

Agenda
Budget & Finance Committee Meeting
Tuesday, February 9, 2016 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037

1. Call to Order & Roll Call.
2. Approval of Budget & Finance Minutes: January 12, 2016.
3. Approval of January 2016 Treasurer's Report and Check Register.
4. Engineering proposal for Jackson Sewer Utility SCADA System Upgrade.
5. Engineering Services for GIS Mapping Conversion.
6. Resolution 16-01 Authorizing the Levy of Special Assessments against Benefited Property Associated with Jackson Drive Sidewalk Project.
7. Resolution 16-02 Authorizing the Levy of Special Assessments against Benefited Property Associated with Georgetown Drive Sidewalk Project.
8. Citizens to address the Budget & Finance Committee.
9. Adjourn.

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

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

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, January 12, 2016 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main St.
Jackson, WI 53037

1. Call to Order & Roll Call.

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

Members Present: President Schwab, Trustee Olson, Trustee Kufahl.

Members Absent: None.

Staff Present: John Walther, Brian Kober, Chief John Skodinski, Chief Jed Dolnick, and Kelly Valentino.

2. Approval of Budget & Finance Minutes: December 08, 2015, Meeting.

Motion by Tr. Kufahl, second by Tr. Olson to approve the minutes for the December 8, 2015, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

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

The December Treasurer's Report and Check Register were reviewed. Check number 88357 to Lindner & Marsack in the amount of \$3,572 was reviewed. This is the labor attorney for the Police Contract. Check number 88381 to Wollner Excavating in the amount of \$10,987.62 was discussed. This was for the sanitary lateral on Hwy 60 as well as the Chestnut water main break and the South Street storm inlet.

Motion by Pres. Schwab, second by Tr. Olson to approve the Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. Citizens to address the Budget & Finance Committee.

Tr. Olson commented he would like a summary of the capital projects and projects that are outstanding, specifically road projects. Brian commented he would work on a spreadsheet of rough numbers.

5. Adjourn.

Motion by Tr. Kufahl, second by Tr. Olson to adjourn at 7:04 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey – Clerk/Treasurer

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88598	1/07/2016	ARC DOCUMENT SOLUTIONS, LLC	97.56
Previous Year Expense		INV #MN35002331 / BOND PAPER / ENG	
88599	1/07/2016	AT&T	312.52
Previous Year Expense		WWTP,V HALL,PARKS,JPD,JFD ACCTS	
88600	1/07/2016	B&L GRAPHIC SOLUTIONS	25.00
Previous Year Expense		INV #16917 / MONTE CARLO POSTERS / REC	
88601	1/07/2016	BLOOM COMPANIES, LLC	2,223.00
Previous Year Expense		INV #10116 / OCT-NOV / SHARED USE PATH	
88602	1/07/2016	BRABAZON PUMPE COMPANY LTD	23.64
Previous Year Expense		INV #5106196 / RING GASKET / WWTP	
88603	1/07/2016	BURKE TRUCK & EQUIPMENT	117.29
Previous Year Expense		INV #19372 / SPRING,SPACER / STRTS	
88604	1/07/2016	CARQUEST AUTO PARTS	65.84
Previous Year Expense		INV #283124 / CLEANERS,WIPERS / STRTS	
88605	1/07/2016	CINTAS CORP	450.47
Previous Year Expense		FIRST AID / WATER,STRTS,WWTP	
88606	1/07/2016	CITY WATER LLC	9,850.00
Previous Year Expense		INV #315 / MASTER PLAN UPDATE / WATER	
88607	1/07/2016	COMPASS MINERALS AMERICA INC	6,010.77
Previous Year Expense		INV #71428547 / BULK SALT / STREETS	
88608	1/07/2016	DIGGERS HOTLINE INC.	127.36
Previous Year Expense		DEC 15 TICKETS / WATER,WWTP,TELECOMM	
88609	1/07/2016	E.H. WOLF & SONS, INC.	634.70
Previous Year Expense		INV #774836 / 90W DRUM / STREETS	
88610	1/07/2016	EQUAL RIGHTS DIVISION	15.00
Previous Year Expense		DECEMBER 2015 WORK PERMITS	
88611	1/07/2016	EXPRESS NEWS	90.00
Previous Year Expense		ACCT #7076 / HOLIDAY AD / REC	
88612	1/07/2016	FARMERS' IMPLEMENT, LLC	776.33
Previous Year Expense		INV #WA36637 / REPAIR OIL LEAK / PARKS	
88613	1/07/2016	FOX BROTHER'S PIGGLY WIGGLY	133.04
Previous Year Expense		ACCT #1710 / NOV 2015 / REC	
88614	1/07/2016	FOX WELDING SUPPLY, INC.	56.83
Previous Year Expense		INV #341411 / OXYGEN / JFD	
88615	1/07/2016	FRECHETTE, JAMES R.	2,570.00
Previous Year Expense		2015 AUDIT / ADMIN,WATER,WWTP	
88616	1/07/2016	GOSCHEY MECHANICAL INC.	1,826.39
Previous Year Expense		SCANNER,COUPLER,IGNITION REPAIR / WWTP	

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Posted From: 1/01/2016 From Account:
Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88617	1/07/2016	HORSCH & MILLER INC.	433.00
Previous Year Expense		INV #72615 / REPLACE GAS VALVE / JFD	
88618	1/07/2016	IMPACT ACQUISITIONS LLC	393.00
Previous Year Expense		INV #595230 / 4TH QTR 2015 USAGE / ENG	
88619	1/07/2016	INTOXIMETERS, INC.	890.00
Previous Year Expense		INV #519064 / EQUIPMENT / JPD	
88620	1/07/2016	JACKSON AUTO SERVICE	18.00
Previous Year Expense		INV #23740 / TIRE DISPOSAL / STREETS	
88621	1/07/2016	LAKE, MICHAEL	500.00
Previous Year Expense		EDUCATION REIMBURSEMENT / JPD	
88622	1/07/2016	LANGE ENTERPRISES, INC.	127.58
Previous Year Expense		INV #56448 / ROAD SIGNS / STRTS	
88623	1/07/2016	MENARDS - WEST BEND	73.19
Previous Year Expense		INV #96255 / BOARDS / V HALL	
88624	1/07/2016	MILWAUKEE MAP SERVICE, INC.	359.90
Previous Year Expense		INV #367087 / OZAUKEE&WASHINGTON WALL MAP	
88625	1/07/2016	OFFICE DEPOT	86.52
Previous Year Expense		ACCT#42573612 / INV #811808759001 / WWTP	
88626	1/07/2016	PITNEY BOWES	119.61
Previous Year Expense		INV #1268012-DC15 / OCT-DEC RENT / REC	
88627	1/07/2016	POLICE AND SHERIFFS PRESS, INC.	17.49
Previous Year Expense		INV #76713 / ID CARDS / JPD	
88628	1/07/2016	RUST LOCK, INC.	73.97
Previous Year Expense		IN #17428 / DUPLICATE KEYS / JPD	
88629	1/07/2016	SAFETY-KLEEN SYSTEMS, INC.	80.00
Previous Year Expense		INV #68940874 / USED OIL SRV / STREETS	
88630	1/07/2016	SALAMONE SUPPLIES	85.56
Previous Year Expense		INV #106916 / CLEANERS / REC	
88631	1/07/2016	SHARP ELECTRONICS CORP	257.66
Previous Year Expense		INV #SH128951 / COPIES, LEASE / REC	
88632	1/07/2016	SIMONIS, DEBRA	30.00
Previous Year Expense		2015 MAILBOX REIMBURSEMENT	
88633	1/07/2016	SLINGER PARKS & RECREATION DEPARTMENT	193.05
Previous Year Expense		PROGRAM SHARE / REC	
88634	1/07/2016	SUPERIOR CHEMICAL CORPORATION	151.38
Previous Year Expense		INV #113100 / HAND CLEANER / WWTP	
88635	1/07/2016	SWEEP ALL	4,095.00
Previous Year Expense		INV #21893 / DEC SWEEPS / STREETS	

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Posted From: 1/01/2016 From Account:
 Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88636	1/07/2016	TARANTINO, DAVID	72.83
Previous Year Expense		REIMBURSE PANTS / STREETS	
88637	1/07/2016	U.S. CELLULAR	60.60
Previous Year Expense		ACCT #300168393 / INV #114808403 / JFD	
88638	1/07/2016	VILLAGE MART	1,045.05
Previous Year Expense		ACCT #JPOLIC / DEC 2015 / JPD	
88639	1/07/2016	VILLAGE OF JACKSON	7,461.91
Previous Year Expense		V3 007400B / 2015 PROPERTY TAX BILL	
88640	1/07/2016	WALGREENS #11676	3,446.78
Previous Year Expense		V3 007400B / 2015 PROPERTY TAX BILL	
88641	1/07/2016	WASHINGTON COUNTY SHERIFF'S OFFICE	594.00
Previous Year Expense		2015 DRUG GRANT CONTRIBUTION / JPD	
88642	1/07/2016	WE ENERGIES	9,145.81
Previous Year Expense		LIGHTS,JFD,REC,WWTP,VILLAGE ACCTS	
88643	1/07/2016	WE ENERGIES	6,072.37
Previous Year Expense		PARKS,WWTP,WATER ACCTS	
88644	1/07/2016	WEST BEND FIRE RESCUE	300.00
Previous Year Expense		CALL #15-3683 / W21700 MAIN ST / JFD	
88645	1/07/2016	ZOLL MEDICAL CORP	80.75
Previous Year Expense		INV #2325123 / ELECTRODES / JPD	
88646	1/07/2016	AFLAC	586.22
		INV #460081 / JAN 2016	
88647	1/07/2016	ALADTEC, INC.	1,045.00
		INV #12370 / RENEWAL-THRU FEB 2017 / JFD	
88648	1/07/2016	CHUBB GROUP INSURANCE	18,276.00
		ACCT#106011246597001C/2016 PROPERTY INS	
88649	1/07/2016	CITIES & VILLAGES MUTUAL INSURANCE CO.	79,683.00
		2016 POLICY RENEWALS	
88650	1/07/2016	CLOTHES CLINIC, INC.	71.58
		INV #194898 / MATS / V HALL	
88651	1/07/2016	COMPLETE OFFICE OF WISCONSIN	70.29
		INV #483500 / DRUM / JPD	
88652	1/07/2016	DEPT OF ADMINISTRATION-GAMING	25.00
		2016 RAFFLE LICENSE RENEWAL / REC	
88653	1/07/2016	GROTA APPRAISALS, LLC	1,233.89
		MAINT OF ASSMNT RECORDS CNTRACT / JAN 16	
88654	1/07/2016	JACKSON HARDWARE HEATING & AIR CONDITIONING	355.50
		HEAT REPAIR / COMM CENTER	

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Check Nbr	Check Date	Payee	Amount
88655	1/07/2016	LEAGUE OF WISCONSIN MUNICIPALITIES 2016 LEAGUE DUES / ADMIN	1,985.09
88656	1/07/2016	LOGIN / IACP NET INV #26644 / 2015 ANNUAL FEE / JPD	525.00
88657	1/07/2016	MAUEL, JAMES 2016 TAX & PET LICENSING FEE	450.00
88658	1/07/2016	MENARDS - WEST BEND INV #95913 / SALT,BATTERIES / JFD	289.57
88659	1/07/2016	MINNESOTA LIFE INSURANCE CO., THE POLICY #2832L-G / FEB 2016 / #009180	982.58
88660	1/07/2016	MORAINES PARK TECHNICAL COLLEGE 2015 PROPERTY TAX - JANUARY SETTLEMENT	200,039.62
88661	1/07/2016	NAEIR PROGRAM,OFFICE,EVENT SUPPLIES / REC	42.00
88662	1/07/2016	PERSONALIZED AWARDS INV #15-2425 / PICKLEBALL MEDALS / REC	34.16
88663	1/07/2016	PROS 4 TECHNOLOGY, INC. MAINT,BACKUP-JAN 2016 / V HALL,WWTP	889.99
88664	1/07/2016	PUBLIC SAFETY SOURCE INV #448698 / SQUAD SUPPLIES / JPD	720.25
88665	1/07/2016	SLINGER SCHOOL DISTRICT 2015 PROPERTY TAX - JANUARY SETTLEMENT	244,114.15
88666	1/07/2016	TITAN PUBLIC SAFETY SOLUTIONS, LLC INV #3809 / 2016 SUPPORT-TIPSS / JPD	6,310.00
88667	1/07/2016	US POSTAL SERVICE 2016 PERMIT #147 / REC	225.00
88668	1/07/2016	WASHINGTON COUNTY TREASURER 2015 PROPERTY TAX - JANUARY SETTLEMENT	905,480.59
88669	1/07/2016	WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP 2016 ANNUAL PROGRAM FEES / JPD	300.00
88670	1/07/2016	WORKHORSE SOFTWARE SERVICES, INC. 2016 SUPPORT / ACCT,PYRL,UTLY,ASSETS,INV	3,925.00
88671	1/07/2016	WPLF FEB 2016 CONFERENCE / JPD	135.00
88672	1/07/2016	WSFCA 2016 MEMBERSHIP RENEWAL / JFD	95.00
88673	1/07/2016	ROADRUNNER TRANSPORTATION BLOWER SHIPPING / 355198938 / SQ0226446	125.00

