



# MARATHON COUNTY PARK COMMISSION AGENDA

**Date and Time of Meeting:** Tuesday, March 5, 2024 at 10:30am

**Meeting Location:** 212 River Dr, Room 5, Wausau 54403

The meeting site identified above will be open to the public. Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number: 1-408-418-9388 Access code: 2491 582 7972. When you enter the telephone conference, PLEASE PUT YOUR PHONE ON MUTE!

## **Park Commission Members** -

Commissioners: Dawn Herbst, Jean Maszk, Allen Opall, Rick Seefeldt, Lou Larson, Vacant-City, Vacant-At Large

***Marathon County Mission Statement:** Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

***Parks, Recreation and Forestry Department Mission Statement:** Adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work, and play.*

## **Agenda Items**

1. **Call to Order**
2. **Public Comment Period – Not to Exceed 15 Minutes – Any Person Who Wishes to Address the Commission Must Provide, Name, Address and the Topic to the President of the Commission No Later than Five Minutes Before the Start of the Meeting. Topics must be relevant to the Committee’s area of jurisdiction.**
3. **Approval of the Minutes of the January 30, 2024 Park Commission Meeting**
4. **Recognition – 2023 Soccer Field of the Year Award from WI Sports Field Management Association**
5. **Policy Issues for Discussion and Committee Determination**
  - A. Discussion and Possible Action by Committee
    1. Accepting a Donation from River District Development Foundation of Merrill to Complete Master Plan for Future Trail from Wausau to Merrill
    2. April Meeting Dates
6. **Operational Functions Required by Statute, Ordinance or Resolution:**
  - A. Discussion and Possible Action by Committee
    1. None
  - B. Discussion and Possible Action by Committee to Forward to the Environmental Resource Committee for its Consideration
    1. None
7. **Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee**
  - A. None

**8. Educational Presentations/Outcome Monitoring Reports**

- A. Project Update (Big Eau Pleine, Marathon Park, Bluegill Bay, North Central Health Care, Mission Lake, Playgrounds)
- B. 2023 Recreation Deputy Report

**9. Announcements**

- A. Next Meeting Date & Time, Location – TBD at 10:30am, 212 River Dr. Room 5, Wausau, WI 54403
- B. Future Agenda Items – City Service Level Proposal

**10. Adjourn**

Signed /s/ Jamie Polley  
Presiding Officer or Her  
Designee

*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail [countyclerk@co.marathon.wi.us](mailto:countyclerk@co.marathon.wi.us) one business day before the meeting.*

FAXED TO DAILY HERALD  
COURTHOUSE

THIS NOTICE POSTED AT THE

(Email/Fax City Pages, Marshfield News, Midwest Radio Group)

Date February 29, 2024 Time 3:35 p.m.

By Jodi Luebbe

Date \_\_\_\_\_ Time \_\_\_\_\_

By \_\_\_\_\_

**AGENDA SUMMARY**

**5A1. Discussion and Possible Action Accepting a Donation from River District Development Foundation of Merrill to Complete Master Plan for Future Trail from Wausau to Merrill**

Staff have been working with the Wisconsin DNR, Lincoln County and a local non-profit biking group stationed in Merrill to evaluate the possibility of establishing a trail from the City of Wausau to the City of Merrill. Through a variety of discussions, it was found that Wisconsin Public Service (WPS) has a corridor for much of the way where they had planned to build an electric rail car. This corridor is also identified by the state as a future State Trail segment. In preliminary discussions with WPS the use of the corridor may be a possibility for this future trail. The groups worked together to issue a Request for Proposals (RFP) to develop the Wausau to Merrill Trail Master Plan. The RFP was advertised during the month of November with proposals to on December 1, 2023.

Five proposals were received. The steering group narrowed the proposals to two firms and issued a set of follow up questions. Upon final review of the additional submittals the group selected MSA Professional Services, Inc. to complete the project. The non-profit, River District Development Foundation of Merrill has agreed to pay for the project in the amount of \$91,601. It is recommended that the agreement for a project such as this be between the contractor and the county or state. Marathon County's Corporation Counsel has reviewed the agreement and has agreed that the County can sign the agreement with the two actions, one, the Park Commission accept the donation of funds from the non-profit and two, the County sign a memorandum of understanding with the non-profit agreeing to the payment of services and on the scope of the project. Staff is developing this memorandum of understanding.

The Park Commission is asked to accept the donation of \$91,601 from River District Development Foundation to be utilized for the completion of a master plan for a future trail from Wausau to Merrill.

**5A2. Discussion and Possible Action Setting the April Meeting Dates**

Looking ahead at the calendar for the April and May meetings, the Director will not be able to attend the April 2<sup>nd</sup> meeting date due to a scheduled vacation and the April 30<sup>th</sup> meeting date due to a conference. The Commission can choose to hold either April meeting and another staff member will attend. Another option is that the Commission could schedule a meeting in mid-April to take the place of two meetings. Staff would not recommend cancelling both meetings.

The Commission members are asked to determine the date and time for the April and May meetings.

**8A. Project Update**

**Big Eau Pleine –**

- Trees* - Additional large hazard trees have been removed in the west campground
- Firewood* – Staff is completing the cutting of firewood for the 2024 season, and we are filling the firewood bins for the upcoming rental season.

**Marathon Park -**

-*Eastgate Hall* – favorable bids were received, and work has begun, the ceiling tiles have been removed and the electrician is setting up the new lighting. Once complete the ceiling contractor will move back in to install the new ceiling. The siding will begin to be removed in the next couple of weeks. Work will continue through the months of March and April.

-*Ice Arena Feasibility Study* – JLG Architects has provided the County with the first draft of the program needed for the facility based on the user meetings and feedback collected. Staff has met with them to provide feedback. The next step is to refine the program and begin to develop the floor

plan. A team will also start to review the requirements of the saferoom and how that will be integrated into the plan. A third group will begin working on the economic impact analysis.

- *Trees* - Infested ash trees have been removed.

- *Arbor Day Planting* is planned for Thursday, April 25

- *Wausau Cyclones* made the playoffs and secured home ice advantage. Their first playoff game is March 8<sup>th</sup>. To accommodate these games, we will keep the ice in on rink 1 an extra week. Rink 2 ice is coming out the week of March 4<sup>th</sup>.

- *Marathon Park Junction playground* - We removed this playground on 2/27 for safety reasons. The playground had repairs that needed to be made and the parts are no longer available. This playground will be replaced in the future when the splash pad is replaced per the Westside Master Plan.

**Blue Gill Bay Park** - Construction has begun on another new dock. This dock, along with some hardscape work by the dock entrance, will make both sides of the Bluegill boat launch ADA compliant.

**Northcentral Health Care**— Our department submitted a bid for fence removal and turf restoration at NCHC.

**Mission Lake** - Staff is still working on a cost-effective plan to replace the beach timbers. We have 2 quotes for material. One possibility is to use concrete planks that we have as well.

**Playgrounds** - *Marathon Park Campground and Amco Park playgrounds*: Installer has contacted us and is ready to begin installing as soon as we can prep the sites.

**DRAFT**  
**MARATHON COUNTY PARK COMMISSION**

Date and Time of Meeting: January 30, 2024 at 10:30am      Location: Room 5 at 212 River Dr., Wausau WI 54403

Park Commissioners present: Dawn Herbst, Lou Larson, Jean Maszk, Rick Seefeldt

Excused: Allen Opall

Staff present: Jamie Polley-Parks, Recreation and Forestry Director, Andy Sims-Assistant Director of Operations, Jamie Alberti – Corporation Counsel Paralegal

**1. Call to Order** – President Seefeldt called the Park Commission meeting to order at 10:30 am. Official notice and the agenda for the meeting was posted publicly in accordance with the State statutes.

**2. Public Comment** – none brought forward.

**3. Approval of the Minutes of the January 4, 2024 Park Commission Meeting – Motion** by Maszk, second by Herbst to approve the January 4, 2024 meeting minutes. Motion **carried** by voice vote, vote reflected as 4-0.

**4. Policy Issues for Discussion and Committee Determination**

A. Discussion and Possible Action by Committee

1. 2023 Year in Review – Polley highlighted some of the accomplishments from the previous year. Removed and planted trees due to Emerald Ash Borer, rented shelters, sold season passes, increased recreational programming, sold timbersales with a net revenue to the County of \$347,034, new playground equipment at various parks, completed new watermain and laterals at Marathon Park, updated south boat launch at DC Everest Park to comply with ADA code, upgraded East Gate Hall boiler, resurfaced Big Eau Pleine south unit parking lot, renovated Nine Mile garage, installed ADA kayak launch at DC Everest Park, implemented a Fat Tire Bike season at Nine Mile, completed amendments to the County Forest Comprehensive Work Plan, established a trial archery deer hunt at Big Eau Pleine Park, and more.

2. 2024 Parks, Recreation & Forestry Department Workplan – Polley highlighted some of the work planned which includes renovations at Eastgate Hall, installation of dump station at Dells of the Eau Claire Park, replacement of Nine Mile septic system, playground replacements at Amco and Marathon Park Campground, build skatepark, treat and remove ash trees, plan the Department consolidation, ice arena feasibility study, replacement of Blue Gill Bay dock, completion of DCE Park restroom, update manager cabin and install well at Eau Claire Dells, administer timber sales, plant 60,000 red pine trees on 60 acres, establish another timber sale at Big Eau Pleine Park. Staff will also be working on the Rib Falls Master Plan, Big Rapids Dam removal, County CORP update, AED/Save Station grant and Athletic Park Clubhouse review. **Motion** by Larson, second by Maszk to approve the 2024 Parks, Recreation and Forestry Department Workplan. Motion **carried** by voice vote, vote reflected as 4-0.

**5. Operational Functions Required by Statute, Ordinance or Resolution:**

A. Discussion and Possible Action by Committee - None

**6. Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee - None**

**7. Educational Presentation/Outcome Monitoring Reports for Discussion**

A. Project Update – Big Eau Pleine – Large hazard tree removal has been completed in the west campground (just 2 large basswoods left for when we have snowpack over the main road). Raising of the trees in boat launches and horse trailer area is complete. Marathon Park – EAB infested ash trees in process of all being removed. Eastgate Hall work is beginning, the RFB for ceiling and flooring closes 1/30. A contractor has been selected to replace the siding and windows. Windows have been ordered. Marathon Park outdoor ice rink was almost up but with the warm weather it will most likely not be finished. Bluegill Bay – All EAB infested ash trees in the use areas have been removed (heavy infestation). North Central Health Care – removing infested ash trees on the grounds. Library – trees removed for facilities collar project as well as all ash removed. Nine Mile – Grooming operations are on hold with low snow and warm weather forecasted. Trails closed as of Friday, January 26 due to the rain and warm temperatures. Completed tree

