

Agenda
Village Board Meeting
Tuesday, February 14, 2017 at 7:30 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037

1. Call to Order and Roll Call.
2. Pledge of Allegiance.
3. Any Village Citizen Comment on an Agenda Item (Please sign in).
4. Public Hearing:
Conditional Use – Kurtz – Three Dogs – Wilshire Dr.
5. Consent Agenda:
 - Approval of Minutes for the Village Board Meeting of January 10, 2017.
 - Licenses.
Operator Licenses:
East Side Mart: Mark Repka
6. Budget & Finance Committee.
 - Review of Rate Study Engineering Service Quotes for Jackson Sewer Utility.
 - Review of Service Bids for SCADA System Upgrade Project.
7. Park & Recreation Committee.
 - Park Rental Agreement – Washington County Humane Society – Walk for the Animals (Paws in the Park) – September 9, 2017.
8. Fundraiser Event at Fire Station-Andie Meidam – Fundraiser for Hayley Schramek.
9. Resolution 17-04 Honoring Sue Herther for Her Years of Service to the Village of Jackson.
10. Ordinance 17-01 – Sex Offender Residency Ordinance.
11. Departmental Reports.
12. Washington County Board Report.
13. West Bend School District Liaison Report.
14. Greater Jackson Business Alliance Report.
15. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.
16. Citizens to Address the Village Board.
17. Adjourn.

VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM
(Due 1st Friday of the month for that month's Planning Commission Meeting)

Name of Applicant Debra Kurtz
 Contact Debbie Kurtz Address/ZIP 11694 20375 Wilshire Dr Phone # 262 677-4989
 E-mail Address debra.kurtz5@gmail.com Fax # where Agenda/Staff comments are to be faxed _____
 Name of Owner _____ Address/ZIP _____ Phone# _____
 Owner Representative/Developer _____
 Proposed Use of Site _____ Present Zoning _____

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 8)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500' / 200') * 4) Owner acknowledgement of the request	Labels* 1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement 6) Location Map		XXX XXX
REZONING	\$200	1,2,3,4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	7) Development Plan / Site Plan 8) Preliminary Plat		XXX XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure		
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan 16) Water / Sewer / Storm Sewer Plans	4 (24x36) 4 (24x36)	XXX XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	17) Street / Right of Way cross sections 18) Erosion Control Plan	4 (24x36) 4 (24x36)	XXX XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	19) Proposed colors / materials 20) Developers Agreement		XXX XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	21) Annexation Agreement (includes pre-annex agreements) 22) other		XXX XXX
VARIANCE	\$150	1,2,3,4,6,7			
* Labels	\$25		If not included with submittal & prepared by the Village.		

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Debbie Kurtz Signature Debra Kurtz Date 12/13/16

Office Use: Date Received _____ Date Paid _____ Receipt # _____ Amount Paid \$ _____

VILLAGE OF JACKSON

☐ Special Use ☒ Conditional Use ☐ Planned Unit Development

Permit # _____

The Village of Jackson, hereby grants a ☐ Special Use ☐ Conditional Use ☐ Planned Unit Development

Permit to: House 3rd dog

Name of Business/Applicant: Debbie Kurtz

For a property located at (address): N 169 W 20375 Wilshire Dr. Jackson

Phone number of Business/Applicant: (262) 677-4989

For (land use, activity, sign, site plan, other): Approval to have 3 dogs Total

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): _____

NA

Hours of Operation: _____

NA

Comprehensive/Master Plan Compatibility: _____

NA

Building Materials (type, color): _____

NA

Setbacks from rights-of-way and property lines: _____

NA

Screening/Buffering: _____

NA

Landscape Plan (sizes, species, location): _____

NA

Signing (dimensions, colors, lighting, location): _____

NA

Lighting (wattage, style, pole location and height, coverage): _____

NA

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s), sidewalk/pedestrian way width and material): _____

NA

Storm-water Management: ✓

Erosion Control: _____

Fire Hydrant Location(s): ✓

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: _____

Hazardous Material Storage: ✓

Alarm Systems: _____

Site Features/Constraints: _____

Parking (no. of spaces, handicapped parking, and dimensions): _____

Tree and shrub preservation: ✓

Setbacks/height limitations: ✓

Wastewater Usage Projected: ✓ gal/year

Water Usage Projected: _____ gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):

CONTINUOUS AND REVIEWED UPON COMPLAINT

TERMS OF THIS PERMIT

1. This permit shall become effective upon the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. The permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (as attached and /or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

Granted by: Village Board _____ Date _____ Over the Counter _____ Date _____

John Walther, Administrator

Debbie Kurtz, Owner
Please print name

RECEIVED

January 3, 2017

To Whom It May Concern:

I am asking permission to own and maintain a third dog.

I am a bird hunter and while I do have one hunting dog at this time, she is 11 and has cancer. It takes some time to train a dog for hunting, and therefore, I need to work on that now.

I look forward to your response and thank you for your consideration.

Debbie Kurtz
N169W20375 Wilshire Drive
Jackson, WI 53037

(262) 677-4989





Jackson Pet Hospital, LTD.
3370 Jackson Drive
Jackson, WI 53037-9795
(262) 677-3112

VACCINATION CERTIFICATE

Scott Kurtz 7433
N169 W20376 Wilshire Dr.
Jackson, WI 53037
(262) 677-4989

Gunney C

SPECIES: Canine
SEX: M
AGE: 7 months old
BREED: German Shorthair Pointer
COAT COLOR:
WEIGHT: 30 lbs.
RABIES TAG NUMBER: 688-16
RABIES SERIAL NUMBER: 4160419A
RABIES BRAND NAME: Rabvec3
MICROCHIP #:

Vaccines Due

Rabies: 10/31/2017
DALPP Booster: 01/28/2017
DAP 3yr. Booster:
Lepto 1-yr. Booster:
Lyme 1-yr. Booster: 12/12/2017
Bordetella:
Heartworm Test:
Fecal Exam: 02/28/2017

I hereby certify that I have vaccinated this animal in accordance with the company's recommendation for the vaccine used on the above date.

Amy Spaeth DVM

Signature of licensed veterinarian administering vaccine.
Dr. Amy Spaeth

Google Maps N169W20375 Wilshire Dr



Map data ©2017 Google 200 ft



N169W20375 Wilshire Dr

Jackson, WI 53037



STAFF REVIEW COMMENTS
Plan Commission Meeting – January 26, 2017

1. Conditional Use – Kurtz – Three Dogs – Wilshire Dr.

Building Inspection

- No complaints have been received to date regarding the three dogs.
- Please verify if this will be a temporary approval for three until the dog with cancer passes or if the intention is to have three at all times in the future.

Public Works/Engineering

- The request is to have a third dog during the training of a new hunting dog. The dog being replaced has cancer and the three dog number will be reduced sooner than later.
Recommend approval with the understanding the third dog is a temporary approval.

Police Department

- There's no history of any problems with dogs at the residence, so the police department has no objections to the request.

Fire Department

- No Objection.

Administrative/Planning

- No additional comments.

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday – January 26, 2017 – 7:00 pm
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037**

1. Call to Order & Roll Call.

Chairperson Mike Schwab called the meeting to order at 7:00 p.m.

Members present: Steve Schoen, Tr. Emmrich, Jeff Dalton, Peter Habel, and Tr. Kruepke.

Members Absent: Greg Winn

Also Present: Tr. Kurtz.

Staff present: Jim Micech.

2. Minutes – January 5, 2017, Plan Commission Meetings.

Motion by Peter Habel, second by Tr. Emmrich to approve the minutes of January 5, 2017.

