

Village of Somers
7511 12th Street
Somers, WI 53171

Village Work Session Meeting
Agenda
Wednesday February 22, 2023
5:30 p.m.

Village Board Work Session Meeting:	
Item #	
1	Call to Order
2	President & Trustee Reports
3	Review and Discuss proposed Village of Somers 2023 and Long-Term Goals
4	Review and Discuss Fire Chief's proposal for steps needed to plan for a new fire station.
5	Review tentative agenda for Village Board meeting on February 28, 2023
6	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the February 22, 2023 Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 17th day of February 2023.

Brandi Baker, Clerk-Treasurer

Requests from person with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Village Board may participate telephonically. Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.**



**VILLAGE OF SOMERS
VILLAGE BOARD
WORK SESSION ITEM MEMORANDUM**

WORK SESSION: February 22nd, 2023

TO: Village President Stoner and Board of Trustees

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #3 Review and Discuss proposed Village of Somers 2023 and Long-Term Goals

BACKGROUND:

As a part of Administrator's Peters 2022 job performance review, Trustees Ostby and Nelson interviewed his direct reports. They held separate meetings with individual Trustees and President Stoner. They also met with Administrator Peters.

Another facet of these interviews was a discussion on the Village of Somers' 2023 and Long-Term Goals.

UPDATE:

On February 7th, Staff met with Trustees Ostby and Nelson to review a first draft of the proposed 2023 and Long-Term Goals.

COMMENTS:

The attached 2023 and Long-Term goals were created based on all the above referenced interviews and meetings. They were scheduled to be reviewed at our February 7th Work Session but given the length of the agenda, Administration moved this item to our February 22nd Work Session.

ATTACHMENTS:

Draft of Village of Somers 2023 and Long-Term Goals



Village of Somers

2023 and Long-Term Goals

Capital Improvement Plan Update Covering the Next Ten Years

- Reestablish a long-term plan for fixed asset replacement based on age and usage.
- Create a priority road improvement list based on Public Works Road scoring process.
- Consider authorizing a Water System Needs Assessment.
- Consider authorizing a Sanitary Sewer Master Plan.
- Outline plans for one or two water towers ideally relying on TID 1 & 2 funds and cash flow.
- Outline plans for remodeling or rebuilding Fire Station 2
- Consider long term plans for Fire Station 3
- Gitzlaff Park study for design and costs for future park development
- Prioritize storm water projects.
- Outline productivity improvements including water meter reading automation and billing automation.
- Complete auditorium improvements.

Development Process

- Create specs and RFP to hire a planner for Highways S, 31, E, and KR.
- Look for opportunities to further define design standards for residential and commercial developments offering additional direction beyond ordinances and zoning.

- Work with County or other resources to further define a Bike Path Plan and an overall transportation plan.
- Define strategy for one time and ongoing voluntary contributions.
- Project long term potential for voluntary contributions
- Clarify our assessment process and communications strategy
- Project TIDs capital needs, cash flow and expected closure
- Plan for joint meeting(s) of Trustees and Plan Commission to help improve the planning process

Financial management

- Update our long-term financial plan (likely using Ehlers) to include an overall debt strategy.
- Define our strategy for investment funds to provide an additional and stable source of income.
- More timely reporting of quarterly and year end financials with a focus on variances to budget
- Pursue automation, especially in our billing process for utilities and payroll.
- Address issues outlined in the most recent audit report.

Human Resources

- Develop strategies for improving retention and limiting turnover.
- Clarify HR functions and explore outsourcing certain HR functions, especially payroll.
- Work on strategies to improve leadership and team building.
- Standardize human resource documents.

Water & Sewer Utilities

- Put in place an annual water rate increase and a schedule for comprehensive water rate cases (required by 3/29/27 per PSC)
- Consider adjustment in sewer charges.

Somers Image

- Review website including Life Balance section and update links.
- Encourage new and existing developments to highlight Somers.
- Somers' mail/ zip code strategy.
- Help make Somers a great place to live and work.

Hotel/ Motel Strategy

- Update ordinance to improve public safety and enforcement process.
- Encourage appropriate development.
- Plan for establishing a motel/short-term rental tax

Levy Strategy

- Although the desire is not to implement a levy increase, we should analyze and model surrounding communities for best practices in conducting a referendum to raise levy limits to fund public safety.
- Prepare to implement a levy referendum, if necessary, in 2024
- Develop a timeline and budget.

SOMERS FIRE & RESCUE



CHIEF
Benjamin Andersen

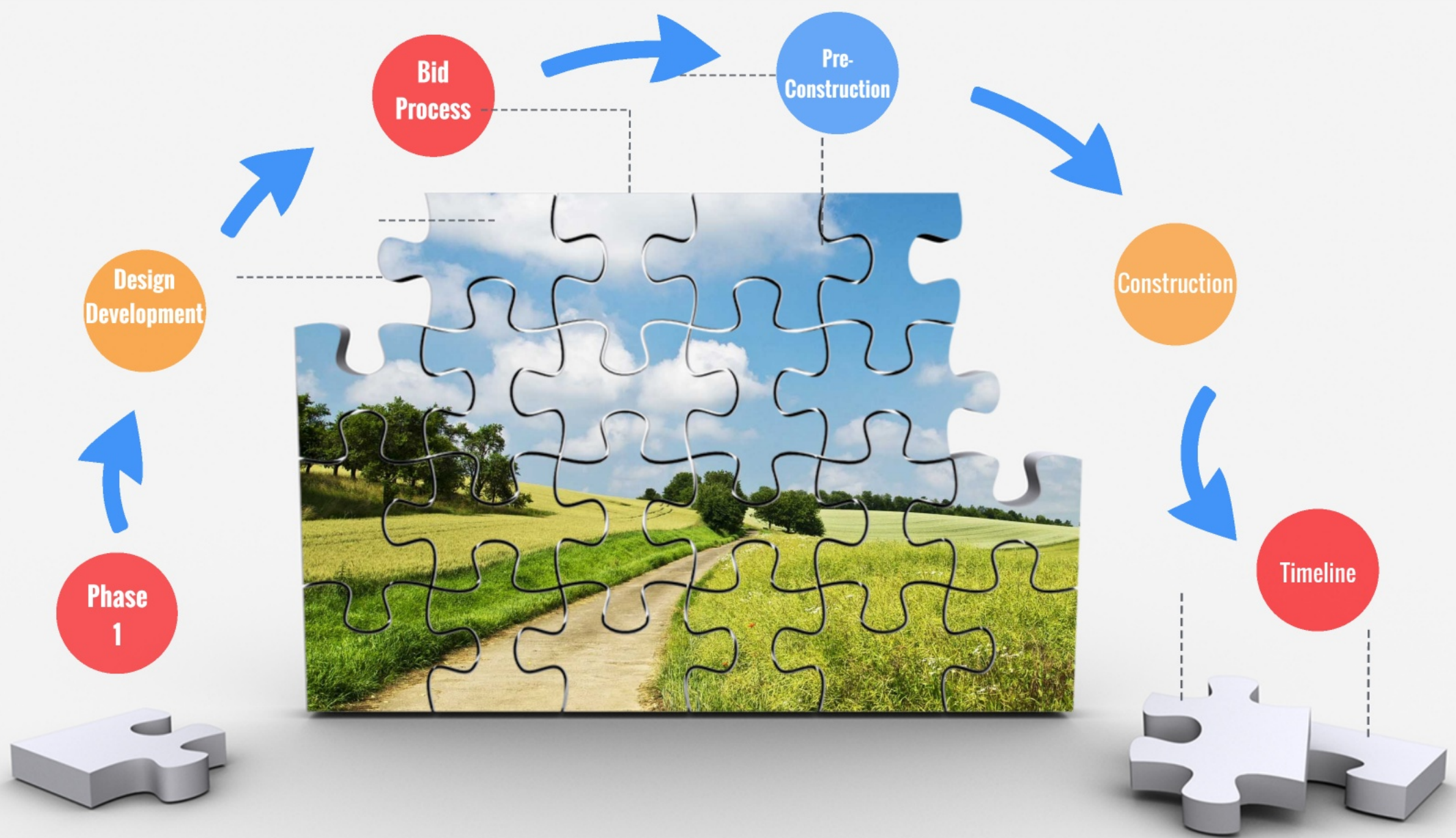
P.O. Box 197
Somers, WI 53171
(262-859-2277)

To: Village President and Village Trustees

From: Chief Andersen

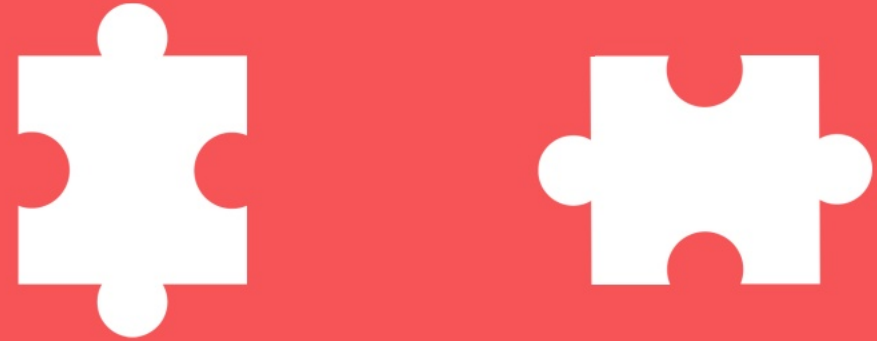
Topic: Preliminary discussion with Keller construction Fire Station Division on steps for planning out a new fire station.

