

AGENDA
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, March 8, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Budget & Finance Meeting of February 8, 2022
3. Approval of February 2022 Treasurer's Report and Check Register
4. Pay Request #23 – Municipal Complex Building
5. Authorization to Contract for Fire and EMS Organizational Review and Future Needs Analysis – Public Administration Associates
6. Contract for Engineering Services – Jackson Park Tennis Court Reconstruction Project
7. Contract for Engineering Services – STH 60 (Main Street) Utility Reconstruction Project
8. Contract for Engineering Services – CTH P Utility Project
9. Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving
10. Citizens to address the Budget & Finance Committee
11. Adjourn

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

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

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, February 8, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

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

Members Present: Trustees Heckendorf and Matter

Village Board Members Present: Trustees Engelhardt and Kruepke

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 Dobratz

2. Approval of Minutes for the Budget & Finance Meeting of January 11, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of January 11, 2022 as corrected.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #22 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve payment for Pay Request #22 – Municipal Complex Building in the amount of \$79,557.04.

Pres. Schwab withdrew his motion, Tr. Matter concurs.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve payment for Pay Request #22 – Municipal Complex Building in the amount of \$79,557.04 subject to reduction of Change Order #12.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #12 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Matter, advise Village Board that Change Order #12 – Municipal Complex Building falls within the parameters of the building budget.

Vote: 3 ayes, 0 nays. Motion carried.

6. Village Board Room Furniture Proposals – Municipal Complex Building

Director Kober gave background information on the Village Board dais proposals.

Motion by Pres. Schwab, second by Tr. Heckendorf, advise Village Board that all three proposals fall within the budget of the project.

Vote: 3 ayes, 0 nays. Motion carried.

7. Request for Letter of Credit Reduction – Laurel Springs Addition #1

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Request for Letter of Credit Reduction – Laurel Springs Addition #1 in the amount of \$138,012.00.

Vote: 3 ayes, 0 nays. Motion carried.

8. Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving

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

Vote: 3 ayes, 0 nays. Motion carried.

9. Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC

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

Director Kober stated the retainage amount is \$19,720.82 for landscaping and any defects.

Vote: 3 ayes, 0 nays. Motion carried.

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

Director Kober commented this is the final payment and will close out the project. This is a local road program which will be submitted to the County and WisDOT for reimbursement after Village Board approval.

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc. in the amount of \$23,436.56.

Vote: 3 ayes, 0 nays. Motion carried.

11. Citizens to address the Budget & Finance Committee

None.

12. Adjourn

Motion by Pres. Schwab, second by Tr. Matter, to adjourn at 7:15 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk

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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2022 From Account:
 Thru: 2/28/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
47147	2/04/2022	AJ OUTDOOR SPECIALIST TREE REMOVAL GLENCOE DRIVE / STREETS	4,000.00
47148	2/04/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / ADMIN / JFD	283.47
47149	2/04/2022	ANDERSON, CRAIG 2021 PROP TAX REFUND / V3-0171003	213.00
47150	2/04/2022	ASSESSMENT TECHNOLOGIES OF WISCONSIN LLC ANNUAL ASSESSOR CONTRACT/JAN 2022 /ADMIN	2,938.89
47151	2/04/2022	AT&T MONTHLY TELEPHONE / JAN 22 / ADMIN	98.75
47152	2/04/2022	AURORA HEALTH CARE PHARMACY SUPPLIES /DEC 21 & JAN 22/ JFD	329.38
47153	2/04/2022	BARTELT, WILLIAM JR 2021 TAX REFUND / V3-0170126	30.80
47154	2/04/2022	BOUND TREE MEDICAL, LLC MISC MEDICAL SUPPLIES / JFD	175.00
47155	2/04/2022	BROWN, COLIN F 2021 PROP TAX REFUND / V3-0171025	212.01
47156	2/04/2022	BRUENE, SCOTT 2021 PROP TAX REFUND / V3-0757003	242.20
47157	2/04/2022	CINTAS CORPORATION FIRST AID SUPPLIES/STREETS/WATER/WWTP	466.41
47158	2/04/2022	COLEMAN, FREDERICK 2021 PROP TAX REFUND / V3-0170039	51.01
47159	2/04/2022	CONLEY MEDIA, LLC ANNUAL E-EDITION SUBSCRIP 2022 / WATER	164.00
47160	2/04/2022	CORELOGIC INC 2021 PROP TAX REFUNDS (3 PARCELS)	13,994.13
47161	2/04/2022	DISCOUNT SCHOOL SUPPLY WBSD 4K PROGRAM SUPPLIES / REC	206.67
47162	2/04/2022	GK PROPERTIES JANITORIAL CLEANING 70 HRS/ JAN 22 / REC	1,750.00
47163	2/04/2022	GREAT-WEST TRUST COMPANY LLC DEFERRED COMP / 01-31-2022 PAYROLL	4,353.43
47164	2/04/2022	HEIN ELECTRIC SUPPLY CO MISC MAINTENANCE SUPPLIES / WWTP	19.54
47165	2/04/2022	INTEGRITY AUTO REPAIR MISC VEHICLE MAINTENANCE / JPD	853.29

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Accounting Checks

Posted From: 2/01/2022 From Account:
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Check Nbr	Check Date	Payee	Amount
47166	2/04/2022	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 2022 ANNUAL MEMBERSHIP / DOBRATZ / ADMIN	175.00
47167	2/04/2022	K & A PETROLEUM LLC .	57.00
47168	2/04/2022	KRESSER, ERIC A 2021 PROP TAX REFUND / V3-0757011	242.20
47169	2/04/2022	KRUEGER, RUSSELL L. REIMBURSEMENT WORK SHOES / STREETS	135.00
47170	2/04/2022	KRUEPKE PRINTING 4TH QTR WATER BILLING / WATER	735.58
47171	2/04/2022	KUNSTEK, KEVIN 2021 PROP TAX REFUND / V3-0171021	121.99
47172	2/04/2022	LAABS, RONALD J. MONTHLY RETIREE INS PREM/ FEB 2022 /JPD	508.65
47173	2/04/2022	LAKE, AMANDA REC RESERVATION REFUND / GATHERING HALL	190.00
47174	2/04/2022	MATENAER PLUMBING, INC. WELL PUMP HOUSE HVAC MAINT / WWTP	748.50
47175	2/04/2022	MENARDS - WEST BEND MISC EQUIPMENT / ADMIN / STREETS	223.08
47176	2/04/2022	MID-STATE EQUIPMENT MISC EQUIPMENT / NUTS & BOLTS / STREETS	631.68
47177	2/04/2022	MIDWEST FIBER NETWORKS MONTHLY PROF SERV / TOWER DR / MUNI COMP	808.85
47178	2/04/2022	MUNICIPAL LAW & LITIGATION GROUP S.C. ATTY FEES THRU 01-25-22 / ADMIN	2,010.80
47179	2/04/2022	OFFICE DEPOT MISC OFFICE SUPPLIES / JFD / REC	99.36
47180	2/04/2022	OLD SCHOOL PRODUCTIONS, LLC AIJ 2022 MUSICIAN DEPOSIT/THE UNEXPECTED	800.00
47181	2/04/2022	OSWALD, DANIEL 2021 PROPERTY TAX REFUND / V3-02051120B1	87.24
47182	2/04/2022	PETERSON, JONATHAN J 2021 PROPERTY TAX REFUND / V3-0088048	185.92
47183	2/04/2022	PITNEY BOWES GLOBAL FINANCIAL SRV LLC POSTAGE MACHINE SUPPLIES / WATER	169.56
47184	2/04/2022	PROS 4 TECHNOLOGY, INC. LAPTOP AC ADAPTER / ADMIN	50.00

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Check Nbr	Check Date	Payee	Amount
47185	2/04/2022	RATHKE, DANIEL R. MONTHLY RETIREE INS PREM /FEB 22/ WATER	326.38
47186	2/04/2022	RATHKE, KURT REIMBURSE UNIFORM ALLOWANCE / STREETS	235.00
47187	2/04/2022	RELIANT FIRE APPARATUS, INC. SWITCH FOOT SPST NO MOM (1) / JFD	54.59
47188	2/04/2022	SCANDRETT, ANDREW C 2021 PROP TAX REFUND / V3-0196052	191.42
47189	2/04/2022	SCHAEFER'S SERVICE CENTER, INC. VEHICLE MAINT / OIL CHANGES (3) / JFD	179.81
47190	2/04/2022	SIES, JEFFERY J 2021 PROP TAX REFUND / V3-0757046	242.20
47191	2/04/2022	SKODINSKI, JOHN M. MONTHLY RETIREE INS PREM / FEB 22 / JFD	290.34
47192	2/04/2022	STINGLE, GREGG P 2021 PROP TAX REFUND / V3-195001	197.54
47193	2/04/2022	STREICHER'S INC. UNIFORM GEAR & AMMUNITION / JPD	860.02
47194	2/04/2022	SUPPORT PAYMENT CLEARINGHOUSE 01/31/2022 PAYROLL GARNISHMENT	210.77
47195	2/04/2022	TEWS, JACKIE REC RESERVATION REFUND / HICKORY LN PARK	45.00
47196	2/04/2022	THOMA, TROY J 2021 PROP TAX REFUND / V3-0008008002	142.65
47197	2/04/2022	TOWN & COUNTRY ENGINEERING, INC. PROF SERVICES THRU 01-15-22/WATER/WWTP	4,002.50
47198	2/04/2022	U.S. CELLULAR MONTHLY PHONE SERVICES / JAN 22 / JFD	201.63
47199	2/04/2022	VON BRIESEN & ROPER S.C ATTORNEY SERVICES THRU 12-31-21 / ADMIN	147.50
47200	2/04/2022	VOSSEKUIL, RYAN REIMBURSE SHARK VACUUM BELT / JPD	31.53
47201	2/04/2022	WALTHER, JOHN M. MONTHLY RETIREE INS PREM/FEB 2022/ADMIN	297.00
47202	2/04/2022	WCMA WCMA MEMBER CONFERENCE / KELLER / ADMIN	225.00
47203	2/04/2022	WENDTLAND SMITH, DAWN M 2021 PROP TAX REFUND / V3-0750053	30.19

