI Village Park, Thiensville, WI Central Park West, Two Rivers, WI Neshotah Park, Two Rivers, WI Riverside Park, Two Rivers, WI

Riverside Park Playscape, Watertown, WI Meadowview Park, Waukesha, WI Centennial Park, Waunakee, WI Burnham Pointe Park, West Allis, WI

Irving Elementary School Athletic Fields, West Allis, WI

Liberty Heights Park, West Allis, WI McKinley Park, West Allis, WI

Community Recreation Center, West Allis, WI Kettle Moraine YMCA Playground, West Bend, WI Cravath Lake Amphitheater, Whitewater, WI Community Park Pickleball Courts, Windsor, WI

Client Testimonials

"The Village of Cottage Grove wanted to update an existing park and had an idea of what and where we wanted things. Blake and Katie came on board and brought ideas forward that we had not thought about. Their vision and experience gave us a project that went from good to great. I would recommend Parkitecture to anyone looking to develop a new space or renovate a current space."

Sean Brusegar – Director of Parks, Recreation, and Forestry Village of Cottage Grove

"Blake's practice of listening, asking thought provoking questions, and then implementing the desires of the community is second to none."

Matt Hendricks - Director of Parks, City of Shawano

"Working with Parkitecture + Planning was such a rewarding experience. From the Very beginning, they brought a clear Vision and a spark of creativity that helped us imagine possibilities we hadn't even considered. What really stood out was how well they listened. They made sure the community had a voice in the process, they took the time to understand what mattered most to us, and they made sure the final design felt distinctly our own.

Blake and Katie were true partners in every sense. In the end, it didn't just feel like a project—it felt like something we created together."

Sue McDade – Community Services Director, Village of Waunakee

"Working with the Parkitecture team has been one of the best decisions we have made for our park project. Their organization, detail, thoughtfulness, planning, and experience has helped make our planning team prepared for the road ahead."

John Lehan – Director of Community Recreation, Sauk Prairie Rec Commission

"Blake and Katie - Thank you for all that you did to make our park development project a success. You stood by us from the beginning to the end and even beyond, ensuring that we were completely happy with the final product. It was clear you both brought a wide range of knowledge and experience in bringing our concept plan to life. Thank you for making us feel that we were more than just another client. I look forward to working with Parkitecture + Planning again in the future!"

Amanda Geiser – Director of Parks and Recreation, Village of Fox Crossing

"The City of Kenosha has worked with Blake Theisen over the past 10 years developing, upgrading and enhancing our extensive Park System. He is very knowledgeable in his field, is dedicated to understanding the community needs and desires, and goes above and beyond to meet our requests."

Shelly Billingsley – Director of Public Works, Kenosha County

"Working with Parkitecture has been a great experience. Blake's approach to designing a park is like building a house...you need to have a firm foundation and then build up from there with each room in the park supporting the overall development. If you want a holistic park development, Blake and his Parkitecture Team are what you are looking for!"

Michael Kading – Director of Parks and Recreation, City of Neenah

"It was exciting to see our plans in writing or in pictures! Your team did a great job listening to what we were looking for and making it come to life!"

Kathy Laur – Director of Properties, Girl Scouts of Wisconsin SE

References

Contact: John Lehan, Director of Community Ed. & Rec.

Sauk Prairie School District

john.lehan@saukprairieschools.org

608.643.0520

Contact: Mike Kading, Director of Parks and Recreation

City of Neenah

mkading@ci.neenah.wi.us

920.886.6062

Contact: Sean Brusegar, Dir. of Parks and Recreation

Village of Cottage Grove

sbrusegar@village.cottage-grove.wi.us

608.839.6006

Contact: Jake Anderson, Director of Parks

City of Monona

janderson@ci.monona.wi.us

608.216.7469

MUNICIPAL EXPERIENCE

Allouez, Wisconsin
Appleton, Wisconsin
Appleton School District, Wisconsin
Brillion, Wisconsin
Buchanan (Town of), Wisconsin
Caledonia, Wisconsin
Cedar Grove, Wisconsin
Combined Locks, Wisconsin
Denmark, Wisconsin

Fox Crossing (Village of), Wisconsin

Fox Valley Lutheran High School - Appleton, WI

Grand Chute (Town of), Wisconsin

Greenville (Town of), Wisconsin

Kaukauna, Wisconsin Kimberly, Wisconsin

Door County, Wisconsin

Lake County Parks and Recreation, Indiana

Lawrence (Town of)

Little Chute, Wisconsin

Lomira, Wisconsin

Marinette, Wisconsin

Marquette, Michigan

Mosquito Hill Nature Center, New London, WI

Neenah, Wisconsin

Port Washington, Wisconsin

Princeton, Wisconsin

Randolph School District, Wisconsin

Sheboygan Area School District, Wisconsin

Sherwood, Wisconsin

Waupaca, Wisconsin

Winnebago County, Wisconsin

Winneconne, Wisconsin











GRUETZMACHER PARK

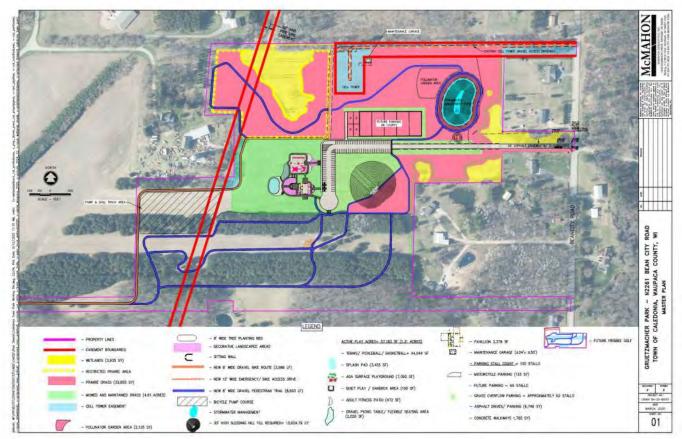
CALEDONIA, WISCONSIN

BACKGROUND

This 47-acre park site was donated by the Gruetzmacher Family Foundation and funded in part by WDNR Knowles-Nelson Stewardship Grant and community donations. It will provide residents and visitors with a year round indoor pavilion, ADA accessible playground, pickleball courts, sledding hill, graveled walking trails, a bicycle pump track and skills course, frisbee golf and a large nature pond.

We're proud to have maximized the space through thoughtful design and we can't wait for the community to enjoy this space beginning in fall of 2026.





DETAILS

OWNER: VILLAGE OF CALEDONIA, WISCONSIN

SIZE/AREA: 47 Acres
COST: \$2.4M
COMPLETION: 2026

CONTACT: BRAD WERNER, PE

bwerner@mcmgrp.com

920.751.4200



ARIENS NORDIC CENTER

BRILLION, WISCONSIN

PROJECT

McMahon is extremely proud to have played a role in bringing the Ariens Nordic Center to the City of Brillion. Ariens Nordic Center is a 200-acre, year-round trail network for recreation, training and competition for cross-country skiing, biathlon, roller-skiing, running, hiking and more. McMahon worked closely with the Ariens project team to develop civil & site grading plans, design a pedestrian underpass structure, assist with permitting and provide construction administration services for the project. The City of Brillion is also a municipal client of McMahon, so it is extra special to see the positive impact the facility is having on the community.











AWARDS/ACCOLADES

Ariens Nordic Center has been named an official training site for the U.S. Biathlon.

DETAILS

OWNER: ARIENS CO. / ROUND LAKE FARMS

SIZE/AREA: 200 ACRES
COST: \$15M
COMPLETION: DEC. 2022

CONTACT: PHIL KLEMAN, CPESC

pkleman@mcmgrp.com 920.751.4200



O'HAUSER SOUTH PARK REDEVELOPMENT

VILLAGE OF FOX CROSSING, WISCONSIN

BACKGROUND

This Fox Crossing community park is located in the southwestern part of the Village of Fox Crossing. The South O'Hauser Park, in conjunction with the North O'Hauser Park is a 67-acre facility consisting of a disc golf course, four baseball/softball diamonds, two shelters, play areas, tennis courts and a wooded lot with a navigable stream.

PROJECT

- 60 stall parking lot addition
- Development of four tennis courts two regulation courts and two 9-10 year old courts.
- Asphalt trail from Irish Road through the park, connecting the tennis courts and baseball/softball diamonds to the parking lot
- On-site stormwater management









DETAILS

OWNER: VILLAGE OF FOX CROSSING
SIZE/AREA: 67-ACRES (North & South Parks)

COST: \$320,000 COMPLETION: 2012

CONTACT: BRAD WERNER, PE

bwerner@mcmgrp.com

920.751.4200



DARBOY COMMUNITY PARK IMPROVEMENTS

HARRISON, WISCONSIN

BACKGROUND

In 1999, McMahon designed the Darboy Community Park for the Village of Harrison. The park is a focal point of many summer activities and the home of the Fox Cities Festival of Lights during the holiday season. It is a frequent play stop for neighbors and school children as they access the park from the trail system that McMahon designed and constructed for the Village throughout the years.

Darboy Community Park is nestled in a predominately residential area. The 17.6-acre park offers playground area, basketball courts, softball diamond, and a shelter and picnic area. Trails meander through a wooded area on the north side of the park. The trails system connects to the adjacent school and surrounding neighborhoods.

PROJECT SPECIFICS:

In 2022, McMahon assisted the Village of Harrison in expanding the park amenities. This project involved design and construction of 6 pickle ball courts and one tennis court, including paving, color coating, striping, perimeter fencing, and net installation. Two existing basketball courts were resurfaced, color coated, and striped. The project was completed in 2023.









DETAILS

OWNER: VILLAGE OF HARRISON, WISCONSIN

SIZE/AREA: 17.6 ACRES
COST: \$350,000
COMPLETION: 2023

CONTACT: LEE REIBOLD, PE

lreibold@mcmgrp.com



WIESE PARK

ALLOUEZ, WISCONSIN

BACKGROUND

The Village of Allouez worked with McMahon to develop Wiese Park...a new park along the East River Trail.

PROJECT SPECIFICS

The 27-acre park was constructed along the East River Trail System and includes a parking lot, gazebo shelter, restrooms, 3 soccer fields, disc golf and approximately 1-mile of paved and gravel trails. A large portion of the park was developed as a "natural grasses" area, creating a serene open space environment. The project also includes a fishing/observation pier on the East River.







DETAILS

OWNER: VILLAGE OF ALLOUEZ, WISCONSIN

SIZE/AREA: 27 Acres
COST: N/A
COMPLETION: 2012

CONTACT: BRAD WERNER, PE

bwerner@mcmgrp.com 920.751.4200



PLANNING, DESIGN & IMPLEMENTATION EXPERIENCE

Allouez (Village of)

Weise Park

- 17 Acre Prairie Development
- Three Soccer Fields
- Walking Trails
- Parking Lot
- Open Air Shelter

Kiwanis Park Tennis Court Reconstruction

Green Isle Park Tennis Court Reconstruction

YMCA Tennis Court Reconstruction

Appleton (City of)

Arbutus Park

- Site Grading
- Plantings / Landscaping
- Basketball Court
- Road Construction
- Stairs
- Lighting
- Gate
- Playground

Jaycee Park

- Decorative Walkway Lighting
- Power Distribution
- Lighting Controls

Brillion (City of)

Master Park Planning

Individual Park Layouts

Wetland Mitigation

Park/Stormwater

Heritage Park

- Design & Construction of Park Shelter
- Two Tennis Courts
- Ball Diamond
- Park Grading & Seeding



Buchanan (Town of)

Darboy Community Park

This project is a joint project between the Towns of Buchanan and Harrison. McMahon developed concept layouts and worked with the Park Commissions of both Towns to finalize the Park Plan. Once the plan was finalized, McMahon prepared the site plan, utility layouts and drainage system design. Specific features include a perimeter walking trail and a nature trail.

Cedar Grove (Village of)

Community Park Development
McMahon helped the Village develop a
Community Park on a newly acquired 6.7-acre
property. There were five designated areas to
develop, including Baseball Diamond,
Playground Area, Picnic Area, Combined
Tennis-Basketball-Volleyball Area, Park Shelter
Building Area

The plan included:

- Paving
- Fencing
- Grading, Seeding, Landscaping
- Stormwater Handling System

Combined Locks (Village Of)

Memorial Park Design & Construction Services

- Softball Field
- Seeding
- On-Site Drainage

Memorial Park Bowl Design & Construction Services

- Soccer Field
- Winter Sledding Hill
- Parking Lots
- Multi-Use Trails

Lindberg Park Design & Construction

Shelter / Restroom Building

PLANNING, DESIGN & IMPLEMENTATION EXPERIENCE

Door County Parks Department

Fair Park

Fair Park is located within the City of Sturgeon Bay in Door County. The Park property had a large demand for events, such as soccer tournaments, expositions, car shows, and weekly dirt track racing events, in addition to the annual County Fair. To make the entire 65-acre property more usable, a major site grading and drainage project was necessary to control flooding and wet soil problems, that often resulted in canceled or delayed events.

Elements of the project included:

- Excavation of Three Regional Stormwater Detention Ponds
- Installation of a Truck Storm Sewer System
- Filling & Grading of a 1,000 Car Capacity Parking Lot
- Reconstruction of the ¼-Mile Long Midway
- Complete Reconstruction of the Racetrack Pit Area

Engineering services were provided through all phases of original concept, final design and construction.

Completion of the project enabled Fair Park to undertake additional, future projects. Many building projects,

including a new grandstand, are scheduled now that grading and drainage system improvements are complete.

Grand Chute (Town of)

Carter Woods Park

- Lighting for Two Softball Diamonds
- Construction of a Double Tennis Court
- One Diamond was Re-oriented to Optimize Park Use
- A Double Volleyball Court was Moved
- A Soccer Field was Placed In the Former Softball Area
- A Second Parking Lot Added

Lions Park

- Design for Lighting of Ice Skating/Volleyball Area (Placed Over A Storm Sewered Drainage Ditch)
- Lighting for Double Tennis Courts

Patriot Park

- New 7-Acre Park
- Soccer Field
- Skating/Volleyball Area
- Single Tennis Court with Lights
- Parking Lot with Lights
- One-Half Basketball Court
- Grading Plan Designed Around An Existing High
- Pressure Natural Gas Line, Creating Spectator
- Seating



PLANNING, DESIGN & IMPLEMENTATION EXPERIENCE

Kimberly (Village of)

Sunset Park

- Site Grading
- Hardball & Softball Diamonds
- Lighting
- Shelter/Concession Building
- Marina
- Plantings
- Soccer Fields
- Parking Areas
- Road Construction

Verhagen Park

- Site Grading
- Soccer Field
- Fencing
- Plantings

Kaukauna (City of)

Jonen Park

- Sledding Hill Softball Field
- Soccer Field Parking Lot
- Basketball Court Tot Lot

Lake County Parks & Recreation (Indiana)

Lemon Lake County Park – Cedar Lake, Indiana McMahon assisted park's staff in providing consultant services for the upgrade design of this fully developed park. The project required the development of preliminary and construction plans for the extension of nearly one-quarter mile of sewer, via force main, to the municipal sewer system of Cedar Lake.

Concurrently, plans were prepared for the design of:

- New Flush Toilet Restroom Facility
- Development of a Future Concessions
- Maintenance Structure to Service Six Softball Diamond Complex

Additionally, McMAHON aided the park's staff in:

- Road & Entrance Extensions/Relocation
- Parking Lot Design
- Road Upgrade
- Lighting Design for Sports Field
- New Landscape Buffers & Visual Screens for New Park Entrance & Gate House

McMahon utilized staff capabilities in civil and electrical engineering, architectural, surveying and landscape architecture in the design of this project.

The Oak-Savannah Trail System

McMahon provided the park's staff with preliminary design services in the development of an 11-mile system through Lake County, Indiana. The preliminary proposal showed the conservation of the abandoned E.J. & E. Railroad right-of-way into a linear park system, inter-connecting the citizens of Griffith, Merrillville, Gary, Hobart and un-incorporated Lake County to various historic sites and prime natural areas throughout the county. Further connections include links to three county parks and the Porter County trail system. Access too much of the trail is provided at easily accessible park links and neighborhood roadway crossings, providing safe, convenient access to the trail for its users.

Trail activities include:

- Hard Surface Hiking & Biking
- Scenic Overlook Towers
- Interpretative Signage
- Trail Rest Areas
- Signalized Road Crossings
- Emergency Vehicle Access
- Fishing Access Points
- Pedestrian Bridge Over Lake George In Hobart



PLANNING, DESIGN & IMPLEMENTATION EXPERIENCE

Lake County Parks & Recreation (Indiana)

Three Rivers Park Site

McMahon Associates, Inc. provided site master planning services in developing three alternate plans for the proposed Three Rivers Park Site, consisting of more than 650-acres in Lake County. Our staff incorporated the needs of the citizens of Lake County, via a 5-year objective plan developed by the Park's staff and consisting of extensive needs analysis surveys to create design alternates that satisfied the requirements of the general public. Further consideration was given to land acquisition plans and phasing plans, which allowed the park plan to be fully functional at any phase of development.

Park amenities include:

- Two Major Lakes
- Soccer & Open Plan Space Sports Fields
- Picnicking
- Paddle-Boating
- Fishing
- Beach With Tot Play Area
- Concession Building
- Beach House
- Ice Skating

A large, intense wetland natural area included approximately 8-miles of trails, a wrangler camp for horseback riding and connection with the proposed Oak-Savannah Trail System. Waterways will be utilized to permit canoeing from Lake Michigan to the park via the Deep River and Burns Ditch, opening the park to a variety of users.

Little Chute, (Village of)

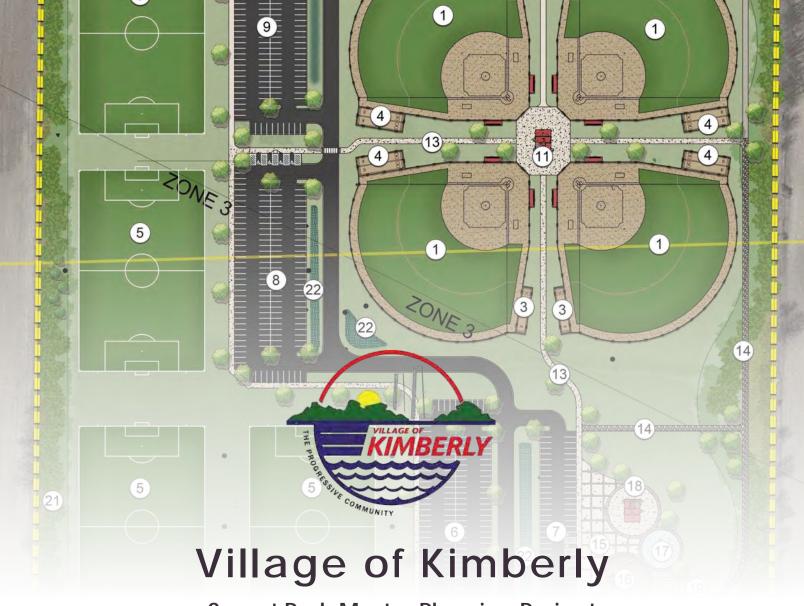
Doyle Park Design & Construction

- Pool
- Water Slide
- Bath House Changing Room
- Clothes Check Room
- Restrooms
- Two Softball Diamonds
- Fencing
- Lighting
- Concession Stand Rest Room Building
- Tennis Courts

Heesakker Park Design & Construction

- Restrooms
- Site Grading For Skating Rink & Softball Field





Sunset Park Master Planning Project Professional Services Proposal











November 19, 2025

Village of Kimberly Attn: Holly Femal – Community Enrichment Director 515 W. Kimberly Avenue Kimberly, WI 54136

Re: Village of Kimberly – Sunset Park Master Plan

Rettler Corporation Qualifications and Scope of Services Proposal

Dear Ms. Femal:

Thank you for the opportunity to submit our qualifications and Scope of Services Proposal for this exciting community project. Rettler Corporation is poised and ready to move forward with the development of a master plan for Sunset Park. We believe that our team will make an effective partner with the Village of Kimberly and feel this project suits our expertise for the following reasons:

- Rettler Corporation has 36 years of experience developing park and recreation and athletic facility master plans for municipal, K-12 and higher education clients throughout Wisconsin. Our design creativity and experience building successful projects allows our firm to excel in the industry.
- We have expertise in public participation and consensus building, and a proven track record of developing cohesive master plans that maintain the natural significance of each park.
- We are proposing to team with Hoffman Planning, Design & Construction, Inc. to support the facilities assessment. Our firms share a long-standing history of successfully delivering projects together, ensuring a collaborative and efficient approach.

Upon review of the enclosed information, please contact our office if you require additional information or have any questions. We are available to present our firm's qualifications at your convenience. We are looking forward to the prospect of working with the Village of Kimberly and serving as your professional design consultant on this project.

Sincerely,

John V. Kneer, PLA, ASLA

President

Encl; Professional Services Agreement



SERVICES

LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
LAND SURVEYING
CONSTRUCTION MANAGEMENT

AT A GLANCE

3,200+

Projects

18

Team Members

36

Years of Service

1

Location in Stevens Point, WI

FIRM OVERVIEW

Rettler Corporation is a progressive firm specializing in site design and development. Our comprehensive range of services and commitment to building partnerships provide clients with the expertise they need to turn their visions into reality.

Rettler Corporation has provided clients with a variety of design and planning services for 36 years. Our services include landscape architecture, civil engineering, land surveying and construction management. Within these disciplines, we provide master planning, engineering, sports architecture, utility and street design, storm water analysis and management, irrigation design, and landscape design. Our firm employs 18 people including a professional land surveyor, 4 professional engineers and 4 professional landscape architects.

Our multidisciplinary staff has extensive experience and the most up-to-date technology to creatively design projects that meet the aesthetic and functional needs of each client. We insist on quality and clarity. Equally important, we have a passionate commitment to creating solid partnerships with our clients. We strive to understand their needs and work closely together to address them.

With creative and innovative solutions, Rettler Corporation takes pride in constantly adapting our concepts and processes to preserve and enhance the existing landscape while meeting our clients' needs.



Statement of Qualifications

Rettler Corporation is an S Corporation located in Stevens Point, WI. We have 36 years of experience in providing civil engineering and landscape architecture planning and design services.

Names of Principals/Owners:

- John Kneer, PLA (Principal-Owner)
- Ross Rettler, PLA (Partner-Owner)
- Chase Rettler, PE (Partner-Owner)
- Mike Helmrick, PLA, CM (Partner-Owner)

Rettler Corporation's owners are active project managers. We are fully invested in our performance, and insist on quality and timely project delivery. We have been working together as an effective project management team for the past 10 years. Our services include landscape architecture, civil engineering, land surveying and construction management.

Our design philosophy and approach is simple—understand our clients' needs, and provide high quality facilities through design. We achieve this by:

- Meeting the needs of the community to provide facilities that are safe, accessible, sustainable, maintainable and feasible.
- Evaluating phasing, fundraising, grant and alternate opportunities to meet the Owners project budget.
- Providing accurate cost estimates that will guide the budgeting and phasing considerations of the master plan implementation.
- Providing quality design solutions that will provide long-lasting value-based end products.
- Defining an accurate scope, schedule, and budget and striving to adhere to it.

We have assisted many Wisconsin communities with park development projects, including master planning, survey, design, permitting and construction phase services. We prepare and update opinions of probable costs at each stage of concept and master plan design for review with the project team to ensure full project scopes are delivered. We build upon extensive experience to deliver a high level of quality for our clients, on time.