I Chief Andersen have asked Devin Flanigan of Keller construction to give the board this presentation on what he and the fire station division of Keller construction can provide us as it pertains to the evaluation of needs, planning and designing of a fire station. Current Fire Station 2 is in desperate need of replacement and possible relocation and within the next few years we will likely need a 3rd station so I would like us as a Village to start evaluating and discussing our needs and options.



How Does A Project Get Started?

1) Needs Assessment

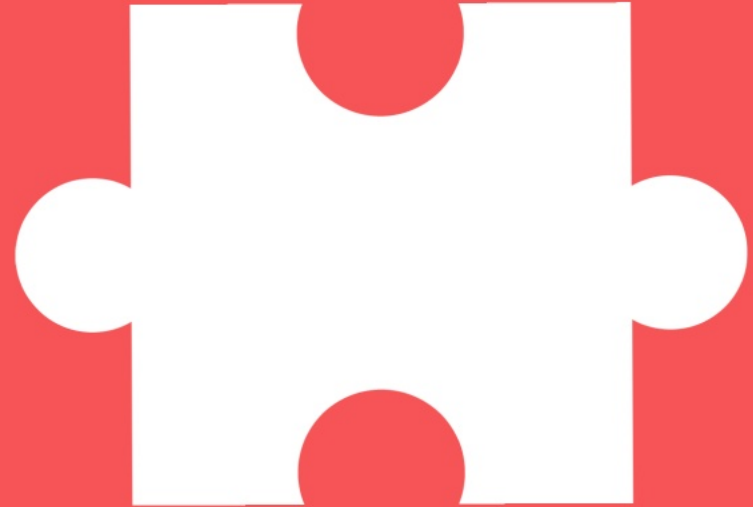
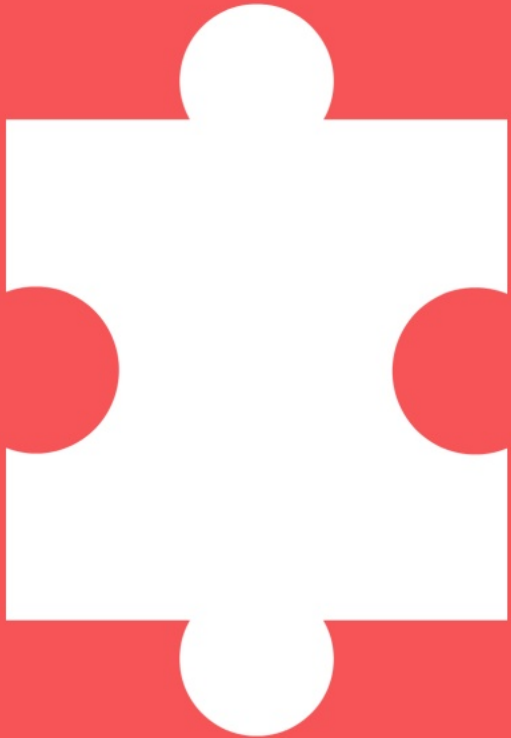


