

Agenda
Village Board Meeting
Tuesday, November 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:
Planned Unit Development Amendment – Mak Avery Packaging – Sign – Main Street.
5. Public Hearing:
Planned Unit Development Amendment – T4 Insurance – Sign – Main Street.
6. Approval of Minutes for the Village Board Meeting of October 10, 2017, October 16, 2017, October 24, 2017, and October 31, 2017.
7. Approval of Licenses.
 - Operator Licenses:
East Side Mart: Shazzon Roach, Shayla Duernberger, Aimee Lawrenz, Josh Pfeiffer
Main Street Mart: Taylor Spielvogel
Walgreens: Emily Ognenoff, Donnie Taddey, Emily Goddard, Alexis Totzke, Prantitha Patlolla, Betty Jean Woyak, Meghan Kauth
8. Budget & Finance Committee.
New Public Works/Water Utility Building – Ventilation System.
Review of RFP for Engineering Service – Ridgeway Dr. Reconstruction Project.
Resolution #17-24 Second Amendment to the 2017 Budget.
9. Plan Commission.
Concept Plan – Laurel Springs Development – Phase 2.
10. Resolution #17-25 – A Resolution in Recognition of Chuck Ruetten, Recipient of the Wisconsin Public Educator of the Year Award, as presented by the Wisconsin State Fire Inspectors Association.
11. Resolution #17-18 – Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with Chateau Drive Project.
12. Consideration of Resolution #17-26 - Resolution Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 6, Village of Jackson, Wisconsin.

13. Ordinance #17-03 – Annexation of Paloroma Farms, LLC.
14. Departmental Reports.
15. West Bend School District Liaison Report.
16. Greater Jackson Business Alliance Report.
17. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.
18. 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 involved, specifically Jackson Town Residents Against JTRAA Attachment et al vs. Village of Jackson – Case No. 14-CV-897.

Reconvene into Open Session.

19. Discussion of resident comments made during the October 16th public hearing or submitted during the twenty day public comment period respecting the Mediated Cooperative Plan between the Village of Jackson and Town of Jackson.
20. Village of Jackson and Town of Jackson Mediated Cooperative Plan, and submission to Department of Administration along with public comments.
21. Citizens to Address the Village Board.
22. Adjourn.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

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

Name of Applicant Mak Avery Packaging
 Contact Rhonda Meidam Address/ZIP N168W20071 Main St. Jackson, WI 53037 Phone # 262-305-4351
 E-mail Address Sales@makaverypackaging.com Fax # where Agenda/Staff comments are to be faxed N/A
 Name of Owner Gene Scheunemann Address/ZIP N168W20069 Main St. Jackson, WI 53037 Phone # 262-677-3691
 Owner Representative/Developer N/A
 Proposed Use of Site Commercial Office Present Zoning PUD

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)		XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	2) Describe what you intend to do (paragraph)		XXX
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	3) Address Labels of adjacent owners to be notified (500' / 200') *	Labels*	
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	4) Owner acknowledgement of the request	1	
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	5) Impact Statement		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	6) Location Map		XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	7) Development Plan / Site Plan		XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	8) Preliminary Plat		XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	9) Final Plat		XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	10) Certified survey Map		XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	11) Annexation Petition		XXX
STREET EASEMENT / VACATION	\$150	1,2,3,4,6,9	12) Annexation Map	1	XXX
VARIANCE	\$150	1,2,3,4,6,7	13) Sketch Plan		XXX
* Labels	\$25		14) Landscape Plan	4 (24x36)	XXX
			Engineering Review - Infrastructure		
			15) Grading/Drainage Plan	4 (24x36)	XXX
			16) Water / Sewer / Storm Sewer Plans	4 (24x36)	XXX
			17) Street / Right of Way cross sections	4 (24x36)	XXX
			18) Erosion Control Plan	4 (24x36)	XXX
			19) Proposed colors / materials		XXX
			20) Developers Agreement		XXX
			21) Annexation Agreement (includes pre-annex agreements)		XXX
			22) other -		XXX
			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 Rhonda Meidam Signature Rhonda Meidam Date 10/2/2017

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:

Name of Business/Applicant: Mak Avery Packaging / Rhonda Meidam

For a property located at (address): N168 W20071 Main St. Jackson, WI 53037

Phone number of Business/Applicant: 262-305-4351

For (land use, activity, sign, site plan, other): Banner type sign installed on front of building

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): N/A

Hours of Operation: 24/7

Comprehensive/Master Plan Compatibility: N/A

Building Materials (type, color): existing

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

Screening/Buffering: N/A

Landscape Plan (sizes, species, location): existing

Signing (dimensions, colors, lighting, location): 2.5' x 10' white, green, and blue banner, no up lighting, located on front of building North wall facing Hwy 60.

Lighting (wattage, style, pole location and height, coverage): N/A

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

Storm-water Management: N/A

Erosion Control: N/A

Fire Hydrant Location(s): existing

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: Rhonda Meidam
262-305-4351

Hazardous Material Storage: N/A

Alarm Systems: existing

Site Features/Constraints: N/A

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

Tree and shrub preservation: existing

Setbacks/height limitations: existing

Wastewater Usage Projected: N/A gal/year Water Usage Projected: N/A 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 _____

Rhonda Meidam

Rhonda Meidam, Owner
Please print name

John Walther, Administrator

Applications shall be submitted by 4:00 PM on the Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

EXPLANATION OF TYPES OF INFORMATION (From face of application form):

1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
4. Proof of Property Ownership: A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. Impact Statement: In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. Annual water consumption estimate (100% occupancy and build-out)
 - B. Annual sewage generation estimate (100% occupancy and build-out)
 - C. Vehicle trip generation (trips per day per unit x number of units)
 - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site.
 - E. Proposed sign(s) (advertising business, industry, dwelling unit)
 - F. General hours of operation
 - G. Anticipated user profiles (for residential developments)
 - H. Proposed dates of construction and completion
 - I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.
6. Location Map: Show where the site is relative to a Village map.
7. Development Plan: Shows entire proposal on the site. Includes edge of pavement and/or back of the curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, dimensions, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. Plat Map: Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. Certified Survey Map: A recordable instrument showing the legal and mapped description of the land division.
11. Annexation Petition/Attachment Request: Shows owner is supporting the annexation.
12. Annexation Map: A recordable map having the legal and mapped description of the parcel to be annexed.
13. Sketch Plan: An informal drawing depicting the proposal for discussion purposes.
14. Landscape Plan: Shows location, size, type, botanical name & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details.
15. Grading/Drainage Plan: Shows original & proposed grades& runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (storm sewer system, ditches, culverts, etc.)
16. Water/Sewer/Storm Sewer Plans: Shows size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system as in 15.
17. Street Crossing Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. Proposed Colors and Materials: Submit samples of exterior colors and materials.
20. Improvement Agreement: An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. Annexation Agreement.

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS.



October 2, 2017

Village of Jackson
N168W20733 Main St.
Jackson, WI 53037

Re: Letter of Intent

Dear Board Members,

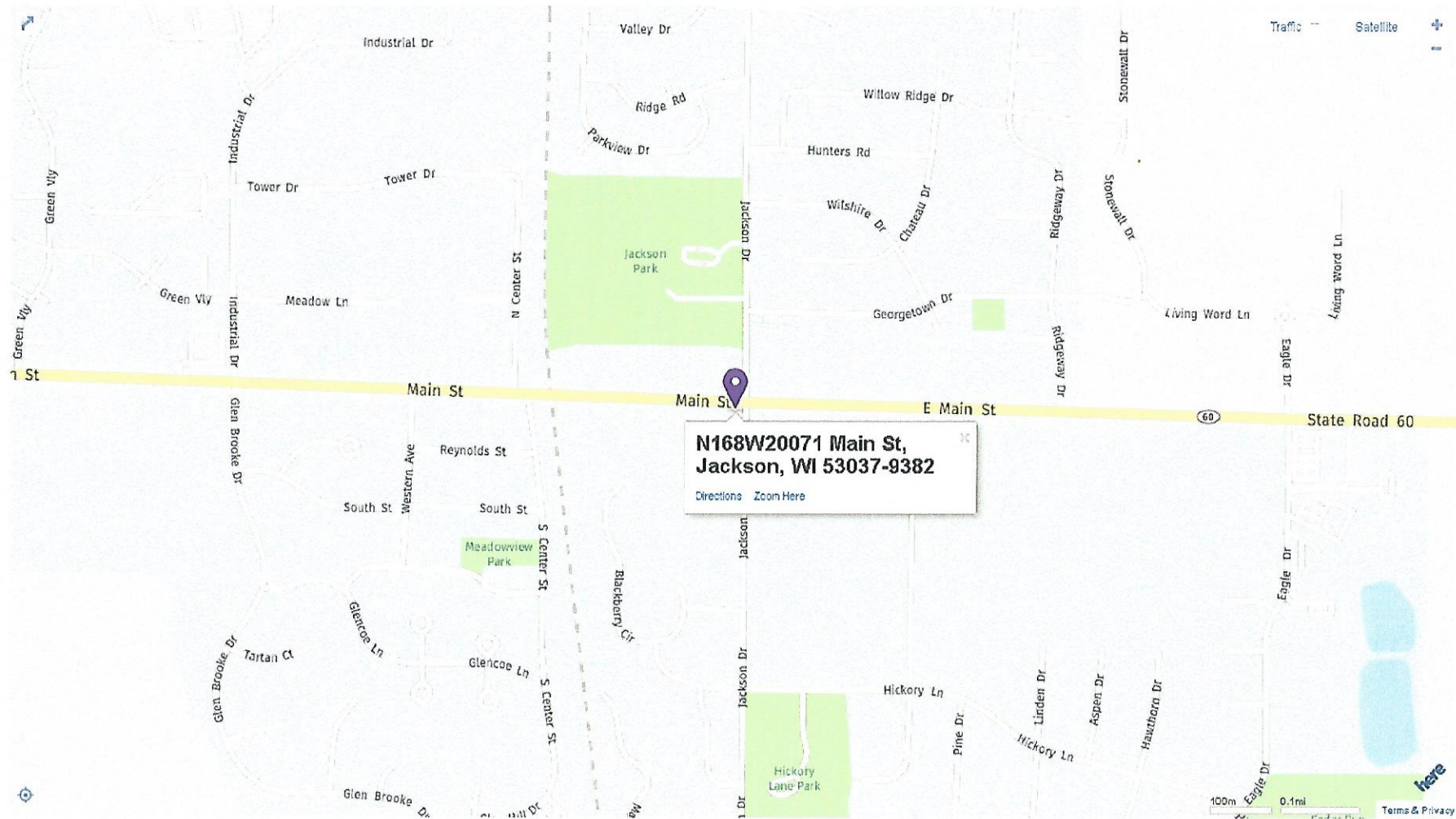
I am proposing to put up a banner on the north elevation of the building facing HWY 60.

Best regards,

Rhonda Meidam

Impact Statement

- A. Annual water consumption estimate – N/A
- B. Annual sewage generation estimate – N/A
- C. Vehicle trip generation – 6 trips per week
- D. Estimated number of vehicles to be stored or parked on site – None
- E. Proposed sign – 2.5'x10' banner sign, white background with blue and green print to be attached to north elevation, see picture
- F. General Hours of Operation – N/A
- G. Anticipated user profiles – N/A
- H. Proposed dates of construction and completion – N/A
- I. Unusual conditions which warrant special attention – N/A



**N168W20071 Main St,
Jackson, WI 53037-9382**

[Directions](#) [Zoom Here](#)

October 2, 2017

Village of Jackson
N168W20733 Main St.
Jackson, WI 53037

Re: Proof of Property Ownership

To whom it may concern:

I am the owner of the property located at N168W20071 Main Street, Jackson, WI 53037. I have reviewed and agreed to MakAvery Packaging's request to place a banner on the north side of the commercial property facing Hwy 60.

Best regards,

A handwritten signature in blue ink, appearing to read 'Gene Scheunemann', followed by a long horizontal line extending to the right.

Gene Scheunemann
Scheunemann Appliance TV
N168W20069 Main St.
Jackson, WI 53037



MakClery Packaging
262-305-4351

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

Name of Applicant COREY FOERSTEN / FOERSTEN SIGNS LLC.
 Contact COREY FOERSTEN Address/ZIP 124 WAL DR. SLINGER WI 53086 Phone # 262-644-8563
 E-mail Address CFO@FoerstenSIGNS.com Fax # where Agenda/Staff comments are to be faxed 262-644-7755
 Name of Owner TRACY OESTREICH Address/ZIP N168W20580 MAIN ST. Phone# _____
 Owner Representative/Developer FOERSTEN SIGNS LLC / COREY FOERSTEN
 Proposed Use of Site ✓ Present Zoning ✓

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)		XXX
			2) Describe what you intend to do (paragraph)		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') *	Labels*	
			4) Owner acknowledgement of the request	1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement		XXX
			6) Location Map		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		XXX
			8) Preliminary Plat		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat		XXX
			10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition		XXX
			12) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan		XXX
			14) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure		
			15) Grading/Drainage Plan	4 (24x36)	XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sewer / Storm Sewer Plans	4 (24x36)	XXX
			17) Street / Right of Way cross sections	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	4 (24x36)	XXX
			19) Proposed colors / materials		XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement		XXX
			21) Annexation Agreement (includes pre-annex agreements)		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		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 COREY FOERSTEN Signature  Date 10/6/17
 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:

Name of Business/Applicant: T4 INSURANCE SOLUTIONS

For a property located at (address): N168W20580 MAIN ST.

Phone number of Business/Applicant: FOERSTER SIGNS / 262-644-8553

For (land use, activity, sign, site plan, other): SIGNAGE

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

Hours of Operation: —

Comprehensive/Master Plan Compatibility: —

Building Materials (type, color): STEEL / ALUMINUM / VINYL

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

Screening/Buffering: _____

Landscape Plan (sizes, species, location): _____

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

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

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

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):
CONTINUE 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 _____



Corey Foerster

Please print name

Owner

Representative

John Walther, Administrator

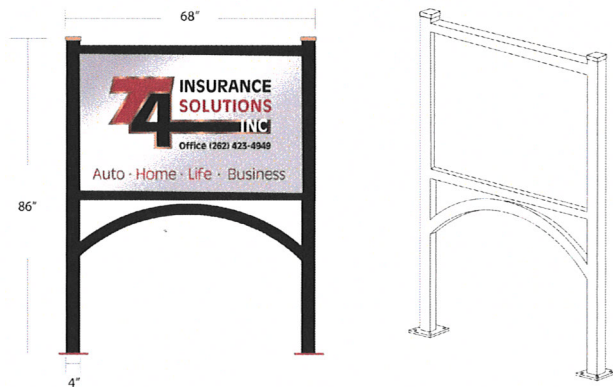
FOERSTER SIGNS LLC
121 Weil Dr. Slinger, WI 53086
262-644-8553

LETTER OF INTENT

Foerster Signs is proposing to fabricate and install a freestanding sign and wall mount sign on the N168W20580 Main St. property.

Corey Foerster

Foerster Signs LLC



FOERSTER SIGNS LLC 262-644-8553

CLIENT

T4 INSURANCE SOLUTIONS

QUANTITY

1

TYPE

FREESTANDING / NONLIGHTED

MATERIAL

STEEL

SIDE / FACE

DOUBLE FACE

NOTES

SIZE: 86"H x 68"W x 4"D

COLORS

REPRESENTATIVE

ADMIN

* PRODUCTION CANNOT BEGIN UNTIL WE RECEIVE YOUR AUTHORIZATION.

DISCLAIMER: All artwork is property of F.S. and cannot be reproduced without Foerster Signs LLC permission. It is illegal to duplicate or reproduce copyrighted artwork without prior written consent.



FOERSTER
SIGNS LLC
262-644-8553

CLIENT

T4 INSURANCE SOLUTIONS

QUANTITY

1

TYPE

WALL MOUNT / NONLIGHTED

MATERIAL

ALUMINUM / DIBOND

SIDE / FACE

SINGLE FACE

NOTES

SIZE: 4' x 6' x 1/8"D

COLORS

REPRESENTATIVE

ADMIN

*PRODUCTION CANNOT BEGIN UNTIL WE
RECEIVE YOUR AUTHORIZATION.

DISCLAIMER: All artwork is property of F.S. and cannot be reproduced without Foerster Signs LLC permission. It is illegal to duplicate or reproduce copyrighted artwork without prior written consent.

Location of Signs

Wall mounted sign

Freestanding Sign



FOERSTER
SIGNS LLC
262-644-8553

CLIENT

T4 INSURANCE SOLUTIONS

QUANTITY

1

TYPE

LOCATION MAP

MATERIAL

SIDE / FACE

NOTES

COLORS

REPRESENTATIVE

ADMIN

*PRODUCTION CANNOT BEGIN UNTIL WE
RECEIVE YOUR AUTHORIZATION.

DISCLAIMER: All artwork is property of F.S. and cannot be reproduced without Foerster Signs LLC permission. It is illegal to duplicate or reproduce copyrighted artwork without prior written consent.

T4 Insurance Solutions
Foerster Signs LLC
Impact Statement

- A) Not Applicable
- B) Not Applicable
- C) Not Applicable
- D) Not Applicable
- E) 4' x 6' Wall Mounted Sign / 86" x 68" Freestanding Sign
- F) Not Applicable
- G) Not Applicable
- H) November December 2017
- I) Not Applicable

DRAFT MINUTES
Village Board Meeting
Tuesday, October 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, Kurtz, Lippold, and Olson.
Members Absent (excused): Trustees Emmrich and Kufahl.
Staff present: John Walther, Brian Kober, Jim Micech, Kelly Valentino, and Fire Chief Swaney.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item.

Mike Sanders of Chateau Drive commented on the Chateau Drive cement work. He presented the board with printed pictures, suggestions and comments, and a flash drive containing pictures of concrete work on the project.
Kristen Pommer commented on the landscape work of Chateau Drive and the walk through.
Dan Pommer commented on the landscape work of Chateau Drive and the walk through.

4. Public Hearing:

Planned Unit Development Amendment – Industrial Facility – Design 2 Construct – Alcan Court.

President Schwab opened the public hearing. No one spoke. President Schwab closed the public hearing. The item was recommended by Plan Commission per staff comments.
Motion by Pres. Schwab, second by Tr. Lippold to approve the Planned Unit Development Amendment – Industrial Facility – Design 2 Construct, per staff comments.
Vote: 5 ayes, 0 nays. Motion carried.

5. Approval of Minutes for the Village Board Meeting of September 12, 2017.

Motion by Pres. Schwab, second by Tr. Kurtz to approve the Village Board Minutes of September 12, 2017.
Vote: 5 ayes, 0 nays. Motion carried.

6. Approval of Licenses.

- Operator Licenses.
 - East Side Mart: Kayla DeHarde
 - Walgreens: Pamela Stoiber
- Motion by Pres. Schwab, second by Tr. Lippold to approve the Operator's Licenses.
Vote: 4 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

7. Resolution #17-18 – Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with Chateau Drive.

Motion by Pres. Schwab, for discussion purposes, second by Tr. Lippold to approve Resolution #17-18 – Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with Chateau Drive. Discussion of the concrete and landscaping work ensued. The retainage is over \$19,000. The normal warranty on concrete is one year, but the contractor would agree to two years. Further discussion involved the levying of special assessments and the deadline to place them on the tax roll.

The issues summarized were the warranty of the concrete and the appearance of the project. Brian will work with the contractor and home owners for resolution.

Vote: 0 ayes, 5 nays. Motion failed.

Board direction to staff included developing an action plan to resolve the landscaping and concrete corrections to be completed, with written acknowledgement by the contractor. Brian will schedule the contractor to be at the October 31, 2017 Board of Public Works Meeting.

8. Review of Cedar Corp. Professional Service Proposal Public Safety Building.

This item was referred from last month. Corey Scheidler and Ron Dalton of Cedar Corp were present. Mr. Dalton made a presentation and Mr. Scheidler presented additional location options. Discussion ensued regarding the property, from communication with the contracted communities, to the Fire Department budget and equipment.

Motion by Pres. Schwab, second by Tr. Lippold to engage Cedar Corp in an amount not to exceed \$120,000; \$113,000 for the preliminary design and \$7,000 for the site development coordination and planning.

Vote: 3 ayes, 2 nays (Tr. Olson and Tr. Kurtz). Motion carried.

9. Budget & Finance Committee.

Resolution #17-21 – Allowing the Village of Jackson to Establish a North Shore Bank Deferred Compensation Plan.

The Budget & Finance Committee recommended approval of the resolution to allow Village employees an additional option to fund their own deferred compensation plan. Motion by Pres. Schwab, second by Tr. Kurtz to approve Resolution #17-21 – Allowing the Village of Jackson to Establish a North Shore Bank Deferred Compensation Plan.

Vote: 5 ayes, 0 nays. Motion carried.

Fire Department – DNR Grant – 50/50 Matching Grant for the Grass Rig Repairs.

The Budget and Finance Committee recommended approval of the DNR 50/50 Matching Grant for the Grass Rig Repairs. The Village's portion is \$10,000 which will come out of the Fire & Rescue Fund.

Motion by Pres. Schwab second by Tr. Olson to Approve the 50/50 Matching Grant for the Grass Rig Repairs.

Vote: 5 ayes, 0 nays. Motion carried.

10. Park & Recreation Committee.

-Jackson Festivals Inc – Action in Jackson Update.

Scott Mittelsteadt, President of the Jackson Festivals Inc., gave a history of Action in Jackson. He commented that Jackson Festivals is proposing to reformat the event. It is getting more and more difficult to find volunteers. Jackson Festivals is proposing a two day event held on Friday and Saturday, including low level fireworks on Saturday night. Brian Heckendorf reported Wolverine Fireworks stated the level fireworks would be an option for the park. The event would omit the Sunday parade and carnival rides. The proposed dates for 2018 are June 8th and June 9th.

11. Ordinance #17-03 – Annexation of Paloroma Farms, LLC.

Motion by Pres. Schwab, second by Tr. Kurtz to Refer Ordinance #17-03 – Annexation of Paloroma Farms, LLC to the next Village Board meeting.

Vote: 5 ayes, 0 nays. Motion carried.

12. Departmental Reports.

Chief Swaney announced that the Fire Department Open House will be held tomorrow evening from 6:00-8:00 p.m.

Administrator Walther gave an update on mixed use TID #6 and is working on the development agreement. The Joint Review Board will meet at 6:00 p.m. on October 26th. The Plan Commission will meet the same night at 7:00 p.m. He also gave an update on the public works building, reviewing financial information associated with the building.

13. West Bend School District Liaison Report.

Pres. Schwab reported that the school district is moving forward with a plan for the Jackson Elementary School. A citizens committee has been established. Postcards were sent to every property owner.

14. Greater Jackson Business Alliance Report.

The next meeting will on Wednesday, October 18th at the Community Center.

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

The Legislative Committee will meet here tomorrow night. Senator Stroebel will be here.

16. Citizens to Address the Village Board.

Casey Latz questioned where the sign is that would show the “Future Home of Jackson School”. She also commented on the public safety building and memories of the community center.

Brian Heckendorf commented on the challenges of a Fire Department contract.

17. Adjourn.

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

Vote: 5 ayes, 0 nays. Motion carried. Meeting was adjourned at 9:44 p.m.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

DRAFT MINUTES
Budget & Finance and Village Board
Budget Workshop Meeting
Tuesday, October 24, 2017, at 7:20 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 7:20 p.m.
Members Present: Trustees Lippold, Kufahl, Kurtz, Emmrich, and Olson.
Members Absent (Excused): Tr. Kruepke.
Staff present: John Walther, Brian Kober, Kelly Valentino, Chief Swaney, Chief Dolnick, and Jim Micech.

2. 2018 Proposed Budget.

Pres. Schwab opened the discussion. John Walther distributed the Village revenues and expenditures. The budget revenues was \$8,601 short of the expenditures. Fire Chief Swaney presented the Fire & Rescue 2018 budget as well as future capital items. Police Chief Dolnick presented the Police Department 2018 budget. The budget does include a new squad for 2018. Future capital projects were discussed: Snow Plow Truck, Ridgeway Sewer Project, Radios, Community Center Parking Lot, and Volleyball Courts. The next meeting will be on October 31st following the Board of Public Works.

3. Adjourn.

Motion by Tr. Kufahl, second by Tr. Emmrich to adjourn at 8:50 p.m.
Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

DRAFT MINUTES

**Joint Village - Town Special Board Meeting
Living Word Lutheran High School Gymnasium
2230 Living Word Lane
Jackson WI 53037
Monday, October 16, 2017, at 7:00 p.m.**

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:00 p.m.

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

Village Attorney Present: Attorney St. Peter.

Town Board Present: Chairman Heidtke, Supervisors Hartwig, Kufahl, Bishop, and Huettl.

Town Attorney Present: Attorney Andringa.

Town Staff Present: Julia Oliver, Clerk; Paul Eilbes, Treasurer.

Village Employees Present: John Walther, Brian Kober, Deanna Boldrey, Kelly Valentino, Police Chief Dolnick, Fire Chief Swaney, Jim Micech.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

3. Introduction of the Boards and the Description of the Hearing Procedures.

The boards were introduced by the Chairs. President Schwab read the published public notice. Attendees were asked to sign in if they want to speak. Speakers were requested to speak once, be brief, concise, and avoid repetition. There was not a time limit imposed; however, the Chairs reserve the right to ask speakers to move along.

4. Presentation by the Village and the Town.

a. Summary of Procedural Background by the Village Attorney.

b. Cooperative Plan Overview by the Village and Town Attorneys.

Village Attorney, John St. Peter gave procedural background and history of the original agreement.

The history of the original agreement goes back to the construction of the Hwy 45 bypass. Between 1994 and 1999, there were over sixty meetings in regards to the growth and future of the communities. The 1999 agreement was known as a landmark cooperative agreement because the Village agreed to extend the utilities in the Town without immediate annexation. The Village Board waived the annexation with the exception that there would be attachment of the properties in 2015. This original agreement was then amended in 2005 and 2008 to recognize additional growth. In late 2014 the Village Board adopted the attachment ordinance. The ordinance was challenged by the Joint Town Residents Against Attachment, the Town joined the JTRAA. In 2015 the Washington County circuit court held that the agreement was valid; but left undecided if the attachment conditions had been met. Then the mediated process began. The litigation is still pending. The Village has done everything they can to come to a mutual agreement.

The agreement states that the attachment ordinance would be repealed and instead of the 2015 attachment the Village agrees to delay until 2021 parcels and 2030 for

certain parcels except for the Paloroma Farms. Paloroma Farms will be attached immediately when the State of Wisconsin Department of Administration approves the agreement. There will be continuation of the utility services. The Water agreement is reaffirmed in the mediated agreement. The Village agrees to rescind the letter of notification of annexation to several property owners. The Village allows the Town to retain the addresses unless it can be shown that the law requires the addresses to the grid system.

The attorney for the Town of Jackson, Tim Andringa then gave a summary plan with the maps. The new maps were shown. The Town is saving additional properties from being attached and savings to the Town. He spoke of the September Public Hearing that was held by the Town.

- c. Explanation of the Cooperative Plan Maps.
Attorney Andringa gave explanation to the map exhibits.

5. **Public Hearing.**

Village President, Mike Schwab, opened the Public Hearing.

Jeff Wenzel of Country Aire Drive commented on the legal fees involved and that both boards have done their due diligence.

Police Chief Jed Dolnick commented on the necessity of the addresses to be consistent with the rest of the Village.

Larry Hatke of Georgetown Drive was a past Village Trustee. He commented on the cooperative agreement as a negotiated agreement between the Town and the Village. He commented on the necessity of the addresses to be consistent with the rest of the Village, for public safety and electoral reasons.

Casey Latz of Main Street was a past Village Trustee. She commented on a divide between the Town and Village. The joint agreement was the work of both boards and then ratified by both boards. She mentioned the loss of tax revenue by the Village.

Scott Mittelsteadt of Oakland Drive was a past Village President and Trustee. He commented on the history of the agreement in comparison with the current map. He commented on the change and the tax revenue lost by the Village.

Joe Cincotta, Attorney, East Wisconsin Street, Milwaukee, for the JTRAA. Joe spoke of the boundary plan and history of the court case and memorandum of understanding.

Winter Hess of Twin Creeks Road gave history of the memorandum of understanding and the settlement agreement.

Fire Chief Aaron Swaney commented that there should not be any confusion with the addresses and backed up Chief Dolnick's comments.

Sheri Bacigalupo of Sherman Park Court commented on the addresses.

Bob Seidel of 3244 Creekwood Circle gave history to the start of the JTRAA. Bob submitted several signed petitions to the Town Clerk.

Kevin Kabelowsky of Carneros Way was absent and did not speak.

Tim Welke of Creekwood Circle commented that he endorsed Bob Seidel and Winter Hess. He commented on the title search.

Toni Heller of 2135 Sherman Road commented on the Town's tax base and the title search.

Marty Schulteis of the Washington County Sheriff's Office explained the communications systems of the Sheriff's Office and the ESN number to each address.

No one else came forward to speak.

Village President, Mike Schwab, closed the Public Hearing.

6. Concluding Remarks Regarding the Next Steps.

Attorney St. Peter reported on the process that will follow. Comments can be submitted to the Town Clerk or the Village Clerk between October 17, 2017 through November 6, 2017. The Town and Village will share the comments. November 6th is the deadline. The Village and Town will take final action on the agreement after November 6th. The agreement cannot be submitted to the Department of Administration until 45 days after the Public Hearing or after December 1st. Attorney Andringa then commented that the State may take action on the agreement or may return the agreement with comments and suggestions. Then the Town and Village may take action on the comments and suggestions and return the document back to the State for action by the State.

7. Adjourn.

Motion by Tr. Kurtz, second by Tr. Emmrich to adjourn at 8:29 p.m. The Town also adjourned their meeting.

Vote: 7 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

APPROVED MINUTES
Budget & Finance and Village Board Meeting
Tuesday, October 31, 2016, at 8:13 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 8:13 p.m.
Members Present: Trustees Lippold, Kruepke, Kufahl, and Kurtz.
Members Absent (Excused): Tr. Emmrich and Tr. Olson.
Staff present: John Walther, Brian Kober, Kelly Valentino, Chief Swaney, Chief Dolnick, and Jim Micech.