As a quality and value-based design firm, we set the standard in park and athletic facility design through our creativity and expertise. For example, Rettler Corporation designed and implemented some of the first synthetic turf fields in Wisconsin. Our pioneering design innovations are models in the state and are recognized nationally. We have received numerous awards for excellence in design in the athletic fields, running track, and tennis court categories from the American Sports Builders Association (ASBA), which promotes the highest standards of design, construction, and maintenance. We have also been honored with awards in landscape architecture and civil engineering.



Project Team

The Village of Kimberly will benefit from the experience and leadership of John Kneer, PLA, who will serve as Project Manager and be the point of contact for all communication. John brings a design team to your project that has:

- A diverse group of individuals with licensed professionals in landscape architecture and civil engineering.
- A proven track record and has performed exceptionally on similar projects.
- Expertise in public participation and consensus building.
- An understanding of opportunities and constraints, and developing sustainable projects.

Key team members who will be involved in developing your project and their responsibilities include:

- John Kneer, PLA, Principal Designer will oversee the design team and provide mentorship, ensuring quality and efficiency throughout the design process. He will also be the lead Project Manager and landscape architect responsible for day-to-day project activities including client contact, coordinating the project team, managing schedule and budget, assigning resources, leading meetings, public/stakeholder participation and consensus building.
- Chase Rettler, PE, Civil Engineer will be the lead professional engineer. His role will be identifying constraints with respect to civil site design including soil concerns, potential grading issues, environmental constraints, evaluating available utility laterals/services and stormwater management.
- Rebecca Ramirez, PLA, Designer will be responsible for preparing the concepts and master plan, and preparing the associated estimated construction costs of the project. She will utilize her rendering skills to create outstanding graphic products.

We are proposing to team with Hoffman Planning, Design & Construction, Inc. (Hoffman) to support the infrastructure assessment. Rettler Corporation and Hoffman have been collaborating on projects for over 30 years. Hoffman will conduct facility evaluations and provide recommendations for the amphitheater, swim facility structures, park shelters and shade structures, as well as expanded electrical infrastructure and security needs. Hoffman previously assisted the Village with design and construction of the Sunset Park shelter pavilion in partnership with Kimberly High School's Building Construction II class.

Hoffman is an integrated project delivery firm based in downtown Appleton, Wisconsin, whose mission is to make a positive impact on people's lives and their environment by providing creative ideas and responsible solutions. We partner with clients to create innovative designs and build high quality, functional, attractive, energy efficient facilities at costs at or below projects delivered using traditional design and construction methods.

Our team has the capacity to meet the needs and objectives as outlined in the scope of services. The following are detailed resumes of each member of our project team.





24 YEARS OF EXPERIENCE

EDUCATION

B.S. Landscape Architecture, University of Wisconsin-Madison

LICENSES

Professional Landscape Architect in WI # 519-014, IL, MN, & IA

ASSOCIATIONS

American Society of Landscape Architects

WI, IL, MN, & IA Society of Landscape Architects

Council of Landscape Architectural Registration Boards

City of Waupaca Plan Commission & Park Board (previous member)



John Kneer, PLA

PRESIDENT | LANDSCAPE ARCHITECT

Through landscape architecture, site planning, and project management, John creates a unique sense of place for each project. His projects foster positive environments for end users that enhance their experience by incorporating both function and aesthetics. John's comprehensive expertise and knowledge of facility planning lend themselves to high-quality, innovative solutions. His project development foresight and expertise are invaluable in promoting lasting relationships and a positive client experience.

SELECT PROJECT EXPERIENCE

- City of Appleton Memorial Park Master Plan & Site Improvements
 Appleton, WI
- City of Appleton Telulah Park Master Plan & Site Improvements Appleton, WI
- City of Glendale Richard E. Maslowski Community Park Master Plan & Improvements — Glendale, WI
- City of Superior, Superior Municipal Forest Master Plan —
 Superior, WI
- City of Waupaca Swan Park Master Plan, Playground & Splashpad — Waupaca, WI
- Plamann Park, Dog Park & Mosquito Hill Master Plans —
 Outagamie County, WI
- Village of Greenville Sports Complex Master Plan & Site Improvements — Greenville, WI
- Village of Oregon Jaycee Community Park Master Plan & Redevelopment — Oregon, WI
- Village of Plover Lake Pacawa Park Master Plan Plover, WI



Chase Rettler, PE

PARTNER | CIVIL ENGINEER

12 YEARS OF EXPERIENCE

EDUCATION

B.S. Civil Engineering, University of Wisconsin-Platteville

LICENSES

Professional Engineer in WI # 46402-6

ASSOCIATIONS

Portage County Business Council Executive Committee

United Way of Portage County Community Solutions Team



As a partner of the firm and design team leader, Chase works with his colleagues and clients to provide site planning, design engineering, permitting, and construction administration for commercial, K-12, and higher education projects. His comprehensive understanding of regulatory review processes promotes a seamless transition from planning into construction. Chase's detailed focus on plans, specifications, and estimating act as a framework for successfully developing projects synonymous with Rettler Corporation's philosophy of quality, honesty, and efficiency.

SELECT PROJECT EXPERIENCE

- City of Appleton Highview Park Sport Courts Appleton, WI
- City of Waupaca Swan Park Playground & Splash Pad —
 Waupaca, WI
- Friends of Schmeeckle Reserve Amphitheater & Green Circle
 Trailhead Redevelopment Stevens Point, WI
- UW-Stevens Point Multi-Use Athletic Complex Stevens Point, WI
- Village of Ashwaubenon Klipstine Park Redevelopment Ashwaubenon, WI
- Village of Ashwaubenon Sports Complex Plaza Redevelopment Ashwaubenon, WI
- Village of Oregon Highlands of Netherwood Park Oregon, WI
- Village of Oregon Jaycee Community Park Redevelopment Oregon, WI
- Winnebago County Community Park Redevelopment Oshkosh, WI
- Winnebago County Exposition Center Master Plan, Phase I &
 Phase II Redevelopment Oshkosh, WI



Rebecca Ramirez, PLA

LANDSCAPE ARCHITECT

17 YEARS OF EXPERIENCE

EDUCATION

A.A.S. Civil Engineering Technician, Mid-State Technical College

LICENSES

Professional Landscape Architect in WI # 714 -14

ASSOCIATIONS

American Society of Landscape Architects

WI Society of Landscape Architects

Council of Landscape Architectural Registration Boards



Rebecca has extensive experience preparing construction plans, estimates, renderings and master planning documents. She lends her broad knowledge of the planning process to projects and has a keen interest in piecing together the story that makes each project and community unique. Rebecca's commitment to lifelong learning and her open communication with clients and other design professionals make her a valued member of the team.

SELECT PROJECT EXPERIENCE

- City of Appleton Pierce Park Master Plan Appleton, WI
- City of Oshkosh Pickart Park Master Plan Oshkosh, WI
- City of Oshkosh Quarry Park Master Plan Oshkosh, WI
- City of Stevens Point Seramur Park Master Plan Stevens Point, WI
- City of Wausau JoJo's Jungle Brockmeyer Park, Playground &
 Splashpad Wausau, WI
- Friends of Schmeeckle Reserve Amphitheater & Green Circle
 Trailhead Redevelopment Stevens Point, WI
- Plamann Park, Dog Park & Mosquito Hill Master Plans —
 Outagamie County, WI
- Village of Oregon Jaycee Community Park Redevelopment Oregon, WI
- Village of Plover Lake Pacawa Park Redevelopment Plover, WI
- Village of Weston Kennedy Park Master Plan Weston, WI
- Winnebago County Community Park Redevelopment Oshkosh, WI
- Winnebago County Sunnyview Exposition Center Facility Master
 Plan Oshkosh, WI

30+years industry experience



120+ education projects



K-12 Education Market Leader | Senior Project Architect

K-12 market leader and senior project architect for Hoffman, Jody has more than 30 years of experience in the design and construction industry, most notably in the evaluating, planning, programming, and design of PreK-12 educational facilities. Throughout his career, Jody has assisted more than 60 school districts in Wisconsin, Illinois, Iowa, Minnesota, Michigan, Wyoming, and Colorado with their various facility needs.

Jody's project portfolio is highlighted by his work as project architect on Northland Pines High School, the first LEED Gold certified public high school in the country. A graduate of the University of Wisconsin-Milwaukee, Jody is a Leadership in Energy and Environmental Design (LEED) accredited professional, Past President of the American Institute of Architects (AIA) Wisconsin, and the past regional representative for the North Central States to the AIA Strategic Council. Jody is the current president of the Wisconsin Architects Foundation, the charitable arm of the AIA Wisconsin chapter.



Educational Background

 University of Wisconsin – Milwaukee, Bachelor of Science in Architecture

Professional Memberships

- Leadership in Energy and Environmental Design (LEED) Accredited Professional
- American Institute of Architects
- AIA Wisconsin Past President

Published Works

- "Drilling into the Future: What SBOs Need to Know About Geothermal Systems", School Business Now, May 2025
- "Securing a Future for Rural Schools", Wisconsin School News, August 2023
- "Better Project Results from Collaborative Construction", School Business Affairs, April 2023
- "Rightsizing Your School District", School Business Affairs, February 2023

Representative Projects

- Syble Hopp School De Pere, WI
- Appleton Area School District Appleton, WI
- Chilton Public Schools Chilton, WI
- Tomorrow River School District Amherst, WI
- Darlington Community School District Darlington, WI
- Clintonville Public School District Clintonville, WI



15 years industry experience







Senior Project Architect

A senior project architect with Hoffman, Kurt collaborates with clients from their project's inception through completion. With nearly 15 years of architecture and field experience, he is responsible for overseeing various design-related activities, including planning and programming, design development, construction documents, and construction administration.

Kurt is a graduate of the University of Wisconsin - Milwaukee with a Bachelor of Science in Architectural Studies. A registered architect in Wisconsin and a member of the American Institute of Architects (AIA), Kurt is involved with the AIA Architect Mentor Program.



Educational Background

- University of Wisconsin Milwaukee, Bachelor of Science in Architecture
- University of Wisconsin Milwaukee,
 Partial Graduate Studies in Architecture

Published Works

• "Building Up, Not Out: Why Multi-Story Schools Make Sense for the Future", Wisconsin School News, June 2025

Professional Memberships

- American Institute of Architects (AIA)
- Procore Certified Architect

Representative Projects

- Syble Hopp School De Pere, WI
- Clintonville Public School District Clintonville, WI
- Manawa Elementary School Manawa, WI
- Tomorrow River School District Amherst, WI
- Little Wolf High School/ Manawa Middle School – Manawa, WI
- St. John Nepomucene Catholic Church
 Little Chute, WI

35 years design & construction

field project manager experience





Senior Job Captain

A senior job captain with Hoffman, Steve works closely with the architect from project inception through completion to help ensure the design meets the client's expectations and then is carried through during construction. Steve is primarily responsible for the development of architectural documents, coordination of those documents with Hoffman's civil. structural, mechanical, electrical, and plumbing engineering partners, and providing construction administration services. A graduate of Northeast Wisconsin Technical College with an Associate degree in Architectural Technology who has nearly 35 years of experience in the design and construction industry, Steve is often asked to train and mentor new Hoffman job captains and share the insight he's gathered throughout his career.



Educational Background

Northeast Wisconsin Technical College
 Associates in Architectural Technology

Representative Projects

- Appleton Area School District; Sandy Slope Elementary School – Appleton, WI
- Clintonville Middle School Clintonville, WI
- Tomorrow River School District Amherst, WI
- Wittenberg-Birnamwood School District
 Wittenberg, WI

Relevant Experience

Rettler Corporation has extensive experience in all phases of park development and redevelopment, delivering projects that range from parking lot expansions to comprehensive master planning, full park design, and construction phase services. Our experience with projects of similar scope gives us a thorough understanding of the process required to develop a successful park master plan project in a timely manner.

We understand the importance of comprehensive design of the overall project in a manner that allows for a phased approach to development. For example, most recently, Jaycee Community Park in Oregon, Wisconsin completed the second phase of construction as part of their overall project. This project was designed comprehensively, and all necessary design, permitting and coordination were completed as part of the first phase to ensure successful implementation of future phases.

In just the past five years, we have completed numerous park and recreation projects of note including: Maslowski Park in the City of Glendale, Pierce Park in Appleton, Jaycee Park in the Village of Oregon, Jo Jo's Jungle Playground & Splashpad in Wausau, Lake Pacawa Park in the Village of Plover, Swan Park Playground & Splashpad in Waupaca, Scray Hill Park Baseball Fields in De Pere, the University of Wisconsin-Stevens Point Schmeeckle Reserve Green Circle Trailhead, City of Stevens Point Zenoff Park Synthetic Turf Softball Infields and the Outagamie County Plamann Park and Mosquito Hill Nature Center Master Plans. Additionally, we recently completed Comprehensive Outdoor Recreation Plans for the City of Oshkosh, the Village of Weston, the Town of Grand Chute, the City of Stevens Point, the Village of Allouez, the Village of Little Chute, and the City of Port Washington. Rettler Corporation has also assisted the City of Superior with development of a comprehensive master plan for the third-largest municipal forest in the United States.

Rettler Corporation begins each project by meeting with the owner to establish the project team and channels of communication. From experience, we know engaging the public and key stakeholder groups is critical to gain an understanding of the communities' specific needs. Online surveys and input meetings provide direct information on how existing facilities and services are being utilized—or not—and the reasons why. There is no better way to determine needs and opportunities and to create customized solutions than to listen to what the community is saying. Guidelines and industry recommendations are useful metrics, but the best way to get a true picture is to obtain input directly from the people who live there.

Each project is unique, and our project approach and design solutions are tailored to your community's specific needs. We look forward to combining our experience and your knowledge to develop a successful project. In the following pages, you will find examples of comparable projects where Rettler Corporation delivered comprehensive master planning and construction phase services. Additionally, here is a link showcasing several master plans and rendering examples: Rettler Corporation Master Plan Examples





Village of Oregon Jaycee Park

Oregon, WI

SCOPE OF SERVICES

Master Planning, Site Design, Engineering, Permitting, Bidding, Construction Management

BUDGET \$6,000,000

COMPLETION 2025

OWNER REFERENCE

Elise Cruz Director of Community Dev. 608-835-3118 ecruz@vil.oregon.wi.us



Using a phased approach, Rettler Corporation worked with the Village of Oregon to plan the redevelopment of Jaycee Park. Phase 1 included three little league fields with dugouts, six pickleball courts complete with new lighting, and a new multi-use field for rugby, lacrosse, and football. Additional improvements included a decorative concrete plaza and extensive stormwater management facilities. Improvements were also made to existing parking areas, and several new parking lots were added. Phase 2 included a new baseball field, dugouts, an additional multi-use athletic field, a new playground, a new concession/restroom building, and a storage building.





Village of Plover Lake Pacawa Park

Plover, WI

SCOPE OF SERVICES

Master Planning, Site Design, Engineering, Permitting, Bidding, Construction Management

BUDGET

\$4,200,000

COMPLETION

July 2022

OWNER REFERENCE

Steve Kunst Village Administrator 715-345-5252 skunst@ploverwi.gov



Lake Pacawa Park comprises 17 acres featuring a baseball diamond, soccer field, restrooms, picnic areas, a beach, and over a half mile of shoreline. This project began in 2013 with the creation of a comprehensive master plan for the park, and in 2018 Rettler Corporation assisted the Village of Plover with the first phase of development, which included the construction of a bandshell and amphitheater style seating area, beach improvements, parking lots, memorial and donor recognition features. The second phase kicked off in 2020 and developed an inclusive playground and splash pad, over a mile of paved and granite walking trails, restrooms, a shelter/concession building, piers, and an ADA canoe/kayak launch.





City of Glendale Richard E. Maslowski Community Park

Glendale, WI

SCOPE OF SERVICES

Master Planning, Site Design, Engineering, Bidding, Construction Management

BUDGET

2021

\$8,000,000

COMPLETION

OWNER REFERENCE

Bryan Kennedy City of Glendale Mayor 414-228-1702 bryan.kennedy@glendalewi. gov



Rettler Corporation worked with the City of Glendale, MSOE and Nicolet High School to lead a major redevelopment on the Bender Road Park site, a former landfill with strict development criteria. One significant feature of the project is the outdoor Community Performance venue. The covered stage was incorporated into a multipurpose building serving the site with a concession/kitchen area equipped with beer and soda tap systems and is a venue for community rental opportunities. In addition, ADA-accessible playground equipment, parking, a tiered amplitheater space for viewing the performance stage, veterans memorial plaza, baseball and softball athletic facilities are incorporated into the site development.





Appleton Parks & Recreation Telulah Park

Appleton, WI

SCOPE OF SERVICES

Master Planning,
Site Design, Bidding
Administration,
Construction Observation

BUDGET \$650,000

COMPLETION 2019

OWNER REFERENCE

Tom Flick Deputy Director of Parks 920-832-5905 tom.flick@appleton.org



Rettler Corporation completed a master plan in 2016 and performed design services, permitting and construction documents for 39 acre Telulah Park including full shoreline redevelopment, a skate park, nature trails, hillside and bank stabilization and naturalization, a park shelter, disc golf, tennis facilities and parking area. In 2018, Rettler Corporation lead the development of lower Telulah Park along the Fox River, including piers, an ADA canoe and kayak launch, a park shelter, picnic areas, parking, and nature trails. This aspect of the project included coordinating the riverfront construction and contaminated soils site remediation for 1,700 feet of Fox River property.



Project Understanding

The Village of Kimberly is initiating the development of a comprehensive master plan for Sunset Park, the community's largest municipal park. Spanning 73 acres along the scenic Fox River, and this popular park offers a unique combination of active recreational facilities and tranquil natural areas. As one of Kimberly's central community assets, Sunset Park accommodates youth sports, large-scale events, and a variety of recreation opportunities, making it a vital destination for residents and visitors alike. The master plan will serve as a strategic, long-term framework that integrates community input, addresses infrastructure needs, and anticipates future trends. To assist, Rettler Corporation proposes the following scope of services.

I. Review Existing Conditions

A. Data Gathering

- Obtain aerial photographs and conduct an analysis of existing conditions. Develop aerial photo layouts to review site conditions for use at planning meetings.
- 2. Obtain and review the history and timeline of the park property through historic maps, aerial photos, and Owner interviews.
- 3. Collect GIS based current parcel and contour mapping from the Village of Kimberly and Outagamie County.
- 4. Obtain wetland, floodplain, environmental, soils, utilities and infrastructure mapping from the Village of Kimberly, Outagamie County, and the Wisconsin Department of Natural Resources (WDNR).
- 5. Identify adjacent land uses and potential zoning impacts.
- 6. Obtain and review relevant plans and reports, including:
 - a. Village of Kimberly CORP (2024-2029)
 - b. Annual Parks and Recreation Department Reports
 - c. Outagamie County Regional Bicycle and Pedestrian Plan
 - d. Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan

B. Site Analysis

- 1. Prepare base map of existing site, analyze site features including:
 - a. Topography and slopes
 - b. Existing drainage features and patterns
 - c. Existing site features, amenities, uses and conditions
 - d. Soils and bedrock
 - e. Major vegetation types, plant communities, and locations
 - f. Environmentally sensitive areas including wetland indicator soils, mapped wetlands, waterways, and floodplain
 - g. Archeologically and culturally sensitive areas if available
 - h. Existing street locations and vehicle access points



- i. Internal and external traffic circulation
- j. Parking areas
- k. Existing and potential pedestrian circulation linkages including trails and connection opportunities to adjacent parks
- I. Existing utility infrastructure locations including storm sewer, sanitary sewer, water service, electric, gas, and communication lines
- m. Adjacent property uses and impacts
- n. ADA compliance

II. Development Program

A. Programming

- Meet with the Owner to discuss existing and proposed uses and amenities, and determine the goals and objectives of the master plan.
- 2. Conduct an infrastructure assessment and evaluate park facilities:
 - a. Code and ADA evaluations performed to benchmark current conditions and building codes, as well as accessibility audit.
 - b. Site evaluation of circulation, parking, drives and sidewalks. Stormwater, observable utilities, sports facilities and playgrounds will also be evaluated.
 - c. Exterior and Interior building elements will be evaluated to determine structural elements.
 - d. Mechanical, electrical, and plumbing system evaluations to determine physical condition and equipment and fixtures and review operating performance.
 - e. Evaluation of sustainability and energy use analysis.
 - f. Low voltage systems such as fire alarm, security, data and other systems to be evaluated.
 - g. Identification of possible hazardous materials.
 - h. Review and analysis of existing security, safety and response plans.
- 3. Make recommendations that will prioritize all elements and needs identified and analyzed to prioritize overall importance; preliminary list as follows:
 - a. Athletic facilities (existing and opportunities for future growth and income generation)
 - b. Kimberly Amphitheater
 - c. Sunset Beach Swim Facility structures
 - d. Park shelters
 - e. Shade structures
 - f. ADA accommodations and compliance
 - g. Trails
 - h. Parking



- i. Pedestrian and vehicular circulation
- j. Lighting and technology
- k. Safety and security

B. Public Input and Needs Assessment

- 1. Engage a wide range of stakeholders using a variety of outreach techniques and Village communication channels (in coordination with public engagement opportunities for the Village's 20-year Comprehensive Plan when possible). Our community input opportunities are designed to engage stakeholders in a collaborative manner that informs project planning and design.
 - a. Gather input via two (2) interactive focus group meetings, reviewing the needs of residents and various user groups, including adjacent property owners, active park users, civic groups, educational institutions, event organizers and Village staff.
 - b. Facilitate two (2) interactive in-person public information meetings with support from Village staff.
 - c. Develop, administer and analyze online community input survey.
- 2. Identify current facility needs and anticipated needs due to planned growth.
- 3. Outline existing needs as it relates to demands for park activities and amenities.
 - a. Present list of needs criteria for review and input.
 - b. Develop final list of needs to be considered in development of park master plan.

III. Master Plan Development

- A. Provide up to three (3) conceptual plan layouts, which combines all elements from the development program including:
 - 1. Design appeal
 - 2. Accessibility and inclusivity
 - 3. Environmental conditions and impacts
 - 4. Ecological enhancements and improvements
 - 5. Grading and stormwater requirements
 - 6. Implementation and constructability
 - 7. Operational impacts and maintenance considerations
 - 8. Sustainable design principles
 - 9. Phasing opportunities
- B. Develop high level cost estimates for each plan.
- C. Develop a preferred concept plan based on feedback received from the Owner including:



- 1. Recommended implementation timeline and phasing strategy.
- 2. Prepare detailed phased cost estimates for the purpose of capital improvement planning and implementation.
- 3. Recommended funding sources to support implementation of the master plan.
- 4. Review final development recommendations, facility uses, space programming, and general aesthetic/design parameters that will guide the overall development of the park property.
- D. Provide the preferred concept plan to Village Staff for final review and comments.
- E. Develop visual representations of facility solutions for shelters and structures, such as diagrammatic floor plans, 3D models and virtual presentations.
- F. Provide final master plan and report addressing all final comments (written, graphic and mapped formats—PDF and three (3) printed and bound copies).
- G. Present the final master plan for Village adoption.

Assumptions

- A. Periodic updates and monthly progress check-in meetings with Village staff to be conducted virtually.
- B. All costs associated with direct outreach to local residents via mail will be the responsibility of the Village.
- C. Environmental, archeological, geotechnical, and wetland delineation services are not included in this proposal, Rettler Corporation will coordinate the work for the Owner as necessary and determined by the initial planning efforts.
- D. Topographic, property, legal, and construction survey services are not included.
- E. Construction bid documents and construction phase services are not included.