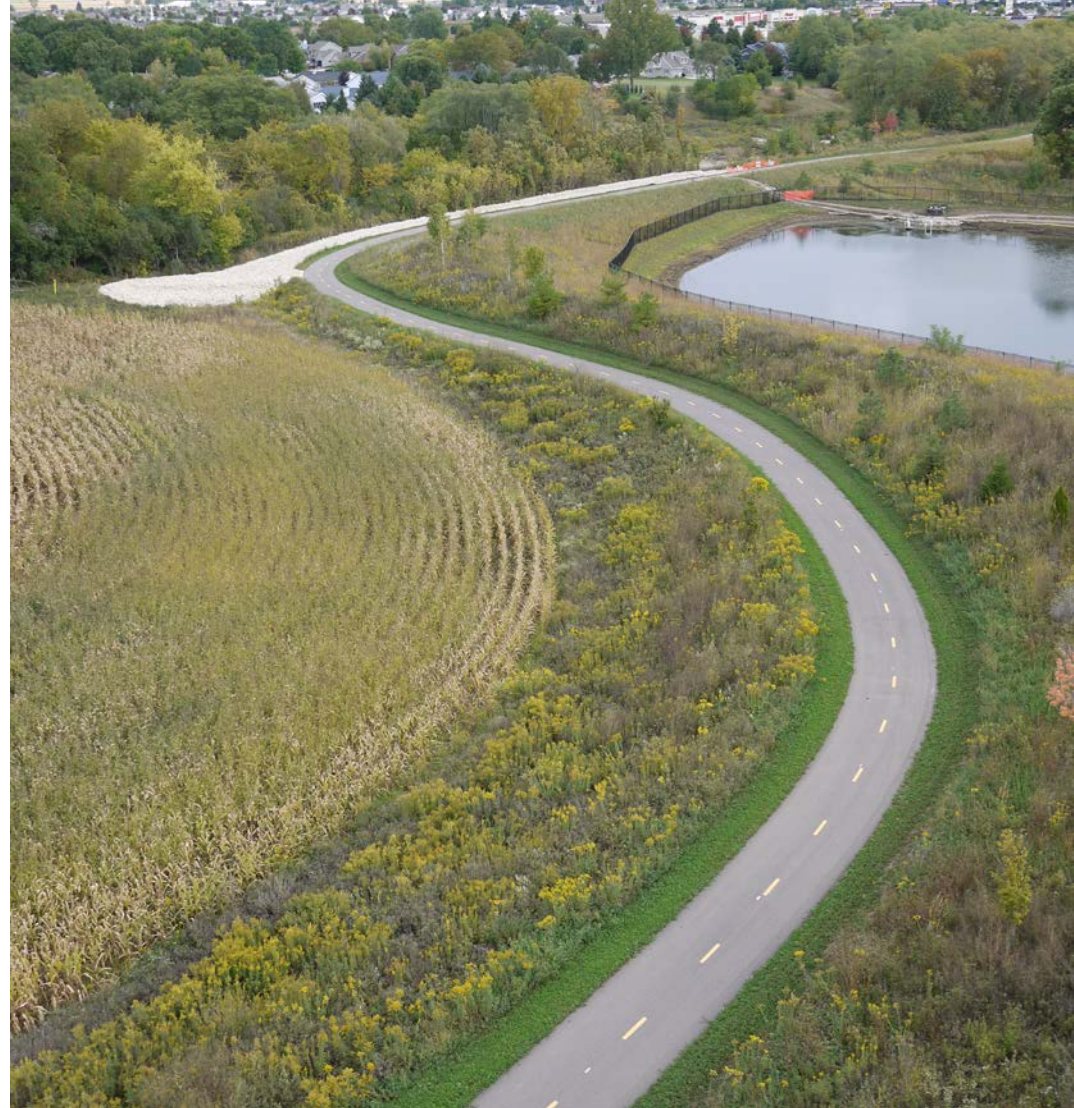
work after winds brought some trees down over the trails. Bitzke – Refinishing and redesign of the main sign. Winter Activities – Crews have completed snow removal and brining operations when needed. We have started our wood processing at the Big Eau Pleine. A portion of the Mountain Bay Snowmobile trail was open briefly to get snowmobilers to the open Shawano County trails. With the warm temperatures, all trails are now closed.

**8. Announcements**

A. Next Meeting Date & Time, Location – Tues., March 5, 2024 at 10:30am, 212 River Dr., Rm.5, Wausau, WI 54403

B. Future Agenda Items – update on ice arena feasibility study

**9. Adjourn - Motion** by Herbst, second by Larson to adjourn the meeting at 11:30 am. Motion **carried** by voice vote, vote reflected as 4-0.



## PROPOSAL TO PROVIDE WAUSAU TO MERRILL TRAIL MASTER PLAN

**Prepared for:**  
Marathon County and Lincoln County, WI  
December 1, 2023





**Dear Jamie,**

Proposal to Provide:  
WAUSAU TO  
MERRILL TRAIL  
MASTER PLAN

**December 1, 2023**

**Jamie Polley,**  
**Parks, Recreation,**  
**and Forestry Director**  
Marathon County  
212 River Drive, Suite 2  
Wausau, WI 54403

MSA Professional Services, Inc. (MSA) is excited to partner with Marathon County and Lincoln County to develop a master plan for a trail that will connect the City of Wausau in Marathon County to the City of Merrill in Lincoln County.

As a full-service planning and engineering firm, MSA brings together the talent needed to develop this trail master plan. Our multidisciplinary project staff are experts in the planning, design, and construction of on-street bicycle facilities, recreational trails, and pedestrian facilities. MSA has worked with local governments and organizations across Wisconsin and the Upper Midwest to implement trails through Comprehensive Outdoor Recreation Plans, Park Master Plans, system-wide regional and state trails, trail and road designs, and traffic studies. Our goal is to design shared spaces that are comfortable and accessible for a broad range of users regardless of age or ability. We also look to help ensure the trails are safe, provide good visible access, proper amenities, and meet current design criteria when planning, designing, and constructing the trails we work on.

Our team brings extensive experience in traditional and innovative public engagement – designing activities that include a variety of stakeholders in the planning process. We regularly do this through online community surveys, targeted surveys, in-person meetings, focus groups and interviews, innovative activities, Storymaps, social media outreach, and public meetings. Our past activities have included dot boards, design charettes, website creation and management, hot zone mapping, and youth-oriented activities.

With current success working on the Marathon County Westside Master Plan, we understand the issues of the area, the stakeholders, and goals to make this project a success. Along with our team's professional understanding of the area, several of our team members are personally familiar with the area, grew up in the area, continue to live and recreate with their families in the area, experience area amenities on a regular basis, and so much more.

This is your project, and as your expert professional representative, we're here to make it a success. This is a true opportunity for us to deliver on our commitment and purpose of "Positively Impacting the Lives of Others" for many years to come as this area transforms and prepares for the future of major state trail linkage connection. We understand this is the first step of the process and we look forward to collaborating with you and all the stakeholders on this exciting project that ties in so many pieces that will impact the lives of the area residents, visitors and our collaborative team for decades to come.

We welcome questions you may have about our proposal - please contact us at any time to discuss our approach, cost or schedule.

Sincerely,  
MSA Professional Services, Inc.



**Emily Soderberg**  
**Project Manager**  
**(608) 579-9909 | [esoderberg@msa-ps.com](mailto:esoderberg@msa-ps.com)**



**Raine Gardner, PE**  
**Senior Project Engineer | Parks and Recreation Team Leader**  
**(608) 355-8913 | [rgardner@msa-ps.com](mailto:rgardner@msa-ps.com)**

*\*Raine is authorized to represent MSA in negotiations and commit our firm to the terms of the proposal.*

MSA Professional  
Services, Inc.  
146 North Central  
Avenue, Suite 201,  
Marshfield, WI 54449

## **MSA PROFESSIONAL SERVICES, INC.**

146 NORTH CENTRAL AVENUE, SUITE 201, MARSHFIELD, WI 54449

Contact: Emily Soderberg  
Phone: (608) 579-9909  
Email: [esoderberg@msa-ps.com](mailto:esoderberg@msa-ps.com)  
Website: [www.msa-ps.com](http://www.msa-ps.com)



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**OUR PURPOSE:**

ENABLING PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.  
IN EVERY PROJECT. IN EVERY PLAN.

## STATEMENT OF QUALIFICATIONS

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

### SIZE OF FIRM

Our firm consists of 400+ engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions. As the fourth-largest engineering firm in Wisconsin, as ranked by the Milwaukee Business Journal, our extensive in-house capabilities empower us to undertake a myriad of diverse tasks on a large scale, helping to ensure the delivery of high-quality outcomes and superior project performance.

### DESCRIPTION OF SERVICES & STATEMENT OF EXPERIENCE / HISTORY

MSA's roots reach back to 1919. Our 400+ planners, landscape architects, engineers, architects, surveyors, funding specialists, and environmental professionals are dedicated to your success. **The following pages outline our areas of expertise and effectively demonstrate our ability to provide the services requested by this RFP.** While you know the faces behind your projects, we are a team that works as one to support our clients. When you work with MSA, you're not just working with individuals—you're working with all of us.

### OWNERSHIP

Our professionals think like owners because they are owners. When you partner with MSA, your team will be comprised of individuals who are invested in your success and committed to a high standard of performance. We're proud to be 100% employee owned.

### RECOGNITION

Since 2017, we've been recognized throughout the Midwest with more than 33 industry awards. And, we're just getting started. When you partner with MSA you know you're in good hands.

## CLIENT EXPERIENCE

The pillar of our success is seeing our clients succeed. The graphic below shows the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98%  
ACCURACY



96%  
HELPFULNESS



99%  
QUALITY



98%  
RESPONSIVENESS

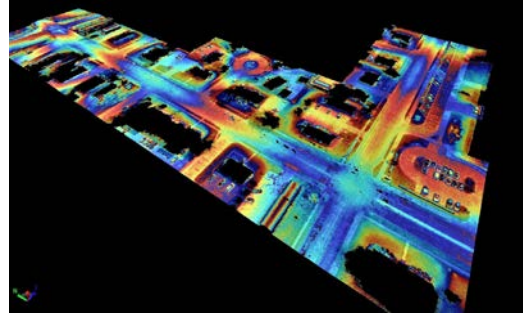


98%  
SCHEDULE



97%  
SCOPE & FEES





## PLANNING & LANDSCAPE ARCHITECTURE

MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners and landscape architects work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.

- Comprehensive Planning
- Neighborhood and Corridor Planning
- Park and Recreation Planning
- Downtown Revitalization
- Housing
- Economic Development
- Capital Improvement and Strategic Planning
- Public Administration
- Urban Design
- Transportation Planning

## FUNDING

Our funding experts excel at coordinating grant and loan applications, and fulfilling the requirements of various agencies to help our clients turn project ideas to reality.

- Tax Increment Financing (TIF)
- Grant Writing
- Grant Administration
- Project Financing
- Stormwater Utility Studies and Creation

## ENGINEERING

We know the key to strong communities is the happiness of their residents and the health of their economies. MSA focuses on working alongside public and private clients to achieve both these ends by designing and constructing projects that solve age-old problems and encourage new development.

- Street and Utility Design and Reconstruction
- Potable Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment Systems
- Stormwater Management
- Park and Recreational Space Design
- Site and Land Development Civil Design
- Airport Planning and Design
- Agricultural Engineering
- Bridge Design and Construction
- Traffic Planning and Engineering
- Real Estate Acquisition

## ARCHITECTURE

From intricate historical restorative projects to high-rise programming and design, our team aspires to design buildings that enrich the lives of our clients and enhance their futures.

- Architectural Design
- Mechanical, Electrical, Plumbing and Fire Protection Design
- Building Planning and Feasibility Studies
- Programming and Space Planning
- Site/Building Evaluation
- LEED® and Sustainable Design

## SURVEYING & ASSET MANAGEMENT

MSA's surveyors have the resources and expertise to efficiently and accurately complete fieldwork and to provide high-quality survey documents.

- Land Surveys (Boundary Location or Establishment)
- Subdivision Surveys
- Topographical Surveys for Development Projects
- Redevelopment/Streetscape Surveys
- Infrastructure/Facility Design Surveys
- Utility Surveys
- Flood Elevation Surveys
- Construction Staking
- Control Surveys for Environmental Assessments
- ALTA/NSPS Land Title Surveys
- Mobile and Web-Based GIS Development

## ENVIRONMENTAL SERVICES

MSA's environmental scientists and technicians help communities identify and clean up contamination. We understand regulatory requirements and have built critical relationships with regulatory agencies.

- Phase I and II Environmental Site Assessments
- Wetland Design, Delineation, Restoration and Permitting
- Brownfield Site Development
- Asbestos, Lead and Mold Inspection/Remediation
- Spill Investigation and Remediation
- Solid and Hazardous Waste Management
- Permitting and Planning
- NPDES Compliance, Adaptive Management Plans, and Nutrient Trading

# MSA's Parks and Recreation Services



## Parks and Recreation CoP

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

### How We Help

- ADA Audits for Park and Recreational Facilities (Municipal, County, Regional)
- Aerial Solutions (Mapping, Modeling, Marketing, Surveying, etc.)
- Aquatic Facilities (Indoor and Outdoor) and Splash Pads
- Architectural Design (Shelters, Restrooms, etc.)
- Asset Management
- Athletic Facilities (Indoor and Outdoor)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans
- Conceptual Site Plans, 3D Renderings and Virtual Reality
- Educational Programming
- Funding
- Infrastructure Survey and Design (Parking, Stormwater, Sewer, Water, etc.)
- Landscape Design
- Lighting Design
- Multimedia (360° Video, Esri Story Maps, etc.)
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Engagement (Public Input, Opinion Surveys, Visioning, etc.)
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (Boat Launches, Piers, Riverwalks, etc.)
- Wayfinding (Interpretive Signage, Interactive Kiosks, etc.)



## PLANNING + DESIGN STUDIO

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented.

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

### CORE SERVICES

Below is a sample of the services that MSA's Planning and Design Studio can offer.