2. 2018 Proposed Budget – Discussion with Possible Action.

Pres. Schwab opened the discussion. John Walther distributed the Village Public Notice and revenue portion of the budget. This is a balanced budget. The expenditures portion did not change from the last meeting. Discussion ensued of the tax rate and the increase of the Village's assessed value. The rate last year was \$8.49 and the previous plan adopted by the Village was to keep the tax rate close to \$8.33; however because the Village had a revaluation, the overall assessment of the Village had increased by about \$60 Million dollars with a large portion of the increase in residential. The proposed tax rate for 2018 is an approximate \$8.

Motion from the Budget and Finance Committee, Motion by Pres. Schwab, second by Tr. Kurtz, to send the proposed budget to the Village Board for publication. Motion carried.

Motion by Tr. Kurtz, second by Tr. Kufahl to direct the 2018 budget to publication with a budget hearing date of November 28th at 6:30 p.m.

Vote: 5 ayes, 0 nays. Motion carried.

3. Adjourn.

Motion by Tr. Kufahl, second by Tr. Kurtz to adjourn at 8:26 p.m.

Vote: 5 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

NAME**POLICE CHIEF**
RECOMMENDATION

Shazzon Roach	East Side Mart	Approval
Shayla Duernberger	East Side Mart	Approval
Aimee Lawrenz	East Side Mart	Approval
Josh Pfeiffer	East Side Mart	Approval
Taylor Spielvogel	Main Street Mart	Approval
Emily Ognenoff	Walgreens	Approval
Donnie Taddey	Walgreens	Approval
Emily Goddard	Walgreens	Approval
Alexis Totzke	Walgreens	Approval
Prantitha Patlolla	Walgreens	Approval
Betty Jean Woyak	Walgreens	Approval
Meghan Kauth	Walgreens	Approval



Taking the lead in Washington County.

Memo

To: John M. Walther, Village Administer
From: Brian W. Kober, P. E., Director of Public Works 
Subject: RFP for Ridgeway Drive Reconstruction Project
Date: November 9, 2017
CC: Village Board

The Village of Jackson requested proposals and qualification statements from engineering firms to assist with the street improvements in Ridgeway Drive, Ridgeway Court, and Georgetown Drive. The construction area consists of Ridgeway Drive from STH 60 to 200ft north of Georgetown Drive; Ridgeway Court, and a portion of Georgetown Drive from Ridgeway Drive to west boundary of Stonewall Development. The completed proposals were accepted on or before 4:30 PM on Thursday, November 9, 2017.

Six engineering firms submitted proposals for the reconstruction project. The review process shall not only be based on price, but what each firm can deliver on the design of the reconstruction. All six firms have the capability to complete the reconstruction project.

If the selection of the engineering service is to be accomplished by lowest fee, the recommendation would be Cedar Corp for a cost of \$54,263.00 plus incidentals cost (mileage, printing, etc.).

If you have any questions please let me know.

Brian W. Kober, P.E.

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Village of Jackson
Proposal for Engineering Services
Ridgeway Drive Reconstruction Project
STH 60 to 200 ft north of Georgetown Drive, Ridgeway Ct, & Georgetown Dr
9-Nov-17

Task	Gremmer Associates	Baxter & Woodman	Cedar Corp	Kapur & Associates	Graef	M Squared
1) Preliminary Engineering	\$14,400	\$21,410	\$7,000	\$8,456	\$17,000	\$13,900
2) Final Design	\$7,400	\$14,800	\$3,000	\$9,121	\$2,200	\$2,875
3) Specs and bid documents	\$2,000	\$5,790	\$2,500	\$1,967	\$3,700	\$1,200
Sub-Total	\$23,800	\$42,000	\$12,500	\$19,544	\$22,900	\$17,975
4) Construction Services						
a) Construction Staking (per hour)	\$154	\$87	\$122	\$105	\$120	\$100
b) Construction Inspection	\$84	\$87	\$78	\$75	\$73.00	\$85
c) As-built Survey (lump sum)	\$1,000	\$3,305	\$1,000	\$1,350		\$1,400
Construction Staking (42.5 hours)	\$6,549	\$3,700	\$5,188	\$4,465	\$5,103	\$4,253
Inspection Lump Sum (468.9 hours)	\$39,388	\$40,795	\$36,574	\$35,168	\$34,230	\$39,857
Sub-Total	\$46,937	\$47,800	\$42,763	\$40,983	\$39,333	\$45,509
Total	\$70,737	\$89,800	\$55,263	\$60,527	\$62,233	\$63,484



Taking the lead in Washington County.

**VILAGE OF JACKSON
REQUEST FOR PROPOSALS
Engineering Design Service**

The Village of Jackson is requesting a proposal and qualification statement from engineering firms to assist with the street improvements in Ridgeway Drive, Ridgeway Court, and Georgetown Drive of the Village of Jackson. The construction area consists of Ridgeway Drive from STH 60 (Main St) to 200 ft. north of Georgetown Drive; Ridgeway Court from Ridgeway Drive to end; and Georgetown Drive from Ridgeway Drive to Stonewall Development. The completed proposals shall be returned to the Engineering Department on or before **4:30 PM on Thursday, November 9, 2017.**

Background Information

1. The streets were constructed in the 1969 as part of Highland Meadows Subdivision.
2. During the time of Highland Meadows Development, the Jackson Waste Water Plant was located on the property now know as "Reis Memorial Park".
3. The storm sewer system in Georgetown Drive shall be design to accommodate storm water from a larger drainage area, which is accumulated from adjacent streets. The current storm sewer piping is CMP (corrugated metal pipe) which will be replaced by RCP (reinforced concrete pipe). No storm model will be required, although, the present Q amount of the existing pipes from Ridgeway Drive and Georgetown Drive will determine the pipe size.
4. Jackson Elementary School is located west of project zone on Georgetown Drive. Georgetown Drive is used as the bus route, so the reconstruction project will be developed to accommodate the school busing schedule.

Design, permitting, and bidding

1. Review of preliminary development plans, site visit, and meeting with Village staff to analyze and review scope of project.
2. Topographic and utility survey, and develop preliminary and final roadway, storm sewer, water main design/plans.
3. Prepare and submit a DNR WRAPP permit application (formerly NOI), and prepare and submit a DNR water main permit application.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Final Design

1. Sanitary Sewer The Jackson Sewer Utility will verify the condition of the sanitary sewer for replacement. A single sanitary sewer line to replace the dual lines in Ridgeway Drive. A new sanitary sewer in Ridgeway Court will be installed to replace the sewer line from Georgetown Drive.
2. Storm Sewer Design Storm sewer design for proper drainage of roadway and property abutting the road. All exiting storm sewer facilities shall be picked up during the survey of the road. Acquire all necessary permits. All properties will receive a storm sewer lateral.
3. Water Main Design Water Main design will included replacing the water main in Ridgeway Drive. Installing new water main in Ridgeway Court and abandoning or reducing the water main serving Ridgeway Court from Georgetown Drive to a lateral.
4. Roadway Facilities Ridgeway Drive 858 ft, Ridgeway Court, and Georgetown Drive 150 ft of local road with asphalt pavement, concrete curb and gutter and 5 ft sidewalk on both sides of roadway.

Construction Services (if the project continues)

1. Attend pre-construction meeting and field meeting with Village Staff and Contractor.
2. Provide construction staking.
3. Provide construction inspection and management.
4. As-built survey, to confirm accurate construction.

Project Schedule (Tentative)

Request for proposal due	November 9, 2017
Village Board - Contract Award	November 14, 2017
Preliminary Design, with estimated cost	December 2017
Prepare construction documents and spec	February 2018
Advertise Bids	March 2018
Open Bids	April 2018
Award Contract	May 2018
Complete Construction	Mid-August 2018

Consultant Engineer Qualifications

1. Qualifications of the key staff persons to be assigned to perform their scope of work, their experience and special skills.
2. Experience of firm in projects of similar scope.

Proposal

		<u>Time & Material Cost, not to exceed</u>	
1.	Design, Permitting, & Bidding	\$	
2.	Final Design	\$	
3.	Preparing the Construction Bid Documents	\$	
4.	Construction Services		
	a. Construction Staking	\$	Per hour
	b. Construction Inspection	\$	Per hour
	c. As-Built Survey	\$	
	or lump sum	\$	
Total Amount		\$	

If you have any questions regarding this Request for Proposal or if you would like to review this project in detail, please give me a call at 677-9001.

Sincerely,


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

Enclosures



**Proposal to provide Engineering Services
for
2018 Reconstruction Project
of
Ridgeway Drive and Ridgeway Court
in the
Village of Jackson**



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engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

W61 N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360
800-472-7372
FAX 262-375-2688
www.cedarcorp.com

November 9, 2017



Brian W. Kober, P.E.
Village of Jackson
Director of Public Works
PO Box 637
N168 W20733 Main Street
Jackson, WI 53037

Re: 2018 Reconstruction Project of Ridgeway Drive

Dear Mr. Kober:

Cedar Corporation appreciates the opportunity to submit our proposal for design and construction related services for the Village of Jackson's 2018 Reconstruction Project of Ridgeway Drive and Ridgeway Court. Cedar Corporation is an engineering and architectural design firm with offices in Cedarburg, Green Bay, Madison, and Menomonie, Wisconsin.

Cedar Corporation has over 40 years of experience providing clients with design and construction service similar to the Village's 2018 Ridgeway Drive project. Cedar Corporation will work closely with you in order to achieve a design that will meet all of your wants and needs. Cedar Corporation is very interested in working with the Village of Jackson and we hope to develop a long standing relationship and offer the Village a wide range of professional services.

We look forward to the opportunity to work with you on this project. Thank you for considering our proposal, if you have any questions, feel free to contact me at 262-204-2341.

Sincerely,

CEDAR CORPORATION

A handwritten signature in black ink that reads "Ronald D. Dalton".

Ron Dalton, P.E.
Director
ron.dalton@cedarcorp.com

Firm Profile



PROFESSIONAL SERVICES

Since 1975
85 Employees
4 Office Locations
Full-Service Design Firm



- CIVIL/MUNICIPAL ENGINEERING
- SURVEYING/GPS/GIS
- ARCHITECTURE
- WASTEWATER SERVICES
- TRANSPORTATION
- STRUCTURAL ENGINEERING
- WATER RESOURCE SERVICES
- ENVIRONMENTAL SERVICES
- LANDSCAPE ARCHITECTURE
- GRANTS/FUNDING ASSISTANCE
- PLANNING/ECONOMIC DEVELOPMENT

Corporate Profile

OVERVIEW

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, the company has grown in size and stature to its present staff of 85. Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and exemplary service to clients. We have continued to grow because of our commitment to comprehensive service and good communication with our clients.

STAFF RESOURCES

Our staff resources include 18 Professional Engineers, 3 Licensed Wastewater Treatment Facility Operators, 2 Licensed Water System Operators, 3 Professional Land Surveyors, 6 Planners, 1 Economic Development Specialist, 2 Registered Architects, 1 Interior Designer, 1 Registered Landscape Architect, 3 Professional Geologists, 4 Environmental Specialists, 1 Hazardous Materials Manager, and a strong support staff of technicians and administrative personnel. All of these individuals take pride in continuing education course work to stay abreast of current developments within their professions. To provide a work setting that meets the challenges of the industry, as well as the skill levels of the employees, the company maintains a state-of-the-art computer network and related technology.

LOCATION

Cedar Corporation's corporate headquarters is located in Menomonie, Wisconsin. To better serve our clients, we have additional offices located in Madison, Green Bay, and Cedarburg, Wisconsin.

PHILOSOPHY

Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects. We recognize that our clients are most concerned with three major issues as they engage the services of consultants – quality, timeliness, cost.

Quality

Cedar Corporation is committed to providing our clients with the best solutions, satisfying the programmatic parameters. We strive to provide the best service to our clients by promoting excellence within our own firm.

Timeliness

Equal in importance to quality is timeliness. This is critical for the client in making swift and accurate decisions regarding project development. The success or demise of a project is tied directly to the timing of the documents necessary for funding, municipal approvals, and construction. As important as any design issue is scheduling; we have the flexibility to mobilize our resources according to the demands of the project and maintain continuity of its development.

Cost

The project budget is based on the scope of services provided. Cost estimating will verify compliance with the established budgets or, in some cases, point out programmatic or design deficiencies. Through our experience and industry aids, we have an exemplary record of predicting costs of our services and of construction costs—well within industry standards.

The issues of timeliness and cost are interlocked with each one influencing the project as a whole, as well as each other. We recognize this relationship and consider each to be critical to the success of the project while also being the judge of our performance. It is this attention to our clients' concerns that sets Cedar Corporation apart from our peers—we pledge to you our commitment to excellent service.

Professional Services

CIVIL/MUNICIPAL ENGINEERING

- Streets, Roads, and Highways
- Water Supply, Storage, Distribution
- Municipal Engineering
- Site Selection Studies
- Traffic Studies
- Storm Water Management
- Industrial Park Layout
- Flood Control Analysis
- Solid Waste
- Cost Estimating

STRUCTURAL ENGINEERING

- Bridge Design
- Bridge Inspections
- Construction Inspection
- Dam Design and Analysis
- Building Design and Analysis
- Structural Assessments
- Foundation Design and Analysis

WASTEWATER SERVICES

- Facility Planning
- Wastewater Treatment Facility Design
- Construction Services

PLANNING / ECONOMIC DEVELOPMENT

- Municipal Comprehensive Plans
- Block Grants
- Public Facility Grants
- Feasibility Studies
- Relocation Plans
- Redevelopment Planning
- Economic Development Strategies
- Identification of Project Funding
- Public Information Surveys
- Mapping/GIS
- Funding Assistance/Project Proformas
- Impact Fees
- Tax Incremental Finance Districts

SURVEYING

- Plats and Subdivisions
- Property Surveys
- GPS Surveys
- Topographic and Site Surveys
- Aerial Control Surveys
- Re-Monumentation Surveys
- Right-of-Way Plats
- County and Transportation Project Plats (TPP)

ARCHITECTURE

- Industrial, Commercial, Retail Design
- Municipal Buildings
- Libraries
- Educational
- Religious
- Recreation
- Multi-family Residential
- Nursing Homes and Congregate Care
- EMS and Fire Stations
- Fire Protection Systems
- Fire Alarm Design
- Building Envelope/Energy Retrofit
- Heat Recovery Systems
- Energy Management Studies
- Plumbing and HVAC Design
- Adaptive Re-use
- Retrofit Design

ENVIRONMENTAL SERVICES

- Phase I and Phase II Site Assessments
- Environmental Investigations
- Asbestos and Lead Assessment and Monitoring
- Soil and Groundwater Remediation Design
- Monitoring - Air, Water, Noise, Particulate
- Hazardous Building Materials Assessments and Abatement Oversight
- Building Deconstruction Planning and Oversight
- Spill Prevention Control and Countermeasure Planning

LANDSCAPE ARCHITECTURE

- Site Design
- Park/Recreation Planning and Design
- Urban Streetscapes
- Planting Design
- Hydraulic Analysis
- Erosion Control Design

WATER RESOURCE SERVICES

- Analytical Modeling
- Water Quantity, Quality
- Wetland Delineation, Mitigation and Monitoring
- Storm Water Erosion Control
- Shoreline Restoration
- Storm Water: Best Management Practices
- Storm Water Pollution Prevention Planning

Qualifications

Qualifications

Cedar Corporation is a diversified professional service firm with disciplines in engineering, architecture, interior design, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, Cedar Corporation has worked with a wide variety of clients throughout Wisconsin. Our mission, in addition to our technical design excellence, is to provide the highest standards of honesty, trust, integrity, communication, and service to our clients on a timely basis and within budget guidelines. Repeat business with numerous public and private clients attests to our ability to:

- assemble a team concept with our clients
- to work with them and within their guidelines
- be sensitive to the need for community involvement and buy in
- perform as a team to meet schedules and deadlines
- provide an open mind to various alternatives based on City Council, City Staff, business, and community input

OUR EXPERIENCE

We have substantial representative experience in the local area that share many of the same aspects required for the Village of Jackson's street project including design, public involvement, goals, objectives, and values reflected in the 2018 Reconstruction Project for Ridgeway Drive and Ridgeway Court. These experiences include City and County design standards and guidelines, WisDOT TAP program requirements, detailed and complete street/sidewalk/trail/utility improvement engineering design plans, and specifications for cost estimating and bidding.

Furthermore, our Team's technical experience is complimented with our local knowledge of the project needs and issues due to our experience working with the Village of Jackson on previous projects. The Cedar Corporation Team has completed numerous projects similar to the planned 2018 projects. We would like the opportunity to provide our Professional Services to the Village of Jackson.



Project Scope

Project Scope

Reconstruction of Ridgeway Drive from STH 60 (Main Street) to 200 ft North of Georgetown Drive, Ridgeway Court, and 200 ft of Georgetown Drive east of Ridgeway Drive. Sanitary sewer, water main, and storm sewer will be improved as listed below in our scope of services. Georgetown Drive is used as a bus route for Jackson Elementary School. Plans and scheduling of the reconstruction project will be developed to accommodate the school bus schedule.

Design, permitting, and bidding

1. Review of preliminary development plans, site visit, and meeting with Village staff to analyze and review scope of project.
2. Topographic and utility survey, and develop preliminary and final roadway, sanitary sewer, storm sewer, water main design/plans.
3. Prepare and submit a DNR WRAPP permit application (formerly NOI), and prepare and submit a DNR water main and sanitary sewer permit application.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.



Final Design

1. **Sanitary Sewer:** The Jackson Sewer Utility will verify the condition of the sanitary sewer for replacement. A single sanitary sewer line to replace the dual lines in Ridgeway Drive. A new sanitary sewer in Ridgeway Court will be installed to replace the sewer line from Georgetown Drive.
2. **Storm Sewer Design:** Storm sewer design for proper drainage of roadway and property abutting the road. All exiting storm sewer facilities shall be picked up during the survey of the road. Acquire all necessary permits. All properties will receive a storm sewer lateral.
3. **Water Main Design:** Water Main design will include replacing the water main in Ridgeway Drive. Installing new water main in Ridgeway Court and abandoning or reducing the water main serving Ridgeway Court from Georgetown Drive to a lateral.
4. **Roadway Facilities:** Ridgeway Drive 858 ft, Ridgeway Court, and 200 ft of Georgetown Drive. Roadway will be reconstructed with asphalt pavement, concrete curb and gutter and 5 ft sidewalk on both sides of the roadway.

Construction Services (if the project continues)

1. Attend pre-construction meeting and field meeting with Village Staff and Contractor
2. Provide construction staking
3. Provide construction inspection and management
4. As-built survey, to confirm accurate construction

Related Project Experience

Project Experience

PROJECT: 2017 High Level Pressure Zone (HLPZ) Enhancements
CLIENT: Cedarburg Light and Water Utility
LOCATION: Cedarburg, Ozaukee County, Wisconsin
CONTACT: Timothy Martin, Water Utility Superintendent, 262-375-7650
SIZE: 1,300 lineal feet
COST: \$251,000
COMPLETED: 2017
KEY STAFF: Ronald Dalton, PE; Mathew Stephan, PE; Bryan Greisch

DESCRIPTION: The High Level Pressure Zone Enhancements project included a 1,300 foot water main extension along Wauwatosa Road (STH 181), valving and tie ins at three other locations in the City of Cedarburg to improve the City's high pressure zone. The project included coordination with the Wisconsin Department of Transportation to minimize construction disturbance at two recently built roundabouts on STH 181. Water main was directionally drilled to the center island of a roundabout at the intersection of Wauwatosa Road and Western Avenue. An easement was acquired along Wauwatosa Road and traffic control plans were prepared for work at the roundabouts. Cedar Corporation provided design, construction administration, and staking services for the project.



Project Experience

PROJECT: Park Avenue Reconstruction
CLIENT: Village of Oostburg
LOCATION: Park Avenue, Village of Oostburg,
Sheboygan County, Wisconsin
CONTACT: Allen Wrubbel, Village President, 920-207-0255
SIZE: 1,000 lineal feet
COST: \$300,000
COMPLETED: 2017
KEY STAFF: Ronald Dalton, PE; Matthew Stephan, PE;
Bryan Greisch

DESCRIPTION: The Park Avenue reconstruction project included pavement and base replacement, spot replacement of curb and gutter, water main replacement and storm sewer replacement. Surface water flooding occurred during significant rain fall events at the intersection of Park Avenue and 9th Street. Storm sewer was up graded from a 12" storm sewer to a 24" storm sewer and storm sewer laterals were installed to provide downspout connections for residents on Park Avenue. Cedar Corporation provided design services, construction administration, staking and construction observation services.



Project Experience

PROJECT: Creation of Tax Incremental District No. 3
CLIENT: Village of Oostburg
LOCATION: Oostburg Business Park, Oostburg, Sheboygan County, Wisconsin
CONTACT: Allen Wrubbel, Village President, 920-207-0255
COMPLETED: 2017
KEY STAFF: Ron Dalton, PE

DESCRIPTION: The Village of Oostburg was contacted by Masters Gallery Foods late summer of 2016. Masters Gallery was interested in finding 30-40 acres of developable land for construction of a new facility for processing cheese products. The Village of Oostburg relied upon Cedar Corporation and Ehlers to assist with creation of a new TIF District to make this development possible. The new TIF District required special legislation to allow the Village to exceed the 12% threshold of increment within existing TIF districts. The new TIF district was created in the of Spring of 2017 and Cedar Corporation assisted with design and construction services for extension of infrastructure to the Masters Gallery development.



PROJECT: TID#3 Masters Gallery Development
CLIENT: Village of Oostburg
LOCATION: North Business Park Drive, Village of Oostburg, Sheboygan County, Wisconsin
CONTACT: Allen Wrubbel, Village President, 920-207-0255
SIZE: 1,200 lineal feet
COST: \$688,000
COMPLETED: 2017
KEY STAFF: Ronald Dalton, PE; Matthew Stephan, PE; Doug Kroes

DESCRIPTION: The TID#3 Masters Gallery Development project included extension of roadway, sanitary sewer, water main, and storm sewer. Cedar Corporation assisted the Village of Oostburg with expansion of the Village's Business Park to serve a 40 acre development for Masters Gallery. Masters Gallery had outgrown their cheese processing facility in Plymouth and chose Oostburg for construction of a new facility. Cedar Corporation provided planning, design, and full construction related services for the project which was completed in 2017.



Project Experience

PROJECT: CDBG utility and street reconstruction project
CLIENT: City of Manawa
LOCATION: 2nd Street, City of Manawa, Waupaca County, Wisconsin
CONTACT: John Smith, Mayor, 920-596-2577
SIZE: 1,600 lineal feet
COST: \$650,000
COMPLETED: 2015
KEY STAFF: Dennis Steigenberger, PE; Justin Keen, PE;
Kyle Johnson; John Rebholz

DESCRIPTION: The \$650,000 project included a total reconstruction of a four block city street in the heart of the city. Existing sanitary sewer and water main, originally constructed in the 1940's was replaced. The entire street section including curb and gutter and sidewalk was also replaced. A number of existing driveway grades, on the North side of the street, had been causing access difficulties for years. A design challenge included correcting these access difficulties while maintaining proper access to other existing driveways and maintaining proper street drainage.

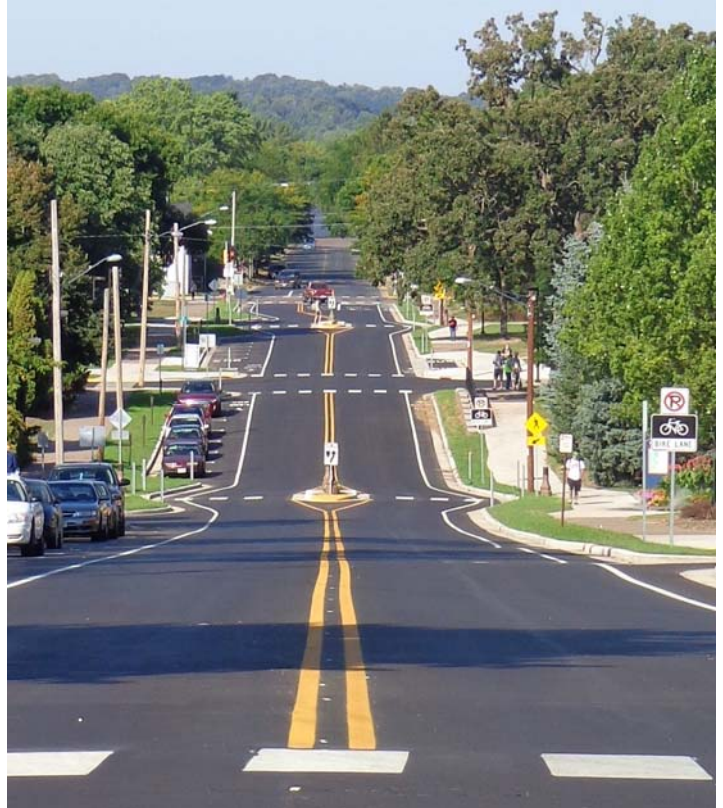
Funding assistance was provided by a \$325,000 grant from the CDBG-Public Facilities Program. A local road improvement grant of \$27,000 through the Wisconsin Department of Transportation was also received for the project. Cedar Corporation was involved from project conception, design, bidding and construction through project completion. Grant applications and administration was also provided by Cedar Corporation.



Project Experience

PROJECT: Street reconstruction with addition of bike lane and bike box
CLIENT: City of Menomonie
LOCATION: 13th Avenue, Menomonie, Dunn County, Wisconsin
CONTACT: Lowell Prange, City Administrator, 715-232-2187, lprange@menomonie-wi.gov
SIZE: 2,600 feet
COST: \$910,400
COMPLETED: 2013
KEY STAFF: Charlie Jones, PE; Wendy Sander, AICP; Russ Kiviniemi, PE; Kevin Oium, PE; Kathryn Blaser; Mark Kuester

DESCRIPTION: Cedar Corporation partnered with the City of Menomonie and UW-Stout to design and administer the reconstruction of 13th Avenue from Broadway to 9th Street. The project, which is located partially within the UW-Stout campus, addressed several important issues. First, pedestrian accommodations were improved. Pedestrian refuge islands were added at 2nd Street East and 4th Street East and bump-outs were added at 3rd Street East to calm traffic, increase visibility, and reduce crossing length. Additional sidewalk lighting was added, including lighted bollards at the pedestrian refuge islands. Second, bicycle accommodations were improved, including dedicated bike lanes throughout the project area and a bike box at the signalized intersection of 13th Avenue and Broadway (STH 25). A bike box allows bicyclists that wish to turn left or move through an intersection to avoid getting trapped by right-turning vehicles. Third, UW-Stout decided to rehabilitate an existing steam duct that crossed the project area while the roadway was closed for reconstruction.



References

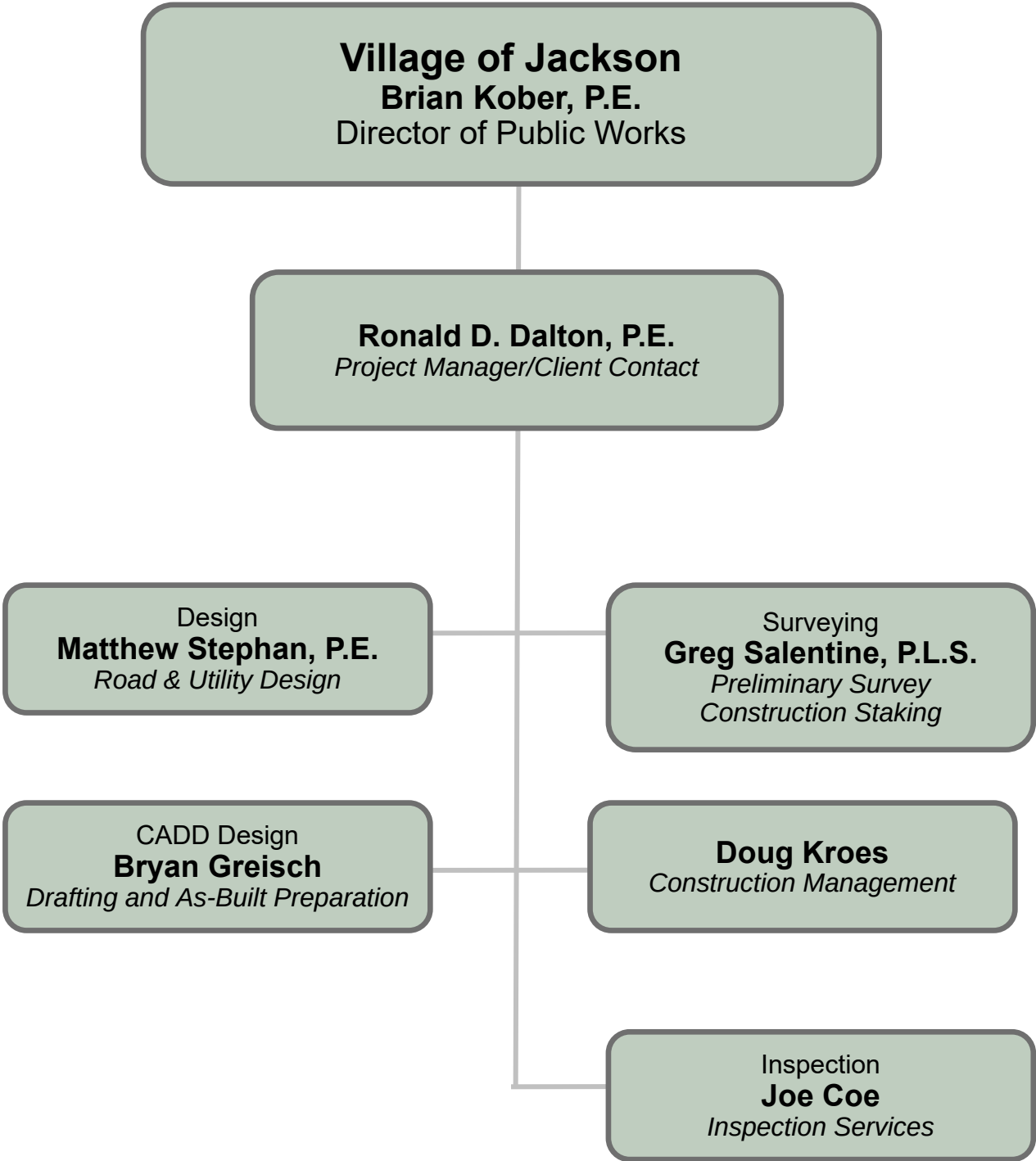
References

Below is an abbreviated listing of Long-Term clients for whom we continue to provide a wide variety of Professional Consulting/Engineering Services.