Vote: 6 ayes, 0 nays. Motion carried.

3. Conditional Use – Kurtz – Three Dogs – Wilshire Dr.

Debra Kurtz was present and had received staff comments. Motion by Peter Habel, second by Tr. Emmrich to recommend approval the Conditional Use for Kurtz for Three Dogs on Wilshire Dr. on an on-going basis. Jeff Dalton questioned if this is temporary as questioned in staff comments. Debra Kurtz commented she would like to keep the conditional use available after the present dog passes.

Vote: 6 ayes, 0 nays. Motion carried.

4. Citizens to address the Plan Commission.

Gloria Teifke reminded everyone of the upcoming Monte Carlo night on February 4th. Gloria questioned the status of the chicken ordinance. Pres. Schwab commented that staff is looking into it. Jim Micech commented he received another request for chickens and one for honey bees.

Tr. Kruepke commented that the West Bend news is covering surrounding areas except for Jackson.

5. Adjourn.

Motion by Peter Habel, second by Tr. Emmrich to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 7:07 p.m.

Respectfully submitted by Deanna L. Boldrey – Clerk / Treasurer

DRAFT MINUTES
Village Board Meeting
Tuesday, January 10, 2017 at 7:30 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:30 p.m.

Members Present: Trustees Kruepke, Kufahl, Emmrich, Kurtz, Lippold, and Olson.

Staff present: John Walther, Kelly Valentino, Brian Kober, Police Chief Dolnick, and Fire Chief Aaron Swaney.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

Pres. Schwab announced that Police Chief Jed Dolnick is celebrating forty years in law enforcement public service.

3. Any Village Citizen Comment on an Agenda Item.

None.

4. Public Hearing: Planned Unit Development Amendment – Morning Star Church – Banner Signs – Highland Road.

Pres. Schwab opened the Public Hearing. Tom Banaszak was in attendance and had received staff comments. Pres. Schwab closed the Public Hearing. The Plan Commission recommended approval of the Planned Unit Development Amendment – Morning Star Church – Banner Signs – Highland Road per staff comments.

Motion by Pres. Schwab, second by Tr. Emmrich to approve the Planned Unit Development Amendment – Morning Star Church – Banner Signs – Highland Road per staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

5. Consent Agenda:

- Approval of Minutes for the Village Board Meeting of December 13, 2016.
- Licenses.

Operator Licenses:

The Village Mart and East Side Mart: Jennifer Kramer

Entertainment License: Jackson Pub, Jon Zandi; Coffeerville Company, Jack Kulwikowski

Massage License: Back in Balance Bodyworks LLC, Jenna Frank

Motion by Tr. Kufahl, second by Tr. Olson to approve the Consent Agenda items of the Village Board Minutes of December 13, 2016, with correction and the Operators' Licenses, Entertainment Licenses, and Massage License.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

6. Budget & Finance Committee.

James Frechette, CPA – Auditor's Contract.

John Walther reported on the contract. The Budget & Finance Committee recommended approval of the Auditor's Contract for James Frechette. Motion by Tr. Olson, second by Tr. Kufahl to approve James Frechette, CPA – Auditor's Contract.

Vote: 7 ayes, 0 nays. Motion carried.

Resolution 17-01, A Resolution Establishing Sewer Utility Rates for Jackson Sewer Utility.

Pres. Schwab read the resolution. The Budget & Finance Committee recommended passage of Resolution 17-01, A Resolution Establishing Sewer Utility Rates for Jackson Sewer Utility. Motion by Tr. Kufahl, second by Tr. Lippold to approve Resolution 17-01, A Resolution Establishing Sewer Utility Rates for Jackson Sewer Utility.

Vote: 5 ayes, 2 nays (Kurtz and Emmrich). Motion carried.

Resolution 17-02, A Resolution Setting the Rates for the Jackson Water Utility.

Pres. Schwab read the resolution. The Budget & Finance Committee recommended passage of Resolution 17-02, A Resolution Setting the Rates for Jackson Water Utility. Motion by Tr. Olson, second by Tr. Kufahl to approve Resolution 17-02, A Resolution Setting the Rates for Jackson Water Utility.

Vote: 5 ayes, 2 nays (Kurtz and Emmrich). Motion carried.

Resolution 17-03, A Resolution Establishing Rates for Septic and Holding Tank Waste for Jackson Sewer Utility.

Pres. Schwab read the resolution. The Budget & Finance Committee recommended passage of Resolution 17-03, A Resolution Establishing Rates for Septic and Holding Tank Waste for Jackson Sewer Utility. Motion by Pres. Schwab, second by Tr. Olson to approve Resolution 17-03, A Resolution Establishing Rates for Septic and Holding Tank Waste for Jackson Sewer Utility. Tr. Kufahl questioned the costs to treat the holding tank and if any additional research was done. Brian commented additional research was done and the numbers were not consistent. He will recommend to the Board of Public Works to have a study done on the costs as to what it actually costs. Discussion of the costs ensued. Will adjust after the study is completed. May also need to adjust resolution 17-02.

Pres. Schwab commented that there is not a downside to approve now and then adjust in six months.

Vote: 3 ayes (Schwab, Olson, and Kruepke), 4 nays (Kurtz, Emmrich, Kufahl, and Lippold). Motion failed.

7. Plan Commission.

Concept Plan – Maplewood Farms, Dittmar Realty, Inc.

The Plan Commission recommended the approval of the Concept Plan – Maplewood Farms, Dittmar Realty, Inc, subject to staff comments with the inclusion of the future sidewalks identified on subdivision plans.

Motion by Tr. Emmrich, second by Tr. Lippold to approve Concept Plan – Maplewood Farms, Dittmar Realty, Inc, subject to staff comments with the inclusion of the future sidewalks identified on subdivision plans.

Kevin Dittmar of Dittmar Realty, Inc. and Chris of Trio Engineering came before the board. Kevin presented the Plan to develop the area between Twin Creeks and Maple Road. This is a hybrid of previous subdivisions. The lots are smaller and homes comparable in size to Sherman Parc and Twin Creeks. There have been shifts in the market. The lot sizes transition from the existing subdivisions.

Kevin will proceed as fast as the community and staff will allow. He hopes to have infrastructure in place mid to late summer 2017 and have completed homes in place by the time assessments start on January 1st.

This is a residential area with slow traffic and designed that way. The lots on the West and North are sized to existing neighborhoods for transition.

Discussion ensued of the sidewalks. Pres. Schwab clarified that the Plan Commission wants the sidewalks to be on the drawing. Kevin commented that this development is different because of the rural character and there are trails internally. The classic urban setting does not apply. Discussion ensued of including the sidewalks on the drawing and plans for the future.

Vote: 7 ayes, 0 nay. Motion carried.

8. Letter of Appeal to the Wisconsin Legislature's Joint Finance Committee Re. Transportation Budget.

Pres. Schwab reported that he wants information from the Village Board. Pres. Schwab wants input from the Board on policy decisions. Does the Village Board want to get involved in making recommendations to the legislature? Tr. Lippold commented on past precedent that was set by the elementary school reserve. Discussion of the State Transportation Budget and Aids ensued. Consensus from the Board was to bring the items to the board for discussion if timing allows and if feasible. John commented that the Mid-Moraine Legislative group meets tomorrow night and the board is welcome to attend.

9. Departmental Reports.

Kelly Valentino reported that Monte Carlo Night will be on February 4, 2017. Kelly thanked all of the sponsors.

