

Agenda
Budget & Finance Committee Meeting
Tuesday, July 12, 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: June 14, 2016.
3. Approval of June 2016 Treasurer's Report and Check Register.
4. Pay Request #2 – Wilshire Drive Reconstruction Project.
5. Review of Proposals for Space Needs Analysis.
6. Transferring 2012 – 2013 Local Road Improvement Funds to Another Project.
7. Update on Long-Term Financial Plan and TIF Districts, 2, 4, and 5 – David Wagner, Ehlers.
8. OverPerformance Agreements.
 - Resolution #16-13 - Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Jackson Warehouse, LLC).
 - Resolution #16-14 - Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (RJ Marx, LLC).
 - Resolution #16-15 - Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Grey Block, LLC).
 - Resolution #16-16 - Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Delaney Group, LLC).
9. Citizens to address the Budget & Finance Committee.
10. Announcement: August 9th & November 8th meetings will be held at the Community Center due to elections.
11. Adjourn.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting. It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, June 14, 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 & Kurtz.

Members Absent: None

Staff Present: John Walther, Brian Kober, Fire Chief Swaney, Police Chief Dolnick, Jim Micech, and Jim Frechette.

2. Approval of Budget & Finance Minutes: May 10, 2016, Meeting.

Motion by Tr. Olson, second by Tr. Kurtz to approve the minutes for the May 10, 2016, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

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

The May Treasurer's Report and Check Register were reviewed. The Antique Fire Truck Account was questioned on the Treasurer's Report. This is an account of funds from the Fire Department Fundraising set aside specifically for the repairs of the antique fire truck. Tr. Kurtz commented that her husband Scott is a mechanic will donate time to repairs needed on the antique fire truck.

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Engineering Service for Industrial Drive Sidewalk Project.

Brian reported that there was a request from a citizen during the April election to put in a sidewalk on Industrial Drive on the West side of the Street from Green Valley #2 to Main Street. The estimate is from Gremmer & Associates. The Board of Public Works recommended approval of Gremmer & Associates engineering bid in an amount not to exceed \$14,888. This does not include inspections. There would be special assessments associated with the project. This does fall in the sidewalk policy. Gremmer does have the mapping of the Village and has previously worked in the Village.

Motion by Pres. Schwab, second by Tr. Olson to recommend the Village Board approve the Gremmer & Associates engineering bid for sidewalk engineering on Industrial Dr. in an amount not to exceed \$14,888.

Vote: 3 ayes, 0 nays. Motion carried.

5. Pay Request #1 – Wilshire Drive Reconstruction Project.

Brian Kober reviewed the status of the project and pay request. The Board of Public Works recommended approval of pay request #1 for the Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62. The curbing and sidewalk is being prepped. All the utility is done except for the adjustment of man holes. The project is on schedule. Motion by Tr. Olson, second by Pres. Schwab to recommend the Village Board approve pay request #1 for the Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62.

Vote: 3 ayes, 0 nays. Motion carried.

**6. Jackson Fire Department Items.
Building Repairs, Truck Repairs, and Gear Washer.
Upgrade of Ambulance Technology and Stryker Cot & Loading System.**

Fire Chief Aaron Swaney reviewed and reported on the Fire Department items.

Chief Swaney is looking for approval to move forward on ambulance technology. They do not have computers in the ambulances to do the reporting from the field. In 2017, they are to be paperless. Chief Swaney is looking for three computers, two for the ambulances and one for the fire inspector. The Village is the only area ambulance service that supplies the hospitals with paper reports versus the digital reports. The use of the computers and software will assist with detailed reporting from the field. Discussion ensued of the software and laptops. Pres. Schwab commented that from the quotes the max of the software would be around \$14,700 and a minimum just over \$13,000. Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board that the Fire Chief proceed with finding the best software and computer system to service the Fire Department needs for submittal and approval.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on the Stryker Cot Loading System. This system is recommended by the NFPA standards and most other area departments do have a similar loading system. This will eliminate back injuries. This enables those that are not very tall or strong to operate the cots. This was discussed in 2014 when an ambulance was purchased. The different options were reviewed. The current cots will need to be upgraded or replaced. Chief Swaney recommended to look at least one new cot for the new ambulance. The other cot is a little bit newer. The old cots can be traded in. Motion by Pres. Schwab, second by Tr. Kurtz to recommend to the Village Board that the Fire Chief proceed with finalizing quotes for the cot and loading system for submittal and approval.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on repairs for the engine fire truck. The transfer case is grinding every time it is put into gear. The repair cost is \$6,282.31.

Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board that Fire Department complete repairs as needed on fire engine not to exceed \$6,282.31.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on the commercial washer that is not working. The current models were purchased in 1992. The gear washer is needed to wash the gear to remove the carcinogens. Current models have seized up and are not repairable. The Fire Department towels are being washed at the laundry mat in the Village.

Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board approve the purchase of the Wasco 30 lb washer in an amount not to exceed \$5,271.10.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on Fire Department building repairs. The modine heater was cracked and leaking gas, carbon dioxide. The heater and air conditioning in office also does not work. Discussion of the repairs ensued.

Motion by Pres. Schwab, second by Tr. Kurtz to recommend to the Village Board approve the quote by Horsch & Miller in an amount not to exceed \$13,936.

Vote: 3 ayes, 0 nays. Motion carried.

7. 2015 Audit.

Jim Frechette was at the Budget & Finance Committee Meeting. Motion by Pres. Schwab, second by Tr. Olson to refer the 2015 Audits to the Village Board.

Vote: 3 ayes, 0 nays. Motion carried.

8. Citizens to address the Budget & Finance Committee.

None.

9. Adjourn.

Motion by Tr. Olson, second by Tr. Kurtz to adjourn at 7:36 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey – Clerk/Treasurer

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 6/01/2016 From Account:
Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90338	6/02/2016	AARP-ATLANTA REFUND CALL #15-0270 / LAMBE	76.60
90339	6/02/2016	AMERICAN METAL & PAPER RECYCLING, INC. INV #14768 / 2016 CLEAN SWEEP	8,114.50
90340	6/02/2016	AT&T JFD,PARKS,V HALL,WWTP,JPD ACCTS	323.38
90341	6/02/2016	B&L GRAPHIC SOLUTIONS BUSINESS CARDS,TAX CREDIT / WWTP,ADMIN	61.42
90342	6/02/2016	BADGER STATE WASTE LLC INV #1321 / BIOSOLIDS HAULING / WWTP	7,580.00
90343	6/02/2016	BEER CAPITOL DISTRIBUTING, INC. INV #51437330 / CONCESSIONS / REC	330.00
90344	6/02/2016	BENDLIN FIRE EQUIPMENT CO., INC. OXYGEN TANK,GAS 11L / JFD	128.00
90345	6/02/2016	BOB FISH BUICK GMC, INC. HANDLE,RETAINER,PUMP REPAIR / STREETS	1,127.29
90346	6/02/2016	BROKER, MARGIE ZUMBA PUNCH CARDS / REC	30.00
90347	6/02/2016	CHAPTER 13 TRUSTEE GARNISHMENTS / 5-31-16 PAYROLL	92.31
90348	6/02/2016	COPPER TREE WELLNESS CENTER YOGA-QIGONG / MAY 17-JUN 21 / REC	280.00
90349	6/02/2016	CRANE ENGINEERING INV #303311 / PUMP REPAIRS / WWTP	8,590.00
90350	6/02/2016	ENDURACLEAN, INC. INV #9220 / BUG SPRAY,CLEANERS / WWTP	257.35
90351	6/02/2016	EQUIPMENT RENTALS INC. INV #118594-1 / MASKING DRAPE / REC	583.00
90352	6/02/2016	EUROFINS SFA LABS INV #16051207 / MAY EFFLUENT / WWTP	129.85
90353	6/02/2016	FISHER, RENEE REIMBURSE CONCESSION SUPPLIES / REC	21.68
90354	6/02/2016	FIT4YOU, LLC MAY 21 - JUNE 25 CLASSES / REC	245.00
90355	6/02/2016	FRECHETTE, JAMES R. 2015 AUDIT / ADMIN,WATER,WWTP	8,180.00
90356	6/02/2016	FROEDTERT & THE MEDICAL COLLEGE ACCT #62481 / 4-26,5-16 PHYSICAL / JFD	90.00

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Posted From: 6/01/2016 From Account:
Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90357	6/02/2016	GENERAL COMMUNICATIONS, INC. INV #225617 / EQUIPMENT / JPD	275.00
90358	6/02/2016	GREAT-WEST DEFERRED COMP / 5-31-16 PAYROLL	2,445.00
90359	6/02/2016	GROTA APPRAISALS, LLC MAINT OF ASSMNT RECORDS CNTRACT / JUN 16	1,233.89
90360	6/02/2016	HD SUPPLY WATERWORKS, LTD. METERS / WATER	24,845.00
90361	6/02/2016	HIGH ROLLERS/BADGER TOUR & TRAVEL JUN 7 CASINO TRIP / REC	96.00
90362	6/02/2016	HORSCH & MILLER INC. INV#74026 / REPLACE WATER HEATER / PARKS	902.00
90363	6/02/2016	JACKSON AUTO SERVICE INV #24460 / FILTERS / JFD	65.41
90364	6/02/2016	JACKSON TRUCK BODY INV #11923 / CUSTOMIZE TRUCK / WWTP	5,535.00
90365	6/02/2016	JOHN'S CO2 PLUNGERS / CONCESSIONS / REC	34.00
90366	6/02/2016	JORDAN'S RESTORATION LLC CARPET CLEANING / VILLAGE HALL	1,631.17
90367	6/02/2016	LABORATORY INSTRUMENT SPECIALISTS INV #15282 / FILTERS / WWTP	303.00
90368	6/02/2016	LAKESIDE INTERNATIONAL, LLC AUX DISCONNECT,CREDIT / STREETS	1,151.37
90369	6/02/2016	LAMMSCAPES! INV #09-12677 / AUTUMN BLAZE MAPLE	350.00
90370	6/02/2016	LANGE ENTERPRISES, INC. INV #57692 / FIELD MARKINGS / PARKS	65.45
90371	6/02/2016	MAJESKY, KENDRA MAY 5-26 CLASSES / REC	28.00
90372	6/02/2016	MCMASTER CARR SUPPLY CO SHARPENER,AIR FILTER / WWTP	98.05
90373	6/02/2016	MENARDS - WEST BEND CLEANER,SUPPLIES / V HALL,JFD	62.37
90374	6/02/2016	MILWAUKEE RUBBER PRODUCTS INV #66371 / HOSE,CLAMP / WWTP	326.80
90375	6/02/2016	NAEIR INV #H655275 / PROGRAM SUPPLIES / REC	50.00

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Check Nbr	Check Date	Payee	Amount
90376	6/02/2016	NATIONAL GOVERNMENT SERVICES REFUND CALL #15-0270 / JFD	300.30
90377	6/02/2016	OFFICE DEPOT ACCT#42573612 / SUPPLIES / REC,ADMIN,JPD	72.60
90378	6/02/2016	PAUL CONWAY SHIELDS INV #385802 / HELMET / JFD	285.00
90379	6/02/2016	POMP'S TIRE SERVICE INC INV #60092010 / TIRE REPAIR,SERVICE	1,148.00
90380	6/02/2016	PORT-A-JOHN INV #1255238 / JUNE RENTAL / PARKS	83.00
90381	6/02/2016	RALPH WILLIAMS SERVICE LLP INV #58739 / PLOW SERVICE / STREETS	49.00
90382	6/02/2016	ROGAN'S SHOES, INC. ACCT #1901 / INV #227147 / WWTP	123.25
90383	6/02/2016	SHARP ELECTRONICS CORP INV #SH151733 / COPIES, LEASE / REC	283.30
90384	6/02/2016	SKODINSKI, JOHN M. HEALTH & DENTAL / JUNE 2016 / JFD	200.76
90385	6/02/2016	SUPERIOR CHEMICAL CORPORATION INV #126540 / WAX / JFD	118.55
90386	6/02/2016	U.S. CELLULAR ACCT #213166715 / INV #137167789 / JPD	180.00
90387	6/02/2016	US POSTAL SERVICE ANNUAL RENEWAL / BOX #637 / ADMIN	110.00
90388	6/02/2016	USA BLUE BOOK VALVE KIT,VBELTS / WATER,WWTP	348.64
90389	6/02/2016	VAUGHAN, BILLIE M. FRONT DESK / MAY 2016 / REC	193.50
90390	6/02/2016	WAALA, DANIEL REIMBURSE CELL PHONE-JUNE 2016 / WWTP	50.00
90391	6/02/2016	WALTHER, JOHN M. REIMBURSE CONFERENCE REGISTRATIN / ADMIN	255.00
90392	6/02/2016	WE ENERGIES PARKS,WATER ACCTS	955.35
90393	6/02/2016	WE ENERGIES WATER,LIGHTS,VILLAGE,REC,JFD ACCTS	3,178.63
90394	6/02/2016	WI EMPLOYMENT RELATIONS COMMISSION INV #425-92 / FILING FEE / POLICE	400.00

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Check Nbr	Check Date	Payee	Amount
90395	6/02/2016	WI SCTF GARNISHMENTS / 5-31-16 PAYROLL	855.22
90396	6/02/2016	WILLIAM/REID INV #53503 / BACKFLOW TESTING / WWTP	401.50
90397	6/02/2016	WISCONSIN DNR INV #267003220-2016 / ENVIRONMENTAL FEES	8,336.15
90398	6/02/2016	WISCONSIN PHYSICIANS REFUND CALL #15-0169 / KRAUSE	70.06
90399	6/02/2016	XEROX CORPORATION INV #84896228 / MAY 2016 / ADMIN	218.29
90400	6/09/2016	AT&T REC,STREETS ACCTS / MAY 2016	124.40
90401	6/09/2016	BATTERIES PLUS LLC 12V 4DLT FLOOD / WATER	134.95
90402	6/09/2016	BEER CAPITOL DISTRIBUTING, INC. INV #51442983 / CONCESSIONS / REC	188.00
90403	6/09/2016	BENDLIN FIRE EQUIPMENT CO., INC. INV #92737 / HOSES / JFD	2,735.00
90404	6/09/2016	BERN OFFICE SYSTEMS LLC INV #10303 / FURNITURE / REC	1,335.00
90405	6/09/2016	BILLY MITCHELL SCOTTISH PIPE & DRUMS BAND 2016 ACTION IN JACKSON PARADE	700.00
90406	6/09/2016	BOB FISH BUICK GMC, INC. INV #112093 / SPRINGS / BLDG INSPECT	2.09
90407	6/09/2016	BONAFIDE SECURITY SOLUTIONS INV #239192 / INSTALL KEY SWITCHES / REC	185.10
90408	6/09/2016	CAMERA CASE INV #WESTLIN63477 / PHONE / STREETS	163.00
90409	6/09/2016	CHEMTRADE CHEMICALS US LLC INV #91824467 / ALUM SULFATE / WWTP	3,222.51
90410	6/09/2016	CLOTHES CLINIC, INC. INV #227071 / MATS / V HALL	75.18
90411	6/09/2016	CONLEY MEDIA, LLC ACCT #201274 / FINANCE CHGS / WATER	10.07
90412	6/09/2016	COUNTY SUPPLY LLC INV #6416 / CUPS / REC	73.92
90413	6/09/2016	CREMER TECH LLC INV #27591 / PHONE SYSTEM CHANGES / JFD	180.00

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Posted From: 6/01/2016 From Account:
Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90414	6/09/2016	DIGGERS HOTLINE INC. MAY 16 TICKETS / WATER,WWTP	378.10
90415	6/09/2016	DIS/VET ENTERPRISES, INC. INV #84636 / 48OZ PITCHERS / REC	246.54
90416	6/09/2016	EDGARTON, ST.PETER,PETAK & ROSENFELDT ACCT #20967-400T / JACKSON PROPERTIES	1,782.44
90417	6/09/2016	EMERGENCY MEDICAL PRODUCTS, INC. INV #1828159 / MED SUPPLIES / JFD	672.09
90418	6/09/2016	ENDURACLEAN, INC. INV #9285 / TOWELS,TISSUE,GLOVES / PARKS	402.68
90419	6/09/2016	EQUAL RIGHTS DIVISION MAY 2016 WORK PERMITS	82.50
90420	6/09/2016	FORWARD MARCHING BAND 2016 ACTION IN JACKSON PARADE	1,000.00
90421	6/09/2016	FOX BROTHER'S PIGGLY WIGGLY ACCT #1710 / MAY 2016 / REC	24.31
90422	6/09/2016	FOX WELDING SUPPLY, INC. INV #345814 / OXYGEN / JFD	56.83
90423	6/09/2016	FRIEDES, TRISTAN 2016 ACTION IN JACKSON PERFORMANCE	50.00
90424	6/09/2016	GRAEF INV #88785 / STORMWATER / THRU APRIL 30	16,607.57
90425	6/09/2016	HEIN ELECTRIC SUPPLY CO INV #248674 / SUPPLIES / REC	35.97
90426	6/09/2016	JACKSON CONCRETE INC. MAY STATEMENT / SLURRY / WATER	1,400.00
90427	6/09/2016	JACKSON TRUCK BODY INV #11924 / INSTALL TUBES WATER	423.20
90428	6/09/2016	JOHN'S CO2 CLEAN TAP / CONCESSIONS	16.00
90429	6/09/2016	KATZ, ASHLEY PROGRAM REFUND / REC	94.00
90430	6/09/2016	KETTLE MORAINÉ MODEL 'T' CLUB 2016 ACTION IN JACKSON PARADE	100.00
90431	6/09/2016	KREUTZINGER, JEFF REIMBURSE JEANS / WATER	108.96
90432	6/09/2016	LAKESIDE INTERNATIONAL, LLC INV#3038337 / INSTALL BATTERY DISCONNECT	808.03

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Posted From: 6/01/2016 From Account:
Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90433	6/09/2016	LANGE ENTERPRISES, INC. INV #58083 / HOUSE NUMBERS / BI	322.45
90434	6/09/2016	LEMKE, DIANE UTILITY SERVICES FOR JUN 1-15, 2016	708.50
90435	6/09/2016	MEA-SEW 2016 MEA-SEW MEMBERSHIP DUES	30.00
90436	6/09/2016	MENARDS - WEST BEND INV#7131/COMPRESSOR,GLOVES,TOOLS/WATER	131.85
90437	6/09/2016	MILWAUKEE RUBBER PRODUCTS INV #66572 / ASSYS,HOOKS / WWTP	777.09
90438	6/09/2016	MULCAHY/SHAW WATER, INC. INV #319963 / VULCAN CONE LINER / WWTP	638.00
90439	6/09/2016	NCL OF WISCONSIN, INC. INV #373164 / LAB SUPPLIES / WWTP	246.01
90440	6/09/2016	NORVILLE, JESSICA PROGRAM REFUND / REC	28.00
90441	6/09/2016	OFFICE DEPOT ACCT#42573612 / SUPPLIES / JPD,JFD,ADMIN	17.71
90442	6/09/2016	PARKSON CORPORATION INV #51015441 / AG REBUILD / WWTP	33,331.50
90443	6/09/2016	PETRI, EOIN PROGRAM REFUND / REC	94.00
90444	6/09/2016	PIONEER DRUM & BUGLE CORP 2016 ACTION IN JACKSON PARADE	2,500.00
90445	6/09/2016	PROS 4 TECHNOLOGY, INC. MAINT,BACKUP-JUNE 2016 / WWTP,REC,JFD	938.99
90446	6/09/2016	RICOH USA, INC. INV#5042493272/MAR-MAY ADD COPIES/JPD	43.11
90447	6/09/2016	SCHLOEMER LAW FIRM CLIENT #11387-000 / MAY 2016 MUNI COURT	231.00
90448	6/09/2016	SECURIAN FINANCIAL GROUP, INC. POLICY #2832L-G / JULY 2016 / #009180	1,139.43
90449	6/09/2016	SEISER, BILLIE JO RESERVATION REFUND / REC	75.00
90450	6/09/2016	SPIRAC (USA), INC. INV #S1233 / ABS HOLDER / WWTP	378.00
90451	6/09/2016	SYSCO EAST INV #60601574 / CONCESSIONS / REC	100.38

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Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90452	6/09/2016	TASER INV #1440382 / CARTRIDGES / JPD	475.59
90453	6/09/2016	TENNIES ACE HARDWARE INC. MAY 2016 / JPD,VILLAGE,JFD	482.42
90454	6/09/2016	TOEPFER SECURITY CORP INV #76126 / KEYPAD REPAIR / JPD	1,070.00
90455	6/09/2016	U.S. CELLULAR JPD,VILLAGE ACCTS / MAY 2016	360.07
90456	6/09/2016	UNEMPLOYMENT INSURANCE ACCT #693348-000-9 / MAY 2016	48.61
90457	6/09/2016	VERMEER-WISCONSIN, INC. INV#20186141 / ENGINE WATER PUMP / PARKS	1,008.80
90458	6/09/2016	VILLAGE MART ACCT #VJACK / MAY 2016	1,631.08
90459	6/09/2016	VILLAGE MART ACCT #JPOLIC,JFD,JRESCU / MAY 2016	1,821.41
90460	6/09/2016	WE ENERGIES WWTP,VILLAGE ACCTS	10,272.66
90461	6/09/2016	WEST BEND HIGH SCHOOL BAND 2016 ACTION IN JACKSON PARADE	750.00
90462	6/09/2016	WISCONSIN DNR INV #WU64070 / 2016 WATER USE FEES	491.00
90463	6/09/2016	WISCONSIN DEPT OF JUSTICE ACCT#L6707T / LICENSE APPROVALS-MAY 2016	574.00
90464	6/09/2016	WISCONSIN DNR INV #26701770-2016-1 / 2016 ENV FEES	1,000.00
90465	6/09/2016	WOLLNER PLUMBING & EXCAVATING, LLC INV #2114 / CREEKSIDE DR	1,625.00
90466	6/09/2016	WRWA 2016 MEMBERSHIP RENEWS	535.00
90467	6/09/2016	WVOA MEMBERSHIP DUES / 2016-2017 / WWTP	50.00
90468	6/14/2016	ADVANCED DISPOSAL INV #E11111394 / ACCT #E1011086 / JUN 16	39,107.36
90469	6/14/2016	CARDINAL ENVIRONMENTAL, INC. INV #42936 / MAY SAMPLES / WWTP	2,400.00
90470	6/14/2016	CARQUEST AUTO PARTS ACCT #554475 / MISC SUPPLIES & RETURNS	94.99

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Posted From: 6/01/2016 From Account:
Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90471	6/14/2016	CENTURY LINK ACCT #85419756 / INV #85419756 / ADMIN	35.37
90472	6/14/2016	CHARTER COMMUNICATIONS ACCT #8245110560007580 / V HALL	7.76
90473	6/14/2016	CLASSEY, GARY P. REIMBURSE JEANS / WWTP	35.42
90474	6/14/2016	DATCP INV #115-749 / JUL 1,2015 - JUN 30, 2016	1,200.00
90475	6/14/2016	DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES INV #409006 / PERMIT TO OPERATE FEE	110.00
90476	6/14/2016	FLAGHOUSE INV #PO70488001014 / VOLLEYBALLS / REC	80.00
90477	6/14/2016	GREAT-WEST DEFERRED COMP / 6-13-16 PAYROLL	2,395.00
90478	6/14/2016	GREMMER & ASSOCIATES, INC. INV #6 / WILSHIRE DR / MAY 2016	14,066.36
90479	6/14/2016	JACKSON EMERY INVESTMENTS, LLC REF #20160620 / MAY 21-JUN 20, 2016	6,725.18
90480	6/14/2016	JACKSON PROFESSIONAL POLICE ASSOCIATION UNION DUES / JUNE 2016	432.00
90481	6/14/2016	JACKSON TRUCK BODY INV #11926 / INSTALL & REPAIR / WWTP	5,532.90
90482	6/14/2016	LARK UNIFORM OUTFITTERS, INC. INV #220006 / UNIFORM / JFD	169.90
90483	6/14/2016	MCMASTER CARR SUPPLY CO INV #63029576 / REPLACEMENT PUNCH / WWTP	13.90
90484	6/14/2016	MENARDS - WEST BEND ACCT #31490268 / MISC SUPPLIES	477.94
90485	6/14/2016	MUNICIPAL ENVIRONMENTAL GRP 2016 MEMBERSHIP DUES / WWTP	588.40
90486	6/14/2016	NCL OF WISCONSIN, INC. INV #373749 / LAB SUPPLIES / WWTP	144.74
90487	6/14/2016	ROGAN'S SHOES, INC. ACCT #1901 / INV #227697 / WWTP,WATER	276.55
90488	6/14/2016	SAM'S CLUB/GEMB ACCT #7715 0901 1564 4957 / REC	259.61
90489	6/14/2016	SHRED-IT USA LLC INV #9410997956 / JUNE 7, 2016 / ADMIN	50.75

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 6/01/2016 From Account:
 Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90490	6/14/2016	WE ENERGIES ACCT #4025-692-740 / STREET LIGHTS	9,783.86
90491	6/14/2016	WEST BEND SCHOOL DISTRICT MAY 2016 PARKING PERMIT FEES	4,730.79
90492	6/14/2016	WI SCTF GARNISHMENTS / 6-13-16 PAYROLL	855.22
90493	6/14/2016	YAHR OIL CO. INV #7489 / OIL / WWTP	404.22
90494	6/16/2016	BLASKAPELLE MILWAUKEE ENTERTAINMENT IN THE PARK JUNE 16, 2016	1,200.00
90495	6/16/2016	GEREK MICHAEL DIAMOND MIKE MUSIC IN THE PARK 06182016	200.00
90496	6/16/2016	GRESL, REGINA GENESSE DEPOT MUSIC IN THE PARK 06172016	400.00
90497	6/16/2016	TRETOW, VERNIN VERN & ORIGINALS MUSIC IN PARK 06202016	300.00
90498	6/21/2016	BURCH, JIM BEER GARDEN SHOW / JUN 23, 2016	450.00
90499	6/21/2016	BUTT, CAROL BEER GARDEN SHOW / JUN 25, 2016	350.00
90500	6/21/2016	GRAVEEN, ALAN BEER GARDEN SHOW / JUNE 22, 2016	300.00
90501	6/21/2016	GROSS, R.J. 2016 ACTION IN JACKSON PARADE / REC	525.00
90502	6/21/2016	THULL, RALPH BEER GARDEN SHOW / JUNE 24, 2016	475.00
90503	6/23/2016	AFLAC INV #787047 / JULY 2016	1,066.94
90504	6/23/2016	AMERICAN SOLUTIONS FOR BUSINESS INV #2620292 / NAME PLATE / V BOARD	27.25
90505	6/23/2016	ARBORSCAPE INC. 2016 ACTION IN JACKSON PARADE /3RD PLACE	50.00
90506	6/23/2016	BEER CAPITOL DISTRIBUTING, INC. CONCESSIONS / REC	335.50
90507	6/23/2016	BENDLIN FIRE EQUIPMENT CO., INC. INV #92753 / HOSE REPAIR / JFD	36.00
90508	6/23/2016	CARQUEST AUTO PARTS INV #292079 / OIL,FILTERS / JFD	34.43

GENERAL VILLAGE CHECKING

Accounting Checks

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 Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90509	6/23/2016	CINTAS CORP FIRST AID / WATER,STRTS,WWTP	278.97
90510	6/23/2016	CLOTHES CLINIC, INC. INV #229714 / MATS / V HALL	75.18
90511	6/23/2016	CONSOLIDATED DOORS, INC. INV #242231 / TRANSMITTORES / WWTP	267.00
90512	6/23/2016	COUNTY WIDE EXTINGUISHER, INC. INV #87782 / SEMI ANNUAL INSPECTION /REC	104.25
90513	6/23/2016	EERNISSE, REBECCA PROGRAM REFUND / REC	60.00
90514	6/23/2016	EMERGENCY MEDICAL PRODUCTS, INC. INV #1829691 / MED SUPPLIES / JFD	62.25
90515	6/23/2016	ENERGENECS, INC. INV #32151 / INSTALL TRANSMITTER / WWTP	1,385.00
90516	6/23/2016	EQUIPMENT RENTALS INC. INV #121465-1 / SCRUB PADS / JFD	12.90
90517	6/23/2016	FISHER, RENEE REIMBURSE PHONE,SUPPLIES / REC	283.98
90518	6/23/2016	FOEGER, MICHAEL K. REIMBURSE FOOD-CONFERENCE / JPD	50.21
90519	6/23/2016	FOX WELDING SUPPLY, INC. INV #275756 / OXYGEN / JFD	196.00
90520	6/23/2016	FREEDOM FELLOWSHIP CHURCH 2016 ACTION IN JACKSON PARADE /2ND PLACE	75.00
90521	6/23/2016	GILMEISTER, VICTORIA PROGRAM REFUND / REC	45.00
90522	6/23/2016	HAWKINS INC. CHEMICALS / WWTP	1,370.40
90523	6/23/2016	HERTHER, SUSAN A. REIMBURSE MILEAGE-CONFERENCE / JPD	156.60
90524	6/23/2016	HOFFMAN RADIO NETWORK, LLC INV #1011868 / RADIO REPAIRS / JFD	175.59
90525	6/23/2016	KIRCHHAYN TROTTERS 4-H CLUB 2016 ACTION IN JACKSON PARADE /1ST PLACE	100.00
90526	6/23/2016	LARK UNIFORM OUTFITTERS, INC. INV #222973 / VEST / JFD	660.00
90527	6/23/2016	LINDNER & MARSACK, S.C. CLIENT #2629500M / STATEMENT #132806	258.50

GENERAL VILLAGE CHECKING

Accounting Checks

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90528	6/23/2016	LOOMANS, JESSICA PHONE REIMBURSE / MAY 2016 / REC	35.00
90529	6/23/2016	MENARDS - WEST BEND RIVER ROCK, TABLES, SAND / WWTP, PARKS	366.38
90530	6/23/2016	MULCAHY/SHAW WATER, INC. INV #319966 / CEMENT / WWTP	126.00
90531	6/23/2016	PROFFIT, JANE PROGRAM REFUND / REC	10.00
90532	6/23/2016	RENNERT'S FIRE EQUIPMENT SERVICE, INC. INV #35227 / SSD PRESSURE GAUGE / JFD	452.12
90533	6/23/2016	RICOH USA, INC. INV #21456090 / JULY 2016 / JPD	26.25
90534	6/23/2016	SALAMONE SUPPLIES INV #110747 / CLEANERS / REC	72.40
90535	6/23/2016	THOMSON REUTERS - WEST INV #834126231 / MAY 2016 / JPD	54.54
90536	6/23/2016	USA BLUE BOOK INV #968514 / V-BELT / WWTP	39.53
90537	6/23/2016	WAALA, DANIEL UNIFORM REIMBURSEMENT / WWTP	52.53
90538	6/23/2016	WASHINGTON COUNTY CLERK PRINTING SERVICE / JFD	60.30
90539	6/23/2016	WE ENERGIES LIGHTS, WATER ACCTS	537.38
90540	6/23/2016	WISCONSIN ARBORIST ASSOCIATION JULY 14, 2016 CONFERENCE / PARKS	80.00
90541	6/23/2016	WVOA MEMBERSHIP DUES / 2016-2017 / WWTP	50.00
90542	6/24/2016	BUTEYN-PETERSON PAY REQUEST #1 / WILSHIRE DRIVE	292,297.62
90543	6/28/2016	BMO HARRIS BANK N.A. ACCT #5599350000652060 / VILLAGE / JUNE	3,675.76
90544	6/30/2016	AT&T INV #262677381106 / JFD	33.48
90545	6/30/2016	BATTERIES PLUS LLC INV #543-330584 / 7.5V BATTERIES / WWTP	251.96
90546	6/30/2016	BAYCOM INC. INV #3219 / THERMAL PAPER / JPD	41.00

GENERAL VILLAGE CHECKING

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90547	6/30/2016	BOLDREY, DEANNA REIMURSE LODGING / CONFERENCE	164.00
90548	6/30/2016	BROKER, MARGIE ZUMBA PUNCH CARDS / JUNE / REC	210.00
90549	6/30/2016	BS COURT REPORTERS, LLC INV #741V-BS / 6-3-16 DEPOSITIONS	721.00
90550	6/30/2016	CHARLES EQUIPMENT ENERGY SYSTEMS COOLANT,HEATER,AC / V HALL,WATER	6,526.29
90551	6/30/2016	CITIES & VILLAGES MUTUAL INSURANCE CO. 2016 3RD QTR WORKERS COMP,2015 ADD WC	29,173.00
90552	6/30/2016	COMPUTER EXPLORERS INV #424767 / JUN CLASSES / REC	456.00
90553	6/30/2016	COSTCO 2016 MEMBERSHIP RENEWAL / REC	174.24
90554	6/30/2016	COUNTY WIDE EXTINGUISHER, INC. ANNUAL INSPECTION / JPD,REC,JFD	459.86
90555	6/30/2016	DANCOR LTD GYMNASTICS / JUN 13-JUL 25 / REC	60.00
90556	6/30/2016	EMERGENCY MEDICAL PRODUCTS, INC. INV #1832152 / MED SUPPLIES / JFD	70.38
90557	6/30/2016	EXPRESS NEWS ACCT #7076 / EVENT,GUIDE ADS / REC	1,515.00
90558	6/30/2016	FASTENAL COMPANY INV #WIJAC134801 / MISC SUPPLIES / WWTP	80.61
90559	6/30/2016	FLYRITE CORPORATION INV #1271 / FLAGS / PARKS	415.00
90560	6/30/2016	FRECHETTE, JAMES R. FINAL 2015 AUDIT, TID #2,4	19,120.00
90561	6/30/2016	GAMBINO, JESSICA SHELTER REFUND / REC	30.00
90562	6/30/2016	GERKE, KARIE E. PEE WEE SPORTS / JUN 7-JUL 13 / REC	269.50
90563	6/30/2016	GO-RITWAY TRANSPORTATION GROUP JUN 19 NAVY PIER TRIP / REC	1,171.00
90564	6/30/2016	GREAT-WEST DEFERRED COMP / 6-27-16 PAYROLL	2,395.00
90565	6/30/2016	HD SUPPLY WATERWORKS, LTD. INV #F669101 / FLANGE,GASKET / WWTP	68.00

GENERAL VILLAGE CHECKING

Accounting Checks

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 Thru: 6/30/2016 Thru Account:

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90566	6/30/2016	JACKSON AUTO SERVICE INV #24559 / FILTERS / JFD	26.91
90567	6/30/2016	JAHN, RACHELLE PIANO LESSONS / JUN 8-29 / REC	44.00
90568	6/30/2016	KETTLE MORAINNE MODEL 'T' CLUB 2016 ACTION IN JACKSON PARADE	40.00
90569	6/30/2016	L-R METER TESTING & REPAIR, INC. INV #4022 / CHECK,TEST,REPAIR 4 METERS	517.75
90570	6/30/2016	LAKESIDE INTERNATIONAL TRUCKS BATTERY DISCONNECT,FUEL TANK / STRTS	2,506.22
90571	6/30/2016	LEMKE, DIANE UTILITY SERVICES FOR JUN 16-30, 2016	708.50
90572	6/30/2016	LUETZOW INDUSTRIES ORD #22353A / LINER BAGES / PARKS	511.24
90573	6/30/2016	MASTER PRINTWEAR INV #42239 / MISC SHIRTS / JFD	691.00
90574	6/30/2016	MENARDS - WEST BEND FLAGS,HEX,FURRING,PJCT SUPPLIES / PARKS	166.11
90575	6/30/2016	MILWAUKEE RUBBER PRODUCTS INV #66803 / BELTING MATERIAL,CAP / WWTP	58.89
90576	6/30/2016	NATIONAL RECREATION & PARK ASSOCIATION MEMBER ID #53230 / 2016 MEMBERSHIP / REC	75.00
90577	6/30/2016	NEES, SUE PROGRAM REFUND / REC	44.00
90578	6/30/2016	NORVILLE, JESSICA PROGRAM REFUND / REC	28.00
90579	6/30/2016	OFFICE DEPOT ACCT#42573612 / INV#844640823001 / REC	50.92
90580	6/30/2016	PARKSON CORPORATION INV #51015705 / FIELD SERVICE / WWTP	3,703.50
90581	6/30/2016	PAUL CONWAY SHIELDS INV #387028 / REPANEL SHIELDS / JFD	15.00
90582	6/30/2016	PAYNE & DOLAN, INC. INV #1423860 / ASPHALT / STREETS	251.96
90583	6/30/2016	PERSONALIZED AWARDS INV #16-1723 / LEAGUE TROPHIES / REC	185.10
90584	6/30/2016	PROS 4 TECHNOLOGY, INC. INV #22545 / SRV-JUNE 2016 / JFD	125.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 6/01/2016 From Account:
 Thru: 6/30/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
90585	6/30/2016	REINDERS, INC. INV #1638274 / MUFFLER KIT / PARKS	349.26
90586	6/30/2016	RENNERT'S FIRE EQUIPMENT SERVICE, INC. INV #35281 / UNIT 1250 REPAIR / JFD	5,431.44
90587	6/30/2016	RIKE, EVELYN PROGRAM REFUND / REC	44.00
90588	6/30/2016	ROHDE, JODI REIMBURSE FOOD,MILEAGE-CONFERENCE / JPD	69.89
90589	6/30/2016	SABEL MECHANICAL LLC SCREEN REPAIR,PRESS REBUILD / WWTP	9,918.62
90590	6/30/2016	SAFETY-KLEEN SYSTEMS, INC. INV #70297200 / USED OIL / STREETS	177.40
90591	6/30/2016	SALAMONE SUPPLIES INV #110747-1 / CLEANERS / REC	32.00
90592	6/30/2016	SHARP ELECTRONICS CORP INV #SH156043 / COPIES, LEASE / REC	406.94
90593	6/30/2016	SWEEP ALL MAY,JUNE SWEEPS / STREETS	4,095.00
90594	6/30/2016	SYSCO EAST INV #606282524 / CONCESSIONS / REC	174.35
90595	6/30/2016	U.S. CELLULAR JPD,JFD ACCTS	240.20
90596	6/30/2016	VAUGHAN, BILLIE M. FRONT DESK / JUNE 2016 / REC	162.00
90597	6/30/2016	WEST BEND FIRE RESCUE 3 MAY CALLS / JFD	900.00
90598	6/30/2016	WI SCTF GARNISHMENTS / 6-27-16 PAYROLL	855.22
90599	6/30/2016	RUSS, CHAD REIMBURSE SUPPLIES / MENARDS	164.48
Grand Total			686,755.29

TREASURERS REPORT

(Depository Accounts)

June 30, 2016

	BALANCE 5/31/2016	BALANCE 6/30/2016
<u>GENERAL FUND:</u>		
GENERAL CHECKING	\$1,806,241.51	\$1,312,404.75
PARK FEES	\$74,105.40	\$85,563.92
FIRE/RESCUE RESERVE	\$5,810.09	\$5,812.11
EMS FUNDING ESCROW	\$5,879.37	\$5,881.41
HIPPA ACCOUNT	\$476,738.10	\$501,003.23
CREDIT CARD ACCOUNT	\$162,725.69	\$174,192.38
POLICE & FIRE IMPACT FEES	\$218,964.26	\$238,695.10
ANTIQUE FIRE TRUCK	\$5,000.00	\$5,000.00
TOTAL GENERAL FUND	\$2,750,464.42	\$2,323,552.90
<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$845.42	\$845.71
CASH	\$1,929,241.22	\$1,972,985.82
WATER UTILITY DEPRECIATION FUND	\$21,612.09	\$21,619.60
WATER UTILITY RESERVE	\$112,372.07	\$112,411.10
WATER IMPACT FEES	\$864,493.64	\$713,876.85
TOTAL WATER UTILITY	\$2,928,564.44	\$2,821,739.08
<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,434.70	\$5,436.59
SEWER UTILITY RESERVE	\$70,180.09	\$70,204.47
DNR REPLACEMENT FUND	\$1,050,668.51	\$1,003,885.20
SEWER SPECIAL REDEMPTION FUND	\$2,362.91	\$2,363.73
CASH	\$442,570.53	\$465,209.69
SO. INTERCEPTOR IMPACT FEE	\$29,267.76	\$29,535.99
SEWER SERVICE FEES	\$1,600,254.19	\$1,581,840.50
TOTAL SEWER UTILITY	\$3,200,738.69	\$3,158,476.17
<u>CDA FUND:</u>		
CDA FUND	\$191,772.48	\$191,839.10
TOTAL CDA FUND	\$191,772.48	\$191,839.10
GRAND TOTAL:	\$9,071,540.03	\$8,495,607.25

(\$493,836.76)

\$11,458.52

\$2.02

\$2.04

\$24,265.13

\$11,466.69

\$19,730.84

\$0.00

(\$426,911.52)

\$0.29

\$43,744.60

\$7.51

\$39.03

(\$150,616.79)

(\$106,825.36)

\$1.89

\$24.38

(\$46,783.31)

\$0.82

\$22,639.16

\$268.23

(\$18,413.69)

(\$42,262.52)

\$66.62

\$66.62

(\$575,932.78)

June 23, 2016

Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

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

Subject: Project I.D. 151021
Wilshire Drive
Utility Construction Project
Estimate #2

Dear Mr. Kober:

Enclosed you will find Pay Estimate #2 for the Wilshire Drive project in the Village of Jackson. The total amount, due to the contractor, has not been reduced by five percent (5%) for retainage due to the fact that the work is beyond 50% completion. The previous retainage shall not be paid to the contractor on this estimate. This is per Article 6.02.A.1 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Work completed, Estimate # 2	= \$ 258,517.36
Retainage, Estimate #2 (0%)	= \$ 0
Amount due to Contractor, Estimate #1	= \$ 258,517.36

If you have any questions or comments, please contact me at (920) 924-5720 or cell (414) 397-8100.

