

AGENDA
VILLAGE BOARD MEETING
Tuesday, March 8, 2022 at 7:30 p.m.
Jackson Municipal Complex
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign In)
4. Public Hearing – Planned Unit Development Amendment – Sign – Poblocki Sign Co. for Bielinski Homes, Inc. – Laurel Springs Villas Subdivision
(Plan Commission Draft Minutes)
5. Public Hearing – Planned Unit Development Amendment – Sysco, W223N16501 Cedar Parkway – Public Hearing Only
(Plan Commission Draft Minutes)
6. Ordinance #22-03 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T7_077600B – Mark Hauser (1st Reading)
7. Approval of Minutes for the Village Board Meeting of February 8, 2022 and Special Village Board Meeting of February 24, 2022
8. Approval of Licenses
 - Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Ryan Adair
 - Walgreens #11676: Chan Phuong Duong, Bette Feistel, Arlene Gonzales, Christina Gutjahr, Heather Karleigh, Caitlyn Perez
 - Tattoo/Piercing Establishment License (2021-2022): Bright Beauty Spa LLC
 - Tattoo/Piercing Operator License (2021-2022): Ashley Novak
9. Budget & Finance Committee
 - Pay Request #23 – Municipal Complex Building
 - Authorization to Contract for Fire and EMS Organizational Review and Future Needs Analysis – Public Administration Associates
 - Contract for Engineering Services – Jackson Park Tennis Court Reconstruction Project
 - Contract for Engineering Services – STH 60 (Main Street) Utility Reconstruction Project
 - Contract for Engineering Services – CTH P Utility Project

- Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving
10. Plan Commission
 - Resolution #22-02 – Amendments to the Village of Jackson Adopted 2050 Comprehensive Plan: Map 1 Future Land Use Plan 2050 (Plan Commission Draft Minutes)
 11. Board of Public Works
 - Resolution #22-03 – Accepting Sanitary and Water System – Laurel Springs Villas
 - Resolution #22-04 – Accepting the Agreement for the Treatment of Sanitary Sewage Associated with Kerry Inc. (Board of Public Works Draft Minutes)
 12. Parks & Recreation Commission
 - Rental Form Policy Revisions – Park Rentals and JCC Rentals
 - Authorization for Staff to RFP for Concept Plan of Lake Hasmer Park Area (Parks & Recreation Commission Draft Minutes)
 13. Village Municipal Complex – Update – Cedar Corp
 14. West Bend School District Report
 15. Greater Jackson Business Alliance Report
 16. Mid-Moraine Municipal Association Report
 17. Citizens to Address the Village Board
 18. Adjourn

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

MEMO

Agenda Item #3

Date: February 16, 2022

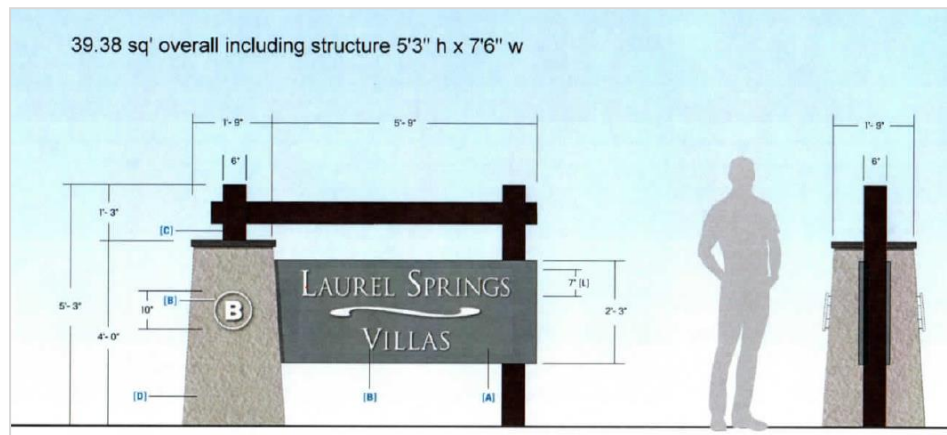
To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Tim Schwecke, Consulting Planner

Subject: Planned Unit Development Amendment for an entry sign for Laurel Springs Villas subdivision;
Bielinski Homes Inc, applicant

Meeting: February 24, 2022 Plan Commission meeting

Description: Bielinski Homes, Inc. has submitted plans for an entry sign for Laurel Springs Villas subdivision (attached). The sign area is about 13 square feet, and the overall height of the sign structure is 5' 3".



Comments: The sign location needs to be verified (it must be north of the water easement, east of the storm water pond, and out of Jackson Drive right-of-way).

Review Procedures: The Plan Commission is advisory; and the Village Board makes the final decision.

Notice Requirements: Aside from posting on the agenda, no other public notice is required.

Potential Motion for Approval:

Recommend to the Village Board the approval of the proposed signage provided (1) the Village engineer approves the final location and (2) the petitioner obtains a building permit from the Village's building inspector

Attachments:

1. Application materials

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL	☐ INDUSTRIAL	☒ RESIDENTIAL	☐ OTHER _____
☒ CONDITIONAL USE	☐ PLANNED UNIT DEVELOPMENT	☐ CERTIFIED SURVEY MAP	
☐ New	☐ New	☐ CONCEPT PLAN	
☒ Amendment	☐ Amendment		
☐ Special Use	☐ Special Use	☐ OTHER _____	
(For existing Cond. Use ONLY)	(For existing PUD ONLY)		

Property Address: W204 N17675 Laurel Place (NW corner Jackson Dr & Cedar Creek Rd. Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: _____ sq. ft. Building Area: _____ sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☐ PUD ☐ Other _____ Floodplain: Y / N

APPLICANT INFORMATION

Name(s): Poblocki Sign Company LLC
Mailing Address: 922 S. 70th St., West Allis State WI Zip 53214
Office: (414) 777-4261 (direct) Cell: (____) _____ Fax: (____) _____
Email: durton@poblocki.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: Laurel Springs Villas
D/B/A: Same FEIN #: _____ - _____
Mailing Address: See below State _____ Zip _____
Office: (____) _____ Cell: (____) _____ Fax: (____) _____
Email: _____
Website: _____

PROPERTY OWNER INFORMATION

Name(s): Bielinski Homes - John Donovan
Address: 1830 Meadow Lane Suite A, Pewaukee State WI Zip 53072
Office: (414) 587-8081 Cell: (____) _____ Fax: (____) _____
Email: jdonavan@bielinski.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Poblocki Sign Company LLC - see above 'applicant' information
Primary Contact: Deb Burton
Address: _____ State _____ Zip _____
Office: (____) _____ Cell: (____) _____ Fax: (____) _____
Email: _____

Please provide as much detailed information as possible. (Add additional pages if needed.)

Briefly explain what you are requesting to be reviewed and/or approved: See drawing 91960 MON-01 and site plan showing proposed placement

Provide a brief overview of proposed use(s) of entire property and/or lease space: Residential homes.

Hours of Operation: 24/7

Provide a brief overview of proposed daily on-site operations: _____

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: _____

Describe all businesses, properties and other entities located adjacent to the proposed use: Bielinski residential development to the south and private residents east of site.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: _____

Describe any proposed grading, and/or stormwater management plan: _____

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

Describe any proposed on-site security measures including site lighting: _____

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

In-House Approval (O-T-C): Date: _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 2-4-22

Amount: \$ 175⁰⁰

Payment Type: CH / CC / CASH

Check/Rcpt. #: 135935

Received By: [Signature]

SIGN SPECIFICATIONS

[A] - CABINET

Lighting: Non-Lit

Material: Aluminum

Face Color: Paint Teal to Match Building [TBD]

Cabinet Color: Paint Teal to Match Building [TBD]

Installation: New Structure

[B] - GRAPHICS

Material: 1/4" FCD Aluminum

Color: White

[C] - SUPPORTS

Material: Aluminum

Color: Paint Dark Brown to Match Building [TBD]

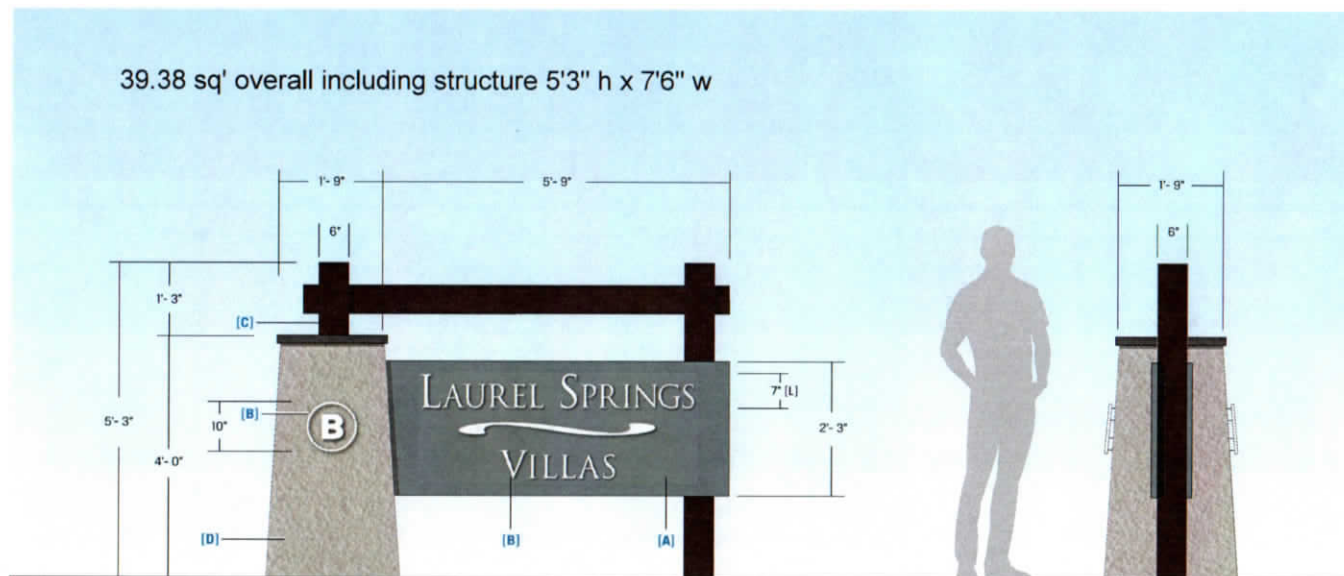
[D] - COLUMN

Material: Aluminum

Color: Match Building [TBD] with Textcote Finish



For Reference Only - Sign Colors to Match Building Architecture



822 S. 70TH ST., SUITE 100
414.453.4010 • www.poblocki.com

This document is owned by and the information contained in it is proprietary to Poblocki Sign Company, LLC. By receipt hereof, the holder agrees not to use the information, disclose it to any third party or reproduce this document without the prior written consent of Poblocki Sign Company, LLC. Holder also agrees to immediately return this document upon request by Poblocki Sign Company, LLC.

This document represents only an approximation of material colors specified. Actual product colors may vary from this print or digital image.

Project

Bielinski

Laurel Springs

Jackson, WI

Scale: 1/2"=1'

Original Page Size: 11" x 17"

Notes

COLORS TBD

Revisions

REV	DESCRIPTION	BY	DATE
01	color scheme	RJE	08.11.21
02	logo	RJE	08.27.21
03	specs	RJE	10.13.21
04	size	RJE	11.23.21

Rep: Blair Barnes

Drawn by: Ron Erickson Orig. Date: 07/23/21

Sign Loc. No. .

MON-01

D/F Monument

Sign Type

91960

QPP - Project - Job No.

C03

Design



PROJECT:
LAUREL SPRINGS VILLAS
MULTI-FAMILY RESIDENTIAL DEVELOPMENT
VILLAGE OF JACKSON, WISCONSIN
BY: BIELINSKI HOMES
1830 MEADOW LN, SUITE A
PEWAUKEE, WI 53072

REVISION HISTORY	
DATE	DESCRIPTION
08/14/2019	INITIAL SUBMITTAL
12/06/2019	PLAN UPDATE
10/16/2019	PLAN UPDATE
2/20/2020	PER FEMA FLOOD MAP
3/15/2020	UTILITY EASEMENT UPD

DATE: MARCH 11, 2020

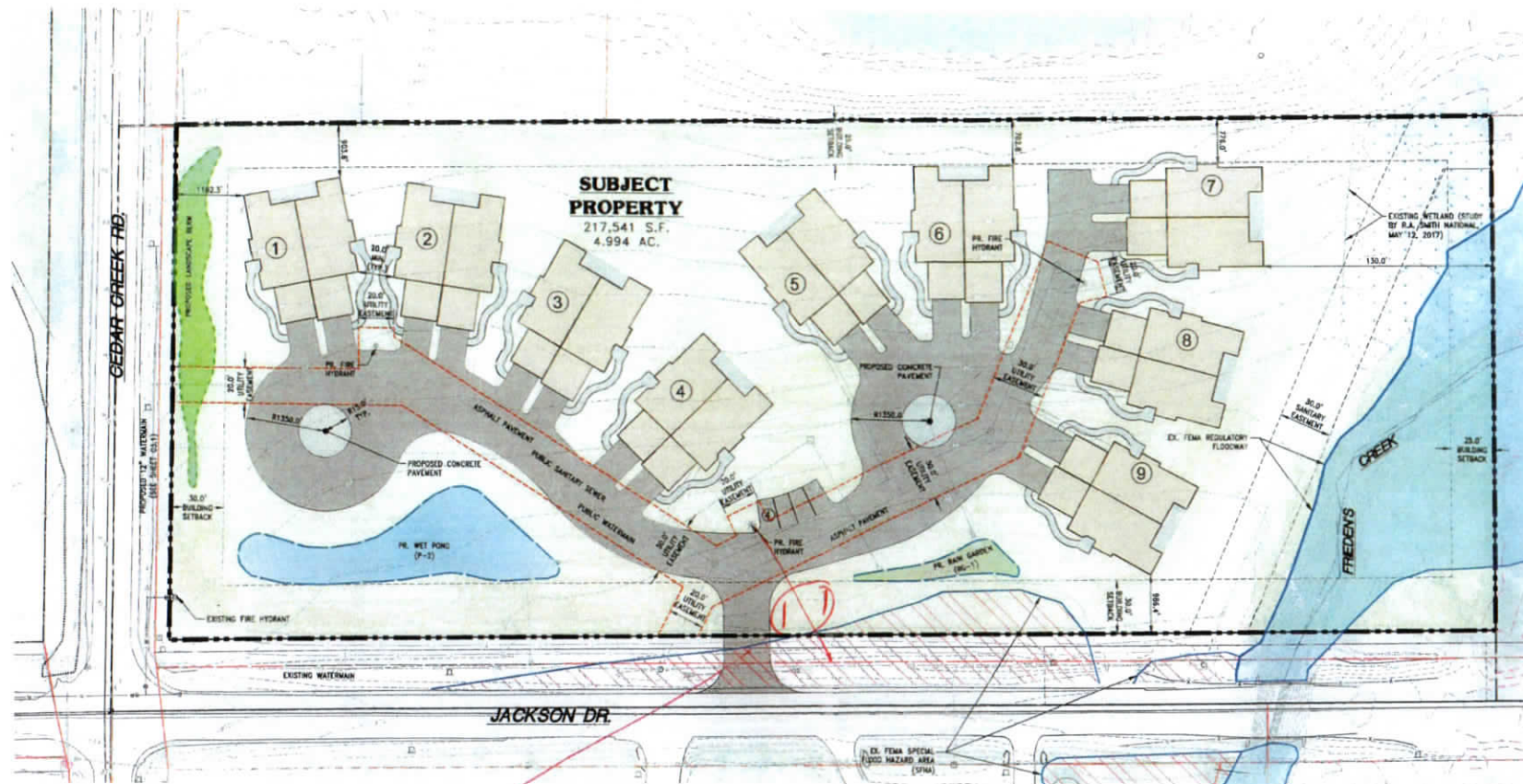
JOB NUMBER:
16029-02

DESCRIPTION:

**PROPOSED SITE
PLAN**

SHEET

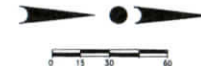
C1.1



Sign location

SITE DETAILS	
PROPOSED ZONING	= R-6
NUMBER OF BUILDINGS	= 9 BUILDINGS
NUMBER OF UNITS	= 18 UNITS
SETBACKS:	
FRONT YARD	= 25'
COLLECTOR STREET	= 30'
SIDE YARD	= 15'
REAR YARD	= 25'
LOT DATA:	
LOT AREA	= 4,994 AC. (217,541 S.F.)
PROPOSED OPEN SPACE	= 3,146 AC. (63.0%)
PR. IMPERVIOUS AREA	= 1,848 AC. (37.0%)
PARKING COUNT	
INTERIOR PARKING PER UNIT	= 2 SPACES
EXTERIOR PARKING PER UNIT	= 2 SPACES
COMMON PARKING SPACES	= 4 SPACES
TOTAL PARKING COUNT	= 76 SPACES

LEGEND:	
-	EXISTING CONTOUR
—	EXISTING SANITARY SEWER
—	EXISTING SANITARY MAINS
—	EXISTING WATER MAIN
—	EXISTING HYDRANT
—	EXISTING STORM SEWER
—	EXISTING STORM MANHOLE
—	EXISTING STORM INLET
—	EXISTING TRANSFORMER
—	EXISTING ELECTRIC PEDestal
—	EXISTING TELEPHONE PEDestal
—	EXISTING CITY PEDestal
—	EXISTING POWER POLE
—	PROPOSED SANITARY SEWER
—	PROPOSED SANITARY MANHOLE
—	PROPOSED WATER MAIN
—	PROPOSED HYDRANT
—	PROPOSED WATER VALVE
—	PROPOSED STORM SEWER
—	PROPOSED STORM MANHOLE
—	PROPOSED STORM INLET
—	PROPOSED STORM END SECTION



 CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
CALL DIGGERS HOTLINE 1-800-242-8511

NOTE:
EXISTING UNDERGROUND UTILITY INFORMATION WAS OBTAINED FROM AVAILABLE RECORDS.
THE ENGINEER MAKES NO GUARANTEE AS TO THE ACCURACY OF THIS INFORMATION.
VERIFICATION TO THE SATISFACTION OF THE CONTRACTOR OF ALL UNDERGROUND UTILITIES,
WHETHER OR NOT SHOWN ON THE PLANS, SHALL BE ASSUMED AS A CONDITION OF THE
CONTRACT. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN
LOCATION OF UTILITIES IN THE FIELD AND LOCATIONS SHOWN ON THE PLANS.



VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 254261

Date: 2/04/2022

Check

RECEIVED FROM POBLOCKI SIGN COMPANY

\$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	175.00
	PLAN COMM APPLICATION COND USE	

TOTAL RECEIVED	175.00
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Receipt Memo: PLAN COMM APPLICATION/CK#135935



Taking the lead in Washington County

Village of Jackson Notice of Public Hearings

PLEASE TAKE NOTICE:

Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Jackson Code of ordinances, that the Village of Jackson Village Board will conduct public hearings at 7:30 p.m. on Tuesday, March 8, 2022 at the Jackson Municipal Complex in the Village Board Room located at N168 W19851 Main Street, Jackson, WI 53037 on the following:

Planned Unit Development Amendment (Sign) – Poblocki Sign Co. / Bielinski Homes Inc. – Laurel Springs villas Subdivision

Planned Unit Development Amendment – Sysco – for property located at W223N16501 Cedar Parkway

All persons interested are invited to attend the hearing and be heard. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office with as much advanced notice as possible.

Additional information is available for review at the Village Administration office during regular business hours, 8:00 a.m. - 4:30 p.m., Monday to Friday.

You may also find the link of submittal information on the Village Website (villageofjackson.com) under Agendas & Minutes, Meeting Packets, Plan Commission, 02242022 Plan Commission Packet - AMENDED.

Dated this 25th of February

Jilline Dobratz, CMC/WCPC
Village Clerk
Village of Jackson
N168W19851 Main Street
Jackson, WI 53037
(262) 677-9001 Ext. 213
jilline.dobratz@villageofjacksonwi.gov

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

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Posted: Friday, February 25, 2022

Published: Saturday, February 26, 2022 and Tuesday, March 1, 2022

ORDINANCE #22-03

**AN ORDINANCE TO ANNEX TERRITORY TO THE
VILLAGE OF JACKSON, WISCONSIN**

WHEREAS, Mark Hauser ("property owner") owns a parcel in the Town of Jackson, commonly referred to as Tax Parcel T7_077600B ("subject property"); and

WHEREAS, the property owner has submitted a petition to the Village Clerk, on or about February 7, 2022, for direct annexation of the subject property by unanimous approval; and

WHEREAS, the Village of Jackson Plan Commission considered the property owner's annexation petition at its meeting on March 31, 2022, and has, consistent with Wis. Stats. §66.0217(8)(a), recommended the subject property be temporarily classified as Single-Family Residential (R-1) District; and

WHEREAS, the Village of Jackson Village Board considered the matter at its meeting on April 12, 2022; and

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. Territory Annexed. In accordance with Wis. Stats. §66.0217(2) and the petition for direct annexation by unanimous submitted by the property owner, the following described territory in the Town of Polk, Washington County, Wisconsin is annexed to the Village of Jackson, Wisconsin:

THAT PART OF THE NORTHWEST 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 30 THENCE S 89°14'43" E, ALONG THE NORTH LINE OF SAID NW FRACTIONAL 1/4, 559.13 FEET TO THE POINT OF BEGINNING OF LANDS HEREIN DESCRIBED; THENCE CONTINUING S 89°14'43" E, ALONG SAID NORTH LINE OF THE NW FRACTIONAL 1/4, 638.33 FEET; THENCE S 01°09'39" E, PARALLEL WITH THE EAST LINE OF THE NW 1/4, OF SAID NW FRACTIONAL 1/4, 257.50 FEET; THENCE N 89°14'43" W, PARALLEL WITH SAID NORTH LINE OF THE NW FRACTIONAL 1/4, 646.94 FEET; THENCE N 00°45'17" E, AT RIGHT ANGLES, 257.36 FEET TO THE POINT OF BEGINNING.

CONTAINING 165,388 SQUARE FEET (3.797 ACRES) MORE OR LESS.

A scale map of the annexed territory is attached hereto and incorporated as Exhibit 1.

Section 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the Village of Jackson for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the Village of Jackson.

Section 3. Population. The population of the subject territory is zero.

Section 4. Temporary Zoning Classification. Upon recommendation of the Plan Commission and pursuant to Wis. Stats. §66.0217(8)(a), the territory annexed to the Village of Jackson is temporarily zoned, R-1 Single-Family Residential District.

Section 5. Permanent Zoning Classification. The Plan Commission of the Village of Jackson is directed to prepare an amendment to the zoning ordinance setting forth a permanent zoning classification and regulations for the zoning of the annexed area and to submit its recommendation to the Village Board.

Section 6. Ward Designation. The territory described in Section 1 of this ordinance is made part of Ward (TBD) of the Village of Jackson, subject to the ordinances, rules, and regulations of the Village governing wards.

Section 7. Payment to Town of Polk. Pursuant to Wis. Stats. §66.0217(14), the Village Board agrees to pay annually to the Town of Jackson, for five (5) years, an amount equal to the amount of property taxes levied by the Town of Jackson on the annexed territory, as shown by the tax roll under Wis. Stats. §70.65 in 2021 (the year in which this annexation is final).

Section 8. Notification. The Village Clerk is directed to complete the notifications set forth in Wis. Stats. §66.0217(9).

Section 9. Effective Date. This ordinance shall become effective upon passage and posting or publication as provided by law.

Section 10. Severability. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Adopted this 12th day of April 2022, by at least a two-thirds vote of the elected members of the Village Board.

Introduced by: _____

Seconded by: _____

Vote: _____aye _____nay

Passed and approved _____

VILLAGE OF JACKSON

By: _____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

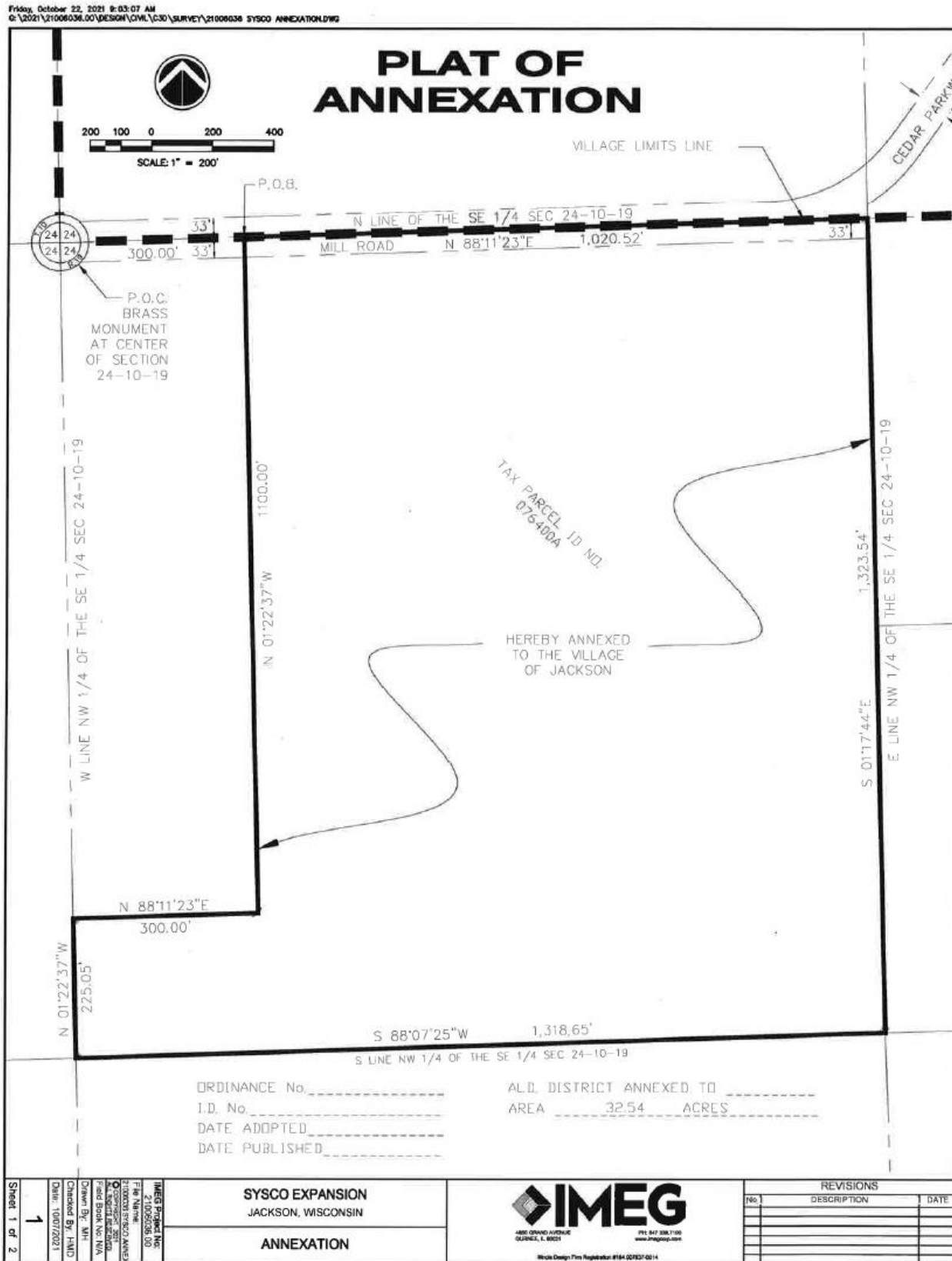
Proof of Posting:

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

Village Official

Date

Exhibit 1.



DRAFT MINUTES
Village Board Meeting
Tuesday, February 8, 2022 at 7:30 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 7:30 p.m.

Members Present: Trustees Emmrich, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

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

Also Present: Jeremy Becker, Rytec Corporation, Mark Hertzfeldt of Design 2 Construct, Greg Kuczmarski of St. Vincent De Paul Washington County and Dan Schaefer of Sign Works.

2. Pledge of Allegiance

Pres. Schwab led the assembly in the Pledge of Allegiance.

Pres. Schwab asked permission of the Board to make a change to the agenda and move Item #23 after Item #21. The Board had no objections.

3. Any Village Citizen Comment on an Agenda Item

Dave Liesener, W197N16877 Stonewall Drive, asked to change the order of the agenda and switch Item #23 with Item #15.

Diane Stuebs, W197N16990 Stonewall Drive, agreed with Mr. Liesener on switching the agenda. Also, commented on Item #15 regarding the storage unit and campers that are currently parked outside. The condo association is opposed to the units being built.

4. Committee Member Appointment and Administration of Oaths of Office – Parks and Recreation Commission

Motion by Pres. Schwab, second by Tr. Heckendorf, to appoint Casey Latz to a 3 year term expiring in April 2025, Brian Mekka be appointed to a 3 year term expiring in April 2025, Sue Rank be appointed to a 2 year term expiring in April 2024, and Brittany Rathke be appointed to a 1 year term expiring in April 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Oaths of Office were administered to Casey Latz and Brittany Rathke.

Motion by Pres. Schwab, second by Tr. Emmrich, for Tr. Engelhardt to serve as the Village Board appointed member on the Parks and Recreation Commission with a term expiring in April 2023.

5. Public Hearing – Conditional Use Amendment – Sign Works / Philip Dahlberg – for property located at N168W21367 Main Street

Pres. Schwab opened the Public Hearing. Dan Schaefer of Sign Works was present to answer any questions. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the Conditional Use Amendment – Sign Works / Philip Dahlberg for property located at N168W21367 Main Street and no sign or electrical permits be issued for the property until tax payments are made current.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing – Conditional Use Amendment – St. Vincent de Paul Washington County – for property located at W225N16712 Cedar Park Court, Unit 3

Pres. Schwab opened the Public Hearing. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Conditional Use Amendment – St. Vincent de Paul Washington County – for property located at W225N16712 Cedar Park, Unit 3 as presented.

Vote: 7 ayes, 0 nays. Motion carried.

7. Acknowledgement of Receipt and Review of January 31, 2022 DOA Public Interest Determination – Sysco Corporation, Inc. Annexation Petition

Motion by Pres. Schwab, second by Tr. Heckendorf, to Village Board Acknowledge Receipt and Review of January 31, 2022 DOA Public Interest Determination – Sysco Corporation, Inc. Annexation Petition and the item be placed on file.

All Village Board members verbally acknowledged receipt and review of the petition.

Vote: 7 ayes, 0 nays. Motion carried.

8. Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Motion by Tr. Heckendorf, second by Tr. Emmrich, to introduce Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Emmrich, to suspend the rules and allow the second reading with approval of Ordinance #22-02.

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

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Vote: 7 ayes, 0 nays. Motion carried.

9. Amended and Re-Stated Pre-Development Reimbursement Agreement – Sysco Corporation, Inc.

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Amended and Re-Stated Pre-Development Reimbursement Agreement – Sysco Corporation, Inc.

Administrator Keller gave background information on the increased fee amounts.

Vote: 7 ayes, 0 nays. Motion carried.

10. Rytec Request for Extension – Outdoor Storage

Pres. Schwab gave background information on the original request granted by the Plan Commission. They are requesting another extension through the end of March. Director Kober commented no complaints have been received by Staff.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve Rytec Request for Extension – Outdoor Storage through March 31, 2022 per any comments that were made during the original extension.

Vote: 7 ayes, 0 nays. Motion carried.

11. Jackson Fire Department Efficiency Study RFP Review

Administrator Keller provided background information on the draft. Fire Chief Swaney commented on the anticipated schedule. Tr. Emmrich inquired on a Village wide study for employees. Pres. Schwab commented on RFP language changes to be incorporated. Motion by Pres. Schwab, second by Tr. Engelhardt, that staff be authorized to post the Jackson Fire Department Efficiency Study Request for Proposals.

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

12. Approval of Minutes for the Village Board Meeting of January 11, 2022

Motion by Tr. Emmrich, second by Tr. Heckendorf, to approve the minutes for the Village Board Meeting of January 11, 2022.

Vote: 7 ayes, 0 nays. Motion carried.

13. Approval of Licenses

- Entertainment License:
 - Jackson Parks and Recreation – Kelly A. Valentino
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Jackson Rampelberg, Cole Snyder

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve the licenses as listed.

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

14. Budget & Finance Committee

Pres. Schwab stated Pay Request #22 includes Change Order #12 and requested the Board's permission to discussion Change Order #12 first. The Board had no objections.

- **Change Order #12 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve deduct Change Order #12 – Municipal Complex Building in the amount of \$22,337.79.

Discussion on each line item of the Change Order ensued.

Motion: 6 ayes, 1 nay (Tr. Heckendorf). Motion carried.

Motion by Pres. Schwab, second Tr. Emmrich, to approve a chargeback process commence for Items #1, #16 and #18 to Cedar Corp. for design flaws.

Motion: 7 ayes, 0 nays. Motion carried.

- **Pay Request #22 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve payment for Pay Request #22 – Municipal Complex Building which includes Change Order #12 in the amount of \$79,557.04.

Vote: 7 ayes, 0 nays. Motion carried.

- **Village Board Room Furniture Proposals – Municipal Complex Building**

Director Kober provided information on the three (3) proposals provided by Cathedral Builders.

Motion by Pres. Schwab, second by Tr. Wells, to instruct Staff to work with Cathedral Builders on Option #1 with a radius dais design for the Village Board Room.

Vote: 7 ayes, 0 nays. Motion carried.

- **Request for Letter of Credit Reduction – Laurel Springs Addition #1**

Motion by Tr. Heckendorf, second by Tr. Engelhardt, to approve the reduction of the line of credit – Laurel Springs Addition #1 to \$138,012.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving**

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$196,799.84.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC**

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC in the amount of \$190,109.18.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc.**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc. in the amount of \$23,436.56.