IV. Compensation of Services

A. All payments will be billed against the Lump Sum total.



- B. If the Owner changes the Scope of Services after initiation of services, the Consultant has the right to renegotiate the compensation for the charged services.
- C. All governmental fees will be paid directly by the Owner.
- D. Periodic invoices will be submitted on a 30-day basis. The billing amount will be determined based upon the current percent completion of services.

٧.	Schedule of Not to Exceed P	ayment
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A.	Review of Existing Conditions (Data Collection & Site Analysis)	\$2,500.00
B.	Development Program (Programming, Public Engagement & Needs Assessment)	\$3,600.00
C.	Master Plan Development (Conceptual Plans & Final Master Plan)	\$5,500.00

VI. **Contract Agreement**

This agreement is between Rettler Corporation and Owner. Rettler Corporation agrees to perform the Scope of Services in exchange for the agreed upon compensation detailed in this proposal. This agreement is open for acceptance for period of 30 days after execution by Rettler Corporation. This Agreement becomes effective on the date that Owner signs below.

Rettler Corporation	
fl V. K	11/19/2025
John V. Kneer, PLA, ASLA President	Date
Village of Kimberly	
Authorized Representative	Date



Village of Kimberly- Sunset Park Mater Plan Proposed Timeline & Work Plan



Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026
■ No	tice to Pro	ceed / Aw	vard									
	Kick	Off Meetin	g with Villa	age Staff								
			Review o	f Existing (Conditions	(Data Col	llection, Si	te Analysis	s)			
										gram (Prog eds Assessi		Public
	P	reliminary	Concept	Designs &	Cost Estir	nate Deve	elopment					
			Provide	e Prelimina	ary Conce	pt Designs	s & Cost Es	stimates fo	r Review			
			Deve	lopment o	of Preferre	d Concep	t with Deta	ailed Cost	Estimate			
			Provide F	inal Prefe	rred Conc	ept Plan fo	or Village	Staff Revie	ew & Com	ments 🗐		
						Final Ma	aster Plan	and Repo	rt Develo	pment		
							Final N	Master Pla	n to Villag	e Staff (No	ov 23) 🗐	
							Tenta	ative Plan	Commissi	on Appro	val (Dec 1	5)
								Tentativ	e Village I	Board Add	ption (De	c 21) 🗂



A Master Plan to Match Sunset Park's Legacy and Vision

















Your Vision, Our Expertise.

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November 19, 2025

Holly Femal, Community Enrichment Director Village of Kimberly 515 W. Kimberly Avenue Kimberly, WI 54136

RE: Sunset Park Master Planning Proposal

Dear Holly,

Sunset Park is a beloved community asset, rich in history, natural beauty, and recreational value. As it enters its next chapter, MSA Professional Services, Inc. (MSA) is ready to help guide its transformation through a planning process rooted in purpose—planning for people, place, and possibility. Our team brings the insight, experience, and collaborative spirit needed to shape a vision that reflects Kimberly's values and supports a vibrant, sustainable future.

MSA is a multidisciplinary firm with deep experience in park planning, community engagement, and municipal collaboration. We have partnered with communities across Wisconsin to develop plans that are both visionary and implementable. Our interest in the Sunset Park Master Planning Project stems from a shared belief in the power of public spaces to connect people, celebrate place, and inspire possibility.

MSA's inclusive engagement model is designed to reflect Kimberly's goals for transparency, accessibility, and regional appeal. We will work collaboratively to elevate Sunset Park as a destination that serves residents and visitors alike, through phased implementation strategies, sustainability-focused design, and programming that reflects the community's values.

With expertise spanning landscape architecture, engineering, environmental science, and GIS, our team is equipped to support Kimberly's goals for accessibility, sustainability, and long-term impact.

Our team understands Sunset Park's unique role in Kimberly's identity and its connection to the Village's upcoming Comprehensive Plan. Selecting MSA for both initiatives offers a seamless opportunity to align vision, outreach, and strategy. We will work closely with Village staff and planning consultants to coordinate engagement efforts, overlapping public input opportunities to most effectively reach active and invested participants. This approach supports consistent messaging, shared outreach, and meaningful community input.

We appreciate the opportunity to be considered for this important project. Sunset Park holds a special place in Kimberly's story, and we are eager to help shape its future in partnership with the Village. Our team is ready to bring thoughtful planning, creative collaboration, and community-centered solutions to support a park that reflects Kimberly's values and inspires generations to come.

Sincerely,

MSA Professional Services, Inc.

Kevin Byrne, PLA, ASLA LEED AP BD+C Project Manager and Landscape Architect (414) 207-8850 | kbyrne@msa-ps.com

WHY THE MSA TEAM STANDS OUT!

MSA offers the right mix of technical depth, local understanding, and collaborative practice. Our goal is simple: deliver a master plan that reflects Kimberly's values, supports everyday excellence, and positions Sunset Park for a vibrant next chapter.

A COLLABORATIVE PARTNER FOR A COMMUNITY PRIORITY: We understand Sunset Park's unique role in Kimberly's identity and its connection to the upcoming Comprehensive Plan. By engaging MSA for both the Sunset Park Master Plan and Kimberly's Comprehensive Plan, Kimberly benefits from a unified planning process—one that streamlines outreach, aligns messaging, and maximizes community participation. This approach supports consistent communication, broad participation, and efficient decision-making.

MULTIDISCIPLINARY EXPERTISE FOR HOLISTIC PARK PLANNING: MSA brings planners, landscape architects, civil engineers, environmental scientists, and GIS specialists together as one team. This breadth supports the RFP focus areas, including infrastructure analysis, ADA accessibility, safety, security cameras, sound systems, technology upgrades, such as LED lighting and networking, athletic facility evaluation, and natural resource stewardship. Working in-house streamlines coordination and provides cohesive recommendations across facilities, circulation, programming, and maintenance.

COMMUNITY-DRIVEN PLANNING WITH PROVEN TOOLS: Our engagement model meets people where they are. We pair in-person meetings and pop-up conversations with mobile-friendly surveys, story maps, quick polls, and interactive visuals that make choices clear. This approach supports Kimberly's goals for inclusive and overlapping engagement with the Comprehensive Plan, reaching both active park users and residents who may not typically attend a meeting.

STRATEGIC PHASING AND FUNDING INSIGHT: The plan will include a clear roadmap with conceptual graphics, order-of-magnitude budgets, and priorities that reflect needs, inflation, and funding opportunities. We routinely identify and position projects for grants, along with partnerships suited to parks, athletics, and events. This helps the Village move from vision to construction with confidence.

ELEVATING REGIONAL APPEAL THROUGH RECREATIONAL DESIGN: MSA has planned and designed destination parks and tournament-ready athletic facilities that attract visitors and support local revenue. For Sunset Park, we will align field improvements, circulation, parking, lighting, sound, and utilities with community needs and event logistics. The result is a park that functions for daily use, shines during festivals and tournaments, and reflects Kimberly's character.

SUSTAINABILITY AND STEWARDSHIP OF NATURAL ASSETS: Our team brings practical experience in reforestation planning, invasive species management, shoreline and slope stabilization, and stormwater strategies like turf-to-prairie conversions. These tools support Kimberly's goals to restore its largest urban forest footprint while addressing erosion, habitat quality, and long-term maintenance.

What you can expect from us:

- One coordinated team, one integrated plan, and a single point of contact
- Engagement that is inclusive, accessible, and aligned with the Comprehensive Plan timeline
- Clear choices supported by data, visuals, and practical cost opinions
- Phased implementation that balances near-term wins with long-term investments
- Stewardship-minded recommendations that protect natural systems and reduce lifecycle costs
- A destination experience that serves residents and welcomes regional visitors









FIRM PROFILE

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

MSA's roots reach back to 1919. Our firm is over 500 employees strong, including engineers, architects, landscape architects, planners, funding experts, surveyors, GIS specialists, environmental scientists, and other specialists who serve clients nationally. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100% **EMPLOYEE-OWNED**









EARNED SINCE 2017





\$625+ MILLION

GRANTS & LOW-INTEREST LOANS We've helped our clients secure to help offset the cost of infrastructure projects

With 100+ park master plans delivered, MSA brings the expertise Kimberly needs to create a visionary, community-driven Sunset Park Master Plan.

PARK AND RECREATION MASTER PLANNING

MSA has deep experience in municipal park master planning, delivering plans for some of the Midwest's most significant parks. Our work balances vision, functionality, and inclusivity, while anticipating future trends in recreation, technology, and sustainability.

We connect planning with broader community initiatives to create consistency and efficiency. By coordinating engagement across efforts, we streamline input, maintain clear messaging, and produce plans aligned with long-term goals. Each plan includes phased priorities, realistic budgets, and funding strategies—practical tools for implementation. With decades of experience, MSA is a trusted partner in creating parks that serve as vibrant community hubs. Our focus on accessibility, safety, and environmental stewardship reflects the values of the communities we serve.

What Makes a Successful Master Plan? Collaboration!

MSA engages residents, staff, and leaders through open houses, surveys, and stakeholder meetings, building trust and shaping plans that reflect the community's vision.

FROM START TO FINISH, WE'RE HERE TO HELP

A team of experts supporting your vision from concept to completion.

Beginning with your goals in mind, we balance them with sound design and engineering principles, creating improvements that are buildable, fundable, and aligned with both your short- and long-term priorities. With our internal resources, you'll have access to experts who oversee all parts of the planning, design, and construction process. Our project team works in concert to deliver the solutions you seek. And because we're with you every step of the way, we develop a deep understanding of your project—providing continuity that helps minimize costly overruns and reduces time spent onboarding new consultants/team members.

HOW WE HELP

Parks and Recreation Community of Practice. MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all.

- ADA Audits for Park and Recreational Facilities
- Aerial Solutions (Mapping, Modeling, Marketing, Surveying, etc.)
- Aquatic Facilities (Indoor and Outdoor)
- Architectural Design (Shelters, Restrooms, etc.)
- Asset Management
- Athletic Facilities (Indoor and Outdoor)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans (Municipal, County, Regional)

- Conceptual Site Plans and 3-D Renderings
- Educational Programming
- Infrastructure Survey and Design
 (Parking, Stormwater, Sewer, Water, etc.)
- Landscape Design
- Lighting Design
- Multimedia (360° Video, Esri Story Maps, etc.)
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits

- Professional Fundraising (Public, Private)
- Public Input, Opinion Surveys, and Visioning
- Recreational Trails, Bridges, and Boardwalks
- Skate Parks
- Security Lighting and Other Features
- Tree Inventories and Assessments
- Waterfront Improvements (Boat Launches, Piers, etc.)
- Wayfinding (Interpretive Signage, Interactive Kiosks, etc.)







EXPERTISE IN FUNDING TYPES

- TAP Funding
- DNR Funding
- Local Funding

- State Funding
- Federal Funding
- SRTS Funding

- DNR Stewardship Grants
- CDBG Funding

MSA provides multifaceted funding services to help you turn the vision for your community into a reality.

We turn every stone to help you fund your project. With our extensive experience in various funding sources, we understand the intricacies of these programs. We can help you bundle funding sources, manage timelines, and take care of the details to satisfy funding requirements. With MSA's support, you can complete the projects you must and deliver more of the projects you want, all while getting closer to the balanced, sustainable community you've always envisioned. We've helped our clients secure over \$625+ million in grants and low-interest loans to help offset the cost of infrastructure projects.

PARKS AND RECREATION EXPERTISE

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. MSA has helped numerous clients through the planning, development, and revitalization of recreational amenities, including parks, waterfront developments, multiuse paths, aquatic facilities, pubic gathering spaces, and athletic facilities.

We work closely with communities to build greater awareness of residents' wants and needs.

We translate that knowledge into new and reengineered parks and recreational facilities that promote engagement, foster a sense of community pride, and improve quality of life, all of which help drive economic growth and community prosperity. Then, we help secure the funding to make your plans happen.

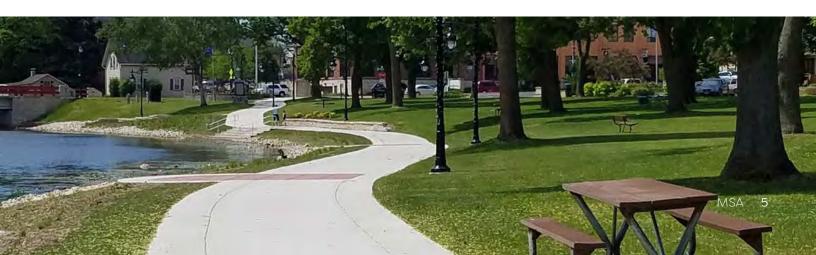
SELECT PARK AND RECREATIONAL DESIGN EXPERIENCE

- West Side Park and Leonard-Leota Park Improvements, Evansville, WI
- Washington Park Improvements, Tomahawk, WI
- Elm Street Plaza, Wisconsin Dells, WI
- Synthetic Ice Rink, Fond du Lac, WI
- McDermott Park Landscaping, Fond du Lac. WI
- W. Lakeside Park Boardwalk, Fond du
- Camelot Trail, Fond du Lac, WI
- Lakeside Trail, Fond du Lac, WI
- Lower Miller Park Reconstruction, Omro, WI
- Erb Park and Swimming Pool, Appleton, WI
- Jones Park, Appleton, WI
- Plaza Gazebo, Oshkosh, WI
- Swan Park, Beaver Dam, WI
- West Bend Riverwalk, West Bend, WI

- Kuckuk and Memorial Park Improvements, Shawano, WI
- Recreation Complex and Aquatic Center, Wisconsin Rapids, WI
- John Michael Kohler Arts Center Art Preserve Sculpture Trail, Sheboygan, WI
- Clara Avenue Multiuse Trail, Lake Delton, WI
- Witter Field and Pool, Wisconsin Rapids, WI
- Mead Field Splash Pad, Wisconsin Rapids, WI
- Riverside Park, Mauston, WI
- Town Park, Germantown, WI
- Riverwall Transient Boat Pier, New London, WI
- Town of Rome Splashpad, Rome, WI
- Newport Park, Lake Delton, WI
- Park Improvements, Holmen, WI
- Nennig Park Improvements, Chilton, WI

- Rotary Riverway Park Improvements, Beaver Dam, WI
- Hika Bay Boat Launch, Cleveland, WI
- Veterans Memorial Park Riverwalk, Grafton, WI
- Centennial Park Pavilion, Hartford, WI
- Pheasant Branch Creek, Corridor Reconstruction Trail and Bridges, Middleton, WI
- Splash Pad and Park Improvements, Nekoosa, WI
- Downtown Pocket Park, Sauk City, WI
- Riverfront Park, Sauk City, WI
- Fireman's Park, Verona, WI
- Haskins Park Canoe/Kayak Launch Design - Baraboo River Corridor, West Baraboo, WI
- West Baraboo Village Forest Park, West Baraboo, WI

MSA's depth of experience in park planning, community engagement, and sustainable design across Wisconsin and the Upper Midwest positions us to deliver a master plan that reflects Kimberly's vision for Sunset Park—a dynamic, inclusive space that harmonizes recreation, natural resources, and long-term resiliency.



MSA PLANNING + DESIGN STUDIO

13 American Institute of Certified Planners (AICP)7 Planning & Economic Development Specialists

4 Professional Landscape Architects (PLA)
2 Landscape/Urban Designers

At MSA, we know every project begins with a clear and consensus-driven vision for the future. Our Planning + Design Studio has helped hundreds of communities and private organizations define their vision, obtain funding, and implement improvements they seek. Our Studio members are active in the industry, and, because our planners are part of a multidisciplinary firm, they are able to engage our professional engineers and architects in the planning process to aid in the creation of sustainable, implementable plans—delivering even greater value to our clients.

CORE SERVICES

- Comprehensive Plans
- Capital Improvement and Strategic Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Funding: Grant Writing, Grant Administration, Fundraising
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis

- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Park Master Plans,
 Comprehensive Outdoor Recreation Plans, ADA Studies
- Public Engagement
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle + Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards

Bringing Outdoor Visions to Life-One Plan at a Time.

COMPREHENSIVE OUTDOOR RECREATION PLAN EXPERIENCE

- Lake Geneva, WI
- WEDG Regional Trails & Recreation Plan, Washington County, IA
- City of Waverly, IA (Park and Open Space Master Plan Update)
- City of Hiawatha, IA
- City of Middleton, WI
- Marathon County, WI
- City of Hartford, WI
- Village of North Freedom, WI
- Village of West Baraboo, WI
- Village of Mukwonago, WI
- Village of Waunakee/Town of Westport, WI
- · City of Waupun, WI
- City of Verona, WI
- City of Beaver Dam, WI

- Village of Lake Delton, WI
- City of Wisconsin Dells, WI
- City of Port Washington, WI
- Village of Biron, WI
- Village of Belleville, WI
- City of Brodhead, WI
- Village of Palmyra, WI
- City of Amery, WI
- Village of Dane, WI
- Village of Suring, WI
- Village of McFarland, WI
- Village of Menomonee Falls, WI
- · Village of Osceola, WI
- Winnebago County, WI
- · City of HIllsboro, WI
- · City of Stoughton, WI
- City of Madison, WI
- City of Mequon, WI
- · City of Ashland, WI



City of Ashland Comprehensive Outdoor Recreation Plan 2025-2030





PUBLIC ENGAGEMENT EXPERTISE

At MSA, we believe that when planning a public project, it must be done with the community's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests, and local governments. Aside from building community support, this process helps the final project reflect the community's ethos and vision for its future.

StoryMaps

One of the ways our teams engage the community is through the use of Esri GIS StoryMaps.



PublicInput

Another way we engage the community is through the PublicInput Platform™ — a fully integrated public engagement solution.





Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

We specialize in working alongside our clients and selecting the best available methods to hear the voices of many citizens through the process. The type and combination of methods selected will create a balanced approach to informing, consulting, involving, collaborating, and empowering the public. Therefore, engagement can and should be accomplished by tapping into a variety of sources, including community and non-profit organizations, public officials, youth, individuals with disabilities, mature citizens and those that have been traditionally underserved. Listed below are a few techniques we use to strengthen public involvement for your community.

- Neighborhood advisory committees
- Open houses
- StoryMaps
- POLCO community engagement polling
- Pop-up booths at community events
- Community surveys
- Media relations

- Project websites
- Project newsletters/direct mailers
- Neighborhood office hours
- Stakeholder interviews/focus groups
- Interactive community mapping tools
- Door hangers/leave behinds
- Translation of materials into other languages

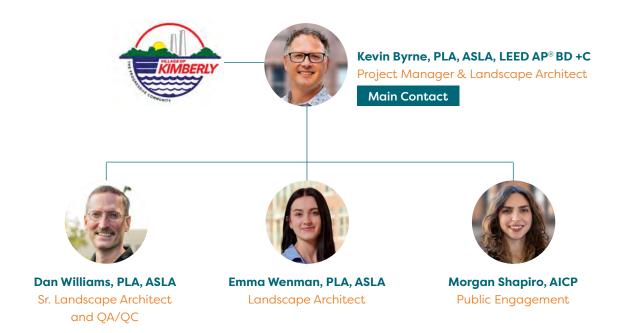
CONSENSUS BUILDING | COMMUNITY RELATIONS | STAKEHOLDER ENGAGEMENT

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

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ORGANIZATIONAL CHART

Our team is strategically assembled to advance the Village of Kimberly's vision for Sunset Park. We bring together experienced park planners with a collaborative team of landscape architects, designers, and engineers who have successfully delivered inclusive, conservation-focused multiuse park projects across Wisconsin. Supported by a network of more than 500 professionals, we are positioned to meet the Village's schedule and planning objectives. Our expertise includes long-term stewardship, ADA accessibility, and amenities shaped by community input, and we are prepared to work closely with Village staff and stakeholders to bring this transformative project to life.



Your Vision. Our Expertise. A Collaborative Team Ready to Deliver Kimberly's Vision.

Commitment to Your Project

MSA is fully committed to the success of your project-from vision through implementation.

Our strategically assembled team, including key personnel ready to begin work immediately, will remain engaged throughout all phases to provide continuity, responsiveness, and alignment with the Village's goals. With all disciplines under one roof, we deliver a seamless, collaborative approach that supports efficient planning, cost-conscious solutions, and future-ready outcomes tailored to your community's unique needs.





Project Manager & Landscape **Architect**

Main Contact

Kevin Byrne, PLA, ASLA LEED AP® BD+C

Education

B.S., Landscape Architecture, University of Wisconsin-Madison

Professional Landscape Architect, WI, IL LEED® Accredited Professional BD+C

Kevin brings over 25 years of expertise in site development and construction, including civic campuses, parks, and outdoor gathering spaces. He collaborates with stakeholders to create cohesive, functional designs that integrate architecture and site while prioritizing constructability, maintenance, and sustainability. His work includes bike and pedestrian facilities and the integration of bike racks and repair stations in parks, schools, and trail systems. With experience meeting LEED requirements and Wisconsin sustainability guidelines, Kevin incorporates sustainable strategies that enhance community connectivity and long-term usability.

Similar Project Experience

- Wade Bowl Park Master Plan and Splash Pad Construction, Superior, WI
- Albert Field Park and Master Plan and Construction Drawings, Hillsboro, WI
- Randolph Park and Pool Master Plan, Randolph, WI
- Legends Park Splash Pad Master Plan, Reedsburg, WI
- Mount Pleasant Neighborhood Parks Master Plan, Mount Pleasant, WI
- Mindiola Park Artificial Turf Athletic Field, Waukesha, WI*
- Mindiola Park Master Plan, Waukesha, WI*
- Williams Bay Athletic Field Complex Master Plan, Williams Bay, WI*



Sr. Landscape **Architect** and QA/QC

Dan Williams, PLA, ASLA

B.S. Landscape Architecture, University of Kentucky

Registration

Professional Landscape Architect, WI, IA, CO

With over 35 years of experience, Dan excels in making every project unique. He thrives on the challenges of new sites and bases his design philosophy on understanding and vision. By comprehending environmental, social, and economic factors, he builds inspiring landscapes. Dan enjoys collaborating to create special places and grows professionally through interaction with teammates and clients as design solutions are tested. He thrives on the progression of the thought process and has managed and directed design for over 30 award-winning projects, including five national recipients.

Similar Project Experience

- Vilas Park Master Plan, Madison, WI
- Fireman's Park Master Plan, Verona, WI
- San Damiano Community Vision and Master Plan, Monona, WI
- Community Park and Sugar River Park Master Plan, Belleville, WI
- Carson Park Master Plan, Eau Claire, WI
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Thomas G. Rowe Park Master Plan, Onalaska, WI
- Ashland Waterfront Master Plan, Ashland, WI
- Tee Naasak Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Racetrack Park Master Plan, Stoughton, WI



Landscape Architect

Emma Wenman, PLA, ASLA

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Registration

Professional Landscape Architect, WI

From master planning to implementation, Emma has assisted on many projects to help realize a community vision and make a project team successful. She emphasizes the importance of the design process by incorporating feedback from community engagement activities into project designs. In her role as a landscape architect, Emma works to develop project inventory and analyses, conceptual designs, landscape planting plans, construction documents, and master planning documents to find the right solution in each unique circumstance. Emma currently serves as the Chair of MSA's Parks and Recreation Community of Practice (CoP).

