



Memo

To: Board of Trustees
From: Thomas Harrigan, Village Manager
Date: February 20, 2026
Re: Review of Agenda Items for February 24, 2026

1. Review and possible action on the Mill Place Shops LLC Cost Sharing Agreement.

The Village is proceeding with a sidewalk reconfiguration and pedestrian improvements along Watertown Plank Road as depicted in Exhibit A prepared by KL Engineering. The improvements include sidewalk reconstruction, curb upgrades and related restoration work within the public right-of-way adjacent to property owned by Mill Place Investments LLC (13402 Watertown Plank Road).

The proposed Sidewalk Design and Construction Cost-Sharing Agreement formalizes the Property Owner's participation in project costs. Under the agreement:

1. The Property Owner will reimburse the Village for 50% of engineering design costs attributable to the frontage improvements.
2. The Property Owner will fund the actual construction costs for sidewalk-related improvements located on private property, calculated on a competitively bid unit-price basis.
3. Payment is due within thirty (30) days of invoicing, and any unpaid amounts may be imposed as a special charge pursuant to Wis. Stat. §66.0627 and Village Code §30-3.
4. The Village will administer bidding, contracting, and construction oversight. The agreement ensures cost recovery for frontage-related improvements while maintaining Village control of the project.

Recommended Action: Approval of the Sidewalk Design and Construction Cost-Sharing Agreement with Mill Place Investments LLC.