Client	Reference
Village of Oostburg Sheboygan County 1140 Minnesota Avenue Oostburg, WI 53070	Allen Wrubbel, Village President allen.wrubbel@oostburg.org 920-207-0255
Village of Richfield Washington County 4128 Hubertus Road Hubertus, WI 53033	Jim Healy, Administrator administrator@richfieldwi.gov 262-628-2260
Village of Valders Manitowoc County 207 S. Liberty Street PO Box 459 Valders, WI 54245	Len Heimerman, Director of Public Works valdersdpw@tds.net 920-901-8040
Cedarburg Light and Water Utility Ozaukee County N30 W5926 Lincoln Blvd PO Box 767 Cedarburg, WI 53012	Timothy Martin, Water Utility Superintendent tmartin@cedarburglightandwater.org 262-375-7650
City of Weyauwega Waupaca County 109 E. Main Street PO Box 578 Weyauwega, WI 54983	John Foss Administrator/Clerk/Treasurer jfoss@cityofweyauwega-wi.gov 920-867-2630
Village of Bellevue Brown County 2828 Allouez Avenue Green Bay, WI 54311	Bill Bolke, PE, Director of Public Works billb@villageofbellevue.org 920-468-5225

Project Team

Project Team





Ronald Dalton, P.E.
Project Manager

Education

BS in Civil Engineering:
University of Iowa (1986)

Professional Registrations

Wisconsin Professional Engineer

Professional Affiliations

American Council of Engineering
Companies
American Public Works Association,
Engineer & Technology
Committee Member

Total Experience

Since 1988

Ronald Dalton is a Consulting Engineer specializing in municipal consulting engineering. Ron is skilled in sanitary sewer planning and design, storm sewer planning and design, water distribution planning and design, urban and rural street design, storm water management, construction management, quality control review, municipal general engineering services, subdivision review, capital improvement programs, TID planning and development, municipal incorporation, sanitary sewer systems evaluation, and comprehensive drainage planning.

Areas of Expertise Include:

- Project Management
- Construction Management
- Planning and design of Sanitary Sewer, Storm Sewer and Water Main
- Urban and Rural street design
- Capital Improvement Planning
- TID Planning and Development
- Municipal Incorporation
- Sanitary Sewer System Evaluation and comprehensive drainage planning
- Conducting public meetings

Representative Project Experience Includes:

- *Spring Green Reconstruction, Village of Sussex, Waukesha County, WI:* Principal-in-charge for the urban reconstruction of 6,000 l.f. of roadway including all utilities and storm sewer. Project included concrete pavement, integral curb and gutter, 15-inch interceptor sewer, and water main.
- *Meinecke Avenue Storm and Sanitary Sewer, City of Wauwatosa, Milwaukee County, WI:* Principal-in-charge for a \$14 Million dollar improvements project to alleviate flooding within a portion of the city limits. Project included storm and sanitary sewer analysis, inflow and infiltration testing, storm and sanitary modeling, route analysis, trenchless water main relay, easement acquisitions, and extensive WDNR, county and MMSD permitting. Final design included 9,000 feet of 27-inch to 30-inch sanitary sewers; 5,000 feet of 108-inch and 120-inch storm sewers; and 5,000 feet of 8- to 12-inch water main relay.
- *State Trunk Highway 60/Port Washington Road Reconstruction, Village of Grafton, Ozaukee County, WI:* Principal-in-charge for the water main and sanitary sewer for reconstruction of 0.5 mile of Port Washington Road at its intersection with STH 60. The project included intersection widening, new traffic signals, and changing from a rural to an urban section with a median.
- *2006 - 2012 Paving Programs, Village of Richfield, Washington County, WI:* Client manager for the annual paving program for the village including analysis of roadways with costing analysis, approximately three miles of roadway improvements with pulverize and relays, shouldering, culvert replacements and paving fabrics.
- *TID District No. 1, Phases I-II, Village of Oostburg, Sheboygan County, WI:* Project Manager for the design of an 85-acre industrial park including 5,000 feet of urban roadway, 8,500 feet of sanitary sewer and water main, lift station and 5,400 feet of force main. This project also included a regional 4-acre storm water detention pond.



Dedication, Quality, Success



Matthew Stephan, P.E.
Design Engineer

Education

BS in Civil Engineering:
Marquette University (1992)

Professional Registrations

Professional Engineer - WI

Total Experience

Since 1992

Matthew Stephan is a member of the Cedar Corporation team with 24 years of experience providing civil engineering design and construction services to cities, villages, townships, and developers. His strong problem solving ability and interpersonal skills, including written and oral communications, have been key in providing successful projects on time and within budgets. He has a strong background in the use of AutoCAD, Micro-Station, In-Roads, Eagle Point along with Microsoft Excel and Microsoft Word.

Areas of Expertise Include:

- Construction Management
- Plan Review / Quality Control
- Roadway Design
- Capital Improvement Plans
- Sanitary Sewer Maintenance
- Sanitary Sewer Collection System Design
- Sanitary Sewer Rehabilitation
- Storm Water Collection and Treatment
- Storm Water Management
- Water Distribution Systems
- Project permitting applications for various agency approvals

Representative Project Experience Includes:

Utility and Road Reconstruction – Village of North Fond du Lac, WI:

Project Manager for water main relay, sanitary sewer relay, storm sewer relay, and road reconstruction for various streets throughout the Village including the CTH "OO" and US 41 north bound intersection.

Water Main Relay – City of New Berlin, WI: Project Manager for the relay of 5 miles of 8-inch and 12-inch water main.

North 4th Street Bridge Utilities – City of Tomahawk, WI: Project Manager for the design and construction of the relocation of utility facilities from an existing bridge to a dredged location below the Wisconsin River. The utilities relocated included an 8-in. sewage force main, a 12-in. water main, two 6-in. electric conduits, five 4-in. Verizon conduits, a spare 4-in. conduit and a spare 12-in. conduit. The project included a new sewage lift station, and sewer and water main relays adjacent to the Wisconsin River. Permits were received from the WDNR and/or Corps of Engineers for dredging across 750 ft. of river, excavation in wetlands, fill of wetlands, high capacity dewatering, dewatering of contaminated material, dewatering of dredged material, contaminated material disposal, erosion control, sewer extensions, water main extensions, lift station construction, and force main construction. This project won the Engineering News-Record magazine's 2012 Best of the Midwest project competition.

CTH J Road and Sanitary Sewer – Village of Tigerton, WI: Project Manager for the design and construction of 1,700 LF of CTH J roadway reconstruction and 2,500 LF of sanitary sewer relay.

CTH 00 Reconstruction – Village of North Fond du Lac, WI: Project Manager for the design and construction management of the reconstruction of 3,500 ft. of a two-lane rural section of CTH 00 to an urban highway. The project included the intersection of CTH 00 with US 41 and a new concrete intersection with North Pioneer Road. The intersection with North Pioneer Road was constructed of concrete due to high volume traffic loading by trucks accessing a truck stop at the west end of the project. The intersection also included turning lanes, islands, and traffic lights. The project also included sanitary sewer relay, water main relay and new storm sewers.

Viking Business Park – Village of Denmark, WI: Project Manager for the development, design and construction of a 46-acre business park including urban section roadways, sanitary sewer, water main, storm sewer and a regional detention facility on an intermittent navigable waterway.



Dedication, Quality, Success



Bryan Greisch
CADD Technician

Education

Associate Degree in
Computer Aided Drafting and
Design: ITT Technical College (2001)

Total Experience

Since 2000

Bryan Greisch has 17 years of experience as a Civil Engineering Technician. Bryan specializes in municipal, WisDOT and private sector drafting for utility and roadway projects.

Areas of Expertise Include:

- AutoDesk Civil 3D
- Microstation
- InRoads
- 3D Visualization
- Construction Inspection

Recent Project Experience Includes:

- **City of Cedarburg:** Lead technician for Cedar Creek Walkway within Cedarburg's historical downtown area. The project included landscaping, walkway, retaining walls and an armored stream bank stabilization.
- **City of New Berlin:** Lead technician for approximately one mile of road reconstruction along Rogers Drive. The project included additional parking lanes, sanitary sewer and water main replacement, culvert replacement and bio-swales.
- **Milwaukee County:** Lead technician for two miles of roadway reconstruction in Milwaukee County. The project included roadway reconstruction, storm sewer, flood plain analysis and storm sewer out falls to the Menomonee River.
- **City of Port Washington:** Lead technician for the development of a City Park at the location of the north coal dock on Lake Michigan
- **Village of Hales Corners:** Lead technician for the reconstruction of 0.5 mile of 116th Street between Grange Avenue and Edgerton Avenue. Project included converting a rural cross-section to an urban cross-section, intersection improvements and new storm sewer
- **Village of Oostburg:** Lead technician for reconstruction of 0.5 mile of Center Avenue. The project included spot replacement of curb and gutter and sidewalk, pavement replacement and storm sewer improvements.
- **City of Wauwatosa:** Lead technician for Meinecke Avenue storm sewer and sanitary sewer improvements. The project included \$14 million of improvements to alleviate flooding problems within the City.
- **Village of Brown Deer:** Lead technician for reconstruction of 0.5 mile of 60th Street. The project included WisDOT local program funding



Dedication, Quality, Success



Greg Salentine, P.L.S.
Professional Land Surveyor

Education

Associate Degree in
Civil Engineering/Public Works
Technician: Northeast Wisconsin
Technical College (1990)

Professional Registrations

Professional Land Surveyor - WI

Professional Affiliations

Wisconsin Society of Land Surveyors
(WSLS)
National Society of Professional
Surveyors (NSPS)

Certifications

HAZWOPER 40-Hour
Confined Space Entry

Total Experience

Since 1990

Greg Salentine has over 25 years of experience providing surveying services and CADD support for civil engineering and survey related projects for municipalities, WisDOT, and the private sector.

Areas of Expertise Include:

- Topographic surveys for engineering and building/site design projects
- Traditional Right-of-Way (R/W) Plats and Transportation Project Plats (TPP)
- Production of survey CADD drawings
- Legal (parcel) descriptions
- Easement descriptions/exhibits
- Establishing existing roadway and railroad right-of-way corridors
- Boundary, ALTA/ACSM, Certified Survey Map Surveys
- Setting control networks along survey corridors
- Construction staking/layout for PUBLIC (WisDOT and municipalities) engineering projects and PRIVATE (business) building/site design projects
- Telephone conduit design

Representative Project Experiences Include:

- West Business Park, City of DePere
- Festival Waterfront, City of Sturgeon Bay
- Performed Topographic Surveys for the following design projects:
 - Department of Veterans Affairs Cemetery – King, Waupaca County (105 acres)
 - Redgranite Correctional Institute – Village of Redgranite, Waushara County (60 acres)
 - Country USA – Oshkosh, Winnebago County (200 acres)
 - City of Niagara, USH 141 watermain/sanitary service reconstruction
- Performed Topographic Surveys for following road design projects:
 - City of De Pere – Allard Street (1,400 feet – urban)
 - City of De Pere – Erie Street (1,900 feet – urban)
 - City of De Pere – Helena Street (2,400 feet – urban)
 - City of Niagara – Brook Street (800 feet – urban)
 - Manitowoc County – CTH G (4 miles – rural)
 - Outagamie County – CTH N (5 miles – rural)
 - Outagamie County – CTH C (5 miles – rural)
 - Shawano County – CTH A (3 miles – rural)
- Reestablished the Control Network for the Fox River Dredging project which extends through Brown, Outagamie, and Winnebago Counties
- Performed surveying services for street/utility design and construction in the following municipalities:
 - Village of Bellevue
 - Village of Coleman
 - Village of Sherwood
 - City of Manawa
 - City of Niagara
 - City of Weyauwega
 - City of DePere
 - Village of Allouez
 - Town of Knight



Dedication, Quality, Success



Douglas Kroes
Construction Manager

Education

WDNR Wastewater Operator
Certification Program
WDNR Waterworks Operator
Certification Program
PSMJ Comprehensive Project
Management Training Program

Registrations/Certifications

WDNR Wastewater Treatment Plant
Operators License #16354
WDNR Waterworks Operators
License #16354

Total Experience

Since 1996

Douglas Kroes is a construction manager specializing in public works related projects. Prior to his career as a construction manager, Doug served as general manager of a municipal water distribution and wastewater collection utility serving a population of 10,000. Doug is skilled in construction contract administration, the facilitation of pre-construction and progress meetings, budget management, regulatory agency coordination and permit compliance, project file management, management of construction observation and staking, project communication and documentation, and timely project close-out.

Areas of Expertise Include:

- Construction Management
- Constructability reviews
- Contract administration
- Capital improvement budgeting
- Regulatory compliance reporting
- Water/Wastewater utility operations and management
- Site development review
- Labor standards compliance interviews

Recent Project Experience Includes:

- Pike Creek Improvements – Phases 7A & 7B, Mount Pleasant, Wis. Construction manager for these phases of a 9 phase flood mitigation program consisting of the construction of extended flood plains (CLOMAR), storm water detention, fish habitat features, and various species of prairie and wetland seeding. This partially federally funded project also required the coordination of owner sub consultants and regulatory agencies.
- Annual Roadway Programs, Sturtevant, Wis. Recurring Construction manager of annual programs which included pulverization, curb repair/replacement, manhole reconstructions, storm sewer, sump tiles and lateral installations, sidewalk/sidewalk ramp removal and replacements, alley reconstructions including concrete approaches, HMAC pavement, pavement marking, erosion control and site restoration.
- Mount Pleasant Business Park West—Utilities and Roads, Village of Mt. Pleasant, Wis. Construction manager for this public utility and urban roadway project consisting of ;1,880 L.F. sanitary sewer, 1,000 L.F. 12-inch water main, 772 L.F. 12- inch to 42-inch storm sewer, 1,000 L.F. road grading, 5,700 tons crushed aggregate base course, 2,100 tons asphaltic concrete pavement, 2,200 L.F. curb and gutter, pavement markings, traffic control, 38 street trees, and restoration
- West Frontage Road Realignment (South of CTH Q), Village of Pleasant Prairie, Kenosha County, Wis. Construction manager for 1.8 miles of existing two-lane rural roadway reconstruction to a four-lane divided urban roadway. Project consisted of 11,000 linear feet of new asphalt urban roadway, site grading, 85,000 cubic yards of borrowed material, storm water ponds and compensatory storage area, 885 linear feet of sanitary sewer, 5,600 linear feet of water main, 9,050 linear feet of storm sewer, geogrid subgrade stabilization, and 29,000 linear feet of curb and gutter. \$6.74M
- Cahill Park, Village of Whitefish Bay, Wis. Construction manager for this combination flood mitigation and baseball field construction project. This project consisted of mass grading, storm sewer, parking lot reconstruction and a baseball field which included; field drainage system, turf, dugouts, batting cages, fencing, bleachers, scoreboard, retaining walls, guardrails, sidewalk, plantings and restoration.



Dedication, Quality, Success

Cost of Services

Cost of Services

Cedar Corporation proposes to complete the Village of Jackson's Ridgeway Drive reconstruction project as outlined in the Village's Request for Proposals and as detailed in this proposal for the cost as itemized below:

1. Design Permitting and Bidding	\$7,000
2. Final Design	\$3,000
3. Preparing the Construction Bid Documents	\$2,500
4. Construction Services	
a. Construction Staking	\$122 per hour/estimated \$2,000
b. Construction Inspection	\$78 per hour/estimated \$14,000
c. As-Built Survey	\$1,000
Total Amount:	\$29,500



93 S. Pioneer Road
Suite 300
Fond du Lac, WI 54935
Phone (920) 924-5720
Fax (920) 924-5725

November 9, 2017

Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

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

Subject: Proposal for Engineering Services
Ridgeway Drive, Ridgeway Court & Georgetown Drive

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the Ridgeway Drive, Ridgeway Court & Georgetown Drive reconstruct project. We look forward to maintaining our excellent working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is brief summary of our company and staff expertise.

FIRM EXPERTISE

Gremmer has developed a strong reputation and excellent working relationship with many local communities in and around Jackson over the past 15 years based on a combination of strong technical expertise and excellent service. Besides the previous successful projects we've designed for the Village of Jackson, we have also designed numerous urban streets for neighboring communities such as the City of Port Washington and the Village of Grafton. In addition to the quality engineering and service mentioned above, the ability to effectively communicate with the local residents, stakeholders, Village staff and elected officials is what sets us apart from other engineering firms. We continually receive positive feedback from Clients, City/Village/County staff, and the public concerning our ability to effectively communicate the project concepts and design.

KEY STAFF

One of Gremmer's unique strengths is that our company has very little turnover, which results in the same qualified staff working on Village of Jackson projects year after year. We have a thorough knowledge of Village of Jackson standards, requirements, and design guidelines, which translates into our ability to "hit the ground running" on the design of the project. Tom Lanser and Jeff Chvosta are Washington County residents, which gives us more opportunities to visit the project site, or meet with the Village of Jackson staff.

The following key personnel have many years of experience on projects of similar size and scope, including numerous projects in the Village of Jackson.

Project Manager: Thomas Lanser, P.E.

Tom is a project manager and President of Gremmer & Associates, Inc. He manages the Fond du Lac office, and has 27 years experience in designing and managing urban roadway and municipal projects for local municipalities. Tom has been the project engineer for all previous roadway projects designed out of the Fond du Lac office over the past 20 years, including all of the Village of Jackson projects. Tom will be responsible for client and public relations, monitoring schedule, and supervising Gremmer & Associate's staff.

Project Engineer: Jeff Chvosta, P.E.

Jeff is a Project Engineer with 14 years of experience in designing urban roadway and municipal projects for both local let and WisDOT oversight projects. He has been the project engineer for over 20 urban roadway/municipal projects over the last 10 years, including all of the previous Village of Jackson projects. Other recent locally let municipal projects that Jeff has served as project engineer on include the Police Memorial Drive and Fox Ridge Business Park projects in Fond du Lac and the 2014 and 2016-2017 roadway and utility improvement projects in the City of Port Washington. Jeff's expertise includes preliminary and final roadway and utility design, utility coordination, design reports, and preparation and delivery of bidding documents. Jeff will be responsible for the roadway and utility design, and the day to day management of the project.

Roadway and Utility Design: Brian Rogers, P.E.

Brian is a Project and Design Engineer with 8 years experience in designing and inspecting urban and rural highways. His most recent municipal roadway design experience includes serving as the lead roadway designer for the 2016/2017, and the 2014 Street Improvements Projects in Port Washington, the Pioneer Road sewer and water replacement project in Fond du Lac, the Falls Road and Port Washington Road projects in the Village of Grafton, and 0.5 miles of urban reconstruct along CTH D and CTH LL in the Village of Belgium. Brian's expertise includes preliminary and final roadway and utility design, utility coordination, design reports, and preparation and delivery of bidding documents. Brian will assist Jeff with the roadway and utility design for the project.

Project Surveyor: Jay Panetti, P.L.S.

Jay is a Professional Land Surveyor with 18 years of experience in surveying and preparing right-of-way plats for transportation projects. He is the Survey Coordinator for Gremmer's Fond du Lac Office, and is responsible for setting horizontal and vertical control, topographic and utility survey, determining existing right-of-way, preparing right-of-way plats, and construction staking for all transportation projects out of the Fond du Lac office. Jay was the lead surveyor for all previous Village of Jackson projects. Jay will be responsible for all surveying tasks for the project.

REFERENCES

Please contact the references below for a firsthand account of the quality and service we provide on our projects.

Scott Schmidt

Highway Commissioner
Washington County Highway Dept.
900 Lang Street
West Bend, WI 53090
(262) 335-6881

Tom Janke

Highway Commissioner
Fond du Lac County Highway Dept.
301 Dixie Street
Fond du Lac, WI 54936
(920) 929-3488

Rob Vanden Noven

Director of Public Works
City of Port Washington
100 West Grand Avenue
Port Washington, WI 53074
(262) 268-4267

Jon Edgren

Director of Public Works
Ozaukee County Highway Dept.
410 South Spring Street
Port Washington, WI 53074
(262) 284-8335

Paul De Vries

City Engineer
City of Fond du Lac
160 South Macy Street
Fond du Lac, WI 54935
(920) 322-3473

Kristen Lundeen

Director of Public Works
City of Mequon
11333 N Cedarburg Road 60W
Mequon, WI 53092-1930
(262) 236-2938

SCOPE OF WORK

The following is Gremmer & Associates' proposal to provide engineering services for the proposed project, based on the Request for Proposal. Items of work not specifically mentioned below shall be considered additional services. Hereinafter, the Village of Jackson will be referred to as the OWNER and Gremmer & Associates, Inc. as the ENGINEER.

Design, Permitting, and Bidding:

1. Topographic and utility survey.
2. Preliminary roadway, storm sewer, water main, and sanitary sewer design/plans.
3. DNR permitting:
 - a. Prepare and submit a DNR WRAPP permit application (formerly NOI).
 - b. Prepare and submit DNR water main and sanitary sewer extension permits.
4. Specifications, bid documents, and engineer's estimate.
5. Meet with the Village of Jackson as necessary throughout the design process.

Final Design:

1. Final roadway, storm sewer, water main, and sanitary sewer design/plans.

OWNER'S RESPONSIBILITY

1. Review and approval of preliminary and final plans.
2. Payment of any governmental review fees.
3. Advertisement, bidding and contract document copying and distribution.

ADDITIONAL SERVICES

1. Pavement design report. Pavement structure will be based on OWNER standard pavement structures.
2. Right-of-way or easement work for the project.
3. Soil borings.
4. Detailed storm sewer modeling or stormwater management plans/calculations.
5. DNR and/or US Army Corps of Engineers permitting/coordination beyond scoped items.

COMPENSATION

ENGINEER'S lump sum fee to complete the work, as listed in the Scope of Work section of this document, is as follows:

Design, Permitting, and Bidding:	\$14,400
Final Design:	\$7,400
Construction Bid Documents:	\$2,000

ENGINEER'S fee to complete any construction staking, construction observation, or construction assistance will be billed on a time and materials basis in accordance with the attached Professional Services Fee Schedule, dated May 1, 2017 and labeled Exhibit A. The hourly rates for each task is as follows:

Construction staking (survey crew):	\$154/hour (crew)
On-site inspector:	\$84/hour
As-built survey:	\$1,000

The ENGINEER shall prepare monthly invoices based upon services provided during the billing cycle. Invoices shall be paid by the OWNER within 30 days of OWNER'S receipt of said invoice.

Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated May 1, 2017, and labeled Exhibit A.

GENERAL TERMS & CONDITIONS

ENGINEER's services will be performed in accordance with the attached General Terms and Conditions, dated May 1, 2017, and labeled Exhibit B. The receipt of a signed copy of the Agreement shall be considered as authorization to proceed with the services described.

Thank you again for the opportunity to propose on the subject project. If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,



Thomas L. Lanser
President
Gremmer & Associates, Inc.

If this proposal is acceptable, please sign below and return one copy to me for our files.

For the OWNER: Village of Jackson

Name

Date

Title

Exhibit A



PROFESSIONAL SERVICES FEE SCHEDULE

May 1, 2017 to April 30, 2018

Project Manager.....	\$130.00/hour
Project Engineer	\$115.00/hour
Senior Designer / Civil Engineer V	\$100.00/hour
Professional Land Surveyor / Survey Crew Chief.....	\$94.00/hour
One-man Survey Crew with GPS	\$120.00/hour
Civil Engineer IV / Engineering Specialist V	\$90.00/hour
Civil Engineer III / Engineering Specialist IV	\$84.00/hour
Civil Engineer II / Engineering Specialist III.....	\$78.00/hour
Civil Engineer I / Engineering Specialist II.....	\$72.00/hour
Engineering Specialist I / Civil Engineering Technician III	\$65.00/hour
Civil Engineering Technician II	\$60.00/hour
Civil Engineering Technician I	\$55.00/hour
Office Services	\$52.00/hour
Mileage	Current IRS rate
Meals, lodging, air travel, telephone, supplies, postage.....	At Cost
Printing Services (In-house)	
Photocopies (black & white)	\$0.10/impression
Photocopies (color)	\$0.25/impression
Large Format Plots (black & white)	\$1.00/S.F.
Large Format Plots (color).....	\$2.00/S.F.
Mylar.....	\$2.00/S.F.
Printing Services (Outside Service)	At Cost
Expert Witness	\$200.00/hour

Note: Office Services, Civil Engineering Technician, and Engineering Specialist I-III are paid time and one-half their actual wage for overtime. The respective billed rate will be approximately 18% higher than the published rate to account for the overtime rate.



GENERAL TERMS AND CONDITIONS

May 1, 2017 to April 30, 2018

1. This agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. As the project progresses, facts uncovered may reveal a change in direction, which may alter the scope. Gremmer & Associates, Inc., will promptly inform the Owner in writing of such situations so that changes in this agreement can be negotiated as required. In the event the Owner orders additional work to be performed and a written instrument is not executed by both parties, the Owner shall be responsible for all costs associated with the additional work.
2. Costs and schedule commitments shall be subject to renegotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require renegotiation of this agreement.
3. Payment is due to Gremmer & Associates, Inc., upon 30 days of receipt of the invoice for professional services rendered. Failure to make any payment when due is a breach of this Agreement and will entitle Gremmer & Associates, Inc., at its option, to suspend or terminate the Agreement and the provisions of the Scope of Work. Interest of 1.5 percent per month (18 percent per annum) will accrue on accounts overdue by 30 days.
4. The Owner shall make available to Gremmer & Associates, Inc., all relevant information or data pertaining to the project which is required to perform the Scope of Work.
5. Gremmer & Associates, Inc., will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the services at the time and the location in which the services were performed.
6. Gremmer & Associates, Inc., will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
General Aggregate	\$2,000,000
Operations / Injury	\$1,000,000
Automobile Liability	
Liability / Injury	\$1,000,000
Property Damage	Value or Repair
Professional Liability Insurance	\$1,000,000
Umbrella Liability Insurance	\$2,000,000

7. Termination of the agreement by the Owner or Gremmer & Associates, Inc., shall be effective upon seven (7) days written notice to the other party. The written notice shall include the reasons and details for termination. Gremmer & Associates, Inc., will prepare a final invoice showing all charges incurred through the date of termination. The Owner agrees to pay Gremmer & Associates, Inc., for the services performed to the date of termination.
8. Gremmer & Associates, Inc., intends to serve as the Owner's professional representative for those services as defined in this agreement and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals, and other decisions made by Gremmer & Associates, Inc., for the owner are rendered on the basis of experience and qualifications and represent our professional judgment. The Owner recognizes that Gremmer & Associates, Inc., does not have control over the costs of labor, materials or equipment, or over competitive bidding methods. Accordingly, Gremmer & Associates, Inc., does not make any commitment or assume any duty to assure that bids or negotiated prices will not vary from any cost opinions prepared by Gremmer & Associates, Inc.
9. This agreement shall not be construed as giving Gremmer & Associates, Inc., the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by contractor or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
10. The Owner releases Gremmer & Associates, Inc., from any liability and agrees to defend, indemnify and hold Gremmer & Associates, Inc., harmless from any and all claims, damages, losses, and/or expenses, direct or indirect, or consequential damages, including but not limited to attorney's fees and charges, and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the services, except liability arising from the negligence of Gremmer & Associates, Inc.

November 9, 2017

prepared for
Village of Jackson

PROPOSAL
Engineering Design Service



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Section 1
Cover Letter

November 9, 2017

collaborāte / formulāte / innovāte

Mr. Brian Kober, PE
Director of Public Works
Village of Jackson

SUBJECT: Engineering Design Services for Ridgeway Drive Street Improvements

Dear Brian:

While they are not the most exciting projects, road reconstruction and maintenance projects are some of the most important public works endeavors taken on by communities. They provide long-term reliability to your facilities. Simultaneously, they cause a considerable disruption to your residents and businesses. The Village of Jackson takes this responsibility to its residents seriously, and, as such, is looking for a consulting partner to guide it and implement strategies to make the Ridgeway Drive Project successful for the Village and seamless for those who live along the project.

We have assembled an experienced team to meet the Village of Jackson's goal for the roadway reconstruction and drainage design of Ridgeway Drive, Ridgeway Court, and Georgetown Drive. It is our understanding that the improvements will include the reconstruction of the before mentioned roadways with asphalt pavement, curb and gutter and concrete sidewalk; a single sanitary sewer line will be constructed to replace the existing dual lines; a storm sewer system with individual laterals to the adjacent properties that will allow for proper drainage of the roadway and properties; and water main design that replaces the existing main in Ridgeway Drive. A new water main will be designed to accommodate Ridgeway Court. In addition to the design of these facilities, construction bid documents, DNR permits, specifications, and an engineer's estimate will be prepared as part of the project.

Selection of the GRAEF team for your project will provide the following benefits:

Project team expertise: The GRAEF team has the best combination of creative problem solving, roadway and utility design, and storm water management experience. We have also aligned your professional relationships with the chosen staff for this project, to create a seamless integration and comfortable environment for the Village.

Matt Bednarski will serve as Client Services Manager. Matt will draw from a number of road, construction, and stormwater management projects he has completed in Jackson over the past twenty years. Julie Olson will serve as Project Manager/Project Engineer having seven years of experience in roadway design for municipalities in southeastern Wisconsin and most recently has completed several residential reconstruction projects. The supporting staff includes highly qualified personnel who will provide expertise in water main and sanitary design, as well as survey and construction services.

Proven similar experience with recent projects: As shown in the accompanying proposal, the team has very similar experience with roadway reconstruction and utility projects, specifically with other municipalities.

Familiarity with Jackson: The entire project team has immediate availability to begin work on this project. We have full capacity to meet all deadlines as specified in your schedule and provide the final plans and bid documents for advertisement in March 2018.

