



Beautification Committee Meeting
Tuesday, March 17, 2026
5:30 pm

LOCATION OF MEETING: 96 RUSSELL DR

NOTICE: Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Random Lake, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time. Notice of the Village Board Quorum (**Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting:** Please let the minutes reflect that a quorum of the Village Board are present and that the Village Board members may be making comments if the rules are suspended to allow them to do so.)

Google Meet joining info

Video call link: <https://meet.google.com/dge-btgx-imr>

Or dial: (US) +1 601-526-1294 PIN: 125 836 469#

Agenda

All meetings are open to the public and public comment is allowed on all agenda items during the time of the agenda item being discussed.

1. Call to Order, Roll Call
2. Discussion and Possible Action on the following:
 - a. Approval of the January 27, 2026, meeting minutes.
 - b. Proposal for Design & Engineering Services Related to the Library Bay Projects for the Village of Random Lake.
 - c. Library Bay Boardwalk & Walkways Project Donation Campaign.
3. Discussion on future agenda items.
4. Adjourn.

Items on the Agenda may be taken out of order as listed. Posted to all village posting locations on 03/16/2026.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.



Beautification Committee Meeting
Tuesday, January 27, 2026
5:30 pm

Location of Meeting: 96 Russell Drive

Meeting Minutes

1. **Call to Order, Roll Call:** Chairman Rachel Fuller called the meeting to order at 5:31 pm. Committee members present included Erik Buchelt, Blaine Werner, and Rachel Fuller. Village employees present were Clerk/Treasurer Stephanie Waala.

2. **Discussion and Possible Action on the following:**
 - a. **Approval of the December 9, 2025, meeting minutes.**

Member Buchelt made a motion to approve as submitted, motion was seconded by Member Werner. Motion carried 3-0.

 - b. **February 10, 2026, joint meeting with Lake, Parks, and Recreation Committee.**

Chairman Fuller informed the committee that she would like to schedule a meeting for February 10th with the Random Lake Chamber of Commerce and the Lake, Parks, and Recreation Committee. This item is just to inform the committee members and ensure they are able to attend.

 - c. **Library Bay Project**
 - **Fundraising Campaign**

Chairman Fuller informed the committee that they are looking for advice on types of fundraising. Member Werner informed the committee that they could look into the Lake Trust to see if funding is available through that.

 - **Donation Campaign**

Member Buchelt informed the committee that to approach people we should have a timeline and costs we need to hit listed. Show the designs on the website and recognize donors. Chairman Fuller informed the committee that they can put articles in the newspaper with progress ads and ads on Facebook, the website, and the Chamber billboard.

Member Buchelt informed the committee that he will look for websites to collect funds and they could use the village logo “R” as the thermometer. Duane Urbanski informed the committee that he can speak with Collins State Bank about a partnership.

John Rassel informed the committee that they should do community engagement and open houses similar to when they did the Master Plan. Meeting even as frequently as once a week to really engage individuals more.

Kelly Killian informed the committee that they really need to put it out there that no taxpayer funds will be used for the project as well as suggested a direct mailing.

- **Engineering RFQ**

Chairman Fuller informed the committee that they has received approval from the village board to move forward in the request for an engineer. The village engineers gave a rough estimate of cost for the projects:

- Boardwalk - \$275,000 cost of construction; \$16,000 engineering; \$5,000 DNR; \$18,000 inspections.
- ADA path - \$150,000 cost of construction; \$34,000 engineering

Clerk Waala informed the committee that there are sample templates that would just need to be completed and then the RFP can be sent out by the end of the week.

Chairman Fuller informed the committee that the RFP will include sections about design, engineering, permits, and grant opportunities.

Member Werner inquired as to if they could bid on just one section or all three.

Chairman Fuller informed the committee that the request would be for all three.

d. Memorial Park

- **Finalized park plan/visual rendering.**

Chairman Fuller informed the committee that she does not have much of an update and just needs to meet with Karen and Eric to get finalized drawings and locations of trees and structures.

- **Railroad right of way**

Chairman Fuller informed the committee that the railroad will likely be signing off on the plans when presented and suggested a hedge to boarder the railroad tracks.

- **Fundraising Campaign**

Chairman Fuller informed the committee that the DNR grant is only for \$5,000 and they still need \$6,000 for the trees.

- **Donation Campaign**

Mrs. Killian suggested to committee contact the American Legion Auxiliary. Karen Schmitz informed the committee that the Garden Club is just awaiting the final proposal.

e. Downtown Façade Grant Program

Chairman Fuller informed the committee that she is still looking into this and now that we are finalizing other projects we can start working on this project for downtown.

