

**Village of Somers
7511 12th Street
Somers, WI 53171**

**Village Board Meeting
Agenda
Tuesday, May 14th, 2024
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 April 23 rd , 2024, Vouchers dated April 25 th , 2024, May 2 nd , 2024, May 9 th , 2024 & ACH Payments for March 2024 and April 2024, March 2024 and April 2024 Building Report
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Action on re-tabling J&M's "Class B" & Class "B" alcohol renewal application for 2023-2024
8	Discussion and Action on J&M's "Class B" & Class "B" alcohol renewal application for 2023-2024
9	Discussion and Possible Action regarding McMahon's proposal for the Fire Department Needs Assessment
10	Action on Operator's Licenses: Angela Quillen, Amanda Rossell, Diane Hoff, Emma Faulkner, Jodi Peterson, Grace Kozel, Lucie Johnson, Zackery Meyer, Audrey Kessler and Justin Santos.
11	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the May 14th, 2024 Village Board Meeting & Agenda in 1 public place & on the Village website.

Dated this 10th day of May, 2024

Wendy Burnette, 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.**

Original Post Date: May 10th, 2024

**Village of Somers
Proceedings from the Regular Board Meeting April 23, 2024**

President Stoner called the meeting to order at 5:30 p.m.

President Stoner led the Pledge of Allegiance.

Present: President George Stoner, Trustees Karl Ostby, Ben Harbach, Scott Fredrick, Jackie Nelson, Jack Aupperle and Joe Smith. Absent: None. Also present: Administrator Jason Peters, Assistant to the Administrator Kevin Poirier, Somers Fire Chief Ben Andersen, Engineer Brett Biwer and Attorney Jeff Davison.

Consent and Approval of Minutes of Regular meetings on April 9th, 2024, Vouchers dated April 11th, 2024 and April 18th, 2024.

Trustee Ostby moved to approve Minutes of Regular meetings on April 9th, 2024, Vouchers dated April 11th, 2024 and April 18th, 2024.

Seconded by Trustee Aupperle.

Motion carried a 7-0 vote.

Correspondence:

None

Citizens Comments

Steven Krause 8203 12th Place — Discussed the Fire Department Report that was presented to the board and praises the Somers Fire & Rescue Department about their training and community outreach. He recommends the Board approves the Fire Study.

President and Trustee Comments:

Trustee Nelson mentioned she received a letter from Municipal Judge Kupfer stating that the building remodel had been approved by Chief Administrative Judge for District 2 Jason Rosell, and that the new phone line was working well.

Trustee Harbach complimented Former Chief Krause's comments.

Action on Request by RCG Somers LLC, 3060 Peachtree Rd NW Ste 400, Atlanta GA 30305 (owner); Steven Kolber, Kolbrook Design, Inc. (Agent), for approval of a Conditional Use Permit for outside dining in the B-4 Planned Business Dist., on Tax Parcel #82-4-222-271-0309, located in the NE ¼ Section 27, T2 N, R22 E, Village of Somers.

Trustee Ostby moved to approve Motion requested by RCG Somers LLC, 3060 Peachtree Rd NW Ste 400, Atlanta GA 30305 (owner); Steven Kolber, Kolbrook Design, Inc. (Agent), for approval of a Conditional Use Permit for outside dining in the B-4 Planned

Business Dist., on Tax Parcel #82-4-222-271-0309, located in the NE ¼ Section 27, T2 N, R22 E, Village of Somers, subject to the following conditions:

1. Subject to conditions as listed in Planning Memo dated March 22nd, 2024
2. Subject to final plans being reviewed and approved by Village Planning;
3. Subject to conditions as listed in Village Engineer Memo dated April 15th, 2024;
4. Subject to final plans being reviewed and approved by Village Engineer; and
5. Execution of a Developer's Agreement between the Village of Somers and Somers Venture, LLC.

Seconded by Trustee Aupperle. Motion carried a 7-0 vote.

Action on Request by RCG Somers LLC, 3060 Peachtree Rd NW Ste 400, Atlanta GA 30305 (Owner); Steven Kolber, Kolbrook Design, Inc. (Agent), for approval of site plan review & exterior fenestration review on Tax Parcel #82-4-222-271-0309, located in the NE ¼ Section 27, T2 N, R22 E, Village of Somers.

Trustee Aupperle moved to approve Motion requested by RCG Somers LLC, 3060 Peachtree Rd NW Ste 400, Atlanta GA 30305 (Owner); Steven Kolber, Kolbrook Design, Inc. (Agent), for approval of site plan review & exterior fenestration review on Tax Parcel #82-4-222-271-0309, located in the NE ¼ Section 27, T2 N, R22 E, Village of Somers, subject to the following conditions:

1. Subject to conditions as listed in Planning Memo dated March 22nd, 2024;
2. Subject to final plans being reviewed and approved by Village Planning;
3. Subject to conditions as listed in Village Engineer Memo dated April 15th, 2024;
4. Subject to final plans being reviewed and approved by Village Engineer; and
5. Execution of a Developer's Agreement between the Village of Somers and Somers Venture, LLC.

Seconded by Trustee Fredrick.

Trustee Nelson made a motion to amend to include items discussed in the April 16 Work Session:

1. Trash enclosure construction shall consist of solid metal fence and enclosure constructed of masonry and materials similar in color to building. Landscaping required around enclosure. Structure shall have a minimum of 6' and maximum of 8' height. The gate is required to be closed except for servicing by waste management and site users. All waste must be contained inside the receptacle. Waste outside of the

receptacle for any reason is prohibited and considered a health hazard.

2. The Building Inspector is authorized to inspect and confirm specified interior and exterior materials, quality, workmanship and that manufacturer installation requirements have been met for warranties to be valid.
3. Incorporating “Somers, Wisconsin” on the development sign is requested.
4. Outside dining area requires a metal fence.
5. Provide signage and pavement marking at the south entrance to navigate site customers around the east side of the building.

The agent states they are happy to comply.

President Stoner mentions a strip of land in front of the property.

The Agent says they are in negotiations with the owner. The issue was mentioned by staff when they first approached the Village. Access will be provided through a shared curb cut.

Trustee Nelson makes motion to amend the original motion to include the additional requirements

Trustee Fredrick seconds.

Motion amendment carried on a 7-0 vote.

Trustee Ostby makes motion to approve the motion as amended.

Trustee Fredrick seconds.

Motion as amended carried on a 7-0 vote.

Action on Execution of a Developer’s Agreement between the Village of Somers and Somers Venture, LLC.

Trustee Ostby moved to approve Execution of a Developer’s Agreement between the Village of Somers and Somers Venture, LLC, subject the following conditions;

1. Subject to final plans being reviewed and approved by Village Planning; and
2. Subject to final plans being reviewed and approved by Village Engineer.

Trustee Harbach seconds.

Motion as amended carried on a 7-0 vote.

Action on Request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for approval of an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from "Medium-Density Residential", "Governmental and Institutional", "Other Conservancy Land to be Preserved", "Nonfarmed Wetland", and "Surface Water" to "Governmental and Institutional", "Other Conservancy Land to be Preserved", "Nonfarmed Wetland", and "Surface Water" on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers

Trustee Smith moved to approve request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for approval of an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from "Medium-Density Residential", "Governmental and Institutional", "Other Conservancy Land to be Preserved", "Nonfarmed Wetland", and "Surface Water" to "Governmental and Institutional", "Other Conservancy Land to be Preserved", "Nonfarmed Wetland", and "Surface Water" on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers, subject to the following conditions:

1. Subject to conditions as listed in Planning Memo dated March 25th, 2024;
2. Subject to final plans being reviewed and approved by Village Planning;
3. Subject to conditions as listed in Village Engineer Memo dated March 4th, 2024;
4. Subject to final plans being reviewed and approved by Village Engineer; and
5. Execution of a Developer's Agreement between the Village of Somers and Shoreland Lutheran High School Federation, Inc.

Trustee Harbach seconds.

Motion as amended carried on a 7-0 vote.

Action on Request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for a rezoning from I-1 Institutional Dist., A-4 Agricultural Land Holding Dist., and R-3 Urban Single-Family Residential Dist. to I-1 Institutional Dist., on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers.

Trustee Smith moved to approve request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for a rezoning from I-1 Institutional Dist., A-4 Agricultural Land Holding Dist., and R-3 Urban Single-Family Residential Dist. to I-1 Institutional Dist., on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers., subject to the following conditions:

1. Subject to conditions as listed in Planning Memo dated March 25th, 2024;

2. Subject to final plans being reviewed and approved by Village Planning;
3. Subject to conditions as listed in Village Engineer Memo dated March 4th, 2024;
4. Subject to final plans being reviewed and approved by Village Engineer; and
5. Execution of a Developer's Agreement between the Village of Somers and Shoreland Lutheran High School Federation, Inc.

Trustee Nelson seconds.

Motion as amended carried on a 7-0 vote.

Action on Request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for approval of a Certified Survey Map (undated Certified Survey Map by Ryan Wilgreen of Excel Engineering, Inc.) to reconfigure two (2) existing tax parcels into one (1) tax parcel, on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers.

Trustee Ostby moved to approve request by Shoreland Lutheran High School Federation, Inc., 9026 12th St., Kenosha, WI 53144, (Owner), for approval of a Certified Survey Map (undated Certified Survey Map by Ryan Wilgreen of Excel Engineering, Inc.) to reconfigure two (2) existing tax parcels into one (1) tax parcel, on Tax Parcel #s 82-4-222-084-0272 and 82-4-222-084-0262, located in the SE 1/4 of Section 8, T2N, R22E, Village of Somers., subject to the following conditions:

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2. Subject to final plans being reviewed and approved by Village Planning;
3. Subject to conditions as listed in Village Engineer Memo dated March 4th, 2024;
4. Subject to final plans being reviewed and approved by Village Engineer; and
5. Execution of a Developer's Agreement between the Village of Somers and Shoreland Lutheran High School Federation, Inc."

Trustee Harbach seconds.

Motion as carried on a 7-0 vote.

Action on Execution of a Developer's Agreement between the Village of Somers and Shoreland Lutheran High School Federation, Inc.

Trustee Ostby moved to approve Execution of a Developer's Agreement between the Village of Somers and Shoreland Lutheran High School Federation, Inc. subject the following conditions;

1. Subject to final plans being reviewed and approved by Village Planning; and
2. Subject to final plans being reviewed and approved by Village Engineer.

Trustee Nelson seconds.

Motion as carried on a 7-0 vote.

Discussion and Action on request for approval of a Recurring Special Event Application from the J. Smith Farms, Inc. (Jerry Smith Farm) located at 7150 18th Street.

Trustee Ostby moved to approve Recurring Special Event Application from the J. Smith Farms, Inc. (Jerry Smith Farm) located at 7150 18th Street.

Trustee Jackie seconds.

Trustee Smith abstains.

Motion as carried on a 6-0 vote.

Discussion and Action on request for approval of a Recurring Special Event Application from the Petrifying Springs Beer Garden LLC located at Petrifying Springs Biergarten Pavilion #1 7th Street.

Trustee Ostby moved to approve Recurring Special Event Application from the Petrifying Springs Beer Garden LLC located at Petrifying Springs County Park Pavilion #1 7th Street.

Trustee Harbach seconds.

Motion as carried on a 7-0 vote.

Discussion and Action on request for approval of a Recurring Special Event Application from the Hyslop Foundation, Inc. (Hawthorn Hollow Nature Sanctuary & Arboretum) located at 880 Green Bay Road.

Trustee Smith moved to approve Recurring Special Event Application from the Hyslop Foundation, Inc. (Hawthorn Hollow Nature Sanctuary & Arboretum) located at 880 Green Bay Road.

Trustee Nelson seconds.

Motion as carried on a 7-0 vote.

Discussion and possible action on request for final payment from Payne and Dolan in the amount of \$98,519.38 for the 2023 Roadway Improvements Program (Somers Estates).

Trustee Smith moved to approve request for final payment from Payne and Dolan in the amount of \$98,519.38 for the 2023 Roadway Improvements Program (Somers Estates).

Trustee Ostby seconds.

Motion as carried on a 7-0 vote.

Action on re-tabling Operator's License for Jason A. Peters and Erin Willoughby

Trustee Aupperle moved to approve Motion to re-table Operator's License for Jason A. Peters and Erin Willoughby.

Trustee Smith seconds.

Motion carried on a 7-0 vote.

Action on Operator's License for Jason A. Peters

Trustee Aupperle moved to approve Operator's License for Jason A. Peters

Trustee Ostby seconds.

Trustee Aupperle addresses the applicant in the room and states some of the violations are old and that he will support the application.

Trustee Fredrick adds that some of the violations are not the applicant and he also will vote in support.

Motion carried on a 7-0 vote.

Action on Operator's License for Erin Willoughby

Trustee Aupperle moved to approve Operator's License for Erin Willoughby.

Trustee Fredrick seconds.

Trustee Aupperle addresses the applicant in the room and states some of the violations are old and that he will support the application.

Motion carried on a 7-0 vote.

Action on Operator's Licenses: Aldridge Rucker, Riley Edquist, Jennifer Epley, Benjamin Worley, Christine Zimmer, Desiree Vasquez, Charita Martin and Susan M Raczka.

Trustee Ostby moved to approve Operator License for Aldridge Rucker, Riley Edquist, Jennifer Epley, Benjamin Worley, Christine Zimmer, Desiree Vasquez, Charita Martin and Susan M Raczka.

Trustee Smith seconds.

Motion carried on a 7-0 vote.