Commitment: Our project team pledges its expertise to provide superior engineering services to the Village of Jackson and to bring your project to a conclusion that is rewarding to everyone involved. Through earnest commitment, we will meet the needs of the Village, community members, and all project stakeholders.

We look forward to the opportunity to partner with you and the Village on this project. If you have any questions about our proposal or need additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Bednarski", with a stylized flourish at the end.

Matthew Bednarski, PE, EMBA, ENV SP
Associate
414 / 266 9043
Matthew.Bednarski@graef-usa.com



Section 2
Firm Introduction

our core purpose

To improve the
physical environment
for the benefit
of society in a
sustainable manner.



Milwaukee Office (Headquarters)

125 South 84th Street
Suite 401
Milwaukee, WI 53214-1470
tel 414 / 259 1500
fax 414 / 259 0037

Other Offices

Chicago – Loop, IL
Chicago – O'Hare, IL
Green Bay, WI
Madison, WI
Milwaukee – Global Water Center, WI
Minneapolis, MN
Orlando, FL

www.graef-usa.com

GRAEF is a multi-discipline engineering firm dedicated to serving public and private clients throughout the United States. For over 55 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with more than 225 employees in eight offices in the Midwest and Florida, GRAEF offers our clients a full range of consulting services.

GRAEF is ranked in Engineering News-Record (ENR) Top 500 Largest Design Firms and is ranked 27th in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.

GRAEF provides quality consulting services in:

- Structural Engineering
- Parking Consulting
- Site/Civil Engineering
- Landscape Architecture
- Urban Design
- Traffic/Transportation Engineering
- Environmental Engineering
- Surveying and Field Services
- Planning
- Sustainable Design
- Mechanical Engineering
- Electrical Engineering
- Plumbing and Fire Protection Engineering
- Commissioning



Section 3
Resumes



Professional Registration
Professional Engineer – WI

Professional Certification
ISI Envision® Sustainability
Professional

Education
Executive M.B.A., 2014, University
of Wisconsin-Milwaukee,
Milwaukee, WI
B.S., Civil Engineering, 1998,
University of Wisconsin-Milwaukee,
Milwaukee, WI

Professional Affiliations
American Consulting Engineers
Council - Wisconsin Chapter
American Public Works Association
– Membership Committee Chair

For 20 years, Matt has refined his experience and expertise in large and collaborative efforts on a number of watercourse and public works projects. He is a project manager and municipal engineer specializing in water resource projects. Matt's experience encompasses project management, contract administration, client relations, construction supervision, storm water management and modeling, community relations, and special assessments.

On-Call Engineering Services for Watercourse Facilities, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Contract Manager: Develops project teams for any given task and coordinates scope, schedule, and fee development. Responsible for quality assurance and quality control for these tasks. GRAEF serves as the contract manager, project manager, and overall quality control coordinator for a diverse team of engineering, geomorphic, landscape architecture, field, and environmental professionals for various on-call watercourse needs of the District.

Village Engineer, Village of Newburg, WI – Client Service Manager: Since 1999, involved in an array of day-to-day and project engineering duties, including administrative services ranging from construction to planning. These include attending council, committee, and commission meetings; leading presentations and public hearings; overseeing bidding; and managing capital improvement projects. Responsible for annual reporting requirements. Responds to resident phone calls and complaints. Negotiates for easements and manages engineering, planning, and construction budgets. Completed Pavement Management Plan, Comprehensive Outdoor Recreation Plan, "Smart Growth" Plan, and Sanitary Sewer Master Plan.

Town Engineer, Town of Grafton, WI – Client Services Manager: Oversaw day-to-day project engineering duties from construction to planning; performed planning/zoning duties; distributed project work to office staff; completed special assessments; attended town board, committee, and commission meetings; led presentations and public hearings; oversaw bidding process; and managed capital improvement projects.

Main Street Corridor Reconstruction, Village of Sussex, WI – Project Manager: Functioned as the project manager for this project. It includes reconstruction plans for water main, sanitary sewer, storm sewer, a new roadway cross-sections, streetscaping, two stream relocations, floodplain analysis and permitting, intersection analysis, access management, and public relations and communications.

Kinnickinnic River Rehabilitation, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Project Manager: Manages a large team of regional and local experts – including DBE firms – for this long-term flood risk reduction project for the MMSD. GRAEF's role includes long-range planning for Milwaukee County Parks facilities, bridge improvements, and stakeholder and public outreach and involvement. Organizes and manages many team members to allow the technical experts to excel without needing to navigate a difficult project from a public and political point-of-view.



Professional Registration
Engineer-WI

Education
B.S. Civil Engineering, 2010
Certificate in Technical
Communications, 2010
University of Wisconsin-Madison,
Madison, WI

Professional Affiliations
American Public Works Association
Institute of Transportation
Engineers

Julie provides transportation engineering design services to various clients throughout the State of Wisconsin. Responsibilities include the design and preparation of plan documents for transportation and traffic projects. Julie's transportation project involvement has included conceptual design layout, alternative analysis, environmental impact studies, public involvement, utility coordination, preliminary design, pavement design, analysis of traffic data, and the preparation of plans, specifications and estimates. Specific traffic project improvements include analysis of intersection improvements, traffic signal design, parking studies and traffic animation models.

Wauwatosa Design Services– Design Engineer: Performed engineering design services for the City's annual 2017 Paving, Sidewalk and Green Alley programs. Roadway plans and specifications were prepared for the reconstruction of the Ludington Avenue alley, as part of the City's 2017 Paving program. Reconstruction involved replacement of the pavement section, storm sewer design and replacement of driveways and business entrances.

West Edgerton Ave. Design Services– Design Engineer: Performed engineering design services for the full reconstruction of the roadway on West Edgerton Avenue and South Allenwood Lane. Roadway plans were prepared for the reconstruction of 0.64 miles, and for mill and overlay of 0.29 miles of West Edgerton Avenue. Reconstruction involved widening the roadway from 24 feet to 30 feet. Approximately 0.42 miles (2,200 LF) of the project was converted from a rural section to an urban section that included curb and gutter and storm sewer.

E. Moreland Blvd. Design Services– Design Engineer: Performed roadway design services for the reconstruction of E. Moreland Boulevard from the Fox River to Manhattan Drive. The project involved replacing 0.70 miles of the existing 4-lane urban roadway section within the existing roadway right-of-way, and developing geometric improvements at the existing 5-leg signalized intersection of E. Moreland Boulevard, White Rock Avenue, and Eales Avenue to improve safety in the project corridor.

CTH G (CTH E to 22nd Street), Kenosha County– Design Engineer: Assisted in the design of approximately 1 mile of roadway reconstruction and multi-use path construction between 15th Street and 22nd Street. The existing two-lane rural typical section will be reconstructed and widened to a four-lane undivided urban road section. In addition, plans were developed to construct a multi-use path between CTH E and 15th Street, a distance of approximately 0.5 miles.

CTH X (CTH Y to STH 11), Racine County– Design Engineer: Assisted in the design of the pavement replacement of 0.5 miles of CTH X from CTH Y to Lathrop Avenue and the rehabilitation of 0.4 miles of CTH X from Maryland Avenue to STH 11. The project will address the existing deteriorated pavement and drainage concerns. Intersections will be upgraded to meet current design standards.



Professional Registration
Professional Engineer – WI

Education
M.S., Civil Engineering, 2011,
University of Wisconsin-Milwaukee,
Milwaukee, WI
B.S., Civil Engineering, 2009,
University of Wisconsin-Milwaukee,
Milwaukee, WI

Professional Affiliations
American Society of Civil Engineers
American Public Works Association

Joe has five years of experience with GRAEF and previously worked as an intern with the City of Cudahy and with the Milwaukee Metropolitan Sewerage District. He is experienced in municipal design, storm water, and construction management.

Center Street Water Main Relay, Wauwatosa, WI – Design Engineer: Provided preliminary and final design of 500 lineal feet of water main relay and two hydrant relocations at the location where Center Street crosses USH 45 due to major freeway improvements.

Center Street Storm Sewer Relay, Wauwatosa, WI – Project/Design Engineer: Provided preliminary and final design for over 1,600 lineal feet of storm sewer relay and water main branch offsets within Center Street and multiple side streets due to flooding concerns and issues with the Wauwatosa area.

Village of Newburg, WI – Village Engineer: GRAEF is providing ongoing services to the Village of Newburg in the role of Village Engineer. Joe has provided assistance on several projects, some of which include:

- Wastewater Treatment Facility Lift Station Replacement – GRAEF provided two long term design solutions to keep their waste water treatment facility running smoothly and efficiently.
- Future Development Preparation – As every Village looks to grow, GRAEF has been in discussions with the Village of Newburg through the years on future expansion and development strategy with topics ranging from annexation, process preparation, and future infrastructure design.
- Pavement Management Plan – As weather fluctuates with the ever revolving Wisconsin seasons roads and pavements start to breakdown, GRAEF developed 10-year Pavement Management Plans for the Village of Newburg to increase the longevity of their transportation infrastructure with cost effective options.

City of Muskego, WI – Assistant Engineer: GRAEF is providing ongoing services to the City of Muskego in the role of City Engineer. Joe has provided assistance on several projects, which include:

- Developed and bid 2017 Road program with a \$725,000 budget.
- Development and budget coordination for 2018 Road program with a \$725,000 budget.
- Developed and submitting LRIP Applications for City Road Program
- Developed and bid 2017-2018 Lawn Service Contract for City Parks
- Plan Review for City Developments



Professional Registration
Professional Land Surveyor – WI

Education
Associate Degree, Civil Engineering
Gateway Technical Institute,
Kenosha, WI

Professional Affiliations:
Wisconsin Society of Land
Surveyors – State Chapter
Society of Southeastern Wisconsin
Land Surveyors Inc. – Milwaukee
Chapter

Mike joined GRAEF in 1992. His background experience includes layout engineer, survey/crew chief, and estimator for consulting and construction companies. Mike's field experience has included construction staking of state and county highways, utilities, sewers, railroads, water mains, and building projects throughout southeastern Wisconsin.

He is also experienced in boundary work and establishing horizontal and vertical control for communities. His office experience includes designing and drafting of state and county right-of-way plats, certified survey maps, plats of survey, easement descriptions, annexation maps, and other land surveying legal documents.

Survey and GIS System Setup/Maintenance, Milwaukee Regional Medical Center (MRMC), Wauwatosa, WI – Survey Manager: Survey manager for the topographic survey of the 220-acre healthcare campus, including incorporation of other surveys to create a base. Converted survey data from the into ArcGIS format. Completed data entry from survey notes. Compiled the files into a service that was delivered within an ArcGIS Online System Setup, including general map production and system setup/administration. Data layers included topography, utilities (public and private), buildings, parcels and more. System was de-signed to incorporate future surveys in order to complete a full base layer system for the campus. The project also included supplying maintenance services for the GIS data/system as well as compilation of mapping for other uses (snow plowing, lawn maintenance, storm water, etc..). The steam and chilled water systems are also mapped and GRAEF maintains/updates the mapping based on projects as they work on the system. We are on-call for survey and GIS mapping services. The data is also being utilized for system studies, system purchasing and analytics for the campus development.

City of Franklin, WI, S. 31st Street Extension & Signals – Project Surveyor: Project included preparation of a right-of-way plat for 31st Street from Drexel Ave to Rawson Avenue. This plat consisted of a 30 parcels with legal descriptions for widening of the existing road and expansion for a new road. Also responsible for managing the construction staking of the road.

Drexel Town Square, Oak Creek, WI – Project Surveyor: Provided topographic survey of an 85-acre site for mixed-use development.

Acquisition Plat for South 41st Street Relief Sewer, Milwaukee WI – Project Surveyor: Nine parcel plat for acquisition of sewer and access easements for 1 1/2 mile project. Boundary and easement information was provided along with legal descriptions of the easements that were required. GRAEF worked closely with MMSD to insure the least amount of impact to the public with the new easements.



Section 4
Project Examples

Wauwatosa Design Services

Client: City of Wauwatosa | Location: Wauwatosa, WI



GRAEF was selected by the City of Wauwatosa to perform engineering design services for the City's annual 2017 Paving, Sidewalk and Green Alley programs. Roadway plans and specifications were prepared for the reconstruction of the Ludington Avenue alley, as part of the City's 2017 Paving program. Reconstruction involved replacement of the pavement section, storm sewer design and replacement of driveways and business entrances.

Coordination with local residents and businesses was vital to the construction of the alley. As part of the City's 2017 Sidewalk program, intersection modifications and curb ramp designs were completed at the intersections of W. North Avenue with N. 120th Street, Wisconsin Avenue with N. 62nd Street, Maple Terrace with N. 68th Street, and W. Bluemound Road with N. 70th Street. All curb ramps were designed according to WisDOT standards and included curb & gutter replacement and pavement replacement.

Services
Roadway Reconstruction
Storm Sewer Design
Utility Coordination
Public Involvement
Traffic Control
Specifications
Construction Administration

Roadway plans and specifications were prepared for the reconstruction of four individual alleys located along North Avenue and Menomonee River Parkway, as part of the City's 2017 Green Alley program.

This project converted the existing alleys into Green Alleys, which involved the incorporation of permeable pavers, geomembrane liner, and perforated underdrain to convey water into the storm sewer system at a slower rate. Reconstruction involved replacement of pavement section, storm sewer design and replacement of driveways and business entrances. Coordination with local residents and businesses was vital to the construction of the alley.

As part of the alley designs, GRAEF also completed standard specifications for the 2017 Green Alley and Paving programs. Bid documents and project manuals were also completed for the programs. GRAEF also provided technical expertise and inspection services during the construction of the alleys.

West Edgerton Avenue and South Allenwood Lane

Client: Village of Hales Corners | Location: Hales Corners, WI



Services

Roadway Reconstruction
Storm Water Management
Storm Sewer Design
Sanitary Sewer Relay
Water Lateral Adjustments
Utility & Agency Coordination
Public Involvement
Survey
Traffic Control
Construction Administration
Coordination with the City of
Greenfield on adjacent projects

GRAEF was selected by the Village of Hales Corners to perform engineering design services for the full reconstruction of the roadway on West Edgerton Avenue and South Allenwood Lane.

Roadway plans were prepared for the reconstruction of 0.64 miles, and for the mill and overlay of 0.29 miles of West Edgerton Avenue. Reconstruction involved widening the roadway from 24 feet to 30 feet. Approximately 0.42 miles (2,200 LF) of the project was converted from a rural section to an urban section that included curb and gutter and storm sewer.

GRAEF also prepared roadway plans for the pulverizing of 0.36 miles of South Allenwood Lane. South Allenwood Lane improvements included ditching to improve existing substandard conditions and the addition of 170 feet of curb and gutter and storm sewer.

GRAEF completed a storm water management plan for the entire project corridor of the Edgerton Avenue project. The corridor includes the east and west project limits and the ultimate 90-foot wide right-of-way. The project included review of the existing drainage patterns, delineation of watersheds, and development of existing runoff computations. Storm water management included storm sewer design as well as the development of two detention ponds.

East Moreland Boulevard Reconstruction

Client: City of Waukesha | Location: Waukesha, WI



Services

Urban Roadway Reconstruction

Traffic Analysis

Traffic Signal Design

Intersection Improvements

Agency & Utility Coordination

Public Involvement

Streetlighting

GRAEF was selected by the City of Waukesha to perform roadway design services for the reconstruction of E. Moreland Boulevard from the Fox River to Manhattan Drive. E. Moreland Boulevard is one of the primary arterials that provides access to the City's downtown area. The project involved replacing 0.70 miles of the existing 4-lane urban roadway section within the existing roadway right-of-way, and developing geometric improvements at the existing 5-leg signalized intersection of E. Moreland Boulevard, White Rock Avenue, and Eales Avenue to improve safety in the project corridor. Other project features included the replacement of the existing street lighting, one traffic signal, pavement marking, permanent signing, curb ramps and spot sidewalk replacement within the project limits.

GRAEF performed the traffic analysis of the existing 5-leg signalized intersection and developed multiple geometric configurations for reconstructing the intersection to a more traditional 4-leg signalized intersection. The improvements included removing Eales Avenue from the intersection by reconstructing this leg as a cul-de-sac, and modifying lane configurations on the other two remaining streets.

The project team conducted substantial railroad, agency and utility coordination to incorporate both public and private infrastructure improvements (storm sewer, sanitary sewer, water main and gas main) into the roadway reconstruction project. Multiple public involvement meetings were held to gather information and comments pertaining to the proposed geometric improvements.

Subdivision Roadway Reconstruction

Client: City of Greenfield | Location: Greenfield, WI



Services

Storm Water Management
Sanitary Sewer Design
Water Main Design
Storm Sewer Rehabilitation
Permitting
Right-of-way Plat
Topographic Survey
Construction Staking
Construction Observation
Contract Administration

GRAEF prepared plans and specifications for road reconstruction improvements for a subdivision located north of West Cold Spring Road on South 78th Street, South 79th Street, West Plainfield Avenue, and West Leroy Avenue. The proposed improvements consisted of about 0.5 miles of rural to urban subdivision roadway construction with two lanes that total 30 feet in width from face of curb to face of curb. The proposed improvements also included installation of approximately 4,000 feet of storm sewer to replace the existing storm sewer and ditch drainage system. The project area consisted of a watershed area totaling 22 acres that outfall into an existing storm sewer system.

GRAEF's services included preliminary design to identify layout, storm water management practices and associated cost and coordination with MMSD. Meetings were held with residents and City officials, including public hearings to address assessments.

Data

0.5 miles of Roadway Construction
4,000 Feet of Storm Sewer

West Layton Ave and South 80th St Intersection Modifications

Client: City of Greenfield | Location: Greenfield, WI



Services

Traffic Signal Design
Traffic Operational Analysis
Intersection/Urban Roadway
Design

Intersection modifications and traffic signal installation were completed at the intersection of W. Layton Avenue and South 80th Street. A new traffic signal was installed at the intersection, and additional improvements included closing a left-turn lane, reconfiguring an existing commercial driveway, and constructing islands to limit movements along the project corridor.



Section 5
Budget & Fee Schedule

BUDGET

Phase	Total Hours	Total Labor
Design, Permitting, & Bidding	196	\$17,000
Final Design	22	\$2,200
Preparing Bid Documents	40	\$3,700
Total Fee	258	\$22,900

PROFESSIONAL SERVICES FEE SCHEDULE PER HOUR

CLASSIFICATION	RATE
Construction Staking	\$ 120.00
Construction Inspection	\$73.00

Automobile travel will be billed at the current federal rate of 53.5 cents per mile.
Expenses such as travel and supplies will be billed at actual cost.

November 9, 2017

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

Subject: Village of Jackson - Street and Utility Improvements for Ridgeway Drive, Ridgeway Court and Georgetown Drive

Dear Mr. Kober:

The Village of Jackson is upgrading the utilities and reconstructing the roadways of a portion of Ridgeway Drive, Ridgeway Court, and Georgetown Drive in the Highland Meadows Subdivision. The roadways were constructed in the late 1960s and are in need of improvement. The storm sewer system in Georgetown Drive needs to accommodate storm water from a larger drainage area, and updated piping with increased flow capacity will be installed.

Baxter & Woodman, Inc. has been providing roadway and utility infrastructure engineering for area communities since 1946. Our focus on public agencies has given us a thorough understanding of roadway and utility construction impacts to communities. By its very nature, residential roadway construction is disruptive for a neighborhood. Our strategy is to minimize the disruption and communicate construction activities so that residents are informed in advance and can plan accordingly. Our designers look for ways to maintain access for residents, and our construction staff excel at communicating with the public. They are accustomed to public interaction and frequently answer residents' questions.

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KEY PERSONNEL

Detailed resumes for the following key staff are at the end of this document.

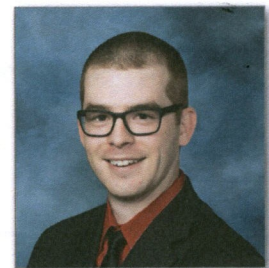
PROJECT MANAGER: DAVID HEMMERICH, PE

- 14 years of transportation engineering/construction inspection experience
- B.S. in Civil Engineering from University of Wisconsin - Platteville
- Licensed Professional Engineer in Wisconsin and Illinois
- Project Manager or Project Engineer for street projects that included underground infrastructure replacements and improvements in Waterford, Walworth County, Rock County and Milton



ROADWAY/STORMWATER ENGINEER: RYAN WALLACE, PE

- 9 years of transportation engineering experience
- B.S. in Civil Engineering from University of Iowa
- Licensed Professional Engineering in Wisconsin and Illinois
- Recently completed a pedestrian safety study for the Medical College of Wisconsin with field observations of pedestrian traffic, identification of deficiencies, and development of recommendations for improvements
- Project Engineer for roadway with underground infrastructure improvements in Milton, Walworth County, and Delavan



WATER/SANITARY ENGINEER: LILA JOHNSON

- 1 year of water/sanitary engineering experience
- M.S. and B.S. in Civil Engineering from Milwaukee School of Engineering
- Project Engineer for water main and sanitary sewer designs for Union Grove, Somers, and Paddock Lake



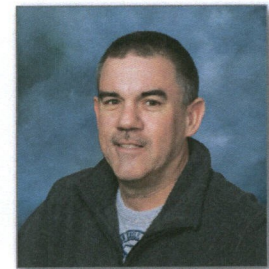
PROJECT ADVISOR: MARK KOLCZASKI, PE

- 29 years of water main, storm sewer and sanitary sewer design experience
- B.S. in Engineering Technology from Southern Illinois University
- Licensed Professional Engineer in Wisconsin
- Project Manager for Delavan's annual street and utility improvements
- Project Manager for sanitary sewer in Shorewood, Bohner's Lake Sanitary District, Fort Atkinson, Milton, Twin Lakes, and Paddock Lake; water main in Delavan, Crestview Utility District, and Milton; storm sewers in Lyons and Town of Geneva; and annual roadway improvements in Delavan, Lyons, and Twin Lakes



CONSTRUCTION TECHNICIAN: STEVEN MORROW

- 31 years of construction engineering experience
- Resident Engineer for roadway/infrastructure projects in Bohner's Lake Sanitary District No. 1, Delavan, Fort Atkinson, Lyons, Milton, Paddock Lake, Pell Lake Sanitary District, Pleasant Prairie, Twin Lakes, Union Grove, and Waterford



Support staff are available to assist. **Ursula Botsch** will assist with CADD. **Christopher Wellbank** will provide surveying services and prepare the as-built surveys.

FIRM EXPERIENCE

VILLAGE OF WATERFORD, WI

RACINE STREET RECONSTRUCTION

Dave Hemmerich - Lead Design Engineer

Baxter & Woodman provided preliminary design, final design, and construction engineering for the reconstruction of Racine Street, Center Street, North Street, River Street, and the Village Hall parking lot. During preliminary design, public meetings were utilized to help analyze available options, provide a recommended plan final design, and an opinion of probable cost for the recommended plan. Safety, drainage, and maintenance were among the many concerns within the project limits.



Final design included road reconstruction, storm sewer, sanitary sewer, and water main improvements. Mainline sanitary sewer and laterals were also included, as well as curb and gutter

The streets are all local, residential, urban streets that were first constructed in the late 1960s. Water main and sanitary facilities need to be reconfigured away from an old treatment plant site to the west of the project. All work is to be completed within the existing right-of-way or easements.

Design services include roadway, storm sewer, water main, and sanitary sewer design and preparation of plans, specifications, cost estimate, and bidding documents; applying for and obtaining all necessary DNR permits; and bidding assistance. Construction services includes construction inspection, construction administration, construction staking, and as-built surveying.

SCOPE OF SERVICES

DESIGN SCOPE OF SERVICES

1) DESIGN, PERMITTING, AND BIDDING

- a) **PROJECT MANAGEMENT** – Plan, schedule, and control the activities to complete the project. These activities include but are not limited to budget, schedule, and scope.
- b) **ADMINISTRATION & MEETINGS** – Confer with the Village's staff and project team as needed to achieve the goals of the project and to clarify and define the general scope, extent, and character of the project. Scope includes up to three meetings with Village staff (kickoff, preliminary and final review meetings).
- c) **AGENCY COORDINATION & PERMITTING** – Coordinate the proposed improvements with utilities, permit agencies, and other interested parties. Prepare and submit DNR WRAPP application for a construction site stormwater permit. Prepare and submit a DNR water main permit application. Prepare and submit a DNR sanitary sewer permit.
- d) **DATA COLLECTION** – Obtain, review, and evaluate available plans, studies, soils information, and property information provided by the Village for use in design. Visit site to collect information to supplement the survey, including site photographs. Obtain available atlases from utilities.
- e) **GEOTECHNICAL REPORT** – Employ the services of a geotechnical sub-consultant to take up to four pavement cores and soil borings up to 10-feet deep. The geotechnical sub-consultant will analyze the cores/borings and prepare a report of recommendations for roadway and underground utility construction.
- f) **TOPOGRAPHIC SURVEY** – Perform topographic survey within the project limits; set project control utilizing SEWRPC coordinate system and vertical datum; collect existing drainage,

sanitary, and water structure information including condition, inverts, pipe sizes, pipe types, and flow direction. Utilize the survey data to complete a CADD base map and prepare existing terrain model for use in design.

- g) PRELIMINARY DESIGN – Prepare preliminary plan sheets with roadway, storm sewer, water main, and sanitary sewer layouts, including any alternatives, for presentation to Village staff for selection of plan to proceed with to final design.
- h) ASSIST BIDDING - Assist the Village in solicitation of construction bids from as many qualified bidders as possible, including coordination of contract documents, answering bidder questions, issuing addenda as necessary, attend bid opening, and assist with reviewing bid packages, tabulate bids, and recommend award.

2) FINAL DESIGN

- a) ROADWAY DESIGN – Prepare typical sections, plan and profiles, details, and cross sections to design the roadway in accordance with Village standards. Roadway design includes pavement width, cross slope, and pavement thicknesses; horizontal and vertical alignment; curb and gutter type; intersection radius returns; driveway aprons; sidewalk; ADA-compliant sidewalk ramps; and terrace restoration.
- b) STORM SEWER DESIGN – Design mainline and lateral storm sewers and drainage structures for proper drainage of the road right of way in accordance with Village standards. Storm sewer design includes evaluating surface drainage by the rational method for the design storm, placement of drainage structures, sizing of structures and piping, tying into existing storm sewers, pipe alignment, outlet design, removing old storm sewer, implementation of best management practices (BMPs) as required, providing storm sewer laterals for all properties with frontage along the project limits, and details.
- c) WATER MAIN DESIGN – Design new and replacement water main to comply with Wisconsin DNR rules and Village requirements. Water main design includes alignment, size, fittings, fire hydrants, typical service connections, valves, valve vaults or valve boxes, connection to existing mains, abandoning old water appurtenances, and details.
- d) SANITARY SEWER DESIGN – Design new and replacement sanitary sewers to comply with Wisconsin DNR rules and Village requirements. Sanitary sewer design includes alignment, pipe sizing, manholes, typical service connections, connections to existing sewers, removing and/or abandoning old sanitary appurtenances, and details. This scope includes only a new sanitary sewer on Ridgeway Court and replacing the dual mainlines with a single line on Ridgeway Drive.

- e) **PLAN PREPARATION** – Prepare auxiliary plan sheets as required to compile a complete plan set for bidding, construction, and permit applications. These plan sheets include title sheet, general notes, erosion control plans, traffic control plans as necessary, alignment and ties as necessary, and other detail drawings.
- f) **QC/QA** - Perform an in-house peer review and constructability review of the pre-final plans, specifications, and estimate of cost for the project.

3) PREPARATION OF BIDDING DOCUMENTS

- a) **SPECIFICATIONS** – Prepare construction specifications for the proposed work in accordance with Village guidelines.
- b) **BIDDING DOCUMENTS** - Prepare contract bidding documents, including contract provisions, bidding forms, sample construction forms, and contract requirements in accordance with Village guidelines.
- c) **COST ESTIMATE** – Estimate contract quantities and prepare an opinion of probable construction cost for the improvements. A cost estimate will be prepared for the preliminary design and one for the final design.

CONSTRUCTION SCOPE OF SERVICES

1) CONSTRUCTION ADMINISTRATION AND INSPECTION

- a) **PROJECT INITIATION** - Prepare award letter, contract documents, performance/payment bonds, and notice to proceed. Review contractor insurance documents. Attend and prepare minutes for the preconstruction conference and site visit, and review the contractor's proposed construction schedule and list of subcontractors.
- b) **CONSTRUCTION ADMINISTRATION** - Attend periodic construction progress meetings and site visits as necessary. Shop drawing and submittal review by Baxter & Woodman for general compliance with the contract documents. Prepare construction contract change orders and work directives when authorized by the Village. Review the contractor's requests for payments as construction work progresses. Address requests for information.
- c) **FIELD OBSERVATION** - Baxter & Woodman's site observation shall be at the times agreed upon with the Village. Baxter & Woodman will provide a Resident Project Representative (RPR) at the construction site on either a full-time basis of forty (40) hours per week from Monday

through Friday, not including legal holidays, or on a periodic part-time basis of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Village, to assist the contractor with interpretation of the drawings and specifications, to observe in general if the contractor's work is in conformity with the contract documents, and to monitor the contractor's progress as related to the construction contract date of completion. For the purposes of this proposal, full time observation will be provided for underground construction and part-time observation for surface construction. Baxter & Woodman shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall Baxter & Woodman have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Baxter & Woodman neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which the contractor is solely responsible for its errors, omissions, and failure to carry out the work.

- d) **PROJECT COMPLETION AND CLOSE-OUT** - Provide construction inspection services when notified by the contractor that the project is complete. Prepare written punch lists during final completion inspections. Review the contractor's written guarantees and issue a Notice of Acceptability. Review the contractor's request for final payment and advise the Village of the amounts due and payable to the contractor in accordance with the terms of the construction contract documents.
- 2) **CONSTRUCTION STAKING** - Prepare stakeout files and provide construction staking as required to establish base lines, construction stakes, and benchmarks necessary for the contractor to install the work to the lines and grades shown in the plans. Stake-out will be completed once for each part of construction; any re-staking will be charged to the contractor as a deduction from progress payments.
- 3) **AS-BUILT SURVEY** - Complete a post-construction survey of completed work, including roadway cross sections, storm and sanitary sewer structure locations and inverts, and water valve and hydrant locations to confirm accurate construction. Complete a new CADD basemap from the as-built survey and compile a set of record drawings. At the Village's option, utility structure information may be formatted in GIS shapefiles for importing the new information into the Village's GIS system. Provide the Village with an electronic copy of the as-built information.