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Funding: Grant Writing, Grant Administration, Fundraising
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies
- Public Engagement
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle + Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards





**Appleton, WI Ellen Kort Peace Park**  
2018 ASLA Wisconsin Award for Analysis and Planning



**Plymouth, WI Mullet River Corridor Study**  
2017 APA Small Town and Rural Planning Division



**Hiawatha, IA 2036 Comprehensive Plan**  
2017 APA Iowa Daniel Burnham - Comprehensive Planning Award



**La Crescent, MN Downtown Vision & Strategic Plan**  
2018 APA Small Town and Rural Planning Division

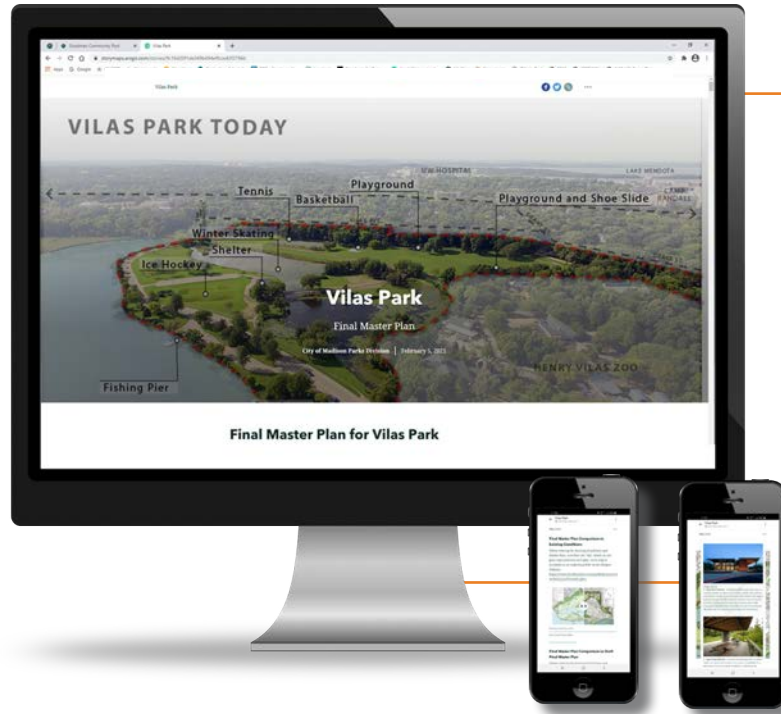


**Tomah, WI Downtown Master Plan**  
2019 APA Small Town and Rural Planning Division

## AWARDS

20+ AWARD-WINNING PROJECTS AND COMMUNITIES SINCE 2010.

MSA's Planing + Design Studio planners aim to create plans that are not only living and tailored to each community, but are award worthy. Far after a plan has been created, MSA continues to represent our clients to earn them the recognition they deserve for their efforts and contributions through the entire process. It is our philosophy that these awards do not belong on our shelves, they belong in the hands and in the centers of the communities who are positively impacted.



**MSA has the familiarity and the expertise to reach everyone. One way our teams engage the community is through the use of ESRI GIS Story Maps. Click on the left image of a recent Park Master Plan in Madison, Wisc. to view the Final Master Plan Story Map for Vilas Park.**



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

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

our clients and selecting the best available methods to hear the voices of many citizens through the process. The type and combinations of methods selected will ensure a balance of informing, consulting, involving, collaborating, and empowering the public. Therefore, engagement can and should be accomplished by tapping into a variety of sources, including community and non-profit organizations, public officials, youth, individuals with disabilities, mature citizens and those that have been traditionally underserved.

Public engagement generally consists of three related, and often overlapping, processes: information dissemination, dialogue, and citizen input. We specialize in working alongside

# ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. MSA plans to assign nine full-time employees (FTEs) to this project if we are selected. We are a group of experienced planners, landscape architects, and engineers backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **Specifically for this project, we have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



**Emily Soderberg**  
Project Manager



**Dan Williams, PLA, ASLA, AHLA**  
Senior Landscape Architect



**Emma Wenman, ASLA**  
Landscape Designer



**Jeff Felland, PE**  
Wetland Delineator/  
Water Resources



**Raine Gardner, PE**  
Principal in Charge,  
QA/QC



**Chad Grundemann, PE**  
Project Engineer,  
Technical Trail Design



**Sarah Morrison**  
GIS Specialist



**David Patten, PLA,  
ASLA, CLARB**  
Senior Landscape  
Architect



**Leah Rhodes, PE**  
Bridge Engineer



# Emily Soderberg

PROJECT MANAGER

Emily is an experienced project leader with diversified planning experience. She has successfully led the completion of community-wide plans across Wisconsin and is the lead author of several elements of the City of La Crosse Comprehensive Plan Update. Emily is a graduate of the University of Michigan’s Urban and Regional Planning Master’s program where she concentrated in land use and environmental planning. As a skilled communicator, she is adept at leading public engagement, building consensus among project stakeholders, and keeping her clients informed as a project progresses.

## EDUCATION

Master of Urban and Regional Planning, University of Michigan (2022)

B.S., Sustainable Built Environments, University of Arizona Honors College (2016)

## CERTIFICATIONS

American Society of Adaptation Professionals (ASAP)

American Planning Association-WI

## AREAS OF EXPERTISE

- Master Plan Review
- Ordinance Review
- Zoning & Land Use
- Rooftop Solar System Design
- Organic Waste Management Operations
- Sustainable Agriculture & Food Systems
- Community Engagement
- Research & Analysis

## SELECTED PROJECT EXPERTISE

### Comprehensive Outdoor Recreation Plan, Wausau, WI

Coordinated with staff to update the City’s CORP. Developed the plan, both in content and document design, to align with Marathon County’s CORP since the city and county’s parks and recreation department is run jointly. Developed a prioritized capital improvement action plan for existing park maintenance and upgrade projects.

### Comprehensive Plan Update, La Crosse, WI

Conducted policy research and data collection to inform the housing, transportation, and utilities and community facilities elements of the plan. Interviewed stakeholders and collaborated with the consultant team to develop policy goals, strategies, and objectives.

### Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI

Led the development of the City’s first Comprehensive Outdoor Recreation Plan (CORP) since the 1990s. Conducted a range of public engagement activities, including stakeholder focus groups, pop-up booths at community events, and an online survey. Developed the plan, both in content and document layout. Facilitated public meetings and presented plan findings to City Council.

## Additional Projects

- East Side Neighborhood Economic Development and Land Use Plan, McFarland WI
- Parks Planning, La Crescent, MN
- CORP Update, Wisconsin Dells, WI
- CORP/Bike-Ped Update, Waunakee & Westport, WI
- CORP, Wisconsin Dells, WI
- Great Sauk State Trail, Sauk County, WI\*

\*Denotes experience prior to MSA



## Dan Williams, PLA, ASLA, AHLF

Senior Landscape Architect

With 30 years of landscape architectural experience, Dan takes pride in his ability to make every project, large or small, something special. He is energized by the challenges offered by each new site. Dan's design philosophy is uncomplicated and based on two foundational factors: understanding and vision. Understanding involves developing a solid comprehension of the environmental, social and economic factors related to a project. This knowledge provides a framework for building an inspiring vision for the landscape. Dan enjoys the energy of collaborating with others to create special places. He continues to grow professionally through interaction with teammates and clients as design solutions are tested. He has managed and directed design for over 30 award-winning projects including five national recipients.

### Education

B.S., Landscape Architecture, University of Kentucky (1988)

### Registration | Affiliations

Professional Landscape Architect, WI, CO, IA

Alliance for Historic Landscape Preservation (AHLF)

American Society of Landscape Architects (ASLA)

### Selected Project Experience

- Westside Master Plan, Marathon County, WI
- Great Sauk State Trail/Walking Iron Trail Feasibility Study and Preliminary Design, Sauk County, WI
- Wausau City Center/Jefferson Streetscape, Wausau, WI
- John Michael Kohler Art Preserve Sculpture Trail, Sheboygan, WI
- Split Rock Lighthouse Trails and Landscape Rehabilitation, Two Harbors, MN
- Thomas G. Rowe Park Master Plan, Onalaska, WI
- Riverfront Park, Sauk City, WI
- Monona Drive Streetscape, Monona, WI
- N. Franklin Streetscape, Port Washington, WI
- Wausau City Center/Jefferson Streetscape, Wausau, WI
- Vilas Park Master Plan, Madison, WI
- Fireman's Park, Verona, WI
- Carson Park Master Plan, Eau Claire, WI



## Raine Gardner, PE

Principal in Charge,

QA/QC

As our Parks and Recreation Practice Leader, Raine leads a team of landscape architects, waterfront development specialists and project engineers. She has worked on a variety of projects including recreational parks and trail projects, waterfront development/access, river corridor planning, stormwater, water main, and sanitary sewer design, roadway reconstruction, lake dredging, and streetscaping plans. In addition to project planning and design, Raine has aided in construction management, right of way and easement acquisition, project permitting, wetland mitigation work, and GIS mapping. She helps clients apply for local, state, and federal funding grants and assistance. Clients also rely on Raine for project planning/concepts and estimating assistance, project considerations to lower maintenance and operational costs, zoning administration and guidance.

### Education

M.S., Civil Engineering, University of Wisconsin-Madison (2006)

B.S., Civil Engineering, Michigan Technological University (2005)

### Registration

Professional Engineer, WI, MI, IA, MN, OH, TX

### Selected Project Experience

- Marathon County Westside Master Plan & CORP, Marathon County, WI
- Riverside Park and Riverwalk Multi-Use Trails, Mauston, WI
- Fond du Lac Riverfront Park Master Plan, Fond du Lac, WI
- Clara Avenue Multiuse Trail, Lake Delton, WI
- Camelot Trail, Fond du Lac, WI
- Lakeside Trail, Fond du Lac, WI
- Bunker Road Multi-Use Path, Lake Delton, WI
- Pheasant Branch Corridor Trail, Middleton, WI
- EO Schultz Trail, Elroy, WI
- Baraboo River Corridor, Sauk and Juneau Counties, WI
- Village Forest Park, West Baraboo, WI
- Swan Park Master Plan and Development, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Spencer Bike Trail Feasibility Study, Spencer, WI



## David Patten, PLA, ASLA, CLARB

Senior Landscape Architect

David is a senior landscape architect with experience in public and private development projects, including land development, residential, commercial, industrial, recreation, parks, recreation facilities, trails, streetscapes, and master plans. With over 25 years of experience, David has worked on challenging site design projects and has sat on several park and recreation boards. With a strong background in technology, management, communication, historic preservation, graphics, technical drafting, manufacturing, and installation, David delivers concise results from concept planning through final construction closeout in order to achieve consistent, successful project outcomes. His mission is to create beautiful, functional, and sustainable landscapes that enhance quality of life and the environment of the communities he serves.

### Education

Bachelors of Landscape Architecture, North Dakota State University (1997)  
B.S., Environmental Design, North Dakota State University (1997)  
A.S., Structo-Architectural Drafting and Design with AutoCAD, Northwest Technical Institute (1989)  
Pre-Architecture / Pre-Landscape Architecture, University of Minnesota (1994)

### Registration/Certification

Licensed Professional Landscape Architect (PLA), WI, MN, IA, SD, MI, TX, AZ, CO  
American Society of Landscape Architects (ASLA)  
Council of Landscape Architectural Registration Boards (CLARB)

### Selected Project Experience

- Baldwin Township Comprehensive Park, Trail & Open Space Plan, Baldwin Twp, MN\*
- Rum River Recreation Resources Board Regional Trail and Open Space Plan, Princeton, MN\*
- Itasca State Park - Amphitheater & Trail System, MN DNR\*
- Young Park 80-acre Master Planning and development, Baldwin Twp, MN\*
- Goose Lake 32-acre Natural Park Plan & Development, Baldwin Twp, MN\*



## Emma Wenman, ASLA

Landscape Designer

From site-specific design to master planning, Emma has a wide interest in landscape architecture. She has assisted on many park master planning projects and emphasizes the importance of the design process by being involved in community engagement opportunities. Emma is passionate about providing visions for communities by presenting a concept and receiving design feedback. In her role as a landscape designer, Emma continues to develop project inventory and analyses, conceptual designs, landscape planting plans, and master planning documents.

### Education

B.A., Landscape Architecture, University of Wisconsin-Madison (2022)

### Registration

American Society of Landscape Architects (ASLA)

### Selected Project Experience

- Fond du Lac Riverfront Park Master Plan, Fond du Lac, WI
- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- 28<sup>th</sup> Street Final Design - Path and Landscaping, Superior, WI
- La Salle Ave Phase 2 (downtown), Barron, WI
- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Crawford Park Master Plan, Caledonia, WI
- Fond du Lac Riverwalk, Fond du Lac, WI
- 51 West Development Parks Master Plan, Stoughton, WI
- Oak Street Overlook, Baraboo, WI
- Park Master Plans, Ripon, WI
- Memorial Park Master Plan and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Alonzo Park Master Plan, Hortonville, WI
- West Side Park and Leonard Leota Park, Evansville, WI
- Memorial Park Master Plan, Waverly, IA



## Chad Grundemann, PE

Project Engineer, Technical Trail Design

Chad brings extensive experience and knowledge of WisDOT standard procedures and specifications for highway design and construction. He is well versed in the bicycle and pedestrian accommodation requirements set forth in the WisDOT Facilities Development Manual and the Wisconsin Bicycle Facility Handbook. His experience includes serving as lead design and construction engineer for both urban and rural trail and park projects.