Action on proposed Clerk/Treasure Employment Agreement with Wendy Burnette, term ending April 29, 2026

Trustee Ostby moved to approve proposed Clerk/Treasurer Employment Agreement with Wendy Burnette, term ending April 29, 2026

Seconded by Trustee Smith.

Motion carried on a 7-0 vote.

Adjourn

Trustee Harbach moved to adjourn the meeting at 6 p.m.

Seconded by Nelson. Motion carried. 7-0 vote.

Drafted this 25th day of April by Assistant to the Administrator Kevin Poirier.
These minutes are not official until approved by the Village Board.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank POOL POOLED CASH					
04/25/2024	POOL	196(E)	KWIKTRIP	KWIK TRIP INC	6,287.22
04/25/2024	POOL	197(E)	WID002	WI DEPT OF JUSTICE	175.00
04/25/2024	POOL	63288	KREYE	ANDREW KREYE	1,474.98
04/25/2024	POOL	63289	LASECKI	ANGELA J LASECKI	57.27
04/25/2024	POOL	63290	AVI001	AVI SYSTEMS INC	15,076.84
04/25/2024	POOL	63291	SPECTRUM	CHARTER COMMUNICATIONS	182.23
04/25/2024	POOL	63292	SPECTRUM	CHARTER COMMUNICATIONS	27.47
04/25/2024	POOL	63293	CORE	CORE & MAIN LP	11,623.00
04/25/2024	POOL	63294	EMC	EMC INSURANCE COMPANIES	745.50
04/25/2024	POOL	63295	UHS001	FROEDTERT SOUTH INC	288.85
04/25/2024	POOL	63296	GENCOM	GENERAL COMMUNICATIONS INC	678.60
04/25/2024	POOL	63297	INTER001	INTERSPIRO INC	6,344.44
04/25/2024	POOL	63298	LOR001	LORENZ EXCAVATING & TOP-SOIL	200.00
04/25/2024	POOL	63299	MEN001	MENARDS - RACINE	55.14
04/25/2024	POOL	63300	NAP001	NAPA AUTO PARTS	89.68
04/25/2024	POOL	63301	PAY001	PAYNE & DOLAN INC	98,519.38
04/25/2024	POOL	63302	TAP001	TAPCO	15,378.01
04/25/2024	POOL	63303	WEE001	WE ENERGIES	1,934.52
04/25/2024	POOL	63304	WEE001	WE ENERGIES	26.53
04/25/2024	POOL	63305	WITMER	WITMER PUBLIC SAFETY GROUP INC	66.57

POOL TOTALS:

Total of 20 Checks:	159,231.23
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	<u>159,231.23</u>

05/02/2024 11:19 AM
 User: HKRUK
 DB: Somers

CHECK REGISTER FOR VILLAGE OF SOMERS
 CHECK DATE FROM 05/02/2024 - 05/02/2024

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank POOL POOLED CASH					
05/02/2024	POOL	63307	T0000234	AARON STROM	371.66
05/02/2024	POOL	63308	BRUM	ANN BRUMBACK	55.40
05/02/2024	POOL	63309	AAC001	ASSOCIATED APPRAISAL	8,247.29
05/02/2024	POOL	63310	AT&T001	AT&T	115.44
05/02/2024	POOL	63311	ANDERSEN	BEN ANDERSEN	450.00
05/02/2024	POOL	63312	CORE	CORE & MAIN LP	40,250.00
05/02/2024	POOL	63313	TRI-VISA	ELAN FINANCIAL SERVICES	2,087.96
05/02/2024	POOL	63314	STO001	GEORGE STONER	211.60
05/02/2024	POOL	63315	HOTSY	HOTSY CLEANING SYSTEM	360.00
05/02/2024	POOL	63316	JEF001	JEFFERSON FIRE & SAFETY INC	2,345.33
05/02/2024	POOL	63317	SOR001	JOHN E SORENSEN	62.99
05/02/2024	POOL	63318	JOHNS	JOHNS DISPOSAL SERVICE INC	65,585.80
05/02/2024	POOL	63319	KENCNTIT	KENOSHA COUNTY INFORMATION	8,700.00
05/02/2024	POOL	63320	KEN002	KENOSHA COUNTY TREASURER	2,406.40
05/02/2024	POOL	63321	KWU002	KENOSHA WATER UTILITY	72,947.63
05/02/2024	POOL	63322	MEN001	MENARDS - RACINE	14.83
05/02/2024	POOL	63323	RICOHUSA	RICOH USA, INC	952.84
05/02/2024	POOL	63324	PEREZ	SANDRO PEREZ	975.98
05/02/2024	POOL	63325	STERICYCLE	STERICYCLE INC	16.81
05/02/2024	POOL	63326	T0000175	STEVEN KRAUSE	193.50
05/02/2024	POOL	63327	STRY001	STRYKER SALES LLC	383.76
05/02/2024	POOL	63328	PEREZT	TERESA PEREZ	400.00
05/02/2024	POOL	63329	ULINE	ULINE	279.39
05/02/2024	POOL	63330	WELDSTAR	WELDSTAR COMPANY	274.72
05/02/2024	POOL	63331	WICOURT	WI COURT FINES & SURCHARGES	7,314.83
05/02/2024	POOL	63332	WIL002	WIL-KIL PEST CONTROL	52.70
05/02/2024	POOL	63333	WAM001	WILLIAM A MORRIS	149.42

POOL TOTALS:

Total of 27 Checks:	215,206.28
Less 0 Void Checks:	0.00
Total of 27 Disbursements:	215,206.28

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank POOL POOLED CASH					
05/09/2024	POOL	198 (E)	VERIZON	VERIZON WIRELESS	328.32
05/09/2024	POOL	63334	AED	AED ESSENTIALS INC	146.00
05/09/2024	POOL	63335	ALA001	ALADTEC	540.00
05/09/2024	POOL	63336	HOP001	ANDREA & ORENDORFF LLP	6,505.50
05/09/2024	POOL	63337	AT&T001	AT&T	535.05
05/09/2024	POOL	63338	BAXTER	BAXTER & WOODMAN	1,182.50
05/09/2024	POOL	63339	BLAINFF	BLAIN SUPPLY INC	88.44
05/09/2024	POOL	63340	BTM001	BOUND TREE MEDICAL LLC	1,740.75
05/09/2024	POOL	63341	DAV001	DAVISON LAW OFFICE, LTD	6,904.50
05/09/2024	POOL	63342	FAS001	FASTENAL COMPANY	297.27
05/09/2024	POOL	63343	FIRESESV	FIRE SERVICE INC	2,250.00
05/09/2024	POOL	63344	GALLS	GALLS LLC	180.00
05/09/2024	POOL	63345	GENERAL	GENERAL CODE	995.00
05/09/2024	POOL	63346	PETERS	JASON PETERS	300.00
05/09/2024	POOL	63347	JEF001	JEFFERSON FIRE & SAFETY INC	2,819.24
05/09/2024	POOL	63348	KWU001	KENOSHA WATER UTILITY	39,150.21
05/09/2024	POOL	63349	LAWEVANS	LAW OFFICE OF TIMOTHY R EVANS	2,853.91
05/09/2024	POOL	63350	PALOMO	MARIA PALOMO	60.00
05/09/2024	POOL	63351	MEN001	MENARDS - RACINE	311.40
05/09/2024	POOL	63352	MTP001	MT PLEASANT SEWER UTILITY	42,845.00
05/09/2024	POOL	63353	THOMASOUT	THOMAS OUTDOOR SUPPLY	129.99
05/09/2024	POOL	63354	TKITZ	TIMOTHY KITZMAN	1,168.75
05/09/2024	POOL	63355	USA001	USABLUEBOOK	141.85
05/09/2024	POOL	63356	WEE001	WE ENERGIES	154.85
05/09/2024	POOL	63357	WEE002	WE ENERGIES	94.30
05/09/2024	POOL	63358	WIL002	WIL-KIL PEST CONTROL	116.00
05/09/2024	POOL	63359	WISDNR	WISCONSIN DNR	1,000.00
05/09/2024	POOL	63360	WIHUMANE	WISCONSIN HUMANE SOCIETY	905.16

POOL TOTALS:

Total of 28 Checks:	113,743.99
Less 0 Void Checks:	0.00
Total of 28 Disbursements:	113,743.99

Village of Somers

ACH payments and checks from Payroll system during the month of March 2024

<u>DATE</u>	<u>CHECK#</u>	<u>PAYABLE TO</u>	<u>AMOUNT</u>
3/4/2024	ACH	PNP BILL PAY	\$ 134.00
3/8/2024	ACH	SOMERS PAYROLL	\$ 79,702.37
3/8/2024	63090	SANTORO, DAWN	\$ 69.26
3/8/2024	63091	SANTORO, MICHAEL	\$ 69.26
3/8/2024	63092	BRIGHTHOUSE FINANCIAL	\$ 215.00
3/8/2024	EFT983	INTERNAL REVENUE SERVICE	\$ 28,100.49
3/8/2024	EFT984	WI DEPT. OF REVENUE	\$ 4,547.28
3/8/2024	EFT985	WISCONSIN DEFERRED COMP	\$ 1,449.27
3/8/2024	EFT986	WI SCTF	\$ 1,608.82
3/8/2024	EFT987	SOMERS FIRE FIGHTERS	\$ 330.00
3/11/2024	ACH	CK #62804 CLEARED AS \$122.37 S/H/B \$123.37	\$ 1.00
3/11/2024	ACH	ANALYSIS LOSS FEE/MISC FEE	\$ 995.66
3/12/2024	ACH	PNP BILL PAY	\$ 366.97
3/12/2024	ACH	STOP PAY CHARGE STOP 62798 RE-ISSUE 63134	\$ 35.00
3/15/2024	ACH	SAM'S CLUB	\$ 2,833.92
3/19/2024	ACH	KWIK TRIP	\$ 4,167.57
3/19/2024	ACH	WI ONLINE RECORD	\$ 42.00
3/20/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 270.36
3/20/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 15.00
3/22/2024	63154	SECURIAN FINANCIAL GROUP, INC	\$ 799.19
3/22/2024	63155	SECURIAN FINANCIAL GROUP, INC	\$ 60.58
3/22/2024	63156	BRIGHTHOUSE FINANCIAL	\$ 215.00
3/22/2024	EFT988	INTERNAL REVENUE SERVICE	\$ 26,918.35
3/22/2024	EFT989	WI DEPT. OF REVENUE	\$ 4,507.13
3/22/2024	EFT990	EMPLOYEE TRUST FUNDS	\$ 44,805.20
3/22/2024	EFT991	DELTA DENTAL	\$ 2,833.20
3/22/2024	EFT992	DELTA DENTAL & VISION	\$ 389.82
3/22/2024	EFT993	AFLAC INSURANCE	\$ 320.56
3/22/2024	EFT994	WISCONSIN DEFERRED COMP	\$ 1,475.49
3/22/2024	EFT995	WI EMPLOYEE TRUST FUNDS	\$ 33,324.65
3/22/2024	EFT996	WI SCTF	\$ 1,602.13
3/22/2024	EFT997	SOMERS FIRE FIGHTERS	\$ 330.00
3/22/2024	EFT998	LIBERTY NATIONAL	\$ 1,649.28
3/22/2024	ACH	SOMERS PAYROLL	\$ 73,814.49
3/29/2024	ACH	PNP BILL PAY	\$ 626.94
		TOTAL	\$ 318,625.24

Village of Somers

ACH payments and checks from Payroll system during the month of April 2024

DATE	CHECK#	PAYABLE TO	AMOUNT
4/1/2024	ACH	PNP BILLPAYMENT	\$ 298.40
4/2/2024	ACH	PNP BILLPAYMENT	\$ 124.00
4/5/2024	ACH	SOMERS PAYROLL	\$ 77,748.41
4/5/2024	EFT999	INTERNAL REVENUE SERVICE	\$ 28,383.23
4/5/2024	EFT1000	WI DEPT. OF REVENUE	\$ 4,669.32
4/5/2024	EFT1001	WISCONSIN DEFERRED COMP	\$ 1,418.09
4/5/2024	EFT1002	WI SCTF	\$ 1,660.31
4/5/2024	EFT1003	SOMERS FIRE FIGHTERS	\$ 330.00
4/5/2024	63195	BRIGHTHOUSE FINANCIAL	\$ 215.00
4/8/2024	ACH	PNP BILLPAYMENT	\$ 1,008.99
4/9/2024	ACH	ANALYSIS LOSS FEE/MISC FEE	\$ 698.63
4/11/2024	ACH	WI DEPT REVENUE TAXPAYMNT	\$ 1,650.00
4/16/2024	ACH	PNP BILLPAYMENT	\$ 180.63
4/17/2024	ACH	SAM'S CLUB	\$ 1,644.38
4/19/2024	ACH	SOMERS PAYROLL	\$ 86,286.06
4/19/2024	ACH	KWIK TRIP INC	\$ 6,287.22
4/19/2024	EFT1004	INTERNAL REVENUE SERVICE	\$ 30,635.97
4/19/2024	EFT1005	WI DEPT. OF REVENUE	\$ 4,915.99
4/19/2024	EFT1006	EMPLOYEE TRUST FUNDS	\$ 49,505.84
4/19/2024	EFT1007	DELTA DENTAL	\$ 2,925.80
4/19/2024	EFT1008	DELTA DENTAL & VISION	\$ 389.82
4/19/2024	EFT1009	AFLAC INSURANCE	\$ 320.56
4/19/2024	EFT1010	WISCONSIN DEFERRED COMP	\$ 1,427.44
4/19/2024	EFT1011	WI EMPLOYEE TRUST FUNDS	\$ 34,358.95
4/19/2024	EFT1012	WI SCTF	\$ 1,571.42
4/19/2024	EFT1013	SOMERS FIRE FIGHTERS	\$ 330.00
4/19/2024	EFT1014	LIBERTY NATIONAL	\$ 1,560.36
4/19/2024	63257	MCDONALD, LORI	\$ 115.44
4/19/2024	63258	SANTORO, DAWN	\$ 69.26
4/19/2024	63259	SANTORO, MICHAEL	\$ 69.26
4/19/2024	63260	SECURIAN FINANCIAL GROUP, INC	\$ 763.64
4/19/2024	63261	SECURIAN FINANCIAL GROUP, INC	\$ 50.12
4/19/2024	63262	BRIGHTHOUSE FINANCIAL	\$ 215.00
4/22/2024	ACH	WI ONLINE RECORD	\$ 175.00
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 270.36
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 15.00
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 270.36
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 15.00
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 197.40
4/29/2024	ACH	MISC FEES/DEPOSIT ITEM RETURNED	\$ 15.00
4/29/2024	ACH	PNP BILLPAYMENT	\$ 470.80
4/30/2024	ACH	PNP BILLPAYMENT	\$ 10.00
		TOTAL	\$ 343,266.46
		2024 LOAN PAYMENTS	
4/25/2024	ACH	WIRE TRANSFER - JP MORGAN CHASE	\$ 1,159,931.25
4/25/2024	ACH	WIRE TRANSFER - BTSC PAYING AGENT	\$ 333,440.63
4/25/2024	ACH	WIRE TRANSFER - BTSC PAYING AGENT	\$ 247,050.00
4/25/2024	ACH	WIRE TRANSFER - BTSC PAYING AGENT	\$ 242,562.50
4/25/2024	ACH	WIRE TRANSFER - BTSC PAYING AGENT	\$ 153,923.07
4/25/2024	ACH	WIRE TRANSFER - BTSC PAYING AGENT	\$ 116,275.00
4/25/2024	ACH	TRI-CITY LOAN PMT	\$ 16,110.01
		TOTAL	\$ 2,269,292.46