TIME & MATERIAL COST, NOT TO EXCEED

Design Services	
1. Design, Permitting, Bidding	\$21,410
2. Final Design	\$14,800
3. Prepare Bid Documents	\$5,790
Total Design	\$42,000
4. Construction Services	
a. Construction Staking	\$3,700*
b. Construction Inspection	\$40,795*
c. As Built Survey	\$3,305
Total Construction (lump sum)	\$47,800
Total Amount	\$89,800

*\$87/hour

ANTICIPATED SCHEDULE

Task	Anticipated Completion
Notice to Proceed	November 15, 2017
Kick-off Meeting	November 20, 2017
Complete Survey	December 1, 2017
Preliminary Design	December 29, 2017
Final Design/Bid Documents	February 28, 2018
Advertise for Bids	March 13, 2018
Open Bids	April 3, 2018
Award Contract	April 9, 2018
Start Construction	May 7, 2018
Complete Construction	August 24, 2018

November 9, 2017

Mr. Brian W. Kober, P.E.
Director of Public Works
Village of Jackson
N168 W20733
Jackson, WI 53037

RE: Ridgeway Drive
Engineering Services
Village of Jackson

Dear Brian:

Kapur & Associates, Inc. is pleased to submit this proposal to provide professional engineering services for the referenced project. The project includes the preparation of plans and specifications for the reconstruction of Ridgeway Drive, Ridgeway Court and Georgetown Drive as indicated in the RFP dated November 1, 2017. It is our understanding that it will be a full reconstruction of the street, including sanitary sewer, water main and storm sewer improvements. We will meet the schedule as laid out in the RFP. Our scope of services for the design services are as follows:

Preliminary Design and Permitting

- Meet staff, site visit, review preliminary development plans
- Topographic and utility survey. R/W to R/W to verify slope intercepts behind new sidewalk and measure-downs within structures
- Preliminary plans including roadway, storm sewer, water main and sanitary sewer
- Prepare and submit WRAPP, Water Main Extension and Sanitary Sewer Extension permits to WDNR – WDNR fees not included

Final Design

- Sanitary sewer in Ridgeway Drive to eliminate the dual system and in Ridgeway Drive
- Storm sewer design to utilize existing flows for pipe sizing and will include storm laterals
- Water main in Ridgeway Drive and Ridgeway Court to reduce water main serving Ridgeway Court from Georgetown Drive
- Roadway to include asphalt pavement, curb and gutter and sidewalk on both sides of road
- One meeting during final design

Construction Bid Documents

- Project manual and specifications
- Include within bidding documents requirements to accommodate school bus traffic during construction
- Engineer's estimate
- Answer questions during bidding process
- Attend bid opening

Construction Services

- Attend pre-construction meeting
- Perform construction staking
- Inspection and construction management
- Complete as-built

Our fees for the design of Ridgeway Drive, Ridgeway Court and Georgetown Drive, as described above, will be charged on a time-and-material, not to exceed basis. The cost breakdown is shown below:

1. Preliminary Design and Permitting:	\$8,456	
2. Final Design:	\$9,121	
3. Construction Bid Documents:	\$1,967	
4. Construction Services:		
a. Construction Staking		\$105 / hour plus mileage
b. Construction Inspection		\$75 / hour plus mileage
c. As-Built – Lump Sum	\$1,350	
Total Amount	\$20,894	

Thank you for consideration of this proposal. If you have any questions or need additional information, feel free to call.

Sincerely,

KAPUR & ASSOCIATES, INC.



Donald P. Albright, P.E.
Senior Associate



PROJECT TEAM & EXPERIENCE

we listen. we innovate.
we turn your vision
into reality.



The **Kapur Team** members selected for the Village are the backbone of our Municipal staff and have a long history of delivering successful roadway improvement projects. Based on the team's experience in roadway design, knowledge of the surrounding area, and their availability to provide efficient quality service, we know this design team will deliver the same services for the Village of Jackson.

Donald Albright, P.E. – Project Manager: Don is a Senior Associate and Manager of the Municipal Department. He has been with the firm for 29 years and in that time he has been responsible for project management and public involvement on numerous projects. Don's effective communication skills will allow him to assist in the presentation of projects to local officials, County committees, agencies, and the public. He has led project kickoff meetings to discuss procedure, policy, and schedule giving clear direction on what will be required from them for the remainder of the project. He has led numerous multi-jurisdictional projects, and has kept these sometimes difficult projects moving forward through a sound communication process, and his ability to help stakeholders understand the importance of progress.

Aaron Groh, P.E. – Municipal Roadway Lead: Aaron will managed the project and act as the lead for all roadway design and coordination activities. He has designed, prepared and reviewed numerous similar type projects for various municipalities over the past 16 years. His recent project experience includes preparation of preliminary and final plans, permits and construction documents for Edgerton Avenue in Greenfield, CTH PP Watermain Extension in Plymouth, and Butler Street Reconstruction / Sanitary Sewer Improvements in Random Lake. Aaron is a registered professional engineer in the State of Wisconsin.

Jeremy Schwartz, P.E. – Roadway Design / Stormwater Management: Jeremy is a project engineer in the Municipal Department. He has been involved with roadway design, utility design, and construction management on numerous municipal projects over the past 17 years. He is extremely familiar with the design and development standards throughout the area. Jeremy will be leading all roadway design and stormwater management tasks for the projects. Jeremy is a registered professional engineer in the State of Wisconsin.

Chris Sberna – Roadway / Utility Engineer: Chris is a staff engineer with over 3 years of experience in municipal engineering, including street design, underground utility design and construction management and inspection. He is responsible for the design and preparation of construction documents and specifications for municipal engineering projects. He has experience in underground utility design, pavement maintenance/rehabilitation, preparation of construction documents and specifications and construction inspection.



Annual Street and Utility Improvement Programs

Village of Bayside, Village of Fox Point, City of Greenfield, City of Burlington, City of Plymouth, Village of Elkhart Lake, Village of Random Lake, Village of Howards Grove, Village of Adell, City of Lake Geneva, City of Milwaukee

Project Team: Don Albright, P.E.
Aaron Groh, P.E.
Jeremy Schwartz, P.E.
Erik Gustafson, PLS



Street and Utility Repair Programs: Complete design and construction administration services for annual street and utility repair programs. Construction costs range from \$100,000 to \$1.8 million annually. These programs begin by coordinating with municipal staff on their five year street improvement programs by review of municipal street conditions using PASER software program. Coordination is completed with the Utility Superintendent for each upcoming Street Improvement program to coordinate associated utility repair and replacement projects. Plans for the sidewalk repair and new sidewalk program are prepared and bid with the street and utility repair program each year.

Management: Projects start by review of budget dollars prior to municipal approval of overall budget. Design begins as soon as budget is approved so project can be bid early in the year for best bid results. Preliminary plans submitted to City staff for review and comment prior to bid services. Regularly scheduled review meetings with City staff occur during design process – frequency dependent upon complexity of projects. Construction management includes daily logs, weekly staff updates, regular Council updates and submittal of substantial and final completion. Management of contractor schedule maintained and penalties enforced as needed.



Project Budget: K&A utilizes *PlanTrax software to monitor contract budgets and schedules*. It is a very simple, yet powerful Excel spreadsheet that allows us to easily present updated project data to our clients. Street and Utility Improvement design and construction contracts consistently come in under originally scoped budgets.





PROJECT TEAM & EXPERIENCE

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we turn your vision
into reality.

2015 Road Program

Sussex, WI

Project Team: Don Albright, P.E., Aaron Groh, P.E.,
Jeremy Schwartz, P.E., Erik Gustafson, PLS

Client: Village of Sussex

Contact: Judy Neu – 262-246-5229

Village Engineer / Asst. DPW

Termini: Various Streets

Length: 1.2 miles

Const. Cost: \$1 million



Project Description:

Kapur staff designed and delivered the 2015 Road Program for the Village of Sussex on time and on budget for early January bidding. This project consisted of the mill and overlay of 40,000 SY of asphalt on 8 streets, concrete parking lot repairs for the Village Safety Building, around 6,000 LF of curb and gutter replacement, 2,500 SY of base patching, repairs to more than 20 sanitary structures, lateral repairs, relining, and spot repairs, and the repair of more than 10 storm sewer structures, and 2 new storm sewer structures.

In all, Kapur staff delivered more than 3 miles of rehabilitated roadways to the Village of Sussex in the Crestview, Pembroke Park, and Park View Manor Neighborhoods.

Project facets included:

- Agency Coordination & Permits
- Utility Coordination
- Drainage
- Storm Sewer
- Erosion Control
- Traffic Control Plan
- Staging
- P.S & E
- Construction Cost Estimate



Proposal to Provide Professional Design and Survey Services for the
Ridgeway Drive Project



2006-2017 Street Maintenance Program

Greenfield, WI

Client:

City of Greenfield
7325 West Forest Home Avenue, Room 203
Greenfield, WI 53220

Contact:

Jeff Katz, City Engineer
414.939.8322

Project Team:

Don Albright, P.E. - Project Oversight
Jeremy Schwartz, P.E. - Design
Aaron Groh, P.E. - Project Manager
Mike Timmers, P.E. - Construction Management
Chris Sberna, EIT-Construction Management
Erik Gustafson, PLS - Survey



Project Description: Design and construction management of pavement maintenance projects throughout the City. Each project varies depending on existing conditions and future use. Alternatives utilized include mill and overlay, pulverize and relay, asphalt base patching, addition of storm sewer and/or ditching. Traffic loops are commonly replaced while coordinating with WISDOT and Milwaukee County. Final landscaping completed throughout project limits.

Services Provided:

- Field Survey
- Agency Coordination
- Utility Coordination
- Roadway Plan and Profile
- Bidding Process
- Public Involvement
- DNR, Milwaukee County, WISDOT Permits
- NR 216
- Alternative Analysis
- Erosion Control Plan
- Construction Management
- Construction Staking



2003-2017 Water Main Improvement Program

Client: Village of Fox Point

Contact: **Scott Brandmeier**, Director of Public Works
7200 N. Santa Monica Blvd.
Fox Point, WI 53217

Team: **Don Albright, P.E.**
Yuriy Amelyan, P.E.
Jeremy Schwartz, P.E.

Project Scope:

Projects include design and specifications for over 17,000 feet of water main replacement by open cut trench, pipe bursting, and horizontal directional drilling, including hydrants, valves and laterals.

- Water System Evaluation Survey
- Modeling and Design
- Field Survey
- Specifications and Project Manual
- Quantities Calculation
- Engineering Cost Estimate
- Contract Document Preparation
- Public Meetings
- Quality Control/Quality Assurance
- Utility and Agency Coordination
- Construction Management:
 - Shop Drawing Submittals review
 - Construction Staking
 - Construction Inspection
 - Payment Recommendation
 - Punch List items
 - As-Builts
 - Project Close Out Activities





PROJECT TEAM & EXPERIENCE

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we turn your vision
into reality.

2006–2017 Storm Water Improvement Program

Village of Fox Point, WI

Client: Village of Fox Point
7200 N. Santa Monica Blvd.
Fox Point, WI 53217

Team: Yuriy Amelyan, P.E.
Jeremy Schwartz, P.E.

Project Scope:

Projects included design and construction oversight for various methods of storm water and ravine rehabilitation; improvement of existing deteriorated storm water system; rehabilitation of the ravine storm water system; rehabilitation of deteriorated and collapsed storm outfall structures, and bluff stabilization with heavy riprap, gabions and erosion matting.

- Field Survey
- Agency Coordination
- Utility Coordination
- Grading Plan
- Roadway Plan & Profile
- Storm Sewer
- Erosion Control
- Construction Cost Estimate
- Construction Management:
 - Shop Drawing Submittals review
 - Construction Staking
 - Construction Inspection
 - Payment Recommendation
 - Punch List items
 - As-Builts
 - Project Close Out Activities



Proposal to Provide Professional Design and Survey Services for the
Ridgeway Drive Project



28 years of experience in municipal engineering, construction management and highway design.

PROJECT EXPERIENCE

Mr. Albright is manager of the Municipal Department. He is responsible for the contract administration, scheduling, client liaison and coordination of the design team and community relations.

Mr. Albright has served as project manager for numerous Municipal Engineering projects for the following communities: Village of Fox Point, Village of Bayside, City of Mequon, City of Greenfield, Village of Elkhart Lake, City of Plymouth, Village of Fredonia, Village of Menomonee Falls, City of Sheboygan, Village of Ashwaubenon, Village of Germantown, City of Cedarburg, Village of Wittenberg and Village of Belgium. His project-related experience is listed below.

2007-2014 Pavement Replacement Program - City of Greenfield: Project Manager for the rehabilitation of various segments of City roadways including asphalt overlays, full depth pulverize and asphalt overlay, mill & overlay, miscellaneous drainage improvements and street line stripping program.

2008 – 2014 Street Improvement Program - Village of Bayside: Project manager for the reconstruction of approximately 8 Miles of local streets, widening, pulverization, HMA placement, storm sewer drainage improvement, and culvert replacement.

2014 Street and Utility Program - City of Plymouth: Project Manager for full roadway reconstruction consisting of new roadway, sanitary sewer, and water main on Caroline Street. Water main replacement and pulverize and overlay on North Milwaukee St/Western Avenue.

North River Parkway Rehabilitation - Village of Howards Grove: Project Manager for the rehabilitation of approximately 2,700 feet of various streets including full depth pulverize and asphalt overlay, sanitary sewer relay, and miscellaneous drainage improvements.

North Lake Street Extension – TID No. 2 - Village of Elkhart Lake: Project Manager for engineering assistance with the creation of TID 2 in the Village. North Lake Street Extension is a critical project in meeting the timeline for the proposed Sargento expansion.

Green Tree Road Reconstruction - Village of Fox Point: Project Manager for the reconstruction of approximately 2,500 feet of road, new pedestrian path, 2,500 L.F of 12-inch water main replacement, 2,500 L.F of 36-inch and 54-inch storm sewer and culvert replacement.

Water Main and Sanitary Sewer Improvements - City of Plymouth: Project Manager for the design of water transmission line, sanitary sewer and cured in place liner for sanitary sewers. This project completed a loop to improve water flows throughout the City of Plymouth.

Lake Street Utility Improvements – Village of Random Lake: Replacement of sanitary sewer, water main and asphalt pavement for approximately 1,500 feet of roadway. Coordination with the property owners was key, as this is a dead-end street.

Martin Road – Village of Fredonia: Project Manager for the extension of Martin Road. Project included R/W negotiation, sanitary sewer, water main, storm sewer and associated grading and paving items.

EDUCATION

B.S., Civil Engineering,
University of Wisconsin –
Platteville, WI 1987.

PROFESSIONAL EXPERIENCE

1987-present:
Kapur & Associates, Inc.,
Milwaukee, WI

PROFESSIONAL ASSOCIATIONS

Wisconsin Rural
Water Association

Lake Shore Area Public
Works Association

American Public
Works Association

REGISTRATION

Professional Engineer, WI

Aaron brings over 18 years of experience in municipal project delivery. His experience includes project management and team coordination, design for local streets, underground utilities and conveyance, storm water management, permitting, agency coordination, site design, plan reviews, construction management and grant writing.

PROJECT EXPERIENCE

Mr. Groh is a member of the Municipal Department. He is responsible for coordination and design of municipal engineering projects.

General Capital Improvements Program – City of Greenfield: Completes general municipal engineering for the City of Greenfield. Annual program for street maintenance including full reconstruction, Hot-In-Place Recycling as a green alternative, pulverizing, milling, ditching and culvert replacements. Storm water improvements, park improvements, permitting, coordination with utilities and agencies, grant writing, plan reviews.

Martin Drive Extension – Village of Fredonia: Installation of 3,500 feet of new asphalt roadway with curb and gutter. Services included stream relocation, large box culvert, railroad crossing, retaining walls, underground storage tanks, stormceptor manholes, new water main, sanitary and storm sewer and coordination with WDNR.

Rhine Street Reconstruction – Village of Elkhart Lake: Complete reconstruction of 2,500 feet of roadway. Design included replacing water main and sanitary sewer, designing a new storm sewer system and replacing all asphalt pavement, concrete curb and gutter and landscaping.

Sanitary Sewer, Phase II – City of Wauwatosa: CCTV inspection of 16,000 feet of sanitary sewer for quantification and analysis of infiltration. Dye testing of adjacent storm sewers also performed to identify exfiltration leading to infiltration of sanitary sewers. Report completed with recommendations for the City to follow for future repair and replacement.

Water Main and Sanitary Sewer Work – City of Plymouth: Design of water transmission line, sanitary sewer and cured in place liner for sanitary sewers. General engineering services provided to the City of Plymouth.

County Line Culvert Replacement – Village of Bayside/City of Mequon: Emergency design and replacement of a 10x13' arch culvert while keeping roadway open to traffic during entire construction process. Heavy coordination was needed with Bayside, Mequon, SEWRPC, WDNR, ACOE and FEMA. Design included installation of 8-foot diameter culvert, two 5-foot diameter culverts, headwall and wing walls, grading and asphalt paving.

Sanitary Sewer Improvements – Village of Random Lake: Performed overall sewer system study and designed one mile of sanitary sewer to be replaced and rerouted from the treatment plant upstream. As part of the project, 3,000 feet of water main and some storm sewer also was replaced. This project as partially funded by the WDNR through the Clean Water Fund.

Carr Road & Kiley Way Extensions – City of Plymouth: Construction of two new urban street extensions totaling approximately 3,000 feet in length. Sanitary sewer, water main, storm sewer, box culvert and lighting were the major utilities included in the design.

EDUCATION

B.S., Civil Engineering,
University of Wisconsin –
Platteville, 1999.

PROFESSIONAL EXPERIENCE

1999-present:
Kapur & Associates, Inc.,
Milwaukee, WI

PROFESSIONAL ASSOCIATIONS

American Society
of Civil Engineers

REGISTRATION

Professional Engineer, WI

17 years of experience in municipal engineering, storm water management, construction management, site development, traffic analysis, and environmental investigations/assessments.

PROJECT EXPERIENCE

Mr. Schwartz is responsible for the design and preparation of construction documents and specifications for both municipal engineering projects and site development projects. He has experience in site grading, roadway design, storm sewer design, sanitary sewer design, water main design, pavement maintenance/rehabilitation, preparation of construction documents and specifications, construction management and inspection, erosion control, and storm water management including the design of rain gardens and retention ponds. Listed below is some of his work experience:

Willow Road Reconstruction, Plymouth, WI: Project Engineer responsible for the preparation of construction documents for the roadway reconstruction. The half mile section of roadway was widened by 12-16 feet to accommodate truck traffic for a proposed business park. Sanitary sewer and water main were also added along the reconstructed roadway corridor. Special design considerations were given to utilities crossing the railroad and also to minimize impacts on the wetland areas adjacent to the project.

Northwest Industrial Park Water Main Extension, Plymouth, WI: Project Engineer responsible for the preparation of construction documents for the water main extension project. This project consisted of constructing new water main to connect a water loop and to provide more flow/fire flow to the Northwest Industrial Park. Previously, the Northwest Industrial Park was served by one 10-inch dead end service. The 4-inch water main down CTH C was replaced with a 12-inch water main. The project included the installation of over 10,000 LF of 12-inch PVC water main and 3,200 LF of 16-inch PVC water main.

North Beach Drive Hydraulic Analysis, Fox Point, WI: Project Engineer/Project Manager responsible for the analysis and design of storm water measures to improve drainage along North Beach Drive. Over 150 acres of the Village drained to ravines within the project area. During large storm events excessive storm water flow from the ravines would overtop North Beach Drive and flood properties east of the roadway. The hydraulic analysis identified several deficiencies of the storm water conveyance system and provided recommendations including ditch re-grading, site grading, upsizing undersized culvert pipes, improving inlet capacity, and providing a spill way at ravine inlet structures to provide overflow path to ditch versus flowing overtopping the roadway. The recommended improvements were implemented and alleviated the flooding problems of residents and business adjacent to North Beach Drive. The project was completed on time and within budget.

60th Street and Edgerton Avenue Intersection Improvements, Greenfield, WI: Project Engineer responsible for the preparation of construction documents for the intersection improvement project. The existing intersection experienced a high number of crashes due to the skewed angle of the northbound approach. The intersection layout was revised to improve the angle of the northbound approach closer to 90 degrees.

Highland Avenue, Eastern Avenue, and Walton Drive, Plymouth, WI: The project involved installation of 3,500 L.F. of 12 inch and 500 L.F. of 8-inch water main along Highland Avenue, Eastern Avenue, and Walton Drive. The project design was based on recommendations from the City-wide water study prepared by our firm. The Walton Drive project included extending the roadway and terminating into a cul-du-sac for the business park. A section of sanitary sewer was added along Highland Avenue to extend service to the City limits. K&A also provided construction staking and full-time inspection for this project.

EDUCATION

Bachelor of Science, Civil Engineering, University of Wisconsin-Milwaukee, 2000

PROFESSIONAL EXPERIENCE

2006-Present, Kapur & Associates, Inc., Milwaukee, Wisconsin

2003-2006, Key Engineering Group, Ltd., Milwaukee, Wisconsin

2001-2003, HNTB Corporation, Milwaukee, Wisconsin

PROFESSIONAL ASSOCIATIONS

Professional Engineer, WI

American Society of Civil Engineers

3 years of experience in municipal engineering, including street design, underground utility design and construction management and inspection.

PROJECT EXPERIENCE

Mr. Sberna is responsible for the design and preparation of construction documents and specifications for municipal engineering projects. He has experience in underground utility design, pavement maintenance/rehabilitation, preparation of construction documents and specifications and construction inspection. Listed below is some of his work experience:

W. Lynndale Ave & S. 33rd Street Reconstruction - City of Greenfield, WI:

Staff Engineer responsible for aiding in the preparation of construction and bidding documents for the reconstruction of 8,300 feet of roadway including the installation of 6,000 feet of storm sewer. Prepared storm water and storm sewer models using Autodesk SSA modeling software to determine discharge rates in coordination between the City of Greenfield and City of Milwaukee. Cost estimate preparation.

After completion of the bidding process, Chris performed construction inspection. His responsibilities included overseeing storm sewer installation, grading inspection, curb and gutter and paving inspection. Coordination with the Contractor and home owners was a continual effort to keep the project on schedule and keeping the public aware of the upcoming work in front of their homes.

KA-1 (122nd and Carpenter) - City of Greenfield, WI:

Responsible for construction inspection for the rural to urban reconstruction 3,200 feet of roadway including the installation of 3,000 feet of storm sewer, bio-retention pond, curb and gutter, base and HMA. Prepared payment tabulations and as-builts.

Pavement Repair, Group KA-2 - City of Greenfield, WI:

Responsible for the preparation of construction documents for the rehabilitation of 4,600 feet of roadway located in several neighborhoods. Provided construction inspection for milling, pulverizing, ditching, culverts, and storm sewer were utilized to complete this project.

Maple Grove Access Project (W. Bottsford Ave) - City of Greenfield, WI:

Responsible for the construction inspection for the rehabilitation of 600 feet of roadway and sidewalk. Provided construction inspection for the Milwaukee County Community Development Block Grant program. Asphalt overlay, concrete curb and gutter, and concrete pavement were utilized to complete this project.

Street and Utility Improvement Program - Village of Kohler, WI:

Staff Engineer responsible for aiding in the preparation of construction plans and bidding documents for the rehabilitation of 5,000 feet of roadway. Evaluated existing curb and gutter, sidewalk, and driveway conditions. Responsible for cost estimates and plan preparation. Project also includes CIPP lining, storm and sanitary sewer spot repair, concrete pavement repair and concrete pavement replacement.

Water Main Improvement Program - Village of Fox Point, WI:

Staff Engineer responsible for construction inspection for the installation and testing of 1,200 feet of PVC and HDPE watermain, water valves, hydrants and services. Prepared payment tabulations and recommendations.

EDUCATION

B.S., Civil Engineering,
University of Wisconsin-
Platteville, 2014

PROFESSIONAL EXPERIENCE

2015-Present, Staff Engineer
Kapur & Associates, Inc.,
Milwaukee, Wisconsin

2014, Intern
Kapur & Associates, Inc.,
Milwaukee, Wisconsin

REGISTRATION

Engineer in Training, WI

***Village of Jackson
2018 Reconstruction Project of
Ridgeway Drive, Ridgeway Court, and
Georgetown Drive***

Professional Engineering Services

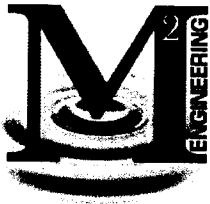
Submitted By:

M Squared Engineering, LLC



November 9, 2017

***M Squared Engineering, LLC
W62N215 Washington Ave
Cedarburg, WI 53012
262-376-4246***



W62N215 Washington Avenue
Cedarburg, WI 53012
Phone: (262)376-4246 Fax: (262)375-2274

November 09, 2017

Mr. Brian W. Kober, P.E.
Director of Public Works
Village of Jackson
P.O. box 637
N168 W20733 Main Street
Jackson, WI 53037

RE: Request for Proposal – 2018 Reconstruction Project of Ridgeway Drive, Ridgeway Court, and Georgetown Drive.

M Squared Engineering Response

Dear Mr. Kober:

M Squared Engineering, LLC (M²) is pleased to provide this response to the RFP for Professional Engineering Services of the – 2018 Reconstruction Project of Ridgeway Drive, Ridgeway Court, and Georgetown Drive. As you may be aware, we have been serving the public and private sectors for over 14 years by providing high quality civil engineering services in a variety of unique disciplines that deal with design, construction, and maintenance. Having successfully completed the 2015-2017 Streets Project for the City of Cedarburg, and recently being selected to also handle their 2018 street projects as well, we are very confident that we will deliver successful results for this project in your community.

We welcome this opportunity to provide our services to the Village of Jackson. I can be reached at (262) 376-4246, or e-mail at matt@msquaredengineering.com should you have any further questions. Thank you for your consideration.

Sincerely,

M SQUARED ENGINEERING, LLC

Matthew G. Hahm, PE
Principal

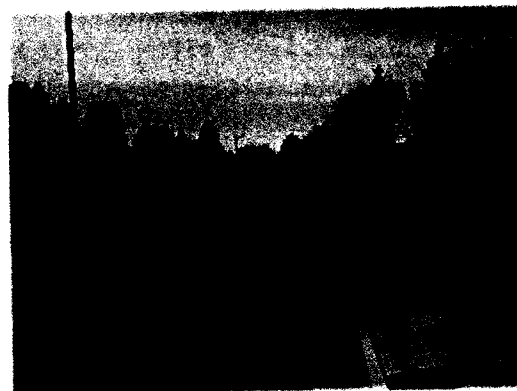
Encl. Proposal



Village of Jackson
**2018 Reconstruction Project of Ridgeway Drive,
Ridgeway Court, and Georgetown Drive**
November 9, 2017

PROJECT APPROACH

M Squared Engineering's highest priority will be to work with the Village of Jackson and other involved parties to ensure timely delivery of quality designed deliverables within budget. We have the perfect team of surveyors, engineers, and support staff to address all the components of survey, construction plans & specifications preparation, utility coordination and bidding assistance for the 2018 Reconstruction Project. The following is our anticipated project approach for the streets and work listed in *Attachment A*.



EXISTING ROADWAY OF RIDGEWAY DRIVE

MEETING THE PROJECT SCHEDULE - AVOIDING PROJECT DELAYS

We understand that proper coordination with the Village of Jackson is an important aspect of this project to ensure the design is completed, reviewed and approved on schedule for a March 2018 bid date. Having the foresight to recognize potential problems early and working toward an effective solution during the design process will ultimately reduce the risk of the project becoming delayed during the construction. As the consultant, we take responsibility for the project site and ensure our plans address the needs of all stakeholders involved.



EXISTING INTERSECTION OF RIDGEWAY DRIVE
AND CHERRY HILL CIRCLE

Anticipated Project Schedule:

November 2017	Village Board- Contract Award
December 2017	Preliminary Design, with estimated cost
February 2018	Prepare Construction Documents and Spec
March 2018	Advertise Bids
April 2018	Open Bids
May 2018	Award Contract
August 2018	Complete Construction



DESIGN RELATED ACTIVITIES

DATA GATHER AND FIELD SURVEY

1. A kickoff meeting with Village staff and Utility representatives will be scheduled immediately after the Notice to Proceed is received.
2. Field survey will start following the notice to proceed. Field survey will include the following:
 - a. Invert and rim elevations for all water, sanitary sewer and storm sewer structures within project limits.
 - b. Locating existing utilities including services to properties and acquiring site topography within right-of-way of roads. The Village will provide sanitary sewer logs, if available
3. Survey cross-sections will be provided approximately at every 50-foot stations. Survey shots will be taken at the back of sidewalk, top of curb, gutter-line, flange, and street centerline.
4. Road intersection survey will include complete topography allowing proper drainage design as well as end & middle radius points.
5. Existing street trees and other noticeable vegetation will be surveyed and shown on the plan.
6. Property drainage issues will be identified by the Village and will also be surveyed, with permission from the property owners to access the property.
7. All data collected will be in the NAD 1927 State Plane Wisconsin South FIPS 4803 coordinate system while using the Village of Jackson benchmarks for elevation.
8. The Village will provide a set of set of plans or table showing all available structure information at the kickoff meeting.

PRELIMINARY DESIGN

The preliminary design phase will include proposed street and utilities. The main goal is to map out how the utilities and street profiles will come together. At this phase, our designer will identify possible conflicts and make recommendations to the Village staff. Our preliminary design phase will include:

1. Evaluation of location for new utilities and services. (*Proposed utility locations will be discussed at the Kickoff Meeting*)
2. Review number and location of new catch basins.
3. Identify curb drainage flow direction, especially at intersections.
4. Incorporate Village standards into the specifications, including tree protection policy.