3. Discussion on future agenda items.

None

4. Adjourned at 6:57 pm.

Items on the Agenda may be taken out of order as listed. Created by Clerk Stephanie Waala on 02/02/2026.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.



REQUEST FOR PROPSAL

FOR

DESIGN AND ENGINEERING SERVICES

RELATED TO THE LIBRARY BAY PROJECTS

REQUEST FOR PROPSAL

1. INTRODUCTION

General Information

The Village of Random Lake is requesting quotes from qualified Engineering or Architect companies with experience in Municipal Park Construction.

There is no expressed or implied obligation for the Village to reimburse responding companies for any expenses incurred in preparing quotes in response to this request. To be considered, a copy of the quote must be received by the Clerk/Treasurer at 96 Russell Dr, Random Lake, Wisconsin by 4:00 P.M. on Friday, March 6, 2026. The Village reserves the right to reject any or all quotes submitted.

During the evaluation process, the Village reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Village, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village reserves the right to retain all quotes submitted. Submission of a quote indicated acceptance by the firm of the conditions contained in this request for quotes, unless clearly and specifically noted in the quote submitted and confirmed in the contract between the Village and the company selected.

It is anticipated the selection of a firm will be completed by April 6, 2026.

2. NATURE OF SERVICES REQUESTED

General

The Village of Random Lake is soliciting proposals from qualified companies to provide engineering services and architectural design for three projects located in the Library Bay area as part of Phase One of this large-scale project. The Master Plan adopted November 14, 2024, includes options of the overall concept and examples. Copies of those renderings and examples are provided with this request. This project is funded through private donations and grants.

The three projects that are listed in Phase One include the following:

Boardwalk – starting at the current boat piers at Bob McDermott Lakeview Park, heading northwest along the edge of the lake, turning north, and then turning northeast to connect to the current fishing pier located off Lake Dr.

ADA path – starting at the current sidewalk at the entrance to the property located at 96 Russell Dr, heading north along the edge of the parking lot, turning west to connect to the Lakeview Community Library back entrance and the proposed Gateway, continuing north to connect to the village parking lot located at 100 Lake Dr, continuing northeast to connect to the current fishing pier located off of Lake Dr.

Gateway – located on the northside of the Lakeview Community Library, 112 Butler St, to connect the ADA path to Butler St. Note there is currently a private residence and garage located to the north of the library and if needed additional land will be purchased by the village to accommodate an appropriately sized gateway.

Scope of Work to be Performed.

Design Development:

- Prepare engineering designs for infrastructure improvements, including grading, drainage, paving, and utilities.
- Incorporate sustainable design principles into the engineering, such as stormwater management, energy efficient lighting, low impact materials, and shoreline restoration.

Engineering Service:

- Conduct an assessment of the property and infrastructures.
- Identify any site constraints or challenges related to topography, soil conditions, and accessibility.
- Prepare detailed specifications, bid documents, and drawings for the construction of the property's improvements.
- Lead the competitive bidding process, including responding to bidder questions during the bidding phase and making a recommendation for award.
- Conduct contract administration and construction management.
- Ensure the project is completed per the approved plans, specifications, and budget.

Permit requirements:

- Lead all required permitting processes, and ensure designs prepared comply with all permitting and other applicable regulations.

Grant Applications:

- Research grants compatible with the proposed project which will aid in determining if pursuing the grant is justified given the time and resources that may be involved in pursuing the grant. Researching grants also includes finding new grant opportunities that may have not been available in the past.
- Create grant submittals by compiling all required information and documentation required to develop and draft a complete and accurate grant application.

3. PROPOSAL REQUIREMENTS

Submission of Proposals

Five (5) paper copies and one (1) digital copy of the proposal documents shall be submitted in a sealed envelope. The envelope shall be clearly marked on the exterior denoting the name of the business submitting the proposal and the name of the RFP for which the proposal is offered.

Mail – Village of Random Lake, PO Box 344, Random Lake, WI 53075

In-person – Village of Random Lake Village Hall, 96 Russell Dr, Random Lake, WI 53075

Deadline of Proposals

All proposals must be delivered by 4 pm on March 6, 2026.

Late Proposals

Proposals arriving after the specified date, whether sent by mail, courier, or in person, will not be accepted. These quotes will be returned. It is the company's responsibility for timely delivery regardless of the methods used.

Withdrawal of Proposals

A written request for the withdrawal of a quote may be submitted prior to the due date.

The quotes will be kept for a period of one hundred eighty days (180) calendar days; therefore, the contractor agrees to the conditions and terms submitted.