Sincerely,

Kevin Schmidt
Gremmer & Associates, Inc.

Gremmer and Associates, Inc.

93 S. Pioneer Road, Suite 300
Fond du Lac, WI 54935
(920) 924-5720
fax (920)924-5725

Buteyn-Peterson - Prime Contractor
Village of Jackson - Wilshire Drive

Item No.	Description	Units	TOTAL	Unit Price	Bid Total	Estimate #1		Estimate #2		Cumulative Totals		% Complete
						Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
100.01	Removing Concrete	SY	1885	\$3.47	\$6,540.95		\$0.00	1,891.90	\$6,564.89	1,891.90	\$6,564.89	100%
100.02	Removing Curb & Gutter	LF	2595	\$2.75	\$7,136.25	1000.00	\$2,750.00	1,618.00	\$4,449.50	2,618.00	\$7,199.50	101%
100.03	Excavation Common	CY	2535	\$13.00	\$32,955.00		\$0.00	2,596.50	\$33,754.50	2,596.50	\$33,754.50	102%
100.04	Base Aggregate Dense 3/4-Inch	TON	830	\$17.43	\$14,466.90		\$0.00	561.30	\$9,783.46	561.30	\$9,783.46	68%
100.05	Base Aggregate Dense 1 1/4-Inch	TON	3400	\$10.60	\$36,040.00		\$0.00	2,000.94	\$21,209.96	2,000.94	\$21,209.96	59%
100.06	Breaker Run	TON	100	\$9.23	\$923.00		\$0.00	104.68	\$966.20	104.68	\$966.20	105%
100.07	Concrete Driveway 7-Inch	SY	1310	\$43.00	\$56,330.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
100.08	HMA Pavement, Type E-0.3	TON	1520	\$49.20	\$74,784.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
100.09	Asphaltic Surface Driveway	TON	10	\$84.50	\$845.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
100.10	Concrete Curb & Gutter 30-Inch Type D	LF	2600	\$11.30	\$29,380.00		\$0.00	2,630.50	\$29,724.65	2,630.50	\$29,724.65	101%
100.11	Concrete Sidewalk 4-Inch	SF	10300	\$3.51	\$36,153.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
100.12	Lawn Restoration	SY	4150	\$5.25	\$21,787.50		\$0.00	664.90	\$3,490.73	664.90	\$3,490.73	16%
100.13	Erosion Control	LS	1	\$2,300.00	\$2,300.00	0.25	\$575.00	0.00	\$0.00	0.25	\$575.00	25%
100.14	Traffic Control	LS	1	\$1,800.00	\$1,800.00	0.50	\$900.00	0.40	\$720.00	0.90	\$1,620.00	90%
100.15	Sawing Asphalt	LF	365	\$2.00	\$730.00	326.50	\$653.00	0.00	\$0.00	326.50	\$653.00	89%
100.16	Sawing Concrete	LF	480	\$3.00	\$1,440.00	381.00	\$1,143.00	0.00	\$0.00	381.00	\$1,143.00	79%
200.01	Removing Manholes	EACH	5	\$350.00	\$1,750.00	4.00	\$1,400.00	1.00	\$350.00	5.00	\$1,750.00	100%
200.02	Removing Inlets	EACH	8	\$200.00	\$1,600.00	8.00	\$1,600.00	0.00	\$0.00	8.00	\$1,600.00	100%
200.03	Removing Storm Sewer	LF	1150	\$5.00	\$5,750.00	638.00	\$3,190.00	358.00	\$1,790.00	996.00	\$4,980.00	87%
200.04	Storm Sewer Pipe PVC SDR-35 4-Inch	LF	1671	\$18.00	\$30,078.00		\$0.00	1,693.00	\$30,474.00	1,693.00	\$30,474.00	101%
200.05	Storm Sewer Pipe Reinforced Concrete 12 Inch	LF	167	\$60.00	\$10,020.00	132.50	\$7,950.00	34.50	\$2,070.00	167.00	\$10,020.00	100%
200.06	Storm Sewer Pipe Reinforced Concrete 15 Inch	LF	812	\$54.50	\$44,254.00	722.50	\$39,376.25	81.00	\$4,414.50	803.50	\$43,790.75	99%
200.07	Storm Sewer Pipe Reinforced Concrete 18 Inch	LF	54	\$70.50	\$3,807.00	26.50	\$1,868.25	27.50	\$1,938.75	54.00	\$3,807.00	100%
200.08	Storm Sewer Pipe Reinforced Concrete 24 Inch	LF	434	\$66.50	\$28,861.00	141.00	\$9,376.50	345.00	\$22,942.50	486.00	\$32,319.00	112%
200.09	Catch Basins 2.5x3-FT w/ Casting	EACH	7	\$1,157.00	\$8,099.00	6.00	\$6,942.00	1.00	\$1,157.00	7.00	\$8,099.00	100%
200.10	Manholes 4-FT Diameter w/ Casting	EACH	6	\$823.00	\$4,938.00	6.00	\$4,938.00	0.00	\$0.00	6.00	\$4,938.00	100%
200.11	Manholes 5-FT Diameter w/ Casting	EACH	3	\$1,220.00	\$3,660.00	2.00	\$2,440.00	1.00	\$1,220.00	3.00	\$3,660.00	100%
200.12	Manholes 6-FT Diameter Doghouse" w/ Casting "	EACH	1	\$1,789.00	\$1,789.00	1.00	\$1,789.00	0.00	\$0.00	1.00	\$1,789.00	100%
200.13	Inlets 2.5x3-FT w/ Casting	EACH	3	\$1,058.00	\$3,174.00	3.00	\$3,174.00	0.00	\$0.00	3.00	\$3,174.00	100%
200.14	Concrete Collar	EACH	3	\$500.00	\$1,500.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
300.01	Removing Sanitary Sewer Manholes	EACH	1	\$1,388.30	\$1,388.30	1.00	\$1,388.30	0.00	\$0.00	1.00	\$1,388.30	100%
300.02	Abandoning Sanitary Sewer	LS	1	\$500.00	\$500.00	1.00	\$500.00	0.00	\$0.00	1.00	\$500.00	100%
300.03	Adjusting Sanitary Manhole	EACH	7	\$669.00	\$4,683.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0%
300.04	Connect to Existing Sanitary Sewer	EACH	2	\$500.00	\$1,000.00	2.00	\$1,000.00	0.00	\$0.00	2.00	\$1,000.00	100%
300.05	Sanitary Sewer PVC SDR-35 6-Inch	LF	165	\$93.00	\$15,345.00	90.50	\$8,416.50	69.00	\$6,417.00	159.50	\$14,833.50	97%
300.06	Sanitary Sewer PVC SDR-35 8-Inch	LF	400	\$93.87	\$37,548.00	397.00	\$37,266.39	0.00	\$0.00	397.00	\$37,266.39	99%
300.07	Sanitary Sewer Manhole w/ Casting	EACH	2	\$3,920.00	\$7,840.00	2.00	\$7,840.00	0.00	\$0.00	2.00	\$7,840.00	100%
400.01	Removing Hydrant	EACH	3	\$1,014.00	\$3,042.00		\$0.00	3.00	\$3,042.00	3.00	\$3,042.00	100%
400.02	Abandoning Water Main	LS	1	\$600.00	\$600.00		\$0.00	1.00	\$600.00	1.00	\$600.00	100%
400.03	Water Main Pipe HDPE 1 1/4-Inch	LF	855	\$74.00	\$63,270.00	155.00	\$11,470.00	738.50	\$54,649.00	893.50	\$66,119.00	105%
400.04	Water Main Pipe PVC C-900 6-Inch	LF	35	\$72.00	\$2,520.00	29.50	\$2,124.00	3.00	\$216.00	32.50	\$2,340.00	93%
400.05	Water Main Pipe PVC C-900 8-Inch	LF	1420	\$73.33	\$104,128.60	1347.00	\$98,775.51	82.50	\$6,049.73	1,429.50	\$104,825.24	101%
400.06	Gate Valve 6-Inch	EACH	3	\$1,800.00	\$5,400.00	3.00	\$5,400.00	0.00	\$0.00	3.00	\$5,400.00	100%
400.07	Gate Valve 8-Inch	EACH	5	\$2,240.00	\$11,200.00	5.00	\$11,200.00	0.00	\$0.00	5.00	\$11,200.00	100%
400.08	Reducer 8-Inch x 6-Inch	EACH	2	\$924.00	\$1,848.00		\$0.00	2.00	\$1,848.00	2.00	\$1,848.00	100%
400.09	Anchor Tee 8-Inch x 6-Inch	EACH	3	\$1,071.00	\$3,213.00	3.00	\$3,213.00	1.00	\$1,071.00	4.00	\$4,284.00	133%
400.10	Cross 8-Inch x 8-Inch	EACH	1	\$1,329.00	\$1,329.00	1.00	\$1,329.00	0.00	\$0.00	1.00	\$1,329.00	100%
400.11	Bend 11.25 Degree 8-Inch	EACH	8	\$950.00	\$7,600.00	8.00	\$7,600.00	0.00	\$0.00	8.00	\$7,600.00	100%
400.12	Bend 22.5 Degree 8-Inch	EACH	2	\$961.00	\$1,922.00	2.00	\$1,922.00	2.00	\$1,922.00	4.00	\$3,844.00	200%
400.13	Bend 45 Degree 8-Inch	EACH	6	\$965.00	\$5,790.00	2.00	\$1,930.00	3.00	\$2,895.00	5.00	\$4,825.00	83%
400.14	Connect to Existing Water Main	EACH	4	\$929.00	\$3,716.00	1.00	\$929.00	3.00	\$2,787.00	4.00	\$3,716.00	100%
400.15	Hydrant	EACH	3	\$4,076.00	\$12,228.00	3.00	\$12,228.00	0.00	\$0.00	3.00	\$12,228.00	100%
400.16	Temporary 6 Cap w/ 2" Blowoff "	EACH	1	\$2,221.00	\$2,221.00	1.00	\$2,221.00	0.00	\$0.00	1.00	\$2,221.00	100%
400.17	Polystyrene Insulation 4-Inch	SF	96	\$9.00	\$864.00	96.00	\$864.00	0.00	\$0.00	96.00	\$864.00	100%
SUBTOTAL						\$772,087.50	\$307,681.70	\$258,517.36	\$566,199.06			73%

Work completed, previous estimates \$307,681.70
 Work completed, this estimate \$258,517.36
 Total work completed \$566,199.06
 Retainage, this estimate \$0.00
 Total Retainage, previous estimates \$15,384.09
 Total Retainage, final \$15,384.09
 Amount due to contractor, this estimate \$258,517.36



Taking the lead in Washington County.

Memo

To: John Walther, Village Administer

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

Subject: RFP for Space Needs Analysis

Date: July 5, 2016

CC: Village Board

The Village of Jackson requested proposals for professional services to conduct a space needs analysis for review of the existing Police Department, Fire Department, and Village Hall buildings. The analysis will include a thorough review and recommendations for the number of options available to the Village.

The Village of Jackson invited ten different Engineering/Planning firms to submit proposals for the Space Needs Analysis. Four of the firms have submitted proposals. Considering all four firms have equal ability to complete the analysis, the Board of Public Works review process and approval was based on the following principles: 1) Completion Date of the study; 2) Study partners; and 3) Total cost of the study.

Cedar Corporation submittal has the earliest completion date of August 30, 2016, no partnerships, and the lowest proposal cost of \$14,250. The recommendation is to enter into an agreement with Cedar Corporation to complete the Analysis by using the Police and Fire Impact Fees collected.

If you have any questions please let me know.

Brian W. Kober, P.E.

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

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Village of Jackson
Summary of Space Needs Analysis Proposals
28-Jun-16

No.	Firm Name	Study Partner	Date of Completion	Reimbursable	Proposal Amount	Total Amount	Remarks
1	Cedar Corporation		August 30, 2016		\$14,250.00	\$14,250.00	Presentation at August 30th Board of Public Works
2	Stantec		October 3, 2016	\$1,250.00	\$13,200.00	\$14,450.00	Plan completion is in October 2016
3	K Singh & Associates		September 28, 2016	?	\$15,890.00	\$15,890.00	Mileage and printing assumed to be reimbursable expenses
4	Baxter & Woodman, Inc.	Barrientos Design & Consulting	September 26, 2016	\$500.00	\$21,074.00	\$21,574.00	PowerPoint Presentation to Village Board

Note: Ten different firms were sent the RFP (Request for Proposal) for the Space Needs Analysis.



Proposal
to provide
Space Needs Analysis Study
for
Village of Jackson
Police Department, Fire Department and
Village Hall buildings

June 24, 2016



Dedication, Quality, Success. Since 1975

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June 24, 2016

Mr. Brian W. Kober, P.E.
Director of Public Works/Village Engineer
Village of Jackson

Dear Mr. Kober:

Cedar Corporation is extremely interested in working with the Village of Jackson on their Space Needs Analysis of the existing Police Department, Fire Department, and Village Hall buildings. We have assembled an excellent team of Architects and other professionals that far exceeds the village's qualifications criteria for the completion of this study.



Cedar Corporation has been in business for over 40 years and with offices located in Green Bay, Menomonie, and Madison, we can readily serve our clients throughout the state. We have over 85 employees and provide a full range of consulting services to both public and private clients. Cedar Corporation serves over 55 communities throughout Wisconsin. In many instances these clients have been with us for more than 30 years. Our firm is proud knowing that our desire to understand our clients' needs and our desire to provide quality service, has resulted in this unique consultant-client relationship.

Cedar Corporation proposes to approach the challenges of your project by working closely with the Village of Jackson and departments to better understand the wants, needs, and expectations of the Village. The process will include a kickoff meeting and full analysis of the current facilities. Cedar Corporation's findings will be compiled into a full report for the Village to review as they move forward in this process. A more detailed description of our project approach is included in this document under the title "Scope of Service/Methodology/Schedule."

Cedar Corporation has completed numerous similar projects. During these projects, we have found solutions that can be used to address the wide variety of issues presented by your project. All of our project experiences have combined to give Cedar Corporation very unique qualifications to assure the village with both an amazing experience and with outstanding results. Please review the references we have provided and we encourage you to contact each of them to hear about their project experiences.

Cedar Corporation is prepared to begin the space needs analysis and evaluation upon notification of selection. We anticipate an assessment report will be presented at your August 30th Board of Public Works meeting.

Upon completion of the analysis and evaluation, we can discuss the next phases of the project and at the request of the Village, begin to develop a budget and schedule to complete the planning and conceptual phase.

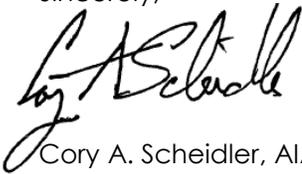
Cedar Corporation's experiences with similar evaluations and working relations with similar communities makes us the best team for this project. Please consider the resumes we have provided for our team members, each of them brings unique and valuable skill sets to your project. Together we can determine, and bring to fruition, the best of realities for the Village.

As you consider who you wish to work with on this project, please consider the following additional items:

- Cedar Corporation is a full service Architectural, Engineering, and Planning consulting firm that can provide for all of your projects potential requirements
- The Cedar Corporation team has the specific experience to effectively complete this project
- Cedar Corporation emphasizes communication, with all parties, throughout the process
- Cedar Corporation works with several similar sized communities
- Cedar Corporation works to achieve sustainable design
- Cedar Corporation is confident we can provide a facility study that meets all of the requirements of the Village
- Cedar Corporation is qualified to continue as your design consultant as the project moves on to the next phase
- Cedar Corporation is confident that we can provide the Village of Jackson with an exceptional client experience throughout the project

Cedar Corporation's resources, our creative talents and our architectural knowledge and skills are immediately available to the Village. We look forward to meeting with you to further discuss this exciting project.

Sincerely,



Cory A. Scheidler, AIA
Director of Architecture
cory.scheidler@cedarcorp.com
800-472-7372



Ron Dalton, PE
Consulting Engineer
ron.dalton@cedarcorp.com





Since 1975
85 Employees
Full-Service
Design Firm



PROFESSIONAL SERVICES

- CIVIL/MUNICIPAL ENGINEERING
- SURVEYING/GPS/GIS
- ARCHITECTURE
- LANDSCAPE ARCHITECTURE
- WASTEWATER SERVICES
- TRANSPORTATION
- STRUCTURAL ENGINEERING
- WATER RESOURCE SERVICES
- ENVIRONMENTAL SERVICES
- GRANTS/FUNDING ASSISTANCE
- PLANNING/ECONOMIC DEVELOPMENT

LOCATION

Cedar Corporation's corporate headquarters is located in Menomonie, Wisconsin. To better serve our clients, we have two additional offices located in Madison, Wisconsin and Green Bay, Wisconsin.

OVERVIEW

Our mission, as a service based engineering, architectural, planning, environmental, landscape design, and land surveying firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients; to work with them and within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, the company has grown in size and stature to its present staff of 85. Our staff is dedicated to the principles on which the firm was developed — professionalism, state-of-the-art technology, and service to clients. We have continued to grow because of our commitment to comprehensive service and good communication with our clients.

STAFF RESOURCES

Our staff resources include 17 Professional Engineers, 5 Professional Land Surveyors, 6 Planners, 2 Registered Architects, a NCIDQ Certified Interior Designer, a Registered Landscape Architect, an Electrical Designer, 3 Professional Geologists, 2 Wisconsin DNR Qualified Hydrogeologists, 4 Environmental Specialists, 1 Hazardous Materials Manager, and a strong support staff of technicians and administrative personnel. All of these individuals take pride in continuing education course work to stay abreast of current developments within their professions. To provide a work setting that meets the challenges of the industry as well as the skill levels of the employees, the company maintains a state-of-the-art computer network and related technology.

PHILOSOPHY

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

Quality

Cedar Corporation is committed to providing our clients with the best solutions, satisfying the programmatic parameters. We strive to provide the best service to our clients by promoting excellence within our own firm.

Timeliness

Equal in importance to quality is timeliness, which is critical to the client in making swift and accurate decisions regarding project development. The success or demise of a project is tied directly to the timing of the documents necessary for funding, municipal approvals, and construction. As important as any design issue is scheduling; we have the flexibility to mobilize our resources according to the demands of the project and maintain continuity of its development.

CIVIL/MUNICIPAL ENGINEERING

- Streets, Roads, and Highways
- Water Supply, Storage, Distribution
- Municipal Engineering
- Site Selection Studies
- Traffic Studies
- Storm Water Management
- Industrial Park Layout
- Flood Control Analysis
- Solid Waste
- Cost Estimating

STRUCTURAL ENGINEERING

- Bridge Design
- Bridge Inspections
- Construction Inspection
- Dam Design and Analysis
- Building Design and Analysis
- Structural Assessments
- Foundation Design and Analysis

WASTEWATER SERVICES

- Facility Planning
- Wastewater Treatment Facility Design
- Construction Services

PLANNING / ECONOMIC DEVELOPMENT

- Municipal Comprehensive Plans
- Block Grants
- Public Facility Grants
- Feasibility Studies
- Relocation Plans
- Redevelopment Planning
- Economic Development Strategies
- Identification of Project Funding
- Public Information Surveys
- Mapping/GIS
- Funding Assistance/Project Proformas
- Impact Fees
- Tax Incremental Finance Districts

SURVEYING

- Plats and Subdivisions
- Property Surveys
- GPS Surveys
- Topographic and Site Surveys
- Aerial Control Surveys
- Re-Monumentation Surveys
- Right-of-Way Plats
- County and Transportation Project Plats (TPP)

ARCHITECTURE

- Industrial, Commercial, Retail Design
- Municipal Buildings
- Libraries
- Educational
- Religious
- Recreation
- Multi-family Residential
- Nursing Homes and Congregate Care
- EMS and Fire Stations
- Fire Protection Systems
- Fire Alarm Design
- Building Envelope/Energy Retrofit
- Heat Recovery Systems
- Energy Management Studies
- Plumbing and HVAC Design
- Adaptive Re-use
- Retrofit Design

ENVIRONMENTAL SERVICES

- Phase I and Phase II Site Assessments
- Environmental Investigations
- Asbestos and Lead Assessment and Monitoring
- Soil and Groundwater Remediation Design
- Monitoring - Air, Water, Noise, Particulate
- Hazardous Building Materials Assessments and Abatement Oversight
- Building Deconstruction Planning and Oversight
- Spill Prevention Control and Countermeasure Planning

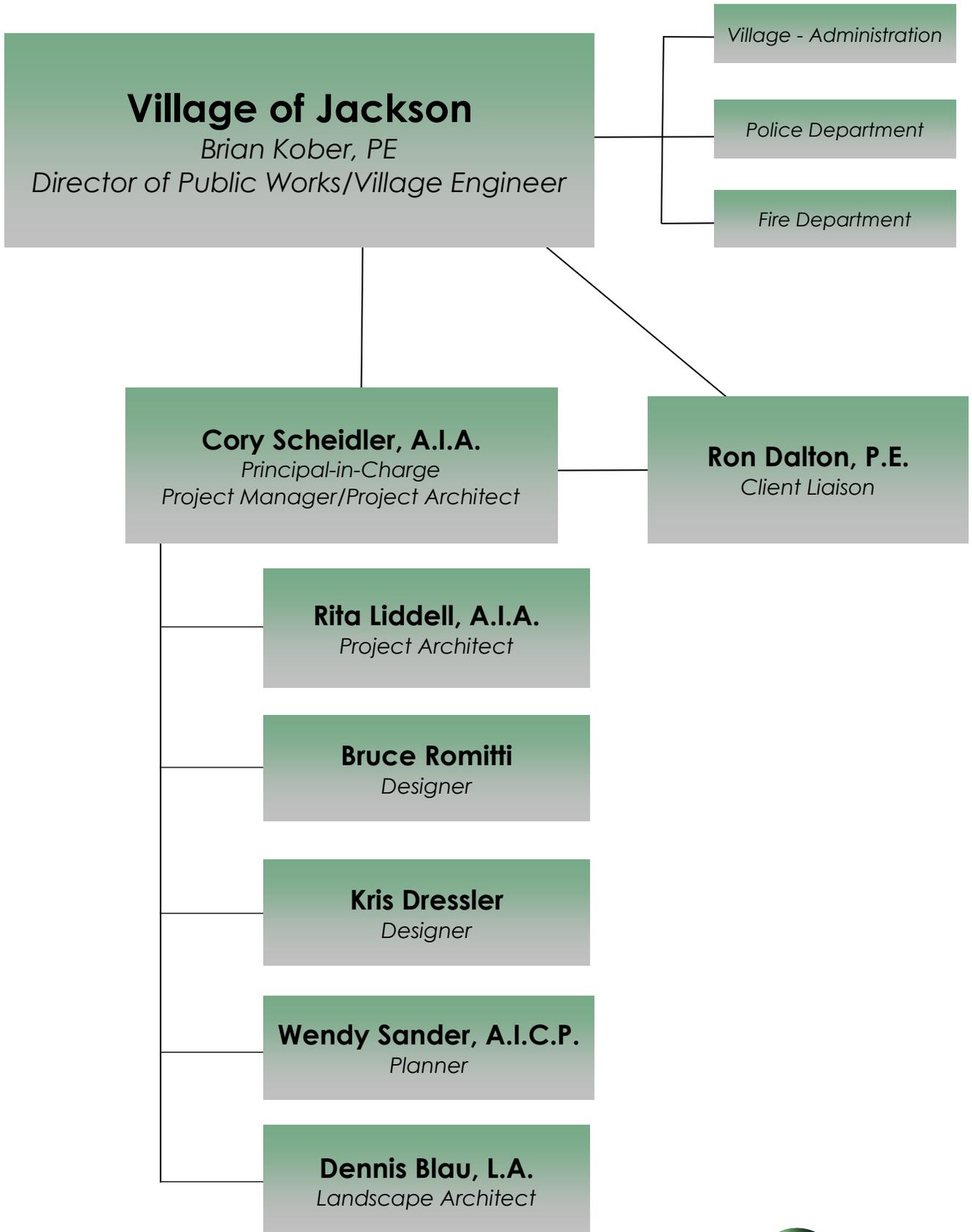
LANDSCAPE ARCHITECTURE

- Site Design
- Park/Recreation Planning and Design
- Urban Streetscapes
- Planting Design
- Hydraulic Analysis
- Erosion Control Design

WATER RESOURCE SERVICES

- Analytical Modeling
- Water Quantity, Quality
- Wetland Delineation, Mitigation and Monitoring
- Stormwater Erosion Control
- Shoreline Restoration
- Stormwater: Best Management Practices
- Stormwater Pollution Prevention Planning

Project Team





Cory A. Scheidler, AIA
Director of Architecture
1-800-472-7372

Education

Associate Degree in Civil
Engineering Technology: Mid-State
Technical College (2001)

Professional Registrations

Wisconsin Registered Architect
#10782
Wisconsin Certified Commercial
Building Inspector #992581

Professional Affiliations

American Institutes of Architects
Civil Engineering /
Structural Technician
Advisory Committee
Chippewa Valley Technical
College

Total Experience

Since 2000

Cory Scheidler is the Director of Architectural Services and Building Design for Cedar Corporation and provides supervision of Professional architects, engineers and technical staff in the design and construction of architectural and structural projects. With extensive experience in Government Facility & Commercial Development planning and design, Cory provides leadership of governmental and commercial development projects for a wide range of clients. Cory is actively involved in the American Institute of Architects as a local chapter vice president and actively participates in his community. Cory's personal involvement, genuine concern and attention to detail in the development of projects is recognized by our clients.

Areas of Expertise Include:

- Supervision of design and preparation of plans for new structures and alteration of existing buildings for governmental, institutional, commercial, and industrial projects, both traditional bid and design/build approaches
- Preparation of facility, space needs, and site analysis studies for municipal buildings
- Code review, schematic design and design development
- Project cost estimating, project scheduling
- Coordination with design disciplines
- Construction contract preparation and contract administration
- Client contact throughout project feasibility, design, bidding and contract administration
- Specialization in project delivery, working directly with Developers, Contractors, Owners and alternative

Recent Project Experiences Include:

- Buchanan Municipal Facility Study
- Weyauwega City Hall Facility Study
- Allovez Accessibility Assessment and Transition Plan
- Bellevue Accessibility Assessment and Transition Plan
- De Pere Accessibility Assessment and Transition Plan
- Blair Building analysis, needs assessment, municipal building remodel and contract administration
- St. Croix County Facility Study
- Polk County Facility Study
- Burnett County Facility Study
- Siren Fire Station Design
- Osseo Fire Department Planning
- Ellsworth EMS and Fire Department Planning, and Design
- Stanley Public Library Facility Study
- Lake Hallie Public Safety Building Study and Design
- New Richmond EMS
- Amery - Public Works Garage, Fire Station and Library
- Village of Cadott Municipal Facilities & Public Works Facility Study
- Travel Centers of America
- Somerset Public Works Facility Study
- Glenwood City – City Hall assessment
- Luck – Existing library assessment and new library and museum
- Black River Falls Fire and EMS Facility Study
- Woodville Municipal Building, Fire, EMS, and Police
- Colfax EMS and Municipal Building
- Boyceville Fire Department Planning, and EMS
- Menomonie Fire Department, Station #1 HVAC Replacement
- City of Prescott – Great River Road Learning Center Complex at Freedom Park
- City of Prescott Public Works Building, EMS facility, and renovation of municipal building
- Osseo Municipal Building



Ronald Dalton, P.E.
Consulting Engineer

Education

BS in Civil Engineering:
University of Iowa (1986)

Professional Registrations

Wisconsin Professional Engineer

Professional Affiliations

American Council of Engineering
Companies
American Public Works Association,
Engineer & Technology
Committee Member

Total Experience

Since 1988

Ronald Dalton is a Consulting Engineer specializing in municipal consulting engineering. Ron has served as the client liaison for dozens of communities in Southeast Wisconsin. Ron is skilled in sanitary sewer planning and design, storm sewer planning and design, water distribution planning and design, urban and rural street design, storm water management, construction management, quality control review, municipal general engineering services, subdivision review, capital improvement programs, TID planning and development, municipal incorporation, sanitary sewer systems evaluation, and comprehensive drainage planning.

Areas of Expertise Include:

- Project Management
- Construction Management
- Planning and design of Sanitary Sewer, Storm Sewer and Water Main
- Urban and Rural street design
- Capital Improvement Planning
- TID Planning and Development
- Municipal Incorporation
- Sanitary Sewer System Evaluation and comprehensive drainage planning
- Conducting public meetings

Representative Project Experience Includes:

- *Spring Green Reconstruction, Village of Sussex, Waukesha County, WI:* Principal-in-charge for the urban reconstruction of 6,000 l.f. of roadway including all utilities and storm sewer. Project included concrete pavement, integral curb and gutter, 15-inch interceptor sewer, and water main.
- *Meinecke Avenue Storm and Sanitary Sewer, City of Wauwatosa, Milwaukee County, WI:* Principal-in-charge for a \$14 Million dollar improvements project to alleviate flooding within a portion of the city limits. Project included storm and sanitary sewer analysis, inflow and infiltration testing, storm and sanitary modeling, route analysis, trenchless water main relay, easement acquisitions, and extensive WDNR, county and MMSD permitting. Final design included 9,000 feet of 27-inch to 30-inch sanitary sewers; 5,000 feet of 108-inch and 120-inch storm sewers; and 5,000 feet of 8- to 12-inch water main relay.
- *State Trunk Highway 60/Port Washington Road Reconstruction, Village of Grafton, Ozaukee County, WI:* Principal-in-charge for the water main and sanitary sewer for reconstruction of 0.5 mile of Port Washington Road at its intersection with STH 60. The project included intersection widening, new traffic signals, and changing from a rural to an urban section with a median.
- *2006 - 2012 Paving Programs, Village of Richfield, Washington County, WI:* Client manager for the annual paving program for the village including analysis of roadways with costing analysis, approximately three miles of roadway improvements with pulverize and relays, shouldering, culvert replacements and paving fabrics.
- *TID District No. 1, Phases I-III, Village of Oostburg, Sheboygan County, WI:* Project Manager for the design of an 85-acre industrial park including 5,000 feet of urban roadway, 8,500 feet of sanitary sewer and water main, lift station and 5,400 feet of force main. This project also included a regional 4-acre storm water detention pond.



Rita Liddell, AIA
Architect

Education

Bachelor of Architecture: Iowa State University (1984)

Professional Registrations

Registered Architect - WI

Professional Affiliations

American Institute of Architects (AIA)
Wisconsin Green Building Alliance (WGBA)

Total Experience

Since 1985

Rita Liddell is a member of Cedar Corporation's Building Design team and is experienced in Sustainable Building Design and excels in design for new structures.

Areas of Expertise Include:

- Design of plans for new structures and alteration of existing buildings for municipal, institutional, commercial, and industrial projects, both traditional bid and design/build approaches
- Preparation of facility, space needs, and site analysis studies for municipal buildings
- Code review, schematic design and design development
- Project cost estimating, project scheduling
- Coordination with design disciplines
- Construction contract preparation and contract administration.
- Client contact throughout project feasibility, design, bidding and contract administration

Representative Project Design Experience Includes:

- St. Croix County Facility Study
- Siren Fire Station Design
- Stanley Public Library Facility Study
- Lake Hallie Public Safety Building Study and Design
- Small Projects, UW-Stout, Menomonie, WI
- Pattison State Park, Historic Shelter Re-roof, Superior, WI
- UW-Eau Claire School of Nursing Renovation, Eau Claire, WI
- EO Johnson Business Technology Addition & Renovation, Eau Claire, WI
- Burn Boot Camp, Tenant Build-Out, Eau Claire, WI
- Colby Public Library, Colby, WI
- City Hall Renovation, Menomonie, WI
- Farmers Market Pavilion, Menomonie, WI
- Wagner's Dome and Addition, Eau Claire, WI
- 2nd and 3rd Floor Renovations, State Office Building, Eau Claire, WI
- Stairway Railing Renovations, Wimberly Hall, UW-La Crosse, La Crosse, WI
- Acadia Healthcare, Tenant buildout, Eau Claire, WI
- Little Sprouts Academy, Menomonie, WI
- Sonshine Daycare Center Renovation, Somerset, WI
- Space Needs Study, Municipal Building, Maiden Rock, WI
- Taco Bell Build-out, Holt Plaza, Milwaukee, WI
- Markquart Automotive Addition, Lake Hallie, WI
- Town Hall and Town Shop, Town of Daniels - Burnett County, WI
- Maintenance Shop, Town of Garfield - Jackson County, WI
- Altoona Dance Studio, Altoona, WI
- South Point Plaza, Build-out, Eau Claire, WI
- Public Safety Building, Lake Hallie, WI
- Travel Centers of America, Rogers, MN and Deforest, WI
- Northern Lakes Community Church, Cumberland, WI
- Hope Lutheran Church, River Falls, WI
- Durand City Hall Improvements
- Menomonie City Hall Improvements



Bruce Romitti

Architectural Design Technician

Education

Associate Degree in Architectural Technology; Northeast Wisconsin Technical College (2015)

Total Experience

Since 2015

Bruce Romitti recently joined Cedar Corporation as an Architectural Design Technician, but offers a wealth of software skills and construction experience. He was awarded Outstanding Program Student and worked as a Tutor throughout his training at Northeastern Wisconsin Technical College.