2) Preliminary Architectural Design

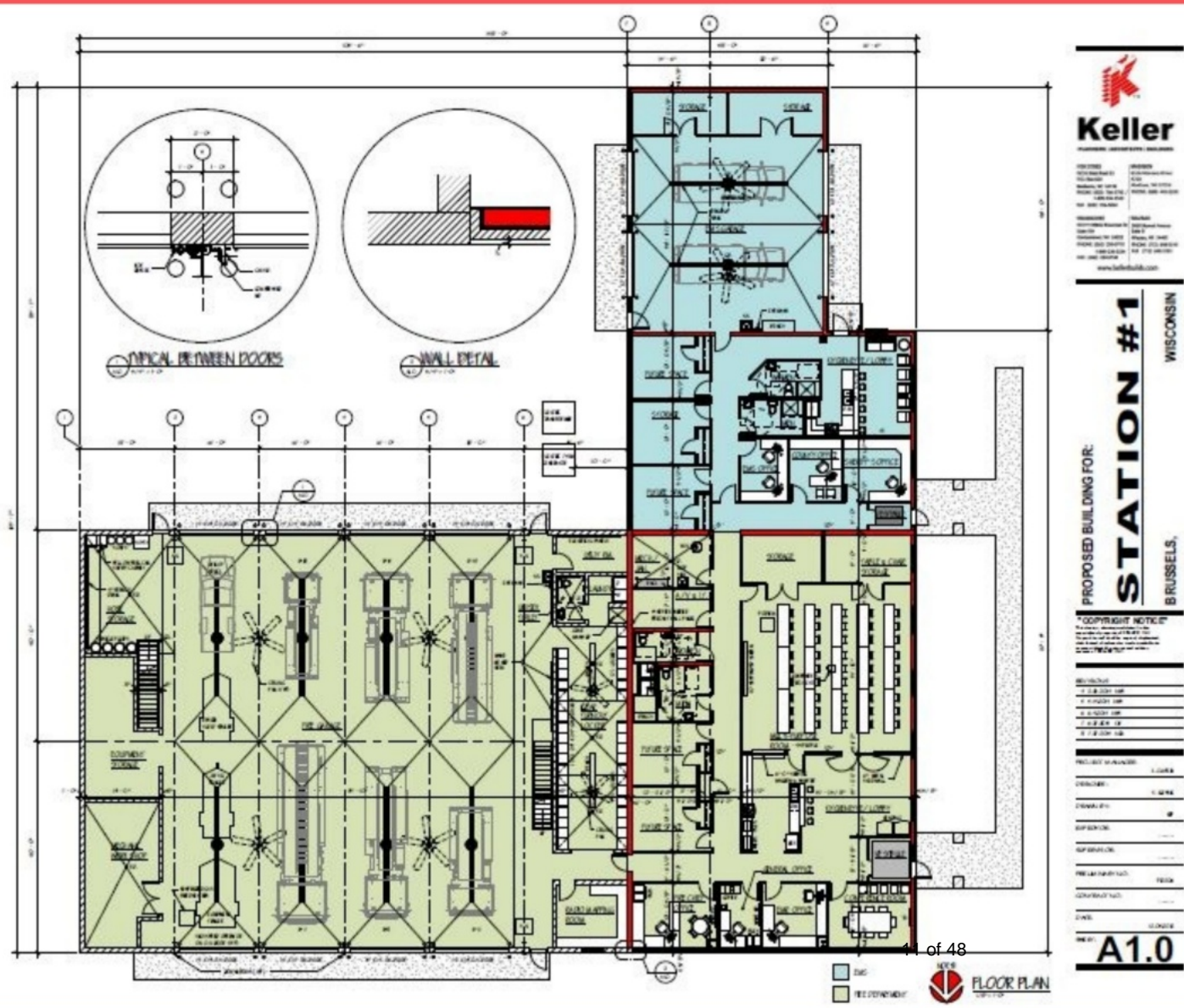
3) Project Budget



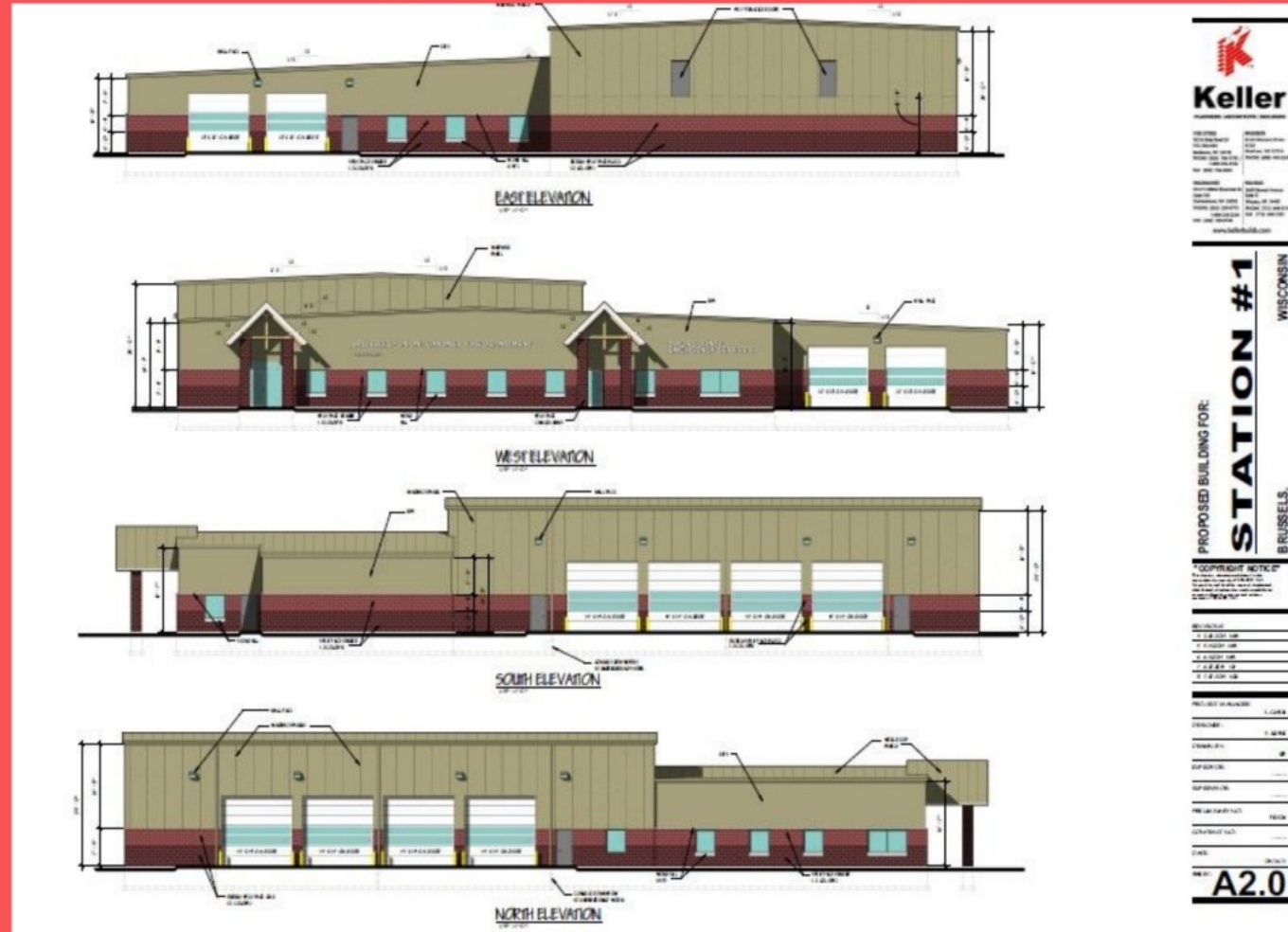
1) Needs Assessment



2) Preliminary Architectural Design Floor Plan



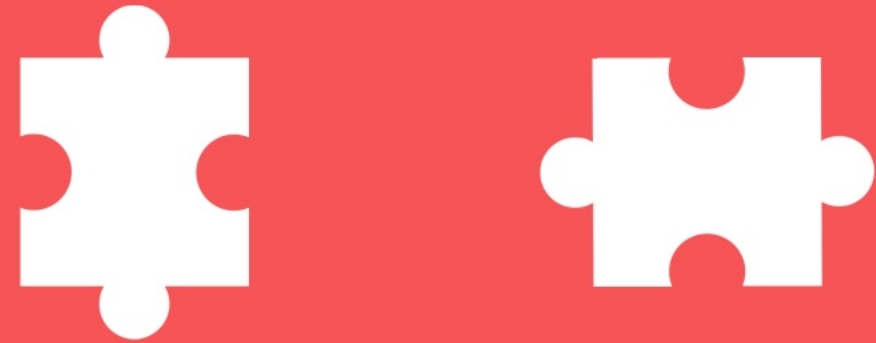
2) Preliminary Architectural Design



Building Elevation

How Does A Project Get Started?

1) Needs Assessment



2) Preliminary Architectural Design



3) Project Budget

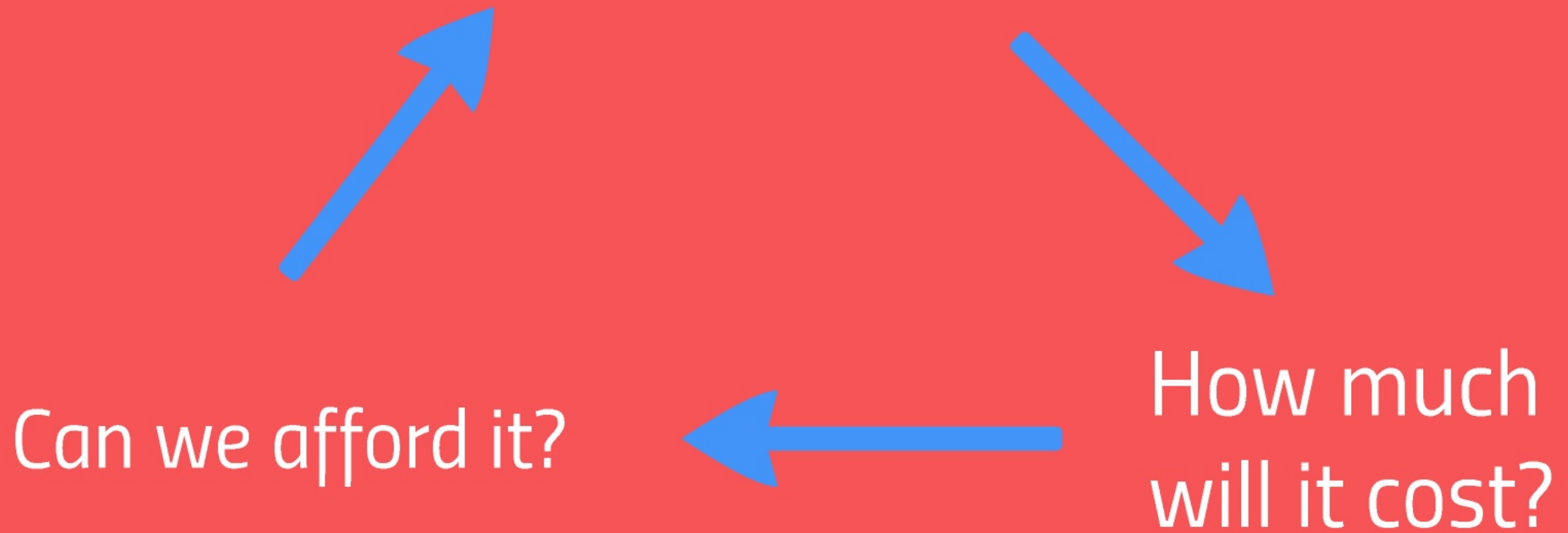


3) Project Budget



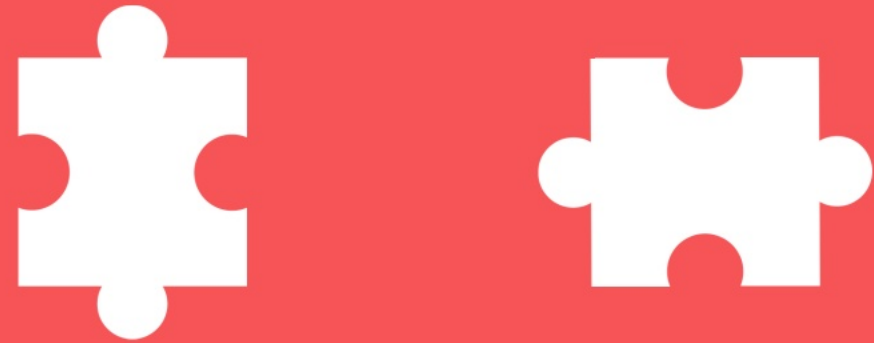
3) Project Budget

What do we need?



How Does A Project Get Started?

