

Agenda

Village Board Meeting

Tuesday, July 12, 2016 at 7:30 p.m.

Jackson Village Hall

N168W20733 Main St

Jackson, WI 53037

1. Call to Order and Roll Call.
2. Pledge of Allegiance.
3. Any Village Citizen Comment on an Agenda Item (Please sign in).
4. Public Hearing - Conditional Use – Cathedral Builders – Industrial Drive, Tower Drive.
5. Consent Agenda:
 - Approval of Minutes for the Village Board Meetings of May 24, 2016, June 14, 2016, and July 5, 2016.
 - Licenses.
Operator Licenses:
The Village Mart: Jacob Hassenplug, Brittney Rahn
Walgreens: Christina King, Roxanne Goff-Frick, Matthew W Kiesling
American Legion: Richard McHugh
Latest Edition: Cynthia M Funmaker, Sarah P Johnson
Entertainment License: Coffeerville Company, Jack Kulwikowski
6. Evan Beekman – Eagle Project Presentation.
7. Joshua Schoemann – State of the County Address.
8. Budget & Finance Committee.
 - Pay Request #2 – Wilshire Drive Reconstruction Project.
 - Review of Proposals for Space Needs Analysis.
 - Transferring 2012 – 2013 Local Road Improvement Funds to Another Project.
 - Update on Long-Term Financial Plan and TIF Districts, 2, 4, and 5 – David Wagner, Ehlers.
 - Over-performance 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. Ordinance #16-03 – An Ordinance Establishing a Tourism Commission.
10. Departmental Reports.
11. Washington County Board Report.
12. West Bend School District Liaison Report.
13. Greater Jackson Business Alliance Report.
14. Citizens to Address the Village Board.
15. Announcement: August 9th & November 8th meetings will be held at the Community Center due to elections.
16. Adjourn.

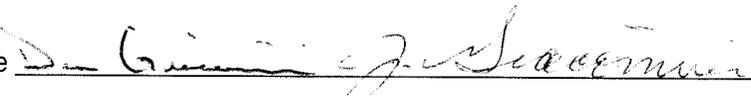
Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM
(Due 1st Friday of the month for that month's Planning Commission Meeting)

Name of Applicant Cathedral Builders, Inc.
 Contact Dean Giacomini, Jody Giacomini Address/ZIP W143 N9340 Henry Stark Rd Menomonee Falls, WI 53051 Phone # 262-250-1985
 E-mail Address dean@cathedralbuilders.com jody@cathedralbuilders.com Fax # where Agenda/Staff comments are to be faxed 262-250-1988
 Name of Owner Nick Tackton Family Trust Address/ZIP W213N17010 Industrial Dr, N169W21170 Tower Dr, 3rd parcel Phone# 414-225-2526 414-839-2231
 Owner Representative/Developer Julie Flessas Tackton, cotrustee unknown - Jackson, WI 53037
 Proposed Use of Site cabinetry/millwork shop Present Zoning M-1

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u>	<u>TYPE OF INFORMATION DESCRIBED</u> <u>(See page 5)</u>	<u>PAPER COPIES</u>	<u>CD</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500'/ 200') * 4) Owner acknowledgement of the request	Labels* 1	XXX
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement 6) Location Map		XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	7) Development Plan / Site Plan 8) Preliminary Plat		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure 15) Grading/Drainage Plan	4 (24x36)	XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan 19) Proposed colors / materials	4 (24x36)	XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement 21) Annexation Agreement (includes pre-annex agreements)		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			
* Labels	\$25		If not included with submittal & prepared by the Village.		

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Dean Giacomini Jody Giacomini Signature  Date 6/3/2016 6/3/16

Office Use: Date Received _____ Date Paid _____ Receipt # _____ Amount Paid \$ _____

VILLAGE OF JACKSON

Special Use Conditional Use Planned Unit Development Permit # _____

The Village of Jackson, hereby grants a Special Use Conditional Use Planned Unit Development
Permit to:

Name of Business/Applicant: Cathedral Builders, Inc., or Assigns

For a property located at (address): W213N17010 Industrial Dr, N169W21170 Tower Dr, 3rd parcel unknown Jackson, WI 53037

Phone number of Business/Applicant: 262-250-1985

For (land use, activity, sign, site plan, other): cabinetry/millwork shop

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): external saw dust collector to be located on north end of building (back side)