### Education

B.S., Civil Engineering, Michigan Technological University (2009)

### Registration

Professional Engineer, WI

### Selected Project Experience

- Springbrook Bicycle/Pedestrian Trail, Antigo, WI
- BUS 51 Pedestrian Bridge: Prelim Survey, Concept Plan and Grant Application, Schofield, WI
- Trillium Lane Multi Use Trail Design, Rib Mountain, WI
- Great Headwaters Trails (GHT) 3 Trail Design, GHT Foundation, Phelps, WI
- River Trail Feasibility Study, GHT Foundation, Eagle River, WI
- Safe Routes to School Improvements, Abbotsford, WI
- Birch Street & Division Street Reconstruction, Rothschild, WI
- Crandon Trail Design & Construction, Crandon, WI\*
- Old 51 Trail Design and Construction, Kronenwetter, WI\*
- Tomahawk Trail and Bike Route Design, Tomahawk, WI\*
- River Trail Design and Construction, Merrill River District Development Foundation, Merrill, WI\*
- Military Road Design and Construction, Rothschild, WI\*
- STH 102 Trail, Roadway & Bridges Construction Administration, Rib Lake, WI\*

\*Denotes experience prior to MSA



## Leah Rhodes, PE

Bridge Engineer

Leah leads our bridge team at MSA. In addition to project management, her expertise includes the design and analysis of steel and prestressed concrete girder bridges, slab structures, retaining walls, and box culverts. She has been responsible for the design and management of numerous WisDOT projects that followed the policies of the WisDOT FDM, the WisDOT LRFD Bridge Manual, and the WisDOT PS&E process. Leah has excellent communication skills and has successfully managed WisDOT projects to meet milestones and provide quality deliverables.

### Education

M.S., Structural Engineering, Washington University (St. Louis) (2006)

B.S., Civil Engineering, Washington University (St. Louis) (2006)

### Registration

Professional Engineer, WI, MN, IA

### Selected Project Experience

- Pheasant Branch Trail & Pedestrian Bridges, Middleton, WI
- Riverwalk, Boardwalk and Pedestrian Bridge, Mauston, WI
- Black Earth Creek Pedestrian Bridges, Cross Plains, WI
- STH 82 Pedestrian Improvements, Mauston, WI
- Allemansratt Park Pedestrian Bridge, Lindstrom, MN
- Beaver Dam River Pedestrian Bridge, Beaver Dam, WI
- Great Sauk State Trail/Walking Iron Trail Feasibility Study and Preliminary Design, Sauk County, WI
- CTH M, Cross Country Road – Prairie Hill Road Pedestrian Underpass Structures, Madison, WI
- CTH M over S Crossing Little Eau Pleine River, Marathon County, WI
- CTH Y over Eau Claire River, Marathon County, WI
- CTH F over Big Rib River, Town of Halsey, Marathon County, WI
- CTH F over Dill Creek, Town of Hull, Marathon County, WI



## Jeff Felland, PE

Wetland Delineator/Water Resources

Jeff is a member of MSA's dedicated water resources engineering team and has more than 10 years of experience as a civil engineer. He has worked on many stream assessment and restoration projects throughout the Upper Midwest. Jeff is experienced with stormwater modeling and design, environmental permitting, open channel hydraulic modeling, AutoCAD, GIS and surveying. Jeff is also a WDNR-recognized wetland delineator and is one of only 31 assured wetland delineators in the entire state of Wisconsin.

### Education

B.S., Civil and Environmental Engineering, University of Wisconsin-Madison (2007)

B.S., Biological Aspects of Conservation and Zoology, University of Wisconsin-Madison (1997)

### Registration

Professional Engineer, WI, MN

WDNR Assured Wetland Delineator

Wetland Delineator Certification, MN

### Selected Project Experience

- Middleton Hills Park Trail, Middleton, WI
- Gitchi Gami State Trail - Lutsen Phase II Segment - Lutsen, MN
- Fireman's Park, Verona, WI
- Pheasant Branch Creek Repair at Park Street, Middleton, WI
- Vilas Park Master Plan Environmental, Madison, WI
- Witter Park Stormwater Management Plan, Wisconsin Rapids, WI
- August Derleth Park Redevelopment Project, Sauk City, WI
- Green Lake Water Quality Master Plan, Green Lake, WI
- Searles Creek Bank Stabilization, Brodhead, WI
- Baraboo River Bank Stabilization, Sauk County, WI
- Stormwater Management Facility Retrofit, Middleton, WI
- Regional Stormwater Facility Study, Middleton, WI



## Sarah Morrison

GIS Specialist

Sarah's experience includes field collection and observation, GPS post-processing and assisting with design, plans, reports, maps, schedules and various documents. Sarah is also familiar with GIS and creating maps and exhibits for both internal and external clients. She also has experience coordinating with utilities and municipalities, assisting with public involvement meetings and discussing projects with both project staff, officials, and members of the public, completing wetland delineation field work and reports, Phase I and II reporting and inspections and NEPA reports.

### Education

B.S., Geography, University of Wisconsin-La Crosse (2014)

### Selected Project Experience

- Comprehensive Plans – including multiple maps showing varied levels of data analysis for various aspects of developing urban areas and planned development. Focused on creating deliverables that were efficient data displays while also being visually appealing.
  - Fond du Lac, WI
  - Shorewood Hills, WI
  - Belleville, WI
- CORP, Middleton, WI
- CORP, Wisconsin Dells, WI
- CORP, Beaver Dam, WI
- CORP, Fox Lake, WI
- CORP, Waunakee/Westport, WI
- CORP, Wausau, WI
- CORP, Fort Atkinson, WI
- CORP, Mukwonago, WI
- CORP, Verona, WI
- CORP, Chilton, WI
- CORP, Lake Geneva, WI





## PROJECT UNDERSTANDING

The Wausau and Marathon County Parks, Recreation and Forestry Department in conjunction with Lincoln County's Forestry, Land and Parks Department is seeking proposals from qualified firms to develop a master plan for a trail that will connect the City of Wausau in Marathon County to the City of Merrill in Lincoln County. The trail's current route as described in the RFP is approximately 14.3 miles in length, and for the most part, follows the corridor owned by the WIS Public Service Corp. In response to this RFP, MSA has reviewed information both supplied within the description of this RFP and additional property data available as described along the route. The MSA team will approach this project with the following factors in mind:

- Understand the important role a trail master plan plays in providing a vision to guide and prioritize investments in the Wausau to Merrill trail segment by reviewing existing connections and opportunities to meet current and future needs.
- To assist in identifying connections to the trail, the plan will review trailhead locations and connections within Merrill, Wausau, and other critical access points.
- The plan will draw in the need to consider this as a future state trail and how the layout, route, and other design criteria must be met to be designated as a state trail.
- Since the route is somewhat identified based on state planning and prior discussions with some existing property owners, a robust public engagement plan is not required. Some public engagement will be included in this process to obtain

input on the route and access.

- The plan will be an important tool in maintaining eligibility to apply for and receive funding for the project.
- The plan needs to be user-friendly, serving the dual purpose of providing a vision for continued investment in the local pedestrian trail system while also advocating the importance of completing the connection of a larger trail system from Lake Superior to the Wisconsin-Illinois state line. A plan will serve as a strategy for the project's success to make the best impacts economically feasible.
- The trail master plan will develop practical guidelines for the trail that encompass:
  - A review of current and adjacent land uses and zoning regulations.
  - Development of general trail expansion alternatives for the long-term implementation of the plan.
  - Recommendations for trail design and development with the use of illustrations.
- Throughout the trail master plan project development there will be phases that provide draft documents, with supporting documentation, and a final plan with supporting illustrations of the design.
- We will assist with the adoption of the final plan through County Committees and Boards.



## PROJECT APPROACH

### PHASE I: PROJECT KICK-OFF & EXISTING PLAN REVIEW

#### Task 1 - Steering Committee Meeting #1- Kick-Off (in person)

Staff from the Wausau and Marathon County Parks, Recreation and Forestry Department in conjunction with Lincoln County's Forestry, Land and Parks Department, and others appointed to this group will comprise the Steering Committee which will guide the development of this plan. Our team will coordinate the following initial project start-up activities with the Steering Committee:

- Review project scope and schedule.
- Review draft community survey and discuss outreach methodologies.
- Review list of available and desired data and planning documents, including GIS data, and previous relevant plans and documents.
- Review those prior recommendations from existing plans.
- Review trail route options by discussing the route layout, spurs, access, past property owner discussions, etc.

#### Task 2 - Existing Conditions

We will review the following plans and incorporate applicable recommendations and policies into the master plan:

- Applicable comprehensive plans.
- Applicable park and recreation plans.
- Applicable transportation plans, especially bike and pedestrian plans.
- Applicable municipal codes addressing roadway design criteria (crossings and on-road segments).
- Other relevant plans and studies.

### PHASE II: SITE INVENTORY

#### Task 1 - Trails Inventory and Assessment

Our team will review sections of the potential trail corridor to complete an inventory and evaluation of existing facilities, critical physical and ownership barriers, and trailhead locations. We will use existing data provided by the Counties and supplement this data with our site observations. Desktop review of potential wetland conflicts will be performed and inventoried. Considerations of crossings of potential railroads and highways will be reviewed and considered via desktop review and as part of the site review. This information will be used to assist with the development of routing recommendations.

#### Task 2 - Geographic/Locational Analysis

During the time between the first and second Steering Committee meetings, we may invite members of the Steering Committee to visit various trail locations with us. We will use a Trails Assessment Form (TAF) to develop the trail layout's needs and desires for the overall plan and specific locations.

The following plans will be completed during this process:

- Map 1 - Existing Trails and Routes. A map of the location of existing trails and routes using available GIS data. This map will also include the locations of adjacent trail systems, a summary of significant natural resources such as waterways, greenways, topography and woodlands, a summary of existing and projected demographics, and a summary of other applicable planning efforts/studies and their impact on trails planning.
- Map 2 - Trail Service Areas. A map identifying service areas for each trail or route and connection points if necessary.
- Map 3 – Potential Project Liability Locations. A map illustrating potential project liabilities such as, but not limited to:
  - Parcels currently not under control of the trail's stakeholders.
  - Topographic challenges where slopes are extreme.
  - Water and wetland crossings where bridges or an alternate route is necessary.
  - Trail routes that require on-road facilities.

### **Task 3 - Steering Committee Meeting #2 - Existing Conditions Review (virtual)**

We will meet with the Steering Committee to:

- Review project status.
- Review generated maps.
- Discuss inventory captured, TAF review process, and capture Committee input.
- Upon Committee input, we will update the route maps and present alternatives discussed to prepare for Phase III.

## **PHASE III: PUBLIC ENGAGEMENT/QUALITATIVE ANALYSIS**

### **Task 1 - Public Engagement**

We recognize that the Counties are committed to engaging stakeholders, and in a cost-effective way. We know the general public and specific groups can be typically difficult to reach, and we are proposing strategies that specifically attempt to reach the public to gain input for this project. Our team will work with the Steering Committee to prepare a communication strategy to guide outreach efforts.

We will provide the Counties marketing materials to help advertise for the two (2) public input meetings (first meeting held near/in Wausau and second meeting held near or/in Merrill), assist the Counties with an online public input survey administered by the County, and develop an interactive StoryMap to gather input from the general public. This will allow the public to comment within the StoryMap and address concerns or questions they may have on the trail route.

We will assist the Counties with developing an online survey. The survey will be hosted and maintained by the Counties. MSA will assist with the development of questions and map materials to be used to assist with the survey to gather input. The Counties will collect and provide the data to MSA when complete for review and assessment to apply to the overall master plan and trail route.

### **Task 2 - Public Community Meetings**

We will facilitate two (2) public community meetings (first meeting held near/in Wausau and second meeting held near or/in Merrill) to obtain input from the public on preferred routing. We will work with the Steering Committee to schedule and program the two (2) public community meetings.

Any additional engagement meetings will be an additional service and can be added to the project as needed. It is anticipated that the Steering Committee will meet with any private property owners and/or businesses during the project to discuss the trail route/master plan as needed to gather input to be used in the plan and final routing. Again, MSA can assist in this step, but this work would be considered additional scope to the project.