Vote: 7 ayes, 0 nays. Motion carried.

Tr. Kruepke left the dais and joined the audience at 8:30 p.m.

15. Plan Commission

- **Concept Plan – Design 2 Construct / Karm Properties, LLC for property located at N168W19490 Main Street (Discussion only)**

A presentation was made by Mark Hertzfeldt. The following topics were discussed:

- New large storage building to match existing on site.
- No additional outside parking.
- No future expansion of use beyond this building.
- The building will be approximately 122'-6" x 50'.
- The proposed structure would be located along the west property line of the existing site.
- The applicant is still researching the concept of moving the building slightly north.

- The structure would serve as a long-term rental storage unit for oversized vehicles.
- The proposed structure would eliminate the view of vehicles from the neighbors.

John Kruepke stated overnight parking started in 2009. This unit would make a buffer from noise.

Tr. Kruepke took his seat at the dais at 8:45 p.m.

- **Extraterritorial Plat Review for a One-Lot Certified Survey Map – Property Owner, Andrew Hembel – for property located at 3223 Maple Road**
Motion by Pres. Schwab, second by Tr. Emmrich, to not take exception to the Extra Territorial Plat Review for a One-Lot Certified Survey Map – Property Owner, Andrew Hembel – for property located at 3223 Maple Road.
Vote: 7 ayes, 0 nays. Motion carried.

16. Board of Public Works

- **Resolution #22-01 – Discontinuing Chateau Drive Right of Way**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Resolution #22-01 – Discontinuing Chateau Drive Right of Way.
Director Kober explained the portion of roadway being discontinued would be owned by the two (2) adjoining lot owners once the vacation process was complete.
Vote: 7 ayes, 0 nays. Motion carried.
- **Review of Certified Survey Map (CSM) for property around Well #5 – Northwest Passage**
Motion by Pres. Schwab, second by Tr. Wells, to approve Certified Survey Map (CSM) for property around Well #5 – Northwest Passage with a Quick Claim Deed of Lot 2.
Vote: 7 ayes, 0 nays. Motion carried.

17. Village Municipal Complex – Update – Cedar Corp

Administrator Keller gave updates on audio video systems, concrete work, acoustic and generator needs. Director Kober stated Staff are meeting monthly with the Engineers, Architect, and Contractor. New lights in the parking lot are scheduled to be shipped on February 9th.

18. West Bend School District Report

Tr. Wells reported new COVID changes were approved. West High School student, Courtney Rummel, is at the Winter Olympics for Snowboarding. The musical Shrek will be performing at the High School. Next year, High School Seniors will be offered an Emergency Medical Technical Class to earn credits with the Technical College.

19. Washington County Board Report

None.

20. Greater Jackson Business Alliance Report

Tr. Matter gave an update on the January meeting. A presentation was made on the Next Generation Housing study. The March meeting occur in the morning at the JCC.

21. Mid-Moraine Municipal Association Report

Tr. Wells shared the Legislative Committee will meet at the Jackson Municipal Complex on February 9th and the next dinner meeting will be hosted by the Village of Jackson on March 23rd.

Tr. Kruepke left the dais and joined in the audience at 8:58 p.m.

23. Possible Action regarding alleged violations for property located at N168W19490 Main Street, Tax Parcel V3-047700K – Karm Properties, LLC.

Pres. Schwab explained prior documents were lacking in clarity and what is permissible on the property.

Administrator Keller provided information regarding complaints Staff had received, research Staff conducted to review former site approvals, and stated enforcement guidance was needed from the Board regarding the outdoor storage on the western side of the property. It was also shared that overnight parking of trucks was included in a previous complaint, and that matter could be addressed at the time the property owner applies for a PUD amendment.

John Kruepke stated the process of not extending permits for overnight storage has started and will be vacated by June 1st. Discussion ensued. The previous Plan Commission application did not include documentation indicating outdoor storage of recreational vehicles would be permitted.

Motion by Tr. Heckendorf, second by Tr. Wells, to set a sunset date on the current outdoor storage activity to June 1, 2022 and if the property owner wishes to extend a change of use to go through the proper channels to amend the Planned Unit Development.

Vote: 5 ayes, 1 nay (Tr. Emmrich)

Tr. Kruepke took his seat at the dais at 9:24 p.m.

22. Citizens to Address the Village Board

None.

24. Future Agenda Items

Pres. Schwab stated all requests for future agenda items shall be submitted in writing.

25. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:25 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk

**DRAFT MINUTES
SPECIAL VILLAGE BOARD MEETING
Thursday, February 24, 2022 at 6:30 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 6:30 p.m.

Members Present: Trustees, Heckendorf, Kruepke, and Matter.

Excused Absent: Trustee Emmrich, Wells, Engelhardt.

Staff Present: Administrator Jen Keller and Director of Building Inspections Collin Johnson

Also Present: Taylor Cherry, Judy Scabo-Stull, Anca Amaiei, Kole Kamin and Barry Rodgers of Sysco Corporation.

President Schwab led the audience in the Pledge of Allegiance.

2. Introduction of Resolution #22-05 – To Vacate and Discontinue a Portion of Mill Road pursuant to Wisconsin Statutes Section 66.1003(4)(a)

Motion by President Schwab, second by Tr. Kruepke, to introduce Resolution #22-05 – To Vacate and Discontinue a portion of Mill Road pursuant to Wisconsin Statutes Section 66.1003(4)(a).

Vote: 4 ayes, 0 nays. Motion carried.

3. Direct staff to Schedule and give notice of a public hearing on Resolution #22-05 – To Vacate and Discontinue a Portion of Mill Road to be held on April 12, 2022 at 7:30 pm or as soon thereafter as practicable

Motion by President Schwab, second by Trustee Heckendorf, that a public hearing be scheduled for April 12, 2022, at 7:30 p.m., or as soon thereafter as practicable, regarding the Resolution #22-05 to Vacate and Discontinue a portion of Mill Road, which was introduced at this meeting pursuant to Wisconsin Statutes Section 66.1003(4)(a)

Vote: 4 ayes, 0 nays. Motion carried.

4. Referral of Resolution #22-05 – To Vacate and Discontinue a portion of Mill Road, as well as the map and legal description for review and report by the Plan Commission and to request a report from the Plan Commission by the pursuant to Wisconsin Statute Section 62.23(5), Stats.

Motion by President Schwab, second by Trustee Heckendorf, to refer, pursuant to Wisconsin Statutes section 62.23(5), Resolution #22-05 to Vacate and Discontinue a portion of Mill Road, which was introduced at this meeting pursuant to Wisconsin Statutes Section 66.1003(4)(a) along with the map and legal description to the Village of Jackson Plan Commission for review and report and request that the Village of Jackson Plan Commission report back to the Village Board by the time of the Village Board meeting on April 12, 2022 when the Village Board will consider passing the Resolution.

Vote: 4 ayes, 0 nays. Motion carried.

5. Adjourn

Motion by Trustee Kruepke, second by Trustee Heckendorf to adjourn.
Vote: 4 ayes, 0 nays. Meeting was adjourned at 6:33 p.m.

Respectfully submitted:

Jen Keller,
Village Administrator

DRAFT

Licenses: March 8, 2022 Village Board Meeting

Name	Establishment	Police Chief Recommendation
OPERATOR'S LICENSES		
Ryan Adair	East Side Mart, Main Street Mart & The Village Mart	Approval
Chan Phuong Duong	Walgreens #11676	Approval
Bette Feistel	Walgreens #11676	Approval
Arlene Gonzales	Walgreens #11676	Approval
Christina Gutjahr	Walgreens #11676	Approval
Heather Karleigh	Walgreens #11676	Approval
Caitlyn Perez	Walgreens #11676	Approval
TATTOO/PIERCING ESTABLISHMENT LICENSE		
Ashley Novak	Bright Beauty Spa LLC	Approval
TATTOO/PIERCING OPERATOR'S LICENSE		
Ashley Novak	Bright Beauty Spa LLC	Approval



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

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

March 3, 2022

Village of Jackson
N168 W19851 Main Street
PO Box 637
Jackson, WI 53037

Attn: Mr. Brian Kober, P.E., Director of Public Works

Re: Contractor's Application for Payment No. 23
Municipal Complex
Project No. J05789-0002

Dear Mr. Kober:

Enclosed for your use in payment to Mike Koenig Construction Co., Inc. in the amount of \$388,603.01 is Contractor's Application for Payment No. 23.

Following your review and approval, please complete the application for payment forms within the areas reserved for the Owner. Thereafter, retain one copy for your records, provide the second copy to the Contractor with payment and provide the third copy to our office.

Should you have any questions, please feel free to contact me at our Cedarburg office.

Sincerely,

CEDAR CORPORATION

A handwritten signature in blue ink, appearing to read 'Doug Kroes', written over the printed name.

Douglas T. Kroes
Senior Construction Manager

Enclosed: Contractor's Application for Payment No. 23
Lien Waiver – Koenig Construction

Cc: Pete Schmoll, Project Manager – Mike Koenig Construction Co., Inc.

☒ Owner ☐ Engineer
☐ Contractor ☐ Funding Agency

Contractor's Application for Payment No. 23

11411

Application Period: 2/1/2022 to 2/28/2022		Application Date: 2/28/2022
To (Owner): Village of Jackson	From (Contractor): Mike Koenig Construction Co., Inc.	Via (Engineer): Cedar Corporation
Project: Municipal Complex	Contract: B-20	
Owner's Contract No:	Contractor's Project No: 200500	Engineer's Project No: J5789-0002

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1 & 2	\$98,969.67	
3		\$16,234.00
4	\$16,392.00	
5		\$759.00
6 & 7	\$29,586.75	
8 & 9	\$41,388.69	
10 & 11	\$16,063.01	
12		\$22,337.79
TOTALS	\$202,400.12	\$39,330.79
NET CHANGE BY CHANGE ORDERS	\$163,069.33	

1. ORIGINAL CONTRACT PRICE.....	\$	\$11,595,340.00
2. Net change by Change Orders.....	\$	\$163,069.33
3. Current Contract Price (Line 1 ± 2).....	\$	\$11,758,409.33
4. TOTAL COMPLETED AND STORED TO DATE (Column I total on Progress Estimates).....	\$	\$11,716,821.55
5. RETAINAGE:		
a. 2.5% X \$11,716,821.55 Work Completed.....	\$	\$292,920.54
b. 5% X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$292,920.54
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$11,423,901.01
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$11,035,298.00
8. AMOUNT DUE THIS APPLICATION.....	\$	\$388,603.01

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: [Signature] Date: 2/28/22

Payment of: \$ \$388,603.01
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 2-2-22
(Engineer) (Date)

Payment of: \$ \$388,603.01
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Municipal Complex				Application Number: 23				
Application Period: 2/1/2022 to 2/28/2022				Application Date: 2/28/2022				
			Work Completed		E	F		G
	A	B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
	General Conditions	\$280,000.00	\$280,000.00			\$280,000.00	100.0%	
	Bond	\$80,000.00	\$80,000.00			\$80,000.00	100.0%	
	Site Utilities	\$225,200.00	\$225,200.00			\$225,200.00	100.0%	
	Site Work	\$96,371.10	\$96,371.10			\$96,371.10	100.0%	
	Asphalt	\$213,247.00	\$208,247.00			\$208,247.00	97.7%	\$5,000.00
	Fencing	\$23,834.00	\$23,834.00			\$23,834.00	100.0%	
	Landscaping	\$25,500.00	\$25,500.00			\$25,500.00	100.0%	
	Concrete Foundations	\$180,000.00	\$180,000.00			\$180,000.00	100.0%	
	Concrete Flatwork	\$515,000.00	\$515,000.00			\$515,000.00	100.0%	
	Precast Concrete	\$1,690,000.00	\$1,690,000.00			\$1,690,000.00	100.0%	
	Masonry	\$325,000.00	\$325,000.00			\$325,000.00	100.0%	
	Structural Steel	\$780,000.00	\$780,000.00			\$780,000.00	100.0%	
	Carpentry	\$180,000.00	\$180,000.00			\$180,000.00	100.0%	
	Cabinets	\$162,454.37	\$162,454.37			\$162,454.37	100.0%	
	Insulation	\$2,980.00	\$2,980.00			\$2,980.00	100.0%	
	Roofing	\$330,875.00	\$330,875.00			\$330,875.00	100.0%	
	EIFS	\$21,782.00	\$21,782.00			\$21,782.00	100.0%	
	Caulking	\$15,000.00	\$15,000.00			\$15,000.00	100.0%	
	HM & Wood Doors	\$206,860.00	\$206,860.00			\$206,860.00	100.0%	
	Aluminum Entrances	\$272,555.00	\$272,555.00			\$272,555.00	100.0%	
	Overhead Doors	\$287,700.00	\$287,700.00			\$287,700.00	100.0%	
	Gypsum Board Assemblies	\$543,000.00	\$543,000.00			\$543,000.00	100.0%	
	Flooring	\$217,739.00	\$217,739.00			\$217,739.00	100.0%	
	Epoxy Flooring	\$100,749.30	\$100,749.30			\$100,749.30	100.0%	
	Painting	\$131,975.00	\$131,975.00			\$131,975.00	100.0%	
	Acoustic Ceilings	\$73,623.49	\$73,623.49			\$73,623.49	100.0%	
	Specialties	\$80,000.00	\$75,755.00			\$75,755.00	94.7%	\$4,245.00
	Lockers	\$116,505.49	\$116,505.49			\$116,505.49	100.0%	
	Mobil Storage Shelving	\$35,000.00	\$35,000.00			\$35,000.00	100.0%	
	Furnishings - Blinds	\$7,245.00	\$7,245.00			\$7,245.00	100.0%	
	Elevator	\$59,050.00	\$59,050.00			\$59,050.00	100.0%	
	Firehose Lift	\$53,000.00	\$53,000.00			\$53,000.00	100.0%	
	Firehouse Slide Pole	\$21,500.00	\$21,500.00			\$21,500.00	100.0%	
	Mechanical HVAC	\$1,215,000.00	\$1,145,069.00	\$69,931.00		\$1,215,000.00	100.0%	
	Sprinklers	\$109,510.00	\$109,510.00			\$109,510.00	100.0%	
	Plumbing	\$613,850.00	\$613,850.00			\$613,850.00	100.0%	
	Electrical	\$1,146,400.00	\$1,146,400.00			\$1,146,400.00	100.0%	
	OH, Supervision & Profit	\$494,959.25	\$448,486.46	\$21,000.00		\$469,486.46	94.9%	\$25,472.79

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 2/28/2022						
Application Period: 2/1/2022 to 2/28/2022						Application Date: February 28, 2022						
A				B	C	D	E	F	G	H	I	J
Bid No.	Item	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
	Previous Applications			This Application		Materials Stored						
	Description			Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Imported Fill Material-Soil Class D-2	115 CY	\$22.75	115	\$2,616.25					115	\$2,616.25	100.0%
2	Footing Foundation Stabilization Excavation	700 CY	\$12.50	700	\$8,750.00					700	\$8,750.00	100.0%
3	Footing Foundation Stabilization Backfill - 1 1/4" CABC Dense	1400 TN	\$16.00	1400	\$22,400.00					1400	\$22,400.00	100.00%
4	Excavation Below Subgrade (EBS) - Building Structural Backfill - Building Pad - Soil Class D-3	1115 CY	\$12.55	1115	\$13,993.25					1115	\$13,993.25	100.00%
5	Crushed Aggregate Base Course - 1 1/4" Dense Site	4400 TN	\$16.00	4400.03	\$70,400.00					4400.03	\$70,400.00	100.00%
6	Crushed Aggregate Base Course - 1 1/4" Dense Building	17500 TN	\$16.80	17500.00	\$294,000.50					17500.00	\$294,000.50	100.00%
7	Geogrid - Site	TN	\$16.80									
8	Geogrid - Site	13000 SY	\$2.80	13000	\$36,400.00					13000	\$36,400.00	100.0%
CO1	Add Transoms to Entry Doors (8 EA)	1 LS	\$3,566.50	1	\$3,566.50					1	\$3,566.50	100.0%
CO1	Removal & Disposal of Concrete Debris Pile	1 LS	\$7,363.00	1	\$7,363.00					1	\$7,363.00	100.0%
CO1	CREDIT Fire Dept. Log w/i Precast Panel	1 LS	-\$1,722.00	1	-\$1,722.00					1	-\$1,722.00	100.0%
CO2	Geogrid - Building Pad Stabilization	5450 SY	\$3.55	5450	\$19,347.50					5450	\$19,347.50	100.0%
CO2	3" Dense Graded Base - Building Pad Stabilization	7500 TN	\$19.75	7500	\$148,125.00					7500	\$148,125.00	100.0%
CO2	4"-8" Stone (6/18/20 Bldg Pad Stabilization Test Strip)	42.45 TN	\$40.00	42.45	\$1,698.00					42.45	\$1,698.00	100.0%
CO2	Existing Foundation Debris Disposal Cost	1 LS	\$4,258.17	1	\$4,258.17					1	\$4,258.17	100.0%
CO2	Alternate Exterior Brick Material	1 LS	\$38,274.00	1	\$38,274.00					1	\$38,274.00	100.0%
CO3	Water Main Extension	1 LS	\$4,445.00	1	\$4,445.00					1	\$4,445.00	100.0%
CO3	Export Surplus Excavated Material	1 LS	\$58,690.00	1	\$58,690.00					1	\$58,690.00	100.0%
CO3	Additional Roof Drain Lateral	1 LS	\$4,231.00	1	\$4,231.00					1	\$4,231.00	100.0%
CO3	Tornado Siren Electrical Siren	1 LS	\$4,633.00	1	\$4,633.00					1	\$4,633.00	100.0%
CO3	Increased Window Size - Fire Dept. K	1 LS	\$3,142.00	1	\$3,142.00					1	\$3,142.00	100.0%
CO4	Revision to Monument Sign Conduits	1 LS	\$673.00	1	\$673.00					1	\$673.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 2/28/2022							
Application Period: 2/1/2022 to 2/28/2022						Application Date: February 28, 2022							
A				B	C	D	E	F	G	H	I	J	
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.	
				Previous Applications		This Application		Materials Stored					
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
CO4	Revision to Elevator shaft wall locations and footings/structural slab	1 LS	\$4,848.00	1	\$4,848.00						1	\$4,848.00	100.0%
CO4	Addition of Rip Rap to 6" roof drain discharge to pond embankment	1 LS	\$847.00	1	\$847.00						1	\$847.00	100.0%
CO4	Enlarge Window Size - Fire Dept. Resource Report Watch Room	1 LS	\$4,165.00	1	\$4,165.00						1	\$4,165.00	100.0%
CO4	Building D Stairwell, West - Add access door to stairwell from hallway	1 LS	\$5,424.00	1	\$5,424.00						1	\$5,424.00	100.0%
CO4	CMU Partition Wall Footing - Room 1D27/1D28	1 LS	\$435.00	1	\$435.00						1	\$435.00	100.0%
CO5	Movable Partition Wall Strt. Support	1 LS	\$3,045.00	1	\$3,045.00						1	\$3,045.00	100.0%
CO5	High Speed OH Doors - PD	1 LS	\$2,254.00	1	\$2,254.00						1	\$2,254.00	100.0%
CO5	Waste Line Relocations - ADA rtms	1 LS	\$697.00	1	\$697.00						1	\$697.00	100.0%
CO5	Precast Plank Support Hanger/CMU	1 LS	-\$1,677.00	1	-\$1,677.00						1	-\$1,677.00	100.0%
CO5	Tower Windows - Material Revision	1 LS	-\$12,140.00	1	-\$12,140.00						1	-\$12,140.00	100.0%
CO5	Countertop - Material Revision	1 LS	-\$295.00	1	-\$295.00						1	-\$295.00	100.0%
CO5	Thin brick Handling Charge	1 LS	\$7,357.00	1	\$7,357.00						1	\$7,357.00	100.0%
CO6	Burn Tower Structure Foundation	1 LS	\$26,455.00	1	\$26,455.00						1	\$26,455.00	100.0%
CO6	Interior Bollards - Bldg E - Fire Dept	1 LS	-\$5,758.00	1	-\$5,758.00						1	-\$5,758.00	100.0%
CO6	Additional Electrical Outlets Bldg D	1 LS	\$2,803.28	1	\$2,803.28						1	\$2,803.28	100.0%
CO6	Revision to Hallway Windows Glass	1 LS	\$144.00	1	\$144.00						1	\$144.00	100.0%
CO6	HVAC Return Air Ductwork Bldg D	1 LS	\$4,203.00	1	\$4,203.00						1	\$4,203.00	100.0%
CO6	Relocation of Emergency Services	1 LS	-\$958.71	1	-\$958.71						1	-\$958.71	100.0%
CO6	IT Switch Gear - Bldg D 2nd Floor	1 LS	\$898.75	1	\$898.75						1	\$898.75	100.0%
CO6	Changes to Proposed Ceiling Bldg D	1 LS	\$2,180.14	1	\$2,180.14						1	\$2,180.14	100.0%
CO6	Work Station Case Work - Bldg A	1 LS	-\$1,135.00	1	-\$1,135.00						1	-\$1,135.00	100.0%
CO6	653 CY Footing Foundation Excavat.	653 CY	-\$12.50	653	-\$8,162.50						653	-\$8,162.50	100.0%
CO6	1265.33 TN Ftg Foundation Backfill	1265.33 TN	-\$16.00	1265.33	-\$20,245.28						1265.33	-\$20,245.28	100.0%
CO6	Modify Ceiling Sound Break Gypsum	1 LS	\$5,473.00	1	\$5,473.00						1	\$5,473.00	100.0%
CO7	2 Windows w/ Building C Village Adm	1 LS	\$4,087.00	1	\$4,087.00						1	\$4,087.00	100.0%
CO7	Electric and Data Outlets Floor Box	1 LS	\$2,465.07	1	\$2,465.07						1	\$2,465.07	100.0%
CO7	Heated Air Curtin Rough-in Prov.	1 LS	\$2,500.00	1	\$2,500.00						1	\$2,500.00	100.0%
CO7	12'W x 4'-2" H Display Cabinet	1 LS	\$11,022.00	1	\$11,022.00						1	\$11,022.00	100.0%
CO7	Depository Recepticle	1 LS	\$3,615.00	1	\$3,615.00						1	\$3,615.00	100.0%
CO8	Excavation Below Subgrade (EBS)	1000 CY	-\$12.55	1000	-\$12,550.00						1000	-\$12,550.00	100.0%
CO8	Structural Backfill - Building Pad	410.05 TN	-\$16.00	410.05	-\$6,560.80						410.05	-\$6,560.80	100.0%
CO8	Crushed Aggregate Base Course	900 TN	-\$16.80	900	-\$15,120.00						900	-\$15,120.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 2/28/2022						
Application Period: 2/1/2022 to 2/28/2022						Application Date: February 28, 2022						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed				Total Completed & Stored to Date (C+E+G)		% Comp.		
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount			
CO8	Revision to Police Department	1 LS	\$369.00	1	\$369.00					1	\$369.00	100.0%
CO8	Electrical Fused Panel - Panel 4-EM-1	1 LS	\$3,714.20	1	\$3,714.20					1	\$3,714.20	100.0%
CO8	Valley Curb Installation - STH60	1 LS	\$3,132.00	1	\$3,132.00					1	\$3,132.00	100.0%
CO8	Owner Furnished Rm Access. Inst	1 LS	\$2,000.00	1	\$2,000.00					1	\$2,000.00	100.0%
CO8	Revisions to Sidewalk/ Curb & Gutter	1 LS	-\$3,966.00	1	-\$3,966.00					1	-\$3,966.00	100.0%
CO8	Add Clothers Dryer Exhaust Fan	1 LS	\$536.00	1	\$536.00					1	\$536.00	100.0%
CO8	Rev Location of Four-Fold Door Swit	1 LS	\$2,365.85	1	\$2,365.85					1	\$2,365.85	100.0%
CO8	Revision to Electrical Dist System	1 LS	\$2,357.00	1	\$2,357.00					1	\$2,357.00	100.0%
CO8	Revision to Curb Inlet Casting Types	1 LS	\$11,052.42	1	\$11,052.42					1	\$11,052.42	100.0%
CO8	Reconfigure Air Drop Locations	1 LS	\$12,872.00	1	\$12,872.00					1	\$12,872.00	100.0%
CO8	Metal Canopy - Main Lobby Entrance	1 LS	\$12,992.00	1	\$12,992.00					1	\$12,992.00	100.0%
CO9	Deduct security bollard	1 EA	-\$2,325.00	1	-\$2,325.00					1	-\$2,325.00	100.0%
CO9	Tornado Siren Circuit Wiring	1 LS	\$1,972.90	1	\$1,972.90					1	\$1,972.90	100.0%
CO9	Security Monitor Provisions	1 LS	\$1,738.50	1	\$1,738.50					1	\$1,738.50	100.0%
CO9	Data Cables Addit Security Cameras	1 LS	\$5,413.50	1	\$5,413.50					1	\$5,413.50	100.0%
CO9	Deduct Revised Plantings & Landscape	1 LS	-\$993.20	1	-\$993.20					1	-\$993.20	100.0%
CO9	Electrical Cord Drop Offsets	1 LS	\$3,171.32	1	\$3,171.32					1	\$3,171.32	100.0%
CO9	Precast Concrete Cores	1 LS	\$4,608.00	1	\$4,608.00					1	\$4,608.00	100.0%
CO9	Upgrade to Appartus Bay Veh Exh	1 LS	\$12,681.00			0.5	\$6,340.50			0.5	\$6,340.50	50.0%
CO9	Install of Owner Supplied Data Rack	1 LS	\$1,928.00	1	\$1,928.00					1	\$1,928.00	100.0%
CO10	Deduct Traffic Alert System	1 LS	-\$3,792.00	1	-\$3,792.00					1	-\$3,792.00	100.0%
CO10	Raise cabinet base height	1 LS	\$2,737.00	1	\$2,737.00					1	\$2,737.00	100.0%
CO10	Pylon/Monument Sign Electric Circuit	1 LS	\$1,420.00	1	\$1,420.00					1	\$1,420.00	100.0%
CO10	Reroute Data Cable to Addt Switch Gr	1 LS	\$4,168.75	1	\$4,168.75					1	\$4,168.75	100.0%
CO10	Revised Speaker Wiring Plan/Volume	1 LS	\$4,714.50	1	\$4,714.50					1	\$4,714.50	100.0%
CO11	Repair Hose Tower Lift Winch	1 LS	\$6,814.76	1	\$6,814.76					1	\$6,814.76	100.0%
CO12	Light fixture extensions/suspensions	1 LS	\$3,602.25	1	\$3,602.25					1	\$3,602.25	100.0%
CO12	Ice make water supply lines - 3 each	1 LS	\$860.00	1	\$860.00					1	\$860.00	100.0%
CO12	SCBA Fresh Air Intake Assembly	1 LS	\$510.00	1	\$510.00					1	\$510.00	100.0%
CO12	Rev. to Room signage & dimensional lettering	1 LS	\$2,017.46	1	\$2,017.46					1	\$2,017.46	100.0%
CO12	Owner supplied appliances installation cost	1 LS	\$562.00	1	\$562.00					1	\$562.00	100.0%
CO12	1 1/4" Crushed Agg. Base Course Dense - Site	66.12 TN	-\$16.80	66.12	-\$1,110.82					66.12	-\$1,110.82	100.0%
CO12	Addtl OH door remotes - Sally Port - PD	1 LS	\$546.00	1	\$546.00					1	\$546.00	100.0%
CO12	Hose Tower Lift Repair: Contractor's Fee	1 LS	\$646.00	1	\$646.00					1	\$646.00	100.0%
CO12	Add air line to Police Dept Weapons Room	1 LS	\$475.00	1	\$475.00					1	\$475.00	100.0%
CO12	Inst of elect. solenoid valve on toilet sup. line	1 LS	\$2,050.00	1	\$2,050.00					1	\$2,050.00	100.0%
CO12	Inst of Owner supplied Keurig coffee maker	1 LS	\$290.00	1	\$290.00					1	\$290.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex							Application Number: 2/28/2022							
Application Period: 2/1/2022 to 2/28/2022							Application Date: February 28, 2022							
A				B	C	D	E	F	G	H	I	J		
Bid No.	Item	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.		
	Previous Applications			This Application		Materials Stored								
	Description			Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount			
CO12	Inc contract Work related to access control wiring	1 LS	-\$802.50	1	-\$802.50	1	\$2,875.89			1	-\$802.50	100.0%		
CO12	Alternate dryfall paint material	1 LS	\$893.00	1	\$893.00					1	\$893.00	100.0%		
CO12	Deletion of Contractor's rep. of defective plants	1 LS	-\$3,856.00	1	-\$3,856.00					1	-\$3,856.00	100.0%		
CO12	Add. Work to Monument Sign electrical inst.	1 LS	\$485.00	1	\$485.00					1	\$485.00	100.0%		
CO12	Add GFCI Breakers to Drop Cords (18 Each)	1 LS	\$2,875.89							1	\$2,875.89	100.0%		
CO12	Install of mounting plywood within IT Room	1 LS	\$865.00	1	\$865.00					1	\$865.00	100.0%		
CO12	Furnish & install door closure on FD door	1 LS	\$530.00							1	\$571.00			
CO12	Furnish & install vent enc - PD Intake	1 LS	\$571.00											
CO12	3" Dense Graded Base - Bid Pad Stabilization	1 TN	-\$19.75	1641.13	-\$32,412.32	1641.13	-\$32,412.32	100.0%						
CO12	Geogrid - Building Pad Stabilization	1 SY	-\$3.55	545	-\$1,934.75	545	-\$1,934.75	100.0%						
	TOTAL					\$808,286.95		\$9,787.39			\$818,074.34			

WAIVER OF LIEN

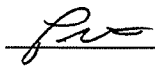
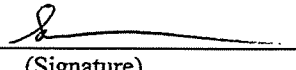
February 28, 2022

For value received, we hereby waive **partial** rights and claims for lien on land and on Buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,
for **Village of Jackson** Owner
by **Mike Koenig Construction Co., Inc.**, contractor
for **Application No. 23 Invoice #11411 \$388,603.01** *contingent on payment*
same being situated in **Washington County, State of Wisconsin**, described as

Village of Jackson Municipal Complex
New facility
N168W19721 Main Street
Jackson, WI 53037

for all labor performed and for all material furnished for the erection, construction, alteration, repair of said buildings and appurtenances, upon receipt of payment.

MIKE KOENIG CONSTRUCTION CO., INC.

  2-28-22
(Signature) (Date)

NAME: Pete Schmoll
TITLE: Project Manager



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: EMS and Fire Organizational Analysis Proposals

DATE: March 4, 2022

Below you will find a review and recommendation associated with the RFP for Consultant Services to address needs outlined in the published Fire and EMS RFP for the Jackson Fire Department as approved by the Village Board on February 8, 2022.

RFP Process

Staff published an RFP for consultant services to produce a Fire and EMS organizational review and future needs analysis. The deadline to respond was Wednesday, February 23rd. Chief Swaney and I have reviewed the three (3) timely proposals received from McMahon, Strategic Management and Consulting, and Public Administration Associates (PAA). Interviews with all firms were conducted on February 22nd. Attached you will find the RFP document accompanied by the two (2) proposals Staff received from PAA and McMahon. Staff believe these two (2) proposals meet the needs outlined in the RFP.

Proposals

Both proposals from PAA and McMahon provided satisfactory proof of experience in the Fire and EMS consulting industry and demonstrated the ability to provide analysis and recommendations to the Village Board as requested in the RFP document. They both also propose community and Village Board feedback, and maintained a well-rounded team of consultants that have experience in the emergency response field, in the professional management realm, and include academic contributions to the study. Two (2) areas of variation I found were the cost for services and the difference in local experience of Fire and EMS studies. The PAA proposal included a cost for services of \$17,000 to review Staffing and Compensation, and a cost of \$30,500 to review all aspects to the RFP. PAA did not have as robust experience studying Fire/EMS services in neighboring communities compared to McMahon. However, PAA did have ample consulting experience throughout the State of Wisconsin. McMahon proposed service costs of \$25,000 for a partial review and \$34,450 for a full review. Chief Swaney and I dedicated extensive time to reviewing reports produced by both firms and spoke with many Administrators and Fire Chiefs that recommended them.

Recommendation

Having thoroughly reviewed the proposals, I am recommending the Village Board consider contracting for Consulting Services with PAA in the amount of \$30,500 for a full review of Fire and EMS services. PAA provided the most competitive bid for the work of the two (2) proposals and also has demonstrated the ability to meet the needs outlined in the RFP. Should the Board prioritize the local experience, relationships, and data McMahon has established in the area, Staff would take no exception to contracting for their services at the higher bid.

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

Mailing Address:
P.O. Box 637

www.villageofjackson.com



Jackson Fire Department

"Educating the Community about Fire Safety"

FIRE - EMS ORGANIZATIONAL REVIEW AND FUTURE NEEDS ANALYSIS

REQUEST FOR PROPOSALS

The Village is soliciting proposals from qualified firms or individuals to provide consulting services for an Organizational Review and Future Needs Analysis of the Jackson Fire Departments to include staffing levels, compensation, full-time employee steps, ranking and compositions of full-time/part-time/Paid-on-calls, and a study of the cost-of-service formula for Fire Department services to neighboring community. These reviews will greatly assist community leaders in thoroughly understanding how the Fire Department operates currently and how future actions and initiatives can be developed and designed with the goal of long-term service reliability and financial sustainability.