Hours of Operation: Mon-Sat 5:30am - 5:00pm

Comprehensive/Master Plan Compatibility: yes

Building Materials (type, color): existing building, proposed paint color

Setbacks from rights-of-way and property lines: existing

Screening/Buffering: N/A

Landscape Plan (sizes, species, location): to follow

Signage (dimensions, colors, lighting, location): future submittal

Lighting (wattage, style, pole location and height, coverage): existing exterior lighting on building

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s), sidewalk/pedestrian way width and material): existing

Storm-water Management: existing

Erosion Control: N/A

Fire Hydrant Location(s): existing in parking lot

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: Dean Giacomini 414-688-5799
no knox box at this time, will install after closing

Hazardous Material Storage: stain and lacquer stored in fireproof cabinets

Alarm Systems: sprinkler system to be installed after closing, anticipated Aug 31st, 2016

Site Features/Constraints: none

Parking (no. of spaces, handicapped parking, and dimensions): employee and customer parking to be restriped in the future

Tree and shrub preservation: N/A

Setbacks/height limitations: existing

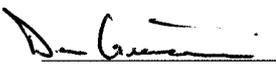
Wastewater Usage Projected: minimal gal/year Water Usage Projected: minimal gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):
expiration and review upon complaint

TERMS OF THIS PERMIT

1. This permit shall become effective upon the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. The permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (as attached and /or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

Granted by: Village Board _____ Date _____ Over the Counter _____ Date _____


OWNER


Pres.

John Walther, Administrator

Dean Giacomini, Owner Jody Giacomini, President _____, Owner

Please print name

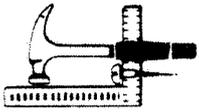
Applications shall be submitted by 4:00 PM on the Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

EXPLANATION OF TYPES OF INFORMATION (From face of application form):

- ✓ 1. **Application Form: Must be submitted on CD.**
- ✓ 2. Letter of Intent: What you are requesting in your own words. (Be brief)
- ✓ 3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
- ✓ 4. Proof of Property Ownership: A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
- ✓ 5. Impact Statement: In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. Annual water consumption estimate (100% occupancy and build-out)
 - B. Annual sewage generation estimate (100% occupancy and build-out)
 - C. Vehicle trip generation (trips per day per unit x number of units)
 - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site.
 - E. Proposed sign(s) (advertising business, industry, dwelling unit)
 - F. General hours of operation
 - G. Anticipated user profiles (for residential developments)
 - H. Proposed dates of construction and completion
 - I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.)
- ✓ 6. Location Map: Show where the site is relative to a Village map.
- ✓ 7. Development Plan: Shows entire proposal on the site. Includes edge of pavement and/or back of the curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, dimensions, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. Plat Map: Prints of the preliminary and final (recordable plat), with proper signature blocks. TO FOLLOW
- ✓ 10. Certified Survey Map: A recordable instrument showing the legal and mapped description of the land division.
11. Annexation Petition/Attachment Request: Shows owner is supporting the annexation. TO FOLLOW
12. Annexation Map: A recordable map having the legal and mapped description of the parcel to be annexed. TO FOLLOW
13. Sketch Plan: An informal drawing depicting the proposal for discussion purposes. TO FOLLOW
14. Landscape Plan: Shows location, size, type, botanical name & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details. TO FOLLOW
15. Grading/Drainage Plan: Shows original & proposed grades& runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (storm sewer system, ditches, culverts, etc.) TO FOLLOW
16. Water/Sewer/Storm Sewer Plans: Shows size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system as in 15. TO FOLLOW
17. Street Crossing Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width. TO FOLLOW
18. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations. TO FOLLOW
- ✓ 19. Proposed Colors and Materials: Submit samples of exterior colors and materials.
20. Improvement Agreement: An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions. TO FOLLOW
21. Annexation Agreement. TO FOLLOW

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS.



Cathedral Builders, Inc.

W143 N9340 Henry Stark Road
Menomonee Falls, Wisconsin 53051

Telephone: 262-250-1985
Fax: 262-250-1988

6/3/16

To: Village of Jackson

From: Cathedral Builders, Inc.

Purpose: Conditional Use Acceptance

Subject: LETTER OF INTENT

Dear Village,

Please accept this letter of intent as the description of use at the property located at W213N17010 Industrial Drive, Jackson, WI 53037 and N169W21170 Tower Drive. The (3) Tax key parcel identifiers associated with these two address to our knowledge from the Village are: V3 0073, V3 009400E, and V3 009400Q.