## **PHASE IV: PRELIMINARY RECOMMENDATIONS**

### **Task 1 - Preliminary Route Layout**

Based on the work completed per the above Phases, MSA will develop a refined preliminary trail route with potential alternate routes and connections. These proposed improvements will reference local and national trends with consideration to the National Recreation and Parks Association's (NRPA) current three pillars: conservation, social equality and health/wellness, and WI Bike and Pedestrian State Trail Standards. A preliminary construction cost estimate will be developed per the draft route layout.

### **Task 2 - Trail Concepts**

Per the preliminary route, MSA will develop up to six (6) site concepts that include sketches of trailheads, access, and crossing points for the trail to help expand on the route layout future design. A preliminary construction cost estimate will be started to help guide some of the potential project decisions on proposed design.

### **Task 3 - Steering Committee Meeting #4 - Recommendations Review (virtual)**

- Review through trail development concepts.
- Review through trail layout and recommendations.
- Upon Committee review, MSA will update the concepts and overall trail layout, including the StoryMap.

## PHASE V: DRAFT PLAN

### Task 1 - Plan Development

We will develop a draft trail master plan which will include the following chapters:

- Executive Summary: A clear and concise synopsis of trail needs and recommendations, using images and figures in place of text where possible.
  - Chapter 1 - Introduction: Summary of the purpose of the plan and summary of the planning process.
  - Chapter 2 - Description of the project site: Matrix of existing parks, trails and bicycle/pedestrian routes throughout the area including location, existing characteristics, classification, and amenities.
  - Chapter 3 - Goals and Strategies: Goals and strategies will be based on feedback from County staff, Steering Committee, public input, best practices, and alignment with the NRPA and WI Bike and Pedestrian State Trail Standards.
  - Chapter 4 - Analysis of Trails Needs and Demands: A summary of the quantitative, geographic and qualitative analyses completed in above Phases, including the maps developed and updated as noted above. Also linking the GIS StoryMap.
  - Chapter 5 - Recommendations:
    - Existing trails and routes. We will create a one- to two-page summary sheet for each existing trail or bicycle/pedestrian route. The summary will include the following information: name of trail or route; location; length; surface material and condition; access points and destination points, current issues; a summary table of recommendations including priority (e.g., low, medium, high) and planning-level cost estimates. The two-page sheet will also include a picture and a map of each trail or route.
    - New trails/routes. We will summarize routes proposed for trails, or expansions to existing trails, and new trails as determined through the planning process. We will identify the general location of these proposed improvements on a map (proposed trails and routes).
    - Trailhead/access facilities. Identification of proposed trail facility improvements, focusing on trailhead and access points and other alternative routes if applicable.
  - Chapter 6 - Implementation:
    - Capital improvement summary. A summary table of recommendations from Chapter 5 outlining recommendations by trail or route, estimated cost (planning level/ballpark cost estimates or cost ranges) and priority.
    - Funding opportunities. A summary table of common state and federal park, transportation or related grant programs including information on maximum awards and application due dates.

- Identification of other non-traditional funding options to help mitigate potential funding gaps.
- Identification of potential partnerships to coordinate regional and other local park and trail planning efforts.
- Appendix
  - Appendix A: Complete Survey Results and Public Open House Feedback. Chapter 4 will provide an abbreviated summary of the key results from the surveys and public open house.
  - Appendix B: Maps. 11" x 17" copies of the following maps:
    - Map 1: Existing Trails and Routes
    - Map 2: Trail Service Areas
    - Map 3: Potential Project Liability Locations
    - Map 4: Proposed Trails, Routes and Trailhead Facilities

### Task 2 - Steering Committee Meeting #5 – Draft Plan Review (in person)

MSA will review the following with the Committee:

- Draft master plan.
- Trail/route development and trailhead concepts and maps.

## PHASE VI: FINAL MASTER PLAN

### Task 1 - Final Plan Development

MSA will take final review comments and input of the draft master plan, maps, and concepts and incorporate them into the plan. A final trail master plan document will be developed for the Counties to use for adoption as needed with each County.

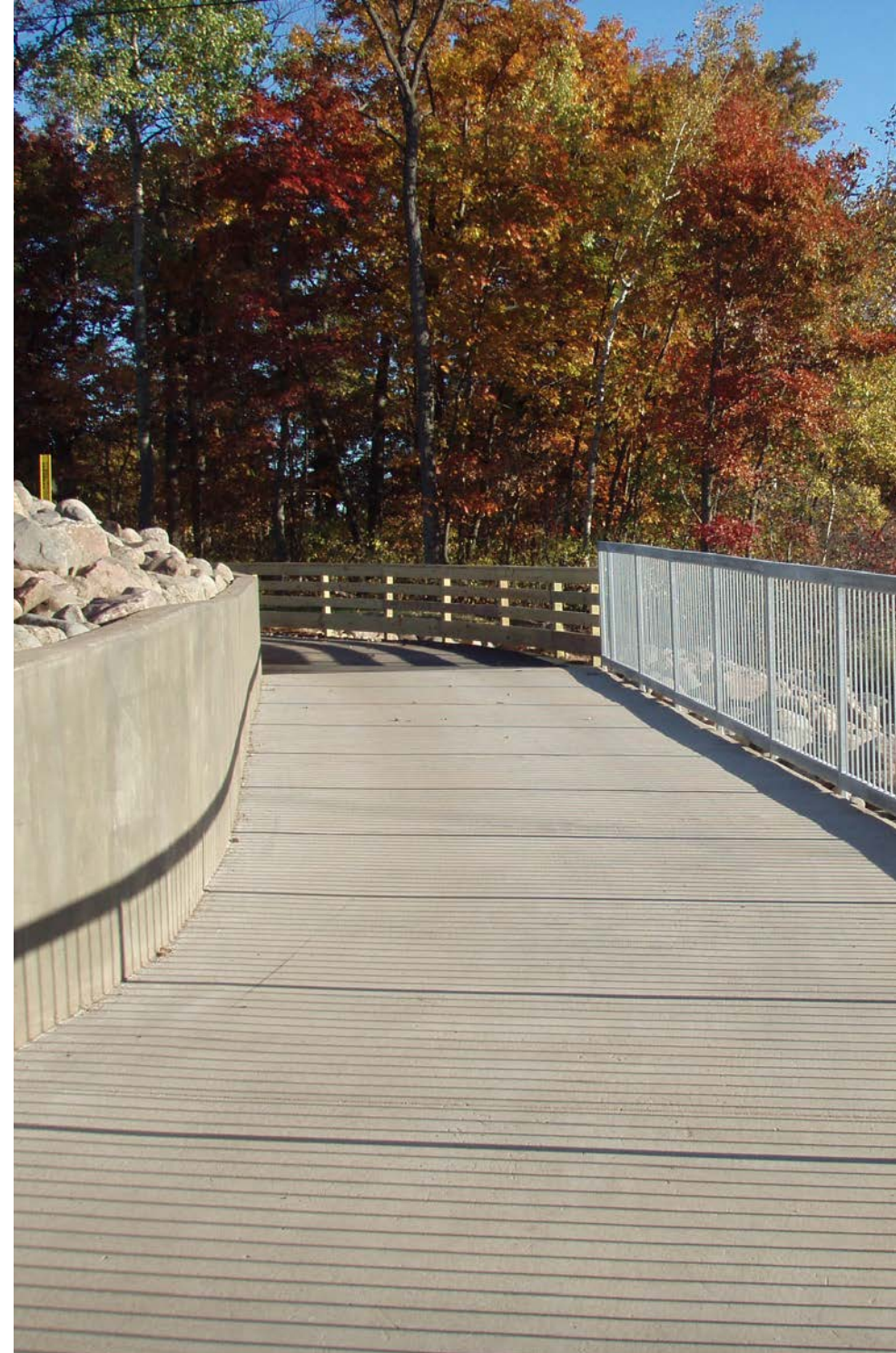
### DELIVERABLES

Throughout the duration of the project, draft deliverables will be provided to the Steering Committee in digital (PDF) format. At each phase of the project, a quality control review will be performed on the various documents and deliverables for each step. Once a final plan is available, we will provide the digital plan in PDF format.

## PROJECT SCHEDULE

TASK	DATE
Project Kickoff	January 2024
Site Review, Existing Data Collection, and Layout Evaluation	February – May 2024
Online Survey	April/May 2024
Public Engagement - County Meetings	May 2024
Draft Plan and Concept Development	May/June 2024
Joint County Review Meeting	July 2024
Plan and Concept Revisions, Cost Estimate Development	July – August 2024
Final Plan Development	August – September 2024
Master Plan Complete	September 2024

*Note: the above proposed schedule can be refined and/or modified per the project kickoff meeting as desired.*



## HOURS, COST, AND RATES

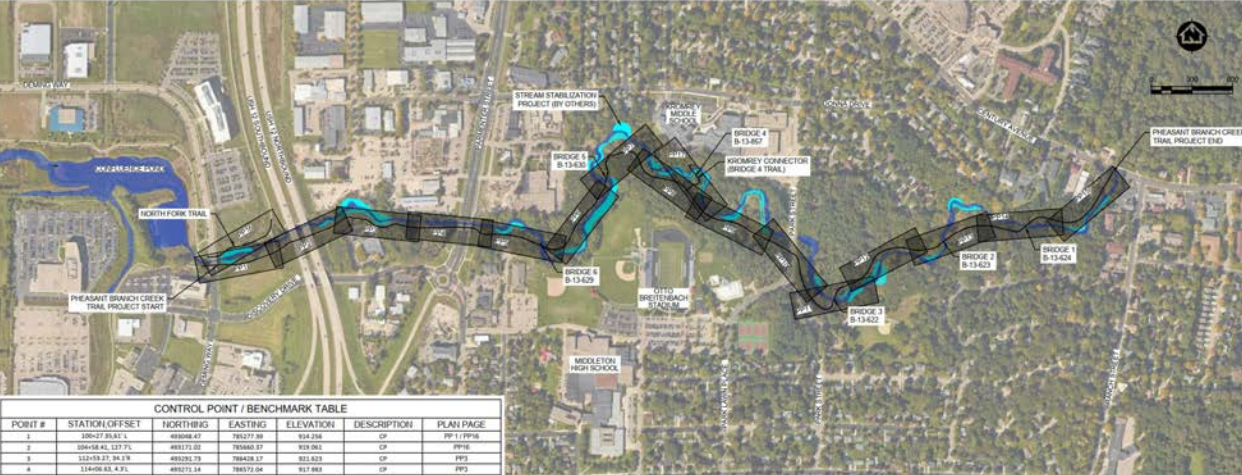
MSA is happy to discuss any questions that the Counties have regarding all costs associated with providing the requested services. Travel time has been included in the lump sum cost.

PHASE	HOURS	COST
Phase I: Project Kick-Off & Existing Plan Review	41	\$5,596
Phase II: Site Inventory	142	\$18,916
Phase III: Public Engagement/Qualitative Analysis	180	\$21,844
Phase IV: Preliminary Recommendations	191	\$24,875
Phase V: Draft Plan	92	\$11,938
Phase VI: Final Master Plan	46	\$5,932
Travel costs/incidentals	-	\$2,500
<b>TOTALS</b>	<b>688</b>	<b>\$91,601</b>

STAFF	HOURLY RATE
Emily Soderberg, Project Manager	\$143
Dan Williams, Senior Landscape Architect	\$162
Raine Gardner, Principal in Charge, QA/QC	\$200
David Patten, Senior Landscape Architect	\$162
Emma Wenman, Landscape Designer	\$105
Chad Grundemann, Project Engineer, Technical Trail Design	\$143
Leah Rhodes, Bridge Engineer	\$190
Jeff Felland, Wetland Delineator/Water Resources	\$143
Sarah Morrison, GIS Specialist	\$124

## **CLAIMS, LICENSURE AND NON-DISCRIMINATION VIOLATIONS**

MSA does not have any current licensure or non-discrimination claims against our organization. Additionally, we have not had any in the past five years.



## PHEASANT BRANCH CREEK, CORRIDOR RECONSTRUCTION TRAIL AND BRIDGES

### MIDDLETON, WI

In 2018, the City of Middleton experienced severe flooding that caused widespread damage to the Pheasant Branch Trail system and six pedestrian bridge crossings over Pheasant Branch Creek. The City had a significant investment made in the existing structures at the time of their original construction. The pedestrian bridge superstructures are in good condition; however, the base pan foundations have been undermined by scour at many locations. Further scour is anticipated to the point of eventual failure if the structures are left in their existing configurations. Since the superstructures remain in good condition, MSA made every effort to reuse the existing superstructures while adding mitigation measures to improve the hydraulic capacity and protect the structure foundations from future damage.