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88674	1/08/2016	BARTLETT, DAVEY 2015 PROPERTY TAX REFUND	21.75
88675	1/08/2016	BEINE, TERRY L. 2015 PROPERTY TAX REFUND	55.94
88676	1/08/2016	BERTLER, SANDRA K. 2015 PROPERTY TAX REFUND	92.02
88677	1/08/2016	BURKHARDT, SANDRA 2015 PROPERTY TAX REFUND	97.68
88678	1/08/2016	EGGLESTON, ERIK D. 2015 PROPERTY TAX REFUND	384.37
88679	1/08/2016	FIZELL, KEVIN 2015 PROPERTY TAX REFUND	276.60
88680	1/08/2016	HAMILTON, CHRIS 2015 PROPERTY TAX REFUND	1,448.10
88681	1/08/2016	JACKSON DEVELOPMENT LLC 2015 PROPERTY TAX REFUND	1,468.30
88682	1/08/2016	JAMES, BRIAN 2015 PROPERTY TAX REFUND	109.45
88683	1/08/2016	JOHNSON, MATTHEW D. 2015 PROPERTY TAX REFUND	60.61
88684	1/08/2016	JOY, KELLY L 2015 PROPERTY TAX REFUND	228.89
88685	1/08/2016	KIEFER, ERIC P. 2015 PROPERTY TAX REFUND	1.00
88686	1/08/2016	KLINKA, TIMOTHY 2015 PROPERTY TAX REFUND	3,985.40
88687	1/08/2016	LOFY, JULIANA 2015 PROPERTY TAX REFUND	82.82
88688	1/08/2016	LONG, DIANE L. 2015 PROPERTY TAX REFUND	49.09
88689	1/08/2016	NORTHERN CAPITAL INVESTMENTS 2015 PROPERTY TAX REFUND	292.63
88690	1/08/2016	POMEROY, ROBERT C. 2015 PROPERTY TAX REFUND	4,135.62
88691	1/08/2016	SCHIMMELS, JESSICA L. 2015 PROPERTY TAX REFUND	10.00
88692	1/08/2016	SCHOWALTER, RAYMOND 2015 PROPERTY TAX REFUND	56.40

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Check Nbr	Check Date	Payee	Amount
88693	1/08/2016	THOMAS, CYNTHIA S. 2015 PROPERTY TAX REFUND	92.37
88694	1/08/2016	TURO, NICHOLAS 2015 PROPERTY TAX REFUND	92.02
88695	1/08/2016	VODYAKHO, OLEG 2015 PROPERTY TAX REFUND	2,053.03
88696	1/14/2016	ACL	33.60
Previous Year Expense		INV #201512-0 / LAB COLLECTIONS / JPD	
88697	1/14/2016	B&L GRAPHIC SOLUTIONS	40.00
Previous Year Expense		INV #16716 / NEW POSTERS / REC	
88698	1/14/2016	BOUND TREE MEDICAL, LLC	137.73
Previous Year Expense		INV #82010030 / MED SUPPLIES / JFD	
88699	1/14/2016	BRABAZON PUMPE COMPANY LTD	4,770.50
Previous Year Expense		INV #5106974 / BLOWER / WWTP	
88700	1/14/2016	CONLEY MEDIA, LLC	362.54
Previous Year Expense		VB, RUMMAGE ADS	
88701	1/14/2016	EVOQUA WATER TECHNOLOGIES LLC	228.33
Previous Year Expense		INV #902453438 / DI EQUIPMENT / WWTP	
88702	1/14/2016	FISHER, RENEE	35.00
Previous Year Expense		REIMBURSE PHONE / NOV 11-DEC 10 / REC	
88703	1/14/2016	GAI CONSULTANTS	20,160.00
Previous Year Expense		INV #2097969 / SEPT 20-JAN 2 / GERGETWN	
88704	1/14/2016	GOODSON FURNITURE & EQUIPMENT	1,700.00
Previous Year Expense		INV #2467 / VOLLEYBALL SYSTEM / REC	
88705	1/14/2016	KREITER, RENEE	105.60
Previous Year Expense		REIMBURSE EVENT SUPPLIES / REC	
88706	1/14/2016	LENZ ELECTRIC MOTOR REPAIR LLC	787.69
Previous Year Expense		INV #20050 / BEARINGS / WWTP	
88707	1/14/2016	MENARDS - WEST BEND	15.99
Previous Year Expense		INV #95989 / STRAINER / V HALL	
88708	1/14/2016	MULCAHY/SHAW WATER, INC.	658.11
Previous Year Expense		INV #319758 / REAGENT / WWTP	
88709	1/14/2016	RATZEL, DEBRA	97.00
Previous Year Expense		REFUND THEATRE CLASS / REC	
88710	1/14/2016	ROGAN'S SHOES, INC.	106.24
Previous Year Expense		ACCT #1901 / INV #225255 / WWTP	
88711	1/14/2016	SAM'S CLUB/GEMB	21.80
Previous Year Expense		ACCT #7715 0901 1564 4957 / REC	

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Check Nbr	Check Date	Payee	Amount
88712	1/14/2016	SCHLOEMER LAW FIRM	627.00
Previous Year Expense		CLIENT #11387-000 / DEC 2015 MUNI COURT	
88713	1/14/2016	TENNIES ACE HARDWARE INC.	319.51
Previous Year Expense		ACCT #48714 / DEC 2015 / JFD	
88714	1/14/2016	U.S. CELLULAR	126.25
Previous Year Expense		ACCT #300139842 / INV #116983540 / JPD	
88715	1/14/2016	UNEMPLOYMENT INSURANCE	314.85
Previous Year Expense		ACCT #693348-000-9 / DEC 2015	
88716	1/14/2016	VALENTINO, KELLY	35.00
Previous Year Expense		REIMBURSE CELL PHONE / DEC 2015 / REC	
88717	1/14/2016	VILLAGE MART	1,689.19
Previous Year Expense		JFD & VILLAGE ACCTS / DEC 2015	
88718	1/14/2016	WEST BEND FIRE RESCUE	300.00
Previous Year Expense		CALL #15-3807 / PLEASANT VALLEY / JFD	
88719	1/14/2016	WOLLNER PLUMBING & EXCAVATING, LLC	2,690.00
Previous Year Expense		INV #2050 / CHESTNUT CT WATER MAIN	
88720	1/14/2016	XEROX CORPORATION	239.95
Previous Year Expense		INV #82752760 / DEC 2015 / ADMIN	
88722	1/14/2016	ASCAP	336.00
		ACCT #500595854 / 2016 LIC FEE / REC	
88723	1/14/2016	AT&T	124.10
		STREETS & REC ACCTS	
88724	1/14/2016	CAMERA CASE	49.99
		INV #WEST11N61481 / CASE / ENG	
88725	1/14/2016	CARQUEST AUTO PARTS	27.96
		INV #284211 / WEDGE BELTS / WWTP	
88726	1/14/2016	CHAPTER 13 TRUSTEE	92.31
		GARNISHMENTS / 1-11-16 PAYROLL	
88727	1/14/2016	FOX WELDING SUPPLY, INC.	39.86
		INV #341596 / OXYGEN / JFD	
88728	1/14/2016	GANSHOW, RYAN	252.12
		REIMBURSE EMT BOOKS / JFD	
88729	1/14/2016	GJBA	150.00
		2016 MEMBERSHIP / REC,ADMIN	
88730	1/14/2016	GREAT-WEST	2,693.82
		DEFERRED COMP / 1-11-16 PAYROLL	
88731	1/14/2016	IAEI	120.00
		ID #7019593 / 2016 MEMBERSHIP / BI	

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88732	1/14/2016	JACKSON PROFESSIONAL POLICE ASSOCIATION UNION DUES / JAN 2016	432.00
88733	1/14/2016	JLC 1 YR RENEWAL / BLDG INSPECTION	29.95
88734	1/14/2016	KRUEPKE PRINTING QUARTERLY,CALENDARS,FOLD / ADMIN	529.50
88735	1/14/2016	KUCHARSKI, KEN REIMBURSE EMT CLASS & BOOKS / JFD	978.18
88736	1/14/2016	MENARDS - WEST BEND FLOOR JACK,CLEANERS / WWTP,V HALL	73.51
88737	1/14/2016	ODYA, ROCHELLE PROGRAM REFUND / REC	22.00
88738	1/14/2016	PROS 4 TECHNOLOGY, INC. MAINT,BACK-UP-JAN 2016 / REC,JFD	434.00
88739	1/14/2016	RECDESK LLC INV #8965 / 2016 RENEWAL / REC	2,940.00
88740	1/14/2016	REMY BATTERY CO. INC. INV #5269573 / BATTERY / JPD	258.08
88741	1/14/2016	RIVER RUN COMPUTERS, INC. INV #66533 / NETWORK SERVICES / JPD	448.50
88742	1/14/2016	SKODINSKI, JOHN M. REIMBURSE CELL PHONE-2 MONTHS / JFD	70.00
88743	1/14/2016	U.S. CELLULAR ACCT #300139840 / INV #116980923 / VILLG	276.25
88744	1/14/2016	UW-MADISON FEB 25, 2016 SEMINAR / WWTP	225.00
88745	1/14/2016	WAALA, DANIEL REIMBURSE CELL PHONE-DEC,JAN / WWTP	100.00
88746	1/14/2016	WASHINGTON COUNTY HUMANE SOCIETY, INC. 2016 CAT CONTRACT / JPD	813.00
88747	1/14/2016	WCFTOA 2016 ANNUAL DUES / JFD	50.00
88748	1/14/2016	WEST BEND SCHOOL DISTRICT DEC 2015 PARKING PERMIT FEES	4,566.01
88749	1/14/2016	WI SCTF GARNISHMENTS / 1-11-16 PAYROLL	855.22
88750	1/15/2016	US POSTAL SERVICE 4TH QTR 2015 WATER BILLS	1,304.20

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Check Nbr	Check Date	Payee	Amount
88751	1/21/2016	BAYCOM INC.	8,180.00
Previous Year Expense		INV #GO-01591 / COMPUTERS / JPD	
88752	1/21/2016	BMO HARRIS BANK N.A.	747.33
Previous Year Expense		ACCT #5599350000652060 / DEC 2015	
88753	1/21/2016	FISHER, RENEE	89.98
Previous Year Expense		REIMBURSE SUPPLIES / REC	
88754	1/21/2016	JACKSON WATER UTILITY	3,609.57
Previous Year Expense		4TH QTR 2015 BILLS / VILLAGE DEPTS	
88755	1/21/2016	MULCAHY/SHAW WATER, INC.	5,882.00
Previous Year Expense		INV #319763 / TRANSMITTER / PARKS	
88756	1/21/2016	OFFICE DEPOT	94.69
Previous Year Expense		ACCT#42573612 / SUPPLIES / REC	
88757	1/21/2016	SIRCHIE FINGER PRINT LABORATORIES	75.38
Previous Year Expense		INV #236313 / MASK,FILTER / JPD	
88758	1/21/2016	TENNIES ACE HARDWARE INC.	383.62
Previous Year Expense		ACCT #51327 / DEC 2015 / VILLAGE DEPTS	
88759	1/21/2016	THOMSON REUTERS - WEST	52.95
Previous Year Expense		INV #833240987 / DEC 2015 / JPD	
88760	1/21/2016	WASHINGTON COUNTY CLERK	26.68
Previous Year Expense		OFF-TIME REQUEST FORMS / JPD	
88761	1/21/2016	WASHINGTON COUNTY SHERIFF'S OFFICE	28.00
Previous Year Expense		INV #8582 / 2015 CHIEF'S MEETING MEALS	
88762	1/21/2016	WISCONSIN DEPT OF JUSTICE	56.00
Previous Year Expense		ACCT#L6707T / LICENSE APPROVALS-DEC 2015	
88763	1/21/2016	ADVANCED DISPOSAL	36,794.39
		INV #E11072549 / ACCT #E1011086 / JAN 16	
88764	1/21/2016	ARROW INTERNATIONAL, INC	230.00
		INV #93626179 / NEEDLES / JFD	
88765	1/21/2016	B&L GRAPHIC SOLUTIONS	300.00
		INV #17149 / MONTE CARLO BANNERS / REC	
88766	1/21/2016	BECK, DAN	39.90
		REIMBURSE PANTS / JFD	
88767	1/21/2016	BEER CAPITOL DISTRIBUTING, INC.	105.60
		INV #12390988 / CONCESSIONS / REC	
88768	1/21/2016	BIASEW	50.00
		2016 MEMBERSHIP DUES / BI	
88769	1/21/2016	BOUND TREE MEDICAL, LLC	173.97
		BOOTS,SUPPLIES,RETURN / JFD	