We, Cathedral Builders, Inc. are proposing to purchase the property listed above with the existing building included on parcel #V3 009400E, formally known as Sundance Photo in addition to the other two tax keys provided above.

We will plan to relocate our current business of 20 years to this site, and operate our custom cabinetry/millwork shop at the location of said parcel which includes the current existing structure.

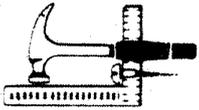
Thank you for your consideration.

Sincerely,

CATHEDRAL BUILDERS, INC.

Jodene L. Giacomini

President



Cathedral Builders, Inc.

W143 N9340 Henry Stark Road
Menomonee Falls, Wisconsin 53051

Telephone: 262-250-1985
Fax: 262-250-1988

6/3/16

To: Village of Jackson

From: Cathedral Builders, Inc.

Subject: Impact Statement

Reference: Property at W213N17010 Industrial Drive, N169W21170 Tower Drive, 3rd Parcel
Unknown Address – Tax Keys: V3 0073, V3 009400E, and V3 009400Q

Dear Village,

Please see responses to the impact statements items that we have knowledge of to date below:

- A. Annual water consumption estimate – Minimal
- B. Annual sewage generation estimate – Minimal
- C. Vehicle Trip Generation – 10 employees to and from work daily = 20, 2 delivery vehicles 2 times/day = 8, No Sales personal
- D. Estimate number of vehicles to be stored on site – 2 company vehicles intended to be stored inside, 1 delivery trailer outside
- E. Proposal Signs – TBD Future
- F. General Hours of Operation – 5:30 am – 5:00 pm M-Fri; Occasional Saturdays
- G. Anticipated user profiles – N/A
- H. Proposed dates of construction and completion – Sept 1, 2016 – January 1, 2017 – to start upon Village Board Approval
- I. Unusual conditions – Noise, Dust, Stains, Lacquer

Sincerely,

CATHEDRAL BUILDERS, INC.

Jodene L. Giacomini

President

Encl.

WB-15 COMMERCIAL OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON MAY 24, 2016 ³⁶ 5-24-16 [DATE] IS (AGENT OF BUYER)
2 (AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) **STRIKE THOSE NOT APPLICABLE**
3 **GENERAL PROVISIONS** The Buyer, CATHEDRAL BUILDERS, INC., OR ASSIGNS
4 _____, offers to purchase the Property known as [Street Address] W213 N217101 INDUSTRIAL
5 **DRIVE** _____ in the VILLAGE
6 of JACKSON, County of WASHINGTON, Wisconsin
7 (Insert additional description, if any, at lines 109-115 or 277-286 or attach as an addendum per line 479), on the following terms:
8 ■ PURCHASE PRICE: _____ Dollars (\$ _____) ³⁶ 5-24-16
9 _____
10 ■ EARNEST MONEY of \$ _____ accompanies this Offer and earnest money of \$ _____ will be
11 mailed, or commercially or personally delivered within TWO days of acceptance to listing broker or
12 _____
13 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.
14 ■ INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on the date of this Offer
15 not excluded at lines 20-22, and the following additional items: NONE
16 _____
17 _____
18 All personal property included in purchase price will be transferred by bill of sale or _____
19 _____
20 ■ NOT INCLUDED IN PURCHASE PRICE: SELLER OR TENANT PERSONAL PROPERTY
21 _____
22 _____
23 **CAUTION: Identify trade fixtures owned by tenant, if applicable, and Fixtures that are on the Property (see lines 303-310) to be excluded**
24 **by Seller or which are rented and will continue to be owned by the lessor.**
25 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included/excluded.**
26 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical copies of the Offer.
27 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines running from**
28 **acceptance provide adequate time for both binding acceptance and performance.**
29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on or before
30 05/25/2016 @ 5 PM. Seller may keep the Property on the market and accept
31 secondary offers after binding acceptance of this Offer.
32 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**
33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX () ARE PART OF THIS OFFER ONLY IF
34 THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A" OR ARE LEFT BLANK.
35 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and written notices to a
36 Party shall be effective only when accomplished by one of the methods specified at lines 37-54.
37 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at line 38 or 39.
38 Seller's recipient for delivery (optional): ADAM WILLIQUETTE
39 Buyer's recipient for delivery (optional): JAMES M. YOUNG
40 (2) **Fax:** fax transmission of the document or written notice to the following telephone number:
41 Seller: (414) 271-1478 Buyer: (414) 425-2877
42 (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a commercial delivery
43 service, addressed either to the Party, or to the Party's recipient for delivery if named at line 38 or 39, for delivery to the Party's delivery address at
44 line 47 or 48.
45 (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party, or to the Party's
46 recipient for delivery if named at line 38 or 39, for delivery to the Party's delivery address at line 47 or 48.
47 Delivery address for Seller: 1232 NORTH EDISON STREET, MILWAUKEE WI 53202
48 Delivery address for Buyer: 8575 WEST FOREST HOME AVENUE, SUITE 40, GREENFIELD WI 53228
49 (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line 53 or 54. If this is a
50 consumer transaction where the property being purchased or the sale proceeds are used primarily for personal, family or household purposes,
51 each consumer providing an e-mail address below has first consented electronically to the use of electronic documents, e-mail delivery and
52 electronic signatures in the transaction, as required by federal law.
53 E-Mail address for Seller (optional): JYOUNG@BARRYCRE.COM
54 E-Mail address for Buyer (optional): AWILLIQUETTE@ANDERSONCOMMERCIALGROUP.COM
55 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller constitutes personal delivery
56 to, or Actual Receipt by, all Buyers or Sellers.