The pedestrian bridge review started with a hydraulic analysis at each of the bridge crossings to determine the baseline flood elevation, overtopping frequency, stream velocity, and scour potential. Alternative designs were investigated to improve the hydraulic capacity while reusing the existing superstructures. This resulted in a final design that includes raising the trail profile and bridge elevations to obtain freeboard above 100-year flood elevation. Replacement of the existing scour-susceptible pan foundations was strongly recommended to avoid future undermining of the structures. The existing bridge superstructures will be reset on stable, resilient, and long-lasting concrete foundations with deep, pile-supported foundations to prevent substructure failure during streambed scour events. These foundations are not vulnerable to frost heaving and spring settlement like the existing pan foundations. Helical piles were used for ease of construction and cost savings at these remote bridge sites.

The Pheasant Branch trail work includes 1.6 miles of a full reconstruction. The trail reconstruction and bridge work will follow shortly after a separate Creek Corridor Restoration Project that will include realignment of Pheasant Branch Creek. Upon obtaining final channel design details and completing the bridge assessments, the existing multi-use trail was realigned within the corridor to fit within the allotted space, minimize stream and sensitive area impacts and accommodate the City's needs for recreation. The trail was designed to minimize overall impacts to the corridor, connect the raised bridges, provide ADA compliance and safety to the multi-modal users with safer side slopes and access, and provide the recreational appeal and placemaking the residents and users are looking for in Pheasant Branch Corridor. High-speed biking use required attention regarding alignment and profile to provide a safe corridor and reduce risk exposure for the City of Middleton.

Careful trail placement was reviewed to minimize future side slope erosion, minimize impacts to mature trees, improve drainage off and adjacent to the trail, and be sensitive to the overall area and natural feel to ensure the aesthetics of the corridor are maintained as much as possible yet provide a sustainable and resilient design into the future.

**REFERENCE:** Mark Wegner, Assistant Director for Conservancy/Forestry, 7426 Hubbard Avenue, Middleton, WI, (608) 821-8345, [mwegner@cityofmiddleton.wi.us](mailto:mwegner@cityofmiddleton.wi.us)





## CTH M, CROSS COUNTY ROAD TO PRAIRIE HILL ROAD & S. PLEASANT VIEW ROAD (CTH M)

MADISON, WI

This City of Madison project involved the reconstruction and widening of a 2.9-mile section of Dane County CTH M (South Pleasant View Road) from a rural, two-lane highway to a four-lane, urban arterial with a raised median and a multi-use path. Intersection improvements are included for the CTH M/Midtown Road and CTH M/CTH PD intersections.

MSA's bridge team designed two precast box culvert drainage structures and a precast three-sided arch drainage structure. Accelerated Bridge Construction (ABC) precast elements were selected to reduce the duration of construction on this heavily used corridor.

Three separate pedestrian underpasses were also designed on a new multi-use path that travels along CTH M. Each underpass was built in stages in order to maintain traffic during construction. Cast-in-place retaining walls were included at each underpass to retain the roadway as the path drops down to travel below the road. The walls include aesthetic form liners and concrete "Texas"-style parapets. Lighting was included in the underpasses for safety.

In addition to the pedestrian underpasses, the project also included a three-span flat concrete slab bridge at the intersection to allow westbound CTH PD traffic to pass freely through the intersection. The bridge's proximity to the intersection and associated turning lanes resulted in a bridge width of more than 170 feet, carrying 10 lanes of traffic, two medians, two bike lanes, a sidewalk and a multi-use path. Permanent right-of-way acquisition and temporary limited easements (TLEs) were required for this project.

**REFERENCE:** Chris Petykowski, Deputy City Engineer, 210 Martin Luther King Jr. Boulevard, Madison, WI, (608) 267-8678, [cpetykowski@cityofmadison.com](mailto:cpetykowski@cityofmadison.com)



## GREAT SAUK TRAIL

SAUK COUNTY, WI

MSA worked with Sauk and Dane Counties to perform a feasibility analysis and preliminary design for the Great Sauk State Trail – Walking Iron Trail Bridge crossing the Wisconsin River. MSA led the team and conducted several public engagement and stakeholder meetings throughout the process. MSA's trail design experts and landscape architects created the design context and aesthetic design components for the bridge as well a concept for a gateway feature and rendering to assist in the visualization of the proposed project.

Building upon our feasibility study work, MSA was additionally contracted to provide existing plan review, funding services, regulatory permits, construction documents, bid administration, construction administration and grant administration services. The proposed bridge will be approximately 500 feet long and consist of three 165-foot spans with associated approaches and be supported by new pile abutments at each end and two new piers with caps in the river. The bridge will be designed to accommodate bicycle and pedestrian users in the summer and predominately snowmobile use in the winter. The proposed bridge will meet or exceed all ADA requirements and WisDOT/Federal Rails-to-Trails requirements as well as have the ability to be converted back to a freight rail bridge in the future. With meeting trail requirements for the design, the project is also considering how it will be maintained long term in the design. Access and amenities are being considered to make this a sustainable trail for the counties and state.

Additional work includes the preliminary and final design, computations, QA/QC and plan development, and permitting for the proposed Dane County Segment of the trail. This phase includes approximately three miles of trail construction, new parking lot construction at the trailhead, rehabilitation of eight bridge structures, regulatory permitting, environmental and archaeological review to support an anticipated WisDOT TAP application, and legal survey services to support acquisition of temporary/permanent access easements.

MSA helped with identifying, applying for, and obtaining more than \$5.6M in TAP funds for the Walking Iron Bridge portion and is currently helping with a TAP application for the Dane County Segment of the trail phase.

The bridge will serve as a multi-use trail connection to the Lower Wisconsin Riverway in Dane County, Sauk Prairie Recreation Area, and Devils Lake in Sauk County and will provide a permanent crossing for snowmobilers to safely connect to routes east of Sauk City. The bridge essentially connects two trail systems: the recently constructed Great Sauk State Trail in Sauk County and the proposed Walking Iron Trail in Dane County.

**REFERENCE: Matt Stieve, Parks & Recreation Manager, 505 Broadway Street, Baraboo, WI, (608) 355-4800, [matt.stieve@saukcountywi.gov](mailto:matt.stieve@saukcountywi.gov)**



## TRILLIUM LANE MULTI-USE TRAIL

RIB MOUNTAIN, WI

The Town of Rib Mountain is known for its great outdoor culture and variety of recreational opportunities, home to Rib Mountain State Park which contains a large, quartzite rock knob with “ribs” and Granite Peak Ski Area, one of the first ski areas in North America. Residents and visitors can also enjoy water-based activities along the adjacent Wisconsin River, a number of community bicycle and pedestrian trails and the popular Doepke Recreation Area.

Over the years, the greater Wausau region has invested in a growing network of trails, many of which were constructed to fulfill the vision of the Wausau Area Metropolitan Planning Organization’s (MPO) Bicycle and Pedestrian Plan, adopted in 2015. As part of this vision, the Town of Rib Mountain realized an opportunity to increase linkage within the network and hired MSA to provide trail design and construction administration services for the creation of a new north-south connector trail. The trail would serve to join together existing trails/ bike routes, boost circulation, and provide a safer route through the area. It would also establish a connection to other areas within the community including the nearby recreation area and state park. MSA worked in close collaboration with Town officials, the Wisconsin DOT, and Janke General Contractors, Inc. on the vision and execution of the trail, with MSA leading both design as well as construction administration and oversight.

The result is the Trillium Trail, which adds over one mile of new 10-foot-wide paved trail that connects to existing routes, provides safe, accessible access over USH 51/I39 and links to the Wisconsin River pedestrian bridge — and, ultimately, surrounding communities. The new paved trail extends from Foxglove Road to the south end of Trillium Lane and features paved pathways and boardwalks through wetland areas. The project also provides additional off-street and on-street bicycle and pedestrian accommodations along Trillium Lane up to County N, including widening and paving of road shoulders and the addition of pedestrian crossing beacons. Ultimately, the MPO intends to have a connection between the Trillium Trail and the Mountain-Bay State Trail, the longest rail-trail in Wisconsin (83 miles) and named for the two geological features at either end: Green Bay and Rib Mountain.

Area residents, project stakeholders, state dignitaries and guests celebrated the long-anticipated trail opening with a ribbon-cutting ceremony on September 22, 2020, with a commemorative Trillium Trail kick-off bike ride following.

**REFERENCE:** Scott Turner, Director of Public Works, 227800 Snowbird Avenue, Rib Mountain, WI, (715) 848-5123, [sturner@townofribmountain.org](mailto:sturner@townofribmountain.org)



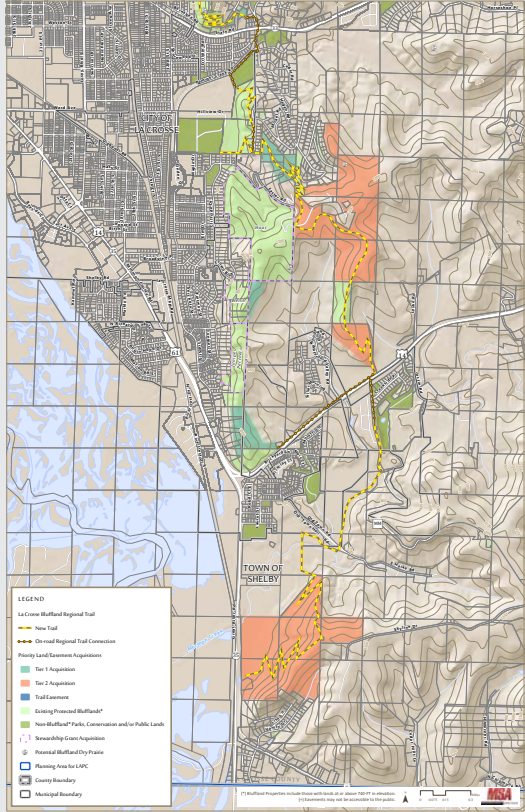
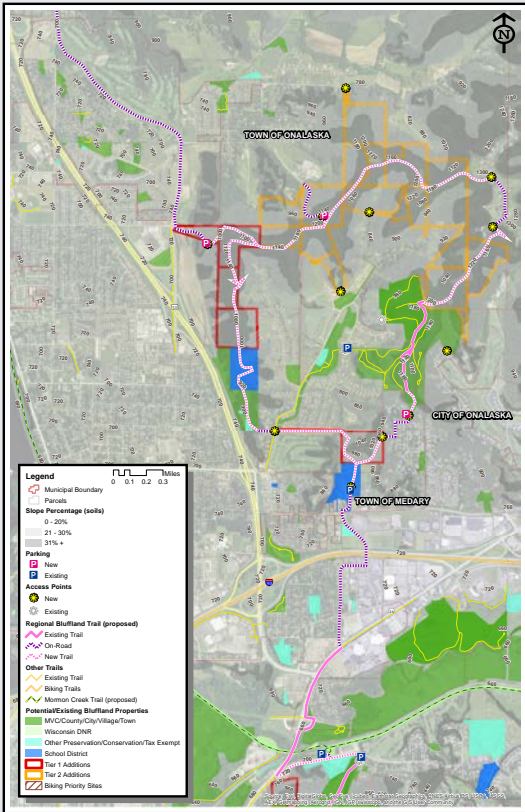
## CEDAR CREEK PEDESTRIAN BRIDGE

ROTHSCHILD, WI

The Village of Rothschild constructed the Cedar Creek trail in 2006, and it has been widely used by recreationalists because it is a scenic corridor along the Wisconsin River. The Village had installed a boardwalk in one of the trail areas to cross delineated wetlands and had continually experienced maintenance repair costs up to \$30,000 per year due to the heaving foundation (flood water and frost) and battering of the old structure from the Wisconsin River ice flows. The trail remained unusable for about a year and was marked as a hazard due to the damage to the boardwalk. The maintenance costs became unsustainable for the Village, and MSA was hired to develop a long-term solution to for the trail that would sustain the elements and damaging power of the Wisconsin River. MSA investigated the site and reviewed the area wetlands to pick the least intrusive route

on which to install a new structure while protecting the area hydrology. MSA coordinated geotechnical investigations to select a foundation type suitable for the installation of a bridge structure at the site. A single-span, 70-foot steel truss bridge with recycled plastic lumber decking supported with helical piling and concrete abutments proved to be the most cost-effective solution for the site conditions. The project involved rerouting approximately 440 feet of trail to align the bridge with the existing trail and allow for added conveniences such as a bottle fill station, bike repair station and the inclusion of scenic benches to support trail users. The bridge and trail now continue to be a safe and popular attraction to the community outdoor enthusiasts and area tourists. The trail is also a part of the Wausau Marathon route, which is a qualifier to the Boston Marathon.

