

Agenda
Budget & Finance Committee Meeting
Tuesday, February 14, 2017 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037

1. Call to Order & Roll Call.
2. Approval of Budget & Finance Minutes: January 10, 2017.
3. Approval of January 2017 Treasurer's Report and Check Register.
4. Review of Rate Study Engineering Service Quotes for Jackson Sewer Utility.
5. Review of Service Bids for SCADA System Upgrade Project.
6. Citizens to address the Budget & Finance Committee.
7. 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.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, January 10, 2017 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main St.
Jackson, WI 53037

1. Call to Order & Roll Call.

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

Members Present: President Schwab, Trustee Kurtz, and Trustee Olson.

Members Absent: All Present.

Village Board Members Present: Trustee Kruepke

Staff Present: John Walther, Kelly Valentino, Brian Kober, Fire Chief Swaney

2. Approval of Budget & Finance Minutes: December 13, 2016, Meeting.

Motion by Pres. Schwab, second by Tr. Olson to approve the minutes for the December 13, 2016, meeting, with correction.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the December 2016 Treasurer's Report and Check Register.

The December Treasurer's Report and Check Register were reviewed. There were no questions received. Tr. Kurtz questioned the expenditure for salt. She thought the Village had salt stored in Grafton. Brian commented that the salt came back to the Village during the summer. The 2016 salt budget is over by approximately \$3,000.

Brian commented he will give a report of the salt at the next meeting. Motion by Tr. Olson, second by Tr. Kurtz to approve the Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. James Frechette, CPA – Auditor's Contract.

John Walther reported on the contract and that Mr. Frechette is starting to wind down his career. He works with municipalities and school districts. This will potentially be Jim's last contract with the Village. He has worked with the Village for years. Mr. Frechette will work through the TID closings. Motion by Pres. Schwab, second by Tr. Olson to recommend James Frechette, CPA – Auditor's Contract.

Vote: 3 ayes, 0 nays. Motion carried.

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

Motion by Tr. Olson, second by Pres. Schwab to recommend the passage of Resolution 17-01, A Resolution Establishing Sewer Utility Rates for Jackson Sewer Utility.

Vote: 2 ayes, 1 nays (Tr. Kurtz). Motion carried.

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

Motion by Tr. Olson, second by Pres. Schwab to recommend passage of Resolution 17-02, A Resolution Setting the Rates for the Jackson Water Utility. Brian reported that he will report the resolution to the PSC and he will advertise in the paper. Then this will go into place on April 15. Pres. Schwab questioned how long the Village can keep the rates the same without raising them. John Walther gave history that in the past the Village did not raise rates and then did a study that showed the Village should raise the rates 46%. The Village Board at that time raised the rates half of that. That is why we look at the 3% increases, because a full rate study would be quite expensive.

Vote: 2 ayes, 1 nays (Tr. Kurtz). Motion carried.

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

Motion by Tr. Olson, second by Pres. Schwab to recommend passage of Resolution 17-02, A Resolution Establishing Rates for Septic and Holding Tank Waste for Jackson Sewer Utility. Brian reported he will have information on having a study done in January or February.

Vote: 2 ayes, 1 nays (Tr. Kurtz). Motion carried.

8. Citizens to address the Budget & Finance Committee.

None.

9. Adjourn.

Motion by Tr. Olson, second by Tr. Kurtz to adjourn at 7:16 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

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

TREASURERS REPORT

(Depository Accounts)

January 31, 2017

	BALANCE 12/31/2016	BALANCE 1/31/2017
<u>GENERAL FUND:</u>		
GENERAL CHECKING	\$6,441,796.32	\$5,403,874.18
PARK FEES	\$99,752.57	\$105,308.61
FIRE/RESCUE RESERVE	\$5,824.71	\$5,827.33
EMS FUNDING ESCROW	\$5,894.16	\$5,896.81
HIPPA ACCOUNT	\$517,234.14	\$536,975.06
CREDIT CARD ACCOUNT	\$140,231.99	\$219,160.44
POLICE & FIRE IMPACT FEES	\$246,383.09	\$255,905.90
ANTIQUE FIRE TRUCK	\$4,983.85	\$4,983.85
TOTAL GENERAL FUND	\$7,462,100.83	\$6,537,932.18
<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$847.55	\$847.93
CASH	\$1,119,883.95	\$1,260,408.45
WATER UTILITY DEPRECIATION FUND	\$21,666.47	\$21,676.21
WATER UTILITY RESERVE	\$112,654.77	\$112,705.42
WATER IMPACT FEES	\$251,032.98	\$255,246.73
TOTAL WATER UTILITY	\$1,506,085.72	\$1,650,884.74
<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,448.38	\$5,450.83
SEWER UTILITY RESERVE	\$70,356.65	\$70,388.28
DNR REPLACEMENT FUND	\$942,131.41	\$927,992.35
SEWER SPECIAL REDEMPTION FUND	\$2,368.86	\$2,369.92
CASH	\$648,265.95	\$691,038.17
SO. INTERCEPTOR IMPACT FEE	\$30,504.14	\$30,775.91
SEWER SERVICE FEES	\$1,575,763.24	\$1,596,476.00
TOTAL SEWER UTILITY	\$3,274,838.63	\$3,324,491.46
<u>CDA FUND:</u>		
CDA FUND	\$192,254.95	\$192,341.38
TOTAL CDA FUND	\$192,254.95	\$192,341.38
GRAND TOTAL:	\$12,435,280.13	\$11,705,649.76