1) Needs Assessment



2) Preliminary Architectural Design

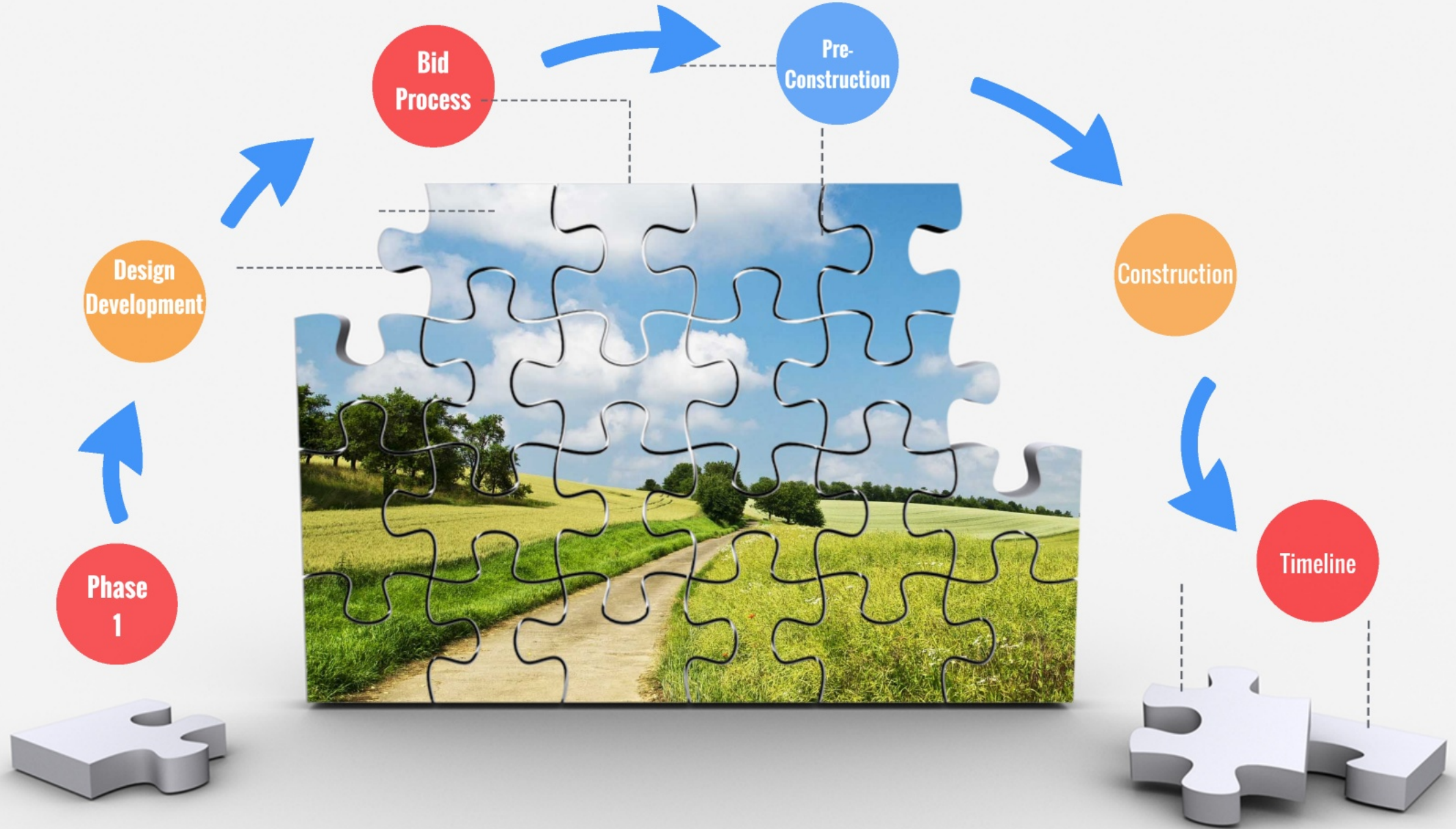


3) Project Budget









The Nuts & Bolts of the Project

Architectural Programing



Architectural Documents

- Interior Design
- Solar Design
- Health & Safety Measures
- Civil Engineering Design
- Environmental Testing
- Phasing of Project
- M/E/P Design

- Architectural Construction Documents
- Bid Documents
- Specification Manual
- Bid Unit Preparation
- State Approvals
- Seek out Local Contractors

Renewable Energy - Solar

Option B



- 43 kW(dc) Total
- \$1,800/kW(dc) (pre-incentive)
- Cost:
 $\$77,400 - \$11,750(\text{incentive}) = \$65,650$
- 52,100 kWh/yr
- 88% of current electric use
- 44% of estimated future electric use

Trust Keller to handle the **DETAILS**



Our team of dedicated Interior Design professionals will work with you to create a space tailored to fit the needs of your business. Our experience in the following areas and knowledge of current market trends will ensure your new space will not only look great, but will function at its best:



- Flooring Products
- Wall Finishes
- Ceiling & Acoustical Materials
- Cabinetry Design
- Furniture
- Lighting
- And Much, Much More!



We invite you to come visit our newly remodeled studio, and together we can make your vision a reality!

We look forward to meeting with you soon!

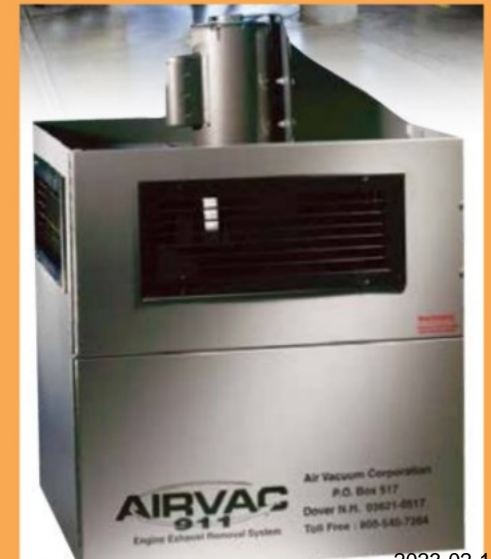
22 of 48
Rebekah, Char & Stephanie

Health & Safety

- Firefighter / EMS Safety & Health
- Turn-Out Gear Ventilation
- Vehicle Exhaust System
- Decontamination Room
- Dirty Areas vs. Clean Areas
- Emergency Showers

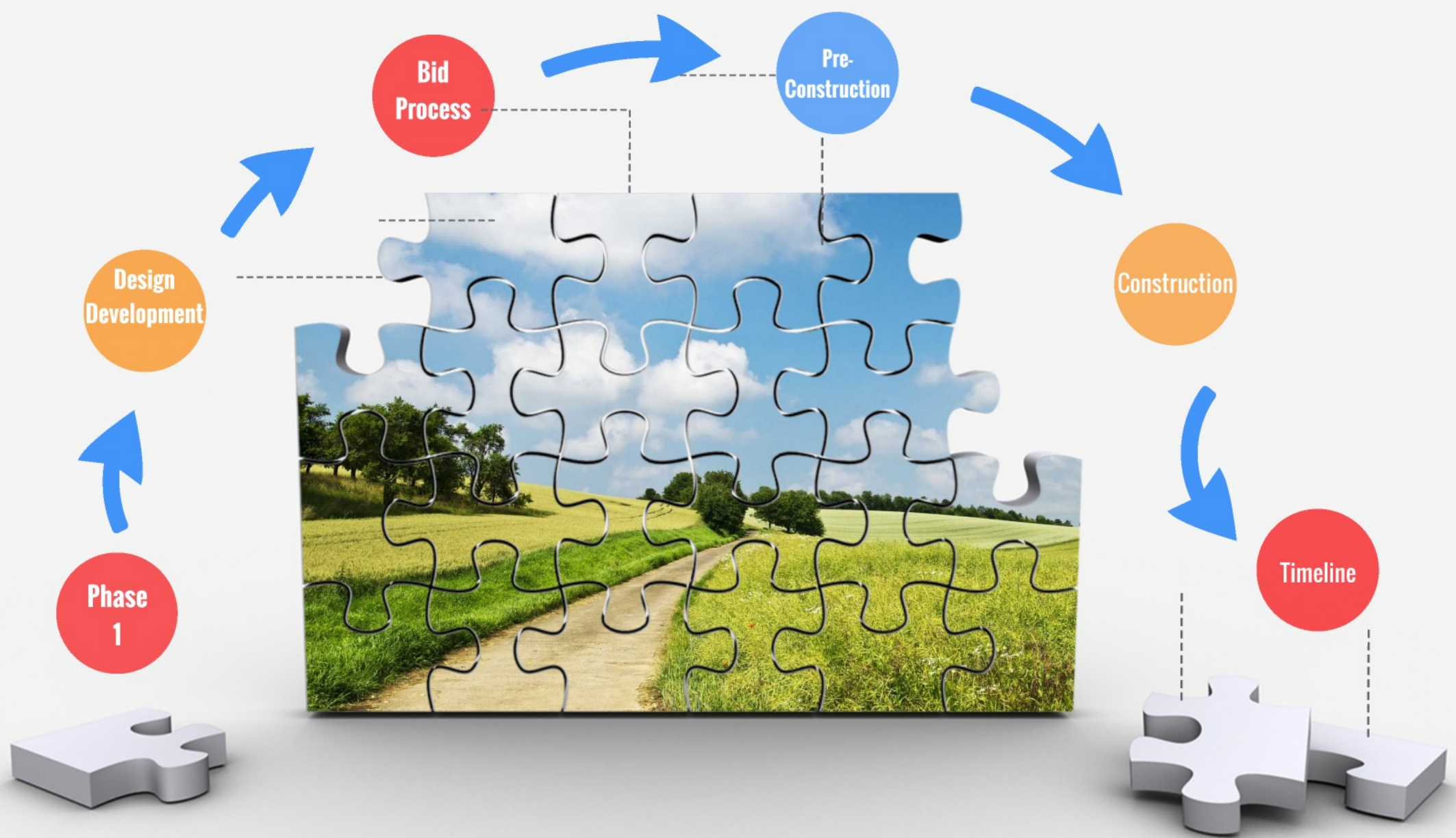


Every Department is unique which requires a unique solutions.