**REFERENCE: Tim Vergara, Administrator of Public Works, 211 Grand Avenue, Rothschild, WI, (715) 359-3660, tvergara@rothschildwi.com**



# THE BLUFFLANDS

A PLAN FOR CONSERVATION AND RECREATION  
THROUGHOUT THE LA CROSSE - LA CRESCENT REGION



## THE BLUFFLANDS

LA CROSSE, WI

This plan was an initiative of the La Crosse Area Planning Committee (LAPC) to organize a regional approach to the conservation and recreational use of the region's blufflands. The plan sought to build upon the existing network of public lands throughout the driftless area bluffs overlooking the Mississippi River to connect those holdings and improve public access throughout the region.

The LAPC assembled for the planning effort was a steering committee representing key City, County and Town communities, plus the Seven Rivers Regions Outdoor Recreation Alliance and Mississippi Valley Conservancy. The committee hired the MSA team to lead the effort due to our experience and strengths in multijurisdictional planning and recreation planning and design.

The plan will be used by public and private stakeholders throughout the region to guide the acquisition of conservation land and easements, coordinate restoration activities and recreation access improvements such as trailheads and trails, and establish an organizational structure for continued regional coordination and action.

**REFERENCE:** Charlie Handy, Community Development Manager, 400 North Fourth Street, Room 2300, La Crosse, WI, (608) 785-5919, chandy@lacrossecounty.org



## TURKEY RIVER RECREATIONAL CORRIDOR TRAIL LOCATION STUDY

ELKADER, IA

The mission of the City of Elkader, Turkey River Recreation Corridor Board and Clayton County Conservation Board is to complete the connectivity of the Fayette County Trail and the Pony Hollow Trail. However, the estimated 18-mile segment void from the Fayette County line to the City of Elkader remains to be constructed. Designated as an Iowa Great Place, the Turkey River Recreational Corridor Trail is the backbone of this region connecting users to the Big Spring Trout Hatchery, Frieden Park, and The Gilbertson Conservation Education Area.

The relationship between location determination, engineering and environmental considerations were explored through a comprehensive, iterative process during the project development phase. Identifying the environmental constraints and opportunities on this project aids in better decision making, solution quality and easier development in terms of the ability to acquire approval to execute the project.

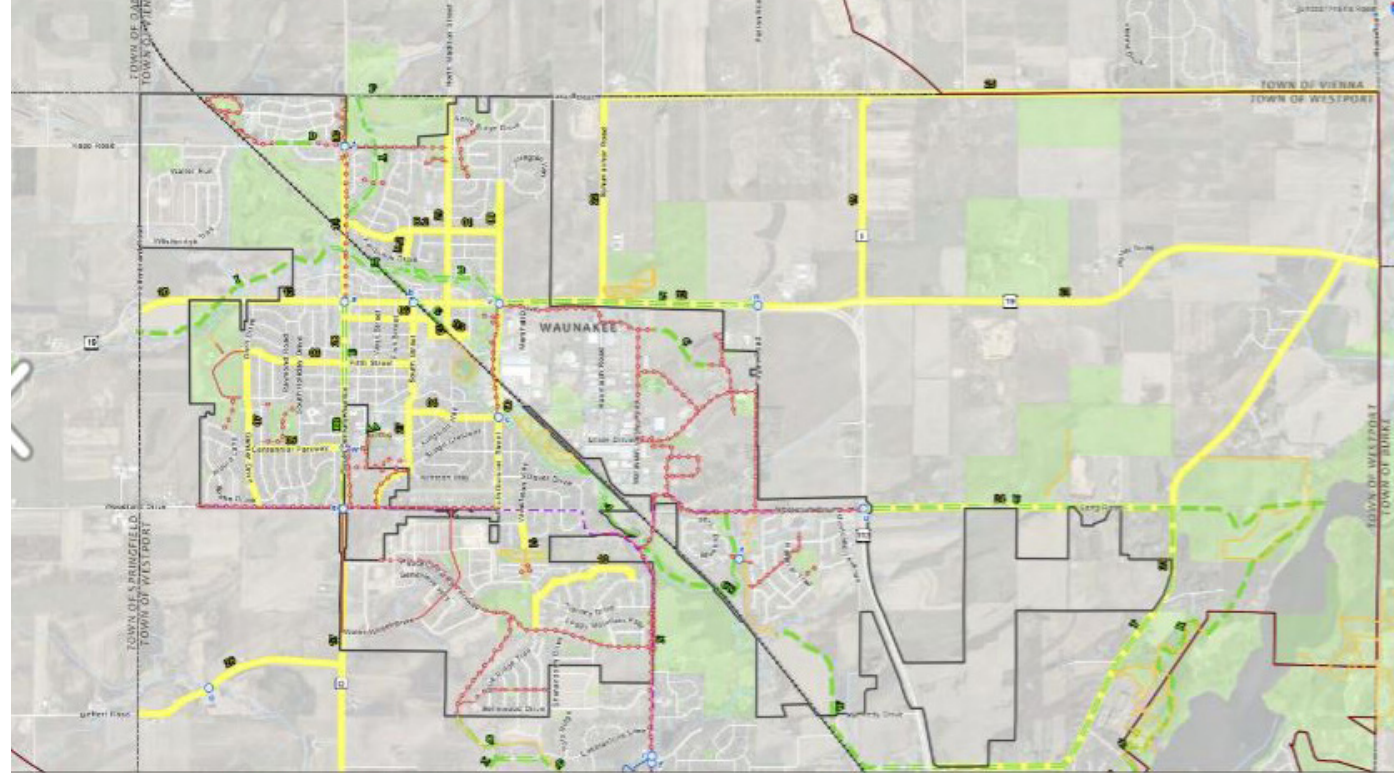
Our team's local knowledge and long history of DOT experience and relationships were a key part of the selection process for this study. MSA worked alongside the City of Elkader and the Turkey River Trail Board to evaluate multiple potential trail corridors for the trail to travel through, with current and future use and maintenance consideration in mind.

We were able to utilize LiDAR data, field study of the area with photos, and existing federal and state reports to review each corridor for safety, comfort, constructability and potential expected construction costs to present each corridor to the City and Trail Board for their review. This information allowed us to engage multiple stakeholder groups between the County, City of Elkader, County Conservation Board and local residents and to share feedback.

MSA also partnered with Wapsi Valley Archaeology to complete a phase 1A review of the potential trail corridor routes to evaluate the future trail corridor for conflicts due to historically significant areas and buildings along with conflicts due to archaeological sites. This in-depth review of each corridor assisted the City and Trail Board to weight each corridor with the pros, cons, and costs that each pose and allowed them to make the choice that fit them the best.

Our team was able to assist the City in securing federal funds to complete this project with an 80/20 match for the trail study. We provided invoicing and DOT coordination to get the maximum reimbursement possible for the City of Elkader for this study.

**REFERENCE: Jennifer Cowser, City Administrator, 207 North Main Street, Elkader, IA, (563) 245-2098, elkaderadmin@alpinecom.net**



## JOINT COMPREHENSIVE PLAN UPDATE AND BICYCLE, PEDESTRIAN & OUTDOOR RECREATION PLAN - VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT, WI

In January 2017, the Village of Waunakee and the Town of Westport adopted two plans – a Joint Comprehensive Plan and a Joint Bicycle, Pedestrian and Outdoor Recreation Plan. These adoptions culminated a year of careful coordination and shared effort, led by MSA.

The two communities had originally sought updates of a total of seven plans, including independent comprehensive plans, and selected MSA to assist with these updates based on our proposal to consolidate those seven plans into two coordinated and jointly-adopted plans. In adopting these plans, the Village and Town renewed their commitment to collaboration and cooperation, extending a 20-year history of pragmatic effort around shared interests and community assets.



**REFERENCE:** Sue McDade, Community Services Director, 333 S. Madison Street, Waunakee, WI, (608) 850-5992, smcdade@vil.waunakee.wi.us

Route C-1 (John Hustis Elementary School to County Road J)



⑥ Steep slopes along Cty Rd DJ/J may impact space for off-road trail.



⑤ Steep slopes, narrow R.O.W., and adjacent wetlands may impact off-road trail space.



④ Existing power lines, utilities, and heavy traffic near Cty Rd E due to farms.



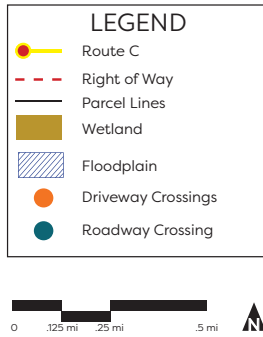
③ Steep slope and narrow R.O.W. may limit space for off-road trail on Hillcrest Road.



② Existing power lines/utilities may limit space for off-road trail on Level Valley Road.



① Existing power lines/utilities may limit space for off-road trail on Level Valley Road.



## PELICAN PATH DODGE COUNTY, WI

MSA was hired by PATH of Hustisford to lead a study to assess public preference and the general feasibility of implementing the proposed Pelican Path trail. In order to do this, the project team started by completing a preliminary route analysis, where they assessed four different proposed routes between John Hustis Elementary School and the Wild Goose State Trail in Clyman Junction.

As part of this assessment process, environmental and cultural reviews were performed, documenting wetlands, endangered species, contaminated sites, and archaeological sites along each route that could hinder their overall feasibility. A physical assessment was also performed for each route during this process; photographs and notes collected in the field

were compiled to document existing conditions along each route that could influence their overall feasibility.

After an initial assessment and site analysis was completed for each route, a public information meeting was held on April 20, 2023 to present the four route options and solicit feedback on the preliminary analysis, especially from adjacent land owners along each of the routes. Feedback from this meeting helped identify the biggest concerns or opportunities for each route, serving as another important basis for moving forward and determining the most feasible route option.



# SNAPSHOT OF RECREATIONAL TRAIL PROJECTS

**MSA has extensive experience planning, designing, and constructing award-winning bike and pedestrian facilities for our clients.** From rural recreational trails to urban commuter paths, MSA has the knowledge and expertise to design a master plan for the Wausau to Merrill Trail. MSA's history of combined project management expertise can be verified by the following expanded listing of shared-use trail projects. We have designed and provided construction service for more than 50 miles of shared-use trails in communities over the past eight years. This experience, paired with our passion for the work we do, will help transform your vision into reality.

## SNAPSHOT OF RECREATIONAL TRAIL PROJECTS

- **Great Sauk Trail**, Sauk County, WI
- **Trillium Lane Multi-use Trail**, Rib Mountain, WI – *TE (TAP) Funding*
- **Cedar Creek Pedestrian Bridge**, Rothschild, WI
- **The Blufflands**, La Crosse, WI
- **Turkey River Recreational Corridor Trail Location Study**, Elkader, IA
- **Joint Comprehensive Plan Update and Bicycle, Pedestrian & Outdoor Recreation Plan**, Waunakee and Westport, WI
- **Eau Claire River Bike / Pedestrian Crossing Planning Study**, Schofield, WI – *(TAP) Funding*
- **Bunker Road Water Main and Multi-Use Path Project**, Lake Delton, WI
- **Mosinee Riverwoods Trail**, Mosinee, WI – *TE (TAP) Funding*
- **Rice Creek North Regional Trail**, Arden Hills, MN
- **Safe Routes to School**, Three Lakes, WI – *SRTS/TAP Funding*
- **Safe Routes to School**, Abbotsford, WI – *SRTS/TAP Funding*
- **Conover Segment - Conover to Phelps Trail (Phase II)**, Conover, WI – *TAP and WDNR Funding*
- **Great Headwaters Trail - Conover to Phelps Segment (Phase III)**, Phelps, WI –
- **Great Headwaters Trail - River Trail Segment (St. Germain to Eagle River) Feasibility Study**, Eagle River, WI
- **South Agonikak Recreational Trail**, Watersmeet, MI – *Michigan Natural Resources Funding*
- **The Cannonball Path Phases II and IV**, Fitchburg, WI
- **Park Falls Master Plan – Bicycle and Pedestrian Facilities**, Park Falls, WI
- **Central and North Agonikak National Rec. Trail**, Watersmeet, MI – *Michigan National Trust Fund Funding*
- **Multi-Use Recreational Trail**, Green Lake, WI – *TAP and WDNR Funding*
- **Bike Trail Expansion**, Boulder Junction, WI – *TAP and WDNR Funding*
- **Safe Routes to School**, Onalaska, WI – *SRTS/TAP Funding*
- **Safe Routes to School**, Chetek, WI – *SRTS/TAP Funding*
- **Town of Arbor Vitae Bike Trail Feasibility Study**, Arbor Vitae, WI
- **Land O' Lakes Bike Trail Phase II**, Land O' Lakes, WI – *TE and WDNR Funding*
- **Cedar Side Trail Extension**, Rice Lake, WI – *TE and WDNR Funding*
- **Three Eagle Trail – Eagle River Segment (Phase II)**, Eagle River, WI – *Local Funding*
- **Campus Drive Bike Path**, Madison, WI
- **Canyon Road Reconstruction Project**, Lake Delton, WI
- **Magazine Drive Shared-Use Path**, Ankeny, IA
- **1<sup>st</sup> Avenue Pedestrian Trail**, Cascade, IA – *TAP Funding*
- **Kewash Nature Trail**, Washington County, IA – *TAP Funding*
- **Springville Trail Feasibility Study**, Springville, IA
- **Catfish Creek Trail Feasibility Study**, Dubuque, IA
- **Riverwalk Trail**, Elkader, IA
- **Althaus Park Pedestrian Trail**, Asbury, IA
- **Gitchi-Gami State Trail - Tofte South Segment**, Tofte, MN
- **CSAH 25 Pedestrian Trail**, Lindstrom, MN
- **Sunrise Prairie Regional Trail**, North Branch, MN
- **288<sup>th</sup> Street and Multi-Use Trail**, Lindstrom, MN
- **Clara Avenue Multi-use Path**, Lake Delton, WI



**SIGNATURE BLOCK**

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:  
 familiarization with all terms, conditions, and specifications herein stated,  
 company is qualified to perform work and services as proposed,  
 that the proposal submitted is valid until February 1, 2024 (date).