57 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has no notice or knowledge
58 of Conditions Affecting the Property or Transaction (lines 181-215) other than those identified in Seller's disclosure report dated _____
59 and Real Estate Condition Report, if applicable, dated _____, which was/were received by Buyer prior to Buyer
60 signing this Offer and which is/are made a part of this offer by reference **COMPLETE DATES OR STRIKE AS APPLICABLE** and
61 **SEE ADDENDUM A**

62 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE OR CONDITION REPORT(S).**
63 **CAUTION: If the Property includes 1-4 dwelling units, a Real Estate Condition Report containing the disclosures provided in Wis. Stat. §**
64 **709.03 may be required. Excluded from this requirement are sales of property that has never been inhabited, sales exempt from the real**
65 **estate transfer fee, and sales by certain court-appointed fiduciaries, (for example, personal representatives who have never occupied**
66 **the Property). Buyer may have rescission rights per Wis. Stat. § 709.05.**

67 **CLOSING** This transaction is to be closed no later than August 31, 2016
68 _____ at the place selected by Seller, unless otherwise agreed by the Parties in writing.

69 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes,
70 rents, prepaid insurance (if assumed), private and municipal charges, property owners association assessments, fuel and **NONE**.
71 _____

72 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**
73 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.
74 Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

- 75 The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as
76 general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED)
- 77 Current assessment times current mill rate (current means as of the date of closing)
- 78 Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior year, or current year if
79 known, multiplied by current mill rate (current means as of the date of closing)
- 80

81 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially**
82 **different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling**
83 **or area-wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.**

84 Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for
85 the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5 days of receipt, forward a copy of the bill
86 to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax
87 bill. Buyer and Seller agree that is a post-closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real
88 estate brokers in this transaction.

89 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer at lines 109-115
90 or 277-286 or in an addendum attached per line 479. At time of Buyer's occupancy, Property shall be in broom swept condition and free of all
91 debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent.
92 ~~Occupancy shall be given subject to tenant's rights, if any.~~

93 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s)
94 and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) **STRIKE ONE** lease(s), if any,
95 are **PROPERTY IS NOT LEASED**

96 _____ . Insert additional terms, if any, at lines 109-115 or 277-286 or attach as an addendum per line 479.
97 **ESTOPPEL LETTERS:** Seller shall deliver to Buyer no later than _____ days before closing, estoppel letters dated within
98 _____ days before closing, from each non-residential tenant, confirming the lease term, rent installment amounts, amount of security
99 deposit, and disclosing any defaults, claims or litigation with regard to the lease or tenancy.

100 **RENTAL WEATHERIZATION** This transaction (is) ~~(is not)~~ **STRIKE ONE** exempt from Wisconsin Rental Weatherization Standards (Wis. Admin.
101 Code Ch. SPS 367). If not exempt, (Buyer) ~~(Seller)~~ **STRIKE ONE** ("Buyer" if neither is stricken) shall be responsible for compliance, including all
102 costs, with Wisconsin Rental Weatherization Standards. If Seller is responsible for compliance, Seller shall provide a Certificate of Compliance at
103 closing.