10. Washington County Board Report.

No Report.

11. West Bend School District Liaison Report.

No Report.

12. Greater Jackson Business Alliance Report.

The next meeting will be on Wednesday, January 18th. A representative from Erin Hills will be at the meeting to discuss the US open and possible business promotional opportunities.

13. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.

Administrator Walther reported that the Mid-Moraine Legislative Committee will tomorrow evening at the Village Hall. (Clerks Note: This meeting was canceled due to inclement weather.) The Mid-Moraine Municipal Dinner will be on January 25th, in West Bend at West Bend Mutual Insurance Prairie Center. The Board will let Deanna know by January 18th if they plan to attend.

14. Citizens to Address the Village Board.

Joe Kreiter of Stonehedge Drive reported on an ice problem that affects 17 residents. There are two sump pumps that are running continuously and this is freezing. One resident fell. This needs to be looked at and a possible additional catch basin.

Gloria Tiefke of Cranberry Creek commented a thank you to the Chief of Police for his 40 years of service. She questioned the raising of chickens in the Village. She commented that more research needs to be done on vaping before another vape shop goes into the Village.

Gloria also commented that the sidewalks need to be on the blue prints.

Lyle Aft spoke in favor of chickens in the Village. Pres. Schwab commented that it is being looked into.

15. Closed session pursuant to Wis. Stats. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The topics are matters relating to the Village-Town Revenue Sharing Agreement and Cooperative Boundary Plan; Agreement for 2017 Jackson Fire Department Services; and Jackson Properties, LLC.

Motion by Pres. Schwab second by Tr. Lippold to convene into closed session at 8:20 p.m. and to include the Village Board, John Walther, Brian Kober, John St. Peter, Deanna Boldrey, and Fire Chief Swaney.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

The board convened into open session at 9:30 p.m.

16. **Adjourn.**

Motion by Tr. Emmrich, second by Tr. Lippold to adjourn.

Vote: 7 ayes, 0 nays. Motion carried. Meeting was adjourned at 9:31 p.m.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

NAME

POLICE CHIEF
RECOMMENDATION

Operator's License Application:

Mark Repka

East Side Mart

Approval

Memo

To: Board of Public Works

From: Brian W. Kober, P. E., Director of Public Works

Subject: Jackson Sewer Utility Rate Study

Date: January 27, 2017

CC: Village Board; John Walther, Village Administrator

During the recent rate increase discussion there was concern over the actual cost of treatment for waste water at the waste water treatment plant. The rate study is not intended to be a full review of the Jackson Sewer Utility operation (debt service, etc.), but verify the actual cost of treating BOD, TSS, Ammonia, and Phosphorus in the waste stream. The Jackson Sewer Utility has recently increased the volume rate by 3% to a rate of \$5.04 per 1,000 gals. The rate study shall include the verification of the volume rate for waste treatment.

The Jackson Sewer Utility received two quotes from Strand and Associates, and Town & Country Engineering. After review of the quotes, the Jackson Sewer Utility recommends the hiring of Town and Country Engineering to complete the rate study for a lump total of \$4,000.

If you have any questions please let me know.

Brian W. Kober, P.E.

MEMORANDUM

Date: January 24, 2017
To: Brian Kober, P.E. – Village of Jackson
From: Greg Droessler, P.E.
Subject: Village of Jackson – Sewer Utility Rate Study

Project Scope and Understanding

The Jackson Sewer Utility is requesting Engineering Services to complete a rate study. The rate study is not intended to be a full review of the entire utility operation (debt service, etc.), but rather to verify the actual cost of treating BOD, TSS, Ammonia, and Phosphorus in the waste stream.

The Jackson Sewer Utility has recently increased the volume rate by 3% to a rate of \$5.04 per 1,000 gals. The rate study shall include verification of the volume rate for wastewater treatment.

The Engineering Services shall also include, but not limited to:

- 1) Meet with the Village staff to review the preliminary rate increase estimates and finalize the report.
- 2) Provide a draft report for Village staff review summarizing the key assumptions used in developing the proposed rates, as well as the documented support and calculations for the proposed rates.
- 3) Incorporate Village staff comments, as appropriate, and submit final copies of the report.
- 4) Prepare recommended rates for review and adoption by the Village Board.
- 5) Attend one Village Board meeting to assist in answering questions on the proposed sewer utility rate changes.

Owner Responsibilities

The Village will be expected to provide Town & Country Engineering with the last 2 years of the following information:

- Financial audit information, and annual WWTF O&M costs
- WWTF influent and effluent data
- Waste hauler information on a monthly basis
- Past rate study information

Engineering Costs

The Sewer Utility Rate Study will be completed for a Not To Exceed limit of \$4,000. Costs will be invoiced on a Time and Material basis.

GJD

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Strand Associates, Inc.®
126 N. Jefferson Street, Suite 350
Milwaukee, WI 53202
(P) 414-271-0771
(F) 414-271-8312

January 26, 2017

Mr. Brian Kober
Director of Public Works
Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

Re: Rate Review for Village of Jackson

Dear Brian,

As we have discussed, a review of the sewer use charges for the Village of Jackson (Village) is needed to verify the actual cost of treating BOD, TSS, ammonia, and phosphorus in the waste stream. The Village of Jackson Sewer Utility has recently increased the volume rate by 3 percent to \$5.04 per 1,000 gallons. This rate study will also include verification of the volume rate for wastewater treatment.

We have completed rate studies for numerous clients, including City of Marshfield, Wisconsin; Town of Bristol, Wisconsin; Stoughton Utilities, Wisconsin; Brookfield, Wisconsin; Chippewa Falls, Wisconsin; Oshkosh, Wisconsin; Fond du Lac, Wisconsin; and City of Athens, Ohio, to name a few. Our philosophy for determining rates is based on developing rates on a case-by-case basis and recognizing the unique characteristics of each sewer utility. There are many tools available to assist in the development of rate structures, such as regulatory guidelines, American Water Works Association (AWWA) and Water Environment Federation (WEF) manuals, and comparisons with surrounding rate structures. We will use these resources as applicable to this project to meet the Village's goal of updating the rates to be representative of the cost of service for volume, BOD, TSS, ammonia, and phosphorus, and verification of the volume rate.

Included in this proposal is our recommended *Scope of Services*, *Project Team*, *Proposed Fee*, and *Schedule* for the project.

Scope of Services

Streamlined Scope Meets the Village's Needs

We propose the following Scope of Services to evaluate and provide recommendations for rates.

- Provide information request to Village.
- Review cost of service for volume, BOD, TSS, ammonia, and phosphorus. Expenses will be allocated between each of the billing parameters to determine the cost of treatment.
- Meet with the Village to review the preliminary rate increase estimates and finalize the report.
- Provide a draft report for Village review summarizing the key assumptions used in developing the proposed rates, as well as the documented support for the proposed rates.
- Incorporate Village comments, as appropriate, and submit final copies of the report.
- Prepare recommended rates for review and adoption by the Village Board.
- Attend one Village Board meeting to assist in answering questions on the proposed rate changes.

Mr. Brian Kober, Director of Public Works
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Project Team

Project Team's Understanding of Jackson's Needs Provides Valuable Rate Information for Future Decision-Making

Our proposed project team has a wealth of experience with all aspects of rate evaluations. The following organization chart identifies the roles of our team members on this project.

Our project team provides exceptional experience with sewer operations and rates.



Philip Bzdusek, P.E.

Project Manager/Quality Control Engineer

Philip Severson, P.E.