Areas of Expertise Include:

- Revit
- AutoCad
- Estimating
- Structural Analysis
- Graphic Production & Installation
- LEED applications; Sustainable Building Principles

Recent Project Experiences Include:

- Buchanan Municipal Facility Study
- Ellsworth EMS and Fire Department Planning, and Design
- Osseo Fire Department Planning
- St. Croix County Facility Study
- Stanley Public Library Facility Study
- Town of Clayton, Utility Feasibility Study
- City of Weyauwega, Municipal Building
- Freedom Sanitary District Study
- Northern Lakes Church, Cumberland
- Hope Lutheran, River Falls
- City of Weyauwega WWTP design
- St Pauls/Peters Addition, Independence
- Eden Fertilizer Plan, Eden, WI
- UW-Stout Dorm room conversions
- Maurices Store (numerous throughout Midwest)
- Dollar Tree Retail Centers (numerous throughout Midwest)



Kris Dressler

Architectural/BIM Technician

Education

Associate Degree in Drafting and Design Technology: Herzing College (2007)

Total Experience

Since 2006

Kris Dressler came to Cedar Corporation as an experienced BIM technician and has developed into a keystone of our Building Design team. Kris's experience offers our team state of the technical capacities in building design and modeling which benefit each of our projects and clients. Kris plays an integral part in many of our projects, working hand in hand with our Architects, Designers and Engineers, providing assistance in design, planning and facility planning for traditional and alternative project delivery methods. Kris has begun the process of preparing for his Architectural Examination and planning to one day become a licensed Architect.

Areas of Expertise Include:

- Preparation of construction drawings for new structures and renovations of existing buildings for municipal, commercial, and industrial projects, for both traditional and alternative delivery methods.
- Preparation of mechanical and electrical design plans for building projects.
- Building information modeling aided design
- Assistance in code analysis
- Development of drawings and exhibits for presentations
- Preparation of as-built plans
- Maintenance of CADD Standards

Recent Project Experiences Include:

- Buchanan Municipal Facility Study
- Weyauwega City Hall Facility Study
- St. Croix County Facility Study
- Siren Fire Station Design
- Osseo Fire Department Planning
- Ellsworth EMS and Fire Department Planning and Design
- Stanley Public Library Facility Study
- Lake Hallie Public Safety Building Study and Design
- UW-Stout Office Renovation
- Eau Claire State Office 2nd & 3rd Renovations
- Milwaukee Retail Center
- Travel Centers of America Repair by Addition - Madison, WI
- Schmit Prototypes
- Toy Investments - Union Trailer
- Advanced Laser Addition - Chippewa Falls, WI
- Preferred Sand - Bloomer, WI
- Specialties Pallet - Boyceville, WI
- Public Safety Building - Village of Lake Hallie, WI
- Ellsworth Fire Station
- Osseo Rural Fire Department
- Weyauwega City Hall
- Town of Daniel Town Hall
- Town of Garfield Shop
- St. Croix County Highway Department study
- Woodville Fire Station - Woodville, WI
- Municipal Well house - Osseo, WI
- Weyauwega WWTP, Weyauwega, WI
- Saputo Cheese WWTP
- Elmwood WWTP
- Clayton WWTP
- Pepin WWTP
- Weyauwega Park Shelter, Weyauwega, WI
- Maribel Caves County Park



Wendy Sander, AICP
Director of Planning

Education

BS in Geography: University of Wisconsin-River Falls (1988)

Professional Affiliations

American Institute of Certified Planners (AICP); American Planning Association; Wisconsin Economic Development Association

Certifications

Certified Planner

Total Experience

Since 1983

Wendy Sander has over 30 years of experience in Planning and Economic Development. As the Director of Cedar Corporation's Planning Team, Wendy oversees professional planners and technical staff engaged in community development projects, tax increment creation, and the development and administration of state and federal grants. Wendy specializes in creative funding techniques for community development and economic development projects. In addition, she regularly assists with zoning ordinance creation, interpretation and enforcement.

Areas of Expertise Include:

- TIF District creation including project plan preparation and financial review
- Creative funding and financing expert and project planning
- Preparation of a wide range of loan and grant applications and coordination/administration of funding programs through WDNR, Clean Water Fund, Rural Development, and Community Development Block Grant
- Zoning ordinance creation, review, and enforcement
- Downtown and waterfront re-development
- Comprehensive community development and growth management planning
- Park planning projects and grant funding assistance
- Business and economic development assistance
- Industrial/business park planning
- Market analysis and community development surveys
- Feasibility studies for development projects
- Relocation plan development and acquisition assistance
- Master planning and site analysis
- Attendance at Village Board, City Council, Town Board, Plan Commission and various Committee meetings



Dennis Blau, L.A.
Landscape Architect

Education

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

Professional Registrations

Registered Landscape Architect - WI

Total Experience

Since 1985

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

Areas of Expertise Include:

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

Representative Project Experience Includes:

- Buchanan Municipal Facility Study
- Weyauwega City Hall Facility Study
- Blair Building analysis needs assessment, municipal building remodel and contract administration
- St. Croix County Facility Study
- Siren Fire Station Design
- Osseo Fire Department Planning
- Ellsworth EMS and Fire Department Planning and Design
- Stanley Public Library Facility Study
- Lake Hallie Public Safety Building Study and Design
- New Richmond EMS
- Travel Centers of America
- Woodville Municipal Building, Fire, EMS and Police
- City of Prescott Public Works Building, EMS facility and renovation of municipal building
- Osseo Municipal Building
- Luck Public Library and Museum
- Trenton Island Boat Landing reconstruction - Pierce County
- Pleasant Valley Town Hall and Fire Station - Pleasant Valley, Eau Claire County
- Best Maid Cookie Company expansion - River Falls
- Arbor Place Treatment Facility - Menomonie
- Markquart Toyota - Lake Hallie
- Wakanda Park Baseball Field - Menomonie
- Chippewa River Beautification Project - Durand
- Mel Wall Amphitheater Renovation - UW River Falls
- Carson Park Message Center Sign - Eau Claire
- McDonough Park - Eau Claire
- Jackson County Fair Park Renovation - Black River Falls
- Black River Falls Foundation Trail - Black River Falls
- UW River Falls Multi-Modal Trail System - River Falls
- Veteran's Peace Memorial Wayside, USH 53, (new facility) Washburn County
- Great River Road Learning Center (new facility) - Prescott

Project Experience

CLIENT: City of Weyauwega
PROJECT: City Hall Feasibility Needs Study
CONTACT: Patrick Wetzel, City Administrator, 920-867-2630
SIZE: 15,522 sq. ft.
COMPLETED: 2014

TEAM MEMBERS: Cory Scheidler, Kris Dressler, Bruce Romitti

DESCRIPTION: Cedar Corporation was retained by the City of Weyauwega to provide a facility assessment, feasibility study and space needs analysis for existing City Hall & Police Departments, including the adjacent buildings. The study involved reviewing the potential of a new facility on a new site or renovating the existing City hall and adjacent buildings for a new combined facility. The evaluation and feasibility study included the review of existing structures for potential renovation options to meet the current and future needs of the community. The City of Weyauwega City Hall building included City Offices and a Police Department, however there was no space for meetings, and no community center. The expectations of the study were to develop a plan that allowed the City to have all entities in a single building with room for future growth and opportunity for the City. The review of the existing facilities and City needs included extensive evaluation of the buildings to determine their suitability for renovation and re-use and careful consideration of the City's needs and future needs to determine the extent of facility and space that is needed for the City. The conclusion was that keeping City Hall and Police Departments in the downtown with the addition of a community center would be the optimal approach for the City. Upon completion of the study, Cedar Corporation was retained to complete the design of the renovated facility which was completed the summer of 2016.



Project Experience

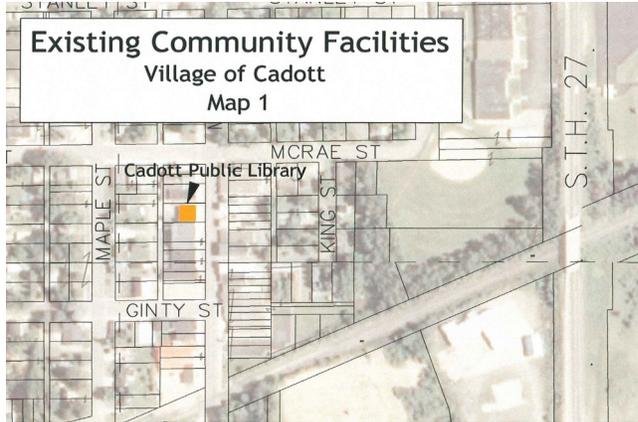
CLIENT: Town of Buchanan
PROJECT: Town Hall Facility Needs Study and Space Analysis
CONTACT: Joel Gregozeski, Administrator, 920-734-8599
SIZE: 10,000 sq. ft.
COMPLETED: February 2016

TEAM MEMBERS: Cory Scheidler, Kris Dressler, Bruce Romitti

DESCRIPTION: Cedar Corporation was retained to provide a facility assessment, space needs analysis and Feasibility Study of existing Town Hall, including the Administrative, Police and Fire Departments. The evaluation included an evaluation of the existing facility condition and suitability for future use, improvements, and expansion, review of accessibility, conduciveness for the current use and efficiency. The analysis found several opportunities for facility improvements, flow of staff and visitors, opportunity for shared uses and opportunities for increased security and wayfinding. The evaluation took a look at parking and drop off areas, accessible path of travel and entrance, emergency exiting, horizontal circulation, employee work areas, operations, seating, ADA compliance, miscellaneous spaces. Cedar Corporation found that the most appealing option was to develop a phased approach of additions, small projects and renovations. This approach allowed the community to plan, budget and grow organically in the current space, until the time that future offices and functions are needed.



Project Experience

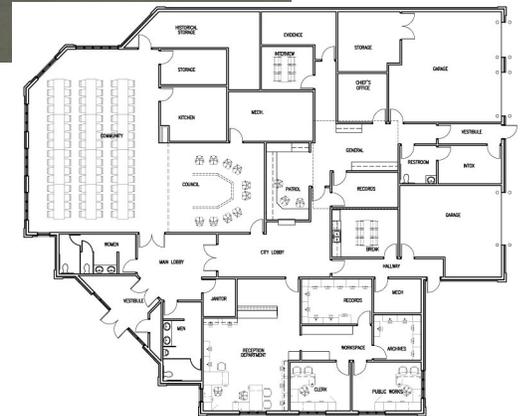


CLIENT: Cadott Public Library & Municipal Facility
PROJECT: Space Needs & Facility Site Selection Feasibility Study
CONTACT: Lila McConville, Carrie Hopp 715-289-4950
COMPLETED: April 2011

TEAM MEMBERS: Cory Scheidler, Wendy Sander, Dennis Blau

DESCRIPTION: Cedar Corporation was retained by Village of Cadott to provide an evaluation of their existing facilities, explore options to meet their current and future needs, and determine the viability of these options. Due to the age of the facilities and the numerous locations throughout the Village, Cedar reviewed all of the existing facilities to determine their viability for re-use and renovation and investigated and recommended alternative sites throughout the Village. During the site selection process Cedar worked with the Village and different departments to prepare alternative layouts of each site that would meet the Villages current and future needs and developed options that would allow for a phased approach. Upon completion of the study, Cedar provided the Village recommendations and opinions of cost for the alternative sites and recommendation for moving forward.

Project Experience



CLIENT: City of Osseo
PROJECT: Municipal Building Feasibility Study
CONTACT: Blyann Johnson, City Clerk, 715-597-2207
SIZE: 8,800 sq. ft.
COMPLETED: 2008

TEAM MEMBERS: Cory Scheidler, Dennis Blau, Wendy Sander

DESCRIPTION: The City of Osseo retained Cedar Corporation to complete a feasibility study for a new Municipal Building in 2008. Cedar Corporation provided an analysis of the existing building and site, programming or a new facility as well as conceptual drawings and opinions of probable cost for the proposed facility and improvements. The proposed 8,800 square foot municipal facility houses the City offices, Public Works Office, Police Department and Community Center. The building was designed through a sustainable approach to help the city be more environmentally friendly as well as save the city costs through the lifecycle of the facility. In addition to the study and design of the facility, Cedar Corporation worked with City staff to hold public informational meetings to educate the public and assisted the City in obtaining a \$280,000 block grant for the project.





CLIENT: Village of Boyceville
PROJECT: Municipal Building & Library Needs & Site Analysis Study
CONTACT: Ginny Julson, 715-643-2106
TEAM MEMBERS: Cory Scheidler, AIA; Wendy Sander, Dennis Blau
DESCRIPTION: In November 2005, the Boyceville Village Board began the process of developing a plan to select a site for a new municipal facility and library in Boyceville. As part of that process, Cedar Corporation worked with the Village Board, Library, and community to identify a site that will accommodate the Village Hall and Library needs now and in the future. Cedar Corporation has prepared this report to inform the Village of their needs, assess the community's input and offer viable solutions for alternative sites for their future municipal building. As part of our services for this project, Cedar reviewed options for the Library to provide an elevator and improve accessibility. The project recommendation is to develop a new facility on an alternative site that provides more space.



Project Experience

CLIENT: City of River Falls
PROJECT: River Falls Fire Response Area Study
CONTACT: Mike Moody, Assistant Chief, 715-426-3534
LOCATION: River Falls, WI
COMPLETED: 2008
TEAM MEMBERS: Cory Scheidler, Dennis Blau, Wendy Sander

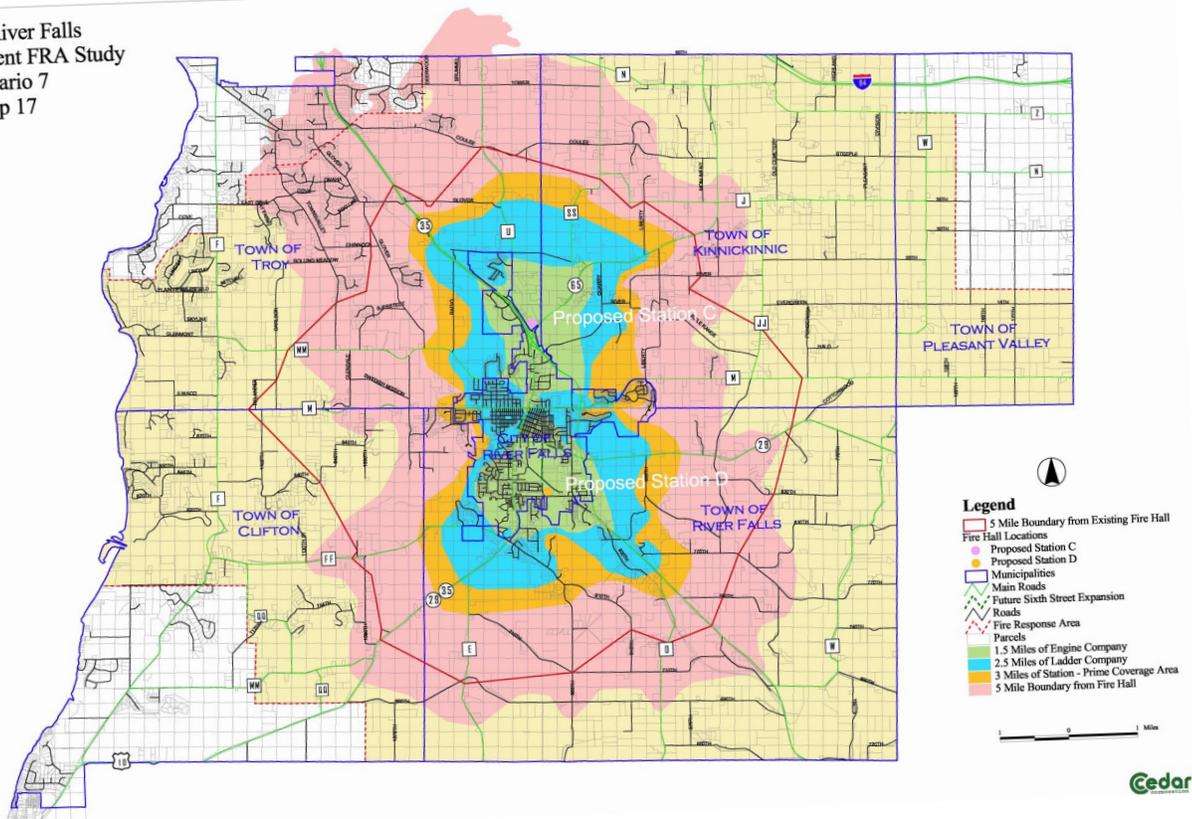
DESCRIPTION: The River Falls Fire Response Area Study was created to analyze fire protection within the River Falls Fire Service Area (FSA). The FSA includes the City of River Falls (St. Croix and Pierce County), Town of Clifton (Pierce County), Town of Kinnickinnic (St. Croix County), Town of Pleasant Valley (St. Croix County), Town of River Falls (Pierce County), and Town of Troy (St. Croix County).

The study examined the past evaluation and recommendations made by Insurance Services Organization (ISO), existing and projected growth patterns over a 20-year period within the FSA, barriers that may limit various aspects of fire protection, and the effects these factors have on residents in the City of River Falls and adjacent Towns.

The primary concern for the City and focus of the study is to maintain a low Insurance Service Organization (ISO) rating and a high level of service for City of River Falls residents, which determines insurance premiums within a five mile, linear road radius of the fire station.

Existing data from the City of River Falls and each outlying Town was collected and analyzed. Some of the existing data included the 1997 ISO audit, population projections, historic growth patterns, municipal utilities study, land uses, transportation routes, and fire call logs. The data was used to develop and evaluate a variety of scenarios to help evaluate potential deficiencies in fire protection coverage and the need for future fire equipment or facilities.

City of River Falls
Fire Department FRA Study
Scenario 7
Map 17



Project Experience

CLIENT: St. Croix County Highway Department
PROJECT: Hammond Highway Facility Assessment and Facility Study
CONTACT: Todd Rehnelt, Assistant Highway Commissioner, 715-796-2227
COMPLETED: 2015

TEAM MEMBERS: Cory Scheidler, Kris Dressler, Bruce Romitti, Dennis Blau

DESCRIPTION: Cedar Corporation was retained by the St. Croix County Highway Department to provide an evaluation of their existing Hammond Highway Department Facility and existing site. The evaluation of the facilities included a comprehensive review of options for renovating, building new on the existing site or a new location and evaluation of relocation of resources. Due to the age of the buildings, limited space in buildings and code deficiencies, Cedar recommended reviewing short and long term planning options for a new facility. Cedar provided more in depth programming and facility needs assessments and worked with the County to review several alternatives for the new facility. Cedar worked with the County to prepare several alternative facility layouts that would meet the current and future needs of the department.



Project Experience

CLIENT: Polk County Highway Department
PROJECT: Highway Facilities Evaluation
CONTACT: Steve Warndahl, Highway Commissioner, 715-485-8700
SIZE: 82,000 sq. ft.
COMPLETED: 2010

TEAM MEMBERS: Cory Scheidler, Dennis Blau, Wendy Sander

DESCRIPTION: Cedar Corporation was retained by the Polk County Highway Department to provide an evaluation of their existing Highway Department and existing site to determine its value in reuse. Due to the age of the building, site constraints and proximity to the lake, Cedar recommended reviewing alternative sites. Cedar provided more in depth programming and facility needs assessments and worked with the County to review several alternatives for the new facility. During the site selection review process Cedar worked with the County to prepare several alternative facility layouts that would meet their current and future needs. Upon completion of the Study the Cedar provided the County a recommendation for the site, conceptual building plans, and estimated construction cost.



Project Experience



CLIENT: Village of Lake Hallie
PROJECT: Public Safety Building
CONTACT: Pete Lehmann, 715-726-2660
ACTUAL COST: \$4,500,000
COMPLETED: June 2014

TEAM MEMBERS: Cory Scheidler, Rita Liddell, Jarrod McCurdy, Wendy Sander, Kris Dressler, Desnis Blau

DESCRIPTION: Cedar Corporation was retained by the Village of Lake Hallie to provide Architectural and Engineering Services for their new Public Safety Building. The new facility replaces the aging and limited space of the existing Public Safety Building which contains the Fire, EMS, and Police and also replaces the existing Village Hall Offices. The Village of Lake Hallie is experiencing large growth and the need for public services is increasing at a rapid rate. The \$4.4 million dollar facility allows the Village and Public Safety to grow well into the future. By including all entities within one facility the Village will realize cost savings in shared space.

The building is designed with careful consideration of cost and schedule. Due to the time frame of the project, Cedar worked to fast track a design and use building components that allow for quick construction and reduce winter condition cost. The facility features insulated precast wall systems that will extend to the concrete footings, eliminating the need for additional work onsite. The roof system incorporates internal roof grains connected to the storm water management system. This facility is served by high efficiency mechanical systems with individual HVAC zones for optimum comfort to the varying occupants and departments. In floor heat was installed for the apparatus bays to reduce overall energy consumption and maintain drier floors. The plumbing system incorporates low flow and sensor type fixtures to reduce maintenance and water usage. The electrical and lighting systems have in previous projects proven to pay for themselves in very short amount of time providing large energy and operational cost savings to the owner.



Allovez Accessibility Assessment and Transition Plan

Assessment of Parks, Recreation and Forestry Facilities for the Village of Allovez. Cedar Corporation evaluated 12 parks and 3 special use facilities within the village which included: complete site evaluation of all, documented ADA Accessibility checklists with each non-compliant component identified with accompanied photos, review meetings, preparation of transition plan, progress meeting and final report.

Bellevue Accessibility Assessment and Transition Plan

Assessment of Parks, Recreation and Forestry Facilities for the Village of Bellevue. Cedar Corporation evaluated all parks and special use facilities within the village which included: complete site evaluation of all, documented ADA Accessibility checklists with each non-compliant component identified with accompanied photos, review meetings, preparation of transition plan, progress meeting and final report.

De Pere Accessibility Assessment and Transition Plan

Complete ADA self – Evaluation for the City of De Pere Parks, Recreation & Forestry Facilities. This work included reviewing and documenting 32 parks, boat launches, common areas and other public spaces. We completed checklist of all compliant and non-compliant features of each space. Each checklist referred to photographs and measurements of items not in compliance. Cedar Corporation also compiled all non-compliant items into a summary for inclusion into the city's transition plan.

Pepin County Housing Authority

Complete ADA self – Evaluation for the Pepin County Housing Authority (PCHA). This work included reviewing and documenting 22 handicap accessible units and public spaces. We completed checklist of all compliant and non-compliant features of each space. Each checklist referred to photographs and measurements of items not in compliance. Cedar Corporation also compiled all non-compliant items into a summary for inclusion into PCHA's Transition Plan. The final deliverables included over 500 pages of checklists, photographs and reports.

Additional Feasibility Studies/Analysis

City of Blair Pool Feasibility Study
City of Blair Re-evaluation Study
Glenwood City Municipal Building Feasibility Study
City of Thorp Feasibility Study - Planning
Independence School District Referendum Assistance - Feasibility Study
Pepin School District Feasibility Study
Sawyer County Highway Department Stone Lake Business District Improvement
School District of Durand 1994 Feasibility Study
School District of Durand Feasibility Study - Consolidation
St. Joseph Township Feasibility Analysis - Planning
Township of Colfax Town Hall/Shop - Feasibility
University of Wisconsin - Stout Pedestrian Overpass Feasibility Study
Village of Boyceville Fire Hall Study

Village of North Hudson New Village Public Building Study
Village of Somerset Public Works Feasibility Study
Village of Somerset Main Street Improvements Feasibility
Village of Somerset Police Department Feasibility Study
Barron County Highway Department Route Study
Town of Urne Shop Addition
Burnett County 2001 Highway Shop
Dunn County Dept. of Health - Feasibility Study
County of Dunn - Extension Office Collection Station Electrical Improvements
Polk County Center Building - HVAC
Polk County HVAC Study II-HVAC
Polk County HVAC Study
St. Croix County Nursing Home Study
Dunn County Transit Route Map

Scope of Service / Methodology / Schedule

Cedar Corporation's trademark quality is to listen to you. We want to learn and understand your wants, your needs, and your expectations. We seek to create an environment that allows various shareholders to work together and develop mutually acceptable solutions. In order to achieve this, we have developed a design process that includes focused discussions and follows a well-defined agenda. This process allows us to efficiently gather all of the available information and ideas and then review them to complete a thorough evaluation of the design challenge.

Our approach to the Village of Jackson project is a 4-step process that includes:

- A project kickoff meeting to identify the issues,
- An analysis of the current facilities
- Optimal Site Analysis
- Report of findings

Project Kick-Off Meeting (Step 1)

Early July

We will schedule a kick off meeting with the Village and other appropriate staff to review the project and discuss the desired outcomes, agree on project milestones. We will conduct a preliminary review of what is known about the existing facilities and their conditions. We will develop a future meeting schedule to allow for advance planning. Upon completion of the kick-off meeting Cedar Corporation will have a more thorough understanding of your objectives.

Cedar Corporation will then:

- Conduct a review of information we have gathered during the meeting
- Meet with Department heads as needed to clarify information
- Gather available site information, previous studies and previous project plans

Upon completion of our review of this information and any other data provided, Cedar Corporation will begin our evaluation of the current facilities and continue with department interviews as needed.

Expectations from the Village of Jackson

As the project progresses, many questions will arise from both the Village and our design team. Cedar will work with the Village and Department Heads to address those questions in a thorough and timely manner. The following is a brief list of potential questions and necessary items that will be needed to complete the project in a timely manner.

- Availability of the Village of Jackson to visit other facilities
- Consideration of sustainable design measures the Village would like to include
- Availability of Department Heads for discussions and interviews
- Coordinate Cedar access to the existing facilities
- Provide previous studies, space needs summaries, site and building data
- Provide any drawings, surveys or maps of proposed sites or facilities
- Provide information regarding existing and proposed equipment inventories and types
- Access to pertinent budget, utility and maintenance information

Analysis of Current Facilities. (Step 2)

Mid-July

Our analysis of the existing facilities will include:

- Evaluate the current Village Hall / Police Department and Fire Department facilities to assess their condition and suitability for re-use and renovation
- Review overall site for suitability for the current use
- Review existing traffic flow and patterns within the site
- Review the outlined facility deficiencies as provided by the Village
- Review potential future facility use changes as provided by the Village
- Review zoning and comprehensive plan recommendations
- Review potential impacts the facility may have on adjacent properties
- Review potential sustainable design and construction approaches

Scope of Service / Methodology / Schedule

Optimal Location Analysis. (Step 3)

Early August

Our analysis of the 2-3 parcels for satellite facilities will include:
Review existing facilities for a combined facility?

- Evaluate the candidate sites to assess their suitability for a satellite fire station
- Review site access and traffic patterns for the candidate site
- Review zoning and comprehensive plan recommendations for each candidate site
- Review potential impacts the facility may have on adjacent properties
- Review potential sustainable design and construction approaches

Report findings (Step 4)

Late August

Upon completion of our investigation and analysis we will review and discuss the project and our recommendations with the Village. During this meeting we will review our findings as follows.

- Review facility conditions, suitability for re-use and renovation and general recommendations for improvement
- Review of current department needs
- Review of current optimal space needs
- Summarize available site data for each facility and candidate site
- Review of site access and traffic patterns
- Identify any potential site constraints
- Consider SEWRPC and applicable zoning recommendations
- Review facility constraints that may lead to large financial impacts
- Considerations of possible facility and operational inefficiencies
- Considerations of sustainable opportunities
- Develop preliminary opinions of cost for re-use, renovation, or addition
- Develop preliminary opinions of the cost of a new facility

Upon completion of the Village Review Meeting, Cedar Corporation will prepare a presentation for public informational purposes. Cedar will provide a presentation, with photos, diagrams and bullet points for each facility and candidate site. The presentation will culminate in a recommendation for next steps.

Upon completion of the Evaluation, other services available upon the request of the Village, Cedar Corporation can begin the process of preparing diagrammatic layouts and conceptual plans for further budget and planning development.

This work will likely include another formal meeting with department heads to review and discuss our findings, and define the next phase the project.

During this phase we will continue to collaborate closely with the Village and appropriate stake holders to evaluate and brainstorm building and facility layouts, prepare conceptual designs and discuss cost projections for the project.

Design concepts may include:

- Site diagrams and overview
- Proposed layout of building locations, storage sheds and stockpiles
- Overview of traffic patterns and general site operations
- Conceptual building diagrams
- Summary of opinion of probable site and building construction cost for each option
- Cost analysis can be developed based on current industry standard averages, prior project experience and other known information

We currently understand the scope as a space needs analysis, including:

1. Conduct a thorough on-site review of each building to include:
 - In-person interviews with each department head (1 each) to assess current needs and space usage
 - Review of SEWRPC population growth estimates for future projections
2. Cost estimates for future needs to include:
 - One cost estimate with land considerations to be provided for each Department
 - One review of potential existing buildings to be renovated for Village use with cost estimate
2. Optimal Location Analysis for satellite fire stations
 - Based off of 2-3 parcels the Village is considering for satellite fire stations, an optimal location analysis will be completed to help refine the choice

For this service we would propose a lump sum fee of \$14,250.

Other Services Available upon Request

Concept Renderings of new facilities

Floor Plans

Fire rating/Fire code analysis

Topographic Surveys

Certified Survey Maps

Hazardous Building Materials Analysis



PROPOSAL TO

Village of Jackson, Wisconsin

Space Needs Analysis



Submitted by:
Baxter & Woodman, Inc.
Consulting Engineers
and
BARRIENTOS Design
www.baxterwoodman.com

June 24, 2016

June 24, 2016

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

Subject: Village of Jackson - Space Needs Analysis

Dear Mr. Kober:

The Baxter & Woodman team understands this project is a large undertaking for the Village of Jackson. We have assembled a team of experts with the experience and talent to prepare a thorough review of Village facilities and recommend viable options for the Village. We would appreciate an opportunity to meet with you and others associated with this project to discuss our team's strengths and capabilities.

Barrientos Design and Consulting, a locally based architecture firm that has worked extensively with public agencies on similar analyses throughout the State of Wisconsin, has joined our team. For more than three decades, award-winning Barrientos Design has specialized in architectural design, planning and consultation. Baxter & Woodman is a Milwaukee-based, forward-thinking civil engineering firm dedicated to combining sound engineering practices with emerging technologies to provide sustainable, innovative solutions. Together we will provide all of the disciplines needed for your project including: urban and land planning, civil and transportation engineering, environmental specialties, landscape architecture and urban design.

We have included information on both of our firms which highlights similar undertakings, project team resumes, and our initial thoughts on the various elements to successfully complete this project.

Our team offers expert services that stretch well beyond typical engineering consulting. We would welcome the opportunity to meet with you and your colleagues to further discuss this exciting project.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Scott G. Ahles, PE
Milwaukee Region Manager
SGA:df

VILLAGE OF JACKSON
Space Needs Analysis - 160660.10

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Baxter & Woodman continues to be ranked on the Engineering News-Record's Top 500 Design Firms list. We are also recognized by Public Works Magazine as one of the Top 50 leading firms in public works projects in the nation.



FIRM CONTACT

A proud history and service-oriented culture was established in 1946 by firm founders, Richard Baxter & Lorrin Woodman. As a result of hard work, commitment, and ever expanding engineering capabilities, Baxter & Woodman has grown to a full service firm serving communities and governmental agencies throughout northern Illinois, southern Wisconsin, and northwestern Indiana.

Today, firm principles and culture remain the same: **provide outstanding service to clients in support of safe and healthy environments for their residents.** Baxter & Woodman staff of 180 professionals provide planning, design, and construction expertise in wastewater, water, storm water, and transportation facilities, technology, mapping, surveying, funding, sustainable initiatives and more.

CONVENIENT OFFICE LOCATIONS

Services for the Village will be coordinated from our **Milwaukee office**, with support from other offices as needed:

Baxter & Woodman, Inc.

Mr. Scott G. Ahles, P.E. - Main Contact
Region Manager
115 South 84th Street, Suite 175
Milwaukee, WI 53214
sahles@baxterwoodman.com
Mobile Phone: 262 894-6565
General Phone: 414 257-3150

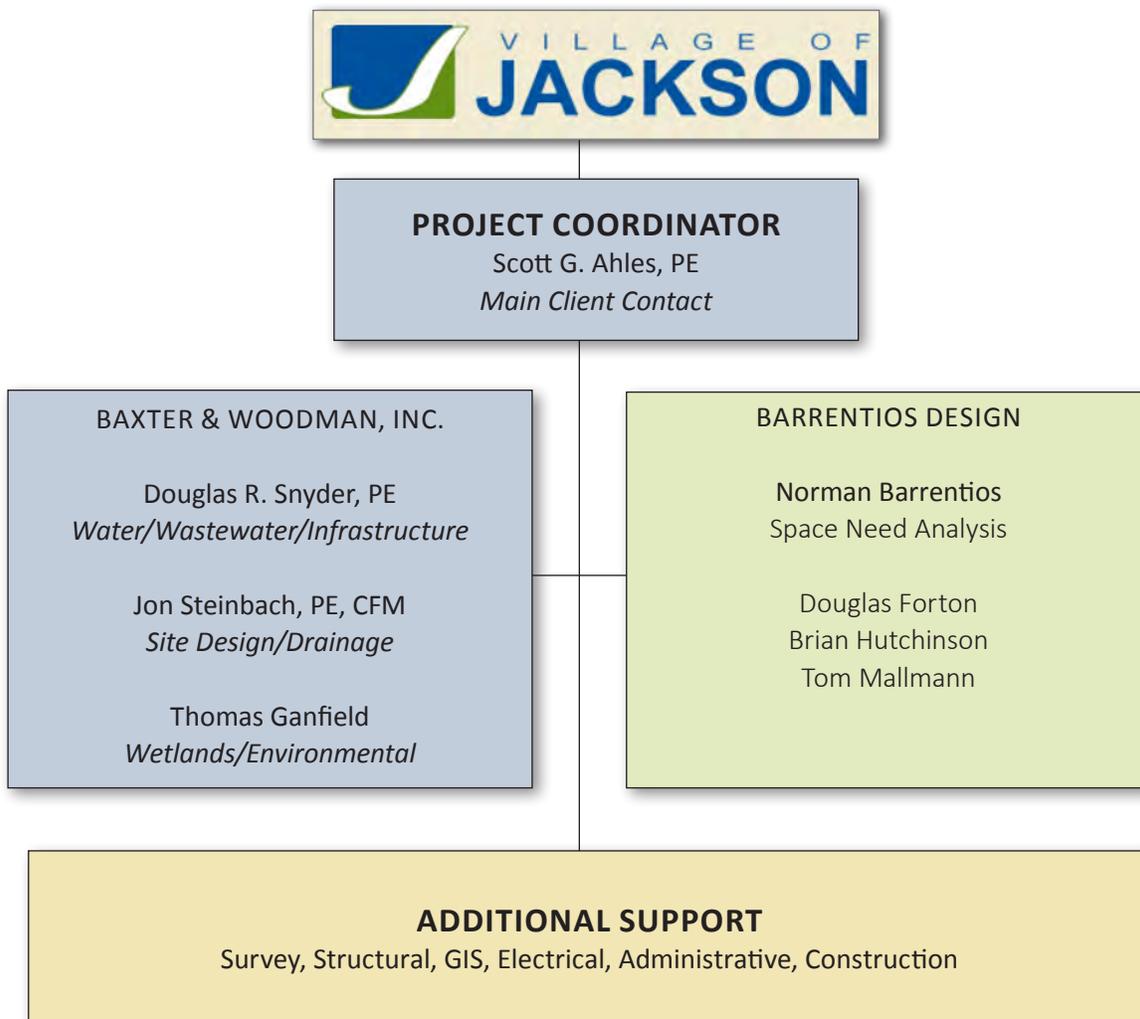
Barrientos Design & Consulting, Inc.

Norman Barrientos, AIA
414-271-1812, x-1
205 W. Highland Avenue, Suite 303
Milwaukee, WI 53203
norman@barrientosdesign.com
www.barrientosdesign.com



KEY PERSONNEL

Baxter & Woodman has teamed with Barrientos Design and Consulting to serve the Village of Jackson on this important project.



Resumes of team members are included in Appendix A of this submittal.