BUILDING REPORT - March, 2024

FUND CODE & DESCRIPTION	NUMBER OF PERMITS	PERMIT FEES MONTHLY	NUMBER OF PERMITS YEAR TO DATE	PERMIT FEES YEAR TO DATE	DIFFERENCE FROM 2023 TO 2024
101-HOUSES	2	4,335.20	2	4,335.20	(484.90)
101-ADDITIONS & ALTERATIONS-RES	5	330.65	8	625.65	280.65
101-ACCSRY BLD	2	1,251.00	5	1,935.60	1,835.60
101-NEW MOBILE HM	0	0.00	0	0.00	0.00
101-OTHER PMT FEE	0	0.00	3	650.00	650.00
101-AGRICULTURAL	0	0.00	1	843.00	(1,992.00)
101-APARTMENTS-MLF	0	0.00	0	0.00	0.00
101-CONDOMINIUM	0	0.00	0	0.00	0.00
101-COMMERCIAL BLD	0	0.00	0	0.00	0.00
101-INDUSTRIAL (COMM)	0	0.00	0	0.00	0.00
101-ADDITIONS & ALTERATIONS-COMM	3	693.20	7	22,831.00	22,831.00
101-SIGNS	0	0.00	1	85.00	25.00
101-PLUMBING	9	4,071.00	23	8,908.00	2,266.60
101-HEATING	2	260.00	9	3,684.02	2,182.02
101-ELECTRIC	9	1,597.15	22	23,458.55	20,004.85
101-POOLS	2	1,945.00	3	2,010.00	2,010.00
101-WRECKING	5	1,148.10	11	2,199.32	1,594.36
101-OCCUPANCY	0	0.00	3	500.00	500.00
101-FENCE	3	195.00	5	325.00	100.00
101-DRIVEWAY	0	0.00	2	130.00	85.00
101-CULVERT	0	0.00	0	0.00	0.00
101-MOVING	0	0.00	0	0.00	0.00
101-RIGHT OF WAY ROAD OPENING	4	400.00	11	1,000.00	650.00
101-EROSION CONTROL	0	0.00	0	0.00	0.00
101-VOLUNTARY DONATION IN LIEU OF IMPACT FEES	0	0.00	1	4,590.00	4,590.00
101-LANDFILL PMT	1	65.00	1	65.00	65.00
101-PUBLIC WKS	0	0.00	0	0.00	0.00
101-PARK FEE	0	0.00	0	0.00	(1,045.00)
101-FIRE STATION	0	0.00	0	0.00	0.00
101-WA MTR HORN	0	0.00	0	0.00	0.00
101-WA PMT	0	0.00	0	0.00	0.00
101-REFUND PERMIT	0	0.00	0	0.00	0.00
SUB-TOTAL 101	47	16,291.30	118	78,175.34	56,148.18
603-UD SR SVC FEE	1	2,800.00	1	2,800.00	0.00
603-	0	0.00	0	0.00	0.00
SUB-TOTAL 603	1	2800.00	1	2800.00	0.00
602-KR SR SVC FEE	0	0.00	0	0.00	0.00
SUB-TOTAL 602	0	0.00	0	0.00	0.00
601-WA FEE	2	2,700.00	2	2,700.00	2,700.00
601-TEMP WA FEE	2	299.65	2	299.64	299.64
601-WA MTR HORN	5	41,415.00	6	41,565.11	41,565.11
601-WA PMT	0	0.00	0	0.00	(857.20)
601-	0	0.00	0	0.00	0.00
601-	0	0.00	0	0.00	0.00
SUB-TOTAL 601	9	44,414.65	10	44,564.75	43,707.55
TOTALS	57	63,505.95	129	125,540.09	99,855.73



BUILDING REPORT - APRIL, 2024

FUND CODE & DESCRIPTION	NUMBER OF PERMITS	PERMIT FEES MONTHLY	NUMBER OF PERMITS YEAR TO DATE	PERMIT FEES YEAR TO DATE	DIFFERENCE FROM 2023 TO 2024
101-HOUSES	1	3,633.80	3	7,969.00	3,148.90
101-ADDITIONS & ALTERATIONS-RES	9	1,514.50	17	2,140.15	1,485.15
101-ACCSRY BLD	3	762.80	8	2,698.40	2,344.40
101-NEW MOBILE HM	0	0.00	0	0.00	0.00
101-OTHER PMT FEE	1	65.00	4	715.00	715.00
101-AGRICULTURAL	0	0.00	1	843.00	(1,992.00)
101-APARTMENTS-MLF	0	0.00	0	0.00	0.00
101-CONDOMINIUM	0	0.00	0	0.00	0.00
101-COMMERCIAL BLD	0	0.00	0	0.00	0.00
101-INDUSTRIAL (COMM)	0	0.00	0	0.00	0.00
101-ADDITIONS & ALTERATIONS-COMM	1	8,175.00	8	31,006.00	31,006.00
101-SIGNS	2	340.00	3	425.00	245.00
101-PLUMBING	10	1,305.00	33	10,213.00	3,277.60
101-HEATING	5	786.00	14	4,470.02	2,869.02
101-ELECTRIC	17	1,720.00	39	25,178.55	21,359.15
101-POOLS	1	1,845.00	4	3,855.00	3,855.00
101-WRECKING	1	0.00	12	2,199.32	1,594.36
101-OCCUPANCY	0	0.00	3	500.00	400.00
101-FENCE	4	260.00	9	585.00	315.00
101-DRIVEWAY	2	130.00	4	260.00	215.00
101-CULVERT	0	0.00	0	0.00	0.00
101-MOVING	0	0.00	0	0.00	0.00
101-RIGHT OF WAY ROAD OPENING	1	100.00	12	1,100.00	605.00
101-EROSION CONTROL	0	0.00	0	0.00	0.00
101-VOLUNTARY DONATION IN LIEU OF IMPACT FEES	0	0.00	1	4,590.00	4,590.00
101-LANDFILL PMT	2	130.00	3	195.00	145.00
101-PUBLIC WKS	0	0.00	0	0.00	0.00
101-PARK FEE	0	0.00	0	0.00	(1,045.00)
101-FIRE STATION	0	0.00	0	0.00	0.00
101-WA MTR HORN	1	4,785.00	1	4,785.00	4,785.00
101-WA PMT	0	0.00	0	0.00	0.00
101-REFUND PERMIT	0	0.00	0	0.00	0.00
SUB-TOTAL 101	61	25,552.10	179	103,727.44	79,917.58
603-UD SR SVC FEE	1	2,800.00	2	5,600.00	2,800.00
603-	0	0.00	0	0.00	0.00
SUB-TOTAL 603	1	2800.00	2	5600.00	2,800.00
602-KR SR SVC FEE	0	0.00	0	0.00	0.00
SUB-TOTAL 602	0	0.00	0	0.00	0.00
601-WA FEE	1	1,350.00	3	4,050.00	4,050.00
601-TEMP WA FEE	0	0.00	2	299.64	299.64
601-WA MTR HORN	1	170.00	7	41,735.00	41,735.00
601-WA PMT	0	0.00	0	0.00	(857.20)
601-	0	0.00	0	0.00	0.00
601-	0	0.00	0	0.00	0.00
SUB-TOTAL 601	2	1,520.00	12	46,084.64	45,227.44
TOTALS	64	29,872.10	193	155,412.08	127,945.02



**VILLAGE OF SOMERS
VILLAGE BOARD
MEETING ITEM MEMORANDUM**

MEETING DATE: May 14th, 2024

TO: Village President Stoner and Village Trustees

PREPARED BY: Wendy Burnette, Clerk-Treasurer

AGENDA ITEM: #7 Action on re-tabling J&M’s “Class B” & Class “B” alcohol renewal application for 2023-2024

#8 Discussion and Action on J&M’s “Class B” & Class “B” . alcohol renewal application for 2023-2024

BACKGROUND:

J&M’s has been closed since a fire destroyed part of their interior in August of 2022. In 2023, they applied for their 2023-2024 “Class B” & Class “B” alcohol renewal. In June of 2023, the Board held the public hearing on the 2023-2024 applications. Due to the fact they were not in operation at the time, the Board tabled their application until as such time their rehabilitation was completed.

PRIOR ACTION TAKEN:

J&M’s “Class B” and Class “B” alcohol license for the period of 2023 –2024 were tabled by the Board at our June 13th, 2023 Meeting.

SUGGESTED ACTION/ACTION REQUESTED/COMMENTS:

J&M’s rehabilitation is nearing completion. Initial inspections by the fire department and building department have been completed. They are expected to be open by the end of the month. J&M has requested that their 2023-2024 application be removed from the table and approved. Staff recommends approval. In the event that the Village Board agrees with the suggested action, a suggested motion to approve would be as follows:

#7

“Motion to re-tabling J&M’s “Class B” & Class “B” alcohol renewal application for 2023-2024”

#8

“Motion to approve J&M’s “Class B” & Class “B” alcohol renewal application for 2023-2024”

ATTACHMENTS:

NONE

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

WORK SESSION: May 7th, 2024

TO: Village President Stoner and Board of Trustees

PREPARED BY: Kevin Poirier, Assistant to the Administrator

REVIEWED BY: Jason J. Peters, Administrator
Ben Andersen, Fire Chief

AGENDA ITEM: #9 Discussion and possible Action on the McMahon's proposal for the Fire Department Needs Assessment Requests received Jan. 31, 2024.

BACKGROUND:

Listed in the Village of Somers 2023 and Long-Term Goals is the following:

- Outline plans for remodeling or rebuilding Fire Station 2
- Consider long term plans for Fire Station 3

In February of 2023, Chief Andersen had Keller Construction come to a Work Session to present to the Board, as it pertains to the evaluation of needs, planning and designing of a fire station. At that time the Board was undecided on how they wanted to proceed. The discussion seemed to focus on a more holistic study as it pertains to the Village's needs.

Trustee Ostby has been in contact with a leading provider of Fire Facilities and Personnel Needs assessments. Administration, Chief Andersen and Trustee Ostby met on October 9th to review a sample proposal and discuss what else should be included.

At our October 17th, 2023 the Board discussed whether to move forward with a possible Request for Proposals for a Needs Assessment for Current and Future Facilities and Fire/EMS personnel. At our Nov. 7th, 2023 Work Session, the Board instructed Administration to draft a Request For Proposals.

In January, nine proposals were received. At our February 6th Work Session the Board was provided with each proposal and a spreadsheet that summarized what was received. Electronic versions of each proposals can be viewed using the following link:

<https://www.somers.org/wp-content/uploads/2024/02/2024.02.06-Village-Work-Session-Materials.pdf>

At the beforementioned Work Session the Board requested that a group consisting of Administration, Chief Andersen and several Trustees review the proposals and report back the Board.

On February 12th, Administration, Chief Andersen, Trustee Ostby, Trustee Fredrick and Trustee Smith met to discuss the proposals. Based on this meeting, it was decided that Chief Andersen and Administrator Peters would call references for several of the submissions and report back to the group.

On March 1st, Administration, Chief Andersen, Trustee Ostby and Trustee Fredrick met to discuss our findings. The group discussed reference calls regarding the following submissions:

At our March 5th Work Session the Board heard from our group that based on our reference checks and review of the proposals, the group agreed that McMahon Associates was the best fit for the Village. The group felt that their analysis of response time, and fire location would give the Village the best information to plan for the future and that they could also be partners in building future facilities if needed. At this time the Board requested that Chief Andersen further look into McMahon's work with other communities.