Similar Project Experience

- Winnebago County CORP + Master Plan Oshkosh, WI
- Neighborhood Parks Master Plan, Mount Pleasant, WI
- Tee Naasak Park Master Plan (KPW), Stoughton, WI
- Ashland Parks Master Plan, Ashland, WI
- Crawford Park Master Plan, Caledonia, WI
- Gregg Standard and Eggelson's Woods Parks Master Plan (51 West Development), Stoughton, WI
- Park Master Plans, Ripon, WI
- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- Elsie Stephens Park Master Plan, Dayton, MN



Public Engagement

Morgan Shapiro, AICP

Education

Master of Urban Planning, University of Wisconsin-Milwaukee B.A., Geoscience, Studio Art, Lawrence University

Certification

American Institute of Certified Planners

Morgan brings a strong foundation in long-range planning, sustainability, and public engagement to projects that prioritize community connectivity and future-ready design. She excels at translating community input into actionable strategies. Morgan's expertise spans sustainability planning, data visualization, and engagement tools such as Social Pinpoint, Mentimeter, and Miro, which foster inclusive participation and clear communication throughout the process. Her work on neighborhood plans, CORP updates, and master plans across Wisconsin reflects a commitment to resilient, constructible solutions that align with local goals and enhance long-term usability.

Similar Project Experience

- Ashland Parks Master Plan, Ashland, WI
- Winnebago County CORP + Master Plan, Oshkosh, WI
- CORP Update + Magnolia Springs Master Plan 2023, Stoughton, WI
- POSP + Master Plan, Mequon, WI
- CORP Update, Stoughton, WI
- Comprehensive Plan, Deerfield, WI
- Comprehensive Plan, Hortonville, WI
- · Comprehensive Plan, Osceola, WI
- CORP Update, Hartford, WI

***Morgan will lead and coordinate community engagement for both the Master Plan and Comprehensive Plan if selected, fostering better communication, streamlined coordination, and cost efficiencies throughout the process.

SELECT MASTER PLANNING EXPERIENCE IN WISCONSIN

	MASTER PLAN	ATHLETIC FIELDS/ FACILITIES	AMPHITHEATER	ВЕАСН	PEDESTRIAN FACILITIES/ TRAILS	WATER ACCESS & WATERFRONTS	COMMUNITY + STAKEHOLDER ENGAGEMENT
Erb Park - Appleton, WI	X	X					X
Ellen Kort Peace Park Master Plan - Appleton, WI	X		Χ		X		X
Chilton Parks Master Plan - Chilton, WI	Х		X				
Winnebago County CORP + Master Plan – Oshkosh, WI	X	Х			Х		Х
Waukau Dam Master Plan and Site Review - Winnebago County, WI	Х				X		
Lower Miller Park, Boat Launch, and Marina Project - Omro, WI	Х					X	
Lincoln Park Zoo Master Plan – Manitowoc, WI	Х				X	X	
Park Master Plans – Ripon, WI	X						X
Crystal Lake Park Master Plan – Beaver Dam, WI	X			Х	X	X	X
Swan Park Master Plan Planning – Beaver Dam, WI	Х		Χ		X		X
Hasmer Lake Community Park Master Plan – Jackson, WI	X				X	X	Х
Park Master Plan Update – Rome, WI	Х					X	
Park Master Plan – Germantown, WI	Х				X	X	
Riverfront Park - Wisconsin Rapids, WI	X				X	X	Х
Powers Bluff Master Plan – Wisconsin Rapids, WI	X				X		X
Wisconsin Rapids Aquatic Center - Wisconsin Rapids, WI	X				X		X
Kautzer Park Master Plan Update – Nekoosa, WI	X	X					
Baraboo River Corridor Water Trail Planning Project - West Baraboo, WI	X				X	X	Х
Village Forest Park - West Baraboo, WI	X				X		
Vilas Park Master Plan – Madison, WI	Х			Х	Х	Х	Х
Mandt Park Master Plan – Stoughton, WI	Х	X			X	X	X
Crawford Park Master Plan – Caledonia, WI	X	X			X		X
Racetrack Park Master Plan – Stoughton, WI	X	X			X		X
Community Park Master Plan (STI Development) (<i>In Progress</i>) – Stoughton, WI	X	X			X		X
Gregg Standard and Eggelson's Woods Parks Master Plan (51 West Development) - Stoughton, WI	X	X			×		
Fireman's Park Master Plan – Verona, WI	Х	Х			Х	Х	Х
Fireman's Park Master Plan - Cottage Grove, WI	X	X					
San Damiano Community Vision & Master Plan Process – Monona, WI	X		Х	Х	Х		X
Community Park and Sugar River Park Master Plan - Belleville, WI	X	X	Х		X	X	X
Carson Park Master Plan – Eau Claire, WI	X	Х		Х	X	X	X

^{*} bolded projects are included in the following pages in more detail.

STREAMLINING ENGAGEMENT AND VISIONING ACROSS MULTIPLE PLANS

MSA brings unmatched value through its ability to seamlessly integrate master planning, CORP planning, and comprehensive planning efforts. Our team understands these processes are interconnected strategies that shape a community's future. By coordinating engagement across both initiatives, we maximize efficiency, reduce duplication, and maintain consistent messaging that builds trust and transparency. This integrated approach aligns park visioning with broader community goals, resulting in plans that are visionary and fully implementable. MSA's expertise in delivering actionable, phased strategies supported by realistic budgets and funding pathways means our plans move beyond concepts to become practical tools for decision-making and long-term success.

RELEVANT EXPERIENCE



VILAS PARK MASTER PLAN

MADISON, WI

Vilas Park is one of Madison's oldest and well-loved parks, it is 45 acres along the shore of Lake Wingra. The City of Madison contracted with MSA to prepare a master plan for the park to identify changes that have occurred over the first hundred years of the park and how current trends factor into future design. MSA was responsible for a multiphased effort that included a site inventory and space analysis, a robust public engagement program, and creation of conceptual designs to guide future park improvements. The original landscape was mostly bog land, which has been transformed into a meadow and lagoon open space with play areas, a shelter/warming house for winter skating on the lagoon, trails, and a beach with a beach house. The project undertook robust public engagement.

This project demonstrates MSA's ability to deliver a comprehensive master plan that enhances waterfront access with beach areas, improves pedestrian and trail connectivity, and engages the community through an inclusive, multiphased planning process—aligning with Sunset Park's vision for a vibrant, connected destination.



Master Plan: https://www.cityofmadison.com/parks/documents/VilasParkMPReportExecSummaryupdate5102021.pdf
https://www.cityofmadison.com/parks/documents/VilasParkMPReportExecSummaryupdate5102021.pdf
https://storymaps.arcgis.com/stories/867fcb3bf7384270942a12def6e6d77a

REFERENCE

Ann Freiwald, Assistant City Administrator City of Verona (608) 845-0919 | afreiwald@veronawi.gov

During the project, Ann was the Parks Planning Director for the City of Madison.



SAN DAMIANO COMMUNITY VISION AND MASTER PLAN

MONONA, WI

MSA was selected for the development of the San Damiano Community Vision and Master Plan—a collaborative effort to preserve the historical significance of the property while transforming San Damiano into a regional community asset. MSA's scope of work items included extensive community and stakeholder engagement and outreach, assistance with digital and graphic content creation, visualization of potential project outcomes and feasibility analysis, site analysis and design, cost estimates for project elements, environmental analysis, resource identification, grant writing, and assistance with engaging regional and state agencies. MSA also performed an inventory of all trees on the site based on their size, species, and condition. The Ho-Chunk Nation played a crucial role in developing a vocabulary for the protection and interpretation of the site.

This project demonstrates MSA's ability to lead inclusive, community-driven planning that transforms waterfront spaces into vibrant regional assets through robust engagement, adaptable long-term strategies, and visionfocused design.



ArcGIS StoryMap: https://arcq.is/1Wz5ui0

REFERENCE

Neil Stechschulte, City Administrator City of Monona, WI (608) 222-2525 | neil@ci.monona.wi.us



CARSON PARK MASTER PLAN

EAU CLAIRE, WI

Carson Park is approximately 134 acres, surrounded by Half Moon Lake on three sides. MSA teamed with Rettler Corporation to prepare a Master Plan for Carson Park as a framework for improvements to update the facility over the next 20 years. Renovated or replacement shelters, added trail systems, and innovative stormwater management are the highlights of future park improvements. The reorganization of the fields and courts around the historic Carson Park Baseball Stadium will create a more flexible and sustainable sports complex for area schools and professional sports organizations' use. The Master Plan for Carson Park received input from more than 2,000 city residents and will serve as a living guide for the future and preservation of this beloved 106-year-old community centerpiece.

The Carson Park Master Plan demonstrates MSA's leadership in creating waterfront access, expanding trail networks, integrating ADA-compliant amenities, and driving robust community engagement—delivering a comprehensive, future-focused framework for inclusive, connected, and sustainable recreation.



Master Plan: https://issuu.com/msaprofessionalservices/docs/carson_park_mp_report

REFERENCE

Steve Plaza, Parks, Forestry, Cemetery Manager City of Eau Claire (715) 839-4934 | Steve.Plaza@EauclaireWi.Gov



FIREMAN'S PARK MASTER PLAN

VERONA, WI

Fireman's Park in the City of Verona is located along the shores of Goose Lake, a small, reclaimed quarry site and former city landfill. A community planning effort determined the best use for improvements to the facility and resulted in the selection of a consensus Master Plan. The plan is the culmination of three conceptual options based on community desires, permitting requirements, and environmental stewardship. The park includes a new pavilion, enhanced beach, interactive splash pad, unique play area, basketball court, improved soccer fields, multiuse trail connections, and integrated stormwater management.

MSA's master plan for Fireman's Park transformed a reclaimed quarry into a flagship community destination by integrating waterfront recreation, ADA-accessible trails, an interactive splash pad, multiuse athletic spaces, and inclusive design through robust community engagement-demonstrating our ability to deliver visionary, sustainable park planning aligned with Sunset Park's goals

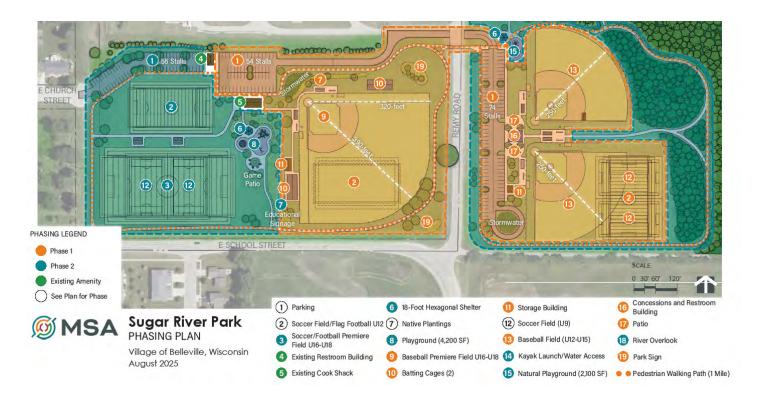
Renderings in Action: https://vimeo.com/281818375

REFERENCE

Casey Dudley, Recreation Director City of Verona (608) 848-6815 | casey.dudley@ci.verona.wi.us



This project is the recipient of the 2024 Merit Award from the Wisconsin Chapter of the American Society of Landscape Architects.



COMMUNITY PARK AND SUGAR RIVER PARK MASTER PLAN

BELLEVILLE, WI

MSA partnered with the Village of Belleville to develop a Comprehensive Master Plan for two of the community's most cherished outdoor spaces—Belleville Community Park and Sugar River Park. The planning process focused on enhancing existing amenities, improving connectivity, and aligning future improvements with community needs and natural features.

Belleville Community Park, situated on a scenic peninsula in Lake Belle View, serves as a central gathering space and recreational hub. MSA worked with the Village to reimagine the park's layout to better support large-scale events, including three annual running races along the adjacent Badger State Trail. Proposed improvements included reconfiguring shelters, enhancing trail connections to the downtown area, exploring the addition of an amphitheater, and upgrading waterfront infrastructure—all while preserving the park's open green spaces and honoring its nostalgic value.

Sugar River Park, a 16-acre site on the Village's east side, provides critical space for youth athletics and community gatherings. MSA addressed spatial inefficiencies and site constraints caused by the park's proximity to the adjacent water treatment facility. The plan proposed consolidating and expanding athletic facilities, improving site grading and drainage, and enhancing the park's capacity to host community picnics and events.

Across both parks, MSA recommended stormwater infrastructure upgrades, new pathways to improve accessibility, and the integration of community-driven amenities. Funding efforts are underway to bring these improvements to life.

This project demonstrates MSA's ability to deliver inclusive, community-driven master planning that enhances waterfront access, integrates pedestrian trails, upgrades athletic facilities, and explores amphitheater spaces—creating connected, adaptable parks that serve regional needs.

REFERENCE

Gabe Altenbernd, Village Administrator Village of Belleville, WI (608) 424-3341 | galtenbernd@bellevillewi.gov Master Plan Sugar River Park: https://www.bellevillewi.gov/media/9886
Master Plan Community Park: https://www.bellevillewi.gov/media/9886







WINNEBAGO COUNTY COMMUNITY PARK

OSHKOSH, WI

In April 2023, MSA was awarded the contract to update Winnebago County's CORP and concurrently develop a master plan for Winnebago County Community Park (Community Park), a premier destination for recreation and festivals. This plan reaffirmed goals and objectives, inventoried facilities, identified county-wide recreation needs and opportunities, and outlined a prioritized action plan for the next decade. This joint planning process included extensive community engagement to gather input on county-wide priorities and Community Park improvements.

Engagement included:

- Two online surveys (community-wide and park-specific) with nearly 900 responses.
- Two public meetings: one for CORP and initial park recommendations, another for draft concepts.
- Three focus groups with stakeholders: boating and trail users, biking advocates, and Community Park groups (disc golf, rugby, soccer, and Hmong Community Festival).
- A design charrette led by MSA Landscape Architects to create a preliminary concept with Parks Committee and staff.

The final master plan proposes three phases of improvements: replacing parking lots, adding playgrounds and concessions, upgrading lighting, expanding pedestrian circulation, and enhancing athletic fields. Cost estimates accompany these recommendations to guide future capital planning.

This project demonstrates our leadership in delivering comprehensive park planning through robust community engagement, integrated trail and pedestrian circulation improvements, and phased upgrades to recreation facilities, aligning for accessibility, active programming, and long-term development.

Master Plan: https://www.winnebagocountywi.gov/DocumentCenter/View/1568/Winnebago-County-Community-Park-Phasing-Plan-PDF?bidId=

REFERENCE

Adam Breest, Director of Parks and Expo Winnebago County (920) 232-1961 | abreest@winnebagocountywi.gov

PROJECT UNDERSTANDING

The Village of Kimberly intends to engage professional services for master planning of Sunset Park, the community's largest and most frequented community park. Spanning 73 acres adjacent to the Fox River, Sunset Park serves as a vital recreational and cultural hub, hosting youth sports, festivals, and passive nature experiences. With recent upgrades such as the splashpad installation, parking improvements, pre-engineering for lighting improvements, and future playground installation, the Village now seeks a visionary planning document to guide phasing for the park's evolution over the next 5, 10, and 15+ years.

Our dedicated team of parks and recreation specialists are enthusiastic about the opportunity to collaborate with the Village on this transformative project. Through a comprehensive master planning process, we will evaluate existing conditions, proposed ideas through community and Village staff engagement, and future opportunities to help shape Sunset Park into a vibrant community destination.

The project area includes several existing park elements:

- Sunset Beach Splashpad: A recently completed water play area.
- Sunset Beach Swim Facility: Includes structures and season pass access.
- Lower Diamond Parking Lot: Maintained for improved access.
- Upper Diamond Ballfield: Equipped with lighting (pre-engineering and planning completed).
- Kimberly Amphitheater: Used for events like the Sunday at the Amphitheater music series.
- Athletic Facilities: Baseball and softball fields used by Kimberly High School and local sports organizations.
- Papermaker Pond: A project impacting the swim facility area.
- Trails and Hard-Surface Areas: Used by daily trail users and evaluated for condition and ADA compliance.
- Park Shelters and Shade Structures: Available for rentals and general use.
- Boat Launch: Accessed by pass-holders.
- Playground: A new installation is scheduled for 2026.

BUILDING A RESILIENT, INCLUSIVE, AND FUTURE-READY SUNSET PARK

Sunset Park's future calls for a plan that is visionary, resilient, and inclusive. Our approach addresses key priorities outlined in the RFP. These include restoring Kimberly's largest urban forest footprint through phased native planting and invasive species management; improving safety and accessibility by evaluating pedestrian, cyclist, and vehicle conflicts while maintaining ADA compliance; and incorporating ideas for future infrastructure such as LED lighting, expanded electrical capacity, Wi-Fi connectivity, security cameras, and modern scoreboard and sound systems.

We anticipate risks like funding delays and cost inflation and mitigate them through proactive strategies, including cost projections adjusted for inflation and potential grant identification. These commitments position Sunset Park as a vibrant, connected destination for recreation, events, and environmental stewardship for generations to come.



From Forest to Festival, A Park for All Seasons.

RECOGNIZING SUNSET PARK'S UNIQUE ROLE IN THE COMMUNITY

Sunset Park, the Village of Kimberly's largest and most popular municipal park, serves as a cornerstone of community life. Spanning 73 acres along the Fox River, the park offers a rare combination of active recreation spaces and serene natural areas. It hosts youth sports, large-scale festivals, and community events, while providing trails, waterfront access, and quiet spaces for reflection. Sunset Park is more than a park-it is a regional destination and a cultural hub that supports recreation. tourism, and environmental stewardship. Its role extends beyond leisure; it strengthens community identity and fosters connections among residents and visitors alike.

Recognizing this unique role shapes our approach. MSA combines extensive experience in park planning and community engagement with insight into the Village's priorities to deliver a master plan that elevates Sunset Park's value today and prepares it for the future. Our process emphasizes actionable strategies, phased priorities, and funding pathways—creating a plan that is visionary, practical, and ready for implementation.

COMMUNITY ENGAGEMENT AND COMMUNICATION IS AT THE CENTER OF OUR PROCESS

Online Public Engagement Survey

Public engagement surveys are an essential component of any multifaceted planning project—they are a convenient participation method for stakeholders and result in measurable data. We have had great success and broad reach using online surveys, especially when promoted with a mailed postcard and/or through social media ads. Our project team will work with Village staff and community organizations to help assure a quality communications strategy to promote and distribute the survey throughout the community. Paper copies of the survey can be provided to those who prefer them. We propose the online survey, hosted via SurveyMonkey, to collect opinions prior to the public input meetings.

Community Meetings

A cornerstone of our master planning process is public community input meetings. We propose to hold the first community meeting to introduce the project and launch the online survey. After the survey closes, we propose to hold the second meeting to discuss the results of the survey and provide an additional opportunity for community members to provide input.

We've found that hosting meetings where residents are already gathered significantly improves participation. To maximize engagement, we would seek opportunities to hold the open house alongside an existing community event or at a familiar gathering space such as the Sunset Park pavilion, the new Municipal Services Center, or the public library. To further boost attendance, we propose several targeted strategies:

- Youth Activities: We want people with kids to attend. Therefore, the meeting will feature fun, interactive activities geared specifically toward kids, along with those designed for adults.
- On a Weekend: Lives are busy, and there is an opportunity to increase turnout if the meeting is held during a Saturday morning or Sunday afternoon, potentially tied to another local event.
- Food: We could eliminate conflicts with lunch/dinner by holding the event in conjunction with an event that provides food.

Correspondence & Meetings

We understand the need for quality and frequent communication to make the process run smoothly. As such, we propose one 30-minute virtual meeting monthly with Village staff to review work progress. Additionally, we will work with Village staff via email and phone conversations to move the plan along and work through any issues or opportunities which may arise.

Engaging Every Voice, Planning for Every Step.



Coordination with Village-Wide Comprehensive Plan

MSA is also pursuing Kimberly's Comprehensive Plan update, and we see many advantages to coordinating both projects together, specifically when it comes to public engagement and communication with Village staff. Both the online survey and community meetings could be combined to address both projects and MSA's planners and project managers would collaborate to lead them. This not only maximizes Village resources, it also maximizes community members time, allowing them streamlined opportunities to provide input on key community planning efforts. Additionally, working with MSA on both projects would enable greater efficiency between staff and the consultant team as virtual check-ins and other correspondence could be coordinated jointly. This will help keep the outcomes and priorities of each project aligned from kick-off through adoption.

SCOPE OF WORK

By enhancing existing park features and introducing new facilities, the Village will be better positioned to serve adjacent neighborhoods, the school district, and the broader Kimberly community. The following Scope of Work refers to the client's inclusion of Village staff, Public Works Department representatives, consultants, and any other contributors providing feedback throughout the process collectively referred to as the "Village's project team."

PHASE I PROJECT KICK-OFF, INVENTORY, AND ANALYSIS (JANUARY - MARCH 2026) Meeting #1

Task 1.1: Kick-Off Meeting (January 2026)

MSA will conduct a kick-off meeting with the Village's project team to review current conditions, vision, and goals of the project; communication; and the desired amenities. We will discuss the proposed project schedule and other administrative details to run the project most efficiently to its successful completion. The Village's project team shall provide any relevant planning and construction documentation previously completed for the site that directly affects or advises park design and implementation.

Task 1.2: Review Existing Site Data (January – March 2026)

The project team will conduct a site visit for inventory and facility assessment, and gather relevant project data, including the most recent LiDAR contours, parcels, and aerial imagery from Outagamie County GIS. The WI Department of Natural Resources Surface Water Data viewer, Remediation and Redevelopment mapping, and the Wisconsin Historic Preservation Database will be reviewed for wetlands, floodplains, soils, contamination, and structural soils. Together, the team will organize and document site deficiencies, opportunities, and constraints. Recent planning documentation, such as the 2024-2029 CORP, Parks and Recreation annual report, Outagamie County Regional Bicycle and Pedestrian Plan, East Central Wisconsin Regional Planning Commission-Appleton Transportation Management Area, and Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan, will all be reviewed to understand the desires and needs of the community. MSA will use our experience to review existing conditions, focusing on infrastructure; technology and emerging trends; vegetation and reforestation; erosion remediation; and safety, accessibility, and inclusion.

Meetings and Deliverables

- Existing Site Document (PDF)
- Kick-Off Meeting (in person), Meeting Agenda (PDF), and Meeting Minutes (PDF)
- Meeting #1

PHASE 2 - PUBLIC ENGAGEMENT (MARCH - AUGUST 2026)

Task 2.1: Public Information Meeting (March 2026) Event #1

Our team will hold a meeting with Village staff, key stakeholders, decision-makers, and residents to introduce the project and identify priorities and concerns for the improvement of Sunset Park. The online community survey will go live prior to the meeting. Two bubble diagrams will be created for the meeting: one for site analysis and one for site opportunities.

Task 2.2: Online Community Survey (March/April 2026)

Our team will work with Village staff to create a public survey based on the goals and objectives identified in the initial visioning meeting. We will provide a link for the Village to distribute as preferred, as well as a PDF file to create physical copies as needed.

Task 2.3: Public Information Meeting (May 2026) Event #2

Our team will hold a meeting with Village staff, key stakeholders, decision-makers, and residents to update the status of the project, review survey results, and allow for additional input from meeting attendees.

Turning Ideas into Action, One Phase at a Time.