**2018 Reconstruction Project of Ridgeway Drive,
Ridgeway Court, and Georgetown Drive**

November 9, 2017

5. Reference the "Standard Specifications for Sewer and Water."
6. Meet with Village staff for review of the 50% and 90% complete plans.
7. Identify curb and gutter, sidewalk, and driveway approaches to be replaced.
8. Prepare traffic control plans as needed.

PREPARATION OF PLANS AND SPECIFICATIONS

During the design phase, our staff will work closely with the Village of Jackson by updating the Village staff regularly at project meetings; as many meetings required to complete the project. Plan review is expected at the 50% design stage and 90% design stage while following the Village of Jackson Standard Specifications used for previous projects. A "plan-in-hand" walk-through of the project will be performed by M Squared Engineering staff before finalizing any plans and specifications. Construction cost estimates will also be developed at the 50% and 90% design stages. Our design services and plans will include:



EXISTING ROADWAY OF RIDGEWAY DRIVE

1. Plan and profile sheet for storm sewer,
2. Elevation benchmarks approximately every 500 feet,
3. Plans developed at a 20-scale on 22"x34" sheets,
4. Half size plan sets at a 40-scale,
5. Property owner names & addresses (provided by Village),
6. R/W based on field locating pipes that are visible during the survey,
7. Name and address of all utility contacts,
8. Station and offset for all manholes, waterman fittings, valves, etc.
9. An adjustment table showing the location and rim elevation for all existing and proposed storm, sanitary, and other utility manholes,
10. Intersection drainage design showing spot elevations,
11. Spot elevations on manholes and at the ends and middle radius points for all curb returns,
12. Plans to be stamped by a registered professional engineer, and
13. Construction cost estimates updated at 50% and 90% review meetings.



Village of Jackson
**2018 Reconstruction Project of Ridgeway Drive,
Ridgeway Court, and Georgetown Drive**
November 9, 2017

CONSTRUCTABILITY

The success of any design project comes during construction and after construction is completed. M² takes pride in developing efficient designs that include a complete maintenance of traffic plan. Maintenance of traffic will be an important aspect to the success of this project. Traffic control plans will be developed to maintain a steady flow of traffic. All local, county and State permitting will be acquired prior to the start of construction.

AGENCY APPROVALS AND UTILITY COORDINATION

Our staff is very familiar with DNR submittals for sewer and water as well as the Notice of Intent required for this project. We will prepare these submittals and coordinate with each agency as needed to obtain permits for the project.



To avoid utility related conflicts which can be a major cause of delays during roadway construction, M² will incorporate surveyed utility location data as well as requested record drawings from local utility companies into our design base drawing. Through this single point of contact, all the pieces of utility coordination will be mapped allowing our design engineers to avoid utilities during the design phase. We will provide utility companies with preliminary (50%) plans for their review and comment. We will then incorporate those comments and resubmit final construction plans to the utilities for their use.

BIDDING ASSISTANCE

M² believes good contract documents and specifications are the key to any successful construction project. The better the contract documents, the better the relationship between the owner, contractor, and engineer become resulting in lower cost and a higher quality of the finished project. Our Bidding assistance includes:

1. Preparing 5 paper sets of complete bidding documents including advertisement for bids.
2. Making all bid documents available to bidders in electronic and paper format.
3. Respond to contractor inquiries and issue any required addenda.



MEETINGS

As a local firm, we offer unlimited meetings requested by the Village. At minimum, we will attend the design kickoff meeting, 50% review meeting, and the 90% review meetings, if required.

CONSTRUCTION RELATED SERVICES

A. CONSTRUCTION STAKING

Accurate construction staking is a critical step in ensuring the success of a construction project. Engaging an experienced surveyor will guarantee accuracy and reliability of results. Our Registered Land Surveyor will oversee all construction staking:

1. Centerline and offset staking at a maximum of 50-foot intervals for all storm sewer, water main, and sanitary sewer.
2. Grade stakes for any section of curb and gutter replacement that exceeds 30 feet in length, at all intersections, and all new curb radii.
3. Centerline grade stakes and redtop stakes for areas of full pavement replacement.
4. Stake proposed rim elevations for all manholes prior to paving.

B. CONSTRUCTION INSPECTION

All of our staff drive through or live within 13 miles of the Village of Jackson and most will be available for construction inspection services. **While onsite inspecting, our staff will also be gathering As-built data for Record Drawings**

C. RECORD (AS-BUILT) DRAWINGS

Our inspectors will provide daily inspection reports and/or red line drawings to help develop record drawings. Our surveyor will also be on site to shoot final grades, as needed, to complete the As-built drawings for the entire project. The record drawings will be prepared in AutoCAD 2016 and delivered in DWG and PDF electronic format. As-built information will include new elevations assigned to all newly constructed Sanitary and Storm Sewer Manholes, Catch Basins, Water Valve Boxes, and Curb Stops.



Village of Jackson
2018 Reconstruction Project of Ridgeway Drive,
Ridgeway Court, and Georgetown Drive
November 9, 2017

PROJECT TEAM

KEY SUPPORT STAFF

Matt Hahm, PE, represents both public and private sector clients, while assuming his duties as one of the leaders of the firm. His continuous project involvement enables him to maintain positive working relationships with clients while assuring projects meet budgets and schedules. Matt has been involved on all M Squared Engineering related projects and **will serve as the Project Leader** for this project. Matt has over 23 years of experience in municipal engineering and specializing in drainage design, stormwater management, roadway/highway & infrastructure design, recreational facilities design, residential and industrial land development, agency permitting, and regulatory permitting. Matt is not just a principal of M Squared Engineering; he is a "hands-on" project engineer.

David Bachhuber, PE, a senior project engineer with our firm, **will serve as the Project Manager** responsible for design and plan development. David has experience working on many public and private projects and is well versed in many aspects of civil engineering. David's most recent experience has been working on DOT projects designing local roads, highways, and freeways. In addition, he provides corridor drainage design, associated stormwater management and erosion control transportation projects throughout Wisconsin.

Minal Hahm, PE, CFM, is a Principal and Project Manager with M Squared Engineering. She is responsible for **QA/QC** on projects - making sure all projects are delivered at the highest standards and exceeding client expectations. Her expertise in municipal engineering, land development, and stormwater management is invaluable to our project team. Minal also oversees our private sector clients where she is responsible for multiple private developments and expansions in Southeastern Wisconsin. Minal will serve as the Project QA/QC Engineer for this project.

Tony Gromacki, PLS, is a **Professional Land Surveyor** bringing over thirty-eight years of experience to the project team. His extensive field experience includes topographic, bridge, construction, hydraulic, and as-built surveys for both the private and public sectors. Mr. Gromacki's broad office experience includes CSMs, Plats of Survey, and WisDOT Right of Way (R/W) and Transportation Project Plats (TPP) Plats for many projects throughout Wisconsin. Mr. Gromacki also has experience in property land disputes, expert witness testimony, and teaching elementary surveying, route surveying, and advance surveying at Milwaukee Area Technical School. He will serve as the Surveyor for this project.



Village of Jackson
2018 Reconstruction Project of Ridgeway Drive,
Ridgeway Court, and Georgetown Drive
November 9, 2017

ADDITIONAL SUPPORT STAFF

Peggy Stucky, EIT: Civil Tech/Construction Leader with eighteen years of experience related to municipal inspection, design, and survey. Peggy has experience with numerous roadway, sanitary sewer, and water main construction and design projects.

Diane Doll, EIT: Staff Engineer/Construction Inspection that will be providing engineering assistance, plan preparation, inspection support and bidding documentation assistance.

Suraj Kumar, Construction Engineer, EIT: Staff Engineer/Construction Inspection that will be providing engineering plan preparation, material inspection, assisting in project designs, and performing construction inspection

CONSULTANT FEE

Lump Sum Fee for the Design, Permitting and Bidding:	\$13,900
Lump Sum Fee for Final Design:.....	\$2,875
Lump Sum Fee for preparing the Construction Bid Documents:	\$1,200
<u>TOTAL FEE:</u>	<u>\$17,975</u>

Construction Services:

- Construction Staking:..... \$100.00/hour
..... Plus, IRS Rate for Mileage
- Construction Inspection: \$85.00/hour (Average)
..... Plus, IRS Rate for Mileage
- As-built Survey (LS).....\$1,400

Total Amount for Lump Sum**\$19,375**

RESOLUTION #17-24

SECOND AMENDMENT TO THE 2017 BUDGET

WHEREAS, following a public hearing, the Village Board of the Village of Jackson Adopted the 2017 budget on November 29, 2016; and

WHEREAS, on November 14, 2017 the Village Board adopted a motion to amend the 2017 budget for a correction to comply with the Expenditure Restraint Program requirements;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Jackson does hereby approve the budget amendment as described below:

	Original Budget	Amended Budget	Change
Building Inspection Permits a/c 100-00-43510-000-000	\$138,000	\$137,000	\$(1,000)
Building Inspection Wages a/c 100-00-52410-110-000	\$118,856	\$117,856	\$(1,000)

The total revenues and expenditures for the General Fund were adjusted to \$3,617,682 from \$3,618,682 to comply with the amount reported to the State of Wisconsin for the Expenditure Restraint Program on Form SL-203.

Introduced by: _____

Seconded by: _____

Vote: ___Aye ___ Nay

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Deanna L. Boldrey – Village Clerk-Treasurer

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

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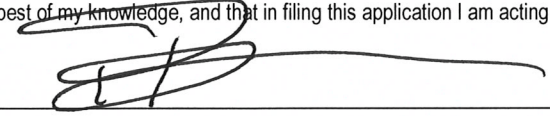
Date

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

Name of Applicant Bieliński Homes, Inc.
 Contact John Donovan Address/ZIP 1830 Meadow Ln., Pewaukee, WI 53072 Phone # 262-542-9494 (Co.)
 E-mail Address jdovnan@bielinski.com Fax # where Agenda/Staff comments are to be faxed N/A
 Name of Owner Bieliński Homes, Inc. Address/ZIP same as above Phone# 262-548-5570 (John)
 Owner Representative/Developer John Donovan Dev. Manager Bieliński Homes, Inc.
 Proposed Use of Site Single Family Subdivision Present Zoning PUD

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		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
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
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	<u>Engineering Review - Infrastructure</u>		
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
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
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	19) Proposed colors / materials 20) Developers Agreement		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	21) Annexation Agreement (includes pre-annex agreements)		XXX
VARIANCE	\$150	1,2,3,4,6,7	22) other -		XXX
* 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 Harry Bieliński Signature  Date 10/5/2017

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:

Name of Business/Applicant: Bielinski Homes

For a property located at (address): Jackson Drive + Cedar Creek Road

Phone number of Business/Applicant: 762-548-5570

For (land use, activity, sign, site plan, other): Single Family Subdivision

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): Noise & dust during the construction of the infrastructure + utilities is possible.

Hours of Operation: 24/7

Comprehensive/Master Plan Compatibility: Consistent - being a subdivision of prior Platted lots.

Building Materials (type, color): As per the site Development plan.

Setbacks from rights-of-way and property lines: Front = 25', Collector street = 30', Rear = 25' + side = 8'.

Screening/Buffering: As per the site Development plan.

Landscape Plan (sizes, species, location): street trees same as phase one.

Signing (dimensions, colors, lighting, location): See Attached "Exhibit G" and picture identifying the specific colors.

Lighting (wattage, style, pole location and height, coverage): same as phase one.

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s), (sidewalk/pedestrian way width and material): Standard public urban street - 66' R.O.W., 32' pavement, 30" curb, 5' wide sidewalks (both sides of roads)

Storm-water Management: On-site storm-water management conforming to Village and WPNR requirements is provided.
Practices included (2) wet ponds (2) biofiltration/rain gardens.

Erosion Control: To be provided per Village and WPNR requirements

Fire Hydrant Location(s): Per plan and Village requirements
(within public road)

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

Hazardous Material Storage: N/A

Alarm Systems: N/A

Site Features/Constraints: N/A Wetland boundaries are
accommodated with the new
site plan.

Parking (no. of spaces, handicapped parking, and dimensions): N/A

Tree and shrub preservation: N/A

Setbacks/height limitations: N/A

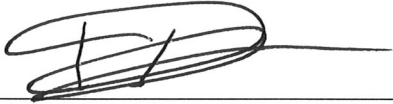
Wastewater Usage Projected: 5,037,000 gal/year Water Usage Projected: 5,037,000 gal/year

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

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

Harry Bielinski
_____, Owner
Please print name

Applications shall be submitted by 4:00 PM on the Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

EXPLANATION OF TYPES OF INFORMATION (From face of application form):

1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
4. Proof of Property Ownership: A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. Impact Statement: In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. Annual water consumption estimate (100% occupancy and build-out)
 - B. Annual sewage generation estimate (100% occupancy and build-out)
 - C. Vehicle trip generation (trips per day per unit x number of units)
 - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site.
 - E. Proposed sign(s) (advertising business, industry, dwelling unit)
 - F. General hours of operation
 - G. Anticipated user profiles (for residential developments)
 - H. Proposed dates of construction and completion
 - I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.
6. Location Map: Show where the site is relative to a Village map.
7. Development Plan: Shows entire proposal on the site. Includes edge of pavement and/or back of the curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, dimensions, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. Plat Map: Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. Certified Survey Map: A recordable instrument showing the legal and mapped description of the land division.
11. Annexation Petition/Attachment Request: Shows owner is supporting the annexation.
12. Annexation Map: A recordable map having the legal and mapped description of the parcel to be annexed.
13. Sketch Plan: An informal drawing depicting the proposal for discussion purposes.
14. Landscape Plan: Shows location, size, type, botanical name & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details.
15. Grading/Drainage Plan: Shows original & proposed grades& runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (storm sewer system, ditches, culverts, etc.)
16. Water/Sewer/Storm Sewer Plans: Shows size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system as in 15.
17. Street Crossing Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. Proposed Colors and Materials: Submit samples of exterior colors and materials.
20. Improvement Agreement: An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. Annexation Agreement.

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS.

October 4, 2017

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037



Attn: Plan Commission

RE: **Impact Statement**
Laurel Springs Addition No. 1

Dear Plan Commission,

This submittal proposes modifying the layout for the north half of Laurel Springs to accommodate expanded wetlands and new WDNR Stormwater regulations. The original approved PUD proposed 47 lots; this revised plan proposes 46 lots to accommodate the aforementioned objectives. The result of this modification is a reduction of 1 lot which lessens the overall impact of the development.

The specific information on the impact the proposed addition will have on the community is as follows:

- A. Annual water consumption estimate (100% occupancy and build-out)
 - 109,500 gal/year = 1 RU (residential unit)
 - 109,500 gal/yr x 46 lots = **5,037,000 gal/year**
- B. Annual sewage generation estimate (100% occupancy and build-out)
 - 109,500 gal/year = 1 RU (residential unit)
 - 109,500 gal/yr x 46 lots = **5,037,000 gal/year**
- C. Vehicle trip generation (trips per day per unit x number of units)
 - 10 trips/day x # of lots
 - 10 trips/day x 46 = **460 trips/day**
- D. Estimated number of vehicles and recreational vehicles to be stored and/or parked on site = **None**
- E. Proposed sign(s) (advertising business, industry, dwelling unit)
 - **Temporary marketing sign to be moved to this phase of development.**
- F. General hours of operation
 - **24 hours/day, 7 days/week**
- G. Anticipated user profiles (for residential developments)
 - **Single-Family residential home lots**
- H. Proposed dates of construction and completion
 - Start of construction: **Summer 2018**
 - Completion of construction: **Fall 2018**

L:\LOBBYS\WPDOCS\DOCUMENT\966\16029-01\7-Misc Correspondence\Impact Statement_2017-10-4.docx

- I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.)

- N/A

I trust that this information fulfills the requirement for submission. If any additional information is required or to ask questions about the proposed development, please feel free to contact me or our team.

Sincerely,

Josh Pudelko, M.S., P.E.
President

October 4, 2017

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037



Attn: Plan Commission

RE: **Impact Statement**
Laurel Springs Addition No. 1

Dear Plan Commission,

This submittal proposes modifying the layout for the north half of Laurel Springs to accommodate expanded wetlands and new WDNR Stormwater regulations. The original approved PUD proposed 47 lots; this revised plan proposes 46 lots to accommodate the aforementioned objectives. The result of this modification is a reduction of 1 lot which lessens the overall impact of the development.

The specific information on the impact the proposed addition will have on the community is as follows:

- A. Annual water consumption estimate (100% occupancy and build-out)
 - 109,500 gal/year = 1 RU (residential unit)
 - 109,500 gal/yr x 46 lots = **5,037,000 gal/year**
- B. Annual sewage generation estimate (100% occupancy and build-out)
 - 109,500 gal/year = 1 RU (residential unit)
 - 109,500 gal/yr x 46 lots = **5,037,000 gal/year**
- C. Vehicle trip generation (trips per day per unit x number of units)
 - 10 trips/day x # of lots
 - 10 trips/day x 46 = **460 trips/day**
- D. Estimated number of vehicles and recreational vehicles to be stored and/or parked on site = **None**
- E. Proposed sign(s) (advertising business, industry, dwelling unit)
 - **Temporary marketing sign to be moved to this phase of development.**
- F. General hours of operation
 - **24 hours/day, 7 days/week**
- G. Anticipated user profiles (for residential developments)
 - **Single-Family residential home lots**
- H. Proposed dates of construction and completion
 - Start of construction: **Summer 2018**
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I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.)

- N/A

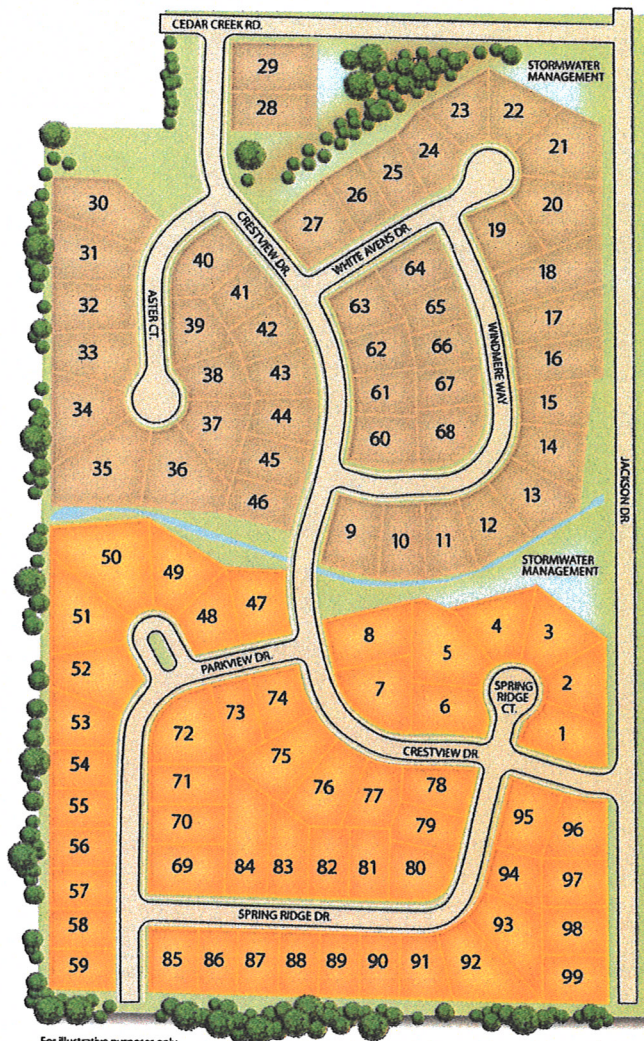
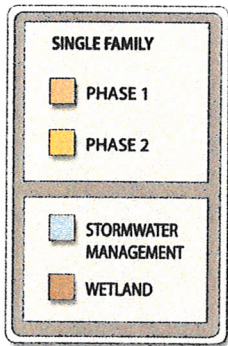
I trust that this information fulfills the requirement for submission. If any additional information is required or to ask questions about the proposed development, please feel free to contact me or our team.

Sincerely,

Josh Pudelko, M.S., P.E.
President

LAUREL SPRINGS

IN JACKSON



For illustrative purposes only.
Please see your New Home Consultant
for detailed information.

Laurel Springs is a highly desirable well-designed neighborhood with roads that meander through nearly 45 acres. Wetlands and streams are integral to the landscape while trees accent the perimeter.

Home & Lot Packages

-  More than 30 lifestyle-driven home plans that can be customized to fit your client's needs
-  Guaranteed pricing with no monthly home or lot payment during construction



©2008 Bielinski Homes, Inc.
Prices are subject to change
without notice. Please see
New Home Consultant for
more information.

Directions to Laurel Springs

Hwy 45 to Hwy 60, east on Hwy 60,
north on Jackson Dr, left on Crestview Dr,
right on Spring Ridge Ct.

Model Home Center Hours

Mon & Tue 12 to 5 pm
Fri, Sat & Sun 12 to 5 pm
Or By Appointment



262.677.3188 | bielinski.com



www.Innovative-Signs.com
P: 262-432-1330
F: 262-432-1331

Client
Bielinski Homes, Inc
Size
See Right
Materials & Colors
Alumalite Direct Print Laminated
U-channels and 4x4 X 8ft Tall
■ 228c Maroon ■ Yellow 116c ■ 575c Green
Representative
Beth D.
Designer
Brian Tock Date: 12-01-2014

*Producton cannot begin until we receive your written authorization the proof is accurate. Delays in receiving your approval will delay production times.

96" x 48" V-Shaped



Exhibit "G"
Marketing sign
size/shape

96.0 x 48.0 (Qty: 2)



*Actual
Colors*

**NEW
HOMES**

BIELINSKI™
— HOMES —

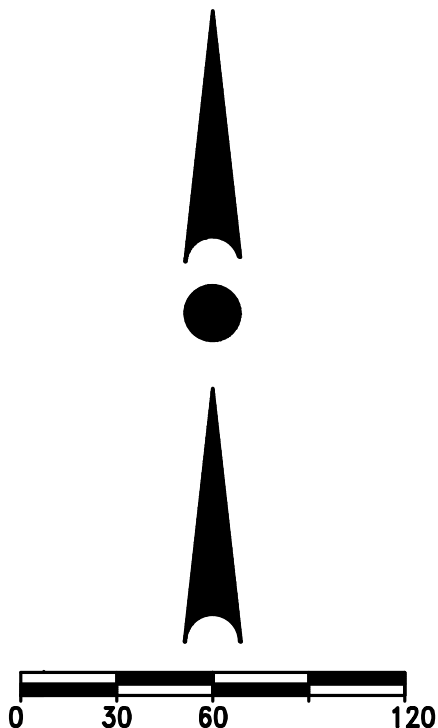
262.226.8446
bielinski.com

STREET TREE PLAN
LAUREL SPRINGS ADDITION NO. 1

- LANDSCAPE/SITE NOTES:
- This is a Preliminary Street Tree Plan. Final Street Tree Plan approval to be granted by the Village of Jackson.
 - No lot shall have two of the same trees planted consecutively.
 - Street trees to be at least seven (7) feet in height at planting time of various types.
 - In the planting of trees:
 - Trees will only be staked if wind becomes a steady issue
 - o All trees shall have a 4' diameter hardwood mulch ring
 - o Where grades exceed 4:1 erosion control fabric shall be installed and secured with landscape staples
 - Erosion control fabric shall be overlapped 3-4" with seam facing downhill
 - o During the planting process all plants shall be watered in by contractor onsite and the plants shall then be the responsibility of the contractor only during the duration of the planting
 - Watering should occur every 3rd day to ensure proper establishment of plants
 - o All plantings shall be drenched with a root stimulant or equivalent upon planting to ensure proper establishment
 - Street tree type to be selected by the Owner from the list of approved trees supplied by the Landscape Architect, which may include:
 - Tulip Tree
 - Swamp White Oak
 - Heritage River Birch
 - Bald Cypress
 - Prairie Pride Hackberry
 - Sterling Silver Linden
 - Red Sunset Maple
 - Green Mountain Sugar Maple
 - State Street Maple
 - English Oak
 - Norway Spruce
 - Exclamation London Planetree
 - Aspen
 - Accolade Elm
 - English Oak
 - Espresso Kentucky Coffeetree



12660 W. NORTH AVE, BLDG. D
BROOKFIELD, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: jpuhelko@trioeng.com



Scale: 1" = 60' (22"x34")

Scale: 1" = 120' (11"x17")

DATE: 10/6/2017



H:\C9000\966\16029-01\SURVEY\PLATS\150PRP01-LAUREL SPRINGS-22X34.DWG



PRELIMINARY PLAT OF LAUREL SPRINGS ADDITION NO. 1

A DIVISION OF LOTS 9-46, LOTS 60-68, OUTLOTS 1-4 AND DISCONTINUED ROADS BY RESOLUTION DOC. NO. _____ DATED _____, BEING A PART OF LAUREL SPRINGS SUBDIVISION, BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 18, TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

EASEMENT LEGEND:

- (A) - 20' WIDE (UNLESS OTHERWISE NOTED) PUBLIC STORM SEWER AND DRAINAGE EASEMENT
- (B) - 20' WIDE PUBLIC WATERMAIN EASEMENT
- (C) - 20' WIDE PUBLIC SANITARY SEWER EASEMENT

LEGEND

- INDICATES SOIL BORING LOCATION
- INDICATES PROPOSED FIRE HYDRANT
- INDICATES EXISTING WATERMAIN
- INDICATES PROPOSED WATERMAIN
- INDICATES EXISTING SANITARY SEWER
- INDICATES PROPOSED SANITARY SEWER
- INDICATES EXISTING STORM SEWER
- INDICATES PROPOSED STORM SEWER
- INDICATES EXISTING CONTOUR

DEVELOPMENT SUMMARY:

- Tax Key No. V3_0480101
- Subdivision contains approximately 22.773 Acres.
- Subdivision contains 46 Lots and 5 Outlots.
- All lots to be served by Sanitary Sewer and Watermain.
- Public Roads to have Concrete Curb and Gutter, Asphalt Pavement with Storm Sewer.
- All lots to have Underground Telephone, Electric, and Gas Service.
- Zoning = R-5 (PUD)
- Stormwater Management Facilities are located on Outlot 2 and 5 of this Subdivision. Outlot 2 and 5 shall be owned and maintained by the Village of Jackson.
- Wetland Delineation conducted by TRC and referenced in their January 12, 2017 report. Field work was conducted on October 7, 2016.

HORIZONTAL DATUM PLANE:

All bearings are referenced to Grid North of the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the East line of the N.E. 1/4 of Section 18, Town 10 North, Range 20 East, Bears North 00°46'47" West.

VERTICAL DATUM PLANE:

All elevations are referenced to the National Geodetic Vertical Datum of 1929.

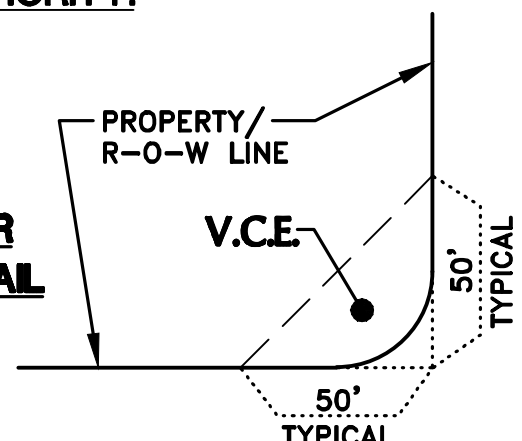
AGENCIES HAVING THE AUTHORITY TO OBJECT:

- State of Wisconsin, Department of Administration
- Washington County

APPROVING AUTHORITY:

- Village of Jackson

VISION CORNER EASEMENT DETAIL



VISION CORNER EASEMENT: (V.C.E.)

Corner lots & outlots are herein subject to a Vision Corner Easement in that nothing may be grown, stored or erected to a height more than two feet above ground surface.

SURVEYOR'S CERTIFICATE:

I hereby certify that this preliminary plat is a correct representative of all existing land divisions and features and that I have fully complied with the provisions of the subdivision and platting code of the Village of Jackson.

Date: 10-03-17



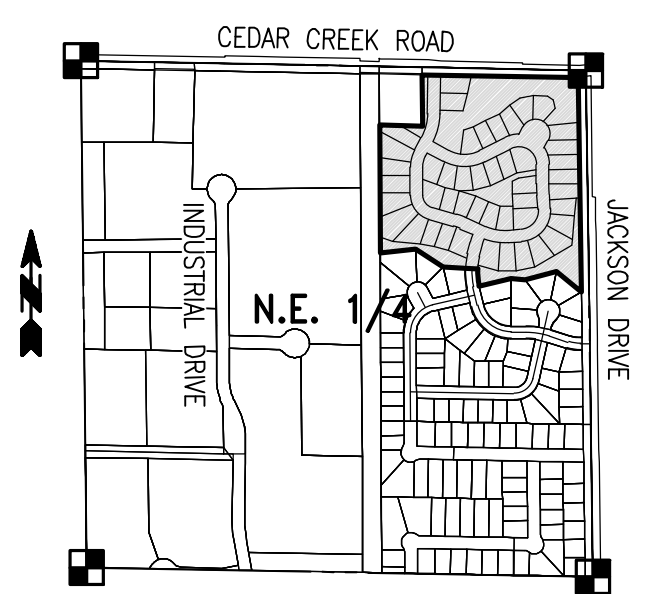
Andrew J. Miazga, R.L.S.
Surveyor Registration Number S-2826
TRIO ENGINEERING, LLC
12660 W. North Avenue, Building D
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

DEVELOPER:

BIELINSKI HOMES
1830 MEADOW LN, SUITE A
PEWAUKEE, WISCONSIN 53072
PHONE: (262) 548-5570

ENGINEER / SURVEYOR:

TRIO ENGINEERING, LLC
12660 W. NORTH AVENUE, BLDG D
BROOKFIELD, WISCONSIN 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481



LOCALITY MAP:

N.E. 1/4, SEC. 18, T. 10 N., R. 20 E.
SCALE: 1"=1000'

DEVELOPMENT SUMMARY

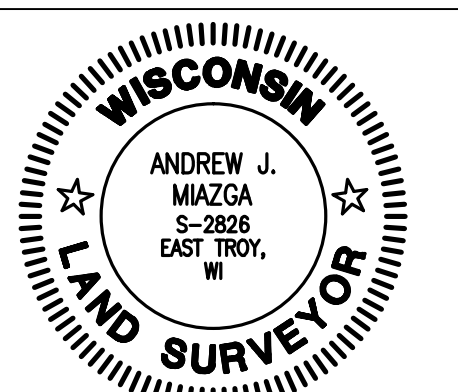
Clustered Conservancy
Lot number = 46 lots
Minimum Lot Area = 8,000 s.f.
Average Lot Size = 12,007 s.f.