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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2017 From Account:
Thru: 1/31/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
91856	1/05/2017	AFLAC INV #601933 / JAN 2017	1,066.94
91857	1/05/2017	ASCAP ACCT #500595854 / 2017 LIC FEE / REC	341.00
91858	1/05/2017	AT&T INV #262677494912 / JPD	67.53
Previous Year Expense			
91859	1/05/2017	BELLANTE, MARY G V3 0205089 / 2016 TAX REFUND	10.00
91860	1/05/2017	BUNKE, PATRICK V3 0090047 / 2016 TAX REFUND	67.77
91861	1/05/2017	CITIES & VILLAGES MUTUAL INSURANCE CO. 2017 INSURANCE RENEWALS	76,777.00
91862	1/05/2017	COMPASS MINERALS AMERICA INC INV #71573333 / BULK SALT / STREETS	5,643.46
Previous Year Expense			
91863	1/05/2017	DEGEORGE, DAWN M V3 052900E024 / 2016 TAX REFUND	118.35
91864	1/05/2017	EQUAL RIGHTS DIVISION DEC 2016 WORK PERMITS	22.50
Previous Year Expense			
91865	1/05/2017	EXPRESS NEWS ACCT #7076 / DEC EVENT ADS / REC	95.00
Previous Year Expense			
91866	1/05/2017	FEDEX INV #5-650-26650 / NOV 18 SHIPMENT	44.52
Previous Year Expense			
91867	1/05/2017	FOX BROTHER'S PIGGLY WIGGLY ACCT #1710 / DEC 2016 / REC	63.86
Previous Year Expense			
91868	1/05/2017	FRECHETTE, JAMES R. 2016 AUDIT	1,315.00
Previous Year Expense			
91869	1/05/2017	GO DADDY .COM,PRIVATE DOMAIN 5 YR RENEWAL	116.06
91870	1/05/2017	GROTA APPRAISALS, LLC MAINT OF ASSMNT RECORDS CNTRACT / JAN 17	2,430.00
91871	1/05/2017	HEAVY EQUIPMENTSPECIALISTS, LLC HOSE,FITTING.PIPE / STREETS	296.09
Previous Year Expense			
91872	1/05/2017	HERTHER, SUSAN A. HEALTH INSURANCE / JAN 2017 / JPD	513.97
91873	1/05/2017	JACKSON TRUCK BODY V3 PJ002 / 2016 TAX REFUND	30.34
91874	1/05/2017	KASBERGER, BLAKE V3 0171059 / 2016 TAX REFUND	3,375.12

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Accounting Checks

Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
91875	1/05/2017	KOREVEC, EDWARD V3 0170162 / 2016 TAX REFUND	319.07
91876	1/05/2017	KREBS, JUSTIN V3 0195022 / 2016 TAX REFUND	3,387.49
91877	1/05/2017	KREUSER, LISA M V3 0203036101 / 2016 TAX REFUND	3,726.97
91878	1/05/2017	LAKESIDE INTERNATIONAL TRUCKS INV #3048011P / MOTOR ASSY / STREETS	149.64
91879	1/05/2017	LEAGUE OF WISCONSIN MUNICIPALITIES 2017 DUES / ADMIN	2,051.73
91880	1/05/2017	LONG, DIANE L. V3 019800210A / 2016 TAX REFUND	7.48
91881	1/05/2017	MOLKENTIN, JONATHAN V3 0017143 / 2016 TAX REFUND	89.25
91882	1/05/2017	MORaine PARK TECHNICAL COLLEGE 2016 PROPERTY TAX - JANUARY SETTLEMENT	185,990.69
91883	1/05/2017	OFFICE DEPOT ACCT#42573612 / SUPPLIES / REC,BI,ADMIN	227.39
91884	1/05/2017	OTTO, TIMBERANN PROGRAM REFUND / REC	56.00
91885	1/05/2017	PEPSI-COLA INV #33321007 / SUPPLIES / REC	122.76
91886	1/05/2017	PROS 4 TECHNOLOGY, INC. INV #23382 / MAINT-JAN 2017 / REC	269.00
91887	1/05/2017	SCHIMMELS, JESSICA L. V3 0088032 / 2016 TAX REFUND	5.48
91888	1/05/2017	SCHLEGEL, DAWN PROGRAM REFUND / REC	38.00
91889	1/05/2017	SKODINSKI, JOHN M. HEALTH & DENTAL / JAN 2017 / JFD	224.10
91890	1/05/2017	SLINGER SCHOOL DISTRICT 2016 PROPERTY TAX - JANUARY SETTLEMENT	225,148.24
91891	1/05/2017	SUPERIOR CHEMICAL CORPORATION INV #145828 / DISINFECTANT / REC	104.48
91892	1/05/2017	TITAN PUBLIC SAFETY SOLUTIONS, LLC INV #4056 / 2017 SUPPORT-TIPSS / JPD	6,499.00
91893	1/05/2017	TOWN & COUNTRY ENGINEERING, INC. SCADA,GIS MAP / WWTP,WATER	11,885.47