Project Engineer

Support Staff (as needed)

Technicians, Administration

Project Manager/Quality Control Engineer

Philip A. Bzdusek, Ph.D., P.E., will serve as the Project Manager and Quality Control Engineer and be responsible for all aspects of the rate study. Phil has B.S., M.S., and Ph.D. degrees in Civil Engineering from the University of Wisconsin-Milwaukee and is a skilled environmental, wastewater, and municipal engineer with more than 11 years of project management, design, and construction-related experience on a wide array of projects, including rate studies.

Phil served as a Project Manager for the Village's Septage Receiving Odor Control Project and was Lead Project Engineer for the Village's Sherman Road Interceptor and Water Main project, completed in 2005. Phil was Project Manager for the City of Athens, Ohio, rate study that reviewed rate changes necessary to fund a \$15,000,000 wastewater treatment plant upgrade. A detailed spreadsheet developed for the Athens project has been regularly used by the City to evaluate revenues and debt, and annually review the need for a rate adjustment. Phil's knowledge of the Village of Jackson's sewer utility and WWTP will assist in allocations of operating costs between volume, BOD, TSS, ammonia, and phosphorus billing parameters.



Phil's knowledge of the Village's WWTP operations are an asset for this project.

Mr. Brian Kober, Director of Public Works
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Project Engineer

Philip B. Severson, P.E., is a Project Engineer and Project Manager in our Wastewater Group. He will perform the data analyses and other key tasks for the sewer rate study. During his time at our firm, Phil has worked on dozens of sewer and wastewater projects, and has developed an expertise in user charge system development. As such, he is routinely involved in developing billing parameters, unit charges, and related data analyses required to create equitable user rates. Phil's recent similar projects include rate reviews for the cities of Marshfield, Dodgeville, Chippewa Falls and Lancaster, Wisconsin, as well as for the Fox River Water Reclamation District (FRWRD) and City of Elgin, Illinois.



Phil has developed rate reviews for more than 15 projects.

Proposed Fee

Project Fee Provides Resources Necessary to Adequately Complete Project Scope

Services will be provided on an hourly rate basis and the Village will be billed for the time and expenses used in performing the services. The proposed limiting fee for this Scope of Services is \$13,500.

Schedule

Project Schedule is Flexible to Meet Village's Requirements

We can begin work immediately upon authorization. The draft report will be provided to the Village no later than March 31, 2017. The report will be finalized by April 30, 2017. This proposed schedule is flexible and can be adjusted based on the needs of the Village.

As always, we appreciate the opportunity to submit this proposal and provide services for the Village. If there are any questions, please call me at 414-271-0771.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in black ink, appearing to read "Philip Bzdusek". The signature is fluid and cursive.

Philip A. Bzdusek, P.E.
Project Manager/Quality Control Engineer

January 25, 2017

Mr. Brian Kober, P.E.
Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

Attention: Brian W. Kober, P.E., Director of Public Works/Village Engineer
Subject: Analysis of Bids and Recommendation for Award
2016 Wastewater Treatment Facility SCADA Upgrade

Dear Brian:

The purpose of this letter is to summarize the analysis of the proposals that were received on December 20, 2016 for the subject project to provide, install, start-up, and test a complete and operable SCADA system for the Village's wastewater treatment facility and lift station.

Project specifications and bidding documents were requested by eight (8) integration firms specializing in SCADA controls, and four integrators submitted proposals for this project. Our pre-bid estimate for the Base Bid and Allowance items was \$500,000.

A total of 14 additional Alternate Bid items were included on the Bid Form included in the Procurement Documents so as to allow the Village to itemize and choose between specific project additions or subtractions based on the costs provided. In addition to the Alternate Bid items listed, the documents also included room for Proposers to offer additional add or deduct items as they deemed beneficial to the Village. A description and itemization of these Alternate Bid items is included in the attached Bid Tabulation.

A summary of the Base Bid proposals is as follows:

Integrator	Base Bid, Including Allowances A and B
InControl, Inc.	\$422,234.00
L.W. Allen, Inc.	\$468,260.00 ⁽¹⁾
Automatic Systems Co.	\$495,256.00
Wunderlich-Malec Services, Inc.	\$504,100.00

(1) L.W. Allen offered a deduct from the Base Bid that would reduce the Base Bid from \$468,260 to \$439,618. See the Bid Tabulation for details.

A review of the Alternate Bid items proposed by each Integrator, including alternates to the Base Bids, was completed by Village staff in conjunction with Town and Country Engineering. This review was conducted to identify Alternate Bid items that could be added to, or deducted from, the project scope to give the Village a better product at an affordable cost. The selected Alternates generally include: replacement of old relays, VFDs, and an MCC section at the WWTF, as well as the addition of monitoring sensors for the 2 digester covers.

The following table includes the Base Bid and Selected Alternate Bid items as highlighted on the attached Bid Tabulation:

Integrator	Base Bid + Selected Alternate Bid Items
InControl, Inc.	\$495,785.00
L.W. Allen, Inc.	\$506,231.00 ⁽²⁾
Automatic Systems Co.	\$576,015.00
Wunderlich-Malec Services, Inc.	\$600,285.00

(2) L.W. Allen's price includes the lowered Base Bid of \$439,618 noted above, as well as additional price modifications as highlighted on the Bid Tabulation.

Two vendors were invited to present to Village staff and our engineering team: InControl and L.W. Allen. These presentations were conducted to allow our team and the Village staff to evaluate not only the proposed costs, but other tangibles items from each firm such as: the firm's technical service, each firm's capacity to complete the project on time, how they would address the switchover, each firm's client management practices, an overview of each organization, and the potential compatibility of each firm with the Village staff.

Both firms were asked to present a project schedule and to complete a supplemental cost information form for potential future onsite services. InControl presented a proposed project schedule with final project completion approximately 16 months from project award; L.W. Allen presented a schedule with an 8 month completion schedule. In addition, L.W. Allen (Madison, WI) presented a service trip cost of \$513 compared to \$1,957 for InControl (Blaine, MN) due to the shorter travel distance to Jackson. L.W. Allen also presented a map of other client communities in the state, including a number of neighboring communities including the Village of Jackson's Water Utility, and noted that their service practice is to combine trips so as to save on service call costs whenever possible. This information is summarized below.

	InControl, Inc.	L.W. Allen, Inc.
Project Start Date (Site Visit)	May, 2017	February 21, 2017
Final Startup, Punch List, and Operator Training	June 29, 2018	October 12, 2017
Travel Time for Service Technician to Jackson	5.0 Hours	1.5 Hours
Hourly Rate for Technician / programmer	\$135	\$95 / \$125 / \$150 Tech / Sr. Tech / Programmer
Non-Emergency Trip: Lump Sum trip cost	\$1,957.00	\$513
Hourly Rate at Site	\$135	\$95 / \$125 / \$150
Annual Percentage Increase	2.0%	1.5%

The general consensus of the presentations was that L.W. Allen, Inc. would be the best fit for this project. The contract allows acceptance of the most qualified proposal based on technology presented, past performance, ability to meet the project schedule, or any other criteria critical to the project. L.W. Allen, Inc. is a very qualified firm, with experience and capacity to complete the project.

As presented in the table above, L.W. Allen also offers the Village a more local option for future service of this system. They are a slightly larger company, and focus mainly on the Wisconsin water and wastewater market. They have worked with the Village's water and wastewater utilities in the past, and have reportedly done quality work at a fair price.