MSA Professional Services, Inc.  
Company Name

  
Authorized Signature

1230 South Boulevard  
Mailing Address

Raine Gardner, PE  
Printed Name

Baraboo, WI 53913  
City, State, Zip

Parks and Recreation Team Leader  
Title

100% ESOP, Type S Corporation  
Type of Entity (S-Corp, LLC, etc.)

(608) 355-8913  
Phone Number

https://www.msa-ps.com  
Web Site

rgardner@msa-ps.com  
Email Address

**IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.**  
WAUSAU TO MERRILL TRAIL MASTER PLAN | WAUSAU, WI | DECEMBER 1, 2023

## **MSA - Follow Up Questions for Merrill to Wausau RFP Proposals:**

### **1. Of which projects listed for Ms. Soderberg was she the project lead?**

- Emily was the project lead on the following projects listed in our proposal:
  1. Comprehensive Outdoor Recreation Plan, Wausau, WI
  2. Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
  3. CORP Update, Wisconsin Dells, WI
  4. CORP/Bike-Ped Update, Waunakee & Westport, WI
  5. CORP, Wisconsin Dells, WI

It should be noted that prior to Emily joining MSA, she did work as part of the Sauk County planning team on the Great Sauk Trail project, which included routing and trail feasibility. This is one of the largest trail projects currently happening at the state level with multiple jurisdictions involved and project phases being completed from planning, design and construction. It should also be noted that Emily has strong leadership and organizational skills that play to her overall project management of any type of project.

### **2. Verify the project understanding pertaining to existing (or non-existing) trails. Do you have an example of what this looks like?**

- On Page 16 under plan development Chapter 5 of our proposal, we will have a section in the master plan that discusses existing and potential new routes that could or will tie into this new trail. As we work through the trail layout, we will consider the various connection options, both to complete the primary trail route and to connect it to other current or future trails with access point improvements and/or trail spurs. This effort will be supported by the GIS map book that we developed while working on the project proposal.

### **3. Can we see the trails and assessment form (TAF)**

- The Trails Assessment Form is customized for each project. We start with a checklist of common issues and functional parameters to support discussion about the trails during the kick-off meeting, and then we prepare the Assessment Form based on that discussion. The Steering Committee will have an opportunity to review the Assessment Form prior to its use.

### **4. What is your estimation or opinion of the trail service area?**

- From our current understanding of the planned trail, it will directly serve residents along and near its route, offering safe biking access to Wausau and Merrill. It will also serve as a highly desirable recreation corridor for residents of each city and throughout the surrounding region. Trailhead improvement will be a critical consideration, to enable convenient access for all, especially occasional recreational users. Signage to and along the trail will also be a critical factor to the success of the trail as a regional amenity.

**5. Do you have any experience working with Mathy Construction?**

- Yes. MSA has worked numerous times with Mathy Construction and their other subsidiary companies through working with them as a partner to help provide construction cost estimates and them performing the overall construction of a project.

**6. What is your billing practice (monthly, installments, 5 up front)?**

- Our billing practice is monthly, based on the percentage of total work completed to date.

**7. Please elaborate on the work you plan to complete on your site visits. Do they include evaluating the trail corridor?**

- As noted in our proposal, our trails inventory and assessment task does include reviewing the trail corridor on site. We did not anticipate walking/reviewing the entire trail corridor in our proposal, especially since we may not have access to all sections and some may not be accessible at the time of the study. However, we do plan to review critical access points in person, work through major sections that can be evaluated for design recommendations, visit existing connections that can become trail heads, and any other areas identified that we need to try to access to review.

**8. Do you plan to gain access to the private land so you can ground truth your desktop investigations of site conditions? If not, how will you make those determinations?**

- If we feel a particular private parcel of land is critical to the trail corridor and poses issues that we can't fully review from a desktop, we will work with the Counties to gain access so we can include this parcel as part of our onsite review. If we are unable to gain access, we will evaluate conditions using county geospatial data (wetlands, floodplains, topography, photography) and, if possible, by direction observation from the nearest accessible location (public property or ROW).

**9. How close will the final plans be to construction documents? What would be the next phase required of the counties following your work?**

- As the overall trail layout has not been finalized yet and with the description of work in the RFP, our intent with our scope of services was to provide a master plan that will provide the framework to allow the project to move into design once the project is ready based on final land acquisition. No design and/or construction documents are included in our scope. We will provide master plan level sketches to assist the design of various project points, typical cross sections, etc. as developed from the findings of this project. The next step after master plan completion is to finalize the land acquisitions required to route the trail, determine project phasing if needed, and then proceed with a formal project design that would lead to construction documents. MSA has been through all of these steps with various projects and completing the Master Plan is the most critical piece as that will be your final guiding document to work through the next steps as smoothly and quickly as possible based on your desired timeline.

**10. What would be your capability to complete the Master Plan by Aug/Sept 2024? Would this effect the fee proposed?**

- Our team is confident in our ability to complete this project by the end of September 2024 within the fee we proposed.

**11. What type of planning software/tools do you use to manage the project?**

- We use a combination of software depending on the steps within the project. MSA has an Enterprise Resource Planning system called AEC360 to help manage the overall project on project phasing, staffing and billings. MSA also then uses several other Microsoft Tools such as Excel, Word, Teams, and White Board to organize project feedback, meetings, data, etc. to manage the progress of our projects. We also use Esri GIS tools to develop the maps we build upon for the overall master planning of the trail. This helps with managing a project like this due to the vast amount of land that has to be covered and reviewed. We have already built an overall corridor trail map book for this project to help assist us in understanding the project and potential corridor.

**12. Do you use an interactive document for feedback from the group such as google documents or how do you prefer to receive feedback during review of project documents?**

- We typically do not use google documents. We prefer to receive feedback on drafts documents either via tracked changes in Microsoft Word, redlines in a PDF editor, or we can use White Board which allows real-time comment feedback.

If there are still any further questions and/or comments/concerns with the above answers, we are more than happy to join a call to discuss these further. Thank you.

# Parks, Recreation & Forestry Law Enforcement Annual Report (01/01/2023-12/22/2023)

## Parks:

**Patrols:** Times where Mike, Tyler or Brian entered a park without being called there for a specific complaint. This does not include other sheriff's deputies checking out at the parks during their shifts. Numbers are from the Sheriff's CAD System. They indicate the number of times we check out at a specific park for a Patrol.

Patrol can vary widely from driving through the parking lots and checking passes, to foot patrols through the park. They can be 15 minutes or hours in length.

These are also only the times we actually physically checked out at a park, there are also times we are at various parks and do not check out. The times we do not check out are usually very quick patrols where there it is discovered there are very few people at the park. (Only 0-2 vehicle's in lot, etc.)

**Criminal Complaints:** Times where Mike, Tyler or Brian entered a park after being called by either the parks department or a witness for a specific complaint or issue. This does not include other sheriff's deputies being dispatched to parks when Mike, Tyler or Brian are unavailable.

Complaints can vary on types of complaints. Majority of complaints are for camping registration violations, noise complaints, and littering complaints. Others include, complaints of entering prohibited areas, pay tube break-ins, domestic animal violations, and wild animal complaints.

### Patrols

Marathon Park:	37
DC Everest:	36
Bluegill:	51
Big Eau Pleine:	62
Dells of Eau Claire:	26
Sunnyvale:	70
Rib Falls:	9
Mission Lake:	19
Ashley:	0
Big Rapids:	6
Cherokee:	2
Amco:	3
Brokaw:	8
Gilbert:	2
Memorial:	0
Oak Island:	0
Schofield:	1
<i>Total:</i>	<i>332</i>

### Criminal Complaints

Marathon Park:	7
DC Everest:	8
Bluegill:	8
Big Eau Pleine:	12
Dells of Eau Claire:	5
Sunnyvale:	3
Rib Falls:	2
Mission Lake:	1
Ashley:	0
Big Rapids:	0
Cherokee:	1
Amco:	0
Brokaw:	0
<i>Total:</i>	<i>47</i>

**Citations and Warnings:** Number of times a person was issued a citation or written warning for a Parks ordinance violations. This does not include verbal warnings which makes up the vast majority of enforcement means and are not able to be tallied. This does not include State Criminal Charges, or State Citations. This also does not include Violation Notices issued.

<b>Citations</b>	<b>Written Warnings</b>
Deface, Remove, Destroy: 0	Littering, Dumping, Refuse: 1
Fail to Pay Fee: 24	Enter Prohibited Area: 0
Vehicle Violations: 3	Animal Violations: 0
Littering, Dumping, Refuse: 4	Vehicle Violations: 3
Animal Violations: 0	Soliciting: 0
Camping Violations: 1	<i>Total: 4</i>
Obstructing Officer: 0	
Permit Violations: 0	
<i>Total: 32</i>	

**Criminal Charges and Arrests:** Number of times a person had criminal charges brought against them or was arrested for a criminal offense by Mike, Tyler or Brian for a violation at a park or during a recreational motor vehicle patrol. This does not include other arrests made by deputies at a park, if any occurred. This also does not include arrests made by Mike, Tyler or Brian for non-park related complaints.

<b>Criminal Charges</b>	
Warrant Arrests:	0
OWI Related Arrests:	0
Check Fraud:	0
Lewd Behavior:	0
Criminal Damage to Property:	0
<i>Total:</i>	<i>0</i>



## Forestry:

**Patrols and Complaints:** Times Mike, Tyler or Brian were at a Forest Unit for either a complaint called in by Forestry Staff or citizen, or a general patrol.

<b>Patrols and Complaints</b>	<b>Patrols</b>	<b>Tree Stand/Trail Camera Enforcement</b>
Vehicle Violations: 2	Nine Mile: 94	Monitoring: 6
XC Ski Patrols: 12	Burma: 12	Tree Stands/Camera Confiscated: 15
Vandalism: 1	Ringle: 8	Boat Confiscated: 2
Misc. Criminal: 5	Kronenwetter: 3	No Stand Located: 3
Illegal Dumping: 4	Leathercamp: 5	Citations: 4
Lost Hiker/Hunter: 0	Wisconsin River: 2	<i>Total: 30</i>
	Harrison Hewitt: 10	
	Bern Wetland: 3	
<i>Total: 24</i>	<i>Total: 137</i>	

**Citations:** Times Mike, Tyler or Brian issued a citation for violations of Forestry Ordinance. This does not include violations notices issued.

<b>Citations</b>
Vehicle Violations: 2
Abandoned Vehicle: 0
Misc: 5
<i>Total: 7</i>

## Recreation Motor Vehicle Patrols:

Hours, Citations, and Warnings Submitted to DNR for recreational motor vehicle patrols. Snowmobile data is from 2022-2023 snowmobile season. Boat Data is taken from the 2023 season. ATV data is for patrols from May 2023-December 2023, due to DNR considering any patrols prior to May as 2022 data and December logs are not completed yet. These hours at the total hours from all deputies working the grants.

<b>Type</b>	<b>Hours</b>	<b>Citations</b>	<b>Warnings</b>
Snowmobile:	276.5	16	24
Boat:	223	5	22
ATV:	548	24	46
<i>Total:</i>	<i>1047.5</i>	<i>45</i>	<i>92</i>

Report numbers are based off of Brian for the whole year. Mike is from January 1 to June 23<sup>rd</sup>. Tyler is June 23<sup>rd</sup> until the end of the year.