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Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
91894	1/05/2017	ULINE SAFETY MIRRORS / V HALL,REC	88.44
91895	1/05/2017	US POSTAL SERVICE PERMIT #147 / EXP 2-1-17 / REC	225.00
91896	1/05/2017	WAALA, DANIEL REIMBURSE CELL PHONE / JAN 2017 / WWTP	50.00
91897	1/05/2017	WANIE, MATTHEW R V3 0170153 / 2016 TAX REFUND	54.92
91898	1/05/2017	WASHINGTON COUNTY TREASURER 2016 PROPERTY TAX - JANUARY SETTLEMENT	853,991.61
91899	1/05/2017	WE ENERGIES COMM CENTER ACCTS	3,529.87
Previous Year Expense			
91900	1/05/2017	WEDELL, ANNE M. V3 01711501 / 2016 TAX REFUND	1,636.54
91901	1/05/2017	WI CHIEFS OF POLICE ASSOCIATION, INC. 2017 MEMBERSHIP / CHIEF,SGT / JPD	210.00
91902	1/05/2017	WI PARK & RECREATION ASSOCIATION INV #376-17 / 2017 GROUP MEMBER / REC	125.00
91903	1/05/2017	WISCONSIN DEPT. OF REVENUE 2016 MUNI FEE-ASSESSMENT OF MFG PROPERTY	4,185.81
91904	1/05/2017	WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP 2017 ANNUAL PROGRAM FEES / JPD	300.00
91905	1/05/2017	WORKHORSE SOFTWARE SERVICES, INC. 2017 SUPPORT / ACCT,PYRL,UTLY,ASSETS,INV	4,425.00
91906	1/10/2017	COFFEEVILLE WCMA REGIONAL MEETING	219.17
91907	1/12/2017	US POSTAL SERVICE 4TH QTR 2016 WATER BILLS	809.10
91908	1/12/2017	ALADTEC, INC. INV #15117 / 2017 RENEWAL / JFD	1,145.00
91909	1/12/2017	ALF, JASON T V3 0015120002 / 2016 TAX REFUND	317.62
91910	1/12/2017	ARROW INTERNATIONAL, INC INV #94487676 / NEEDLES / JFD	237.74
Previous Year Expense			
91911	1/12/2017	ARROWHEAD SCIENTIFIC, INC. INV #93141 / EVIDENCE SUPPLIES / JPD	509.25
Previous Year Expense			
91912	1/12/2017	AT&T STREETS & JFD ACCTS	47.42
Previous Year Expense			

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Check Nbr	Check Date	Payee	Amount
91913	1/12/2017	B&L GRAPHIC SOLUTIONS INV #19771 / EVENT POSTERS / REC	32.50
91914	1/12/2017	BENDLIN FIRE EQUIPMENT CO., INC. INV #94545 / PATCH KIT / JFD	57.10
91915	1/12/2017	BENEDUM, ROBERT J. REIMBURSE CDL LICENSE RENEWAL / WATER	64.00
Previous Year Expense			
91916	1/12/2017	BERTRAM, DALE T V3 0088074 / 2016 TAX REFUND	3,235.83
91917	1/12/2017	BILLER PRESS INV #BP-7122 / 500 3.5 X 5 PARKING TKS	271.29
Previous Year Expense			
91918	1/12/2017	CHARTER COMMUNICATIONS ACCT #8245110560007580 / V HALL	7.76
91919	1/12/2017	CHIEF SUPPLY CORP INV #314571 / HELMUTS / JPD	2,771.61
Previous Year Expense			
91920	1/12/2017	CINTAS CORP IRST AID / WATER, STRTS, WWTP	397.65
Previous Year Expense			
91921	1/12/2017	CINTAS CORP ALARM REPAIR, SUPPLIES / REC	1,190.18
91922	1/12/2017	CLIA LABORATORY PROGRAM ID#52D0987553 / CERT FEE / 6/7/17-6/6/19	150.00
91923	1/12/2017	CLOTHES CLINIC, INC. INV #272381 / MATS / V HALL	75.18
91924	1/12/2017	COMPLETE OFFICE OF WISCONSIN INV #730938 / CARTRIDGE / JPD	40.79
91925	1/12/2017	CONLEY MEDIA, LLC ACCT #153922 / NOTICES	18.93
Previous Year Expense			
91926	1/12/2017	DIGGERS HOTLINE INC. DEC 16 TICKETS / WATER, WWTP	125.37
Previous Year Expense			
91927	1/12/2017	DKE DECALS INV #119 / HELMET DECALS / JFD	370.00
91928	1/12/2017	EDGARTON, ST. PETER, PETAK & ROSENFELDT ACCT #20967-200T / GENERAL	340.00
Previous Year Expense			
91929	1/12/2017	EMERGENCY MEDICAL PRODUCTS, INC. INV #1874072 / MED SUPPLIES / JFD	502.21
Previous Year Expense			
91930	1/12/2017	ENERGENECS, INC. INV #33240 / BLOWER REPAIR / WWTP	702.50
Previous Year Expense			
91931	1/12/2017	FISHER, RENEE REIMBURSE PHONE / NOV 10-DEC 11 / REC	35.00
Previous Year Expense			