BARRIENTOS PREVIOUS EXPERIENCE

BARRIENTOS

Leading this study effort will be Norman Barrientos, AIA, an architect with over 32 years of design experience with public facilities. His key project examples include: the Muskego Village Hall remodeling; Juneau City Hall, Pardeeville Village Hall, Portage County Courthouse Annex offices, Brown County HHS Office Consolidation and Jefferson County Highway Department Headquarters. The projects listed above involved Police, Fire and Administration facilities along with Public Works and Parks components.

Mr. Barrientos has conducted numerous space needs and site location studies in his career, and in the last three years, he has conducted this specific combination of studies for: Fond du Lac Public Works, Sheboygan Transportation Department, Eau Claire Public Works, Marathon County Highway Department, Jefferson County Highway Department and Milwaukee Public Works.

Mr. Barrientos has an established and proven methodology on how to conduct the space needs/site selection process and he has documented for local governments, how and where their new facilities can be relocated.

Other key personnel from the Barrientos Design staff will include Douglas Forton, Brian Hutchinson and Tom Mallmann. All of these staff have worked with Mr. Barrientos on the projects listed and are prepared to execute the work in detail.



FIRM DESCRIPTION

Qualifications

Since the 1980s our firm has worked on over 60 maintenance facilities for agencies such as Public Works, Highway Departments, Transportation Departments, Utility companies, Parks Departments, Fire Departments and the Military.

We have performed planning, design and construction oversight of large and complex maintenance facilities that involve: Repair Garages, Fabrication Shops, Parts Storage and Warehouses, Heavy Vehicle Parking, Truck Washing, Crew Quarters, Fueling Stations, Salt Storage and extensive Yard storage.

Our typical new garage facilities have ranged from \$2 to \$20 million in construction costs with sizes of over 100,000 square feet and site developments spanning from 3 to 30+ acres. Fleet size and composition have involved rolling fleets of over 300 pieces and vehicles types including quad-axle haul, fire trucks, squads and buses.





JEFFERSON COUNTY CENTRAL HIGHWAY GARAGE

Jefferson, WI

The Barrientos Design Team is nearing the completion of the Construction Documents for the Jefferson County Highway Department Central Maintenance Facility located in Jefferson, WI. The new 83,500 SF facility is being designed to house 40 plow trucks and other field equipment. In addition, the building also includes 8 repair bays, a sign & carpentry shop, crew lockers, a lunchroom for a staff of 45 people and support offices for the entire department.

Site facilities include: 30,000 SF Cold Storage Building, 8,000 ton salt shed, 4,000 SF Salt Brine Building, 20K gallon fueling station and canopy, outdoor stock storage, and truck scales. Barrientos Design was hired to design full architectural plans and oversee construction administration.

Size: 117,500 SF

Cost: \$15.2M

Completion: 2015

Client: Jefferson County Highway Department
Bill Kern, County Highway Commissioner
tel 920-674-7390





FOND DU LAC COUNTY CAMPBELLSPORT SATELLITE GARAGE

Campbellsport, WI

Barrientos Design was selected by Fond du Lac County to design a new satellite garage in Campbellsport, WI. Before beginning the design of this facility we were tasked with reviewing and documenting all of the County Highway buildings, vehicles and equipment. After compiling this information we made a recommendation on the appropriate size of the new Campbellsport Garage.

The new 17,700 SF garage features solar panels, a wash bay, natural day-lighting, a mezzanine and a small office component consisting of a ready room, locker/toilet rooms and storage and mechanical space. Additionally, the site contains a 3,500 ton salt shed, 10,000 gallon fuel tank and storage for bulk materials.

Size: 17,700 SF

Cost: \$2.2M

Completion: 2015

Client: Fond du Lac County Highway Department
Tom Janke, County Highway Commissioner
tel 920-929-3488





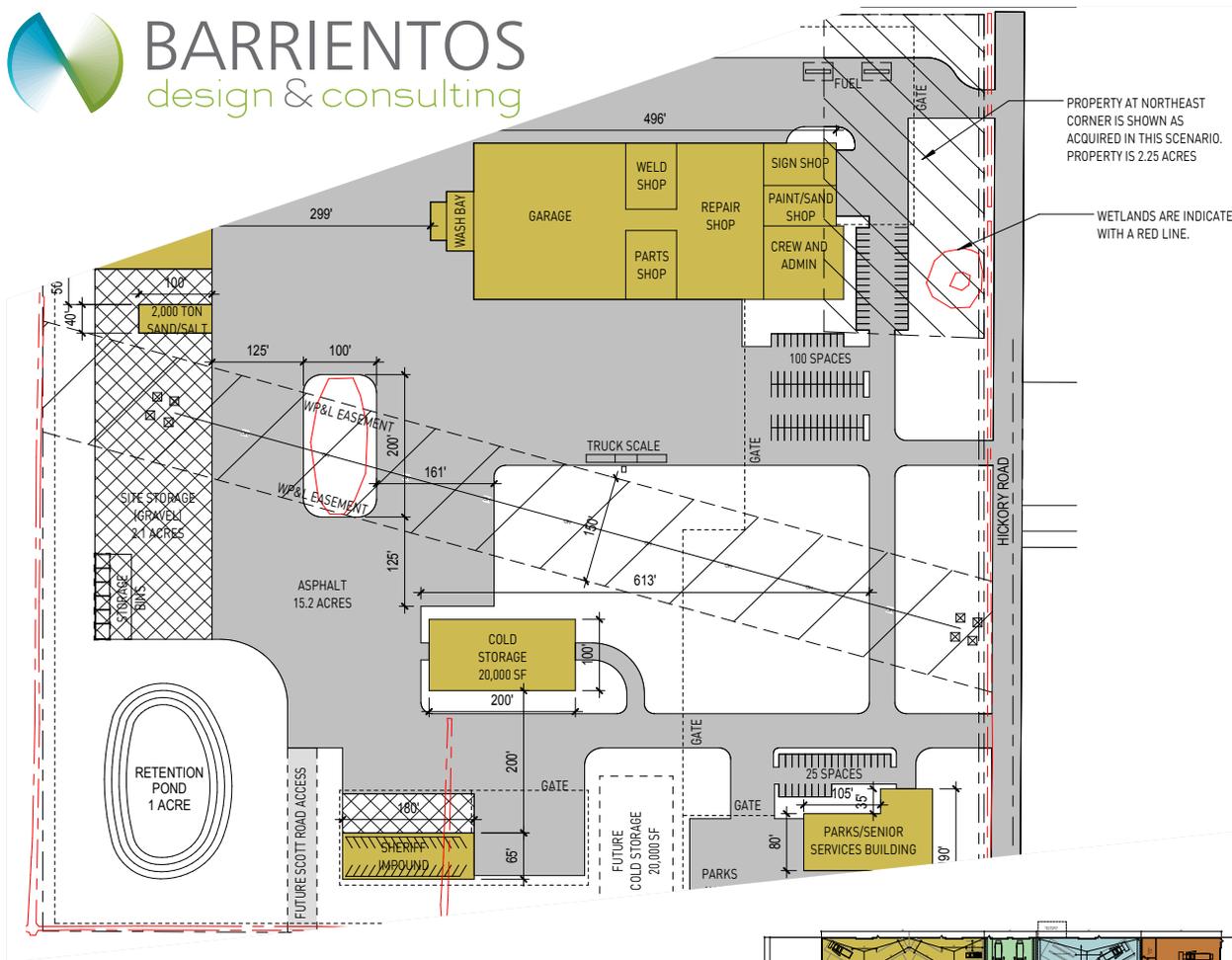
BROWN COUNTY HHS OFFICES Green Bay, WI

Barrientos Design was retained by Brown County to study the feasibility and impact of consolidating six HHS departments into one new building. The scope of work consisted of evaluating four separate facilities in the Green Bay area and relocating 430 employees into one new facility. Our team reviewed existing space utilization and prepared an idealized space program based on the number of staff, vertical stacking diagrams and desired office amenities. The final study deliverables include visualization of a hypothetical building, space allocations by department and floor and cost estimates for the new building.

Completion: 2014

Client: Brown County, Wisconsin





FOND DU LAC COUNTY HIGHWAY GARAGE

Fond du Lac, WI

Barrientos Design and Consulting has been worked with Fond du Lac County on several planning studies involving the relocation of their main highway garage. We looked at several options for how they could continue operations at their current site before the County decided to consider moving to a new location. As part of the relocation study we narrowed a list of 13 sites to 5 that were analyzed in-depth and based on criteria including location, topography and utility availability determined the best available site for the future project.

We created grading, site and building plan options for the selected site as well as phasing plans and cost estimates before the County decided to purchase the land for future development.



Cost: \$22,000,000

Client: Fond du Lac County

BAXTER & WOODMAN PREVIOUS EXPERIENCE

SITE DESIGN & DEVELOPMENT

Baxter & Woodman provides site analysis, study, design, and construction engineering for many of our clients for a wide array of projects ranging from municipal complexes to parks and recreation facilities. We bring to you a team of experts in the engineering of parks, drainage, lighting, structures, roadway, and streetscapes. And we encourage the use of *sustainable* design wherever possible.



- Building/Site Location Analysis
- Construction Stakeout & Observation
- Decorative Lighting and Signage
- Environmental Site Assessment
- Feasibility Studies
- Fuel Storage Tank Removal/Remediation
- Funding Assistance
- Hazardous/Non Waste Removal Management
- IT Services
- Multi-use Paths
- Park Structures & Pedestrian Bridges
- Park/Maintenance Facility Design

- Permitting
- Retaining Walls
- Professional Land Surveying
- Sidewalks and Decorative Walkways
- Site Grading and Irrigation Systems
- Site Security Measures
- Site Utilities
 - including Water and Sanitary Services
- Storm Sewer and Storm Water Detention
 - including Best Management Practices
- Supplemental Power and Holiday Lighting
- Topographic Surveying
- Traffic Studies



DISTRICT ADMINISTRATION BUILDING – DEKALB, IL

Mark Eddington, District Manager | 303 Hollister Ave. | 815-758-3513

Baxter & Woodman is currently designing a new administration center for the DeKalb Sanitary District as part of their Biological Improvements project. Civil engineering and site design services included the following:

- Storm water drainage
- Site grading and erosion control
- Vehicular access, parking, and lighting
- Permitting



LAB/ADMINISTRATION BUILDING - FRANKFORT, IL

Tony Minette, Director of Utilities | 432 West Nebraska Street, 815-469-2177

Baxter & Woodman is currently designing a new laboratory and administration building as part of the Village's treatment facility improvements. Civil engineering and site design services included the following:

- Storm water drainage
- Site grading and erosion control
- Vehicular access, parking, and lighting
- Permitting



SELECT SERVICES FACILITY EXPANSION - COOPERSVILLE, MI

Paul Ollmann, Architect | 509 South State Street, Belvidere, IL | 815-544-7790

Baxter & Woodman prepared site civil plans and specifications for the expansion of a dairy processing facility in Coopersville, Michigan. Project responsibilities included:

- Site survey and parking lot expansion design
- Storm water management facility design
- Design of extensions for water, sewer and fire suppression systems
- Site grading and erosion control specifications
- Design and specification of a surge tank and booster pump station for process water
- Shop drawing review and as-built drawing preparation



METRA PARKING LOT 13 - LA GRANGE, IL

Ryan Gillingham, Director of Public Works | 53 South La Grange Road, 708-579-2320

Baxter & Woodman provided civil engineering, site design, and construction engineering services for the reconstruction of Parking Lot 13 near the Stone Avenue Metra Station. Improvements were funded through the Illinois Green Infrastructure Grant Program and consisted of:



- Vehicular access and entrance modifications
- Permeable pavers and parking realignment for storm water infiltration
- Sidewalks widened and improved ADA pedestrian access
- LED Lighting was installed
- Permitting and coordination with IEPA and Metra

PUBLIC WORKS FACILITY - VILLAGE OF ROUND LAKE, IL

Prepared a Phase I Environmental Site Assessment (ESA) and performed a wetland delineation for the approximately 40-acre site.



Teamed with Sente Rubel Bosman Lee Architects Ltd. on the design and delivery of this project. Baxter & Woodman also provided general construction administration and inspection for the project. The Baxter & Woodman/Sente Rubel Bosman Lee team worked closely with the Village to complete the project. Last minute changes to the phone and IT systems could have caused a delay in occupying the building, but the Village contacted Baxter & Woodman’s information technology group (BWCSI), who stepped in to complete the IT work and allow occupation to proceed as planned. Since the Police Department was included in the facility, security measures were an important feature of the design.

Size:
Public Works Areas
Shop 3,991 sq. ft.
Garage 8,118 sq. ft.
Admin. Bldg. 5,600 sq. ft.
Police Station 16,500 sq ft.
Cost: \$6 million



PROJECT APPROACH / METHODS

SPACE NEEDS

This Phase I study will take a broad look at existing conditions, operation needs, spatial deficiencies and conceptually what are possible improvement alternatives. For this effort, the Baxter & Woodman/Barrientos Team will provide architectural planning services and tasks as follows:

1. Attend a kick-off meeting with the team and Village staff to establish lines of communication, project goals and gather existing information on the project.
2. Intake existing building and site information for development of a base plan. In plan form, identify building footprints, paved areas, yard structures, visible utilities and drainage patterns.
3. Meet with staff and observe the flow of operations and relationship between personnel. Recommend the best relationship network the rooms should have to each other.
4. Document major equipment, fixtures and equipment that will be housed in the new facilities. This includes the fleet of the Police and Fire Department along with major equipment pieces employed by each Department.
5. Chart out all the staff at each location, group by function.
6. Create table summarizing all Department's room sizes, vehicles housed, personnel stationed, and Yard storage.
7. Develop an Optimal Room Tabulation Program that identifies the needed space and configuration for each major room. Compare recommended square feet against existing square feet. Provide justification as to why the facilities need to increase in space.
8. For each of the separate Department candidate sites, develop site relationship diagrams illustrating the flow of vehicles, material and personnel on site and recommend where facility components should be best located.
9. For existing building evaluations, assess the existing building structures condition and the existing grades to identify where expansion footprints can happen.
10. Develop cost estimate to develop each candidate sites and existing building options.
11. Provide summary PowerPoint presentations to the Village Board. Reporting on facility conditions and space needs as well as planned existing site options and new site options that have been analyzed.

CANDIDATE SITE ANALYSIS

1. Given the candidate sites provided by the Village, conduct a top-level analysis of the sites and determine which ones merit further analysis.
2. For selected sites, conduct on-site walk-through to note features of grading, drainage, vegetation/wetlands, utilities, neighbors, traffic approach and potential development issues.
3. For the final candidate sites, develop concept site layouts and determine their suitability to meet the building and site program.
4. Assess each site for: acreage and configurations, access drives, distance and time to service areas, road capacity for traffic, zoning compliance, municipalities' potential reception to the development, utility connections, drainage and waterways, soils, hazardous materials and wetlands.
5. Further study the utility connections to determine whether domestic and fire pumps are recommended for the building at this location.
6. Further study wetlands and drainage: Prepare a wetland delineation, if needed, and a concept plan for storm water management compliance.
7. For the Fire Department satellite, conduct an optimal location analysis.
8. Develop a conceptual cost estimate for each development option, total of six.
9. Compare each option with a numerical decision matrix ranking the alternatives.
10. Prepare a final report document and a PowerPoint presentation for the Village Board.
11. Provide up to six review meetings and one final board level presentation.

COST BREAKDOWN

We will provide the above work for a lump sum fee broken down as follows:

1.	Space Needs of Hall, Police and Fire	\$8,290
2.	Candidate Site Analysis	\$4,284
3.	Utility and Site Analysis	<u>\$8,500</u>

Total lump sum fee: \$21,074

Travel is included in our fee.

Our reimbursables will include external reproduction services and document retrieval costs which would be expected to range from \$50 to \$500.

PROJECT SCHEDULE

The Baxter & Woodman/Barrientos Team will provide this study over a three month period. Assuming a June 27, 2016 start date, we will complete the analysis on September 26, 2016.

APPENDIX A - RESUMES



Scott G. Ahles, PE

Project Coordinator/Main Client Contact

Education

B.S., Civil Engineering
Marquette University, 1989

Joined Firm in 2015

Years of Experience: 26

Registrations

Licensed Professional Engineer:
Wisconsin

Licensed Professional Engineer:
Michigan

Certifications

Project Management Certificate
School of Business -
Management Institute, UW,
Madison; November 1998

Perceptive Communication
Certificate Bud Erickson
Associates; April 2001

Continuing Education

Interpretation of Plans,
Specifications and Proposals
Wisconsin Department of
Transportation Training Course;
August 2001

Contract Administration
Certificate
Federal Highway Administration
Training Course; March 2004,
July 2015

Leadership Basics
Wisconsin Department of
Transportation Training Course;
May 2004

Becoming a Supervisor
Wisconsin Department of
Transportation Training Course;
April 2008

Scott serves as the Regional Manager for Baxter & Woodman's Milwaukee office. He is skilled in the development of design and construction standards, review and approval of project development documents and plans, and the delivery of on-time, on budget transportation and civil engineering projects.

Scott is responsible for client service and will ensure that the needed resources are available for this project. He will be in close contact with the Village throughout the project, attend project meetings and coordinate the efforts of our team.

Representative Projects

City of Milwaukee, Wisconsin Master Engineering Contract Services

Project Manager to provide engineering and related services to the City of Milwaukee Department of Public Works and potentially other City departments and agencies on an as-needed basis.

Milwaukee, WI - St. Luke's Hospital Emergency Entrance Parking Lot

Project Manager for the coordination, design, evaluation of ingress and egress, traffic flow, drainage and client relations for this design-build parking lot project.

Milwaukee, WI - Allen Bradley Parking Lot Rehabilitation Program

Project Manager for the planning, design and construction of select parking lots. Responsibilities included client relations, evaluation of ingress and egress, traffic flow, resource management, design, drainage, bid documentation, construction administration.

North Prairie, WI - Broadlands Subdivision

Project Manager for the planning and design of the residential subdivision. Responsibilities included client relations, geometric elements, utilities, design, drainage, bid documentation, resource management for a 300 residential lot subdivision including site layouts for condominiums, multi-family apartments, commercial buildings and coordination with the golf course design elements.

Kenosha, WI - USH 45 & CTH K (Bristol Road) Intersection

Project Manager for the lighting design of this high crash incident intersection. The intersection is deemed one of the top 5 unsafe intersections in the SE Region. The design proposed a roundabout. Mr. Ahles managed the lighting design for the roundabout. Project work includes lighting calculations, preliminary and final lighting PS&E.

Wisconsin Department of Transportation, SE Region Waukesha, Wisconsin

- **Region Scoping Engineer:** Providing investigating deficiencies on proposed improvement projects, coordinated internal and external stakeholder needs, and incorporated into project scope, communicated final project scope to project manager. Prioritized and coordinated workload of subordinate staff.

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Scott G. Ahles, PE

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- **Division Major Projects Engineer:** Providing oversight of design and construction of all aspects related to the improvements of projects over \$500 million. Acted as a liaison between senior management and Secretary's Office and project management. Approved design documentation; provided guidance in the design and construction phases of projects. Monitored schedules and deadlines to keep projects on track.
- **Local Program Manager:** Responsibilities included funding and budget issues related to the local program in the Southeast Region. Coordinated with Central Office, the management consultant and local agencies in the administration of the local program.
- **Project Development Engineer:** Duties included knowledge of all aspects of design and construction of highways, reviewing plans, specifications and estimates, quality control, mentoring staff on project management issues, conflict resolution, interpreting contract documents and evaluating liability. Investigated technical issues and presented findings and conclusions to peers and management.

WisDOT, Franklin, WI - STH 100 (USH 45) Corridor Improvements

Project Manager responsible for coordinating project schedules, budgets and quality control for the design of median lighting for the expansion of STH 100 in the City of Franklin. The project consists of surveying the existing conditions, coordinating the type of light poles and fixtures with the City of Franklin, providing lighting calculations and a lighting report, providing lighting plans, details, specifications and cost estimates for this project. The STH 100 Corridor Improvement Project (from CTH MM to College Avenue) will provide median roadway lighting design, including temporary lighting, to achieve the City's desired aesthetic for this urban corridor.

WisDOT, Waukesha County, WI**Les Paul Parkway, STH 59 Intersection with STH 164**

Project Manager responsible for oversight for the Les Paul Parkway construction team for the Wisconsin Department of Transportation. The project consisted of the construction administration and inspection of intersection modifications including turn lanes, storm sewer, and traffic signal upgrades. Scope of work items included: interpreting plans, specifications and special provisions, enforcing contractor compliance through inspection, performing survey work, documenting items for work, and maintaining project documents.

WisDOT, Milwaukee, WI - STH 38 (Howell Avenue), Oakwood to Grange Ave

Project Manager for the relocation and design of median lighting impacted by the intersection improvements included with the project. The project includes redesigning median lighting circuits, lighting calculations and preliminary and final PS&E for the temporary and permanent lighting.

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Douglas R. Snyder, PE
Senior Water/Wastewater Engineer

Education

M.S., Civil Engineering
Marquette University, 1995

B.S., Civil Engineering,
University of Wisconsin –
Platteville, 1988

Joined Firm in 2001

Years of Experience: 28

Registrations

Licensed Professional Engineer:
Illinois

Licensed Professional Engineer:
Wisconsin

Certified Wisconsin Wastewater Operator

Phosphorus Removal Grade 4
Activated Sludge Grade 4
Disinfection Grade 4
Laboratory Grade 4

Certified Wisconsin Water Operator

Distribution Grade 1
Groundwater Grade 1
Iron Removal Grade 1
Zeolite Softening Grade 1

Associations

American Water Works
Association

Wisconsin Rural Water
Association

Wisconsin Wastewater
Operators Association

As one of the firm's senior engineers, Doug's area of expertise focuses on water and wastewater system planning, design and operation, and structural studies and inspection services. His hands-on approach to design and construction has allowed Doug to plan and design a vast variety of municipal water/wastewater projects for communities throughout southeastern Wisconsin. He is very knowledgeable in Wisconsin Department of Natural Resources, State of Wisconsin Public Service Commission, and State of Wisconsin Department of Commerce rules and regulations. Doug is also familiar with the associated funding agencies including the Wisconsin DNR Clean Water Fund, Wisconsin Rural Water, and USDA Rural Development.

Representative Projects

Delavan Lake Sanitary District, WI South and East Side Wastewater Collection Study

Preparation of a planning study for future sanitary sewer service to 7700 acres of undeveloped property and included an addendum associated with a single 2200 acre development.

East Side Water Supply and Distribution Study

Preparation of a planning study to provide municipal water service to approximately 4700 acres of undeveloped property and included an addendum for a single 2200 acre development.

Lake Prairie Business Park

Design of sanitary sewer and water supply facilities to serve the business park and to serve a much larger service area upstream of the development. The plan included options for another metered connection to WalCoMet, the regional wastewater treatment facility.

Elkhorn, WI

East Side Water Supply and Distribution Study

Planning study for a municipal water system to serve approximately 1800 acres of undeveloped property. The study included a hydraulic analysis.

Water Supply Capital Improvements Plan

Preparation of a planning report with an update that outlines the necessary improvements for a 15 year period and assigns yearly budget costs to each improvement.

Village of Paddock Lake, WI

Water System Planning

Preparation of two planning reports; one for a West Side Water System and the other for a Village wide water system, including the supply and distribution facilities necessary for each system.

Village of Union Grove, WI

Water Distribution System Analysis

Developed a WaterGEMS Water model in order to identify and prioritize future water distribution system projects. The creation of a WaterGEMS water model

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Douglas R. Snyder, PE
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utilized existing WaterCAD Water model data along with existing water system GIS data.

TID No. 4 Improvements

Preparation of a planning study that outlines the water supply and wastewater collection facilities necessary to serve proposed Tax Incremental District No. 4 and that also quantified sewage flows to the existing wastewater treatment plant during extreme rain events.

Department of Public Works Building

Preparation of a preliminary planning for a 120 x 170 foot storage and shop facility.

Village of Williams Bay, WI

Water System Master Plan

Project Manager for recalibration of the Village's computer model, including conducting fire flow testing and making adjustments to the computer model based on this test data. This Master Plan Report replaced the previous 1993 Study and provided an update on the existing information. This Report also determined the remaining water capacity from the current supply and treatment system. A concept plan was provided to show how to control chlorine residuals in the distribution system affected by ammonia in the source water. Alternate methods for disposal of solids from the treatment system were investigated. A concept plan future expansion of the supply and treatment system was provided.

Delavan, Wisconsin

Concrete Composite Elevated Water Storage Tank

This 1.0 mg elevated water storage tank was the first concrete composite tank in Wisconsin. The design included ground lighting for architectural enhancement. Doug also completed a logo alternatives study.

Jefferson, Wisconsin

Elevated Water Storage Tank

This project consisted of the design and construction of a 0.75 mg concrete composite elevated water storage tank. Doug completed a study of style alternatives, as well as logo alternatives. This tower was located at the former tower site.

Lake Geneva, Wisconsin

Concrete Composite Elevated Water Storage Tank

This project consisted of the design and construction of a 1.5 mg concrete composite elevated water storage tank. Unusual features of the tank included a fire station in the tank's base and a second floor storage area.

St. Benedict's Abbey, WI

Water System Study

Planning, design, and construction of two .75 gpm sand and gravel wells and well building and the demolition of the existing water supply system.



Jonathan D. Steinbach, PE
Project Manager Site Design/Drainage

Education

B.S., Civil Engineering,
University of Wisconsin -
Milwaukee, 1998

Graduate studies in Civil
Engineering, University of
Wisconsin - Milwaukee

Joined Firm in 2016

Years of Experience: 18

Registrations

Licensed Professional Engineer:
Wisconsin

Software Expertise

- Microstation
- AutoCAD Civil3D
- AutoCAD
- SWMM
- TR-55
- Hydraflow Hydrographs
- Hydraflow Storm Sewers
- WinSLAMM
- RUSLE
- EPANe
- HY-8
- HEC-RAS

Jon's experience in sustainable civil/site design includes institutional, municipal, and private development projects. He has technical expertise in stormwater management, hydrology and hydraulic analysis, grading design, utility design, paving design, and erosion control.

As a former employee of the City of Milwaukee, Jon prepared designs, construction plans, and contract specifications and inspected construction work for storm water facilities, infiltration and inflow reduction projects, sewage pumping facilities, and underground communications projects. He was responsible for implementing numerous programs and projects in the following areas of storm water management: public information, illicit discharge detection, erosion control training for City work crews and local contractors, pollutant load modeling, storm water sampling, and WPDES permit reporting. He also prepared and coordinated regulatory permit applications and approvals.

Representative Projects

Madison, WI

West Campus Utilities

Designer of storm water management facilities and erosion control for this \$30,000,000 utility improvements projects on the University of Wisconsin campus. Work included the design of an underground detention/infiltration system that provides 1.2 acre-feet of storm water storage for about six acres of existing building roofs.

West Allis, WI

Facilities Management West – New Vehicle Storage Building

Project Manager for the construction of a new 7200 square foot vehicle storage building for Milwaukee County. Project includes an EIFS-clad building to store up to sixteen trade shop vehicles and related site and landscape improvements. Mr. Steinbach was also the project civil engineer for the design of new drives and walks to access the new building, perimeter security fencing, site utility extensions to serve the new building and screening landscaping.

Milwaukee, WI

UW-Milwaukee Student Union Pre-Design Study

Project civil engineer for a study for redevelopment of the existing student union. Project developed redevelopment alternatives with varying amounts of building renovation and reconstruction for cost estimating and then consideration by Campus stakeholders. A preferred alternative was further developed for detailed evaluation of civil design components. Civil design components included pavement and walkway reconstruction, site utility extensions, rerouting of existing site utilities and storm water management design for compliance with City of Milwaukee codes and sustainability policies of UW-Milwaukee.

University of Wisconsin – La Crosse, La Crosse, WI

West Campus Chilled Water Plant

Project civil engineer for the design of a new 5,500 SF chilled water plant in La Crosse, WI. The plant is designed house 3 chillers, pumps, and piping along with roof mounted cooling towers. The project included the design of 700 feet of chilled

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Jonathan D. Steinbach, PE

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water piping and 1900 feet of electrical and communication ductbanks that connect to the existing campus systems. Project work also included the design of municipal utility extensions to the new plant.

Waukesha, WI**Carroll University Science Building**

Project civil engineer for a science building on the historic Carroll University campus. Site improvements include a new parking lot, pedestrian walkways and plazas, site utilities to serve the new building and potential future additions, and storm water management facilities. Storm water management facilities include a bioretention basin and dry detention basin to treat and detain runoff to the regulatory requirements of the City of Waukesha and Wisconsin DNR.

University of Wisconsin-Oshkosh, WI**South Campus Parking Structure**

Design Engineer for the civil/site design of a new 430-stall parking structure at the UW Oshkosh Campus. The project included relocation of eight tennis courts and planning and conceptual design for a new pedestrian mall extending from the Reeve Student Union four blocks to a new Riverfront Plaza.

University of Wisconsin-Parkside, WI**Union Lot Reconstruction**

Design Engineer for the reconstruction and expansion of the Student Union Parking Lot from a 591-stall parking lot into a 670-stall lot, including lighting, landscaping, storm water control and pavement markings. The project is part of the campus plan to improve traffic and circulation around campus, and will be constructed in conjunction with the reconstruction of the Student Union.

US Department of Labor, Milwaukee, WI**Milwaukee Job Corps Center**

Site/civil design for a new Job Corps Center and campus in Milwaukee, WI. The project is a \$28 million 10 building complex to be constructed on an unimproved 25 acre federally owned track. The complex includes design and construction of administrative, medical/dental, gymnasium/recreational, food service, educational / vocational classrooms, and laboratories and dormitory facilities. Project involves coordination with all entities for utility connections, entrances, storm water management, wetlands, permits and easements. Site grading design including storm water management and sustainable design features. Site utility design including storm water, water and wastewater systems. Site paving design, including drives, parking areas, and pedestrian walkways.

Milwaukee, WI**UPS Freight Facility Storm Water Management Improvements**

Project manager for the design of storm water management improvements at an existing UPS freight transfer facility. These improvements will allow for the future rehabilitation of approximately 6.9 acres of deteriorated pavements in compliance with City of Milwaukee and Wisconsin DNR requirements for storm water management. Improvements include a bioretention facility and large catch basins to settle solid pollutants and reduce runoff rates. Project also required submittal of a storm water management report to the City of Milwaukee to document compliance with runoff release rate and quality restrictions.

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Thomas E. Ganfield
Wetland Scientist

Education

M.E.M., Environmental Management
Duke University, 1985

B.A., Economics
(Minor: Biology)
Knox College, 1984

Joined Firm in 2001

Years of Experience: 32

Certifications

Certified Wetland Scientist,
McHenry County

Qualified Wetland Review
Specialist, Kane County

Certified Wetland Specialist,
Lake County

Associations

Society for Ecological
Restoration

Society of Wetland Scientists

WI Wetlands Association

Tom has a wealth of experience in environmental engineering including stormwater management, wetland delineation, permitting and mitigation. He has completed more than 150 wetland delineations and other environmental assessments throughout the country.

Representative Projects

Metropolitan Water Reclamation District of Greater Chicago, IL Farmers and Prairie Creek

Performed an ecological review of the potential drainage improvements and prepared a technical memorandum describing the permit requirements for the improvements, which include: channel improvements, expanding existing reservoirs, culvert modifications, a new stormwater pumping station, and 60- to 72-inch relief storm sewers. Field work involved identifying wetland conditions throughout the project area.

Illinois Department of Transportation Wetland Study; Peoria, Illinois

Biologist to evaluate the impacts of proposed highway improvements to area wetlands, including wetlands within the Banner Marsh Fish and Wildlife Area. Developed a preliminary mitigation plan for the construction of a wetland with open water, emergent marsh, and scrub/shrub habitat.

U.S. Postal Service Wetland Permit/Wetland Mitigation Bank; Romulus, Michigan

Project Manager and Lead Environmental Analyst to evaluate potential environmental impacts of a proposed expansion of a mail sorting facility. The evaluation included the documentation of baseline environmental conditions, estimating construction and operation impacts to the environment, identifying measures to mitigate adverse environmental impacts; and performing a Phase I ESA. The project also included wetland delineation, wetland permit, and negotiations to enroll in Wayne County's first wetland mitigation bank.

Harper College Facility Assessment; Palatine, Illinois

As part of multi-disciplinary team, evaluated potential environmental impacts of a former office/R&D facility. Assessed for compatibility with future college needs.

Forest Preserve District of Cook County, Illinois 40 Acre Woods Restoration Plan

Project Manager for preparation of a restoration plan for a portion of 40 Acre Woods Forest Preserve. The restoration plan, prepared to meet the requirements of the U.S. Army Corps of Engineers to offset wetland impacts caused by new recreational trails, included the restoration of wetland areas, adjoining upland buffer areas, and streams. The restoration will remove a variety of invasive plant species, increase native plant diversity, and restore wetland hydrology.

University of Illinois at Chicago Phase I/II Environmental Site Assessment; Chicago, Illinois

Phases I/II of site proposed for CoGen facility. Existing UST, AST and cinder fill.

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Thomas E. Ganfield

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**Illinois Department of Transportation
Environmental Site Assessment; Plum Grove Road; Palatine & Rolling
Meadows, Illinois**

IDOT ESA (similar to Phase I ESA) for 2-mile Plum Grove Road corridor.

**Northern Illinois University, DeKalb, Illinois
Broadband Environmental Assessment**

Environmental Scientist for the preparation of an Environmental Assessment for the project route and completion of the US Army Corps of Engineers permit applications for wetland crossings. These are required as part of a \$46.1 million NTIA grant award received for installation of approximately 870 miles of fiber optic cable in northern Illinois.

**DeKalb County, Illinois
DATA Broadband Expansion - Environmental Assessment**

Environmental Scientist for the preparation of an Environmental Assessment for the project route and completion of the US Army Corps of Engineers permit applications for wetland crossings. These are required as part of an \$11.8 million NTIA grant award the County received for installation of approximately 140 miles of dark fiber throughout DeKalb County and portions of neighboring counties. Tom coordinated with the Army Corps of Engineers on wetland permitting.

**City of Kenosha, Wisconsin
Brownfield Redevelopment**

Environmental Scientist to assist the City in converting a former auto manufacturing plant to a new lakeside development, including new recreational facilities and museum. Site required a clay cap prior to redevelopment. Assisted with the various permit applications.

**Palatine, Illinois
Stormwater Study; Harper College**

Environmental Scientist to evaluate stormwater storage requirements for new facilities. Study included calculating storage requirements and sizing outlet restrictors. Study included associated landscaping options. Prepared MWRD stormwater permit application.

**Village of Williams Bay, WI
Stormwater Treatment System**

As part of the boat launch improvements, Baxter & Woodman, Inc. designed an oil-water separator plus biofilter combined treatment system to collect and treat pollutants from parking lot runoff before entered Geneva Lake.

**Southern Wisconsin Center, Union Grove, WI
Skilled Nursing Facility**

Project Manager for environmental assessment.

**City of Delavan, WI
Lake Como Sanitary Sewer Improvements**

Wetland delineation and permit assistance.

City of Janesville, WI

Project Manager for wetland delineation for the Northeast Regional Park.