The Fire Study was reviewed again at our April 3rd Work Session. Chief Andersen reviewed McMahon's work in other communities and has interviewed Southshore's Chief on the work that was completed for their organization. Southshore's Chief was highly complementary of McMahon's work.

McMahon Project Manager Robert Whitaker attended the May 7th Village Board Work Session and answered questions from Trustees.

UPDATE:

McMahon Project Manager Robert Whitaker has provided an updated memo outlining the options in the RFP with cost and timelines.

Options are as follows:

- Phase 00 — Facilities Assessment: \$15,000
- Phase 02 — Facilities Conceptual Design: \$48,300 (with potential additional cost if current building plans are not available or not adequate)
- Phase 04 — Operational Need Assessment — \$8,500
- Phase 05 — Staffing Needs Assessment — \$13,000 (if Phase 04 is included)

COMMENTS:

In the event that the Village Board wants to hire McMahon to conduct a Fire Needs Assessment with all or part of the options outlined in the memo, a suggested motion to approve would be as follows:

“Motion to approve McMahon’s proposals of Phases 00, 02, 04, and 06 (or a combination) in the amount of \$ _____ to conduct a Fire Needs Assessment.”

ATTACHMENTS:

McMahon Updated Summary of proposal

McMahon’s RFP submission

McMahon Fee Proposal

MEMORANDUM

DATE: May 9, 2024

TO: Village and Town of Somers Board

FROM: Robert Whitaker

RE: McMahon Proposal to Village and Town of Somers – Additional Options

McMahon has a team of public safety professionals, architects, engineers, and geographic information specialists ready to assist the Village and Town of Somers in conducting any or all of the services that were detailed in the Request for Proposal issued by the Village and Town earlier this year.

After discussion with Village/Town Administration, I have authored this memo to offer additional options for consideration by the Board. Costs described in this memo are estimates and will be based on time and expenses. Invoices will be sent every month based on the previous months' time and expenses.

- 1) Fire Department Facilities Assessment – Phase 00: \$15,000
 - a. Assessment of current conditions of facilities including building envelope, interior condition, life safety/building codes and accessibility. The Assessment would also evaluate the facilities' compliance with industry safety standards and codes. This would be accomplished through tours and interviews with facility staff regarding age and condition of building systems such as the HVAC. Also includes existing conditions report of Stations 1 and 2 to include a review of existing mechanical, electrical, plumbing services and related equipment for use in determining how to proceed with the current facilities and general architectural and structural observations.
 - b. Maps showing response times and distance from the current stations to areas of the Village/Town.
 - c. Presentation of general location options for a two-fire station model and a three-fire station model.
 - d. Report presentation to Village/Town Board

- 2) Fire Department Facilities Conceptual Design – Phase 02: \$48,300 – items identified as not included in the scope of architectural services on Page 6 and 7 of McMahon’s RFP Response are applicable for this section.
 - a. Conceptual floor plans, architectural site plans and exterior elevations of:
 - i. Station 2 renovation or expansion
 - ii. Station 2 replacement on current site
 - iii. Station 2 replacement on a new site
 - iv. Options for Station 1 renovation/expansion in current location with possibility of using the public works facility for extra space. This will include suggestions for relocation of the public works facility.
 - v. Options for Station 1 at the current location or a new site.
 - vi. Options for future Station 3 to include estimate of construction costs.
 - b. Probable cost estimates for all options above including site improvements, building costs and soft costs.
 - c. Presentation to the Village/Town Board
 - d. The cost estimate for this portion of the project assumes the Village/Town has existing building plans of both locations to be used in reproducing building backgrounds for planning purposes. If the Village/Town does not have existing building backgrounds or plans, additional fees will be required.

- 3) Fire Department Operational Needs Assessment – Phase 04: \$8,500
 - a. Utilizing information from documentation, interviews and on-site observations, this Assessment will include a review of the current fire department efficiency and effectiveness, the department’s compliance with accepted standards and provide an overview of the fire department and its coverage area.
 - b. Report presentation to Village/Town Board

- 4) Fire Department Staffing Needs Assessment – Phase 06: \$13,800 assuming the Fire Department Operational Needs Assessment is under contract with McMahon.
 - a. Assessment of organizational structure of the fire department
 - b. Evaluation of operational staffing levels
 - c. Evaluation of the appropriateness of staffing methods, numbers and distribution of personnel
 - d. Evaluation of the current paid-on-call/volunteer/career/part-time use
 - e. Review of firefighter/EMS staff distribution
 - f. Evaluation of department staffing levels compared to national standards
 - g. Evaluation of the effectiveness of call response
 - h. Recommended staffing options for current and anticipated community needs
 - i. Any other issues identified during the analysis
 - j. Report presentation to Village/Town Board

We look forward to working with Somers if selected for this work.

Fire Department Needs Assessment

Prepared for



KENOSHA COUNTY | WISCONSIN

January 29, 2024

Prepared By

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



Fire Department Needs Assessment

Prepared for



KENOSHA COUNTY | WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN
January 29, 2024

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Appendix:

Full Resumes

Drive Time and Incident Map

Drive Time Map

Incident Heat Map

Radius and Incident Map

Response Times w Drive Times 40



January 29, 2024

Village/Town of Somers
Attn: Kevin Poirier, Village/Town Assistant to the Administrator
7511 12th Street
Kenosha, WI 53144

Dear Mr. Poirier,

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

McMahon’s Public Safety & Municipal Management Group’s focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of public safety and municipal management consultants are all senior level staff and are either current or former municipal management practitioners. MCMAHON’s service offerings also include geographic information services (GIS), architectural and engineering services. The combination of our architectural, engineering, GIS and public safety services make our firm an excellent choice for this project.

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

Respectfully,
McMahon Associates, Inc.

Robert Whitaker
Senior Public Safety Team Leader

Jeffrey R. Roemer
Public Safety Manager

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

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

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

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

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

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

Client Input

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

Practical Recommendations

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

Project Management

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

Project Kickoff

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

Initial Assessment and Observations

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

Continued Assessment and Documentation

- Tour and assess fire department facilities. The walk-thru will assess:
 - Fire Department use of facilities
 - Fire Department workflow
 - Current conditions of facilities including building envelope, interior condition, life safety/building code items and accessibility.
 - Potential additions based on construction type.
 - Interviews with facility staff regarding age and condition of building systems such as HVAC, electrical and plumbing for life cycle costs or replacement.
 - Potential alternative site locations.
- Assess the current fire operations and begin to assess future needs by conducting interviews and on-site observations with representatives of the agency and related organizations. The interviews and observations will be held in both group and individual settings with personnel from the following areas:
 - ❖ Fire Department
 - Administration
 - Fire Officers
 - Fire Fighters
 - Dispatch
 - Fire Inspectors
 - ❖ Surrounding Fire Departments
 - ❖ Village/Town Officials
 - ❖ Economic Development

Interviews and observations will primarily focus on the following issues:

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

Analysis, Performance Review and Recommendations

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

- Fire department operational workflows, staffing and processes will be analyzed for efficiency, effectiveness, and compliance with accepted standards. This review will be based on the Commission of Fire Accreditation International categories and criteria. The performance indicators that will be examined include the following:
 - ❖ Governance and Administration
 - ❖ Assessment and Planning
 - ❖ Goals and Objectives
 - ❖ Financial Resources
 - ❖ Community Risk Reduction Programs
 - ❖ Physical Resources
 - ❖ Human Resources
 - ❖ Training and Competency
 - ❖ Essential Resources
 - ❖ External Systems Relationships
 - ❖ Health and Safety
- Determine any changes, or future trends, for public safety industry standards related to facilities and operational requirements. During the development of the assessment, McMahon will consider many factors and standards as a basis including:
 - ❖ State of Wisconsin Statutes and Administrative Code
 - ❖ National Highway Safety Traffic Administration (NHSTA)
 - ❖ Federal Emergency Management Association (FEMA)
 - ❖ Local Related Ordinances
 - ❖ Commission on Fire Accreditation International (CFAI)
 - ❖ National Fire Protection Association (NFPA)
 - ❖ American Institute of Architects (AIA)

- If requested by the Village/Town, McMahon will provide a staffing needs assessment for the Somers Fire Department (RFP Item C). The projected growth and level of service needs will be considered during the development of these recommendations to include:
 - ❖ Assessment of the organizational structure of the fire department
 - ❖ Evaluation of operational staffing levels
 - ❖ Evaluation of the appropriateness of staffing methods, numbers and distribution of personnel
 - ❖ Evaluation of the current paid-on-call/volunteer/career/part-time use
 - ❖ Review of firefighter/EMS staff distribution
 - ❖ Evaluation of department staffing levels compare to national standards
 - ❖ Evaluation of the effectiveness of call response
 - ❖ Recommended staffing options for current and anticipated community needs
 - ❖ Any other issues identified during the analysis

- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.

Document Preparation and Review

- Fire Department Facilities Assessment (RFP Item A): Develop a comprehensive detailed facilities needs assessment as requested in the RFP. The assessment and accompanying report will include:
 - Maps showing response times and distance from the current stations to areas of the Village/Town.
 - Identification of deficiencies and areas of improvement for facilities, their locations, their compliance with industry safety standards and codes, future facility needs and the potential for facilities consolidation based on concentration, distribution, reliability and cost benefit. The facilities assessment report will also conceptual floor plan, architectural site plan and exterior elevations of:
 - Station 2 renovation or expansion
 - Station 2 replacement on current site
 - Station 2 replacement on a new site
 - Options for Station 1 renovation/expansion in current location with possibility of using the public works facility for extra space. This will include suggestions for relocation of the public works facility.
 - Options for Station 1 at the current location or a new site.
 - Options for future Station 3 including estimate of construction costs.
 - Probable cost estimates for all options above including site improvements, building costs and soft costs.
 - Existing Conditions Report of Stations 1 and 2 to include a review of existing mechanical, electrical and plumbing services and related equipment for use in determining how to proceed with the current facilities.
 - General Architectural and Structural Observations.

- Fire Department Operational Needs Assessment, utilizing the information provided by the documentation received, the interviews, and on-site observations. The Assessment will include an assessment of the current fire department efficiency and effectiveness, the

department's compliance with accepted standards and provide an overview of the fire department and its coverage area to include maps demonstrating response times from facilities to the Village/Town. (RFP Item B).

- If requested, list and describe the findings and recommendations regarding the staffing needs assessment using the scope identified this Proposal (RFP Item C).
- Assemble the Needs Assessment document(s) by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMahon's standards.
- Prepare, produce, and deliver the draft of the Facilities and Operational Needs Assessment document(s) to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps. If requested, preparation of the Staffing Needs Assessment will be included also.
- Facilitate a Needs Assessment Review Meeting with the Project Team approximately one (1) week after initial delivery to answer questions regarding the content of the Assessment. Make any changes to the Assessment based on the discussions at the Assessment Review Meeting. Produce and deliver final document copies to the Project Team. If requested, the facilitation of a meeting regarding the Staffing Needs Assessment will be included also.
- Facilitate a Needs Assessment review presentation for the governing body. If requested, facilitation of a presentation of the Staffing Needs Assessment will be included also.

ITEMS NOT INCLUDED IN THE SCOPE OF ARCHITECTURAL SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

1. Civil or Structural design or design services such as schematic design, design development, construction documents, construction services or any design services not identified above from any discipline.
2. Geotechnical Services including soil borings, geotechnical report, and services during construction.
3. Reproduction of plans and specifications (McMahon will invoice as a reimbursable expense if required).
4. Architects attendance at meetings in addition to one in person meeting and three virtual meetings. If required, meetings will be attended on a Time and Expense basis. (The limit of one in-person meeting and three virtual meetings is specific to the architectural team only – this does not apply to the remainder of the McMahon Team assigned to this project.)
5. Archaeological, historical, endangered/threatened species.

6. Sampling and testing of soil, air, groundwater, building materials, and/or other media on the subject property.
7. Design of new services and/or relocation/demolition of existing gas, electric, telephone, fiber, and cable; and coordination with the respective utility companies.
8. Applications for rezoning, Conditional Use Permit, and/or variances to the Zoning Ordinance.
9. Preparation of easement documents, development, and lease agreements.
10. Additional Renderings or animations outside of the scope identified in the Document Preparation and Review Section of this Proposal (additional services available with an additional agreement).
11. Submittals to local or state agencies.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated October 25, 2023, which will be incorporated into the Agreement for reference.

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

Project Schedule

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience on similar projects, it is estimated that this analysis will take approximately three (3) months to complete Options A & B and one (1) additional month to complete Options C. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

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

Robert C. Whitaker – Senior Public Safety Team Leader

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

Gerald W. Kudek – Public Safety Specialist II

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

Kevin I. Bierce – Senior Public Safety Specialist

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

Kevin K. Kloehn – Public Safety Specialist

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

Paul Boening – Public Management Specialist

Paul will assist the Project Team and is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

Christine M. Mollett – Senior Architectural Designer

Christina has managed multi-million-dollar projects to successful completion and coordinated teams of consultants, engineers, and contractors to fulfill client's expectations of quality, budget, and deadline. She has worked on value engineering for million-dollar savings which allowed budget restricted projects to move forward. Christina has organized and documented projects and communications and performed efficient record keeping and filing. She has assessed products, materials, and processes both on site and documented to check compliance with specifications, state codes, and safety regulations. She has managed teams of contractors and subcontractors on multiple construction jobs in various stages of completion simultaneously. Christina has contributed to at least 30 projects over seven years as a project manager and working with other project managers to facilitate their needs including multiple fire station and municipal building projects.