MatterPort

<https://my.matterport.com/show/?m=HLBRqgo8Fy1>



Bidding out the Project

Bid for each
Division of Work

Local Contractors

Public Bid Opening

Bidding out the Project

Bid for each

Division of Work

- Competitive Bid environment
- Encourages local contractors

Local Contractors

- Keller will not self-perform
- Higher likelihood of contractor being local for regular maintenance

Public Bid Opening

Bidding out the Project

Bid for each Division of Work

- Competitive Bid environment
- Encourages local contractors
- Provides the lowest bid for each division (rather than a GC)
- Keller will not self-perform
- Higher likelihood of contractor being local for regular maintenance

Local Contractors

Public Bid Opening

Bidding out the Project

Bid for each
Division of Work

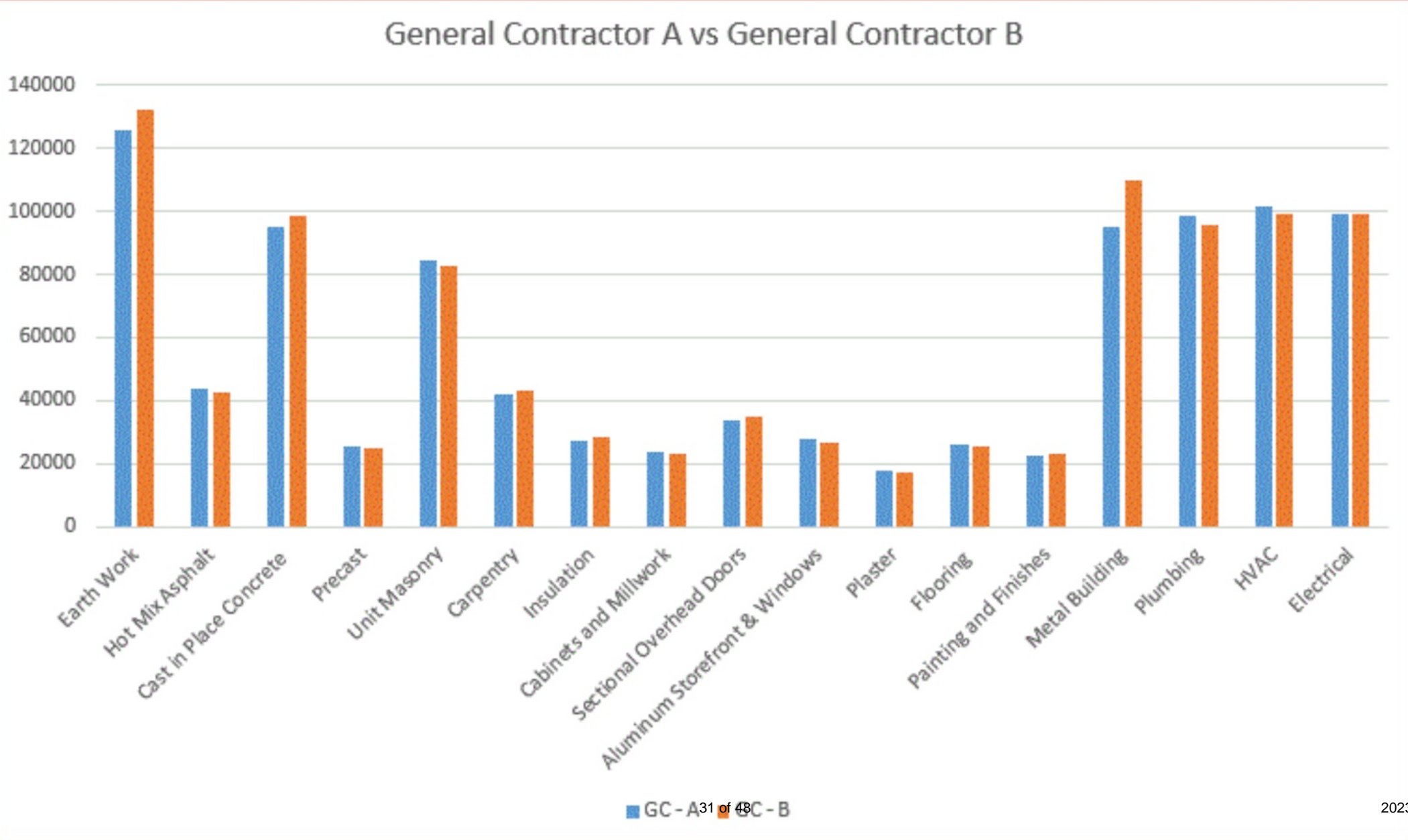
Local Contractors

- Provides the lowest bid for each division (rather than a GC)

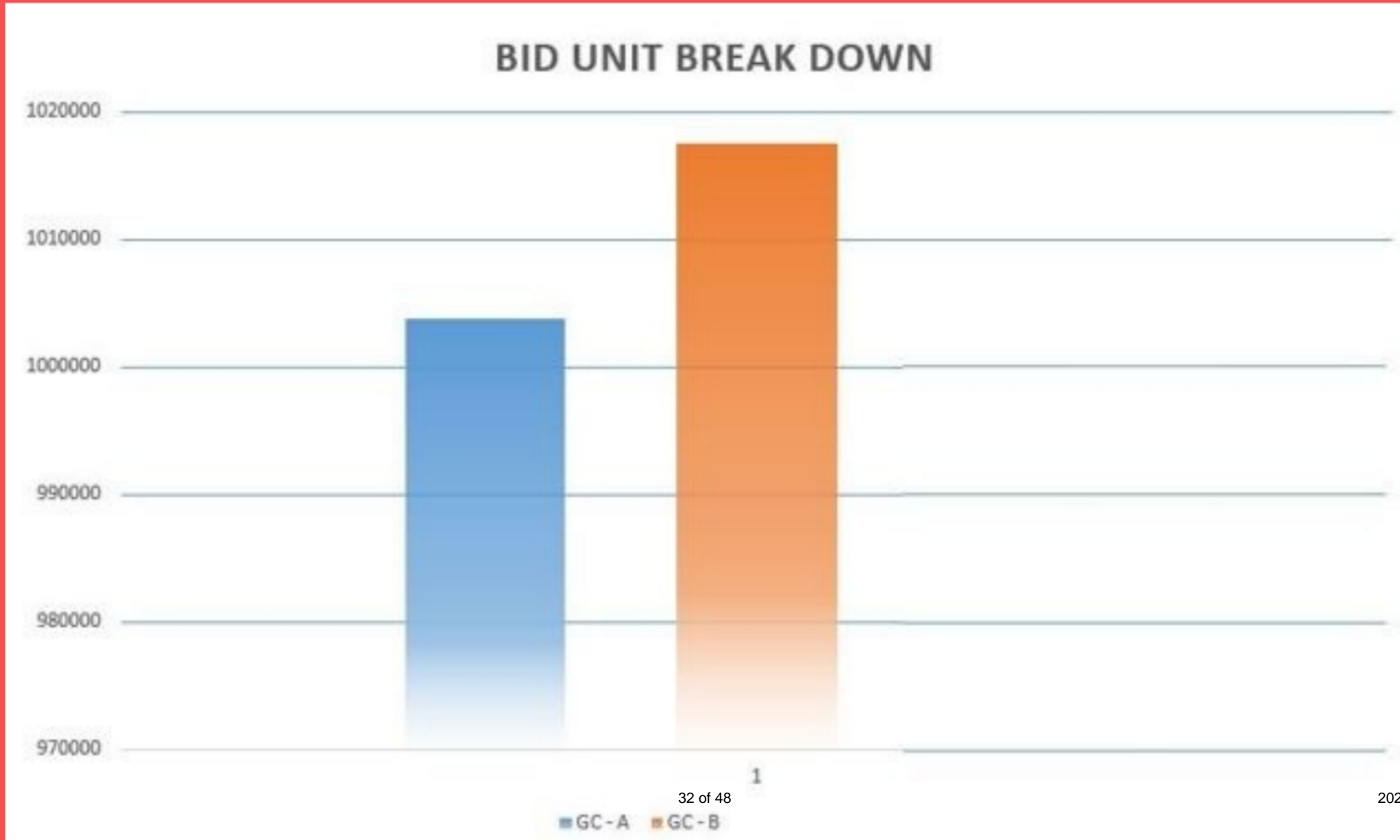
Public Bid Opening

Provides the lowest bid for
each division (rather than a GC)