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NORMAN BARRIENTOS
 president, principal architect

Norman Barrientos brings 32 years of architectural design experience focusing on the design of fleet maintenance facilities which involve fleet repair garages, fabrication shops, parts storage, heavy vehicle parking, crew quarters and extensive Yard facilities. The first building Mr. Barrientos designed under his licensed supervision was a maintenance facility for a water utility. That was back in 1988 and since then he has gone onto design and plan over 50 maintenance facilities. He has become Wisconsin's leading expert on the design of fleet facilities and he has delivered seminars on the subject at professional trade events.

norman@barrientosdesign.com



registration

Professional Architect:
 WI, MN, IL, IA, MI, FL, MA, NCARB

education

Bachelor of Architecture, 1984
 University of Minnesota

project experience

Jefferson County New Central Maintenance Facility
 City of Madison Parks Department Maintenance Franklin Field Master Plan
 Manitowoc County New Maintenance Facility
 City of Sun Prairie New Fleet Repair Garage
 City of Milwaukee Fire Department Maintenance Facility Renovation and Expansion Study
 City of Milwaukee Public Works Garage Consolidation Study
 Door County New Maintenance Facility
 Menominee County New Maintenance Facility
 Milwaukee County Central Fleet Garage, Master Plan
 Fond du Lac County New Central Public Works Garage Master Plan and Schematic Design
 Brown County Public Works New Central Garage, Master Plan and Schematic Design
 Fond Du Lac County Public Works Satellite Shop
 City of Sun Prairie Public Works New Central Garage
 City of Oconomowoc Utilities Shop Expansion
 Oneida County Central Garage Master Plan
 Sheboygan County New Central Garage Master Plan and Schematic Design
 Milwaukee County New North Satellite Shop

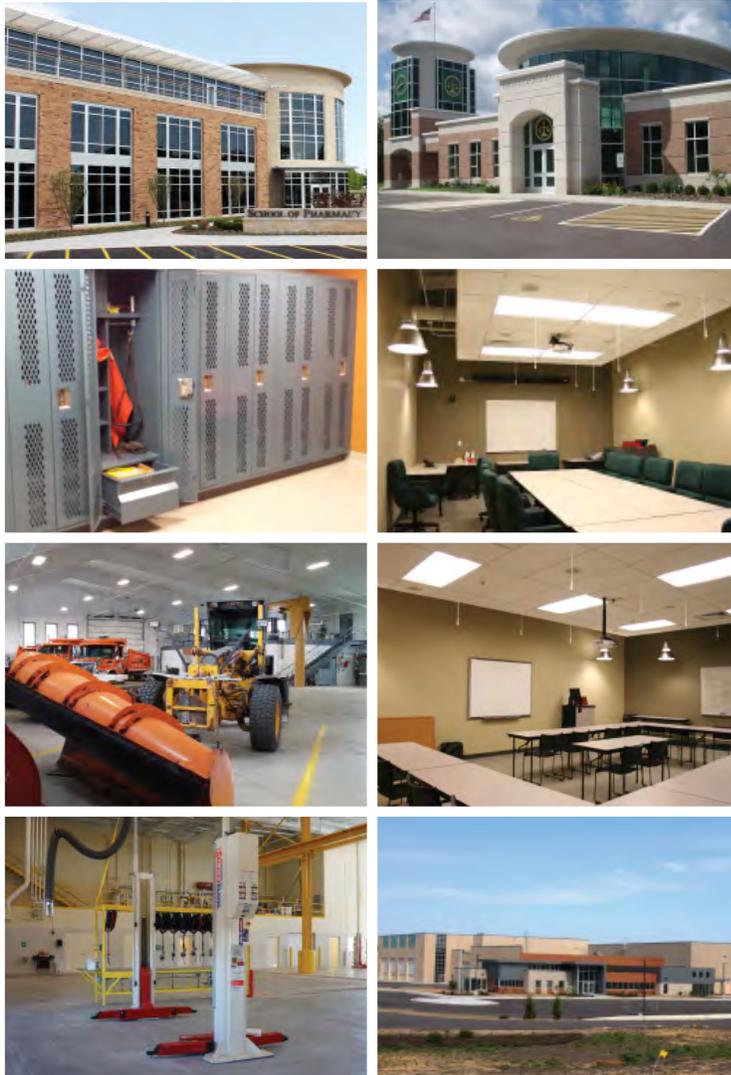


BRIAN HUTCHINSON

project architect

Brian has 16 years of diverse Architectural experience in higher education, commercial and industrial building types. Projects include heavy-duty vehicle repair and storage facilities, large-scale residential, higher education, banks, clinics, and laboratories. From initial design through construction administration, Brian's experience has allowed him to develop solid working relationships with many owners, consulting engineers, and contractors. Attention to details and building codes has greatly assisted him in completing many successful projects. Brian is also well-versed in Revit BIM modeling software.

bhutchinson@barrientosdesign.com



education:

University of Wisconsin - Milwaukee Masters of Architecture, 1999

University of Colorado, Denver, B.A. Mathematics with Honors

community boards:

WI Waterfowl Association, Cedar Creek Chapter Co-Chair

references:

Brett Triebel
 Operations Manager
 American Packaging Corporation
 100 APC Way
 Columbus, WI 53925
 920-623-1063

project experience

Jefferson County New Central Maintenance Facility

WE Energies Oak Creek Offices

Fond du Lac County New Central Public Works Garage Master Plan and Schematic Design

Brown County Public Works New Central Garage, Master Plan and Schematic Design

Fond Du Lac County Public Works Satellite Shop

Oneida County Central Garage Master Plan

Sheboygan County New Central Garage Master Plan and Schematic Design

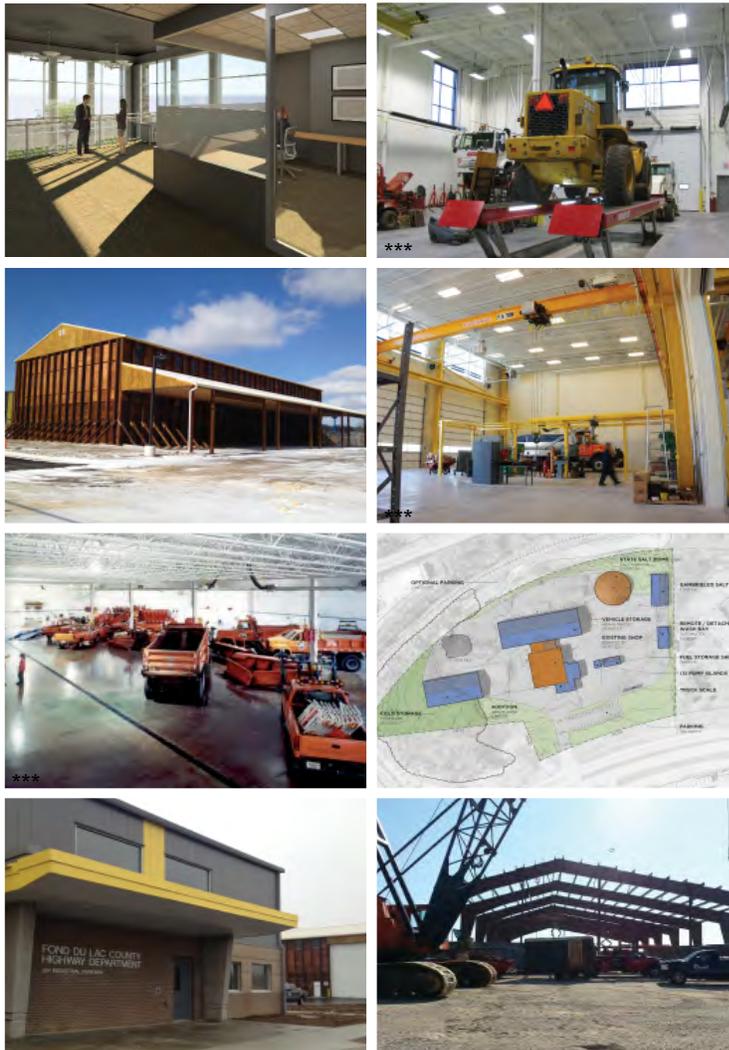
City of New Berlin Public Works Facilities Study



DOUGLAS FORTON
project architect

Doug brings 12 years of professional practice and wealth of experience specifically with county and municipal heavy-duty vehicle repair facilities. Additionally, he has performed as lead design architect on a wide variety of projects including educational, recreational, religious facilities, office buildings, community centers, and municipal government buildings. He has a strong background in master planning and has seen several heavy-duty repair garage building designs through to completion. Doug is very well versed in Revit BIM software along with visualization techniques.

dforton@barrientosdesign.com



education:

UW-Milwaukee 2004
School of Architecture & Urban Planning

references:

Tom Janke, P.E.
Fond du Lac County Highway Commissioner
301 Dixie Street
P.O. Box 1234
Fond du Lac, WI 54936-1234
Phone: (920) 929-3488

project experience

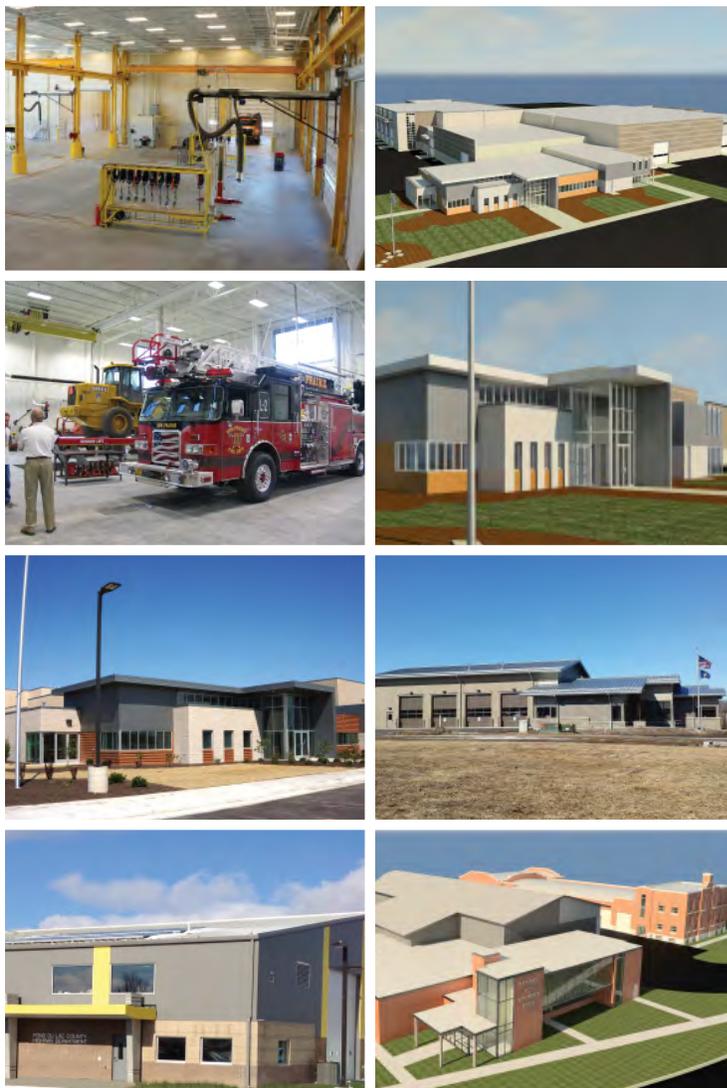
- Jefferson County New Central Maintenance Facility
- City of Milwaukee Public Works Garage Consolidation Study
- Fond du Lac County New Central Public Works Garage Master Plan and Schematic Design
- Brown County Public Works New Central Garage, Master Plan and Schematic Design
- Fond Du Lac County Public Works Satellite Shop
- Oneida County Central Garage Master Plan
- Sheboygan County New Central Garage Master Plan and Schematic Design
- Waupaca County Master Plan and Preliminary Design



THOMAS MALLMAN
architectural designer

Tom brings 11 years of experience working with a variety of project types from residential to commercial and industrial. He was the lead designer on the new 117,500 SF Jefferson County Highway Department’s new garage and repair facility. Tom’s professional interests include green architecture with an emphasis on sustainable design, recycling and using local sources of materials to reduce the impact of the act of building. To this end he helped to introduce the viability of solar power to Fond du Lac County which they used in the design of their new satellite shop to offset the entire buildings electrical costs.

tmallmann@barrientosdesign.com



education:

UW-Milwaukee 2005

Bachelor of Science, Architectural Studies,

community boards:

Kinnikinnic Art Stop Selection Committee

references:

Dave Felton
Felton Engineering, LLC
12910 Hawthorne Lane
New Berlin, WI 53151
(262) 425-6630

project experience

Jefferson County New Central Maintenance Facility

Oneida County Central Garage Master Plan

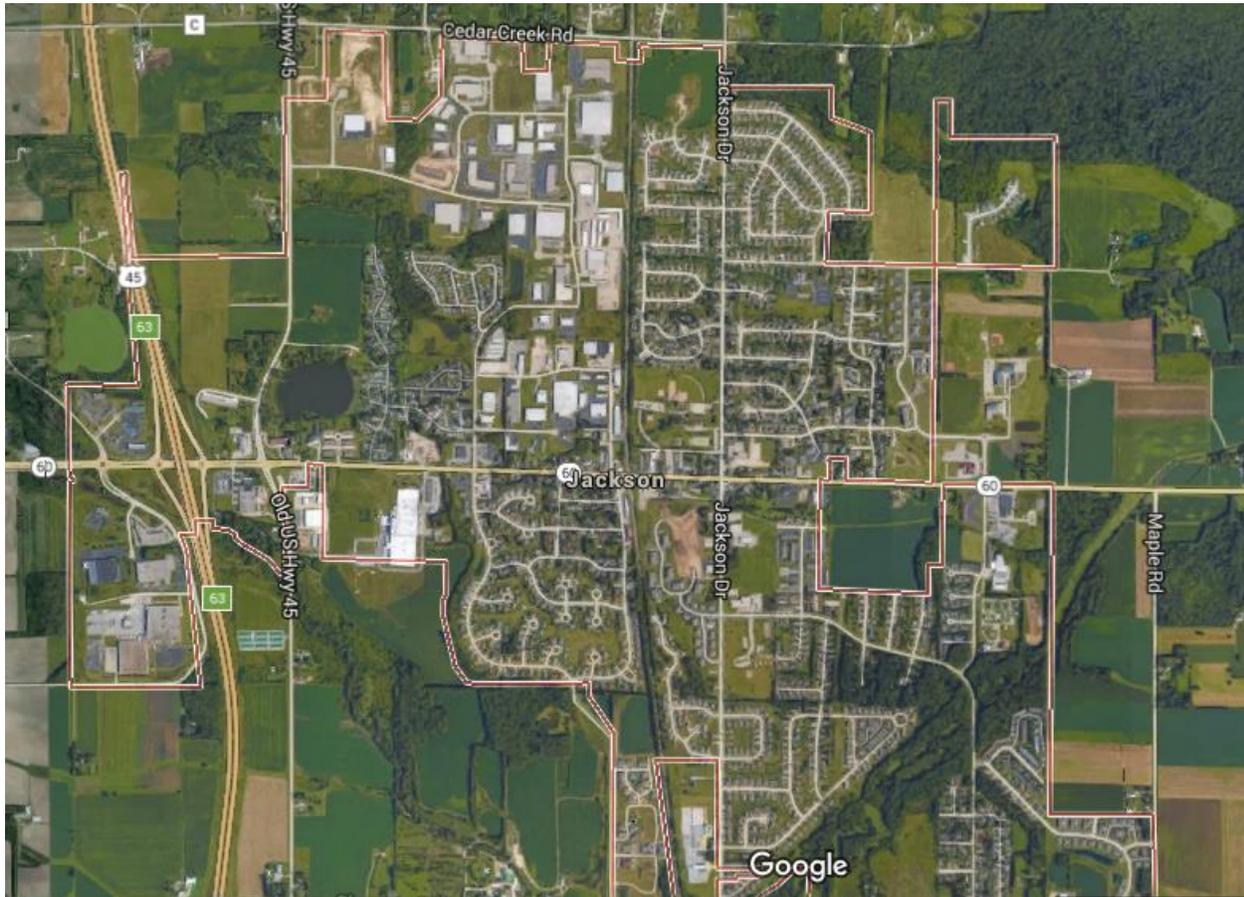
Calumet County Central Garage Expansion, Master Plan and Design

Dodge County, Lomira Satellite Garage and Salt Storage

Three DNR Ranger Stations in Prentice, Plover and Tomah

Sustainable Design Report for Fond du Lac County, Campbellsport Satellite Garage

Proposal For:
**Professional Engineering Services for Space Needs Analysis – Village of Jackson
Washington County**



Submitted To:
Mr. Brian Kober, PE
Director of Public Works/Village Engineer
Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

June 22, 2016

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

**Subject: Proposal Response for Request for Professional Services for Space Needs Analysis
in the Village of Jackson, Washington County**

Dear Mr. Kober:

K. Singh & Associates, Inc. (KSingh) is pleased to submit this proposal for the referenced RFP. This proposal is based on the RFP released by the Village of Jackson on June 13, 2016.

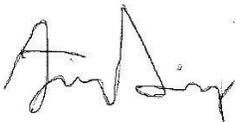
The Village of Jackson has requested proposals for professional services to conduct a space needs analysis for review of the existing Police Department, Fire Department, and Village Hall buildings. The analysis will include a detailed review of the existing facilities with recommendations for the number of options available to the Village.

KSingh has assembled a strong team for this project and is well suited to deliver these tasks successfully and has a nearly 30-year track record of working on related projects. Arc-Int Architecture is teamed with KSingh to provide architectural and space planning services. Arc-Int has provided a strong team consisting of their Principal Architects, both of whom have extensive experience in Municipal Architecture and Space Planning.

The KSingh team will be led by Michael Blodgett, PE, KSingh's Senior Structural Engineer. Michael brings 20 years of structural and architectural experience to the table. He will work closely with Arc-Int's Ryan Thacker, AIA and Edward Haydin, AIA which will bring the Village of Jackson over 60 years of combined experience in architectural and structural design. KSingh appreciates this opportunity to provide the requested services. Please contact us if you have any questions regarding this proposal at 262-821-1171 or via email at asingh@ksinghengineering.com.

Sincerely,

K. SINGH & ASSOCIATES, INC



Ajay P. Singh, MPM, PE
Vice President

Table of Contents

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Section I.....Firm Background

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Firm Introduction and Background

Firm History

K. Singh & Associates, Inc. (KSingh) was established and incorporated in 1987 to provide environmental engineering and management services to meet the needs of industrial and governmental clients. Since then, the firm has expanded to include transportation, structural, environmental, and civil engineering, as well as land surveying and construction management. KSingh is headquartered in Wauwatosa and has branch offices located in Janesville and Waupaca, WI.

By combining KSingh's practices, our firm is ideally structured to manage a project of any size from preliminary studies to final construction oversight. It is our goal to work as a team with all of our clients in an atmosphere that provides our customers the opportunity to understand every phase of their project. Our clients are always encouraged to ask questions and to be actively involved during the project. KSingh strives to provide quality, cost effective and timely completion of each project that meets/exceeds our client's expectations.

Project Management

KSingh approaches project management from the client perspective to ensure:

- Thorough communication
- Timely delivery
- Cost effective delivery
- Responsiveness

For this project, Michael Blodgett, PE, will serve the Project Manager. Our team's resume includes work on the:

- Jefferson County Highway Garage Space Needs Study
- Waupaca County Site and Space Planning Project
- Campbellsport Garage
- City of Greenfield Law Enforcement Center
- Waterford Fire Station
- Wauwatosa City Hall Space Needs Study
- Saint Francis Xavier Parish Space Needs Study

Why Hire this Team?

This team was assembled to address the needs of the Village of Jackson with industry leading experts. Selecting the KSingh Team means:

- Expertise and experience in Municipal Architecture and Space Planning
- Excellent record on completing similar projects by the proposed team
- Value Engineering capabilities to remain within Program Budget
- Award winning designs



Key Highlights

- Established in 1987
- Over 30 Employees
- 3 Locations
- Registered Minority Business Enterprise (MBE)
- Registered Small Business Enterprise (SBE)

Areas of Practice

- ✓ Transportation
- ✓ Traffic Control Engineering
- ✓ Environmental
- ✓ Geotechnical
- ✓ Structural Engineering
- ✓ Storm Water
- ✓ Surveying
- ✓ Civil/Municipal
- ✓ Construction Management



FIRM PROFILE



Our office is located in a former industrial building on the south edge of the Menomonee Valley. As a part of the Layton Boulevard West Neighborhood, we advocate for vibrant communities that balance pedestrian and bicycle modes of transportation with vehicular transportation.

ARC-INT Architecture is a Milwaukee based architecture and design studio that is dedicated to enhancing our local environment, while exploring how contemporary life evolves and changes our experience. Originally founded in 2004, our practice is focused on compelling work that is informed by circumstance, craftsmanship, and community context.

Pragmatic and research-driven design yields social, economic and ecological outcomes that connect people to places and evoke a quiet, emotional response. We subscribe to a holistic design approach that is deeply responsive to our client's needs and desires. Through collaboration, we strive to create spaces that are rich in ambiance and bear the imprint of the individuals involved in their creation. Our primary objective is to utilize our experience and professional expertise to generate design solutions that are sensitive to the parameters of our client's program, and the realities of current market conditions.

The name ARC-INT is a contraction of the words *Architectural-Intelligence*. Through careful analysis of project constraints and parameters, we provide our clients with the information necessary to make highly-principled and defensible decisions. Working closely with engineers, market analysts, economists, construction experts, cost-estimators, and urban planners, our design process helps to remove unnecessary risk from our client's portfolio.

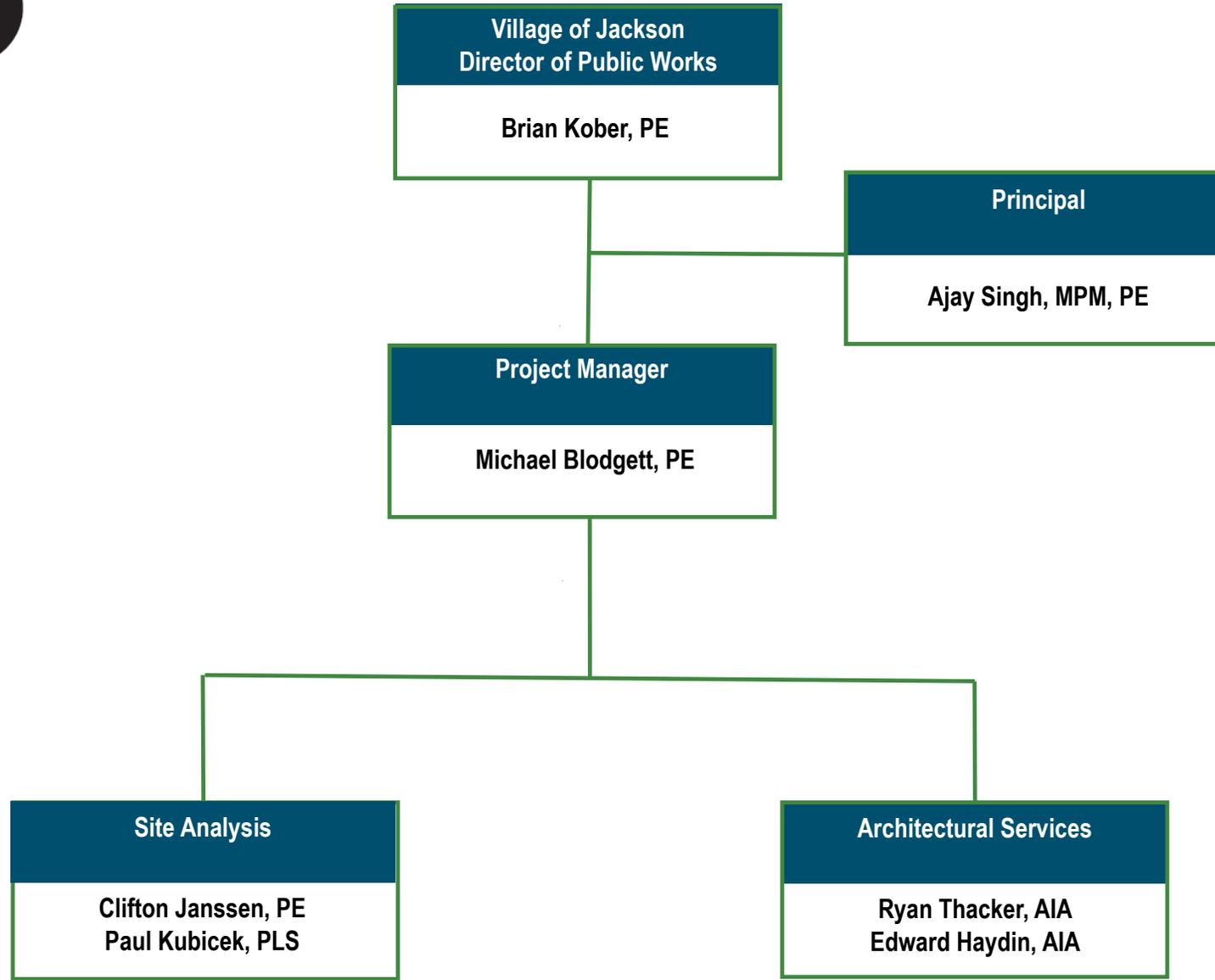
ARC-INT Architecture is focused on commercial, community, educational, health-care, housing, industrial-transportation, and ecclesiastical project types.

BUSINESS PROFILE

Business Name: ARCINT, LLC, d/b/a ARC-INT ARCHITECTURE.
Type of Business: Limited Liability Corporation, State of Wisconsin.
Partners: Edward Haydin and Ryan Thacker.
Professional Liability Insurance: \$1 Million.



Project Organization Chart
Space Needs Analysis, Village of Jackson



Ajay Singh, PE, MPM
Vice President, Project Manager

Mr. Singh is a Project Manager whose prime responsibilities include oversight of Departmental operations, management of key clients, corporate strategy, and key projects. Ajay also serves as a Project Engineer within Departments providing design engineering services for Road and Trail projects, Structural projects, Water Resources projects, and Environmental projects.

Selected Project Experience

Fond du Lac County Highway Garage, Campbellsport, WI

Design Engineer: Developed grading plan for 4 acres of disturbed land. Developed full plans and specifications for grading, site, and utility plans. Work included a design of a parking lot. Permitting included storm water permitting, and DSPS plumbing review.

Jefferson County Highway Garage

Ajay was the lead design engineer responsible for this 48-acre development in the City of Jefferson. Ajay lead the drainage, grading, utility, roadway, and site design. This construction of this project was recently completed.

Waupaca County Highway Garage Site Planning Study

Ajay was the lead design engineer responsible for this 29-acre development study in the City of Waupaca. Ajay lead the drainage, grading, utility, roadway, and site analysis. Ajay worked closely with the Waupaca Highway Commissioner and the Waupaca County Highway Board to assist with development of a site study to house the County's Highway Maintenance Garage, Fueling Station, Salt Sheds, and the Sherriff's Station.

Greenfield Law Enforcement Center

Ajay was the project engineer responsible for this development study in the City of Greenfield. Ajay lead the drainage, grading, utility, roadway, and site analysis. Ajay worked closely with the Architect and City to develop a site plan that optimized drainage, site functionality, traffic flow, and the large vehicle turning movements without adversely impacting the construction budget.

Milwaukee Regional Medical Center

Ajay is the Project Manager for this site improvement project in the Milwaukee Regional Medical Center (MRMC) campus. As part of this project, KSingh is a subconsultant to Burns & McDonnell. This project will entail redesigning the utility distribution system for the campus including design of a utility tunnel and routing of several large-diameter chilled water and steam lines. KSingh is responsible for full civil design including utility routing, earthwork, stormwater, traffic engineering, and geotechnical engineering.

Milwaukee County Power Plant Retrofit

Ajay was the Project Manager for this project. KSingh is responsible for survey, civil engineering, geotechnical engineering, and utility clash detection. The plant is being retrofitted to allow for more capacity and redundancy for the MRMC Campus' continued and planned growth.



Ajay Singh, PE, MPM
Vice President, Project Manager

Years of Experience
8

Education
MSPM – Northwestern
University
BSCE – UW Madison

Registrations
Professional Engineer - WI

Professional Courses
Sustainable Building Design
Sustainability in Construction
Urban Hydrology & Hydraulics
HEC-RAS for Modeling Bridges
& Culverts
WinSLAMM Water Quality

Michael Blodgett, PE
Senior Structural Engineer

Mike brings 15 years of structural engineering and 8 years of civil engineering experience along with project management, construction administration, and dispute resolution skills. Mike's most recent work includes the structural engineering services for the Milwaukee County Zoo, the MPM Waterproofing Membrane Replacement and the Jefferson County Highway Facility. Michael is an award-winning structural engineer with 20 years of experience in building structural design.

Selected Project Experience

Jefferson County Highway Facility – Jefferson County

Lead Structural Engineer- Provided the site design of a new highway fleet maintenance facility. Services included site plans, grading plans, parking lot realignment design, landscape design, building design, topographic survey, geotechnical and traffic engineering, storm water management, and hydraulic and hydrologic modeling.

MPM Waterproofing Membrane Replacement – Milwaukee County

Lead Structural Engineer- Replaced the north plaza waterproofing membrane at the Milwaukee Public Museum. Services included structural inspection and structural analysis.

Milwaukee County Charles Allis Museum

KSingh was retained by Milwaukee County as part of a team with James Otto Architects. A forensic analysis of a historic museum building was performed to determine cause of excessive roof deformations. Michael led the structural engineering and analysis efforts for this project.

GMIA Information Kiosk

Michael served as the lead structural engineer for this General Mitchell International Airport project. The project involved structural support for the visual display screens and signage at the informational kiosk in the conference room areas.

Harrington State Beach Park Restroom Addition

Michael served as the lead structural engineer for this WDNR project for the State Wisconsin. The project involved structural engineering for the addition to house bathrooms at an existing multi-use park facility. Michael led the structural efforts for this project.



Michael Blodgett, PE
Senior Structural Engineer

Years of Experience
20

Education
BSCE – UW-Platteville

Registrations/ Certifications
Professional Engineer - WI

Paul Kubicek, PLS
Project Surveyor

Mr. Kubicek is a Project Surveyor whose project experience includes over 29 years of surveying on civil engineering projects in the areas of roadway and bridge design, site / civil design, and building construction. Paul has worked on projects for the Wisconsin Department of Transportation, Department of Natural Resources, Division of State Facilities, Milwaukee Metropolitan Sewerage District, and many local municipalities.

Selected Experience

Milwaukee Regional Medical Center

KSingh was retained by Burns & McDonnell to perform land surveying, geotechnical engineering and analysis, and site engineering for the utility distribution and power plant improvement. Mr. Kubicek performed the design survey to assist in the utility and power plant improvements.

Starbucks Development

KSingh was retained by Boulder Venture, LLC and Michael DiMichelle Company to create construction documents for the proposed development of an existing gas station. Mr. Kubicek performed design surveying, ALTA surveying, and CSM surveying for the redevelopment.

Jefferson County Highway Maintenance Facility

Provided a topographic survey, a Certified Survey Map, utility locates, benchmarks, and vertical and horizontal control on the site for the design of a new highway garage for Jefferson County. The overall site is 40-acres and has several different parcel owners.

Daimler-Chrysler Engine Plant

Prepared a Plat of Survey with topographic and utility data for a 500,000-square foot plant expansion of the Daimler-Chrysler Engine Plant near the City of Kenosha.

Midtown-Milwaukee and Centennial Place Developments

Prepared ALTA/ACSM Land Title Survey and Certified Survey Maps with topographic and utility data for two developments in the City of Milwaukee that totaled more than 60-acres.

Mixed-Used Development

Paul led the preparation of an ALTA/ACSM Land Title Survey for a golf course and former landfill and ski hill in the City of Oconomowoc. The overall project consisted of parcels zoned as multi-unit residential, commercial, and urban reserve that combined to a total of 154-acres.

Open Pantry Food Marts of Wisconsin

As part of a major acquisition, Paul was retained by Open Pantry to prepare ALTA surveys on 14 individual gas stations located in Oshkosh, Madison, Milwaukee, and Waukesha. All ALTA surveys were completed within 30 calendar days from the notice to proceed.



Paul Kubicek, PLS
Project Surveyor

Years of Experience
29

Education
Associates – Milwaukee
Area Technical College

Registrations/Certifications
Registered Land Surveyor
Professional Land Surveyor
Bridge Paint Inspector
FAA Security Clearance



EDWARD HAYDIN PRINCIPAL AND CO-FOUNDER

Ed's leadership is straight-forward, informed by culture with a desire to create meaningful solutions. Establishing the Arcint-Architecture practice in 2012, he is committed to a sense of community to provide inspired design work. Diverse clients such as Saint Francis Xavier, Sokaogon Chippewa Tribe, and the City of Wauwatosa appreciate Ed's ability to remain flexible and pragmatic while creating beautiful, fulfilling buildings and spaces.

Edward brings over 20 years of architectural design experience focusing on programming, master planning, building design and common sense sustainability. He focuses on managing the daily activities of the firm, industrial, religious, park and community planning, corporate, multi-family housing and public facilities.

EDUCATION

Spring 1993 - University of Wisconsin - Milwaukee School of Architecture and Urban Planning - Bachelor of Science in Architectural Studies.

PROFESSIONAL

Architect in the State of Wisconsin.

Member of the American Institute of Architects

Construction Specifiers Institute
Construction Document Technologist
Certification

COMMUNITY INVOLVEMENT

Friends of Center Park
Non-Profit Executive Board Member - elect.

East Tosa Alliance
Past Executive Board, Founding
Member & Planning Chair.

*Wauwatosa Village Business
Improvement District*
Past Planning Committee; Wayfinding
Committee.

SELECTED PROJECT EXPERIENCE

2015 Custom Truck and Equipment Building Addition - Union Grove, Wisconsin
A 40,000 sqft addition to an existing metal building structure. The new addition contains over 15 vehicle bays with overhead cranes and jib cranes. The addition also contains offices, parts area, retail sales, and meeting rooms.

2014 Village of Shorewood Department of Public Works DPW Yard Masterplan - Shorewood, Wisconsin
Constrained by a neighborhood on the east and north and the Milwaukee River to the west, the Shorewood Department of Public Works hired Sigma and ARC-INT Architecture to provide an independent evaluation and solutions to keep the landlocked site functioning efficiently into the next 25 years. Site designs to contain runoff are offered as a way to access MMSD granting for clean water were included within the recommendations.

2014 Rishi Tea, Owner's Representative for Headquarters Building Construction - Milwaukee, Wisconsin
With growth outpacing the current facility, Rishi Tea- a purveyor and broker of international tea, selected to work with Arcint-Architecture in a Supplemental role as Owner's Representative. Key factors in our success were guiding the client through technical building discussions with the Architect and remaining creative to keep the contractor on schedule. The result was a facility delivered in time for the Christmas production season that meets the technical requirements for storage and processing high quality tea. Rishi Tea retains Arcint-Architecture for other design projects.

2014 City of Wauwatosa, City Hall Administration Department Renovations - Wauwatosa, Wisconsin
Working closely with City administrative staff and elected officials, ARC-INT Architecture expertly combined four separate departments with the Executive Suite to design a warm, inviting and safe work environment that is also inviting to citizens. A multifunctional design element uses a feature wall as a media interviewing area.
Construction Cost: \$380,000.



COMMUNITY INVOLVEMENT CONTINUED

Wauwatosa Bicycle and Pedestrian Plan
Past Committee Member.

*Wauwatosa Design Review Board –
Commercial*
Sitting Member.

PROJECT AWARDS

2015 Mayor's Design Award for:
600 East Wisconsin - Facade;
Milwaukee, WI.

*2013 Wauwatosa Historic Preservation
of Properties Award; Rocket Baby
Bakery, Wauwatosa, Wisconsin.*

2011 American Libraries Showcase for:
Tempe Public Library; Tempe, AZ.

2010 ENR Award of Merit for:
IBEW/ Local 494 Milwaukee Joint
Apprenticeship Training Center;
Wauwatosa, WI.

*2007 American Society of Interior
Designers for:*
Saint Rita Parish; West Allis, WI.

*2004 American Society of Interior
Designers for:*
Saint Mary Faith Community; Hales
Corners, WI.

*2000 Midwest Construction Project
Award of Merit for:*
Trinity Evangelical Lutheran Church;
Waukesha, Wisconsin.

*1995 International Masonry Design
Award for:*
Winkler Elementary, Burlington
Wisconsin.

SELECTED PROJECT EXPERIENCE WITH PREVIOUS ARCHITECTURAL FIRMS (FIRM OF RECORD LISTED)

2012 City of Wauwatosa Hart Park Playground & Splash Pad - Wauwatosa, WI
Project Role: Design Architect & Project Management through Construction Administration for interpretive and accessible playground facility at the Hart Park Bandshell.
Construction Cost: \$980,000.
Architect of Record: Engberg Anderson.

2012 City of Wauwatosa City Hall Health Department Renovations - Wauwatosa, WI
Project Role: Design Architect & Project Management through Construction Administration for the Health Department Renovations as developed in the 2010 City Hall Master Plan.
Construction Cost: \$380,000.
Architect of Record: Engberg Anderson.

2011 Hawker Beechcraft Corporation Indianapolis Aircraft Service Center Indianapolis, IN
Project Role: Planning & Project Management through Construction Administration.
Multi-phased design and construction of 80,000 square foot- Aircraft Maintenance Hangar and adjacent paint booth, Fixed Base Operator and fuel depot.
Construction Cost: \$15,000,000.
Architect of Record: Engberg Anderson.

2008 Milwaukee Electrical Joint Apprenticeship Training Center - Wauwatosa, WI
Project Role: Planning, Design Architect & Project Management through Construction Administration for a 37,000 square foot renovation of a Fed Ex distribution center into state of the art training labs and classrooms for the IBEW Local 494 Apprenticeship Training Program and Journeyman Continuing Education Programs.
Construction Cost: \$4,500,000.
Architect of Record: Engberg Anderson.



RYAN THACKER PRINCIPAL AND CO-FOUNDER

With experience working on a wide variety of building types and project scales, Ryan has professional expertise in providing elegant design solutions that engage environment, craft, and community. He is passionate about exploring contrasting relationships in his work – inside/outside, public/private, technology/nature – through the use of simple forms, “honest” materials, and natural light. As a craftsman accustomed to creating handmade objects, Ryan has a unique appreciation for well-crafted buildings and carefully-planned spaces.

Ryan brings over 16 years of experience in the architectural design industry and nine years as a professional architect. He possesses a rare balance of technical abilities and aesthetic design talent.

EDUCATION

Spring 2000 - University of Wisconsin - Milwaukee School of Architecture and Urban Planning - Bachelor of Science in Architectural Studies.

PROFESSIONAL

2006 - Present
Architect in the State of Wisconsin.