Over the last six years, the current Fire & EMS structure has experienced an increase in operational expenses and requests for service while also experiencing a decrease in the availability of volunteers. Emergency Medical Services (EMS) are primarily staffed by paid-on-call labor. Steps have recently been taken to add three full-time Firefighters/paramedics to address this issue, but the Village still believes there may be stressors within in the current staffing model. It is important that the Village understands what steps can be taken to strategically compensate and promote current and future employees of the Jackson Fire Department.

Demands on EMS/fire services have increased because of public expectations, changing demographics, expenses, transport distances, and education/licensing requirements. More is being expected of fire departments as healthcare consolidates and trauma, cardiac, and stroke care becomes regionalized in specialty care centers resulting in longer transports and more transfers. The cost of running an ambulance service is increasing faster than funding sources and the need to find new sources of EMS funding continues to be a challenge. Fire equipment has also skyrocketed in cost. For all these reasons, community leaders within the Village of Jackson are seeking a comprehensive assessment of staffing within the Village and the fire department coverage area to provide a better understanding of the strengths and weaknesses of the current staffing structure.

Community and Departmental leadership are also requesting a review and recommendation in compensation, possible utilization in a step structure based upon service and credentials and ranking of full-time members to be comparable with other departments of size, call volume, and within the area.

Other concerns relate to costs for the Village to contract for services to other communities It is important to review the current formula utilized to determine each contracting township's annual contribution to the Village and determine if a change is warranted to this calculation. Furthermore, strategically budgeting for improvements in capital purchases to include with the contracting townships contribution is an area the Department would like direction on.



Jackson Fire Department

"Educating the Community about Fire Safety"

Background

Jackson is a Village in Southeastern Washington County, Wisconsin. The population was 3,516 at the 2000 census. In 2022, the population was estimated to be 8,001. The fire department covers 100% of the Town of Jackson which consists of a population of 4,028 in the year 2021. The fire department also covers 25% of the Town of Polk which has a population of 4081 in 2021. In total, the Jackson Fire Department provides services to approximately 13,050 people, spanning 50 sq. miles from Scenic Road on the western edge of the service area, east to the Washington/Ozaukee line, and from the norther edge of the service area on County Highway NN south to Pioneer Road.

The Jackson Fire Department is a combination department. It consists of 1 full-time Fire Chief, 1 full-time Captain of Training/Fire Inspections, 3 full-time Paramedic/Firefighters, 5 part-time members, 7 paid-on-call EMS only, 6 paid-on-call fire only, and 20 paid-on-call Fire/EMS members. There are also 4 active reserves who are retired members that assist with larger incidents and some non-emergency functions. Calls for emergency services are dispatched throughout the county by a single dispatch/911 Center located in West Bend at the Washington County Sheriff's Office.

STUDY SCOPE: COMPONENTS/OBJECTIVES

Department Overview – Analysis of Current Operations and Service Delivery

- Perform emergency response data analysis.
 - Compare to industry standards.
- Evaluate standard response components.
- Establish processes for the development of short-term (1 – 5 years) and long-term needs (5 – 10 years) for station, personnel, major equipment, and vehicles.
- Understand vehicle and equipment needs for EMS and fire services over the next 20 years.
- Review organizational chart/structure.
- Review current resource deployment strategy.
- Review and evaluate critical issues and future challenges/opportunities.

Governance, Service Agreements and Contracts

- Assess the functionality of the current Township's (Jackson and Polk) methodology.
 - Assess current service agreements and contracts and provide at least one alternative model for calculating the Municipal Partners' annual service costs.

Staffing Methodology, Current and Future Needs

- Review current staffing levels and structure compared to similar sized districts/municipalities.
- Analysis of current staffing levels and response times, and include recommendations of appropriate levels to ensure effective response times as recommended.



Jackson Fire Department

"Educating the Community about Fire Safety"

- Determine best practice method to deliver staffing of Paid on-call, Part-Time, and Full-time employees, in the present and future.
- Based on anticipated/projected growth and service delivery expectations, make recommendations regarding staffing levels for: next year, five years, and ten years. Firm shall provide options for various staffing models.

Salaries

- Compare salaries, of other departments, utilizing call volume, population, surrounding areas, and future needs.
- Establish a salary scale for all Full-time, Part-Time, and Paid-on-call members.
- Establish a compensations plan which may include a recommendation of pay steps.

Fiscal Analysis and Implications

- Based on projected growth and how that growth may impact these services, the study should review, and project operating costs based upon the future recommended staffing projections.
- Analyze short, mid, and long-term cost implications of all recommendations made in the study. Firm shall analyze revenue and funding sources from partnering municipalities and service contracts relative to their capability to fund the recommendation.

Planning for Growth

- Based on anticipated and projected growth in the service area, provide options for future service models to consider.
- Evaluate service options that include cooperative efforts with new municipal partners, as well as service options without partnership.

PROPOSAL RESPONSES

To apply, consultants will prepare a proposal that addresses the scope of study defined above. The proposal will reflect the consultant's professional expertise and experience regarding their approach to complete the requested study. A proposal shall consist of the following components:

Qualifications and Experience

- Detail the firm or organization's qualifications and experience performing similar studies.
- Detail the qualifications and experience of any Staff that your firm is assigning to work on this study.
- Provide 3 references of organizations the firm has assisted with similar work



Jackson Fire Department

"Educating the Community about Fire Safety"

Study Methodology, Proposed Timeline and Finished Product

- Outline/describe the proposed methodology that your firm plans to use to accomplish studying the study scope objectives.
- Submit a proposed timeline for completing the study. Include recommended approximate dates for meetings with Staff, elected officials, and the public.
- Summarize what the Village can expect to see from your finished product. Elaborate brochures are not desired, nor are reproduced copies of standard manuals as a substitution for the specific response requested.

Citizen Engagement

- Provide your firm's recommended plan for how citizens will be involved in the study process.

Cost

- Provide a cost for a study that involves a review and recommendations to address staffing and compensation.
- Provide a cost for a study that involves review and recommendations to address all aspect of the listed study scope.

ANTICIPATED RFP SCHEDULE

RFP Submittal and Selection

- February 9th: RFP published and sent to firms
- February 23rd: RFP Proposals due by 4:00 PM (see page 5 for details)
- February 23rd through February 25th: Proposals reviewed by Staff
- February 25th: Finalists are notified
- February 28th through March 8th: Firms interviewed by Staff
- March 8th: Firm selected by Village Board

Reports Due

- May 5th: Preliminary report of Firm's findings provided to Staff
- June 3rd: Final report of Firm's findings provided to Staff and reviewed with Firm
- June 14th: Final report presented by Firm to Village Board



Jackson Fire Department

"Educating the Community about Fire Safety"

Please provide 3 hard copies of your proposal, clearly label the outside of the envelope with RFP# JFD2022 by February 23rd, 2022. Please also provide a flash drive with an electronic version if delivering by mail or in-person. Proposals may be delivered via e-mail, mail, or in-person at:

Village of Jackson
Attn: Jen Keller, Village Administrator
N168W19851 Main Street
PO Box 637
Jackson, WI 53037

Questions regarding this RFP should be directed to Village Administrator Jen Keller at Jen.keller@villageofjacksonwi.gov or call at (262)677-9001 ext. 215.

The Village of Jackson reserves the right to waive any informalities or technicalities and to reject all proposals or parts thereof deemed to be unsatisfactory or not in the Village of Jackson's best interest. It may also benefit the Village to make partial award, or not make any award at all without explanation to the proposing parties. The Village may also request clarifying information orally or in writing. Furthermore, the Village of Jackson reserves the right to cancel any order or contract for failure of the successful firm(s) to comply with the terms, conditions, and specifications of this request and/or contract. Village of Jackson reserves the right to award this request to the firm whose proposal is overall the most advantageous to the Village of Jackson and the Jackson Fire Department.

The Village of Jackson reserves the right to grant the award in one of two ways. The Award may be granted to the highest scoring responsive and responsible proposer. Alternatively, Jackson reserves the right to request one or more respondents to a Best and Final Offer ("BAFO") Process. If a BAFO is utilized, Proposers may be required to submit revisions to the RFP response. All Proposers will be treated equally, and no information will be transmitted from one Proposer about the other Proposer's offer during the process.



Village of Jackson Fire-EMS Organizational Review Future Needs Analysis Proposal



Public Administration Associates, LLC



Public Administration Associates

Public Administration Associates

1155 W. South Street

Whitewater, WI 53190

262.903.9509

www.public-administration.com

kevin.brunner1013@gmail.com

February 23, 2022

Village of Jackson

Attn: Jen Keller, Village Administrator

N168W19851 Main Street

PO Box 637

Jackson, WI 53037

Dear Village Administrator Keller:

I am herewith submitting our Proposal to assist the Village of Jackson to provide consulting services for an Organizational Review and Future Needs Analysis of the Jackson Fire Department including its Emergency Medical Services (EMS).

Public Administration Associates (PAA) has worked with over 165 Wisconsin municipalities on a wide variety of consulting projects, including over 30 studies of Fire and EMS services similar to that requested by the Village of Jackson and its Fire Department. We would be quite honored and privileged to work with the Village and the surrounding communities it provides Fire and EMS services to.

In the last few years, we have assisted a number of communities throughout Wisconsin in studying and analyzing their Fire and EMS services, most recently for the Cities of Park Falls, Platteville and Sturgeon Bay, the Village of Cottage Grove and the Lodi Joint Fire/EMS District. We also conducted a study in Oconto County that involved a number of separate municipalities and Fire/EMS agencies that has resulted in significant service improvements and cost savings through organizational consolidation.

Since 1998, Public Administration Associates (PAA) has developed a strong track record of success in providing high quality yet affordable municipal consulting services. What follows is information about our company and the assistance that we would bring to the Village of Jackson and its Fire Department. Please feel free to visit our website at www.public-administration.com.

Please feel free to call me if I can answer any questions or concerns you may have regarding our Jackson Fire-EMS Organizational Review and Future Needs Analysis Proposal. We would be also

more than willing to present our proposal to the Village Board and/or Selection Committee if so requested.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, President

CC-James Austad, PAA Fire/EMS Consultant

Tim Franz, PAA Fire/EMS Consultant

Dr. Stephen Hintz, PAA Fire/EMS Consultant

Michael Romas, PAA Fire Consultant



Public Administration Associates

Document Table of Contents

About Public Administration Associates	4
A New Generation of PAA Leadership	4
Comprehensive Government Consulting Services	7
PAA Municipal Clients	8
PAA Consultants (Fire and EMS)	7
PAA's Approach to Fire/EMS Studies.....	9
PAA Consultants on the Jackson Fire Department Organizational Review/Future Needs Analysis Projects	10
Jackson Study Components (Work to be Performed by PAA)	10
Proposed Citizen Engagement	14
Project Costs	14
Project Schedule	15
Our Commitment to Jackson	17
PAA Recent Fire/EMS Study References.....	17

1. About Public Administration Associates

SINCE 1998

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 20 plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.





Kevin Brunner

President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl

Vice President/Partner

David Bretl has as served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed

to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.

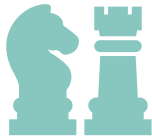


Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award" (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

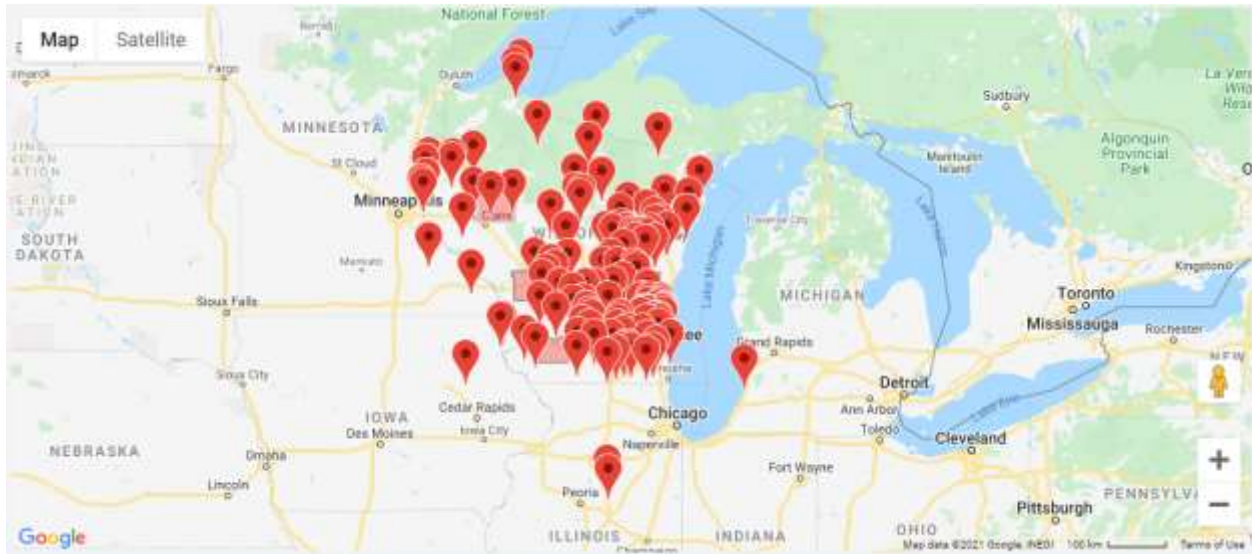
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Municipal Clients



The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

Cities

Abbotsford (2)
Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin (2)
Brillion
Chilton (2)
Chippewa Falls (2)
Clintonville (2)
Columbus(4)
Crystal River, Florida
Cudahy
Delavan (2)
DePere (3)
Durand (3)
Eagle River
Elkhorn
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac

Fort Atkinson (2)
Fox Lake (3)
Geneseo, Illinois
Glendale
Hartford
Hillsboro (3)
Horicon (2)
Hudson
Independence, Iowa
Jefferson (4)
Kewaunee (3)
Lake Geneva (2)
Lancaster (4)
Marinette (2)
Marquette, Iowa
Marshfield (2)
Mauston (3)
Menominee, Michigan
Mequon
Menasha
Merrill
Middleton
Milton
Mineral Point

Minonk, Illinois (3)
Monona (3)
Monroe (2)
New Lisbon
New London (3)
Niagara
Oak Park Heights, MN
Oconto (2)
Omro
Park Falls
Pine Island, MN
Platteville (5)
Prairie du Chien (2)
Princeton (2)
Port Washington
Racine
Reedsburg (2)
Rhineland
Rice Lake
Richland Center
Ripon
Shawano (4)
South Haven, MI
St. Croix Falls

St. Francis
Sturgeon Bay (5)
Thorp
Tomah (2)
Verona (3)
Washburn (2)
Waukesha
Waupaca
Waupun
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (2)
Belleville (2)
Bonduel
Clinton (2)
Colfax
Cross Plains (2)
Darien

DeForest
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (4)
Lodi (3)
Marshall (2)
Maple Bluff
McFarland (2)
Merton

New Glarus (3)
North Fond du Lac (3)
Oregon (2)
Osceola (3)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Prairie du Sac
Pulaski
Rothschild
Sherwood
Shorewood Hills
Slinger (2)
Somerset
Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Waterford
Waunakee

W. Milwaukee (3)
Williams Bay (2)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)
Lawrence (2)
Ledgeview
Linn
Lisbon
Oconto

Osceola
Rib Mountain
Richfield (2)
Sevastopol
Weston
Washington Island

Counties

Ashland
Chippewa (3)
Door
Green Lake
Iowa
Monroe
Oconto (2)
Polk (3)
Price
Sauk
Sawyer
Shawano
Wabasha, MN (2)
Washburn
Waushara

2. PAA Consultants (Fire and EMS)



James Austad – Associate

PAA Associate James Austad has over 30 years of experience in the Fire Service, with experience in career, combination and paid-on-call departments. He spent 22 years with the Oshkosh Fire Department and was the Battalion Chief in charge of the emergency medical services division for his last 12 years. While in that role, he was appointed by two Governors to sit on the Wisconsin EMS Advisory Board. He is currently the Department Chair for the Fire Protection Program at Fox Valley Technical College and the Division Chief of Training and Operations for Clayton Fire/Rescue. Austad received an associated degree in Fire Protection from Fox Valley Technical College, a bachelor's degree in Business Management from Silver Lake College and a master's degree in Public Administration from University of Wisconsin Oshkosh. Austad also holds all State Fire Certifications, is a graduate of the National Fire Academy's Executive Fire Officer Program and is currently the President of the Wisconsin Society of Emergency Services Instructors.

Recently, Austad has worked on the Fire/EMS studies for Verona, Sevastopol, Door County, Buchanan, Cottage Grove, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA. Austad works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



Timothy Franz – Associate

PAA Associate Timothy Franz is the retired fire chief of the Oshkosh Fire Department and has been in the fire service for over 30 years. Franz has an associate's degree in fire protection from Fox Valley Technical College and a bachelor's degree in fire science from the University of Cincinnati. He also is a graduate of the National Fire Academy Executive Fire Officer Program. Franz is a past president of the Wisconsin State Fire Chiefs' Association and has served as a consultant on various fire and emergency management studies. Recently, he has worked on the Fire/EMS studies for Cottage Grove, Verona, Sevastopol, Door County, Buchanan, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA.

Franz works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



Dr. Mamadou Coulibaly – Associate

Associate Dr. Mamadou Coulibaly is a specialist in the application of Geographic Information Systems (GIS). Coulibaly is an Associate Professor of Geography at the University of Wisconsin-Oshkosh where he teaches and conducts research on information processing, data analysis, mapping, and solutions to environmental and socioeconomic problems. He received his Ph.D. from the Southern Illinois University at Carbondale in 2004. Coulibaly has worked on mapping for PAA on a number of Fire/EMS Studies including Cottage Grove, Lodi, Little Chute, Platteville and Park Falls.

Dr. Coulibaly works on a wide variety of management studies for PAA.



Michael Romas – Associate

Associate Michael Romas is a 35-year fire service professional. He served as Assistant Chief of the Milwaukee Fire Department and retired as Chief of the Sheboygan Fire Department. His education includes bachelor's degrees in education and fire service management, MBA, and completion of the Executive Fire Officer program. He is a career fire-service educator, instructing within departments, for the state technical college system, and is currently an instructor for Emergency Response.

Romas recently completed work on the Cottage Grove Fire and Deer Grove EMS Studies for PAA.



Dr. Stephen Hintz – Associate

PAA Associate Dr. Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 to 2001 where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and was the Mayor of Oshkosh from 2002 to 2004. In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

Dr. Hintz works on executive recruitment and general management studies for PAA.

3. PAA's Approach to Fire/EMS Studies

Understanding of the Village of Jackson's Needs

The Village of Jackson has requested that a comprehensive, non-partisan analysis be conducted of the existing organization and operations of the fire protection and emergency medical services being provided by the respective agency. It is the intent of the requested process to allow the consultants to provide the community of Jackson with a review of existing operations, facilities, equipment, resources and salaries, in turn, develop recommendations that will help meet the current needs of the community involved as well as to address future needs as this community continues to develop and grow. The study outcomes should include the analysis and recommendations to increase efficiency and effectiveness of the Jackson Fire Department operations and governance. The final report should include an implementation schedule for both short-term and long-term actions to improve the efficiency and effectiveness of the Jackson Fire Department delivery systems.

Timetable or Schedule for Anticipated Work Effort

We understand that the Village of Jackson would like to have the consultant's analysis and recommendations completed by June or July of this year. PAA anticipates no problem with completing its work in the next four-five months provided 1) the final scope of the work to be performed can be determined fairly quickly between the Village and PAA, and 2) the Village and

the municipalities that the Jackson Fire Department serves can readily provide all of the data and information that the PAA Consultants will need to complete their analysis.

4. PAA Consultants on the Jackson Fire Department Organizational Review/Future Needs Analysis Project

For the requested Jackson Fire Department Organizational Review and Future Needs Analysis, PAA Consultants Kevin Brunner, Michael Romas, Jim Austad, Tim Franz, Dr. Mamadou Coulibaly and Dr. Stephen Hintz will be assigned to work with the Village and Jackson Fire Department. Brunner will provide project coordination and oversight; Romas will be the lead consultant on the EMS Study with Austad assisting him; Romas will also be the lead consultant on the Fire Study with Franz assisting him; Dr. Coulibaly will provide all necessary GIS mapping services integral to the project and Dr. Hintz will provide quality assurance (reviews of all study documents).

5. Jackson Study Components (Work to be Performed by PAA)

The PAA Study of the Jackson Fire Department will address the following key functional areas as identified in the RFP:

- 1. Department Overview-Analysis of Current EMS and Fire Operations and Service Delivery**
- 2. Governance, Service Agreements and Contracts**
- 3. Staffing-Current and Projected Needs**

A properly functioning Fire Department seeks to align Fire and EMS service demand with Fire and EMS service capacities.

The baseline for PAA's proposed study for Jackson is the current demand for Fire and EMS services and the current delivery capacity. This examination addresses

items raised in items one and three. It identifies specific data that will be used in our analysis.

The primary source of information about current demand is department trend call data. In particular, our study will analyze Fire and EMS call volume, type of call, call locations, response time, and personnel utilized for the past five years. We are particularly interested in several items: (1) personnel turnout and response time for a combination department, (2) the extent of overlapping incidents since this has a major impact on department capacity, (3) geographic distribution of incidents and (4) water supply. Other demand factors will be identified.

Current demand for services should be correlated with population, age structure, geographic distribution of population, types of construction, and regional obligations. Much of this information is available in census data and municipal records.

Other issues about current demand relate to policy decisions. Several major issues that the study will consider are as follows:

- a. Should the department be staffed by a dedicated paid-on-call force, a mixed full-time and paid on call force, or an entirely full-time force? What are the advantages and disadvantages?
- b. Should the department continue the current emergency medical services model?
- c. How much money is the community prepared to pay for fire services?

Current delivery capacity utilizes data from several sources. First, it takes into account the response data described in the current demand section. It then reviews such items as (1) equipment, (2) facilities, (3) staffing levels, (4) training, (5) standard operating procedures, and (6) recruitment.

Analysis of future service delivery is based on projections of future demand, especially population growth and population aging. It includes proposed models of service capacity to accommodate demand changes. For example, these models could include the following: responses to urban population growth, assumption of emergency medical services by the department, full time staffing, and shared/joint departments.

Based on all the information gathered, the study will make a recommendation of the most appropriate model.

The Jackson RFP asks for operational alternatives for current service. This section will be driven by the analysis of the fit between current service demand and delivery capacity. As benchmarks, it will utilize best practice standards from a

variety of sources. Many of these standards are available from the ISO insurance ratings for departments, the National Fire Protection Association (NFPA), and State of Wisconsin regulations. For example, standards for consistent response times will be applied to the department. Standard operating procedures (SOPs) and training practices will be carefully examined. The balance between fire prevention and fire suppression activities will be reviewed.

PAA will also review the current methodology for charges to the two townships, Jackson and Polk, served by the Jackson Fire Department. Current service agreements and contracts will be reviewed and at least one alternative model to the current one utilized for these municipal partners annual service costs will be provided.

4. Salary Analysis

A salary survey of at least 10 (ten) comparable Fire Departments (as determined by PAA in consultation with the Village) will be conducted and a recommended salary scale for all full-time, part-time and paid-on-call members will be provided. This compensation plan may recommend pay steps as well as other forms of compensation (i.e. length of service programs) that will be focused on attracting and retaining high quality departmental personnel.

5. Fiscal Analysis and Implications

PAA will provide an analysis of the Village of Jackson's and Jackson Fire Department Service area's future growth and will provide future cost projections based upon several possible alternative future staffing models. As part of this analysis, PAA will provide short term (1-3 years); mid-term (3-5 years) and long-term (10 year) cost implications of the alternative future staffing models presented. Included in this analysis will be a review of how these costs may be borne by the partner municipalities that receive services from the Village.

6. Planning for Growth

Identifying the "right size" of the department and its facilities depends on several factors.

- a. Regular planning needs to occur to identify any changes in demand, to apply best practices benchmarks, and to adjust service capability with long range, medium range, and short-range perspectives.
- b. The demand for services over a suitable period of time must be calculated, not exceeding twenty years.
- c. Staffing, training, planning, and operating procedures should meet best practice standards.

- d. Equipment and facilities should be determined based on demand for services and best practice standards.
- e. The Jackson Fire Department will need to make long range determinations of what Fire and EMS services and their respective service levels it is willing and able to support.

GIS Mapping to Be Provided

The current fire station location will be reviewed by developing maps utilizing Geographic Information Software. The maps that that will be developed for this analysis include historical calls for Fire and EMS services (demand) and response times.

Travel distance for Insurance Service Office (ISO) will also be developed as well as response travel time estimations using industry standard formulas. The location of current department paid on call staff will also be mapped and correlated to land use, to be used in consideration of determining impacts of future station location. All travel time mapping takes into consideration actual street travel including natural and man-made barriers impacting routing. Land use /zoning maps will also be reviewed and appropriated risk profiles developed to also be considered in station location effectiveness. Comprehensive plans will be reviewed and local officials interviewed to develop a growth profile for the area and estimate future service demand areas. All Village Board members as well as the leaders of the partner municipalities that the Jackson Fire Department will be personally surveyed as part of this process.

Taking into consideration all the information gathered, this data will be compared to national standards and best practices such as ISO and appropriate NFPA standards to determine the effectiveness and efficiency of the current location. Utilizing the modeling methods previously listed, possible future facility locations will be evaluated and mapped to determine opportunities for improving service effectiveness and efficiency.

Location considerations will also consider joint uses; however, travel time will be a dominate factor in any joint usage as the fire service is fixed facility based. This data may be helpful and relevant for other similar uses such as Emergency Medical Services and less impacting on other potential uses.

Necessity for a new location may also be determined independent of geographic location/effectiveness. Space needs which are also being reviewed may indicate a new location is needed based on availability and potential use of land requiring a relocation.

Additional maps can be developed in consultation with the Village if requested.

Deliverable Work Products to the Village of Jackson

A comprehensive report will be provided to Jackson that will combine all of the information and data collected as enumerated in the seven items above. Fire and EMS recommendations will be made for the Jackson Fire Department to consider based upon the PAA consultant findings and application of best practices. An electronic copy of this comprehensive report as well as sufficient bound copies as may be required by the community will be provided. PAA will produce any and all required Time and Distance maps of the Jackson Fire Service as well as EMS District Areas from the current Fire Station location and all identified study alternative locations. In addition, mapping of response data and community risk will also be provided. These maps will either be incorporated into the final Fire Department Study and Report or will be included as an Appendix to this document.

6. Proposed Citizen Engagement

Involvement of the citizenry that resides within both the Jackson EMS and Fire Service area boundaries is very important to the study. We would strive to work with the Village of Jackson in developing a “Community Involvement Plan” at the beginning of the study that would incorporate existing public information tools that are used by the Partners. These could include but are not limited to piggybacking on any available community surveys/polling; public forums/presentations to gather citizen input and ideas and the use of social media platforms that the municipal partners currently use. In addition, it is anticipated that there will be public presentations by PAA of the respective major Study findings and recommendations.

7. Project Costs

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

The following is a breakdown of the project costs by functional component of the planned study and analysis of the Jackson Fire Department:

Department Overview-Analysis of Current Operations/Service Delivery (Est. 80 Hours)- \$8,000
Governance, Service Agreements/Contracts Review/Legal Analysis (Est. 25 Hours)-\$3,000
Staffing, Staffing Methodology Review/Analysis (Est. 75 Hours) -\$7,500
Fiscal Analysis and Implications (Est. 60 Hours)-\$6,000
Planning for Growth (Est. 25 Hours)-\$2,500
Salary Analysis (Est. 30 Hours)-\$2,500

Public Presentation-\$1,000

Total-\$30,500

This is a lump sum amount for our services that includes our professional fees and all direct consultant costs incurred such as copying, mileage, meals and lodging that may be necessary to provide the services requested.

PAA will bill Jackson for one-third of the final cost at the execution of the services contract; one-third will be billed upon PAA 's presentation of the draft of its findings and one-third will be billed upon presentation/acceptance of the final PAA report by the community of Jackson.

8. Project Schedule

Typically, a Fire and/or EMS Study of the scope that the Village of Jackson has outlined in its Request for Proposals will take approximately 16-20 weeks to complete. PAA will work closely with the Community to maintain the schedule as may be determined between the parties.

WEEKS	1-5	6-10	11-15	16-20
Finalize Project Scope with the Village- Final Contract for Services Executed				
Kick Off Meeting-Initial Information Gathering/Sharing with PAA				

Initial Consultant Fieldwork (Interviews/Tours of Jackson Facilities and Equipment)				
GIS Mapping of Village Fire and EMS Data				
Follow-up Consultant Fieldwork				
First Draft of Report				
Discussion with Fire Chief and Village Administration on Initial Draft Report/Analysis and Jackson Leadership on Jackson Initial Draft Report/Analysis				
Final Report(s) Drafted and Distributed to Village Board and other				

Appropriate Governing Bodies				
Final Report and Public Presentations				

9. Our Commitment to Jackson

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks to be completed as part of the Study Components as outlined in Section 5 above and as may be determined in further consultation with the Village of Jackson.

10. PAA Recent Fire/EMS Study References

Michael Bablick; Mayor; City of Park Falls, WI (Park Falls Fire Study); Phone 715-762-2436 (Ext. 229)

Jim Brooks, Lodi Fire/EMS District Director, Lodi, WI (Lodi Fire/EMS Study); Phone 608-445-1974(C)

Barbara Daus, City Council President, City of Platteville, WI (Platteville Fire Department Study); Phone 608-348-3365(C)

Tim Dietman; Fire Chief, City of Sturgeon Bay, WI (Sturgeon Bay Fire Department Study); 920-746-2405 (O)

James Fenlon, Village Administrator, Village of Little Chute, WI (Little Chute Fire Department Study); Phone 920-423-3850 (O)

Robert Gaie, Town of Doty Supervisor (Oconto County Fire/EMS Consolidation Study); Phone 715-276-2320 (H)

Matt Giese, Village Administrator, Village of Cottage Grove (Cottage Grove Fire Department and Deer Grove EMS Studies); Phone 920-254-5966 (O)

Adam Ruechel, City Manager, City of Platteville, WI (Platteville Fire Department Study); Phone 608-348-1821 (O)

Josh VanLleshout, City Administrator, City of Sturgeon Bay, WI (Sturgeon Bay Fire Department Study); Phone 920-746-2900 (O)

Dan Woelfel, Sevastapol Town Chair, Town of Sevastapol, WI (Sevastapol Fire Study); Phone 262-853-1300 (C)

Proposal For Professional Consulting Services

Fire Organizational Analysis

Prepared for The
Village of Jackson Fire Department
WASHINGTON COUNTY, WISCONSIN



February 22, 2022

M0032-04-99-00001

Prepared By
JEFFREY R. ROEMER

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE | NEENAH, WI 54956
Mailing P.O. BOX 1025 | NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

[Public Safety & Municipal Management](#)

Fire Organizational Analysis

Prepared for The
VILLAGE OF JACKSON FIRE DEPARTMENT
WASHINGTON COUNTY, WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN

February 22, 2022
McM. No. M0032-04-99-00001

Table of Contents

SECTION 1 - LETTER OF INTEREST	Page 3
SECTION 2 - QUALIFICATIONS	Page 4
SECTION 3 - METHODOLOGY	Page 5
SECTION 4 - SCOPE OF WORK	Page 6
SECTION 5 - PROJECT FEE / SCHEDULE	Page 9
SECTION 6 - PROJECT TEAM / RESUMES	Page 10
SECTION 7 - REFERENCES	Page 12

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Village of Jackson Fire Department

Village of Jackson
Attn: Jen Keller, Village Administrator
N168W19851 Main Street
PO Box 637
Jackson, WI 53037

Dear Ms. Keller,

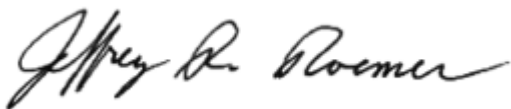
We are pleased to submit a proposal for a Fire Organizational Analysis for the Village of Jackson. Our teams' passion for Public Safety and working with Law Enforcement provides the basis for our interest in submitting this proposal. Municipal Consulting projects have become a major focus for McMahon Associates, Inc. (McMAHON). Similar work in the past has included departments such as the Villages of Mukwonago, Germantown, and Cities of De Pere, West Bend and Green Bay.

McMAHON's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Municipal and Tribal Administration.

Our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-751-4200 ext. 401 or by email at jroemer@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Jeffrey R. Roemer
Public Safety Manager

JRR:kmh

McMAHON provides public management consulting that provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- American Society for Public Administration
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- American Academy of Certified Public Managers
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Fire Departments organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- ❖ A clear understanding of the project background, complex issues involved and the goals and objectives.
- ❖ A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- ❖ Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To develop a comprehensive Organizational Analysis and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Village of Jackson. Accordingly, our approach includes regular meetings with the Fire Administration, along with associated agencies that would have valuable information to communicate to the Department.

Practical Recommendations

Our goal is to provide you with realistic recommendations for the administration and management of the fire department. These recommendations need to be based on sound practical standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments and frequent communications with Fire and Village Administration.

Project Kickoff

- Develop a project team of appropriate users and stakeholders to oversee and participate in the project. The project team will coordinate project schedules, evaluate findings and recommendations, and review and present the final documents.
- Prepare for and conduct Project Planning Meeting with McMAHON Project Manager, the Project Team and key project personnel. The purpose of the meeting will be to define scope and mission, discuss the work plans, establish liaison responsibilities, coordinate project schedules, and confirm other general arrangements.

Initial Assessment and Observations

- Obtain and review documentation pertaining to this project, such as existing fire department documentation, policies and procedures, detailed call volume statistics, community development plans, service contracts, surveys, capital improvement plans and previous studies.
- Develop and provide instructions for the completion of fire department operations questionnaires to assist McMAHON in gaining an understanding of the current fire department environment. Distribute the questionnaires to the appropriate personnel. Upon completion, McMAHON will collect and analyze the questionnaires prior to conducting any on-site interviews or department observations.

Continued Assessment and Documentation

- Assess the current fire operations and begin to assess future needs by conducting interviews and on-site observations with representatives of the agency. The interviews and observations will be held in both group and individual settings with personnel from the following areas:
 - ❖ Fire Department
 - Administration
 - Fire Officers
 - Fire Fighters
 - Dispatch
 - Fire Inspectors
 - ❖ Village of Jackson Administration
 - ❖ Surrounding Fire-EMS Departments
 - ❖ Office of Emergency Management
 - ❖ Economic Development

Interviews and observations will primarily focus on the following issues:

- ❖ Current fire-EMS operations, staffing and levels of service.
 - ❖ Fire service workload call volume and activity.
 - ❖ Fire operations and service expectations.
 - ❖ Staffing and compensation.
 - ❖ Contracted services
 - ❖ Current and anticipated budget and capital issues.
 - ❖ Major equipment needs.
 - ❖ Economic development plans.
 - ❖ Facilities.
- Prepare for and facilitate a project status meeting to discuss the results of the interviews and on-site observations and to review the next steps of the project.

Analysis, Performance Review and Recommendations

- Review present Fire-EMS workflows and processes to analyze and develop potential organizational and operational requirements. This review will be based on the Commission of Fire Accreditation International categories and criteria. The performance indicators that will be examined include the following:
 - ❖ Governance and Administration
 - ❖ Assessment and Planning
 - ❖ Goals and Objectives
 - ❖ Financial Resources
 - ❖ Community Risk Reduction Programs
 - ❖ Physical Resources
 - ❖ Human Resources
 - ❖ Training and Competency
 - ❖ Essential Resources
 - ❖ External Systems Relationships
 - ❖ Health and Safety
- Prepare for a Public Focus Meeting and present basic findings and information relating to the department and then allow for citizens to voice their concerns and thoughts regarding the sustainability and direction of the Fire Department.
- Determine any changes, or future trends, for public safety industry standards related to operational requirements. During the development of all recommendations, McMAHON will consider many factors and standards as a basis for recommendations, including:
 - ❖ State of Wisconsin Statutes and Administrative Code
 - ❖ National Highway Safety Traffic Administration (NHSTA)
 - ❖ Federal Emergency Management Association (FEMA)
 - ❖ Local Related Ordinances
 - ❖ Commission on Fire Accreditation International (CFAI)

❖ National Fire Protection Association (NFPA)

- Review and prepare recommendations on compensation, possible utilization in a step structure based upon service and credentials and ranking of full-time members to be comparable with other departments of size, call volume, and within the area.
- Review the costs for the Village to contract for services to other communities including a review of the current formula utilized to determine each contracting township's annual contribution to the Village and determine if a change is warranted to this calculation.
- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.
- Develop a comprehensive detailed Fire Department Organizational Analysis (Analysis), utilizing the information provided by the documentation received, the interviews and on-site observations. The projected growth and level of service needs will be considered during the development of these recommendations to include:
 - ❖ Operational assessment of the Fire Department, including recruitment, employee selection, staffing, training, National Incident Management System compliance, and management structure and practices
 - ❖ Service demand level and ability to meet the demand
 - ❖ Effectiveness and efficiency improvements
 - ❖ Evaluation of coordinated fire operations
 - ❖ Evaluation of shared services
 - ❖ Any other issues identified during the analysis

Document Preparation and Review

- List and describe the findings and recommendations with regards to administration and fire operations. Equipment, staffing, and training will be included in the recommendations.
- Prepare budget impact estimates by implementation recommendations, identifying initial and recurring costs in a separate category for each resource.
- Assemble the Analysis document by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMAHON's standards.
- Prepare, produce, and deliver the draft Analysis to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps.
- Facilitate an Analysis Review Meeting with the Project Team approximately one (1) week after initial delivery to answer questions regarding the content of the Analysis. Make any changes to the Analysis based on the discussions at the Analysis Review Meeting. Produce and deliver final document copies to the Project Team.
- Facilitate an Analysis review presentation for the Village Board.

Project Fee

McMahon Associates, Inc. proposes to provide all the Scope of Services described in this Proposal for the Fire Department Organizational Analysis as follows:

Complete Lump Sum Amount: \$34,450

Staffing and Compensation Study Alone: \$25,000

Upon acceptance of this Proposal, McMAHON will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated March 19, 2020, which are incorporated into this Proposal for reference.

We will complete the work tasks as defined in our proposal for the lump sum amount presented in the proposal. Only if the scope of the project changes would there be any additional hours billed to the project. These changes in project costs would only occur after approval by appropriate Village personnel.

Project Schedule

McMAHON has the staff available to begin this project immediately upon award. Based on our prior experience on similar projects, it is estimated that this analysis will take approximately five (5) months to complete. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMAHON). The Project Manager supervises the project team and clerical personnel support the team. The combined resources assure that the client receives the best possible combination of professional attention.

Robert C. Whitaker – Public Safety Specialist

Robert will be the Project Manager and will coordinate and oversee all project specific information and processes as well advise on findings and recommendations. He has over 25 years of experience in the fire, emergency medical and emergency management field and currently works as a Fire Chief/Administrator of a consolidated fire department in Wisconsin. Before his position as Fire Chief/Administrator, he worked as a Deputy Chief of Administration, Battalion Chief and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

Kevin I. Bierce – Public Safety Specialist

Kevin will assist the Project Team with review of project specific information and processes as well advise on findings and recommendations. Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

Dan Burns – Public Safety Specialist

Dan will also assist the project team. Dan is a proven healthcare leader with an intense focus on helping organizations and leaders improve quality, ensure positive financial impact, increase productivity, and enrich the customer experience. Key strengths include optimizing processes, service line management, financial and strategic planning, developing, and nurturing new programs and business plans. He possesses a strong understanding of organizational structure and a proven ability to align various stakeholders to business objectives. Dan spent 30 plus years of his career in Emergency Medical Services as a provider, educator and administrator of hospital-based EMS and prehospital care organizations. Dan is our Public Safety and Emergency Management Sector Leader.

Kevin K. Kloehn

Kevin has over 29 years of experience in the Fire, Emergency Medical, and Emergency Management field. He currently works as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department in which he consolidated two (2) Fire Departments within a Community. Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. Jeff is a certified public manager and has been providing full time public safety management consulting for the last 21 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

Village of Germantown – Fire Management Counsel Services

Steven Kreklow, Village Administrator
(262) 250-4775

City of West Bend – Fire Organizational Analysis

Jay Shambeau, City Administrator
(262) 335-5171

Village of Mukwonago – Fire Organizational Analysis

Jeff Stein, Fire Chief
(262) 363-6426

City of DePere – Interim Fire Chief Services

Larry Delo, City Administrator
(920) 339-4044

Door County – Interim Emergency Services Director

Ken Pabich, County Administrator
(920) 746-2552

Village of Johnson Creek – Interim Fire Chief Services

Sam Bell, Village Clerk
(920) 699-2296

Milwaukee Regional Medical Center – Public Safety Consultant

Robert Simi, Executive Director
(414) 778-4570

City of Green Bay – Interim Fire Chief Services

David Litton, Fire Chief
(920) 448-3278



McMAHON ASSOCIATES, INC. GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
6. McMAHON will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate.....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.

Memo

To: Jen Keller, Village Administrator
From: Brian W. Kober, P. E., Director of Public Works
Subject: Jackson Park - Tennis Court Conversion to Pickle Ball Courts
Date: February 17, 2022
CC: Board of Public Works; Village Board

The tennis ball courts in Jackson Park have been scheduled for years to be updated or replaced with something new. The ideas with the Park and Rec Committee and the Park and Rec Director Kelly Valentino was a conversion to include tennis and pickle ball courts together. A plan and design specifications are necessary to achieve the ideas.

Cedar Corp has been requested to give a proposal for engineering services for plans and specification to bid the project. Cedar Corp recently created a similar plan for the Village of Richfield. The plan is attached. This is an example on what could be, and not the plan that will be.

During the development of plans, information will be collected to have a master plan for the southeast corner of the park. For future discussion and projects, recommend a full master plan be created for the entire Jackson Park.

If you have any questions, please let me know.

Brian W. Kober, P.E.

Washington County, Wisconsin



1/11/2022, 4:21:43 PM

1:868

Current Parcel

Railroad Centerlines

Road Centerline I, USH

Interstate Highway, I-41

US Highway, FOND DU LAC AV; US Highway, HY 45

Road Centerline STH, CTH

On/Off Ramp

State Highway

County Highway

Address Point

Parcel Taxkey & Acreage

Leader Lines

Subdivision Name

Condominium Name

Certified Survey Number

Lot Number

Landhook

Meander Line

PLSS Monument

Local Road Labels

Township Road

City/Village Street

Private Street

Municipality

Retired Parcel

Right-of-Way

Plat

Unknown

Certified Survey Map

Condominium

Assessor Plat; Cemetery Plat; Subdivision

Lot

PLSS Quarter

PLSS Section

0

0.01

0.02

0.04 mi

0

0.015

0.03

0.06 km

Washington County GIS
Washington County | Southeast Wisconsin Regional Planning Commission | Washington County, US Census Bureau |

**Confirmation of Client Request for Services
between Cedar Corporation (ENGINEER)
and Village of Jackson (CLIENT)**

**Authorization to Perform Professional Engineering Services
for Jackson Park Tennis-Pickleball Courts Project**

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Jackson Park Tennis-Pickleball Courts Project

Scope of Work: ENGINEER will complete Design Services for the Jackson Park Tennis-Pickleball Courts Project as defined in the Project Scope. ENGINEER has attached a copy of this Project Scope as Attachment A.

Method of Compensation: Design work will be completed for an estimated fee of \$20,000.00. ENGINEER will not exceed the estimated Design fee amount without authorization from the CLIENT.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2022.

VILLAGE OF JACKSON

CEDAR CORPORATION

By: _____

By:  _____

Name: _____

Name: Ronald Dalton, P.E.

Title: _____

Title: Director

By: _____

By:  _____

Name: _____

Name: Douglas Kroes

Title: _____

Title: Construction Manager

STANDARD CONDITIONS

PART I - DESCRIPTION OF SERVICES

- 1.1 CEDAR CORPORATION** agrees to provide professional services for the PROJECT as more completely described in this Agreement.
- 1.2 CEDAR CORPORATION** agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

2.1 INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

2.2 REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

2.3 GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

- 3.1** Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.

- 3.2** Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

- 3.3** If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

- 4.1 STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.

- 4.2 CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during

initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

- 4.3 SAFETY.** Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.

- 4.4 DELAYS.** If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

- 4.5 TERMINATION.** Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

- 4.6 OPINIONS OF PROBABLE CONSTRUCTION COST.** Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

- 4.7 RELATIONSHIP WITH CONTRACTORS.** Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

- 4.8 CONSTRUCTION REVIEW.** For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

- 4.9 INSURANCE.** Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

- 4.10 ALLOCATION OF RISKS.** To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all

court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

To the fullest extent permitted by law, Cedar Corporation's total liability to Client and anyone claiming by, through, or under Client for any cost, loss, or damages caused in part by the negligence of Cedar Corporation and in part by the negligence of Client or any other negligent entity or individual, shall not exceed the percentage share that Cedar Corporation's negligence bears to the total negligence of Client, Cedar Corporation, and all other negligent entities and individuals.

4.11

HAZARDOUS MATERIAL. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client acknowledges and agrees that it retains title to all hazardous

material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

4.12 ACCESS. Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

4.13 REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day

period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

4.14 AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

4.15 ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

4.16 DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

4.17 NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any

other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

4.18 NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

4.19 SEVERABILITY. The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

4.20 AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

4.21 OTHER. Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

ATTACHMENT A

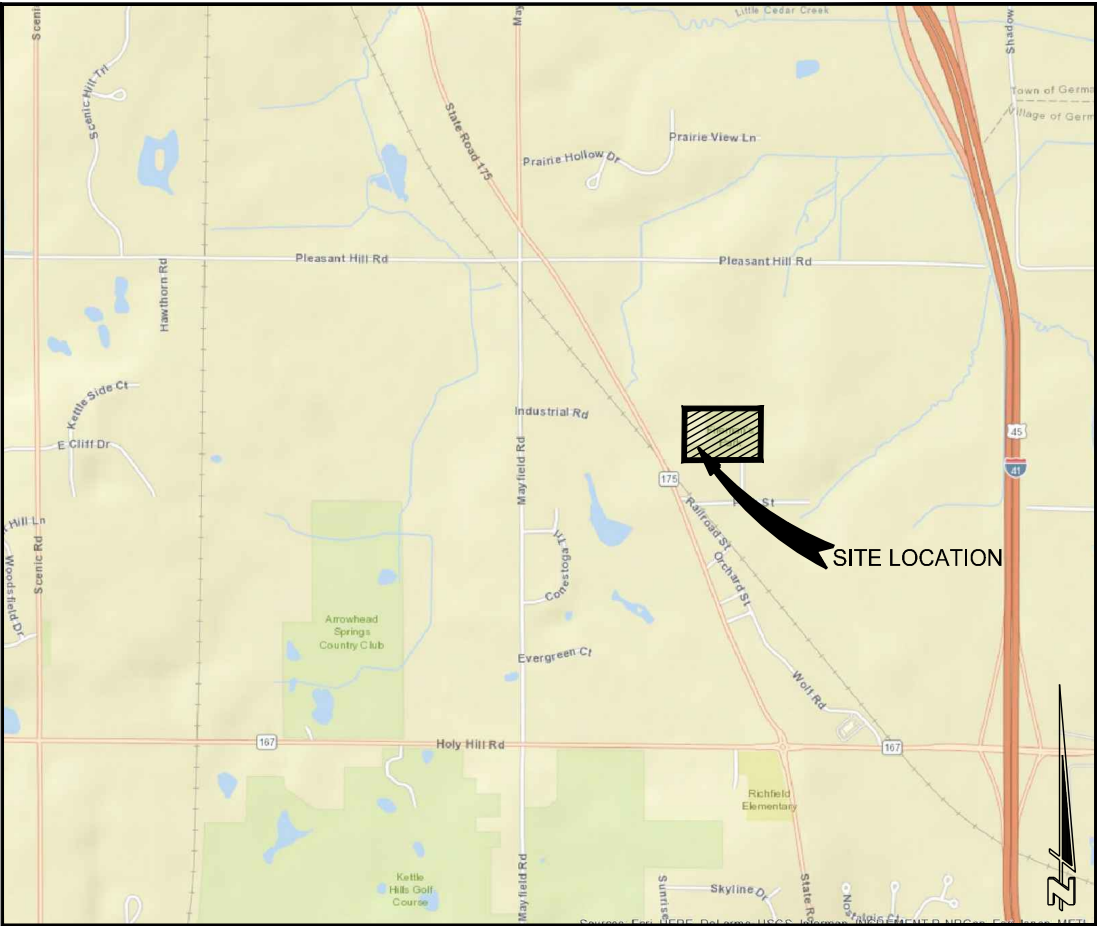
Project Scope

Reconstruction of the four (4) tennis courts in Jackson Park west of the intersection of Jackson Drive and Georgetown Drive. The project will include the removal of current asphalt surface, fencing and nets. The new courts will roughly match the footprint of the existing courts and include pickleball and tennis courts.

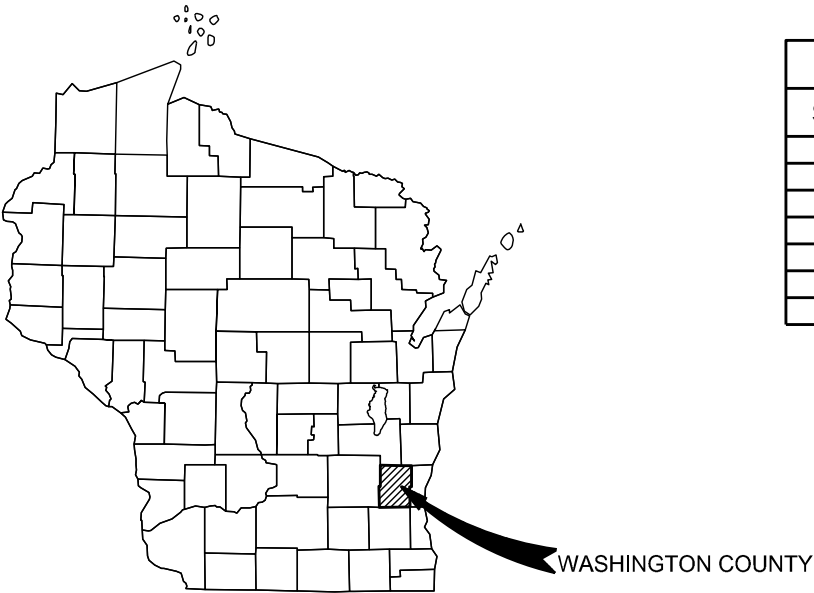
Design, permitting, and bidding

1. Meet with Village staff to determine the objectives of the project.
2. Perform a topographic survey of the project area.
3. Prepare plans for new tennis/pickleball courts including grading, erosion control, new asphalt, fencing, nets and posts, and restoration.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.

CONSTRUCTION DRAWINGS
FOR
FIREMAN'S PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD
WASHINGTON COUNTY, WI
FEBRUARY 5, 2021



SITE LOCATION MAP



COUNTY LOCATION MAP

INDEX TO DRAWINGS	
SHEET NO.	DESCRIPTION
1 of 7	TITLE SHEET
2 of 7	EXISTING CONDITIONS
3 of 7	REMOVAL PLAN
4 of 7	SITE PLAN
5 of 7	GRADING PLAN & EROSION CONTROL
6 of 7	DETAILS
7 of 7	DETAILS

ATTENTION:
DOWNLOADED PLANS ARE NOT SCALABLE, NEITHER THE OWNER NOR THE
ENGINEER SHALL BE HELD RESPONSIBLE FOR THE SCALE OR PRINT
QUALITY OF DOWNLOADED PLANS. ONLY PRINTED PLANS FROM CEDAR
CORPORATION SHALL BE CONSIDERED TO BE SCALEABLE PLANS.

JOB NO. 05771-0004
BOOK NO.
DRAWN BY BJG
CHECKED BY RDD
DATE FEBRUARY, 2021
REVISIONS
REFERENCE FILE
DRAWING FILE Cover.dwg

www.cedarcorp.com
800-472-7372

Cedar
corporation

engineers • architects • planners • environmental specialists
land surveyors • landscape architects • interior designers

2820 Waton Commons W.
Suite 102
Washington Ave.
Madison, WI 53718
608-249-5046
FAX 608-249-5824

1895 Bellevue Street
Suite 100
Madison, WI 53713
608-249-5031
FAX 608-249-5824

604 Wilson Ave.
Madison, WI 53703
608-249-5031
FAX 608-249-5824

VILLAGE OF RICHFIELD
FIREMAN'S PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN

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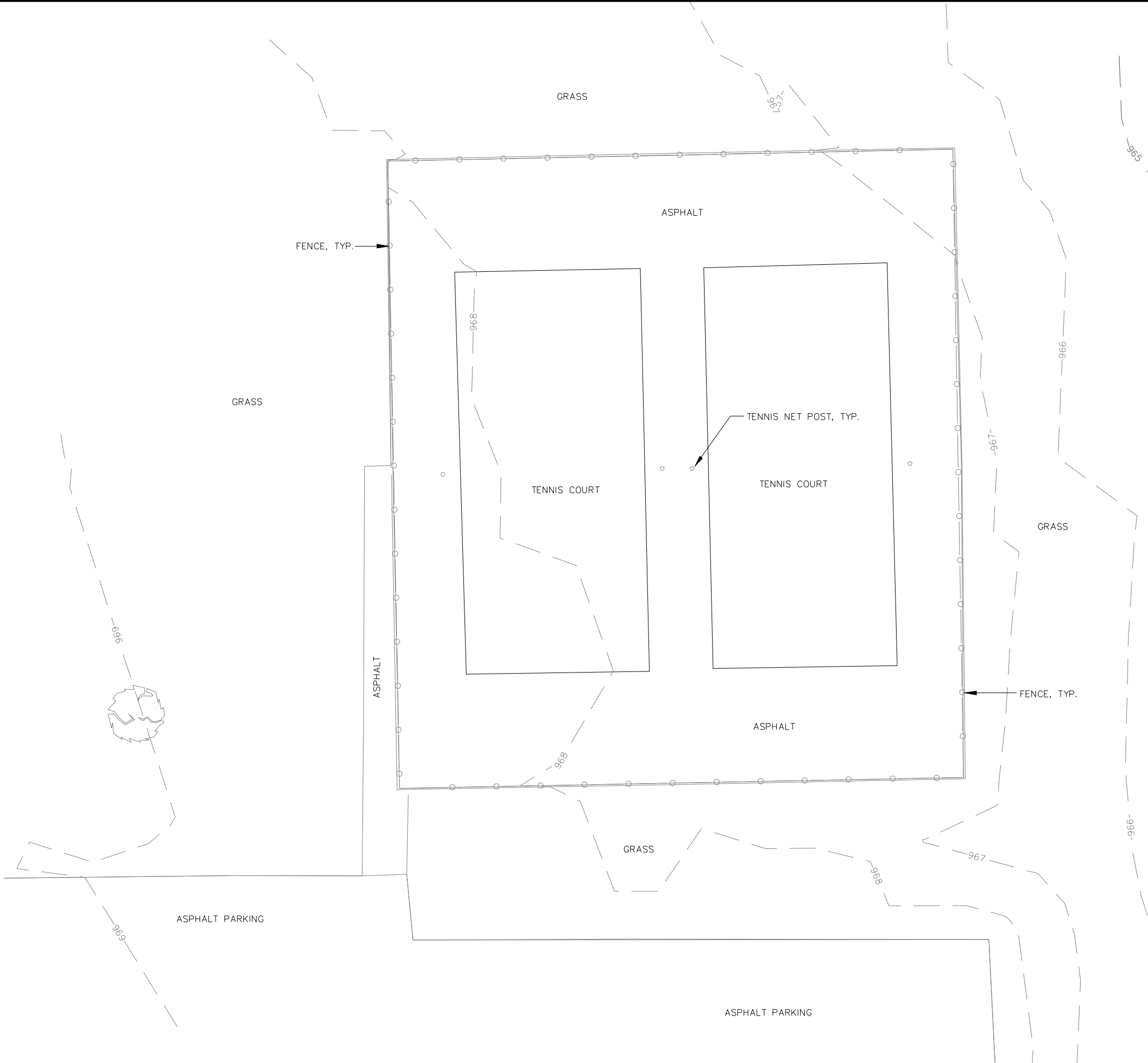


LEGEND

- 965 — EXISTING CONTOUR LINE
- 966 —
- □ — WOOD FENCE
- ○ — WOVEN WIRE FENCE
- ~ — TREE LINE
- DECIDUOUS TREE
- EVERGREEN TREE
- IRON PIPE
- REBAR

ABBREVIATIONS

- | | |
|--------|--------------------------|
| CONC. | CONCRETE |
| CMP. | CORRUGATED METAL PIPE |
| ELEV. | ELEVATION |
| EXIST. | EXISTING |
| EX. | EXISTING |
| HYD. | HYDRANT |
| INL. | STORM INLET |
| INV. | INVERT |
| FL | FLOW LINE |
| FF | FIRST FLOOR |
| LAT. | LATERAL |
| MH | MANHOLE |
| PVC | POLYVINYL CHLORIDE PIPE |
| RCP | REINFORCED CONCRETE PIPE |
| R/W | RIGHT OF WAY |
| SAN. | SANITARY |
| SDWK. | SIDEWALK |
| SEW. | SEWER |
| STM. | STORM |
| TC | TOP OF CURB |
| TYP. | TYPICAL |
| VAR. | VARIABLE |



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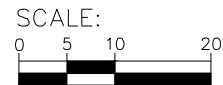
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VILLAGE OF RICHFIELD
FIREMANS PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN
EXISTING CONDITIONS

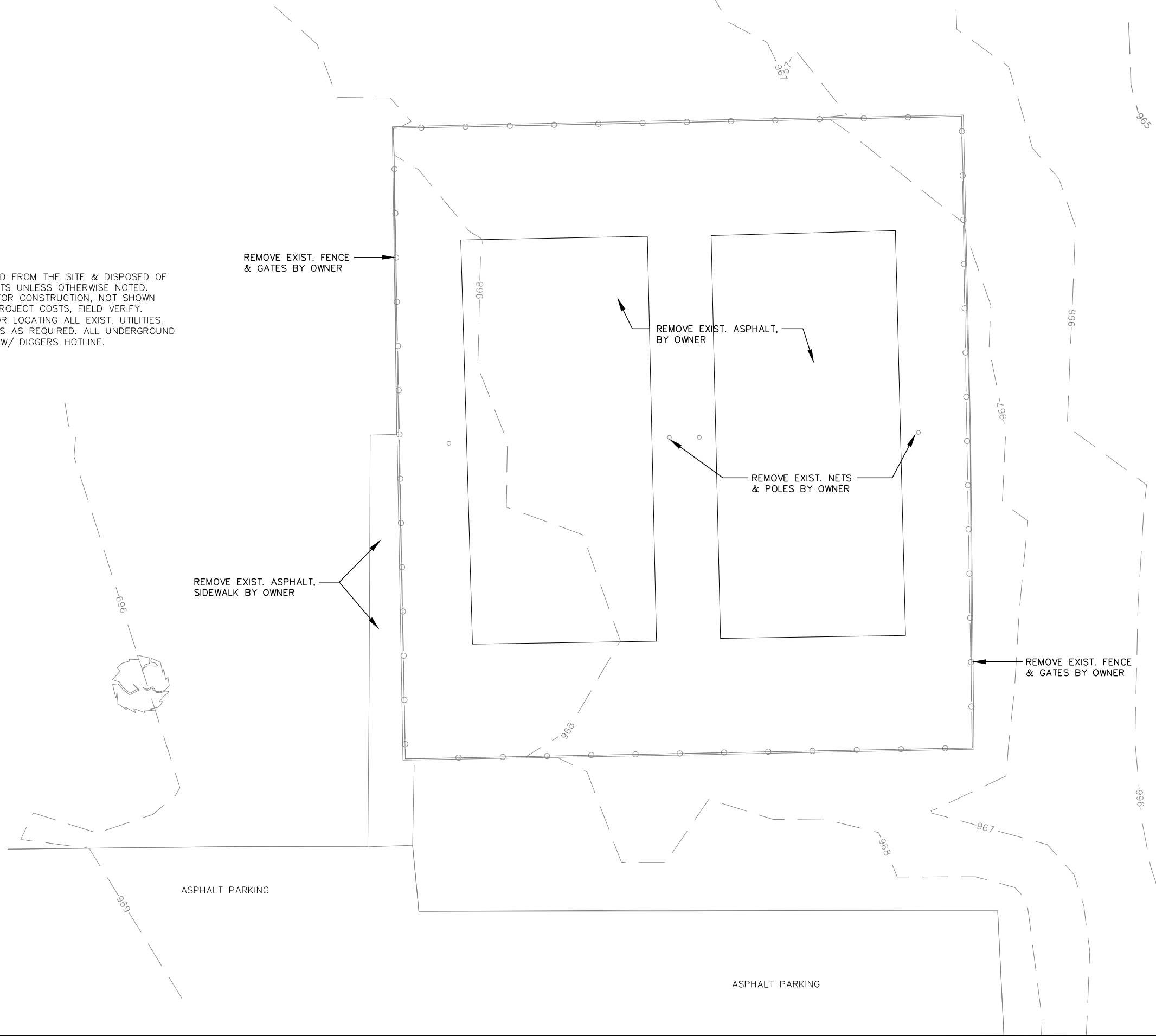
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2 OF 7

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NOTES:

- * ALL DEMOLITION MATERIAL SHALL BE REMOVED FROM THE SITE & DISPOSED OF OFF SITE AS PER CITY & STATE REQUIREMENTS UNLESS OTHERWISE NOTED.
- * ANY REMOVALS OR RELOCATIONS REQUIRED FOR CONSTRUCTION, NOT SHOWN SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT COSTS, FIELD VERIFY.
- * THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXIST. UTILITIES. REMOVE, ABANDON, RELOCATE EXIST. UTILITIES AS REQUIRED. ALL UNDERGROUND UTILITIES MAY NOT BE SHOWN, FIELD VERIFY W/ DIGGERS HOTLINE.



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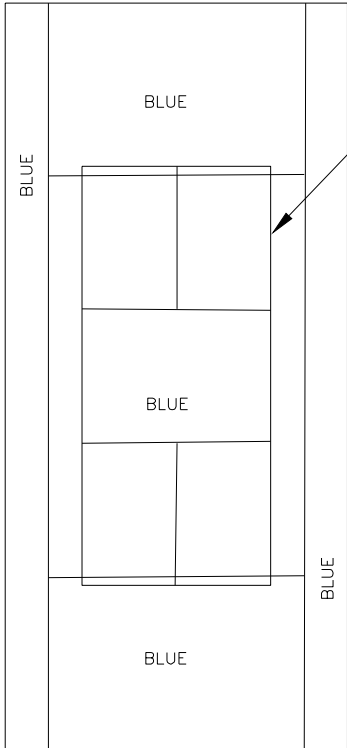
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VILLAGE OF RICHFIELD
FIREMANS PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN
REMOVAL PLAN

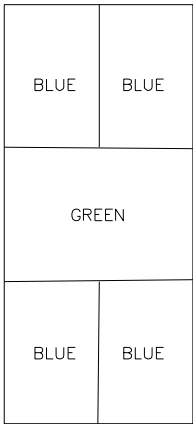
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NOTES:

- * THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION & NOTIFY THE ENGINEER OF ANY DIFFERENCES.
- * THE CONTRACTOR SHALL VERIFY ALL PLAN DIMENSIONS BEFORE INSTALLATION & NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- * THE CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS & SIZES OF ALL EXISTING UTILITIES.
- * ALTERNATE, INSTALL WINDSCREEN ON ALL EXTERIOR 10' & 6' CHAIN LINK FENCE & GATES.
- * ALTERNATE, DECREASE POST SPACING TO 8.0' O.C. ON 10' HIGH FENCE FOR WINDSCREEN. INSTALLATION.
- * ALTERNATE, WINDSCREEN SHALL BE VINYL COATED POLYESTER (VCP) BY DOUGLAS INDUSTRIES, INC. 3441 S 11th AVE., ELDRIDGE, IA, 52748, 1-800-553-8907, OR APPROVED EQUAL.
- * ALTERNATE, INSTALL WINDSCREEN AS PER MANUFACTURER'S SPECIFICATIONS.



ALTERNATE BID:
YELLOW PICKLEBALL COURT LINES
OVERLAID ON TENNIS COURT,
VERIFY COLOR W/ OWNER

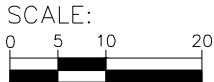


PICKLEBALL COURT
COLORS

NOTE: ALL LINES, 2" WIDE, WHITE.
AREAS OUTSIDE OF COURTS, GREEN.

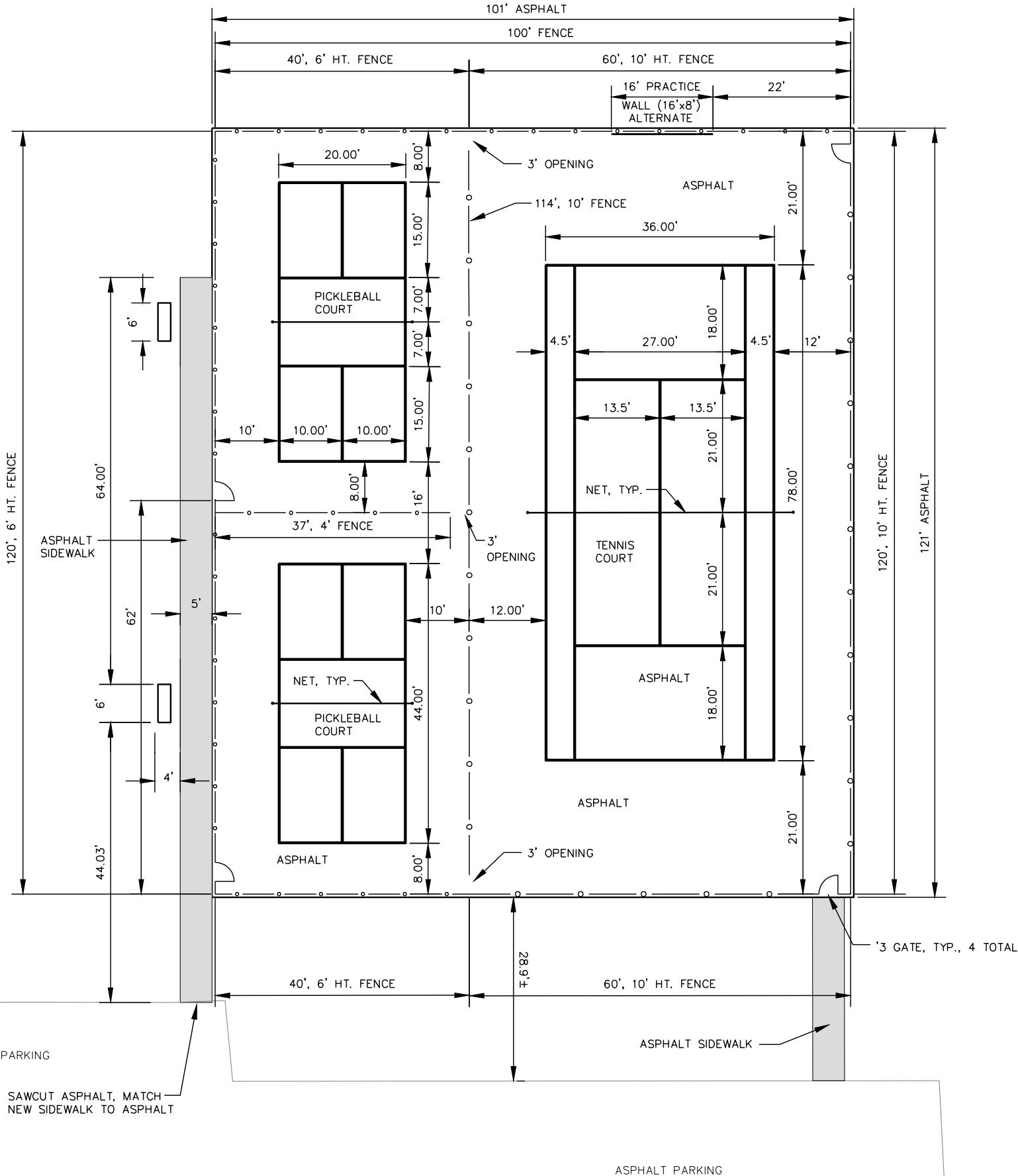
TENNIS COURT COLORS

NOTE: ALL LINES, 2" WIDE, WHITE.
AREAS OUTSIDE OF COURTS, GREEN.



ASPHALT PARKING

SAWCUT ASPHALT, MATCH
NEW SIDEWALK TO ASPHALT



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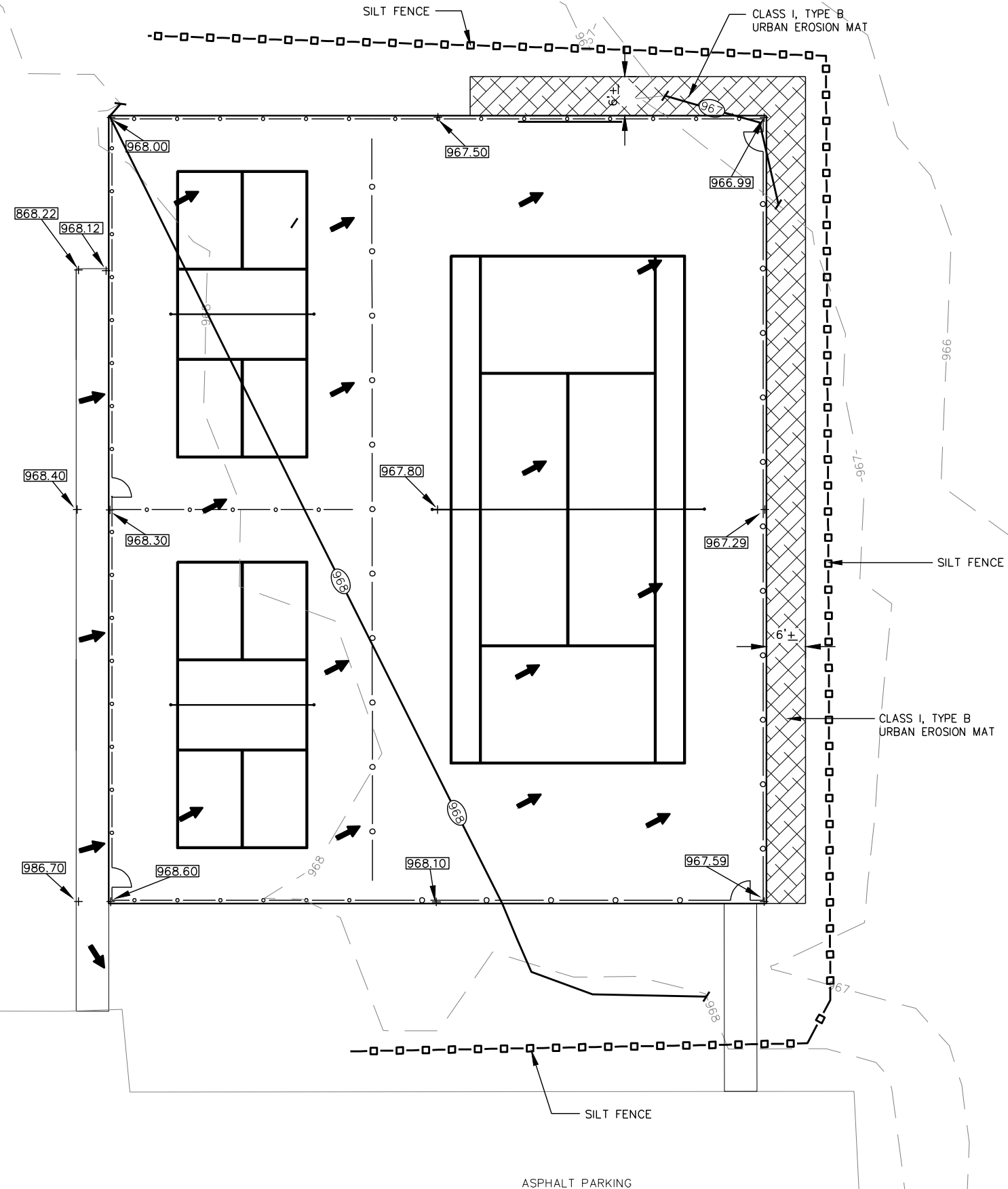
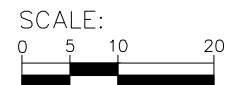
VILLAGE OF RICHFIELD
FIREMANS PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN
SITE PLAN

SHEET NO.
4 OF 7

- * THE CONTRACTOR SHALL VERIFY ALL EXIST. CONDITIONS.
- * THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING LOCATIONS OF EXIST. UTILITIES.
- * PROPOSED CONTOUR LINE LOCATIONS ARE APPROXIMATE, SPOT ELEVATIONS SHALL BE USED FOR EXACT ELEVATIONS.
- * RESTORE ALL DISTURBED AREAS NOT COVERED BY HARD SURFACES W/ 5" OF TOPSOIL, SEED, MULCH & FERTILIZER.

- * THE CONTRACTOR SHALL INSTALL APPROPRIATE EROSION CONTROL MEASURES AS THE FIRST CONSTRUCTION ACTIVITY.
- * SEED & MULCH & FERTILIZE ALL DISTURBED AREAS OVER 5" OF TOPSOIL.
- * ADJUST OR ADD SILT FENCE AS NEEDED TO PREVENT SEDIMENT FROM LEAVING THE CONSTRUCTION SITE.
- * INSTALL SILT FENCE AS NEEDED AROUND ANY TEMPORARY SOIL STORAGE PILES.
- * ALL DISTURBED AREAS LEFT FOR MORE THAN 14 DAYS SHALL BE STABILIZE W/ SEED & MULCH TO PREVENT EROSION.
- * ALL WASTE & UNUSED BUILDING MATERIAL SHALL BE REMOVED FROM THE SITE & DISPOSED OF & NOT ALLOWED TO BE CARRIED OFF BY STORM WATER RUNOFF.
- * THE CONTRACTOR SHALL FOLLOW ALL PRACTICES AS DEFINED IN THE WI DNR TECHNICAL STANDARDS FOR CONSTRUCTION SITE EROSION & SEDIMENT CONTROL.

	DENOTES EXISTING CONTOUR LINE.
	DENOTES PROPOSED CONTOUR LINE, FINISHED GRADE.
	DENOTES PROPOSED SPOT ELEVATION, FINISHED GRADE.
	DENOTES DIRECTION OF PROPOSED SURFACE WATER FLOW.



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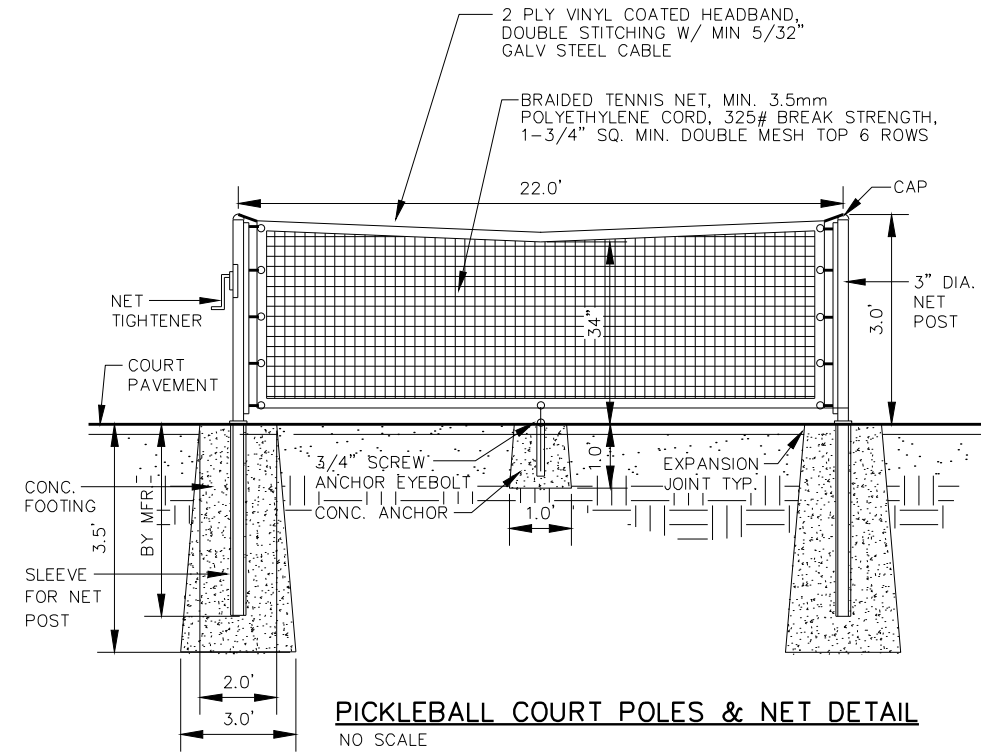
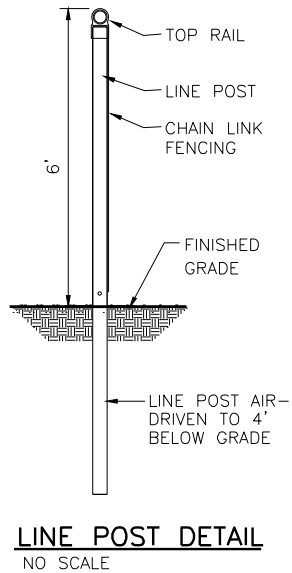
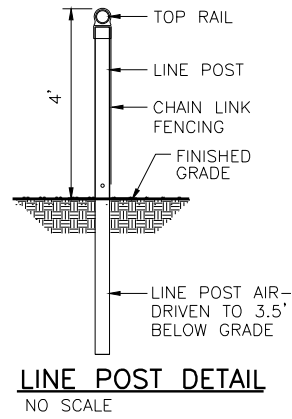
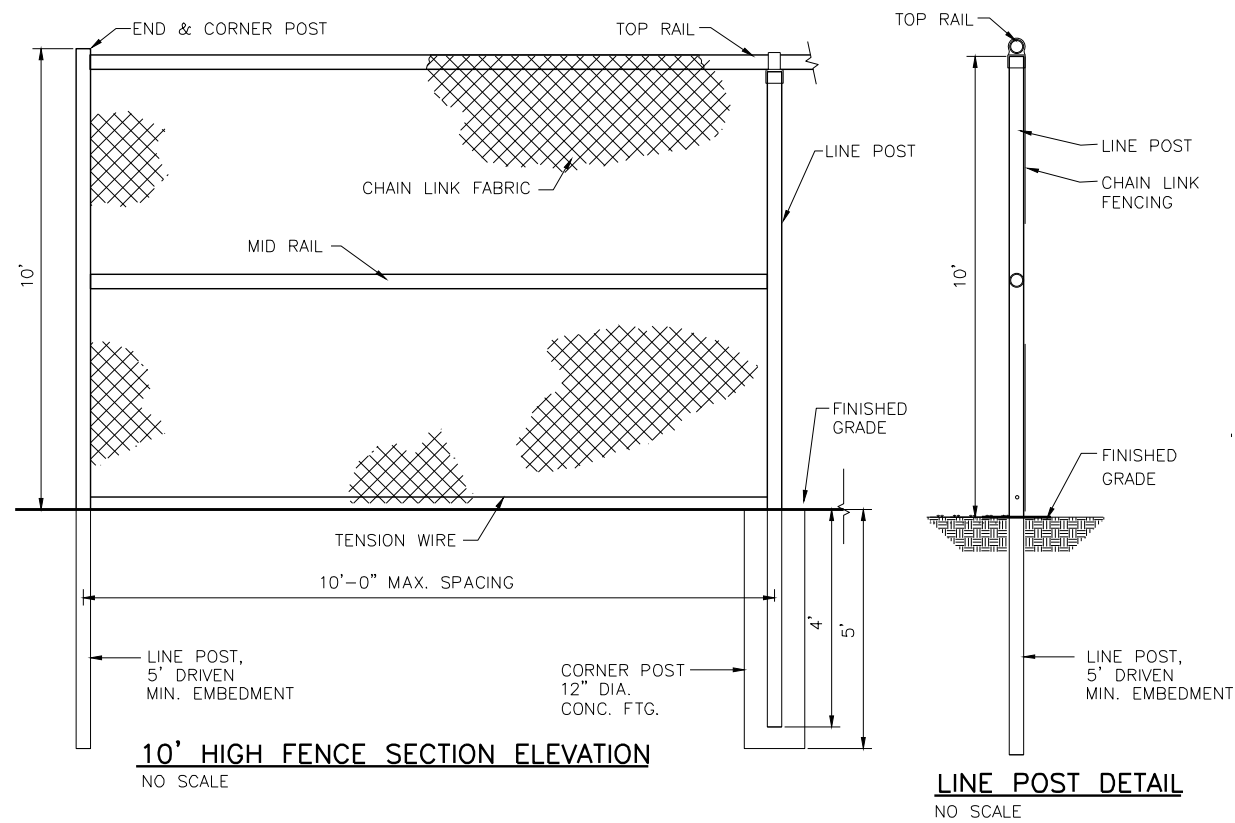
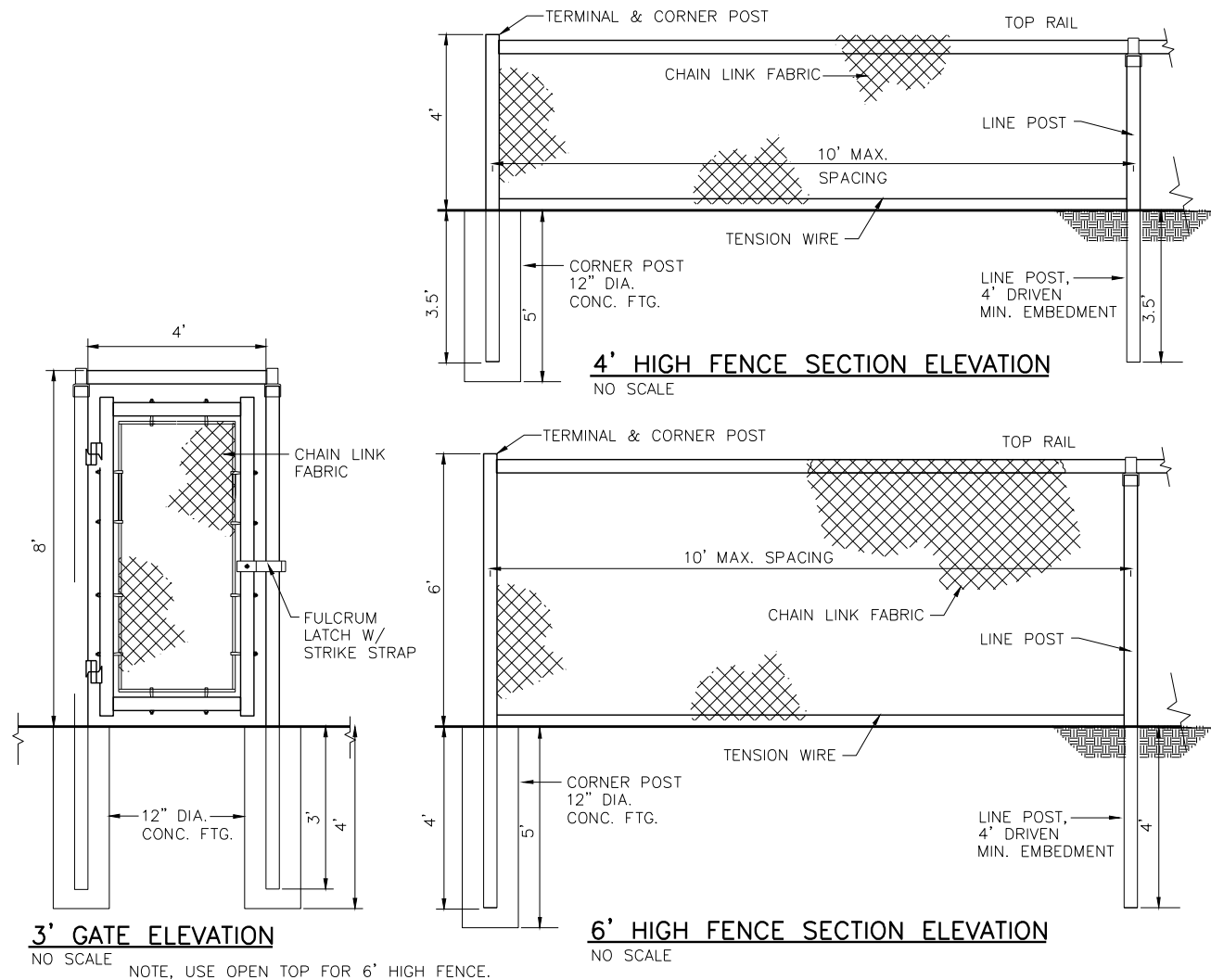
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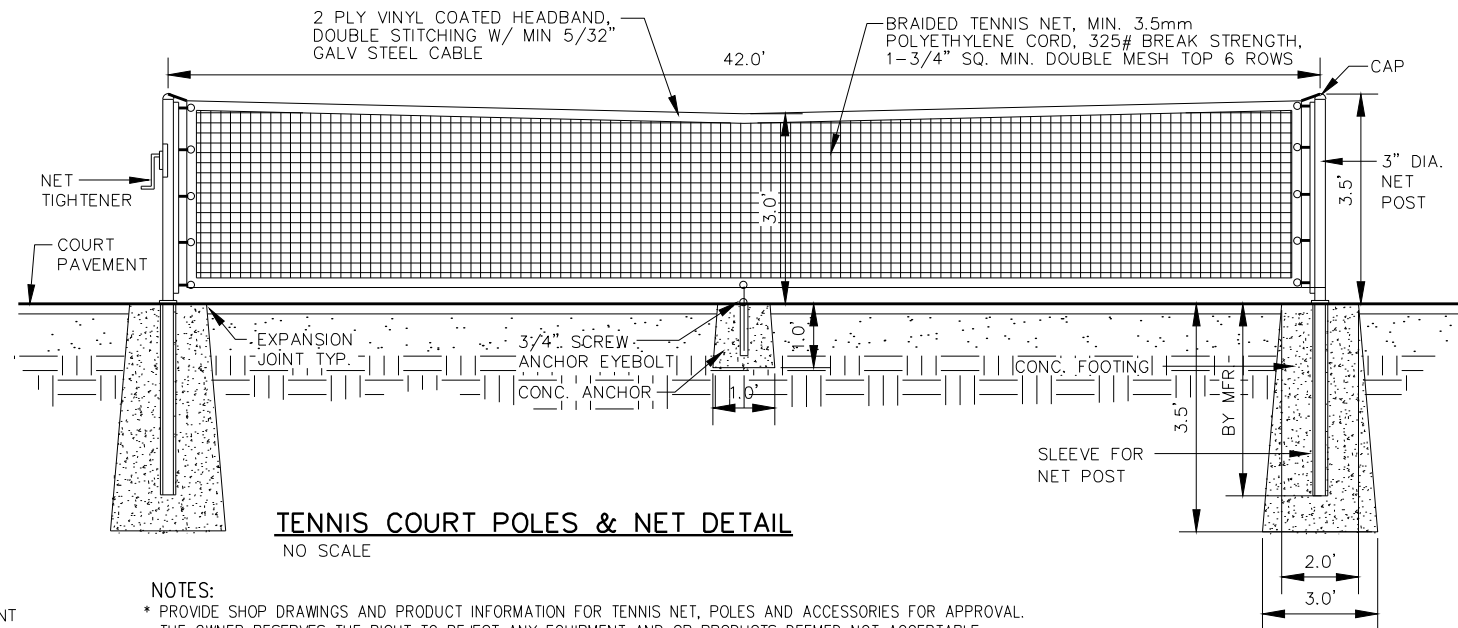
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VILLAGE OF RICHFIELD
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VILLAGE OF RICHFIELD, WISCONSIN
GRADING PLAN & EROSION CONTROL

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- NOTES:
- * PROVIDE SHOP DRAWINGS AND PRODUCT INFORMATION FOR PICKLEBALL NET, POLES AND ACCESSORIES FOR APPROVAL. THE OWNER RESERVES THE RIGHT TO REJECT ANY EQUIPMENT AND OR PRODUCTS DEEMED NOT ACCEPTABLE.
 - * ALL COMPONENTS SHALL BE UV, ROT, MILDEW & RUST RESISTANT.
 - * PROVIDE SYSTEM FOR ADJUSTING THE TENTION OF THE NET.



- NOTES:
- * PROVIDE SHOP DRAWINGS AND PRODUCT INFORMATION FOR TENNIS NET, POLES AND ACCESSORIES FOR APPROVAL. THE OWNER RESERVES THE RIGHT TO REJECT ANY EQUIPMENT AND OR PRODUCTS DEEMED NOT ACCEPTABLE.
 - * ALL COMPONENTS SHALL BE UV, ROT, MILDEW & RUST RESISTANT.
 - * PROVIDE SYSTEM FOR ADJUSTING THE TENTION OF THE NET.

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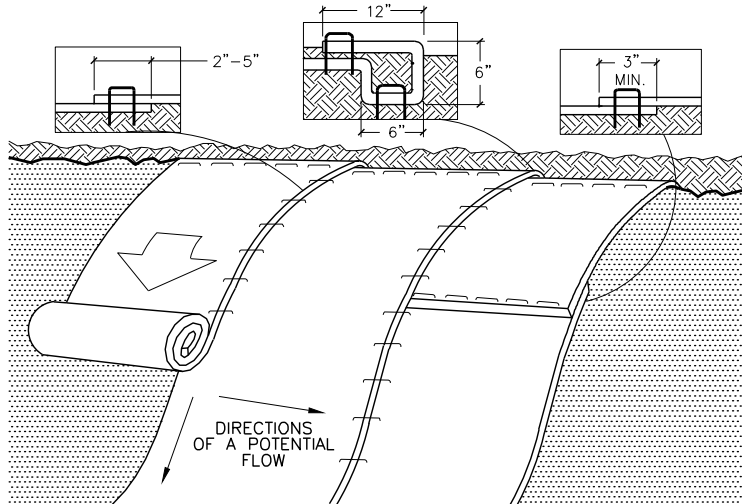
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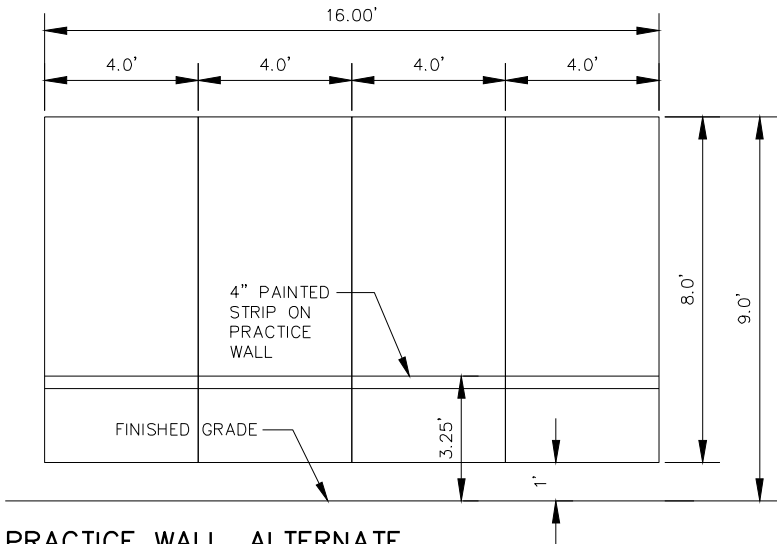
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VILLAGE OF RICHFIELD, WISCONSIN
DETAILS

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- * PREPARE SOIL BEFORE INSTALLING ROLLED EROSION CONTROL MAT, INCLUDING GRADING, TOPSOIL, SEED & FERTILIZER.
- * BEGIN AT TOP OF SLOPE, BY ANCHORING MAT IN TRENCH, INSTALL STAPLES 12" APART, SEE DETAIL.
- * ROLL MAT DOWN SLOPE AS SHOWN. FASTEN MAT TO SOIL SURFACE W/ STAPLES. STAPLE PATTERN GUIDE BY MFR.
- * OVERLAP MAT AS PER MFRS. SPEC.

EROSION CONTROL MAT DETAIL NO SCALE

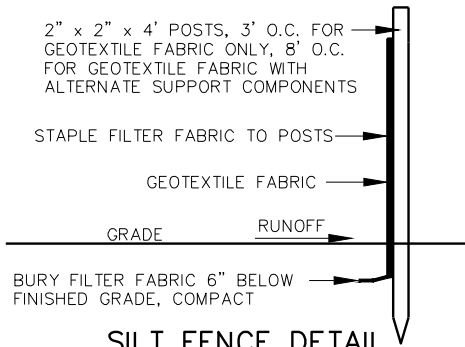


PRACTICE WALL, ALTERNATE

NO SCALE

NOTES:

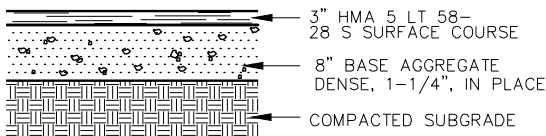
- * PRACTICE WALL, 4, 8'x4', 1-7/5" THICK METAL REINFORCED FIBERGLASS PANELS.
- * PANELS SHALL BE GREEN IN COLOR, UV RESISTANCE, BE SOUND-DEADENING & HAVE NO HOLES OR PROTRUSIONS ON FACE OF PANELS
- * INSTALL PANELS TO FENCE AS PER MANUFACTURERS RECOMMENDATIONS.



SILT FENCE DETAIL

NOTES: NO SCALE

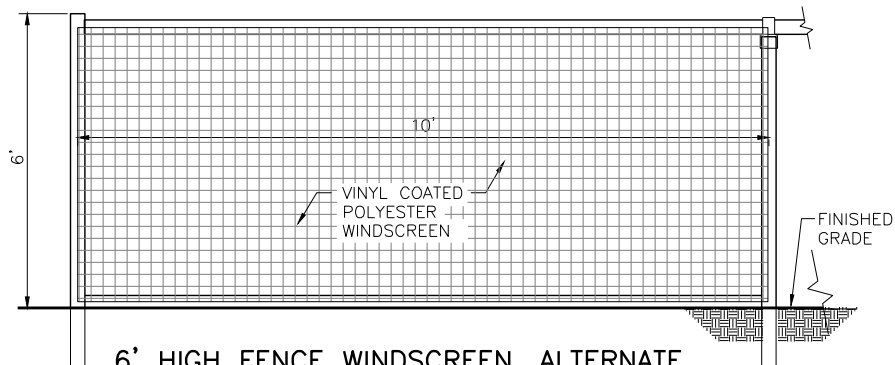
- * SILT FENCE SHALL BE SUPPLIED & INSTALLED AS PER THE WI DOT STANDARD SPECIFICATIONS FOR HIGHWAY & STRUCTURE CONSTRUCTION.



ASPHALT TYPICAL SECTION

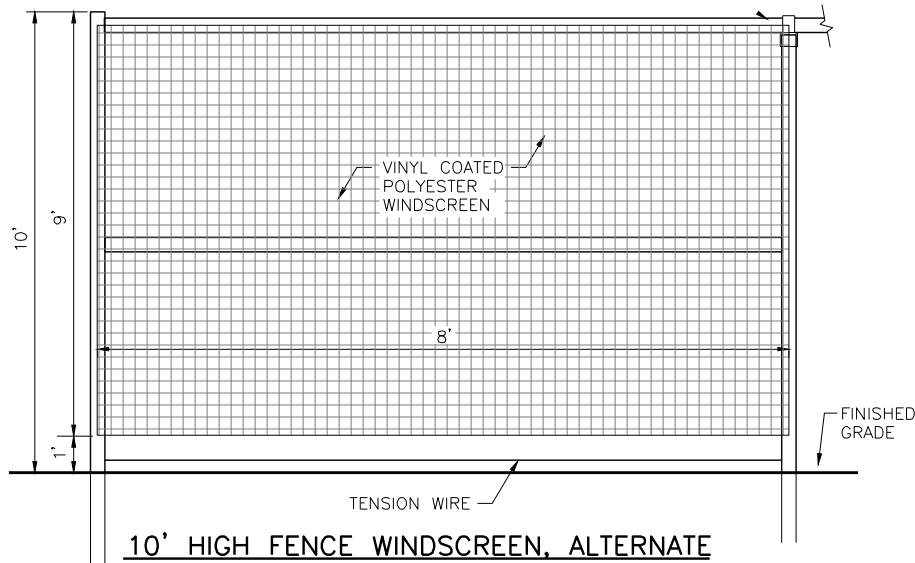
NO SCALE

NOTE: ASPHALT, BASE COURSE & COMPACTION SHALL BE SUPPLIED & INSTALLED AS PER WI DOT STANDARD SPEC. FOR HWY & STRUCTURE CONSTRUCTION, LATEST ED.



6' HIGH FENCE WINDSCREEN, ALTERNATE

NO SCALE



10' HIGH FENCE WINDSCREEN, ALTERNATE

NO SCALE

NOTES:

- * DECREASE POST SPACING TO 8.0' O.C. FOR 10' HIGH FENCE FOR WINDSCREEN ALTERNATE INSTALLATION.
- * WINDSCREEN SHALL BE VINYL COATED POLYESTER (VCP) BY DOUGLAS INDUSTRIES, INC. 3441 S 11th AVE., ELDRIDGE, IA, 52748, 1-800-553-8907, OR APPROVED EQUAL.
- * INSTALL AS PER MANUFACTURER'S SPECIFICATIONS.

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VILLAGE OF RICHFIELD
FIREMANS PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN
DETAILS

SHEET NO.

7 OF 7



February 16, 2022

Village of Jackson
W194 N16660 Eagle Drive
PO Box 637
Jackson, WI 53037

Attention: Mr. Brian Kober
Director of Public Works

Subject: Engineering Services Proposal
STH 60 – CTH P to Eagle Drive
Sanitary Sewer and Water Main

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the STH 60 sanitary sewer and water main project in the Village of Jackson. We look forward to maintaining our good working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is our proposal to provide engineering services for the project. Herein after the Village of Jackson will be referred to as the OWNER/VILLAGE, and Gremmer & Associates, Inc. as the ENGINEER.

SCOPE OF SERVICES

The ENGINEER will provide the following services. Items of work not specifically mentioned below shall be considered extra services.

1. Field survey:
 - a. All sanitary manholes, water valves, hydrants, and water curb stops within the project limits.
 - b. Topo survey of existing houses, walks, etc. in areas where the sanitary laterals need to be replaced to buildings.
2. Sanitary sewer – preliminary and final design/plans:
 - a. Replace all sanitary manhole castings, adjustment rings and chimney seals within the limits of the STH 60 resurface project.
 - b. Replace the sanitary sewer main and laterals from the railroad tracks east to where sanitary goes to south side of roadway (east of Coffeerville). Approximately 2,400'. Laterals will be replaced from the main to the house/building.
3. Water main – preliminary and final design/plans:
 - a. Replace all hydrants within the limits of the STH 60 resurfacing project.
 - b. Replace all water service curb stop boxes within the limits of the STH 60 resurfacing project.
 - c. Replace select water service curb stops and water valves, as identified by the VILLAGE.
 - d. Replacement of the water main trunk line is not included in the scope, and if required, shall be considered extra services.

4. Detour/Traffic Control. Scope assumes a combination of road closed to through traffic and open with traffic control.
5. Specifications and bid documents for a local let project. QuestCDN bidding service will be utilized.
6. Agency/Utility Coordination/Permitting
 - a. Prepare/submit a WDNR Notice of Intent (NOI) for stormwater discharges permit application (if required).
 - b. Prepare/submit a WDNR sanitary sewer extension permit application.
 - c. WisDOT utility permit.
 - d. Coordinate with WisDOT design consultant.
 - e. Coordinate with other utility companies regarding the proposed work.
7. Meet with the Village of Jackson Engineering Department as necessary throughout the duration of the project.

COMPENSATION

ENGINEER will be compensated by the OWNER for Construction Services provided under this CONTRACT on a time and materials basis, estimated at \$53,960. Work will be billed in accordance with the attached Professional Services Fee Schedule, dated January 1, 2022 to April 30, 2023, and labeled Exhibit A.

Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated January 1, 2022 to April 30, 2023, and labeled Exhibit A.

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

OWNER'S RESPONSIBILITY

1. Provide sanitary sewer sizing requirements.
2. Provide sanitary sewer televising reports.
3. Provide sanitary sewer structure inspection reports.
4. Provide water main fire flows and sizing requirements (if required).
5. Prior to field survey, locate/flag locations of curb stop boxes and water valves.
6. Provide locations of curb stops and water valves that require replacement.
7. Payment of any required permit fees.

ADDITIONAL SERVICES/OUT OF SCOPE WORK

1. Wetland delineation/determination.
2. DNR/USACE coordination/permitting outside of the items listed in the scope of services section.
3. Preparation of any easement or right-of-way documents/descriptions.
4. Preconstruction meeting, construction staking, and construction observation.

GENERAL TERMS & CONDITIONS

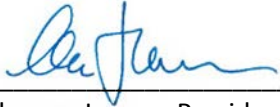
ENGINEER services will be performed in accordance with the attached General Terms and Conditions, dated January 1, 2022 to April 30, 2023, and labeled Exhibit B.

AUTHORIZATION AND TIMING

A receipt of a signed copy of the CONTRACT shall be considered as authorization to proceed with the services described.

For the ENGINEER

Accepted by the OWNER



Thomas Lanser, President
Gremmer & Associates, Inc.

Brian Kober
Director of Public Works

2/16/22
Date

Date

Exhibit A



PROFESSIONAL SERVICES FEE SCHEDULE

January 1, 2022 to April 30, 2023

Project Manager.....	\$150.00/hour
Project Engineer / Senior Designer	\$130.00/hour
Civil Engineer V.....	\$115.00/hour
Professional Land Surveyor / Survey Crew Chief.....	\$105.00/hour
One-man Survey Crew with GPS/Robotic Total Station	\$130.00/hour
Civil Engineer IV / Engineering Specialist V	\$105.00/hour
Civil Engineer III / Engineering Specialist IV	\$95.00/hour
Civil Engineer II / Engineering Specialist III.....	\$88.00/hour
Civil Engineer I / Engineering Specialist II.....	\$81.00/hour
Engineering Specialist I / Civil Engineering Technician III	\$74.00/hour
Civil Engineering Technician II	\$66.00/hour
Civil Engineering Technician I	\$58.00/hour
Office Services	\$57.00/hour
Mileage	Current IRS rate
Meals, lodging, air travel, telephone, supplies, postage.....	At Cost
Printing Services (In-house)	
Photocopies-letter size (black & white).....	\$0.10/impression
Photocopies-letter size (color).....	\$0.25/impression
Large Format Plots (black & white)	\$1.00/S.F.
Large Format Plots (color).....	\$2.00/S.F.
Printing Services (Outside Service).....	At Cost
Expert Witness	\$200.00/hour

Note: Office Services, Civil Engineering Technician, and Engineering Specialist I-III are paid time and one-half their actual wage for overtime. The respective billed rate will be approximately 19% higher than the published rate to account for the overtime rate.

Exhibit B



GENERAL TERMS AND CONDITIONS

January 1, 2022 to April 30, 2023

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

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

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



February 16, 2022

Village of Jackson
W194 N16660 Eagle Drive
PO Box 637
Jackson, WI 53037

Attention: Mr. Brian Kober
Director of Public Works

Subject: Engineering Services Proposal
CTH P – Sherman Road to STH 60
Sanitary Sewer and Water Main

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the CTH P sanitary sewer and water main project from Sherman Road to STH 60. We look forward to maintaining our good working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is our proposal to provide engineering services for the project. Herein after the Village of Jackson will be referred to as the OWNER/VILLAGE, and Gremmer & Associates, Inc. as the ENGINEER.

SCOPE OF SERVICES

The ENGINEER will provide the following services. Items of work not specifically mentioned below shall be considered extra services.

1. Limited field survey at STH 60.
2. Preliminary and final sanitary sewer plans from Morning Meadows Phase 3 entrance north to approximately 200' north of the Kerry Ingredients driveway (approximately 2400').
3. Preliminary and final water main plans for the water main extension from Morning Meadows Phase 3 entrance north to STH 60 (approximately 3,400').
4. Specifications and bid documents for a local let project. QuestCDN bidding service will be utilized.
5. Agency/Utility Coordination/Permitting
 - a. Prepare/submit a WDNR Notice of Intent (NOI) for stormwater discharges permit application.
 - b. Prepare/submit a WDNR water main extension permit application.
 - c. Prepare/submit a WDNR sanitary sewer extension permit application.
 - d. WisDOT utility permit.
 - e. Washington County utility permit (if required).
 - f. Coordinate with other utility companies regarding the proposed work.
6. Meet with the Village of Jackson Engineering Department as necessary throughout the duration of the project.

COMPENSATION

ENGINEER will be compensated by the OWNER for Design Services provided under this CONTRACT, a lump sum of \$24,983.

Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated January 1, 2022 to April 30, 2023, and labeled Exhibit A.

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

OWNER'S RESPONSIBILITY

1. Provide sanitary sewer sizing requirements.
2. Provide water main fire flows and sizing requirements.
3. Payment of any required permit fees.

ADDITIONAL SERVICES/OUT OF SCOPE WORK

1. Wetland delineation/determination.
2. DNR/USACE coordination/permitting outside of the items listed in the scope of services section.
3. Preparation of any easement or right-of-way documents/descriptions.
4. Preconstruction meeting, construction staking, and construction observation.

GENERAL TERMS & CONDITIONS

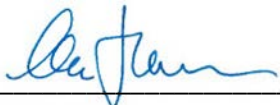
ENGINEER services will be performed in accordance with the attached General Terms and Conditions, dated January 1, 2022 to April 30, 2023, and labeled Exhibit B.

AUTHORIZATION AND TIMING

A receipt of a signed copy of the CONTRACT shall be considered as authorization to proceed with the services described.

For the ENGINEER

Accepted by the OWNER



Thomas Lanser, President
Gremmer & Associates, Inc.

Brian Kober
Director of Public Works

2/16/22
Date

Date

Exhibit A



PROFESSIONAL SERVICES FEE SCHEDULE

January 1, 2022 to April 30, 2023

Project Manager.....	\$150.00/hour
Project Engineer / Senior Designer	\$130.00/hour
Civil Engineer V.....	\$115.00/hour
Professional Land Surveyor / Survey Crew Chief.....	\$105.00/hour
One-man Survey Crew with GPS/Robotic Total Station	\$130.00/hour
Civil Engineer IV / Engineering Specialist V	\$105.00/hour
Civil Engineer III / Engineering Specialist IV	\$95.00/hour
Civil Engineer II / Engineering Specialist III.....	\$88.00/hour
Civil Engineer I / Engineering Specialist II.....	\$81.00/hour
Engineering Specialist I / Civil Engineering Technician III	\$74.00/hour
Civil Engineering Technician II	\$66.00/hour
Civil Engineering Technician I	\$58.00/hour
Office Services	\$57.00/hour
Mileage	Current IRS rate
Meals, lodging, air travel, telephone, supplies, postage.....	At Cost
Printing Services (In-house)	
Photocopies-letter size (black & white).....	\$0.10/impression
Photocopies-letter size (color).....	\$0.25/impression
Large Format Plots (black & white)	\$1.00/S.F.
Large Format Plots (color).....	\$2.00/S.F.
Printing Services (Outside Service).....	At Cost
Expert Witness	\$200.00/hour

Note: Office Services, Civil Engineering Technician, and Engineering Specialist I-III are paid time and one-half their actual wage for overtime. The respective billed rate will be approximately 19% higher than the published rate to account for the overtime rate.

Exhibit B



GENERAL TERMS AND CONDITIONS

January 1, 2022 to April 30, 2023

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

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

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



January 12, 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 #4

Dear Mr. Kober:

Enclosed you will find Pay Request #4 for the Coffee Connection Trail project in the Village of Jackson. The total amount, due to the contractor, has been reduced by five percent (5%) for retainage but not to exceed maximum retainage; which was met with pay request #3. This is per Article 6.02.A.1 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Total work completed to date	= \$ 374,944.54
Work completed, Pay Request #4	= \$ 14,256.47
Total Retainage	= \$ 8,964.32
Amount due to Contractor, Pay Request #4	= \$ 14,256.47
Work to be completed	= \$ 26,127.14

Work to be completed:
Pavement Markings, Signs, Lawn Restoration and any miscellaneous items.

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

Sincerely,

Todd Drew
Project Engineer
Gremmer & Associates, Inc.

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

Pay Request #4
Poblocki Paving - Prime Contractor

Item No.	Description	Unit s	Total	Poblocki Paving		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Cumulative Totals		% Complete
				Unit Price	Bid 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	1	\$200.00	100%
100-02	Removing Concrete Pavement	SY	65	\$30.00	\$1,950.00		\$0.00		\$0.00	63.00	\$1,890.00		\$0.00	63	\$1,890.00	97%
100-03	Removing Asphaltic Surface	SY	35	\$12.00	\$420.00		\$0.00		\$0.00	84.00	\$1,008.00		\$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	350	\$3,850.00	100%
100-05	Removing Concrete Sidewalk	SY	65	\$30.00	\$1,950.00		\$0.00		\$0.00	47.00	\$1,410.00		\$0.00	47	\$1,410.00	72%
100-06	Excavation Common	CY	637	\$66.00	\$42,042.00		\$0.00	550	\$36,300.00	316.00	\$20,856.00		\$0.00	866	\$57,156.00	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	105	\$3,363.84	101%
100-08	Base Aggregate Dense 1 1/4-Inch	TON	1,135	\$29.00	\$32,915.00		\$0.00	1252.94	\$36,335.26	270.40	\$7,841.60		\$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	\$0.00	0%
100-10	Concrete Driveway 6-Inch	SY	31	\$90.00	\$2,790.00		\$0.00		\$0.00	31.33	\$2,819.70		\$0.00	31	\$2,819.70	101%
100-11	Drilled Tie Bars	EACH	36	\$15.00	\$540.00		\$0.00		\$0.00	47.00	\$705.00		\$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	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	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	25	\$1,950.00	100%
100-15	Concrete Sidewalk 4-Inch	SF	2,910	\$6.30	\$18,333.00		\$0.00		\$0.00	2000.00	\$12,600.00	95.57	\$602.09	2096	\$13,202.09	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	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	154	\$4,620.00	114%
100-18	Curb Ramp Detectable Warning Field Radial Yellow	SF	101	\$30.00	\$3,030.00		\$0.00		\$0.00	106.00	\$3,180.00		\$0.00	106	\$3,180.00	105%
100-19	Lawn Restoration	SY	4,456	\$10.14	\$45,183.84		\$0.00		\$0.00	4010.00	\$40,661.40	1198.01	\$12,147.82	5208	\$52,809.22	117%
100-20	Silt Fence	LF	1,895	\$2.00	\$3,790.00	1956	\$3,912.00	260	\$520.00		\$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	\$0.00	0%
100-22	Inlet Protection Type C	EACH	6	\$105.00	\$630.00	6	\$630.00		\$0.00		\$0.00		\$0.00	6	\$630.00	100%
100-23	Temporary Ditch Checks	LF	24	\$30.00	\$720.00	24	\$720.00		\$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	\$0.00	0%
100-25	Posts Wood 4x6-Inch X 14-FT	EACH	20	\$390.00	\$7,800.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-26	Signs Type II Reflective F	SF	135.0	\$26.00	\$3,510.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-27	Traffic Control	LS	1	\$8,556.00	\$8,556.00	1	\$8,556.00		\$0.00		\$0.00		\$0.00	1	\$8,556.00	100%
100-28	Geotextile Type SAS	SY	600	\$2.40	\$1,440.00		\$0.00	397	\$952.80		\$0.00		\$0.00	397	\$952.80	66%
100-29	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	621	\$10.86	\$6,744.06		\$0.00		\$0.00	148.00	\$1,607.28		\$0.00	148	\$1,607.28	24%
100-30	Marking Crosswalk Epoxy Ladder Pattern 24-Inch	LF	88	\$44.36	\$3,903.68		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-31	Sawing Asphalt	LF	225	\$2.50	\$562.50		\$0.00	465.5	\$1,163.75		\$0.00		\$0.00	465.5	\$1,163.75	207%
100-32	Sawing Concrete	LF	115	\$3.00	\$345.00		\$0.00	54	\$162.00		\$0.00		\$0.00	54	\$162.00	47%
200-01	Culvert Pipe Reinforced Concrete Horizontal Elliptical Class HE-III 14x23-Inch	LF	--	\$180.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	NA
200-02	Apron Endwalls for Culvert Pipe Reinforced Concrete Horizontal Elliptical 14x23-Inch	EACH	--	\$1,060.00	\$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	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	1	\$748.00	100%
200-05	Inlets Median 1 Grate	EACH	1	\$748.00	\$748.00	1	\$748.00		\$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	1	\$900.00	100%
200-07	Storm Sewer Pipe PVC SDR-35 6-Inch	LF	36	\$53.00	\$1,908.00	36	\$1,908.00		\$0.00		\$0.00		\$0.00	36	\$1,908.00	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	9	\$14,580.00	100%
400-01	Adjusting Water Valves	EACH	9	\$600.00	\$5,400.00	8	\$4,800.00		\$0.00		\$0.00		\$0.00	8	\$4,800.00	89%
400-02	Adjusting Hydrants	EACH	1	\$1,734.00	\$1,734.00	1	\$1,734.00		\$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	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	0	\$0.00	0%
500-02	Posts Tubular Steel 2x2 X 16-FT	EACH	1	\$410.00	\$410.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
500-03	Signs Type II Reflective H	SF	10.5	\$26.00	\$273.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
500-04	Relocate Sign	EACH	1	\$350.00	\$350.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
500-05	Marking Line Epoxy 4-Inch	LF	141	\$5.34	\$752.94		\$0.00		\$0.00	173.00	\$923.82		\$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	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	463	\$1,083.42	137%
600-01	Sanitary Sewer Pipe PVC SDR-35 6-Inch, including all fittings (VOJ 21-02)	LF	50	\$660.00	\$33,000.00	50	\$33,000.00		\$0.00		\$0.00		\$0.00	50	\$33,000.00	100%
TOTAL					\$358,572.60		\$87,644.00		\$75,433.81		\$197,610.26		\$14,256.47		\$374,944.54	104.57%

Pay Quantity differs from Requested Quantity
Total Difference of \$ 574.25

Work completed, previous estimate \$197,610.26
Work completed, this estimate \$14,256.47
Total work completed \$374,944.54
Retainage, this estimate \$0.00
Total retainage, previous estimates \$0.00
Total retainage \$8,964.32
Amount due to contractor, this estimate \$14,256.47

\$4,382.20 Retainage Est #1
\$3,771.69 Retainage Est #2
\$810.42 Retainage Est #3
Max retainage to hold= \$8,964.32



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

Ph: 414.476.9130 Fax: 414.476.9132

INVOICE: 109659A

Date: 12/31/2021

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

DESCRIPTION

PRICE

Work completed per attached detail

374,944.54

Less pay application #1

-87,644.00

Less pay application #2

-75,433.81

Less pay application #3

-197,610.26

TOTAL AMOUNT DUE

14,256.47

RESOLUTION #22-02

A RESOLUTION RECOMMENDING TO THE VILLAGE BOARD VARIOUS REVISIONS TO THE ADOPTED 2050 COMPREHENSIVE PLAN FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Village Board adopted a comprehensive plan on August 10, 2009, as referenced in Chapter 38 of the Village Code of Ordinances; and Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board has made a number of minor revisions to the adopted plan since that time including a major plan update in 2019; and

WHEREAS, the Plan Commission desires to revise Exhibit 8.11 titled "Projected Land Use: 2050" in the adopted comprehensive plan; and

WHEREAS, the Plan Commission finds that the revisions set forth herein are consistent with the remainder of the adopted plan; and

WHEREAS, the Village Board will conduct a public hearing, following the procedures enumerated in Section 66.1001(4)(d), Wis. Stats., and the public participation procedures for comprehensive plan amendments adopted by the Village Board through Resolution #19-24; and

NOW THEREFORE, by a majority vote of the entire commission recorded in its official minutes on February 24, 2022, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as set forth herein.

PART 1. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for certain parcels as set forth in the following table.

MAP ID	TAX KEY NO.	CURRENT LAND USE PLAN 2050	PROPOSED LAND USE CLASSIFICATION
1	V3_053600B	GENERAL COMMERCIAL	RESIDENTIAL
2	V3_019700F001	GOVERNMENTAL AND INSTITUTIONAL	GENERAL COMMERCIAL
3	V3_053300D	MEDIUM-DENSITY RESIDENTIAL	GENERAL COMMERCIAL
4	V3_008200B	MEDIUM DENSITY RESIDENTIAL	PARKS AND RECREATION
5	V3_011400A	GOVERNMENTAL AND INSTITUTIONAL	MIXED-USE
6	V3_009600B	GOVERNMENTAL AND INSTITUTIONAL	MIXED-USE

BE IT FURTHER RESOLVED that the Plan Commission does hereby recommend that the Village Board enact an ordinance adopting a Comprehensive Plan Amendment.

Adopted by the Village of Jackson Plan Commission this 24th day of February 2022.

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 posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, February 24, 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: Tr. Kruepke, Jon Molkentin, and Dan Reik

Excused Absent: Trustee Emmrich and Jon Weil

Village Board Member Present: Tr. Heckendorf

Staff Present: Building Inspector Collin Johnson and Administrator Jen Keller

Also Present: Taylor Cherry, Kole Kamine, Anca Amaiei, Judy Scabo-Stull and Barry Rodgers of Sysco Corporation, Mark Hauser – petitioner for annexation, John Donovan – petitioner for Sign from Belinski Home

2. Approval of Minutes for the Plan Commission Meeting of January 27, 2022

Motion by Dan Reik, second by Jon Molkentin to approve the Plan Commission minutes of January 27, 2022.

Vote: 4 ayes, 0 nays. Motion carried.

3. Planned Unit Development Amendment – Sign – Poblocki Sign Co. for Bielinski Homes, Inc. – Laurel Springs Villas Subdivision

John Donovan from Belinski Home presented the proposed sign to the Plan Commission.

Motion by President Schwab, second by Trustee Kruepke to recommend to the Village Board the approval of the proposed signage provided (1) the Village engineer approves the final location and (2) the petitioner obtains a building permit from the Village's building inspector

Vote: 4 ayes, 0 nays. Motion carried.

4. Recommendation for Temporary R-1 Zoning – Mark Hauser - for portion of property identified as Tax Key: T7_077600B

Motion by President Schwab, second by John Molkentin to recommend to the Village Board the land subject to the pending annexation petition be temporarily zoned R-1.

Vote: 4 ayes, 0 nays. Motion carried.

5. One-Lot Certified Survey Map for properties identified by Tax Key: V3_0301 and Tax Key: T9_076400A – Sysco

Motion by President Schwab, second by Trustee Kruepke to recommend to the Village Board the approval of the Certified Survey Map based on the general and specific conditions listed below.

General Conditions:

1. Staff and governmental approval. Prior to the Village signing the final CSM, the commencement of any construction of any improvement, whether public or private, or any site development, the developer shall satisfy all comments, conditions and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Administration per ch. 236, Wis. Stats. and ch. Comm. 85, Wisconsin Administrative Code; and Wisconsin Department of Administration per ch. 236, Wis. Stats.
2. Professional fees. Petitioner shall, on demand, reimburse the Village for all costs and expenses of any type, that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning, and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Payment of charges. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within 30 days of the billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval.
4. Surveyor's responsibility. Although the Village of Jackson has reviewed the subdivision plat/certified survey map, the surveyor is entirely responsible for the thoroughness and accuracy of the survey and related matters and compliance with all state and local codes, ordinances, and procedures.

Specific Conditions:

1. Prior to recording of the final CSM, the Village Board must approve the annexation petition as requested.
2. Prior to recording of the final CSM, the Village Board must approve the right-of-way vacation of that part of Mill Road/Cedar Parkway.
3. The area of Lot 1 must be stated in square feet and as acres.
4. The parcel currently in the Town is incorrectly referenced as Tax Parcel 076400A. It should be referred to as Tax Parcel T9_076400A. For example, the general location description at the top of all sheets should be revised. In addition, the tax parcel numbers for the adjoining properties must be revised to include the correct prefix ("T9_" and "V3_").
5. The perimeter legal description excludes the land being dedicated for road purposes. Such description must be for the entirety of the two properties being merged. The exterior metes and bounds description on sheet 3 should be verified and the perimeter line revised on sheets 1 and 2.

6. The 66-foot ROW along the east lot line, should instead be shown as a lot granted to the Village.
7. Prior to recording of the final CSM, the Village attorney must approve the 66-foot Emergency Access Easement as to form.
8. All existing road names must be underscored with a dashed or dotted line.
9. The last line in the surveyor's certificate should refer to Section 236.34, Wis. Stats., rather than Chapter 236.
10. The reference to "State of Illinois" and "Lake County" should be removed from the surveyor's certificate.
11. The subdivider must install survey monuments placed in accordance with the requirements of Chapter 236, Wis. Stats., and as may be required by the Village engineer.
12. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
13. Upon recording of the Certified Survey Map, the petitioner must record the easement for the emergency access as approved by the Village attorney.
14. Sysco obtains all required approvals for the plant expansion within 9 months of the date the Village Board vacates the right-of-way.
15. Sysco shall construct two cul-de-sacs as indicated in the petitioner's site plan and dedicate such land to the Village for road purposes within 12 months of commencing any land-disturbing activity related to the proposed plant expansion. The Village engineer shall approve the construction plans prior to the commencement of work and shall conduct period inspections during construction. Within 4 months of completion of the work, Sysco shall submit as-built drawings to the Village engineer for review and obtain the engineer's approval.
16. Sysco shall establish an emergency access agreement between the two cul-de-sacs in a form and location acceptable to the Village.
17. Sysco shall submit a letter of credit to the Village in an amount and in a form acceptable to the Village to ensure the construction of the two cul-de-sacs and any related work.
18. Sysco shall establish an outlot south of the cul-de-sac. Sysco will work with the Village to determine which option is the most appropriate and work to effectuate the desired option.

Administrator Keller stated procedurally it would be best to defer Village Board approval on this item to the April meeting.

Vote: 4 ayes, 0 nays. Motion carried.

6. Referral from Village Board for review and recommendation of resolution for Vacation of Public Right-of-Way – for a portion of Mill Road

Motion by President Schwab, second by Dan Reik recommend to the Village Board that Resolution #22-05 to Vacate and Discontinue a Portion of Mill Road, along with the map and legal description be adopted by the Village Board. Second. Discussion Vote.

Vote: 4 ayes, 0 nays. Motion carried.

7. Planned Unit Development Amendment and Site Plan Review – Sysco, W223N16501 Cedar Parkway

Planned Unit Development Action

Motion by President Schwab, second by Trustee Kruepke to recommend to the Village Board the approval of the amendment of the Planned Unit Development as set forth in the draft Ordinance dated February 17, 2022.

Vote: 4 ayes, 0 nays. Motion carried.

Site Plan Action

Motion by President Schwab, second by Dan Reik to Recommend to the Village Board the approval of the site plan and related materials subject to the following terms and conditions:

1. The petitioner submits a certified survey map (CSM) to the Village for the merger of the two parcels and obtains approval of the same. The approved CSM to be recorded prior to issuance of any related building permits.
2. The Village approves the right-of-way vacation for the segment of Mill Road/Cedar Parkway.
3. The site plan is revised to depict the 66-wide easement/outlot along the eastern lot line along with explanatory notes.
4. The site plan is revised to move the security fence outside of the 66-wide easement/outlot (referenced above), along with the berm along the east side of the new truck parking area.
5. The site plan is revised to move the security fence further away from the western cul-de-sac right-of-way line (the fence is on the lot line).
6. Any existing trees along Cedar Parkway that are damaged during construction, as determined by the Village engineer, shall be replanted with 2.5 diameter trees of the same or similar species.
7. The Village and/or WI DNR grants approval of the storm water management plan, including the recording of such documents establishing the long-term maintenance of the facilities and granting the Village the authority to maintain such facilities if so required.
8. The Jackson Water Utility will continue to have 24/7 access to the water tower site. The Utility will work with Sysco on access with the increase staging of trucks on the proposed driveway.
9. Sysco must submit detailed plans to the Village engineer for the retaining wall proposed alongside of water tower access road and obtain approval of the same.
10. Sysco must submit detailed construction plans to the Village engineer for the cul-de-sacs and related street work and obtain approval of the same.
11. If a new water meter room is being proposed on the north side of the building, the Jackson Water Utility requires 24-hour access to the room.
12. A separate address designation for the vehicle maintenance facility for emergency response and utility purposes is recommended.
13. Per the proposed projected water and sewer usage, the REU (Residential Equivalent Unit) numbers for Water Impact Fees and Sewer Connection Fees will

be re-calculated after the completion of the expansion. The fees will be charged accordingly per the usage calculation.

14. Include the following notation on the site plan:

- The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-153) relating to the use and development of the subject property.
- Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village engineer.

President Schwab shared he did not believe the emergency access gate system was needed with consideration to the added expense and maintenance to Sysco. Trustee Kruepke stated the expense and maintenance for the system would not be needed either. Jon Molkentin requested more information regarding special condition #6 regarding the 66' easement. It was stated the Village Attorney's recommendation to designate the easement as an outlet instead would be best. Sysco leadership indicated this change was amenable to them.

Additional conversation regarding Fire Department access ensued. It was determined each guard house located at the entry points to the facility would be staffed 24/7 and ensure access by emergency response vehicles to the premise if needed. The staging area was also clarified to have two lanes for "stacking".

Vote: 4 ayes, 0 nays. Motion carried.

8. Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050 - Resolution #22-02

Motion by President Schwab, second by Jon Molkentin to adopt Resolution 22-02 as drafted, recommending to the Village Board various revision to the Village's Comprehensive Plan.

Vote: 4 ayes, 0 nays. Motion carried.

9. Citizens to Address the Plan Commission

Bob Anderson, 3109 Mill Road, spoke on Agenda Item #7. Mr. Anderson stated he believed the project would have an adverse impact on his property value as a neighbor to the west of the Sysco properties. He stated a suppression fence, and a berm would be requested, as well as considerations for down-lighting to avoid intrusive sounds and lights. He also requested to know the distance from the center of the road to the rear of the proposed vehicle maintenance facility.

Mark Hauser, 3010 Mill Road, spoke on Agenda Item #6 and #7 expressed opposition to closing Mill Road. Mr. Hauser owns the parcel east of Sysco and he has utilized Mill Road to travel east. Mr. Hauser expressed frustrations with the truck staging traffic from Sunday through Thursday along Cedar Parkway. It was the preference of Mr. Hauser that no parking on Cedar Parkway be allowed, and he requested the Village of Jackson prohibit parking due to Sysco's history of not taking any action to address the issue.

Albert Schulteis, 4026 Pioneer Road, spoke on Agenda Item #6 and on behalf of the Town of Polk. Mr. Schulteis voiced concern for emergency access to the Town of Polk. Mr. Schulteis states the time to go around the closure was at least four (4) minutes of additional response time. Traffic on Cedar Parkway was also a stated concern. Semi-truck traffic prohibited Village salting operations from reaching the road this week and increasing traffic would be a concern.

Pat Hauser, 3010 Mill Road spoke on agenda item #6 and #7. Pat stated it was odd to close a portion of Mill Road with segments uncertain and questioned if their address would change. She also stated she did not understand how a road could be legally closed. Mrs. Hauser mentioned drainage issues on their property and opposed expansion of Sysco as she believed the land Sysco proposes to place a fleet maintenance facility has clay and water concerns which would contribute to their property drainage issues. Additional concerns for trucks turning around, causing rutting at their access, and needing to park vehicles to stop trucks from entering their driveway has been an ongoing problem.

10. Adjourn

Motion by President Schwab second by Trustee Kruepke to adjourn.
Vote: 4 ayes, 0 nays. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Jen Keller,
Village Administrator

RESOLUTION #22-03

A RESOLUTION ACCEPTING THE SANITARY SEWER AND WATER SYSTEM ASSOCIATED WITH THE LAUREL SPRINGS VILLAS DEVELOPMENT

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

BE IT RESOLVED, that the Village Board hereby accepts, pursuant to the provisions of Chapter 44 of the Village Code, the Sanitary Sewer and Water System associated with the Laurel Springs Villas Development in the Village of Jackson, Washington County, Wisconsin.

Introduced by:_____

Seconded by:_____

Vote: _____ Ayes _____ Nays

Passed and Approved:_____

Michael E. Schwab – Village President

Attest:_____
Jilline S. Dobratz – Village Clerk

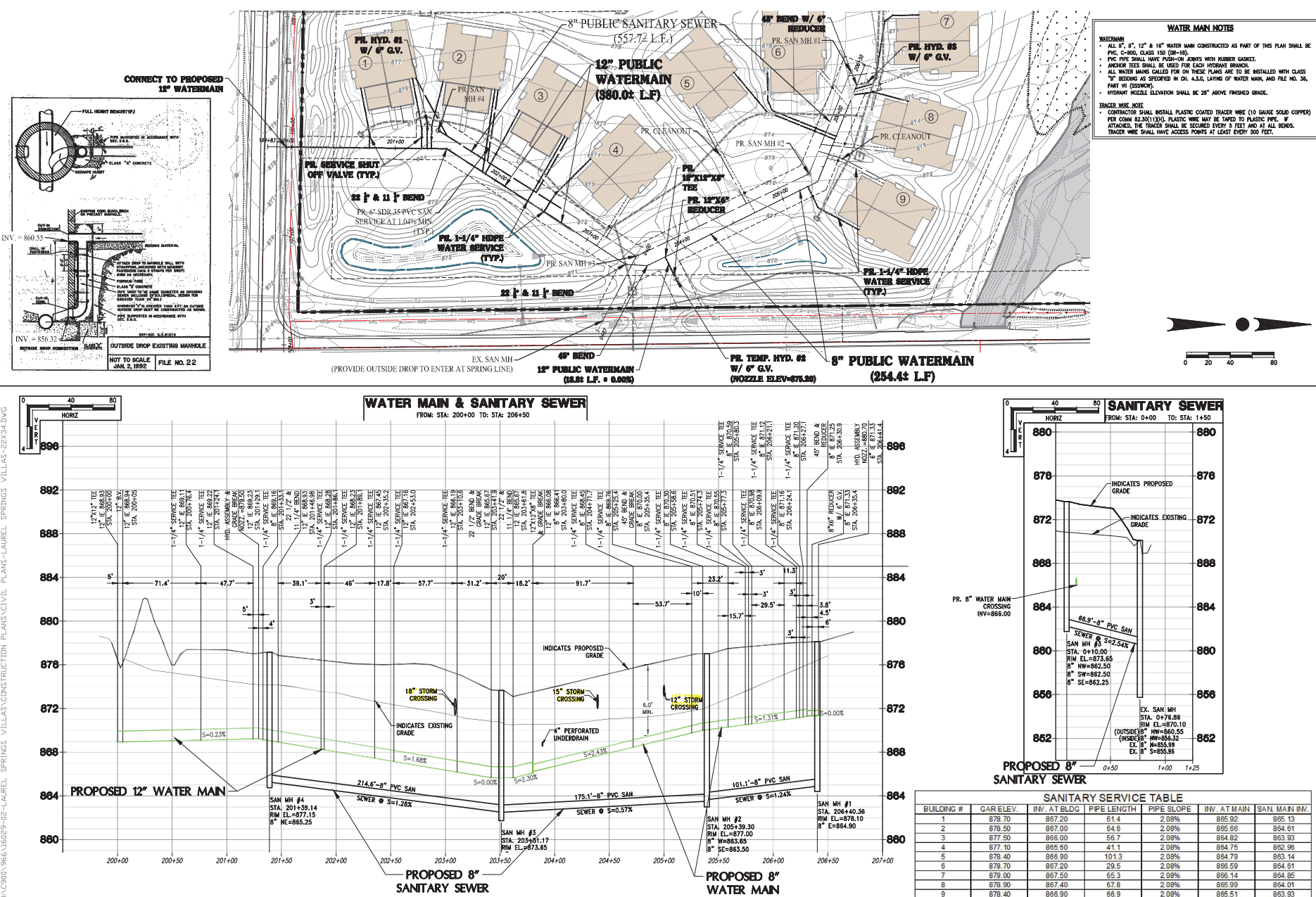
Proof of Posting:

I, the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

H:\CADD\9605\16029-02-LAUREL SPRINGS VILLAS\CONSTRUCTION PLANS\LAUREL SPRINGS VILLAS-2023.DWG



RESOLUTION #22-04

A RESOLUTION ACCEPTING THE AGREEMENT FOR THE TREATMENT OF SANITARY SEWAGE ASSOCIATED WITH KERRY INC.

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

BE IT RESOLVED, that the Village of Jackson Village Board hereby accepts, pursuant to the provisions of Exhibit A – Agreement between the Village of Jackson, a municipal corporation, with principal offices at N168W19851 Main Street, Jackson, Wisconsin, and Kerry Inc., with offices at N168W21455 Main Street, Jackson, Washington County, Wisconsin.

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 posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

Exhibit A - Agreement

This agreement entered into this ____ day of _____, 2022, by the Village of Jackson, a municipal corporation, with principal offices at N168 W19851 Main Street, Jackson, Wisconsin, hereinafter called "Village," and Kerry Inc., with offices at N168 W21455 Main Street, Jackson, Wisconsin, hereinafter called "Kerry".