Meetings and Deliverables

- Event #1: Public Information Meeting #2 (in person), Meeting Agenda (PDF), and Meeting Minutes (PDF)
- Site Analysis Bubble Diagram (PDF Handout and Mounted Poster)
- Site Opportunities Bubble Diagram (PDF Handout and Mounted Poster)
- Online Community Survey (Digital)
- Event #2: Public Information Meeting #3 (in person), Meeting Agenda (PDF), and Meeting Minutes (PDF)
- Survey Analysis (PDF)

PHASE 3 - CONCEPT DEVELOPMENT (AUGUST 2026)

Task 3.1: Concept Plans

MSA will develop two (2) concept plans to show proposed park features, their proximity to one another, and interaction with each other based on the Village's direction and previously completed community engagement from Phase 2. Plans will consider stormwater needs, reforestation, erosion control remediation, safety, aesthetic layout, and accessibility across the park space, balancing elements to address community concerns. Character image boards will be developed to depict unique park features and proposed site elements. Concept plans will be shared with Village staff for comment prior to Task 3.2.

Task 3.2: Project Review Meeting (August 2026) Meeting #2

A summary of the Public Information Meetings will be provided to staff for their consideration. MSA will guide discussions to narrow down the concept plans to one (1) plan moving forward.

Meetings and Deliverables

- Meeting #2 (virtual), Meeting Agenda (PDF), and Meeting Notes (PDF)
- Concept Plans (2) (PDF)
- Public Information Meeting Summary (PDF)



PHASE 4 - FINAL PLANS (SEPTEMBER - OCTOBER 2026)

Task 4.1: Draft Master Plans

MSA will refine the concept plans into a single Master Plan based on the Village's project team and public input.

Task 4.2: Project Review Meeting (October 2026) Meeting #3

The draft Master Plan, costs, and rendered perspectives will be provided to the Village's project team for their consideration. Any changes to the plan will be discussed. Project phasing for 5, 10 and 15+ year categories will be created based on project costs and future funding.

Meetings and Deliverables

- Draft Master Plan (1), Cost Estimates, Rendered Perspectives (3) (PDF)
- Draft Landscape Implementation Plan and Species Lists
- Meeting #3: Staff Review (virtual) and Meeting Notes (PDF)

PHASE 5 - DOCUMENT COMPLETION AND ADOPTION (NOVEMBER - DECEMBER 2026)

Task 5.1: Final Master Plan

MSA will refine the draft Master Plan based on the Village's project team input. Any revisions to the rendered perspectives and cost estimates will be made to support the plan. A phasing plan will be developed based on conversations held in Task 4.2.

Task 5.2: Project Review Meeting (November 23, 2026) Meeting #4

All project documents will be presented to the Village's project team for final comment or revision before plan adoption with the Village Board.

Task 5.3: Final Plan Presentations to Plan Commission and Board (December 2026) Meeting #5 & #6

This meeting will be for Council adoption of the final Master Plan and other project deliverables.

Meetings and Deliverables

- Final Master Plan, Rendered Perspectives, Cost Estimates, and Phasing Plan (PDF)
- Meeting #4: Staff Review (virtual) and Meeting Notes (PDF)
- Meeting #5: Village Plan Commission Presentation (in person)
- Meeting #6: Village Board Presentation (in person)

PHASE 6 - MONTHLY STAFF PROJECT UPDATE MEETING (VIRTUAL) (JANUARY - DECEMBER 2026)

Task 6.1: Monthly Staff Project Update Meeting

MSA will conduct one 30-minute virtual staff meeting to provide project updates to Village staff. One MSA staff member will attend.

Meetings and Deliverables

12 Update Meetings (virtual), Meeting Agenda (PDF), Meeting Notes (PDF)



Smart Planning for Safe, Inclusive, and Active Spaces.

DESIGNING FOR EVERYONE.

At MSA, we believe parks should be places where every person feels welcome and able to participate fully. Our approach is rooted in the principles of accessibility and universal design, so Sunset Park serves the entire community—not just by removing barriers, but by creating spaces that foster connection, play, and shared experience. Universal design goes beyond compliance; it considers the full spectrum of physical, sensory, cognitive, and social-emotional needs. From trails and playgrounds to quiet natural areas, we design environments that are safe, inclusive, and emotionally supportive. True inclusion happens when every visitor-regardless of age or ability—can engage meaningfully in the joy of outdoor recreation.







Our team will evaluate pedestrian, cyclist, and vehicle conflict points to improve circulation and safety throughout the park. We will conduct a comprehensive ADA compliance review of existing facilities and integrate universal design principles into all proposed improvements. This includes accessible trails, inclusive play areas, and intuitive wayfinding systems that serve all ages and abilities. By prioritizing safety, accessibility, and user experience, Sunset Park will become a welcoming and connected destination for every visitor.

Ø

ITEMS PROVIDED BY THE VILLAGE

- · Existing site documentation, such as utility plans, land information on lots, boundaries, easements, etc.
- Solicitation of information for public engagement meetings to gather project input and promotion of the project (i.e., posting on the Village's social media to inform community members of the meeting, Village's newsletter *Kim Talk*).

ADDITIONAL SERVICES

During and upon completion of the final master plan, MSA's expert in-house staff can provide the following services as additional items. The fees for these services are outlined separately in our cost proposal.

- Additional Public Engagement: MSA can provide additional facilitation of public meetings and promotion of such events/surveys, etc., outside of the established number of meetings:
 - In-Person Public Meeting Cost (4-Hour Meeting): Includes Landscape Architect, Landscape Designer, travel, meeting preparation, meeting summary documentation, and 1-hour meeting for two people.
 - In-Person Public Meeting Cost (2-Hour Meeting): Includes Landscape Architect, Landscape Designer, travel, meeting preparation, meeting summary documentation, and 1-hour meeting for two people.
- Additional Review Meeting: MSA can provide additional review meetings (in person or virtual) outside the number written in the project scope:
 - In-Person Review Meeting Cost (1-Hour Meeting): Includes Project Manager, Landscape Architect, travel, meeting preparation, meeting minutes documentation, and 1-hour meeting for two people.
 - Virtual Review Meeting Cost (1-Hour Meeting): Includes Project Manager, Landscape Architect, meeting preparation, meeting minutes documentation, and 1-hour meeting for two people.
- Additional Concept Plan(s): Includes Landscape Architect and Designer time to produce linework, rendering, and labeling, and Project Manager to provide quality control comments, totaling 24 additional hours for concept development and coordination.
- **Grant Writing:** MSA can assist the Village with identifying grants for the project; this information could be included in a review document.
- **Focus Group Interview:** MSA can interview specific member(s) of the stakeholder groups listed in the RFP: Active Park Users, Civic Groups, Educational Institutions, and/or Event Organizers. Village to provide names of interviewees.



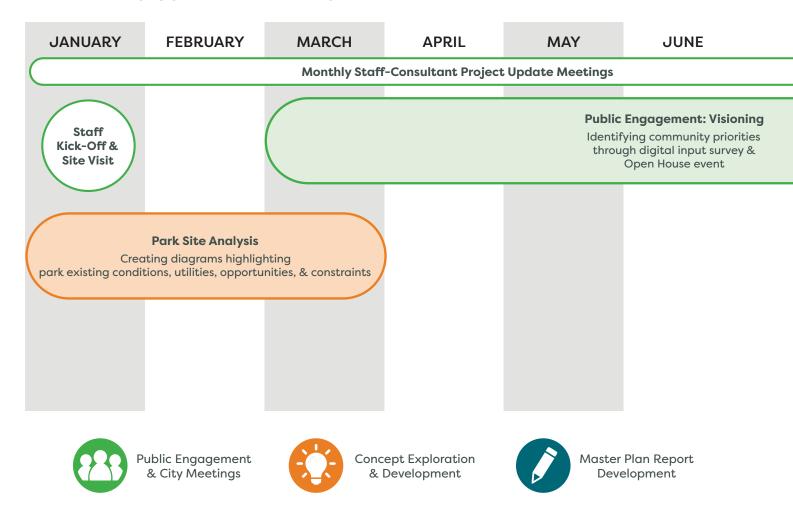








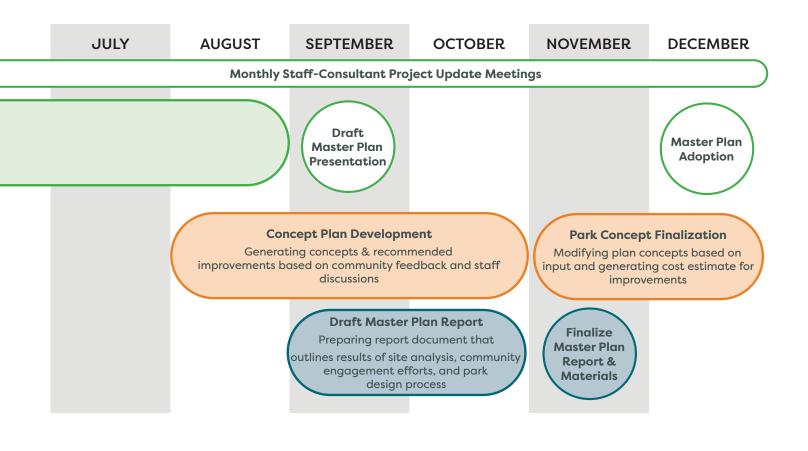
TIMELINE TO COMPLETE DEVELOPMENT



STRATEGIC PLANNING FOR LASTING IMPACT

Our team takes a forward-thinking approach to project delivery by identifying potential challenges early and turning them into opportunities for success. We address invasive species and erosion through phased reforestation with native plants and innovative planting solutions, while funding delays are mitigated by aligning priorities with grant cycles and diversifying funding sources to keep momentum strong. Community engagement is optimized by coordinating efforts with the Comprehensive Plan, creating meaningful participation without fatigue.

To maintain confidence amid construction cost inflation, we provide inflation-adjusted projections and focus on early wins through phasing of the project. Additionally, we evaluate infrastructure capacity upfront to seamlessly integrate technology upgrades such as lighting, networking, and security. Throughout the process, we coordinate closely with village staff, plan commissions, and the board at key checkpoints to promote alignment, transparency, and smooth decision-making.



DELIVERABLES 👰

DELIVERABLES

Please refer to the Project Approach and Understanding section. Deliverables for each phase/task are outlined within the Scope of Work sections to provide a clear view of our approach and expected outcomes.

Elevating Everyday Moments Through Thoughtful Park Planning.

COST PROPOSAL

The total not-to-exceed cost for the project is **\$59,300**. MSA welcomes the opportunity to work with Village staff to customize, prioritize, phase, or add services that support the Village's goals and expectations. These adjustments can be incorporated to create a transparent and responsive planning process aligned with the Village's vision for Sunset.

PHASE	TOTAL
PHASE 1: Project Kick-Off, Inventory, and Analysis	\$5,550.00
Assessment and Report Task 1.1, Site	\$3,150.00
Assessment and Report Task 1.2, Architectural	\$4,000.00
Assessment and Report Task 1.3, MEP	\$2,800.00
PHASE 2: Public Engagement	\$1,250.00
Public Engagment Task 2.1, Event #1	\$2,600.00
Public Engagement Task 2.2, Online Survey	\$1,750.00
Public Engagement Task 2.3, Event #2	\$2,600.00
PHASE 3: Concept Development	\$14,200.00
PHASE 4: Final Plans	\$9,400.00
PHASE 5: Document Completion and Adoption	\$7,800.00
Plan Commission Presentation (in-person)	\$1,175.00
Board Presentation (in-person)	\$1,025.00
PHASE 6: Monthly Staff Project Update Meeting	\$2,000.00
Total for all Phases	\$59,300.00

HOURLY RATES

ROLE	HOURLY RATE
QA/QC	\$210
Project Manager	\$210
Architect Support	\$210
Landscape Architect	\$165
MEP Engineering Support	\$165
Civil Engineering Support	\$165
Planner II	\$135
Landscape Designer II	\$110

ADDITIONAL SERVICES ESTIMATED FEES

SERVICE	COST
In-person Public Engagement (4-hours)	\$2,600.00
In-person Review Meeting (1-hour)	\$1,015.00
Virtual Review Meeting (1-hour)	\$165.00
Additional Concept Plan	\$2,350.00
In-person Focus Group Interviews (4-hours)	\$2,450.00
Grant Writing (Dependent on Scope and Selected Grant Pursuit)	Fees developed upon request

^{*} If awarded the COMP Plan Proposal, MSA envisions Public Engagement Efficiencies and transitioning these fees to the COMP Plan Public Engagement.

WHAT OUR CLIENTS ARE SAYING

MSA approaches park and recreation master planning as a true collaboration—built on respect, transparency, and shared vision. Our dedication and professionalism have earned the confidence of municipalities across Wisconsin, where we've delivered thoughtful, community-driven plans that shape vibrant public spaces for generations. These projects demonstrate not only our expertise but also our proven record of meeting deadlines and adhering to budget commitments. The following municipal references (last five years) reflect our role as a trusted advisor and committed partner. Please also refer to the 'Relevant Experience' section for additional references.



CITY OF STOUGHTON

DANIEL GLYNN | PARKS AND RECREATION DIRECTOR | CITY OF CHAMPLIN, MN (763) 923-7163| dglynn@ci.champlin.mn.us During the project Daniel worked for the City of Stoughton.

TONY KING | PARKS AND RECREATION SUPERINTENDENT

(608) 873-6746 | tking@cityofstoughton.com

MSA has partnered with the City to develop comprehensive park and recreation master plans that reflect local priorities and future needs. Recent plans include Racetrack Park Master Plan, which introduced athletic fields, ball complexes, nature areas, and ADAaccessible amenities, and Mandt Park Master Plan, which enhanced existing facilities with new shelters, splash pad, pickleball courts, improved waterfront access, and expanded trail connectivity through the Virgin Lake Trail. We also created master plans for Tee Naasak Park, Gregg Standard Park, Eggelson's Woods Park, and Magnolia Springs Park, adding features such as hillside play, multiuse sport fields, natural play areas, and neighborhood connections. Currently, the Community Park Master Plan (STI Development) is in progress, incorporating athletic fields, pedestrian facilities and trails, and robust community and stakeholder engagement. Each plan demonstrates our commitment to collaboration, sustainability, and creating vibrant spaces for active and passive recreation.



VILLAGE OF BELLEVILLE, WI

GABE ALTENBERND | VILLAGE ADMINISTRATOR

(608) 424-3341 | galtenbernd@bellevillewi.gov

MSA developed a Master Plan for Belleville Community Park and Sugar River Park to enhance recreational amenities, improve connectivity, and support community events through thoughtful design and infrastructure upgrades. Please refer to the 'Relevant Experience' section for additional details on this project.

Connecting People, Place, and Possibility.

S LICENSING

LICENSING

MSA is licensed to conduct business in the State of Wisconsin. The certificate can be provided if requested.

Please refer to the Project Team section for individual licensing details.

Reimagining Sunset Park for the Next Generation.

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

SUNSET PARK MASTER PLANNING | KIMBERLY, WI | NOVEMBER 19, 2025





Short Elliot Hendrickson Inc.

Trevor Frank, AIA

Stephanie Abhold

TO:

CC:

CHANGE REQUEST

19

24020 - VoK Street and Parks Department

NUMBER:

12.3.2025

Job:

Date:

DESCRIPTION:	Door Access LV Cha	nges			
SMA Constr	uction				
QE - See att	achments			\$4,700.00	
Included 2 o 4 additional	loors shown going dire	size of 1" conduit to 1 1	Contractor. m. Work already in place w ./4" across open shop area	as	
Requesting	CONTRACT TIME incre	ase / decrease by	Subtotal: Mark-up: Bond:	\$4,700.00 \$164.50 \$72.97	
nequesting		use / decircuse by	TOTAL:	\$4,937.47	
	•	SMA Construction Serviced documentation) de	vices, LLC to proceed with the scribed above.	ne performance of	
SUBMITTED BY CON	ITRACTOR:	ACCEPTED BY ARCH	HITECT A	UTHORIZED BY OWNER:	
Kevin Winkler SMA Construction S	ervices	Trevor Frank, AIA Short Elliot Hendrick		Panielle Block, P.E. Fillage Of Kimberly	
BY: Kevin Wi	inkler	BY: There	/	Υ:	
Date: 12.3.2025		Date: 12/10/25		ate:	



DATE: 10/01/2025

ATTENTION: Kevin Winkler

REFERENCE: Low Voltage Piping Changes

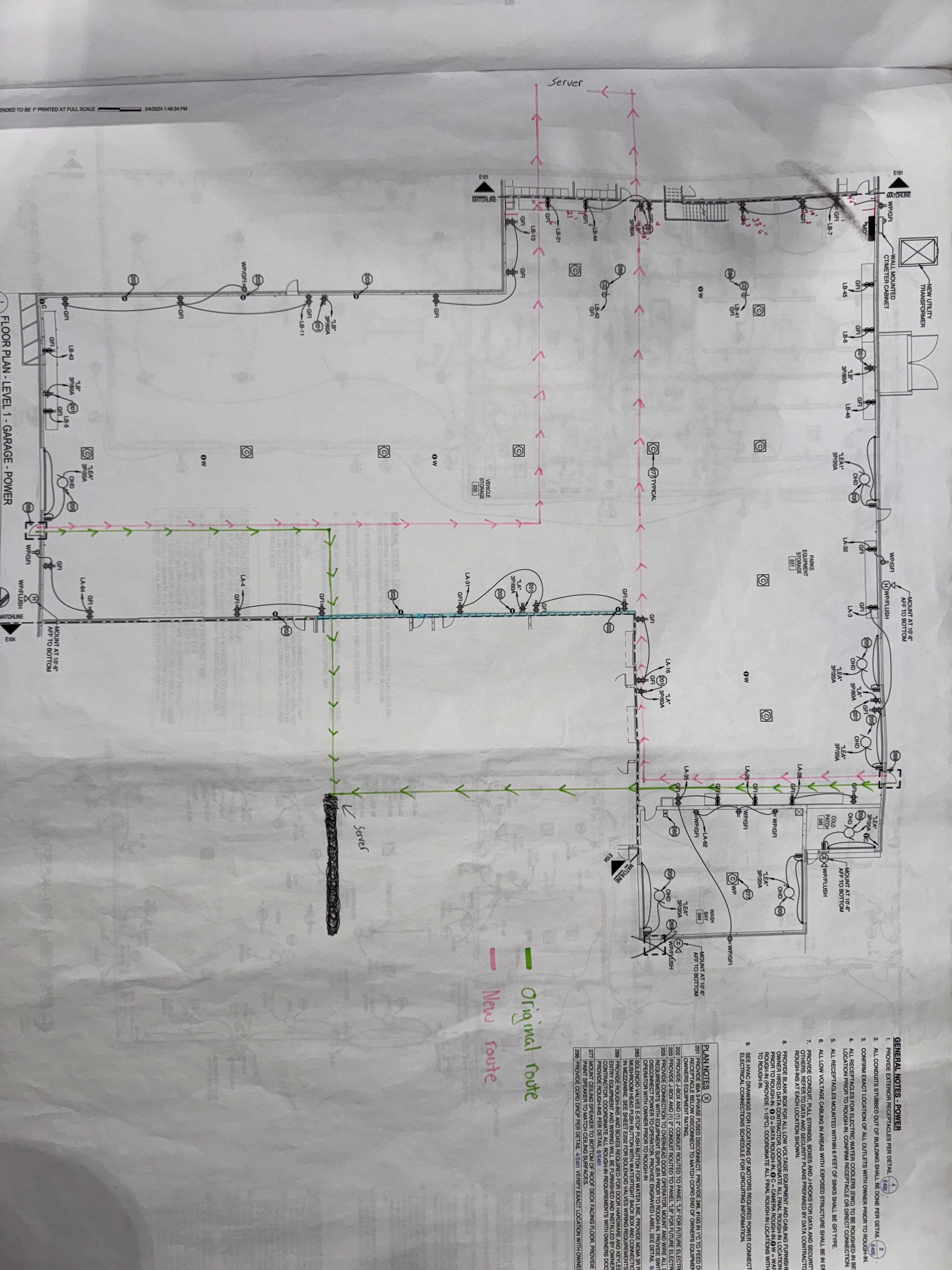
Quality Electric is pleased to submit the following change order for your consideration and review in reference to the project listed above. Items in this change order include, but not limited to, labor and material to constructively complete the requested electrical changes for this project.

SCOPE OF WORK:

Fiber piping upsizes to accommodate six (6) doors

LABOR: \$3,500.00 MATERIAL: \$1,200.00

TOTAL.... \$4,700.00





BY:

Date:

Kevin Winkler

12.3.2025

CHANGE REQUEST

BY:

Date:

NUMBER: 20 TO: Trevor Frank, AIA Job: 24020 - VoK Street and Parks Department Short Elliot Hendrickson Inc. Date: 12.3.2025 CC: Stephanie Abhold **DESCRIPTION:** Interior Vestibule Electrical for Operator **SMA Construction** \$1,300.00 QE - See attachments Please verify planned power supply is acceptable. Per notes issued on CB #5 - electrical was removed from this door per updated plan Subtotal: \$1,300.00 Mark-up: \$45.50 \$20.18 Bond: Requesting CONTRACT TIME increase / decrease by _____ working days TOTAL: \$1,365.68 The Owner and/or Architect hereby direct SMA Construction Services, LLC to proceed with the performance of the work (including any additional referenced documentation) described above. **ACCEPTED BY ARCHITECT SUBMITTED BY CONTRACTOR: AUTHORIZED BY OWNER:** Danielle Block, P.E. Kevin Winkler Trevor Frank, AIA **SMA Construction Services** Short Elliot Hendrickson Inc. Village Of Kimberly

12/10/25

Date:



DATE: 12/01/2025

ATTENTION: Kevin Winkler

REFERENCE: Interior Vestibule Door – Auto Operator

Quality Electric is pleased to submit the following change order for your consideration and review in reference to the project listed above. Items in this change order include, but not limited to, labor and material to constructively complete the requested electrical changes for this project.

SCOPE OF WORK:

Power for Vestibule door (001) that requires an auto operator that was previously removed in CB5 NOTES:

- All holes in door/frame to be drilled by others (including top down)
- Door will be fed from circuit LEA1-22
- No other conduits or conductors are to be installed other than the 120V line voltage

LABOR: \$1,200.00 MATERIAL: \$100

TOTAL COST: \$1,300.00

APPLICATION FOR PAYMENT

TO OWNER:	PROJECT:	APPLICATION #: 15	Distribution to:
Village of Kimberly	Kimberly Street and Parks Dept		OWNER
515 W. Kimberly Avenue	Kimberly, WI		x ARCHITECT
Kimberly, WI 54136		PERIOD: 11/01/2025-11/30/2025	GENERAL CONTRACTOR
FROM CONTRACTOR:	ARCHITECT:		SUBCONTRACTOR
SMA Construction Services	Short Elliott Hendrickson Inc.		CONSTRUCTION MNGR
201 W Walnut Street, Ste 301	425 West Water Street, Ste 300	PROJECT #: 24020	
Green Bay, WI 54303	Appleton, WI 54911	CONTRACT #:	
		CONTRACT DATE: 07/19/2024	
CONTRACTOR'S APPLICATE Application is made for payment, as shown below, Continuation Sheet is attached.		The undersigned Contractor certifies that to the best of the C information and belief the Work covered by this Application completed in accordance with the Contract Documents, that the Contractor for Work for which previous Certificates for I payments received from Contractor and that current payment	for Payment has been all amounts have been paid by Payment were issued and
 ORIGINAL CONTRACT SUM Net change by Change Orders CONTRACT SUM TO DATE (Line 1 ± 2) TOTAL COMPLETED & STORED TO DATE (Column G) RETAINAGE: 	\$ 9,167,000.00 \$ 141,240.03 \$ 9,308,240.03 \$ 9,280,170.03	Mile August Signature	
a. 1.00% of Completed Work \$ (Column D + E) (After 80% complete)	93,082.40	State of: WI	
b. 0.0% of Stored Material \$ (Column F) Total Retainage (Lines 5a + 5b or	0.00	County of: Brown Subscribed and sworn to before me this 5th day of December 2025	STEPHANIE ABHOLD Notary Public State of Wisconsin
Total in Column I) 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 8. CURRENT PAYMENT DUE 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less 6)	\$ 93,082.40 \$ 9,187,087.63 \$ 8,834,322.45 \$ 352,765.18 \$ 121,152.40	Notary Public: My Commission expires: June 22, 2026 Architect's Certification for Payment To the best of the architect's knowledge, the architect certifie within this payment application are just and reasonable. Wo	
CHANGE ORDER SUMMARY	ADDITIONS DEDUCTIONS	Documents and progress is as indicated. Contractor is entitle	ed to payment of the Amount Certified.
Total changes approved in previous months by Contractor		AMOUNT CERTIFIED	s 352,765.18
	 		φ,
Total approved this Month	 	ARCHITECT:	10/0/05
TOTALS		By: Sames Rognel	Date: 12/8/25
NET CHANGES by Change Order	\$141,240.03	<i>V</i> ,	

CON	NTINUATION SHEET								
						APPLICA	TION NO:	15	
								11/01/2025-11/3	0/2025
					CONT	LACTOR'S PRO			0/2023
					CONTI	ACTORSTRO	JECT NO.	24020	
A	В	С	D	Е	F	G		Н	T
ITEM		SCHEDULED	WORK CON		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN D OR E)	TO DATE (D+E+F)			
1	Bonds/Insurance/Builders Risk	¢1.42.400.00	¢1.42.400.00	\$0.00	D OK E)		1000/	\$0.00	\$2.204.00
2	Mobilization	\$142,400.00	\$142,400.00	\$0.00		\$142,400.00	100%		\$3,204.00
3		\$15,500.00	\$15,500.00	\$0.00		\$15,500.00	100%		\$348.75
	Demobilization	\$15,500.00	\$4,700.00	\$9,200.00		\$13,900.00	90%	,	\$312.75
4	General Conditions	\$245,400.00	\$227,400.00	\$12,500.00		\$239,900.00	98%	,	\$5,397.75
5	Demolition	\$87,000.00	\$87,000.00	\$0.00		\$87,000.00	100%		\$1,957.50
6	Site Utilities	\$148,700.00	\$148,700.00	\$0.00		\$148,700.00	100%		\$3,345.75
7	Asphalt Paving	\$106,800.00	\$106,800.00	\$0.00		\$106,800.00	100%		\$2,403.00
8	Earthwork	\$245,000.00	\$233,900.00	\$11,100.00		\$245,000.00	100%		\$5,512.50
9	Fencing	\$117,500.00	\$24,000.00	\$93,500.00		\$117,500.00	100%		\$2,643.75
10	Landscaping	\$13,200.00	\$0.00	\$13,200.00		\$13,200.00	100%		\$297.00
11	Building Concrete - Material	\$102,300.00	\$102,300.00	\$0.00		\$102,300.00	100%		\$2,301.75
12	Building Concrete - Labor	\$228,500.00	\$228,500.00	\$0.00		\$228,500.00	100%	\$0.00	\$5,141.25
13	Concrete Slabs - Material	\$137,500.00	\$137,500.00	\$0.00		\$137,500.00	100%	\$0.00	\$3,093.75
14	Concrete Slabs - Labor	\$67,500.00	\$67,500.00	\$0.00		\$67,500.00	100%	\$0.00	\$1,518.75
15	Concrete Reinforcing - Material	\$82,300.00	\$82,300.00	\$0.00		\$82,300.00	100%	\$0.00	\$1,851.75
16	Site Concrete	\$135,000.00	\$128,400.00	\$6,600.00		\$135,000.00	100%	\$0.00	\$3,037.50
17	Precast - Shop Drawings/Engineering	\$47,500.00	\$47,500.00	\$0.00		\$47,500.00	100%	\$0.00	\$1,068.75
18	Precast - Material/Delivery	\$895,600.00	\$895,600.00	\$0.00		\$895,600.00	100%	\$0.00	\$20,151.00
19	Precast - Erection/Finish	\$283,600.00	\$283,600.00	\$0.00		\$283,600.00	100%	\$0.00	\$6,381.00
20	Masonry - Materials	\$104,400.00	\$104,400.00	\$0.00		\$104,400.00	100%	\$0.00	\$2,349.00
21	Masonry - Labor	\$137,600.00	\$137,600.00	\$0.00		\$137,600.00	100%	\$0.00	\$3,096.00
22	Structural Steel - Materials	\$218,100.00	\$218,100.00	\$0.00		\$218,100.00	100%	\$0.00	\$4,907.25
23	Steel Joists/Decking - Materials	\$275,200.00	\$275,200.00	\$0.00		\$275,200.00	100%	\$0.00	\$6,192.00
24	Misc Steel - Materials	\$78,100.00	\$78,100.00	\$0.00		\$78,100.00	100%		\$1,757.25
25	Steel Installation	\$169,700.00	\$169,700.00	\$0.00		\$169,700.00	100%		\$3,818.25
26	Carpentry - Material	\$97,400.00	\$97,400.00	\$0.00		\$97,400.00	100%		\$2,191.50
27	Carpentry - Labor	\$93,400.00	\$93,400.00	\$0.00		\$93,400.00	100%		\$2,101.50
28	Casework - Materials	\$69,600.00	\$69,600.00	\$0.00		\$69,600.00	100%		\$1,566.00
29	Insulation/Air Barrier/Caulking	\$49,500.00	\$49,500.00	\$0.00		\$49,500.00	100%		\$1,113.75
30	Roofing - Materials	\$454,800.00	\$454,800.00	\$0.00		\$454,800.00	100%		\$10,233.00
31	Roofing - Labor	\$302,300.00	\$302,300.00	\$0.00		\$302,300.00	100%		\$6,801.75
32	Metal Wall Panels	\$91,400.00	\$91,400.00	\$0.00		\$91,400.00	100%		\$2,056.50
32	INICIAI MAII LAHEIS	\$91,400.00	\$91,400.00	\$0.00		\$91,400.00	100%	\$0.00	\$2,030.30

CON	ITINUATION SHEET								
						APPLICA	TION NO:	15	
								11/01/2025-11/3	0/2025
					CONTE	RACTOR'S PRO		24020	
A	В	С	D	Е	F	G		Н	I
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COM	1PLETED	MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
33	Doors/Frames/Hardware	\$90,500.00	\$76,800.00	\$13,700.00		\$90,500.00	100%	\$0.00	\$2,036.25
34	Overhead Doors	\$123,900.00	\$112,000.00	\$9,900.00		\$121,900.00	98%	\$2,000.00	\$2,742.75
35	Aluminum/Glazing - Material	\$97,600.00	\$97,600.00	\$0.00		\$97,600.00	100%	\$0.00	\$2,196.00
36	Aluminum/Glazing - Labor	\$81,800.00	\$81,800.00	\$0.00		\$81,800.00	100%	\$0.00	\$1,840.50
37	Gypsum Board Assemblies - Material	\$81,600.00	\$81,600.00	\$0.00		\$81,600.00	100%	\$0.00	\$1,836.00
38	Gypsum Board Assemblies - Labor	\$115,700.00	\$115,700.00	\$0.00		\$115,700.00	100%	\$0.00	\$2,603.25
39	Acoustical Ceilings	\$31,900.00	\$28,600.00	\$3,300.00		\$31,900.00	100%	\$0.00	\$717.75
40	Flooring - Materials	\$48,500.00	\$48,500.00	\$0.00		\$48,500.00	100%	\$0.00	\$1,091.25
41	Flooring - Labor	\$32,300.00	\$32,300.00	\$0.00		\$32,300.00	100%	\$0.00	\$726.75
42	Painting - Material	\$45,300.00	\$40,850.00	\$3,600.00		\$44,450.00	98%	\$850.00	\$1,000.13
43	Painting - Labor	\$113,500.00	\$102,400.00	\$9,200.00		\$111,600.00	98%	\$1,900.00	\$2,511.00
44	Division 10 Materials	\$25,600.00	\$25,600.00	\$0.00		\$25,600.00	100%	\$0.00	\$576.00
45	Metal Lockers	\$17,000.00	\$17,000.00	\$0.00		\$17,000.00	100%	\$0.00	\$382.50
46	Window Blinds	\$8,800.00	\$8,800.00	\$0.00		\$8,800.00	100%	\$0.00	\$198.00
47	Fire Protection Shop Dwgs/Engineering	\$9,500.00	\$9,500.00	\$0.00		\$9,500.00	100%	\$0.00	\$213.75
48	Fire Protection - Material	\$48,400.00	\$48,400.00	\$0.00		\$48,400.00	100%	\$0.00	\$1,089.00
49	Fire Protection Labor	\$41,600.00	\$40,600.00	\$1,000.00		\$41,600.00	100%	\$0.00	\$936.00
50	Plumbing Underground	\$102,600.00	\$102,600.00	\$0.00		\$102,600.00	100%	\$0.00	\$2,308.50
51	Plumbing Rough-In Labor	\$205,300.00	\$205,300.00	\$0.00		\$205,300.00	100%	\$0.00	\$4,619.25
52	Plumbing Rough-In Materials	\$215,100.00	\$215,100.00	\$0.00		\$215,100.00	100%	\$0.00	\$4,839.75
53	Plumbing Finishes Labor	\$46,500.00	\$44,100.00	\$2,400.00		\$46,500.00	100%	\$0.00	\$1,046.25
54	Plumbing Fixture/Equipt Materials	\$185,200.00	\$185,200.00	\$0.00		\$185,200.00	100%	\$0.00	\$4,167.00
55	Plumbing Insulation	\$50,800.00	\$50,800.00	\$0.00		\$50,800.00	100%	\$0.00	\$1,143.00
56	HVAC Submittals/Mobilize	\$18,300.00	\$18,300.00	\$0.00		\$18,300.00	100%	\$0.00	\$411.75
57	HVAC Equipment - Material	\$347,500.00	\$347,500.00	\$0.00		\$347,500.00	100%	\$0.00	\$7,818.75
58	HVAC Equipment - Labor	\$35,500.00	\$33,800.00	\$0.00		\$33,800.00	95%	\$1,700.00	\$760.50
59	HVAC Piping - Material	\$147,500.00	\$147,500.00	\$0.00		\$147,500.00	100%	\$0.00	\$3,318.75
60	HVAC Piping - Labor	\$185,600.00	\$185,600.00	\$0.00		\$185,600.00	100%	\$0.00	\$4,176.00
61	HVAC Sheet Metal - Material	\$83,100.00	\$83,100.00	\$0.00		\$83,100.00	100%	\$0.00	\$1,869.75
62	HVAC Sheet Metal- Labor	\$193,200.00	\$189,800.00	\$1,000.00		\$190,800.00	99%	\$2,400.00	\$4,293.00
63	HVAC Insulation	\$67,700.00	\$67,700.00	\$0.00		\$67,700.00	100%	\$0.00	\$1,523.25

COI	NTINUATION SHEET								
						APPLICA	TION NO:	15	
							PERIOD:	11/01/2025-11/3	0/2025
					CONTR	RACTOR'S PRO	JECT NO:	24020	
A	В	C	D	Е	F	G	•	Н	I
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COM	IPLETED	MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
64	HVAC Controls	\$283,300.00	\$256,200.00	\$22,600.00		\$278,800.00	98%	\$4,500.00	\$6,273.00
65	HVAC Testing & Balancing	\$8,300.00	\$0.00	\$8,300.00		\$8,300.00	100%	\$0.00	\$186.75
66	Electrical Gear - Material	\$158,300.00	\$158,300.00	\$0.00		\$158,300.00	100%	\$0.00	\$3,561.75
67	Electrical Lighting - Material	\$65,300.00	\$65,300.00	\$0.00		\$65,300.00	100%	\$0.00	\$1,469.25
68	Electrical Rough-in Material	\$211,500.00	\$211,500.00	\$0.00		\$211,500.00	100%	\$0.00	\$4,758.75
69	Electrical - Labor	\$228,500.00	\$212,300.00	\$9,000.00		\$221,300.00	97%	\$7,200.00	\$4,979.25
70	Fire Alarm	\$18,900.00	\$15,980.00	\$2,500.00		\$18,480.00	98%	\$420.00	\$415.80
71	Communications	\$30,200.00	\$27,300.00	\$2,900.00		\$30,200.00	100%	\$0.00	\$679.50
72	Alternate #1 - Ionization System	\$7,000.00	\$0.00	\$7,000.00		\$7,000.00	100%	\$0.00	\$157.50
73	Change Order #1	\$141,240.03	\$141,240.03	\$0.00		\$141,240.03	100%	\$0.00	\$3,177.90
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	GRAND TOTALS	¢0.200.240.02	\$0.027.670.02	\$2.42.500.00	¢0.00	¢0 200 170 02	1000/	\$20,070,00	¢02.092.40
	GRAND IUIALS	\$9,308,240.03	\$9,037,670.03	\$242,500.00	\$0.00	\$9,280,170.03	100%	\$28,070.00	\$93,082.40



201 W. Walnut St., Ste 301, Green Bay, WI 54303 920-438-3833 phone / 920-438-3837 fax www.smaconstructionservices.com

PARTIAL LIEN WAIVER

RE: Project Name: Kimberly Street and Parks Dept

Address: Kimberly, WI Project Number: 24020

IN CONSIDERATION OF THE SUM OF: (\$352,765.18) Three hundred fifty two thousand seven hundred sixty five dollars and eighteen cents._____

The receipt of which is hereby acknowledged, the undersigned does hereby WAIVE, RELEASE AND FOREVER DISCHARGE any and all liens, claims or rights of liens on or against the premises described above for and on account of work performed and labor, equipment and or material supplied at or in connection with construction or improvement at the premises described above, THIS WAIVER IS CONDITIONAL UPON ACTUAL PAYMENT OF THE AMOUNT SHOWN ABOVE.

THROUGH DATE: ___11/30/2025____ SERVICE SUPPLIED: _Building Construction__

	Mik and
	BY: Michael Abhold
STEPHANIE ABHOLD	COMPANY NAME: SMA Construction Services, LLC
Notary Public State of Wisconsin	ADDRESS: 201 W. Walnut St. Ste 301, Green Bay, WI 54303
Subscribed and sworn before	ore me this 5th day of December, 2025
State of: Wisconsin	County of: <u>Brown</u>
Sta	AHM .
Notary Public: Stephanie	Abhold
My commission expires:	June 22, 2026

				Chec	ck issue Dates: 11	1/13/2025 - 12/11/2025		Dec 11	, 2025 03:00PM
Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
78209 VALLEY LIQUOR	613	11/25	11/19/2025	78209	AUGUST 2025	FIRE DEPT PICNIC	101-5220-200	658.96-	658.96- \
Total 78209:								_	658.96-
78466 ADVANCE AUTO PARTS	39	11/25	11/20/2025	78466	835653168360	OIL & FUEL FILTER	101-5324-200	67.61	67.61
Total 78466:								_	67.61
78467 Advance Construction Inc	1514	11/25	11/20/2025	78467	K0001-09-25-0	PAPERMAKER STORMWATE	205-5370-297	172,467.94	172,467.94
Total 78467:								-	172,467.94
78468 AIRGAS USA LLC	336	11/25	11/20/2025	78468	9166275158	OXYGEN IND 125	101-5324-200	134.18	134.18
Total 78468:								-	134.18
78469 ASTI Sawing	1515	11/25	11/20/2025	78469	48372	SIDEWALK SAWCUTTING CO	401-5700-908	20,000.00	20,000.00
Total 78469:								_	20,000.00
78471 BOWMAR APPRAISALI	150	11/25	11/20/2025	78471	2206	2025 ASSESSMENT SERVICE	101-5153-200	3,400.00	3,400.00
Total 78471:								-	3,400.00
78475 DOTT COM Inc	1516	11/25	11/20/2025	78475	3688	INSTALL DATA CABLES TO O	101-5700-916	1,200.00	1,200.00
Total 78475:								-	1,200.00
78479 JOE'S POWER CENTER JOE'S POWER CENTER	346 346	11/25 11/25	11/20/2025 11/20/2025		203968 204442	ENGINE OIL STIHL LEAF BLOWER	101-5364-200 101-5520-200	57.98 599.96	57.98 599.96
Total 78479:								_	657.94
78480 KAUKAUNA UTILITIES	352 352	11/25	11/20/2025 11/20/2025			COMMUNITY BRIDGE LIGHTI 500 MOASIS DRIVE OCTOBE	101-5341-200	93.58 296.65	93.58
KAUKAUNA UTILITIES	352	11/25	11/20/2025	70400	2400015758 1	500 MOASIS DRIVE OCTOBE	101-5323-200	296.65	296.65
Total 78480:								-	390.23
78481 KIMBERLY POSTMASTE	365	11/25	11/20/2025	78481	WINTER MAIL	MAIL KIM-TALKS/POSTAGE E	101-5143-200	860.13	860.13
Total 78481:								_	860.13
78482 MADISON NATIONAL LIF	433	11/25	11/20/2025	78482	DEC 2025	LTD INSURANCE PREMIUMS	101-2142	708.25	708.25

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 78482:								-	708.25
78483	1020	11/05	11/20/2025	70402	LIDDADV CAN	LIDDADY CANTA	E04 EE44 206	100.00	100.00
MALSAVAGE, DANIEL S	1030	11/25	11/20/2025	70403	LIBRARY SAN	LIBRARY SANTA	501-5511-296	100.00	100.00
Total 78483:								-	100.00
8484 IENARDS IENARDS	758 758	11/25 11/25	11/20/2025 11/20/2025	78484 78484	85298 85641	HOLIDAY LIGHTS MISC SUPPLIES	101-5531-200 101-5323-200	98.82 16.94	98.82 16.94
Total 78484:								_	115.76
8487 UTAGAMIE CO REGIS	506	11/25	11/20/2025	78487	202500000255	RECORDING FEE #2350143	101-5143-200	30.00	30.00
Total 78487:									30.00
3488 UTAGAMIE COUNTY T	465	11/25	11/20/2025	78488	131263	ELECTION ABSENTEE ENVE	101-5144-200	1,505.00	1,505.00
Total 78488:									1,505.00
491 DBERT W BAIRD & CO	135	11/25	11/20/2025	78491	PF-25019559	CONSULTING SERVICES FO	702-5700-925	1,500.00	1,500.00
Total 78491:									1,500.00
1492 ECURIAN FINANCIAL	427	11/25	11/20/2025	78492	NOV 2025	LIFE INSURANCE PREMIUM	101-2137	1,002.28	1,002.28
Total 78492:								_	1,002.28
3493 ALLEY LIQUOR	613	11/25	11/20/2025	78493	AUGUST 2025	FIRE DEPT PICNIC	101-5220-200	658.96	658.96
Total 78493:								-	658.96
3494 ILLAGE OF LITTLE CH	400	11/25	11/20/2025	78494	250260	OPERATOR LIC BACKGROU	101-5125-200	129.15	129.15
Total 78494:								-	129.15
3495 /E ENERGIES /E ENERGIES	664 664	11/25 11/25	11/20/2025 11/20/2025		5699762068 5700621113	TRAIL E OF N PINE WALKING 150 W PAPERMILL RUN GAS	702-5160-234 702-5160-234	198.19 67.91	198.19 67.91
Total 78495:								-	266.10
8497								-	
Т&Т	657	12/25	12/03/2025	78497	920788792311	MONTHLY PHONE LINE-OFFI	101-5143-200	60.49	60.49
Т&Т	657	12/25	12/03/2025	78497	920788792311	MONTHLY PHONE LINE-FIRE	101-5220-200	30.25	30.25
AT&T	657	12/25	12/03/2025	78497		MONTHLY PHONE LINE-SENI	101-5530-200	30.25	30.25
AT&T	657	12/25	12/03/2025		920788792311	MONTHLY LIBRARY FAX LINE	501-5511-291	60.50	60.50
AT&T	657	12/25	12/03/2025	78497	920788792311	MONTHLY PHONE LINE-ELEV	101-5160-229	60.50	60.50

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description -	Invoice GL Account	Invoice Amount	Check Amount
Total 78497:								-	241.99
78498									
CORPORATE NETWOR	1361	12/25	12/03/2025	78498	80974	MICROSOFT 365 BUSINESS	101-5152-200	560.00	560.00
Total 78498:								-	560.00
78499									
DEMCO INC	228	12/25	12/03/2025	78499	7719372	TAPE SUPPLIES	501-5511-284	111.29 -	111.29
Total 78499:								-	111.29
78500									
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	CENTRAL OFFICE EXPENSE	101-5143-200	335.44	335.44
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	IT EXPENSES	101-5152-200	1,014.41	1,014.41
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	STREET DEPT EXPENSES	101-5331-200	97.47	97.47
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	PARK DEPT EXPENSES	101-5520-200	35.19	35.19
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	CAPITAL OUTLAY EXPENSES	704-5700-001	41.08	41.08
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY ELECTRONIC TECH	501-5511-281	258.87	258.87
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY SUPPLIES	501-5511-284	448.30	448.30
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY DIGITAL COLLECTI	501-5511-286	26.36	26.36
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY ADVERSITING	501-5511-287	27.96	27.96
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY BOOKS	501-5511-292	188.25	188.25
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY NEWSPAPER	501-5511-294	65.00	65.00
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY PROGRAMS	501-5511-296	597.12	597.12
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	LIBRARY TRAINING	501-5511-297	21.10	21.10
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	FIRE DEPT EXPENSES	101-5220-200	236.94	236.94
ELAN FINANCIAL SERVI	1296	12/25	12/03/2025	78500	NOV 2025	FIRE DEPT EQUIP MAINT	101-5220-241	120.00	120.00
Total 78500:									3,513.49
78501								=	
ELECTION SYSTEMS &	227	12/25	12/03/2025	78501	CD2133952	EXPRESS VOTE-DS200-MAIN	101-5144-200	1,488.38	1,488.38
Total 78501:								_	1,488.38
78502									
Fox Cities Crane & Fab In	1481	12/25	12/03/2025	78502	36294	5-TON BRIDGE CRANE FINAL	101-5700-928	15,422.50 -	15,422.50
Total 78502:								-	15,422.50
78503									
GORDON FLESCH CO I	1439	12/25	12/03/2025	78503	IN15381168	COPIER CONTRACT	501-5511-298	134.91 -	134.91
Total 78503:								-	134.91
78504									
GORDON FLESCH COM	1415	12/25	12/03/2025	78504	101071898	COPIER CONTRACT	501-5511-298	180.29 -	180.29
Total 78504:									180.29
10tal 70304.								-	
78505 INGRAM LIBRARY SERV	331	12/25	12/03/2025	70505	2003959 NOV	BOOK ORDER	501-5511-292	1,916.78	1,916.78