Member of the American Institute of Architects

Construction Specifiers Institute
Construction Document Technologist
Certification

COMMUNITY INVOLVEMENT

Ryan serves on the facility advisory boards for Notre Dame Middle School in Milwaukee advising the school on maintenance of existing structures and the development of facility expansion plans. He is an active in the Clarke Square and Garden District Neighborhoods of Milwaukee advocating for vibrant communities, pedestrian / bicycle friendly infrastructure, and positive development trends.

SELECTED PROJECT EXPERIENCE

2015 Hunger Task Force of Milwaukee Farm Visitor Center - Franklin, WI
Project Role: Project Designer for a new addition to the existing granary building to provide meeting spaces, offices, and central gathering point on the farm.
Construction Cost: \$1.1M

2015 City of Wauwatosa, City Hall Renovations - Wauwatosa, WI
Project Role: Project Designer for the interior renovations to the administration department of the Wauwatosa City Hall.
Construction Cost: \$400K

2014 Cardinal Capital Management Pasadena Apartments - Wauwatosa, WI
Project Role: Principal-in-Charge and Lead Designer for a new apartment development in a semi-urban context in Wauwatosa.
Construction Cost: \$4.5M

2014 City of Washburn, West End Park Masterplan - Washburn, WI
Project Role: Project Designer for the redesign of West End Park including a new masterplan and various architectural structures.
Construction Cost: \$6.5M

2014 Village of Shorewood DPW - Yard Masterplan - Shorewood, WI
Masterplan and study of the existing facility and recommendations of new structures and site organization to optimize efficiency.
Construction Cost: To be Determined

2013 City of Wauwatosa, DPW Planning and Renovations - Wauwatosa, WI
Programming and design layout of interior renovations of the existing DPW facility to support efficient workflow.
Construction Cost: \$1.2M



PROJECT AWARDS

2015 Mayor's Design Award for:
600 East Wisconsin - Facade;
Milwaukee, WI.

IIDA Award and AID Award for:
Hamilton Fine Arts; Sussex, WI.

*Daily Reporter/Wisconsin Builder – Top
Project and Wisconsin DOA – Excellence
in Architectural Design for:*
UW Madison - Microbial Sciences.

*School Planning and Management Merit
Award for:*
UW Platteville - Student Dormitory;
Platteville, WI.

*Golden Trowel Award for Institutional
Buildings and ASID Award and IIDA
Award for:*
Sun Prairie West Side Community
Services Building; Sun Prairie, WI.

SELECTED PROJECT EXPERIENCE WITH PREVIOUS ARCHITECTURAL FIRMS (FIRM OF RECORD LISTED)

2015 Jefferson County Highway Maintenance Shop - Jefferson, WI

Project Role: **Lead designer and Senior Project Manager** for the design of a 85,000 sf facility including site accessory structures (fueling, cold storage, salt storage, salt brine, scale, and yard storage).

Construction Cost: \$15M.

Architect of Record: Barrientos Design and Consulting.

2015 Oneida County Highway Maintenance Shop - Rhinelander, WI

Project Role: **Lead designer and Senior Project Manager** for the planning of options for a new facility on a new site or renovations / additions to the existing facility.

Construction Cost: Estimated \$6.5M.

Designer of Record: Barrientos Design and Consulting.

2014 Walworth County DPW Facilities Study and Planning - Elkhorn, WI

Project Role: **Lead designer and Planner** for an in-depth study of expansion options and preliminary design of a new maintenance facility and site accessory structures.

Construction Cost: Estimated \$4.5M.

Designer of Record: Barrientos Design and Consulting.

2013 Milwaukee County Fleet Maintenance Facility Study - Milwaukee, WI

Project Role: **Lead designer and Planner** for the site and facility study to assess the impacts of Swan Boulevard reconfiguration and optimization of site circulation.

Designer of Record: Barrientos Design and Consulting.

2012 Calumet County Highway Maintenance Facility - Chilton, WI

Project Role: **Lead designer and Senior Project Manager** for the design of a 72,000 sf facility including site accessory structures (fueling, cold storage, salt storage, scale, and yard storage).

Construction Cost: \$7.5M.

Architect of Record: Barrientos Design and Consulting.

2015 City of Sun Prairie DPW Fleet Repair Garage - Sun Prairie, WI

Project Role: Technical advisor and quality control engineer for new maintenance garage and small administration building.

Architect of Record: Barrientos Design and Consulting.



PROJECT CASE STUDY

City of Grafton Wisconsin Police Station Addition and Renovation

The original Grafton Police Department was constructed in the 1970's and no longer met the needs of the Department and was not ADA accessible throughout. The project added 15,000 gsf of space to the existing building including improved vehicle storage and sallyport operations, modernized interview rooms, evidence processing and storage rooms, offices, a community meeting space, and toilet rooms. A new entrance lobby was constructed with public toilet rooms, waiting space and service counter with modern force-protection construction.



Project Statistics

Location: Grafton, Wisconsin.
Project Status: Constructed.
Completion: 2007.
Project Size: 32,000 sf.
Construction Cost: \$3.4M.
Role: Lead designer and project manager.
Architect-of-Record: PRA.

Photos

Top-Right: View of main entrance.
Middle: View of community room adjacent to main entrance.
Middle: View of lobby and information board.



PROJECT CASE STUDY

City of Waterford Westside Fire Station Building

The new Waterford Westside Fire Department Building was constructed in business park that is central to the City to minimize response times and to provide easy access. The building contains three fire vehicle storage bays in a double-depth pull-through configuration. The building contains offices, locker rooms, meeting spaces and a prominent hose tower. The site contains training grounds for recruit training and professional development.

Project Statistics

Location: Waterford, Wisconsin.
Project Status: Constructed.
Completion: 2006.
Project Size: 21,000 sf.
Construction Cost: \$5.2M.
Role: Lead designer and project architect
Architect-of-Record: PRA.

Photos

Bottom: View of primary elevation.





PROJECT CASE STUDY

Jefferson County New Highway Maintenance Shop

The new Jefferson County Highway Shop was design to replace an obsolete, first generation highway shop located in downtown Jefferson. The 40+ acre site is centrally located off of the Highway 26 bypass. The state-of-the-art facility includes an 8-bay, double stacked repair garage with overhead cranes, in-ground vehicle lifts, and custom fabricated lubrication stations. The vehicle storage garage is designed to house the entire County fleet including space for off season plow storage at the head of each bay. Site accessory structures include a double fueling island, cold storage building, salt brine production facility, double salt sheds, scale, and generous yard area.

Sustainability features in the building include light-pipe lighting tubes, in-floor radiant heating, and a highly insulated roof and precast concrete wall panel building envelope.



Project Statistics

Location: Jefferson, Wisconsin.

Project Status: Completed.

Completion: 2015.

Project Size: 85,000 sf.

Construction Cost: \$15 Million.

Ryan's Role: Lead designer and Senior Project Manager.

Architect of Record: BDC.

Photos

Left Top: Overview of main entrance.

Left Bottom: View of repair garage.

Above Top: View of fueling island.

Above Bottom: View of salt shed.

Project Understanding and Approach

Project Understanding

The Village of Jackson has requested proposals for professional services to conduct a space needs analysis for review of the existing Police Department, Fire Department, and Village Hall buildings. The analysis will include a detailed review of the existing facilities with recommendations for the number of options available to the Village.

The Village Hall was originally constructed in 1931 and housed the Fire Department until the mid-1970s. Since the Fire Department left, the Village Hall has had one expansion which took place in 2001. The Police, Engineering, and Building Inspection Offices are situated in the original structure while the addition houses the Administration offices, a meeting room, and a polling location for Village Residents.

Of particular concern are ADA Code Requirements and energy efficiency considering the age of the buildings.

Project Approach

We view Space Needs Assessments as a systematic evaluation of an existing building and its occupants for the purpose of determining if the facility meets the current and future needs of the occupants. Utilizing quantitative and qualitative methodologies, we employ the process of Space Needs Analysis to identify needs, or “gaps,” between the current condition of a building and the desired condition as required by the occupants. A properly conducted Space Needs Assessment can also identify inefficiencies in building layout and functionality. The assessment becomes a planning mechanism for developing or re-purposing and outdated structure into a building that supports your public service commitments and objectives. In some cases, the Space Needs Assessment can be used to develop a New Building Program if an entirely new facility is desired.

Typically, our Space Needs Assessments include the following components and are electronically delivered as 8.5”x11” formatted booklets:

1. Executive Summary – Identifies the reasons for conducting the assessment, the desired goals of the study, the primary deficiencies in the existing facility, the primary goals of the effort, an overview of the options, and the conclusion (with professional commentary). We often include a “pros-and-cons” matrix of each option so that decision makers can easily view the impacts (including cost) of each option in tabular form.
2. Existing Facility Analysis – A detailed look at the existing facility. We conduct a thorough review of the existing building, measuring and calculating the space allocated to each room and department for the purposes of further analysis. Although floor plans were not requested as part of this study, we typically will prepare basic layout drawings of the existing facility and color code them to aid in categorizing space usage. These diagram-level drawings are useful for comparing current and future space needs with current space in-use. The drawings also graphically facilitate discussion about departmental adjacencies and “lessons learned” from the existing spaces.



In addition to the building analysis, we also diagrammatically look at the existing site conditions, evaluating site entry points, parking, and access points.

This section of the study will include tabular analysis of existing space usage and a summary of key “deficiencies” based on comparable facilities.

3. Facility Space Needs Analysis – Based on detailed interviews with departmental staff and consideration of industry best-practices, we develop a tabular space needs matrix that is organized by department. The matrix identifies immediate needs for the current calendar year as well 15-year or 20-year projection. The number of staff positions, gross building square footage, and projected net-to-gross ratios are considered. These projected square footages tie-in directly to opinions of cost.

We will consult with department heads and Village representatives to determine if office size standards have been established for municipal buildings. For other space requirements, we will rely on industry standards and best practices.

Often, there are project specific parameters that need to be considered when projecting space needs into the future. For this project we will utilize SEWRPC’s population growth estimates to determine the impacts on future space needs.

4. Analysis of Options and Opinion of Cost Magnitude – For the purposes of this study, we will provide an analysis of all options and an opinion of cost for building a new facility for each department along with recommendation of site size and requirements. We will also provide analysis of renovating and constructing additions to the existing buildings (if necessary and feasible) along with an opinion of cost.

As requested by the RFP, we will take into account the following parameters:

- Appropriate location – As we consider relocating critical facilities such as fire stations and police stations, we must take into consideration ease of access and project response times. Since the Village Hall serves an important social function, its location must be considered from a community perspective.
 - Availability – With the assistance of the Village, we will review available parcels and incorporate purchase price options into our opinions of cost.
 - Land already owned by the Village – It is assumed that an inventory of property owned by the Village shall be provided to the consultant. Commentary on desired usages for this land as well as a historical background may be helpful.
 - Property exchanges – This may be particularly helpful to enlarge project sites by acquiring adjacent properties in exchange for others.
 - Availability of utilities – Our team will contact local utility companies and Village Engineers to determine the cost of impact of extending utilities if necessary.
 - Conflicts of interest – We will consult with the Village to determine if potential conflicts of interest exist.
5. Siting of Satellite Fire Stations – Per the requirements of the RFP, we will consider 2-3 parcels for location of satellite fire stations and assist in refining the Village selection of a particular site. This work will entail working closely with the Fire Department to ensure the sites are properly located adjacent to



emergency routes while also taking into account proper site geometrics for vehicle turning movements.

6. Appendix – We include information that supports the finding and conclusion of the study including background data, reference data, and meeting minutes from our staff interviews.

Per the requirements of the RFP, we have excluded the following:

1. Renderings or concept drawings of new facilities.
2. Floor plans of new facilities or additions to existing facilities.
3. Code analysis and identification of code deficiencies in existing facilities.

Project Work Plan

Phase I – Duration 3 Weeks

1. Establish project Goals and Parameters with Village Representatives.
2. Visit the existing facilities to document current building configuration and create an inventory of existing space and site usage.
3. Classify existing space usage by department and staff level.
4. Create plan diagrams of the existing buildings and site to tabulate existing square footage. The diagrams will be color-coded to denote departmental divisions.
5. Document general space quality and appropriateness. We will also note any key deficiencies that hinder efficient operation of the facility.

Phase II – Duration 3 Weeks

1. Conduct thorough interviews with departmental heads as designated by Village Project Representatives to determine staffing, hours of operation, typical day-to-day operations, building and site access, interaction with other departments, opinions about space utilization, opinions of current facility deficiencies, equipment requirements, security requirements, public interaction, and special space needs requirements.
2. Conduct internal analysis of interview results to determine department-by-department space needs.
3. Populate the tabular Space Needs Matrix for the current time-frame including net square footage and projected gross square footage.
4. Apply growth algorithm to determine future needs based on SEWRPC growth projections.

Phase III – Duration 3 Weeks

1. Develop hypothetical new building and site options for each department along with an opinion of cost magnitude. Our analysis will include required gross square footage along with site size requirements.
2. Develop options for renovating the existing buildings to accommodate (as best as possible) the space needs as determined in Phase II along with opinions of cost magnitude.
3. Analyze available parcels for construction suitability:
 - a. Describe general location within the community along with access and response time impacts.
 - b. Describe property ownership and boundaries.
 - c. Document usable acreage, natural resources, potential site constraints.
 - d. Describe the adequacy of site utilities to accommodate new construction.



Phase IV – Duration 2 Weeks

1. Prepare DRAFT study document and review with Village Representatives.
2. Prepare FINAL study document to be published electronically.

Included Meetings and Site Visits

1. (1) Kick-off Meeting with Village Representatives.
2. (2) Site visits to measure and assess existing facilities.
3. (1) Site visit to conduct interviews with departmental heads and key staff.
4. (1) Meeting to review DRAFT report.
5. (1) Public presentation of the report and findings (if desired).



Summary of Staff Hours and Direct Labor Costs

K. Singh & Associates, Inc.

Project Total

Project ID:

Table 1 - Summary of Fees

Category	Dollars
On-site Review of Buildings	\$3,000.00
Cost Estimates	\$5,000.00
Optimal Locations for Satellite Fire Stations	\$4,240.00
Space Needs Report	\$3,650.00
TOTAL	\$15,890.00

Summary of Staff Hours and Direct Labor Costs

K. Singh & Associates, Inc.

Project Total

**Project ID: Village of Jackson
Space Needs Study**

6/22/2016

	Michael Blodgett, PE		Clifton Janssen, PE		Ryan Thacker, AIA		Edward Haydin		Paul Kubicek, PLS			
Classification	Senior Structural Engineer		Senior Engineer		Principal Architect		Principal Architect		Project Surveyor			
Factored Hourly Wage	\$125.00		\$100.00		\$125.00		\$125.00		\$80.00			
Task	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
On-site Review of Buildings												
In-person Interviews	8	\$1,000.00		\$0.00	8	\$1,000.00	8	\$1,000.00		\$0.00	24	\$3,000.00
SEWRPC Population Estimates	1	\$125.00	2	\$200.00		\$0.00		\$0.00		\$0.00		
Cost Estimates for future Needs												
One Cost Estimate for each Department	4	\$500.00		\$0.00	8	\$1,000.00	8	\$1,000.00		\$0.00	20	\$2,500.00
One Cost Estimate for Renovated Building Options	4	\$500.00		\$0.00	8	\$1,000.00	8	\$1,000.00		\$0.00	20	\$2,500.00
Optimal Location for Satellite Fire Stations												
Site Analysis		\$0.00	12	\$1,200.00	4	\$500.00	4	\$500.00	4	\$320.00	24	\$2,520.00
Site Due Diligence		\$0.00	10	\$1,000.00		\$0.00		\$0.00	4	\$320.00	14	\$1,320.00
Coordination with Fire Department		\$0.00	4	\$400.00		\$0.00		\$0.00		\$0.00	4	\$400.00
Space Needs Study Report												
Summary of Report with Findings & Recommendations	2	\$250.00	4	\$400.00	12	\$1,500.00	12	\$1,500.00		\$0.00	30	\$3,650.00
TOTAL	19	\$ 2,375.00	32	\$ 3,200.00	40	\$ 5,000.00	40	\$ 5,000.00	8	\$ 640.00	136	\$15,890.00

*Mileage and Printing assumed to be reimburseable expenses

**Village of Jackson Space Needs Study
Milestone Schedule**

TASK	DATE
Consultant Selection	July 8, 2016
Client Kick-off Meeting with Village Representatives	July 16, 2016
Receive and review building as-built documents	July 22, 2016
Building Walk-throughs with Village Representatives	July 28, 2016
Create Plan Diagrams for Existing Buildings	August 5, 2016
Interview Department Heads	August 11, 2016
Space Needs Matrix Based on Interview Feedback	August 18, 2016
Growth Algorithm Application	August 23, 2016
Develop Hypothetical New Building and Site Options for Each Department	August 30, 2016
Provide Cost Estimates for Building / Site Options by Department	September 7, 2016
Develop Renovation Alternatives	September 14, 2016
Analyze Site Options for Satellite Facilities	September 14, 2016
Prepare Draft Report	September 21, 2016
Final Draft Report & Meeting	September 28, 2016



Space Needs Analysis Proposal

Village of Jackson

June 24, 2016



Design with community in mind



June 24, 2016

Mr. Brian Kober, P.E.

Director of Public Works/Village Engineer
Village of Jackson
N 198 W20733 Main Street
Jackson, WI 53037

Reference: Village of Jackson Space Needs Analysis Proposal

Dear Mr. Kober,

The Village has seen continued growth in resident population, requiring additional personnel and equipment. The existing Village Hall, Police Department and Fire Department are housed in facilities which are not as energy efficient as new buildings, nor are they in full compliance with Americans with Disabilities Act, and several repairs, typical of an older structure, are needed.

Stantec has collaborated with communities across the Midwest to identify space needs and make recommendations to meet each community's needs and goals. Our team brings the following:

- Multidiscipline technical expertise and interpersonal skills
- Experience completing similar space needs studies for municipalities
- Cost-effective approach adapted specifically to meet the Village's needs

We are committed to helping you address both short- and long-term facility needs through this space needs analysis. We recognize the need for "big picture" thinking to help you evaluate your current and future investment in these facilities. Our interdisciplinary team will document and assemble the information necessary to evaluate the options and create a long-term plan that provides the best solution for your community.

If you have questions about this proposal or need additional information, please call Bruce at (651) 604-4849 or Kevin at (262)643-9015. We look forward to continuing our service to the Village of Jackson.

Regards,

STANTEC CONSULTING SERVICES INC.

Bruce P. Paulson, AIA
Project Manager
Phone: (651) 604-4849
bruce.paulson@stantec.com

Kevin Kimmes, PE
Client Service Manager
Phone: (262)643-9015
kevin.kimmes@stantec.com

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Why Choose Stantec?

Highlights of our Approach

- Interacting and communicating with Village staff to identify issues and needs, evaluate options, and develop recommendations that specifically meet the Village's needs.
- Involving Village staff in completing inventories and other information, participating in on-site interviews, and reviewing options to make best use of resources.
- Thoroughly evaluating existing data, plans, and other relevant information to use existing project resources efficiently.
- Interdisciplinary review and evaluation of space needs, structural, mechanical and electrical issues to achieve a thorough, comprehensive evaluation.
- Creative and interactive approach with the Village to identify options that address the Village's issues and needs, identify the preferred format for the final report and recommendations.

Experience with Jackson's staff smooths communications and project progress – Our staff have enjoyed good relationships and communication when working with Village staff on recent projects. These established relationships will help minimize start-up time as we complete surveys and on-site interviews, making efficient use of project resources.

Comprehensive services under one roof saves time and expense, producing a seamless product – All the key staff for this project are Stantec employees. This project team works together frequently on municipal planning projects.

Experience with similar projects helps develop tools and approaches that benefit data gathering – A critical element in the success of the facilities assessment is gathering accurate, comprehensive data through the room and equipment inventory, and field assessments. We have developed survey forms to gather data that can be easily adapted to your needs and easily completed by staff. We will save time by using these existing tools, and we know they have helped produce successful results in similar projects.

Implementation-driven process helps reliably estimate timelines, maintenance needs and costs – Our facilities assessments typically lead to building or remodeling a variety of municipal buildings. Our implementation experience brings practical knowledge that gives you critical information, and makes our planning process better. Our experience helps us more reliably estimate timelines and implementation costs. Through our long-term relationships with municipal clients, we have developed a solid understanding of the maintenance needs of the projects we build.

Communication skills benefit project process, facilitate consensus, and result in a clear, useful document to serve as a basis for future planning – We work hard at our communications skills. Our experienced staff has facilitated many complex planning processes, helping our clients achieve consensus on difficult issues and priorities. Communicating with Village staff and decision-makers will be important to the project's success.

Our commitment to help clients find the best solutions – We understand cities must balance needs with budgets. We know you need to consider your investment in current buildings and systems, and use these as efficiently as possible, while also recognizing that the best value for the Village and its residents may require new investment. Our team will help you formulate a comprehensive view, evaluate trade-offs, and develop the best solutions for your facilities.

2. Key Personnel



We're active members of the communities we serve. That's why at Stantec, we always design with community in mind.

The Stantec community unites more than 22,000 employees working in over 400 locations. We collaborate across disciplines and industries to bring buildings, energy and resource, and infrastructure projects to life. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe. Stantec trades on the TSX and the NYSE under the symbol STN.

Your Project Team

You want a knowledgeable project team that will be responsive to your needs. Your project requires a devoted team, and we have allocated the proper amount of time in our schedules to give your project the attention it deserves. Along with organizing our schedules to fit your needs, we have the capabilities and desire to work with you. All of the technical specialties needed are in-house. Having all team members in-house allows close, efficient collaboration, which saves time and expense, producing a seamless product.

Key Personnel

Stantec's core maintenance facility team has worked on numerous projects together. The people working on your project will be:

Bruce Paulson, AIA – Project Manager

As project manager, Bruce will be responsible for adhering to the Village's budget and timeline. He is well-versed in space needs studies for municipalities, having been involved in several space needs projects, including Forest Lake, Carver, Austin, and others. Bruce has extensive experience working with municipalities and understands the budget restraints facing the Village Council. Based on this experience, Bruce will identify options that meet the Village's needs, and enhancements that can easily be bid as alternatives or add-ons. Bruce has more than 40 years' experience in corporate, commercial, institutional, health care, hospitality, and entertainment areas.

Kevin Kimmes, PE – Client Service Manager

Kevin's role will be to see that the project team has the necessary personnel and support resources required to meet your project goals on schedule and within the stipulated budget for the Village's project. Kevin will meet periodically with you throughout this project to see that Stantec's commitments to the Village are met and promptly resolve any issues that arise. Working as an advocate for the Village, Kevin will also oversee quality assurance efforts.

Mike FitzPatrick, PE – Electrical Engineer

Mike's focus is on electrical design in municipal buildings, along with water and wastewater facilities. He brings a broad background in project management, electrical design, plant engineering and maintenance. He's been involved with numerous projects for municipalities, including public works facilities, Village halls, libraries, fire stations, water towers, wells, wastewater treatment facilities, and others.

Jeromy Reed, PE – Mechanical Engineer

Jeromy's focus is on mechanical design in municipal buildings, along with water and wastewater facilities. He brings a broad background in project management, mechanical HVAC and plumbing design, plant engineering and maintenance. He's been involved with numerous projects for municipalities, including public works facilities, water treatment facilities, wastewater treatment facilities, and others.

Philip Caswell, PE – Structural Engineer

Philip's focus is on structural design for a wide variety of project types, including condition assessments, building renovations and new construction. His experience includes a wide array of municipal buildings, including ambulance facilities, public works buildings, garages, and others.

Resumes for key personnel are included on the following pages.

Bruce has more than 40 years of architectural design experience for municipal facilities, including fire stations, police/emergency response, and city halls. He has conducted space needs analyses, developed alternatives and cost estimates to best serve current and future needs. Bruce specializes in technical detail design services to make sure final products mirror or enhance the designer's intended vision.

EDUCATION

Associate Degree, Drafting and Design, Duluth Area Vocational Technical Institute, Duluth, Minnesota, 1976

REGISTRATIONS

Licensed Architect #9354, State of Wisconsin
Licensed Architect #20910, State of Minnesota

MEMBERSHIPS

Member, American Institute of Architects

PROJECT EXPERIENCE

Space Needs/Building Condition Assessments

Fire/Police Station Needs Study, Winona, Minnesota
Prepared a Space Needs and Long Range Planning Study for Winona's Fire and Public Safety Facility. The fire station was evaluated for future renovation and expansion to accommodate department growth. This study also recommended a new free-standing public safety facility based on necessary department growth to serve the projected community growth.

New Public Works and Maintenance Facility, Austin, Minnesota

Project manager and project architect responsible for designing the new facility. Helped to prepare a site analysis and develop a space needs study. This new public works facility accommodates administration, street, sewer, sign, and maintenance departments. A cold storage building contains a secure area for the police department impound.

City Hall Planning Study, Forest Lake, Minnesota

Stantec is working with the City to develop a new layout for the existing City Hall based on the space needs study we recently completed.

Central Maintenance Facility Expansion, St. Cloud, Minnesota

As project manager, evaluated the existing facility to understand current use, determining where spaces could be better used, and developing a plan to maximize the space use and for future expansion to meet growing needs. This expansion includes adding cold storage south of the existing facility and expanding the utility department. The study involved meeting with various departments to review their current space use, current space needs, and projected future needs. Alternate sites were evaluated around the city for potential development as satellite facilities to maintain the level of service as the city grows.

Capital Maintenance Planning (CMP) for Municipal Public Buildings, Brooklyn Center, Minnesota

Led the team as project architect/manager along with civil, structural, mechanical, and electrical engineers to develop a CMP for the 27 buildings and structures owned by the City of Brooklyn Center. This CMP included an in-depth field condition assessment of each building or structure, a report detailing the condition of each building or structure, and a detailed opinion of probable cost to implement the repair and maintenance items for each building or structure through 2025.

Ambulance Facility, Blooming Prairie, Minnesota

Bruce led the team of architects and engineers through this project which started as a feasibility study to renovate the existing ambulance facility. When the study concluded that additional space was required, he prepared several options for renovating and expanding the facility and then several options for a new facility.

Fire Stations

New Fire Station and Public Works Facility, Carver, Minnesota

Project manager and project architect for this nearly 20,000 square foot combination fire station/public works building. He helped the City prepare a referendum to obtain financing. He worked closely with the City's building committee to achieve a final design that met each department's space needs and remained within the established budget.

Bruce Paulson AIA

Project Manager

Fire Station Improvements, Austin, Minnesota

Bruce led the team of architects and engineers on this project to prepare construction documents that addressed numerous issues with the building, from deteriorated veneer on the exterior precast concrete wall panels, to interior finishes repair and replacement due to moisture intrusion around doors and windows, to replacement of all exterior aluminum windows and doors. Our team worked closely with the Fire Chief and staff to ensure they understood and accepted the recommended corrective actions.

Fire Station No. 2 Improvements, Richfield, Minnesota

Served as project architect for this renovation that included roof replacement, exterior face brick tuck-pointing, window replacement, and additional makeup air and exhaust air capacity in the apparatus bay to comply with current indoor air quality requirements.

St. Joseph Fire Station Expansion, St. Joseph, Wisconsin

Served as the project architect/project manager for this project that added a 40' x 80' deep apparatus bay to the existing fire station, as well as some interior improvements to the station. Our firm worked closely with the fire chief and town board members to ensure the entire fire station and town hall would remain in operation throughout construction.

Fire Station Planning Study, Forest Lake, Minnesota

Completed this study to guide the City of Forest Lake as it plans for the impacts of growth on its fire station facility needs. The study defined the City's future fire station facility requirements and determined a course of action for meeting those requirements.

Other Municipal Facilities

City Hall ADA Upgrades, Maple Lake, Minnesota

Bruce worked with the City of Maple Lake to identify and implement measures to bring the City Hall into compliance with current ADA requirements. City requested that Stantec prepare a report to define areas within City Hall that were not in compliance with current ADA and UFAS requirements and give an opinion of probable construction costs. The City of Maple Lake received a USDA grant that allowed the City to make the upgrades.

Public Works Facility Roof Replacement, New Hope, Minnesota

This project involved replacing the existing roofing system over the cold storage portion of the New Hope Public Works Facility. Stantec prepared the drawings and specifications, invited contractors to bid the project, and oversaw the removal and new construction. The new roof design was coordinated with the City's Building Official to ensure it would comply with the energy code requirements since the City may add heat to this portion of the building as some point in the future.

Capital Maintenance Planning (CMP) for Municipal Public Buildings, Brooklyn Center, Minnesota

Based on the CMP developed for the City of Brooklyn Center in 2007, we have prepared documents including drawings and specifications each year since 2007 to implement the recommended maintenance, renovation and/or improvements to the various buildings and structures owned and maintained by the City. The Community Center is one of the facilities included in this project and will be the primary focus for the 2012 Capital Maintenance Building Program (CMBP) project. The work scope will include replacing the HVAC system within the pool area and second floor spaces, replacing exterior windows with new thermally-improved aluminum window frames and insulating glazing, and replacing exterior sliding glass doors with a combination of new thermally-improved aluminum windows and insulating glazing and thermally-improved aluminum doors with insulating glazing sidelights, and reconstructing the west wall of the building at the swimming pool area due to water intrusion/migration issues.

Kevin's 17 years of experience encompasses a broad range of technical engineering issues related to reconstruction and new development of street, sewer, water and stormwater quality and quantity systems. He has served as a city/town engineer for various municipalities in Minnesota and Wisconsin, where he made significant revisions to ordinances and design standards to position these municipalities for success. Additionally, Kevin has managed multiple design projects, as well as reviewed private development construction. His technical engineering background is complemented by his strong approach to problem-solving. He understands innovative construction products including geosynthetic grid and geotextiles, and how they can be used for cost-effective road construction projects.

EDUCATION

Master of Science, Infrastructure Systems Engineering, University of Minnesota, Minneapolis, Minnesota, 2002

Bachelor of Science, Civil Engineering, University of Wisconsin-Milwaukee, Milwaukee, Wisconsin, 1998

MEMBERSHIPS

Professional Engineer #37835, State of Wisconsin

Member, American Public Works Association

AWARDS

2000 APWA Projects of the Year Award, Storm Mitigation Improvements, Eagan, Minnesota

PROJECT EXPERIENCE

Town of Grafton Facility Needs Study, Grafton, Wisconsin

This project involved conducting a facility needs study for the Town of Grafton, including identifying program needs for town services, parking needs and cost estimates. The existing facility was evaluated for future renovation and compared to new construction. The study was completed in 2008, and Stantec is currently updating the study for 2016.

Falls Road Storm Flood Relief Project, Grafton, Wisconsin

This project involved engineering a solution for a flood-prone private property that balanced ROW flooding with the DNR regulations and the Ulao Creek Partnership Groups interests. A solution was developed to mitigate potential flooding and minimize spending.

Stonecroft Drive Reconstruction and Fly Ash Excavation, Grafton, Wisconsin

Stantec conducted this project for the Town of Grafton. The Stantec team addressed the request from WE Energies to remediate an old fly ash dump location. This project required the removal of more than 3,500 truckloads of fly ash in less than four weeks for multiple communities, the reconstruction of Stonecroft Drive (from the trucking damages), and the monitoring of the fly ash removal to be sure the interests of Grafton's residents were met.

Flood Mitigation Improvements, Eagan, Minnesota

Following a storm event that dropped more than eight inches of rain on the City in less than five hours and caused millions of dollars in flood damage to more than 200 homes, Stantec assessed the damage, interacted with the public, and developed stormwater improvements. Mr. Kimmes worked with a team to identify 63 different improvement areas that led to more than \$10 million in construction projects. The pipe sizes ranged from 12" to 72". The improvements involved 150 easements. He coordinated with the city and residents during construction, with all improvements installed within 18 months. This project received the 2000 APWA Project of the Year Award for Storm Mitigation Improvements.

Sheboygan Skatepark Design Services, Sheboygan, Wisconsin

Civil engineer for the design of a state-of-the-art skate park envisioned to be constructed with high-quality materials to ensure durability and longevity. It will feature a mix of street and transition style terrain, with elements designed for all age groups and ability levels. Kevin collaborated with the team to evaluate sites. The skate park is envisioned to be 10,000 to 12,000 square feet. The project involved three public involvement meetings.

Kevin Kimmes PE

Client Service Manager

Hart Park Skate Park, Wauwatosa, Wisconsin

Kevin provided construction site assistance over this project. The hybrid park features unique touches that cater to the youth of the City and has significantly enhanced the Hart Park area. The skate park was designed to mimic popular skating elements found within Wauwatosa, and cater to all skill levels and ages, so that skaters from all backgrounds can enjoy the park fully. Both transition and street elements were incorporated. The project holds a special meaning to the community and the users of the skate park as it is a memorial to Jack M. Doyle.

Fowler Lake Shoreline Project, Oconomowoc, Wisconsin

Kevin served as the project manager responsible for developing the feasibility report for improvements to the southern shore of Fowler Lake, including the Village Green, boardwalk, and boat launch/parking areas. The areas will be utilized by the community for special events, pedestrian walking, viewing of the lake, launching boats and public parking. The site will require storm water management considerations, Department of Natural Resources approval relative to rules and regulations that apply to the proximity of Fowler Lake. The process included gathering and incorporating public input into the overall vision.

Shorewood Pavement Program, Shorewood, Wisconsin

Kevin was responsible for prioritizing 30 years of road improvement projects. He updated the city's street reconstruction model, from concrete to pavement, allowing for cost-effective long-term maintenance.

Development Reviews, Grafton, Wisconsin

Since 2004, Kevin is responsible for plan review, including stormwater, erosion control and grading for developments in the Village of Grafton. He was responsible for developing solutions in the best interest of the client, including replacing existing drain tiles to mitigate future impacts.

Mike specializes in lighting and control system design, and electrical drafting and design. He is also proficient in electrical drafting, and power and distribution systems design, emergency power and distribution systems, fire alarm and detection systems, closed circuit television systems (CCTV) security system, and card access systems for various project types including multi-story buildings, mixed use buildings, roadways, sports arenas, athletic complexes, landscapes, commercial offices, boardrooms, water/wastewater and aquatic facilities, fire stations, city halls, ice arenas, and libraries. His responsibilities include project layout, preparing detail design drawings and specifications for electrical segments of the projects, shop drawing review, and site observations, such as preliminary inspections and final inspections. Mike is a board member of the Illuminating Engineering Society of North America (IESNA) and is the current Vice President for the local Minnesota section of the IESNA.

EDUCATION

Associate in Applied Science Degree (AAS);
Electrical Construction Design and Management,
Dunwoody College, Minneapolis, Minnesota, 1999

Associate Arts Degree (AA), Century College, White
Bear Lake, Minnesota, 1997

Bachelor of Electrical Engineering, University of
Minnesota, Minneapolis, Minnesota, 2012

MnDOT Roadway Lighting Design Manual Training,
St. Paul, Minnesota, 2001

Work Zone Traffic Control Safety and Roadway
Lighting Training - Level I, St. Paul, Minnesota, 2001

REGISTRATIONS

Professional Engineer #44771-6, State of Wisconsin

Professional Engineer #PE-10585, State of North
Dakota

Professional Engineer #53078, State of Minnesota
Lighting Certified Professional, National Council on
Qualifications for the Lighting Professions

MEMBERSHIPS

Vice President - 2014; Secretary/Treasurer - 2013;
Membership Chairman - 2012; Illumination Awards
Chairman - 2012, Illuminating Engineering Society of
North America

Member & Board Member, Illuminating Engineering
Society of North America

PROJECT EXPERIENCE

Community Institutional

St. Louis Park Fire Stations, St. Louis Park, Minnesota
Mike was responsible for developing the electrical, lighting of the construction documents, handling questions and addenda during bidding, and construction services including any RFI, CO, site observations, and shop drawing review. Stantec provided mechanical, electrical, and structural services to support the KKE team on demolition and construction of two replacement fire stations in the City of St. Louis Park.

Eveleth City Auditorium Renovations, Eveleth, Minnesota

Stantec prepared a feasibility report and design and construction services for this \$630,000 historic renovation. Mike provided analysis of the existing lighting throughout the auditorium, including finding historical photos of the existing 1912 lighting in the auditorium and then using this information to find a sample discovered at the site to find the original 1912 manufacturers specification sheet. Special attention was given to research and provide costs for replicating the lighting in the main auditorium room to match the look and function of the original (1912) lighting.

Parking

Cedar Grove Parkway Parking Ramp, Eagan, Minnesota

Mike was responsible for developing the electrical, lighting of the construction documents, handling questions and addenda during bidding, and construction services including any RFI, CO, site observations, and shop drawing review.

Century College - West Campus Parking Lot Reconstruction, White Bear Lake, Minnesota

Mike was responsible for developing the electrical portion of the construction documents, including lighting and security system design (cameras and code blue stations). Mike performed a life-cycle cost analysis for various site lighting alternatives, and the client selected a pulse-start metal halide system. Mike provided site observations, and shop drawing review during construction.

