



**AGENDA**  
**VILLAGE OF ASHWAUBENON**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**THURSDAY, JANUARY 17, 2019**

KEITH LUCIUS  
MARK WILLIAMS

MARY KARDOSKEE  
GARY PAUL  
BRUCE ENKE

JIM CHRISTENSEN  
JOHN OTIS

**Regular Meeting**  
**12:00 PM**

**Conference Room A**  
**2155 Holmgren Way, Ashwaubenon, WI 54304**

**Phone (920) 492-2301**  
**www.ashwaubenon.com**

1. Call to Order
2. Roll call

Attendee Name	Present	Absent	Late	Arrived
Village President Mary Kardoskee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Village Trustee Gary Paul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Village Trustee Mark W. Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jim Christensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Otis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keith Lucius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bruce Enke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Pledge of Allegiance
4. Action on Agenda
5. Action on Minutes
  - a. Community Development Authority - Regular Meeting - Oct 18, 2018 1:00 PM
6. Action Items
  - a. Request to approve contract for asbestos assessment of Brown County Arena complex
  - b. Update on Expo Project
7. Items for Next Agenda
8. Adjourn

Notice is hereby given that a quorum of the Village Board may be present during this meeting, although no Village Board action will be taken. This meeting is noticed as a meeting of the Village Board pursuant to Badke vs. Village of Greendale.

**Attention Board Members:**  
**Please notify Terri at 492-2301 if you are unable to attend.**



**MINUTES**  
**VILLAGE OF ASHWAUBENON**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**THURSDAY, OCTOBER 18, 2018**

KEITH LUCIUS  
MARK WILLIAMS

MARY KARDOSKEE  
GARY PAUL  
BRUCE ENKE

JIM CHRISTENSEN  
JOHN OTIS

**Regular Meeting**  
1:00 PM

**Conference Room A**  
2155 Holmgren Way, Ashwaubenon, WI 54304

**Phone (920) 492-2301**  
**www.ashwaubenon.com**

**1. Call to Order**

The October 18, 2018 CDA meeting was called to order by Mary Kadoskee.

**2. Roll call**

Attendee Name	Present	Absent	Late	Arrived
Mary Kadoskee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gary Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mark W. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jim Christensen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Otis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keith Lucius	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bruce Enke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Others: Allison Swanson, Aaron Schuette, Corey Brumbaugh-Miron Construction, Jeff Piette-Kahler Slater, Inc and Kevin Boneske-The Press Times

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited,

**4. Action on Agenda**

**Motion to approve** the October 18, 2018 CDA agenda.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark W. Williams, Village Trustee
<b>SECONDER:</b>	Gary Paul, Village Trustee
<b>AYES:</b>	Mary Kadoskee, Gary Paul, Mark W. Williams, Jim Christensen, John Otis, Keith Lucius, Bruce Enke

**5. Action on Minutes**

**a. Community Development Authority - Regular Meeting - Oct 8, 2018 8:30 AM**

**Motion to approve** the October 8, 2018 CDA minutes.

Minutes Acceptance: Minutes of Oct 18, 2018 1:00 PM (Action on Minutes)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith Lucius
<b>SECONDER:</b>	Jim Christensen
<b>AYES:</b>	Mary Kardoskee, Gary Paul, Mark W. Williams, Jim Christensen, John Otis, Keith Lucius, Bruce Enke

## 6. Action Items

### a. Request to Award Architectural and Engineering Services for the Expo Project

Staff is recommending the Architecture & Engineering services be awarded to the team of Kahler Slater and Populous. The Request for Proposals for Architecture & Engineering Services was published August 16, 2018 with proposals received on September 21, 2018. Interviews of the top 5 proposals were conducted on October 9th and 10th. The Kahler Slater/Populous team was selected based upon the following evaluation factors:

**Quality, clarity and responsiveness of proposal:** All requested information was provided in the proposal by Kahler Slater and Populous.

**Responses to scope** - The Kahler Slater/Populous proposal fulfilled all the duties and obligations requested in the proposal including architecture services for the expo center and necessary engineering services including civil, structural, and mechanical/electrical/plumbing (MEP). All the received proposals met the scope of the project, but the Kahler Slater/Populous team provided options for additional services such as event planning for the NFL draft and branding/wayfinding.

**Experience** - Kahler Slater is a Milwaukee architecture firm that has worked on the addition to the Milwaukee Art Museum, UWGB Kress Center, and UW Madison's Kohl Center LaBahn Arena. They have teamed with Populous, a Kansas City, Missouri, architecture firm that has extensive expo knowledge and a long-standing relationship with the NFL relating to the Super Bowl and NFL Draft host cities. This team has extensive experience in expo centers and large entertainment facilities. Jeff Piette from Kahler Slater will take the lead project manager role and members of both architecture firms will participate in design and development of the expo. They have engaged GRAEF engineering as the structural and civil engineers and Henderson Engineering for mechanical, electrical and plumbing (MEP) engineering services.