Finally, L.W. Allen has also presented a project schedule that allows the Village to have the project completed yet this fall. L.W. Allen has presented a 34 week schedule, compared to InControl's 64 week schedule for completion. The Village continues to have problems with the existing SCADA system, and the more timely replacement of the existing SCADA system should greatly reduce the service calls associated with this aging system. In 2016, the Village spent over \$8,300 on 5 service calls to replace failed SCADA equipment at the WWTF.

We recommend awarding the project to L.W. Allen, Inc. for \$506,231, to include the Base Bid and Selected Alternate Bid items as highlighted on the attached Bid Tabulation. The final recommended award amount will depend on our discussion at the Village Public Works meeting. We also recommend that the Village considers providing a contingency fund for the project due to the age of the system and limited documentation of certain panels.

If you have any questions, please feel free to contact me.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Droessler, P.E.
Vice President

cc: Mr. Steve Muther, P.E., Muermann Engineering, LLC (W227 N16867 Tillie Lake Court,
Suite 202, Jackson, WI 53037)

GJD:sai

J:\JOB#SJackson\JK-03-09 WWTP SCADA Upgrades\05 Construction Administration\5.1 Bidding\Recommendation Ltr.docx

Project: 2016 Wastewater Treatment Facility SCADA Upgrade; Village of Jackson
 Engineer's Project Number: JK 03 December 20, 2016 at 2:00 p.m., local time

ITEM NO.	DESCRIPTION OF WORK	InControl, Inc. Blaine, MN	L.W. Allen, Inc. Madison, WI	Automatic Systems Co. St. Paul, MN	Wunderlich-Malec Services, Inc. Eden Prairie, MN
BASE BID		\$382,234.00	\$428,260.00	\$455,256.00	\$464,100.00
Allowance Item A		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Allowance Item B		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Base Bid and Allowance		\$422,234.00	\$468,260.00	\$495,256.00	\$504,100.00
Alternate Bid Items					
Alternate A-01	Replace all plug-in relays in LCP-A with new relays	\$752.00	\$95.00	\$1,425.00	\$800.00
Alternate A-02	Replace existing hard-wired alarm dialer at panel LCP-A with a new 4-channel unit to be used as backup alarm dialer	\$3,060.00	\$1,550.00	\$5,185.00	\$2,655.00
Alternate A-03	Replace 3 existing 40 HP Raw Sewage Pump VFDs and backup contactors in MCC-RS with new Ethernet connected VFDs	\$37,770.00	\$39,627.00	\$37,620.00	\$48,500.00
Alternate B-01	Remove existing HMI display and replace existing Micro PLCs with new MicroLogix 1400 PLCs	\$3,177.00	\$8,430.00	\$7,300.00	\$10,800.00
Alternate C-01	Replace all plug-in relays in LCP-C with new relays	\$633.00	\$156.00	\$995.00	\$400.00
Alternate D-01	Replace all plug-in relays in LCP-D with new relays	\$873.00	\$238.00	\$1,335.00	\$800.00
Alternate D-02	Replace existing MCC-D with new construction. Provide back wiring functionally per Sequence of Operations	\$21,428.00	\$13,240.00	\$16,922.00	\$26,755.00
Alternate D-03	Replace existing cover height monitoring switches with ultrasonic level sensors	\$6,530.00	\$13,800.00	\$13,227.00	\$13,975.00
Alternate E-01	Replace all plug-in relays in LCP-E with new relays	\$1,173.00	\$230.00	\$1,425.00	\$1,000.00
Alternate G-01	Replace all plug-in relays in LCP-G with new relays	\$253.00	\$80.00	\$950.00	\$200.00
Alternate H-01	Replace all plug-in relays in LCP-H with new relays	\$1,079.00	\$278.00	\$1,675.00	\$1,100.00
Alternate S-01	Wonderware InTouch Machine Edition (ME) in lieu of Wonderware InTouch w/ Remote Desktop Services (RDS)	-\$20,169.00	-\$7,430.00	-\$2,100.00	-\$13,250.00
Alternate S-02	Allmax Operator 10 in lieu of HachWIMS	-\$18,636.00	\$3,640.00	-\$4,400.00	-\$20,000.00
Alternate P-01	Provide plant-wide Wi-Fi communication network to support local access to the SCADA system via Ruckus equipment	\$13,646.00	\$21,400.00	\$30,938.00	\$25,000.00

Base Bid + Selected (Highlighted) Alternates, including those listed below	\$495,785.00	\$506,231.00	\$576,015.00	\$600,285.00
Variance from Low Bid	\$ -	\$ 10,446.00	\$ 80,230.00	\$ 104,500.00

Contractor Alternates

Automatic Systems Co.

Spare N-Tron 9000 Series Switch. **Add \$5,300**

Wunderlich-Malec Services, Inc.

Voluntary Alternate A-03: Raw Sewage Pump VFD replacement. Alternate A-03 requires the replacement of the existing MCC-RS with a new MCC-RS. Since it appears that the existing MCC-RS is one 60" wide section, replacing it will require either temporary pumping or relocating the existing MCC to allow installation of a new MCC-RS. We offer an alternative to retain the existing MCC structure and replace the internal components by supplying input fuses, an input isolation contactor, a variable frequency drive, an output contactor, and a bypass contactor with solid state overload relay. Accepting this alternate will result in a reduction in the quoted price of Alternate A-03 of - \$16,330.00. The price will drop from \$48,500.00 to \$32,170.00.

L.W. Allen

Base Bid: Provide N-Tron 708-FX Fiber Ethernet Switch to operate in a fiber ring topology. Furnish and install two (2) wall mounted ABB ACS-550 VFD's with ethernet in lieu of specified RAS pump VFDs. **Deduct - \$28,642.00** from listed Base Bid price.

Alternate A-03: Replace three (3) VFDs with ABB VFDs instead of Allen Bradley. **Deduct -\$3,906** from listed alternate bid price

Alternate D-02: Replace MCC-D with new Cutler Hammer MCC. **Add \$1,225** to listed alternate bid price

Alternate P-01: Provide plant-wide WiFi network to support local access to SCADA. Furnish and install 10 PoE wireless access point devices at building locations. **Deduct -\$12,115** from listed alternate price

Alternate A-04: Furnish a 24 month project warranty in lieu of 12 month warranty and Performance Bond. **Add \$4,640.**

InControl

At the presentation, InControl extended the completion scheduled to 64 weeks due to projects they were awarded after the Jackson bid submittal. They have offered a 24 month warranty in lieu of the payment and performance bonds

TREASURERS REPORT

(Depository Accounts)

December 31, 2016

	BALANCE 11/30/2016	BALANCE 12/31/2016
<u>GENERAL FUND:</u>		
GENERAL CHECKING	\$816,079.65	\$6,441,796.32
PARK FEES	\$98,864.27	\$99,752.57
FIRE/RESCUE RESERVE	\$5,822.47	\$5,824.71
EMS FUNDING ESCROW	\$5,891.89	\$5,894.16
HIPPA ACCOUNT	\$565,870.39	\$517,234.14
CREDIT CARD ACCOUNT	\$165,508.07	\$140,231.99
POLICE & FIRE IMPACT FEES	\$247,346.92	\$246,383.09
ANTIQUE FIRE TRUCK	\$4,983.85	\$4,983.85
TOTAL GENERAL FUND	\$1,910,367.51	\$7,462,100.83
<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$847.22	\$847.55
CASH	\$987,846.26	\$1,119,883.95
WATER UTILITY DEPRECIATION FUND	\$21,658.12	\$21,666.47
WATER UTILITY RESERVE	\$112,611.38	\$112,654.77
WATER IMPACT FEES	\$248,476.65	\$251,032.98
TOTAL WATER UTILITY	\$1,371,439.63	\$1,506,085.72
<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,446.28	\$5,448.38
SEWER UTILITY RESERVE	\$70,329.55	\$70,356.65
DNR REPLACEMENT FUND	\$949,502.94	\$942,131.41
SEWER SPECIAL REDEMPTION FUND	\$2,367.95	\$2,368.86
CASH	\$600,108.57	\$648,265.95
SO. INTERCEPTOR IMPACT FEE	\$30,363.41	\$30,504.14
SEWER SERVICE FEES	\$1,563,158.04	\$1,575,763.24
TOTAL SEWER UTILITY	\$3,221,276.74	\$3,274,838.63
<u>CDA FUND:</u>		
CDA FUND	\$192,180.89	\$192,254.95
TOTAL CDA FUND	\$192,180.89	\$192,254.95
GRAND TOTAL:	\$6,695,264.77	\$12,435,280.13