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Accounting Checks

Posted From: 2/01/2022 From Account:
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Check Nbr	Check Date	Payee	Amount
47204	2/04/2022	WI DEPT OF JUSTICE DE-ESCALATION TRAINING /TREVARTHEN/ JPD	80.00
47205	2/04/2022	WI SCTF 01/31/2022 PAYROLL GARNISHMENTS	605.19
47206	2/04/2022	XEROX CORPORATION MONTHLY LEASE / FEB 2022 / ADMIN	227.35
47207	2/04/2022	ZIMMERMAN, TIMOTHY T 2021 PROP TAX REFUND / V3-0196065	176.23
47208	2/04/2022	ZWICKY, ERIC S 2021 PROP TAX REFUND / V3-0757124	30.19
47209	2/08/2022	GLATFELTER SPECIALTY BENEFITS 2022 ADMINISTRATIVE FEE / JFD	12,200.00
47212	2/11/2022	5 CORNERS DODGE, INC EQUIPMENT / FILL CAP (1) / STREETS	26.74
47213	2/11/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / ADMIN / REC / JFD	647.09
47214	2/11/2022	AT&T MONTHLY PHONE / JAN 22 / WWTP / PARKS	273.33
47215	2/11/2022	B&L GRAPHIC SOLUTIONS MISC PRINTING / JFD / ADMIN	165.12
47216	2/11/2022	BARTELT, SCOTT R 2021 PROP TAX REFUND / V3-0170126	30.80
47217	2/11/2022	BEER CAPITOL DISTRIBUTING, LLC CASES OF BEER (5 X 30 PACKS) / REC	99.00
47218	2/11/2022	BLUE TARP FINANCIAL INC TOOLS / 500 AMP BATT / STREETS	8.00
47219	2/11/2022	CAWLEY COMPANY, THE BUSINESS CARDS (760) / JFD	202.50
47220	2/11/2022	CEDAR CORPORATION PROF SERVICES THRU 01-15-2022	11,057.61
47221	2/11/2022	CENTURY LINK PHONE SERV / JAN 2022 / WATER / STREETS	39.50
47222	2/11/2022	CIVI TEK CONSULTING LLC PROFESSIONAL SERVICES / ADMIN / JAN 2022	654.50
47223	2/11/2022	CORE & MAIN LP METER PROJECT / WATER	20,400.00
47224	2/11/2022	DEMPSEY LAW FIRM, LLP ATTY SERVICES / ADMIN / JAN 2022	5,294.53

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Posted From: 2/01/2022 From Account:
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Check Nbr	Check Date	Payee	Amount
47225	2/11/2022	DORN, NATE SQUAD IN-CAR CAMERA INSTALL (3) / JPD	850.00
47226	2/11/2022	EBEL IMPRINTS MISC UNIFORMS / DPW	1,131.00
47227	2/11/2022	EMERGENCY MEDICAL PRODUCTS, INC. MEDICAL SUPPLIES / JFD	1,273.26
47228	2/11/2022	EMPOWER ELECTRIC WORK PERFORMED NOV 2021 / MUNI COMPLEX	742.45
47229	2/11/2022	EQUAL RIGHTS DIVISION JAN 2022 WORK PERMITS / VILL OF JACKSON	15.00
47230	2/11/2022	GENERAL COMMUNICATIONS, INC. GLOVE FRIENDLY KNOB COVER KIT / JPD	12.00
47231	2/11/2022	GK PROPERTIES MONTHLY CLEANING/JAN 2022/JPD/ADMIN	1,650.00
47232	2/11/2022	GREATAMERICA FINANCIAL SVCS MONTHLY COPIER LEASE / FEB 2022 / REC	123.00
47233	2/11/2022	GREMMER & ASSOCIATES, INC. PAY REQUEST #3 COFFEE CONNECTION TRAIL	196,799.84
47234	2/11/2022	JD FINANCIAL MISC EQUIPMENT / STREETS	631.68
47235	2/11/2022	LAKESIDE INTERNATIONAL LLC MACHINERY MAINT / STREETS	472.62
47236	2/11/2022	MERCURY MEDICAL NEBULIZER & MASK / MED SUPPLIES / JFD	317.26
47237	2/11/2022	NAUMANN, JESSE 2021 PROP TAX REFUND / V3-0017055	499.15
47238	2/11/2022	NEU'S BUILDING CENTER, INC. TOOLS / STREETS / WATER	537.00
47239	2/11/2022	NORTH SHORE PUBLIC WORKS ASSOCIATION 2022 ANNUAL DUES (3) / STREETS	190.00
47240	2/11/2022	OFFICE COPYING EQUIPMENT LTD COPER USAGE 12/28/21 - 01/27/22 / REC	255.41
47241	2/11/2022	OFFICE DEPOT OFFICE SUPPLIES / JFD / REC	471.12
47242	2/11/2022	PROS 4 TECHNOLOGY, INC. BATTERY BACKUP / T.FRISTED / JPD	89.00
47243	2/11/2022	RALPH WILLIAMS SERVICE VEHICLE MAINTENANCE / JFD	4,210.42

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 Thru: 2/28/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
47244	2/11/2022	SCHAEFER'S SERVICE CENTER, INC. 2010 FORD E-450 TIRE MAINT / JFD	25.50
47245	2/11/2022	SECURIAN FINANCIAL GROUP, INC. ACCIDENT INS / POLICY #76038 / MAR 2022	46.22
47246	2/11/2022	SECURIAN FINANCIAL GROUP, INC. MONTHLY LIFE INS PREMIUMS / MARCH 2022	1,331.91
47247	2/11/2022	SOPER SEWER & WATER LLC WILLOW RIDGE DR PROJ 05789-0013 / PAY #4	190,109.18
47248	2/11/2022	SUPERIOR CHEMICAL CORPORATION MUNI COMPLEX ICE MELT / STREETS	1,558.48
47249	2/11/2022	TARANTINO, DAVID REIMBURSE UNIFORM ALLOWANCE / STREETS	229.94
47250	2/11/2022	TENNIES ACE HARDWARE INC. MISC EQUIPMENT / JPD	43.00
47251	2/11/2022	TSR SOLUTIONS, INC. DIAL TONE & DISASTER RECOVERY / FEB 2022	300.00
47252	2/11/2022	US POSTAL SERVICE ELECTION SUPPLIES / STAMPS (300) / ADMIN	174.00
47253	2/11/2022	WASHINGTON COUNTY CLERK #10 WINDOW ENVELOPES / ADMIN	55.05
47254	2/11/2022	WAUKESHA COUNTY TECHNICAL COLLEGE FIRE CERT TEST FEE / J.ROBERTSON / JFD	80.00
47255	2/11/2022	WISCONSIN DEPT OF JUSTICE BACKGROUND CHECKS / JAN 2022	28.00
47256	2/11/2022	WONDRA CONSTRUCTION INC FINAL PYT #5 2020 ROAD & UTILITY PROJECT	23,436.56
47258	2/16/2022	GERMANTOWN SCHOOL DISTRICT 2021 PROPERTY TAX - FEBRUARY SETTLEMENT	288,226.06
47259	2/16/2022	MILWAUKEE AREA TECHNICAL COLLEGE 2021 PROPERTY TAX - FEBRUARY SETTLEMENT	31,953.19
47260	2/16/2022	MORAIN PARK TECHNICAL COLLEGE DISTRICT 2021 PROPERTY TAX - FEBRUARY SETTLEMENT	168,486.67
47261	2/16/2022	SLINGER SCHOOL DISTRICT 2021 PROPERTY TAX - FEBRUARY SETTLEMENT	155,346.14
47262	2/16/2022	WASHINGTON COUNTY TREASURER 2021 PROPERTY TAX - FEBRUARY SETTLEMENT	774,883.13
47263	2/18/2022	5 ALARM FIRE MUNICIPAL COMPLEX EW20 WASHER / JFD	6,886.14

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Posted From: 2/01/2022 From Account:
 Thru: 2/28/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
47264	2/18/2022	A/E GRAPHICS, INC. FEBRUARY 2022 MONTHLY BILL / WATER	69.00
47265	2/18/2022	ADVANCE AUTO PARTS MISC SUPPLIES / STREETS / BLDG INSP	202.14
47266	2/18/2022	AIR ONE EQUIPMENT INC FIRE HOOKS BRUSH BROOMS / JFD	84.39
47267	2/18/2022	ALDEN POOL & MUNICIPAL SUPPLY CO. DEHUMIDIFIER / WWTP	3,617.00
47268	2/18/2022	AMAZON CAPITAL SERVICES RECHARGEABLE BATTERIES (2) / JFD	39.58
47269	2/18/2022	AT&T MONTHLY TELEPHONE / JAN 2022 / JFD	34.82
47270	2/18/2022	AT&T MOBILITY MONTHLY SQ 2 WI-FI / FEB 22 / JPD	127.63
47271	2/18/2022	BMO HARRIS BANK N.A. MONTHLY VILLAGE CREDIT CARDS / JAN 2022	5,011.19
47272	2/18/2022	CENTURY LINK TELEPHONE SERVICES / FEB 2022 / WATER	21.49
47273	2/18/2022	CHEMTRADE CHEMICALS US LLC ALUMINUM SULFATE / WWTP	4,517.77
47274	2/18/2022	CONLEY MEDIA, LLC PUBLIC NOTICES & ADS / ADMIN / REC	609.87
47275	2/18/2022	DIGGERS HOTLINE INC. MONTHLY FAX FEES / JAN 22 / WATER / WWTP	85.57
47276	2/18/2022	EMERGENCY MEDICAL PRODUCTS, INC. MISC MEDICAL SUPPLIES / JFD	1,081.91
47277	2/18/2022	F.D.SIGNWORKS LLC SCBA ACCOUNTABILITY SYSTEM / JFD	1,709.81
47278	2/18/2022	FBI-LEEDA, ATTN:MEMBERSHIP 2022 DUES / R. VOSSEKUIL / JPD	50.00
47279	2/18/2022	FISHER, RENEE REIMB SUPPLIES & MONTHLY CELL / REC	97.50
47280	2/18/2022	FRISTED, TODD A. REIMB CONFERENCE MEALS / JPD	30.93
47281	2/18/2022	FROEDTERT HEALTH/WORKFORCE HEALTH NEW HIRE MEDICAL EXAM / JFD	310.00
47282	2/18/2022	GREAT-WEST TRUST COMPANY LLC DEFERRED COMP / 02-14-2022 PAYROLL	4,495.88