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
 Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88770	1/21/2016	CENTURY LINK ACCT #85419756 / INV #1362516192 / ADMIN	32.34
88771	1/21/2016	EAGLE ENGRAVING, INC. INV #2016-122 / ID TAGS / JFD	12.85
88772	1/21/2016	GRAEF INV #87300 / STORMWATER PRJT / THRU NOV	10,718.86
88773	1/21/2016	HD SUPPLY WATERWORKS, LTD. INV #E977541 / WHEEL,DETECTS / WATER	7,328.00
88774	1/21/2016	I A C P 2016 MEMBERSHIP RENEWAL / JPD	185.00
88775	1/21/2016	LEGATE, JENNIFER J. 2015 PROPERTY TAX REFUND	35.81
88776	1/21/2016	LOOMANS, JESSICA PHONE REIMBURSE / DEC 2015 / REC	35.00
88777	1/21/2016	MARTIN, ANDREA M. 2015 PROPERTY TAX REFUND	168.39
88778	1/21/2016	MASS MUTUAL 2015 CONTRIBUTION / L.O.S.A.P. / JFD	6,125.00
88779	1/21/2016	MID-MORAINNE MUNICIPAL ASSOCIATION JAN 27, 2016 DINNER MEETING x 2	51.00
88780	1/21/2016	OFFICE DEPOT ACCT#42573612 / SUPPLIES / REC,JFD	173.71
88781	1/21/2016	OLSEN SAFETY EQUIPMENT CORP. INV #326787 / JACKETS / JFD	221.01
88782	1/21/2016	PITNEY BOWES INV #723006-JA16 / NOV-JAN RENT / ADMIN	142.47
88783	1/21/2016	RESERVE ACCOUNT ACCT #27882406 / POSTAGE	800.00
88784	1/21/2016	SCHULTZ, LEANNE 2016 MAILBOX REIMBURSEMENT / STREETS	30.00
88785	1/21/2016	STREICHER'S INC. INV #1188388 / AMMO / JPD	804.34
88786	1/21/2016	TASC INV #697810 / 1ST QTR 2016 ADMIN FEES	384.00
88787	1/21/2016	VFIS 2015 ADMINISTRATIVE FEE / JFD	875.00
88788	1/21/2016	WTSOA CONFERENCE REGISTRATION x 2 / JPD	390.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88789	1/27/2016	CAPITOL-HUSTING MONTE CARLO SUPPLIES / REC	219.00
88790	1/28/2016	CAPITOL-HUSTING MONTE CARLO SUPPLIES / REC	129.00
88791	1/29/2016	AARP/UHC MEDICARE COMPLETE 2015 CALL REFUNDS / JFD	1,292.34
88792	1/29/2016	AFLAC INV #796276 / FEB 2016	1,133.18
88793	1/29/2016	B&L GRAPHIC SOLUTIONS INV #17187 / NAME PLATES / JFD	7.50
88794	1/29/2016	BEER CAPITOL DISTRIBUTING, INC. INV #12393571 / CONCESSIONS / REC	428.50
88795	1/29/2016	BOB FISH BUICK GMC, INC. TRUCK CAP,FILTER KIT / WATER,STREETS	59.50
88796	1/29/2016	CALKINS TECHNICAL PRODUCTS, INC. INV #14713 / CHEK BALLS / WWTP	325.27
88797	1/29/2016	CARQUEST AUTO PARTS INV #284605 / BATTERY / STREETS	114.51
88798	1/29/2016	CHAPTER 13 TRUSTEE GARNISHMENTS / 1-25-16 PAYROLL	92.31
88799	1/29/2016	CLARK DIETZ, INC. INV #418287 / DIGESTER / DEC 2015	3,578.66
88800	1/29/2016	CLOTHES CLINIC, INC. INV #197934 / MATS / V HALL	71.58
88801	1/29/2016	COMPASS MINERALS AMERICA INC INV #71437080 / BULK SALT / STREETS	7,361.82
88802	1/29/2016	COPPER TREE WELLNESS CENTER YOGA-QIGONG / JAN 5-FEB 9 / REC	140.00
88803	1/29/2016	DEPIES, WILLIAM 2015 PROPERTY TAX REFUND	3,143.21
88804	1/29/2016	ENDURACLEAN, INC. INV #8911 / TOWELS, TISSUE / V HALL	328.00
88805	1/29/2016	FISHER, RENEE REIMBURSE PHONE / DEC 11-JAN 10 / REC	35.00
88806	1/29/2016	GERKE, JENNIFER F. REIMBURSE TARGETS / JPD	15.83
88807	1/29/2016	GREAT-WEST DEFERRED COMP / 1-25-16 PAYROLL	2,693.82

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
 Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88808	1/29/2016	GREMMER & ASSOCIATES, INC. INV #2 / WILSHIRE DR / DEC 12-JAN 8	4,349.47
88809	1/29/2016	HALLMAN LINDSAY QUALITY PAINTS INV #V0085144 / PAINT,SUPPLIES / REC	109.46
88810	1/29/2016	HD SUPPLY WATERWORKS, LTD. INV #E911996 / BOOM,POWER PACK / WATER	11,675.00
88811	1/29/2016	JACKSON AUTO SERVICE INV #23881 / BATTERY / WWTP	333.00
88812	1/29/2016	JACKSON EMERY INVESTMENTS, LLC REF #20160120 / DEC 21-JAN 20, 2016	8,305.00
88813	1/29/2016	JAHN, RACHELLE PIANO LESSONS / JAN 4-27 / REC	308.00
88814	1/29/2016	JERRY'S TRANSMISSION SERVICE TICKET #26390 / HANDLE,LATCH / JFD	44.93
88815	1/29/2016	JOHN BEST LAW OFFICE REIMBURSE WITNESS FEE / OSWALD / JPD	20.00
88816	1/29/2016	KAEHNY, SARAH BODY BLAST / DEC 9-JAN 20 / REC	80.00
88817	1/29/2016	KIMBALL MIDWEST GREASE,DRILL / STREETS	80.59
88818	1/29/2016	KNUTSON, MICHAEL C. 2015 PROPERTY TAX REFUND	5,488.56
88819	1/29/2016	KRUGER INC. INV #165RI65700 / PANEL,HOUSING / WWTP	6,013.83
		Previous Year Expense	
88820	1/29/2016	LINDNER & MARSACK, S.C. CLIENT #2629500M / STATEMENT #127918	94.00
88821	1/29/2016	LORENZ, SUSAN C. 2015 PROPERTY TAX REFUND	2,535.09
88822	1/29/2016	MASS MUTUAL ANNUITY VALUE AT 12-30-15 / JFD	83,001.34
88823	1/29/2016	MENARDS - WEST BEND SUPPLIES / STREETS,REC,WWTP	224.20
88824	1/29/2016	MIDWEST POOL SUPPLY MAR 23-24, 2016 TRAINING CLASS / KOBER	295.00
88825	1/29/2016	NAEIR BLDG,OFFICE,EVENT SUPPLIES / REC	52.25
88826	1/29/2016	OTTE, MALORIE M. 2015 PROPERTY TAX REFUND	122.54

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
 Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88827	1/29/2016	OTTO, TIMBERANN PROGRAM REFUND / REC	20.00
88828	1/29/2016	PATOKA, JESSE 2015 PROPERTY TAX REFUND	56.50
88829	1/29/2016	PEPSI-COLA INV #83969363 / SUPPLIES / REC	216.93
88830	1/29/2016	PITNEY BOWES INV #1268012-DE15 / DEC RENT / REC	119.61
88831	1/29/2016	RICOH USA, INC. INV #20807347 / FEB 2016 / JPD	26.25
88832	1/29/2016	SHARP ELECTRONICS CORP INV #SH133509 / COPIES, LEASE / REC	288.28
88833	1/29/2016	SHI INTERNATIONAL CORP INV #B04485551 / ACROBAT PRO / JPD	130.65
88834	1/29/2016	STREICHER'S INC. INV #1191823 / AMMO / JPD	181.25
88835	1/29/2016	U.S. CELLULAR ACCT #213166715 / INV #119092111 / JFD	60.35
88836	1/29/2016	U.S. CELLULAR ACCT #213166715 / INV #118992280 / JPD	140.00
88837	1/29/2016	WAGEWORKS INV #125A10444130 / DEC 2015	181.50
88838	1/29/2016	WASHINGTON COUNTY FIRE CHIEFS ASSOCIATION 2016 ANNUAL DUES / JFD	200.00
88839	1/29/2016	WE ENERGIES LIGHTS,WATER,JFD ACCTS	11,689.09
88840	1/29/2016	WENINGER, THOMAS H. CDL LICENSE RENEWAL / STREETS	64.00
88841	1/29/2016	WEST BEND FIRE RESCUE CALL #16-0058 / STONEWALL DR / JFD	300.00
88842	1/29/2016	WI DEPT OF JUSTICE - TIME 2016 SYSTEM ACCESS & SUPPORT / JPD	1,062.00
88843	1/29/2016	WI PARK & RECREATION ASSOCIATION MAR 2016 WORKSHOP / REC	85.00
88844	1/29/2016	WI SCTF GARNISHMENTS / 1-25-16 PAYROLL	855.22
88845	1/29/2016	WISCONSIN ARBORIST ASSOCIATION 2016 SEMINAR / WAECH	105.00

Previous Year Expense

Previous Year Expense

2/01/2016

8:48 AM

Reprint Check Register - Quick Report - Regular

Page: 14

ACCT

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 1/01/2016 From Account:
Thru: 1/31/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
88846	1/29/2016	WISCONSIN EMERGENCY MANAGEMENT 2015 REPORTS / WATER,WWTP	1,430.00
88847	1/29/2016	WISCONSIN SECTION AWWA FEB 2, 2016 SEMINAR / RATHKE	65.00
88848	1/29/2016	LEMKE, DIANE UTILITY SERVICES FOR JAN 1-31, 2016	1,386.68
Grand Total			1,847,070.20

TREASURERS REPORT

January 31, 2016

	BALANCE 12/31/2015	BALANCE 1/31/2016
<u>GENERAL FUND:</u>		
GENERAL CHECKING	\$6,738,083.54	\$5,116,429.77
PARK FEES	\$58,319.43	\$60,036.27
FIRE/RESCUE RESERVE	\$5,800.57	\$5,802.21
EMS FUNDING ESCROW	\$5,869.74	\$5,871.40
MEDICAL REIMBURSEMENT FUND	\$5,141.92	\$1,933.11
HIPPA ACCOUNT	\$410,597.19	\$422,236.97
CREDIT CARD ACCOUNT	\$234,257.81	\$120,234.46
POLICE & FIRE IMPACT FEES	\$191,831.97	\$194,746.84
	-----	-----
TOTAL GENERAL FUND	\$7,649,902.17	\$5,927,291.03
	-----	-----
<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$844.04	\$844.28
CASH	\$778,965.31	\$955,176.15
WATER UTILITY DEPRECIATION FUND	\$21,576.68	\$21,582.79
WATER UTILITY RESERVE	\$112,187.97	\$112,219.74
WATER IMPACT FEES	\$840,957.53	\$845,296.44
	-----	-----
TOTAL WATER UTILITY	\$1,754,531.53	\$1,935,119.40
	-----	-----
<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,425.79	\$5,427.33
SEWER UTILITY RESERVE	\$70,065.12	\$70,084.96
DNR REPLACEMENT FUND	\$909,201.24	\$909,458.69
SEWER SPECIAL REDEMPTION FUND	\$2,358.37	\$2,359.70
CASH	\$501,173.94	\$510,233.68
SO. INTERCEPTOR IMPACT FEE	\$28,446.51	\$28,583.59
SEWER SERVICE FEES	\$1,484,916.32	\$1,505,340.62
	-----	-----
TOTAL SEWER UTILITY	\$3,001,587.29	\$3,031,488.57
	-----	-----
<u>CDA FUND:</u>		
CDA FUND	\$191,458.30	\$191,512.51
	-----	-----
TOTAL CDA FUND	\$191,458.30	\$191,512.51
	-----	-----
GRAND TOTAL:	\$12,597,479.29	\$11,085,411.51
	-----	-----

MEMORANDUM

Date: November 18, 2015

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

From: Greg Droessler, P.E.

Subject: Village of Jackson – WWTP SCADA Upgrades

Project Scope and Understanding

The Village of Jackson has an aging SCADA system at the WWTF, portions of which dates back to the 1990's. The system has recently seen failures of various PLCs and the Village has struggled to maintain this system in a useable form. The Village contracted with Town and Country Engineering in August, 2015 to complete a Preliminary Engineering Study of this system to evaluate the existing system and to develop a plan to either maintain or replace the existing system. The recommendation of this Study was the Village should consider replacing the PLCs and other major components in panels throughout the WWTF and lift station while maintaining the fiber optic backbone of the existing system for future use.

Our approach will allow flexibility and owner control of the SCADA system improvements project, and the system integrator will be selected using a base-bid proposal format. This format will allow the Village to receive comparable competitive bids in accordance with applicable bidding laws, while providing maximum owner control of the selection process. This process allows the Owner to select the overall best value offered to the Village, not just the low bid for a project.

1. Initial Investigation Phase

This phase was completed as part of the Study.

2. Developing Project Scope and Alternatives

The overall project would include as a base, replacing or upgrading the existing PLCs and displays in the control panels (and vendor provided panels) throughout the WWTF and lift station. The new PLCs will be equipped with more communication ports and several ports depending on what is needed now and in the future. The Input / Output (I/O) cards can remain to keep costs lower, but will also be evaluated.

The main PLC controller will be located at the Administration building utilizing a new Compactlogix PLC controller. This controller is more robust, will be capable of handling all future needs, and is the latest technology and programming. It is recommended that the equipment be ethernet capable, so it can communicate with either radio or fiber. Also located at the Administration Building will be the Hach WIMS management software, new computer, firewalls and set up for remote connections. We can also assist the staff in setting up the Hach's WIM management systems.

The system will be set up to trend all operating points that are collected by the SCADA system, monitor status of equipment, develop sequence of operation, and allow the operator to change set points for equipment to be controlled. All this data collected will be transferred to the management software. It is assumed that Wonderware would be used as the base bid for evaluating systems with other programs offered as alternates.

3. Document Preparation

An overall system architecture drawing will be prepared. The purpose of this document will be to clearly identify hardware requirements, communication system methodology, and HMI requirements (hardware and software). Specific product quality will be required in the base bid.