General Contractor A vs. General Contractor B



Individual Bid Units - Break Down



Individual Bid Units - Break Down



Bidding out the Project

Bid for each Division of Work

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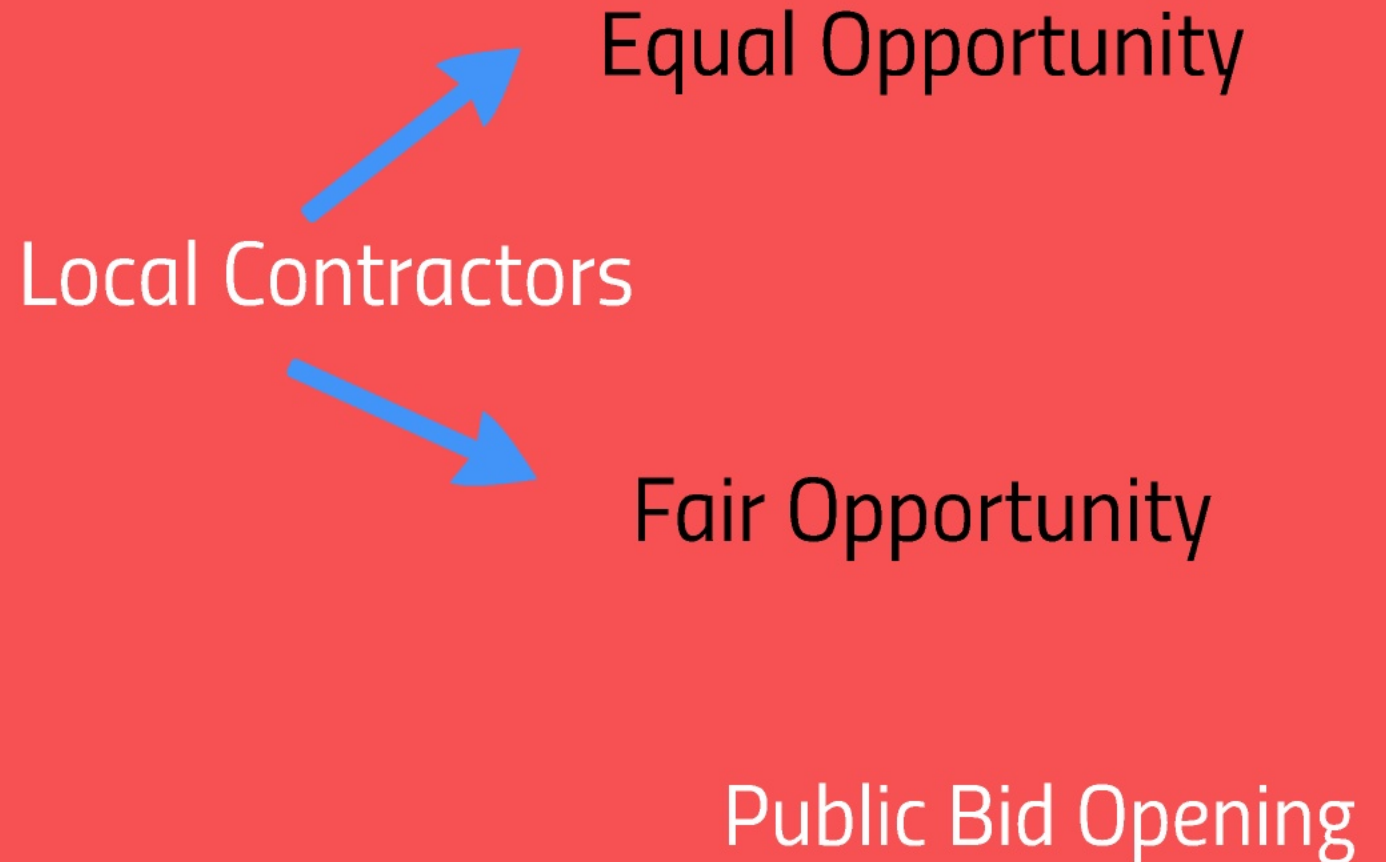
Local Contractors