DRAFT MINUTES
Board of Public Works Meeting
Tuesday, January 31, 2017 –7:00 p.m.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

Chairman Tr. Don Olson called the meeting to order at 7:00 p.m.

Members present: Brian Heckendorf, Linda Granec, Tr. Jack Lippold, and Scott Thielmann.

Members absent: Tr. Mike Kufahl and Gloria Teifke.

Also present: Tr. Kurtz.

Staff present: John Walther and Brian Kober.

2. Approval of Minutes for November 29, 2016 meeting.

Motion by Scott Thielmann, second by Brian Heckendorf to approve the minutes of the November 29, 2016, Board of Public Works meeting.

Vote: 5 ayes, 0 nays. Motion carried.

3. Review of Storm Water Drainage Stonehedge Drive.

The Storm Water Drainage on Stonehedge Drive was brought up at the last Village Board meeting. Brian Kober showed a map of the area. The sump pumps from two homes are flowing to the street. Because of the weather conditions the water is then freezing.

Residents that had signed up for public comment were then allowed to speak on the item. Joe Kreiter of Stonehedge Drive reported that his home was built in 1989 and there is a storm drain to the North of his drive. There has been an on-going problem with the storm drain since the homes were built on the South of his home. He commented that a neighbor fell on December 28. He suggested to ditch the water to Sherman Road but the grade may not allow; or to the West to Hickory/Stonehedge.

Scott Conto of Stonehedge Drive reported that the pool of water near the mailboxes can be 8-12 feet in diameter or worse. This arose when the new homes were built.

Greg Peters of Stonehedge Drive commented that getting the mail is problem because of the water. He questioned the water running to the street rather than to the back yard.

Jim Reynolds of Stonehedge Drive commented that he has lived there since May 1990 and there have been water problems since he has lived there. His sump pump runs to the back yard.

Discussion of the item ensued. Building Inspector, Jim Micech requested the property owner to raise the float in the crock and this has stopped the flow of the water. Brian Kober checked it this evening and it is not as bad. As for draining to the back, the property slopes to the house. There would have to be enough pressure from the pump to pump over the hill. Brian commented that this is something that can be worked on this spring and to work with the homeowners. Brian

commented to ditch the water flow to Sherman Road if possible. If the subdivision was reconstructed today, every house would have a storm lateral. Stonehedge is not on the list of roads for capital projects. Brian commented to review elevations, look at a temporary lateral on Hickory, and a develop plan this Spring. Communication to the neighborhood group will go through Joe Kreiter as the spokesperson. The item will come back in Spring, probably April meeting.

4. Review of Storm Water Drainage Hemlock Street.

Brian Kober reported on the Storm Water Drainage Hemlock Street. A storm sewer project was looked at previously and denied.

David Goliath was present. He is the owner of the apartment buildings. The grade on the parking lot is lower and ponds water that freezes during the winter. The Village continues to remove the ice in Hemlock Street. He was suggesting additional catch basins.

Discussion of the item ensued. If the apartment building were built today it would need a storm pond. The apartment building was built in late 80s which did not have a storm pond requirement at that time. Brian reported on a past quote that was denied. The proposed storm sewer pipe crosses a gas pipeline. The benefitting property owners would be special assessed. The project would be hired out.

Motion by Scott Thielmann to have staff get an updated quote. Second by Tr. Lippold. Tr. Lippold commented to include contact with the gas company.
Vote: 5 ayes, 0 nays. Motion carried.

5. Review of Rate Study Engineering Service Quotes for Jackson Sewer Utility.

Brian Kober presented information for the service sewer rate study.

Motion by Brian Heckendorf, second by Linda Granec to recommend approval of the service sewer rate quotes for the Jackson Sewer Utility with Town and Country Engineering in an amount not to exceed \$4,000.

Vote: 5 ayes, 0 nays. Motion carried.

6. Review of Service Bids for SCADA System Upgrade Project.

Brian Kober reported on the item and introduced Greg Droessler to present summary analysis of the proposals on the SCADA System Upgrade Project. Brian gave history that the server crashed two years ago and then additional issues were discovered. Town and Country was then hired to upgrade the SCADA System.

Greg gave a slide show of information describing the SCADA System.

Greg explained the bid process. There were eight firms that requested plans for the bid. Seven of the eight walked through the plant. Then four actually submitted proposals. Greg reviewed the bid tabulation. InControl, Inc. and L.W. Allen, Inc. were invited to present information to the Village Staff and Engineering Team. Project schedules, customer service, and service calls were reviewed. L.W. Allen project schedule allows the Village to have the project completed

this fall. The project will be funded by the DNR Replacement fund.

Motion by Tr. Olson, second by Linda Granec to recommend approval of the LW Allen quote for the SCADA System Upgrade Project in an amount not to exceed \$506,231.

Vote: 5 ayes, 0 nays. Motion carried.

7. Chateau Drive Reconstruction Project – Update.

Brian Kober reported that the project will be advertised with bid opening to follow. A letter will be sent out to inform property owners of the project and an informal informational meeting prior to the Board of Public Works meeting. Sanitary sewer laterals will be televised, sump pump locations will be verified and meters will be changed out with the project. The project will go before the Village Board on March 14th. Weather permitting the project will begin by April. There will also be new street lights.

8. Review of Engineering Proposal for CTH P and STH 60 intersection.

Brian Kober reported that this back from November meeting. The County stated that they would work with us and the Secretary of Transportation has since retired. Chairperson Olsen requested that the item be added to the Director of Public Works Monthly Report.

9. Director of Public Works report.

Brian Kober gave the report. Motion by Linda Granec, second by Tr. Lippold to place the Director of Public Works report on file.

Vote: 5 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board.

None.

11. Adjourn.

Motion by Scott Thielmann, second by Linda Granec to adjourn at 8:10 p.m.

Vote: 5 ayes, 0 nays. Motion carried.

