

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of opening a commercial line of credit in the amount of \$1,500,000 to aid with the LRIP Grant project to reconstruct Oakridge Rd from County Rd T to State Hwy 76.

The Town received & accepted an LRIP grant from the State to reconstruct a portion of Oakridge Rd. The LRIP will pay up to 69.72% of the total project cost, with the remainder to be paid by the Town. The entire project cost (est. \$1,462,015) must be paid up front, and will be reimbursed as proof of payments are submitted to WISDOT. This requested line of credit would allow the Town to pay that entire upfront cost without dipping into reserves. There is an approximate 30-45 day turnaround for reimbursements to be received back by the Town. The line would be paid off and closed at the end of the project in 2027.

The Town has begun to incur expenses for the LRIP project since acceptance. Construction is being pursued in 2027, and project development and design are beginning with the assistance of Cedar Corporation. This allows sufficient time to complete the necessary engineering, prepare bidding documents, and satisfy LRIP requirements related to public advertisement and competitive bidding prior to construction.

Cedar has completed preliminary engineering & grant application efforts for this project in 2022 as part of the Town's pursuit of BIL/STP funding. As a result, they have a substantial understanding of the corridor and have portions of the preliminary design work available. When Cedar assisted the Town with the recent LRIP application, the engineering budget included in the application was developed with the understanding that this previously completed work would be utilized and built upon during final design. That same approach has been reflected in their proposed scope and fee. By leveraging the work completed in 2022, we can reduce duplication of effort, streamline the design process, and efficiently advance the project toward a 2027 construction schedule.

Included is the proposed agreement for Cedar Corporation to provide the following services:

- Preliminary and final design
- Preparation of plans, specifications, and construction cost estimates
- Assistance with LRIP documentation and bidding requirements
- Bid phase services, including review of bids and award recommendations
- Construction administration and construction observation services
- Project closeout and assistance with reimbursement documentation

The anticipated schedule is as follows:

- Fall 2026: Field review, verification of existing conditions, and preliminary design updates

- Winter 2026-2027: Final design and preparation of plans, specifications, and bidding documents
- Spring 2027: Advertisement, bidding, and award of the construction contract
- Summer 2027: Construction and construction oversight

Starting the engineering work this fall will help position the Town to bid the project early in the 2027 construction season and maintain eligibility for LRIP reimbursement.

If the Board has further questions, Administrator Wisnepske will be available at the meeting.

SUGGESTED MOTION(S):

Motion to approve the line of credit for the LRIP grant project in the amount of \$1,500,000.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully submitted,
Kelsey