Photographic elements will be used in the procurement document to identify installation requirements in each of the control panels or motor control centers, as well as any other specific work items which require clear definition.

Text based requirements will be prepared for proposal/bidding requirements, selection process, documentation requirements, hardware and software technical requirements, and any other necessary work items.

4. Owner Review and Final Document Preparation

After preparation of the procurement document, an owner review meeting will be scheduled. During this meeting with Village staff, technical aspects of the design will be discussed in detail. Probable cost estimates will be developed for this project. The proposal/bidding process will also be clearly defined.

Any comments or corrections will be incorporated into final documents and copies will be prepared for circulation to prospective bidders. Documents will be submitted to regulatory agencies if deemed necessary.

The final bid proposals will require specific brand of equipment to be furnished as part of the base bid. Alternatives with a lower cost will be allowed to be submitted with the bid. The Engineer, along with the Owner, will decide if the alternatives are comparable in quality to the base bid. This allows the Owner to obtain the highest quality equipment and service and overall best value to the Village. The lowest cost bid will not be taken in all cases.

5. Procurement and Bidding Phase

A pre-proposal walk-through for all perspective bidders will be scheduled and conducted by the owner and engineer. Any clarifications will be issued to bidders by addendum.

Bid proposals will be received by the owner and evaluated by the engineer. After initial evaluation a meeting will be scheduled with the owner to discuss proposals and select qualified bidders for interviews.

Interviews will be conducted with 1-2 qualified bidders, depending on cost and quality of submittals with the bid package. These interviews will consist of demonstrations of system functionality, discussion of qualifications, review of expected end product, review of O&M manuals, and questions. Site visits to existing systems of each qualified bidder may be arranged if the owner and engineer deem it necessary to aid in their selection of the most beneficial proposal.

The proposal most beneficial to the Village, as determined by the Village and Engineer, will be selected and a contract will be awarded for construction of the project. It should be noted that the low bidder may not be the most beneficial proposal and, therefore, not the selected bidder.

6. Construction Phase

Submittal drawings will be prepared by the successful bidder and reviewed by the engineer. A meeting will be scheduled with the owner to “walk-through” the submittal which will ensure owner understanding of all project components and will allow for any additional modifications to be implemented. This allows the Owner additional input into the project.

A factory test demonstration will be witnessed by the owner and engineer to verify system functionality. This factory test will allow the Owner to review the screens, review the sequence of operation and allow the bidder to make changes before sending to the site. This factory test is intended to substantially cut the amount of startup problems, and allow the Owner another opportunity for input before delivery to site.

Installation work will be reviewed. Start-up and testing will be witnessed by the engineer and a punch list of items to be corrected will be compiled. Periodic site inspections will take place as deemed necessary.

The Engineer will review as-built documentation prior to close out of the project. Final payment will not be issued until all controls are operating properly.

The Engineer will perform normal construction administration duties, including attending meetings with the Owner, and negotiate changes during construction, if they occur.

Owner Responsibilities

The Village will be expected to provide Town & Country Engineering with drawings, O & M Manuals, etc. relating to the existing facility to aid in the design of the project. In addition, facility

staff will be involved in design meetings to identify control system strategies, and to assist in developing construction sequence strategies.

Items Not Included in the Above Scope

The following items have not been included in the scope of work. These items may or may not be required or needed for the project. If needed, an estimate can be provided before proceeding.

- Operation services relating to the existing treatment processes or equipment
- Costs for bid advertisements
- Our scope of work does not include generating the graphic screens on the chosen software.

Engineering Costs

The design, preparation of bidding documents, bidding and construction administration for the SCADA is estimated to cost between \$46,000 and \$54,000 and costs will be invoiced on a Time and Material basis.

The major advantage that Town & Country Engineering, Inc. offers is having both a wastewater engineer and instrumentation and control (I&C) engineer involved. This approach maximizes the plant efficiencies and operations, while implementing the controls upgrade required. Greg Droessler will be involved on the process side, while Steve Muther (Muermann Engineering) will be the I&C engineer.

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

GJD

J:\JOB#S\Jackson\JK-00-00\O&E\2015 Preliminary Design Study for WWTP SCADA Upgrades\Final SCADA Design Scope.docx

Computer Problem Log

7:00am

11-18-15 unable to change flow rates on old SCADA
new SCADA reading all zero's
old SCADA crashed when trying to shut it down on
old server. removed Paradox on old server sys-
view folder

real-time/ServerAB not responding - Task Manager
- end task. tried restarting real-time/ServerAB -
DbiOpenTable Error

keep getting Paradox Error 78 when trying to restart
old SCADA - can't find any more LCK files.

Restarting old Server

Service Control Manager "at least one service or driver
failed during system startup."

real-time display crashed again

restarting old server again Can't restart old SCADA

Srvwin.exe not responding

- restarted ethernet bridge - no red lights - values back
on new SCADA but now PLC in WAS room needs to
be restarted, reading zeroes

tried changing RAS flow value + old SCADA crashed
again - App Error, FMTDSP caused a general
protection fault in module DV_LIB.DLL

real-time/server AB not responding

restarting old server again

tried closing everything + running start-app on old server
old SCADA back up. Not trying to adjust anything
until WAS PIC is restarted

NOTE: old SCADA read both seepage tanks had over 2ft in them before being restarted. Afterwards reading zero which is correct. CC

- 11/18/15 - Leo RAW Pump Froze At 4.52 would not ramp up. Lts pump would turn on AND off at set points. Reset Leo pump turned back on AND would not ramp up. Turn on LAG pump on then Leo would ramp up run normal until 4.2 ft in wet well and then lock into 45.4 MHz JD
- JLD
- 11-18-15 10:00am last import data is from Jam. Contacted Randy to restart HOServer Import Service CC
- 10:17am noticed that trending data on new SCADA ended @ 10pm 11-17-15 and came back when ethernet bridge was reset. CC
- 18-15 1:00pm new SCADA had a glitch in trending data from @ 10:54am to @ 12:02pm. values dropped to zero > 10 times CC
- 11-18-15 2:00pm Lab PC #2 needed tower turned off + back on - was unresponsive with blank screen
- Lab PC #2 / Backup was unsuccessful on 11/18/2015, 2:59pm not sure if the auto backup ever succeeded on this PC
 - also - Kaspersky Security reports "databases are extremely out of date" on PC 2
- 11/19/15 - 10:00pm 11/18/15 Blower lock into ~~mode~~ Current mode of running. Blower 3 was on and Blower 1 was off All night. Try to reset converter AND NOTHING happened. Reset Allen Bradley and Blowers started to run in normal operation. Did this around 10:45am JLD
- Last time this happen was 11/7/2015

MEMORANDUM

Date: November 2, 2015

To: Brian Kober, P.E.

From: Greg Droessler, P.E.

Subject: Jackson WWTF – Preliminary SCADA System Assessment

Copy: Steve Muther, Muermann Engineering, LLC

Introduction

The original WWTF control system was installed in 1980 as part of the plant construction. This system received a major upgrade in 1998, and was updated and expanded again in 2005 as part of a large WWTF facilities upgrade. Since that time, a series of minor upgrades or component replacements have been completed for this Supervisory Control And Data Acquisition (SCADA) system to maintain it in working order, largely through the use of gateway adapters (signal convertors) to allow new components to communicate with the older platform.

The SCADA system is made up of a total of 8 panels located throughout the WWTF, as well as 1 additional panel located at a remote lift station. Similar to most electrical or control systems, much of the SCADA equipment installed in 2005 or earlier has served its useful life and is now due for replacement. As identified in our memo dated June 5, 2015, the cost of maintaining the existing system is rising and the Village should consider a replacement of the PLCs, SCADA platform and other components of the SCADA system with more current models to avoid the continued rising cost of individual component replacement of this outdated equipment.

This study is intended to outline the overall scope of improvements required or desired at the WWTF, and develop the overall general scope and preliminary opinion of probable cost for the project. Once the study is complete and the scope of the improvements is approved by the staff and Village Board, a detailed design may begin for the preparation of bidding documents.

The purpose of this document is to inventory the condition of the existing equipment, and to define the approach and technical requirements applicable to an upgrade of the SCADA system for the WWTF and Sanitary Sewer Collection System. The approach and technical requirements defined herein serve as the basis for the Preliminary Construction Cost opinions.

Existing System Overview

Wastewater Facility Supervisory Control and Data Acquisition System (SCADA) - The wastewater facility SCADA system consists of the following Local Control Panels (LCPs):

- LCP-A – Service Building, Main PLC
- LCP-B – Tertiary Filter Building
- LCP-C – Pre-treatment Building
- LCP-D – Digester Control Building (Also Labeled as 100-LCP-1)
- LCP-E – Blower Building
- LCP-F – Sludge Recirculation Building
- LCP-G – Aeration Basin Control Building
- LCP-H – Secondary Sludge Building
- LCP-3-1-HMI – Septage Hauler Graphic Interface Only

Each Area Control Panel is typically equipped with:

- A Programmable Logic Controller (PLC)
- A graphical Human Machine Interface (HMI) touch screen/keypad.
- Hand-Off-Auto selector switches and Pilot Lights (most locations)
- Uninterruptible Power Supply (UPS) units.

In addition to the above which comprise the WWTF's main PLC control network, the following vendor panels are also present. These panels and the process they control are either stand alone, or monitored only via basic hardwired status connections (On, Off, Trouble) to the Building LCP in the area.

- LCP-1-4 – Screen Control Panel
- LCP-1-5 – Screenings Compactor Control Panel
- LCP-2-3 – Grit Washer Control Panel
- LCP-3-1 – Septage Receiving Control Panel
- LCP-3-X – Septage Receiving Odor Control Panel
- LCP-4-1/-4-2 – Aeration Turbo Compressor Control Panel
 - Note: An attempt was made to interface these panels to the plant PLC network, with limited success.
- LCP-X-X – Sludge Boiler Control Panel
- LCP-X-1/-2 – Digester Mixing Pumps Control Panels
- LCP-X-1/-2 – Tertiary Filters Controls Panels
- LCP-X-X – Digester Gas Flare Control Panel

The primary plant-wide SCADA PLC communication network between the respective Building LCPs is a fiber-optic based system utilizing modules manufactured by Phoenix Digital. These units communicate to Plant PLCs via an Allen Bradley protocol know as Data Highway Plus (DH+), a proprietary serial type communication protocol. Communication between this DH+ communication based PLC network and the SCADA PC (Personal Computer) system had originally been via a special communication card installed in the computer.

A PC based, real-time Human-Machine Interface (HMI) software package (Intellisys) depicts the entire plant's processes and displays the current status. This software also provides operator access to certain operator adjustable control parameters. An additional module of this software provides reporting capability, as well as the ability to enter laboratory test data and file regulatory reports.

The SCADA PCs are presently connected on the Village managed local Ethernet network which serves the WWTF's lab and office area. This local network is integrated into the Village's wide area network serving Village administrative services.

Sanitary Sewer Collection System - The existing collection system is primarily gravity flow, with only one sanitary lift station serving a limited service area. This station had been monitored utilizing a wireless network, but is no longer functioning and the station is presently not monitored.

Discussion of Considerations

Wastewater Facility SCADA System

- The existing PLC control network was last upgraded in 1998 and utilized high quality industrial components. Technology, however, has continued to evolve. PLC components to support the existing system will be available for years to come. However, as it is now obsolete equipment, the cost of replacement components has increased significantly. The basic PLC programming language has evolved to a new standard as well.
- Network communication has moved from the proprietary serial communication type system (think dial-up modem speed) to a high speed Ethernet based system.
- Fiber optic technology has changed. The interface cards presently used on this network are now obsolete. Replacement components are available, but at a relatively high cost, with long lead times. The fiber optic cable itself, can still be used.
- New equipment installed at the plant is equipped with Ethernet based PLC controllers. At present, however, it is not practical to interface those newer vendor panels to the control network, which means monitoring of new equipment is limited to the very basics (On/Off/Fail). Many of these newer vendor panels can easily be integrated into an upgraded Ethernet based PLC network.
- There are a number of process control panels which are not integrated into the plant's SCADA system. They are only minimally monitored, or not monitored at all. There is little or no ability to optimize their functioning in the overall plant control, potentially hampering process efficiency, energy efficiency, or both.
- Certain new instruments have not been integrated into the SCADA system (such as a recently added Phosphorus Analyzer). This typically limits the ability to optimize the treatment process, or collect data which can be used for further process improvements.
- We saw some instances where manual control of process motors required that the PLC was functioning. Typically at a wastewater plant, Hand operation of a process motor does not involve a PLC, so that if the PLC becomes inoperative, an operator can still manually operate the process. This was noticed in the digester building, however we do not know how prevalent this approach is. We would recommend that it be investigated and remedied in an upgrade.
- The existing SCADA software (Intellisys) has been in the process of being upgraded to a version which will run on the current Windows platform. Our understanding is that this has taken nearly the entire year, and is not yet complete. The Intellisys software is not widely supported by the majority of System Integrators in Wisconsin which typically service municipal water and wastewater plants.
- It appeared that the ability to access something as relatively simple as trending on the SCADA software was not straightforward. This came up during a recent visit with an attempt to trouble shoot a problem with influent wetwell pumps not running at speed during the previous night. Fortunately, the programmer working on the SCADA software upgrade was on site and able to temporarily add trend lines for the parameters of interest. Normally, this is a simple task that any operator should have ready access to.
- We observed the routine process of entering lab data into work sheets and the same value had to be entered into different locations. It appears that data entry was more cumbersome than it should be.