Respectfully submitted by: Deanna L. Boldrey, Village Clerk-Treasurer

VILLAGE OF JACKSON /JT. PARKS & RECREATION DEPARTMENT
PARK RENTAL AGREEMENT

N165 W20330 Hickory Lane, Jackson, WI 53037 (262) 677-9665

FACILITY REQUESTED: Jackson Park #1 #2 & #3

(i.e.: Jackson Park - Shelter #1 or Hickory Lane Park - Volleyball Court #1)

DAY & DATE FACILITY REQUESTED: Saturday, September 9th

NAME: The Washington County Humane Society HOME PHONE #: (262) 677-4388

DATE OF BIRTH (required): ____/____/____ EMAIL: pr@wchspets.org

ADDRESS: 3650 State Road 60, Slinger - WI 53086

CELL PHONE #: (____) _____

EMERGENCY CONTACT: _____

PHONE #: (____) _____

TYPE OF ACTIVITY:

☐ Family/Friend Picnic Gathering

☐ Business/Organization Function

☐ Event or Sport Event with no charge or sales of any kind - (define activity) _____

☒ Fundraising Event or Sport Event with a charge - (define activity) Walk For The Animals (Paws in the Park)

(**REQUIRES PRE-APPROVAL

Note Park Rule #17: Only non-profit, public service organizations, with prior approval from the Jackson Jt. Parks & Recreation Committee and Jackson Village Board, are permitted to use the parks for sales, raffles, or other fund raising activities (this includes sport tournaments). As per Section III - d. Jackson Park & Hickory Lane Park Concession Stands are rentable only "for eligible, nonprofit groups services which are to be contracted out through the Jackson Joint Parks & Recreation Dept. with profit sharing".)

HOURS OF USE: 7am-3pm NUMBER OF PARTICIPANTS: 300

PROFIT: _____

*NONPROFIT:

X(501c3)

ADM. CHARGED: YES

NO

*NONPROFIT GROUPS: must provide a copy of the letter showing not for profit status

\$75.00 Deposit (One Check for Deposit Amount & One Check for Rental Amount) Per Facility, Field or Court (\$75.00 per Facility/Grounds/Court will be refunded if areas are properly cleaned and secured after event)

Check here if "Additional Insured Certificate" is required. ☐

FULL PAYMENT TO INCLUDE DEPOSIT & FEE MUST BE RECEIVED TO CONFIRM RESERVATION - ALONG WITH THIS FORM COMPLETELY FILLED OUT!

The undersigned accepts full responsibility for the conduct of the above group while on Village property and agrees to indemnify and save harmless the Village of Jackson from any and all liability which might be occasioned to said Village by virtue of granting the permission in this application. If you need to contact the Village on the day of your event, 1st call Russ Krueger (414) 640-7951 -and 2nd call if no response from first is Brian Kober (414) 333-9696. If you need police assistance call (262) 677-4949. In case of emergency call 9-1-1.

APPLICANT'S SIGNATURE: [Signature]

DATE: 1, 5, 2017

FOR OFFICE USE ONLY

FEE PAID: _____ DATE PAID: ____/____/____

DEPOSIT REC'D BY: _____

DATE \$75.00 DEPOSIT RETURNED: _____

RECEIPT #: _____

RETURNED DEPOSIT RECEIVED BY: _____

KEY #: _____

CREDIT CARD AUTHORIZATION

Name on Card (print) _____

☐ Billing Same as above or please list _____

AMEX

Sec. Code

VISA/MC

CVV Code

or Discover

Exp. Mo. ____

Exp Yr. ____

I authorize the Jackson Jt. Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Jt. Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement.

Signature _____

Date ____/____/____

When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.

We will hold the card information on file and it will be considered and used as a security deposit.

VILLAGE OF JACKSON / FIRE DEPARTMENT MEETING ROOM
RENTAL AGREEMENT

W204 N16722 JACKSON DRIVE; JACKSON WI 53037

262-677-3811

FACILITY REQUESTED:

Jackson Fire Department

DAY & DATE FACILITY REQUESTED:

March 25th, 2017, Saturday

NAME:

Andie Meidam

HOME PHONE #:

(512) 988-2521

DATE OF BIRTH (required):

09/12/90

EMAIL:

andie.km7068@yahoo.com

ADDRESS:

N170W20229 Willow Ridge Dr.

CELL PHONE #:

()

EMERGENCY CONTACT:

Jackson, WI 53037

PHONE #:

(262) 305-4351

TYPE OF ACTIVITY:

☐ Family/Friend Fête Gathering

☐ Business/Organization Function

☐ Event or Sport Event with no charge or sales of any kind - (define activity) _____

☒ Fundraising Event or Sport Event with a charge - (define activity) _____
(**REQUIRES PRE-APPROVAL)

Dance with games/hair/makeup
hair/nails/looking @ trucks/
silent auction

HOURS OF USE:

2-5pm

NUMBER OF PARTICIPANTS:

5-10

PROFIT:

*NONPROFIT: ☒

ADM. CHARGES: YES ☒

NO ☐

Check here if "Additional
Insured Certificate" is
required. ☐

The undersigned accepts full responsibility for the conduct of the above group while on Village property and agrees to indemnify and save harmless the Village of Jackson from any and all liability which might be asserted to said Village in virtue of granting the permission in this application. If you need to contact the Village on the day of your event, Call Alton Sweeney 715-360-4742.
If you need police assistance call (608) 677-7949. In case of emergency call 9-1-1.

APPLICANT'S SIGNATURE:

Chelie Jackson

DATE:

02.07.17

FOR OFFICE USE ONLY

FEE PAID:

DATE PAID:

DEPOSIT REC'D BY:

DATE \$75.00 DEPOSIT RETURNED:

RECEIPT #:

RETURNED DEPOSIT RECEIVED BY:

KEY #:

RESOLUTION #17-04

**A RESOLUTION HONORING SUE HERTHER FOR HER YEARS OF SERVICE
TO THE VILLAGE OF JACKSON**

THE VILLAGE BOARD of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, on December 31, 2016 Sue Herther retired after serving the Village of Jackson for twenty-six years, of which twenty-three years were as the administrative assistant to the Chief of Police; and

WHEREAS, during this time, Sue Herther set up and maintained the records management system, was responsible for submitting Uniform Crime Reports, was active in the Wisconsin Law Enforcement Administrative Professionals Association, worked with the Mid-Moraine Municipal Court System from its inception, served as the administrative assistant to Chiefs Standish, Rosenbauer, and Dolnick, and performed countless tasks for the betterment and efficiency of the police department;

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson honors Sue Herther, acknowledges her dedication to the Village, expresses its sincere appreciation for her service, and wishes her a long and fulfilling retirement.

Introduced by: _____

Seconded by: _____

Vote: _____ ayes _____ nays

Passed and Approved: _____

Michael E. Schwab - Village President

Attest: _____
Deanna L. Boldrey – Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date

ORDINANCE #17-01

SEX OFFENDER RESIDENCY ORDINANCE

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY,
WISCONSIN, does ordain as follows:

SECTION 1: Recitals.

The Wisconsin Statutes, including Chapters 940, 944, and 948 thereof, govern the punishment of individuals who commit sex crimes. The Wisconsin Statutes also govern the release into the community of such individuals. The Village is responsible to maintain the public health, safety, and welfare and finds that sex offenders have high recidivism rates that threaten the public health, safety, and welfare, especially that of children.

SECTION 2: Purpose

The purpose of this Ordinance is to protect the public health, safety, and welfare in the Village of Jackson by regulating the residency of sex offenders.

SECTION 3: Definitions.

- (a) Sex Offender. A person who has been convicted of, has been found delinquent of, or has been found not guilty of by reason of disease or mental defect of a Sexually Violent Offense or a Crime Against Children.
- (b) Sexually Violent Offense. Shall have the meaning set forth in Wis. Stat. § 980.01(6).
- (c) Crime Against Children. Shall mean any of the following offenses set forth in the Wisconsin Statutes, as amended, or in the laws of this or any other state or the federal government having like elements necessary for conviction, respectively:

Wis. Stat. § 940.225(1) First Degree Sexual Assault.