Sam Pociask – Senior Analyst

GIS IMPLEMENTATION MANAGEMENT

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

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

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

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

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

Mike Martin – Senior Architect

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.

Scott Manteuffel – Construction Services Project Manager

Scott is a Construction Project Manager with 30 years of construction experience and is the Construction Services Manager. He works closely with Design Team members to develop constructability solutions suited to each projects need.

Edward Erickson – Plumbing Design Engineer

Edward Erickson is a licensed plumbing systems designer with over 30 years of experience in the design of plumbing building systems for commercial, educational, industrial, and municipal facilities. Prior to accepting a position with McMahan Associates, Inc. Ed was designing, estimating and project managing at Bassett Mechanical in Kaukauna, WI. Ed has experience with sanitary drain, waste and vent, fire protection, storm drain and vent, acid resistant drain, waste and vent, domestic cold water, domestic hot water, domestic hot water recirculation, non-potable water, protected water, soft water, deionized water, reverse osmosis water, filtered water, steam and condensate, compressed air, natural gas, fuel oil, acids, medical gasses, vacuum and many other mediums for various types of building projects, including healthcare, educational, governmental, industrial wastewater and water treatment, maintenance garages, funeral homes, restaurants, bars, police departments, jails, utility companies, and much more. Ed has experience designing buildings to LEED levels as defined by customer.

Jill FitzSimons- Senior Electrical Engineer

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 McMahan 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.

Jeffrey R. Roemer – Public Safety Manager

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

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

VILLAGE OF GERMANTOWN

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

Steven Kreklow, Village Administrator

N112W1701 Mequon Road

Germantown, WI 53022

(262) 250-4775

VILLAGE & TOWN OF MUKWONAGO

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

Jeff Stein, Fire Chief

440 River Crest Ct Mukwonago, WI 53149

(262) 363-6420

CITY OF BARABOO, WI

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

Kevin Stieve, Fire and EMS Chief

135 4th Street

Baraboo, WI 53913

608-356-3455

VILLAGES OF MOUNT PLEASANT, STURTEVANT, AND CALEDONIA

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

Maureen Murphy, Village Administrator

8811 Campus Drive

Mount Pleasant, WI 53406

262-664-7818

CITY OF BARABOO, WI

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

Kevin Stieve, Fire and EMS Chief

135 4th Street

Baraboo, WI 53913

608-356-3455

RIPON AREA FIRE DISTRICT

Project: Strategic Planning, Organizational Analysis and Fire Management Counsel – project work included completing a strategic plan for the organization based on organizational needs analysis/assessment and providing management counsel to the fire administration team in the absence of a fire chief.

Ellen Sorensen, Board President

515 Aspen Street,

Ripon, WI 54971

920-745-2262

CITY OF WEST BEND

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

Jay Schambeau, City Administrator

1115 S. Main Street

West Bend, WI 53095

262-335-5171

ROBERT C. WHITAKER

SENIOR PUBLIC SAFETY SPECIALIST

Robert has over 30 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire department in Wisconsin. Before his position as Chief, he worked as a Deputy Chief of Administration, Battalion Chief and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

PROJECTS

FIRE & EMS SERVICE

City of Rice Lake, WI – Public Safety Study
City of West Bend, WI – Fire Service Study
City of Baraboo, WI – Fire Service Study
Seymour (WI) Joint Fire Service Study
Buchanan/Combined Locks/Harrison (WI) Joint Fire Service Study
Village/Town of Mukwonago, WI – Fire & EMS Service Study
West Bend, WI – Standard Operating Guidelines Update
Peer Assessor for Center for Public Safety Excellence Fire Service Accreditation
Extensive experience navigating challenging political and operational situations relating to fire and EMS service

EMERGENCY MANAGEMENT

North Shore (WI) Joint Comprehensive Emergency Management Plan

Multitude of experiences in emergency operations centers and emergency management work relating to natural disasters, fires, mass casualties and pandemic related events.



rwhitaker@mcmgrp.com

SPECIALIZED COMPETENCE

Fire Administration
EMS Administration
Emergency Management
Public Management
Consolidated/shared service

ACADEMIC BACKGROUND

Master's degree- Fire & Emergency Management – Oklahoma State University
Bachelor's degree – Fire Service Management – Southern Illinois University
Credentialed Chief Fire Officer – Center for Public Safety Excellence

PROFESSIONAL AFFILIATIONS

International Association of Fire Chief
Wisconsin State Fire Chiefs Association
International City/County Management Association
Board of Directors – Wisconsin Policy Forum

KEVIN I. BIERCE

SENIOR PUBLIC SAFETY SPECIALIST

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

Kevin also serves as the Past President of the Waukesha County Fire Chief Association and the Wisconsin State Fire Chiefs Association. He has been appointed to other numerous boards and committees at both the State and Local level.

He currently instructs both at the National and State level and is on Staff at both the Community College level and at the Wisconsin Emergency Services Academy at Volk Field, Wisconsin. He instructs in both Fire Prevention and Executive Fire Officer Development for both the Department of Defense and civilian agencies. As part of his commitment to education he also serves as a Wisconsin Technical School Representative providing evaluation of testing sites throughout Wisconsin.

Before his service as the Fire Service Chief, Bierce served in both the active and reserve components of the U.S. Army. Prior to his retirement his assignments included both company grade and field grade officer assignments including company command and brigade level staff positions. He continues to work with the military through his participation in both State and National Level preparedness operations, most recently serving as Incident Commander for Patriot North Exercise, one of the largest multi-agency Domestic Response Exercises in the Nation.

PROJECTS

FIRE SERVICE

Holmen WI – Management Counsel
City of Lake Elmo MN – Organizational Study
Village of Mukwonago WI – Organizational Study
Town of Buchanan WI – Consolidation Study
Didion Milling, Cambria WI – Fire and Life Safety

PUBLIC MANAGEMENT

Kaukauna WI - Building Inspection Department



kbierce@mcm.com
262-277-4227

SPECIALIZED COMPETENCE

Fire Administration
EMS Administration
Emergency Management
Incident Management Team Specialist

ACADEMIC BACKGROUND

UW Stevens Point - Geology
National Fire Academy
United States Army Combined Arms Service and Staff College
University of Texas Incident Command Course

PROFESSIONAL AFFILIATIONS

International Association of Fire Chief
National Fire Protection Association
Wisconsin State Fire Chiefs Association
National Fire Sprinkler Association

GERALD W. KUDEK

PUBLIC SAFETY SPECIALIST II

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief.

His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

The combination of both a lengthy public safety career as well as his academic background has provided Gerald with skills essential in today's ever changing and challenging public safety environment. These skills include extensive knowledge in fire service administration, staff education and training, reports and proposals developed from sound data, problem solving and analysis, building relationships and mentoring, and policies and procedures.

In addition to his fire service career, Gerald enjoys serving on several non-profit boards. He has been past president of Leadership – West Bend, Volunteer Center of Washington County board of directors, as well as church and school leadership teams.



gkudek@mcmgrp.com
262-573-5392

ACADEMIC BACKGROUND

National Fire Academy – Executive Fire Officer Designation

Southern Illinois University – BS, Fire Service Management

Milwaukee Area Technical College- Associate of Applied Science degree, Fire Technology

University of Wisconsin – Washington County – Associate of Science Degree, Business Administration

PROFESSIONAL AFFILIATIONS

International Association of Fire Chiefs
International Society of Fire Service Instructors
Wisconsin State Fire Chief's Association
Southeast Wisconsin Incident Management Team

AWARDS & RECOGNITION

Fire Fighter of the Year – 2001
American Legion – 2nd District, WI
Certificate of Achievement – 2012
Scott Walker, Governor of Wisconsin
Alumnus of the Year 2018
University of Milwaukee – Washington County

KEVIN K. KLOEHN

PUBLIC SAFETY SPECIALIST

Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He currently works as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver.

Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department in which he consolidated two (2) Fire Departments within a Community.

Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

PROFESSIONAL EXPERIENCE

PROJECTS

- Village of Harrison – Fire Department Consolidation
- Village of Harrison – Strategic Plan
- Village of Harrison – Training Program for Fire Department
- Consolidation of Neenah-Menasha Fire Rescue
- Strategic Plan for Neenah-Menasha Fire Rescue
- Cancer Study for Neenah-Menasha Fire Rescue



kkloehn@mcmgrp.com

SPECIALIZED COMPETENCE

Fire Administration
Emergency Management
Public Management
Consolidated/Shared Services

ACADEMIC BACKGROUND

Bachelors Degree – University of Phoenix
Associates Degree – Fox Valley Technical College

PROFESSIONAL AFFILIATIONS

International Association of Fire Chiefs
Wisconsin State Fire Chiefs Association

PAUL M. BOENING

PUBLIC MANAGEMENT SPECIALIST

Paul is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

PROFESSIONAL EXPERIENCE

VILLAGE OF WHITEFISH BAY

Village Manager (2017 – Present)

Population – 14,000; Budget - \$17 million; 95 employees

Chief Executive responsible for all aspects of Village Government

Assistant Village Manager (2015 – 2017)

Manger's Assistant (2014 – 2015)

- Worked collaboratively with the Village Manager to efficiently organize and manage the day-to-day management of the Village
- Coordinated activities of the Village Manager's Office with departments and outside agencies
- Drafted ordinances, resolutions, and memos
- Responsible for coordination and permitting of all special events
- Participated in annual budget preparation process
- Maintained Village website
- Created job postings; participated in employee recruitment and selection
- Served as Village Representative to MADACC and Alternate Representative to North Shore Water Commission and ICC
- Served as acting Village Manager in the Manager's absence

VILLAGE OF PEWAUKEE

Deputy Clerk (2000-2014)

- Performed various duties related to the Open Meetings, Open Records and Election Laws
- Entered biweekly payroll and prepared employee pay statements
- Processed license, sign permit and land development application
- Prepare, posted and distributed meeting agenda
- Managed/Edited Village website
- Assisted Village management team with various tasks and projects
- Drafter municipal ordinances, resolutions and zoning code amendments

WAUKESHA COUNTY DEPT. OF ADMINISTRATION

Risk Management/Financial Services Intern (1999 – 2000)

- Assisted managers and other employees with departmental tasks and projects inputted, organized, and formulated data through the use of spreadsheet applications and other software programs



pboening@mcmgrp.com

SPECIALIZED COMPETENCE

- Municipal Administration
- Leadership
- Knowledge of public administration theory
- Planning, zoning and land development

ACADEMIC BACKGROUND

- University of South Dakota:
Master of Public Administration

- Carroll University:
BA in Public Administration

PROFESSIONAL AFFILIATIONS

- Wisconsin City/County Management Association

CHRISTINA M. MOLLETT

SENIOR ARCHITECTURAL DESIGNER

Christina has managed multi-million-dollar projects to successful completion and coordinated teams of consultants, engineers, and contractors to fulfill client's expectations of quality, budget, and deadline. She has worked on value engineering for million-dollar savings which allowed budget restricted projects to move forward. Christina has organized and documented projects and communications and performed efficient record keeping and filing. She has assessed products, materials, and processes both on site and documented to check compliance with specifications, state codes, and safety regulations. She has managed teams of contractors and subcontractors on multiple construction jobs in various stages of completion simultaneously. Christina has contributed to at least 30 projects over seven years as a project manager and working with other project managers to facilitate their needs including: planning, drafting, documenting, and project assessment. She has designed three storm shelters based on ICC 500 2014 standards, two for essential facilities. She has evaluated pay applications, projected schedules, and cost proposals and created short-form agreements and opinions of probable cost. Lastly, she has maintained professional client relations based on integrity and hard work to earn repeat business for McMahon Associates, Inc.

PROJECTS

Elizabethtown, KY – New Fire Station (9,800 SF)

Murray, KY – New Fire Station (12,700 SF)

Owensboro Fire Station #2, Owensboro, KY – Addition

Cedars Historic Overlook Building, Kimberly, WI – Renovation

Faith Technologies Excellerate, Appleton, WI – New Facility

Focus Properties, Multiple WI Locations – Residential Renovations

Softec Technologies, Siren, WI – Feasibility Study & Addition

Tyson, Bowling Green, KY – New Facility

Caldwell County Regional Career Center, Princeton, KY –

Addition/Renovation

George Coon Public Library, Princeton, KY – Renovation

McLean County Historical Building, Calhoun, KY – Infill

Southern Star, Owensboro, KY – Office Expansion

Menominee Indian Tribe of Wisconsin, Legend Lake, WI – New Storm Shelter



cmollett@mcmgrp.com

920.751.4200 ext. 339

ACADEMIC BACKGROUND

B.A. Architecture & B.A. English, University of Kentucky, Lexington - 2015

SPECIALIZED COMPETENCE

Revit

Lumion

AutoCad

Rhino

ProCore

V-ray

Adobe Suite Specializing in Illustrator and

Photoshop

Excel

MS Office

PowerPoint

Google Docs

Zoom

WebEx

Comcheck

SAM J. POCIASK

ASSOCIATE / SENIOR GIS ANALYST

PROJECTS

GIS IMPLEMENTATION MANAGEMENT

Built relationships with state, county, local governments and regional planning commissions, and promoted data exchange opportunities where available.

Created detailed work programs, monthly reports and year-end program assessment for Green Lake County.

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

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

Coordinated GIS Application Development for Town of Lawrence, Village of Allouez, City of Brillion, Village of Belgium, City of Marion, Village of Kimberly, Town of Neenah, Village of Combined Locks, City of New London, Town of Hebron, City of Earlville, Town of Black Creek, Town of Grand Chute and Village of Fox Crossing. Integrated sanitary manhole field inspections with existing GIS system for the City of Oshkosh.