**Pricing**- Fee proposals ranged from \$3.3 Million to \$9 Million. Kahler Slater's proposal was at the midpoint at \$5,186,200 which included items that were not contained in other proposals such as security, audio visual design and food service. Similar proposals of the experience and quality of Kahler Slater's were about \$4.6 Million without the inclusion of those additional items. After subtracting those additional items from Kahler Slater's proposal for universal comparison, Kahler Slater agreed to match the fee of \$4.6 Million for the core services of architecture and engineering. We feel PMI can provide most of the consulting services needed on food services, so we have eliminated that from the proposal. We will review the need for security and AV design later since those were not included in other proposals. Although we ultimately need these services, we need to assess the complexity of the services needed and seek estimates.

**References** - The team provided relevant, quality references.

**Interview** -The Kahler Slater/Populous team clearly spent a lot of time studying the needs of the expo and the surrounding area. They had developed very preliminary design concepts that attempted to tackle the expo needs. They reviewed the area for how it might meet the demands of a future NFL draft.

They did a very extensive review of our budget and construction schedule. They felt comfortable that we had a decent budget and with a quick start and sound but quick decision making we could meet the schedule demands we hoped for. They have a dynamic team of architects and engineers that we felt could give us the best possible project.

Based upon their proposal, interview, and these criteria, we recommend awarding the architecture and engineering contract to the Kahler-Slater/Populous team for \$4.6 Million.

**Motion to award** the Architecture and Engineering service for the Expo Project to the team of Kahler Slater and Populous for \$4.6 Million.

Next steps in the process:  
get together with Miron to gather all information and work out scheduling.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark W. Williams, Village Trustee
<b>SECONDER:</b>	Jim Christensen
<b>AYES:</b>	Mary Kardoskee, Gary Paul, Mark W. Williams, Jim Christensen, John Otis, Keith Lucius, Bruce Enke

**7. Items for Next Agenda**

No items for the next agenda.

**8. Adjourn**

**Motion to adjourn** the October 18, 2018 CDA meeting at 1:16 pm.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary Paul, Village Trustee
<b>SECONDER:</b>	Jim Christensen
<b>AYES:</b>	Mary Kardoskee, Gary Paul, Mark W. Williams, Jim Christensen, John Otis, Keith Lucius, Bruce Enke

Minutes Acceptance: Minutes of Oct 18, 2018 1:00 PM (Action on Minutes)



## Community Development Authority

January 17, 2019 12:00 PM

Department: Administration  
Initiator: Allison Swanson  
Category: Contract  
Appearance: Yes

### Agenda No. a

## Request to approve contract for asbestos assessment of Brown County Arena complex

**FULL EXPLANATION:** Our project manager, Miron Construction, sought proposals for an asbestos assessment of the Brown County Arena, Shopko Hall and Hall of Fame. This is a professional service in which the contractor would determine the existence and quantity of asbestos within the buildings and draft a specification for public bidding of the actual asbestos removal from the buildings.

Northstar Environmental, EMS and Eagle submitted proposals. Eagle indicated this would be a much larger project than they have handled in the past and therefore, we did not feel they were adequately qualified to handle of project of this complexity with a short timeline. Miron converted all the proposals to an apple to apple comparison based upon estimated sample sizes as shown below:

Brown County Expo Center Redevelopment Pre-Demolition Hazardous Material Testing - Proposal Evaluation December 20, 2018				
	North Star Environmental Testing, LLC	EMC	Eagle	
Location	Appleton, WI	Lake Mills, WI		
Asbestos Inspection	\$ 16,575	\$ 19,950	\$ 15,600	
# of Samples	400	600	500	
Base Asbestos w/ no Samples	\$ 10,575	\$ 10,350	\$ 5,600	
Cost per Sample (Additional)	\$15/ea	\$16/ea	\$20/ea	
Assume 500 samples	\$ 7,500	\$ 8,000	\$ 10,000	
Lead Paint Inspection	\$3,500	\$1,900	\$3,500	
TCLP Samples (if Necessary)	\$100/ea	\$180/ea	\$100/ea	
Restricted Waste Inventory	\$2,000	\$1,100	\$1,700	
Develop Abatement RFP	\$750	\$2,900	\$3,500	
<b>TOTAL</b>	<b>\$ 24,325</b>	<b>\$ 24,250</b>	<b>\$ 24,300</b>	

Ultimately, North Star and EMC are just \$75 a part, but the lead paint samples is just an estimate of 500 samples. North Star's lead paint samples are \$100 each and EMC is \$180 each. So if there are more samples needed, North Star would be the lowest bidder due to the greater difference in the cost of lead paint samples.

As a result, we recommend North Star Environmental for the asbestos assessment.

**MONETARY IMPACT: estimated \$24,325**

**BUDGETED: part of Expo project costs**

**RECOMMENDATION: Approve asbestos assessment contract with North Star Environmental.**



## Community Development Authority

January 17, 2019 12:00 PM

**Agenda No. b**

Department: Administration  
Initiator: Allison Swanson  
Category: Discussion  
Appearance: Yes

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### Update on Expo Project

**FULL EXPLANATION:** We will provide a brief update on progress on the Expo Project

**MONETARY IMPACT:**

**BUDGETED:**

**RECOMMENDATION:** Discussion only