- In our experience, utilizing SCADA software which combines the visualization (real-time display of conditions) and the management/reporting functions typically results in a compromise of one, or both functions.
- The co-mingling of the SCADA network and the Village's enterprise network cannot continue. These networks have differences and serve different purposes. The liabilities and potential for damage on the industrial side are significant. With a SCADA and PLC network upgrade, the plant's entire control network will operate on an Ethernet communication system. Exposing the industrial network to the business enterprise network can have disastrous results. It will be important for the Village's IT resources and the System Integrator which would be involved in the SCADA upgrade to clearly identify lines of responsibility to ensure the integrity of the control network.

Sanitary Collection System

- There is presently no monitoring of the lift station.
- Remote telemetry link options will need to be explored, including various types of telemetry radios (licensed UHF, license-free 900 Spread Spectrum), as well as a cellular based link.
- The addition of an Ethernet based PLC at this station would open up the possibility of monitoring additional status points at this station, as well making remote set-point adjustment and control possible. Pump control would remain local to the station.

Recommended General System Improvements

Upgrade the existing system components as needed to implement a new SCADA system which will reliably control and monitor the wastewater treatment plant and the sanitary sewer collection system.

PLC/Hardware

- Provide a communication link to the Sanitary Lift Station and upgrade the controller to permit monitoring of all status conditions, and provide access to all control parameters.
- Upgrade the plant's local control panel PLCs with Ethernet PLCs. Replace existing LCP touch screen HMIs with current generation, Ethernet connected units.
- As an alternative to upgrading the HMIs at LCPs, consider using tablet computers which can be used throughout the plant for control system access.
- Integrate vendor panels into the SCADA network to the fullest extent possible to provide monitoring of all available parameters.
 - Integrate PLC equipped vendor panels via an Ethernet connection to the SCADA network.
 - Retrofit non-PLC equipped vendor panels with Ethernet PLCs to permit integration into the SCADA network.
- Re-use and expand the existing fiber optic infrastructure. Replace the Phoenix Digital fiber optic modules with Ethernet switches.
- Integrate all process instrumentation presently not connected to the SCADA system.
- Provide a Master HMI in the service building to provide access to the entire SCADA network and provide back-up monitoring and control in the event of a SCADA computer(s) failure.

- Revisit all control sequences and update as necessary to integrate new process and instruments. Provide enhances process control and flexibility.

SCADA Computer/Software

- Upgrade SCADA computer hardware platform to ensure the integrity of the industrial control network and proper isolation from the business enterprise network.
- Upgrade SCADA visualization software to include expanded process control and monitoring.
 - Evaluate available options and enhance or replace software as necessary to provide the needed functionality.
- Upgrade wastewater management software to include expanded process control and monitoring.
 - Evaluate available options and enhance or replace software as necessary to provide the needed data management functions.
- Provide remote access system for staff which allows access from a variety of remote devices such as smartphone, tablet, or desktop/laptop PC. System must be compatible with the Village's remote access security policies.
- The control network and computer system will be expandable to incorporate future system expansion as well as any other future facilities that may be added to the system.

System Improvement Recommendations

The followings recommendations are made for the WWTF and Collection System SCADA systems:

Wastewater Treatment Facility – Building LCPs

Improvements common to all Building LCPs

- Replace existing PLC with a current technology PLC platform, Allen Bradley (AB) CompactLogix. Replace processor, existing I/O cards and I/O card chassis with new. Convert PLC programming to new programming platform.
- Provide new UPS with battery fail monitoring via SCADA system and by-pass relay system to reconnect to normal power in the event of a UPS failure.
- Install industrial Ethernet switch to replace existing Phoenix Digital fiber optic cable interface. Re-use existing fiber optic cable. Re-test all terminations and replace as necessary.
- Replace existing OIT touchscreen/keypad with new Ethernet connected AB PanelView Plus 6/7 12" touchscreen. Provide graphic screens and capability to utilize this screen as the back-up operator interface to monitor and control all critical processes in the even the SCADA PC equipment is not functioning.

Options common to all Building LCPs

- Option - Re-use existing I/O cards and card chassis for cost savings.
- Option – Eliminate existing OIT touchscreen. Replace functionality with tablet computers (e.g. Apple iPad). Replace existing PLC with a current technology PLC platform.

Location Specific Recommendations

LCP-A (Main PLC)

- Utilize existing Hardwired dialer as the back-up alarm dialer.
- Additional Integration: None

LCP-B (Tertiary Filter Building)

- Additional Integration:
 - Integrate (2) Tertiary Filter Control panels into the SCADA network at this LCP.
 - Integrate phosphorous analyzer and chemical dosing pump control.

LCP-C (Pre-Treatment Building)

- Additional Integration:
 - Integrate Grit Washer panel into the SCADA network through this LCP.
 - Integrate Septage Receiving panel into the SCADA network through this LCP; extend fiber optic Ethernet to Septage Receiving panel.
 - Integrate Screen panel into the SCADA network through this LCP.
 - Integrate the Screenings Compactor panel into the SCADA network through this LCP.
 - Integrate odor control system into the SCADA network through this LCP.

LCP-D (Digester Control Building)

- Extend fiber optic cable to this location from main fiber optic panel at Service Building.
- Replace existing OIT touchscreen/keypad with new Ethernet connected AB PanelView Plus 6/7 12" touchscreen.
- Additional Integration:
 - Modify or replace (2) digester floating cover level switches to level transducers for continuous cover level monitoring.
 - Integrate Sludge Boiler control panel into the SCADA network via Ethernet network connection to this panel.
 - Revise pump interconnect wiring and logic to ensure that process in "Hand" at the MCC does not pass through PLC I/O.
 - Integrate (2) sludge digester mixing pump control panels into the SCADA network via hard-wired interconnect to this panel. Provide process control set-points and timers via PLC logic.
 - Integrate Digester Gas control panel monitoring into the SCADA network via hard-wired interconnects.

LCP-E (Blower Building)

- Additional Integration:
 - Integrate Turbo Compressor panels into the SCADA network through this LCP; extend Ethernet network connections to the Turbo Compressor panels.

LCP-F (Sludge Recirculation Building)

- Additional Integration:
 - Integrate Sludge Load-out new magnetic flow meter into the SCADA network through this LCP.

LCP-G (Aeration Basin Control Building)

- Additional Integration: None

LCP-H (Secondary Sludge Building)

- Additional Integration:
 - Replace existing VFDs with current technology VFDs incorporating Ethernet communication to PLC for control and monitoring.
 - Provide logic and control wiring interface to control hoists to automatically re-position (2) RAS screw pumps. Provide position monitoring instruments to monitor position of screw pumps and prevent over-travel of the hoist position system.

LCP-1-4 (Screen Control Panel)

- Provide interposing relays as necessary to monitor desired status points.

LCP-1-5 (Screenings Compactor Control Panel)

- Revise programming to interface to SCADA network.
- Extend Ethernet cable connection to LCP-C.

LCP-2-3 (Grit Washer Control Panel)

- Revise programming to interface to SCADA network.

LCP-3-1 (Septage Receiving Control Panel)

- Revise programming to interface to SCADA network.
- Provide Industrial Ethernet switch
- Provide media converter (fiber optic to Ethernet). Install fiber optic cable to LCP-C.

LCP-3-1-HMI (Septage Hauler HMI)

- Provide media converter (fiber optic to copper Ethernet). Install fiber optic cable to Ethernet switch in LCP-3-1.

LCP-3-X Septage Receiving Odor Control Panel

- Provide interposing relays as necessary to monitor desired status points through LCP-C

LCP-4-1/-2 Turbo Compressor Control Panels

- Revise programming to interface to SCADA network.
- Extend Ethernet cable connection to LCP-E.

LCP-X-X Sludge Boiler Control Panel

- Extend Ethernet cable connection to LCP-D.

LCP-X-1/-2 digester Mixing Pumps Control Panels

- Provide interposing relays as necessary to monitor desired status points through LCP-D.

LCP-X-1/-2 Tertiary Filter Control Panels

- Revise programming to interface to SCADA network.
- Extend Ethernet cable connection to LCP-B.
- Provide Industrial Ethernet switch for panel -1.

LCP-X-X Digester Gas Flare Control Panel

- Provide interposing relays as necessary to monitor desired status points through LCP-D.

Lift Station Improvements

- New PLC based controller to manage communication and pump station monitoring and control functions. Move control power transformer to panel exterior. Install PLC, radio, power supply, and relays within existing cabinet.
- Provide new UPS with battery fail monitoring via SCADA system and by-pass relay system to reconnect to normal power in the event of a UPS failure.
- Communication device (as determined after review of available options).
- Run/Fail/Moisture/High Temp monitoring of the pumps.
- VFD Monitoring.
- Excessive Run-time Alarming.
- Wet well level alarm monitoring.
- Discrete float status monitoring.
- Existing Level transducer with set-point control via new PLC
- Existing floats and controller for back-up operation.
- Power Fail monitoring.
- **Optional** – Touch screen for local set-point control at station.

SCADA Programming, Computer, and Software Recommendations

- Process Control Sequences.
 - Prepare a revised Sequence of Operation specification to be used to guide the programmers in the upgrade.
 - This will be a collaborative effort involving the staff, the process engineer and the controls engineer.
- SCADA Visualization Software
 - Replace Intellisys software with software more widely adopted and supported in the municipal water and wastewater industry in Wisconsin.
 - Wonderware is recommended. Other options include Rockwell RSView and GE iFix.
 - Provide licensing to allow for multiple users to remotely access the SCADA system concurrently, from either within the plant or remotely. Remote access shall support smartphones, tablet devices, and conventional laptop and desktop computers. Wonderware InTouch Access Anywhere is recommended.
 - SCADA computers furnished and configured by the System Integrator
- Wastewater Management Software
 - Replace Intellisys software with software more widely adopted and supported in the municipal water and wastewater industry in Wisconsin
 - Hach WIMS is recommended. Other options include Allmax Operator 10.
 - Integrate the Septage hauler invoicing into the reporting system.
- Alarm Notification Software
 - Provide PC based alarm notification software integrated tightly into the SCADA visualization software.
 - Utilized existing hardware dialer as a PLC based back-up alarm dialer.
- Industrial Control Network
 - Establish an industrial control network for plant process control.
 - Provide fire-walling and access control consistent with industrial control practices.
 - Coordinate with the Village's IT consultant to maintain security and establish remote access for wastewater staff and System Integrator support.

Design and Procurement Approach

The traditional approach used by engineering firms and municipal utilities for capital improvement projects follows the Design-Bid-Build sequence. While we believe this approach is appropriate for projects primarily involving the construction trades, we also feel that it unnecessarily limits the potential for success of purely SCADA system projects. In particular, when a Village undertakes replacement of its entire water and wastewater utility control system, many factors in addition to cost should play an important role in the selection of a control system provider.

To this end, we have developed an innovative approach to SCADA system projects where the Design-Bid-Build sequence is abandoned in favor of an evaluated proposal process consisting of the following steps:

Owner Education – Engineer assists the Owner in identifying the required and the desired system features by touring and discussing successful SCADA projects that have been implemented by other communities.

Baseline System Requirements – Engineer prepares documents identifying the Owner's minimum system requirements after complete review of the existing facilities, application of the technical features identified above, and a thorough review of cost impacts.

Proposals- Engineer and Owner review and rank proposals solicited from SCADA system providers against pre-defined criteria (including but not limited to such items as technical merit, creativity, staff capabilities, experience, service capabilities, knowledge of existing facilities, and cost).

Presentation/Interview – Engineer and Owner select providers that will be asked to present the merits of their proposal and organization to the Owner and Engineer. As part of the presentations, it may be appropriate to visit additional systems that were implemented by the providers.

Selection – Based on the highest overall value to the Owner, a SCADA provider is selected.

Construction Phase – Traditional services such as shop drawing review, construction observation, and start-up are performed. During this phase it is extremely important for the Owner and Engineer to attend a factory demonstration of the system before it is installed.

We strongly believe that the above approach encourages all of the aspects critical to the long-term success of a SCADA system project: Owner involvement and understanding throughout the process, creativity and cooperation on the part of the provider, and flexibility regarding costs.

We have successfully implemented SCADA projects using this approach with several communities including Rhinelander, Tomah, Reedsburg, Viroqua, and others.

Memo

To: Board of Public Works
From: Brian W. Kober, P. E., Director of Public Works
Subject: Engineering Services for GIS Mapping Conversion
Date: January 22, 2016
CC: Village Board

The Village of Jackson has been implementing the GIS program starting in 2003. There has been challenges during the period, but the Village used what was available in order to complete utility locations for digger's hotline, and reconstruction projects.

Now, we are at a standstill and need help to move the program to the next level. The Village had requested proposals from three Engineering Firms: R.A. Smith National, Symbiont, and Town & Country Engineering. Please find the breakdown of the three engineering firms that were interviewed for proposals:

	Conversion Cost	Staff Rate
1) R.A. Smith National	\$5,675.00	\$85.66 per hr
2) Symbiont	\$8,200.00	
3) Town & Country Engineering	\$6,000 to \$8,000	\$80.00 per hr

Recommend using Town & Country Engineering since they have the understanding in charge time and material for the conversion cost. Also, they are providing the availability to use their Trimble Geo7x for locating curbstops in the field.