Public Bid Opening

Bidding out the Project

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Public Bid Opening

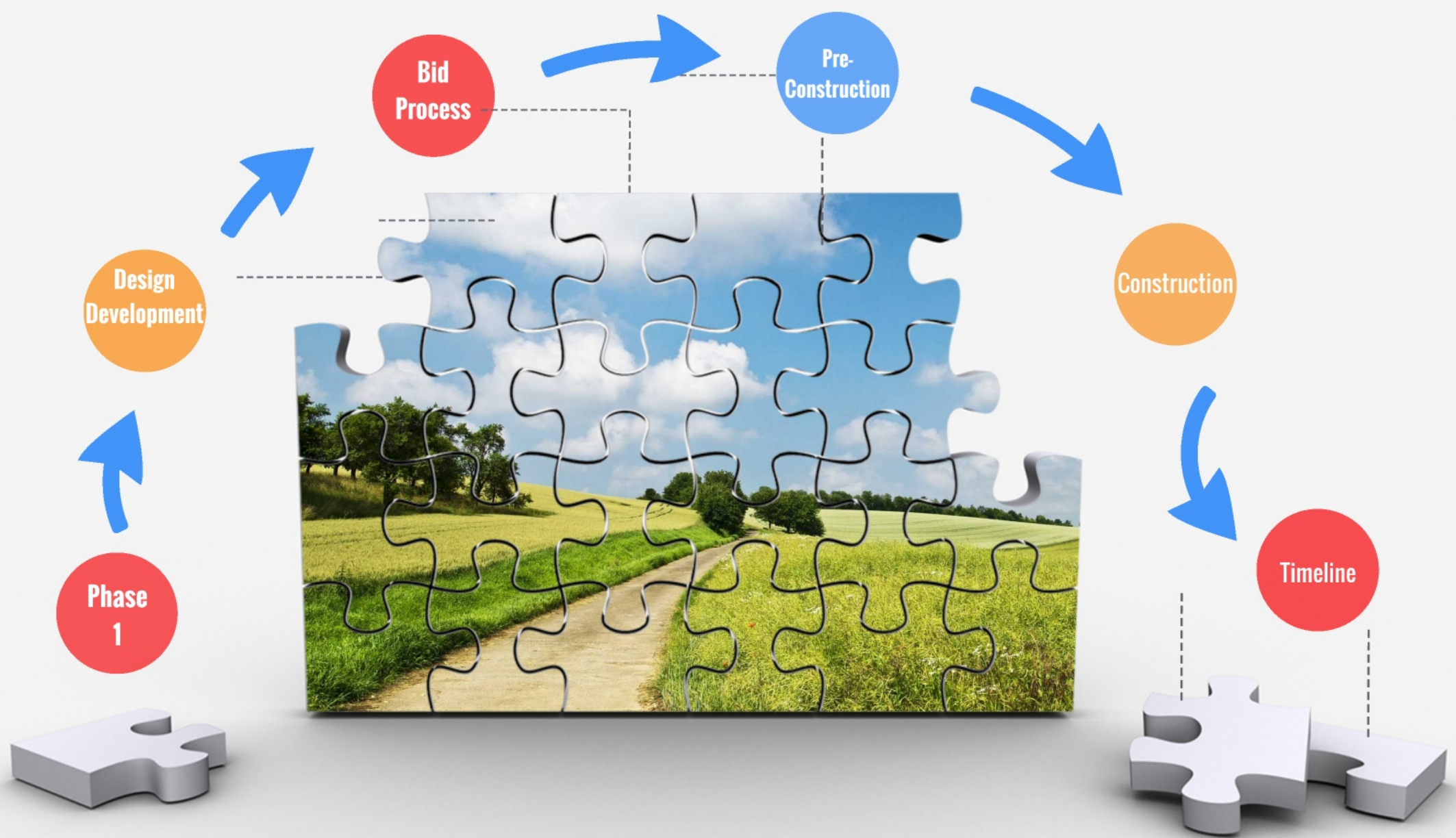
Low Responsible Bidder



B.U.G. FIRE STATION - SOUTH SUCCESSFUL BIDDERS

1358 COUNTY DK
BRUSSELS, WI 54204

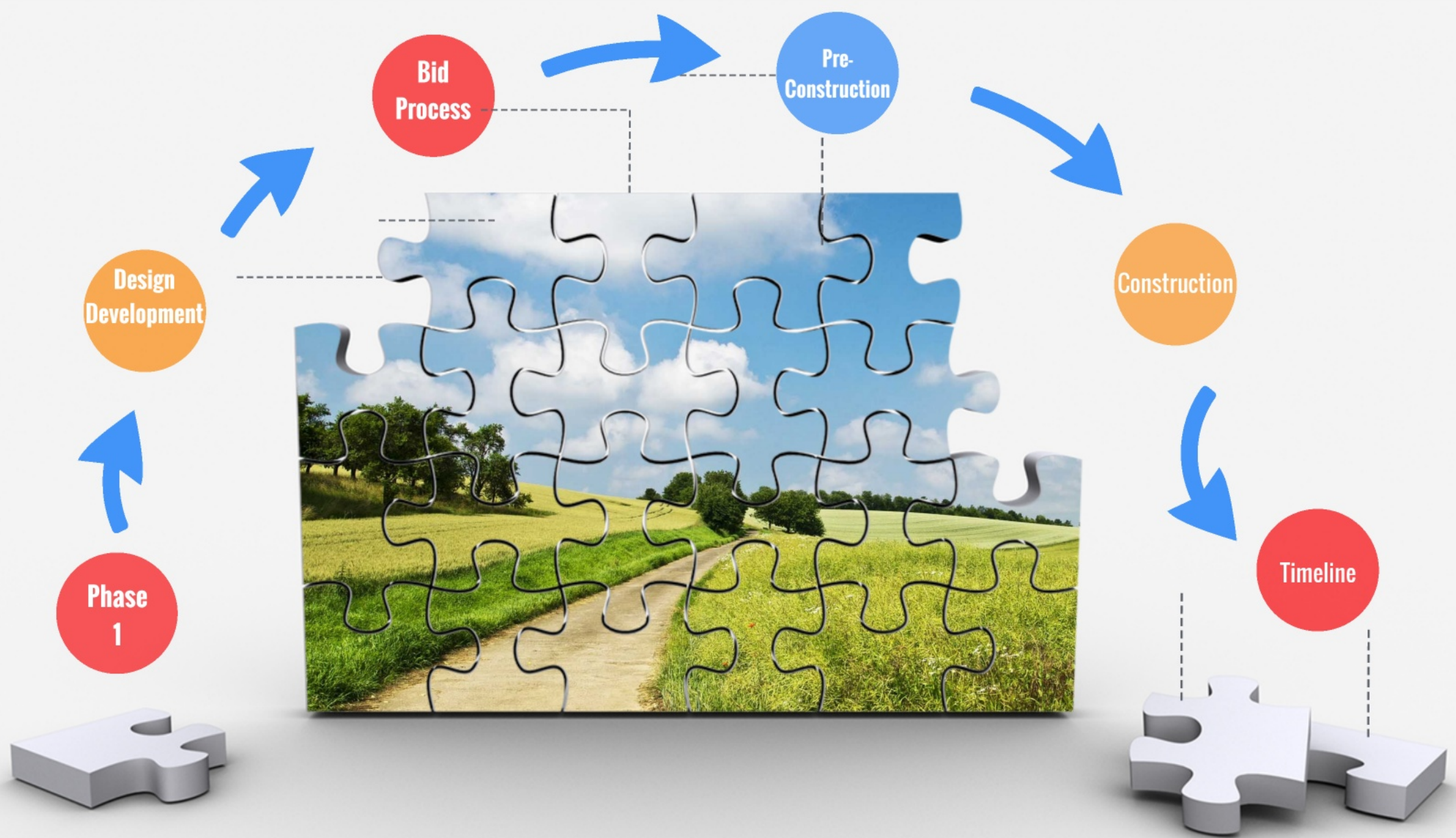
BID UNIT	CONTRACTOR	BID AMOUNT	PROOF OF RESPONSIBILITY	BID BOND	ACKNOWLEDGE ADDENDUMS	ALT #1	ALT #2	ALT #3	ALT #4	ALT #5	BID WITH ALL ALTERNATES	BID w/ ALT #2 & ALT #5	PERFORMANCE BOND
01 EARTHWORK	TRIPLE P	\$168,000.00	YES	YES	YES	\$0.00	\$0.00	\$11,385.00	\$6,800.00	\$0.00	\$186,185.00	\$168,000.00	\$1,400.00
02 HOT MIX ASPHALT	NORTHEAST ASPHALT	\$72,330.00	YES	YES	YES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,330.00	\$72,330.00	\$720.00
03 WATER WELL	OSTRENGA	\$13,637.00	YES	YES	NO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,637.00	\$13,637.00	\$150.00
04 CAST IN PLACE CONCRETE	DE ARTEAGA	\$223,800.00	YES	YES	YES	\$5,850.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$234,050.00	\$228,200.00	\$2,800.00
05 PRECAST	SPANCRETE	\$21,718.00	YES	YES	NO	\$0.00	\$6,766.00	\$0.00	\$0.00	\$0.00	\$28,484.00	\$28,484.00	\$176.00
06 UNIT MASONRY	CITYWIDE MASONRY	\$63,054.00	YES	YES	YES	\$18,300.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$85,854.00	\$67,554.00	\$1,054.00
07 METAL FABRICATION	EAGLE FABRICATING	\$62,214.56	YES	NO	YES	\$0.00	\$3,886.00	\$0.00	\$0.00	\$0.00	\$66,100.56	\$66,100.56	\$1,647.66
08 CARPENTRY	ZEISE CONSTRUCTION	\$197,616.00	YES	YES	YES	\$0.00	-\$2,000.00	\$0.00	\$0.00	\$0.00	\$195,616.00	\$195,616.00	\$2,500.00
09 INSULATION	CITYWIDE INSULATION	\$3,593.00	YES	NO	YES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,593.00	\$3,593.00	\$0.00
10 CABINETS AND MILLWORK	COMMERCIAL INTERIORS	\$24,156.00		YES	#1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,156.00	\$24,156.00	\$625.00
11 SECTIONAL OVERHEAD DOOR	E Z GLIDE	\$40,800.00	YES	YES	#1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,800.00	\$40,800.00	\$1,100.00
12 ALUMINUM STOREFRONTS	OMNI GLASS	\$24,079.00	YES	YES	#1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,079.00	\$24,079.00	\$180.00
13 PLASTER	ALBERTS PLASTERING	\$31,217.00	YES	YES	NO	\$0.00	-\$1,175.00	\$0.00	\$0.00	\$0.00	\$30,042.00	\$30,042.00	\$500.00
14 FLOORING	GE GARE TILE	\$36,841.00	YES	YES	YES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,841.00	\$36,841.00	\$509.00
15 ACOUSTICAL CEILING	GE GARE TILE	\$12,825.00	YES	YES	YES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,825.00	\$12,825.00	\$1,800.00
16 PAINTING & FINISHES	OMNI GLASS & PAINT	\$37,590.00	YES	YES	NO	\$815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,405.00	\$37,590.00	\$320.00
17 METAL BUILDING	CARDINAL CONSTRUCTION	\$519,955.00	YES	YES	YES	-\$4,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$517,455.00	\$521,455.00	\$5,148.00
18 PLUMBING	WATTERS PLUMBING	\$139,920.00	YES	YES	NO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139,920.00	\$139,920.00	\$4,732.00
19 HVAC	IDEAL AIR	\$163,240.00	YES	YES	YES	\$0.00	\$0.00	\$0.00	\$0.00	\$49,552.00	\$163,240.00	\$163,240.00	\$14,840.00
20 ELECTRICAL	HARV'S ELECTRIC	\$307,543.00		YES	YES	\$0.00	\$986.00	\$0.00	\$0.00	\$498.00	\$309,027.00	\$309,027.00	\$9,083.00
21 AUX BID FLYMO VENT	HASTINGS AIR CONTROL	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$44,867.00	\$44,867.00	\$44,867.00	\$0.00
TOTALS		\$2,164,128.56				\$20,965.00	\$18,863.00	\$11,385.00	\$6,800.00	\$45,365.00	\$2,267,506.56	\$2,228,356.56	\$45,284.66



Single Source Responsibility

Construction Manager At-Risk

- Keller will be financially responsible for the project
- 1 Contract through Keller
- Keller will Bond the project
- Keller will be responsible for all aspects of the project
 - Architect & Construction Manager