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 78505:								-	1,916.78
78506									
JAMES IMAGING SYSTE JAMES IMAGING SYSTE	455 455	12/25 12/25	12/03/2025 12/03/2025	78506 78506	40601887 40601887	TOSHIBA E-STUDIO5015 OFF TOSHIBA E-STUDIO3515 REC	101-5143-200 101-5530-200	37.60 30.76	37.60 30.76
Total 78506:								_	68.36
78507									
IEFFERSON FIRE & SA	340	12/25	12/03/2025	78507	IN334148	HOLMATRO TOOL MAINTENA	101-5220-241	695.00	695.00
Total 78507:								-	695.00
'8508 (AAT'S WATER CONDITI	1242	12/25	12/03/2025	78508	1082804	COOLER RENTAL	101-5331-200	9.45	9.45
	1212	12/20	12,00,2020	70000	1002001	OSSERVICE	101 0001 200	-	
Total 78508:								-	9.45
78509 KANOPY INC.	1180	12/25	12/03/2025	78509	476578-PPU	VIDEOS	501-5511-286	85.00	85.00
Total 78509:								_	85.00
78510	303	10/05	12/02/2025	70540	2026 DUES	2026 DUES	101-5111-200	2 746 54	2.746.54
LEAGUE OF WI MUNICI	392	12/25	12/03/2025	76510	2026 DUES	2026 DUES	101-5111-200	3,716.54	3,716.54
Total 78510:								-	3,716.54
'8511 MIDWEST TAPE LLC	757	12/25	12/03/2025	78511	2000006604 N	AV ORDER	501-5511-290	438.56	438.56
Total 78511:									438.56
78512									
/ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	ADMINISTRATOR PHONE	101-5141-200	44.36	44.36
'ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	CLERK/TREASURER PHONE	101-5143-200	44.29	44.29
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	ELECTION PHONE	101-5144-200	44.29	44.29
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	COMPLEX PHONES	101-5160-232	88.58	88.58
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	FIRE DEPT PHONE	101-5220-200	26.41	26.4
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	INSPECTIONS PHONES	101-5240-200	49.29	49.29
/ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	MECHANIC PHONES	101-5324-200	44.35	44.35
ERIZON WIRELESS	87	12/25	12/03/2025		6128632033	STREETS PHONES	101-5331-200	153.27	153.2
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	REC DEPT PHONE	101-5530-200	43.68	43.6
ERIZON WIRELESS	87	12/25	12/03/2025	78512	6128632033	STORM WATER	205-5370-200	41.08	41.0
Total 78512:								-	579.6
78513		40.00	10/06/222		0.07 11::	007.144755 502.112.212	104 50		
/ILLAGE OF LITTLE CH	400	12/25	12/03/2025	78513	OCT WATER 5	OCT WATER 500 MOASIS	101-5323-200	279.32	279.3
Total 78513:								-	279.3
78514			1015575			001015775555555	404		
WE ENERGIES	664	12/25	12/03/2025		5714210271	COMPLEX/FIRE DEPT ANALY	101-5160-234	3,061.68	3,061.68
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	TRAFFIC LIGHTS	101-5341-200	129.27	129.2

VILLAGE OF KIMBERLY

Check Register - Payments for VB Approval Check Issue Dates: 11/13/2025 - 12/11/2025

Page: 5 Dec 11, 2025 03:00PM

	Vendor	GL	Check	Check	Invoice	Description	Invoice	Invoice	Check
Payee	Number —	Period	Issue Date	Number	Number		GL Account	Amount	Amount
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	STREET LIGHTS/UNDERPAS	101-5342-200	13,099.10	13,099.10
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	PARKS	101-5520-200	522.47	522.47
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	X-MAS LIGHTS	101-5531-200	14.73	14.73
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	ROGER ST LIFT STATION	201-5360-200	54.32	54.32
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	X-MAS ARBORETUM-POND/F	205-5370-200	309.21	309.21
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	KIMBERLY AVE MUNICIPAL B	101-5160-233	1,551.48	1,551.48
WE ENERGIES	664	12/25	12/03/2025	78514	5714210271	RED CEDAR PKWY/TREATY	702-5160-234	123.16	123.16
WE ENERGIES	664	12/25	12/03/2025	78514	5718109595	GAS SERVICE 500 MOASIS D	101-5323-200	418.34	418.34
Total 78514:								-	19,283.76
Grand Totals:									253,259.79

Grand Totals:									
Approved on: D	ecember 15, 2025								
Village Preside	nt:								
	Charles A. Kuen								
Trustees:									
	Marcia Trentlage								
	Lee W. Hammen								
	Lee w. nammen								
	Norb Karner								
	David Hietpas								
	Mike Hruzek								
	Tom Gaffney								
Clerk-Treasure	Τ.								
	Jennifer Weyenberg								

SPECIAL MEETING OF THE KIMBERLY WATER COMMISSION MINUTES November 4, 2025

Chairman Johnson called the meeting to order at 11:00 am. Commissioner Hanson and Hietpas appeared in person. Commissioner Stienen appeared remotely. Also attending the meeting were Administrator/Public Works Director Block, Water Superintendent Verstegen, and Utility Billing Clerk Firchow.

Approval of Minutes from the October 14, 2025, Meeting

Commissioner Hanson moved, Hietpas seconded the motion to approve the Water Commission minutes of the October 14, 2025, meeting. The motion carried by unanimous vote of the Commission.

Unfinished Business

None

New Business

Bills and Claims, and Financial Statements for the month of September 2025

Commissioner Hietpas moved, Hanson seconded the motion to approve the Bills and Claims, and Financial Statements for the month of September 2025. The motion carried by unanimous vote of the Commission.

2026 Water Utility Budget

Commissioner Hanson thanked Superintendent Verstegen for all the hard work that was put into the budget process. Discussion followed regarding the Water Utility costs and uses of the Kim-Talk publication. Commissioner Hanson moved, Hietpas seconded the motion to approve the 2026 Water Utility Budget. The motion carried by unanimous vote of the Commission.

Reports

Midwest Contract Operations, Inc.

Superintendent Verstegen reported Well #2 is in and anticipates the plant will be back online in the next couple of days, lead inventory was updated to DNR and letters to unknown service types will be hand delivered to prompt a larger volume of responses, winter prep has started, there was a brine line leak at John Street and staff is working on repairs. Discussion followed regarding lead replacement, with Superintendent Verstegen noting that McMahon Associates has submitted an application for the Intent to Apply for Funding and will find out in 2026 if the village qualifies and will have the DNR provide and update regarding lead replacement changes for 2027.

Public Service Commission Rate Increase Application Update

Administrator/Public Works Director Block updated the commission reporting that a Public Service Commission Public Hearing is scheduled for December 2, 2025, at 2:00 pm regarding the village's application to increase water rates. It was noted that the meeting will be held remotely and all parties and public participants will appear by zoom, and that public notice will be posted and published.

Public Participation

None

Adjournment

Commissioner Stienen moved, Hietpas seconded the motion to adjourn. The motion carried by unanimous vote and the Commission adjourned at 11:14 am.

Danielle Block

Secretary

Dated November 12, 2025

Drafted by MMF

Approved by Water Commission on 12-9-205

MINUTES OF THE MEETING OF THE KIMBERLY PUBLIC LIBRARY BOARD October 20, 2025

The meeting was called to order at 4:00pm by Library Board President Corinne Herro. The meeting was held in the Aspen-Birch Room of the Village of Kimberly Municipal Complex with an option to attend via Zoom.

Members present in Person: Corinne Herro, Barbara Wentzel, Dave Hietpas, and Phil Yunk

Members absent: Rose VanderVelden (excused)

Members present via Zoom: none

Others present in Person: Bradley Shipps (OWLS Director) Holly Selwitschka (Kimberly Library Director)

Motion by Wentzel, seconded by Yunk to approve the minutes of the September 15, 2025 meeting. Motion carried by unanimous vote.

Motion by Hietpas, seconded by Wentzel to approve the current bills as written. Motion carried by unanimous vote.

Bradley Shipps talked about the role of the library board as advocates for the library and shared opportunities to get involved with it. The board thanked her for her presence but did not have any follow-up questions.

Director's Report: Holly reviewed her director report: the last details of the CIP project are complete; FOKL has had a productive month of fundraising; library use is healthy and growing.

New Business:

Holly reviewed the 2026 budget proposal and budgetary goals. **Motion by Wentzel, and seconded by Hietpas, to approve the 2026 Budget Proposal. Motion carried by unanimous vote.**

Discussion of the Job Description for a half-time Teen Programming Librarian was tabled until November.

Holly shared a plan for gathering data to inform the decision to add hours to the library's service schedule.

Unfinished Business: none

Items for the Next Meeting: Job Description for half time Teen Programming Librarian, and discussion to extend hours based on data gathered. The next meeting will be Monday, November 17 at 4pm in the Library Meeting Room 1.

Motion by Yunk, seconded by Wentzel, to adjourn the meeting. Motion carried by unanimous vote. The meeting was adjourned at 4:56pm.

Submitted by: Holly Selwitschka, Library Director

VILLAGE OF KIMBERLY PLAN COMMISSION MINUTES 10/21/2025

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, October 21, 2025, at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave, by Commissioner Norb Karner.

Commissioners Present: Commissioners: Michael Robach, Jeremy Freund, Norb Karner, and

Nancy Bourassa

Commissioners Excused: President Chuck Kuen and Commissioners Dave Vander Velden and

Todd Schneider

Staff Present: Deputy Clerk Erica Ziegert, Administrator/Director of Public Works

Danielle Block & Community Development Director Sam Schroeder

Approval of Minutes from the 09-16-2025 Meeting

Commissioner Robach moved, Commissioner Bourassa seconded the motion to approve. Motion carried by unanimous vote.

Public Hearing

Public Hearing Planned Unit Development Amendment for Lot 27 of the Rivers Edge Subdivision

Commissioner Freund moved, Commissioner Robach seconded the motion to convene to a public hearing. Motion carried by unanimous vote at 5:02pm.

The following signed up and spoke against elements of the planned unit development amendment for Lot 27 of the Rivers Edge Subdivision:

Courtney Wells, 209 Rivers Edge Dr.

Patrick Buechel, 335 Rivers Edge Dr.

Jim Miller, 225 Rivers Edge Dr.

Kim Lintner, 215 Rivers Edge Dr.

Bryce Reckling, 275 Rivers Edge Dr.

Travis and Angela Williams, 295 Rivers Edge Dr.

Jessica Miller, 325 Rivers Edge Dr.

An email was also received and read by Director Schroeder from resident Amanda Secor, 410 Rivers Edge Rd.

No one signed up to speak in favor of the planned unit development amendment for Lot 27 of the Rivers Edge Subdivision.

Commissioner Freund moved, Commissioner Bourassa seconded the motion to close the Public Hearing and reconvene into the regular meeting. The motion carried by unanimous vote at 5:12pm.

Unfinished Business

None

New Business

Planned Unit Development Amendment for Lot 27 of the Rivers Edge Subdivision

Commissioner Freund moved, Commissioner Robach seconded the motion to approve the planned unit development amendment for Lot 27 of Rivers Edge Subdivision as presented including all conditions and original approvals with the following:

- Additional architectural elements such as stone, brick, board and batten or shake shall be added to the building in both the front and rear facades of the dwellings to better fit with the surrounding development.
- 2. Minor modifications to the principal building shall be permitted upon review by the Village staff.
- 3. The principal building shall be setback a minimum of 25 feet from the adjacent properties.
- 4. Decks, patios, pergolas, and four-season rooms extended no more than 12 feet from the home, may be permitted along the north and south property lines and within the 25-foot setback as originally approved.
- 5. Prior to permits being issued, a landscape and grading and drainage plan shall be reviewed and approved by the Village similar to what is provided in the plans attached.

Discussion ensued including rentals vs owner occupied, landscaping, setbacks, and PUD meaning.

Commissioner Robach moved to amend the motion to remove four-season rooms from condition #4 and add require taller trees to be planted to condition #5. Motion dies due to lack of a second.

Commissioner Robach moved to amend the motion to remove the four-season rooms from condition #4 and require 10-foot trees to be planted to condition #5. Commissioner Freund seconded the motion. Motion carried by unanimous vote.

Discussion ensued regarding different types of landscape planting and concern with the 10-foot requirement not defining the intent of the motion.

Commissioner Freund moved to amend the motion to strike the 10-foot tree landscape requirement in condition #5 and add a minimum of 5 feet planting to provide screening between the property and neighboring developments. Commissioner Robach seconded the motion. Motion carried by unanimous vote.

Commissioner Freund moved, Commissioner Robach seconded the motion to approve the planned unit development amendment for Lot 27 of Rivers Edge Subdivision as amended including all conditions and original approvals with the following:

- 1. Additional architectural elements such as stone, brick, board and batten or shake shall be added to the building in both the front and rear facades of the dwellings to better fit with the surrounding development.
- 2. Minor modifications to the principal building shall be permitted upon review by the Village staff.
- 3. The principal building shall be setback a minimum of 25 feet from the adjacent properties.

- 4. Decks, patios, and pergolas extended no more than 12 feet from the home, may be permitted along the north and south property lines and within the 25-foot setback as originally approved.
- 5. Prior to permits being issued, a landscape and grading and drainage plan shall be reviewed and approved by the Village similar to what is provided in the plans attached and have a minimum of 5 feet planting to provide screening between the property and neighboring developments.

Motion carried by unanimous vote.

<u>Adjournment</u>

Commissioner Freund moved, Commissioner Robach seconded the motion to adjourn. Motion carried by unanimous vote at 6:09pm.

Erica Ziegert

Deputy Clerk

Dated 10/22/2025



To: Village Board

From: Captain Jeremy Slotke

Date: December 2025

Re: FVMPD Report

HIGHLIGHTS

- Completed a successful fall training cycle consisting of scenario and active shooter training.
- Officer Radka attended peer support training.
- Lt. Gostisha completed supervisory training called Leadership in Police Organizations.
- Updated overnight parking system language to better assist DPW staff while plowing streets.

TOP PRIORITIES

Continue to support patrol staff and combat burnout during this transition period

UPCOMING EVENTS



To: Village Board

From: Chad Smith | Fire Chief

Date: December 2025

Re: Fire Department Report

HIGHLIGHTS

- Training Conducted:
 - o Communication Drill 11/10
 - o RTF Training 11/17
- Fire Inspections
 - Total Year-To-End of Month (November): 274

Routine: 223

Re-Inspection: 37

Complaint: 4

Certificate of Occupancy: 5

Sprinkler System Certification: 3

Fire Alarm Certification: 2

- Anniversaries
 - o None
- Class Completions/Starting
 - Arson Investigation Chris Kuna & Mitch Heimlich

UPCOMING EVENTS

- Boy Scout First Aid Presentation (EMS) 12/2
- Freedom Christmas Parade 12/6
- Girl Scout Station Visit 12/13
- New 3521 Final Print Review 12/18
- Cub Scout Station Visit 12/21

CALL VOLUME

Fire Calls for November – 12

Fire Calls through November 30th - 93

EMS Calls for November – 37

EMS Calls through November 30th - 517



To: Village Board

From: Danielle Block | Administrator/Director of Public Works

Date: December 2025

Re: Administrator's Report

HIGHLIGHTS

- Continued coordination with the PSC regarding the Water Rate Increase Application. Final cost-of-service study and proposed rate design published. PSC Public Hearing held December 2, 2025.
- Continued work with FVMPD, KASD, Village of Little Chute and the Outagamie County Sheriff's Department regarding police services in 2026 and beyond.
- Finalized the 2026 budget binders and worked with the Treasurer regarding year-end tax bills and reporting.
- Began the 2025 Audit process with Hawkins-Ash and Kerber Rose.

TOP PRIORITIES

- Continue to work with FVMPD, KASD, Village of Little Chute and Outagamie County Sheriff's Department regarding the transition of police services starting on January 1, 2026.
- Analyze the 2025 year-end expenditures and project carryovers.
- Close out of 2025 Capital Projects and planning for the 2026 Capital Projects.
- Distribute and post the 2026 budget document.
- Year-end reporting and project closeouts.
- Strategize for the potential recruitment of Clerk of Courts and Municipal Judge duties.
- Complete 2025 Audit document requests.

UPCOMING EVENTS

• PSC Water Utility Rate Increase Final Order anticipated in January of 2026.



To: Village Board

From: Danielle Block | Administrator/Director of Public Works

Date: December 2025

Re: Public Works Monthly Report

HIGHLIGHTS

- Started the move in at the Municipal Services Center. As the season progresses, additional items and equipment will be moved in. Some items are dependent on the completion of building equipment (wash bay, shelving, etc).
- Continued meetings regarding contractor equipment specification meetings between staff, architects, engineers and building contractors for the new Municipal Services Center.
- Continued construction of the Central Cedars Historic Overlook. Cabinets, electrical, tilework and cleaning.
- Updates to training manual discussion for skills and abilities with all pieces of Village equipment.
- Substantial completion of the Papermaker Pond project with Advance Construction,
 Inc. Remaining plantings to be completed in Spring of 2026.
- Received top scoring for the final application for Surface Transportation Block Grant
 (STBG) Award dollars for the Kennedy Avenue/Marcella Street (Railroad Street to
 Kimberly Avenue) and Kennedy Avenue/Eisenhower Drive intersection reconstruction
 project. The next award cycle is for projects from 2026-2030. This project would
 likely not occur until 2030 at the earliest. If selected, project award pending approval
 by several Regional committees.
- Began the 2025-2026 winter snow removal season. Now that the salt shed is operational, received our first shipment of salt.

TOP PRIORITIES

- Awaiting reimbursement for the WisDOT LRIP grant dollars for the Kennedy Avenue diamond grinding project. The approximate grant reimbursement amount is \$86,000.
- Work toward substantial completion of the Cedars Historic Overlook for the winter season.
- Continue the Papermaker Pond project with Advance Construction, Inc. Substantial

- completion date is the end of November 2025. Spring plantings will carry into 2026.
- Finalize the 2025 TAP Grant reimbursement application for the Marcella Street trail and railroad crossing project.
- Complete the Wisconsin Department of Natural Resources MS4 Permit Audit –
 Stormwater Review and Analysis comments and suggestions.
- Complete a joint purchase request with Village of Little Chute and Combined Locks for the garbage and recycling carts.
- Begin the ERU Audit for the Stormwater Utility.
- Finalize the designs for the 2026 Capital Projects and set schedules for public involvement.
- Continue snow removal and begin snow hauling.
- Municipal Services Center:
 - Installation of final finishings and owner-supplied equipment.
 - Final change orders and payment certifications to follow over the next few months.
 - Official Open House & Ribbon Cutting Monday, December 15th 3-6pm.
 - Yard Waste Site Relocation back to Maes Avenue to occur December or January. The public will be notified.

UPCOMING EVENTS

 Official Municipal Services Open House & Ribbon Cutting Monday, December 15th 3-6pm

					No	ve	mber	Solid W	/as	ste Sur	nmary									
DATE	Ticket #	TRUCK	Automated Garbage Weight	cost	Business & Parks Dumpster Collection Weight	С	OST	Large Item Collection Weight		COST	Sweepings Weight	(COST	Yard Waste Weight		COST	Street Parks Facility Contaminated Weight	COST	_	otal Cost
11/03/25	1067426	38		\$ -		\$	-		\$	-		\$	-	5120	\$	92.16		\$0.00		92.16
11/03/25 11/03/25	1067464 1067501	38 38		\$ - \$ -		\$	-		\$	-		\$	-	5200 5800	\$	93.60		\$0.00 \$0.00		93.60 104.40
11/03/25	1067576	38		\$ -		\$	-		\$	-		\$		5200		93.60		\$0.00		93.60
11/03/25	1067606	80		\$ -		\$	-		\$	-		\$	-	1040		18.72		\$0.00		18.72
11/03/25	1067615	38		\$ -		\$	-		\$	-		\$	-	4740	_	85.32		\$0.00	\$	85.32
11/03/25	1067646	80		\$ - \$ -		\$	-		\$	-		\$	-	2180	_	39.24		\$0.00	_	39.24 91.08
11/03/25 11/04/25	1067659 1067878	38 32A	14660	\$ - \$ 439.80		\$			\$	-		\$	-	5060	\$	91.08		\$0.00 \$0.00		439.80
11/04/25		32A	11780	\$ 353.40		\$	-		\$	-		\$	-		\$	-		\$0.00	_	353.40
11/05/25	1068296	32A	12000	\$ 360.00		\$	-		\$	-		\$	-		\$	-		\$0.00	\$	360.00
11/05/25	1068338	80		\$ -		\$	-		\$	-		\$	-	1500		27.00		\$0.00		27.00
11/05/25 11/05/25	1068418 1068459	80 80		\$ - \$ -		\$	-		\$	-		\$	-	980 780		17.64 14.04		\$0.00 \$0.00		17.64 14.04
11/05/25	1068478		12700	\$ 381.00		\$			\$	-		\$, 30	\$	-		\$0.00	_	381.00
11/05/25	1068504	80		\$ -		\$	-		\$			\$	-	860	\$	15.48		\$0.00	\$	15.48
11/06/25	1068738		11000	\$ 330.00		\$-			\$-			\$-			\$	-		\$0.00		330.00
11/06/25 11/07/25	1068916 1069026	32A 38	10140	\$ 304.20 \$ -		\$- \$			\$-	-		\$- \$		5260	\$	94.68		\$0.00 \$0.00	_	304.20 94.68
11/07/25	1069026	38		\$ -		\$	-		\$	-		\$		5700		102.60		\$0.00	\$	102.60
11/07/25	1069082	38		\$ -		\$			\$	-		\$	-	6140		110.52		\$0.00	-	110.52
11/07/25	1069084	49		\$ -	2300	\$	69.00		\$	-		\$	-		\$	-		\$0.00		69.00
11/07/25 11/07/25	1069124 1069188	38 38		\$ - \$ -		\$	-		\$	-		\$	-	6340 4900	_	114.12 88.20		\$0.00 \$0.00	_	114.12 88.20
11/07/25	1069363	38		\$ -		\$	-		\$	-		\$		5060		91.08		\$0.00		91.08
11/11/25	1070371	32	14220	\$ 426.60		\$	-		\$	-		\$	-		\$	-		\$0.00	_	426.60
11/11/25	1070546	32	11680	\$ 350.40		\$	-		\$	-		\$	-		\$	-		\$0.00		350.40
11/12/25	1070768	32	13760	\$ 412.80		\$	-		\$	-		\$	-		\$	-		\$0.00		412.80
11/12/25	1070946 1071160	32 32	11080 10760	\$ 332.40 \$ 322.80		\$	-		\$	-		\$	-		\$	-		\$0.00 \$0.00		332.40 322.80
11/13/25	1071100	32	9500	\$ 285.00		\$			\$			\$			\$			\$0.00		285.00
11/14/25	1071471	38		\$ -		\$	-		\$	-		\$	-	5200	\$	93.60		\$0.00		93.60
11/14/25	1071500	38		\$ -		\$	-		\$	-		\$	-	5260		94.68		\$0.00		94.68
11/14/25 11/14/25	1071521 1071556	38 38		\$ - \$ -		\$	-		\$	-		\$	-	5260 5140		94.68 92.52		\$0.00 \$0.00	\$	94.68 92.52
11/14/25	1071592	38		\$ -		\$			\$	-		\$		5580		100.44		\$0.00		100.44
11/14/25	1071634	38		\$ -		\$	-		\$	-		\$	-	5900	_	106.20		\$0.00		106.20
11/14/25	1071702	38		\$ -		\$	-		\$			\$	-	5440	_	97.92		\$0.00		97.92
11/14/25 11/14/25	1071736 1071781	38 38		\$ -		\$	-		\$	-		\$	-	4780 4840	_	86.04		\$0.00 \$0.00		86.04 87.12
11/17/24	1071761	49		\$ - \$ -		\$	-	9820	\$	294.60		\$	-	4040	\$	87.12		\$0.00	_	294.60
11/18/25	1072728	38		\$ -		\$	-	5020	\$	-		\$	-	5060	_	91.08		\$0.00	_	91.08
11/18/25	1072754	38		\$ -		\$	-		\$	-		\$	-	5420	_	97.56		\$0.00		97.56
11/18/25	1072787	38		\$ -		\$	-		\$	-		\$	-	4600		82.80		\$0.00		82.80
11/18/25 11/18/25	1072812 1072856	38 38		\$ - \$ -		\$	-		\$	-		\$	-	5620 5140	_	101.16 92.52		\$0.00 \$0.00	_	101.16 92.52
11/18/25	1072884	38		\$ -		\$			\$	-		\$		4740		85.32		\$0.00		85.32
11/18/25	1072892	32	17960	\$ 538.80		\$	-		\$	-		\$	-		\$	-		\$0.00	\$	538.80
11/18/25	1072959	38		\$ -		\$	-		\$	-		\$	-	4860	\$	87.48		\$0.00		87.48
11/18/25 11/18/25	1072997 1073007	38 32	8360	\$ - \$ 250.80		\$			\$	-		\$		5380	\$	96.84		\$0.00 \$0.00		96.84 250.80
11/18/25	1073007	38	0300	\$ 250.60		\$			\$	-		\$		4660		83.88		\$0.00	\$	83.88
11/19/25	1073191	32	14580	\$ 437.40		\$			\$	-		\$	-		\$	-		\$0.00	\$	437.40
11/19/25	1073235	49		\$ -		\$	-	6160	_	184.80		\$	-		\$	-		\$0.00		184.80
11/19/25	1073377	32	10880			\$	-		\$	-		\$	-		\$	-		\$0.00		326.40
11/20/25 11/20/25	1073623 1073805	32 32		\$ 414.60 \$ 219.60		\$	-		\$	-		\$	-		\$			\$0.00 \$0.00		414.60 219.60
11/24/25	1073605	32				\$			\$	-		\$			\$			\$0.00		288.00
11/24/25	1074926	32		\$ 228.60		\$	-		\$,		\$	-		\$	-		\$0.00	\$	228.60
11/25/25	1075128	38		\$ -		\$	-		\$			\$	-	5560	_	100.08		\$0.00		100.08
11/25/25 11/25/25	1075159 1075209	38 38		\$ - \$ -		\$	-		\$	-		\$	-	5580 5000	_	90.00		\$0.00 \$0.00		100.44 90.00
11/25/25	1075209	32	10800	\$ 324.00		\$			\$	-		\$		3000	\$	90.00		\$0.00		324.00
11/25/25	1075257	38		\$ -		\$	-		\$	-		\$	-	4680		84.24		\$0.00		84.24
11/25/25	1075303	38		\$ -		\$	-		\$	-		\$	-	4740	\$	85.32		\$0.00	\$	85.32
11/25/25	1075384	38	0000	\$ -		\$	-		\$	-		\$	-	4960	_	89.28		\$0.00		89.28 276.60
11/25/25	1075453 1075734	32 32	9220 16460	\$ 276.60 \$ 493.80		\$	-		\$			\$	-	1	\$	-		\$0.00 \$0.00	_	493.80
0,_0	TOTALS	32		\$ 8,097.00	1.15	-	69.00	7.99	\$		0.00	_	-	97.63	-		0.00		_	12,160.08
			Tons		Tons			Tons			Tons			Tons	_		Tons			
												_								