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Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
91932	1/12/2017	FOX WELDING SUPPLY, INC.	56.83
Previous Year Expense		INV #351038 / OXYGEN / JFD	
91933	1/12/2017	GENERAL COMMUNICATIONS, INC.	2,329.00
Previous Year Expense		INV #210263 / VOICE PAGERS / JFD	
91934	1/12/2017	GOSCHEY MECHANICAL INC.	700.10
Previous Year Expense		INV #9355 / HEATER MAINT / STREETS	
91935	1/12/2017	GREAT-WEST	2,610.00
		DEFERRED COMP / 1-9-17 PAYROLL	
91936	1/12/2017	GREMMER & ASSOCIATES, INC.	3,000.20
Previous Year Expense		MISC PROJECTS / DEC 2016	
91937	1/12/2017	HD SUPPLY WATERWORKS, LTD.	46,000.00
		INV #G316861 / CABLE / WATER	
91938	1/12/2017	HOLLMAN, DANIEL M	2,222.07
		V3 0017036 / 2016 TAX REFUND	
91939	1/12/2017	IACP	150.00
		MEMBER ID 409231 / 2017 MEMBERSHIP DUES	
91940	1/12/2017	IAEI	120.00
		ID #7019593 / 2017 MEMBERSHIP / BI	
91941	1/12/2017	IMAGE TREND, INC	10,850.00
		INV #104510 / ELITE RESCUE SETUP / JFD	
91942	1/12/2017	IMPACT ACQUISITIONS LLC	421.00
Previous Year Expense		INV #759844 / 2017 CONTRACT / ENG	
91943	1/12/2017	INFINITY SOFTWARE SOLUTIONS, INC	1,280.00
Previous Year Expense		INV #101997 / PERMIT BASE UPGRADE / BI	
91944	1/12/2017	INTEGRITY AUTO REPAIR	90.95
Previous Year Expense		OIL CHG,WASHER MOTOR / TAURUS / JPD	
91945	1/12/2017	JACKSON PROFESSIONAL POLICE ASSOCIATION	432.00
		UNION DUES / JAN 2017	
91946	1/12/2017	KOHN LAW FIRM S.C.	318.54
		GARNISHMENTS / 1-9-17 PAYROLL	
91947	1/12/2017	LAMBERG, SCOTT	30.00
Previous Year Expense		2016 MAILBOX REIMBURSEMENT	
91948	1/12/2017	LARK UNIFORM OUTFITTERS, INC.	423.20
		UNIFORMS / JPD,JFP	
91949	1/12/2017	LYNN PEAVEY COMPANY	41.25
Previous Year Expense		INV #326446 / EVIDENCE TAPE / JPD	
91950	1/12/2017	MCGRAW, JAMES	63.07
		REIMBURSE GEAR / JFD	

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Accounting Checks

Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
91951	1/12/2017	MENARDS - WEST BEND STEEL RVT,BATTERIES,SALT / REC,JFD	435.33
91952	1/12/2017	MID-MORaine MUNICIPAL COURT Y110538-1FTPF OWI / VANPIETERSON	861.00
91953	1/12/2017	MUELLER, MICHAEL V3 01711624 / 2016 TAX REFUND	54.85
91954	1/12/2017	O'REILLY AUTOMOTIVE, INC DEC STATMENT / ANTIFREEZE / JFD	63.96
Previous Year Expense			
91955	1/12/2017	OFFICE DEPOT ACCT#42573612 / INV#889500478001 / WWTP	36.63
Previous Year Expense			
91956	1/12/2017	OSHKOSH FIRE & POLICE EQUIPMENT INV #167731 / FACEPIECE / JFD	271.00
91957	1/12/2017	PAUL CONWAY SHIELDS ORD #303489 / HELMETS / JFD	7,973.00
Previous Year Expense			
91958	1/12/2017	PAUL CONWAY SHIELDS SHIELDS / JFD	104.00
91959	1/12/2017	PROS 4 TECHNOLOGY, INC. BACKUP,MAINT-JAN / VILLAGE	1,158.99
91960	1/12/2017	RATHKE, GREGG REIMBURSE GEAR / JFD	75.00
91961	1/12/2017	RECDESK SOFTWARE INV #9223 / 2017 RENEWAL / REC	3,100.00
91962	1/12/2017	RINTELMAN, NICOLE V3 046500C3101 / 2016 TAX REFUND	51.76
91963	1/12/2017	SCHLOEMER LAW FIRM CLIENT #11387-000 / DEC 2016 MUNI COURT	412.72
Previous Year Expense			
91964	1/12/2017	SCHUT, JOHN A REIMBURSE GEAR / JFD	64.59
91965	1/12/2017	SECURIAN FINANCIAL GROUP, INC. POLICY #2832L-G / FEB 2017 / #009180	1,125.76
91966	1/12/2017	SIRCHIE FINGER PRINT LABORATORIES INV #283096 / MED SUPPLIES / JPD	344.69
Previous Year Expense			
91967	1/12/2017	ST. JOSEPHS COMMUNITY HOSPITAL CONTROL #200027998600 / JPD	33.00
Previous Year Expense			
91968	1/12/2017	STANLEY HYDRAULIC TOOLS COMPACTOR / STREETS,WATER,WWTP	1,622.25
Previous Year Expense			
91969	1/12/2017	STREICHER'S INC. INV #1244142 / AMMO / JPD	56.00

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Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
91970	1/12/2017	SWWBIA MAR 20,23, 2017 CODE UPDATE / KOBER	190.00
91971	1/12/2017	TENNIES ACE HARDWARE INC. ACCT #48714 / DEC 2016 / JFD	74.59
91972	1/12/2017	THOMSON REUTERS - WEST INV #835380657 / DEC 2016 / JPD	54.54
91973	1/12/2017	TINLIN, ANDREW REIMBURSE TUITION,REGISTRY / JFD	195.00
Previous Year Expense			
91974	1/12/2017	U.S. CELLULAR JFD,JPD ACCTS	177.15
Previous Year Expense			
91975	1/12/2017	VILLAGE MART ACCT #JFD,JRESCU / DEC 2016 / JFD	835.48
Previous Year Expense			
91976	1/12/2017	WASHINGTON COUNTY HUMANE SOCIETY, INC. 2017 CAT CONTRACT / JPD	921.00
91977	1/12/2017	WAUKESHA COUNTY TECHNICAL COLLEGE INV #SO633781 / TRAINING CLASSES / JFD	354.84
91978	1/12/2017	WE ENERGIES PARKS,JFD ACCTS	1,588.10
Previous Year Expense			
91979	1/12/2017	WEST BEND SCHOOL DISTRICT DEC 2016 PARKING PERMIT FEES	4,849.65
91980	1/12/2017	WI PARK & RECREATION ASSOCIATION INV #375-17 / 2017 GROUP MEMBER / REC	125.00
91981	1/12/2017	WI SCTF GARNISHMENTS / 1-9-17 PAYROLL	855.22
91982	1/12/2017	WILLIAM/REID INV #54104 / BLOWER KIT / WWTP	842.35
Previous Year Expense			
91983	1/12/2017	WWOA FEB 23 SEMINAR x 3 / WWTP	225.00
91984	1/12/2017	XEROX CORPORATION INV #87498640 / DEC 2016 / ADMIN	223.45
Previous Year Expense			
91985	1/12/2017	ZOLL MEDICAL CORP INV #2463675 / ELECTRODE / JPD	50.15
Previous Year Expense			
91986	1/18/2017	AT&T INV #262R71099301 / REC	110.07
91987	1/18/2017	BATTERIES PLUS LLC INV #543-345291 / 12V LEAD / WATER	24.95
91988	1/18/2017	BIASEW 2017 MEMBERSHIP DUES / BI	50.00

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Check Nbr	Check Date	Payee	Amount
91989	1/18/2017	BROOKS TRACTOR INC.	710.19
Previous Year Expense		INV#274611 / WHEEL LOADER REPAIR / STRTS	
91990	1/18/2017	CENTURY LINK	34.59
Previous Year Expense		ACCT #85419756 / INV #1397554588 / ADMIN	
91991	1/18/2017	CONLEY MEDIA, LLC	457.95
Previous Year Expense		ACCT #201353 / NOV EVENT ADS / REC	
91992	1/18/2017	EVOQUA WATER TECHNOLOGIES LLC	296.59
Previous Year Expense		INV #902925525 / METER BILLING / WWTP	
91993	1/18/2017	FECHTER, MATTHEW	4,699.49
		V3 0171035 / 2016 TAX REFUND	
91994	1/18/2017	FERGUSON WATERWORKS #1476	1,170.20
		LOCATOR REPAIR,SUPPLIES / WATER	
91995	1/18/2017	FITNESS TECHS, LLC	237.18
		INV #43840 / ANNUAL MAINTENANCE / REC	
91996	1/18/2017	GOSCHEY MECHANICAL INC.	527.50
Previous Year Expense		INV #9372 / BOILER MAINT / WWTP	
91997	1/18/2017	HYDRAULIC ENGINEERING SERVICES INC.	486.28
Previous Year Expense		INV #13217 / SALTER REPAIR / STREETS	
91998	1/18/2017	JOHN DEERE FINANCIAL	337.55
		ACCT #70442-96481 / JAN STATEMNT / STRTS	
91999	1/18/2017	KOBER, BRIAN W.	69.69
		REIMBURSE UHAUL / STREETS	
92000	1/18/2017	L.W. ALLEN, LLC	9,663.00
Previous Year Expense		INV #102590 / LIFT STATION / WWTP	
92001	1/18/2017	MID-MORaine MUNICIPAL ASSOCIATION	47.00
		JAN 25, 2017 DINNER MEETING	
92002	1/18/2017	MUNICIPAL PROPERTY INSURANCE COMPANY	18,268.00
		INV #30463 / 2017 PROPERTY INSURANCE	
92003	1/18/2017	NORTH SHORE PW ASSOCIATION	110.00
		2017 ANNUAL DUES / R.KRUEGER, KOBER	
92004	1/18/2017	OFFICE DEPOT	21.87
		ACCT#42573612 / INV#892407853001 / VB	
92005	1/18/2017	PAPER DIRECT	194.96
		INV #8763604 / BANNERS / REC	
92006	1/18/2017	PERSONALIZED AWARDS	120.10
		MEDALS,AWARDS / REC	
92007	1/18/2017	PITNEY BOWES, INC	142.47
		INV #3302561345 / NOV-JAN LEASE / ADMIN	

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Accounting Checks

Posted From: 1/01/2017 From Account:
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Check Nbr	Check Date	Payee	Amount
92008	1/18/2017	RATHKE, DANIEL R. REIMBURSE JEANS / WATER	41.15
92009	1/18/2017	ROGAN'S SHOES, INC. ACCT #1901 / INV #231355 / STREETS,WWTP	203.99
92010	1/18/2017	SAM'S CLUB/GEMB ACCT #7715 0901 1564 4957 / REC	40.45
92011	1/18/2017	SCHAEFFER MFG. CO. INV #TH27909 / OIL / STREETS	1,709.40
92012	1/18/2017	ST. JOSEPHS COMMUNITY HOSPITAL CONTROL #200028443100 / JPD	33.00
92013	1/18/2017	SUPERIOR CHEMICAL CORPORATION INV #147622 / DISINFECTANT / STREETS	82.81
92014	1/18/2017	TASC INV #959461 / 2017 RENEWAL FEES	488.52
92015	1/18/2017	TENNIES ACE HARDWARE INC. ACCT #51327 / DEC 2016 / VILLAGE	486.05
92016	1/18/2017	U.S. CELLULAR ACCT #300139840 / INV #171430967 / VILL	291.31
92017	1/18/2017	ULINE INV #83234206 / SAFETY MIRROR / REC	37.99
92018	1/18/2017	VILLAGE MART ACCT #VJACK / DEC 2016 / VILLAGE	2,664.91
92019	1/18/2017	WAGENKNECHT, SCOTT 2017 MAILBOX REIMBURSEMENT	30.00
92020	1/18/2017	WCMA 2017 MEMBERSHIP RENEWAL / WALTHER	146.26
92021	1/18/2017	WI DEPT OF JUSTICE - TIME 2017 SYSTEM ACCESS & SUPPORT / JPD	1,062.00
92022	1/18/2017	WISSOTA SAND AND GRAVEL CO. ACCT #2019008 / SAND,STONE / WWTP,WATER	228.07
92023	1/18/2017	WOLF & ASSOCIATES, INC. DIRECTIONAL BORE / SHERMAN PARC CIR	2,500.00
92024	1/18/2017	WORD SYSTEMS, INC. INV #17793 / 2017 CONTRACT / JPD	1,552.00
92025	1/24/2017	BMO HARRIS BANK N.A. ACCT #5599350000652060 / DEC 2016	2,525.08
92026	1/26/2017	AFLAC INV #903031 / FEB 2017	1,066.94

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Check Nbr	Check Date	Payee	Amount
92027	1/26/2017	ASSOCIATED TRUST COMPANY INV #5057392 / 2016 FEES / CDA 11-2008	513.00
92028	1/26/2017	AURORA HEALTH CARE INV #256 / DEC SUPPLES / JFD	158.55
92029	1/26/2017	AURORA MEDICAL GROUP INV #1734889 / ANNUAL FEE / STREETS	60.00
92030	1/26/2017	B&L GRAPHIC SOLUTIONS INSERTS, FORMS, CARDS, ENV / JPD, JFD, REC	417.00
92031	1/26/2017	BENDLIN FIRE EQUIPMENT CO., INC. GAS DETECTOR, CYL REPAIR, WASH / JFD	338.90
92032	1/26/2017	BIANCUZZO, CHERI 2017 MONTE CARLO NIGHT	500.00
92033	1/26/2017	BIASEW MAR 9, 12 CODE CLASSES / BI	180.00
92034	1/26/2017	BLOOM COMPANIES, LLC INV #10488 / 2016 / SHARED USE PATH	2,277.00
92035	1/26/2017	BOB FISH BUICK GMC, INC. INV #5181 / HOIST / WWTP	226.00
92036	1/26/2017	BOUND TREE MEDICAL, LLC INV #82380399 / MED SUPPLIES / JFD	140.00
92037	1/26/2017	BROKER, MARGIE ZUMBA / JAN 3-FEB 7 / REC	75.00
92038	1/26/2017	BROOKS TRACTOR INC. INV #M21995 / CONNECTOR, PIN / STRTS	8.25
92039	1/26/2017	CARQUEST AUTO PARTS BATTERY, OIL, CORE RETURN / STREETS	197.79
92040	1/26/2017	CHUBB GROUP INSURANCE ACCT#106011246597001C/2016 PROPERTY INS	186.00
92041	1/26/2017	CINTAS CORPORATION INV #184795881 / CLEANING SUPPLIES / REC	66.86
92042	1/26/2017	CLOTHES CLINIC, INC. INV #875637 / MATS / V HALL	75.18
92043	1/26/2017	COMPASS MINERALS AMERICA INC BULK SALT / STREETS	7,182.76
92044	1/26/2017	COPPER TREE WELLNESS CENTER YOGA-QIGONG / JAN 3-FEB 7 / REC	392.00
92045	1/26/2017	EAGLE ENGRAVING, INC. INV #2017-214 / NAME TAGS / JFD	41.92

Previous Year Expense

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92046	1/26/2017	ENDURACLEAN, INC. INV #9927 / TOWELS, TISSUE, SOAP / V HALL	440.02
92047	1/26/2017	ENERGENECS, INC. INV #33240 / 12-19 SERVICE CALL / WWTP	702.50
Previous Year Expense			
92048	1/26/2017	EVOQUA WATER TECHNOLOGIES LLC INV #902934661 / METER BILLING / WWTP	329.00
92049	1/26/2017	FASTENAL COMPANY INV #WIJAC139413 / SUPPLIES / WWTP	16.10
Previous Year Expense			
92050	1/26/2017	FISHER, RENEE REIMBURSE PHONE / DEC 10-JAN 11 / REC	35.00
92051	1/26/2017	FIT4YOU, LLC JAN CLASSES / REC	365.00
92052	1/26/2017	GENERAL COMMUNICATIONS, INC. INV #235197 / PAGERS, CHARGERS / JFD	2,270.00
92053	1/26/2017	GERKE, KARIE E. JAN 7- FEB 4 CLASSES / REC	188.00
92054	1/26/2017	GJBA 2017 MEMBERSHIP / REC, VILLAGE	150.00
92055	1/26/2017	GOODYEAR AUTO SERVICE CENTER INV #22735 / TIRES, ALIGNMENT / WWTP	724.59
92056	1/26/2017	GOSCHEY MECHANICAL INC. INSTALL, REPAIR / WWTP	9,421.87
Previous Year Expense			
92057	1/26/2017	GREAT-WEST DEFERRED COMP / 1-23-17 PAYROLL	2,410.00
92058	1/26/2017	GREEN, CAROL REFUND CALL #16-0182 / JFD	23.16
92059	1/26/2017	HAWKINS INC. INV #4006313 / AQUA HAWK, AZONE / WWTP	1,044.25
92060	1/26/2017	HEAVY EQUIPMENTSPECIALISTS, LLC INV #24164 / HOSE, PIPE, FITTING / STREETS	33.31
92061	1/26/2017	HUMANA CLAIMS CENTER-LEXINGTON REFUND CALL #15-0393 / JFD	200.00
92062	1/26/2017	HUYSER, JAMES REIMBURSE BOOTS / JFD	103.95
92063	1/26/2017	JACKSON AUTO SERVICE INV #25575 / SUPPLIES / JFD	62.10
92064	1/26/2017	JACKSON CONCRETE INC. SLURRY, STONE / WATER	1,920.00

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92065	1/26/2017	JACKSON EMERY INVESTMENTS, LLC REF #20170120 / DEC 21-JAN 20, 2017	6,849.72
92066	1/26/2017	JACKSON WATER UTILITY 4TH QTR BILLING	4,401.73
92067	1/26/2017	JAHN, RACHELLE PIANO LESSONS / JAN 9-FEB 8 / REC	308.00
92068	1/26/2017	JDC EMERGENCY VEHICLE SERVICES LLC JAN 30 TRAINING / JFD	75.00
92069	1/26/2017	KNOSKE, RICK J. V3 0453016 / 2016 TAX REFUND	169.74
92070	1/26/2017	KOHN LAW FIRM S.C. GARNISHMENT / 1-23-17 PAYROLL	325.49
92071	1/26/2017	KOREVEC, EDWARD V3 0170162 / 2016 TAX REFUND	319.07
92072	1/26/2017	KRUEPKE PRINTING INV #130422 / WATER DEPT FORMS	62.00
92073	1/26/2017	LARK UNIFORM OUTFITTERS, INC. INV #236375 / SHIRTS,PANTS / JFD	112.30
92074	1/26/2017	LEGACY MARTIAL ARTS ACADEMY JAN 9-FEB 27 CLASSES / REC	350.00
92075	1/26/2017	LEMKE, DIANE REIMBURSE STAMPS / WATER	34.00
92076	1/26/2017	MASS MUTUAL 2016 CONTRIBUTION / L.O.S.A.P. / JFD	6,155.00
92077	1/26/2017	MENARDS - WEST BEND INV #25785 / SUPPLIES / WWTP	82.85
92078	1/26/2017	NAPA AUTO PARTS INV #718468 / BRAKE LINE / WATER	37.53
92079	1/26/2017	OFFICE DEPOT ACCT#42573612 / SUPPLIES / REC,JFD,ADMIN	273.48
92080	1/26/2017	OSWALD, DAN V3 02051120B1 / 2016 TAX REFUND	9.05
92081	1/26/2017	PIEPER ELECTRIC, INC. INV #638806 / REPLACE OUTLET / V HALL	101.32
92082	1/26/2017	PLUMBING INSPECTORS ASSOC OF SE WI FEB 17, 2017 TRAINING / BLDG INSPECT	50.00
92083	1/26/2017	REICH, GREGORY CARTOONING / JAN 5-26 / REC	56.00