GIS PROJECT MANAGEMENT

Belgium, WI

Coordinated Conversion of Existing AutoCAD Utility Maps to GIS Database Format

Developed Web-Based GIS System for Use by All Utility and Administrative Staff

Incorporated Record Drawing Information into GIS Allowing Easy User Access

Chilton, WI

Coordinated / Trained City Staff on GPS Field Data Collection Techniques

Generated GIS System Maps Based on Field Locates and Existing CAD Maps

Provided Easy to Use Mapping Application for Staff to Access

GIS Information Including Maintenance Records, Asset Photos and Aerial Photos

Created GIS Application for Managing Cemetery Burial Plots

Fox Crossing, WI

Coordinated Field GPS Collection of All Utility Assets by Fox Crossing Utility Staff Members

Compiled Field GPS Data and Create Utility System GIS for Water, Stormwater

and Sanitary Sewer Systems

Provided Utility Staff Easy to Use Application and Advance Utility Maps for System Management



spociask@mcmgrp.com

920.751.4200 ext. 208

C: 920.540.5475

SPECIALIZED COMPETENCE

GIS Implementation Management

GIS Project Management

Web-GIS Applications

Training

ACADEMIC BACKGROUND

B.A., Environmental Biology / Minor - Chemistry -

St. Mary's University, Winona, MN

M.S., Resource Analysis / Emphasis G.I.S. - St.

Mary's University, Winona, MN

TECHNOLOGY / SOFTWARE

GIS - ArcGIS Desktop 10.x (ArcInfo, ArcEditor, ArcView), ArcCatalog, ArcToolbox, ArcExplorer, ArcServer ArcPad, ArcReader, ArcGIS On-Line Extensions - Spatial Analyst, 3-D Analyst

Programming - Avenue, Visual Basic, SQL, HTML, Java

Other - Microsoft Office Suite, SPSS, Pathfinder,

TerraSync

MICHAEL A. MARTIN, AIA

ASSOCIATE / SENIOR ARCHITECT

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.

PROJECTS

EXPERIENCE

Agropur, Little Chute, WI – New Wastewater Pretreatment Facility
AirGas Inc., Elk Grove Village, IL – New Office & Manufacturing Facility
AirGas Inc., Hammond, IN – Office Remodel & Manufacturing Facility
AirGas Inc., Roseville, MN – New Office & Manufacturing Facility
Baker Cheese, St. Cloud, WI – Building Addition & Façade Renovation
Bay Area Granite & Marble, Appleton, WI – New Facility
Clayton, Town of, Clayton, WI – New Water Distribution Booster Pump Facility
Curwood Inc., Appleton, WI – Manufacturing Addition
DEF LLC, Joplin, MO – New Food Processing Plant
Gusmer Enterprises, Waupaca, WI – Facility Addition
Holland, Town of, Holland, WI – Wastewater Treatment Facility Expansion
Kettle Foods, Beloit, WI – New Warehouse
Lactalis USA, Belmont, WI – New Wastewater Treatment Facility
Land O' Lakes, Employee Wellness Center, Union Center, WI – Renovation
Milprint Inc., Lebanon, PA – Manufacturing Addition
Plach Automotive, New London, WI – Facility Upgrade
Pollock Aquatic Center, Oshkosh, WI – New Recreation Center
Sierra Pacific Windows, Medford, WI – Facility Addition
St. Croix Tribe of Chippewa Indians, Hertel, WI
New Casino
New Amphitheater
Renovation of Existing RV Building

VALUE ADDED PERFORMANCE

25 Years of Design-Build and Design-Bid-Build Project Delivery Experience
Existing Facility Analysis
Space Programming
Conceptual Design
Construction Document Administration
Design Coordination
Construction Document Production
Design Research & Analysis



mmartin@mcmgrp.com
920.751.4200 ext. 327
C: 920.229.9710

ACADEMIC BACKGROUND

B.S. Communication with Minor in Architectural Studies, University of Wisconsin-Fox Valley & University of Wisconsin-Milwaukee – 2021

Building Information Modeling Education Program, Associated General Contractors of America – 2012

Associates Degree in Civil Engineering-Structural, Moraine Park Technical College – 2000

Graduate, United States Naval Construction Training Center, Gulfport, MS – 1996

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)
Licensed Architect – State of Wisconsin

SCOTT A. MANTEUFFEL

CONSTRUCTION SERVICES PROJECT MANAGER

Scott is a Construction Project Manager with 30 years of construction experience and is the Construction Services Group Manager. He works closely with Design Team members to develop constructability solutions suited to each project's need. He has Construction Management experience in the commercial, industrial, water/wastewater treatment, and agricultural facilities. He has a degree in Construction Management and vast experience working with other firms on many successful projects.

PROJECTS

CONSTRUCTION & PROJECT MANAGEMENT

Appleton Family Ice Center, Appleton, WI – Locker Rooms and Conference Room

- Project Management
- Construction Oversight

Big Ox, Nebraska – Renewable Energy Plant/Digester

- Project Management
- Construction Oversight

Brillion City Center, Brillion, WI – New City Hall

- Project Management
- Construction Oversight

Cedar Grove Sports Complex, Cedar Grove, WI – Pavilion and Baseball & Soccer Fields

- Construction Oversight

Heartland Properties, Madison, WI – Remodels

- Project Management
- Construction Oversight

Heartland Technology, Little Chute – Warehouse & Office Expansion

- Probable Cost Estimating
- Project Management
- Construction Oversight

Land O' Lakes, Inc., Hillsboro, WI – Cooler & Office Expansion

- Project Management

Land O' Lakes, Inc., Kiel, WI – Phase III Modernization

- Cost Estimating

Land O' Lakes, Inc., Kiel, WI – Phase III Expansion

- Project Management
- Construction Oversight

Land O' Lakes, Inc., Kiel, WI – Employee Welfare Remodel Cheese Plant

- Project Management
- Construction Oversight

Land O' Lakes, Inc., Kiel, WI – Phase IV

- Project Management
- Construction Oversight

Land O' Lakes, Melrose, WI – Cooler #5 Re-Roof

- Inspect Project Quality
- Construction Oversight



smanteuffel@mcmgrp.com
920.751.4200 ext. 285
C: 920.850.3351

SPECIALIZED COMPETENCE

Construction / Project Management
Commercial
Industrial
Cost Estimating

ACADEMIC BACKGROUND

Associates Degree - ITT Technical College; 2007 – 2010

SCOTT A. MANTEUFFEL

CONSTRUCTION & PROJECT MANAGEMENT

Land O' Lakes, Pine Island, MN – Boiler Addition

Project Management

Construction Oversight

McMahon Associates, Inc., Neenah, WI – Office Remodel & Expansion

Project Management

Construction Oversight

EDWARD C. ERICKSON, PSD

PLUMBING DESIGN ENGINEER

Edward Erickson is a licensed plumbing systems designer with over 30 years of experience in the design of plumbing building systems for commercial, educational, industrial and municipal facilities. Prior to accepting a position with McMahon Associates, Inc. Ed was designing, estimating and project managing at Bassett Mechanical in Kaukauna, WI. Ed has experience with sanitary drain, waste and vent, fire protection, storm drain and vent, acid resistant drain, waste and vent, domestic cold water, domestic hot water, domestic hot water recirculation, non-potable water, protected water, soft water, deionized water, reverse osmosis water, filtered water, steam and condensate, compressed air, natural gas, fuel oil, acids, medical gasses, vacuum and many other mediums for various types of building projects, including healthcare, educational, governmental, industrial wastewater and water treatment, maintenance garages, funeral homes, restaurants, bars, police departments, jails, utility companies, and much more. Ed has experience designing buildings to LEED levels as defined by customer.

PROJECTS

COMMERCIAL / PRIVATE SECTOR - PLUMBING DESIGN

Allouez Mall, Green Bay, WI – Plumbing and Fire Protection
Avenue Mall, Appleton, WI – Plumbing and Fire Protection with Decorative Water Fall Between Escalators
East Towne Mall, Green Bay, WI
Embassy Suites, Green Bay, WI – 8 Story Hotel
Embassy Suites, Bloomington, MN – 10 Story Hotel
Howard Mall, Howard, WI – Plumbing and Fire Protection
Laminations, Appleton, WI – Plumbing, Fire Protection and Process
Play More Bar & Grille, Ashwaubenon, WI – Plumbing
Port Plaza Mall, Green Bay, WI – Buildouts Plumbing and Fire Protection
Replay Bar & Grille, Green Bay, WI – Plumbing
Schneider National Headquarters, Ashwaubenon, WI – Plumbing, Fire Protection and Mechanical Coordination
Wildlife Sanctuary Nature Center, Green Bay, WI – Plumbing

INDUSTRIAL / MANUFACTURING / FOOD PROCESSING FACILITIES

Bellantoni Foods, Kaukauna, WI – Addition / Plumbing
Moore's Foods, Fort Atkinson, WI – Addition / Plumbing, Utility & Vegetable Oil System
Nestle Foods, USA, Jefferson, WI – Friskes® Pet Care Addition / Plumbing, Utility & Process Piping



erickson@mcmgrp.com
920.751.4200 ext. 326

ACADEMIC BACKGROUND

Associates Degree in Architectural Design – Ferris State College

SPECIALIZED COMPETENCE

Design / Estimating Plumbing & Piping Systems
Facility Audits
Plumbing Design
HVAC Design
Compressed Air Design
Medical Gasses Design

PROFESSIONAL REGISTRATION

Plumbing Design Engineer – State of Wisconsin

EDWARD C. ERICKSON, PSD

MUNICIPAL / GOVERNMENTAL / INSTITUTIONAL FACILITIES

Allouez YMCA, Allouez, WI – Renovation
Army Barracks, Sparta, WI – Plumbing Renovation
Austin Straubel International Airport, Green Bay, WI – Ticketing & Terminal Renovation / Plumbing, HVAC, Fire Protection
Bellevue YMCA, Green Bay, WI – New Building/Pool
Downtown YMCA, Green Bay, WI – Renovation
Four Seasons Tennis Club, Green Bay, WI – Bar Renovation
Fox Cities Tennis Club, Appleton, WI
Mitchell International Airport, Milwaukee, WI – Hangar Plumbing
Nuclear Power Plant, Kewaunee, WI – Office Building / Lab Recreational Plumbing
Racine, WI - Wastewater Treatment Facility Renovation / Plumbing
Southwest High School, Green Bay, WI – Pool Renovation
UW Camp Randall, Madison, WI – Sky Boxes, South End Zone, Locker Rooms and Plumbing Replacement
UWGB, Green Bay, WI – Pool UV Disinfection
VA Hospital, Iron Mountain, MI – Renovation
Veterans Home, King, WI – Four-Story Plumbing Renovation/Replacement
WE Energies, Milwaukee, WI – Photo Lab Plumbing

EDUCATIONAL / HIGHER LEARNING FACILITIES

Brillion School District, WI – High School / Mechanical Coordination
Green Bay Public School District, Green Bay, WI
 East High School Renovations
 Franklin Middle School Renovations
 King Elementary School
 Webster Elementary School Addition / Renovation
 West High School Renovations
Kaukauna Area School District, WI – High School & Middle School / Plumbing Design
School District of Waupaca, Waupaca, WI – Waupaca High School

MEDICAL / HEALTHCARE FACILITIES

AMC Hospital, Appleton, WI
 9 Story Bed Tower
 Surgery Renovation Plumbing and Medical Gases
Bellin Hospital, Green Bay, WI
 Hospital Renovation
 Psychiatric Clinic
Calumet Hospital, Chilton, WI – Addition and Renovation Plumbing and Medical Gases
Encircle Health Cancer Center, Appleton, WI – Addition Plumbing and Medical Gases
ThedaCare - Appleton Center, Appleton, WI
 9-Story Bed Tower / Plumbing & Medical Gases
 Cancer Center / Plumbing & Medical Gases
St. Elizabeth Hospital, Appleton, WI - Four-Story Bed Tower / Plumbing & Medical Gases
St. Mary's Hospital, Green Bay, WI – Renovation

JILL A. FITZSIMONS, PE

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.

PROJECTS

COMMERCIAL / PRIVATE SECTOR

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

MUNICIPAL / GOVERNMENTAL

Police Department, Bartlett, IL - Remodel
Public Works, Machesney Park, IL - New Building
Yellow and Green Parking Ramps, Appleton, WI - Re-lighting
Town Hall, Grand Chute, WI - Parking Lot
Fire Department, City of Chilton, WI – New Building
City Hall and Police Department, City of Chilton, WI – Remodel
City Hall and Police Department, Machesney Park, IL – Remodel and Addition

RECREATIONAL

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

EDUCATIONAL / HIGHER LEARNING FACILITIES

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
Appleton Area School District, Multiple buildings, Appleton, WI – Additions and Remodel
Hilbert School District, Hilbert, WI – Addition and Remodel



jfitzsimons@mcmgrp.com
920.751.4200 ext. 256
C: 847.346.6074

SPECIALIZED COMPETENCE

Lighting / Lighting Controls
Power Distribution Design
Fire Alarm Systems; Including Voice Evac
Generators
Intercom Systems
Door Intercom Entry Systems/ Nurse Call Systems
Intrusion Detection Systems
Master Clock Systems
Security Systems
Voice Data Systems

SOFTWARE APPLICATIONS

Revit
Visual 2017 & Visual Professional
AutoCAD
Design Master
EVAC-Ease
Microsoft Word / Excel

ACADEMIC BACKGROUND

B.S., Architectural Engineering / Specialized in Building Electrical Systems - Milwaukee School of Engineering – 2004

PROFESSIONAL AFFILIATIONS

Illuminating Engineering Society (IES) - Member - Member
National Society of Professional Engineers (NSPE) Member

PROFESSIONAL REGISTRATIONS

State of Illinois
State of Wisconsin
State of Texas
State of Montana

JILL A. FITZSIMONS, PE

MEDICAL / HEALTHCARE FACILITIES

Hinsdale Surgical Center, Hinsdale, IL - Ambulatory Care Center
MacNeal Hospital, Berwyn, IL - Acute Care Rehab Remodel
Rush University Medical Center, Rush South Loop, Chicago, IL - Medical Office
ThedaCare Hospitals, New London, Berlin, Waupaca, WI - Pharmacies
OrthoIllinois, Rockford, IL & McHenry, IL - Medical Offices
ThedaCare Hospitals, Behavioral Health, Waupaca, WI – Remodel
Baycare, Green Bay, WI – Multi-tenant multi-occupancy including MOB, hospital, and assembly.