Included in Proposal

Cover letter – include name of firm, address, telephone, email, and primary contact.

Service understanding – identify your firm’s expertise and qualifications as they relate to the proposed Scope of Work and the required services.

Experience – include examples of projects similar to this request. Please include a brief description, graphics, dates of work, details regarding the use of any subcontractors, and references.

Summary of Bid – include a description of services and expenses covered under the schedule, identify description of services and expenses not covered under the schedule. Fees submitted as part of your proposal may be subject to negotiation.

Project Timeline – include a detailed timeline for completing the work outlined in the Scope of Work. Indicate milestones for each major task and the estimated number of weeks required to complete each task.

Subcontractors – proposals can subcontract portions of the engagement to other contractors and their name shall be identified in the proposal.

4. EVALUATION PROCEDURES

Evaluation

The Village of Random Lake Beautification Committee will evaluate the proposals.

Oral Presentations

During the evaluation process, the Village may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide the firm with an opportunity to answer any questions the Village may have on a firm’s proposal. Not all firms may be asked to make such oral presentations.

Final Selection

The Village Beautification Committee will select a quote. It is anticipated that a company will be selected April 6, 2026, at our Village Board meeting. Following notification of the company selected, it is expected a contract will be executed between both parties before May 1, 2026.

Summary of Bid

Name of Firm _____

Description of Service	Costs
Boardwalk – design costs	
Boardwalk – engineering costs	
Boardwalk – permit costs, DNR	
Boardwalk – grant services	
Overage/additional charges	
+	
Total project costs	
ADA path – design costs	
ADA path – engineering costs	
ADA path – permit costs, if applicable	
ADA path – grant services	
Overage/additional charges	
+	
Total project costs	

Description of Service	Costs
Gateway – design costs	
Gateway – engineering costs	
Gateway – permit costs, if applicable	
Gateway – grant services	
Overage/additional charges	
+	
Total project costs	
Grand total of all three projects costs	