If you have any questions please let me know.

Brian W. Kober, P.E.

January 15, 2016

Brian Kober, P.E.
Director of Public Works
N168 W20733 Main Street
Jackson, WI 53037

Re: Proposal for Professional Services

Dear Mr. Kober:

Thank you for this opportunity to provide a quotation for professional services. The contents of this proposal letter spell out the Scope of Services to be provided, the Services Not Included, the proposed Completion Schedule, the Professional Fees, and the Assumptions and Conditions under which this proposal is being made.

I. PROJECT NAME:

VILLAGE OF JACKSON GIS SERVICES

II. DESCRIPTION OF SERVICES TO BE PERFORMED:

The services to be performed are based on our understanding of this project. This understanding has been developed from information provided to access the existing GIS website, pre-proposal meeting discussions with you, and our team's personal experience providing similar services for other clients.

A. Develop a phased approach to revitalize the Village's GIS operations.

1. **Assessment** – R.A. Smith National geospatial staff will become familiar with the existing datasets, mapping, system interconnections, and the Village's GIS management system (Integrator). The effort involved in this service will produce a document that identifies the gaps in currency of datasets in use and their products (maps, tables, reports), and priority for updating. Document quantities will be identified for scanning and linking to the mapped features.
2. **Phasing** – Based on the outcomes of the assessment, a timeframe will be established to update and implement datasets to the GIS. Datasets to be incorporated into a phasing timeframe include:

Sanitary Sewer	Storm Sewer
Water Distribution	Work Orders
Trees	Building Inspection Permits
Signs	Zoning
Electric	Fiber

B. Migration to Esri's GIS software platform

1. **Licensing Options** – Approaches to software licensing will be discussed and evaluated to best suit the Village's ongoing GIS management.
 - a) ArcGIS for Desktop, Basic license, Single Use
 - Installed on a single PC

Deliver excellence, vision, and responsive service to our clients.

- \$1,400 for the license, annual maintenance fee \$400 (estimated)
 - One ArcGIS Online user and 100 credits
- b) ArcGIS for Desktop, Basic license, Concurrent Use
- Installed on multiple PCs, but used once at a time
 - Can be borrowed to a laptop for a short term period
 - \$3,200 for the license, annual maintenance fee \$700 (estimated)
 - One ArcGIS Online user and 100 credits
- c) ArcGIS Online Subscription
- Multi-user viewing and editing using a web browser
 - Lacks the map layout functionality of desktop
 - \$2,500 Annually
 - 5 users and 2,500 credits

ArcGIS Online is Esri's online mapping platform where datasets can be stored, viewed, and modified using the desktop software, browser or free to download applications like Collector for ArcGIS and Explorer for ArcGIS.

2. **Installation and Configuration** – Upon selection of software licensing, the software will be installed on a Village designated PC(s).
 - a) Includes the desktop software, database, and ArcGIS Online
 - b) Configuring the use of an iPad for field operations requires ArcGIS Online
3. **Migration** – The existing GIS platform will be migrated to the Esri platform. Based on the assessment above, the existing system interconnections to other data tables of the Village will be evaluated and, if advantageous, maintained in the current form. With a desktop license a GIS Database will be established and the Village's spatial datasets will be maintained within that environment.

*****Upon completion of the above services the prioritized datasets can be updated. Prior to beginning a dataset update, an estimate of effort will be furnished to the Village for that specific dataset. Once approved, the dataset updates will be performed on a time and expense basis. Any datasets updated will remain in the control and ownership of the Village.**

C. Training and Technical Support.

1. **Training and technical support** will be provided to the Village at time and expense basis.

III. COMPLETION SCHEDULE:

The services authorized by this Agreement will begin immediately upon authorization. Professional intends to complete the project within 3 weeks from notice of authorization.

Client shall grant the Professional additional time to complete services which have been delayed due to circumstances beyond the control of the Professional.

Mr. Brian Kober
Page 3 / January 15, 2016

IV. PROFESSIONAL FEES:

The above-described services will be provided for on a time and expense basis. Fees will be invoiced monthly as the project proceeds.

We estimate our fee to be \$5,675 based on 65 hours of effort. A breakdown of staff rates and services outlined above is as follows:

GIS Technician I \$70/hour
GIS Technician II \$85/hour
GIS Project Manager \$103/hour
Document Scanning \$1.25/sheet

Usual and customary expenses such as mileage, postage, delivery, printing, telephone charges and applicable taxes are not included in the above fee, and will be invoiced at cost.

We will bill you monthly with an itemized statement for the time and expenses incurred on the project.

A. As your project progresses, additional work beyond the scope of this agreement may be required. Please initial below how you would like us to proceed with such work:

_____ Time is critical. Proceed with any additional work and notify me with the details as soon as possible. I understand that this work will be performed on an hourly, time-and-material basis.

_____ Contact me to obtain my verbal authorization and to discuss fees prior to performing any additional work. I understand that this could delay the progress of my project.

_____ Contact me to obtain my written authorization and to discuss fees prior to performing any additional work. I understand that this could delay the progress of my project.

V. ASSUMPTIONS AND CONDITIONS:

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

A. The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services within ___ days of this date.

B. The hourly rates shown above are subject to change on an annual basis.

C. After work has commenced, any revisions requested or necessitated by conditions beyond our control, will be considered extra work requiring additional compensation.

VI. SERVICES NOT INCLUDED:

Unless specified elsewhere in this proposal, the following services are not included as part of this project and, therefore, are not reflected in our estimate of fees. If requested, these services will be performed on an hourly, time-and-material basis according to the attached Professional Fees Rate Schedule, unless other arrangements are agreed upon.

Mr. Brian Kober
Page 4 / January 15, 2016

A. Additional or extended services beyond those specifically described in the Scope of Services

The attached Standard General Contract Terms for Professional Services are hereby made part of this Agreement. If there are any questions concerning those, or the terms as presented, please contact us. To authorize R.A. Smith National, Inc. to proceed please sign in duplicate and return one original to our office.

We look forward to a very successful project!

Sincerely,
R.A. Smith National, Inc.

Kyle M. Belott, GISP
Geospatial Project Manager

Enclosures

STANDARD GENERAL CONTRACT TERMS
FOR PROFESSIONAL SERVICES

1. All of the work described herein shall be completed in accordance with generally and currently accepted engineering and surveying principles and practices.
2. Unless otherwise specifically included in the proposal, PROFESSIONAL'S scope of work shall not include geotechnical or environmental audits for the identification of hazardous wastes, wetlands, floodplains or any other structural or environmental qualities of land or air.
3. PROFESSIONAL strongly recommends that a geotechnical ENGINEER be engaged in the preliminary phases of the work to conduct field investigations, and analysis and prepare a report on the soils conditions.
4. PROFESSIONAL shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor or CLIENT, or the safety precautions and programs incident to the work of the Contractor, nor shall he be responsible for the failure of the Contractor to perform the construction work in accordance with the Contract Documents.
5. All original papers, electronic files, and documents, and copies thereof, produced as a result of this contract shall remain the property of the PROFESSIONAL.
6. In the event all or any portion of the work prepared or partially prepared by the PROFESSIONAL is suspended, abandoned, or terminated, the CLIENT shall pay the PROFESSIONAL all fees, charges and expenses incurred to date.
7. PROFESSIONAL cannot be held responsible for project schedule delays caused by weather, violence, acts of God, and public agencies or private businesses over which it has no control.
8. All electronic files transferred to CLIENT or his DESIGNEE by PROFESSIONAL are provided solely for the convenience of the CLIENT and are warranted only to the extent that they conform to the original document(s) produced by PROFESSIONAL.
9. Payment for invoices is due upon receipt; amounts outstanding after 30 days from the date of invoice will be considered delinquent and subject to a service charge at the rate of 1% compounded monthly.
10. The CLIENT agrees to limit PROFESSIONAL, by its agents or employees, total liability to the CLIENT and to all Construction Contractors and Subcontractors on the Project, due to PROFESSIONAL'S professional negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty and for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, such that the total aggregate liability of PROFESSIONAL to those named shall not exceed the percentage share that PROFESSIONAL'S negligence bears to the total negligence of all negligent entities and individuals, and shall not exceed Fifty Thousand Dollars (\$50,000.00) or the total fee for services rendered under this Agreement, whichever is less.

11. Both parties agree that all disputes, including, but not limited to errors, liability, claims for services and fees, expenses, losses, etc., shall, at the sole and exclusive option of PROFESSIONAL, be submitted for non-binding mediation, a prerequisite to further legal proceedings.
12. 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 CLIENT or the PROFESSIONAL.
13. AS REQUIRED BY THE WISCONSIN LIEN LAW, PROFESSIONAL HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR FOR ENGINEERING OR SURVEYING FOR THE CONSTRUCTION ON OWNER'S LAND, MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED, ARE THOSE WHO GIVE THE CLIENT NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE SURVEYING OR ENGINEERING SERVICES, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE OWNER AND MORTGAGE LENDER, IF ANY. PROFESSIONAL AGREES TO COOPERATE WITH THE CLIENT AND THE CLIENT'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID, IF APPLICABLE.

R.A. Smith National, Inc.
16745 West Bluemound Road, Suite 200
Brookfield, WI 53005
Kyle M. Belott, GISP
Geospatial Project Manager

PROFESSIONAL

By: _____

Date: _____

PROJECT: Project Name

The above and foregoing proposal is hereby accepted and PROFESSIONAL is authorized to proceed with the work.

Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

CLIENT

By: _____

Printed Name: _____

CLIENT and R.A. Smith National, Inc. agree that digital and electronically reproduced signatures such as by facsimile transmission or email are valid for execution or amendment of this Agreement and that electronic transmission/ facsimile is an authorized form of notice to proceed.

Title: _____ Date: _____



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

January 4, 2016

**RE: Proposal for Geographic Information System (GIS)
Update and Implementation
Village of Jackson, Wisconsin
Symbiont Proposal No. 34179**

Dear Mr. Kober:

Symbiont Science, Engineering and Construction, Inc. (Symbiont) is pleased to submit this proposal to the Village of Jackson Wisconsin (Village) to provide consulting services for GIS System Updates and Implementation for the Village's public works department.

Symbiont is committed to becoming a long-term consulting partner with the Village. We understand your needs and will work collaboratively to provide exceptional services and solutions. Symbiont brings the following key strengths to the Village's GIS project.

- We understand the vision, the technologies, the opportunities, and the challenges faced by the Village, and we are prepared to help transition the Village to its desired level of GIS capabilities on multiple levels.
- We bring successful, relevant real-world project experience. Our team members are nationally recognized and hold various awards including the USEPA Best New Technology Award for our e-Atlas system (GIS-Web Mapping Application/Laserfiche Integration).
- Our implementation approach provides the Village with the necessary GIS framework to expand capabilities into the future. The Village will own all of the GIS software and will maintain complete control.
- Our ESRI-based ArcGIS Online and JavaScript viewer application development approach provides the Village with increased functionality at a substantial cost savings.

PROJECT UNDERSTANDING / BACKGROUND

The Village is currently in need of a GIS consultant to restructure their existing geospatial data resources into an Environmental Systems Research Institute (ESRI) centralized database which is accessible by multiple Village departments.

The Village currently uses an M-Power™ GIS website. This website was built for Village employees to view their GIS assets. Specifically, cadastral, utilities, and transportation data.

It is Symbiont's understanding that the asset information which displays through the website, is in need of updates, to align with today's available technologies, including database improvements and standardization. In addition, the Village would like to take ownership of their GIS data through cloud-based hosting. This approach will provide the Village a more direct approach to updating their GIS database substantially reducing reliance on an outside consultant.

It is Symbiont's understanding that the Village is looking to increase use of their GIS website through a more intuitive design and functionality. Going forward, the Village would also like Symbiont to develop a two year GIS strategy plan that would continue the process of bringing the Village's GIS system more in line with current municipal GIS practices. This plan will also include the identification of additional data, in digital and/or paper form, to be included in the GIS system.

SCOPE OF WORK

Included in our scope of work are three tasks: 1) Update the existing data into a modern GIS database. 2) Develop a new GIS website for the Village. 3) Develop a 3 year GIS strategy for the Village.

Task 1 will involve migrating the existing data into ArcGIS Online which will provide increased functionality and accessibility. The data will be organized into groups based on village departments. Designing the database in this way will facilitate a more village-wide approach to GIS data management and use. Task 2 will involve the building of a new GIS website with a more intuitive design and increased functionality. The website will be accessible on all web browsers and will be mobile device friendly. The third and final task will be to develop a two year GIS plan to continue the process of modernizing the Village's GIS.

To streamline application development, improve usability, speed, and access to GIS content, Symbiont proposes utilizing ArcGIS Online as the foundation for hosting and deploying maps and applications. Symbiont recommends that the Village purchase a five user subscription for ESRI's ArcGIS Online.

When ArcGIS Online is available to host data and applications for the Village, Symbiont will assist in migration of datasets to the ArcGIS Online server and will work to configure the applications discussed below.

Task 1 – Data Development/Conversion

Geodatabase Creation

As previously stated, Symbiont recommends that the Village purchase a five user subscription for ESRI's ArcGIS Online. ArcGIS Online is a widely used cloud-based mapping and data storage system which will allow Village employees the ability to add, remove, edit, and share map layers between departments and users within the Village. The five employees who will be actively interacting with the GIS data will have their own unique login information.