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Check Nbr	Check Date	Payee	Amount
47283	2/18/2022	JACKSON PROFESSIONAL POLICE ASSOCIATION UNION DUES / FEBRUARY 2022	616.00
47284	2/18/2022	KRAUSE, HEIDI REC PROGRAM REFUND / JAZZERCISE	45.00
47285	2/18/2022	KRUGER INC. BRAIDED HOSES (2) / WWTP	420.84
47286	2/18/2022	LEE, TOUYER 2021 PROP TAX REFUND / V3-0170177	31.98
47287	2/18/2022	LEX, MICHAEL 2021 PROP TAX REFUND / V3-0169013	217.07
47288	2/18/2022	LEXISNEXIS RISK DATA MGMT INC. DATA MNGMNT SERV / 4TH QTR 2021 / JPD	328.89
47289	2/18/2022	MENARDS - WEST BEND MISC SUPPLIES / STREETS / MUNI COMPLEX	241.41
47290	2/18/2022	MIDWEST METER, INC. METER MOUNT USG / WATER	3,680.00
47291	2/18/2022	PROS 4 TECHNOLOGY, INC. BATTERY BACKUPS EQUIP / HDMI CORD	276.00
47292	2/18/2022	PROS 4 TECHNOLOGY, INC. MONTHLY VILLAGE TECH SERVICES / FEB 2022	4,692.80
47293	2/18/2022	ROBILLARD, RYAN 2021 PROP TAX REFUND / V3-0170027	39.31
47294	2/18/2022	ROGAN'S SHOES, INC. WORK BOOTS / G.CLASSEY / WWTP	333.20
47295	2/18/2022	SAM'S CLUB/GEMB MISC SUPPLIES / REC	298.47
47296	2/18/2022	SCHLOEMER LAW FIRM WASH CO CASE #2021-SC-1235 / JPD	738.00
47297	2/18/2022	SEIDEL, ROBERT 2021 PROP TAX REFUND / V3-0757080	30.20
47298	2/18/2022	ST. LAWRENCE EQUIPMENT, INC. MISC MAINTENANCE EQUIPMENT / PARKS	316.18
47299	2/18/2022	STAR PROMOTIONS POP UP TENT / CRIME PREVENTION / JPD	1,375.00
47300	2/18/2022	SUPPORT PAYMENT CLEARINGHOUSE PAYROLL GARNISHMENTS / 02-14-2022	210.77
47301	2/18/2022	TECHNIMOUNT SYSTEMS LLC DEFIB MOUNT PARTS / JFD	60.00

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Check Nbr	Check Date	Payee	Amount
47302	2/18/2022	TENNIES ACE HARDWARE INC. MISC SUPPLIES / JAN 2022 / JFD	134.89
47303	2/18/2022	U.S. CELLULAR MONTHLY PHONE / JAN 2022 / DPW / ADMIN	304.49
47304	2/18/2022	VILLAGE MART MONTHLY VILLAGE FUEL / JANUARY 2022	5,524.81
47305	2/18/2022	WASHINGTON CTY FIRE INVESTIGATORS ASSOC 2022 ANNUAL ASSOCIATION DUES / JFD	25.00
47306	2/18/2022	WE ENERGIES MONTHLY ENERGEY / JANUARY 2022	58,842.19
47307	2/18/2022	WI SCTF PAYROLL GARNISHMENTS / 02-14-2022	605.19
47308	2/18/2022	WRWA WATER OPER TRNG / L.PAULUS / APRIL 2022	500.00
47309	2/25/2022	AFLAC MAR 2022 INS PREM PAYROLL DEDUCTIONS	800.24
47310	2/25/2022	AIRGAS USA, LLC MEDICAL SUPPLIES / OXYGEN / JFD	186.20
47311	2/25/2022	AMAZON CAPITAL SERVICES MISC SUPPLIES / ADMIN / JFD / REC	559.57
47312	2/25/2022	AMERICAN WATER WORKS ASSOC. 04/01/2022 - 3/31/2023 RENEWAL - DEITSCH	259.00
47313	2/25/2022	AT&T MONTHLY TELEPHONE / FEB 2022 / WATER	107.76
47314	2/25/2022	AURORA HEALTH CARE MED TESTING / JPD / STREETS	75.00
47315	2/25/2022	BAUER, TOM REIM COMMERCIAL LEARNER PERMIT / WWTP	30.00
47316	2/25/2022	BEAR GRAPHICS, INC. AP CHECKS / ADMIN	212.56
47317	2/25/2022	BOEHLKE BOTTLED GAS PROPANE N171W19891 HIGHLAND RD / WATER	685.91
47318	2/25/2022	CASPER'S TRUCK EQUIPMENT SNOWEX LIQUID SPRAY SYSTEM / STREETS	12,334.00
47319	2/25/2022	CINTAS CORPORATION FIRST AID SUPPLIES / EAGLE DRIVE	215.40
47320	2/25/2022	COMPANION LIFE INSURANCE COMPANY MONTHLY LIFE INS PREMIUMS / MAR 2022	484.87

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Accounting Checks

Posted From: 2/01/2022 From Account:
 Thru: 2/28/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
47321	2/25/2022	CORE & MAIN LP MISC EQUIP & MAINT / WATER / WWTP	493.97
47322	2/25/2022	COUNTY WIDE EXTINGUISHER, INC. NEW FIRE EXTINGUISHER & MAINT / JPD	82.50
47323	2/25/2022	DELANEY GROUP LLC RES #18-04 & #18-05 PYT #9 / CAP PRJ	8,922.00
47324	2/25/2022	DELTA DENTAL OF WISCONSIN MARCH 2022 DENTAL & VISION PREMIUMS	982.30
47325	2/25/2022	EMERGENCY MEDICAL PRODUCTS, INC. MEDICAL GLOVES / JPD	182.10
47326	2/25/2022	ENDURACLEAN, INC. JANITORIAL SUPPLIES / ADMIN	678.40
47327	2/25/2022	GFL ENVIRONMENTAL MONTHLY TRASH & RECYCLING / JANUARY 2022	32,579.66
47328	2/25/2022	GREMMER & ASSOCIATES, INC. PROF SERV COFFEEVILLE TRAIL / JAN 2022	576.00
47329	2/25/2022	IDEXX DISTRIBUTION, INC. MISC LAB SUPPLIES / WWTP	585.53
47330	2/25/2022	IMPACT ACQUISITIONS LLC COPIER LEASE & USAGE / MAR 2022 / WATER	137.61
47331	2/25/2022	JACKSON APPLIANCE SERVICES, LLC DISHWASHER / WWTP	529.95
47332	2/25/2022	KERRY AMERICAS DEVELOPERS AGREEMENT / TID #5 / MAR 2022	37,646.56
47333	2/25/2022	LANGE ENTERPRISES, INC. ADDRESS TILES & FRAMES / BLDG INSP	1,511.65
47334	2/25/2022	LEXISNEXIS RISK DATA MGMT INC. DATA MANAGEMENT SERVICES JAN 2022 / JPD	109.72
47335	2/25/2022	MARTELLE WATER TREATMENT, INC. AQUA MAG BULK / WATER	1,858.97
47336	2/25/2022	MENARDS - WEST BEND RUGS & HEATERS / MUNI COMPLEX / WWTP	139.83
47337	2/25/2022	MIDWEST POOL SUPPLY APR 5-6, 2022 TRAINING CLASS / K.RATHKE	350.00
47338	2/25/2022	MUNICIPAL LAW & LITIGATION GROUP S.C. ATTY FEES THRU 02-01-22 / SYSCO / ADMIN	2,898.70
47339	2/25/2022	NORTHERN BALANCE & SCALE, INC. SRV & CAL BALANCE-SCALE / WWTP	145.00

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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2022 From Account:
 Thru: 2/28/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
47340	2/25/2022	NORTHWOODS LASER & EMBROIDERY, LLC VOLLEYBALL LEAGUE AWARDS / REC	15.00
47341	2/25/2022	OFFICE DEPOT MISC OFFICE SUPPLIES / JFD	141.74
47342	2/25/2022	PITNEY BOWES GLOBAL FINANCIAL SRV LLC 1ST QRT 22 POSTAGE MACH LEASE / EAGLE DR	488.10
47343	2/25/2022	POBLOCKI PAVING CORPORATION PAY REQUEST #3 / COFFEE CONNECTION TRAIL	196,799.84
47344	2/25/2022	POLICE AND SHERIFFS PRESS, THE SECURE ID CARD / JOERGER / JPD	17.58
47345	2/25/2022	RACKING TODAY CROSS BEAMS, BEAMS, UPRIGHT / STREETS	3,455.00
47346	2/25/2022	RICOH USA, INC. MONTHLY COPIER LEASE / MARCH 2022 / JPD	75.36
47347	2/25/2022	S.J. ELECTRO SYSTEMS LLC MISC PUMP PLANT EQUIP / WATER	1,083.46
47348	2/25/2022	SRF CONSULTING GROUP INC TRAFFIC ANALYSIS THRU 11-30-21 / TID#7	7,380.00
47349	2/25/2022	ST. JOSEPH'S COMMUNITY HOSPITAL DIAGNOSTIC SERVICE / 02-05-2022 / JPD	66.00
47350	2/25/2022	STREICHER'S INC. MISC UNIFORMS / JPD	149.96
47351	2/25/2022	SUBURBAN LABS OF SE WI INDUSTRIAL MONITORING & TESTING / WWTP	3,180.00
47352	2/25/2022	TENNIES ACE HARDWARE INC. ACCT#51327 / JAN 2022 / STREETS	477.55
47353	2/25/2022	TSR SOLUTIONS, INC. DIGITAL PHONE & SIDECAR / ADMIN	434.00
47354	2/25/2022	U.S. CELLULAR MONTHLY PHONE SERVICES / FEB 22 / JPD	344.12
47355	2/25/2022	USA BLUE BOOK PAINT / WATER	259.90
47356	2/25/2022	VANDEWALLE & ASSOCIATES, INC. PROF SERVICES THRU 09-20-2021 / TID #7	3,891.83
47357	2/25/2022	VOSSEKUIL, RYAN WCPA CONF MEAL & FUEL REIMB 02-06-2022	57.13
47358	2/25/2022	WASHINGTON COUNTY DEVELOPERS AGREEMENT / TID #5 / MAR 2022	12,907.39

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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2022

From Account:

Thru: 2/28/2022

Thru Account:

Check Nbr	Check Date	Payee	Amount
47359	2/25/2022	WEST BEND SCHOOL DISTRICT JANUARY 2022 MOBILE HOME PARKING FEES	3,325.99
47360	2/25/2022	WISCONSIN EMERGENCY MANAGEMENT 2021 TIER II REPORTS / WWTP / WATER	1,430.00
47361	2/25/2022	WRWA CONF REG FEES (2) / MAR 2022 / WATER	605.00
Grand Total			2,396,990.60

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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2022 From Account:
Thru: 2/28/2022 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	1,569,887.31
Total Expenditure from Fund # 150 - HOTEL / MOTEL	2,021.67
Total Expenditure from Fund # 200 - WATER UTILITY	50,119.48
Total Expenditure from Fund # 300 - SEWER UTILITY	35,938.19
Total Expenditure from Fund # 500 - RECREATION-VILL/TOWN	10,685.29
Total Expenditure from Fund # 600 - CAPITAL PROJECT FUND	636,687.44
Total Expenditure from Fund # 650 - TID #5	50,553.95
Total Expenditure from Fund # 670 - TID #7	11,271.83
Total Expenditure from Fund # 900 - FIRE & RESCUE	29,825.44
Total Expenditure from all Funds	2,396,990.60



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

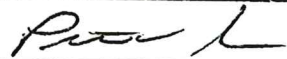
Approved Change Orders		
Number	Additions	Deductions
1 & 2	\$98,969.67	
3		\$16,234.00
4	\$16,392.00	
5		\$759.00
6 & 7	\$29,586.75	
8 & 9	\$41,388.69	
10 & 11	\$16,063.01	
12		\$22,337.79
TOTALS	\$202,400.12	\$39,330.79
NET CHANGE BY CHANGE ORDERS	\$163,069.33	

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

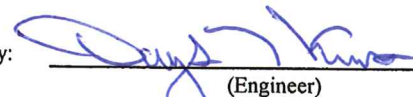
Contractor's Certification

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:  Date: 2/28/22

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

is recommended by:  (Engineer) 2-2-22 (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 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	
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	-\$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			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									
CO12	Furnish & install vent enc - PD Intake	1 LS	\$571.00			1	\$571.00			1	\$571.00	100.0%
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

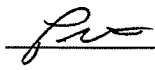
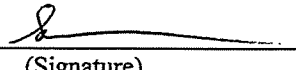
February 28, 2022

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

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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.

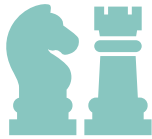


Chris Swartz

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

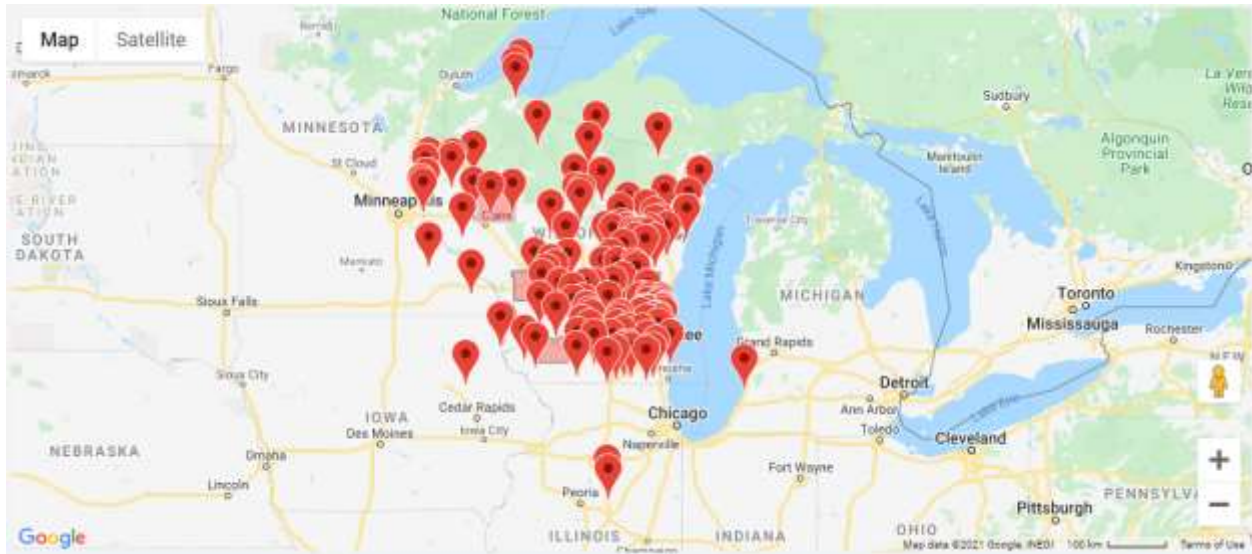
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



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

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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,

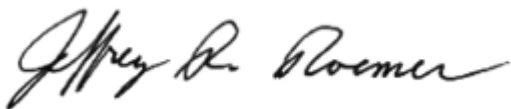
We are pleased to submit a proposal for a Fire Organizational Analysis for the Village of Jackson. Our teams' passion for Public Safety and working with Law Enforcement provides the basis for our interest in submitting this proposal. Municipal Consulting projects have become a major focus for McMahon 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.

Project Team / Resumes

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

Plat

Unknown

Certified Survey Map

Condominium

Assessor Plat; Cemetery Plat; Subdivision

Lot

Retired Parcel

Right-of-Way

PLSS Quarter

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**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

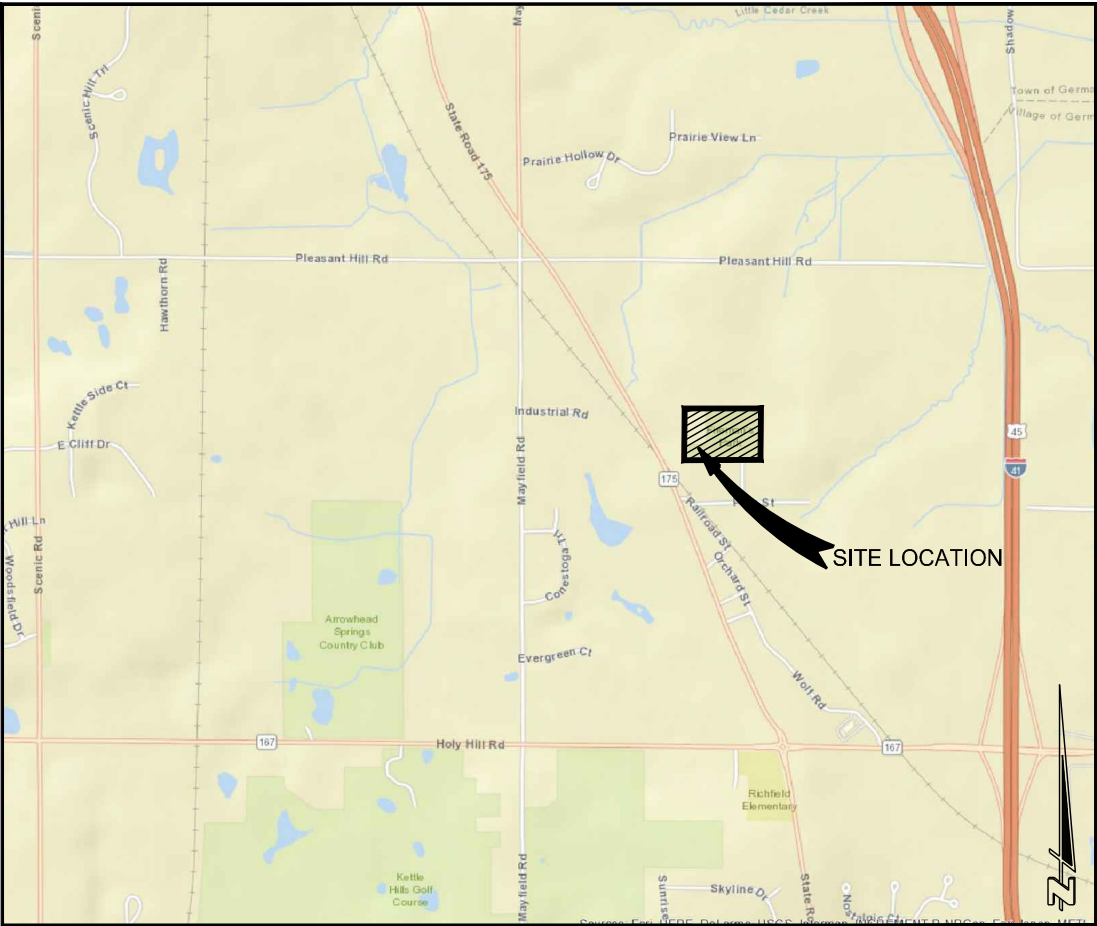
Project Scope

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.

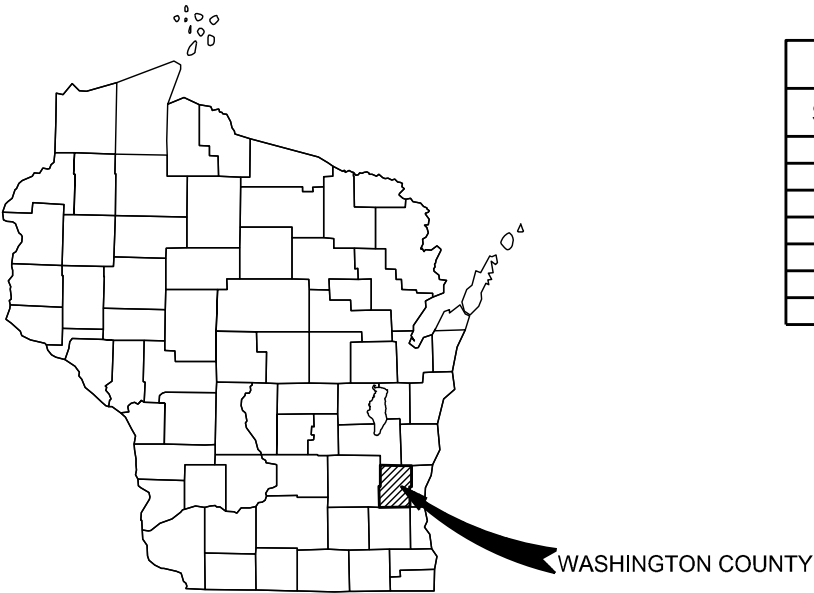
Design, permitting, and bidding

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.

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

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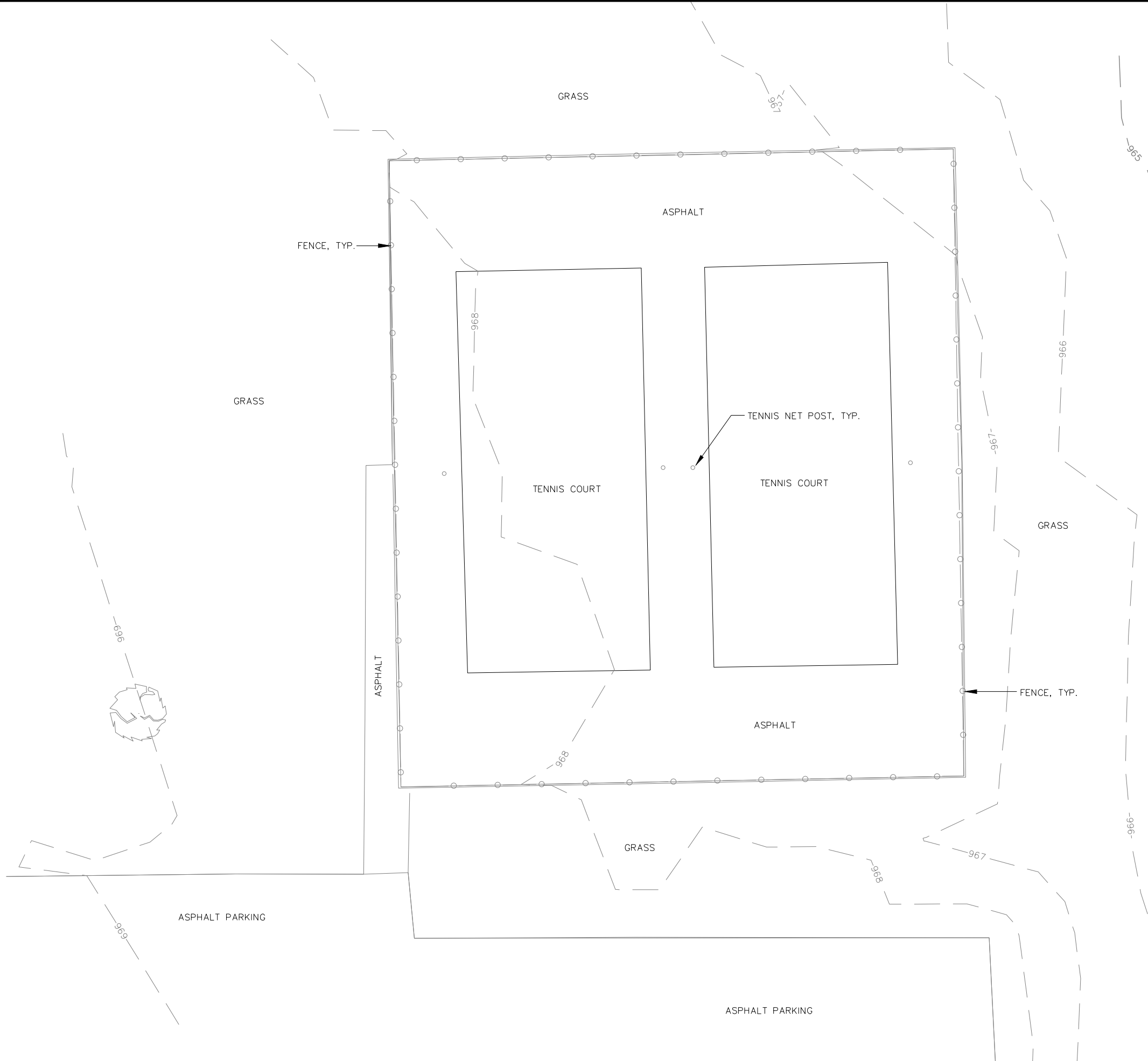


LEGEND

- 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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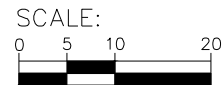
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VILLAGE OF RICHFIELD, WISCONSIN
EXISTING CONDITIONS

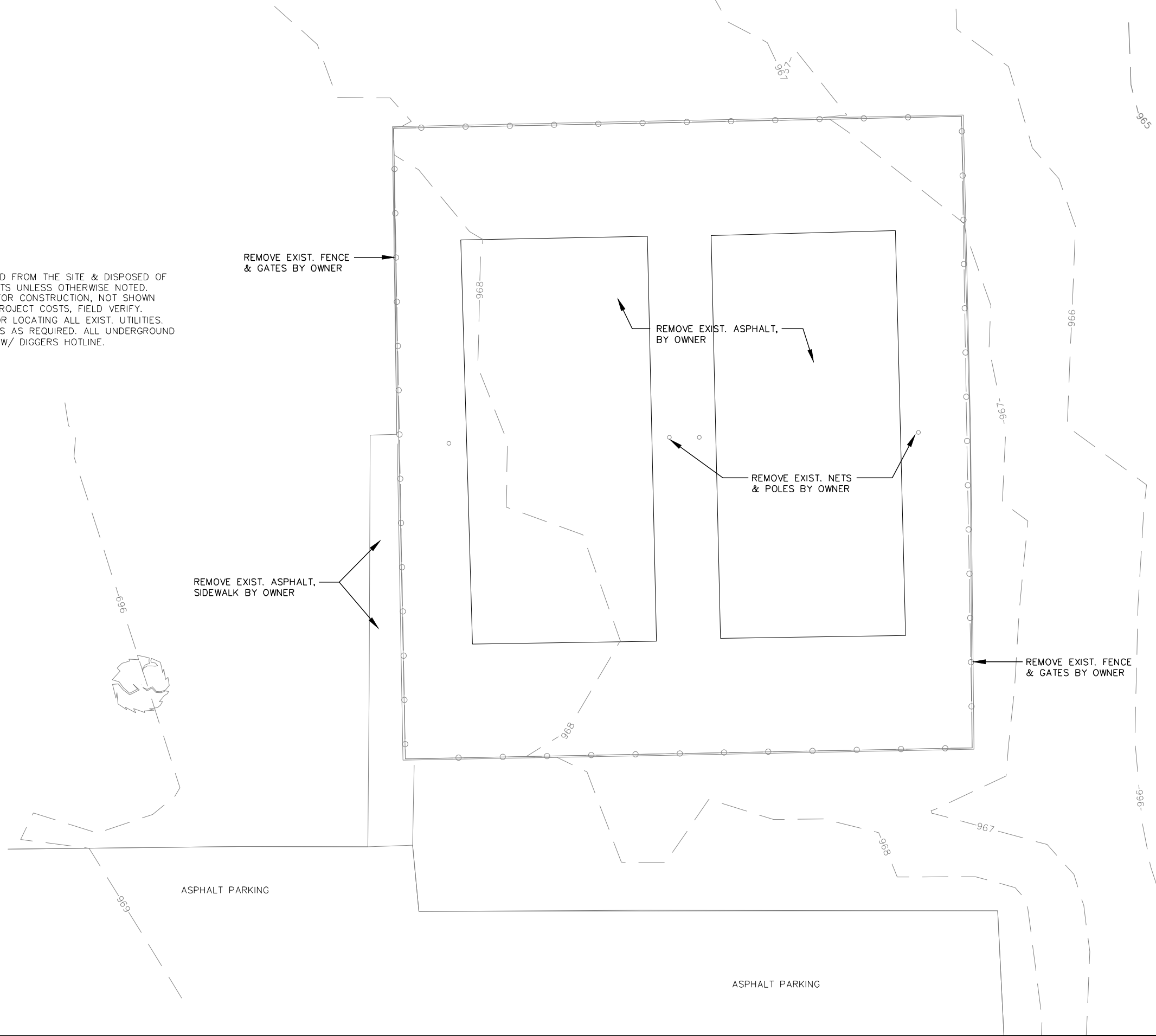
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2 OF 7

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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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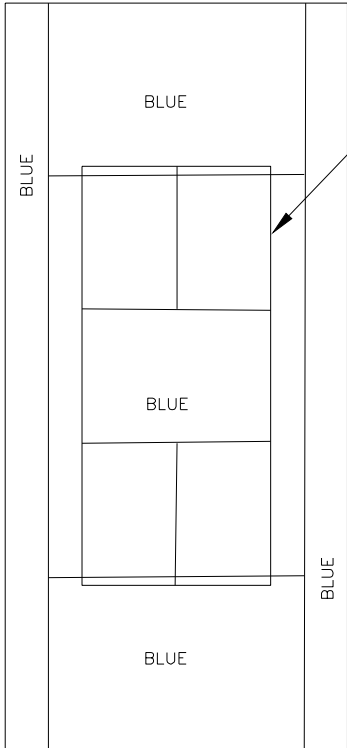
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VILLAGE OF RICHFIELD, WISCONSIN
REMOVAL PLAN

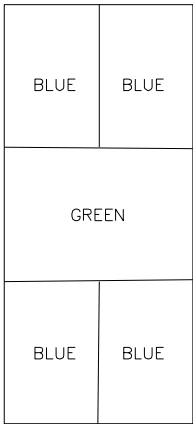
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NOTES:

- * 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

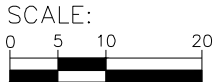


PICKLEBALL COURT
COLORS

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

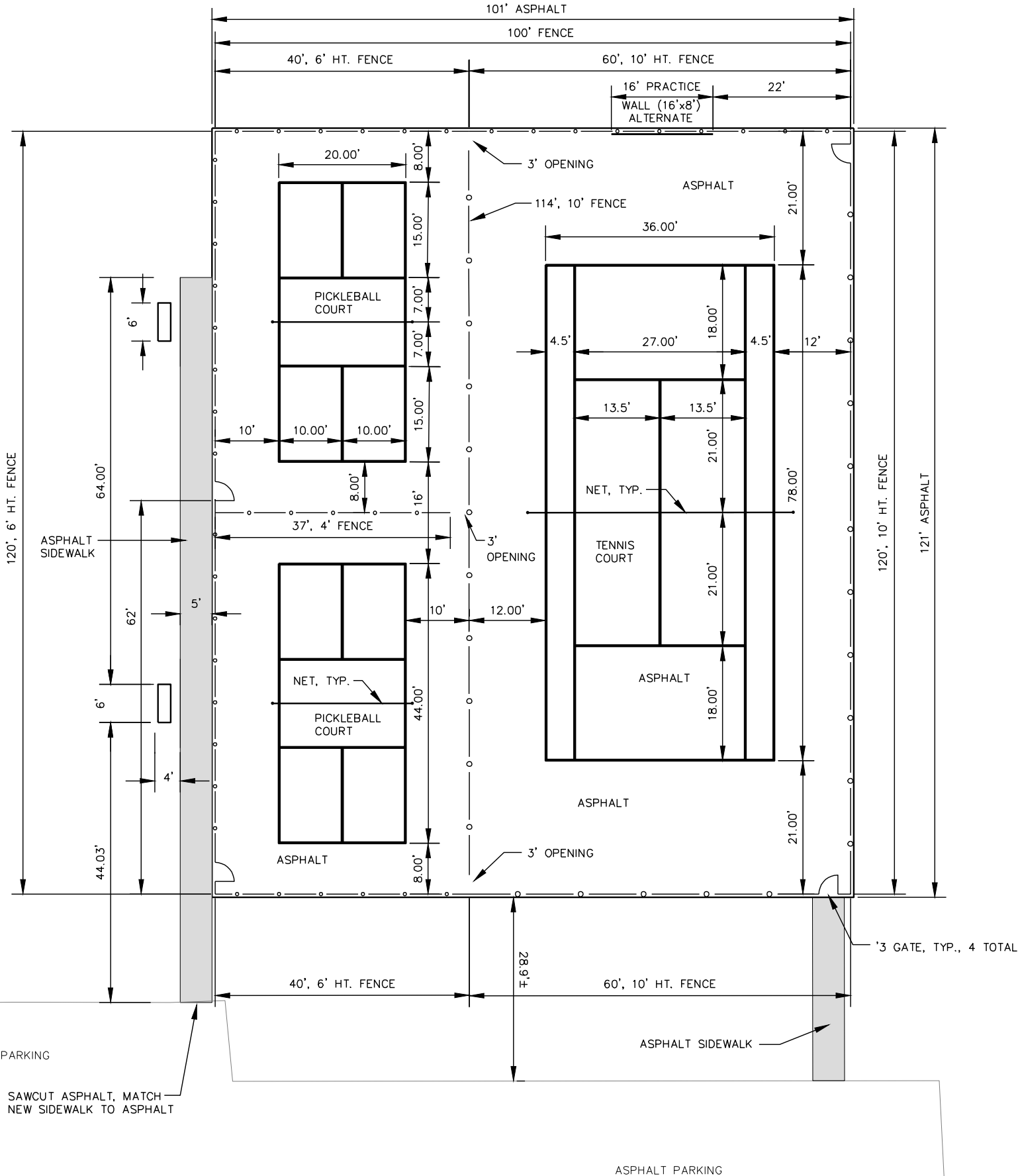
TENNIS COURT COLORS

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.
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- * 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.

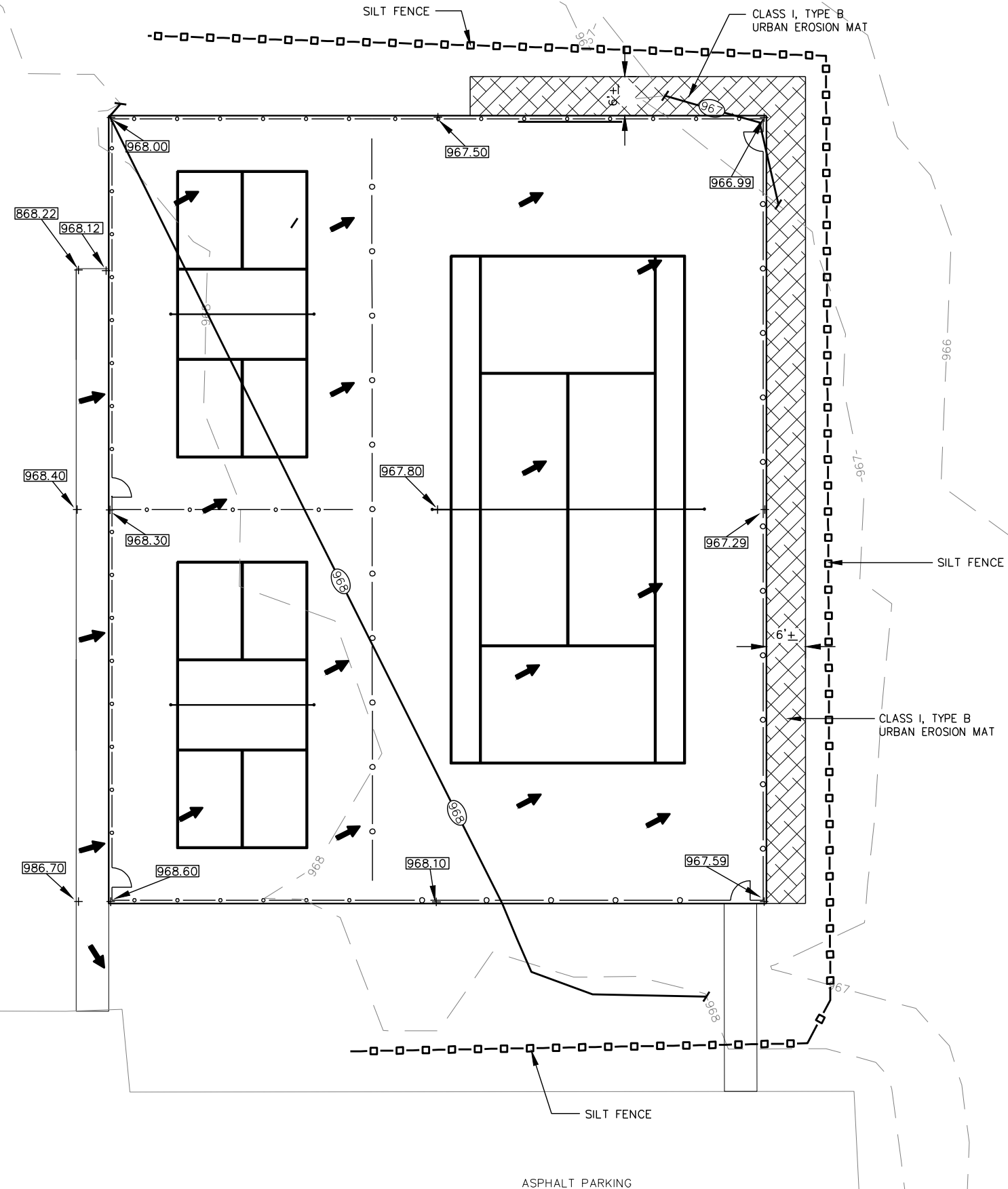
	DENOTES EXISTING CONTOUR LINE.
	DENOTES PROPOSED CONTOUR LINE, FINISHED GRADE.
	DENOTES PROPOSED SPOT ELEVATION, FINISHED GRADE.
	DENOTES DIRECTION OF PROPOSED SURFACE WATER FLOW.



SCALE:



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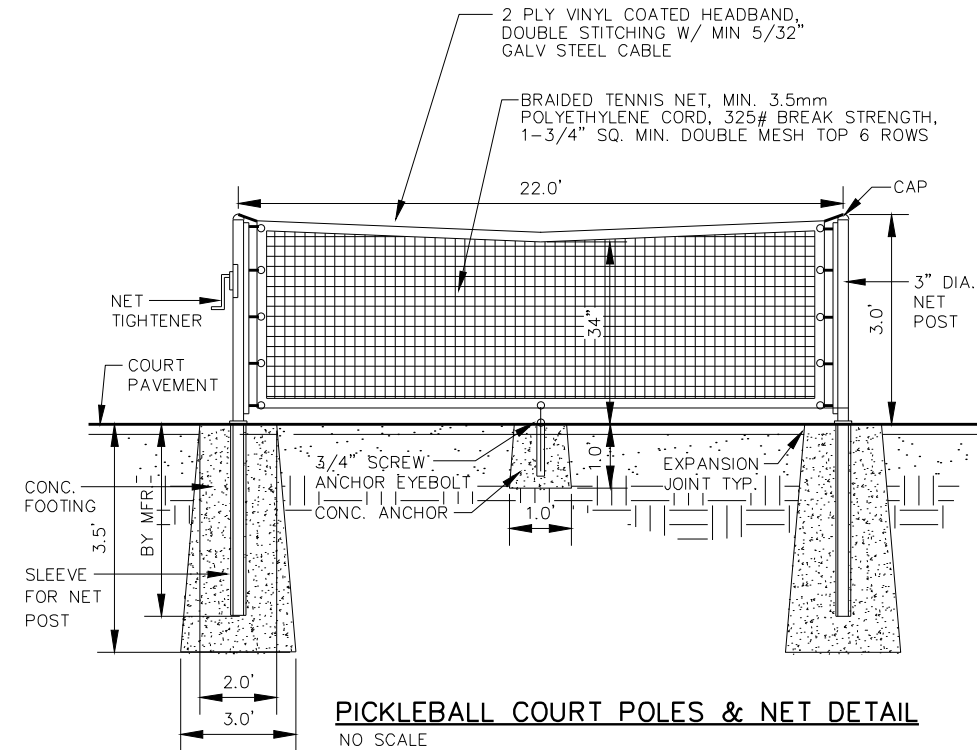
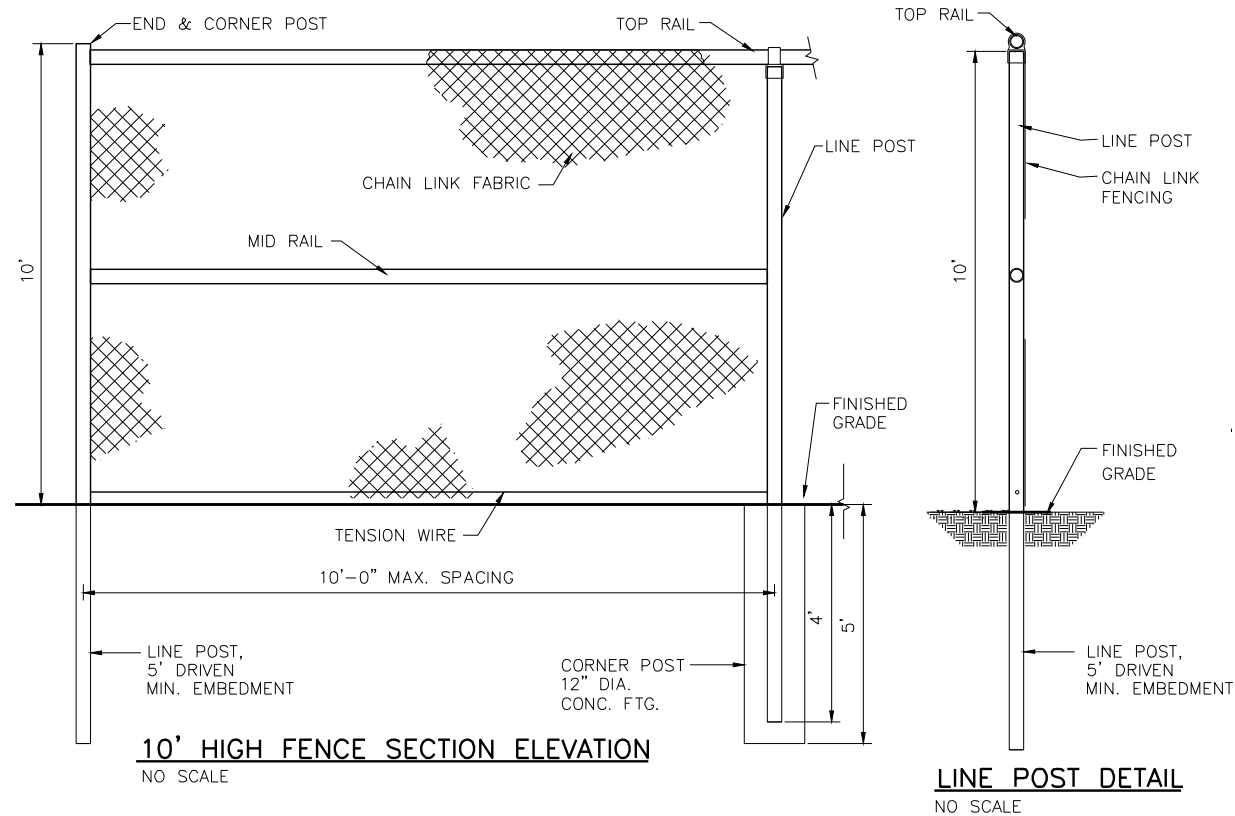
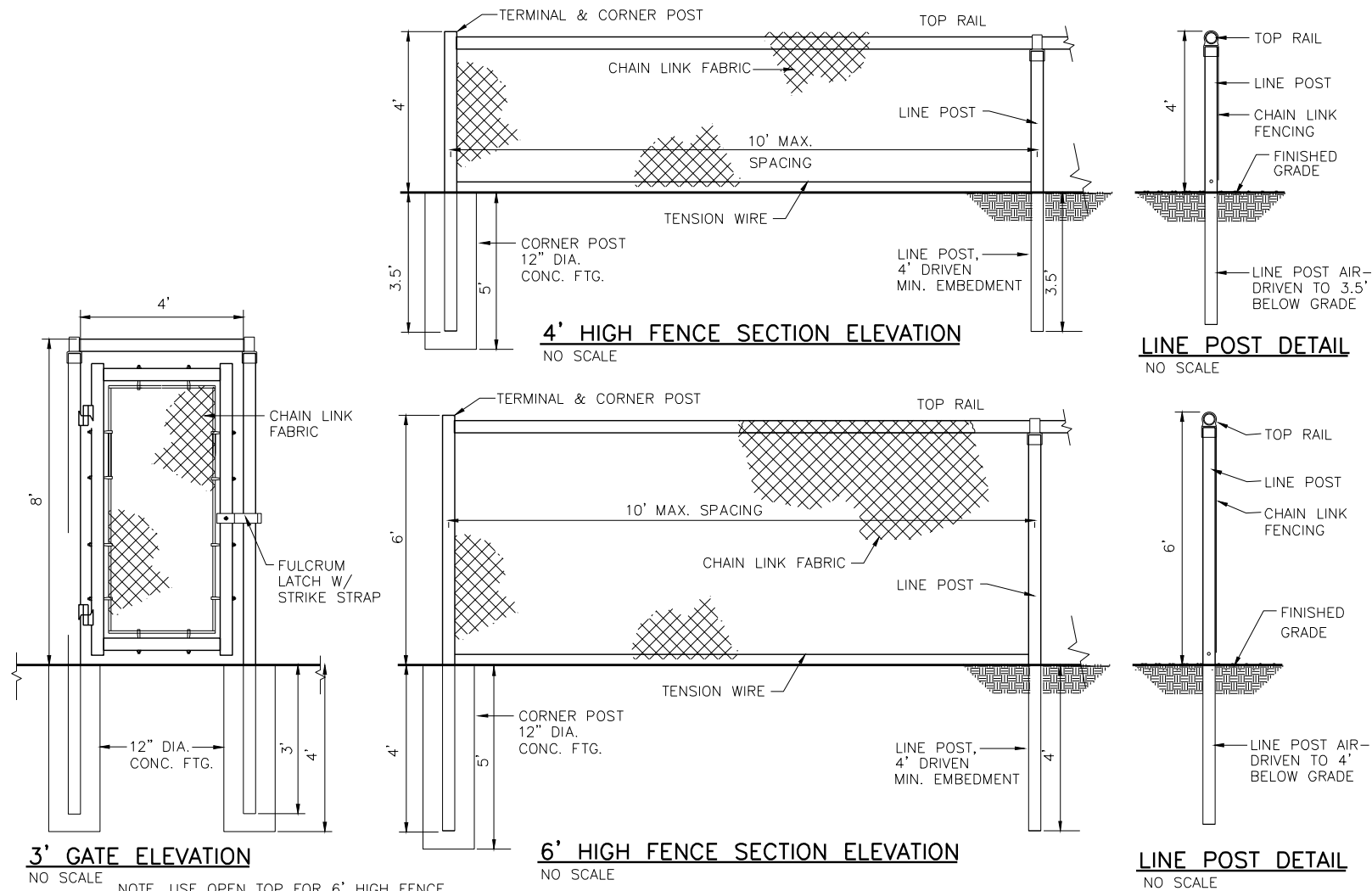
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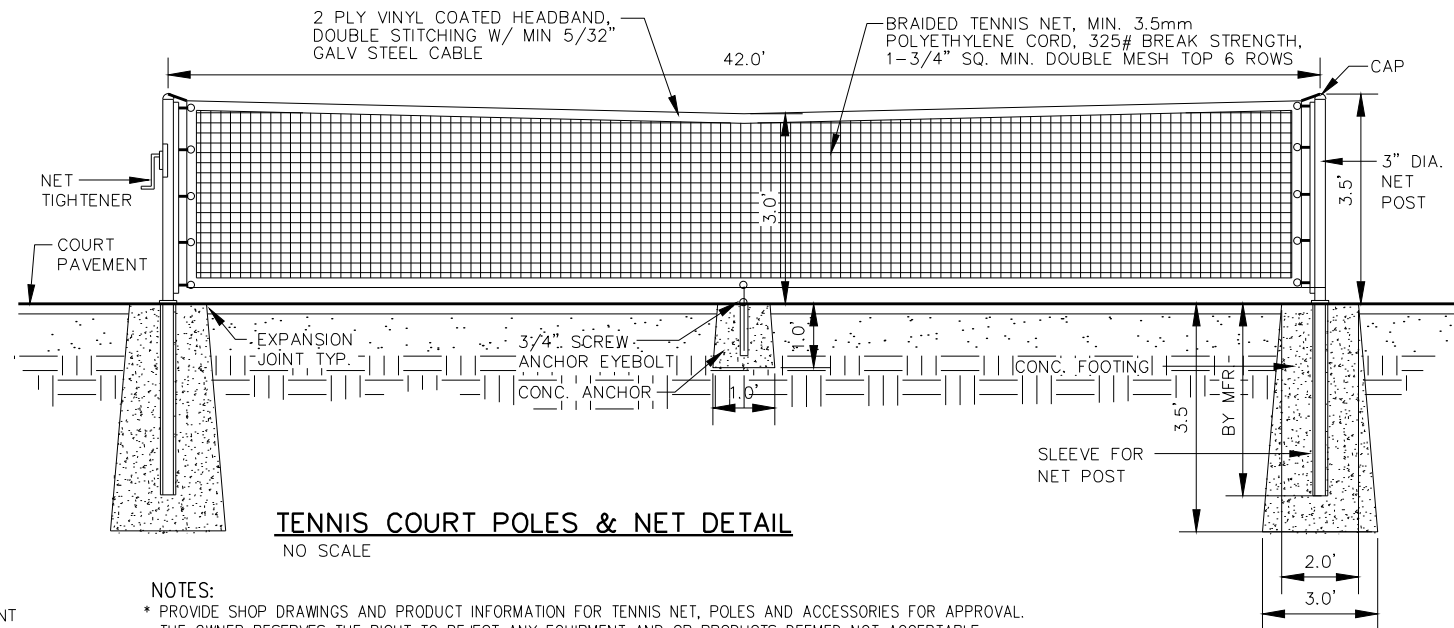
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GRADING PLAN & EROSION CONTROL

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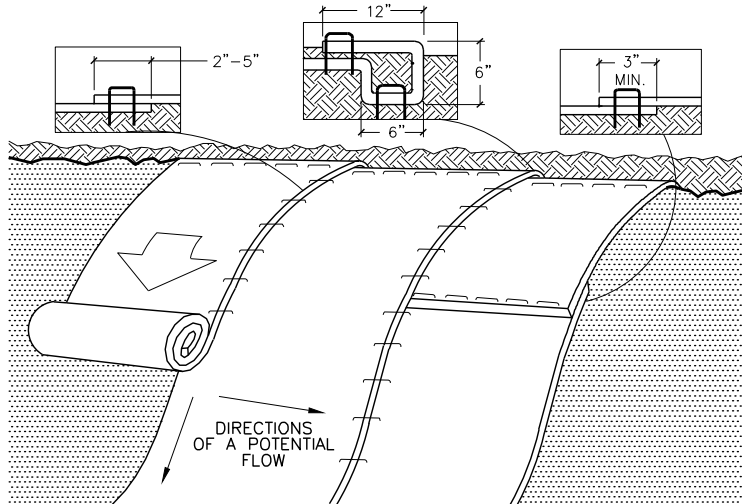
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VILLAGE OF RICHFIELD
FIREMANS PARK PICKLEBALL/TENNIS COURTS
VILLAGE OF RICHFIELD, WISCONSIN
DETAILS

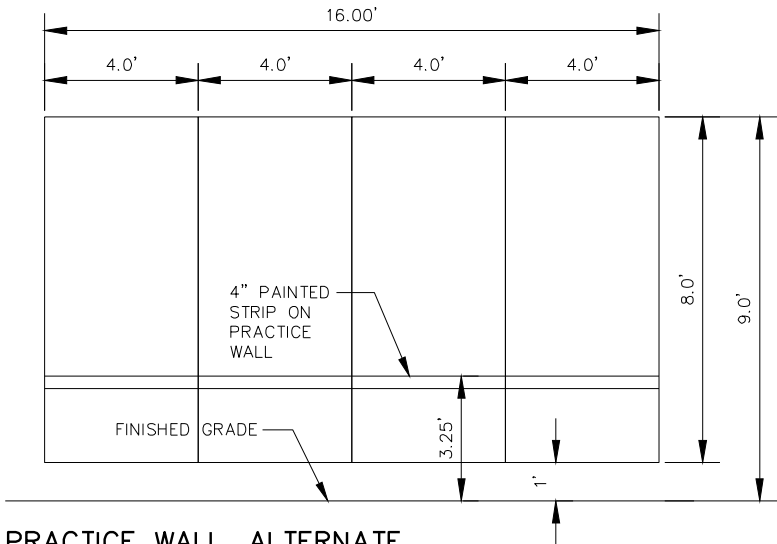
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- * PREPARE SOIL BEFORE INSTALLING ROLLED EROSION CONTROL MAT, INCLUDING GRADING, TOPSOIL, SEED & FERTILIZER.
- * BEGIN AT TOP OF SLOPE, BY ANCHORING MAT IN TRENCH, INSTALL STAPLES 12" APART, SEE DETAIL.
- * ROLL MAT DOWN SLOPE AS SHOWN. FASTEN MAT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

EROSION CONTROL MAT DETAIL NO SCALE

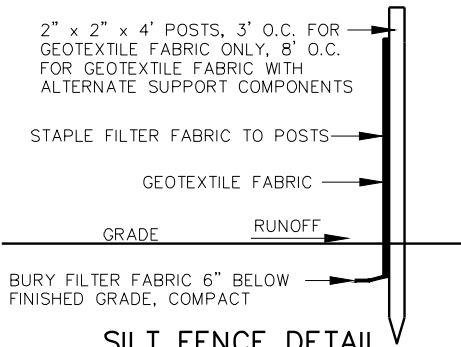


PRACTICE WALL, ALTERNATE

NO SCALE

NOTES:

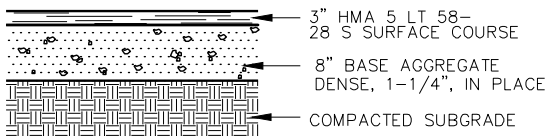
- * PRACTICE WALL, 4, 8'x4', 1-7/5" THICK METAL REINFORCED FIBERGLASS PANELS.
- * PANELS SHALL BE GREEN IN COLOR, UV RESISTANCE, BE SOUND-DEADENING & HAVE NO HOLES OR PROTRUSIONS ON FACE OF PANELS
- * INSTALL PANELS TO FENCE AS PER MANUFACTURERS RECOMMENDATIONS.



SILT FENCE DETAIL

NOTES: NO SCALE

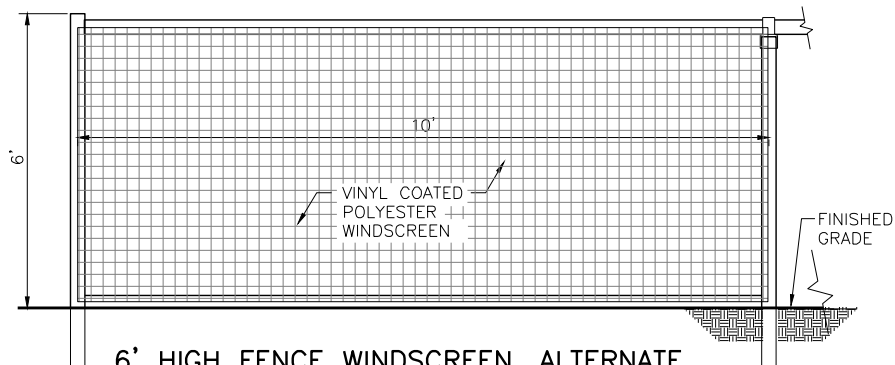
- * SILT FENCE SHALL BE SUPPLIED & INSTALLED AS PER THE WI DOT STANDARD SPECIFICATIONS FOR HIGHWAY & STRUCTURE CONSTRUCTION.



ASPHALT TYPICAL SECTION

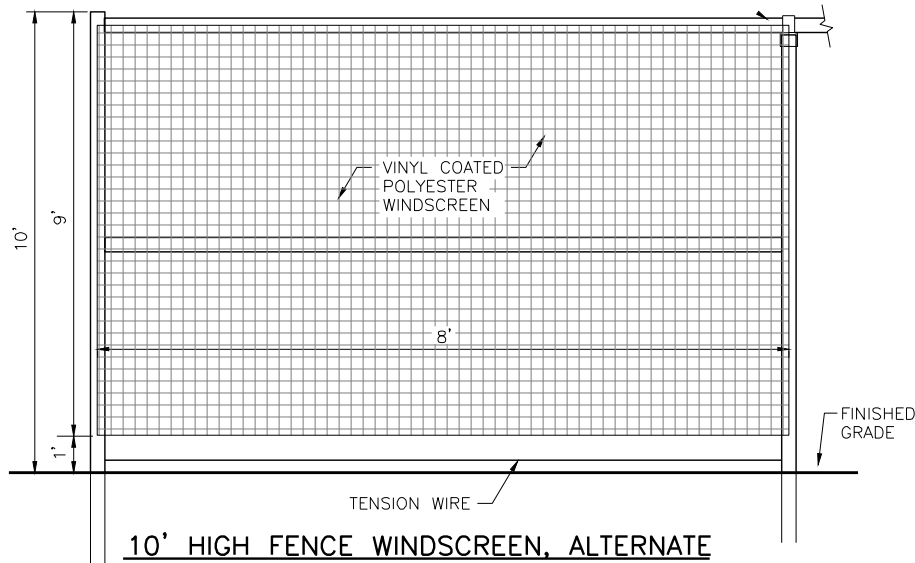
NO SCALE

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.

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

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604 Wilson Ave.
Waukegan, IL 60087
715-235-9081
FAX 715-235-2727

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

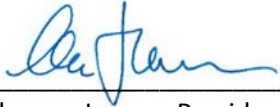
ENGINEER services will be performed in accordance with the attached General Terms and Conditions, dated January 1, 2022 to April 30, 2023, and labeled Exhibit B.

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

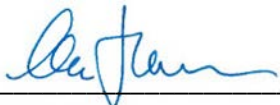
ENGINEER services will be performed in accordance with the attached General Terms and Conditions, dated January 1, 2022 to April 30, 2023, and labeled Exhibit B.

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