Site Summary

- Proposed Zoning: R-5 (PUD)
- Village of Jackson
- Design Criteria:
 - Lot Area = 8,000 s.f. (minimum)
 - Lot Width = 70' min. at setback

Setbacks:

- Front = 25'
- Collector Street = 30'
- Side = 8'
- Rear = 25'



12660 W. NORTH AVE.
BROOKFIELD, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: jmueller@trioeng.com

PROJECT:
LAUREL SPRINGS ADD. NO. 1
SINGLE FAMILY RESIDENTIAL SUBDIVISION
VILLAGE OF JACKSON, WISCONSIN
BY: **BIELINSKI HOMES**
1830 MEADOW LN, SUITE A
PEWAUKEE, WI 53072

REVISION HISTORY

DATE	DESCRIPTION

DATE:
OCTOBER 3, 2017

JOB NUMBER:
16029

DESCRIPTION:
PRELIMINARY
PLAT

SHEET

1 OF 1

Memo

To: Board of Public Works
From: Brian W. Kober, P. E., Director of Public Works
Subject: Street and Water Dept Building – Ventilation System
Date: October 27, 2017
CC: John Walther, Village Administrator

Converting a manufacturing building into a Street and Water Dept Building with vehicle storage and maintenance needs a required by code a ventilation system. Quotes were requested from four contractors and the Village received two for review. The following is a breakdown and recommendation of the two quotes:

1) Horsch & Miller	
A) Ventilation System	\$60,399.00
B) MUA Metal Racks	\$ 5,145.00
C) Gas Piping	\$ 3,834.00
	Total
	\$69,378.00
2) Matenaer Plumbing Inc.	
A) Total with rack and piping included	\$59,345.00

The recommendation is to use Matenaer Plumbing Inc. for the installation of the ventilation unit at a total cost of \$59,345.00 which is \$10,033.00 less than the other quote.

If you have any questions please let me know.

Brian W. Kober, P.E.

HORSCH & MILLER INC.

PLUMBING, HEATING
AND AIR CONDITIONING

136 Kettle Moraine Drive N.
P.O. Box 380
Slinger, WI 53086
Tel: 262-644-5466
Fax: 262-644-9404
MP 225573

PROPOSAL SUBMITTED TO:

Prepared by: Michael Kuepper

Village of Jackson
N168W20733 Main Street
Jackson 53037
Attn: Brian Kober
dirpubwks@villageofjackson.com

Date: 10/19/17

Page No: 1

Telephone: 262-677-9001

Cell: 414-333-9696

We hereby submit specifications and estimates for: **Village of Jackson Maintenance Building,
N194W16660 Eagle Drive, Jackson, WI 53037**

WATER SHOP

MAKE UP AIR UNIT

1 – Titan TAM-118 direct fired make up air unit consisting of:

7050 CFM max

ETL listed

2 PSI max gas pressure

All controls, motor and blower drive enclosed within unit

Easy access hinged and gasket doors

Electronic flame supervision

Main gas automatic safety shut-off valves

Gas train to meet or exceed ANSI standards

High temp limit control

Ignition transformer

Non-Fused through door disconnect switch

1.15 Service factor ODP blower motor

Adjustable motor base

Blower motor starter and overload protection

Forward curved industrial type blower with solid turned ground and polished shafting

Self aligning sealed ball bearings

Variable pitch blower drive

Indoor installation with G-90 galvanized casing

Direct ignition (with limitations)

Proved low fire start (with limitations)

25 to 1 turn down direct fired burner

High/low air flow proving switches

On board flame-fail diagnostics

Exhaust interlock contacts (exhaust starts with unit starter)

Remote control panel with summer winter off switch and discharge temperature set point

90 Degree intake hood with screen

Intake damper

Sheet metal duct work from intake hood/damper to MUA unit

Sheet metal duct with exterior insulation duct wrap

MUA unit installed on metal rack (not included in proposal) approximately 10' high

1 – OPERA 6002-14 24 volt CO/NO2 detector

Horsch & Miller Inc.

Proposal for: Village of Jackson – MUA systems

Page: 2

Date: October 27, 2017

EXHAUST FAN

1 – S&P LC24 7,050 CFM belt drive centrifugal sidewall exhaust fan with wall sleeve, back draft damper and exhaust hood

Sheet metal exhaust duct work from wall exhaust fan to 18" above floor

Note – S&P fan to be inter locked with Titan MUA system

SEWER SHOP

MAKE UP AIR UNIT

1 – Titan TAM-118 direct fired make up air unit consisting of:

7050 CFM max

ETL listed

2 PSI max gas pressure

All controls, motor and blower drive enclosed within unit

Easy access hinged and gasket doors

Electronic flame supervision

Main gas automatic safety shut-off valves

Gas train to meet or exceed ANSI standards

High temp limit control

Ignition transformer

Non-Fused through door disconnect switch

1.15 Service factor ODP blower motor

Adjustable motor base

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Forward curved industrial type blower with solid turned ground and polished shafting

Self aligning sealed ball bearings

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Sheet metal duct work from intake hood/damper to MUA unit

Sheet metal duct with exterior insulation duct wrap

MUA unit installed on metal rack (not included in proposal) approximately 10' high

1 – OPERA 6002-14 24 volt CO/NO2 detector

EXHAUST FAN

1 – S&P LC24 7,050 CFM belt drive centrifugal sidewall exhaust fan with wall sleeve, back draft damper and exhaust hood

Sheet metal exhaust duct work from wall exhaust fan to 18" above floor

Note – S&P fan to be inter locked with Titan MUA system

Complete installation including:

Horsch & Miller Inc.

Proposal for: Village of Jackson – MUA systems

Page: 3

Date: October 27, 2017

1 – ST6008A1006 Time clock

Local permit

1 Year parts and labor warranty

Notes – Exterior metal wall framing, MAU metal racks, line voltage wiring and gas piping not included in proposal

TOTAL: \$60,399.00

MUA METAL RACKS

2 – Sets of 3"x3" x 3/16" tubular steel 90 deg. racks with 2"x 2" knee bracing, 12" square mounting flanges and 2"x 3/8 flat steel cross bracing

Racks approximately 10' high and 6' wide

Flanges mounted to concrete floor and block walls

ADD: \$5,145.00

GAS PIPING

1 – 2" X 2" X 1-1/4" Tee installed in existing 2" gas main next to concrete block wall

1-1/4" Gas line installed from new Tee to MUA locations

1" Gas lines from new main to new MUAs with gas valves

5 – Maxitrol 325-5L regulators installed on existing unit heaters

1 – Maxitrol 325-3L regulator installed on existing furnace

Note – Existing Gas pressure to be increased from 1/4# to 2# by WE Energies

Gas meter may have to be up sized per WE Energies

ADD: \$3,834.00

Horsch & Miller Inc.
Proposal for: Village of Jackson – MUA systems
Page: 4
Date: October 27, 2017

*LATE PAYMENT CHARGE OF 1% PER MONTH WILL BE CHARGED AFTER 15 DAYS ON UNPAID BALANCE OF CONTRACT
NOTE: A MAXIMUM CREDIT CARD PAYMENT OF \$2,500.00 IS ALLOWED PER CONTRACT*

WE PROPOSE—Hereby to furnish material and labor—complete in accordance with above specifications, for the sum of: \$

Payment to be made as follows: Monthly draws with final payment upon completion

NOTE: This proposal may be withdrawn by us if not accepted by: 11/30/17

ACCEPTANCE OF PROPOSAL—the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____
(Please sign 1 copy and return)

Signature: _____
Horsch & Miller Inc.

Date of acceptance: _____

Notice of Lien Rights

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY

Horsch & Miller Inc.

Proposal for: Village of Jackson – MUA systems

Page: 5

Date: October 27, 2017

FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF, ANY TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

MATENAER

PLUMBING, INC.

Heating & Air Conditioning

N1411 Super Dr
Campbellsport, WI 53010

Phone: (920) 533-3344

Fax: (920) 533-3355

service@matenaerplumbing.com

PROPOSAL # 17-079A

Sheet No. 1 of 3

Date: October 26, 2017

WI Master Plumber No. 227364

Registered WI Plumbing Designer No. 1350

Proposal submitted to:
Village of Jackson
N168W20733 Main Street
Jackson, WI 53037
Brian Kober
414-333-9696

Work to be performed at:
Village of Jackson
Maintenance Building
N194W16660 Eagle Dr
Jackson, WI 53037

We hereby submit specifications and estimates for the installation of:

<u>Description</u>	<u>Water Department Shop</u>	<u>Make-up Air</u>
1-Install 1-FloAire MUA-1 Direct Gas Fired Make-up Air Unit (625,000 BTU) Indoor Side Discharge Configuration		
• 7050CFM @.25 ESP • 5HP 208/3/60 (Line Voltage Wiring By Electrical Contractor) • Modulating Gas Train 25.1 Turndown • Remote Panel with SOW Switch • Freezestat Kit • Combination CO NO2 Detector (Line Voltage Wiring By Electrical Contractor) • Electromechanical Time Clock with 5 Cycles/Day • Installed on Metal Rack (By Others) Approximately 12' Above Finished Floor • Install Motorized Intake Damper Through South Wall of Building • Exterior Wall Metal Framing (If Needed) by Others		

<u>Description</u>	<u>Water Department Shop</u>	<u>Exhaust Fan</u>
1-Install 1-FloAire Axial Wall Exhaust Fan		
• 7220 CFM @ .2 ESP • 1.5 HP 208/3/60 (Line Voltage Wiring By Electrical Contractor) • 24" Diameter Prop Fan • Exhaust Hood with Bird Screen • Gravity Back Draft Damper • Wall Sleeve and Guard • Exterior Wall Metal Framing (If Needed) by Others		

<u>Description</u>	<u>Street Department Shop</u>	<u>Make-up Air</u>
---------------------------	--------------------------------------	---------------------------

1-Install 1-FloAire MUA-1Direct Gas Fired Make-up Air Unit (625,000 BTU) Indoor Side Discharge Configuration

- 7050CFM @.25 ESP
- 5HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)
- Modulating Gas Train 25.1 Turndown
- Remote Panel with SOW Switch
- Freezestat Kit
- Combination CO NO2 Detector (Line Voltage Wiring By Electrical Contractor)
- Electromechanical Time Clock with 5 Cycles/Day
- Installed on Metal Rack (By Others) Approximately 12' Above Finished Floor
- Install Motorized Intake Damper Through South Wall of Building
- Exterior Wall Metal Framing (If Needed) by Others

<u>Description</u>	<u>Street Department Shop</u>	<u>Exhaust Fan</u>
---------------------------	--------------------------------------	---------------------------

1-Install 1-FloAire Axial Wall Exhaust Fan

- 7220 CFM @ .2 ESP
- 1.5 HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)
- 24" Diameter Prop Fan
- Exhaust Hood with Bird Screen
- Gravity Back Draft Damper
- Wall Sleeve and Guard
- Exterior Wall Metal Framing (If Needed) by Others

<u>Description</u>	<u>Factory Start-Up</u>
---------------------------	--------------------------------

- Factory Personal Start-up, Adjustments, Air-Flow Metering

<u>Description</u>	<u>Gas Piping</u>
---------------------------	--------------------------

- Install 1 ¼ " Gas Pipe, Gas Line (2-PSI) from Water Department Shop Mechanical Room (Over Head) to Concrete Block Fire Wall Between Shops
- Install Gas Line (Over Head) to the South and Connect to Unit Heaters
- Black Pipe Fittings, Valves, Hangers, Adaptors
- Maxi-Trol Regulator for Existing Rooftop Unit
- Maxi-Trol Regulator for Existing 2" Gas Line for New Furnace, Existing Unit Heaters

NOTE: Gas Meter May Need to Be Replaced with 2" PSI Meter with Gas Pressure Increasing

<u>Description</u>	<u>Metal Rack Stands</u>
---------------------------	---------------------------------

- 4 Inch by Quarter Angle Iron, 12' x 6' with Cross-Members, 16 Inch on Center with Five Support Columns and Anchored to 12" Block Wall with Plywood Top. Fully Fabricated and Installed

Thank you for the opportunity to quote this job. If you have any questions, please feel free to call me.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **Fifty-Nine Thousand Three Hundred Forty-Five and no/100 Dollars (59,345.00)** with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, damage, accidents, or delays beyond our control.

Matenaer Plumbing, Inc. is not responsible for the following:

1. Damages due to either tradesmen or natural causes, which occur after installation of all fixtures, will not be covered by this contract. This also includes tub modulars, sinks, faucets and toilets.
2. High Ground Water – The removal of and any other costs incurred by high ground water will not be covered by this contract.
3. Frost –Equipment, materials and extra labor needed for removal of will not be covered by this contract.
4. Ledge Rock – The removal of and any other costs relating to undetected ledge rock during installation will not be covered by this contract.

Respectfully submitted: **MATENAER PLUMBING, INC.**

Per: Thomas S Matenaer MP 227364

Note – This proposal may be withdrawn by us if not accepted within 20 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature_____

Date: _____

Signature_____

PLEASE SIGN AND RETURN ONE COPY TO: MATENAER PLUMBING INC. THANK YOU!

RESOLUTION #17-25

**A RESOLUTION IN RECOGNITION OF CHUCK RUETTEN,
RECIPIENT OF THE WISCONSIN PUBLIC EDUCATOR OF THE YEAR AWARD,
PRESENTED BY THE WISCONSIN STATE FIRE INSPECTORS ASSOCIATION**

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

WHEREAS, the Jackson Area Community Residents have benefited from the Fire Inspection and Prevention Services that have been performed by Chuck Ruetten; and

WHEREAS, Chuck Ruetten has served as the Fire Inspector and Fire Prevention Officer for more than 18 years; and

WHEREAS, on October 26, 2017, Chuck was the recipient of the **2017 Public Educator of the Year Award**, the Highest Award bestowed by the Wisconsin Fire Inspectors Association;

NOW, THEREFORE BE IT RESOLVED, that the Village Board, the Employees and Citizens of the Village of Jackson, express their appreciation to Chuck Ruetten for his Continued Public Service, Contributions, and Dedication to the Jackson Community, and congratulate him as the Recipient of the **Wisconsin Public Educator of the Year Award**.

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

RESOLUTION #17-18

FINAL RESOLUTION AUTHORIZING THE LEVY OF SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY ASSOCIATED WITH CHATEAU DRIVE PROJECT 2017

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin, on the 14th day of March, 2017, adopted a Preliminary Resolution declaring it's intention to levy special assessments pursuant to Section 66.0703, Wisconsin Statutes upon the property benefited by the installation of Storm Sewer Laterals and Sidewalk,

WHEREAS the governing body held a public hearing at the Jackson Village Hall, located at N168 W20733 Main Street at 7:30 p.m. on the 12th day of September, 2017 for the purpose of hearing all interested persons who desired to speak concerning the project's improvements and assessments, and

WHEREAS the governing body has examined the report relating to the improvements and assessments (contained therein) and has considered the statements of those persons appearing at the public hearing,

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin, as follows:

1. The report pertaining to the construction of the above-described public improvements, including plans and specifications, therefore, is adopted and approved.
2. The improvements were carried out in accordance with such report, and payment for assessing the cost to the property shall make the improvements, benefited those properties as indicated in the report.
3. The assessments shown on the report represent an exercise of police power, have been determined and completed on a reasonable basis, and are hereby confirmed. The total amount assessed is \$46,763.46. The amount assessed against each of the affected properties is enumerated in the Assessment Report contained herein.
4. The assessments for all projects included in the report, are hereby combined as a single assessment, but any interested property owner may object to each assessment separately or to all of the assessments jointly, for any purpose.
5. The property owners may, at their option, pay the assessment to the Treasurer of the Village of Jackson, in one single total payment, or have the amount added as a Special Assessment to their annual property tax statement for the tax year 2017.

6. The Village Clerk shall publish this Resolution as a Class 1 notice, an Installment Assessment Notice, in accordance with Section 66.0703, Wisconsin Statutes.
7. The Village Treasurer shall mail to every interested person whose post office address is known or can with reasonable diligence be ascertained, including each property owner whose name appears on the property tax roll, a copy of this resolution, an invoice for the final assessment against the benefited property, and a contract agreement form in which the interested party shall elect their option of payment for such assessment, sign, and return to the Village Treasurer.

Introduced by: _____

Seconded by: _____

Vote: _____ ayes _____ nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Deanna L. Boldrey – Village Clerk

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS

PLEASE TAKE NOTICE that the Village Board of the Village of Jackson, Washington County, Wisconsin has adopted a preliminary resolution declaring its intention to exercise its police power to levy special assessments pursuant to Section 66.0703, Wis. Stats., upon property within the following proposed assessment district for benefits conferred upon the property by the Chateau Drive Reconstruction Project 2017:

<u>Property Address</u>	<u>Tax Key Number</u>
N169 W21057 Chateau Drive	V3 0013 00C
N169 W20163 Chateau Drive	V3 0013 000
N169 W20189 Chateau Drive	V3 0013 001
N169 W20209 Chateau Drive	V3 0013 002
N169 W20227 Chateau Drive	V3 0013 003
N169 W20249 Chateau Drive	V3 0013 004
N169 W20267 Chateau Drive	V3 0013 005
N169 W20289 Chateau Drive	V3 0013 006
N169 W20295 Chateau Drive	V3 0013 007
N169 W20311 Chateau Drive	V3 0013 008
N169 W20322 Chateau Drive	V3 0013 009
N169 W20314 Chateau Drive	V3 0013 010
N169 W20300 Chateau Drive	V3 0013 011
N169 W20282 Chateau Drive	V3 0013 012
N169 W20262 Chateau Drive	V3 0013 013
N169 W20240 Chateau Drive	V3 0013 014
N169 W20218 Chateau Drive	V3 0013 015
N169 W20192 Chateau Drive	V3 0013 016
N169 W20165 Wilshire Drive	V3 0013 017

A report showing plans and specifications for the improvements, the estimated cost of improvements and a schedule of proposed assessments are on file at the Jackson Village Hall and may be inspected there during any business day between the hours of 8:00 AM and 4:30 PM.

YOU ARE FURTHER NOTIFIED that the Village Board will hear all interested person, or their agents or attorneys, concerning matters contained in the preliminary resolution authorizing the assessments and the above-described report at 7:30 PM on the 12th day of September, 2017 in the Jackson Village Hall at N168 W20733 Main Street. All objections will be considered at this hearing and thereafter the amount of the assessments will be finally determined.



Taking the lead in Washington County.

September 1, 2017

«Title» «First_Name» «Last_Name»
«Mailing_Address»
«City», «State» «ZIP_Code»

RE: Chateau Drive Reconstruction Project 2017
Chateau Drive from Wilshire Drive to West End
Final Assessment Letter

Dear «Title» «Last_Name»:

This letter is a notice for your property described with **Tax Key No. «Tax_Key_No»** and located at **«Physical_Address»**, Jackson, WI.

The Village of Jackson has completed the final construction costs for the Chateau Drive Reconstruction Project 2017 from Wilshire Dr to west end. The project consisted of the following items:

- Replacement of existing sanitary sewer and laterals
- Replacement of existing water main and services
- Installation of new storm sewer
- Provide storm sewer laterals for sump pump discharge, per Village Code
- Replacement and installation of new curb and gutter
- Replacement and installation of new sidewalk
- Resurface roadway

The Village of Jackson has approved through the passage of Resolution 17-05 to special assess properties along Chateau Dr that benefit from the project. The following items were determined to be assessed to the benefiting properties: **Sidewalk, and Storm Laterals.**

The following assessment amount will be levied against your property: **«Total_Assessment»**

A Public Hearing has been scheduled for **Tuesday, September 12, 2017** during the Village Board meeting starting at **7:30 PM**. The Village Board meeting will be held in the Village Hall located at **N168 W20733 Main Street, Jackson WI 53037**. At the Public Hearing, you can express any concerns or questions about the project or assessment, and thereafter the amount of the assessment will be finalized. The project assessment report is available for viewing at the Village Hall.

If you have any questions please do not hesitate to ask by calling 262-677-9001 or email: dirpubwks@villageofjackson.com.

Sincerely,

Brian W. Kober

Brian W. Kober, P.E.
Director of Public Works/ Village Engineer

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Village of Jackson
Chateau Drive Reconstruction Project 2017
Reconstruction of Chateau Drive from Wilshire Drive to End
Final Property Assessment
September 8, 2017

Title	First Name	Last Name	City	State	ZIP Code	Physical Address	Mailing Address	Tax Key No	Phone Number	Email Address	Onsite Inspection Completed	Linear Frontage	Estimated Sidewalk Installed (S.F.)	Sidewalk Installation Unit Price (\$/S.F.)	Estimated Sidewalk Cost (S.F.)	Storm Sewer Lateral Cost	Asphalt Driveway Credit	Total Assessment Amount
Mr. & Mrs.	Michael & Linda	Hansen	Jackson	WI	53037	N169 W20157 Chateau Drive	N169 W20157 Chateau Drive	V3 0013 00C	Cell 262-384-1206 262-677-1295		done	83.00	83.00	\$3.90	\$323.70	\$0.00		\$323.70
Mr. & Mrs.	Joseph & Helen	Hubmann	Jackson	WI	53037	N169 W20163 Chateau Drive	N169 W20163 Chateau Drive	V3 0013 000			2/20/2017	68.00	68.00	\$3.90	\$265.20	\$1,972.06		\$2,237.26
Mrs.	Agnes	Motzko	Jackson	WI	53037	N169 W20189 Chateau Drive	N169 W20189 Chateau Drive	V3 0013 001			2/20/2017	68.00	68.00	\$3.90	\$265.20	\$1,972.06	-\$295.53	\$1,941.73
Mr. & Mrs.	Michael & JoAnn	Sanders	Jackson	WI	53037	N169 W20209 Chateau Drive	N169 W20209 Chateau Drive	V3 0013 002			3/16/2017	66.61	66.61	\$3.90	\$259.78	\$1,972.06		\$2,231.84
Mr. & Mrs.	Kyle & Megan	Huettl	Jackson	WI	53037	N169 W20227 Chateau Drive	N169 W20227 Chateau Drive	V3 0013 003			done	70.08	70.08	\$3.90	\$273.31	\$1,972.06		\$2,245.37
Mr.	Jeffery	Janca	Jackson	WI	53037	N169 W20249 Chateau Drive	N169 W20249 Chateau Drive	V3 0013 004			4/5/2017	70.11	70.11	\$3.90	\$273.43	\$1,972.06		\$2,245.49
Mr. & Mrs.	G. Andrew & Nancy	Kunkler	Jackson	WI	53037	N169 W20267 Chateau Drive	N169 W20267 Chateau Drive	V3 0013 005			done	70.70	70.70	\$3.90	\$275.73	\$1,972.06		\$2,247.79
Mr.	Jeffery	Friedrich	Jackson	WI	53037	N169 W20289 Chateau Drive	N169 W20289 Chateau Drive	V3 0013 006			done	81.00	81.00	\$3.90	\$315.90	\$1,972.06		\$2,287.96
Mr.	Dean	Wilde	Jackson	WI	53037	N169 W20295 Chateau Drive	N169 W20295 Chateau Drive	V3 0013 007			2/16/2017	59.42	59.42	\$3.90	\$231.74	\$1,972.06		\$2,503.80
Mr.	Paul	Buschke	Jackson	WI	53037	N169 W20311 Chateau Drive	N169 W20311 Chateau Drive	V3 0013 008			4/6/2017	50.00	50.00	\$3.90	\$195.00	\$1,972.06		\$2,167.06
Mr. & Mrs.	Mark & Lisa	Kitzke	Jackson	WI	53037	N169 W20322 Chateau Drive	N169 W20322 Chateau Drive	V3 0013 009			done	50.00	250.00	\$3.90	\$975.00	\$1,972.06		\$2,947.06
Mr.	Gunner J.	Seaver	Jackson	WI	53037	N169 W20314 Chateau Drive	N169 W20314 Chateau Drive	V3 0013 010			done	50.00	250.00	\$3.90	\$975.00	\$1,972.06		\$2,947.06
Mr. & Mrs.	Jeffery & Stephanie	Pohl	Jackson	WI	53037	N169 W20300 Chateau Drive	N169 W20300 Chateau Drive	V3 0013 011			2/16/2017	58.55	292.75	\$3.90	\$1,141.73	\$1,972.06		\$3,113.78
Mr. & Mrs.	Timothy & Tori	Schone	Jackson	WI	53037	N169 W20282 Chateau Drive	N169 W20282 Chateau Drive	V3 0013 012			2/20/2017	87.08	435.40	\$3.90	\$1,698.06	\$1,972.06	-\$1,534.97	\$2,135.15
Mr. & Mrs.	Kenneth & Lorry	Walker	Jackson	WI	53037	N169 W20262 Chateau Drive	N169 W20262 Chateau Drive	V3 0013 013			2/24/2017	77.96	389.80	\$3.90	\$1,520.22	\$1,972.06		\$3,492.28
Ms.	Linda	Grainger	Jackson	WI	53037	N169 W20240 Chateau Drive	N169 W20240 Chateau Drive	V3 0013 014			3/29/17	68.50	342.50	\$3.90	\$1,335.75	\$1,972.06	-\$514.05	\$2,793.76
Mr. & Mrs.	Patrick & Kay	Rego	Jackson	WI	53037	N169 W20218 Chateau Drive	N169 W20218 Chateau Drive	V3 0013 015			done	68.54	342.70	\$3.90	\$1,336.53	\$1,972.06		\$3,308.59
Mr. & Mrs.	Daniel & Kristen	Pommer	Jackson	WI	53037	N169 W20192 Chateau Drive	N169 W20192 Chateau Drive	V3 0013 016			4/5/2017	106.85	534.25	\$3.90	\$2,083.58	\$1,972.06		\$4,055.63
Mr. & Mrs.	Jason & Kristin	Stewart	Jackson	WI	53037	N169 W20165 Wilshire Drive	N169 W20165 Wilshire Drive	V3 0013 017			done	95.48	477.40	\$3.90	\$1,861.86	\$0.00		\$1,861.86
Totals												1266.88			\$15,283.01	\$33,525.00		\$46,763.46

Storm Sewer Lateral Pipe	Feet 1,341	Unit Price \$25.00	Total \$33,525.00	Number of Laterals 17	Cost per lateral \$1,972.06
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Village of Jackson
Chateau Drive Reconstruction Project 2017
STH 60 (Main St) from Ridgeway Drive to Eagle Drive
Final Cost Assessment
August 29, 2017

Contractor **Gremmer & Associates**

Date	Invoice #	Description	Amount
12/12/2016	1	Engineering Design	\$2,657.90
1/6/2017	2	Engineering Design	\$2,278.20
2/7/2017	3	Engineering Design	\$11,201.15
3/7/2017	4	Engineering Design	\$2,991.25
4/4/2017	5	Engineering Design	\$4,027.12
5/3/2017	6	Engineering Design	\$16,134.96
6/8/2017	7	Engineering Design	\$14,690.68
7/10/2017	8	Engineering Design	\$5,086.00
Subtotal			\$59,067.26

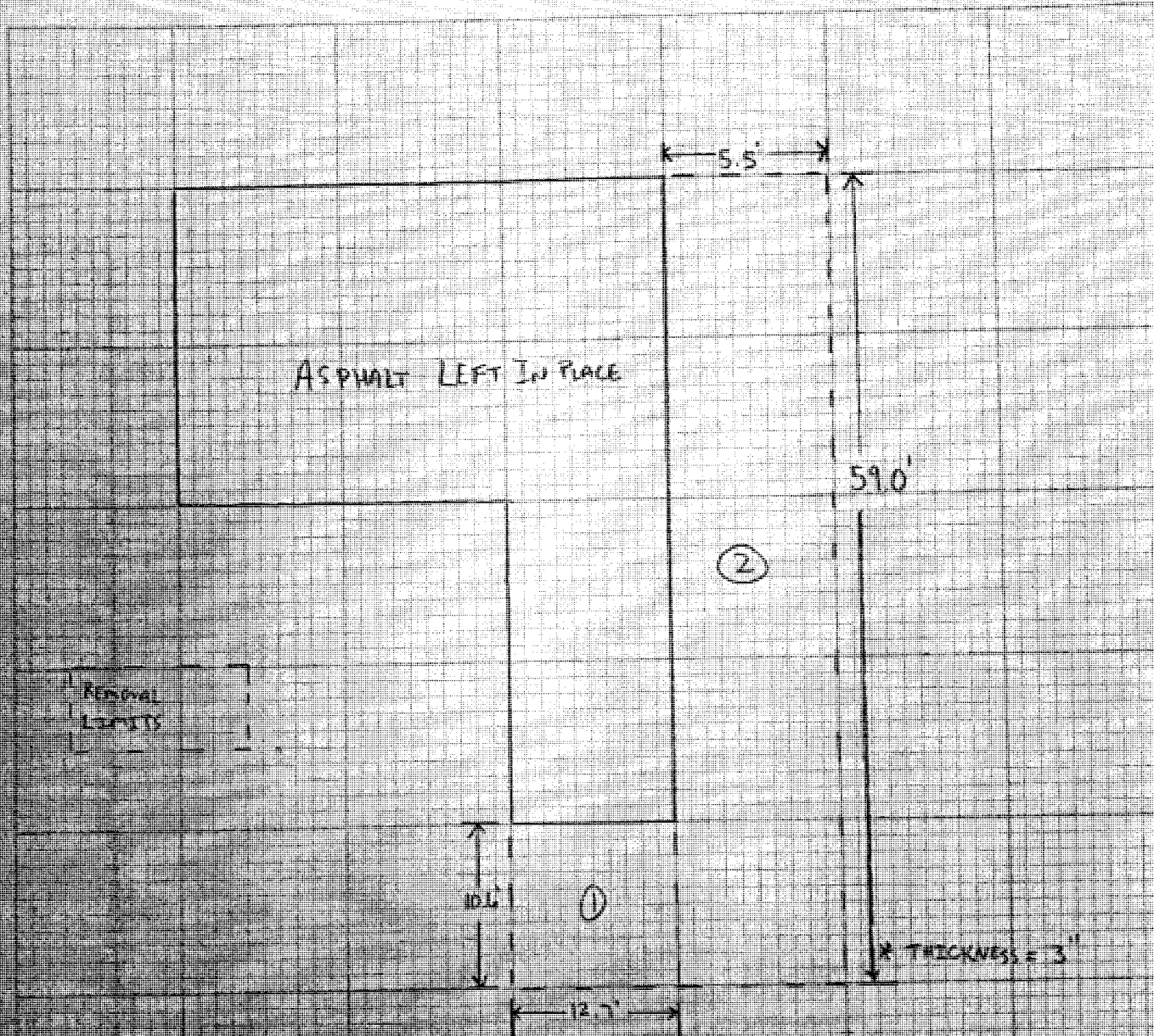
Contractor **Buteyn-Peterson**

Date	Pay Request #	Description	Amount
4/19/2017	1	First Pay Request	\$160,378.90
6/13/17	2	Second Pay Request	\$207,840.39
8/8/17	3	Payment of Change order #1	\$1,572.00
2018		Payment of Retainage	\$19,359.87
Subtotal			\$389,151.16