Construction

The Keller Process

On site Supervision

Supervisor to ensure specifications, materials, and craftsmanship

Weekly Job-site Meetings

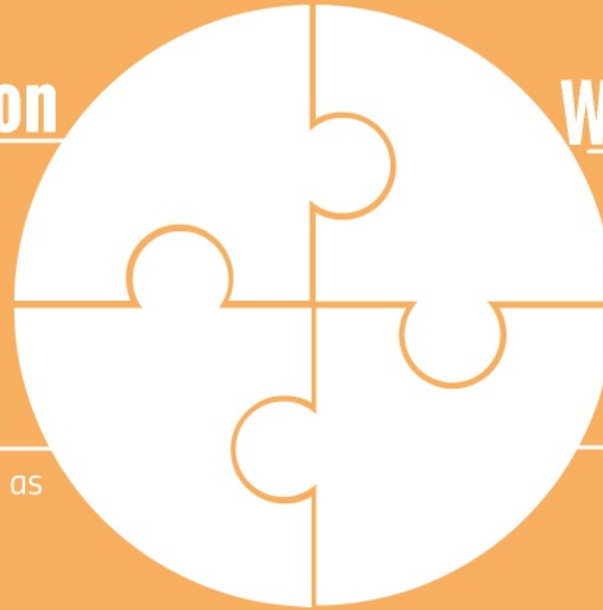
Weekly emails of Meeting Minutes

Punch-list

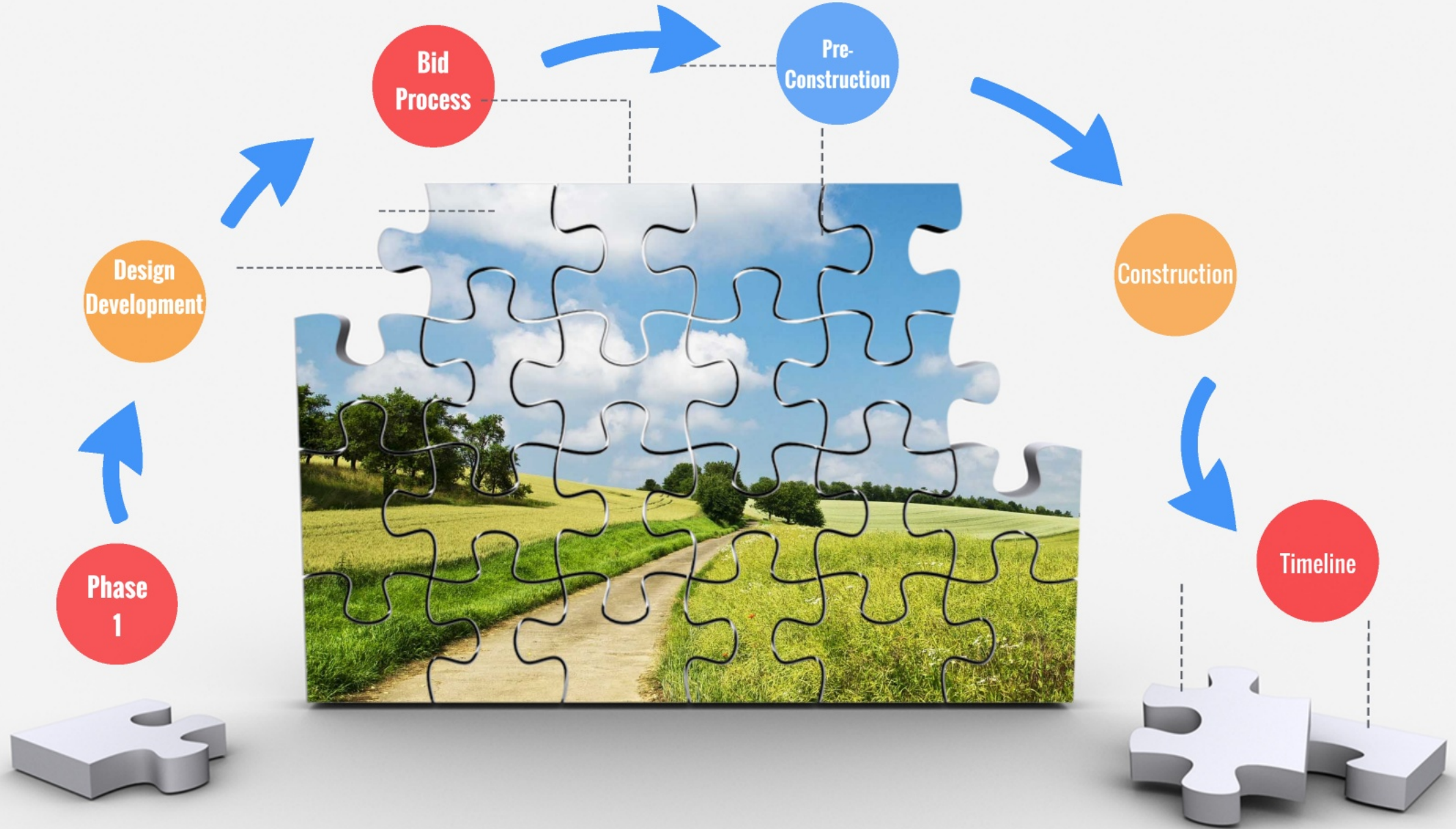
Final items to be addressed as project is completed

Handing over the Keys

Year warranty inspection

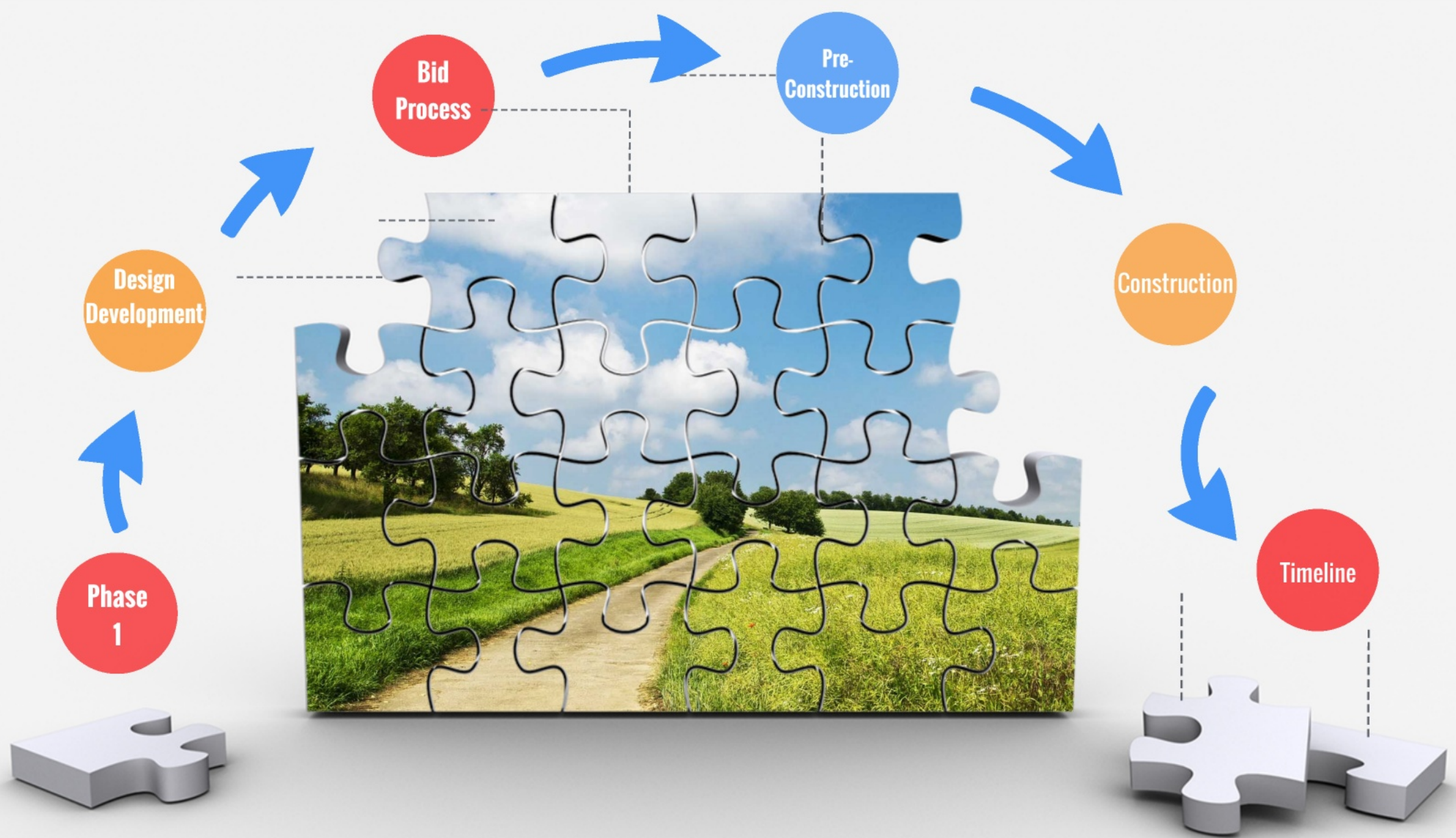


The Keller Process



Next Steps

- **Approve Agreement / Board Meeting** **February 28, 2023**
- **Assessment / Discovery** **March, 2023**
- **Preliminary Architectural Plans** **April, 2023**
- **Preliminary Budget** **April, 2023**
- **Final Preliminary Plans** **May / June, 2023**
- **Funding Approval** **TBD**



Village of Somers
7511 12th Street
Somers, WI 53171

Village Board Meeting
Tentative Agenda
Tuesday, February 28, 2023
5:30 p.m.

Village Board Meeting:	
Item #	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Regular meetings on February 14, 2023, Vouchers dated February 16, 2023, and February 23, 2023
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Approval of Operator's Licenses: Tracy Koster and Michael Stewart
8	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the February 28, 2023 Village Board Meeting & **Tentative** Agenda in 1 public place & on the Village website.

Dated this 17th day of February 2023

Brandi Baker, Clerk-Treasurer

Requests from person with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Village Board may participate telephonically. Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken**