

AGENDA
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, October 11, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Budget & Finance Meeting of September 13, 2022
3. Approval of September 2022 Treasurer's Report and Check Register
4. Park Impact Fees Update
5. Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving
6. Review of Quotes – Well #1 Inspection
7. Proposal Selection for the Park Master Plan of Hasmer Lake Park Area – Review & Recommendation
8. Transfer of Funds from General Fund to Recreation Fund
9. License Agreement Extension to Farm Public Land – Robert Loduha
10. Citizens to address the Budget & Finance Committee
11. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex 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, September 13, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

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

Members Present: Trustees Heckendorf and Matter

Village Board Member Present: Trustee Kruepke

Staff Present: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Parks & Recreation Director Kelly Valentino, Police Chief Vossekuil and Village Clerk Jilline Dobratz

2. Approval of Minutes for the Budget & Finance Meeting of August 9, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of August 9, 2022.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the August 2022 Treasurer's Report and Check Register

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the August 2022 Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. Village Board Room Dais Quote for Construction – Cathedral Builders

Motion by Pres. Schwab, second by Tr. Heckendorf, to advise Village Board that funding is available in the borrow for the Village Board Room Dais Construction – Cathedral Builders in the amount of \$15,276.00 with an alternate of \$582.00.

Vote: 3 ayes, 0 nays. Motion carried.

5. 2023 Budgeting Update and Timeline

Administrator Keller commented alternate funding sources would be from increment TID No. 4 that would offset operational costs.

6. Review of Insurance Liability Claim – David Gogert

Administrator Keller gave background information on the claim requesting reimbursement.

Motion by Pres. Schwab, second by Tr. Matter, to advise Village Board funds are available in the General Fund to pay the Insurance Liability Claim – David Gogert if the Village Board so chooses.

Vote: 3 ayes, 0 nays. Motion carried.

7. Review of WisDOT Temporary Easement South Center Street & STH 60

Director Kober provided background information.

Motion by Pres. Schwab, second by Tr. Heckendorf, to advise Village Board the amount of \$2,400.00 is acceptable for the WisDOT Temporary Easement South Center Street

and STH 60 pending acceptable language from the Village Engineer and Village Attorney.

Vote: 3 ayes, 0 nays. Motion carried.

8. Resolution #22-14 Final Assessment for Coffee Connection Trail Project

Director Kober stated the overall project cost was \$358,572.60 and the amount that is being special assessed is \$76,671.24, 21% of the project. The recommended payment schedule is one lump sum, one year, five year and ten year with interest of 5%.

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve Resolution #22-14 Final Assessment for Coffee Connection Trail Project.

Vote: 3 ayes, 0 nays. Motion carried

9. Resolution #22-16 Final Assessment for Willow Ridge 2021 Project

Director Kober reported the cost of the project was \$787,790.01 and the total amount being special assessed is \$84,067.22. Electrical boxes and streetlights will be completed in the fall. The recommended payment schedule is one year, three year and five year increments with interest of 5%.

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve Resolution #22-16 Final Assessment for Willow Ridge 2021 Project.

Vote: 3 ayes, 0 nays. Motion carried

10. Citizens to address the Budget & Finance Committee

None.

11. Adjourn

Motion by President Schwab, second by Tr. Matter, to adjourn at 7:11 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk

TREASURERS REPORT

(Depository Accounts)

September 30, 2022

	BALANCE 8/31/2022	BALANCE 9/30/2022
<u>GENERAL:</u>		
GENERAL CHECKING	\$886,245.64	\$741,703.72
CREDIT CARD ACCOUNT	\$57,059.94	\$87,666.48
HIPPA ACCOUNT	\$12,226.97	\$31,767.58
MONEY MARKET	\$8,964,218.03	\$8,964,954.82
DONATION ACCOUNT	\$13,456.25	\$14,086.25
JUNE 2019 BORROWS	\$2.08	\$2.08
PARK FEES	\$213,654.47	\$106,816.84
FIRE/RESCUE RESERVE	\$6,184.76	\$6,197.05
EMS FUNDING ESCROW	\$6,258.57	\$6,271.01
ANTIQUE FIRE TRUCK	\$2,945.13	\$2,950.98
POLICE & FIRE IMPACT FEES	\$42,222.62	\$39,115.52
PERSHING ADVISOR SOLUTIONS LLC	\$1,707,906.78	\$1,520,961.84
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TOTAL GENERAL	\$11,912,381.24	\$11,522,494.17
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<u>WATER UTILITY:</u>		
WATER UTILITY DEPRECIATION FUND	\$23,005.93	\$23,051.64
WATER UTILITY RESERVE	\$119,619.27	\$119,856.94
WATER IMPACT FEES	\$36,502.51	\$36,575.04
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TOTAL WATER UTILITY	\$179,127.71	\$179,483.62
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<u>SEWER UTILITY:</u>		
DNR REPLACEMENT FUND	\$1,525,247.22	\$1,528,277.71
SEWER UTILITY RESERVE	\$74,706.15	\$74,854.58
SEWER DEPRECIATION FUND	\$5,785.22	\$5,796.71
SEWER SERVICE FEES	\$2,007,429.95	\$2,011,418.48
SEWER SPECIAL REDEMPTION FUND	\$2,515.28	\$2,520.28
SO. INTERCEPTOR IMPACT FEE	\$58,777.01	\$58,893.79
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TOTAL SEWER UTILITY	\$2,149,213.61	\$2,153,483.84
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GRAND TOTAL:	\$14,240,722.56	\$13,855,461.63
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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48529	9/01/2022	A/E GRAPHICS, INC. BUSINESS CARDS & PARKING SIGNS / JPD	118.00
48530	9/01/2022	AT&T MONTHLY TELEPHONE / AUG 2022 / ADMIN	16.09
48531	9/01/2022	AURORA HEALTH CARE NEW HIRE TESTING (1) / JPD	111.00
48532	9/01/2022	BEER CAPITOL DISTRIBUTING, LLC CONCESSIONS / BEER / REC	111.00
48533	9/01/2022	CINTAS CORPORATION MONTHLY FIRST AID SUPPLIES / EAGLE DR	93.63
48534	9/01/2022	EHLERS 2022 TID #5 CONTINUING DISCLOSURE RPRTNG	3,300.00
48535	9/01/2022	EUROFINS S-F ANALYTICAL LABS, INC SEWAGE EFFLUENT/ WWTP	80.79
48536	9/01/2022	EVOQUA WATER TECHNOLOGIES LLC MISC LAB TIME & SUPPLIES / WWTP	910.12
48537	9/01/2022	FERGUSON WATERWORKS #1476 MISC MAINT EQUIP & TOOLS / WATER / WWTP	544.95
48538	9/01/2022	GREAT LAKES TESTING INC. LINEAR FOOT GROUND/ LADDER INSP / JFD	697.50
48539	9/01/2022	INTEGRITY AUTO REPAIR SQUADS #1 & #5 ROUTINE MAINT / JPD	125.22
48540	9/01/2022	IVERSON, WENDY M REC CLASS INSTRUCTION / AUG 2022	450.00
48541	9/01/2022	JORDAN'S RESTORATION LLC CARPET CLEANING / COMM CENTER / REC	1,307.00
48542	9/01/2022	KNO2 LLC ANNUAL EMS RUNS SUBSCRIPTION / JFD	880.00
48543	9/01/2022	LAABS, RONALD J. MONTHLY RETIREE INS PREM / SEPT 22 / JPD	508.65
48544	9/01/2022	LTC CLEVELAND FESI - 2 TRAINING / 6 DEPT MEMBERS / JFD	715.56
48545	9/01/2022	MACQUEEN EMERGENCY ALTAIR CO2 GAS DETECTOR (QTY 1) / JFD	228.68
48546	9/01/2022	MARTELLE WATER TREATMENT, INC. AQUA MAG BULK / WATER	2,371.28
48547	9/01/2022	NATIONAL FIRE PROTECTION ASSOC (NFPA) FIRE PREVENTION WEEK SUPPLIES / JFD	899.45

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Check Nbr	Check Date	Payee	Amount
48548	9/01/2022	NOTARY BOND RENEWAL SERVICE NOTARY BOND / JENNIFER KELLER / ADMIN	30.00
48549	9/01/2022	NSPE 2022-2023 ANNUAL MEMB DUES / B.KOBER	299.00
48550	9/01/2022	O&W COMMUNICATIONS, LLC MOTION DET & SECURITY SYSTEM MAINT / REC	670.58
48551	9/01/2022	ODP BUSINESS SOLUTIONS, LLC MISC OFFICE SUPPLIES / REC / WWTP	111.00
48552	9/01/2022	RALPH WILLIAMS SERVICE 2010 FORD E-450 #1251/AIRTUBE REPAIR/JFD	559.38
48553	9/01/2022	RATHKE, DANIEL R. MONTHLY RETIREE INS PREM /SEPT 22/ WATER	326.38
48554	9/01/2022	SUPERIOR CHEMICAL CORPORATION FIRE BALL DEGREASER / WWTP	177.13
48555	9/01/2022	SUPPORT PAYMENT CLEARINGHOUSE PAYROLL GARNISHMENT / 08-29-2022	210.77
48556	9/01/2022	WALTHER, JOHN M. MONTHLY RETIREE INS PREM/SEPT 2022/ADMIN	297.00
48557	9/01/2022	WE ENERGIES MONTHLY VILLAGE ENERGY / AUG 2022	33,628.61
48558	9/01/2022	WI SCTF PAYROLL GARNISHMENTS / 08-29-2022	605.19
48560	9/08/2022	AMAZON CAPITAL SERVICES MISC OFFICE SUPPLIES / JPD	362.35
48561	9/08/2022	AT&T MOBILITY MONTHLY SQUAD 2 WI-FI / SEPT 2022 / JPD	127.20
48562	9/08/2022	AXON ENTERPRISE, INC BLACK X26P CEW HANDLE TASERS (2) / JPD	2,440.00
48563	9/08/2022	CHRISTENSON, CASSIE REC PROGRAM REFUND / FALL FLAG FOOTBALL	50.00
48564	9/08/2022	CINTAS CORPORATION MONTHLY FIRST AID SUPPLIES / EAGLE DRIVE	391.51
48565	9/08/2022	CIVI TEK CONSULTING LLC PROF SERV THRU 09-03-22 / ADMIN	425.00
48566	9/08/2022	CLARK DIETZ, INC. PROF SERV THRU 7-29-22 / MAPLE FIELDS	26,250.00
48567	9/08/2022	CONLEY MEDIA, LLC VILLAGE PUBLICATIONS / AUGUST 2022	183.93

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Check Nbr	Check Date	Payee	Amount
48568	9/08/2022	CORE & MAIN LP COLLECT SYSTEM MAINT SUPPLIES / WWTP	184.51
48569	9/08/2022	COUNTY WIDE EXTINGUISHER, INC. APPLIANCE & FLOOR CLEANING / AIJ 2022	1,083.00
48570	9/08/2022	CRAVEN, ASHLEY REC PROGRAM REFUND / PEE WEE SOCCER	90.00
48571	9/08/2022	DORNER COMPANY GA INDUSTRIES LOCK PIN 18# SHAFT/ WWTP	45.00
48572	9/08/2022	EMERGENCY MEDICAL PRODUCTS, INC. MISC MEDICAL SUPPLIES / JFD	302.60
48573	9/08/2022	EQUAL RIGHTS DIVISION AUG 2022 WORK PERMITS / VILL OF JACKSON	67.50
48574	9/08/2022	FIRST SUPPLY LLC 8x14 SDR35 PVC GSKT SWR PIPE/ WWTP	401.80
48575	9/08/2022	FLEISCHER, BRITTNEY REC PROGRAM REFUND / DANCE-PRE-BALLET	150.00
48576	9/08/2022	FOREMOST PROMOTIONS FIRE SAFETY COLORING BOOKS (400) / JFD	249.62
48577	9/08/2022	GENERAL COMMUNICATIONS, INC. FIRECOM HEADSET MAINTENANCE / JFD	250.00
48578	9/08/2022	GFL ENVIRONMENTAL MONTHLY TRASH & RECYCLING/JUNE & JULY 22	69,570.46
48579	9/08/2022	GK PROPERTIES MONTHLY CLEANING/AUG 2022/MUNI COMPLEX	1,650.00
48580	9/08/2022	GORDIE BOUCHER OF WEST BEND INC VEHICLE MAINT (2 SERVICE TICKETS)/JPD	896.56
48581	9/08/2022	GREAT LAKES TESTING INC. UTILITY TRUCK FOR MT/VT INSPECTION/WWTP	415.00
48582	9/08/2022	HALLMAN LINDSAY QUALITY PAINTS PISTON LUBE 8 OZ / STREETS	12.69
48583	9/08/2022	IMPACT ACQUISITIONS LLC MONTHLY COPIER LEASE & USAGE / WATER	275.23
48584	9/08/2022	JACKSON TRUCK BODY, INC. REPLACEMENT HOSES FOR AUGER / STREETS	72.62
48585	9/08/2022	MUNICIPAL LAW & LITIGATION GROUP S.C. PROF SERV THRU 08-30-22 / SYSCO / ADMIN	940.00
48586	9/08/2022	NATIONAL RECREATION & PARK ASSOCIATION 2022 CPRP RENEWAL / J.LOOMANS / REC	80.00

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48587	9/08/2022	O'REILLY AUTOMOTIVE, INC OIL FILTERS, AIR FILTER, MOTOR OIL/WWTP	189.45
48588	9/08/2022	ODP BUSINESS SOLUTIONS, LLC MISC ELECTION SUPPLIES / ADMIN	60.81
48589	9/08/2022	PERFECT CIRCLE TIRE LLC LOADER SPLIT RIM, WHEEL, BORE/STREETS	4,996.80
48590	9/08/2022	PROS 4 TECHNOLOGY, INC. MONTHLY VILLAGE TECH SUPPORT / SEPT 2022	4,680.08
48591	9/08/2022	RELIANT FIRE APPARATUS, INC. MODULE, POWER, CZTNG / MAINT EQUIP / JFD	1,207.95
48592	9/08/2022	ROCKFIELD SHORT-POUR LLC 1 YARD / CENTER DRIVE / WWTP	220.00
48593	9/08/2022	SECURIAN FINANCIAL GROUP, INC. EMPLOYEE DEDUCTIONS / LIFE INS / OCT 22	1,446.72
48594	9/08/2022	STREICHER'S INC. NEW HIRE UNIFORM SOFT GOODS /D.TUCEK/JPD	698.83
48595	9/08/2022	U.S. CELLULAR MONTHLY PHONE / SEPT 2022 / JFD	377.17
48596	9/08/2022	WILLIAM/REID BURKS SELF-PRIMING CENTRIFUGALPUMP/WWTP	24,200.00
48597	9/08/2022	WISCONSIN DEPT OF TRANSPORTATION TRAFFIC SIGNAL DAMAGE/03-07-22/STREETS	856.12
48598	9/08/2022	WSESI J&B FIRE SERV INSTRUCTOR (QTY 6) / JFD	552.00
48599	9/12/2022	WI PARKS & RECREATION ASSOCIATION 2022 WPRA TICKET DISCOUNT PROGRAM / REC	8,958.25
48601	9/15/2022	A/E GRAPHICS, INC. MISC ITEMS / JFD / WATER / JPD	437.22
48602	9/15/2022	AIR ONE EQUIPMENT INC HYDROTEST OXYGEN CYLINDERS (QTY 3) / JFD	79.50
48603	9/15/2022	AIRGAS USA, LLC RENT CYL MED LARGE OXYGEN / JFD	74.62
48604	9/15/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / JFD / JPD / REC	637.54
48605	9/15/2022	ASSESSMENT TECHNOLOGIES OF WISCONSIN LLC ANNUAL ASSESSOR CONTRACT/PYTS #8-9/ADMIN	5,877.78
48606	9/15/2022	BOUND TREE MEDICAL, LLC WRIST/FOREARM SPLIT / JFD	15.29

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Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48607	9/15/2022	CDM SMITH INC PROF SERVICES THRU 08-27-22 / STORMWATER	3,200.00
48608	9/15/2022	CEDAR CORPORATION PROFESSIONAL SERVICES THRU 08-20-22	6,199.16
48609	9/15/2022	CINTAS CLEANING SUPPLIES / REC	23.20
48610	9/15/2022	CITIES & VILLAGES MUTUAL INSURANCE CO. 2022 4TH QTR WORKERS COMP PREMIUMS	18,735.00
48611	9/15/2022	DEMPSEY LAW FIRM, LLP PROFESSIONAL SERVICES / AUG 2022	5,279.06
48612	9/15/2022	DORNER COMPANY GTV KE MJ SERIES 55 MODEL (QTY 2) / WWTP	3,756.00
48613	9/15/2022	EXPRESS NEWS FALL/WINTER FUN GUIDE ADS / REC	670.00
48614	9/15/2022	FOX BROTHER'S PIGGLY WIGGLY MISC GROCERY /AUG 22/ ADMIN / JFD / REC	27.41
48615	9/15/2022	FROEDTERT HEALTH/WORKFORCE HEALTH PRE-EMP MEDICAL TESTS (QTY 4) / JFD	1,821.00
48616	9/15/2022	GK PROPERTIES MONTHLY CLEANING 75 HRS / AUG 22 / REC	1,875.00
48617	9/15/2022	GREATAMERICA FINANCIAL SVCS MONTHLY COPIER /JULY-OCT 22/ REC & ADMIN	713.53
48618	9/15/2022	HANSEN, CONNIE REC PROGRAM REFUND / YOUTH FLAG FOOTBALL	50.00
48619	9/15/2022	HAWKINS INC. CHEMICALS & MAINT EQUIP / WWTP / WATER	2,004.85
48620	9/15/2022	J.P.COOKE CO. 2023 CAT LICENSE TAGS #1-100 / CLERK	81.95
48621	9/15/2022	JACKSON PROFESSIONAL POLICE ASSOCIATION POLICE UNION DUES / SEPTEMBER 2022	560.00
48622	9/15/2022	KRUEPKE PRINTING WATER DEPT FORM (QTY 1,000) / WATER	130.00
48623	9/15/2022	LEXISNEXIS RISK DATA MGMT INC. DATA MANAGEMENT SERVICES JULY 2022 / JPD	115.19
48624	9/15/2022	LOCHEN EQUIPMENT EQUIP MAINT OIL / WWTP	79.25
48625	9/15/2022	MARSHALL-BOND PUMPS, INC. WHEEL / WWTP	1,286.07

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Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48626	9/15/2022	MASTER PRINTWEAR SHIRTS & UNIFORM SETUP / JPD / JFD	603.57
48627	9/15/2022	MIDWEST ALARM SERVICES ANNUAL MUNI COMP FIRE ALARM MONITORING	399.96
48628	9/15/2022	MIKE KOENIG CONSTRUCTION CO INC MUNI COMP ELECTRICAL WORK QUOTED 3-22-22	16,720.00
48629	9/15/2022	MULCAHY/SHAW WATER, INC. AMI TRIDES MAINT & CALIBRATION / PARKS	6,217.00
48630	9/15/2022	NORTHERN LAKE SERVICE, INC. DW & WW SAMPLES / AUG 22 / WATER / WWTP	636.88
48631	9/15/2022	ODP BUSINESS SOLUTIONS, LLC MISC OFFICE SUPPLIES /REC / WATER / WWTP	181.46
48632	9/15/2022	OFFICE COPYING EQUIPMENT LTD COPIER USAGE 07/28/22 - 08/27/22 / REC	223.32
48633	9/15/2022	PORT PUBLICATIONS, INC. GLO RUN ADS / FALL 2022 / REC	375.00
48634	9/15/2022	PORT-A-JOHN SEASONAL RESTROOM MAINTENANCE / PARKS	103.00
48635	9/15/2022	RICOH USA, INC. MONTHLY COPIER LEASE / OCT 2022 / JPD	232.58
48636	9/15/2022	SAFARILAND, LLC RIFLE BOXES / JPD	98.40
48637	9/15/2022	SALAMONE SUPPLIES BATH TISSUE & BOWL CLEANER / REC	65.82
48638	9/15/2022	SAM'S CLUB/GEMB YOUTH PROGRAMMING COOKING SUPPLIES / REC	29.79
48639	9/15/2022	SAN-A-CARE INC FLOOR CLEANING SUPPLIES / REC	159.12
48640	9/15/2022	SCHLOEMER LAW FIRM JPD MUNI COURT ATTORNEY FEES / AUG 2022	798.00
48641	9/15/2022	SITZBERGER & COMPANY, S.C. 2021 AUDIT / ADDITIONAL ASSISTANCE-ADMIN	225.00
48642	9/15/2022	SONYA'S ROSE FLORALS AND GIFTS FLOWERS / ELAINE MOTL / REC	65.00
48643	9/15/2022	ST. LAWRENCE EQUIPMENT, INC. EXMARK MOWER MAINT PARTS / STREETS	214.34
48644	9/15/2022	SUPPORT PAYMENT CLEARINGHOUSE PAYROLL GARNISHMENT / 9-12-2022	210.77

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Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48645	9/15/2022	TSR SOLUTIONS, INC. MONTHLY VILLAGE PHONE SERVICE/AUG-SEP 22	600.00
48646	9/15/2022	U.S. CELLULAR MONTHLY PHONE/SEPT 22/ADMIN/EAGLE DR/JPD	684.08
48647	9/15/2022	ULINE STEEL TOP TABLE & WORK STOOL / JPD	638.19
48648	9/15/2022	US POSTAL SERVICE 2022 GEN ELECTION / STAMPS (500) / CLERK	300.00
48649	9/15/2022	WI SCTF PAYROLL GARNISHMENTS / 09-12-2022	605.19
48650	9/15/2022	WISCONSIN DEPT OF JUSTICE BCKGRND CK (QTY 19)/AUG 22/ADMIN/JFD/JPD	133.00
48651	9/15/2022	Yahr Oil Co. EQUIP MAINT OIL / WWTP	612.18
48653	9/22/2022	A/E GRAPHICS, INC. MONTHLY COPIER LEASE / SEP 2022 / WATER	77.28
48654	9/22/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / JPD / REC	258.43
48655	9/22/2022	ARBOR DAY FOUNDATION NORWAY SPRUCE TREES (QTY 10) / PARKS	20.00
48656	9/22/2022	BEER CAPITOL DISTRIBUTING, LLC SPIRITS / GLO RUN / REC	80.65
48657	9/22/2022	BMO HARRIS BANK N.A. MONTHLY VILLAGE CREDIT CARD / AUG 2022	3,363.86
48658	9/22/2022	COMPANION LIFE INSURANCE COMPANY MONTHLY DENTAL INS PREMIUMS / OCT 2022	484.87
48659	9/22/2022	CONLEY MEDIA, LLC GLO RUN ADS / SEP 2022 / REC	1,472.00
48660	9/22/2022	DELTA DENTAL OF WISCONSIN MONTHLY DENTAL/VISION PREM / OCT 2022	890.22
48661	9/22/2022	DEPIES, BILL REC PARK RESERVATION REFUND / HICKORY LN	75.00
48662	9/22/2022	DIGGERS HOTLINE INC. STANDARD FAX FEES /AUG 22/ WATER / WWTP	242.78
48663	9/22/2022	GFL ENVIRONMENTAL MONTHLY TRASH & RECYCLING / AUG 2022	34,071.33
48664	9/22/2022	GREMMER & ASSOCIATES, INC. CAP PROJECT PROF SERVICES / AUG 2022	1,097.00

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48665	9/22/2022	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS ANNUAL MEMBERSHIP DUES 2022-2023 / JFD	240.00
48666	9/22/2022	LANNON STONE PRODUCTS #1 STONE/FOB 2022 STREET WORK/STORMSEWER	584.14
48667	9/22/2022	LENZ ELECTRIC MOTOR REPAIR LLC BALL BEARINGS LABOR & MATERIALS / PARKS	136.45
48668	9/22/2022	MATENAER PLUMBING, INC. DPW BLDG TRANE ROOFTOP UNIT REPAIR/WATER	1,597.07
48669	9/22/2022	MIDWEST FIBER NETWORKS MONTHLY INTERNET SERVICE / SEPT 2022	805.76
48670	9/22/2022	PARAGON DEVELOPMENT SYSTEMS, INC. BADGER BOOK WIRELESS ROUTER / CLERK	68.00
48671	9/22/2022	REINDERS, INC. TURF EQUIPMENT CASTER KIT / SEWER	144.44
48672	9/22/2022	STREICHER'S INC. AMMO & UNIFORMS / JPD	3,179.70
48673	9/22/2022	SYSCO EASTERN WISCONSIN CONCESSIONS /GLO RUN CHILI TOPPINGS/ REC	37.16
48674	9/22/2022	VILLAGE MART MONTHLY VILLAGE FUEL / AUGUST 2022	7,031.82
48675	9/22/2022	VON BRIESEN & ROPER S.C PROF SERVICES THRU 08-31-22 / ADMIN	126.00
48676	9/22/2022	WASHINGTON COUNTY REGISTER OF DEEDS SYSCO/MILL RD/NEUMANN/KUNSTEK/ADMIN	186.00
48677	9/30/2022	AIRGAS USA, LLC RENT CYL MED LARGE OXYGEN / JFD	37.77
48678	9/30/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / ADMIN / JFD / REC	524.70
48679	9/30/2022	AT&T MONTHLY PHONE /AUG-SEP 22/ PARKS / ADMIN	495.75
48680	9/30/2022	AURORA HEALTH CARE OWI BLOOD DRAWS (3) / JPD	75.00
48681	9/30/2022	BLATHERS, ROBIN REC REGISTRATION FEE REFUND / GLO RUN 5K	40.00
48682	9/30/2022	C K C GRAPHICS & SIGNS VINYL CUBICLE NAMES /SPEAKS & TUCEK/ JPD	40.00
48683	9/30/2022	CHEMTRADE CHEMICALS US LLC ALUMINUM SULFATE / WWTP	4,922.57

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48684	9/30/2022	CLARK DIETZ, INC. PROF SERV THRU 8-26-22 / MAPLE FIELDS	26,250.00
48685	9/30/2022	DAAR ENGINEERING INC PROF SERV 8-1-22 TO 8-31-22 / ROUNDBABOUT	34,558.65
48686	9/30/2022	DAVIS, TARA REC PROGRAM REFUND / YOUTH FLAG FOOTBALL	45.00
48687	9/30/2022	EMERGENCY MEDICAL PRODUCTS, INC. MISC MEDICAL SUPPLIES / JFD	130.15
48688	9/30/2022	ENDURACLEAN, INC. DIAL LIQUID SOAP (1 GAL) / JFD	23.73
48689	9/30/2022	FARMERS' IMPLEMENT, LLC DX29 REAR AXLE HOUSING REPAIR / PARKS	2,274.66
48690	9/30/2022	FIRE SMART PROMOTIONS JR FIREFIGHTER HATS & BADGES / JFD	840.00
48691	9/30/2022	FIT4YOU, LLC REC PROG INST & ORIENTATIONS / SEP 2022	147.00
48692	9/30/2022	FOERSTER SIGN COMPANY VINYL DECALS 4" x 4" (QTY 20) / JFD	60.20
48693	9/30/2022	GENERAL COMMUNICATIONS, INC. FORD PIU 2023 SQD SETUP / JPD	107.00
48694	9/30/2022	GERKE, KARIE E REC CLASS INSTRUCTION / SEP 2022	315.00
48695	9/30/2022	HAWKINS INC. CHLORINE / WATER	1,649.00
48696	9/30/2022	IDEXX DISTRIBUTION, INC. MISC LAB SUPPLIES / WWTP	205.85
48697	9/30/2022	IMPACT ACQUISITIONS LLC BASE RATE - 9/24/22 - 10/23/22 / WATER	92.40
48698	9/30/2022	INTEGRITY AUTO REPAIR 2019 FORD SQD #3/OIL CHNG/TIRE MAINT/JPD	125.61
48699	9/30/2022	IVERSON, WENDY M REC CLASS INSTRUCTION / SEP 2022	360.00
48700	9/30/2022	JACKSON AUTO SERVICE 2013 GMC SIERRA TIRE REPLACEMENT/STREETS	936.06
48701	9/30/2022	JOHNSON CONTROLS FIRE PROTECTION LP ANNUAL FIRE PROTECTION INSPECTIONS / REC	1,080.64
48702	9/30/2022	LAMB, CAITLIN REC CLASS INSTRUCTION / SEP 2022	240.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48703	9/30/2022	MARTELLE WATER TREATMENT, INC. AQUA MAG BULK / WATER	2,133.20
48704	9/30/2022	MARTIN SKILLS ACADEMY REC CLASS INSTRUCTION / SEP 2022	250.00
48705	9/30/2022	MASTER PRINTWEAR YOUTH FLAG FOOTBALL SHIRTS / REC	366.30
48706	9/30/2022	MENARDS - WEST BEND MISC SUPPLIES & UNIFORMS / WATER / WWTP	347.81
48707	9/30/2022	MULCAHY/SHAW WATER, INC. EQUIP CALIBRATION 08-25-22 / WWTP	360.00
48708	9/30/2022	NATIONAL FIRE SAFETY COUNCIL, INC FIRE PREVENTION SUPPLIES / JFD	1,070.75
48709	9/30/2022	NICKALLS, ANTHONY REC CLASS INSTRUCTION / SEP 2022	175.00
48710	9/30/2022	ODP BUSINESS SOLUTIONS, LLC MISC OFFICE & JANITORIAL SUPPLIES / REC	140.83
48711	9/30/2022	OPTIMAL LAWN MAINTENANCE W205N17020 PARKVIEW DR LAWN MAINTENANCE	254.00
48712	9/30/2022	PITNEY BOWES GLOBAL FINANCIAL SRV LLC 07/30/2022 - 10/29/2022 LEASE / ADMIN	439.20
48713	9/30/2022	PORT PUBLICATIONS, INC. GLO RUN ADS / FALL 2022 / REC	350.00
48714	9/30/2022	PRO 2 PAVE, INC. 2022 VILLAGE PATCHING PROJECTS (QTY 4)	12,630.00
48715	9/30/2022	PROS 4 TECHNOLOGY, INC. DIGITAL WATCHDOG CAMERA & INSTALL / JPD	639.50
48716	9/30/2022	R. BAUMAN & ASSOCIATES, S.C. NEW OFFICER TESTING / TUCEK / JPD	495.00
48717	9/30/2022	S.J. ELECTRO SYSTEMS LLC MYERS SUMP PUMP / WWTP	3,365.61
48718	9/30/2022	SABEL MECHANICAL LLC CLARIFIER DRIVE REPAIR ASSISTANCE / WWTP	10,493.94
48719	9/30/2022	SAN-A-CARE INC TRASH BAGS, PAPER TOWELS / JFD	252.40
48720	9/30/2022	ST. JOSEPH'S COMMUNITY HOSPITAL OWI TESTING (QTY 2) / JPD	70.00
48721	9/30/2022	STADEL, LEAH K REC CLASS INSTRUCTION / SEP 2022	360.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
48722	9/30/2022	STAPLES CARD TIME ACR/LTM 3.5x9 (QTY 50) / JPD	36.99
48723	9/30/2022	STEPHENS PUBLISHING CO. BROCHURES, TATTOOS, SCRATCH OFFS / JFD	470.11
48724	9/30/2022	STREICHER'S INC. MISC UNIFORM & EQUIP, 9MM PISTOL / JPD	1,443.37
48725	9/30/2022	SUPERIOR CHEMICAL CORPORATION BLUE OX DETERGENT (5 GAL) / REC	122.45
48726	9/30/2022	SUPPORT PAYMENT CLEARINGHOUSE PAYROLL GARNISHMENTS / 09-26-2022	210.77
48727	9/30/2022	TACTICAL SOLUTIONS ANNUAL RADAR & LASER CERTIFICATION / JPD	414.00
48728	9/30/2022	TELEFLEX LLC MEDICAL SUPPLIES / NEEDLES / JFD	562.50
48729	9/30/2022	TENNIES ACE HARDWARE INC. MISC VILLAGE SUPPLIES / AUG 2022	1,990.57
48730	9/30/2022	TOWN & COUNTRY ENGINEERING, INC. WWTF FACILITIES PLAN THRU 09-17-22/ WWTP	8,597.25
48731	9/30/2022	TRI-COUNTY WATERWORKS ASSOCIATION OCT 2022 MTG/DEITSCH, KREUTZINGER/WATER	40.00
48732	9/30/2022	U.S. CELLULAR MONTHLY PHONE / OCT 2022 / JFD	378.57
48733	9/30/2022	USA BLUE BOOK A-100N PUMP TUBE ASSEMBLY (QTY 2) / WWTP	90.19
48734	9/30/2022	UTILITYLOGIC GEMTOR SLEEVES (QTY 2) / WATER	583.38
48735	9/30/2022	WASHINGTON COUNTY CLERK ANNUAL ICE FIRMWARE & HMA FEES / CLERK	1,289.68
48736	9/30/2022	WEST BEND SCHOOL DISTRICT AUG 2022 MOBILE HOME PARKING FEES	3,313.41
48737	9/30/2022	WI SCTF PAYROLL GARNISHMENTS / 9-26-2022	605.19
48738	9/30/2022	WISSOTA SAND AND GRAVEL CO. #1 STONE / WATER	193.50
Grand Total			477,037.16

9/30/2022

11:01 AM

Reprint Check Register - Quick Report - Regular

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ACCT

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 9/01/2022 From Account:
Thru: 9/30/2022 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	263,918.05
Total Expenditure from Fund # 150 - HOTEL / MOTEL	3,005.53
Total Expenditure from Fund # 200 - WATER UTILITY	23,610.67
Total Expenditure from Fund # 300 - SEWER UTILITY	79,192.87
Total Expenditure from Fund # 500 - RECREATION	23,054.66
Total Expenditure from Fund # 600 - CAPITAL PROJECT FUND	24,827.22
Total Expenditure from Fund # 650 - TID #5	3,300.00
Total Expenditure from Fund # 670 - TID #7	35,458.65
Total Expenditure from Fund # 900 - FIRE & RESCUE	20,669.51
Total Expenditure from all Funds	477,037.16

Business Platinum Rewards Mastercard

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Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

Corporate Bill Account Summary

Previous Balance		\$1,828.30	Statement Close Date	September 04, 2022
Payments	-	\$1,828.30	Credit Limit	\$25,000.00
Credits	-	\$539.64	Available Credit	\$21,636.14
Purchases and Other Debits	+	\$3,903.50		
Cash Advances	+	\$0.00	Payment Due Date	September 29, 2022
Balance Transfers	+	\$0.00	Minimum Payment Due	\$67.28
Fees Charged	+	\$0.00		
Interest Charged	+	\$0.00		
New Balance	=	\$3,363.86		

Days in Billing Cycle: 31

Call Us:	Write Us:	Online Access:
Toll Free: 1-855-825-9231	BMO HARRIS BANK N.A.	bmoharris.com/businesscreditcard
International: 262-780-8660	PO BOX 6101	
Lost or Stolen: 1-855-825-9231	CAROL STREAM, IL 60197-6101	

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	17.49% (v)	\$0.00	\$0.00
Cash Advances	29.49% (v)	\$0.00	\$0.00
Balance Transfers	17.49% (v)	\$0.00	\$0.00

(v) = Variable Rate

Rewards Summary as of 09/04/22

Previous Balance	+	49,708
Earned	+	5,790
Redeemed	-	49,500
Other Adjustments	+	0
Current Balance	=	5,998

Please detach and return with your payment.



BMO HARRIS BANK N.A.
PO BOX 5700
CAROL STREAM IL 60197-5700

BMO HARRIS BANK N.A. - PAYMENTS
PO BOX 5732
CAROL STREAM IL 60197-5732

VILLAGE OF JACKSON
CORPORATE ACCOUNT
ATTN DARLENE SMITH
N168W19851 MAIN ST
JACKSON WI 53037-1101

Company Account Number [REDACTED]

New Balance	\$3,363.86
Minimum Payment Due	\$67.28
Payment Due Date	September 29, 2022

Amount Enclosed

Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

BALANCE SUBJECT TO INTEREST RATE**Average Daily Balance (Including Current Transactions)**

The balance subject to interest is the average daily balance on your Account. We calculate the average daily balance on your Account in three categories: (1) Purchases, (2) Cash Advances, and (3) Balance Transfers. To obtain more information about this balance computation method and how resulting interest charges were determined, call us at the Contact Us number on the front of this Statement.

Grace Period: If you pay your New Balance in full by the Payment Due Date, you may continue to accrue interest on Cash Advances and Balance Transfers for the period between when your Statement is issued and the date you pay your bill. To obtain a pay off amount that includes any trailing interest, call us at the number on the front of this Statement.

Payment Information: You can mail your payment in the envelope provided, or send your payment to: BMO Harris Bank N.A., P.O. Box 5732, Carol Stream, IL 60197-5732.

Online Payment - We must receive authorization to effect payment by 10:59 p.m. Central Time via our dedicated credit card website at bmoharris.com/businesscreditcard.

Pay by Phone - You may make your payment by phone by using the Pay by Phone service. Call by 5 p.m. Central Time on a bank business day to have your payment credited as of that day. If you call after that time, your payment will be credited as of the next bank business day. We reserve the right to process your payment electronically upon verification of your identification.

In Person - Payment may be made at BMO Harris Bank N.A. bank branches. If payment is made without the payment coupon or your account number, there may be a delay in processing.

- We may not include disputed amounts in your Minimum Payment due after you notify us of disputed items.
- Please note your full account number on the front of your payment.
- Payments, adjustments, and charges received after the end date of the activity period indicated on the front of the statement directly under your Account number will appear on your next statement.
- **A fee will be assessed against returned payments.**

For payment and balance inquiries: Call the "Toll Free" number on the front of this statement under "Call Us".

Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.

BILLING RIGHTS SUMMARY**WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT**

If you think there is an error on your statement you must notify us in writing. Write to us at:

BMO HARRIS BANK N.A.
ATTN: DISPUTE RESOLUTION DEPT
P.O. Box 6225
Carol Stream, IL 60197-6225

In your letter, give us the following information:

- Your name and account number.
- The merchant name, date and dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

Resolving Disputes: If you find that an item is mistakenly posted to your statement, you are responsible for contacting the merchant to correct the charge. Steps to Take:

- 1) Identify the item, dollar amount, and date of charge to provide to the merchant.
- 2) If the merchant cannot resolve the issue to your satisfaction, document your dispute in writing to us including the merchant name, date, and dollar amount along with description of the error. We may issue a temporary credit for the amount or provide a reason why the charge is valid. You must contact us within 3 business days before an automated payment is scheduled if you want to stop payment on the amount you think is wrong.

Disputes need to be reported in writing no later than 60 days after the error appeared on your Statement. Discrepancies should be reported as soon as you suspect that they cannot be resolved immediately with the merchant.

Credit Reporting Notices to Natural Person Account Holder

Credit Reporting - We may report information about your account to credit bureaus. Late payments, missed payments and other defaults may be reflected on your credit report.

Inaccurate Information - If you believe that we have inaccurate information about you or may have reported inaccurate information about you to a credit reporting agency, please contact us at BMO Harris Bank N.A., P.O. Box 6101, Carol Stream, IL 60197-6101. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the report that includes the inaccurate information, please send a copy of that report to us as well.

For change of address requests: Call the Customer Service number on the front of this statement.

Lost or Stolen Card: Please notify us immediately (day or night) by telephone at the "Lost or Stolen" number on the front of this statement under "Call Us" or if you are outside the US, call us collect at the International Telephone number. After you notify us, you will not be liable for any unauthorized use of your card.

Business Platinum Rewards Mastercard

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Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

Corporate Account Activity

VILLAGE OF JACKSON

Total Activity
\$2,323.30 CR

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/05	08/08	Rewards CashBack	00345808990	495.00 CR
08/22	08/22	Mailed Payment	P234000001000003	1,828.30 CR

Prime Rate Change

The Annual Percentage Rates (APRs) tied to this account vary with the market based on the Prime Rate. Prime Rate recently changed from 4.75% to 5.50%. As a result, your rates have changed to reflect the new Prime Rate, and your existing balances and new transactions are subject to these adjusted variable rates. For additional questions, please refer to the phone number found on this statement.

Cardholder Account Activity

Total Cardholder New Activity: \$3,858.86

JILLINE DOBRATZ

Credit Limit \$2,000.00

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$203.06		\$0.00	\$0.00	\$0.00	\$0.00	\$203.06
Tran Date	Post Date	Transaction Description			Reference Number	Amount (\$)
08/17	08/19	ALDI 64031 WEST BEND WI			05140482230710036994545	8.47
08/18	08/19	DOLLAR TREE WEST BEND WI			05436842231000285679642	6.59
08/22	08/24	CHULA VISTA RESORT WISCONSIN DELWI			05227022235300261527411	188.00
CONFIRMATION NUMBER: 0001036161						
CHECK IN: 08/21/2022						
NUMBER OF NIGHTS: 0						
CHECK OUT: 08/22/2022						
DAILY RATE:						
TOTAL TAX AMOUNT:						

TODD FRISTED

Credit Limit \$2,000.00

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$671.19		\$0.00	\$0.00	\$0.00	\$0.00	\$671.19
Tran Date	Post Date	Transaction Description		Reference Number	Amount (\$)	
08/07	08/08	TST* Hagemeister Park Green Bay WI		55432862220200264886800	23.19	
08/10	08/12	HYATT REGENCY GREEN BA GREEN BAY WI		52704872223722192384461	288.00	
CONFIRMATION NUMBER: 34666180						
CHECK IN: 08/07/2022						
NUMBER OF NIGHTS: 3						
CHECK OUT: 08/10/2022						
DAILY RATE: 1.00						
TOTAL TAX AMOUNT:						
08/18	08/22	KALAHARI RESORT - WI WISCONSIN DELWI		75120712231900017575324	180.00	
CONFIRMATION NUMBER: RRVJ9U0J8						
CHECK IN: 09/26/2022						
NUMBER OF NIGHTS: 0						
CHECK OUT: 08/18/2022						
DAILY RATE:						
TOTAL TAX AMOUNT:						
08/18	08/22	KALAHARI RESORT - WI WISCONSIN DELWI		75120712231900017575340	180.00	

Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

Cardholder Account Activity - continued

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$671.19	\$0.00	\$0.00	\$0.00	\$0.00	\$671.19

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
		CONFIRMATION NUMBER: RBROQQ6D0 CHECK IN: 09/26/2022 NUMBER OF NIGHTS: 0 CHECK OUT: 08/18/2022 DAILY RATE: TOTAL TAX AMOUNT:		

COLLIN JOHNSON

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/26	08/26	EB 20TH ANNUAL WAFSCM 8014137200 CA	55429502238743167535898	125.00

JENNIFER KELLER

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/31	09/01	WI DFI WS2 CFI CC EPAY 608-2617222 WI	55417342244172448336677	20.00

BRIAN W KOBER

Credit Limit \$3,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$818.22	\$0.00	\$0.00	\$0.00	\$0.00	\$818.22

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/10	08/12	HILTON APPLETON APPLETON WI CONFIRMATION NUMBER: 48306 CHECK IN: 08/09/2022 NUMBER OF NIGHTS: 0 CHECK OUT: 08/10/2022 DAILY RATE: TOTAL TAX AMOUNT:	75180132223051600063191	119.00
08/10	08/12	HILTON APPLETON APPLETON WI CONFIRMATION NUMBER: 48307 CHECK IN: 08/09/2022 NUMBER OF NIGHTS: 0 CHECK OUT: 08/10/2022 DAILY RATE: TOTAL TAX AMOUNT:	75180132223051600063357	119.00
08/10	08/12	HILTON APPLETON APPLETON WI CONFIRMATION NUMBER: 48308 CHECK IN: 08/09/2022 NUMBER OF NIGHTS: 0 CHECK OUT: 08/10/2022 DAILY RATE: TOTAL TAX AMOUNT:	75180132223051600063233	119.00
08/11	08/12	WIAWWA 4144237000 WI	55506292224690674671437	260.00
08/12	08/15	WI DSPS LICENSURE 608-2660627 WI	55417342225172257917214	80.00
08/12	08/15	DSPS E SERVICE FEE REN 608-2662112 WI	55417342225172257394232	1.60

Business Platinum Rewards Mastercard

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Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

Cardholder Account Activity - continued

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$818.22	\$0.00	\$0.00	\$0.00	\$0.00	\$818.22

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/13	08/15	OFFICEMAX/DEPOT 6598 WEST BEND WI	02305372226100247474866	32.86
08/24	08/26	THE HOME DEPOT 4925 WEST BEND WI	55432862237201771383290	86.76

DARLENE SMITH

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$28.95	\$0.00	\$0.00	\$0.00	\$0.00	\$28.95

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/26	08/29	PIGGLY WIGGLY #090 JACKSON WI	05140482238720201320741	28.95

AARON A SWANEY

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$1,154.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,154.13

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/16	08/18	INTERNATIONAL ASSOCIAT CHANTILLY VA	85504992229900017773686	430.00
08/16	08/17	MATC NORTH BOOKSTORE MILWAUKEE WI	55417342229642291251271	475.17
08/16	08/17	EFAX COPORATE SVC 323-817-1155 CA	55432862228200103106693	50.00
08/30	08/31	MATC NORTH BOOKSTORE MILWAUKEE WI	55417342243642431219826	119.16
08/30	08/31	MILWAUKEE AREA TECHNIC 414-2976754 WI	55417342243122435881483	7.00
09/01	09/02	MASTER PRI* JACKSON FI JACKSON WI	82711162244000020786382	72.80

KELLY A VALENTINO

Credit Limit \$3,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$293.57	\$0.00	\$0.00	\$0.00	\$0.00	\$293.57

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/11	08/12	AED SUPERSTORE 8005440048 WI	55506292223726604550803	226.00
08/16	08/18	LA CABANA MEXICAN GRIL WEST BEND WI	75369432229652802751698	67.57

RYAN VOSSEKUIL

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$589.38	\$0.00	\$0.00	\$0.00	\$44.64	\$544.74

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
08/10	08/12	HYATT REGENCY GREEN BA GREEN BAY WI CONFIRMATION NUMBER: 34654764 CHECK IN: 08/07/2022 NUMBER OF NIGHTS: 3 CHECK OUT: 08/10/2022 DAILY RATE: 1.00 TOTAL TAX AMOUNT:	52704872223722190830903	332.64
08/11	08/12	HYATT REGENCY GREEN BA 9204321234 WI	52704872223722000191587	44.64 CR

Company Name: VILLAGE OF JACKSON

Company Account Number: [REDACTED]

Cardholder Account Activity - continued

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$589.38		\$0.00	\$0.00	\$0.00	\$44.64	\$544.74
Tran Date	Post Date	Transaction Description			Reference Number	Amount (\$)
		CONFIRMATION NUMBER: 0000019158				
		CHECK IN: 08/11/2022				
		NUMBER OF NIGHTS: 1				
		CHECK OUT: 08/11/2022				
		DAILY RATE:				
		TOTAL TAX AMOUNT:				
08/26	08/29	SAFETYSIGN.COM	GARFIELD	NJ	55421352239627171928990	241.75
08/27	08/29	ADOBE ACROPRO SUBS	4085366000	CA	52704872239700831457403	14.99



Taking the lead in Washington County.

MEMO

TO: Jen Keller, Village Administrator; Mike Schwab, Village President; Board of Trustees

FROM: Darlene Smith, Treasurer

RE: Adjustment to Park Fund

DATE: October 11, 2022

After Department Head review of the 2021 Financial Statements there were some concerns regarding the Park Fund ending balance. I did a full examination of the Park Fund revenues and expenses from 2017 to present. The following adjustments were made to account for the discrepancies:

1. A transfer of funds from the LGIP Park Fund account to the General Fund in the amount of \$97,093.00 for the 2019 Hickory Lane Playground.
2. A transfer of funds from the LGIP Park Fund account to the General Fund in the amount of \$2,500.00 for the 2021 Land Purchase Deposit.
3. A transfer of funds from the LGIP Park Fund account to the General Fund in the amount of \$7,612.34 for 2017 Park Expenses.
4. A journal entry to reclassify 2019 miscellaneous play apparatus cost from the Park Fund to the Capital Projects Fund in the amount of \$108,193.00.

N168W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov



September 8, 2022

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

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

Subject: Project: VOJ 21-01
Coffee Connection Trail
Jackson Drive – Eagle Drive
Pay Request #6

Dear Mr. Kober:

Enclosed you will find Pay Request #6 for the Coffee Connection Trail project in the Village of Jackson. The total amount, due to the contractor, includes the total retainage. This would close out the project.

Total work completed to date	= \$ 399,393.42
Work completed, Pay Request #6	= \$ 1,241.00
Total Retainage	= \$ 8,964.32
Amount due to Contractor, Pay Request #6	= \$ 10,205.32

If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,

Todd Drew
Project Inspector
Gremmer & Associates, Inc.

Project VOI 21-01
Coffee Connection Trail
Jackson Drive - Eagle Drive

Pay Request #6
Pavement Paving - Prime Contractor

Item No.	Description	Unit	s	Total	Public/Paving		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Pay Request #5		Pay Request #6		Cumulative Totals		% Complete
					Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
100-01	Removing Small Pipe Culverts	EACH	1	\$200.00		\$200.00		\$0.00		\$0.00	1.00	\$200.00		\$0.00		\$0.00		\$0.00	1	\$200.00	100%
100-02	Removing Concrete Pavement	SF	65	\$30.00		\$1,950.00		\$0.00		\$0.00	60.00	\$1,800.00		\$0.00		\$0.00		\$0.00	60	\$1,800.00	97%
100-03	Removing Asphaltic Surface	SF	35	\$12.00		\$420.00		\$0.00		\$0.00	84.00	\$1,008.00		\$0.00		\$0.00		\$0.00	84	\$1,008.00	240%
100-04	Removing Curb & Gutter	LF	350	\$11.00		\$3,850.00		\$0.00		\$0.00	350.00	\$3,850.00		\$0.00		\$0.00		\$0.00	350	\$3,850.00	100%
100-05	Removing Concrete Sidewalk	SF	65	\$30.00		\$1,950.00		\$0.00		\$0.00	47.00	\$1,410.00		\$0.00		\$0.00		\$0.00	47	\$1,410.00	72%
100-06	Excavation Common	CY	637	\$46.00		\$29,282.00		\$0.00	500	\$18,000.00	316.00	\$14,656.00		\$0.00		\$0.00		\$0.00	866	\$37,556.00	136%
100-07	Base Aggregate Dense 3/4-Inch	TON	104	\$32.00		\$3,328.00		\$0.00		\$0.00	105.12	\$3,363.84		\$0.00		\$0.00		\$0.00	205	\$3,363.84	101%
100-08	Base Aggregate Dense 1 1/4-Inch	TON	1,135	\$29.00		\$32,915.00		\$0.00	125.94	\$36,335.26	270.40	\$7,841.60		\$0.00		\$0.00		\$0.00	1523.34	\$44,176.86	134%
100-09	Breaker Run	TON	180	\$29.00		\$5,220.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-10	Concrete Driveway 6-Inch	SF	31	\$90.00		\$2,790.00		\$0.00		\$0.00	31.33	\$2,819.70		\$0.00		\$0.00		\$0.00	31	\$2,819.70	101%
100-11	Drilled Tie Bar	EACH	36	\$15.00		\$540.00		\$0.00		\$0.00	47.00	\$705.00		\$0.00		\$0.00		\$0.00	47	\$705.00	131%
100-12	Asphaltic Surface	TON	370	\$114.00		\$42,180.00		\$0.00		\$0.00	433.30	\$49,396.20		\$0.00		\$0.00		\$0.00	433	\$49,396.20	117%
100-13	Concrete Curb & Gutter 30-Inch Type D	LF	350	\$66.00		\$23,100.00		\$0.00		\$0.00	350.00	\$23,100.00		\$0.00		\$0.00		\$0.00	350	\$23,100.00	100%
100-14	Concrete Curb Pedestrian	LF	25	\$78.00		\$1,950.00		\$0.00		\$0.00	25.00	\$1,950.00		\$0.00		\$0.00		\$0.00	25	\$1,950.00	100%
100-15	Concrete Sidewalk 6-Inch	SF	2,910	\$6.30		\$18,333.00		\$0.00		\$0.00	2000.00	\$12,600.00	95.57	\$602.00		\$0.00		\$0.00	2096	\$13,202.00	72%
100-16	Concrete Sidewalk 6-Inch	SF	755	\$8.80		\$6,644.00		\$0.00		\$0.00	1380.00	\$12,144.00	171.20	\$1,506.56		\$0.00		\$0.00	1551	\$13,650.56	205%
100-17	Curb Ramp Detectable Warning Field Yellow	SF	135	\$30.00		\$4,050.00		\$0.00		\$0.00	154.00	\$4,620.00		\$0.00		\$0.00		\$0.00	154	\$4,620.00	114%
100-18	Curb Ramp Detectable Warning Field Red	SF	101	\$30.00		\$3,030.00		\$0.00		\$0.00	106.00	\$3,180.00		\$0.00		\$0.00		\$0.00	106	\$3,180.00	105%
100-19	Yellow	SF	4,456	\$10.14		\$45,183.84		\$0.00		\$0.00	4010.00	\$40,661.40	1198.01	\$12,147.82	173.38	\$1,758.07		\$0.00	5381	\$54,567.29	121%
100-20	Silt Fence	LF	1,895	\$2.00		\$3,790.00	1956	\$3,912.00	260	\$520.00		\$0.00		\$0.00		\$0.00		\$0.00	2216	\$4,432.00	117%
100-21	Inlet Protection Type A	EACH	1	\$105.00		\$105.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-22	Inlet Protection Type C	EACH	6	\$105.00		\$630.00	4	\$420.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$420.00	100%
100-23	Temporary Ditch Checks	LF	24	\$30.00		\$720.00	24	\$720.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	24	\$720.00	100%
100-24	Culvert Pipe Checks	EACH	8	\$185.00		\$1,480.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-25	Posts Wood 4x6-Inch X 16-FT	EACH	20	\$390.00		\$7,800.00		\$0.00		\$0.00		\$0.00		\$0.00	18.00	\$7,020.00		\$0.00	18	\$7,020.00	90%
100-26	Signs Type II Reflective T	SF	135.0	\$36.00		\$4,860.00		\$0.00		\$0.00		\$0.00		\$0.00	99.00	\$3,574.00		\$0.00	89	\$3,214.00	73%
100-27	Traffic Control	LS	1	\$8,556.00		\$8,556.00	1	\$8,556.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$8,556.00	100%
100-28	Geotextile Type SAs	SF	600	\$2.40		\$1,440.00		\$0.00	397	\$952.80		\$0.00		\$0.00		\$0.00		\$0.00	397	\$952.80	66%
100-29	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	623	\$10.86		\$6,744.06		\$0.00		\$0.00	148.00	\$1,607.28		\$0.00	572.00	\$6,211.92		\$0.00	720	\$7,819.20	116%
100-30	Marking Crosswalk Epoxy Ladder Pattern 24-Inch	LF	88	\$44.36		\$3,903.68		\$0.00		\$0.00		\$0.00		\$0.00	70.00	\$3,105.20		\$0.00	70	\$3,105.20	80%
100-31	Sawing Asphalt	LF	225	\$2.50		\$562.50		\$0.00	485.5	\$1,163.75		\$0.00		\$0.00		\$0.00		\$0.00	485.5	\$1,163.75	207%
100-32	Sawing Concrete	LF	115	\$3.00		\$345.00		\$0.00	54	\$162.00		\$0.00		\$0.00		\$0.00		\$0.00	54	\$162.00	47%
200-01	Culvert Pipe Reinforced Concrete Horizontal Elliptical Class HE-10 34x23-Inch	LF	--	\$180.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	NA
200-02	Agree Endwalk for Culvert Pipe Reinforced Concrete Horizontal Elliptical 34x23-Inch	EACH	--	\$1,060.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	NA
200-03	Storm Sewer Pipe Class III-A 12-Inch	LF	51	\$138.00		\$7,038.00	51	\$7,038.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	51	\$7,038.00	100%
200-04	Inlet Covers Type MS	EACH	1	\$748.00		\$748.00	1	\$748.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$748.00	100%
200-05	Inlet Medium 1 Grate	EACH	1	\$748.00		\$748.00	1	\$748.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$748.00	100%
200-06	Connect to Existing Storm Sewer Structure	EACH	1	\$900.00		\$900.00	1	\$900.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$900.00	100%
200-07	Storm Sewer Pipe PVC SDR-35 6-Inch	LF	36	\$33.00		\$1,188.00	36	\$1,188.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	36	\$1,188.00	100%
300-01	Adjusting Sanitary Sewer Manhole	EACH	9	\$1,620.00		\$14,580.00	9	\$14,580.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	9	\$14,580.00	100%
400-01	Adjusting Water Valves	EACH	9	\$600.00		\$5,400.00	9	\$5,400.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	9	\$5,400.00	89%
400-02	Adjusting Hydrants	EACH	1	\$1,734.00		\$1,734.00	1	\$1,734.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$1,734.00	100%
400-03	Relocating Hydrant	EACH	1	\$8,370.00		\$8,370.00	1	\$8,370.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$8,370.00	100%
500-01	Posts Wood 4x6-Inch X 16-FT	EACH	1	\$410.00		\$410.00		\$0.00		\$0.00		\$0.00		\$0.00	1.00	\$410.00		\$0.00	1	\$410.00	100%
500-02	Posts Tubular Steel 2x2 X 16-FT	EACH	1	\$410.00		\$410.00		\$0.00		\$0.00		\$0.00		\$0.00	1.00	\$410.00		\$0.00	1	\$410.00	100%
500-03	Signs Type II Reflective V	SF	10.5	\$26.00		\$273.00		\$0.00		\$0.00		\$0.00		\$0.00	39.38	\$1,028.68		\$0.00	39	\$1,028.68	375%
500-04	Relocate Sign	EACH	1	\$390.00		\$390.00		\$0.00		\$0.00		\$0.00		\$0.00	2.00	\$780.00		\$0.00	2	\$780.00	200%
500-05	Marking Line Epoxy 4-Inch	LF	141	\$5.34		\$752.94		\$0.00		\$0.00	173.00	\$923.82		\$0.00		\$0.00		\$0.00	173	\$923.82	123%
500-06	Marking Stop Line Epoxy 18-Inch	LF	76	\$25.00		\$1,900.00		\$0.00		\$0.00	96.00	\$2,400.00		\$0.00		\$0.00		\$0.00	96	\$2,400.00	126%
500-07	Removing Pavement Marking	LF	337	\$2.34		\$788.58		\$0.00		\$0.00	463.00	\$1,083.42		\$0.00		\$0.00		\$0.00	463	\$1,083.42	137%
600-01	Sanitary Sewer Pipe PVC SDR-35 6-Inch, including all fittings (VOI 21-02)	LF	50	\$660.00		\$33,000.00	50	\$33,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	50	\$33,000.00	100%
700-01	Change Order: Install Asphalt Flume	LS	1	\$1,241.00		\$1,241.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1.00	\$1,241.00	0	\$0.00	0%
TOTAL						\$395,813.00		\$87,644.00		\$75,431.81		\$197,630.20		\$14,256.47		\$21,207.97		\$1,241.00		\$598,152.42	118.66%

Pay Quantity differs from Requested Quantity (Est. 1&2)
Total Difference of \$ 574.25

Work completed, previous estimate
Work completed, this estimate
Retainage, previous estimate
Total retainage, previous estimates
Total retainage
Amount due to contractor, this estimate

\$23,207.87
\$1,241.00
\$399,393.42
\$0.00
\$0.00
\$8,964.32
\$10,205.32

Max retainage to hold-

\$4,382.20 Retainage Est #1
\$3,771.69 Retainage Est #2
\$810.42 Retainage Est #3
\$8,964.32



P.O. Box 13456
Wauwatosa, WI 53213-0456

Ph: 414.476.9130 Fax: 414.476.9132

INVOICE: 110575A

Date: 8/16/2022

Your PO:

Terms: Upon Completion

Salesperson: KOUTNICK

Contract #: C29212 P1

Job #: 21CK0024

BILL Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

SITE Coffee Connection Trail
Asphalt Paving Project
Jackson, WI 53037

Project #: VOJ-21-01
Pay Application - FINAL

DESCRIPTION

PRICE

Retention

8,964.32

Asphalt Flume

1,241.00

TOTAL AMOUNT DUE

10,205.32

Memo

To: Brian Kober
From: Jeff Kreutzinger
CC: Jeff Deitsch
Date: 9/23/2022
Re: Well #1 inspection

I have received 3 bids to remove and inspect well #1

<u>Contactor</u>	<u>Quote</u>	<u>Supplementary item – video survey</u>
Water Well Solutions	\$14,885.00	Included in Quote
CTW Corporation	\$12,950.00	Not Included in Quote nor furnished
Municipal Well and Pump	\$14,935.00	\$1,000.00

I would like to propose that we except the Quote of \$14,885.00 from Water Well Solutions. I have been working with WWS for over 20+ years and they have always done very acceptable work for me. I know that CTW and Municipal Well and Pump are both reputable company's and would do fine work, I'd just be more comfortable working with people I'm comfortable with.

Jeff Kreutzinger

Water Utility Supervisor

**REQUEST FOR PUMP AND WELL INSPECTION AND REHABILITATION SERVICES AT
WELL NO. 1
VILLAGE OF JACKSON**

1. Introduction

The Village of Jackson Water Utility is interested in obtaining the services of a Municipal well and pump firm for the inspection of the pump and well at W208N16898 N. Center St. The column diameter is 6" and the line shaft length is 110' with a 5' bowl assembly.

2. The scope of this project request is detailed as follows:

Step #1: Mobilize pump service rig and crew. Perform the complete removal of the vertical turbine pump and measure in to determine current total well depth.

Lump Sum

Step #2: Clean all equipment and inspect. Provide report to owner detailing findings including any additional repair recommendations along with associated prices. Adder for optional downhole video of the well with dual axis color camera.

Lump Sum

Step #3: Remove old shaft sleeves from line shafts. Clean shafts and measure run-out of each shaft. Flame straighten all line shafts. Clean shaft centering spiders, furnish and install all new stainless-steel line shaft sleeves. Remove and replace all rubber line shaft bearings. Rebuild stuffing box and clean/paint discharge head.

Lump Sum

Step #4: Rebuild CI bowl assembly to include cleaning, removal or wear rings and bearings, installation of new bearings and wear rings, check and flame straighten impeller shaft and re-assemble.

Lump Sum

Step #5: Perform the complete reinstallation of the vertical turbine pumping equipment including a short performance test while pumping to waste to record the well and pump hydraulic characteristics. Clean up the job site and demobilize.

Lump Sum

Jeff Kreutzinger
Water Utility Supervisor

Note: This is a request for proposal, not a bid; therefor the Village is not bound to accept the lowest cost for professional services.



September 17, 2022

Village of Jackson
W194N1666o Eagle Dr
PO Box 637
Jackson, WI 53037
Attn: Jeff Kreutzinger

RE: Well 1 Pump Pull & Inspection

Dear Mr. Kreutzinger,

Per your request, Water Well Solutions is pleased to submit the following proposal to pull and inspect pumping equipment at Village of Jackson Well No. 1 per your request.

Scope of Work

Step 1: Mobilize pump service rig and crew. Perform the complete removal of the vertical turbine pump and measure in to determine current total well depth. \$3,750.00

Step 2: Clean all equipment and inspect. Provide report to owner detailing findings including any additional repair recommendations along with associated prices. Including downhole video of the well with dual axis color camera. \$650.00

Step 3: Remove old shaft sleeves from line shafts. Clean shafts and measure run-out of each shaft. Flame straighten all line shafts. Clean shaft centering spiders, furnish and install all new stainless-steel line shaft sleeves. Remove and replace all rubber line shaft bearings. Rebuild stuffing box and clean/paint discharge head. \$2,485.00

Step 4: Rebuild Cl bowl assembly to include cleaning, removal or wear rings and bearings, installation of new bearings and wear rings, check and flame straighten impeller shaft and re-assemble. \$2,400.00

Step 5: Perform the complete reinstallation of the vertical turbine pumping equipment including a short performance test while pumping to waste to record the well and pump hydraulic characteristics. Clean up the job site and demobilize. \$5,600.00

Total estimated investment \$14,885.00



As always, all work will be performed on a time and material basis at our standard hourly rates. Should you wish to proceed with the scope of work outlined above, please sign below and return a copy of this proposal to our office. It is our understanding that the Village wishes to complete this project before end of 2022. Upon approval, we will schedule the work ASAP. Water Well Solutions values our relationship with The Village of Jackson and looks forward to working with you. As always, please feel free to contact us with questions.

Best regards,
Water Well Solutions

Peter Bennin

Peter Bennin

Senior Project Manager

N87W36051 Mapleton Street, Oconomowoc, WI 53066

Cell: (262) 269-8755 | Office: (920) 474-4777 | Fax: (920) 474-4771

Email: peter.bennin@wwssg.com | Web: www.wwssg.com



Signature: _____

Name: _____

Title: _____

Date: _____



INVOICES. Invoices will be submitted once a month with payment due within 10 days of the invoice date. A late charge at the rate of 1 1/2 % per month, or the highest rate allowed by applicable law, whichever is lowest, will be added to all amounts outstanding after 30 days. Purchaser agrees to pay any and all attorneys' fees and court costs should attorneys be utilized, or court proceedings initiated to collect any past due amounts.

INFORMATION. It is recognized that Purchaser has superior knowledge of the job site, site history, access routes to the job site, known or suspected contaminants, surface and subsurface conditions, etc., and Purchaser is obligated to advise Water Well Solutions of all or any conditions that may affect Water Well Solutions performance hereunder. Purchaser agrees to provide Water Well Solutions with such specifications, plans, site history information, reports, studies or other information on surface and subsurface conditions as will be reasonably required by Water Well Solutions for safe, proper and timely performance of the work. Purchaser shall obtain all necessary permits and rights-of-way and indemnify and hold Water Well Solutions harmless for its failure to do so and for claims of trespass or damage to property, including underground utilities or structures, which arise out of the work.

LIABILITY. Neither party shall be liable to the other party for any special, indirect, incidental, or consequential damages, whether based on contract, tort (including negligence), strict liability or otherwise. Further, Purchaser agrees to indemnify and hold Water Well Solutions harmless from and against any and all claims, demands, causes of action (including third party claims for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) which result from (i) any release or threatened release of any substance (whether hazardous or not); (ii) any claim that Water Well Solutions or any of its subcontractors was a "generator" or "transporter" of hazardous waste or an "operator" of the job site (as such terms are used or defined under local, state or federal laws or regulations); or (iii) any negligent or wrongful act or omission of Purchaser or others under Purchaser's control, except that this indemnification shall not apply to the extent any demand of cause of action results from Water Well Solutions negligence or intentional misconduct.

PERFORMANCE. Water Well Solutions will exercise reasonable skill and judgment in performing the work, EXCEPT AS EXPRESSLY PROVIDED HEREIN, NO OTHER WARRANTIES (EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE GIVEN HEREUNDER. Water Well Solutions does not warrant specific results of any kind or provide any guarantee of water quality or quantity.

CHANGED CONDITIONS. The discovery of any hazardous waste, substance, pollutant, contaminant, underground obstruction, condition or utilities on or under the job site which were not brought to the attention of Water Well Solutions prior to the date of this Work Agreement will constitute a materially different site condition entitling Water Well Solutions, at its option, to terminate this Work Agreement (and to receive payment for all work performed up to and including the date of such termination) or to receive an equitable adjustment in the contract price and time for performance. Water Well Solutions, however, shall only have the right to terminate if such different site condition(s) creates additional health and safety risks or requires Water Well Solutions to perform work outside the original scope or beyond its capabilities. In any event, Water Well Solutions may terminate operations on a site which it believes presents an unreasonable health or safety risk.

DELAYS. Water Well Solutions shall have no liability to Purchaser, or its clients, contractors or consultants for delays attributable to acts of God, acts of third parties, weather which is not reasonably anticipatable, intervention or public authorities, inability to obtain permits necessary to perform the work, work stoppages, changes in applicable laws or regulations after the date of commencement of performance hereunder and any other conditions or events which are beyond the reasonable control of Water Well Solutions shall be entitled to additional time to perform this Work Agreement equal to the time of any such delay.

MISCELLANEOUS. The terms and conditions set forth in the Work Agreement constitute the entire understanding of the parties relating to the work. All previous proposals, offers, and other communications relative to the work, oral or written, are hereby superseded. Any additional or conflicting provision(s) contained in any purchase order, acknowledgement, or other form of the Purchaser is hereby expressly objected to by Water Well Solutions and shall not modify this Work Agreement.

INTERPRETATION. This Work Agreement shall be governed and construed in accordance with the laws of the state of the job site location. If any term, provision or condition contained herein shall, to any extent, be invalid or unenforceable, pursuant to state law or otherwise, the remainder of the terms, provisions and conditions stated in the Work Agreement (or the application of such term, provision or condition to person or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected, and each term, provision and condition of this Work Agreement shall be valid and enforceable to the fullest extent permitted by law.



Project Proposal

Re: Jackson #1 - Inspection

Item #	Item Description	Quantity	Units	Unit Price	Extended Price
1	Mobilize crew & equipment, remove pump, sound well depth	1	LS	\$ 3,875.00	\$ 3,875.00
2	Clean & Inspect all equipment, provide report	1	LS	610.00	610.00
3	Remove replace all slv/brgs, clean/chk/straighten shafts,	1	LS	2,420.00	2,420.00
4	, rebuild stuffing box, spiders, clean/paint discharge head			-	-
5	Rebuild CI bowl assly, new bushing/wear rings, str shaft	1	LS	2,470.00	2,470.00
6	, machine impellers, reassemble bowls			-	-
7	Provide Reinstallation, disinfection, test, sample, clean up	1	LS	5,560.00	5,560.00
8	, demobilize , update pump record			-	-
9				-	-
10				-	-
11				-	-
12	Supplementary:			-	-
13	- Provide video survey and reports , copies, if appl,\$1000			-	-
14				-	-
15				-	-
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40				-	-
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43				-	-
44				-	-
45				-	-
46				-	-
47				-	-
48				-	-
Total Project Proposal					\$ 14,935.00

Dated: September 19, 2022

By:

Tracy Greenfield

Tracy Greenfield
Senior Project Manager
Municipal Well & Pump

**REQUEST FOR PUMP AND WELL INSPECTION AND REHABILITATION SERVICES AT
WELL NO. 1
VILLAGE OF JACKSON**

1. Introduction

The Village of Jackson Water Utility is interested in obtaining the services of a Municipal well and pump firm for the inspection of the pump and well at W208N16898 N. Center St. The column diameter is 6" and the line shaft length is 110' with a 5' bowl assembly.

2. The scope of this project request is detailed as follows:

Step #1: Mobilize pump service rig and crew. Perform the complete removal of the vertical turbine pump and measure in to determine current total well depth.

Lump Sum\$ 3875

Step #2: Clean all equipment and inspect. Provide report to owner detailing findings including any additional repair recommendations along with associated prices. Adder for optional downhole video of the well with dual axis color camera.

Lump Sum.....\$ 610

Step #3: Remove old shaft sleeves from line shafts. Clean shafts and measure run-out of each shaft. Flame straighten all line shafts. Clean shaft centering spiders, furnish and install all new stainless-steel line shaft sleeves. Remove and replace all rubber line shaft bearings. Rebuild stuffing box and clean/paint discharge head.

Lump Sum.....\$ 2420

Step #4: Rebuild CI bowl assembly to include cleaning, removal or wear rings and bearings, installation of new bearings and wear rings, check and flame straighten impeller shaft and re-assemble.

Lump Sum\$ 2470

Step #5: Perform the complete reinstallation of the vertical turbine pumping equipment including a short performance test while pumping to waste to record the well and pump hydraulic characteristics. Clean up the job site and demobilize.

Lump Sum\$ 5560

TOTAL Items 1-5.....\$ 14,935

Jeff Kreutzinger

Water Utility Supervisor

Municipal Well and Pump

Tracy Greenfield, 9-19-22

Sr Project Manager

Note: This is a request for proposal, not a bid; therefore the Village is not bound to accept the lowest cost for professional services.

If possible, we would like the request's back by September 20th, 2002 and if at all possible completion in 2022 yet. Thank You



Jackson Water Utility
Attn: Jeff Kreutzinger
W197 N16660 Eagle Dr
Jackson WI 53037

September 23, 2022

Subject: Well #1 Motor, Pump and Well Inspection / Maintenance

Dear Mr. Kreutzinger,

Thank you for reaching out to us regarding the inspection and maintenance on Well #1. We're honored to have served you in the past and look forward to working with you again to keep your wells in good condition. We will be pulling your 40 HP 3 Phase 460 Motor and Simmons SL9 6 Stage 5" discharge pump at 110' setting to perform maintenance and replacement of items in need of replacement to meet industry standards. It appears your shafting is all stainless steel and shouldn't need any straightening or replacement. We can replace if needed but this quote does not include any shaft replacement. This work will include:

Motor:

1. Pull Motor using pump hoist vehicle
2. *Take motor to motor shop for maintenance and repair of any parts (estimated cost \$1500.00*)*
3. Deliver Motor back to site and mount with pump hoist vehicle
4. Re-Connect and put motor back into service

Pump:

1. Pull pump with appropriate rated pump hoist vehicle
2. Inspect pump
3. Rehab and repack stuffing box *(\$100.00)*
4. Replace:
 - a. Wear Rings – *(\$1,550.00)*
 - b. Shaft Bearings – *(\$375.00)*
5. Reuse Spiders
6. Pull and inspect head-shaft and provide written recommendations
 - a. If able to flip, head-shaft will be flipped and reused
 - b. If not able to be flipped head-shaft will be replaced *(new head-shaft approx. \$750.00*)*
7. Inspect shafting for straightness, if good, re-install if bad, replace
8. Add stainless steel sleeves to shaft if needed. *(*\$300.00)*
9. Re-build pump
10. Re-install with pump hoist vehicle

11. Flush to waste
12. Sample and provide passing results to place well back into service

Estimated Cost - \$12,950.00 (Includes * Items)

Costs may change depending on conditions found at time of work and inspection. Owner will be notified of existing condition of motor and pump as inspections are performed and of any additional costs prior to installation of items outside of the scope of this agreement.

Thank you again for the opportunity to serve you and the Village of Jackson. Please let me know if you have any questions on the work quoted and remember that we are including additional steps in our quote, based on our knowledge and your needs. This may differ from our competitors

Sincerely,

CTW Corporation
Gary Randle

DRAFT MINUTES
Board of Public Works Meeting
Tuesday, September 27, 2022 at 6:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Chair Tr. Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Sarah Malchow, Tr. Matter, Tim Meffert, Chris Sberna, and Steve Schoen

Village Board Member Present: Pres. Schwab

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober and Clerk Jilline Dobratz

Also Present: Greg Droessler of Town & Country Engineering

2. Approval of the Board of Public Works Minutes of August 30, 2022

Motion by Tr. Matter, second by Tim Meffert to approve the Board of Public Works minutes of August 30, 2022, as presented.

Vote: 7 ayes, 0 nays. Motion carried.

3. WWTP Facility Plan Update – Town & Country Engineering

Professional Engineer Greg Droessler gave an update of the WWTF Facility Plan. Three alternatives with pricing were explained. This item was for information only for the Board of Public Works and no action was needed at this time.

4. Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving

Director Kober commented this is the final pay request to close out the project. The total amount being retained is \$8,964.32.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve final Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$10,205.32.

Vote: 7 ayes, 0 nays. Motion carried.

5. Review of Quotes – Well #1 Inspection

Director Kober provided information in which staff is recommending Water Well Solutions with video survey as included in the quote.

Motion by Tr. Heckendorf, second by Steve Schoen to recommend Budget & Finance and Village Board approve the quote from Water Well Solutions for Well #1 Inspection in the amount of \$14,885.00.

Vote: 7 ayes, 0 nays. Motion carried.

6. 2023 – Public Works Equipment Program

Director Kober presented the 2023 Public Works Equipment Program. The truck which was ordered in 2020 was received this year. When a truck is ordered, it is taking two years to receive. The vehicle fleet was explained.

7. 2023 – Five (5) Year Capital Improvements Program

Director Kober presented the 2023 Five (5) Year Capital Improvements Program. Future street projects were explained.

8. 2023 Budget Presentation – Public Works, Water & Wastewater Utilities

Director Kober presented the 2023 Public Works, Water & Wastewater Utilities Budget. Completed projects were reviewed. Salt usage has been reduced the last two years and the salt shed is full. The Public Works budget is decreasing 1.04%. The Wastewater budget was explained and has a 0% increase. The Water budget was reviewed. The Public Works Building roof needs to be repaired. The Water budget is increasing 6.3%

9. Director of Public Works Report

Director Kober explained the report authored for the review of the Board.
Motion by Tr. Heckendorf, second by Tr. Matter to place the Director of Public Works Report on file.

Vote: 7 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board

Pres. Schwab commented on future street projects and communication with residents.

11. Adjourn

Motion by Tr. Heckendorf, second by Tim Meffert to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk

Memo



To: Jackson Parks & Recreation Commission
Jen Keller, Village Administrator
Brian Kober, Village Public Works Director

From: Kelly Valentino, CPRP – Village Parks & Recreation Director

Re: Hasmer Lake Park – Master Plan RFP Selection

Date: September 30, 2022

The scores for the (3) proposals received are very similar, the scope of what they include, and the base fees vary. Below is my breakdown based on the criteria sheet:

	<u>Cedar Corp.</u>	<u>Rettler</u>	<u>MSA</u>
SCORE:	20	21	24
BASE FEE:	\$14,800.00	\$12,605.00	\$22,900.00

Cedar Corp. and Rettler provided similar proposals based strictly on the contents as presented in the RFP.

On the other hand, Jason Valerious and Emma Wenman from MSA set up a meeting with me in August to go over the scope of the project and tour the site. Although their proposal is the most expensive, I believe it is by far the most complete and leaves little room for “additional” fees which is what is mostly likely the case with the other less expensive proposals. Moreover, MSA clearly understands that Community, Stakeholder & Commission input is the most important part of this plan. In my opinion, if MSA is selected it will be funds well spent for a plan that will carry the Village into the future.

Thank you for your time and consideration.

A handwritten signature in purple ink that reads "Kelly Valentino". The signature is written in a cursive, flowing style.

HASMER LAKE PARK – MASTER PLAN RFP 2022

Proposal Ranking Sheet

SECTION 7

Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

Rate System of 1-3, with 1 being not meeting criteria, 2 met criteria-doesn't pop and 3 meeting and exceeding criteria

	Cedar Corp	Rettlar	MSA
• Experience and qualifications relevant to key personnel.	2	3	3
• Project understanding and knowledge of area depth or relevant technical experience.	2	2	3
• Proven ability to appeal to a wide audience and incorporate public comment into plan.	2	2	3
• Ability to be responsive in meeting schedule required to complete the plan and deliverables.	3	3	3
• Ability to meet budget/value as related to proposed and additional costs.	3	2	3
• Level of experience with local government entities of similar size, structure and complexity.	3	3	3
• Demonstration of innovative approaches particular to technical solutions.	3	3	3
• Quality, clarity and completeness of submittal package.	2	3	3
Total Pts:	20	21	24

Special Notes/Comments:

See Memo



Statement of Qualifications and Proposal

Master Planning Services -

Hasmer Lake Community Park

Jackson, Wisconsin

September 13, 2022

STATEMENT OF INTEREST

Dear Ms. Valentino, CPRP:

Thank you for the opportunity to submit our proposal for planning services for the Village of Jackson's Master Plan project. We are excited to work with the Village on this unique planning project opportunity. Cedar Corporation is confident that we have assembled a team that can exceed your expectations to develop a Master Plan for Hasmer Community Park.

Cedar Corporation is a full-service consulting firm that has a qualified and experienced team of professionals who are prepared and eager to begin working with you on this project. We present a very experienced park planning team. The project will be led by Madison Smith under the direction of Senior Consultant, Ken Jaworski. They will be assisted by Landscape Architect, Dennis Blau, LA. We are very confident that we will provide the knowledge, experience, and creativity this project requires.

Thank you for giving us the opportunity to submit a proposal. If you have any questions, please feel free to call us at 262-204-2360.

Sincerely,

Cedar Corporation



Ken Jaworski

Senior Consultant

ken.jaworski@cedarcorp.com



COMPANY OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)

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 full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 95. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.

LOCATION

W61N497 Washington Avenue
Cedarburg, WI 53012
www.cedarcorp.com

PHILOSOPHY

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



PROFESSIONAL SERVICES

Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.



Architectural
Services



Economic
Development



Environmental
Services



Municipal
Engineering



Planning
and Grants



Structural
Engineering



Transportation
Engineering



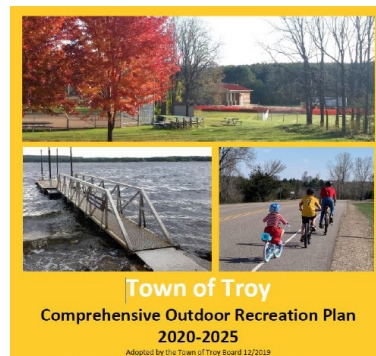
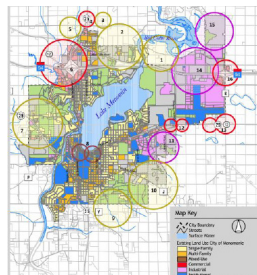
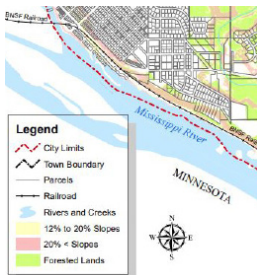
Water Resource
Engineering



Wetland
Delineations

Planning and Grants

SERVICES



Service Overview

Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation Plans
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- Housing Studies
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning



PROJECT EXPERIENCE



Hika Park Master Plan

Cleveland, Wisconsin

In 2019, the Village of Cleveland Plan Commission hired Cedar Corporation to provide professional planning services to update the Park Site Master Plan for Hika Bay Park & Dam Impoundment on the shores of Lake Michigan. The Park includes over 1000 feet of shoreland and is a popular place to enjoy the passive beauty of the Lake Michigan, providing access for boats, canoes and kayaks.

Cedar Corporation was contracted to provide the following services.

- Review existing plans and studies related to Hika Park and the waterfront.
- Design and lead a process which includes strong public collaboration on park uses and development goals.
- Assist the Village with preparation of a Hika Park Master Plan that will serve as the foundation for future park decisions and improvements.

The Master Plan Update was created with input from stakeholders, the public and the Village's Plan Commission. Hika Park is comprised of three (3) distinct areas referred to as the Hika Boat Launch and Pavilion, Hika Sands and the Centerville Creek Restoration Area.





Village Center Master Plan Concept

Sherwood, Wisconsin

Cedar Corporation was hired by the Village of Sherwood to create a Village Center Master Plan Concept. The goal of the project was to revitalize the village center while supporting Sherwood's desire to utilize its outdoor recreation opportunities to provide growth and development for the larger community. By activating this space, the community can offer additional development sites while enabling the community to take advantage of open space to create areas for social interaction.

Taking information gathered from the existing Master Plan, Community Development Authority discussions, and comments from Wisconsin Department of Transportation, Cedar modified the original site plan. Through this process, the 2019 Village Center Master Plan Concept was created supporting a safer, walkable downtown that provides usable outdoor space and adds accessible walking/biking trails. The plan also includes legal requirements for development as outlined in the Village Municipal Code and Wisconsin Department of Transportation Standards. Finally, Cedar worked with participating entities to help drive consensus while ensuring design concepts were feasible.

Some key features of the Village Center Master Plan Concept are:

- Construction of numerous businesses to build economic value
- Incorporation of a "Drive Thru" business type
- Small monument located at the intersection of Clifton Road and Harrison Street to display flags, statuary, or honorary amenities related to the Village
- The addition of a proposed roadway, gas station, and credit union to be included for future discussion
- Numerous areas of green space to increase social interactions among residents and visitors
- Possible installation of:
 - ◊ Drinking fountains
 - ◊ Public restrooms
 - ◊ Water feature
 - ◊ Screening methods for parking areas



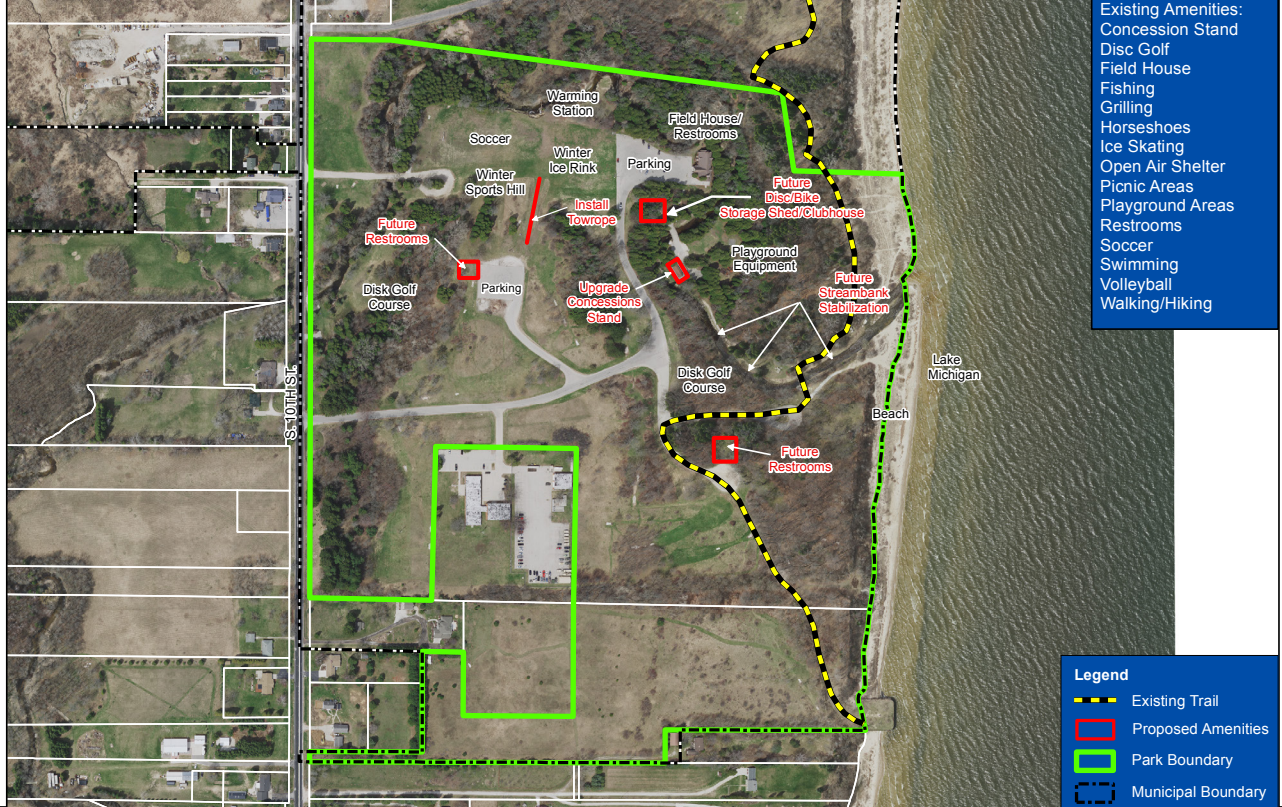
Bedford Heights Park Master Plan

Bellevue, Wisconsin

In 2018, Cedar Corporation worked with the Village of Bellevue's Parks, Recreation, and Forestry Department to organize a series of informational meetings with the residents of the Bedford Heights Subdivision to gather input on the design of a new park. The 3.5 acre parcel was identified as a mini-park in the Village's Comprehensive Outdoor Recreation Plan.

Cedar was involved in leading subdivision residents in a series of exercises that identified and prioritized park amenities resulting in two conceptual site plans. The residents voted on the preferred concept that included walking trails, a gazebo, children's playground equipment, a prairie area, berm for children to play on, and a gaga court. The Bedford Heights Park construction phase was completed in Fall 2019.





Park Planning - Comprehensive Park and Recreation Plan

Manitowoc, Wisconsin

In 2017, Ken Jaworski, while with another firm, led the development of this very detailed park planning effort designed to provide an overall picture of park and open space needs for the City of Manitowoc. The plan included the development of over 40 park site master plans for the City's park system including those on the Lake Michigan shoreline. Each master plan was tied to a six-year prioritized capital improvement program which included estimated costs and identification of potential funding sources.

One significant highlight of the process included stakeholder meetings with 10 local associations pivotal in carrying out various park and recreation functions while generating financial support for future improvements. A copy of the complete plan can be found on the City's website.





Riverfront Redevelopment Project

Prescott, Wisconsin

Cedar Corporation worked with the City of Prescott to create a downtown revitalization plan that focused on its historical downtown and the riverfront area at the confluence of the St. Croix River and Mississippi River.

The keystone of the project was a 43-unit condominium complex, which replaced a deteriorating commercial building on the riverfront. The once blighted area now includes attractive housing and walkways along the riverfront. The walkways lead to Mercord Mill Park, which was renovated to include a trail around its perimeter and an expanded parking lot. Cedar Corporation also conducted a downtown architectural inventory in order to incorporate architectural elements into our design of a clock tower next to the City's informational center.





REFERENCES

REFERENCES



VILLAGE OF CLEVELAND
1150 West Washington Avenue
Cleveland, WI 53015

Stacy Grunwald, Dir. of Village Services/Clerk/Treasurer
sgrunwald@clevelandwi.gov
920-693-8181



CITY OF PRESCOTT
800 Borner Street N
Prescott, WI 54021

Jayne Brand, Clerk
jbrand@prescottcity.org
715-262-5544



TOWN OF TROY
654 Glover Road
Hudson, WI 54016

Ray Knapp, Chairperson
troychairperson@baldwin-telecom.net
715-629-0967



TOWN OF UNION
1506 N. Town Hall Road
Eau Claire, WI 54703

Fred Belay, Park Commission Chair
fredbelay@yahoo.com
715-271-1888



PROJECT APPROACH/ SCOPE OF WORK

PROJECT APPROACH/ SCOPE OF WORK



Task I: Inventory, Site Analysis, and Kick-Off Meeting

1. Identification and mapping of environmental conditions and features including topography, potential wetlands, soils, floodplains, and existing vegetation.
2. Relative to potential wetlands, Cedar Corporation's WDNR Assured Wetland delineator will conduct a desktop review of the property to determine the likelihood for the presence of wetlands. The research effort will include the following mapping, if available: WDNR Wetland Inventory; NRCS Draft Wetland Inventory; Web Soil Survey; USGS Quadrangle; County Contours; and Historic Aerials. Suspected wetland areas will be mapped.
3. Based on the above environmental conditions inventory, site opportunities, and constraints for park uses will be identified.
4. Review existing planning documents including, but not limited to, the Village's Comprehensive (Land Use) Plan and Comprehensive Outdoor Recreation Plan (CORP) to provide guidance to the site's potential design and uses.
5. Conduct an on-site meeting with Village Staff prior to holding a kick-off meeting with the Park Commission.
6. Park Commission meeting #1 to review the findings of the site analysis, discuss the planning process moving forward and validate approach to public outreach efforts. Cedar Corporation will summarize the discussion points and directives.



Task II: Coordinate and Conduct On-Site Park Workshop

1. Utilizing a contact list provided by the Village, develop an invitation to the workshop.
2. Create site information displays for workshop.
3. Greet people at the site. Hand out the agenda for the workshop.
4. Present Master Plan process and goals with analysis results.
5. Discuss challenges and possibilities of the site.
6. Have participants interact with displays of various park amenities and development ideas and have them vote on preferences.
7. Provide a board for participants to leave comments or other ideas.
8. Develop summary of workshop results for Village Staff and Park Commission review.
9. Attend follow-up meeting with Park Commission (#2) to review workshop results and get direction on conceptual plan development.

PROJECT APPROACH/ SCOPE OF WORK



Phase III: Conceptual Plan Development

1. Develop two concept Site Plans for the Hasmer Community Park Site based on workshop input plus Village staff and Park Commission directives. Provide cost estimates for the two concept Site Plans as a basis of comparison.
2. Develop a follow-up survey for the neighborhood group and other stakeholders to review and rate concepts. Record feedback and comments to present to Village Staff and Park Commission. An optional approach to the survey would be to hold a second public meeting to present the concepts and obtain review comments and opinions. There would be no cost difference between what outreach tool is selected under this task.
3. Record input to develop the final concept master plan.
4. Provide general cost estimates for the proposed park development features for the final concept Site Master Plan.



Phase IV: Develop DRAFT Master Plan Report including the following:

1. Description of site including natural and environmental features.
2. Describe site opportunities and constraints.
3. Summarize the entire planning process including workshops, public input, and Park Commission meetings.
4. Describe the final Master Plan development concept.
5. Include cost estimates and a development schedule (phases) for the final concept Site Plan.
6. Identify funding sources, deadlines, and Village funding match requirements to help offset costs of the park improvements.
7. The above will be developed in a complete document format including maps, graphics, photos, and written text available for final review.



Phase V: Village Park Commission/Board Presentation

1. Present Draft Master Plan report and final concept plan to Park Commission. Seek a recommendation to the Village Board.
2. Provide resolution to adopt the Final Park Master Plan.
3. Present PC recommended Master Plan report and final concept plan to Village Board. Seek passage of the Master Plan by the Village Board.
4. Prepare Final Master Plan report with supporting resolutions for printing, distribution and posting on the Village Web Site. Up to Twenty (20) printed copies of the Final Master Plan report will be produced.

PROJECT APPROACH/ SCOPE OF WORK

Responsibilities of the Village of Jackson

- Provide locations, advertising, and postings for all required meetings and workshops.
- Post planning related information including conceptual plans and final plans on the Village website for viewing. Host optional survey component, if approved.
- Provide contact list for outreach and execute mailings or workshop notices.
- Provide planning reports and any GIS data which may be of assistance to the planning process.

Deliverables

- In person attendance at three (3) Park Commission meetings and one (1) Village Board Meeting. Village staff meetings can occur prior to these meetings, if necessary.
- Facilitate one in-person on-site neighborhood workshop as described under Task 2.
- Develop survey questions and exhibits to be used to host an on-line public survey to review two park development concepts as described in Task 3.
- Develop a DRAFT Master Plan report document for review as described in Task 4.
- Provide a resolution sample for approval of the Master Plan.
- Develop and print up to 20 copies of the Final Master Plan report.

Optional Services

- Cedar Corporation has an assured WDNR wetland delineator on staff who can perform a wetland delineation of the park site in a timely manner, if requested.



ESTIMATED LABOR HOURS

ESTIMATED LABOR HOURS

Village of Jackson Master Park Plan	Senior Consultant	Planner	Landscape Architect
Tasks from Scope of Services (Hours)			
Task I: Inventory, Site Analysis, and Kick-Off Meeting	4	12	0
Task II: Coordinate and Conduct On-Site Park Workshop	4	20	0
Task III: Conceptual Plan Development	4	32	8
Task IV: Develop DRAFT Master Plan Report	2	20	8
Task V: Village Park Commission/Board Presentation	0	6	0
	14	90	16



KEY PERSONNEL

PROJECT TEAM

Village of Jackson

Kelly Valentino, CPRP
Parks and Recreation Director

Ken Jaworski

*Project Manager/
Senior Consultant*

Lynn McIntyre

*Planning and Grants
Team Lead*

Madison Smith

Community Park Planner

Dennis Blau, LA

Landscape Architect

YOUR TEAM



Ken Jaworski
*Senior Consultant/
Project Manager*

Ken brings over 30 years of experience in comprehensive planning, land use, natural resource management, and park planning. Ken will work in tandem with Madison Smith, in facilitating all elements of the Master Plan project, including but not limited, to attending Park Commission meetings, facilitation of workshops, site analysis, site design concepts, report writing, and more. Ken is an accomplished facilitator and presenter having led conference presentations for WTA, WAPA, and various other organizations. Ken has extensive experience developing fundraising strategies for 501c3 non-profit organizations including planning giving, underwriting, and sponsorships. Ken has served as project manager, facilitator, and author or co-author in the development of over 80 Comprehensive Plans within Wisconsin's Smart Growth requirements. He has also developed over 25 park and recreations plans including CORP's and Park Master Plans. His most recent Park Plans include the Hika Park Master Plan, Village of Greenville Community Park Master Plan, City of Manitowoc Comprehensive Park and Recreation Plan, and the Village of Suamico Calavera Springs Master Plan.



Madison Smith
*Community Park
Planner*

Madison is an experienced project coordinator in site planning and public outreach with a demonstrated passion for sustainable development. She carries strong graphic design skills, distinctive knowledge of natural resources, and coastal community planning. Madison enjoys creating innovative site design elements that align with sustainable environments. She has an array of technical skills with 3D softwares and rendering programs, including video visualization.



Lynn McIntyre *Planning and Grants Team Lead*

Lynn has more than 25 years of experience in Grant Writing and Administration. Lynn specializes in Community Development Block Grant (CDBG), Clean Water Fund (CWF), and Safe Drinking Water Program (SDWP) administration. Lynn has personally administered more than 40 CDBG funded projects. Lynn will be available to assist with any support needed by Jackson.



Dennis Blau, LA *Landscape Architect*

Dennis will serve the project team reviewing design concepts and offering adjustments, when necessary, based on his experiences as a Registered Landscape Architect.

KEN JAWORSKI

SENIOR CONSULTANT/PROJECT MANAGER

Ken Jaworski brings over 35 years of experience in community comprehensive planning, land use, natural resource management, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken specializes in rural community town level planning.

Areas of Expertise Include:

- Author or co-author in the development of over 80 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Highway Corridor Master Plans
- Land Use Plans
- Public meeting facilitation
- Development of comprehensive park and recreation plans
- Intergovernmental agreements
- Farmland Preservation Plans and ordinances (DATCP certified)
- Greenway Corridor and trail planning
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Environmental Services program supervisor
- Business development
- Contract negotiation and execution
- Expert testimony

Representative Project Experience Includes:

- On-going Planning and Zoning Administration Services for the Villages of Bonduel, Kekoskee, and Mishicot, and the Towns of Freedom, Clayton, Newton, and Nepeuskun
- Comprehensive Plans for Green Lake County, Village of Little Chute, and the Towns of Clayton, Omro, Watertown, Manitowish Waters, Winneconne, and many more
- Farmland Preservation Plans for Fond du Lac and Green Lake Counties

Other Relevant Experience Includes:

- Dog park design
- Development of fund raising strategies for 501c3 organizations
- Conference presenter for WAPA, WTA, and other agencies

Education

Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

Professional Certifications/ Training

AICP: 2000

Finance and Accounting: 2001

Negotiating Win/Win Outcomes: 2000

Certified Project Manager: 1996

Instructor – Environmental Planning Course, UW-Green Bay: 1994

Professional Affiliations

American Planning Association,

National and Wisconsin Chapters

Wisconsin Park and Recreation

Association

Wisconsin Towns Association

Total Experience

Since 1983

MADISON SMITH

PLANNER



Madison Smith is an experienced project coordinator in site planning and public outreach with a demonstrated passion for sustainable development. She carries strong graphic design skills, distinctive knowledge of natural resources, and coastal community planning. Madison enjoys creating innovative site design elements that align with sustainable environments. She has an array of technical skills with 3D softwares and rendering programs, including video visualization.

Areas of Expertise Include:

- Comprehensive Outdoor Recreation Plans (CORPs)
- Comprehensive planning
- Zoning and green infrastructure code audits
- Concept site designs
- Watershed management and action plans
- Invasive species management plans
- River restoration plans
- Coastal resiliency
- Hazard mitigation planning
- Stormwater management education and outreach

Representative Project Experience Includes:

(may include projects while with previous employer)

- **Town of Crossfield, Area Structure Plan:** compiled, organized, and analyzed town planning data on economic, social, and physical factors affecting land use. Consulted with professional architects, engineers, and planners to measure the effect of developments, servicing, housing, and transportation. Coordinated two open house events with residents to engage the public and collaboratively define solutions to concerns. Developed an ASP for Crossfield highlighting the benefits of the Intermunicipal plan between Rocky View County and the Town of Crossfield.
- **Town of Newberg, Revitalization of Riverfront:** working with the City of Newberg, as a team created the redesign plan of the City's Willamette River waterfront, and re-establish the historically important connection between the river and the greater community. Using the 2001 Riverfront Master Plan, in teams of 3, dynamic ideas were generated on how to approach the redesign with recent changes in surrounding infrastructure.
- **Western Sky Land Trust, Transferable Development Credits:** partnering with the client, Western Sky Land Trust, a TDC plan was created to allocate areas of growth, and areas of protection against urban sprawl. Using GIS, areas near headwaters and containing high biodiversity were mapped. In the adjacent Town of Cochrane, growth projections were completed to select higher density locations. Project included calculating the financial transaction (ratio) between the values of an acre of conserved land, and increasing density in targeted areas. The TDC plan highlighted the mutual benefit for rural land owners and developers to support and become involved in the plan.
- **Bowness Community Association, Redevelopment and Community Plan:** engaging and working with all stakeholders, a potential location for a community hub redevelopment was determined. Extensive background research concerning flood history, and mitigation was performed. Alongside, social planning research of demographics, market analysis, and circulation patterns using spatial mapping techniques. The goal of the redevelopment and community plan was to illustrate the heritage, unique identity, and values of Bowness, appeal to the diverse aging population, and create a hub which attracts all citizens through capitalizing on local amenities and needed resources.

Education

Bachelor of Science in
Environmental Science: Saint
Mary's University (2015)
Master of Urban and Regional
Planning: University of Calgary
(2017)

Professional Certifications

American Institute of Certified
Planners (AICP) - in progress
Aboriginal/Indigenous Tribal
Planning Certificate

Professional Affiliations

Wisconsin American Planning
Association (WAPA)
American Planning Association
(APA)
Wisconsin Parks and Recreation
Association (WPRA)
Alberta Professional Planners
Institute (APPI)

Total Experience

Since 2017

LYNN MCINTYRE

PLANNING AND GRANT TEAM LEAD



Lynn McIntyre has over 25 years of experience in Grant Administration and leads Cedar Corporation's Planning and Grant Team in the Menomonie office. This involves supervising professional planners and technical staff engaged in community development projects, feasibility studies, and the development and administration of grants. Additionally, Lynn specializes in Community Development Block Grant (CDBG), Clean Water Fund (CWF), and Safe Drinking Water Program (SDWP) administration and project oversight.

Areas of Expertise Include:

- Writing and administration of grants for water resources, transportation, parks, public facilities, and economic development projects
- Specializing in loan and grant applications and administration for Community Development Block Grants (CDBG), Safe Drinking Water, Clean Water Fund, Rural Development, PECFA, and other State/Federal programs
- Park planning projects and grant funding assistance
- Community Development surveys
- Attendance at Village Board, City Council, Town Board, Plan Commission, and various committee meetings
- Technical writing
- Project Plan preparation
- Davis Bacon Payroll Compliance/Certified Payrolls

Representative Project Experience Includes:

Grant Writing/Administration for:

- City of Prescott Food Pantry, Senior Meal Prep Kitchen, and COVID-19 Testing Location - 2021 CDBG-CV
- City of Owen Street and Infrastructure Improvements - 2021 CDBG
- Village of Norwalk WWTF Upgrades - 2021 CDBG
- City of Ashland Street and Infrastructure Improvements - 2021 CDBG and CLOSE
- City of Durand Street and Infrastructure Improvements - 2020 CDBG
- Village of Hilbert Acquisition and Demolition - 2020 CDBG and CLOSE
- City of Menomonie Street and Infrastructure Improvement - 2020 CDBG
- Village of Wausaukee Acquisition and Building Repurposing Project - 2020 CDBG and CLOSE
- Village of Milltown Street and Infrastructure Improvements - 2020 CDBG
- Town of Lorain New Fire Hall - 2020 CDBG
- City of Glenwood City Library/Senior/Community Center - 2020 CDBG
- City of Osseo Street and Infrastructure Improvements - 2020 CDBG
- Village of Elmwood Street and Infrastructure Improvements - 2020 CDBG
- City of Menomonie WWTF Upgrades - 2020 CWF
- Little Suamico Sanitary District No 1 - 2020 CWF
- Village of West Salem WWTF Upgrades - 2020 CWF
- City of Cornell WWTF Updates - 2019 CDBG and CWF
- Village of Woodville Well #3 - 2019 CDBG and SDWP
- Weyauwega Water System Improvements - 2019 CDBG
- City of Stanley Community Center - 2019 CDBG
- Calumet County Planning Grant Administration- 2019 CDBG
- City of Owen Street and Infrastructure Improvements - 2019 CDBG
- Village of Spring Valley Street and Infrastructure Improvements - 2019 CDBG
- Village of Cadott Street and Infrastructure Improvements - 2018 CDBG
- Town of Campbell Street and Infrastructure Improvements - 2018 CDBG
- Village of Camp Douglas Community/Senior Center - 2018 CDBG
- City of Glenwood City WWTF Improvements - 2018 CDBG
- City of Menomonie Street and Infrastructure Improvements - 2018 CDBG
- Village of Milltown Library Addition - 2018 CDBG
- Village of Wausaukee Well and Wellhouse - 2018 CDBG & SDW

Education

Bachelor of Science in
Management - Business
Administration: University of
Wisconsin-Stout (2016)
Associates Degree in Finance:
Western Wisconsin Technical
College (1991)

Professional Affiliations

Society of Human Resource
Management (SHRM)

Total Experience

Since 1993

DENNIS BLAU, LA

LANDSCAPE ARCHITECT



Dennis Blau is a Landscape Architect and specializes in site design for municipal, commercial, industrial, educational, and recreational facilities. Dennis has worked on a variety of projects including athletic fields, multi-purpose trails, signs, boat landings, parks, swimming pools, splash pads, reforestation, and many other projects large and small in size.

Areas of Expertise Include:

- Site design, grading plans, planting plans, and design of exterior environments for municipal, commercial, industrial, and recreational sites
- Urban streetscape
- Park planning/park development/redevelopment
- Boat landing design
- Master planning
- Erosion control plans
- Preparation of presentation graphics for display
- Construction specification
- Assistance with construction supervision

Representative Project Experience Includes:

- Trenton Island Boat Landing Reconstruction, Pierce County, WI
- Glenhaven Assisted Living, City of Glenwood City, WI
- Pleasant Valley Town Hall and Fire Station, Town of Pleasant Valley, WI
- Best Maid Cookie Company Expansion, City of River Falls, WI
- Arbor Place Treatment Facility, City of Menomonie, WI
- Lake Hallie Municipal Building, Village Lake Hallie, WI
- Markquart Toyota, Village of Lake Hallie, WI
- Wakanda Park Baseball Field, City of Menomonie, WI
- Chippewa River Beautification Project, City of Durand, WI
- UW-River Falls Mel Wall Amphitheater Renovation, City of River Falls, WI
- Carson Park Message Center Sign, City of Eau Claire, WI
- McDonough Park, City of Eau Claire, WI
- Jackson County Fair Park Renovation, City of Black River Falls, WI
- Black River Falls Foundation Trail, City of Black River Falls, WI
- UW-River Falls Multi-Modal Trail System, City of River Falls, WI
- Veteran's Peace Memorial Wayside, USH 53, (new facility), Washburn County, WI
- Great River Road Learning Center (new facility), City of Prescott, WI
- Public Library and Museum, Village of Luck, WI

Education

Bachelor of Landscape
Architecture: University of
Minnesota (1985)
Royal Melbourne Institute of
Technology: Melbourne, Australia
Exchange Program

Professional Registrations

Registered Landscape Architect
- WI

Total Experience

Since 1985



PROJECT SCHEDULE

PROJECT TIMELINE

Task	Timeframe
Task 1: Inventory, Site Analysis, and Kick-off Meeting	October 15 - October 30, 2022
Task 2: Coordinate and Conduct On-Site Park Workshop	November 1 - November 30, 2022
Task 3: Conceptual Plan Development	December 1 - December 31, 2022
Task 4: Develop DRAFT Master Plan Report	December 1, 2022 - January 31, 2023
Task 5: Village Park Commission/Board Presentation	February 1 - March 14, 2023



THANK YOU

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FOR YOUR BUSINESS

W61N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360
www.cedarcorp.com



PROPOSAL

Based on our review of the requirements outlined in the RFP and our understanding of the project, we propose to complete professional planning services for the Hasmer Lake Community Park Master Plan for a **Lump Sum Fee of \$14,200.**

Additional fees will include, but is not limited to, mileage, printing, etc.: **\$600**

Project Total: \$14,800



PROPOSAL TO PROVIDE Hasmer Lake Community Park Master Planning Services

Prepared for:

Village of Jackson Parks & Recreation
September 13, 2022



MSA PROFESSIONAL SERVICES, INC.

220 East Buffalo Street, Suite 201, Milwaukee, WI 53202

Contact: Luke Geiger, PLA , ASLA, NAIOP
Phone: (608) 421-7146
Email: lgeiger@msa-ps.com
Website: www.msa-ps.com



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COST & ADDITIONAL FEES

separate

A breakdown of anticipated cost





September 13, 2022

Kelly Valentino, CPRP
Jackson Parks & Recreation
NI 65W20330 Hickory Lane
Jackson, WI 53037

Re: Proposal to Provide Park Master Planning Services

Dear Kelly,

The Village of Jackson offers a variety of recreational amenities to its residents. The Village is positioning itself to reimagine and refocus its approach to planning and investing in a park facility. MSA offers a team-based approach that sustains excellence by subscribing to a holistically collaborative process. By applying a diverse set of experts and creative talents, we channel the energy and imagination of our clients, staff, public, and all the project stakeholders to create a meaningful and personalized plan. This plan requires foresight and intuition with the goal of capturing the distinctive spirit and evolution of park facilities within the Village of Jackson. These skills, coupled with specific market expertise, allow our team to provide thoughtful and successful solutions. Working through the lens of the Village's goals and objectives, we are eager to apply our full-service experience to assist you and all project stakeholders in understanding, planning and designing Hasmer Lake Park. Benefits we bring to your project include:

- **Vast Experience.** Our team has an extensive portfolio of park master plan projects. We have excelled in public engagement endeavors to develop guidance in planning open spaces to meet community goals and objectives. We recognize the value of balancing great design with economically sound means of implementation. Our team is well versed in working with regulatory agencies to incorporate support for improvements early in the process.
- **Full-service Team.** The park planning and design group at MSA includes professionals across the region with a wide spectrum of expertise and experience. We recognize that this project will require an understanding of the environment, stormwater issues, and design of defining spaces. We have assembled a team that consists of skilled landscape architects, engineers and planners who are committed to the success of your project.
- **Creative Solutions.** We understand the unique challenges and opportunities of locating, planning, developing and funding recreational amenities that improve quality of life – including environmentally sensitive, visually striking sites and well-used community assets. At MSA, we work hard to enable people to improve communities, and we are dedicated to seeing visions come to fruition.
- **Passion for the Project.** We have the technical requirements, experience and expertise necessary to complete this project, and the drive and corporate support to make a positive impact in your community. This is not just another project for the MSA team; this is our passion!

We know you are as excited as we are to get started on the Park Master Plan for Hasmer Lake. Please review the enclosed proposal which reflects our best understanding of your desires and requirements outlined within your request for proposal. We look forward to working closely with the Village while gathering valuable input from staff, residents, and key stakeholders to craft a grounded, attractive and implementable Park Master Plan. We look forward to refining a project approach collaboratively with you to confirm a path of success for the future of the park. Please do not hesitate to contact me directly at (608) 421-7146 or via email at lgeiger@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.



Luke Geiger, PLA, ASLA, NAIOP
Project Manager



OUR PURPOSE:

ENABLING PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.
IN EVERY PROJECT. IN EVERY PLAN.



WHO WE ARE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

HISTORY

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

OWNERSHIP

Our professionals think like owners because they are owners. When you partner with MSA, your team will be comprised of individuals who are invested in your success and committed to a high standard of performance. We're proud to be 100% employee owned.

TEAM

Our 380+ planners, landscape architects, engineers, architects, surveyors, funding specialists, and environmental professionals are dedicated to your success. While you know the faces behind your projects, we are a team that works as one to support our clients. When you work with MSA, you're not just working with individuals—you're working with all of us.

RECOGNITION

Since 2017, we've been recognized throughout the Midwest with more than 33 industry awards. And, we're just getting started. When you partner with MSA you know you're in good hands.

POSITIVE IMPACT

Finding funding for projects is what we do. We know projects and plans are no good to you if they don't work toward implementation. We get creative. And, it's led to securing over \$500 million in grants and low-interest loans to offset costs for our partner communities.

CLIENT EXPERIENCE

The pillar of our success is seeing our clients succeed. The graphic on the right shows the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

ACCURACY

98% 

HELPFULNESS

96% 

QUALITY

99% 

RESPONSIVENESS

98% 

SCHEDULE

98% 

SCOPE & FEES

97% 

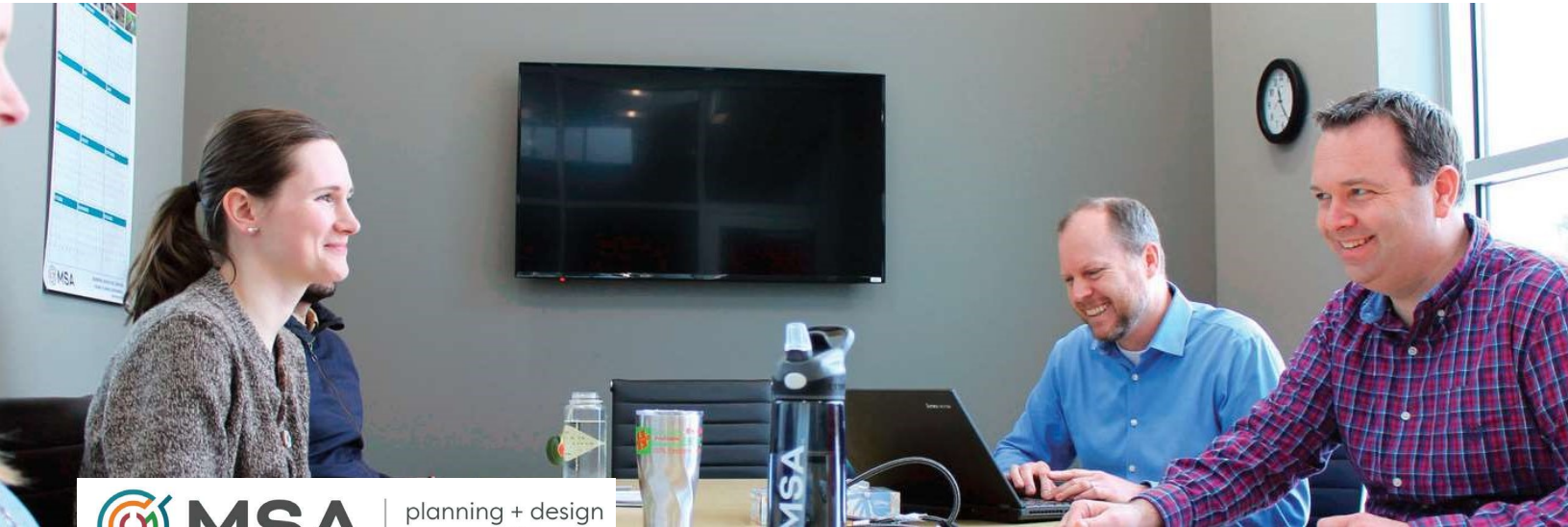


Parks and Recreation CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation, with Landscape Architect Dan Schmitt serving as the CoP's Chair.

How We Help

- ADA Audits for Park and Recreational Facilities
- Aerial Solutions (Mapping, Modeling, Marketing, Surveying)
- Aquatic Facilities (Indoor and Outdoor) and Splash Pads
- Architectural Design (Shelters, Restrooms, etc.)
- Asset Management
- Athletic Facilities (Indoor and Outdoor)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans (Municipal, County, Regional)
- Conceptual Site Plans, 3D Renderings and Virtual Reality
- Educational Programming
- Funding
- Infrastructure Survey and Design (Parking, Stormwater, Sewer, Water, etc.)
- Landscape Design
- Lighting Design
- Multimedia (360° Video, Esri Story Maps, etc.)
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Engagement (Public Input, Opinion Surveys, Visioning, etc.)
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (Boat Launches, Piers, Riverwalks)
- Wayfinding (Interpretive Signage, Interactive Kiosks, etc.)



PLANNING + DESIGN STUDIO TEAM

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our in-house Planning + Design Studio team is 17 strong consisting of:

- 8 American Institute of Certified Planners (AICP)
- 3 Professional Landscape Architects (PLA)
- 2 Housing Specialists
- 1 Funding Expert
- 3 Planning Specialists

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our landscape architects and planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

CORE SERVICES

Below is a sample of the services that MSA's Planning + Design Studio can offer. The bold items are what we feel are the key services that will benefit your project:

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- **Funding: Grant Writing, Grant Administration, Fundraising**
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- **Landscape Architecture**
- **Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies**
- **Public Engagement**
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle + Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards

PARKS AND RECREATION MASTER PLANS

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. In addition, recreational-based tourism continues to proliferate as an important component of local and state economies.

In short, whether fueled by a love of the great outdoors or determination to choose a healthier lifestyle, more Americans are utilizing a wider variety of park and recreational resources. MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. Our park master plan experience includes the following projects.

PARK MASTER PLANNING EXPERIENCE

- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Vilas Park Master Plan, Madison, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisc. Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisc. Rapids, WI
- Webb Park, Reedsburg, WI
- Baraboo River Corridor Water Trail Planning Project, (Reedsburg, Wonewoc, Hillsborough, Union Center, LaValle, Hillsboro, Rock Springs, Elroy, WI)
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Rowe Park Master Plan, Onalaska, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Memorial Park Master Plan, Lexington, MN
- Park Master Plan, Annawan, IL
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Blood Run National Historic Landmark Master Plan, Larchwood, IA*
- Hawn's Bridge - Terrace Mountain Resort Master Plan, Raystown Lake, PA*
- Muskingum Watershed Conservation District Master Plan, New Philadelphia, OH*
- Ashland Waterfront Master Plan, Ashland, WI*
- Bolz Conservancy Master Plan, Waunakee, WI*
- Chicago Parks District Harbors Master Plan, Chicago, IL*
- Liberty Park Master Plan, Clarksville, TN*
- Crossridge Park Master Plan, Milton, WI*
- Dillon Waterfront Master Plan, Dillon, CO*
- Cherry Creek State Park Marina Master Plan, Denver, CO*
- Chatfield State Park Marina Master Plan, Littleton, CO*
- Green Bay Botanical Garden Master Plan, Green Bay, WI*
- Greens Coulee Park Master Plan, Onalaska, WI*
- Honey Creek Resort State Park Master Plan, Rathbun, IA*
- Kohl Park Master Plan, Milwaukee, WI*
- Lakeshore State Park Master Plan, Milwaukee, WI*
- Prophetstown State Park Master Plan, West Lafayette, IN*
- Sand Island Recreational Area Master Plan, Honolulu, HI*
- Northern Great Lakes Regional Visitor Center, Ashland, WI*

***Denotes personal experience of MSA team members.*





WEBB PARK SPLASH PAD

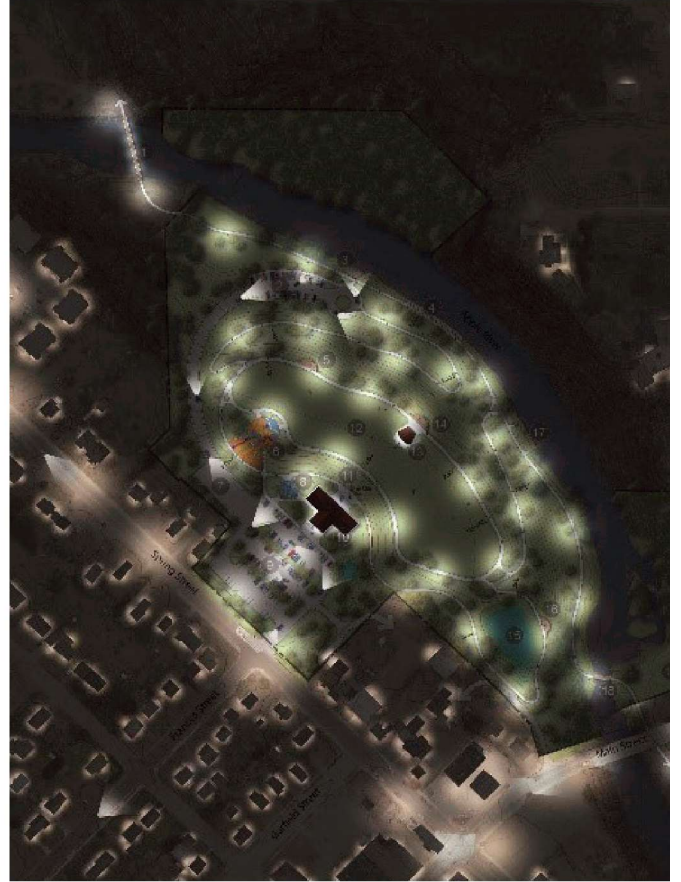
REEDSBURG, WI

MSA was tasked by the City to consider the splash pad's relationship within the overall park, final connectivity to all the existing amenities, and a theme to the splash pad called, "Beaver Springs." The first step was to develop a global park plan to consider the placement of the splash pad near the existing playground. The relationship of wet play (splash pad) and dry play (playground area) are important for the end users of the splash pad, as many users will stay longer at the park if they have the option to utilize both amenities in a close proximity. In addition, it makes the area and park a destination for many residents and surrounding community members to come as there are more things for them to enjoy in a day. The project also included ADA access from the parking lot and existing pool/restrooms, shade structures, benches, and bike racks. Active construction as of August 2022.



REFERENCE INFORMATION

Matt Scott, Park and Recreation Director
City of Reedsburg WI
mscott@ci.reedsburg.wi.us
(608) 524-2600



VILLAGE PARK MASTER PLAN

SOMERSET, WI

Originally a school site, Village Park has served the residents in Somerset as a community park with ballfields and connection to the Apple River. The site is comprised of three terraces that fall steeply with a 20-foot drop between each flat open space.

MSA developed a site analysis and met with community members to discuss a previous survey that identified park uses favored by the community. The next step included three concept plans with precedent images diagramming what identified uses the community favored. A final master plan and companion report was the culmination of the public planning process.

The primary desire of the community for the Village Park Master Plan is to introduce more walking trails to the site. Connection from the upper terrace down to the Apple River provides a 1-mile circuit that offers marked lengths for the avid walker. A proposed large

pavilion with kitchen, band shelter, play and hillside play areas, splash pad, fishing pier and overlooks are all new additions to the park.

MSA prepared a phasing plan for implementation with matched costs as part of the report. A night diagram shows potential light locations covered in the phasing and estimates.

REFERENCE INFORMATION

Bob Gunther, Public Works Director
Village of Somerset
rgunther@vil.somerset.wi.us
(715) 247-5555



TOWN PARK PROJECT PHASE 1

GERMANTOWN, WI

Along the shore of Castle Rock Lake, the Town of Germantown owns a 14-acre park that is occupied partially by the existing Town Hall. Despite the park's location along one of the most popular recreation areas in Wisconsin, it is highly underutilized. With MSA's assistance, a park master plan was developed in 2019 to identify improvements to the park and submitted for Stewardship funding in 2020 to revitalize this existing park and highlight it within the community.

Continuing our work from the master plan, MSA is currently providing Phase 1 design services, including architectural, site civil, structural engineering, plumbing engineering, electrical engineering, site survey and wetland delineation. The project includes a new prefabricated restroom, park shelter/restroom improvements, trails and site furnishings. The prefabricated concrete restroom building includes two single-occupant restrooms, central mechanical chase, and drinking fountains.

Site work includes shoreline repair and improvements, ADA-accessible beach development, a new canoe/kayak launch and storage area, fishing nodes, a boardwalk bridge, parking area improvements and new lower parking area, site security lighting and site stormwater treatment. Site amenities include picnic tables, benches, pet waste stations, bike fix-it stations, bike racks and associated concrete pads.



REFERENCE INFORMATION

Gregg Haunroth Town Chairman
Town Of Germantown
chairman@townofgermantown.com
(608) 562-6537

APPROACH AND SCOPE



PROJECT PLAN

PHASE I - INVENTORY AND ANALYSIS

Task 1.1 – Kick-off and Site Visit

MSA will conduct a kick-off meeting with the Village to verify the project goals, schedule and deliverables. We will conduct an on-site visit to assess the site while collecting photographic inventory of existing conditions. The site photos are part of the of site analysis in the existing conditions portion of the master plan.

Task 1.2 – Review and Analyze Existing Information

MSA will review current maps, GIS, existing plans, and any other available documents the Village or County currently holds for the Hasmer Park property. The pertinent information gathered is supplemental to the analysis of existing conditions to understand how the future development could be planned.

Task 1.3 – Site Analysis

MSA will prepare a site analysis diagram illustrating the existing conditions, utilities, opportunities and constraints of the park and adjacent properties. The feasibility of potential park space on adjacent properties identified for possible park expansion and the Village owned lot will be considered. A scaled plan of the site will be provided in the master plan. Additionally, we will complete a cursory review of the potential traffic impacts of the proposed park roads as well as existing and proposed bicycle and pedestrian connections.

Task 1.4 – Meet with Parks Commission

Before soliciting feedback from the community as a whole, it is beneficial to present our findings and initial ideas to the Village and

consider what should be prioritized for public engagement. MSA previously met with Village staff and identified the time and need for a meeting with Parks Commission and the potential for inclusion of the Friends Group.

Task 1.5 – Public Engagement

In order to effectively reach all members of the community, MSA will work with the Village to create and promote a community survey about park and recreation needs, especially in the northwest portion of the Village and utilizing Hasmer Lake. We will also interview a series of 4-6 key stakeholders or stakeholder groups identified during the process. Likely candidates include the DNR manager for the adjoining property, veterans memorial advocates, and others identified during the planning process.

To support communication and community engagement throughout the process we will create an online StoryMap for the project. A StoryMap is an interactive web page incorporating maps and imagery seamlessly with information about the project.

Meetings

- Kick-off meeting with staff
- Parks Commission Meeting (with Friends Group)
- Staff meeting to review survey results and finalize park amenities to be included in the concepts (virtual/ teleconference)

Deliverables

- StoryMap (website)
- Site inventory and analysis graphic (PDF)
- Survey results summary (PDF)
- Meeting notes (PDF)

PHASE II - CONCEPT DEVELOPMENT

Task 2.1 – Develop Concept Plans

After the completion of the site inventory and analysis and initial public engagement, MSA will develop up to two (2) preliminary concept plans. A consideration of potential uses on adjacent parcels will be examined for possible park expansion as part of the overall plan. MSA will provide the plans to staff to review and comment prior to release to the Commission.

Task 2.2 – Meet with Parks Commission (and Friends Group)

MSA will present the concept plans to the Parks Commission. As part of the overall public engagement plan, the concepts will also be posted to the StoryMap. This allows residents who may not be able to attend the meeting to get a better understanding of the project and provide feedback.

Meetings

- Staff meeting
- Public Open House

Deliverables

- StoryMap updates (website)
- Concept plans (2) (PDF)
- Meeting notes (PDF)

PHASE III - FINAL MASTER PLAN

Task 3.1 – Draft Master Plan

MSA will refine the preferred elements of the concept plans based on input received at the staff presentations into a final draft master plan. Upon updating the draft master plan, the overall cost estimate for the proposed concept will be developed. The draft master plan will be published to the StoryMap.

The master plan sections are as follows:

- **Existing Conditions and Analysis** — documents the current site conditions, analysis of those conditions, and opportunities and constraints of the site.
- **Concept Plans**
- **Draft Master Plan, and Cost Estimate** — outlines the approved comprehensive design and representative images of the future park improvements with implementation phasing and related costs of improvements.
- MSA will present the draft master plan to staff at a meeting for consideration to move forward with the plans for adoption. Feedback and comments will be taken into consideration from this meeting.

Task 3.2 – Final Master Plan

MSA will modify the draft master plan based on feedback from

staff and the Parks Commission. We will submit the updated and associated plan documents via PDF to the Village for final review. We will provide a PDF file of the plan documents. The final master plan will serve as a guiding framework for future implementation providing the Village specific projects to include in capital budgeting and fundraising campaigns.

MSA will present the draft master plan at a meeting of the Parks Commission for consideration of a recommendation for adoption.

Task 3.3 – Presentation of Final Master Plan (by Village Staff)

Village staff will present the final master plan at a Village Board meeting. MSA will assist with preparation for the meeting as determined by the Village staff.

Meetings

- Draft master plan meeting with staff and Parks Commission
- Final master plan meeting with the Village Board

Deliverables

- StoryMap updates (website)
- Master Plan (PDF)
- Phasing Plan (PDF)
- Cost Estimate (PDF)
- Documents of Phase I, II, and III combined in a memo report

ITEMS PROVIDED BY THE CITY

- Existing site documentation such as utility plans, land information on lots, boundary, easements, etc.
- Available GIS data.
- Facilitation of public engagement meetings to gather project input and promotion of the project and survey.

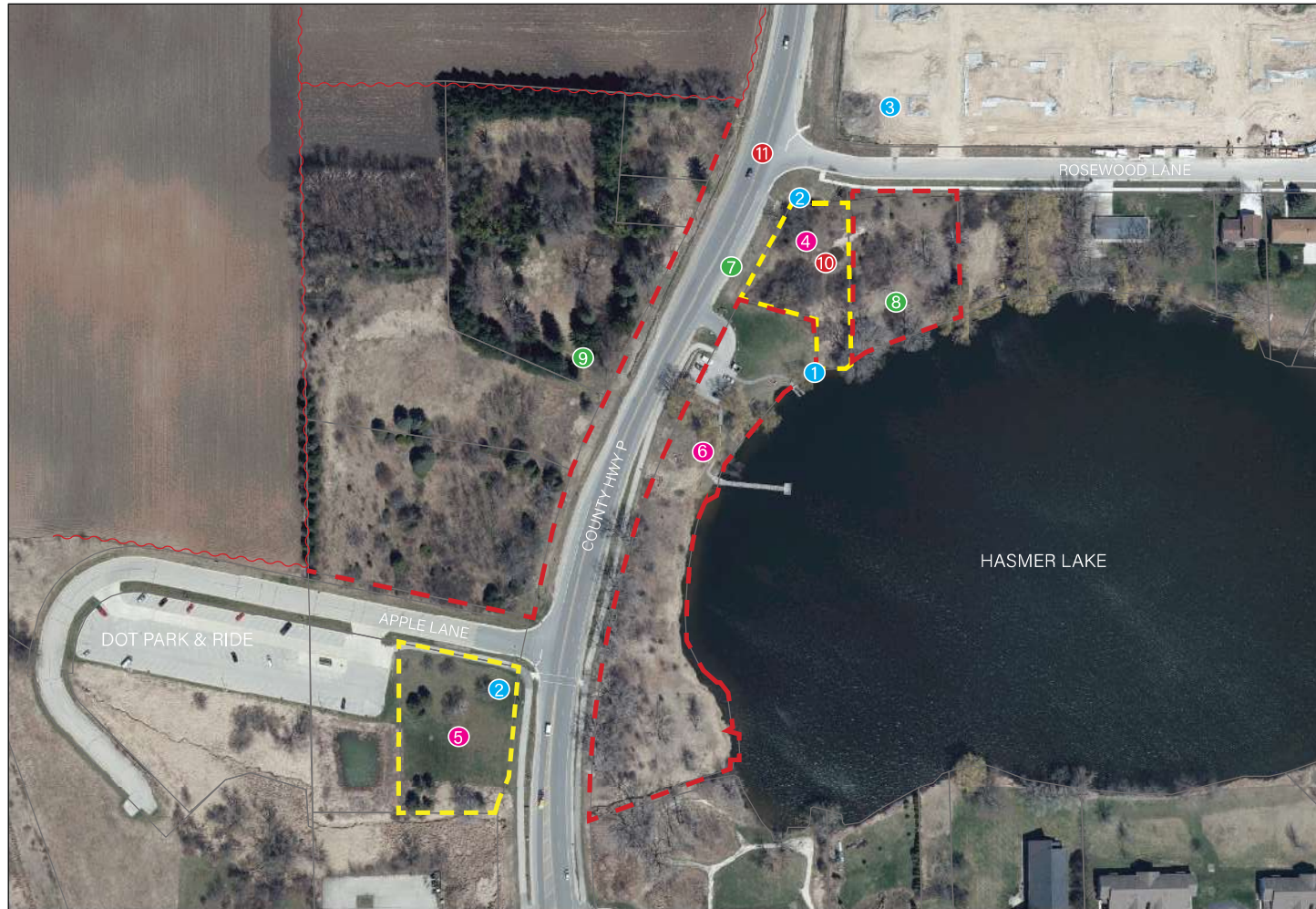
ADDITIONAL SERVICES

During and upon the completion of the Park Master Plan, with MSA's expert in-house staff, we can also provide the following services as additional items.

- **3D Renderings/Visualizations** - MSA can provide 3D renderings of the proposed Master Plan that are supplementary to the design. These can be requested at any time during Phase II or III with the extent/quantity being discussed at time of request.
- **Additional Public Engagement Meetings** – Facilitation of public meetings, promotion of such events/survey, etc.
- **Grant Assistance** – MSA can assist the City with identifying grants for the project, and this information could be included in the final report.



SWOT Analysis - Jackson Hasmer Lake Community Park



STRENGTHS

- 1 Connection to DNR Land and Water Access, DNR willing to cooperate
- 2 Highly Visible Corners
- 3 Proximity to New Residential Development

WEAKNESSES

- 4 Slope of Village Parcel 15' of Elevation Change
- 5 Disconnected from Water and Other Village Parcel
- 6 DNR open to leasing land at this point

OPPORTUNITIES

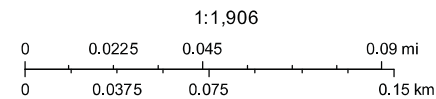
- 7 Connect Bike Path to Park and Rosewood Lane
- 8 Possibility to buy adjacent Parcel
- 9 Possibility to buy parcels and expand park facilities and uses

THREATS

- 10 Park viability may prove to be dependant on acquiring more land
- 11 Parcels separated by County Highway

LEGEND

- Village Parks Owned Parcel
- Potential Acquisition/ Future Expansion
- ~ Potential for More/Less Park Space

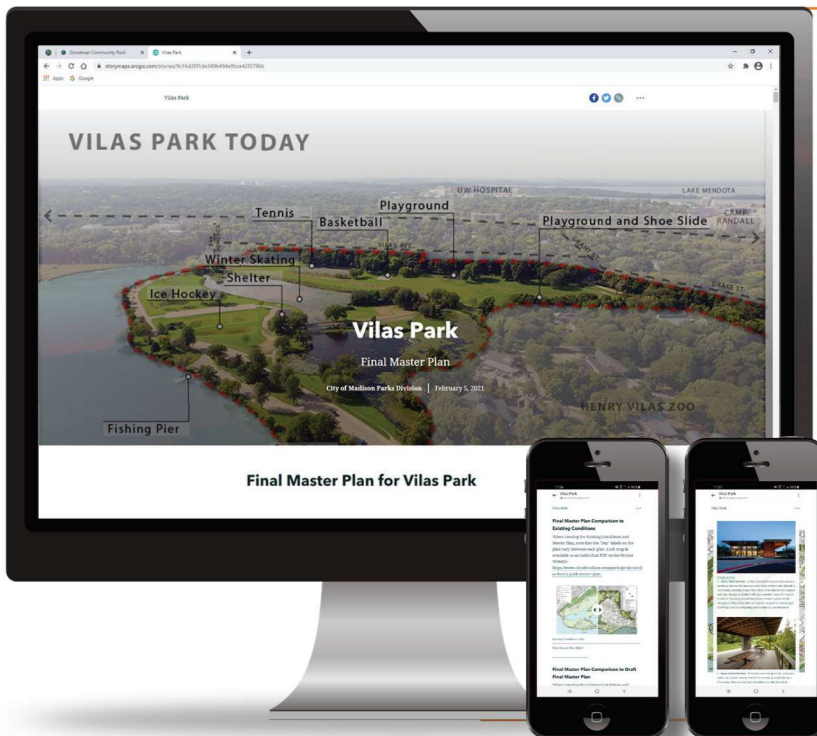


PUBLIC ENGAGEMENT EXPERTISE

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests and local governments. Aside from community support, this process also lends itself to ensuring the final project reflects the community's ethos and vision for its future.

ENGAGING THE COMMUNITY



StoryMaps

One of the ways our teams engage the community is through the use of Esri GIS StoryMaps. Click the link below to view the Final Master Plan StoryMap for Vilas Park.

QUICK LINKS

[Vilas Park Storymap](#)

[Waverly Process Engagement Portal](#)

PublicInput

Another way we engage the community is through the PublicInput Platform™ — a fully integrated public engagement solution. To explore our live Waverly planning site using PublicInput software, click the link above.

Focus Groups

In-person or virtual focus group discussions can be added to the process if there are any critical stakeholder groups that you would like us to spend time with during the planning process, such as the school district or some aspect of the business or development community.



CONSENSUS BUILDING COMMUNITY RELATIONS STAKEHOLDER ENGAGEMENT

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced planners and engineers backed by more than 380 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



Luke Geiger, PLA , ASLA, NAIOP
Project Manager | Landscape Architect



Jason Valerius, AICP
Planner | Client Liaison



Emma Wenman
Landscape Designer
| Site Designer



Raine Gardner, PE
Principal In Charge | QA/QC



Luke Geiger, PLA, ASLA, NAOIP

PROJECT MANAGER | LANDSCAPE ARCHITECT

Luke will be responsible for managing the planning effort, assisting with public engagement, and leading the design.

Luke is heavily involved in MSA's park and recreation projects and streetscaping plans. He also has experience in the field as a manager of landscape crews for installation of large-scale site plans. Luke's resume includes site inventory and analysis, concept development and master planning, landscape planting plans, site design and engineering, and construction documentation preparation.

He is currently leading efforts for MSA in 3-dimensional site design to provide communities with realistic renderings of proposed open spaces and parks. His technical skills help bring park master plans to life and help communities present these life-like drawings to the community to gather important public input. **Located in the downtown Milwaukee office, Luke will be assisting in the project management efforts as being the local point of contact for the community.**

EDUCATION

B.S., Landscape Architecture
University of Wisconsin-
Madison

REGISTRATIONS

Professional Landscape
Architect, WI

American Society of Landscape
Architects (ASLA)

AREAS OF EXPERTISE

- Computer Graphics
- Computer Modeling
- Planting Design
- Streetscape and
Downtown Design
- 3D Graphics
- AutoCAD
- Lumion
- ArcView GIS
- Land Effects

SELECTED PROJECT EXPERTISE

- Crawford Park Master Plan, Caledonia, WI
- Vilas Park Master Plan, Madison, WI
- Great Sauk Trail Feasibility Study, Sauk County, WI
- Waukau Dam Master Plan, Winnebago County, WI
- Gramercy Park Master Plan, East Dubuque, IA
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- Mandt Park Master Plan*, Stoughton, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Swan Park Master Plan, Beaver Dam, WI
- Alonzo Park Master Plan and Downtown Plan, Hortonville, WI
- Barron Streetscape Enhancements, Barron, WI
- Fireman's Park, Verona, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Park and Pool Design, Evansville, WI
- Centennial Park Improvements, Hartford, WI
- Downtown Plan, Hortonville, WI
- Rendering Work
 - Barron, WI; Cottage Grove, WI; Dillon, CO; Downs, IL; Evansville, WI; Farley, IA; Fox Point, WI; Highland Park, TX; La Porte City, IA; Milwaukee, WI; Sauk City, WI; Verona, WI; Waverly, IA; Wisconsin Rapids, WI
- Streetscape and Downtown Plans
 - Antigo, WI; Barron, WI; Cross Plains, WI; Janesville, WI; La Porte City, IA; Port Byron, IL; Savannah, IL; Waupun, WI
- Private Development
 - Champaign, IL; Hales Corners, WI; Minneapolis, MN; St. Paul, MN; Stoughton, WI; Sun Prairie, WI; Wales, WI
- ADA Audits
 - Beloit, WI; Cottage Grove, WI; Neenah, WI; Elkhorn, WI; New Berlin, WI



Jason Valerius, AICP

PLANNER & CLIENT LIAISON

Jason will be responsible for the for client coordination, leading public engagement efforts, and assessing feasibility of potential improvements.

Jason has more than 18 years of community planning and design experience across the Midwest. He has led the development of housing plans and studies, comprehensive plans, neighborhood plans, redevelopment plans, and zoning ordinances. As team leader for the Madison-based Planning and Design team, Jason manages a talented staff with expertise ranging from comprehensive planning and transportation planning to park and recreation plans, landscape architecture, and urban design. Jason serves as the Past President of the Wisconsin Chapter of the American Planning Association.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.S., Government/Psychology
Lawrence University

CERTIFICATIONS

American Institute of Certified Planners American Planning Association

AREAS OF EXPERTISE

- Urban Design and Sustainable Design
- Development and Redevelopment Planning
- Comprehensive Planning
- Housing and Fair Housing Studies
- Multijurisdictional Planning and Agreements
- Public Involvement and Deliberative Processes

SELECTED PROJECT EXPERTISE

Vilas Park Master Plan, Madison, WI

Involved in the design and implementation of the community engagement process for this plan, including methods for working with highly engaged adjacent neighborhoods and typically underrepresented groups and neighborhoods.

Rivers to Ridges Outdoor Recreation Plan, Jo Daviess County, IL

Evaluated and provided recommendations for the use of 50+ sites in a three-county area to be better utilized as recreation destinations in a popular tourism region. Study identified which sites were ready for immediate promotion as recreation destinations, sites requiring improvements to be visitor-ready, and sites that should not be included in this recreation network.

- CORP
 - Marathon County, WI
 - Middleton, WI
- Comprehensive Plans
 - Sun Prairie, WI
 - Fox Crossing, WI
 - Waunakee/Westport, WI
 - La Crescent, MN
 - Whiteside County, IL
 - Waupun, WI
 - Columbus, WI
 - Fond du Lac, WI
- HUD-Regulated Planning
 - Consolidated Plan, Janesville, WI
 - Greenstep Plan - Comprehensive Plan, La Crescent, MN



Emma Wenman

LANDSCAPE DESIGNER | SITE DESIGNER

Emma will be responsible for summarizing data and feedback collection, development of plan renderings, and preparation of master plan documents.

Emma recently joined MSA. She has experience from part-time design-build, consulting and courses from UW-Madison. From site-specific design to master planning, Emma has a wide range of experience and interests within landscape architecture.

SELECTED PROJECT EXPERTISE

Senior Capstone: Downtown Redevelopment Plan*, Campbellsport, WI

Fall semester: produced site inventory and analysis graphics and report for downtown district. Spring semester: master planning proposals for transportation, amenities and land use. Also took site focus area (1.2 acres) and produced planting design, grading and drainage and construction documents. Report and presentation included graphic representations of the site design.

Rice Lake Master Plan*, Rice Lake, WI

Designed connections from Main Street to the Lakeshore while activating the spaces for pedestrians and lake users. Included a pedestrian mall for safe access to the lakeshore and developing opportunities for programming along the lakeshore. Promoted ecological design by introducing native plant species and different shoreline treatments.

Wisconsin Historical Society Downtown Development*, Madison, WI

Proposed two blocks along E. Washington for a multi-use development. Focused on transportation inventory, analysis and proposal. Also involved in general conceptual design and development of project layout.

Neighborhood House Community Center Rain Garden*, Madison, WI

Communicated with the client and scheduled initial site visit to determine suitability for a rain garden. Received approval, ordered plants, completed planting layout/design, organized volunteers and assisted with implementation of planting. Also gathered and create documents for maintenance, care and education of community/organization members.

EDUCATION

B.A., Landscape Architecture
University of Wisconsin-
Madison

MEMBERSHIPS

American Society of Landscape
Architects, WI

AREAS OF EXPERTISE

- Site Design
- Formatting Graphics
- Rain Gardens

*Denotes experience prior to MSA.



Raine Gardner, PE

PRINCIPAL IN CHARGE | QA/QC

Raine will provide quality assurance and quality control support throughout the duration of the project. She will serve this project as an advisor on recreation trends, site and community context, and local stakeholder interests and outreach.

As a park and recreation senior project engineer, Raine has worked with numerous municipal governments in planning, design, and constructing various projects. Many of these include park planning, streetscaping plans, river corridor planning, waterfront development, recreational parks, and trail projects. Raine manages MSA's Parks and Recreation service division. She helps clients apply for local, state, and federal funding grants and assistance. Clients also rely on her for project planning/concepts, estimating assistance, consideration of sustainable elements within projects, and designs to lower maintenance and operational costs.

EDUCATION

M.S., Civil Engineering
University of Wisconsin-
Madison

B.S., Civil Engineering
Michigan Technological
University

REGISTRATIONS

Professional Engineer, MI, IA,
MN, WI, OH

MEMBERSHIPS/AFFILIATIONS

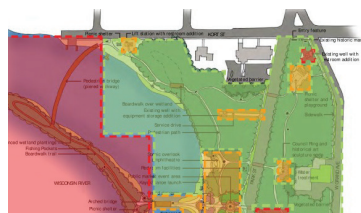
MSA Board of Directors
National Recreation and Parks
Association (NRPA)
Wisconsin Park and Recreational
Association (WPRA)
American Society of Civil
Engineers
ACEC – Engineering Future
Leader

AREAS OF EXPERTISE

- Recreational Parks
- Boat Launches, Boarding
Docks and Fishing Piers
- Zoning Administration
- Project Estimating and
Permitting
- Streetscape Plans
- Project and Construction
Management
- GIS Mapping

SELECTED PROJECT EXPERTISE

- Baraboo River Corridor, Various Baraboo River Communities, WI
- Splash Park at Mead Field, Wisconsin Rapids, WI
- Marathon County CORP, Marathon County, WI
- Village Forest Park, West Baraboo, WI
- Swan Park Master Plan and Development, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Fireman's Park Improvements, Verona, WI
- Erb Park and Swimming Pool, Appleton, WI
- Thomas G. Rowe Park Master Plan, Onalaska, WI
- Sauk City Riverfront Park, Sauk City, WI
- Riverside Park and Riverwalk Multi-Use Trails, Mauston, WI
- Lake County Ohio Port and Economic Development Authority Fairport Harbor
Transient Marina Study, Fairport Harbor, OH
- Apostle Islands Marina, Bayfield, WI
- New London River Wall, Downtown Transient Boat Dock and Fishing Pier,
New London, WI
- Recreation Complex, Wisconsin Rapids, WI
- Liberty Park Shelter and Restroom, Sun Prairie, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Military Creek Trail Head, Phelps, WI
- Clara Avenue Multiuse Trail, Lake Delton, WI
- Witter Field and Pool, Wisconsin Rapids, WI
- Mead Field Splash Pad, Wisconsin Rapids, WI
- Town Park, Town of Germantown, WI
- Riverwall Transient Boat Pier, New London, WI
- CORPS
 - North Freedom, WI
 - Middleton, WI
 - Lake Delton, WI
 - West Baraboo, WI
 - Chilton, WI
 - Barneveld, WI
 - Lake Geneva, WI



COST PROPOSAL TO PROVIDE Hasmer Lake Community Park Master Planning Services

Prepared for:

Village of Jackson Parks & Recreation
September 13, 2022

PROPOSED FEES

Cost – The price to complete a Master Plan for as proposed in the Scope of Work.

TASK	TASK DESCRIPTION	TEAM MEMBER-VALERIUS	TEAM MEMBER-GEIGER	TEAM MEMBER-WENMAN	TEAM MEMBER-GARDNER	DOLLARS	HOURS
PHASE I - INVENTORY AND ANALYSIS							
1.1	Kick-Off and Site Visit	6	5	2	-	\$1,835	13
1.2	Review and Analyze Existing Information	2	4	6	-	\$1,310	12
1.3	Site Analysis	2	4	4	-	\$1,140	10
1.4	Meet with Parks Commission (and Friends group)	4	8	-	-	\$1,600	12
1.5	Public Engagement	6	12	4	-	\$2,740	22
\$8,625	69	20	33	16	4	0	
PHASE II - CONCEPT DEVELOPMENT							
2.1	Develop Concept Plans	4	8	20	1	\$3,640	34
2.2	Meet with Parks Commission (and Friends group)	1	5	4	-	\$1,055	10
		5	13	24	2	\$4,695	44
PHASE III - FINAL MASTER PLAN							
3.1	Draft Master Plan and Supporting Documents	3	6	20	1	\$3,070	30
3.2	Final Master Plan and Supporting Document	3	8	8	1	\$2,260	20
3.3	Present to Parks Commission (and Friends group)	6	5	-	-	\$1,665	11
3.4	Presentation of Final Master Plan (by Village Staff)	1	2	-	-	\$400	3
		13	21	28	2	\$7,395	64
	Expenses					\$1,005	
	Project Management	4	4	-	-	\$1,180	
		42	71	64	4	\$22,900	

Draft MINUTES
PARKS & RECREATION COMMISSION
Tuesday, October 4, 2022 at 6:00 p.m.
Jackson Community Center
N165W20330 Hickory Lane, Jackson, WI 53037



1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:00pm

Members Present: Tr. Engelhardt, Casey Latz, Brittany Rathke, Brian Mekka, and Sue Rank.

Staff Present: Administrator Jen Keller, Parks & Recreation Director Kelly Valentino, and Parks, Operations Director Jessica Loomans by ZOOM & Recreation Rec. Supervisor Renee Fisher

2. Approval of the Board of JPR Commission Minutes of May 17, 2022 Meeting

Motion by Brian Mekka , second by Sue Rank to approve the Parks & Recreation Commission minutes from May 17, 2022.

Vote: 5 Ayes, 0 Nays, Motion carried

3. Approval of the JPR Commission and Public Work Committee Joint Meeting Minutes of May 31, 2022 Meeting

Motion by Sue Rank , second by Brian Mekka to approve the JPR Commission and Public Work committee minutes from May 31, 2022.

Vote: 5 Ayes, 0 Nays, Motion carried

4. Review Current Financial Stat Pak

Director Valentino reviewed the current Financial Stat Pak. Director Valentino pointed out that the Stat Pak is a 5- year Comparison. Director Valentino stated that most of the information in the Stat Pak will be presented in the Budget Presentation.

5. Proposal Selection for the Park Master Plan of Hasmer Lake Park Area – Review & Recommendation

Director Valentino explained that (7) companies inquired about the RFP, and (3) submitted proposals. The evaluation criteria spreadsheet was reviewed comparing each proposal, along with an explanation of results memo. Motion by Sue Rank, second by Brittany Rathke to recommend the Village Board approve MSA for the Hasmer Lake Park Master Plan.

Vote: 5 Ayes, 0 Nays, Motion carried

6. Update – Jackson Park Tennis/Pickleball/Basketball Courts

Director Valentino explained at the Joint Meeting on May 31, 2022, only 1 submittal was made. It was decided at the meeting to send the proposal out for rebidding after the first of the year. Sue Rank asked if fund raising would need to be done for the project. Director Valentino stated that fund raising could be done and it would be an opportunity for the Friends Group to get involved.

7. Update - JCC Expansion

Director Valentino explained that the RFP needs to be written and that she will have it at the November Parks and Recreation Commission Meeting.

8. 2023 BUDGET PRESENTATION – Review & Recommendation

Director Valentino provided a slide show presentation which included the 2022 review and the 2023 proposed JPR Budget. Items covered in the budget proposal included the impact of the loss of Town Revenue due to the termination and the importance of the Village making the department whole with a (1) time amendment. Also discussed were the Village-wide wage adjustments, and the adding of full-time position in the 4th quarter of 2023 to carry into 2024. Director Valentino also discussed the Capital Projects Sheet. Motion by Casey Latz, Second by Brian Mekka to recommend to the Village Board to approve the 2023 budget as presented.

Vote: 5 Ayes, 0 Nays, Motion Carried

9. Upcoming Events – Glo Run, Ghoul Gala, Tree Lighting

Director Valentino stated that the Glo Run is this Saturday and volunteers are still needed as well as for the Ghoul Gala and the Tree Lighting. Director Valentino stated that the Tree lighting will be at the Jackson Fire Department in the Apparatus Bay. Director Valentino, Recreation Supervisor Fisher and Chief Sweeney met on Monday to lay out the event. Director Valentino stated that Westbury Bank will be the Corporate Sponsor of the event and the Jackson Business Alliance will be handing out cookies and running a photo booth.

10. Director of Parks & Recreation Report/2022-2023 Fall/Winter Guide

Report not given at this time. Director Valentino stated that the Fall/Winter Guide is online as well as printed once again in limited quantities.

11. **Citizens/Village Staff to address the Board**
No comments or questions.
12. **Adjourn** – Next meeting: JPRC Tuesday, November 15 and (Friends Group Annual Meeting & Election of Officers)
Motion by Sue Rank, second by Tr. Engelhardt to adjourn.
Vote: 5 ayes, 0 nays. Motion Carried. Meeting was adjourned at 6:52pm

Support materials provided at the meeting, unless emailed prior.

FRIENDS OF JACKSON PARKS & RECREATION may meet following the JPR Commission meeting.

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.

RESOLUTION #22-19

TRANSFER OF FUNDS FROM GENERAL FUND TO RECREATION FUND

WHEREAS, following a public hearing, the Village Board of the Village of Jackson Adopted the 2022 budget on November 29, 2021; and

WHEREAS, On December 14, 2021, the Village Board adopted a motion to amend the 2022 budget for the Village of Jackson for the Release, Settlement and Termination with the Town of Jackson; and

WHEREAS, the Recreation Fund is seeking a (1) one time transfer from the General Fund for a deficit caused by contract termination with the Town of Jackson as stated above;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Jackson does hereby approve a one-time transfer of \$38,709.00 out of the General Fund and into the Recreation fund effective the date of resolution approval

Introduced by:_____

Seconded by:_____

Vote:_____Ayes _____Nays

Passed and Approved:_____

Michael E. Schwab – Village President

Attest:_____
Jilline S. Dobratz – 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

License Agreement to Farm Public Land

THIS LICENSE AGREEMENT TO FARM PUBLIC LAND is made this ____ day of _____, 2022, between the VILLAGE OF JACKSON, a municipal corporation, of Washington County, Wisconsin ("VILLAGE"), and Robert Loduha, ("Licensee").

WITNESSETH:

The VILLAGE is the owner of a parcel of land located in the Village of Jackson, which is vacant public land located Sec. 20, T10N, R20E PT OF NE NW LOT 2 DOC 1466506 + 1466507 EXC CSM 6969 and identified by Tax Key: V3_053600C. As the VILLAGE has no current plans to develop the property in 2022 prior to July 31, 2022 and to limit weed growth during 2022, the VILLAGE will grant a license to Robert Loduha for the purpose of farming. In the event the VILLAGE chooses to change the use of these subject lands as commonly defined, a "Term of Convenience" of no less than 120 days shall be provided to the Licensee. Any financial loss for the removal of planted crops, due to termination of the agreement, shall be reimbursed to the Licensee by the VILLAGE with a maximum allowable repayment in the sum of the costs incurred to date.

NOW THEREFORE, IT IS AGREED between the VILLAGE and Licensee as follows:

1. **Premises.** VILLAGE, in consideration of the covenants contained herein, agree to issue a License Agreement to Robert Loduha for the space and area referred to below as the "demised premises" for a fee upon the terms set forth for the purposes of farming.

2. **Demised Premises.** The demised premise consists of vacant public land located in Sec. 20, T10N, R20E PT OF NE NW LOT 2 DOC 1466506 + 1466507 EXC CSM 6969 and identified by Tax Key: V3_053600C which consists of 5 acres. This land is not currently maintained by the Village of Jackson. See EXHIBIT A for map details.

3. **Term.** The term of this license agreement is from November 1, 2022 to July 31, 2022.

4. **Obligations of Licensee.**

A. **Type of Operation.** The demised premises shall be occupied and used by Licensee for farming purposes only. The Village benefits by the continued maintenance of the property. These crops may be harvested and sold by the Licensee as he/she sees fit. The Village is not entitled to any proceeds from the sale of these crops.

B. **Cleanliness, Trash, Etc.** Licensee shall maintain the demised premises in a clean, neat and sanitary condition.

5. **License Fee.** The License Fee shall be 5 acres at \$125.00 per acre for a total of \$ 625 per year. The full License Fee shall be payable upon cropping of the land, or before July 31, 2022.

6. **Insurance.**

A. **Fire Insurance.** Licensee shall procure and keep in force fire and extended coverage insurance upon its improvements, furniture, furnishings, fixtures and equipment to their full insurable value and shall furnish the VILLAGE'S Clerk with evidence that coverage has been procured and is being maintained in full force.

B. **Liability Insurance.** Licensee shall maintain with insurance underwriters satisfactory to the VILLAGE a standard form of policy or policies of insurance in such amounts as may from time to time be approved by VILLAGE protecting both Licensee and VILLAGE against public liability, products liability and property damage. Licensee shall promptly, after the execution of this License Agreement, furnish such policy or policies for property damage growing out of any one accident or other cause in the sum of not less than \$1 million, for personal injury/death growing out of any one accident or other cause with liability of not less than \$1 million, the coverage to include products liability. It is understood that the specified amounts of insurance in no way limits the liability of Licensee and that Licensee shall carry insurance in amounts so as to indemnify the VILLAGE from all claims, suits, demands and actions. Licensee shall furnish a certificate from the insurance carrier or carriers showing insurance to be in full force during the term of this contract or shall deposit copies of the policies that give this coverage with VILLAGE'S Clerk.

7. **Indemnity.** Licensee agrees to defend and indemnify the VILLAGE from all fines, suits, claims, demands and actions of any kind by reason of any of its operations under this license agreement and agrees to assume all the risk in the operation of its business and shall be solely responsible and answerable in damages for any accidents or injuries to persons or property.

8. **Signs.** Licensee shall not erect, install, operate or cause or permit to be erected, installed or operated in or upon the demised premises, any signs or other similar advertising device without having first obtained the approval of the VILLAGE.

9. **Land Condition at End of License.** Licensee shall disc/till the land after crops have been removed and return the land to its original condition, unless otherwise approved by the Village Board, by no later than December 31, 2022.

10. **Nonassignment or Subletting.** Licensee shall not assign this agreement and its rights, in whole or in part, except with the prior written consent of the VILLAGE.

11. Default. In the event that Licensee shall fail to pay the agreed upon License Fee the VILLAGE shall have the right to terminate this License Agreement. In the event Licensee fails to keep and perform or shall violate the terms, covenants and conditions of this license agreement on its part to be kept and performed and Licensee shall not have cured or corrected this failure or violation within ten (10) days after written notice shall have been given to Licensee, the VILLAGE shall have the right to terminate this license agreement.

Upon the occurrence one or more of the events of default, Licensee's right to possession of the demised premises shall terminate, and Licensee shall surrender possession of the demised premises immediately. In this event, Licensee grants to the VILLAGE full and free license to enter into and upon the premises or any part of them to take possession with or without process of law and to expel and remove the Licensee.

12. Not Joint Venture. It is mutually understood and agreed that nothing contained in this License Agreement is intended, or shall be construed as, in any way creating or establishing the relationship of co-partners or joint venturers between the parties or as constituting the Licensee as the agent or representative of VILLAGE for any purpose or in any manner.

13. Rules and Regulations. Licensee shall observe all of the VILLAGE'S and Washington County ordinances as well as the State of Wisconsin Statutes regarding activity on the farmed property.

14. Termination Without Cause. If this License Agreement is determined to be invalid or beyond the authority of the VILLAGE or if the Village Board without cause acts to terminate this License Agreement, Licensee shall cease using the demised premises as an extension of its operation and shall abandon the same within 10 days after written notification of the termination.

15. Entire Agreement/Amendment. The License Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This License Agreement may be modified or amended in writing, if the writing is signed by both parties and approved by the Village Board with a favorable recommendation from the Board of Public Works.

16. Severability. If any portion of this License Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a Court finds that any provision of the License Agreement is invalid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. Governing Law. The License shall be construed in accordance with the laws in the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this license agreement on the day and year first above written.

License Issuer:

Licensee:

VILLAGE OF JACKSON

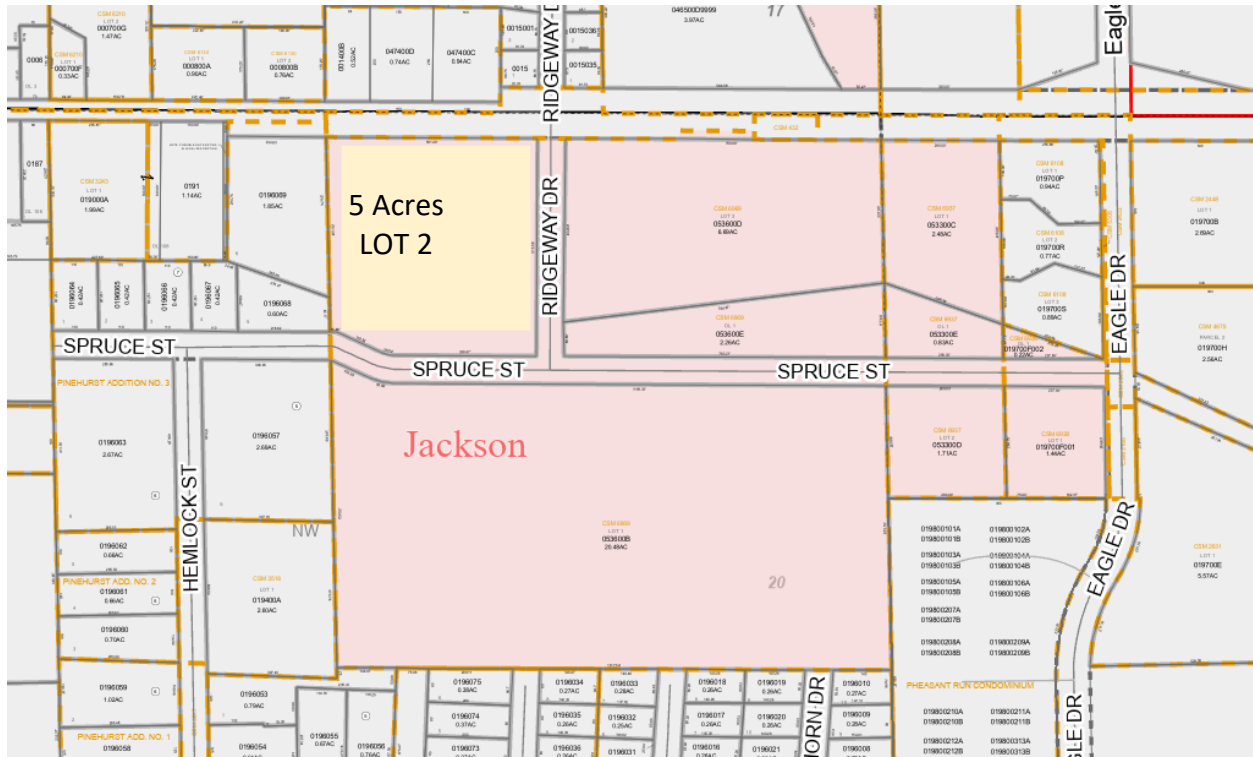
Robert Loduha

By: _____
Mike Schwab, Village President

By: _____
Robert Loduha

Attest: _____
Jilline Dobratz, Village Clerk

EXHIBIT A



License Agreement to Farm Public Land

THIS LICENSE AGREEMENT TO FARM PUBLIC LAND is made this ____ day of _____, 2022, between the VILLAGE OF JACKSON, a municipal corporation, of Washington County, Wisconsin ("VILLAGE"), and Robert Loduha, ("Licensee").

WITNESSETH:

The VILLAGE is the owner of a parcel of land located in the Village of Jackson, which is vacant public land located Sec. 20, T10N, R20E PT OF NE NW ~~LOT 1 and~~ LOT 2 DOC 1466506 + 1466507 EXC CSM 6969 and identified by Tax Keys: ~~V3_053600B and~~ V3_053600C. As the VILLAGE has no current plans to develop the property in 2024 ~~2 prior to July 31, 2022~~ and to limit weed growth during 2024, the VILLAGE will grant a license to Robert Loduha for the purpose of farming. In the event the VILLAGE chooses to change the use of these subject lands as commonly defined, a "Term of Convenience" of no less than 120 days shall be provided to the Licensee. Any financial loss for the removal of planted crops, due to termination of the agreement, shall be reimbursed to the Licensee by the VILLAGE with a maximum allowable repayment in the sum of the costs incurred to date.

NOW THEREFORE, IT IS AGREED between the VILLAGE and Licensee as follows:

1. **Premises.** VILLAGE, in consideration of the covenants contained herein, agree to issue a License Agreement to Robert Loduha for the space and area referred to below as the "demised premises" for a fee upon the terms set forth for the purposes of farming.

2. **Demised Premises.** The demised premise consists of vacant public land located in Sec. 20, T10N, R20E PT OF NE NW ~~LOT 1 and~~ LOT 2 DOC 1466506 + 1466507 EXC CSM 6969 and identified by Tax Keys: ~~V3_053600B and~~ V3_053600C which consists of ~~20.5~~ acres. This land is not currently maintained by the Village of Jackson. See EXHIBIT A for map details.

3. **Term.** The term of this license agreement is from ~~January 1~~ November 1, 2022 to ~~November 30~~ July 31, 2022.

4. **Obligations of Licensee.**

A. **Type of Operation.** The demised premises shall be occupied and used by Licensee for farming purposes only. The Village benefits by the continued maintenance of the property. These crops may be harvested and sold by the Licensee as he/she sees fit. The Village is not entitled to any proceeds from the sale of these crops.

B. **Cleanliness, Trash, Etc.** Licensee shall maintain the demised premises in a clean, neat and sanitary condition.

5. **License Fee.** The License Fee shall be ~~20.5~~ acres at \$125.00 per acre for a total of ~~\$2,500~~ 625 per year. The full License Fee shall be payable upon cropping of the land, or before ~~November 30th~~ July 31, 2022.

6. **Insurance.**

A. **Fire Insurance.** Licensee shall procure and keep in force fire and extended coverage insurance upon its improvements, furniture, furnishings, fixtures and equipment to their full insurable value and shall furnish the VILLAGE'S Clerk with evidence that coverage has been procured and is being maintained in full force.

B. **Liability Insurance.** Licensee shall maintain with insurance underwriters satisfactory to the VILLAGE a standard form of policy or policies of insurance in such amounts as may from time to time be approved by VILLAGE protecting both Licensee and VILLAGE against public liability, products liability and property damage. Licensee shall promptly, after the execution of this License Agreement, furnish such policy or policies for property damage growing out of any one accident or other cause in the sum of not less than \$1 million, for personal injury/death growing out of any one accident or other cause with liability of not less than \$1 million, the coverage to include products liability. It is understood that the specified amounts of insurance in no way limits the liability of Licensee and that Licensee shall carry insurance in amounts so as to indemnify the VILLAGE from all claims, suits, demands and actions. Licensee shall furnish a certificate from the insurance carrier or carriers showing insurance to be in full force during the term of this contract or shall deposit copies of the policies that give this coverage with VILLAGE'S Clerk.

7. **Indemnity.** Licensee agrees to defend and indemnify the VILLAGE from all fines, suits, claims, demands and actions of any kind by reason of any of its operations under this license agreement and agrees to assume all the risk in the operation of its business and shall be solely responsible and answerable in damages for any accidents or injuries to persons or property.

8. **Signs.** Licensee shall not erect, install, operate or cause or permit to be erected, installed or operated in or upon the demised premises, any signs or other similar advertising device without having first obtained the approval of the VILLAGE.

9. **Land Condition at End of License.** Licensee shall disc/till the land after crops have been removed and return the land to its original condition, unless otherwise approved by the Village Board, by no later than December 31, 2022.

10. **Nonassignment or Subletting.** Licensee shall not assign this agreement and its rights, in whole or in part, except with the prior written consent of the VILLAGE.

11. Default. In the event that Licensee shall fail to pay the agreed upon License Fee the VILLAGE shall have the right to terminate this License Agreement. In the event Licensee fails to keep and perform or shall violate the terms, covenants and conditions of this license agreement on its part to be kept and performed and Licensee shall not have cured or corrected this failure or violation within ten (10) days after written notice shall have been given to Licensee, the VILLAGE shall have the right to terminate this license agreement.

Upon the occurrence one or more of the events of default, Licensee's right to possession of the demised premises shall terminate, and Licensee shall surrender possession of the demised premises immediately. In this event, Licensee grants to the VILLAGE full and free license to enter into and upon the premises or any part of them to take possession with or without process of law and to expel and remove the Licensee.

12. Not Joint Venture. It is mutually understood and agreed that nothing contained in this License Agreement is intended, or shall be construed as, in any way creating or establishing the relationship of co-partners or joint venturers between the parties or as constituting the Licensee as the agent or representative of VILLAGE for any purpose or in any manner.

13. Rules and Regulations. Licensee shall observe all of the VILLAGE'S and Washington County ordinances as well as the State of Wisconsin Statutes regarding activity on the farmed property.

14. Termination Without Cause. If this License Agreement is determined to be invalid or beyond the authority of the VILLAGE or if the Village Board without cause acts to terminate this License Agreement, Licensee shall cease using the demised premises as an extension of its operation and shall abandon the same within 10 days after written notification of the termination.

15. Entire Agreement/Amendment. The License Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This License Agreement may be modified or amended in writing, if the writing is signed by both parties and approved by the Village Board with a favorable recommendation from the Board of Public Works.

16. Severability. If any portion of this License Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a Court finds that any provision of the License Agreement is invalid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. Governing Law. The License shall be construed in accordance with the laws in the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this license agreement on the day and year first above written.

License Issuer:

Licensee:

VILLAGE OF JACKSON

Robert Loduha

By: _____
Mike Schwab, Village President

By: _____
Robert Loduha

Attest: _____
Jilline Dobratz, Village Clerk

EXHIBIT A