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Check Nbr	Check Date	Payee	Amount
92084	1/26/2017	RICOH USA, INC. INV #22373507 / FEB 2017 / JPD	26.25
92085	1/26/2017	SHARP ELECTRONICS CORP INV #SH188879 / LEASE / REC	287.52
92086	1/26/2017	SIRCHIE FINGER PRINT LABORATORIES INV #285687 / SUPPLIES / JPD	25.93
92087	1/26/2017	STERN, MICHAEL A V3 0017053 / 2016 TAX REFUND	4,978.70
92088	1/26/2017	TOWN & COUNTRY ENGINEERING, INC. INV #17369 / SCADA UPGRADES / WWTP	3,941.27
92089	1/26/2017	TRI-COUNTY WATERWORKS ASSOCIATION FEB 9,2016 MEETING x 2 / WATER	40.00
92090	1/26/2017	TRUCK OUTFITTERS, LLC INV #41608 / FENDER FLARE / WATER	433.90
92091	1/26/2017	U.S. CELLULAR JPD & JFD ACCTS	220.00
92092	1/26/2017	UNITED HEALTHCARE SALT LAKE UT REFUND CALL #15-0516 / JFD	1,478.50
92093	1/26/2017	UNITED VOLLEYBALL SUPPLY, LLC INV #97651 / SAND COURT / REC	255.03
92094	1/26/2017	VFIS 2016 ADMINISTRATIVE FEE / JFD	845.00
92095	1/26/2017	WE ENERGIES VILLAGE DEPT ACCTS	5,281.41
92096	1/26/2017	WE ENERGIES WATER ACCTS	1,859.93
92097	1/26/2017	WE ENERGIES ACCT #7880-072-614 / WELL #5 / 5840 KWH	3,444.35
92098	1/26/2017	WE ENERGIES STREET LIGHT ACCTS	466.93
92099	1/26/2017	WE ENERGIES PARKS, WATER ACCTS	965.05
92100	1/26/2017	WE ENERGIES VILLAGE ACCTS	3,130.10
92101	1/26/2017	WE ENERGIES LIGHTS, VILLAGE ACCTS	2,844.21
92102	1/26/2017	WE ENERGIES VILLAGE, LIGHTS, WATER ACCTS	10,531.11
		Previous Year Expense	

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Check Nbr	Check Date	Payee	Amount
92103	1/26/2017	WEST BEND FIRE DEPT CALL #16-3731,3743 / JFD	600.00
92104	1/26/2017	WI PARK & RECREATION ASSOCIATION INV #377-17 / 2017 GROUP MEMBER / REC	125.00
92105	1/26/2017	WI SCTF GARNISHMENTS / 1-23-17 PAYROLL	855.22
92106	1/26/2017	WISCONSIN ARBORIST ASSOCIATION 2017 CONFERENCE / PARKS	110.00
92107	1/26/2017	WOLLNER PLUMBING & EXCAVATING, LLC INV #2210 / GEORGETOWN WATER MAIN	3,590.00
Previous Year Expense			
Grand Total			1,668,288.71

Memo

To: Board of Public Works

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

Subject: Jackson Sewer Utility Rate Study

Date: January 27, 2017

CC: Village Board; John Walther, Village Administrator

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

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

If you have any questions please let me know.

Brian W. Kober, P.E.

MEMORANDUM

Date: January 24, 2017

To: Brian Kober, P.E. – Village of Jackson

From: Greg Droessler, P.E.

Subject: Village of Jackson – Sewer Utility Rate Study

Project Scope and Understanding

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

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

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

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

Owner Responsibilities

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

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

Engineering Costs

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

GJD

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

January 26, 2017

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

Re: Rate Review for Village of Jackson

Dear Brian,

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

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

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

Scope of Services

Streamlined Scope Meets the Village's Needs

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

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

Mr. Brian Kober, Director of Public Works
Village of Jackson
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January 26, 2017

Project Team

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

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

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



Philip Bzdusek, P.E.

Project Manager/Quality Control Engineer

Philip Severson, P.E.

Project Engineer

Support Staff (as needed)

Technicians, Administration

Project Manager/Quality Control Engineer

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

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



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

Mr. Brian Kober, Director of Public Works
Village of Jackson
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January 26, 2017

Project Engineer

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



Phil has developed rate reviews for more than 15 projects.

Proposed Fee

Project Fee Provides Resources Necessary to Adequately Complete Project Scope

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

Schedule

Project Schedule is Flexible to Meet Village's Requirements

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

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

Sincerely,

STRAND ASSOCIATES, INC.®

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

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

January 25, 2017

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

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

Dear Brian:

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

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

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

A summary of the Base Bid proposals is as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Droessler, P.E.
Vice President

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

GJD:sai

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

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

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

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

Contractor Alternates

Automatic Systems Co.

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

Wunderlich-Malec Services, Inc.

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

L.W. Allen

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

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

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

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

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

InControl

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

TREASURERS REPORT

(Depository Accounts)

December 31, 2016

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

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

1. Call to Order and Roll Call.

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

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

Members absent: Tr. Mike Kufahl and Gloria Teifke.

Also present: Tr. Kurtz.

Staff present: John Walther and Brian Kober.

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

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

Vote: 5 ayes, 0 nays. Motion carried.

3. Review of Storm Water Drainage Stonehedge Drive.

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

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

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

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

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

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

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

4. Review of Storm Water Drainage Hemlock Street.

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

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

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

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

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

Brian Kober presented information for the service sewer rate study.

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

Vote: 5 ayes, 0 nays. Motion carried.

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

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

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

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

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

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

Vote: 5 ayes, 0 nays. Motion carried.

7. Chateau Drive Reconstruction Project – Update.

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

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

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

9. Director of Public Works report.

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

Vote: 5 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board.

None.

11. Adjourn.

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

Vote: 5 ayes, 0 nays. Motion carried.

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