Parks, Open Spaces & Cemeteries

Franklin Steele Park Splash Pad, Minneapolis, Minnesota

Mike developed the electrical portion of the construction documents, handled questions and addendums during bidding, and provided construction services, including any RFI, CO, site observations and shop drawing review. Stantec provided specialty consulting services to design a splash pad and other park amenities. Park improvements include replacing an existing wading pool and outdated playground and are intended to provide safe recreational opportunities for all ages.

Minnehaha Park/Wabun Picnic Area Building, Minneapolis, Minnesota

Mike was responsible for developing the electrical portion of the construction documents, handling questions and addenda during bidding, and construction services including any RFI, CO site observations, and shop drawing review. Stantec teamed with another firm to design a wading pool, park shelter, and other improvements for the Wabun Picnic Area in Minnehaha Park, for the Minneapolis Park and Recreation Board.

Sports and Athletic Facilities

Aquatic Center Design, Huron, South Dakota

Mike was responsible for developing the electrical, lighting of the construction documents, handling questions and addenda during bidding, and construction services including any RFI, CO, site observations, and shop drawing review.

Aquatic Center Expansion, Apple Valley, Minnesota

Mike worked on the electrical portion of the project designing the electrical, including the lighting for the aquatic center. This project involved expanding the City's aquatic center, including a lazy river, tube and super bowl slides, auxiliary bath house, pool mechanical building, and other site support amenities.

Transit

Carver Park and Ride, Carver, Minnesota

Stantec provided transit planning, engineering, and construction management for this 400-stall park and ride facility in Carver, MN. Mike provided electrical and lighting design services for the site, roadways, and transit station building.

Newport Park and Ride Facility, Newport, Minnesota

Stantec provided electrical services for the new street, parking lot, and shelter related to the park and ride. Mike coordinated with the electrical utility to provide a separate electrical service for the street lighting and the shelter and parking lot. The parking lot also CCTV cameras with provisions to expand the system in the future. The shelter building included a waiting area, public men's and women's restrooms and IT room and mechanical/electrical support spaces. Mike designed interior lighting that featured controls that reduce the light level to 50% output when the building is unoccupied during operating hours, and off during non-operating hours. Local occupancy sensors throughout the building monitor occupancy. The lighting package was comprised of LED fixtures interior and exterior, providing the County with energy savings and controls strategies not readily available with other more conventional solutions. Mike was also responsible for the electrical distribution and power within the building. Thoughtful receptacle layout serves the community's need for device charging while waiting for the bus. A security system was also included. The IT room included a split system HVAC unit to maintain an operating temperature for the equipment.

Metro Transit – 28th Avenue Park & Ride Security Upgrades, Minneapolis, Minnesota

Mike was responsible for developing the construction documents, handling questions and addendums during bidding, and construction services, including RFI, site observations, and shop drawing review. The project added security cameras and related equipment to an existing parking structure.

Jeromy is a senior mechanical engineer with more than 18 years of experience. His experience includes design of a number of educational renovation projects such as Bethel High School, Huslia, Kaltag, and UAA. He has also worked on projects within the MOA including GCI South Distribution Center, Beans Café renovations, and AIDEA Office Remodel. In addition to supporting numerous projects with QA/QC review, he has also provided third-party peer review services for a variety of clients including the U.S. Coast Guard, Eni Petroleum, and Alaska Native Tribal Health Consortium (ANTHC).

EDUCATION

Bachelor of Science, Mechanical Engineering,
University of Alaska, Fairbanks, Alaska, 1995

REGISTRATIONS

Professional Engineer #10176, State of Alaska

MEMBERSHIPS

Member, American Society of Heating,
Refrigerating & Air-Conditioning Engineers

Member, American Society of Mechanical
Engineers

PROJECT EXPERIENCE

Transit Buildings Condition Survey, Anchorage,
Alaska

Jeromy conducted a condition survey to identify code and operational deficiencies, verify record drawings, and collect equipment information (make, model, serial number, etc.) for the client data base. He wrote a report providing an estimate of remaining service life of equipment and replacement cost. He recommended energy conservation, code compliance, and operational upgrades. Jeromy also provided cost estimates for recommendations and prioritized work.

Anchorage Police Department Headquarter
Condition Survey, Anchorage, Alaska

Jeromy conducted a condition survey to identify code and operational deficiencies, verify record drawings, and collect equipment information (make, model, serial number, etc.) for the client data base. He wrote a report providing an estimate of remaining service life of equipment and replacement cost. He recommended energy conservation, code compliance, and operational upgrades. Jeromy also provided cost estimates for recommendations and prioritized work.

813 W Northern Lights Building Renovation,
Anchorage, Alaska

Jeromy was the mechanical engineer of record, and provided design service to upgrade the existing pneumatic control system to DDC. He provided new VAV ventilation system to spaces created during renovation including conference room and offices. The project replaced aged and failing equipment including exhaust fans and chiller pumps. Jeromy provided mechanical design for upgrading existing pneumatic control system to DDC. The project provided new VAV ventilation system to spaces created during renovation including conference room and offices. He also replaced aged and failing equipment including exhaust fans and chiller pumps.

Anchorage Senior Center Survey, Anchorage,
Alaska

Jeromy conducted a condition survey to identify code and operational deficiencies, verify record drawings, and collect equipment information (make, model, serial number, etc.) for client data base. He wrote a report providing an estimate of remaining service life of equipment and replacement cost. Jeromy recommended energy conservation, code compliance, and operational upgrades. He provided cost estimates for recommendations and prioritized work.

ASSETS Building Roof Replacement PHASE II,
Anchorage, Alaska

The project replaced the roof and provided structural roof upgrades. New and replacement roof drains were installed and a limited amount of rain leader piping was added. He designed new ductwork and roof hoods for overframed area.

Jeromy Reed PE

Mechanical Engineer

Community Development Center, Alaska

Jeromy was the mechanical engineer of record and worked with the Cold Climate Housing Research Center (CCHRC). The building has various uses, including community/cultural center, elder meals program, tribal headquarters, and cultural crafts training. In addition rental offices were provided to assist in offsetting operating costs. The approximate area is 6,000 square feet. The building site does not have access to piped water, and village water supply has gone brackish. The project included rainwater harvesting for flushing water closets, and waterless urinals. The building was designed to be cold soaked except for the mechanical room, where an oil stove provides freeze protection for the water system and other critical equipment. The ventilation is provided by HRVs and wastewater is treated on site for surface discharge.

Dimond High School Career & Tech Upgrades, Anchorage, Alaska

Jeromy was the mechanical engineer of record. He provide contract administration services, including submittal review, final inspection, and answered contractor questions (DCVR/RFI). This project renovated classrooms to support computer science and robotics programs. Jeromy provided exhaust and makeup air for 15 soldering stations, 3-D printer, and various wood and metal working equipment (band saw, lathe, milling machine, drill press). He provided additional exhaust fan and upgraded VAV boxes to support makeup air function.

1040 East 1st Ave Building Upgrades, Anchorage, Alaska

Jeromy was the mechanical engineer of record and performed the site investigation. He also provided construction administration services, including submittal review. This project relocated the testing operations of the local electric utility to a renovated facility. Meter testing, safety gear (glove and mats) testing equipment were relocated. A new ventilation system, utilizing a gas fired unitary ventilator, was added to the existing building to serve the new administrative offices and technical work rooms. A commercial washing machine and water heaters were required to support the testing protocols. Incidental plumbing was added for the functions of the renovated space. A wet pipe fire sprinkler system was retrofitted into the facility.

SADC Power Upgrade & Wild Blue Gateway, Alaska

Jeromy was the mechanical engineer of record. This project provided HVAC and server room cooling design including connecting equipment purchased, but not installed, under earlier contracts. He provided HVAC and server room cooling design. Jeromy designed above ground storage tank for backup diesel generators. He also designed propane (LPG) system design for antennae warming (de-icing) system.

Dempsey Ice Arena Survey, Anchorage, Alaska

Jeromy conducted a condition survey to identify code and operational deficiencies, verify record drawings, and collect equipment information (make, model, serial number, etc.) for client data base. He wrote a report providing an estimate of remaining service life of equipment and replacement cost. Jeromy recommended energy conservation, code compliance, and operational upgrades. He provided cost estimates for recommendations and prioritized work.

Spenard Recreation Center Condition Survey, Anchorage, Alaska

Jeromy conducted a condition survey to identify code and operational deficiencies, verify record drawings, and collect equipment information (make, model, serial number, etc.) for client data base. He wrote a report providing an estimate of remaining service life of equipment and replacement cost. He recommended energy conservation, code compliance, and operational upgrades. Jeromy provided cost estimate for recommendations and prioritize work. This facility serves as a community center including gymnasium (basketball court), racquetball courts, boxing studio, dance studio, pottery studio with kilns, classrooms, meeting rooms, bathrooms, locker rooms, office space, and a commercial kitchen. In addition, it is also an emergency shelter featuring potable water storage tanks, onsite sewage disposal, dual fuel (oil & natural gas) boiler. Under normal conditions water and sewer service are provided by the municipal utility. Recommendations included upgrades to remain operational during volcanic (ash) events, earthquake, extended utility (gas/electric/water/sewer) failures.

Phil's responsibilities include structural design, specification preparation, and quality assurance. His experience includes structural design and construction of a wide variety of project types, including dams, pumping stations, water and wastewater treatment facilities, flood control projects, new buildings, tanks and structures, structural condition assessments, building and tank repair, renovations and demolition. Phil also has extensive experience with civil and site-related projects such as retaining walls, hydraulic inlets and outlets, buried utility vaults and concrete pavements.

EDUCATION

Bachelor of Civil Engineering, University of Minnesota, St. Paul, Minnesota, 1983

REGISTRATIONS

Professional Engineer #PE-29981, State of Wisconsin

Professional Engineer #14996, State of Iowa

Professional Engineer #8137, State of South Dakota

Professional Engineer #PE-4141, State of North Dakota

Professional Engineer #1999141353, State of Missouri

Professional Engineer #19204, State of Minnesota

MEMBERSHIPS

Member, American Council of Engineering Companies

Member, American Concrete Institute

Member, American Society of Civil Engineers

PROJECT EXPERIENCE

Blooming Prairie Ambulance Facility, Blooming Prairie, Minnesota

Stantec provide complete design and construction-phase services for this \$774,000, 3,600 sf single-story, insulated precast concrete bearing wall/steel bar joist and hollow core roof shear wall building ambulance garage facility. Phil provided structural design, including preparing contract documents, and construction contract administration, including reviewing submittals, responding to RFI's, periodic site visits, and special Inspections, etc.

Austin Public Works Washbay Addition, Austin, Minnesota

Stantec provided engineering services for this new 1,250-square foot, single-story, insulated precast concrete bearing wall/hollow core precast roof building addition to the existing public works building. The new addition was constructed and equipped for washing fleet vehicles, with durable materials and coatings that reduce deterioration in a moderately-harsh environment. Phil provided the structural design of the building, including preparing contract documents, and construction contract administration, including reviewing submittals, responding to RFI's, periodic site visits, etc.

Arden Hills Army Training Site Improvements, St. Paul, Minnesota

Stantec provided the 35% initial design for this project to develop the 300-acre Cantonment Area. Phil provided the preliminary concept design and supervised the structural design of the entry building.

Metropolitan State University Student Center, St. Paul, Minnesota

Stantec's portions of the project involved design, bidding, and construction support for a new 25,000 square foot student center, including schematic design of the architectural components and mechanical, electrical, civil, and structural engineering, as well as landscape architecture. Site work involved creation of a student gathering area, underground stormwater storage, and site plantings with native materials. Extensive soil pollution led to design of a sub-slab vapor depressurization system with appropriate environmental controls integrated into the building's mechanical and electrical systems. Phil provided structural design of the building and associated site amenities, including preparing contract documents, and construction contract administration, including reviewing submittals, responding to RFI's, periodic site visits, etc.

North States Industries, Siren, Wisconsin

Phil served as the structural project engineer, working closely with the contractor and insurance carrier, for the structural condition assessment, selective demolition, and extensive reconstruction of this light manufacturing facility following extensive tornado damage to multiple buildings on the facility's site.

2007 Capital Maintenance Plan - Municipal Public Buildings, Brooklyn Center, Minnesota

Phil provided structural engineering services, including structural condition assessments. Stantec developed a Capital Maintenance Plan (CMP) for 27 City-owned buildings and structures. This CMP included an in-depth field condition assessment, a report detailing the condition of each building or structure, and a detailed opinion of probable cost to implement the repair and maintenance items through 2025.

Newport Park and Ride Facility, Newport, Minnesota

Stantec designed a 200-vehicle park and ride facility, including preliminary and final platting of the overall project site for the Washington County Regional Railroad Authority. This park and ride facility also included a 1,700-square foot, single-story, steel-framed passenger waiting building and site amenities. Phil provided structural design of the steel frame/shear wall building and associated site amenities, including preparing contract documents, and construction contract administration, including reviewing submittals, responding to RFI's, periodic site visits, etc.

Burnsville Bus Garage Second Floor Remodeling

Phil provided field investigation services and QA/QC of the roof, floor, and foundation structural modifications necessary for the interior remodeling of this existing office building. Stantec prepared HVAC, fire protection, voice/data network, power distribution, lighting and plumbing specifications and design for remodeling a portion of the second floor of the garage. We also coordinated existing with new equipment locations and provided design, bidding, and construction support for this project.

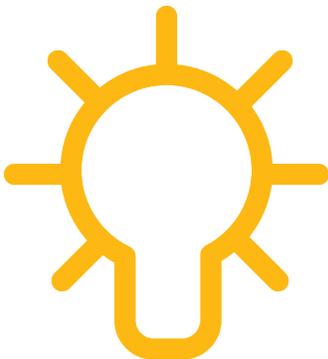
Endres Properties Manufacturing, Rosemount, Minnesota

Phil was the structural project engineer, working closely with the contractor and insurance carrier, for the structural condition assessment, selective demolition, and extensive reconstruction of this pet food processing facility following a massive dust explosion and fire. The project required working within the confines of a partially standing and partially burned manufacturing facility, while preparing the design for reconstruction on a short timeline.

3. Previous Space Needs Analyses

Stantec provides multidiscipline services to thoroughly analyze and identify facility needs for municipalities across the Midwest. From stand-alone buildings to combined facilities serving fire, police, public works and administrative departments – our team has provided planning, detailed design and construction oversight for communities similar to Jackson.

The following pages detail similar space needs analyses projects.



We listen carefully and work collaboratively with our clients and the local communities to bring their vision to reality.



Police, fire and ambulance –
Stantec helps plan and design
facilities for community emergency
service departments.



Fire Station/Public Safety Facility Planning Study

Forest Lake, Minnesota



Careful planning and design accommodates the long-term needs of both departments

Working with the Fire Chief, Police Chief, City Administrator, and with input from Fire and Police Departments personnel, Stantec developed a building layout that maximizes shared spaces for both fire and police departments, while maintaining separation for those spaces that are department specific in consideration of building security.

The fire department will occupy approximately 15,000 square feet, while the police department will occupy approximately 21,000 square feet. Both departments will jointly use an additional 5,000 square feet. The new facility is being designed to fit around an existing cell phone building and tower that needs to remain in place.

Through careful planning and design that allows for vertical expansion, this new facility will accommodate the long-term needs of both departments.

Year Completed

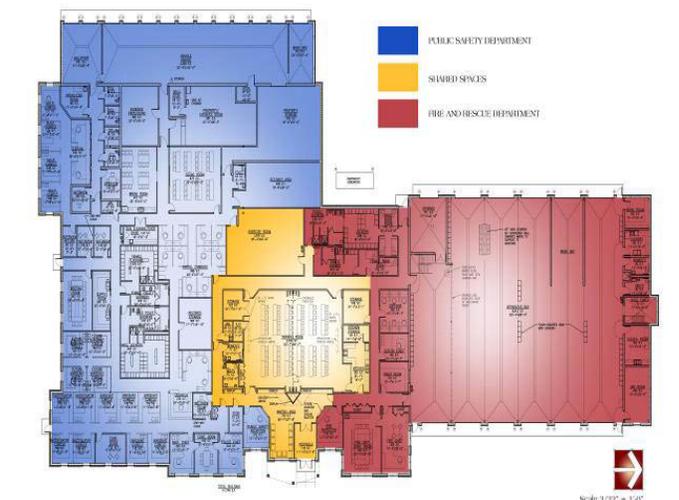
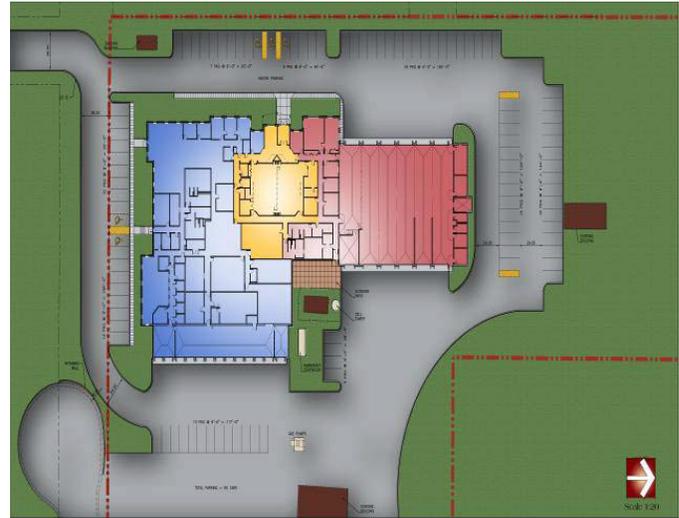
2007

Client Reference

Charles “Chip” Robinson – Former City Administrator
Phone: (651) 895-5624

Key Personnel

Bruce Paulson, Project Manager



Fire Station/Public Works Facility

Carver, Minnesota



Stantec worked with the City to prepare a referendum for financing its fire station/public works facility. The resulting facility meets the needs of both departments.

Carver's Public Works/Fire Station facility features 16,000 square feet on the main level and 3,635 square feet of mezzanine space. Stantec provided total architectural, engineering, and construction observation services. We helped the City prepare a referendum to obtain financing. We worked closely with the City's building committee to achieve a final design that met each department's space needs and remained within the established budget.

The fire station portion contains three double-deep drive-through bays and one double-deep non drive-through bay. The public works portion contains three double-deep drive-through bays and one service bay. The facility also houses fire department and public works offices, shared restrooms with showers, a multi-purpose room, kitchen, utility room, SCBA room, mechanical/electrical room, and stairs accessing the mezzanine space.

The building exterior consists of insulated pre-cast concrete wall panels. The front wall has an exposed aggregate finish with a single smooth horizontal accent band and similar accent treatment around the overhead doors. The building's front and rear overhead doors have a full-vision glass section to allow natural light into the truck bays and public works garage. Aluminum windows 16 feet above the floor on the sidewalls also provide natural light. The roof system consists of steel bar joists spaced 5-foot on center with metal roof decking and a loose-laid EPDM membrane.

Year Completed

2004

Client Reference

Paul Schultz – Public Works Director, Phone: (952) 448-2290

Key Personnel

Bruce Paulson, Project Manager





Austin's public works facility combines community functions

When Austin outgrew its maintenance facility, they needed to properly maintain and protect equipment and vehicles. Stantec prepared a site analysis, developed a space needs study, and designed the new facilities. Stantec prepared a two-phase plan for project completion. Phase 1 involved surveying potential users and developing a budget for the facility. The study considered including other local public agencies and potential common design elements. Stantec delivered a final program schedule and construction budget. In Phase 2 Stantec designed the new facility, produced construction documents and specifications, and documented the bidding process. The facility houses the street, sewer, sign, and maintenance departments. The building combines pre-engineered structures with conventional structural engineering.

A cold storage building contains a secure area for the Police Department impound. The building is a pre-engineered wood-framed structure. A salt storage structure handles 2,500 tons of salt/sand mix, 100 tons of salt, and an area for the salt brine system. This structure combines cast-in-place concrete, with pre-engineered structure including walls and roof. The main public works building is 52,671 square feet, the cold storage is 10,200 square feet, and the salt storage is 8,400 square feet.

Year Completed
2005

Client Reference
Steven Lang, City Engineer/Public Works Director, Phone:
(507) 437-9949

Key Personnel
Bruce Paulson, Project Manager

4. Description of Methods

Project Understanding / Objectives

The Jackson Village Hall is located on Main Street (STH 60). Originally constructed in 1931, the Village Hall housed the Jackson Fire Department until 1974 when the Department moved to the current location on Jackson Drive. In 2001, the Village Hall was expanded to the east of the existing structure. The original building houses the Jackson Police Department, Engineering, and Building Inspection Offices, while the addition provides the offices for Administration, and a 50 seat meeting room plus election polling place for Village residents. There are more than 35 off-road parking spaces. The original building is not as energy efficient as current buildings nor is it in full compliance with the Americans with Disabilities Act, and several typical repairs of an older structure are needed.

The current Fire Department Building located at W204 N16722 Jackson Drive was a renovated canning factory office and garage. The building is roughly 14,000 square feet, and is not as energy efficient as it could be, and several repairs typical of older structures are needed.

Current issues facing the existing Police Department, Fire Department, and Village Hall buildings include:

- Insufficient workspace allocation
- Lack of public meeting rooms
- Lack of restroom facilities for employees and visitors (not currently ADA compliant)
- Inadequate mechanical and electrical systems

Scope of Work

This project will consist of a formal report to the Village Council that addresses and makes recommendations on the following items for the Police Department, Fire Department, and Village Hall buildings:

1. Thorough on-site review of each building to include:
 - a. In-person interviews with each department head (1 each) to assess current space needs and space usage
 - b. Review of SEWRPC population growth estimates for future space needs projections
2. Cost estimates for future needs to include:
 - a. One cost estimate with land considerations to be provided for each Department
 - b. One review of potential existing buildings to be renovated for Village use with cost estimate
3. Optimal location analysis for satellite fire station(s)
 - a. Based on 2-3 parcels the Village is considering for satellite fire station(s), an optimal location analysis will be completed to help refine the choice.

Work Plan

Task 1: Project Initiation and Data Gathering

Project Initiation Meeting - We recommend beginning with a project initiation meeting with Village staff to achieve a common understanding of the project and its schedule, and begin the background work that sets the foundation for Task 2. As the project moves forward, we anticipate providing Village staff with a written update on project status on a regular basis, which may be shared with Village departments and/or the Council.

Room and Equipment Inventory - We developed an inventory questionnaire that we have used in other municipal buildings space needs analysis efforts. This form is completed by Village staff in each department, and details the current space, equipment, and other important elements of the existing situation. It also identifies any future needs for equipment and/or space.

The questionnaire has proved to be invaluable to quickly gather a large amount of basic information from those who best know the space and equipment. We would modify the questionnaire for this assessment, and distribute it to your staff as directed by the project manager.

Field Assessment of Existing Buildings - While Village departments are completing the inventory, our team of architects and engineers will complete a field assessment of the existing Village Hall/Police Department/former Maintenance Facility. This assessment will look at functional, structural, and building systems elements, and identify technical issues and concerns to be addressed in the assessment.

We will review all existing documentation for the Village Hall/Police Department/former Maintenance Facility as made available by Village staff to become familiar with the building construction materials and systems prior to performing the field assessment.

Summary of Findings - At the end of the project initiation and data gathering efforts included in Task 1, we will complete a summary of findings. This will be presented to the Village staff team for review and comment, and will be used to form the questions we will develop for Task 2.

Task 2: On-Site Interviews with Village Departments

While a large amount of data and information will be gathered in Task 1, there is no substitute for direct, face-to-face communication with those who “live and work” in the Village's buildings every day. We will conduct focused, on-site interviews with all Village departments to gather the final information that will help us complete the needs analysis and options.

We will develop a standard set of questions for the interview with the Village's staff, to see that we address all issues. Additional questions can be added as needed for specific departments.

Task 3: Space Needs Analysis/Location Analysis Study

Our architects will complete the space needs analysis, identifying the specific types of spaces that are adequate or inadequate for current and anticipated needs, by square foot - for example by office, storage, meeting, utility and other categories of space. The evaluation will be based on typical standards, as well as the specific needs identified by Village staff in the survey and interviews.

This analysis will look at specific issues Village staff identified, including:

- Building space needs to satisfy immediate needs as well as a future planning factor for future expansion
- Site access/circulation
- Determine viability of maintaining existing building operation during construction of new building
- Space requirements for administrative offices, park and recreation offices, police department spaces, council chambers, meeting rooms, storage, public and visitor restrooms, toilet/shower/locker rooms, employee break rooms, training/conference rooms, mechanical and electrical rooms

During this task we will also perform an Optimal Location Analysis for satellite fire station(s).

Based on 2-3 parcels the Village is considering for satellite fire station(s), an optimal location analysis will be completed to help refine the choice. This analysis will be based on the following items:

- Conversation with the Chief (and his desired officers) regarding the Insurance Service Office (ISO) classification to which this study will be related and carried out
- The present needs for the consideration of additional station(s)
- Location of existing station, equipment therein, and staffing
- Boundaries of the department's response area (to include proposed expansion/annexation)
- Sites that may be available to the department to use for new stations
- Projected movement of growth and new construction (residential and commercial)
- Hydrant location map with main sizes
- Listing of any particular large industrial complex areas and/or areas of particular hazard to fire department operations
- What the budget (and future monies to be available) will allow in terms of new equipment and personnel.

Opinion of Probable Construction Costs - The Village's staff will review the alternatives and provide comments, before they are finalized for the project report. One opinion of probable construction costs will be developed with input from the Village's staff.

Task 4: Draft Report

We will complete a draft report to the Village, including the results of work completed in Tasks 1 through 3. The draft report will include a comprehensive look at immediate and future space needs and will provide a step-by-step plan and preliminary opinion of probable construction costs that will provide an overall, long-term approach to meeting the Village's needs. The draft report will include the following:

- Results of the space needs evaluation
- Potential funding sources
- Preliminary opinion of probable construction costs

We will provide five hard copies and one electronic copy of the draft report to the Village for review. We will complete changes as needed to present a final draft to Village staff and Council.

Task 5: Final Report

The final draft report from Task 4 may be presented to Village staff and/or the Village Council for review. We will assist Village staff in presenting the report, if requested. When comments have been received, we will incorporate the comments and complete the final report. Five hard copies of the final report, and an electronic version (PDF format), will be provided to the Village to complete this portion of the project.

5. Cost Breakdown

Task	Lump Sum Fee
1. Project Initiation and Data Gathering This task includes one on-site meeting.	\$2,400
2. On-Site Interviews with Village Departments This task includes one on-site meeting.	\$2,400
3. Space Needs Analysis/Location Study This task includes one on-site meeting.	\$4,800
4. Draft Report	\$1,800
5. Final Report	\$1,800
Total	\$13,200

We will perform the services identified herein for the lump sum fee of \$13,200 plus reimbursable expenses, such as printing/reproduction, and mileage. We estimate the reimbursable expenses will be no more than \$1,250.

6. Project Schedule

2016				
Task	July	August	September	October
1. Project Initiation and Initial Gathering				
Kick-off Meeting	★			
Room and Equipment Inventory	●—●			
Field Assessment Existing Buildings		●—●		
2. On-Site Interviews		●—●		
3. Space Needs Analysis/Location Analysis				
Analysis		●—●		
Options and Cost Analysis		●—●		
Reviews by Village Staff Team		●—●		
4. Draft Report				
Complete Report		●—●		
Review by Village Staff			●—●	
Review by Council			●—●	
5. Final Report				
Review with Village Staff			●—●	
Review by Village Staff			●—●	
Final Report with Cost Estimate				★

Our Values



WE DO WHAT IS RIGHT

A company's reputation centers on its integrity. The way we treat our people, clients, and neighbors reflects who we are, what we believe in, and how we do our work. Our commitment to doing things right is evident in everything we do, from our health and safety culture to the professional excellence in our project work to taking responsibility for projects within our communities.



WE PUT PEOPLE FIRST

Our people remain at the core of what we do. We want our employees to succeed, however they define it—from accomplishing stimulating, challenging work to becoming leaders in their fields and communities. We are committed to support, foster, and invest in individual success through a culture of opportunity, mentorship, and innovation.



WE ARE DRIVEN TO ACHIEVE

Achievement at every level begins and ends with a firm commitment to being the best we can be. We are committed to being a top 10 global design firm. It's an ambitious goal, but it's one we take seriously.



WE ARE BETTER TOGETHER

Strong, long-lasting relationships directly impact the success of our employees, clients, projects, and communities. We will reach our full potential as an organization and as trusted advisors for our clients only when we combine our unique strengths and passion.



Design with community in mind

Memo

To: John Walther, Village Administer
From: Brian W. Kober, P. E., Director of Public Works
Subject: Transferring LRIP Funds to New Project
Date: July 6, 2016
CC: Village Board

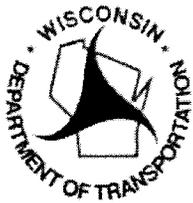
The Village of Jackson received funds from the 2012-2013 LRIP (Local Roads Improvement Program) for the reconstruction of Cedar Creek Road. The project was a joint venture with the Town of Jackson. At the monthly June 9th Town of Jackson Board meeting, the Town Board unanimously denied funding the Cedar Creek Road Reconstruction Project. The project was to enhance the road cross section with a recreational path being proposed by the Village of Jackson. The Town of Jackson had LRIP (Local Roads Improvement Program) funding approved for the 2017-2018 period from WisDOT. The Village of Jackson has the opportunity to select a different road project to enhance a Village only road with LRIP funding.

The option to substitute the funding for another project has a completion deadline of June 30, 2017. The deadline date means that the project has to be completed with all payments finalized, and request for reimbursement. The recommendation is to move the funding to the Chateau Drive Reconstruction from Wilshire Drive west to the dead end.

Attached to this memo is the Engineering of Services from Gremmer & Associates for a lump sum fee of \$18,985.00. In order to meet the early deadline, we need to bid out the project earlier next year for an early April 2017 start to the project.

If you have any questions please let me know.

Brian W. Kober, P.E.



Division of Transportation
Investment Management

Bureau of Transit, Local Roads, Railroad & Harbors
4802 Sheboygan Avenue, Rm 951
PO Box 7913
Madison, WI 53707-7913

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.wisconsindot.gov

Telephone: 608-266-0775
Facsimile (FAX): 608-266-0658

E-mail: lorrie.olson@dot.wi.gov

May 10, 2016

Mike Schwab, President
Village of Jackson
P.O. Box 637
Jackson, WI 53037-0637

RE: June 30, 2017 FUNDING SUNSET ON YOUR 2012-2013 PROJECT

Dear Head of Government:

Local Roads Improvement Program (LRIP) funds must be used for projects within three biennia, and a request for reimbursement must be submitted to WisDOT no later than the sunset date. This letter is a reminder that all projects programmed with 2012-2013 LRIP funds must be completed and submitted for reimbursement by June 30, 2017. No extensions are allowed.

The following Village of Jackson's project will sunset on June 30, 2017:

Project No.: 12635
Location: Cedar Creek Road [4 sections] [.34mi] from CTH P to Jackson Drive
Approved Reimbursement: \$40,560.11

The department would like the Village of Jackson to complete and send the attached *Notice to Complete/Cancel an LRIP Project* to your county highway commissioner to confirm whether or not you will be completing this project and submitting for LRIP reimbursement by the sunset date. Please complete and forward to the highway commissioner no later than July 1, 2016.

If you have any questions regarding the sunset of these funds, please contact your county highway commissioner, Scott Schmidt at (262) 335-4437 or Lorrie Olson, LRIP Program Manager, at (608) 266-0775.

Sincerely,

A handwritten signature in cursive script that reads "Lorrie Olson".

Lorrie Olson
LRIP Program Manager

Attachment

cc: Scott Schmidt, County Highway Commissioner, Washington County
June Coleman, Chief, Local Transportation Programs & Finance, WisDOT

Notice to Complete/Cancel an LRIP Project

Wisconsin Department of Transportation

May 10, 2016

Instructions: Please check the appropriate box, sign the form, and submit it to the county highway commissioner no later than July 1, 2016.

Municipality: Village of Jackson
County: Washington County
Project No.: 12635
Location: Cedar Creek Road [4 sections] [.34mi]
Sunset Date: June 30, 2017

- Yes:** Will complete the above project by the sunset date of June 30, 2017.
- No:** Unable to complete the above project by the sunset date of June 30, 2017, and will give up the funds.

This request is made by the undersigned under proper authority to make such a request for the municipality/county and upon acceptance by the State shall cancel the agreement for the above project between the municipality/county and the State. (Note: This will allow the county highway commissioner to reallocate the funds to someone else within the county.)

- No:** Will substitute for another project location the community will complete before the sunset date of June 30, 2017.

Allowed if the project is not already a substitution, only one substitution allowed. Complete the substitution form and submit to the highway commissioner.

If you have any questions regarding this project or the sunset of these funds, please contact your county highway commissioner Scott Schmidt at (262) 335-4437 or Lorrie Olson, LRIP Program Manager, at (608) 266-0775.

(Head of Government/Designee Signature)

(Date)

(County Highway Commissioner Signature)

(Date)

County highway commissioners please forward to WisDOT by July 15, 2016.

June 29, 2016

Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

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

Subject: Proposal for Engineering Services
Chateau Drive (Wilshire Drive west to end of cul-de-sac)

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the Chateau Drive reconstruct project from Wilshire Drive west to the end of the cul-de-sac. We look forward to maintaining our excellent working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is Gremmer & Associates' proposal to provide engineering services for the proposed project. Hereinafter, the Village of Jackson will be referred to as the OWNER and Gremmer & Associates, Inc. as the ENGINEER.

SCOPE OF WORK

Scope of the project consists of survey and design for approximately 620' of street and utility improvements along Chateau Drive. The ENGINEER will provide the following services. Items of work not specifically mentioned below shall be considered additional services.

Design, permitting and bidding phase:

1. Topographic and utility survey.
2. Preliminary and final roadway, storm sewer, and water main design/plans. Storm sewer and water main sizing shall be provided by the OWNER.
3. Prepare and submit a DNR WRAPP permit application (formerly NOI).
4. Prepare and submit a DNR water main permit application.
5. Specifications, bid documents, and engineer's estimate.
6. Answer any questions during the bidding process and attend the bid opening.
7. Meet with the Village of Jackson as necessary throughout the design process.

Construction services phase:

1. Pre-construction coordination/meeting.
2. Provide construction staking services. Scope is based on 1 initial staking operation for:
 - a. Offset reference stakes
 - b. Water main
 - c. Storm sewer
 - d. Curb and gutter
 - e. Red tops
3. Provide construction observation services.
4. As-built survey and plan set. Field survey the manholes and inlets (including measure downs) and update the construction plan set to reflect the as-built information.

OWNER'S RESPONSIBILITY

1. Review and approval of preliminary and final plans.
2. Payment of any governmental review fees.
3. Advertisement, bidding and contract document copying and distribution.

ADDITIONAL SERVICES

1. Pavement design report. Pavement structure will be based on OWNER standard pavement structures.
2. Right-of-way or easement work for the project.
3. Detailed stormwater management plans/calculations or storm sewer modeling.

COMPENSATION

ENGINEER'S lump sum fee to complete the design work, as listed in the Scope of Work section of this document is \$18,985.

ENGINEER'S fee to complete the construction services phase will be billed on a time and materials basis in accordance with the attached Professional Services Fee Schedule, dated May 1, 2016 and labeled Exhibit A. The construction services phase is estimated at \$31,907. This is based on 35 days of full time construction observation (9 hour days).

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

Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated May 1, 2015, and labeled Exhibit A.

GENERAL TERMS & CONDITIONS

ENGINEER's services will be performed in accordance with the attached General Terms and Conditions, dated May 1, 2016, and labeled Exhibit B. The receipt of a signed copy of the Agreement shall be considered as authorization to proceed with the services described.

Thank you again for the opportunity to propose on the subject project. If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,



Thomas L. Lanser
President
Gremmer & Associates, Inc.

If this proposal is acceptable, please sign below and return one copy to me for our files.