1. The Village shall bill Kerry applicable sewage charges in effect by the Village on a "gallon out," not a "gallon in" basis, which "gallon out" basis shall be metered at the Kerry plant by a meter installed and maintained by Kerry, which meter shall be made available for inspection and testing by the Village at all reasonable times upon reasonable notice at the Village's request, however, that the Village shall notify the front desk receptionist and sign in as a visitor at the time the Village enters Kerry's property to conduct the tests. This meter shall be fully calibrated on an annual basis by an appropriate outside calibration service and calibration documentation will be provided to the Village upon completion.
2. Kerry shall not discharge into the sewer system any amount of the following constituents exceeding the concentrations listed below:

Substance (mg/L)	Average Monthly Concentration	Daily Maximum Concentration
Biochemical oxygen demand	238	600
Suspended Solids	233	700
Phosphorus	10	30
Ammonia	30	50
pH (s.u.)	6.5 – 8.0	6.0 – 9.0

The flow limits are 60,000 gpd and 5,000 gph.

3. Kerry shall also comply with all other provisions of Village of Jackson Municipal Code Chapter 44 of the Village Code of Ordinances as amended from time to time; however, in case of conflict, this Agreement shall supersede.
4. Any discharge by Kerry in excess of the monthly average limits set forth herein are subject to surcharge as set forth in the Village Code, which may be amended yearly. The Village shall charge Kerry for exceeding the average concentration limit pursuant to the surcharge provisions of its ordinances.
5. The Village shall have the right to disconnect Kerry's sewer service upon violation of this agreement or applicable ordinances. The timing of disconnection will be based on the severity of the violation. If the Village deems necessary, they have the right to disconnect immediately in an emergency situation.
6. In addition, the Village may disconnect Kerry's sewer service upon any discharge into the system of any unknown element (toxic or nontoxic).
7. In determining whether Kerry has exceeded the discharge limits contained in this Agreement, the Village shall utilize the services of a WDNR Wastewater Certified Analytical Lab or its own registered lab. The results of these tests shall be the sole determining criteria to establish any violation of this discharge permit. COD or BOD, TSS, Phosphorus, Ammonia and pH shall be tested from a flow proportional sample. Such sampling shall be done at random on a quarterly basis consisting of 4 days of testing and such tests shall be at Kerry's expense. The Village may conduct further random tests as a follow-up to the quarterly random tests and if such tests indicate a violation of the restrictions of this Agreement, Kerry shall pay for such additional tests, however, if said tests do not indicate a violation of the terms of this Agreement, then such test shall be paid for by the Village.
8. Kerry shall monitor the discharge flow and wastewater constituents into the Village's sewer system on a flow proportional weekly basis. All analytical tests shall be run in accordance with the latest edition of "Standard Methods." The monitoring results shall be furnished to the Village upon request. The Village shall have the right to enter Kerry on a daily basis to verify tests, monitoring, and discharge quality required by this

Agreement. Kerry hereby consents to the Village's right to enter upon its property to conduct any tests authorized herein provided, however, that the Village shall notify the front desk receptionist and sign in as a visitor at the time the Village enters Kerry's property to conduct the tests.

9. Kerry shall monitor the chemical oxygen demand (COD) of its wastewater which is discharged into the sewer system on a flow proportional basis weekly. Based upon these tests, Kerry shall maintain a record of the BOD/COD ratio. These monitoring results and ratios shall be furnished to the Village upon written request. The Village may use the BOD/COD ratio to judge excessive discharges, in lieu of other procedures authorized by this Agreement.
10. Kerry will accept as accurate all of the Village's test results with respect to the discharge limits and measurements required by this Agreement with respect to the Village's decision to disconnect Kerry's industrial discharge from its sewer treatment facilities. By this paragraph, however, Kerry does not waive any rights it may have to seek damages against the tester furnishing the results to the Village if such tests prove to be inaccurate.
11. Kerry shall control odors issuing from its pretreatment facility to the degree practicable. The Village may disconnect industrial sewer service to the property at its sole discretion if the Village determines that the odors emanating from Kerry's pretreatment facility constitute a public nuisance and Kerry has failed to correct the problem.
12. If any of the maximum daily or monthly flow limits are exceeded by Kerry, the Village may require Kerry to install a non-manual method to control flow into the sewer system. This non-manual method to control flow shall be installed within forty-five (45) days of notification by the Village. If the Village requires such a non-manual method to control the flow, the system shall be designed and installed by Kerry at its expense.
13. If Kerry exceeds the limits established by this Agreement of discharge into the Village's sewer system and as a result thereof, the Village is fined by the DNR for violating its discharge permit with the DNR, Kerry shall pay such penalty to the DNR and make any ordered stream rehabilitation on behalf of the Village.

14. The Village will not handle, at any time, any sludge generated by the Kerry pretreatment facility. It shall be the sole responsibility of Kerry to make adequate arrangements to dispose of the sludge generated by its pretreatment facility.
15. Kerry will employ a competent person to serve as the Wastewater Operator at an appropriate level and subclass to operate Kerry's pretreatment facility.
16. If at any time there are major changes in production that could impact the chemistry of the wastewater, this agreement shall be reviewed with the Village to determine if any changes/updates are necessary.

Village of Jackson

Kerry Inc.

Village President

Kerry Inc Senior Management

Village Clerk

AGREEMENT FOR THE TREATMENT OF SANITARY SEWAGE
FROM BEATREME FOODS, INC. AT THE VILLAGE OF JACKSON,
WISCONSIN, SEWAGE TREATMENT FACILITY

THIS AGREEMENT entered into this 12th day of February, 1991, by the VILLAGE OF JACKSON, a municipal corporation, with principal offices at N168 W20833 Main Street, Jackson, Wisconsin, hereinafter called "Village", and BEATREME FOODS, INC., a Delaware corporation, with offices at N168 W21455 Main Street, Jackson, Wisconsin, hereinafter called "Beatreme".

W I T N E S S E T H :

WHEREAS, a dispute has arisen between Beatreme and the Village as to the amount of the billing from the Village to Beatreme for treating waste discharged by Beatreme into the Village's system, and

WHEREAS, Beatreme is in the process of preparing to build a new pretreatment sewer facility and wishes to discharge into the Village of Jackson Wastewater Collection System, and

WHEREAS, the Village wishes to accept wastewater from Beatreme's facilities,

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND MUTUAL PROMISES CONTAINED HEREIN, VILLAGE AND BEATREME CONTRACT AND AGREE AS FOLLOWS:

1. The Village shall pay, subject to Paragraph 7, to Beatreme the sum of \$23,500.00 in settlement of the dispute between the Village and Beatreme for past wastewater treatment services rendered by the Village to Beatreme.

2. That, by the signing of this Agreement by the Village and by Beatreme, all claims by Beatreme against the Village for wastewater treatment services rendered by the Village to Beatreme to the date of this Agreement are satisfied and extinguished, except as to payment as set forth in Paragraph 7. Further, all of the Village's and Beatreme's obligations under an Agreement between the Village and Beatreme dated June 14, 1988, are hereby completely waived and fully extinguished.

3. Beatreme shall begin construction of a pretreatment facility to pretreat the waste generated by Beatreme on or before April 1, 1991. This pretreatment facility construction shall be completed by July 1, 1991, and Beatreme shall connect the pretreatment facility to the Village's wastewater system by that date. The Village shall expeditiously cooperate with such construction including, by way of illustration only, issuing of necessary permits and conducting necessary inspections.

4. If Beatreme does not finish their pretreatment facility and connect to the Village's wastewater system by July 1, 1991, Beatreme shall pay to the Village a penalty fee of \$66.00 per day for each and every day after July 1, 1991, that Beatreme has not connected its new pretreatment facility to the Village's wastewater system. Any act of God which delays the connection of Beatreme shall relieve it of its obligation to pay any penalty or damages to the Village.

5. The Village will reserve for Beatreme the capacity of 60,000 gallons per day as a monthly average, and 5,000 gallons per hour as a daily maximum. These capacities will be reserved by the

Village until January 1, 1993. On or before that date, Beatreme shall notify the Village that it wishes the Village to continue to reserve the above capacity and Beatreme shall pay to the Village an appropriate charge per day based upon the current sewer rates of the Village (as amended from time to time) for the use of 60,000 gallons per day as compared to actual use or any lesser gallonage that may be reserved by Beatreme on January 1, 1993. If Beatreme does not reserve said capacity, Beatreme shall, on or before that date, release the Village from any obligation to reserve any future capacity for Beatreme. The Village shall not pay the sum of \$23,500.00 it is obligated to pay Beatreme under this Agreement at this time. If, on January 1, 1993, Beatreme requests the Village to reserve the above capacities, then the charges for reserving such capacity as set forth above shall be credited against the \$23,500.00. If Beatreme releases the Village of reserving said capacities, the Village shall pay Beatreme the sum of \$23,500.00 at that time. The \$23,500.00 held by the Village shall not bear interest.

6. When Beatreme has connected its pretreatment facility to the Village's system, the Village shall bill Beatreme applicable sewage charges then in effect by the Village "on a gallon out", not "a gallon in" basis, which "gallon out" basis shall be metered at the Beatreme plant by a meter installed and maintained by Beatreme, which meter shall be made available for inspection and testing by the Village at all reasonable times upon reasonable notice at the Village's request, however, that the Village shall notify the front desk receptionist and sign in as a visitor at the time the Village

enters Beatreme's property to conduct the tests. This meter shall be recalibrated on an annual basis.

7. Beatreme shall not discharge into the sewer system any amount of the following constituents exceeding that listed below:

	<u>AVERAGE MONTHLY CONCENTRATION</u>	<u>DAILY MAXIMUM CONCENTRATION</u>
BIOCHEMICAL OXYGEN DEMAND (MG/L)	300	600
SUSPENDED SOLIDS (MG/L)	350	700
PHOSPHORUS (MG/L)	15	30
AMMONIA (MG/L)	30	50
PH (DAILY MINIMUM AND MAXIMUM)	6.5-8.0	6.0-9.0

Beatreme shall also comply with all other provisions of Chapter 18 of the Village Code of Ordinances as amended from time to time; however, in case of conflict, this Agreement shall supersede.

Any discharge by Beatreme in excess of the limits set forth herein are subject to surcharge as set forth in the Village Code, which may be amended yearly. The Village waives the average monthly concentration and daily maximum concentrations set forth herein for 1 year from the start up date of Beatreme's pretreatment facility, provided such concentrations do not adversely affect the Village's sewage treatment operation. If such concentrations adversely affect the wastewater treatment plant's operation, the Village shall have the right to use all necessary remedies provided by this Agreement (except the fines of \$250.00 and \$500.00, or prescribed by its ordinances.) The Village shall charge Beatreme

for exceeding the average concentration pursuant to the surcharge provisions of its ordinances.

Any discharge by Beatreme in excess of the daily maximum concentrations listed above are subject to an additional daily charge of \$250.00 per violation and/or disconnection if instructed by the Village Board.

Any discharge by Beatreme in excess of the average monthly concentrations listed above are subject to additional quarterly charges of \$500.00 per violation and/or disconnection if instructed by the Village Board.

Timing of disconnections will be based on the severity of the violation. However, the Village shall have the right to disconnect immediately in an emergency situation.

In addition, the Village may disconnect Beatreme's sewer service upon any discharge into the system of any unknown element (toxic or nontoxic). Upon disconnection, the Village will charge Beatreme \$100.00/day until they are reconnected.

In determining whether Beatreme has exceeded the discharge limits contained in this Agreement, the Village shall utilize the services of a WDNR Wastewater Certified Analytical Lab or its own registered lab. The results of these tests shall be the sole determining criteria to establish any violation of this discharge permit. BOD, TSS, Phosphorus, Ammonia, and pH shall be tested from a flow proportional sample. Such sampling shall be done at random on a quarterly basis consisting of 4 days of testing and such tests shall be at Beatreme's expense. The Village may conduct further random tests as a follow-up to the quarterly random tests and if

such tests indicate a violation of the restrictions of this Agreement, Beatreme shall pay for such additional tests, however, if said tests do not indicate a violation of the terms of this Agreement, then such test shall be paid for by the Village. The start up of Beatreme's pretreatment facility will require the continual testing by the Village until the Village determines that the waste discharged into its system by Beatreme is acceptable. Said start up testing is in addition to all other testing referred to in this paragraph. The costs of start up testing are to be borne by Beatreme. Beatreme hereby consents to the Village's right to enter upon its property to conduct any tests authorized herein provided, however, that the Village shall notify the front desk receptionist and sign in as a visitor at the time the Village enters Beatreme's property to conduct the tests.

8. Beatreme shall monitor the discharge flow and wastewater constituents into the Village's sewer system on a flow proportional daily basis. All analytical tests shall be run in accordance with the latest edition of "Standard Methods". The monitoring results shall be furnished to the Village upon request. The Village shall have the right to enter Beatreme on a daily basis to verify tests monitoring and discharge quality required by this Agreement. Beatreme hereby consents to the Village's right to enter upon its property to conduct any tests authorized herein provided, however, that the Village shall notify the front desk receptionist and sign in as a visitor at the time the Village enters Beatreme's property to conduct the tests.

9. Beatreme shall monitor the chemical oxygen demand (COD) of its wastewater which is discharged into the sewer system on a flow proportional basis at least 3 times per week. Based upon these tests, Beatreme shall maintain a record of the BOD/COD ratio. These monitoring results and ratios shall be furnished to the Village upon written request. The Village may use the BOD/COD ratio to judge excessive discharges, in lieu of other procedures authorized by this Agreement.

10. Beatreme will accept as accurate all of the Village's test results with respect to the discharge limits and measurements required by this Agreement in Paragraphs 5, and 7 with respect to the Village's decision to disconnect Beatreme's industrial discharge from its sewer treatment facilities. By this paragraph, however, Beatreme does not waive any rights it may have to seek damages against the tester furnishing the results to the Village if such tests prove to be inaccurate. Beatreme contemplates entering into an independent agreement with the tester selected by the Village. The Village agrees to aid Beatreme in securing such agreement.

11. Beatreme shall control all continual odors issuing from its pretreatment facility. The Village may disconnect industrial sewer service to the property at its sole discretion if the Village determines that the continual odors emanating from Beatreme's pretreatment facility constitute a public nuisance and Beatreme has failed to correct the problem. "Continual" for purposes of this paragraph is defined as 10 consecutive days.

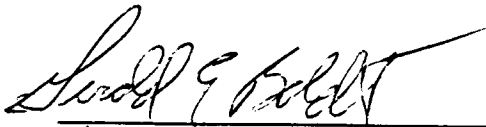
12. If any of the maximum daily or monthly flow limits are exceeded by Beatreme, the Village may require Beatreme to install a non-manual method to control flow into the sewer system. This non-manual method to control flow shall be installed within forty-five (45) days of notification by the Village. If the Village requires such a non-manual method to control the flow, the system shall be designed and installed by Beatreme at its expense.

13. If Beatreme exceeds the limits established by this Agreement of discharge into the Village's sewer system and as a result thereof, the Village is fined by the DNR for violating its discharge permit with the DNR, Beatreme shall pay such penalty to the DNR and make any ordered stream rehabilitation on behalf of the Village.

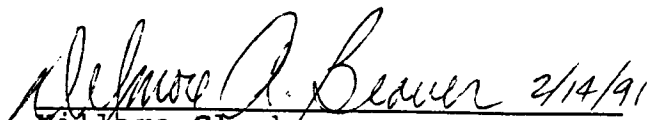
14. The Village will not handle, at any time, any sludge generated by the Beatreme pretreatment facility. It shall be the sole responsibility of Beatreme to make adequate arrangements to dispose of the sludge generated by its pretreatment facility.

15. Beatreme will employ a Wastewater Operator for its pretreatment facility consistent with DNR requirements.

VILLAGE OF JACKSON


Village President

Attest:


Village Clerk

BEATREME FOODS, INC.


President


Secretary

DRAFT Minutes
Board of Public Works Meeting
Tuesday, February 22, 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 Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Sarah Malchow, Tr. Matter, Tim Meffert Steve Schoen, and Gloria Teifke

Members Excused: Tr. Engelhardt

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

2. Approval of the Board of Public Works Minutes of January 25, 2022

Motion by Gloria Teifke, second by Tr. Matter to approve the Board of Public Works minutes of January 25, 2022.

Vote: 6 ayes, 0 nays. Motion carried.

3. Presentation Phase 1 of Findings Facility Plan WWTP- Town & Country

Professional Engineer Greg Droessler from Town & Country Engineering gave a presentation on the Phase 1 findings for the WWTP Facility Plan Project. The topics Engineer Droessler covered were projected growth, commercial and industrial loading, and the plan is projected to year 2045. Great discussion and input to continue to Phase 2 of the plan. This was information only for the Board, no motion was needed at this time.

4. Kerry Ingredients Discharge Agreement

Director Kober gave background information. The current agreement was approved in 1991. The proposed agreement was updated, although, has the same discharge limits as the current agreement. A resolution is being created for the agreement to find the document in the future.

Motion by Sarah Malchow, second by Gloria Teifke to recommend Village Board approve Kerry Ingredients Discharge Agreement.

Vote: 6 ayes, 0 nays. Motion carried.

5. Engineering Services – Jackson Park Tennis Court Reconstruction Project

Director Kober stated the tennis ball courts in Jackson Park have been scheduled for years to be updated or replaced with something new. Cedar Corp recently created a similar plan for the Village of Richfield.

Motion by Chair Heckendorf, second by Sarah Malchow recommend Budget & Finance and Village Board approve Cedar Corp Engineering Services – Jackson Park Tennis Court Reconstruction Project in an amount not to exceed \$20,000.00.

Vote: 6 ayes, 0 nays. Motion carried.

6. Engineering Services – STH 60 (Main Street) Utility Reconstruction Project

Director Kober stated Gremmer & Associates was the engineering firm for the recent STH 60 path project and recognizes WisDOT requirements to keep the project on schedule. The underground utility is being upgraded prior to the WisDOT 2024 resurfacing project of STH 60 from CTH P to Eagle Drive.

Motion by Chair Heckendorf, second by Tim Meffert recommend Budget & Finance and Village Board approve Gremmer & Associates Engineering Services – STH 60 (Main Street) Utility Reconstruction Project in the amount of \$53,960.00.

Vote: 6 ayes, 0 nays. Motion carried.

7. Engineering Services – CTH P Utility Project

Director Kober stated Gremmer is the engineering firm hired by Washington County to design the reconstruction of CTH P in 2024 from STH 60 to STH 145. The Jackson Sewer and Water Utilities is looking to install sewer and water along side of CTH P from Morning Meadows Subdivision north to STH 60. The construction would take place in 2023.

Motion by Chair Heckendorf, second by Gloria Teifke recommend Budget & Finance and Village Board approve Engineering Services – CTH P Utility Project in the amount of \$24,983.00.

Vote: 6 ayes, 0 nays. Motion carried.

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

Director Kober gave an update of the project. The retainage amount is \$8,720.82, and there is \$26,127.14 in value of work yet to be completed.

Motion by Tr. Matter, second by Tim Meffert to recommend Budget & Finance and Village Board approve the Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$14,256.47.

Vote: 6 ayes, 0 nays. Motion carried.

9. Resolution #22-03 Accepting Sanitary and Water System – Laurel Springs Villas

Director Kober recommends accepting the sanitary sewer water serving the Laurel Springs Villas.

Motion by Chair Heckendorf, second by Tim Meffert to recommend Village Board approve Resolution #22-03 Accepting Sanitary and Water System – Laurel Springs Villas.

Vote: 6 ayes, 0 nays. Motion carried.

10. Update of ICE Study Eagle Drive and STH 60 – Information Only

WisDOT reviewed the first report submitted with recommended changes and a deadline of Friday, February 11, 2022. The Village with the help of SRF Consulting made the necessary changes and met the deadline. The Village is waiting for direction from WisDOT for the next step to improve the intersection. Discussion continued with cost of improvements, number of accidents, and funding. No action was necessary, this item was information only.

11. Director of Public Works Report

Director Kober gave the report.

Motion by Sarah Malchow, second by Gloria Teifke to place the Director of Public Works Report on file.

Vote: 6 ayes, 0 nays. Motion carried.

12. Citizens/Village Staff to Address the Board

No one spoke.

13. Adjourn

Motion by Chair Heckendorf, second by Tr. Matter to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Brian W. Kober, P.E.

Director of Public Works/Village Engineer

DRAFT

Jackson Community Center



FACILITY RENTAL PACKET

The Jackson Community Center is made available for use by all groups through the generosity of the residents of the Village of Jackson. The Jackson Community Center is a 26,000 square foot building consisting of rooms of varying sizes and capacities. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Reservations are accepted on a rolling 12 month calendar from the reservation date. and after that, on a first come first served basis. (Special requests made for ongoing long term rentals may be an exception.)

General Hours of Operation:

Monday - Friday 8:00am - 8:00pm
Saturdays 8:00am - 11:00am
(The building is open when classes are in session)

For additional rental information or to make a reservation please call the Jackson Parks & Recreation Department at (262) 677-9665 x102. parkrec@villageofjacksonwi.gov

GENERAL ROOM DESCRIPTIONS

GATHERING HALL

This multipurpose room is large enough to accommodate gatherings and meetings up to 120 people. This room may be used for dances, receptions, showers, classes, meetings etc... There are 15, 72 inch round tables, which seat 8-10 people. The chairs are padded banquet style chairs. There is the availability of a full kitchen, which can also be rented with the Activities Room..

GENERAL MEETING ROOMS

The Tech Room and Dance Studio, although they have their intended purposes, are open for meetings and small gatherings.

ALL RENTALS ARE ON A FIRST COME, FIRST SERVED BASIS.

Building Supervisors CANNOT pencil reservations into the rental calendar without application & payment.

GAMES ROOM/LOUNGE

This room is designed for casual meeting space. There are sofa's, coffee tables and chairs. There are also pool tables, ping pong tables, T.V.'s etc.. The room can hold approximately 100 people. Due to use by the Jackson Parks & Recreation Department and the Boys & Girls Club, it has limited rental hours.

CATERING KITCHEN

The kitchen may be rented for personal use, by a utilized contracted caterer or contracted by the Jackson Parks & Recreation Department for events and gatherings. It includes: a refrigerator, freezer, stove, oven, microwaves and ample counter space. Prepared food CANNOT be sold on or off premise.

GYMNASIUM

The gymnasium has one full size basketball and volleyball court. It can also be divided into 2 smaller basketball courts. It's a multipurpose area that can be utilized for many activities.

FOOD SERVICE

A variety of options are available to our renters.

- Food can be prepared at home and brought into the center at no additional charge to the renter. No Sales Permitted.
- Our catering kitchen is also available to our renters at an additional cost. No Sales Permitted.
- All professional caterers must be preapproved and provide proof of certification/insurance.

ALCOHOL POLICY

- Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to your guests.
- The Jackson Parks & Recreation Department may be contracted to cater the cash bar of malt beverages for an event or gathering. Please call (262) 677-9665 x102 for details.



Jackson Community Center Rental Fee Table

Priority use is as follows: 1. Jackson Parks & Recreation Programs and Events, 2. Jackson Boys & Girls Club, and 3. Long-Term Contracted Rentals. All other rentals will be on a first-come, first-served basis. NOTE: that although every effort will be made, rental groups may be bumped to accommodate the above groups. Proof of residency required with a photo I.D. or current utility bill.

RESERVATION CANNOT BE HELD WITHOUT FORM AND PAYMENT.

Building Supervisors CANNOT pencil dates in the master calendar.

When making your reservation include:

The completed application, a \$100.00 deposit (separate check) and all fees.

	Weekdays	Weekends
	Monday - Thursday 6:30am to 10:00pm Up to Two Hours	Friday Evening - Sunday 8:00am to 11:00pm Up to Four Hours
Jackson Village Residents: <i>*Must have drivers license with a Village address or current utility bill.</i>	Lounge/Games Room after 7:30pm \$80.00 Gymnasium \$50.00 per hour Gathering Hall with Kitchen \$94.00 All Other Rooms \$50.00	Lounge/Games Room \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$125.00 All Other Rooms \$75.00
Non - Resident Users: As of 5/1/2022, Town of Jackson Residents are considered "Non-Resident" users.	Lounge/Games Room after 7:30pm \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$140.00 All Other Rooms \$75.00	Lounge/Games Room \$180.00 Gymnasium \$113.00 per hour Gathering Hall with Kitchen \$190.00 All Other Rooms \$113.00
Jackson Non Profit Community Organizations: <i>(Eligability must be approved by Operation Manager)</i>	Jackson Community Organizations will be individually contracted by the JPR, at a \$10.00 per hour rate as long as the building is already open and staffed. If "CO" groups request non-staffed days/times, full-resident rates apply. "CO" rates are limited to (2) hrs. max. *Community Group discount excludes gymnasium - full rental fees apply.	
Additional Hours & Holidays:	There is a \$25.00 per hour per room fee for each additional hour booked in advance. Be sure to include your setup and cleanup time in your rental time frame. *\$100.00 deposit will be automatically retained for groups coming in before their reserved time and/or staying past reservation time. *On Village Holidays, rentals fees will be doubled, approval based on available staff.	
Concessions/Catering:	All concessions for resale will be administered by the Jackson Parks & Recreation Department. All outside caterers for non resale events must be approved by the Jackson Parks & Recreation Department. (Proof of Insurance & Health Dept. Licensing required)	
Additional Fees:	Additional fees/paperwork may apply for groups serving alcohol to their guests, requiring the use of Jackson Community Center Equipment or storage of items in our facility. Please inquire.	
Special Long Term Rental Requests:	All long term rental requests will be contracted on a per user basis with Jackson Parks & Recreation Department approval, and reviewed periodically by the JPR.	

Please read the following terms and conditions of agreement carefully!

TERMS AND CONDITIONS OF JACKSON COMMUNITY CENTER

RENTAL AGREEMENT

The Jackson Parks & Recreation Department reserves the right to change, adjust, or delete any rules or regulations found in this contract. The Department also reserves the right to close down any event, which poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

RESPONSIBILITY

1. You are responsible for all accidents or injuries to any person(s) or property resulting from the use of the community center and its facilities and grounds.
2. You are responsible for returning this signed application, ALL FEES and the \$100.00 separate deposit to the Jackson Parks & Recreation Department to ensure that your date(s) are reserved.
3. A building attendant will open and close the facility at the times stated on the form. Be sure that the times you request include all the time you will need to set up tables and chairs, put up and take down decorations, prepare any food planned, and clean up if you don't wish to lose your security deposit.
4. ***It is your responsibility*** to point out any damage or conditions prior to your event to the Building Supervisor so they can make a note on your permit. All conditions for any cleaning and/or damage have to be cleared through the attendant before he/she can sign off your clearance to receive your cleaning/damage refund, which will be mailed to you within 30 calendar days after your event.
5. Because this building is used by various community groups, some of the rooms may be off-limits for safety, storage, and program reasons. Please respect signage by other user groups.

RENTAL CONDITIONS

1. Rental requests and dates are accepted on a **first-come, first-serve basis**.
2. **Tables and chairs may not be removed from the building premises.**
3. Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up.
4. You provide food, beverage service, dishes, silverware, cooking utensils, tablecloths, dishtowels, etc.
5. Applications will not be approved for applicants under the age of 21.
6. Applications cannot be transferred, assigned, or sublet.
7. Animals are not permitted inside the building (except seeing eye dogs).
8. Parking availability is not guaranteed and on any occasion may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for:
 - a. The removal of all decorations and all other items brought in.
 - b. Being sure tables and chairs are wiped down and clean.
 - c. The removal of trash from the building and parking area and the placement of all trash in the large dumpster located outside the rental building.
 - d. Sweeping floors in all rooms approved for use for your event, and mopping if necessary.

RESERVATIONS, FEES, DEPOSITS & REFUNDS

1. For your rental to be saved, ALL FEES and A **\$100.00 deposit (separate check)** must accompany this application. The \$100.00 deposit is non-refundable if:
 - a. Any time within 15 calendar days from your reservation the event is cancelled.
 - b. Renters coming in prior to their reservation time and/or staying past reservation time.
 - c. This fee will also be used to cover expenses incurred due to unacceptable cleaning and/or damage. You will be billed for any damage not covered by this fee. If damage to the building or its premises exceeds \$100.00, you will be charged the difference so that we may maintain the quality of the building.
 - d. Please note if you are a Community Organization and damage is done to the building during your event, you will be charged the amount of the damage.

2. All Cancellations made prior to the 15 day reservation refund cutoff are subject to a 50% cancellation fee (again, there are NO refunds when cancelled 15 days prior to reservation).
3. Applicants must be 21 years of age to reserve this facility. Application may be revoked if the intended facility use is misrepresented.
4. The Jackson Parks & Recreation Department and Community Center representatives are always willing to negotiate terms of this agreement with Jackson Community Organizations, for the interest of all parties involved.
5. For all **LONG TERM APPROVED RENTALS**, 60 days notice must be given by both the Jackson Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG TERM AGREEMENT shall be reviewed annually by the Jackson Parks & Recreation Department.
6. **NONPROFIT COMMUNITY GROUPS**: must provide a copy of the letter showing not for profit/ tax exempt status. Full deposits are still required and will be refunded as long as the checklist criteria is approved.

POLITICAL MEETINGS/PURPOSES OF SOLICITATION AND FUNDRAISING

1. ***POLITICAL MEETINGS*** - this includes gatherings for the purpose of furthering the candidacy of a person or persons.
 - a. Any political meetings must be a bona fine public information meeting held strictly for the purpose of informing constituents or providing constituents with an opportunity to meet and ask questions of their elected officials or candidates. This must be sponsored by local organization that is recognized by the state.
 - b. **ALL Political Meetings must be approved by the Village Clerk and be within the rules of the State Elections Board.**
2. **Gatherings for the Purpose of advertising, sales, solicitations, or the display of articles for sale.**
 - a. It is the policy of the Jackson Community Center that renting space for the purpose of advertising, sales, solicitation or the display of articles is not permitted.
3. **Fundraising Activities**
 - a. Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic, charitable organizations.
 - b. Every charitable organization intending to conduct a fundraising activity must complete a rental form including their tax-exempt number/status and provide it to the Jackson Parks & Recreation Department at the time of application.
 - c. All fundraising rentals must have final approval by the Jackson Village Board.

BASIC RENTAL FEES: Are listed on Page #2 of the Rental Packet.

(General clean up includes take down of decorations, sweeping, mopping, disposal of trash, and the general cleaning of tables and chairs. This does not include the repair of any damages made to the building. The repair for damages will come out of the deposit made at the time of application or, in the case of Community Organizations, etc, will be billed. See "Reservation and Fees")

**JACKSON COMMUNITY CENTER
RENTAL CLEAN UP/SECURITY CHECK LIST**

Page 5 of 8

DATE OF EVENT: ____/____/____

GROUP: _____

ADDRESS: _____ CELL PHONE: (____) _____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:

_____ ADHERED TO RESERVATION TIMES AS LISTED ON AGREEMENT

KITCHEN

_____ FLOORS HAVE BEEN SWEEPED AND WASHED (if needed)

_____ WALLS HAVE BEEN CLEANED, NO SPLATTERED GREASE

_____ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT

_____ STOVES, MICROWAVES, SINKS, COUNTERS AND ALL USED EQUIP. ARE CLEAN

_____ USED DISHES & UTENSILS ARE WASHED, DRIED AND PUT AWAY

_____ TABLES, CHAIRS AND RACKS ARE CLEAN AND NEATLY PUT AWAY

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)

_____ ALL DOORS, WINDOWS, AND PARTITIONS CLOSED AND LOCKED

_____ PLEASE CHECK TO BE SURE EQUIPMENT THAT IS IN USE IS STILL WORKING
(FREEZERS ETC...)

ALL MEETING ROOMS

_____ ALL DECORATIONS HAVE BEEN REMOVED (no staples, tacks or use of duct tape allowed)

_____ FLOORS HAVE BEEN SWEEPED OR VACUMMED

_____ ALL USED EQUIP. IS PUT AWAY/TURNED OFF AND IN THE CONDITION IT WAS FOUND

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)

TOILET FACILITIES

_____ CLEAN AND ORDERLY

SMOKING

_____ SMOKING IS PROHIBITED INSIDE THE BUILDING
If guests smoke outside, the butts must be picked up.

**RENTERS PLEASE NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY
OR ANY OTHER DAMAGE YOU MAY HAVE NOTICED:**

After each rental, the **Building Supervisor on duty** will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the JPR will provide this service. A cost of \$100.00 per hour will be charged to the individual or group that has rented the facility. The JPR will retain the deposit and bill the group and/or individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future.

Please clean up and secure the area properly to save you and the JPR any unnecessary work. Please be respectful of all equipment. Thank you for using The Jackson Community Center and we wish you a very successful event.