VILLAGE OF RANDOM LAKE MASTER PLAN

Adopted November 14, 2024



Gateway Example



- ▶ Public plaza with access to lakefront

1

Phase 2



- ▶ Landscaped seat walls with lake views

2

Phase 2



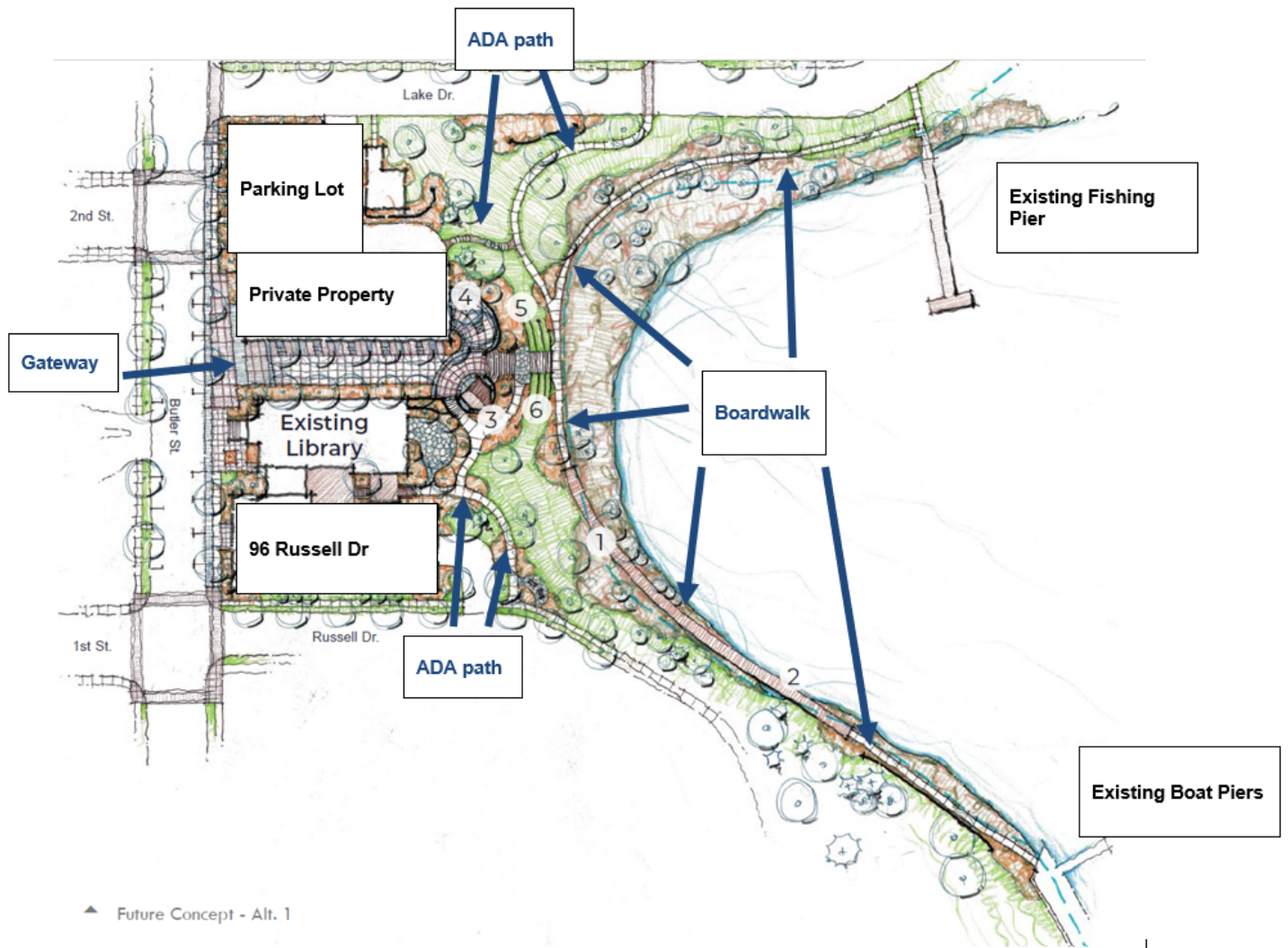
- ▶ Outdoor restaurant/cafe seating

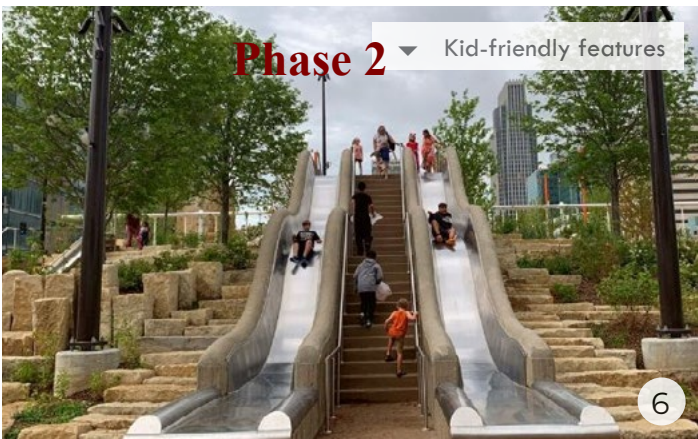
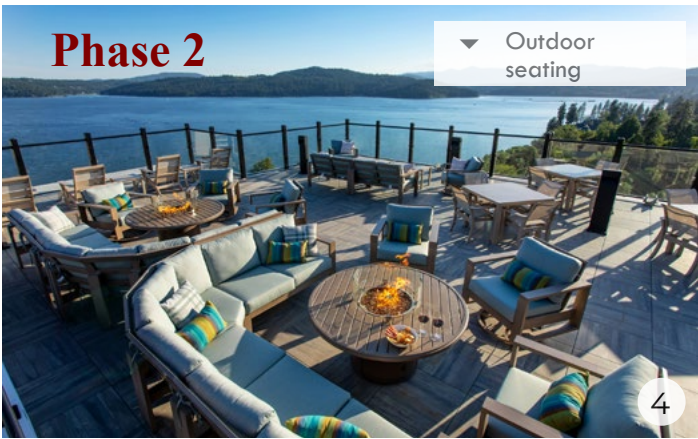
3

SITE B: LAKEVIEW PARK EXTENSION

PARK DESIGN CONCEPT - ALT. 1

The existing greenspace along the lake that connects to the north side of Bob McDermott Lakeview Park presents an opportunity for extended park space and an attractive pedestrian experience. This area should enhance pedestrian connections from nearby streets to the lakefront and provide vibrant improvements to the natural landscape. The concept below shows a connected boardwalk from Lakeview Park, as well as a central plaza space that connects Butler St. (downtown) with the lake. Several pathways and landscape improvements will create a lakefront destination for the downtown. This park design concept is paired with Site A(1) building footprints.







February 23, 2026

The Village of Random Lake is issuing this Addendum to clarify the scope of services requested under the Library Bay Boardwalk & Walkways Project Request for Proposals (RFP).