For the OWNER: Village of Jackson

Name

Date

Title



Exhibit A



PROFESSIONAL SERVICES FEE SCHEDULE

May 1, 2016 to April 30, 2017

Project Manager.....	\$125.00/hour
Project Engineer.....	\$108.00/hour
Senior Designer / Civil Engineer IV.....	\$97.00/hour
Registered Land Surveyor / Survey Crew Chief.....	\$92.00/hour
One-man Survey Crew with GPS.....	\$120.00/hour
Civil Engineer III / Engineering Specialist IV.....	\$86.00/hour
Civil Engineer II / Engineering Specialist III.....	\$78.00/hour
Civil Engineer I / Engineering Specialist II.....	\$72.00/hour
Engineering Specialist I / Civil Engineering Technician III.....	\$65.00/hour
Civil Engineering Technician II.....	\$59.00/hour
Civil Engineering Technician I.....	\$52.00/hour
Office Services.....	\$50.00/hour
Mileage.....	Current IRS rate
Meals, lodging, air travel, telephone, supplies, postage.....	At Cost
Printing Services (In-house)	
Photocopies (black & white).....	\$0.10/impression
Photocopies (color).....	\$0.25/impression
Large Format Plots (black & white).....	\$1.00/S.F.
Large Format Plots (color).....	\$2.00/S.F.
Mylar.....	\$2.00/S.F.
Printing Services (Outside Service).....	At Cost
Expert Witness.....	\$200.00/hour

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



GENERAL TERMS AND CONDITIONS

May 1, 2016 to April 30, 2017

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

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

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

Chateau Court - Village of Jackson
 LRIP Estimate
 6/28/2016

See S:\currproj\washinco\Jackson\chateau_ct\acad\Chateau_LRIP_Qty.dwg

Item No.	Description	Units	Quantity	Unit Price	Unit Total
ROADWAY ITEMS					
100.01	Removing Concrete	SY	790	\$5.25	\$4,144.11
100.02	Removing Curb & Gutter	LF	1310	\$2.46	\$3,224.47
100.03	Excavation Common	CY	1360	\$17.99	\$24,464.46
100.04	Base Aggregate Dense 3/4-Inch	TON	395	\$15.69	\$6,197.55
100.05	Base Aggregate Dense 1 1/4-Inch	TON	1930	\$12.82	\$24,745.36
100.06	Breaker Run	TON	100	\$17.61	\$1,761.29
100.07	Concrete Driveway 7-Inch	SY	790	\$44.69	\$35,301.71
100.08	HMA Pavement, Type E-0.3	TON	780	\$53.01	\$41,351.14
100.09	Asphaltic Surface Driveway	TON	6	\$119.34	\$716.06
100.10	Concrete Curb & Gutter 30-Inch Type D	LF	1310	\$13.95	\$18,274.50
100.11	Concrete Sidewalk 4-Inch	SF	4925	\$4.24	\$20,882.00
100.12	Lawn Restoration	SY	2165	\$5.39	\$11,660.07
100.13	Erosion Control	LS	1	\$3,174.14	\$3,174.14
100.14	Traffic Control	LS	1	\$11,981.14	\$11,981.14
100.15	Sawing Asphalt	LF	92	\$2.12	\$195.17
100.16	Sawing Concrete	LF	320	\$3.14	\$1,005.71
SUBTOTAL ROADWAY ITEMS					\$209,078.89
STORM SEWER ITEMS					
200.01	Removing Manholes	EACH	2	\$472.00	\$944.00
200.02	Removing Inlets	EACH	2	\$339.14	\$678.29
200.03	Removing Storm Sewer	LF	325	\$16.19	\$5,262.68
200.04	Storm Sewer Pipe PVC SDR-35 4-Inch	LF	1440	\$32.89	\$47,355.43
200.05	Storm Sewer Pipe Reinforced Concrete 12-Inch	LF	35	\$67.18	\$2,351.25
200.06	Storm Sewer Pipe Reinforced Concrete 15-Inch	LF	485	\$71.12	\$34,493.89
200.07	Storm Sewer Pipe Reinforced Concrete 18-Inch	LF	90	\$90.75	\$8,167.50
200.09	Catch Basins 2.5x3-FT w/ Casting	EACH	2	\$2,106.71	\$4,213.43
200.10	Manholes 4-FT Diameter w/ Casting	EACH	4	\$2,426.43	\$9,705.71
200.14	Concrete Collar	EACH	4	\$585.00	\$2,340.00
SUBTOTAL STORM SEWER ITEMS					\$115,512.18
SANITARY SEWER ITEMS					
300.03	Adjusting Sanitary Manhole	EACH	3	\$500.71	\$1,502.14
SUBTOTAL SANITARY SEWER ITEMS					\$1,502.14
WATER MAIN ITEMS					
400.01	Removing Hydrant	EACH	2	\$559.86	\$1,119.71
400.02	Abandoning Water Main	LS	1	\$1,855.43	\$1,855.43
400.03	Water Main Pipe HDPE 1 1/4-Inch	LF	665	\$78.18	\$51,988.75
400.04	Water Main Pipe PVC C-900 6-Inch	LF	30	\$100.14	\$3,004.29
400.05	Water Main Pipe PVC C-900 8-Inch	LF	615	\$83.08	\$51,095.96
400.06	Gate Valve 6-Inch	EACH	1	\$1,483.71	\$1,483.71
400.07	Gate Valve 8-Inch	EACH	2	\$1,977.86	\$3,955.71
400.08	Reducer 8-Inch x 6-Inch	EACH	1	\$424.14	\$424.14
400.09	Anchor Tee 8-Inch x 6-Inch	EACH	1	\$561.29	\$561.29
400.11	Bend 11.25 Degree 8-Inch	EACH	1	\$412.86	\$412.86
400.12	Bend 22.5 Degree 8-Inch	EACH	2	\$421.00	\$842.00
400.14	Connect to Existing Water Main	EACH	1	\$2,690.57	\$2,690.57
400.15	Hydrant	EACH	2	\$3,904.57	\$7,809.14
SUBTOTAL WATER MAIN ITEMS					\$127,243.56

SUBTOTAL	\$453,336.78
7% Construction Change Order Contingency	\$31,733.57
TOTAL	\$485,070.35



**TIF UPDATE
FOR THE VILLAGE OF JACKSON
July 6, 2016**

1. **TID 2** (Industrial Park Phase 1) – See Worksheets 1 & 2
 - a. Expenditure period has expired
 - b. Has no unrecovered costs as of draft 12/31/15 audit
 - c. May remain open in order to share revenues with TID 4 until 2018 taxes are collected
 - d. Need to close out between May 15, 2017 and May 15, 2018

2. **TID 4** (Industrial Park Phase 2) – See Worksheets 3, 4 & 5
 - a. 1+ year left on expenditure period (Sept. 28, 2017)
 - b. Has approx . \$8,500,000 in unrecovered costs as of draft 12/31/15 audit
 - c. Projected cash flow after considering only actual 2015 new developments by Emery Investments/Design2Construct and four associated “overperformance agreements” shows approx. \$1,500,000 in unrecovered costs remaining at the end of its maximum unextended life (2023 tax collection year)
 - d. If there are no new expenditures or additional new developments, TID 4 would qualify for the newly-authorized 3-year extension to recover remaining costs
 - e. Village general fund and its water/sewer utilities are projected as recouping most (if not all) of the approx. \$5,900,000 in advances made to pay portions of TID 4 debt service (depending on 3 year extension to recoup all)

3. **TID 5** (Kerry Project) – See Worksheet 6
 - a. First of 20 annual pay-as-you go payments made to Kerry and Washington County in 2016 based on 2015 partial assessment of \$6,189,600 (\$10,000,000 ultimately expected)
 - b. Village retains 6% of increment to recover its administrative costs (\$7,600 in 2016)



Village of Jackson, Wisconsin

Tax Increment District #2

Tax Increment Projection Worksheet (Sensitivity Analysis)

Type of District	Ind (Pre 10-1-95)		Base Value	645,700
District Creation Date	August 11, 1992		Appreciation Factor	0.00%
Valuation Date	Jan 1,	1992	Base Tax Rate	\$20.46
Max Life (Years)	27		Rate Adjustment Factor	0.00%
Expenditure Periods/Termination	22	8/11/2014		
Revenue Periods/Final Year	27	2020		
Extension Eligibility/Years	Yes	0	see Note 1	
Recipient District	Yes			

Sensitivity Analysis 95.00%

Construction Year	Value Added (2014 incl. prior years)	Valuation Year	Inflation (Deflation) Increment ²	Total Increment	Revenue Year	Tax Rate	Tax Increment (see Note 3)	
23	2014	33,051,600	2015	0	33,051,600	2016	\$20.46	676,383
24	2015	0	2016	(1,652,580)	31,399,020	2017	\$20.46	642,564
25	2016	0	2017	0	31,399,020	2018	\$20.46	642,564
26	2017	0	2018	0	31,399,020	2019	\$20.46	642,564
27	2018	0	2019	0	31,399,020	2020	\$20.46	642,564
Totals		33,051,600		(1,652,580)		Future Value of Increment		3,246,637

Notes:

- ¹ - In addition to the extension eligibility shown here, this TID may be able to qualify for a 3-yr. extension under Wis. 2015 Act 258 (unlikely to be able to show need)
- ² - Decrement shown in 2016 valuation reflects sensitivity analysis factor of 5%
- ³ - Actual results will vary depending on development, inflation and overall tax rates.

Village of Jackson, Wisconsin

Tax Increment District #2

Cash Flow Projection

Year	Sources of Funds				Uses of Funds					Balances			Year
	Tax Increments	Interest Earnings/ (Cost)	Exempt Computer Aid	Total Sources of Funds	Existing G.O. Debt Issues Dated 1/25/07, 8/26/10, 8/16/12 & 9/22/15		Transfers to TID 4	Admin.	Total Uses of Funds	Annual	Cumulative	Principal Outstanding	
					\$1,073,852 Dated Date: Principal	see above Interest							
2015	0			0					0	0	1,228,389	1,073,852	2015
2016	676,383		3,350	679,733	256,233	22,092	657,644	2,500	938,469	(258,736)	969,653	817,619	2016
2017	642,564		3,350	645,914	263,861	18,088	661,647	2,500	946,096	(300,182)	669,470	553,758	2017
2018	642,564		3,350	645,914	246,836	14,270	640,225	2,500	903,831	(257,917)	411,553	306,922	2018
2019	642,564		3,350	645,914	73,733	10,087		2,500	86,320	559,594	971,146	233,189	2019
2020	642,564		3,350	645,914	76,922	7,641		2,500	87,063	558,851	1,529,997	156,267	2020
2021					76,971	5,076				0	1,529,997	79,296	2021
2022					79,296	2,436				0	1,529,997	0	2022
Total	3,246,637	0	16,750	3,263,387	1,073,852	77,254	1,959,516	12,500	2,961,779				Total

Notes:

Projected TID Closure ³

For Discussion Only

Village of Jackson, Wisconsin Tax Increment District #4 Development Assumptions

Construction Year		Actual	Jackson Warehouse	Delaney V3 0489 00J 010	Delaney V3 0489 00J 009	Delaney V3 0489 00D 002	Annual Total	Construction Year	
20	2014	28,684,900					28,684,900	2014	20
21	2015		2,018,700	1,821,000	1,065,000	940,800	5,845,500	2015	21
22	2016						0	2016	22
23	2017						0	2017	23
24	2018						0	2018	24
25	2019						0	2019	25
26	2020						0	2020	26
27	2021						0	2021	27
Totals		28,684,900	2,018,700	1,821,000	1,065,000	940,800	34,530,400		

Notes:

For Discussion Only

Village of Jackson, Wisconsin

Tax Increment District #4

Tax Increment Projection Worksheet (Sensitivity Analysis)

Type of District	Ind (Pre 10-1-95)		Base Value	645,700
District Creation Date	September 28, 1995		Appreciation Factor	0.00%
Valuation Date	Jan 1,	1995	Base Tax Rate	\$20.46
Max Life (Years)	27		Rate Adjustment Factor	0.00%
Expenditure Periods/Termination	22	9/28/2017		
Revenue Periods/Final Year	27	2023		
Extension Eligibility/Years	Yes	0	see Note 1	
Recipient District	Yes			

Sensitivity Analysis 95.00%

Construction Year	Value Added (2014 incl. prior years)	Valuation Year	Inflation (Deflation) Increment ²	Total Increment	Revenue Year	Tax Rate	Tax Increment (see Note 3)
20	28,684,900	2015	0	28,684,900	2016	\$20.46	587,021
21	5,553,225	2016	(1,434,245)	32,803,880	2017	\$20.46	671,313
22	0	2017	0	32,803,880	2018	\$20.46	671,313
23	0	2018	0	32,803,880	2019	\$20.46	671,313
24	0	2019	0	32,803,880	2020	\$20.46	671,313
25	0	2020	0	32,803,880	2021	\$20.46	671,313
26	0	2021	0	32,803,880	2022	\$20.46	671,313
27	0	2022	0	32,803,880	2023	\$20.46	671,313
Totals	34,238,125		(1,434,245)		Future Value of Increment		5,286,213

Notes:

- ¹ - In addition to the extension eligibility shown here, this TID may be able to qualify for a 3-yr. extension under Wis. 2015 Act 258
- ² - Decrement shown in 2016 valuation reflects sensitivity analysis factor of 5%
- ³ - Actual results will vary depending on development, inflation and overall tax rates.

Village of Jackson, Wisconsin

Tax Increment District #4

Cash Flow Projection

Year	Sources of Funds					Uses of Funds							Balances			Year		
	Tax Increments	Interest Earnings/ (Cost) ¹	Transfers from TID 2	Exempt Computer Aid	Total Sources of Funds	Existing G.O. Debt Issues Dated 1/25/07, 8/26/10, 8/16/12 & 9/22/15		Municipal Revenue Obligation (MRO)	Municipal Revenue Obligation (MRO)	Municipal Revenue Obligation (MRO)	Municipal Revenue Obligation (MRO)	Existing MROs	Admin.	Total Uses of Funds	Annual		Cumulative ²	Principal Outstanding
						\$2,311,372 Dated Date: Principal	see above Interest	\$59,580 07/12/16 Principal	\$197,585 07/12/16 Principal	\$53,402 07/12/16 Principal	\$31,305 07/12/16 Principal							
2016	587,021		657,644	3,574	1,248,239	561,577	40,912	Jackson Warehouse	Delaney V3 0489 00J 010	Delaney V3 0489 00J 009	Delaney V3 0489 00D 002	40,280	10,000	652,769	595,470	(5,861,800)	2,653,244	2016
2017	671,313		661,647	3,574	1,336,534	575,618	33,281	11,916	39,517	10,680	6,261		10,000	687,273	649,261	(4,617,070)	1,447,675	2017
2018	671,313		640,225	3,574	1,315,112	532,154	26,176	11,916	39,517	10,680	6,261		10,000	636,704	678,408	(3,938,662)	847,146	2018
2019	671,313			3,574	674,887	154,999	18,300	11,916	39,517	10,680	6,261		10,000	251,673	423,214	(3,515,448)	623,773	2019
2020	671,313			3,574	674,887	162,127	13,759	11,916	39,517	10,680	6,261		10,000	254,260	420,627	(3,094,821)	393,271	2020
2021	671,313			3,574	674,887	159,482	8,987	11,916	39,517	10,680	6,261		10,000	246,843	428,044	(2,666,777)	165,415	2021
2022	671,313			3,574	674,887	165,415	4,054						10,000	179,469	495,418	(2,171,359)	0	2022
2023	671,313			3,574	674,887								10,000	10,000	664,887	(1,506,472) ⁴	0	2023
Total	5,286,213	0	1,959,516	28,592	7,274,321	2,311,372	145,469	59,580	197,585	53,402	31,305	40,280	80,000	2,918,993				Total

- Notes:
- ¹ - No interest cost has been computed for the Contributions for Debt Service from Water/Sewer Utilities and General Fund
 - ² - The negative 2016 beginning Cumulative Balance is comprised of the Contributions for Debt Service from Water/Sewer Utilities and General Fund
 - ³ - If not all project costs have been recovered, a 3 year extension is available under Wisconsin 2015 Act 258; absent any further new development or costs such an extension will be needed
 - ⁴ - Without the four 2015 developments and accompanying "Overperformance Agreements" the ending cumulative negative balance is projected to be \$1,960,106

Projected TID Closure ³

For Discussion Only

Village of Jackson, Wisconsin

Calculation of Payments under Agreement dated Dec. 11, 2013 for Payments due in **2016**

Note that the Agreement includes by Reference MOU between Village/County/Kerry signed Oct. 8, 2013

All inputs are to be made in shaded cells only

Line No.	Description	Values	Comments
(1)	Value Increment as of 1/1/2015	= \$ 6,189,600	input from annual tax increment certification by DOR; only include Tax Increment District No. 5
	Tax Rates for Tax Increment Financing ("TIF") Purposes		input from "interim rates" on tax increment worksheet prepared by Village & filed with DOR
	County	= \$ 0.002848700	
	Village	= \$ 0.008180398	
	School District	= \$ 0.008763570	
	Technical College District	= \$ 0.000671782	
(2)	Total Tax Rate for TIF Purposes	<u>\$ 0.020464450</u>	
(3)	Tax Increment levied in 2015 for collection in 2016	= \$ 126,666.76	line no. (1) times line no. (2)
(4)	Village Incentive to Kerry Inc.	= \$ 88,666.73	70.0% of tax increment on line no. (3);
(4a)	Mar. 1 Payment to Kerry Inc.	= \$ 44,333.37	First 1/2 of Line 4
(4b)	Sept. 1 Payment to Kerry Inc.	= \$ 44,333.36	Second 1/2 of Line 4
(5)	Tax increment remaining after Kerry payments	= \$ 38,000.03	30.0% of tax increment on line no. (3);
(6)	Village Payments to Washington Cou	= \$ 30,400.02	80.0% of line no. (5); includes payment to EDWC
(6a)	Mar. 1 Payment to County	= \$ 15,200.01	First 1/2 of Line 6
(6b)	Sept. 1 Payment to County	= \$ 15,200.01	Second 1/2 of Line 6
(7)	Payment to EDWC by County	= \$ 2,763.64	9.1% of line no. (6); also should be equal to 10% of line no. (8)
(8)	Amount retained by County after paying EDWC	= \$ 27,636.38	90.9% of line no. (6); calculated here for info only
(9)	Tax Increment retained by Village	= \$ 7,600.01	20.0% of line no. (5); calculated here for info only
(10)	Total payments + increment retained by the Village	= \$ 126,666.76	sum of line nos. (4), (6) & (9); calculated here to check against line (3) (should be equal)

Note that cumulative payments to the parties are limited to Not-to-Exceed amounts under the Development Agreement:

Total of Payments in Prior Years under Development Agreement		Cumulative Not-to-Exceed Amounts under Development Agreement	
Kerry	\$ -	Kerry	\$ 2,000,000.00
County	\$ -	County	\$ 480,000.00
EDWC	\$ -	EDWC	\$ 48,000.00

Resolution #16-13

Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Jackson Warehouse, LLC).

Whereas Jackson Warehouse, LLC (the “Property Owner”) has provided at his expense certain site improvements as detailed on Exhibit A hereto (the “Improvements”) within Tax Increment District No. 4 on the parcel described as Tax Parcel No. V3 0489 00A 006 (the “Property”); and

Whereas the Improvements are eligible costs in the applicable Tax Increment District Project Plan; and

Whereas the Village acknowledges that the Improvements were undertaken by the Developer with prior knowledge and consultation of the Village; and

Whereas the Village has determined that the cost of the Improvements, not to exceed \$29,790.00 is less than it would have cost the Village itself to undertake and that the Improvements were undertaken prior to when the Village could have afforded to finance the same;

Be It Therefore Resolved that the Village shall reimburse Property Owner their documented costs in the following manner:

1. The Property Owner shall submit invoices or other documentation acceptable to the Village Administrator and Engineer for the cost of the Infrastructure (the “Reimbursement Amount”).
2. The Reimbursement Amount shall in no event be greater than 10% of the equalized value of the Property exceeding \$300,000 per acre (approximately \$6.89 per square foot, the “Over-performance Level”).
3. The Reimbursement Period shall begin the March 1st following the year of acceptance of all documentation under the foregoing paragraph and the full assessment of the taxable improvements on the Property.
4. The Reimbursement Period shall end on the first September 1st, which follows five years from the date it begins, or when the total Reimbursement Amount is paid, whichever comes first.
5. During the Reimbursement Period the Village shall each March 1st and September 1st pay to the Property Owner one-tenth of the Reimbursement Amount, without interest. The total of all such payments shall not exceed 20% of the equalized value of the Property exceeding \$300,000 per acre.

Each annual payment of Reimbursement Amounts shall be subject to the following conditions:

- Condition 1: There are no delinquent property taxes, special assessments or special charges due the Village on the Property.
- Condition 2: The business located on the Property has been continuously occupied and has continued operations without interruption during the Reimbursement Period.
- Condition 3. The Developer is in compliance with the Planned Unit Development site plan approval granted by the Village.

The Developer may transfer the Property to another party. The payment of the Reimbursement Amounts to any such new owner of the Property, in addition to being subject to Conditions 1 through 3, shall be subject to the approval by the Village.

Calculation of Reimbursement:

5.736 acre property is assessed at \$2,018,700 full market value as of 01/01/2016, which is \$297,900 in excess of \$300,000 per acre minimum.

- The maximum reimbursement based on property value is then 10% of the \$297,900 Over-Performance Level, or \$29,790.00.
- The Property Owner had submitted a reimbursement request for at least \$29,790.00 of documented site improvements and the Village has accepted the same.
- Reimbursement Period will begin on 03/01/2017.
- Reimbursement payments of 1/10 of the balance, which is \$2,979.00, begin 03/01/2017 and continues every 6 months (as long as all conditions are met) until 09/01/2021.

Introduced by Trustee: _____

Vote: _____ Aye _____ Nay

Date Approved by Village Board _____

Approved as to legality: Mike Schwab, Village President

Attested by: John Walther, Administrator

Over-Performance for Jackson Warehouse, LLC property
"Jackson Warehouse"
Village of Jackson, Wisconsin

Item #1

Over-performance agreement for Jackson Warehouse, LLC Building will put total value to \$2,018,700 on 5.736 acres.

Parcel number V3 0489 00A 006
5.736 Acres total area

5.736	300,000	\$ 1,720,800.00	Needed Value
		2,018,700.00	Proposed Value
		297,900.00	Excess Value
		29,790.00	10% of Excess
			Total Overperformance on 5 years
		\$ 5,958.00	per year for 5 year performance

The building project completed as of 06/01/2015

Expenses:

Grading:	147,737.20
Asphalt:	102,998.00
Site Utilities:	50,459.00
Curb and Gutter:	9,920.00
Total	311,114.20

Resolution #16-14

Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (RJ Marx, LLC).

Whereas Design 2 Construct Development Corporation (the “Property Developer”) has provided at its expense certain site improvements as detailed on Exhibit A hereto (the “Improvements”) within Tax Increment District No. 4 on the parcel described as Tax Parcel No. V3 0489 00D 002 (the “Property”); and

Whereas the Improvements are eligible costs in the applicable Tax Increment District Project Plan; and

Whereas the Village acknowledges that the Improvements were undertaken by the Developer with prior knowledge and consultation of the Village; and

Whereas the Village has determined that the cost of the Improvements, not to exceed \$31,305.00 is less than it would have cost the Village itself to undertake and that the Improvements were undertaken prior to when the Village could have afforded to finance the same;

Be It Therefore Resolved that the Village shall reimburse Developer its documented costs in the following manner:

1. The Developer shall submit invoices or other documentation acceptable to the Village Administrator and Engineer for the cost of the Infrastructure (the “Reimbursement Amount”).
2. The Reimbursement Amount shall in no event be greater than 10% of the equalized value of the Property exceeding \$225,000 per acre (approximately \$5.17 per square foot, the “Over-performance Level”).
3. The Reimbursement Period shall begin the March 1st following the year of acceptance of all documentation under the foregoing paragraph and the full assessment of the taxable improvements on the Property.
4. The Reimbursement Period shall end on the first September 1st, which follows five years from the date it begins, or when the total Reimbursement Amount is paid, whichever comes first.
5. During the Reimbursement Period the Village shall each March 1st and September 1st pay to the Property Owner one-tenth of the Reimbursement Amount, without interest. The total of all such payments shall not exceed 20% of the equalized value of the Property exceeding \$225,000 per acre.

Each annual payment of Reimbursement Amounts shall be subject to the following conditions:

- Condition 1: There are no delinquent property taxes, special assessments or special charges due the Village on the Property.
- Condition 2: The business located on the Property has been continuously occupied and has continued operations without interruption during the Reimbursement Period.
- Condition 3. The Developer is in compliance with the Planned Unit Development site plan approval granted by the Village.

The Developer may transfer the Property to another party. The payment of the Reimbursement Amounts to any such new owner of the Property, in addition to being subject to Conditions 1 through 3, shall be subject to the approval by the Village.

Calculation of Reimbursement:

2.790 acre property is assessed at \$940,800 full market value as of 01/01/2016, which is \$313,050 in excess of \$225,000 per acre minimum.

- The maximum reimbursement based on property value is then 10% of the \$313,050 Over-Performance Level, or \$31,305.00.
- The Property Owner had submitted a reimbursement request for at least \$31,305.00 of documented site improvements and the Village has accepted the same.
- Reimbursement Period will begin on 03/01/2017.
- Reimbursement payments of 1/10 of the balance, which is \$3,130.50, begin 03/01/2017 and continues every 6 months (as long as all conditions are met) until 09/01/2021.

Introduced by Trustee: _____

Vote: _____ Aye _____ Nay

Date Approved by Village Board _____

Approved as to legality: Mike Schwab, Village President

Attested by: John Walther, Administrator

Over-Performance for RJ Marx Commercial, LLC property
“Design 2 Construct Development, LLC”
Village of Jackson, Wisconsin

Item #1

Over-performance agreement for
RJ Marx Commercial, LLC Building will put total value to \$940,800 on 2.790 acres.

Parcel number V3 0489 00D 002
2.790 Acres total area

2.790	225,000	\$	627,750.00	Needed Value
			940,800.00	Proposed Value
			313,050.00	Excess Value
			31,305.00	10% of Excess
				Total Overperformance on 5 years
		\$	6,261.00	per year for 5 year performance

The building project completed as of 09/30/2015

Expenses:

Grading:	66,736.10
Asphalt:	67,950.00
Site Utilities:	31,035.05
Curb and Gutter:	6,990.00
Site Concrete	13,615.00
Total	186,326.15

Resolution #16-15

Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Grey Block, LLC).

Whereas Design 2 Construct Development Corporation (the “Property Developer”) has provided at its expense certain site improvements as detailed on Exhibit A hereto (the “Improvements”) within Tax Increment District No. 4 on the parcel described as Tax Parcel No. V3 0489 00J 009 (the “Property”); and

Whereas the Improvements are eligible costs in the applicable Tax Increment District Project Plan; and

Whereas the Village acknowledges that the Improvements were undertaken by the Developer with prior knowledge and consultation of the Village; and

Whereas the Village has determined that the cost of the Improvements, not to exceed \$53,402.50 is less than it would have cost the Village itself to undertake and that the Improvements were undertaken prior to when the Village could have afforded to finance the same;

Be It Therefore Resolved that the Village shall reimburse Developer its documented costs in the following manner:

1. The Developer shall submit invoices or other documentation acceptable to the Village Administrator and Engineer for the cost of the Infrastructure (the “Reimbursement Amount”).
2. The Reimbursement Amount shall in no event be greater than 10% of the equalized value of the Property exceeding \$225,000 per acre (approximately \$5.17 per square foot, the “Over-performance Level”).
3. The Reimbursement Period shall begin the March 1st following the year of acceptance of all documentation under the foregoing paragraph and the full assessment of the taxable improvements on the Property.
4. The Reimbursement Period shall end on the first September 1st, which follows five years from the date it begins, or when the total Reimbursement Amount is paid, whichever comes first.
5. During the Reimbursement Period the Village shall each March 1st and September 1st pay to the Property Owner one-tenth of the Reimbursement Amount, without interest. The total of all such payments shall not exceed 20% of the equalized value of the Property exceeding \$225,000 per acre.

Each annual payment of Reimbursement Amounts shall be subject to the following conditions:

- Condition 1: There are no delinquent property taxes, special assessments or special charges due the Village on the Property.
- Condition 2: The business located on the Property has been continuously occupied and has continued operations without interruption during the Reimbursement Period.
- Condition 3. The Developer is in compliance with the Planned Unit Development site plan approval granted by the Village.

The Developer may transfer the Property to another party. The payment of the Reimbursement Amounts to any such new owner of the Property, in addition to being subject to Conditions 1 through 3, shall be subject to the approval by the Village.

Calculation of Reimbursement:

2.363 acre property is assessed at \$1,065,700 full market value as of 01/01/2016, which is \$534,025 in excess of \$225,000 per acre minimum.

- The maximum reimbursement based on property value is then 10% of the \$534,025 Over-Performance Level, or \$53,402.50.
- The Property Owner had submitted a reimbursement request for at least \$53,402.50 of documented site improvements and the Village has accepted the same.
- Reimbursement Period will begin on 03/01/2017.
- Reimbursement payments of 1/10 of the balance, which is \$5,340.25, begin 03/01/2017 and continues every 6 months (as long as all conditions are met) until 09/01/2021.

Introduced by Trustee: _____

Vote: _____ Aye _____ Nay

Date Approved by Village Board _____

Approved as to legality: Mike Schwab, Village President

Attested by: John Walther, Administrator

Over-Performance for Grey Block Holdings, LLC property
“Design 2 Construct Development, LLC”
Village of Jackson, Wisconsin

Item #1

Over-performance agreement for
Grey Block, LLC Building will put total value to \$1,065,700 on 2.363 acres.

Parcel number V3 0489 00J 009
2.363 Acres total area

2.363	225,000	\$	531,675.00	Needed Value
			1,065,700.00	Proposed Value
			534,025.00	Excess Value
			53,402.50	10% of Excess
				Total Overperformance on 5 years
		\$	10,680.50	per year for 5 year performance

The building project completed as of 10/01/2015

Expenses:

Grading:	40,000.00
Excavating:	28,550.00
Asphalt:	46,475.00
Site Utilities:	26,565.00
Curb and Gutter:	14,614.00
Site Concrete	93,650.00
Total	249,854.00

Resolution #16-16

Agreement for Reimbursement of Privately-Financed Infrastructure in Tax Increment District No. 4 in the Village of Jackson, Wisconsin (Delaney Group, LLC).

Whereas Delaney Group, LLC (the “Property Owner”) has provided at his expense certain site improvements as detailed on Exhibit A hereto (the “Improvements”) within Tax Increment District No. 4 on the parcel described as Tax Parcel No. V3 0489 00J 010 (the “Property”); and

Whereas the Improvements are eligible costs in the applicable Tax Increment District Project Plan; and

Whereas the Village acknowledges that the Improvements were undertaken by the Developer with prior knowledge and consultation of the Village; and

Whereas the Village has determined that the cost of the Improvements, not to exceed \$97,792.50 is less than it would have cost the Village itself to undertake and that the Improvements were undertaken prior to when the Village could have afforded to finance the same;

Be It Therefore Resolved that the Village shall reimburse Property Owner their documented costs in the following manner:

1. The Property Owner shall submit invoices or other documentation acceptable to the Village Administrator and Engineer for the cost of the Infrastructure (the “Reimbursement Amount”).
2. The Reimbursement Amount shall in no event be greater than 10% of the equalized value of the Property exceeding \$225,000 per acre (approximately \$5.17 per square foot, the “Over-performance Level”).
3. The Reimbursement Period shall begin the March 1st following the year of acceptance of all documentation under the foregoing paragraph and the full assessment of the taxable improvements on the Property.
4. The Reimbursement Period shall end on the first September 1st, which follows five years from the date it begins, or when the total Reimbursement Amount is paid, whichever comes first.
5. During the Reimbursement Period the Village shall each March 1st and September 1st pay to the Property Owner one-tenth of the Reimbursement Amount, without interest. The total of all such payments shall not exceed 20% of the equalized value of the Property exceeding \$225,000 per acre.

Each annual payment of Reimbursement Amounts shall be subject to the following conditions:

- Condition 1: There are no delinquent property taxes, special assessments or special charges due the Village on the Property.
- Condition 2: The business located on the Property has been continuously occupied and has continued operations without interruption during the Reimbursement Period.
- Condition 3. The Developer is in compliance with the Planned Unit Development site plan approval granted by the Village.

The Developer may transfer the Property to another party. The payment of the Reimbursement Amounts to any such new owner of the Property, in addition to being subject to Conditions 1 through 3, shall be subject to the approval by the Village.

Calculation of Reimbursement:

3.747 acre property is assessed at \$1,821,000 full market value as of 01/01/2016, which is \$977,925 in excess of \$225,000 per acre minimum.

- The maximum reimbursement based on property value is then 10% of the \$977,925 Over-Performance Level, or \$97,792.50.
- The Property Owner had submitted a reimbursement request for at least \$97,792.50 of documented site improvements and the Village has accepted the same.
- Reimbursement Period will begin on 03/01/2017.
- Reimbursement payments of 1/10 of the balance, which is \$9,779.25, begin 03/01/2017 and continues every 6 months (as long as all conditions are met) until 09/01/2021.

Introduced by Trustee: _____

Vote: _____ Aye _____ Nay

Date Approved by Village Board _____

Approved as to legality: Mike Schwab, Village President

Attested by: John Walther, Administrator

Over-Performance for Delaney Group, LLC property
"Delaney V"
Village of Jackson, Wisconsin

Item #1

Over-performance agreement for Delaney Group, LLC Building will put total value to \$1,821,000 on 3.747 acres.

Parcel number V3 0489 00J 010
3.747 Acres total area

3.747	225,000	\$	843,075.00	Needed Value
			1,821,000.00	Proposed Value
			977,925.00	Excess Value
			97,792.50	10% of Excess
				Total Overperformance on 5 years
		\$	19,558.50	per year for 5 year performance

The building project completed as of 12/01/2015

Expenses:

Grading:	114,826.60
Asphalt:	95,600.00
Site Utilities:	59,250.00
Curb and Gutter:	16,045.00
Total	285,721.60

DRAFT MINUTES
Board of Public Works Meeting
Tuesday, June 28, 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: Brian Heckendorf, Gloria Teifke, Tr. Kufahl, and Tr. Jack Lippold.
Members excused: Scott Thielmann and Linda Granec.
Staff present: Brian Kober & John Walther.

2. Approval of Minutes for May 31, 2016 meeting.

Motion by Brian Heckendorf, second by Tr. Kufahl to approve the minutes of the May 31, 2016, Board of Public Works meeting.
Vote: 5 ayes, 0 nays. Motion carried.

3. Review of Kerry Ingredients Manufacturing Operation.

The Kerry Ingredients Representatives had not yet arrived at the meeting. Motion by Tr. Kufahl, second by Tr. Lippold to take items out of order and come back to the Review of Kerry Ingredients Manufacturing Operation discussion when the representatives from Kerry arrive at the meeting.
Vote: 5 ayes, 0 nays. Motion carried.

4. Pay Request #2 – Wilshire Drive Reconstruction Project.

Brian Kober reviewed the status of the project and the pay request. Property owners have received an estimate of their preliminary special assessment. Brian has had contact with several property owners that want to replace their drive way. The price is \$49.50 per square yard for concrete. Gloria Teifke questioned the moving of the fire hydrants. Discussion ensued of project schedule and communications with property owners. Tr. Olson commented that Tr. Kurtz had sent out a complaint and questioned how it was being resolved. Brian will share the breakdown per fund at the Budget & Finance and Village Board meetings. Motion by Tr. Kufahl, second by Tr. Lippold to recommend approval of the Pay Request #2 – Wilshire Drive Reconstruction Project in an amount not to exceed \$258,517.36.
Vote: 5 ayes, 0 nays. Motion carried.

5. Review of Proposals for Space Needs Analysis.

Brian Kober reviewed the RFP and Proposals for facility's needs. This was a request by the Village Board. This is for space needs analysis and location analysis. There were ten requests sent out and four were returned. All are reputable firms. Funding for the analysis will come from the police & fire impact fees.
Motion by Tr. Kufahl, second by Tr. Olson to recommend approval of the proposal from Cedar Corporation in an amount not to exceed \$14,250.
Vote: 5 ayes, 0 nays. Motion carried.

6. Director of Public Works Report.

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

Vote: 5 ayes, 0 nays. Motion carried.

3. Review of Kerry Ingredients Manufacturing Operation. (Items were taken out of order)

Brian Kober introduced Hal Shepard from Kerry Ingredients to address the Board. Michelle, the Safety Manager, and Robert Pond, the Engineer Consultant of Kerry were also in attendance.

Tr. Olson commented that he lives in the Glen Brooke sub division and the smell is in spurts. This year on Mother's Day the smell was extremely bad. It is a buttery, cheesy, rancid smell. Not a pleasant smell. Gloria Teifke commented that the town house near the dental office (East of the plant) have complained to her several times. The smell is perceptible to noticeably stronger. Tr. Lippold also commented that he has noticed the smell at Culver's. Discussion of the odor intensity ensued.

Discussion of the machinery to control the smell ensued. Tr. Kufahl commented that Kerry is a good partner in the Village and the Village wants to work with Kerry.

Robert commented on the odors and controlling the emissions. Hal commented that it is probably a particular cheese line that is run once a month.

Discussion ensued of the humidity and atmospheric conditions could be a factor. Also, commented on was a venting system and water curtain. The release valves are regularly inspected.

Robert commented that the process line could be moved, the exhaust and uptakes could be changed and the technology will be controlled. They will report back to Kerry Administrative offices.

The next time the product in question is run, they will communicate with Brian as done in the past.

Administrator John Walther commented that we need have a little tolerance.

7. Citizens/Village Staff to address the Board.

Debbie Kurtz of Wilshire Drive commented on her discontent with the Wilshire Drive Project. She commented that the sidewalk appears to be crooked and she is not happy with it. In addition, her sprinkler system was damaged in the process of the project. She also commented that she believes the sidewalk is on her property.

8. Adjourn.

Motion by Tr. Kufahl, second by Tr. Lippold to adjourn at 7:58 p.m.

Vote: 5 ayes, 0 nays. Motion carried.

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