To: Village Board

From: Sam Schroeder | Community Development Director

Date: December 2025

Re: Community Development Report

HIGHLIGHTS

- Continued to conduct BRE (Business, Retention and Expansion) visits to understand the health, constraints and future needs of our business community.
- Conducted on-going discussions with our existing Kimberly developers to understand the status of projects and define next steps.
- Worked closely with the development community and regional partners to showcase Kimberly and to better understand current and future market projections within the Village and region.
- Received six Proposals in the response to the RFP to rewrite the Comprehensive Plan with hopes of commencing the work in early 2026
- Administered future development considerations for upcoming Plan Commission and Village Board meetings
- Process permits working closely with MSA Professional Services.
- Continued Code Enforcement actions as they arise.

TOP PRIORITIES

- Expand BRE (Business, Retention and Expansion) visits to understand the health, constraints and future needs of our business community.
- Explore future development options with the remaining vacant Mill site properties.
- Explore opportunities and work with the development community to market and develop the Village-owned, vacant TID properties, and other vacant sites throughout the community.
- Work with MSA to launch their permitting system for better tracking.
- Review and update ordinances as needed specific to protest petitions and liquor licenses.
- Support the Clerks Department in the necessary 2026 Assessment Village Wide Revaluation.
- Execute a consulting contract to commence the 2026/2027 Comprehensive Plan.
- Support the restructuring of the Blues subdivision to expediate development and debt coverage of the Tax Increment District No. 6.

	2025 Year to Date	Year to Date Buildi	ng Permit & Fe	es Report	
Per	mit Category		Monthly Sum	nmary	
Category Prefix	Category Name	Value	Fees Collected Acct 01-44300- 00	Number of Permits / Structures	Number Dwelling Units
	Residential Building				
100	New Single Family	\$4,013,639.00	\$8,941.90	9	0
110	New Two Family	\$0.00	\$0.00	0	0
120 130	New Multi-Family Residential Additions	\$0.00	\$0.00	3	0
		\$165,000.00	\$1,030.00		U
140	New Accessory Buildings	\$33,450.00	\$425.00	8	
141	Addn Accessory Bldg	\$3,800.00	\$300.00	34	
150 151	Interior Alterations	\$643,005.36 \$126,793.00	\$7,976.74 \$2,500.68	24 17	
160	Exterior Alterations Decks/Patios	\$128,576.00	\$2,500.68	7	
170	Fences	\$240,402.81	\$1,925.00	37	
180	In-Ground Pools	\$394,000.00	\$500.00	5	
181	Above Ground Pools	\$12,400.00	\$500.00	4	
190	Raze Residential	\$0.00		0	
	Residential Building	\$5,761,066.17	\$24,749.32	117	0
	Commercial & Industrial B		7-7-1010-		
200	New Buildings	\$880,000.00	\$6,695.06	2	
210	Additions	\$26,216,864.00		4	
220	Interior Alterations	\$515,268.00	\$7,932.64	6	
221	Exterior Alterations	\$0.00	\$0.00	0	
230	Signs	\$136,758.04	\$705.00	14	
240	Raze Com'l/Ind	\$0.00	\$0.00	0	
Sub-Total Comm	nercial/Industrial Building	\$27,748,890.04	\$41,487.98	26	
	Electric				
300	Residential Services	\$121,650.00	\$2,800.40	9	
310	Residential Alterations	\$252,329.39	\$5,920.50	39	
320	Commercial/Industrial Services	\$547,645.00		4	
321	Commercial/Industrial Alterations	\$460,903.00		14	
Sub	-Total Electric	\$1,382,527.39	26974.2	66	
400	HVAC	¢120.004.12	62.010.44	20	
400 401	Residential Heating Residential AC	\$120,094.12 \$19,500.00	\$2,818.44 \$725.00	<u>20</u> 5	
401	Residential - Both	\$235,920.75	\$3,459.42	17	
410	Com'l & Ind Heating	\$15,499.00	\$275.00	2	
411	Com'l & Ind AC	\$26,403.00		2	
412	Com'l & Ind - Both	\$773,541.00		6	
420	Other	\$0.00		0	
	o-Total HVAC	\$1,190,957.87	\$11,622.34	52	
	Plumbing		. ,		
500	Residential Laterals	\$174,115.00	\$2,789.00	1	
501	Residential Alterations	\$184,189.09	\$2,970.89	22	
510	Com'l & Ind Laterals	\$54,420.00	\$250.00	2	
511	Com'l & Ind Alterations	\$1,132,705.00	\$10,488.23	11	
512	Other	\$1,400.00		3	
	Total Plumbing	\$1,546,829.09		39	
Pe	ermit Totals	\$37,630,270.56	. ,	300	0
	Miscellaneous Fees		Fees Collected	Number	
	UDC Seals		\$360.00	1	
Parkland Dedication Fee			\$5,500.00	9	
Grade Fee			\$5,100.00	9	
VoK Sanitary Sewer Connection Fee		\$8,400.00	8		
HOVMSD Sanitary Sewer Connection Fee		\$26,381.00	8		
Storm Water - Erosion Control Permits		\$0.00	0		
Admin Fee		\$0.00	0		
Erosion		\$1,000.00	0		
Storm Sewer Fee			\$0.00	0	
Total Miscellaneous Fees			\$46,741.00		
	Total All Fees		\$168,372.96		



Department Report

To: Village Board

From: Holly Femal | Community Enrichment Director

Date: December 15, 2025

Re: Community Enrichment Director's Report

PREVIOUS MONTH'S HIGHLIGHTS

PARKS

- The ice rink is constructed and flooded with intention to open for skaters on Monday the 15th weather permitting!
- Memorial park is decked out with it's annual festive fare thanks to parks staff, street staff, volunteers, the library and the school district.
- Fall leaf clean up continued in the parks until the snow fell.
- Parks staff continue to support snow removal operations village wide. Tree removal and several other maintenance projects will begin again once the snow slows.
- Parks staff are actively working through the "nesting process" in moving into the MSC as we find a home for all the things and get organized for future operations.

RECREATION

- We sent over 125 letters from Santa this season. This year's initiative received support from the KASD Triumph program who will be folding letters, stuffing envelopes, and adding some "Christmas Cheer" glitter to each letter before sending.
- We are already gearing up for 2026 with Sunset Beach season passes available for online purchase.

EVENTS AND OUTREACH

- Another successful Christmas at the Pond was held November 30th with support from the community and even a reindeer named Holly this year! Thank you to all who come together to make the magic happen.
- Sunset Park master planning RFP's were received, read, analyzed, and presented for consideration.
- KimTalk RFP's were accepted, analyzed, with additional work to be done before submitting a formal recommendation.
- CED supported the Appleton MPO TA Set Aside application process with ECWRPC by scoring regional applications for projects happening throughout the Fox Cities.

- Santa's elves are actively prepped for the VOK holiday party, food drive, toy drive, and staff events throughout the month of December.
- We are actively preparing for the MSC Open House on December 15th
- December 11th, the MSC was home to the Region 2 meeting for the Wisconsin Parks and Recreation Association hosting parks professionals from as far north as Green Bay and as far south as Fond du lac.

UPCOMING TOP PRIORITIES AND NOTABLE DATES

- December 16th, 2025 Village staff food drive donation delivery day to Fox Valley Pantry
- January begins seasonal staff hiring process, opening of recreational baseball registration, food truck solicitation, program guide development, and annual website updates and the calendar turns to the "new year".



Department Report

Village Board

To:

From: Holly Selwitschka | Library Director

Date: December 2025

Re: Library Report



HIGHLIGHTS FROM THE PAST MONTH

- Over the past month, we offered 12 programs for teens and tweens serving 82 people in total,
 5 programs offered to adults serving 52 people in total, and 5 programs for children serving 137 people. Total offerings were 67 programs with 296 attendees.
- We coordinated a celebration of the new Diary of a Wimpy Kid book and exchanged book reviews between tweens in Kimberly and tweens in Lahore, Pakistan, through our sister library partnership. We held a birthday party for one of the characters in the book and attendees got to record their verbal book review to share as a video clip with students at Chughtai Library.
- We collected Toys for Tots and a food drive resulting in an amazing and generous community response to both initiatives. More than 200 toys, books and miscellaneous gadgets were donated to the Toys for Tots drive.
- The library continues to seek Monster Makers on behalf of the school district. The art department each year teaches young students to design a monster than hands out materials in sewing kits to members of the community to sew together the monster design created by kindergarten students. Once the Monster is sewn, it is returned to the student who designed it. We have several kits that still need a good monster maker to bring them to life, and even community members with little-to-no sewing skills can make that happen.
- Currently on display in the hallway/ library case is a featured collection of micro displays from local businesses with a message to shop locally this holiday season.

TOP PRIORITIES FOR THE NEXT MONTH

- Work toward hiring a half-time teen programming librarian to replace a part time library aide who is retiring.
- Work to create a podcast studio and instrumental programming initiatives to launch a community podcast in 2026, funded through a grant from the Community Vision Fund within the Community Foundation for the Fox Valley Region.
- Holiday festivities and some holiday library closings



DECEMBER 1 - 31

Drop In Gift Wrapping



DECEMBER 10

Student Storytellers

DECEMBER 16





Movie At The Library-Senior Matinee



DECEMBER 11

3:00 pm - 5:30 pm

Foam Gingerbread House **Craft For Kids**





Adult Craft-Sip And Make



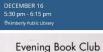
Short Story Group Discussion



JANUARY 6

Craft

A Visit With Santa





Evening Book Club







Hidden Gems Book Club

UPCOMING EVENTS DECEMBER 2025-JANUARY 2026

Winter Tales Story Time And

DECEMBER 30 10:30 am - 11:30 am









Book Boogie Musical Story



Hidden Gems Book Club

(The Next Generation

Rob Zimmer Presents Wonders Of The Night Sky



LitFix Morning Book Club



Narnia

Celebrate 75 Years Of



Department Report

To: Village Board

From: Jennifer Weyenberg | Clerk-Treasurer

Date: December 2025

Re: Clerk-Treasurer Report

HIGHLIGHTS

- Special Assessments and Property Taxes were finalized. They were loaded to the County
 website on 12/5/2025 and sent to the post office on 12/04/2025. Employees spent an
 afternoon training on the tax collection process and we are officially underway.
- Required DOR reports were filed including the Tax Increment Worksheet, Levy Limit Worksheet, and Statement of Taxes.

TREASURER'S REPORT

- GL Reconciliation Report- list of monthly revenues by account
- Summary of Accounts- balances in our checking, money markets, and other investment accounts
- Trust Fund Balances
- TIF Account Balances

UPCOMING EVENTS

- Continue to train two new hires in Central Office and focus on training our new part-time Utility Billing Clerk.
- Begin work on the 2025 audit
- We will collect property taxes through the end of January.

GL Reconciliation Report - Summary by Account Receipt Dates: 11/01/2025 - 11/30/2025 Page: 1 Dec 11, 2025 1:24PM

Report Criteria:

Including amounts updated to General Ledger

Account Summary

Formatted GL Account And Title	Debit Amount	Credit Amount	Total Amount
001-1000 (CASH IN BANK)	312,224.78	761.10-	311,463.68
001-1111 (UTILITY CASH CLEARING)	590.92	268,745.92-	268,155.00-
101-2158 (SALES TAX PAYABLE)	.00	92.33-	92.33-
101-41-4121 (LOCAL SHARE ROOM TAX)	.00	18,340.09-	18,340.09-
101-44-4412 (OPERATORS/BARTENDER LICENSE)	.00	150.00-	150.00-
101-44-4415 (CONDITIONAL USE PERMIT)	.00	300.00-	300.00-
101-44-4422 (DOG LICENSE)	.00	34.50-	34.50-
101-44-4431 (BUILDING PERMITS)	.00	475.00-	475.00-
101-44-4433 (ELECTRICAL PERMITS)	.00	1,075.20-	1,075.20-
101-44-4434 (PLUMBING PERMITS)	.00	273.90-	273.90-
101-44-4435 (HVAC-HEATING & AIR CONDITIO)	.00	450.00-	450.00-
101-44-4436 (CONSTRUCTION PERMITS)	.00	190.00-	190.00-
101-44-4437 (ACCOMODATIONS PERMIT)	.00	20.00-	20.00-
101-45-4510 (COURT PENALTIES AND FINES)	.00	813.62-	813.62-
101-45-4512 (PARKING FINES)	.00	140.00-	140.00-
101-46-4610 (CLERK'S FEES)	.00	50.00-	50.00-
101-46-4642 (GARBAGE & REFUSE COLLECTION)	.00	250.00-	250.00-
101-46-4672 (PARK/SHELTER RESERVATIONS)	75.00	150.00-	75.00-
101-46-4674 (MUNICIPAL COMPLEX RENTAL)	.00	1,473.69-	1,473.69-
101-46-4675 (RECREATION PROGRAMS)	.00	65.00-	65.00-
101-46-4685 (YARD WASTE PERMIT)	.00	45.00-	45.00-
101-46-4686 (SPECIAL EVENT FEES)	.00	1,279.04-	1,279.04-
101-47-4740 (CABLE TV FRANCHISE FEES)	.00	8,957.57-	8,957.57-
101-48-4840 (ANTENNA RENTAL (JULY-DEC))	.00	7,837.45-	7,837.45-
101-48-4850 (DONATIONS- PARKS OUTLAY)	.00	250.00-	250.00-
101-48-4885 (EMPLOYEE APPRECIATION FUND)	.00	53.90-	53.90-
501-46-4671 (LIBRARY COPY MACHINE)	.00	262.94-	262.94-
501-46-4672 (LIBRARY FEES/FINES)	.00	354.45-	354.45-
Grand Totals:	312,890.70	312,890.70-	.00

SUMMARY OF ACCOUNTS 2025 (4th QTR)

General Fund Checking Acc	count xxxxxxx 9241
Roginning Palanco	¢2 270 77

Beginning Balance	\$2,279,774.75	\$2,251,393.86
Deposits	\$1,089,928.28	\$946,661.96
Withdrawals	\$1,118,809.11	\$1,312,044.09
Interest	\$499.94	\$419.75
Ending Balance	\$2,251,393.86	\$1,886,431.48
	October	November

General Fund Money Market Account xxxxxxx0273

Beginning Balance	\$3,412,935.56	\$3,419,254.63
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Interest	\$6,319.07	\$6,137.62
Ending Balance	\$3,419,254.63	\$3,425,392.25
	October	November

Property Tax Savings Account xxxxxxx 9000

Beginning Balance	\$2,306,293.57	\$2,306,489.45
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$0.00	\$0.00
Interest	\$195.88	\$189.57
Ending Balance	\$2,306,489.45	\$2,306,679.02
	October	November

Water Department Business Money Market Account xxxxxxx 9274

Beginning Balance	\$732,669.54	\$734,026.08
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$0.00	\$0.00
Interest	\$1,356.54	\$1,315.21
Ending Balance	\$734,026.08	\$735,341.29
	October	November

Trust Accounts Business Money Market Account xxxxxxx 5275

Beginning Balance	\$4,463,946.72	\$4,109,039.41
Deposits	\$7,001.25	\$4,196.00
Withdrawals	\$371,023.82	\$0.00
Fee	\$0.00	\$0.00
Interest	\$9,115.26	\$8,345.04
Ending Balance	\$4,109,039.41	\$4,121,580.45
	October	November

TIF Money Market Account xxxxxxx 1278

Beginning Balance	\$8,031,813.32	\$8,048,662.52
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$0.00	\$0.00
Interest	\$16,849.20	\$16,339.89
Ending Balance	\$8,048,662.52	\$8,065,002.41
	October	November

American Deposit Mgt. Money Market Account (ADM) GORB dated 05-15-24

Beginning Balance	\$2,847,266.87	\$1,598,773.58
Deposits	\$0.00	\$0.00
Withdrawals	\$1,255,715.36	\$1,598,773.58
Fee	\$0.00	\$0.00
Interest	\$7,222.07	\$1,528.13
Ending Balance	\$1,598,773.58	\$1,528.13
	October	November

American Deposit Mgt. Money Market Account (ADM) GOPN dated 03-03-25

Beginning Balance	\$2,175,534.35	\$2,182,668.91
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$152,889.44
Fee	\$0.00	\$0.00
Interest	\$7,134.56	\$6,587.92
Ending Balance	\$2,182,668.91	\$2,036,367.39
	October	November

Trust Financial Statements for November 2025 Capital Credit Union

FUND	BALANCE as of 10/31/25	% of total Investment	CCU Interest Earned	PLUS DEPOSITS	LESS DISBURSEMENTS	BALANCE as of 11/30/25	DEPOSIT & DISBURSEMENT DESCRIPTIONS	
Boat Launch Trust	\$11,978.68	0.29%	\$24.33			\$12,003.01		
Cedars/Mill Site Trust	\$1,538,918.93	37.45%	\$3,125.38			\$1,542,044.31		
Complex Equipment	\$153,795.35	3.74%	\$312.34			\$154,107.69		
Data Processing	\$101,447.39	2.47%	\$206.03			\$101,653.42		
EMR Donations Trust	\$19,933.34	0.49%	\$40.48	\$2,598.00		\$22,571.82	Donations	
Fire Department	\$135,072.97	3.29%	\$274.32			\$135,347.29		
Fire Dept. Donations	\$24,604.58	0.60%	\$49.97	\$1,598.00		\$26,252.55	Donations	
Fox Valley Metro	\$200,042.24	4.87%	\$406.26			\$200,448.50		
Impact Fees	\$85,243.68	2.07%	\$173.12			\$85,416.80		
Kimberly Library Trust	\$33,222.73	0.81%	\$67.47			\$33,290.20		
Park Improvement	\$20,339.83	0.50%	\$41.31			\$20,381.14		
Personnel Trust	\$800,165.51	19.47%	\$1,625.05			\$801,790.56		
Reassessment Trust	\$114,401.57	2.78%	\$232.34			\$114,633.91		
Room Tax Trust Fund	\$133,452.29	3.25%	\$271.03			\$133,723.32		
Self Insured Fund	\$161,725.44	3.94%	\$328.45			\$162,053.89		
Street Facility Fund	\$129,016.15	3.14%	\$262.02			\$129,278.17		
Street Equipment Replacement	\$445,683.73	10.85%	\$905.14			\$446,588.87		
	\$4,109,044.41	100.00%	\$8,345.04	\$4,196.00	\$0.00	\$4,121,585.45		
Monthly Interest	\$ 8,345.04	2.4700%			•	\$4,121,580.45		

TIF Financial Statements for November 2025 Capital Credit Union

	BALANCE as of 10/31/2025		PLUS DEPOSITS Deposits		LESS DISBURSEMENTS Withdrawals		BALANCE as of 11/30/2025		DEPOSIT & DISBURSEMENT
FUND	PMA INV	CCU MM	PMA INV	CCU MM	PMA INV	CCU MM	PMA INV	CCU MM	DESCRIPTIONS
310.1111									
TIF #4 Sinking	N/A	\$21,922.68	N/A	\$44.51	N/A		N/A	\$21,967.19	
\$21,967.19									
310.1185									
TIF #5 Sinking	N/A	\$269,356.77	N/A	\$546.83	N/A		N/A	\$269,903.60	
\$269,903.60									
701.1395									
TIF #5 Project	N/A	\$4,784.25	N/A	\$9.71	N/A		N/A	\$4,793.96	
\$4,793.96			P						
310.1197									
TIF #6 Sinking	\$ -	\$6,411,393.57	\$0.00	\$13,016.02	\$0.00		\$0.00	\$6,424,409.59	
\$6,424,409.59									
702.1116									
TIF #6 Project \$1,343,923.07	\$ 0.00	\$1,341,200.25	\$0.00	\$2,722.82	\$0.00		\$0.00	\$1,343,923.07	
CCU Interest	\$0.00 2.470%	\$8,048,657.52 \$ 16,339.89		\$16,339.89			\$0.00	\$8,064,997.41 \$8,065,002.41	\$8,064,997.41