Inspected By: (Building Supervisor Signature): _____

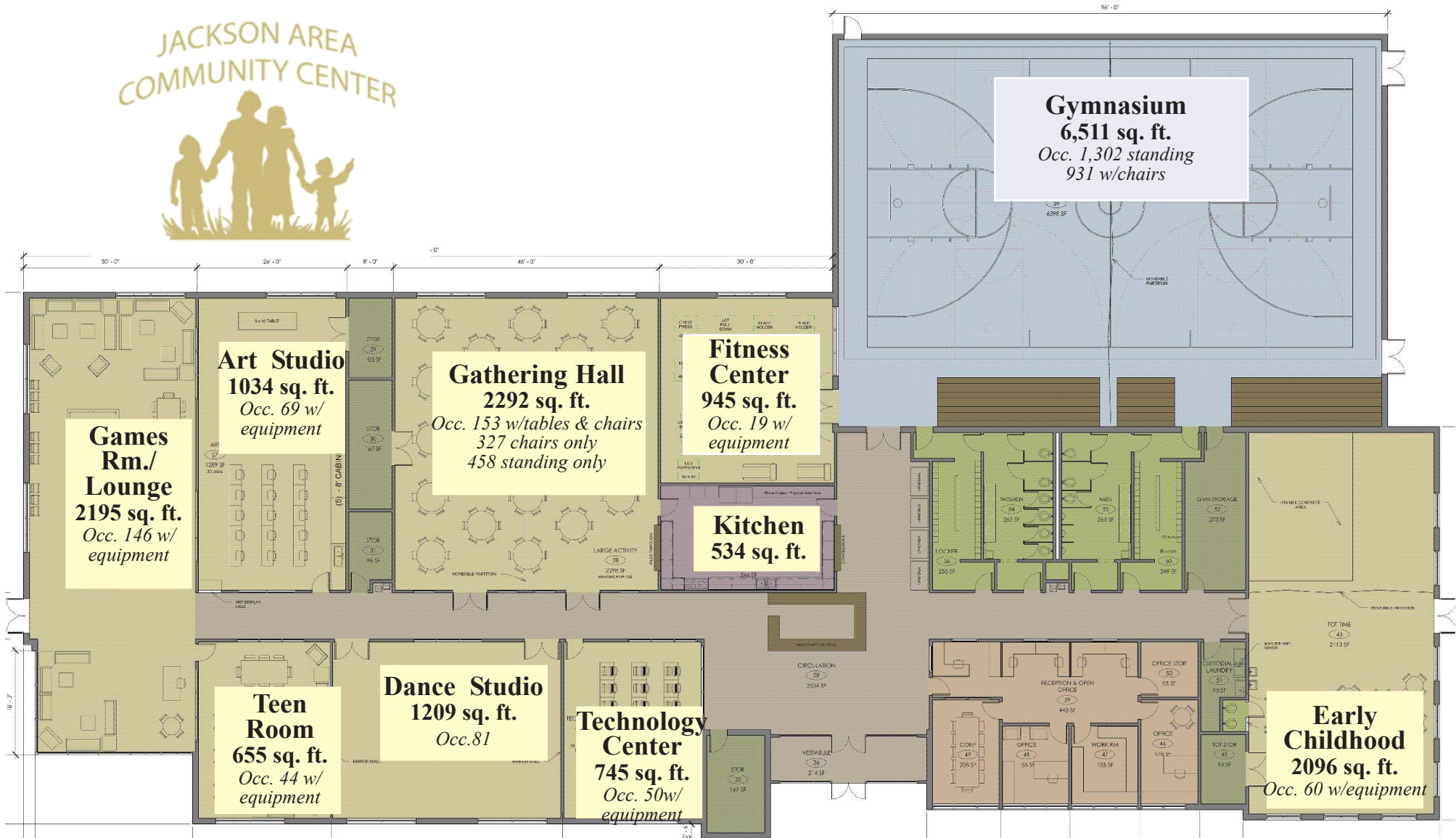
Date ____/____/____

Deposit to be Returned: Y or N

Jackson Community Center

Jackson Parks & Recreation
N165W20330 Hickory Lane
Jackson, WI 53037

JACKSON AREA
COMMUNITY CENTER





Jackson Parks & Recreation Department
Jackson Community Center
N165 W20330 Hickory Lane, Jackson, WI 53037
Phone: (262) 677-9665

Date of Reservation : ____/____/____

Rental Agreement

☐ Check Here if this is a **LONG TERM**, annually renewing rental. (Note: these must be pre-approved and pre-negotiated by the Jackson Parks & Recreation Department).

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

Name of Applicant (or Organization): _____

Applicant's Address (Street, City, State, Zip): _____

Phone and/or Cell Number: (____) _____ Email: _____

Event Date: _____

Purpose of Event: _____ Is the Event a Fundraiser? Yes No

* Will any of your guests require special accommodations? Yes No

If Yes please explain: _____

* Tickets Sold or Admission Charged? Yes No (May require Village Board Approval)

* Will there be decorations? Yes No

* Will Alcoholic Beverages be Served? Yes No (May require Village Board Approval)

(Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to guests. Alcoholic beverages are not permitted to be sold without the proper permits and licenses. A rental wishing to sell malt beverages may contract with the Jackson Park & Recreation Department to provide that service. (The Jackson Parks & Recreation Dept./Village Board reserves the right to refuse the reservation).

Estimated Number of Persons to Attend Event: _____

Rental StartTime: _____ Rental EndTime: _____

(Be sure to include setup and cleanup time to ensure return of your security deposit)

Please List The Rooms Being Rented & Rate:

Room Name	Number of hours	Room Rate	Total Room Cost
1. _____ X	_____ X	_____ =	_____
2. _____ X	_____ X	_____ =	_____
3. _____ X	_____ X	_____ =	_____

Black table skirts and black or white 120" round table clothes are available to rent at \$5.00 per.

SKIRTS _____ and/or # CLOTHS _____ X \$5.00 = _____

Total Rental Fees (not including \$100.00 deposit): \$ _____

Person Responsible for Walk Through with Building Attendant Before and After Event:

Phone: _____

Person Responsible for Cleaning after Event:

Phone: _____

ARE THERE OTHER WAYS WE CAN MAKE YOUR COMMUNITY CENTER RENTAL PERFECT FOR YOUR EVENT?

Tell us what you would like. We may or may not be able to accommodate you but we want your event to be successful. If we can't help you, we'll try to direct you to someone who can help you.

Please Circle How You Heard of the Jackson Community Center:

Previous Customer Activity Guide/Event/Program Facebook Newspaper None

SETUP REQUESTS: Tables, Chairs and general layout may be made at the time of reservation.

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ _____

Rental Fee: \$ _____ Long Term Rental Fees: ☐ Monthly ☐ Bi-Annually

Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ _____

PAYMENT: ☐ Check #: _____ ☐ Cash Total: _____ ☐ Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement.

I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e. premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading _____

I have read and agree with the terms and conditions of the entire contract.

Signature of responsible party: _____ Date: _____

JPR Community Center Representative: _____ Date: _____

Jackson Parks & Recreation Credit Card Authorization	
Name: _____ (as it appears on card)	
Address: _____ City: _____ Zip: _____	
☐ Check if Billing is the same or list: _____	
Visa/MC/Discover Exp. Mo/Yr. CVV Code	
AMEX Exp. Mo/Yr. Sec. Code	
I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.	
Signature: _____ Date: ____/____/____	

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

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

THE VILLAGE OF JACKSON PARKS & RECREATION PARKS & SHELTERS RENTAL POLICIES AND FEES



I. RESERVATIONS & CANCELLATIONS

- a. All reservations are to be made through the Jackson Parks & Recreation Department at the Jackson Community Center. ***Permits and approval by the Park & Recreation Department are required for all facility and field reservations.***
- b. **Reservations for parks, can only be made on the first business day after the New Year, for that year.**
- c. Basic field reservations DO NOT include equipment (*except baseball/softball bases*), soccer nets, markings/lining, lights or grooming.
- d. The Jackson Parks Department reserves the right to cancel events due to extreme conditions. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games/practice or events.
- e. The priority of rentals is in the following order: Village of Jackson, Jackson Parks & Recreation Department, Nonprofit Community Organizations (*including, but not limited to:* Little League, Jackson Soccer Assoc., Lions Club, VFW, Jackson Festivals, Inc., Boy Scouts/Girl Scouts, 4-H Clubs, American Legion, Local Churches) and the general public. Requests are on a first come first served basis, however, The Village of Jackson and The Jackson Parks & Recreation Department events and activities have priority over other rentals.
- f. ***Please be aware the parks are public areas, some with multiple rental spaces, so other events and rentals may be going on during your reservation.***
- g. **ALL FUNDRAISING RENTALS – including Nonprofit Community Organizations must have all fundraising rentals pre-approved by the Jackson Parks & Recreation Commission and ultimately by the Jackson Village Board. (as per park rule #17)**

RESERVATIONS:

- All Groups are responsible for the \$75.00 Security Deposit – including Community Organizations that do not pay rental fees.
- ***No reservations will be “penciled-in” in the master calendar. All fees must be paid at the time of reservation, no exceptions. Dates will not be reserved by emails or phone calls.***
- If dates or times are changed there will be a \$15.00 fee, regardless of when the change occurs.

CANCELLATIONS: There will be no refunds within 2 weeks of the reservation date. All other refunds will be processed after a 50% cancellation charge is deducted from rental fee. All refunds take a minimum of 2 weeks to process.

II. RESIDENCY REQUIREMENTS

A resident is defined as anyone whose permanent residence is within the limits of the Village of Jackson and pays taxes to the Village of Jackson. Individuals living outside those limits, are considered non-residents and pay non-resident rates. **As of 5/1/2022, Town of Jackson residents are considered “non-residents”.** ***Proof of residency is required with photo I.D. or current utility bill.***

III. RENTAL FEE SCHEUDLE (R: resident fee, CO: community organization fee, NR: nonresident fee- is double the resident fee)

	R:	CO:	NR:
a. Hickory Lane Park Shelter: <i>Includes small concession</i>	\$60.00/day	\$0/day	\$120.00/day
b. Jackson Park Shelters #1 & #2, larger with stages: <i>non-enclosed, open shelters</i>	\$60.00/day	\$0/day	\$120.00/day
c. Jackson Park Shelter #3, small	\$30.00/day	\$0/day	\$60.00/day
d. Jackson Park Kitchen: <i>must have proper permits</i>	\$100.00/day	\$0/day	\$200.00/day
e. Splash Park Private Rental: <i>7pm to 8:30pm, Mon.-Sun. Excludes Holidays</i>	\$100.00	\$100.00	\$200.00
<i>(Day Groups must use a separate Splash Park Group Reservation Form and Follow Group Policies)</i>			

- f. Jackson Park: Main Ballfield:
- *without lights and scoreboard* \$100.00/day \$50/day \$200.00 /day
 - *with lights and scoreboard* \$150.00/day \$100/day \$300.00/day
- g. Jackson Park Volleyball Courts: \$55.00/day \$0/day \$110.00/day
- h. Jackson Park & Hickory Lane Park: Non-lighted Ball Fields:
- *lights/scoreboard not available* \$75.00/day \$25/day \$150.00/day
- i. Jackson Park & Hickory Lane Park Soccer Fields:
- *lights/scoreboard not available* \$50.00/day \$15/day \$100.00/day
- j. Jackson Park Concession Stand: *(for eligible, nonprofit groups services can be contracted out through the Jackson Parks & Recreation Dept. with profit sharing – per IV Special Use)*

IV. SPECIAL USE RESTRICTIONS & POLICIES

BALLFIELDS: The fee includes bases at each diamond rented. ONLY park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag/rake the infields, unless otherwise specified/arranged.

SOCCER FIELDS: Soccer fields will be lined by parks maintenance personnel, unless otherwise specified/arranged. ONLY park maintenance personnel are authorized to line the soccer fields or use motorized equipment to mark fields. The Jackson Parks Maintenance Department requests that special care should be taken on the soccer fields in wet conditions. To preserve the field, when there's mud/rain or soft/wet grass avoid puddle areas and especially the goals.

EXCESSIVE DAMAGE: If there is excessive damage after a facility or field rental the agency/department/organization will be made to pay all expenses needed to restore conditions.

CONCESSION STANDS: The Jackson Park and Hickory Lane Park Concession Stands may be contracted out through the Jackson Parks & Recreation Department (with Jackson Parks & Recreation Commission approval followed by Village Board approval), for events, with the Jackson Parks & Recreation Department operating the stand. Each rental will be evaluated separately depending on organization and usage. Otherwise, the stand is not available for rental, see rule #17 listed under Park Rules.

V. HELPFUL FACILITY DETAILS:

(Diagrams of both parks are available on the website at www.villageofjackson.com)

JACKSON PARK:

- Shelter #1: Holds @ 200, with electric and stage.
- Shelter #2: Holds @100, with electric and small stage.
- Shelter #3: Holds @60, with electric.
- Kitchen: Contains: electric, refrigerator, freezer, deep sinks, plenty of work area and counter space.

HICKORY LANE PARK:

- Shelter #1: Holds @50, with electric
- Concession: Attached to the shelter, this is a small area with a sink, counter and shelves.

VI. FOOD & ALCOHOL:

- a. Food: Renters can bring in their own cooked food or use a caterer. No Sales are Permitted.
- b. Alcohol: Renter are allowed to provide alcohol to their guests, all laws must be followed and again No Sales are Permitted.

VILLAGE OF JACKSON PARK RULES

1. Parks shall be closed to the general public from 10:00pm to 6:00am, except for participants or spectators in an organized event or as part of a park facility rental. All parks are closed to said participants for spectators ½ hour after the completion of the organized event or rental.
2. The speed limit for any vehicle shall be 10 mph.
3. No person shall operate any snowmobile, all terrain vehicle, go-cart, or similar motorized vehicle anywhere within any park without permission.
4. No person shall be permitted to hunt, capture, seine, net or harm any living creature or possess any such devices designed for such purpose in any park.
5. No fires shall be built except in fireplaces or grills designed for such purpose. All embers of charcoal shall be disposed of in a proper manner.
6. All animals brought to the park shall be properly restrained. The owner or handler shall be responsible for the proper disposal of the animal's waste.
7. No person(s) shall engage in any activity that interferes with the activities of others already in progress or scheduled by obtaining prior authorization from the Village.
8. No person shall bring glass containers into the park. All refuse and waste shall be disposed of in proper containers.
9. No person shall remove or appropriate anything without Village authorization from any park.
10. Amusement devices (ie: bounce houses), tents, trailers, or any similar structures shall not be permitted without Village authorization.
11. No sparklers or any fireworks shall be permitted in any park at any time without Village authorization and proper permits.
12. No person shall swim or bathe in any area not designated for such purpose.
13. No person shall wash any object or animal in any stream, pond, water feature (splash park) or adjacent to any park.
14. No person shall engage in any form of gambling not permitted by the Wisconsin Statutes.
15. No person shall bring, possess, consume, dispense, convey, or give away any alcoholic beverages during authorized events/rentals, except as permitted by this agreement within the confines of the law. Private consumption is allowed within the confines of the law.
16. Noise generated from users of the park will be subject to regulation.
17. Only non-profit, public service organizations, with **prior approval from the Jackson Parks & Recreation Commission and Jackson Village Board**, are permitted to use the parks for sales, raffles, or other fundraising activities (this includes sport tournaments). As per Section III – h. Jackson Park & Hickory Lane Park Concession Stands are rentable only “for eligible, nonprofit groups.” Concession services for these groups are contracted out through the Jackson Parks & Recreation Dept. with profit sharing”.
18. No person shall throw or shoot any object, arrow, stone, or other missile or projectile, by hand or by any other means, in any playground, park or public place within the Village.
19. There is absolutely **NO PARKING OR DRIVING ON ANY GRASS AREAS**, without prior approval.
20. Littering prohibited; proper waste disposal required. All refuse and waste shall be disposed of in proper containers.
21. No person shall operate a motorized vehicle in a village park except upon established driveways or roadways therein and in compliance with any posted restrictions.
22. Skateboards, roller blades, scooters, roller skates and bicycles are only permitted on paved paths and in the Wheel Park.
23. Misuse of park property. No person shall climb, walk, or sit upon any fence, sign, wall or building. Persons shall use playground equipment in a manner for which it is intended and shall refrain from using playground equipment in a manner which threatens harm to the person or others, or threaten to damage park property.
24. Obedience to park personnel. No person shall resist or interfere with any park employee or volunteer in the discharge of their official duties.
25. **VIOLATION OF ANY OF THE ABOVE REGULATIONS OR ANY OTHER PROVISIONS AS SET FORTH BY THE VILLAGE ORDINANCE NOT LISTED HERE SHALL BE PENALIZED ACCORDINGLY.**

VILLAGE OF JACKSON PARKS & RECREATION DEPARTMENT PARK RENTAL AGREEMENT

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

PARK AREAS REQUESTED: _____
(Example.: Jackson Park Shelter #1, Hickory Lane Park Volleyball Court #1...)

DAY & DATE FACILITY REQUESTED: _____

NAME: _____ **HOME PHONE #:** (____) _____

DATE OF BIRTH (required): ____/____/____ **EMAIL:** _____

ADDRESS: _____ **CELL PHONE #:** (____) _____

EMERGENCY CONTACT: _____ **PHONE #:** (____) _____

TYPE OF ACTIVITY: ☐ Family/Friend Picnic Gathering ☐ Business/Organization Function

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

☐ Fundraising Event or Sport Event with a charge – (define activity) _____

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

HOURS OF USE: _____ **NUMBER OF PARTICIPANTS:** _____

PROFIT: _____ ****NONPROFIT:** _____ **ADM. CHARGED: YES** _____ **NO** _____

PROVIDING ALOCHOL: YES _____ NO _____ (Alcohol cannot be sold and laws must be followed)

Check here if
“Additional Insured
Certificate” is required. ☐

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

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

FULL PAYMENT TO INCLUDE DEPOSIT & FEE MUST BE RECEIVED TO CONFIRM RESERVATION – ALONG WITH THIS FORM COMPLETELY FILLED OUT! NO reservations will be “penciled-in” in the calendar or taken over the phone.

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

APPLICANT'S SIGNATURE: _____ **DATE:** ____/____/____

FOR OFFICE USE ONLY

FEE PAID: _____ **DATE PAID:** ____/____/____ **DEPOSIT REC'D BY:** _____

DATE \$75.00 DEPOSIT RETURNED: ____/____/____ **RETURNED DEPOSIT RECEIVED BY:** _____ **KEY #:** _____

Jackson Parks & Recreation Credit Card Authorization	
Name: _____ (as it appears on card)	
Address: _____ City: _____ Zip: _____	
☐ Check if Billing is the same or list:	
Visa/MC/Discover Exp. Mo/Yr. CVV Code	
AMEX Exp. Mo/Yr. Sec. Code	
I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.	
Signature: _____ Date: ____/____/____	

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

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

**VILLAGE OF JACKSON
PARK CLEAN UP & SECURITY CHECK LIST**

DATE OF EVENT: _____ GROUP: _____

ADDRESS: _____ PHONE: (_____) _____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:

KITCHEN (*require pre-approval for use, so general rentals do not have to worry about cleaning them)

_____ FLOORS HAVE BEEN SWEEPED AND WASHED

_____ ***WALLS HAVE BEEN CLEANED**

_____ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT

_____ ***STOVES, FRYERS AND GRIDDLES ARE CLEAN**

_____ ***GRIDDLES HAVE BEEN CLEANED AND GLAZED WITH VEGETABLE OIL**

_____ TABLES, CHAIRS AND RACKS ARE CLEAN AND NEATLY PUT AWAY

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES. GARBAGE CAN BE BAGGED AND TAKEN TO THE DUMPSTER. IN THE
EVENT THERE IS NO DUMPSTER, PLEASE LEAVE CLOSED BAGS OUTSIDE THE LOCKED
DOOR

_____ ALL DOORS, WINDOWS, AND PARTITIONS CLOSED AND LOCKED

_____ *PLEASE CHECK TO BE SURE EQUIPMENT THAT IS IN USE IS STILL WORKING (FREEZERS
ETC...)*

SHELTERS

_____ FLOORS HAVE BEEN SWEEPED OF ANY DEBRIS LEFT FROM YOUR RENTAL

_____ ALL PICNIC TABLES HAVE BEEN CLEANED

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES. IF GARBAGE IS OVERFLOWING, PLEASE DEPOSIT IN DUMPSTER.

NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY OR ANY OTHER
DAMAGE YOU MAY HAVE NOTICED SO REPAIRS CAN BE MADE

After each rental, the Village of Jackson will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the Village will provide this service. A cost of \$50.00 per hour will be charged to the individual or group that has rented the facility. The Village will retain the deposit and bill the group/individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future. *If you need to contact the Village on the day of your event, 1st call Russ Krueger (414) 640-7951 -and 2nd call if no response from first is Brian Kober (414) 333-9696. If you need police assistance call (262) 677-4949. In case of emergency call 9-1-1.*

Please clean up and secure the area properly to save you and the Village any unnecessary work. Thank you for using Jackson Parks and we wish you a very successful event!

Inspected By: Village Employee

Date

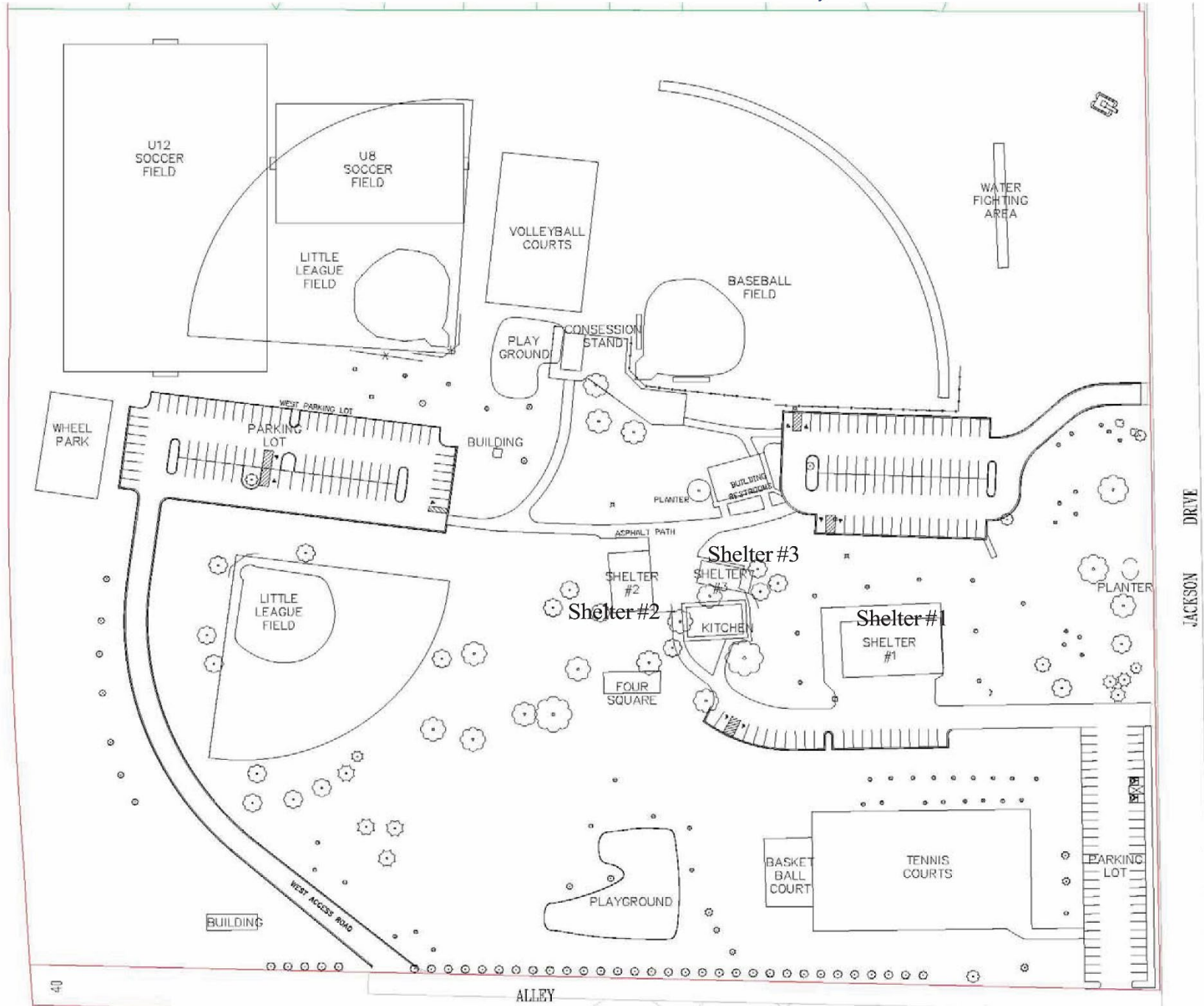
Representative

Date

2/2022

The site plan illustrates the layout of the proposed playground. A central 'Spiral Path' winds through the area, connecting various play zones. On the left side, there is a 'Soft Play Area' featuring a large circular structure. To the right, the 'Spiral Path' leads to a 'Spiral Path' and a 'Spiral Path'. At the bottom, another 'Soft Play Area' is shown with a large circular structure. The plan also includes a 'Spiral Path' and a 'Spiral Path'.

JACKSON PARK - W204 N16901 Jackson Drive, Jackson WI 53037





JACKSON PARKS & RECREATION

MEMO

TO: Jackson Village Board
Jen Keller, Administrator
Brian Kober, Public Works Director

FROM: Kelly Valentino, CPRP
Parks & Recreation Director

DATE: March 3, 2022

RE: Request to create RFP for the Lake Hasmer Park Area

The purpose of this memo is to request to move forward on the recommendation from the Jackson Parks & Recreation Commission to create an RFP for the Concept/Design of the Lake Hasmer Park Area. This is meant to be a basic concept and design plan to help guide future planning. The process will include feedback from stake holders including: Village Board, JPR Commission, Public Works staff, JPR staff, the Friends Group and the general public.

The timeline is as follows:

March - Village Board Meeting, request to Board to create RFP
April - JPR Commission Meeting, review draft RFP via email
May - JPR Commission to review submissions
June - JPR makes recommendation to Village Board to select a vendor
June thru July - plan creation working with JPR Commission
August - The Village Board is presented with a plan

Parks & Recreation Specific Vendors for RFP Distribution Include:

CBS Squared, Inc.
GRAEF
JSD Professional Services, Inc.
MSA Professional Services, Inc.
Parkitecture & Planning
Ramaker & Associates, Inc.
raSmith
Rettler Corporation
Stantec Consulting Services, Inc.

Thank you for your time & consideration.

DRAFT MINUTES
PARKS & RECREATION COMMISSION
Tuesday, February 15, 2022 at 6:00 p.m.
Jackson Community Center
N165 W20330 Hickory Lane, Jackson, WI 53037



1. **Call to Order and Roll Call**
Director Valentino called the meeting to order at 6:05pm
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 & Recreation Rec. Supervisor Renee Fisher
2. **Approval of the Board of JPR Commission Minutes – No Minutes/1st Meeting**
3. **Action – Election of JPR Commission Chairperson**
Director Valentino asked for a nomination for Commission Chairperson.
Motion by Sue Rank to nominate Casey Latz for JPR Commission Chairperson, Second by Brittany Rathke.
Vote: 4 ayes, 0 nays. Motion carried
Director Valentino thanked everyone for transitioning to the JPR Commission from the Jackson Park & Recreation Committee and thanked Tr. Engelhardt for joining.
4. **Review – 2021 Year End Recap and Current Financial Stat Pak**
Director Valentino reviewed the year end 2021 Recap and the current Financial Stat Pak which includes Rec Desk – Registration/Scheduling Software, to date cash distribution by account revenue report, Village Budget Comparison Report – revenues & expenses, and the 5-year comparison spreadsheet.
5. **Discussion & Action Rental Form Revision - Park Rentals & JCC Rentals**
Director Valentino reviewed the JCC Rental Application and Park Rentals Application. Director Valentino explained that both Rental Applications need to be revised due to the Town of Jackson withdrawing from the joint agreement in relation to the Jackson Area Community Center and the Joint Recreation Department. Director Valentino explained the changes to both forms. The changes to the Jackson Community Center Rental form are: “Area” has been removed from the name of the Community Center. The Community Center will now be known as the Jackson Community Center (JCC), under Residency Requirements as of 5/1/2022, Town of Jackson Residents are considered “non-residents” (this change is in both Rental Agreements), cleaning up verbiage in the form and a change in logo. On the Park Rental

Form there is a small increase to park rental fees and at Jackson Park - Shelter #3, the rental fee has been reduced to \$30 due to the poor condition of the Shelter (Shelter #3 will only be rented as a last resort) and the price of the kitchen in Jackson Park has been lowered due to not all equipment in the kitchen can be used by the renter.

Motion by Casey Latz, seconded by Brain Mekka to approve the changes to the Rental Applications and move to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried

6. **Discussion & Action – RFP for Concept Plan of Lake Hasmer Park Area**

Director Valentino explained the Concept Plan and handed out the Hasmer Lake Park Concept Packet. Director Valentino explained the different phases of the plan as well as the RFP process. Brain Mekka inquired about using Stewardship money in Phase 1. Director Valentino explained that an agency wants to use Stewardship money for “bigger price tag” items. Director Valentino will also ask the Friends Group to think about what they can contribute to the project. Director Valentino recommended sending out an RFP for a Concept/Design Plan, so the Commission & Board have some form of direction for future development of the site.

Motion by Sue Rank, second by Brian Mekka to create an RFP for Concept/Design Plan of Lake Hamer Park Area and to move it to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried

7. **Update – Jackson Park Tennis/Pickleball/Basketball Courts**

Director Valentino explained the need for the Tennis Courts to be renovated As well as the Basketball Courts at Jackson Park. With the renovation of the Tennis courts we will also be creating courts for Outdoor Pickleball.

Director Valentino also explained that Park Impact Fees can be used for this Renovation. Sue Rank inquired why Cedar Corp is drawing up tentative plans and was wondering if this project needs to go out for an RFP?

Director Valentino explained details will be presented at the Board of Public works meeting on February 22, 2022 by the Director of Public Works Brain Kober.

8. **Review – 2021 Spring/Summer Program Analysis Spreadsheet**

Recreation Supervisor Fisher explained the 2021 Spring/Summer Program Analysis Spreadsheet. This tool is used after every session to analyze Programs to see what programs are working and what programs need to be adjusted or changed.

9. **2022 Calendar of Events – Monte Carlo & Beer Gardens**
Director Valentino reviewed the 2022 Calendar of Events. The two major events coming up are Monte Carlo Night on Saturday, April 2, 2022 and the Beer Garden. Our Corporate Sponsors for the 2022 Monte Carlo Night are Cedar Corp and Kerry Ingredients. As of 2023, Monte Carlo Night will be held first Saturday in March (2023 Monte Carlo Night will be Saturday, March 5).
10. **Quarterly Meeting Schedule: 3rd Tuesday of the Month** – May 17, Sept. 20, Dec. 20 and 2023 Feb. 21, May 16, Sept. 19 and Dec. 19.
Director Valentino explained the dates are decided by the existing Village Ordinance.
12. **Director of Parks & Recreation Report**
Director Valentino went through the Report. Director Valentino stated that certain playground equipment needs to be repaired and she will be discussing this with Russ Krueger in the Public Works Department.
13. **Citizens/Village Staff to address the Board**
Sue Rank inquired about the health of a previous Parks and Recreation Board member and hopes she is doing better.
14. **Adjourn**
Motion by Tr. Engelhardt, second by Sue Rank to adjourn.
Vote: 5 ayes, 0 nays. Meeting was adjourned at 7:10pm

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.

DATE: March 3, 2022
TO: Village Trustees of Jackson
FROM: Cory A. Scheidler / Ron Dalton / Kris Dressler/ Doug Kroes
REGARDING: Jackson Municipal Complex – CONSTRUCTION UPDATE
PROJECT # J5789-002

Please find the following construction related update associated with the Jackson Municipal Complex contract for the last month:

CONSTRUCTION:

A. Construction Support/Administrative Activities:

1. Continued contractor coordination, on-site meetings and site reviews and punch list inspections.
2. Continue facilitation of monthly construction progress and periodic coordination meetings.
3. Assisting Owner's staff with commissioning of building systems with related Contractor coordination.
4. Continued Owner's staff assistance related to expense/budget tracking and department cost allocations.
5. Assist Owner's staff with the coordination of remaining Audio/Visual installation items.
6. Review and processing of Contractor Applications for Payment. Contractor Payments To-Date = \$11,423,901.01 (97% of Contract Amount)

B. Remaining Work Items & Schedules:

1. HVAC Commissioning: Ongoing
2. FD Resource Watch Room Door Close Mechanism – Additional Work Item: Materials ordered.
3. FD Chief Office Closet Door Replacement: Materials ordered.
4. Apparatus Bay Overhead/4 Fold Door Seals: Testing to be scheduled by Contractor
5. Apparatus Bay Vehicle Exhaust Ventilation System: System is approximately 90% installed. Backordered materials in route with installation to follow delivery.
6. Specified Parking Area Lighting. (Temporary Lights Currently Installed): Revised material ship date of 2/28/22. Installation to follow.
7. Specified Building Exterior Lighting (Temporary Lights Currently Installed): Revised material ship date of 2/28/22. Installation to follow.
8. Delivery of project completion documents: O&M Manuals, Record Drawings, etc.: Initial submittals have been received and currently under A/E review process.
9. Precast exterior walls: Punchlist/corrective items to be completed within Spring of 2022

SUMMARY:

- A. Minor furnishing items/accessories remain outstanding are scheduled for completion based upon delivery of necessary materials/products.
- B. Certain equipment/system installations such as systems requiring Electrical Components (temporary components installed within the interim) remain delayed but recently, tentative shipping dates have been provided. Coordination of delayed work items will occur with the respective staff.
- C. Certain Audio/Visual hardware components associated with the Training and Board rooms are on hold related to delayed delivery dates. Delayed components are currently expected to be delivered and installed within February/March.

CONSTRUCTION BUDGET STATUS:

Construction Budget (Const. Estimate + Contingency)	=	\$12,537,053
<u>Project to Date (PTD) Construction Contract Total</u>	=	<u>\$11,758,409</u>
PTD Construction Budget Balance	=	\$ 778,644
PTD Contract Total as Percent of Construction Budget	=	93.8%
PTD Change to Contract Total as Percent of Original Contract Amount	=	1.41%

TOTAL PROJECT BUDGET STATUS:

Total Project Budget (Borrowing)	=	\$14,286,526
Construction Contract Total to Date	=	\$11,758,409
Owner's Projected Expense Items Amount (Furnishings, Equip, IT, etc.)	=	\$1,427,098
*Construction Utility Costs	=	\$0
A/E / Soft Cost Estimate	=	\$1,019,442
Project Budget Balance	=	\$81,576
Percent of Project Budget Allocated To-Date	=	99.4%

**Construction Utility Costs Reimbursed by Contractor through contract change order*