Others

Date	Company	Description	Amount
3/28/17	Menards	Sump Pump Piping	\$151.75
4/17/17	AJ Outdoor	Cut down two trees	\$1,000.00
4/21/17	Menards	Sump Pump Piping	\$64.12
4/24/17	Tennies	Sump Pump Piping	\$30.71
4/24/2017	Menards	Sump Pump Piping	\$74.35
4/24/2017	Tennies	Sump Pump Piping	\$9.98
4/24/2017	Menards	Sump Pump Piping	\$28.03
4/24/2017	Tennies	Sump Pump Piping	\$19.96
4/24/2017	Tennies	Sump Pump Piping	\$4.99
4/24/2017	Tennies	Sump Pump Piping	\$5.99
4/25/2017	Tennies	Sump Pump Piping	\$71.98
4/25/2017	Menards	Sump Pump Piping	\$70.32
4/27/2017	Tennies	Sump Pump Piping	\$23.43
5/2/2017	Tennies	Sump Pump Piping	-\$9.18
5/3/2017	Menards	Sump Pump Piping	-\$9.14
7/24/2017	Pieper Power	Streetlights	\$2,980.00
Subtotal			\$4,517.29

Total Expenditures \$452,735.71



$$① 12.71 \times 10.6 \times 2.9 \frac{cu}{ft} = 39.96 cu$$

$$② 59.0' \times 5.5' \times 2.9 \frac{cu}{ft} = 96.02 cu$$

$$\text{TOTAL } cu = 136.02 cu$$

$$\text{Asphalt Delivery } = 136.02 cu \times 12.8 \frac{cu}{ton} \times 3 \text{ Layers } / 2000 \frac{lb}{ton} = 8.91 \text{ Ton}$$

$$\text{Asphalt Delivery } = 136.02 cu \times 12.8 \frac{cu}{ton} \times 3 \text{ Layers } / 2000 \frac{lb}{ton} = 8.91 \text{ Ton}$$

$$\text{Asphalt Delivery } = 136.02 cu \times 12.8 \frac{cu}{ton} \times 3 \text{ Layers } / 2000 \frac{lb}{ton} = 8.91 \text{ Ton}$$

N169 W20240 ASPHALT QUANTITY

$$8.0' \times 19.2' / 9 = 17.07 \text{ SY}$$

$$17.07 \text{ SY} \times 112 \frac{\text{LB}}{\text{SY}} \times 3 \text{ INCHES} / 2000 \frac{\text{LB}}{\text{TON}}$$

$$\text{TOTAL TONNAGE} = 2.87 \text{ TONS}$$

$$\text{TOTAL COST} = 2.87 \text{ TONS} \times \$179.11/\text{TON} = \$514.05$$

N169 W20189 ASPHALT QUANTITY

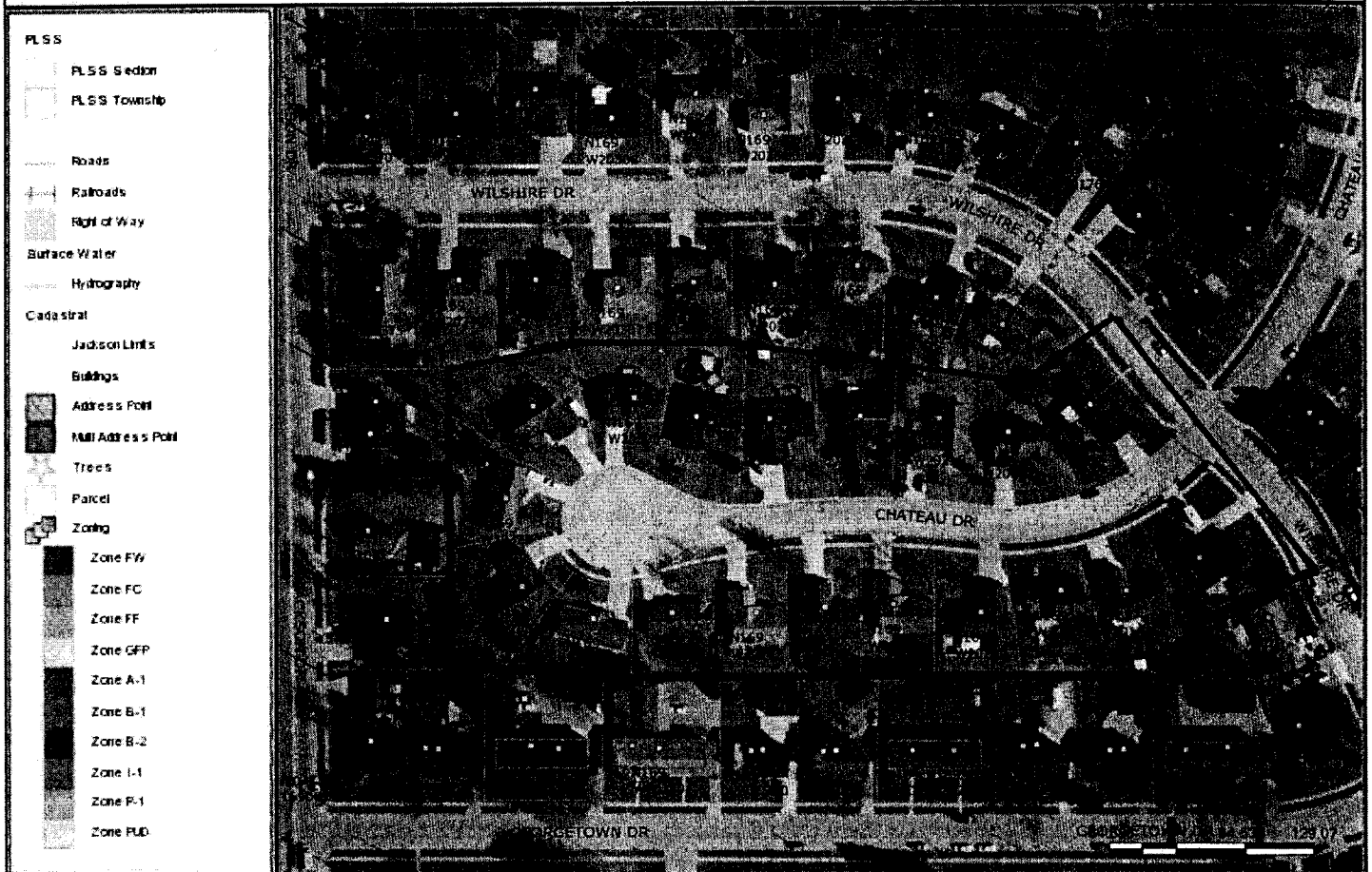
$$4.8' \times 18.4' / 9 = 9.81 \text{ SY}$$

$$9.81 \text{ SY} \times 112 \frac{\text{LB}}{\text{SY}} \times 3 \text{ INCHES} / 2000 \frac{\text{LB}}{\text{TON}}$$

$$\text{TOTAL TONNAGE} = 1.65 \text{ TONS}$$

$$\text{TOTAL COST} = 1.65 \text{ TONS} \times \$179.11/\text{TON} = \$295.53$$

Village of Jackson



This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys and historical analyses of sites may differ from the maps.

RESOLUTION #17-26

RESOLUTION APPROVING THE PROJECT PLAN AND ESTABLISHING THE BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 6, VILLAGE OF JACKSON, WISCONSIN

WHEREAS, the Village of Jackson (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 6 (the "District") is proposed to be created by the Village as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the Village;
- k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Washington County, the West Bend School District, and the Moraine Park Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 26, 2017 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Village Board that it create such District and approve the Project Plan and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Jackson that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 6, Village of Jackson", are hereby established as specified in Exhibit A of this Resolution.
2. The District is created effective as of January 1, 2018.
3. The Village Board finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is suitable for a combination of industrial and residential uses, defined as "mixed-use development" within the meaning of Wisconsin Statutes Section 66.1105(2)(cm).
 - (b) Based upon the findings, as stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the Village, does not exceed 12% of the total equalized value of taxable property within the Village.
 - (e) The Village estimates that approximately 20% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (f) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 - (f) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District.
 - (g) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
4. The Project Plan for "Tax Incremental District No. 6, Village of Jackson" (attached as Exhibit B) is approved, and the Village further finds the Plan is feasible and in conformity with the master plan of the Village.

BE IT FURTHER RESOLVED THAT the Village Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2018, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the Village Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Village Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 14th day of November, 2017.

Introduced by: _____

Seconded by: _____

Vote: _____ Aye _____ Nay

Michael E. Schwab, Village President

Attest: _____
Deanna L. Boldrey, Village Clerk-Treasurer

**VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN**

**AN ORDINANCE ANNEXING TERRITORY TO
THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN**

The Village Board of the Village of Jackson, Washington County, Wisconsin, does ordain as follows:

SECTION 1. Territory Annexed.

In accordance with Wis. Stat., § 66.0217(2) and the Petition for Direct Unanimous Annexation filed with the Village and signed by all the owners of the land described below, and the Village Board having determined that there are no electors residing in such territory, the following described territory in the Town of Jackson, Washington County, Wisconsin, is annexed to the Village of Jackson, Washington County, Wisconsin.

Annexation Description

All of the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and part of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 29, Part of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 20, Outlot 1, Outlot 4 and Outlot 5 of Twin Creeks, Outlot 10 of Twin Creeks – 3, Outlot 17 of Twin Creeks – 5, all being part of the Northwest $\frac{1}{4}$, Northeast $\frac{1}{4}$ and Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 29, including parts of Jackson Drive, Maple Road and Sherman Road, all in Town 10 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin, bounded and described as follows:

See attached Annexation Exhibit

SECTION 2. Effect of Annexation.

From and after the date of this ordinance, the territory described in Section 1 shall be a part of the Village of Jackson for any and all purposes provided by law, and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the Village of Jackson.

SECTION 3. Temporary Zoning Classification.

The territory annexed to the Village of Jackson by this ordinance is temporarily zoned PUD, Planned Unit Development, pursuant to Wis. Stat., § 66.0217(8)(a), this temporary zoning having been recommended by the Village of Jackson Plan Commission.

SECTION 4. Ward Designation.

The territory described in Section 1 of this ordinance is hereby designated the 11th Ward of the Village of Jackson, subject to the ordinances, rules, and regulations of the Village of Jackson governing wards.

SECTION 5. Population of Annexed Area.

The population of the territory described in Section 1 of this ordinance is zero (1).

SECTION 6. Severability.

If any provision of this ordinance is invalid or unconstitutional, or if the application of his ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 7. Payment to the Town.

Pursuant to Wis. Stat., § 66.0217(14)(a)1, the Village agrees to pay annually to the Town of Jackson, for five (5) years, an amount equal to the amount of property taxes that the Town levied on the annexed territory, as shown by the tax roll under Wis. Stat., § 70.65, in the year in which the annexation is final.

SECTION 8. Effective Date.

This ordinance shall take effect upon its enactment. The Village Administrator is hereby authorized and directed to take such further action necessary to give effect to this ordinance.

Adopted by a vote of _____ for, _____ against, and _____ abstaining this 14th day of March, 2017.

VILLAGE OF JACKSON

By: _____
Mike Schwab, Village President

Attest:

Deanna Boldery, Clerk/Treasurer

ANNEXATION EXHIBIT

All of the Southwest 1/4 of the Northeast 1/4 and part of the Southeast 1/4 of the Northeast 1/4 of Section 29, Part of the Southwest 1/4 of the Southwest 1/4 of Section 20, Outlot 1, Outlot 4 and Outlot 5 of Twin Creeks, Outlot 10 of Twin Creeks - 3, Outlot 17 of Twin Creeks - 5, all being part of the Northwest 1/4, Northeast 1/4 and Southeast 1/4 of the Northwest 1/4 of Section 29, including parts of Jackson Drive, Maple Road and Sherman Road, all in Town 10 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin, bounded and described as follows:

Beginning at the Northwest corner of the Northwest 1/4 of said Section 29; thence South 89° 44' 17" East along the North line of the Northwest 1/4 of said Section 29 and the centerline of Sherman Road 38.99 feet to a point; thence North 00° 16' 44" East 40.01 feet to a point in the North line of Sherman Road; thence South 89° 44' 16" East along said North line and the existing Village Limits 140.40 feet to a point; thence South 00° 16' 44" West 40.01 feet to a point in the aforesaid centerline of Sherman Road and the North line of the Northwest 1/4; thence South 89° 44' 17" East along said centerline and said North line 785.71 feet to a point the centerline of Jackson Drive; thence South 45° 15' 44" West along said centerline 332.17 feet to a point; thence South 23° 04' 17" East 700.54 feet to a point; thence South 79° 11' 17" East 359.53 feet to a point; thence North 01° 10' 01" West 45.62 feet to a point; thence North 88° 52' 08" East 658.04 feet to a point; thence South 01° 07' 51" East 436.30 feet to a point; thence South 89° 52' 43" East 657.94 feet to a point in the West line of the Northeast 1/4 of said Section 29; thence South 89° 57' 35" East 2827.62 feet to a point in the East line of the Northeast 1/4 of said Section 29 and the Centerline of Maple Road; thence South 01° 03' 31" East along said Centerline 917.65 feet to a point; thence South 88° 58' 28" West 366.50 feet to a point; thence South 01° 03' 31" East 389.65 feet to a point in the South line of the Northeast 1/4 of said Section 29; thence South 89° 57' 58" West along said South line 2260.16 feet to the Southeast corner of the Northwest 1/4 of Section 29; thence North 01° 05' 42" West along the East line of said Northwest 1/4 Section a distance of 681.57 feet to a point in the North line of East Gate Drive; thence South 83° 32' 11" West along said North line 64.99 feet to a point; thence North 07° 36' 35" East 97.15 feet to a point; thence North 01° 05' 42" West 238.59 feet to a point; thence North 22° 42' 05" West 194.59 feet to a point; thence North 63° 09' 38" West 197.52 feet to a point; thence North 84° 48' 27" West 113.13 feet to a point; thence North 89° 52' 43" West 150.00 feet to a point; thence South 03° 43' 28" West 161.92 feet to a point in the North line of Fenceline Drive; thence Northwesterly 104.41 feet along said North line and an arc of a curve whose center lies to the South, whose radius is 283.00 feet, whose center lies to the South and chord bears North 85° 27' 16" West 103.82 feet to a point; thence South 83° 58' 35" West along said North line 5.37 feet to a point; thence North 02° 04' 28" West 111.34 feet to a point; thence North 01° 07' 51" West 99.04 feet to a point; thence North 02° 58' 17" West 163.16 feet to a point; thence North 38° 13' 57" West 173.25 feet to a point; thence North 69° 24' 08" West 177.56 feet to a point; thence North 89° 41' 37" West 121.12 feet to a point; thence South 88° 40' 57" West 134.78 feet to a point; thence South 00° 13' 42" East 136.50 feet to a point in the North line of Brookside Drive; thence South 89° 46' 18" West along said North line 85.00 feet to a point; thence North 00° 13' 42" West 139.55 feet to a point; thence North 79° 11' 17" West 293.88 feet to a point; thence South 83° 22' 11" West 185.08 feet to a point; thence South 10° 13' 51" West 159.98 feet to a point in the North line of Brookside Drive; thence North 79° 48' 09" West for a distance of 50.66 feet to a point in the Easterly line of Twin Creeks Road; thence Northwesterly 203.91 feet along said Easterly line and an arc of a curve whose radius is 533.00 feet, whose center lies to the Southwest and whose chord bears North 04° 16' 43" West 202.67 feet to a point; thence North 74° 45' 42" East 148.87 feet to a point; thence North 23° 04' 17" West 159.92 feet to a point; thence North 28° 00' 49" West 149.86 feet to a point; thence North 44° 09' 32" West 129.17 feet to a point; thence South 45° 15' 44" West 163.94 feet to a point in the Easterly line of Twin Creeks Road; thence North 44° 44' 16" West along said Easterly line 78.72 feet to a point; thence Northwesterly 13.55 feet along said easterly line and an arc of a curve whose center lies to the Northeast, whose radius is 19.00 feet, and whose chord bears North 24° 18' 19" West 13.27 feet to a point; thence Northwesterly 43.51 feet along said Easterly line and an arc of a curve whose center lies the Southwest, whose radius is 61.00 feet and whose chord bears North 24° 18' 19" West 42.59 feet to a point; thence North 44° 44' 16" West 92.00 feet to a point in the Westerly line of Jackson Drive; thence South 45° 15' 44" West along said Westerly line 521.61 feet to a point; thence Southwesterly 117.97 feet along said Westerly line and an arc of a curve whose center lies to the Southeast, whose radius is 355.00 feet, and whose chord bears South 35° 44' 33" West 117.42 feet to a point in the West line of the Northwest 1/4 of said Section 29; thence North 01° 14' 18" West along said West line 892.91 feet to the point of beginning.

Said land contains 4,005,967 square feet or 91.9843 acres.

January 31, 2017

Dittmar Realty

Drawing No. 161203-RMK

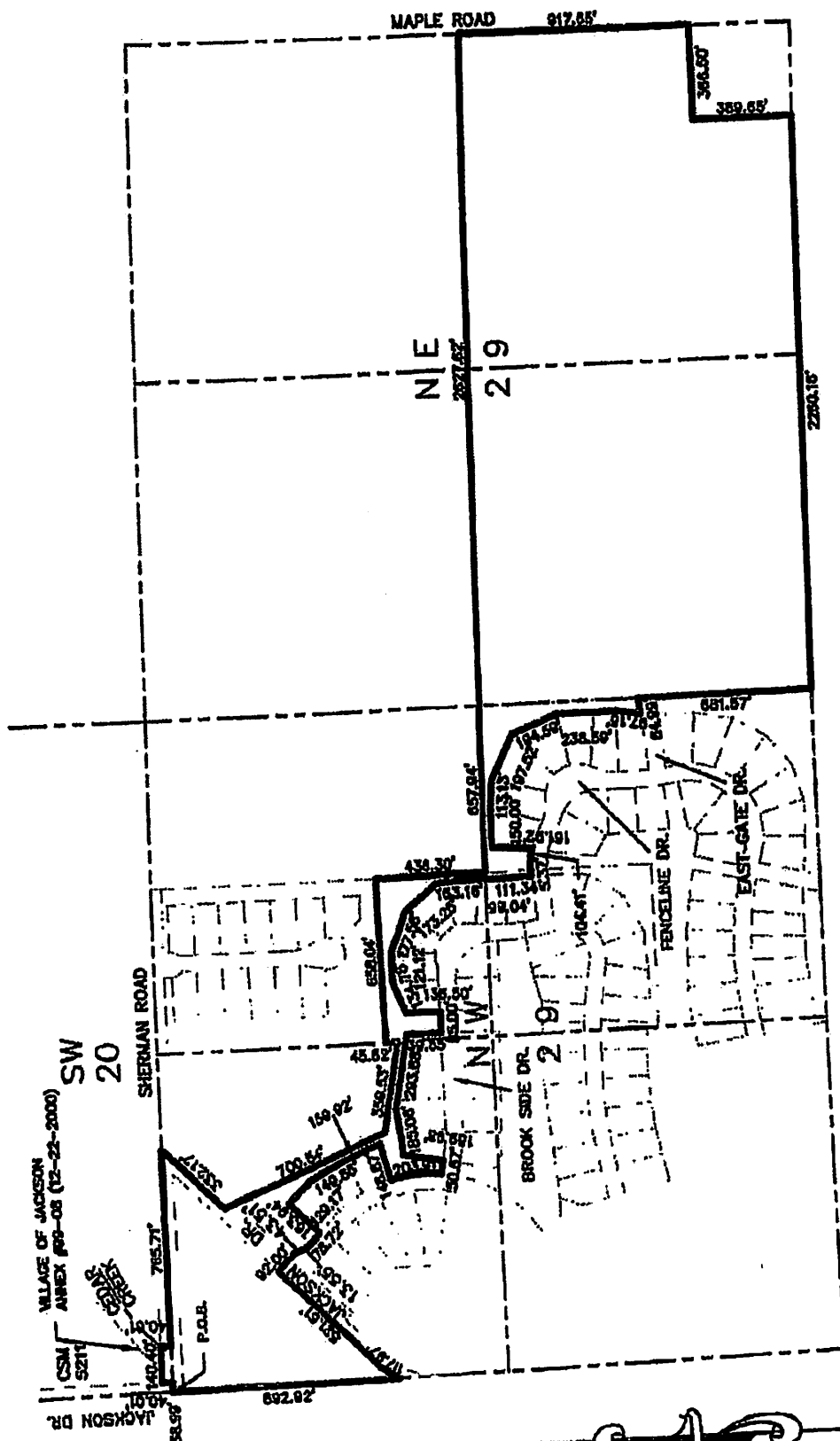
R.A. Smith National, Inc.

R.A. Smith National, Inc.
*Beyond Surveying
and Engineering*

16745 W. Diamond Road, Brookfield WI 53005
202-781-1000 Fax 202-787-7373 www.rainwaterusa.com
Rockton, WI Indio, CA Pittsburgh, PA

11-011547-71-01XV
12-04-2007 10:51 B

R.A. Smith National, Inc.



A horizontal graphic scale bar with a black and white checkered pattern. It is marked with '0' at the left end, '600' in the middle, and '1200' at the right end. The word 'Feet' is written at the far right end. Below the bar, the text 'GRAPHIC SCALE' is printed in all caps.

**APPROVED Public Works Meeting
Tuesday, October 31, 2017 –7:00 p.m.
Jackson Village Hall
N168W20733 Main Street**

1. Call to Order and Roll Call.

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

Members present: Brian Heckendorf, Gloria Teifke, Scott Thielmann, Tr. Kufahl, and Linda Granec.

Members absent (excused): Tr. Olson

Staff present: Chief Dolnick, Jim Micech, Brian Kober, John Walther, Kelly Valentino, Chief Swaney, and Deanna Boldrey.

2. Approval of Minutes for September 26, 2017, meeting.

Motion by Scott Thielmann, second by Brian Heckendorf to approve the minutes of the September 26, 2017, Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

3. Chateau Dr. Reconstruction Project – Driveway Design / Punch List Discussion.

A special meeting was called the day after the October Village Board meeting, October 11, 2017 to discuss concrete issues and landscaping. During the meeting, the recommendation was to present at the next Board of Public Works meeting the findings at the meeting. Tom Lanser of Gremmer and Associates and Tim Lemke of Zenith Tech were present to explain the findings. Tom Lanser of Gremmer and Associates described the Statewide Urban Terrace Width Standards for driveways. The design is to accommodate a larger turning radius. Tim Lemke of Zenith Tech commented that a two year guarantee is in place for the concrete instead of a one year guarantee. The guarantee would allow the concrete exposed to two freeze thaw cycles. The landscaping will be addressed in the spring. This item was for informational only so action was taken.

4. Village owned Parcel Containing ANR Pipeline Facility / Easement – Larry Hamlin.

Larry Hamlin was not at the meeting. The area is south of Hickory Lane between Pine and Linden Circle. The process would be a title search and survey. Gremmer and Associates quoted the amount of \$5,800 for phase one and then special assess the properties. Phase two would be the re-platting of the properties for \$4,300.

Motion by Tr. Kufahl, second by Linda Granec to refer the item to the next meeting and allow Mr. Hamlin to present his request to do the project.

Vote: 6 ayes, 0 nays. Motion carried.

5. Update on Reconstruction Water and Street Department Building.

Review of Quotes for Ventilation System for Vehicle Area.

Brian reported on the Ventilation System. He referenced to the Conditional Approval from the Department of Safety and Professional Services with regard to an exhaust ventilation system. He commented that this is a requirement by the State. Two quotes were received. The recommendation is to use Matenaer Plumbing Inc. for the installation of the ventilation unit at a total cost of \$59,345.00.

Motion by Brian Heckendorf, second by Linda Granec to recommend the Budget & Finance Committee and the Village Board accept the bid from the Matenaer Plumbing Inc. for the installation of the ventilation not to exceed \$59,345.

Vote: 4 ayes, 2 nays (Tr. Kufahl and Tr. Lippold). Motion carried.

6. Review of Proposed RFP for Engineering Service – Ridgeway Dr. Reconstruction Project.

Brian reported that this was discussed during the capital improvements discussion and in order for the project to be constructed next year, surveying needs to be done this year. The results of the RFPs will be taken directly to the Budget & Finance and Village Board for approval in order to have surveying completed this year.

Motion by Tr. Kufahl, second by Scott Thielmann recommend advertising the Request for Proposals and move the item directly to the Budget & Finance and Village Board for the Ridgeway Drive Reconstruction Project.

Vote: 6 ayes, 0 nays. Motion carried.

7. Director of Public Works report.

Brian Kober gave the report. The Village will receive new banners for the Holiday season. Twenty five trees will be planted in Glen Brooke subdivision to replace the dead Ash Trees. Motion by Linda Granec, second by Brian Heckendorf to place the Director of Public Works report on file.

Vote: 6 ayes, 0 nays. Motion carried.

8. Citizens/Village Staff to Address the Board.

Debbie Kurtz commented on the Chateau Drive Project.

Dan and Kristen Pommer of Chateau Drive commented on the meeting and the driveway approaches. He showed a picture of his driveway.

Tim Lemke of Zenith Tech commented on the concrete and that he will meet with Mr. and Mrs. Pommer.

Tr. Lippold read the email in regards to Chateau Drive.

Casey Latz reported that the warranty does work on the concrete from her past experience.

Jim Micech reported that the Pallet Company owner is cleaning up the property.

Tr. Lippold commented he had wanted discussion of the new public safety building land acquisition on this agenda or the Village Board agenda.

John Walther commented that he is working with the State Senator's office in regards to getting the railroad repaired before the end of the year. The County is willing to help with the detour.

9. Adjourn.

Motion by Tr. Kufahl, second by Linda Granec to adjourn at 8:10 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

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

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

1. Call to Order & Roll Call.

Pres. Schwab called the meeting to order at 7:00 p.m.
Members present: Steve Schoen, Tr. Kruepke, Peter Habel, Greg Winn
and Tr. Emmrich.
Members Absent: Jeff Dalton.
Staff Present: Jim Micech, John Walther.
Others Present: Phil Cosson from Ehlers and Jim Blise.

2. Minutes – September 28, 2017, Plan Commission Meetings.

Motion by Peter Habel, second by Tr. Emmrich to approve the minutes of September 28, 2017.
Vote: 6 ayes, 0 nays. Motion carried.

3. Public Hearing – Regarding the Proposed Project Plan, Boundaries, and Creation of Tax Incremental District No. 6 (See Public Hearing Notice which was published on October 12, 2017 and October 19, 2017.)

Pres. Schwab opened the public hearing. Phil Cosson reviewed the project plan for TID #6. The TID will be a mixed use TID. The TID does including duplex, workforce apartments. The public hearing was closed.

4. Consideration of “Plan Commission Resolution 17-23 Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 6, Village of Jackson, Wisconsin.”

Motion by Peter Habel, second by Tr. Kruepke to approve Resolution 17-23 Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 6, Village of Jackson, Wisconsin.
Vote: 6 ayes, 0 nays. Motion carried.

5. Planned Unit Development Amendment – Mak Avery Packaging – Sign – Main Street.

A representative from Mak Avery Packaging was present and had received staff comments. The sign is already on the building.
Motion by Peter Habel, second by Tr. Emmrich to recommend approval of the Planned Unit Development Amendment, Mak Avery Packaging, Sign, Main Street, per staff comments.
Vote: 6 ayes, 0 nays. Motion carried.

6. Planned Unit Development Amendment – T4 Insurance – Sign – Main Street.

A representative from T4 Insurance was present and had received staff comments.
Motion by Pres. Schwab, second by Tr. Kruepke to recommend approval of the Planned Unit Development Amendment, T4 Insurance, Sign, Main Street, per staff comments.
Additional curbing can be installed at the owner’s discretion.

Vote: 6 ayes, 0 nays. Motion carried.

7. Planned Unit Development Amendment – Laurel Springs Development – Phase 2.

John Donovan was present and had received staff comments and Brian's letter. He commented that they are looking at the site plan and layout this evening.

Motion by Pres. Schwab, second by Tr. Emmrich to recommend approval as a Site Plan as presented for Laurel Springs Development – Phase 2.

Vote: 6 ayes, 0 nays. Motion carried.

8. Citizens to address the Plan Commission.

Steve Schoen spoke in support of small business owners.

Deanna Boldrey thanked Greg Winn for his time on the Plan Commission. This is his last meeting as he is moving out of the Village.

John Walther gave an update on the repair of the rail road.

9. Adjourn.

Motion by Peter Habel, second by Tr. Emmrich to adjourn at 7:34 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey – Clerk / Treasurer