Symbiont will conduct a review of the existing GIS database, and design an updated version which will allow the Village to share their GIS data between departments more efficiently. All of the Village's existing layers will be uploaded to ArcGIS Online. Within this cloud-based geodatabase, Symbiont will create groups for the relevant Village departments. These groups include, but are not limited to, Public Works, Planning, Engineering, Parks, Administration, and Telecom. The final Geodatabase design will be derived through a collaborative process with the Village.

Task 2 –GIS Website Deployment/Training

Symbiont will expand upon the Village's existing GIS website. The updated site will contain all of the layers present in the current GIS site. The website will also be accessible from all major web browsers and will be mobile device friendly.

Beyond the creation of an updated GIS website, the Village's purchase of an ArcGIS Online subscription will grant them access to ArcGIS Web AppBuilder. Web AppBuilder is a powerful tool which allows users the ability to:

- Easily create and publish GIS websites without the assistance of a Consultant
- Create Webmaps for specific uses such as data collection on mobile devices.
- Generate Webmaps designed for editing and/or adding data to layers.
- Design Webmaps to gather information for the community, such as pothole locations, or other citizen requests.

ArcGIS Online Training

Symbiont will conduct a training session for Village employees who will be actively using the new GIS. This training will cover logging into ArcGIS Online, creating and sharing webmaps with other users, editing existing GIS layers, and loading new GIS layers into the database. Symbiont will also be available to remotely help the Village GIS users through problems as they occur.

Monthly Meetings

Symbiont recommends to meet with the Village in February, March, and April. These meetings are anticipated to be between one to three hours long. Meeting time can then be spent on training if the Village desires.

Task 3 – Develop a Two Year GIS Strategy

Symbiont will conduct interviews with Village staff members to identify important additional datasets to be digitized and included in the GIS. From the results of the interviews, Symbiont will create a two year GIS strategic plan. Symbiont recommends limiting the strategic plan to two years based on the rapid advancements which are occurring within the GIS industry.

Symbiont suggests appending to the current plan each year to take into consideration these technological advancements.

PROJECT TEAM

The following project team has been assembled to work on this project.

Stephen Schmidt will serve as Project Manager for this project. His roles will include client communication, budget and schedule management, and web application development. He has over 12 years of experience managing GIS projects for a diverse set of clients. Mr. Schmidt has extensive experience with ArcGIS Server and web-based mapping application design, development, and implementation including creation of JavaScript map viewers, widgets, tools, map configuration and feature services. He is also competent in the deployment and customization of ArcGIS Online. Mr. Schmidt has built numerous customized versions of Microsoft Access to store and retrieve client data.

Ryan Eckdale-Dudley, GISP will be responsible for quality assurance and control (QA/QC) for this project and will be responsible for project oversight of all GIS work products prior to release to the Village. He has over 15 years of experience in managing, designing and implementing various geographic information systems (GIS) databases for wastewater, storm water, watercourse, and Brownfields projects. Mr. Eckdale-Dudley has extensive experience overseeing custom GIS application development and implementation projects including web-based and desktop mapping applications.

Mr. Eckdale-Dudley was recently awarded by the Governor of Illinois, as the winner of the 2013 Illinois Open Technology Project, where his team submitted a web-based GIS application for scoring, ranking, and prioritizing potential housing projects for redevelopment funding. His expertise includes ArcGIS Server, Desktop, ArcGIS Online, Mobile GIS, Geodatabase Design, Application Development, Asset Management, and Spatial Analysis.

Kyle Engelking is the GIS Specialist for this project. He will be responsible for updating and maintaining the Village GIS datasets upon request. He is experienced with mapping conveyance and process systems for wastewater treatment facilities, creating custom map interfaces, and maintaining databases. He converted Village of Watertown municipal features from CAD format to GIS format, linked features with Asset Management Database and displayed data using custom ArcGIS Silverlight application. He also surveyed municipal features for the Village of Platteville for GIS format and displayed them using ArcGIS Online.

PROJECT SCHEDULE

After contract execution, Symbiont will complete the activities outlined in this proposal by April 6, 2016. The detailed project schedule is outline below:

Tasks	Date
Task 1 - Data Development/Conversion	
Kick-Off Meeting	TBD
Data Review	February 12, 2016
Database Design	February 12, 2016
Convert CAD Layers to Feature Class (46 layers) and Import into new database	February 26, 2016
Link existing attribute data tables to the appropriate layers	February 6, 2016
QA/QC	March 4, 2016
Task 2 – GIS Website Deployment/Training	
ArcGIS Online Data Import	March 18, 2016
Design and Deploy Webmap with ArcGIS Web Appbuilder	April 1, 2016
QA/QC	April 4, 2016
ArcGIS Online Training Session with Jackson Staff	TBD
Monthly Meetings	TBD
Task 3 – Develop a 3 Year GIS Strategy/Training	
Plan Development	April 6, 2016

PROPOSED SOFTWARE EXPENSE

Software	Cost
ARGIS Online (5 User Organizational Account)	\$2,500/YR

Symbiont proposes that the Village purchase a 5 user subscription for ESRI's ArcGIS Online. Symbiont will assist the Village in this process if required.

COMPENSATION

Symbiont will complete the above-described Scope of Work for a lump sum fee of \$19,800. A breakdown of the project fee by task is provided below. Symbiont will bill the Village monthly on a percent complete basis.

Task	Total Cost
Task 1: Data Development/Software Installation	\$8200
Task 2: GIS Website Development/Training	\$7800
Task 3: Three Year GIS Strategy	\$3800
	\$19,800

Compensation for services outlined within this proposal are for fiscal year 2016 only. Tasks planned for 2017 will be addressed in a new proposal specific to those responsibilities.

TERMS AND CONDITIONS

Provided within this proposal are our Terms and Conditions of Agreement (Form S-1 10/2013), which are an integral part of our contract for professional services. Please indicate your acceptance of this proposal (and the Terms and Conditions herein) by having an authorized representative sign one copy and returning it to Symbiont.

Symbiont's clients frequently issue purchase orders (P.O.s) as a matter of convenience for tracking their accounts payable. However, it is expressly understood by your Village and Symbiont that none of the terms and conditions associated with your company's P.O. shall be deemed effective and that in the case of such conflict, the terms and conditions set forth in Symbiont's Terms and Conditions of Agreement (insert appropriate reference based on Contract Policy and Procedure) shall be deemed effective and agreed to between your Village and Symbiont and that Symbiont's acceptance of a P.O. shall not be deemed to be an acceptance of the terms or conditions of such P.O.

Symbiont does not warrant the accuracy of the data to be uploaded to the GIS system. The data uploaded will be provided by the Village of Jackson or other sources.

Symbiont's designated contact person is Stephen Schmidt. He can be contacted at 414-755-1113 or stephen.schmidt@symbiontonline.com. Please contact us if you have any questions regarding this proposal. We look forward to working with you.

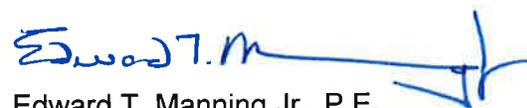
Sincerely,

SYMBIONT®



Stephen M. Schmidt
Project Manager

SYMBIONT®



Edward T. Manning Jr., P.E.
President

PROPOSAL NO. 34179 ACCEPTED BY:

CLIENT: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Symbiont considers the project approach, design, pricing, data, and other business considerations contained in this proposal to be proprietary and confidential business information to be used solely for the purpose of evaluating the proposal. This document and the information contained herein shall not be used for any purpose other than as stated above and shall not be used, duplicated, or disclosed to any other party without Symbiont's prior written consent.

MEMORANDUM

Date: January 21, 2016
To: Brian Kober, P.E. – Village of Jackson
From: Greg Droessler, P.E.
Subject: Proposal for GIS Mapping Conversion

Town & Country Engineering, Inc. is pleased to present this proposal to the Village of Jackson to convert the Village's existing maps and GIS system to a locally-hosted GIS solution. As the Village continues to grow and expand both their mapping and technology, this Geospatial Information System (GIS) is critical to the Village's plans to equip their staff and residents with more readily available data and user friendly tools.

The Village has been using mPower Integrator ® for a number of years, but recognizes that most Public Works and Utility Departments in Wisconsin have been utilizing ESRI ArcReader and ArcGIS software platforms. The ESRI platform is seen by many in business and government to be a more user friendly software platform and is the "industry standard" taught at many universities. This platform is utilized by the DOT, DNR, and communities throughout the state as the ArcReader license is free for download.

Primary Project Goals:

The Village has identified the following primary goals for this GIS system update:

1. Convert the existing mPower based system to ESRI and update the current maps to this platform to allow for more efficient and widespread access to these maps.
2. Create a static link between the Building Department records to this GIS based system. This includes the building permits, building records, and drawings currently stored with the Village's Building Dept.
3. In the future, possibly link the water meter data to each address.
4. Add cadastral map information from the County.

Project Understanding:

The Village of Jackson has a population of about 6,850 residents and approximately 3,000 residences. The Village may add an additional 300 – 500 homes as early as January, 2016 pending the annexation of a number of homes currently in the Town of Jackson that were recently extended water service by the Village.

The Village is looking for a phased or a la carte approach to address their mapping needs; a process that will allow them to update and expand their mapping and data access over the next 2 to 3 years. The Village is also looking to add or link to this GIS database additional public works and building department records so as to allow ready access for the Village's Public Works, Building, Police, Fire, and other departments.

The Water Utility has implemented an Advanced Metering Infrastructure (AMI) program that gathers and stores water use data for each meter and stores this information at an offsite server. The Village would like to link access to this data in the future. The data would be stored

separately, but the staff would like to be able to “click to list” current data by selecting a property.

The Village currently has water main, sanitary sewer, zoning and tree inventory maps in an on-line GIS format. These maps were created and maintained using the mPower Integrator® software that is owned by the Village and their current GIS mapping consultant, Gremmer and Associates. These maps appear to have been created in AutoCAD and converted to fit the GIS database format by “rubber sheet” methods, supplemented by GPS readings gathered over time by the consultant.

Existing Maps:

The water features include hydrants, valves, curb stops, and pipes. Sanitary features include manholes, pipes, laterals, and the lift station. Storm sewer features include pipes, outfalls, and structures. Trees (or planting sites) are shown in their respective locations. While not all the curb stops and laterals are included in these maps, the Village believes that more than 90% of these features have been located and the staff intends to complete this inventory over the next few years.

In addition to the Utility maps listed, the Village maintains zoning and planning maps with the existing database and intends to continue this practice with the new software as well.

The maps were originally maintained by Village Staff to reflect changes to object attributes, but due to staff reductions the maps are now maintained by Gremmer. System additions are accomplished by submitting changes to the Village’s map host and supplier.

Town and Country’s Approach:

The Village has requested a proposal to convert their existing GIS maps to a locally-hosted format and integrate these maps with new databases. Making these changes offers several advantages:

- Utilizing a locally-hosted GIS platform allows viewing and use of the data without an internet connection. This can provide faster speeds, and eliminates the need to be tethered to a cable or continually paying for a mobile data plan. **There are no hosting fees.**
- All of the data is owned and controlled by the Village. Utilizing an overnight cloud-based exchange, data changes made each day are combined and distributed to all users. This process also allows for daily data backups to our office.
- The Village can easily enter and maintain data using customized user interface, with as many (or few) attributes as desired. There are no “app” fees. The only costs are those to set up or modify the forms. Note that costs can be minimized by utilizing previously created forms for this application.
- The Village can easily add new map features such as zoning, building permits, sign inventories, etc.
- Pdf maps of different (or multiple) layers can be made and posted on the Village website.
- This mapping platform is completely scalable to allow simple deployment to on-line and handheld uses (an additional software license would need to be purchased by the Village from ESRI, Inc.)

Scope of Services:

In order to upgrade the maps and GIS system, several specific tasks are required for each of the existing map layers. The scope of each of these tasks is as follows:

1. Convert the existing mPower based system to ESRI and update the current maps to this platform to allow for more efficient and widespread access to these maps.

- a. Data Conversion Phase

The existing maps will be imported into the ESRI software, using geodatabase format. Data entry forms and reports will be initially created. There will be no field verification of feature locations, sizes, etc.

- b. Deployment Phase

The next phase is the deployment of the preliminary maps. ArcReader map viewing software will be installed on as many Village desktops and laptops as necessary, along with the user interface at locations requested by the Village. The overnight cloud backups and data updates will be set up during this phase. Training will be provided to Village staff for map viewing and data entry.

- c. Customization Phase

During this phase the map symbology (colors, icons, line types, etc.) and data entry interfaces will be adjusted according to staff direction. Object attributes (size, age, condition, etc.) can be added/removed and customized according to data format (free type, drop-down selection, check box, etc.). The mapping system will be supplied to the Village in both hard copy and digital file.

Included in this phase is providing the Village with large-scale paper maps once customization is complete. These large-scale paper maps will show the entire system on one sheet. If requested, the Village will also be provided with 11 x 17-inch scaled mapping booklets that will show each system in greater detail.

2. Link the Building Department records to this GIS based system. This includes the building permits, building records, and drawings currently stored with the Village's Building Dept.

- a. A static link by address would be created between the Building Department records and the GIS system. The daily, weekly, monthly, or quarterly update of this information would need to be addressed based on the volume of data stored or managed once the initial system has been updated.

3. Link the water meter data to each address.

- a. This "link" would require coordination and possible connection of the 2 data bases. As these are currently housed on separate servers at separate locations, a static link in lieu of a live link may be preferred. A live link to an outside sourced database may create issues. Town and Country would want to review this alternative with the Village in the future.