ASSISTED LIVING FACILITIES

Town Center Living Center, Machesney Park, IL - New Building
Victory Centre of Bartlett, Bartlett, IL - New Buildings

RESIDENTIAL

Wellington Residence, Chicago, IL - Penthouse Residence
Lakeland University, Plymouth, WI – Residence Halls

JEFFREY R. ROEMER

PUBLIC SAFETY MANAGER

Jeff has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. He is a certified Public Manager and has been providing full time Public Safety Management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into Public Management Consulting. He has worked with over 300 public safety clients nationwide and internationally.

PROJECTS

FIRE SERVICE

City of Green Bay – Fire Chief
City of De Pere – Fire Chief
Village of Bellevue – Fire Chief
Village of Suamico – Fire Chief
Village of Johnson Creek – Fire Chief
Lake County, Indiana – Regional Fire Study

EMS SERVICE

Door County – EMS Director
City of Baraboo – EMS Study
Wheaton Franciscan Hospitals – Waterloo, IA – EMS Director
Clarinda Regional Health Center – Iowa

POLICE SERVICE

Village of Palmyra – Public Safety Director
Village of Allouez – Public Safety Director
Milwaukee Regional Medical Center – Public Safety Consultant
Police Executive Research Forum – D.C. – Consulting

EMERGENCY MANAGEMENT

State of Wisconsin – All Hazard Incident Management Team
City of Green Bay – Emergency Management Director
City of De Pere – Emergency Management Director
Brown County, WI – Regional Incident Management Team
Menominee Indian Tribe of Wisconsin – Consulting
Bad River Tribe of Wisconsin – Consulting, exercises
City of Chicago – Emergency Response Planning

PUBLIC ADMINISTRATION

City of Janesville – Consulting
Village of Mukwonago – Consulting
Certified Public Manager Program – Training
City of Superior, WI – Consulting

SECURITY MANAGEMENT

Cross Point Community Church – Oconomowoc, WI – Safety Team Management
Milwaukee Regional Medical Center – Security Team Coordination
USO – Mitchell Field Airport – Consulting
Qassim University, Buraydah, Saudi Arabia – Security Consulting
McMahon Associates, Inc. – Security Analysis, Safety Team



jroemer@mcmgrp.com
920-751-4200 EXT. 401

SPECIALIZED COMPETENCE

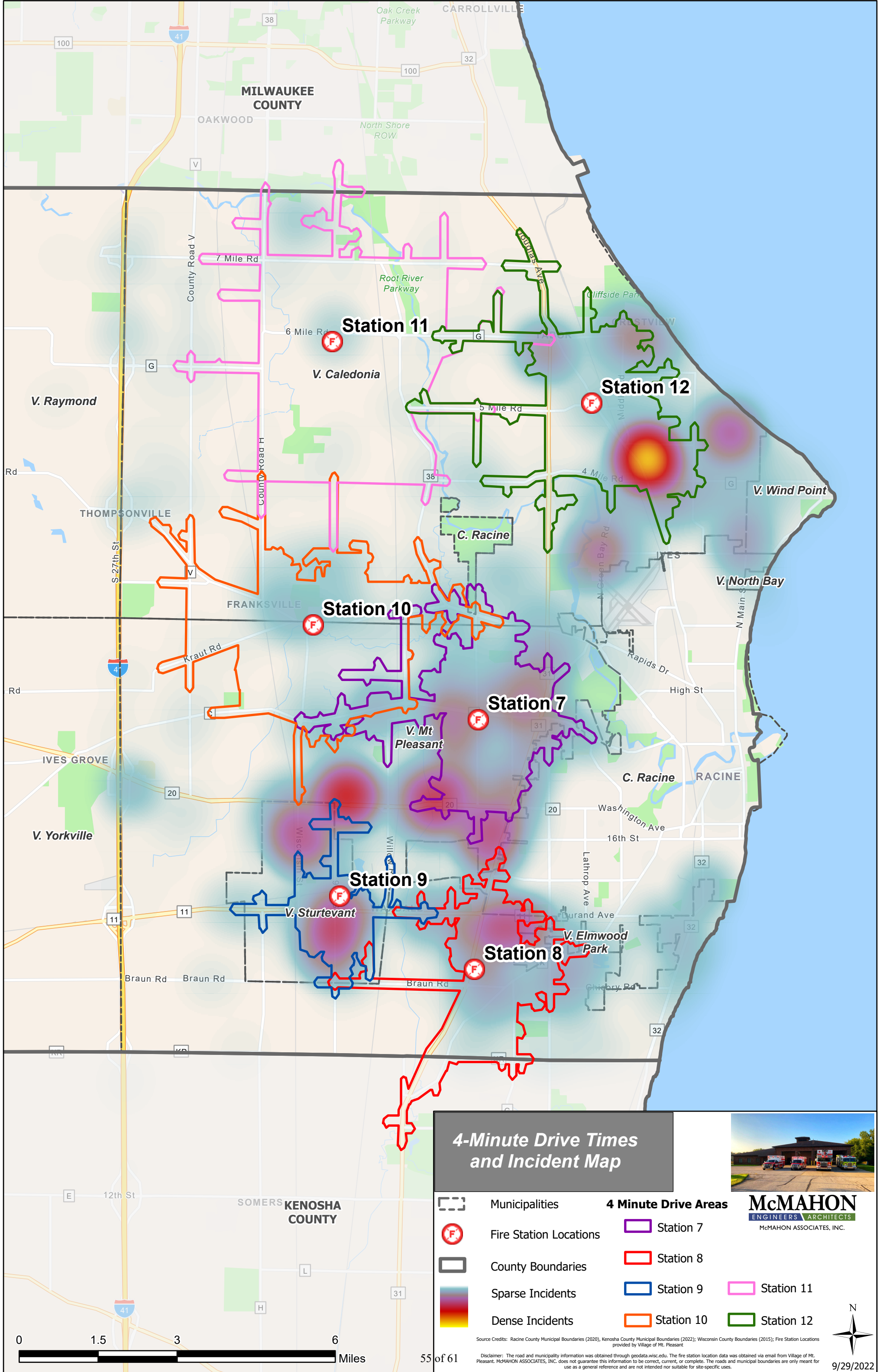
Fire Administration
Police Administration
EMS Administration
Emergency Management
Incident Management Team Specialist
Project Management
Vulnerability and Security Assessments
Public Management
Security – Safety Team Management

ACADEMIC BACKGROUND

Associate Degree-Political Science – Northeast WI Technical College
Executive Fire Officer Graduate – National Fire Academy
Certified Public Manager – University of Wisconsin
School of Police & Command Graduate – Northwestern University

PROFESSIONAL AFFILIATIONS

Wisconsin Certified Public Managers Association
International Association of Fire Chief
Wisconsin City County Managers Association
National Fire Protection Association
Wisconsin State Fire Chiefs Association
Western Lakes Fire Board



4-Minute Drive Times and Incident Map

- | | | | |
|--|------------------------|--|------------|
| | Municipalities | | Station 7 |
| | Fire Station Locations | | Station 8 |
| | County Boundaries | | Station 9 |
| | Sparse Incidents | | Station 10 |
| | Dense Incidents | | Station 12 |
| | | | Station 11 |

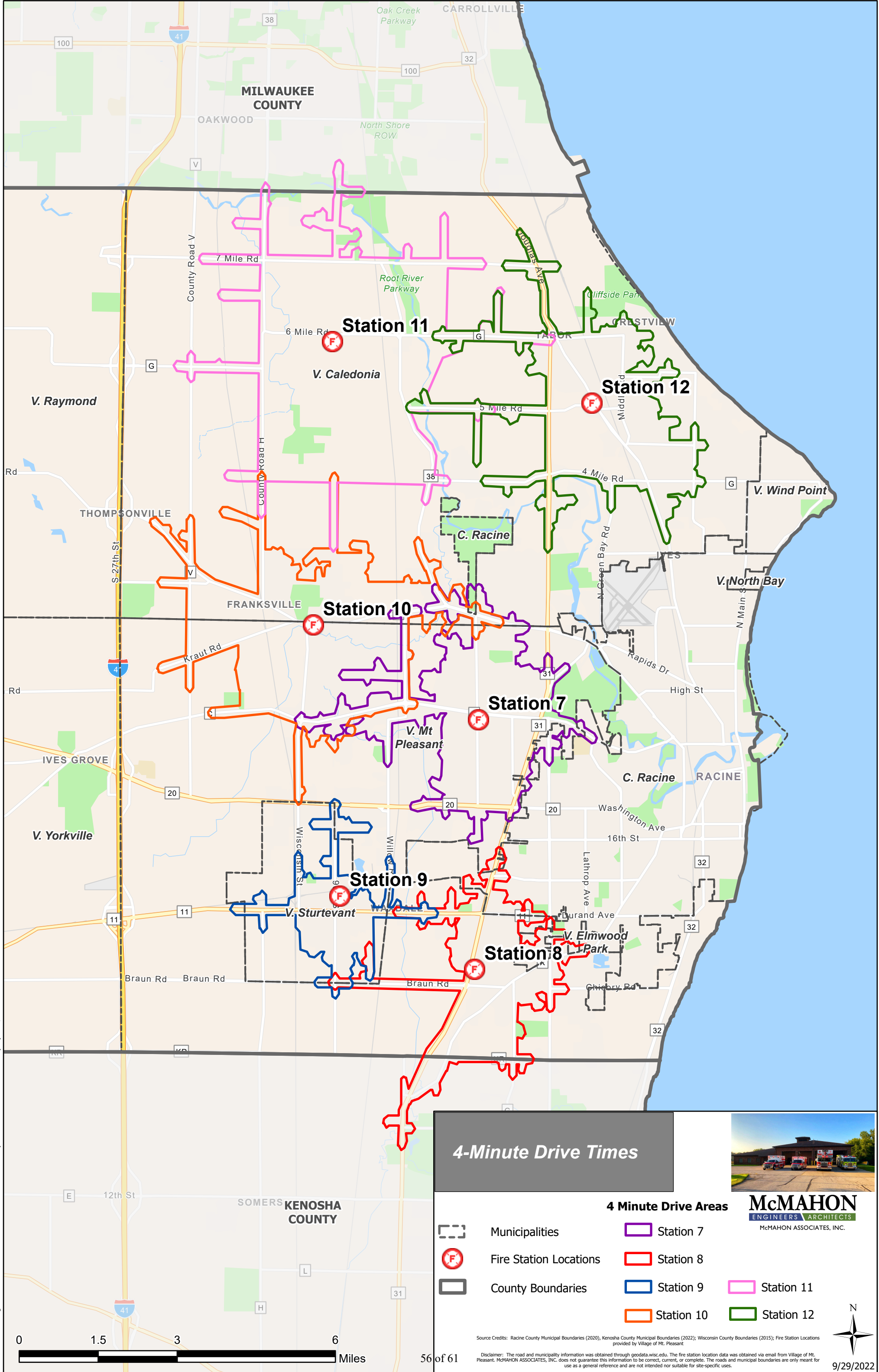


McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

Source Credits: Racine County Municipal Boundaries (2020), Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant.
Disclaimer: The road and municipality information was obtained through geodata.wisc.edu. The fire station location data was obtained via email from Village of Mt. Pleasant. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The roads and municipal boundaries are only meant for use as a general reference and are not intended nor suitable for site-specific uses.