The Village has determined that the original RFP encompassed multiple stages of work that are more appropriately separated. Therefore, the Village is revising the solicitation to only include services for **Phase 1 – Preliminary Engineering and Conceptual Design.**

Scope and fee for future phases, such as Phase 2 - Final Design and Bidding-Related Services, and Phase 3 - Construction-Related Services, will be negotiated with the selected firm following the completion of Phase 1 services.

Firms are requested to submit proposals addressing the revised Phase 1 scope described below.

The submission deadline is extended to: **4 P.M. on March 17th, 2026**

Project Vision

The Village of Random Lake is pursuing improvements within the Library Bay area to strengthen connectivity between downtown, the library, and the lakefront.

Proposed Improvements

- Lakeshore Boardwalk connecting the existing fishing pier to southern lakefront areas
- ADA-accessible pathway network connecting Butler Street, the library, and Lake Drive
- Gateway connection corridor from Butler Street into Library Bay

These improvements are intended to increase accessibility, pedestrian flow, and community use of the lakefront, and will be implemented with Phase 2 and Phase 3 services.



Future Improvements

- Landscaping and site enhancements
- Seating and gathering areas
- Interactive or placemaking features

These improvements are intended to provide additional beautification and recreational aspects to the lakefront and should only be considered for Phase 1 services.

Reference Materials — Prior Planning Documents (2008)

The Village is providing prior planning and engineering documents from 2008 for background reference purposes only. These materials may assist consultants in understanding site history, previous analysis, and potential constraints.

These documents do **not** represent the current project design direction and should not be relied upon as final engineering assumptions.

Consultants are responsible for independently evaluating the applicability of any prior information.

The following documents are available at:

https://drive.google.com/drive/folders/1f92iJa0YR4QdcA9JmKHpfU1P_9dC5Zha?usp=sharing

Documents include:

1. 2008 Library Bay Grant Application Materials
2. 2008 Project Plans
3. 2008 Chapter 30 Permit Submittal

ADDENDUM NO. 1

Revised Scope: - Phase 1 - Preliminary Engineering and Conceptual Design

The purpose of Phase 1 is to develop a feasible conceptual design that is consistent with the community's vision for the lakefront. Preliminary Engineering efforts will include developing budgetary cost estimates, identifying permits, key milestones, project challenges, and potential funding opportunities, and collecting survey and other site information for future design. The ultimate goal is to establish a clear project plan and timeline for advancing this project from concept to implementation.

Services may include, but are not limited to:

1. Project Management and Meetings

- Coordinate internal project team and subconsultants.
- Prepare for and attend the following meetings:
 - One in-person kickoff meeting.
 - One virtual conceptual design meeting.
 - One in-person stakeholder and public involvement meeting.
 - One in-person preliminary engineering and Phase 2 scoping meeting.

2. Site Investigation & Survey

- Collect topographic and utility survey of approximate 4-acre project area and adjacent right-of-way
- Request utility locations through Digger's Hotline
- Evaluate prior planning documents and other existing site information available from the Village
- Review the following resources for potential environmental contamination and determine if further environmental assessment is needed.

- Wisconsin Department of Natural Resources Bureau for Remediation and Redevelopment Tracking System
- Historical aerial photography
- Assist Village with soliciting for geotechnical engineering services, including a subsurface investigation.

3. Conceptual Design

- Prepare up to two conceptual design alternatives with site plan sheets showing:
 - Boardwalk alignment
 - ADA pathways
 - Gateway connection concept
 - Integration with library and parking areas
 - Miscellaneous constructability improvements (e.g. drainage, retaining wall, shoreline armoring, etc.).
- Provide preliminary opinion of probable construction costs for two (2) conceptual design alternatives, breaking out proposed improvements and future improvements separately.
- Prepare 3D renderings of the selected conceptual design alternative for the proposed improvements.

4. Preliminary Engineering

Perform the following for the selected conceptual design alternative:

- Conduct a screening of applicable permits and agency submittals. Communicate with relevant agencies to identify lead times.
- Conduct a screening of potential grants and other funding sources for implementation.
- Prepare a proposed project schedule, identifying grant timelines, permitting milestones,

final design, bidding, and construction. Recommended implementation strategy

- Provide a written summary of the site investigation, conceptual design alternatives, and preliminary engineering for the selected alternative.

FUTURE PHASES (NOT INCLUDED)

Future work may include:

Phase 2 — Final Design & Bidding-Related Services Engineering & Construction Documents

Phase 3 — Construction-Related Services

These will be procured negotiated with the selected firm separately following the completion of Phase 1.

PROPOSAL DEADLINE

New submission deadline: **4 P.M. on March 17th, 2026**