4. Add cadastral map information from the County.
 - a. Update the County cadastral information for the Village GIS system on an annual basis. This typically includes importing new data from the County to replace the existing data. This would typically be handled on a Time and Materials basis for existing clients. More frequent updates can be provided, but are typically not required for most communities.

Estimated Fees:

The estimated cost for converting the existing water main, sanitary sewer, storm sewer, and tree inventory maps to a locally-hosted format is \$6,000 to \$8,500. Included is one day of software installation and staff training on the use of the GIS system.

Additional Services:

Please note that the map objects would be placed exactly where the existing GIS maps shows them. This cost does not include any field verification of the existing maps, which we assume has already been completed. If needed, Village staff may perform its own field verification, or Town & Country Engineering, Inc. can provide the field verification required as an extra cost on per diem basis. The billing rates for these services is \$80 / hr., plus GIS equipment costs of \$15 / hr. as applicable.

Our Trimble Geo7x (mapping grade survey) equipment is available for rent to our existing clients on a weekly basis. The rate for this rental is \$250 / week. If you are interested in trying out the equipment for a day prior to purchasing your own equipment, please let us know and we will let you use this equipment at no charge. The advantage of using the same equipment (Village and Town and Country) is that our staff is very familiar with the Geo7x equipment and software and it saves time and money to be able to share knowledge instead of worrying about equipment compatibility.

At this time, the exact number of Building Department files to be scanned is not known. If Village building department records are to be scanned to create .PDF files, Town and Country Engineering can provide this service at a rate of \$2.00 / sheet for each full size drawing scanned. These files would then be linked by address to the GIS system on a Time and Materials basis.

Software and Equipment:

As the Village looks to budget for mapping expenditures, consideration will need to be given to the additional capital and annual costs (beyond consultant fees) for maintaining a GIS system. The Village has expressed an interest in buying software and survey equipment to support the ESRI GIS platform, thus the following are budgetary costs for hardware and software to be considered:

- ESRI ArcReader: This is a FREE viewer software that can be installed on as many computers or tablets as the Village would like.
- ESRI ArcGIS: This software “add on” is available through a variety of 3rd party vendors at a cost of approximately \$1,500 per license for the initial capital cost, with an estimated maintenance or renewal cost of \$500 / license per year.
- Tablets: A variety of tablets, laptops, and other technology is available through 3rd party

vendors. Costs typically range from \$500 - \$1,500 per unit, but vary greatly depending on the expectations of these units by the community. It is recommended that the Village budget \$5,000 to \$7,000 for this investment, but may consider combining this investment with the SCADA upgrade also pending.

- Trimble Survey Equipment (Geo7x): The estimated cost of this portable mapping unit is \$7,000 to \$10,000. Price varies on the software and various other features typically listed as options by vendors.

Data Gathering Alternatives:

The Village will need to consider how they intend to gather additional data you intend to include in the database, as well as how you intend to continue to gather and manage that data in the future. An advantage of utilizing internal Village staffing is the cost may be lower by performing only small parts of the work whenever schedules allow. The Village will need to determine if they would prefer to 1) purchase their own GIS surveying system, 2) rent equipment from Town and Country or Seiler Instruments, or 3) hire out the survey. This would be done with mapping grade survey equipment accurate to within 1 meter (typically to within 1 foot with good satellite conditions). Alternatively, Town & Country Engineering staff could survey locations to within one inch (vertical and horizontal) accuracy. The better accuracy can be very useful when determining pipe slopes.

Thank you for the opportunity to present this proposal to you. If you have any questions regarding this proposal, please feel free to contact us at your convenience.

GJD

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RESOLUTION #16-01

FINAL RESOLUTION AUTHORIZING THE LEVY OF SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY ASSOCIATED WITH JACKSON DRIVE SIDEWALK PROJECT 2015

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin, on the 8th day of September, 2015, adopted a Preliminary Resolution declaring its intention to levy special assessments pursuant to Section 66.0703, Wisconsin Statutes upon the property benefited by the installation of Sidewalk,

WHEREAS the governing body held a public hearing at the Jackson Village Hall, located at N168 W20733 Main Street at 7:30 p.m. on the 9th day of February, 2016 for the purpose of hearing all interested persons who desired to speak concerning the project's improvements and assessments, and

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

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

1. The report pertaining to the construction of the above-described public improvements, including plans and specifications, therefore, is adopted and approved.
2. The improvements were carried out in accordance with such report, and payment for assessing the cost to the property shall make the improvements, benefited those properties as indicated in the report.
3. The assessments shown on the report represent an exercise of police power, have been determined and completed on a reasonable basis, and are hereby confirmed. The total amount assessed is \$111,846.76. The amount assessed against each of the affected properties is enumerated in the Assessment Report contained herein.
4. The assessments for all projects included in the report, are hereby combined as a single assessment, but any interested property owner may object to each assessment separately or to all of the assessments jointly, for any purpose.
5. The property owners may, at their option, pay the assessment to the Treasurer of the Village of Jackson, in one single total payment, or have the amount added as a Special Assessment to their annual property tax statement for the tax year 2016.

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

Introduced by: _____

Seconded by: _____

Vote: _____ ayes _____ nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Deanna L. Boldrey – Village Clerk

Proof of Posting:

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

Village Official

Date

RESOLUTION #16-02

FINAL RESOLUTION AUTHORIZING THE LEVY OF SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY ASSOCIATED WITH GEORGETOWN DRIVE PROJECT 2015

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin, on the 8th day of September, 2015, adopted a Preliminary Resolution declaring its intention to levy special assessments pursuant to Section 66.0703, Wisconsin Statutes upon the property benefited by the installation of Storm Sewer Laterals and Sidewalk,

WHEREAS the governing body held a public hearing at the Jackson Village Hall, located at N168 W20733 Main Street at 7:30 p.m. on the 9th day of February, 2016 for the purpose of hearing all interested persons who desired to speak concerning the project's improvements and assessments, and

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

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

1. The report pertaining to the construction of the above-described public improvements, including plans and specifications, therefore, is adopted and approved.
2. The improvements were carried out in accordance with such report, and payment for assessing the cost to the property shall make the improvements, benefited those properties as indicated in the report.
3. The assessments shown on the report represent an exercise of police power, have been determined and completed on a reasonable basis, and are hereby confirmed. The total amount assessed is \$8,528.60. The amount assessed against each of the affected properties is enumerated in the Assessment Report contained herein.
4. The assessments for all projects included in the report, are hereby combined as a single assessment, but any interested property owner may object to each assessment separately or to all of the assessments jointly, for any purpose.
5. The property owners may, at their option, pay the assessment to the Treasurer of the Village of Jackson, in one single total payment, or have the amount added as a Special Assessment to their annual property tax statement for the tax year 2016.

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

Introduced by: _____

Seconded by: _____

Vote: _____ ayes _____ nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Deanna L. Boldrey – Village Clerk

Proof of Posting:

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

Village Official

Date

DRAFT MINUTES
Board of Public Works Meeting
Tuesday, January 26, 2016 – 7:00 P.M.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

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

Members present: Tr. Scott Mittelsteadt, Brian Heckendorf, Corinne Benson, and Tr. Jack Lippold.

Members excused: Scott Thielmann, Linda Granec

Staff present: Brian Kober, and Jim Micech

2. Approval of Minutes for November 24, 2015 meeting.

Motion by Corinne Benson, second by Tr. Olson to approve the minutes of the November 24, 2015, Board of Public Works meeting.

Vote: 5 ayes, 0 nays. Motion carried.

3. Engineering proposal for Jackson Sewer Utility SCADA System Upgrade.

Brian Kober introduced Greg Droessler of Town & Country Engineering, Inc. to present information in regards to the SCADA System Upgrade.

Gregg gave an overview of the SCADA project and explained the purpose of the SCADA System. The Supervisory Control and Data Acquisition System allows for the monitoring and control of the wastewater treatment plant as well as the storage of data for reporting. Many of the operations can be controlled remotely.

The weak points were previously identified last year. There is limited data access and reporting functions. Portions of the system date back to the 1990s and expanded in 2005 as part of the digester project. The Program Logic Controls are over ten years old. The Intellisys software is not well supported. Intellisys is used in less than 10% of plants. It has limited data access and reporting functions.

There is a strong foundation of fiber optics that are already in place and the stainless steel cabinets are of good condition. There are touch screens already in place as well.

There have been a number of software and hardware replacements that do not communicate well with the Intellisys system.

Gregg commented that each panel and process would be reviewed to allow for real time functionality and allow for future additions. Proposals would be requested from qualified bidders. The new system would allow for invoices to be produced in a timely manner.

Brian Kober explained that this will come out of the replacement fund and there is funding available for the project. The total project amount will be \$300,000 to \$500,000. The proposal being reviewed is for the engineering portion only.

Motion by Tr. Olson, second by Tr. Lippold to recommend the Village Board approve the Engineering Proposal by Town and Country in an amount not to exceed \$46,000.

Vote: 5 ayes, 0 nays. Motion carried.

4. Review of Engineering Services for GIS Mapping Conversion.

Brian reported on the item. The mapping and conversion was started and then web based mapping came to use shape files. The Village was using Gremmer but they are more DOT oriented rather than GIS oriented. Currently, Workhorse is in use as the database, but it is not a web based program. Brian continued that the goal is that there would be an address point on the map and it would open up to the building plan of the house and inspection reports, meter locations, etc. Brian commented on the public safety aspect of having the information available to the fire department or police department. Additionally, it would be used for tree trimming reporting.

Brian recommends Town and Country proposal which is time and material based with the lowest hourly rate. Brian commented that the Jackson Sewer and Water Utility has funding budgeted for the GIS mapping upgrade.

Motion by Brian Heckendorf, second by Corinne Bensen to recommend the Village Board approve the GIS engineering service with Town and Country in an amount not to exceed \$6,000.

Vote: 5 ayes, 0 nays. Motion carried.

5. Review of Building Inspection Annual Reports.

Jim Micech presented the 2014 and 2015 Annual Building Reports.

Motion by Tr. Mittelsteadt, second by Tr. Lippold to send the reports to the Village Board.

Vote: 5 ayes, 0 nays. Motion carried.

6. Acceptance of Work – West Shore Pipeline Water Extension Project.

Brian Kober reviewed the project with the Board. The exhibits are now completed. Brian recommended that the Board of Public Works recommend staff to develop the final resolution for the Village Board meeting. Motion by Tr. Mittelsteadt, second by Tr. Olson to direct staff to develop a final resolution for Village Board approval. Vote: 5 ayes, 0 nays. Motion carried.

7. Review of Storm Water Management Plan.

Brian Kober reviewed the information and suggested to refer the item to February. A review of the proposed ordinance will be given at the next meeting. Also, would like to include the pond information at the next meeting.

Motion by Corinne Benson, second by Tr. Olson, to refer the item to the February meeting.

Vote: 5 ayes, 0 nays. Motion carried.

8. Review of Georgetown Drive Reconstruction Project Special Assessment.

Brian Kober commented that this is the final assessment report for the project. Total cost of the project was \$619,003.10. The Base Bid was \$619,153.10. The special assessment amount is \$8,528.60.

Motion by Tr. Olson, second by Corinne Benson to Recommend the Village Board proceed with the assessments as presented for the Georgetown Drive Reconstruction Project.

Vote: 5 ayes, 0 nays. Motion carried.

9. Review of Jackson Drive Reconstruction Project Special Assessment.

Brian Kober commented that this is the final assessment report for the project. Total cost of the project was \$123,928.02. The Base Bid was \$129,674.35. The special assessment amount is \$111,925.42.

Motion by Brian Heckendorf, second by Tr. Mittelsteadt to Recommend the Village Board proceed with the assessments as presented for the Jackson Drive Reconstruction Project.

Vote: 5 ayes, 0 nays. Motion carried.

10. Wilshire Drive Reconstruction Project update.

Brian Kober presented an update on the Wilshire Drive Reconstruction Project Update. He noted that there is a grant for the project in the amount of \$40,662.69. This will pay for a portion of the engineering design and construction. He noted conflict with one of the light poles, and the Village has the opportunity to replace the light poles with Village owned poles. This is for beautification of the subdivision and would match other subdivisions. Pricing for the street light installation will be brought to a future meeting for discussion. The plans will be finished next month and go out to bid the second week in March. The Bid opening is on March 22nd and the Board of Public Works will review the bids at the March 29th meeting. There would be an informal information meeting before the March 29th meeting.

11. Review of 2016 Spring Clean Up Day and Yard Waste / Brush Pick Up Schedule.

Brian Kober presented his memo in regards to the 2016 Spring Clean Up Day and Yard Waste / Brush Pick Up Schedule.

Motion by Tr. Lippold, second by Tr. Olson to approve the 2016 Spring Clean Up Day and Yard Waste / Brush Pick Up Schedule.

Vote: 5 ayes, 0 nays. Motion carried.

12. Director of Public Works Report.

Brian Kober reviewed the Public Works Report.

Motion by Tr. Lippold, second by Corinne Benson to place the report on file.

Vote: 5 ayes, 0 nays. Motion carried.

13. Citizens/Village Staff to address the Board.

None.

14. Adjourn.

Motion by Tr. Mittelsteadt, second by Corinne Benson to adjourn at 9:06 p.m.

Vote: 5 ayes, 0 nays. Motion carried.

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