0 1.5 3 6 Miles



4-Minute Drive Times



McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

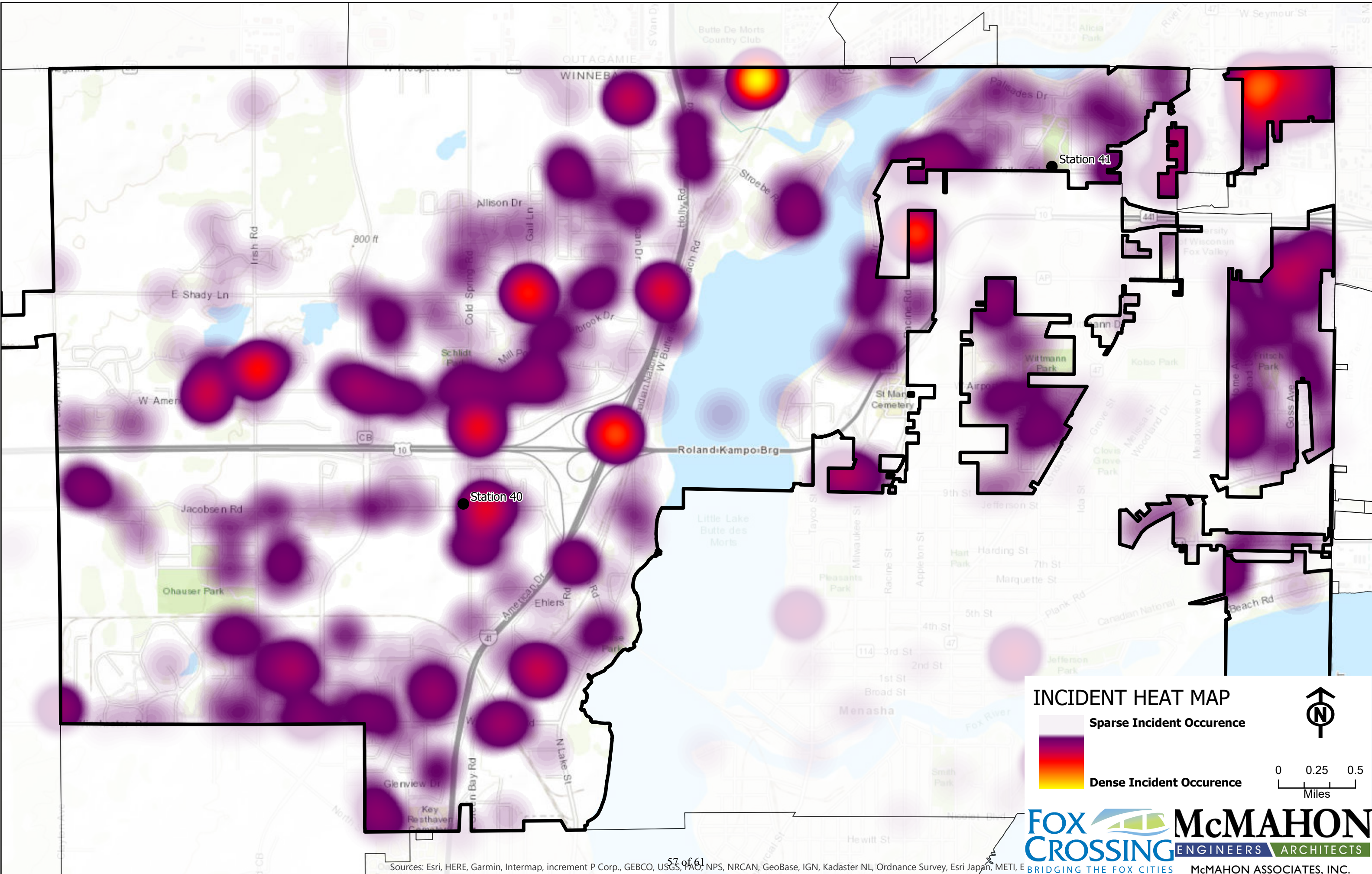
- | | |
|------------------------|------------|
| Municipalities | Station 7 |
| Fire Station Locations | Station 8 |
| County Boundaries | Station 9 |
| | Station 10 |
| | Station 11 |
| | Station 12 |

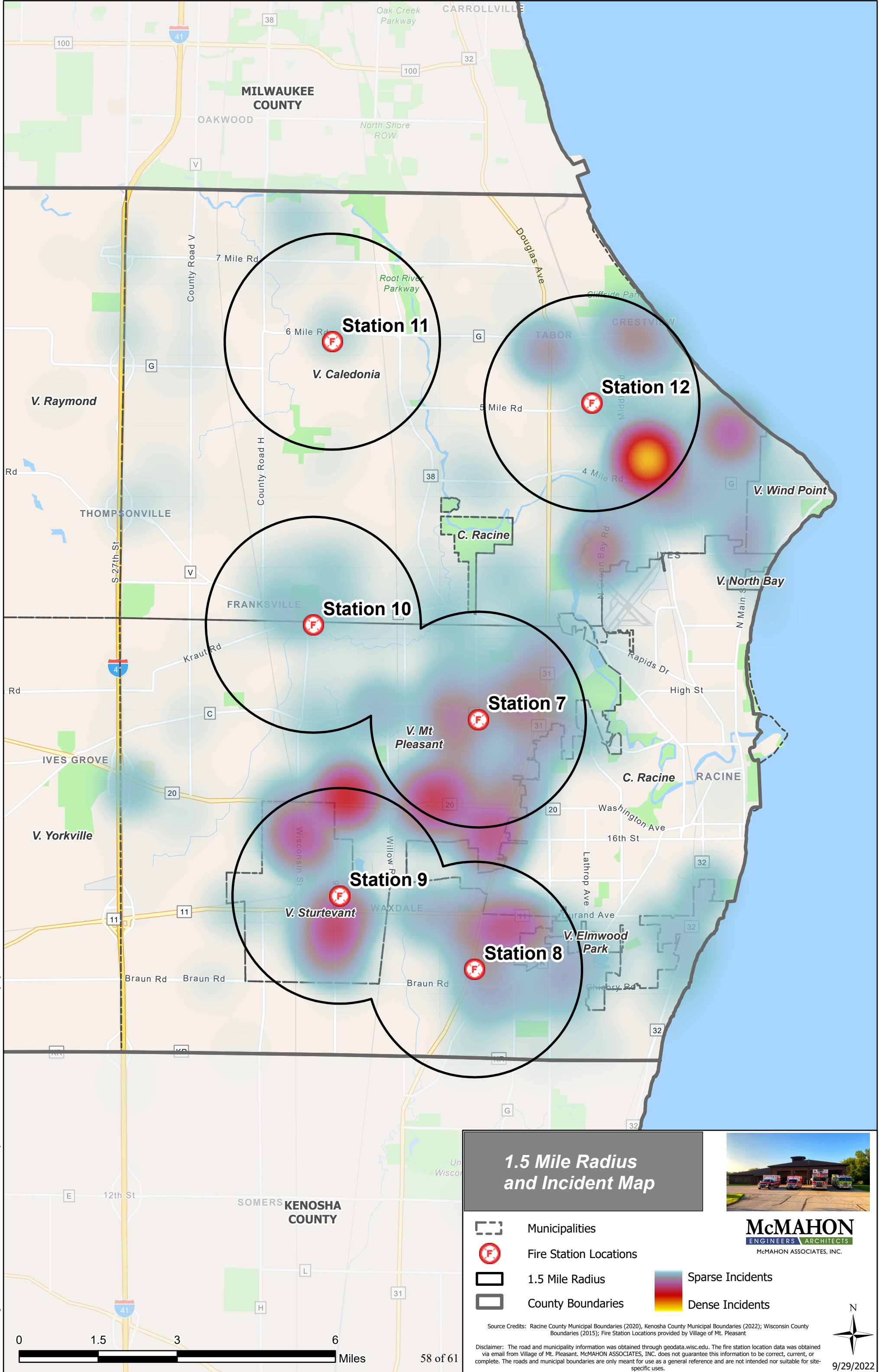
0 1.5 3 6 Miles

Source Credits: Racine County Municipal Boundaries (2020); Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant

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1.5 Mile Radius and Incident Map

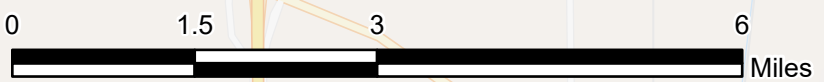


- Municipalities
- Fire Station Locations
- 1.5 Mile Radius
- County Boundaries
- Sparse Incidents
- Dense Incidents

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

Source Credits: Racine County Municipal Boundaries (2020), Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant

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2019 Incidents - Station 40 Responses

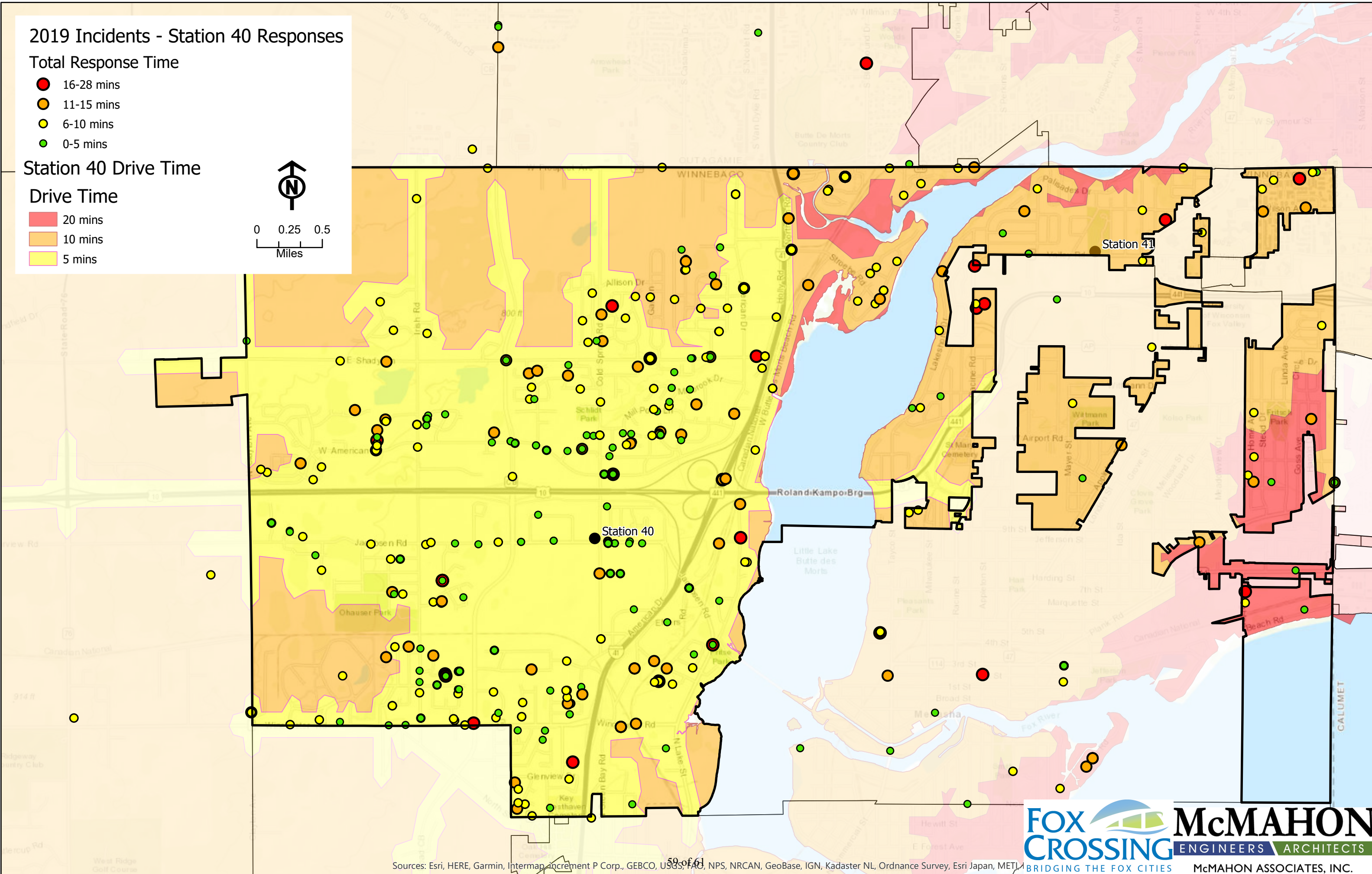
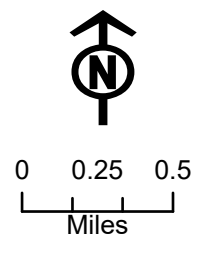
Total Response Time

- 16-28 mins
- 11-15 mins
- 6-10 mins
- 0-5 mins

Station 40 Drive Time

Drive Time

- 20 mins
- 10 mins
- 5 mins



Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Fire Department Needs Assessment as follows:

*Time & Expense estimated at: Options A & B: \$70,300.00**
Option C: \$12,800

**Assumes the City/Town has existing building plans of both locations to be used in reproducing building backgrounds for planning purposes. If the City/Town does not have existing building backgrounds or plans additional fees will be required.*

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated October 25, 2023, which will be incorporated into the Agreement for reference.

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



**VILLAGE OF SOMERS
VILLAGE BOARD
MEETING ITEM MEMORANDUM**

MEETING DATE: May 14th, 2024

TO: Village President Stoner and Village Trustees

PREPARED BY: Wendy Burnette, Clerk/Treasurer

AGENDA ITEM: #10 Action on Operator’s Licenses: Angela Quillen, Amanda Rossell, Diane Hoff, Emma Faulkner, Jodi Peterson, Grace Kozel, Lucie Johnson, Zackery Meyer, Audrey Kessler and Justin Santos.

BACKGROUND:

Angela Quillen, Amanda Rossell, Diane Hoff, Emma Faulkner, Jodi Peterson, Grace Kozel, Lucie Johnson, Zackery Meyer Audrey Kessler and Justin Santos. have applied for an operator’s license for the Village of Somers. No discrepancies with these applications.

PRIOR ACTION TAKEN:

These were reviewed at our May 7th Work Session.

UPDATE:

Audrey Kessler was not reviewed during the Work Session. No discrepancies with that application.

SUGGESTED ACTION/ACTION REQUESTED/COMMENTS:

Staff recommends approval. In the event that the Village Board agrees with the recommendation to approve: Operators applications, a suggested motion would be as follows:

“Motion to approve Operator License for Angela Quillen, Amanda Rossell, Diane Hoff, Emma Faulkner, Jodi Peterson, Grace Kozel, Lucie Johnson, Zackery Meyer Audrey Kessler and Justin Santos”

ATTACHMENTS:

NONE