Wis. Stat. § 940.225(2) Second Degree Sexual Assault

Wis. Stat. § 940.225(3) Third Degree Sexual Assault

Wis. Stat. § 940.22(2) Sexual Exploitation by Therapist

Wis. Stat. § 940.30 False Imprisonment – Victim was Minor and Not Offender’s Child
 Wis. Stat. § 940.31 Kidnapping – Victim was Minor and Not Offender’s Child
 Wis. Stat. § 944.02 Rape (prior statute, now Wis. Stat. § 940.225)
 Wis. Stat. § 944.06 Incest
 Wis. Stat. § 944.10 Sexual Intercourse with a Child (prior statute, now Wis. Stat. § 948.02)
 Wis. Stat. § 944.11 Indecent Behavior with a Child (prior statute, now Wis. Stat. § 948.02)
 Wis. Stat. § 944.12 Enticing Child for Immoral Purposes (prior statute, now Wis. Stat. § 948.07)
 Wis. Stat. § 948.02(1) First Degree Sexual Assault of a Child
 Wis. Stat. § 948.02(2) Second Degree Sexual Assault of a Child
 Wis. Stat. § 948.025 Engaging in Repeated Acts of Sexual Assault of the Same Child
 Wis. Stat. § 948.05 Sexual Exploitation of a Child
 Wis. Stat. § 948.055 Causing a Child to View or Listen to Sexual Activity
 Wis. Stat. § 948.06 Incest with a Child
 Wis. Stat. § 948.07 Child Enticement
 Wis. Stat. § 948.075 Use of a Computer to Facilitate a Child Sex Crime
 Wis. Stat. § 948.08 Soliciting a Child for Prostitution
 Wis. Stat. § 948.095 Sexual Assault of a Student by School Instruction Staff
 Wis. Stat. § 948.11(2)(a) or (am) Exposing a Child to Harmful Material
 Wis. Stat. § 948.12 Possession of Child Pornography
 Wis. Stat. § 948.13 Convicted Child Sex Offender Working with Children
 Wis. Stat. § 948.30 Abduction of Another’s Child
 Wis. Stat. § 971.17 Not Guilty by Reason of Mental Disease or an Included Offense
 Wis. Stat. § 975.06 Sex Crime Law Enforcement

- (d) Residence. A place where a person sleeps, abides, lodges, or resides on a permanent or regular basis. For purposes of this definition, a permanent basis means 14 or more consecutive days and a regular basis means 14 or more aggregate days during any calendar year and four or more days in any month. A person may have more than one residence.

SECTION 4: Residency Restriction.

- (a) Except as otherwise provided in this Ordinance, a Sex Offender may not reside within 2,000 feet of any real property upon which there exists any of the following uses:
 - (1) A school for children.
 - (2) A public park, park facility, or pathway.
 - (3) A daycare licensed by the State of Wisconsin.
 - (4) A public library.
 - (5) A public playground.
 - (6) A public athletic field used by children.
 - (7) A residential care center for children.
 - (8) A public swimming pool.
 - (9) A public community center
- (b) For purposes of this section, distance is to be measured in a straight line from the closest boundary line of the real property upon which the Sex Offender's residence is located to the closest boundary line of the real property of the applicable use.

SECTION 5: Residency Restriction Exceptions.

A Sex Offender residing within an area otherwise prohibited by Section 4 does not commit an offense if any of the following apply:

- (a) The person is required to serve a sentence at a jail, prison, juvenile facility, or other facility located at the otherwise prohibited location.

- (b) The person had established a Residence, as defined in Section 3 above, at the location prior to the effective date of this Ordinance.
- (c) The use enumerated in Section 4 was established after the Sex Offender established a residence at the location and registered that residence as required by law.
- (d) The Sex Offender is a minor or ward under guardianship.

SECTION 6: Safety Zones.

No Sex Offender may enter or be present on any real property upon which there exists any facility used for or which supports the use of:

- (a) A school for children.
- (b) A public park, park facility, or pathway.
- (c) A daycare licensed by the State of Wisconsin.
- (d) A public library.
- (e) A public playground.
- (f) A public athletic field used by children.
- (g) A residential care center for children.
- (h) A public swimming pool.
- (i) A public community center.

SECTION 7: Safety Zone Exceptions.

A Sex Offender present in an area otherwise prohibited by Section 6 does not commit an offense if any of the following apply:

- (a) The property supporting a use enumerated in Section 6 also supports a church, synagogue, mosque, temple, or other house of religious worship, subject to the following conditions:

- (1) Entrance and presence on the property may occur only during hours of worship or other religious program or service.
 - (2) The person may not participate in any religious education programs that include individuals under the age of 18.
- (b) The property supporting a use enumerated in Section 6 also supports a use lawfully attended by the Sex Offender's natural or adopted child or children, which child's use reasonably requires the attendance of the Sex Offender, provided that entrance and presence on the property occurs only during hours of activity related to the use by the child or children.
- (c) The property supporting a use enumerated in Section 6 also supports a polling location in a local, state, or federal election, subject to the following conditions:
 - (1) The Sex Offender is eligible to vote.
 - (2) The polling location is the designated polling location for the Sex Offender.
 - (3) The Sex Offender casts his or her ballot with whatever usual and customary assistance is available and vacates the property immediately after voting.
- (d) The property supporting a use enumerated in Section 6 also supports a school lawfully attended by the Sex Offender as a student, provided that the Sex Offender may only remain on the property at such times that are reasonably required for his or her educational purposes.
- (e) The property supporting a use enumerated in Section 6 also supports a police station, Village Hall, or other governmental building, provided that the Sex Offender vacates the property immediately after completing the activity that required his or her presence at the property.

SECTION 8: Original Residency Restriction.

In addition to the other residency restrictions set forth herein and subject to the limitations in Section 5, no Sex Offender may establish a residence in the Village of Jackson unless he or she was a resident of Washington County at the time of the most recent offense resulting in the

person's most recent conviction, commitment, or placement as a Sex Offender. This limitation shall not apply to the establishment of a residence at a dwelling that is owned by a member of the Sex Offender's family at the time the Sex Offender establishes residence therein. For purposes of this section, a member of a Sex Offender's family means the Sex Offender's mother, father, brother, sister, child, or grandparent.

SECTION 9: Sale or Rental of Property for use by Sex Offenders.

No person may sell or rent any place, structure, or part thereof with knowledge that it will be used as a residence by any Sex Offender that is prohibited from establishing residence therein by this Ordinance.

SECTION 10: Enforcement.

A person violating this Ordinance shall be subject to forfeitures in an amount of not less than \$200 nor more than \$500 for each violation plus the costs of prosecution (including reasonable attorneys' fees). For purposes of calculating forfeitures, each day that a violation exists shall constitute a separate offense. Violations of this Ordinance are also deemed public nuisances, and the Village may bring an action in circuit court to enjoin or abate any violation.

SECTION 11: Severability.

The terms and provisions of this Ordinance are severable. Should any term or provision of this Ordinance be found invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect, or, to the extent permitted by law, the court is authorized to substitute an alternative term or provision for the invalid term or provision.

SECTION 12: Rules of Construction.

In the construction of this Ordinance, references to the singular include the plural. References to "person" extends to natural persons, firms, corporations, partnerships, limited liability companies, or other entities.

SECTION 13: This ordinance shall take effect from and after its passage and posting.

Introduced by:_____

Seconded by:_____

Passed and Approved:_____

Vote:_____Aye _____Nay

Michael E. Schwab, Village President

Attest: Deanna L. Boldrey, Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Village Hall, Post Office and one other location in the Village.

Dated:_____

Village Official:_____