104 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3) occupancy; (4) date of
105 closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this Offer except: **NONE**.
106 _____ . If "Time
107 is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence"
108 does not apply to a date or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

109 **ADDITIONAL PROVISIONS/CONTINGENCIES** **SEE ADDENDUM A**
110 _____
111 _____
112 _____
113 _____
114 _____
115 _____

116 PROPOSED USE CONTINGENCIES: Buyer is purchasing the Property for the purpose of: MILLWORK COMPANY

117 _____
118 _____ [insert proposed use and type and size of building, if applicable; e.g.
119 restaurant/tavern with capacity of 350 and 3 second floor dwelling units]. The optional provisions checked on lines 123-139 shall be deemed
120 satisfied unless Buyer delivers to Seller by the deadline(s) set forth on lines 123-139 written notice specifying those items which cannot be
121 satisfied and written evidence substantiating why each specific item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
122 this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 123-139.

123 **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, within _____ days of acceptance, at
124 (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and
125 restrictions affecting the Property and a written determination by a qualified independent third party that none of these prohibit or significantly
126 delay or increase the costs of the proposed use or development identified at lines 116 to 118.

127 **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither is stricken) expense,
128 all applicable governmental permits, approvals and licenses, as necessary and appropriate, or the final discretionary action by the granting
129 authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's proposed use:
130 SEE ADD. A

131 or delivering written notice to Seller if the item(s) cannot be obtained or can only be obtained subject to conditions which significantly increase
132 the cost of Buyer's proposed use, all within _____ days of acceptance of this Offer.

133 **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, within _____ days of acceptance, at (Buyer's) (Seller's)
134 STRIKE ONE ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public roads.

135 **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither is stricken)
136 expense, a rezoning; conditional use permit; license; variance; building permit; occupancy permit; other _____
137 CHECK ALL THAT APPLY, for the Property for its proposed use described

138 at lines 116-118 or delivering written notice to Seller if the item(s) cannot be obtained or can only be obtained subject to conditions which
139 significantly increase the cost of Buyer's proposed use, all within _____ days of acceptance.

140 **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) STRIKE ONE ("Seller providing" if neither is
141 stricken) a SEE ADD. A survey (ALTA/ACSM Land Title Survey if survey type is not
142 specified) dated subsequent to the date of acceptance of this Offer and prepared by a registered land surveyor, within _____ days of
143 acceptance, at (Buyer's) (Seller's) STRIKE ONE ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres,
144 maximum of _____ acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon
145 the Property, the location of improvements, if any, and: _____

146 _____ STRIKE AND COMPLETE AS APPLICABLE Additional map features
147 which may be added include, but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot
148 dimensions; total acreage or square footage; utility installations; easements or rights-of-way. Such survey shall be in satisfactory form and
149 accompanied by any required surveyor's certificate sufficient to enable Buyer to obtain removal of the standard survey exception on the title policy.

150 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required to obtain the map
151 when setting the deadline.**

152 This contingency shall be deemed satisfied unless Buyer, within five (5) days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for
153 delivery of said map, delivers to Seller a copy of the map and a written notice which identifies: (1) a significant encroachment; (2) information
154 materially inconsistent with prior representations; (3) failure to meet requirements stated within this contingency; or (4) the existence of conditions
155 that would prohibit the Buyer's intended use of the Property described at lines 116-118. Upon delivery of Buyer's notice, this Offer shall be null and
156 void.

157 **DOCUMENT REVIEW CONTINGENCY:** This Offer is contingent upon Seller delivering the following documents to Buyer within
158 _____ days of acceptance: CHECK THOSE THAT APPLY; STRIKE AS APPROPRIATE

159 Documents evidencing that the sale of the Property has been properly authorized, if Seller is a business entity.

160 A complete inventory of all furniture, fixtures, equipment and other personal property included in this transaction which is consistent with
161 representations made prior to and in this Offer.

162 Uniform Commercial Code lien search as to the personal property included in the purchase price, showing the Property to be free and clear
163 of all liens, other than liens to be released prior to or at closing.

164 Rent roll.

165 Other _____

166 _____
167 Additional items which may be added include, but are not limited to: building, construction or component warranties, previous environmental site
168 assessments, surveys, title commitments and policies, maintenance agreements, other contracts relating to the Property, existing permits and
169 licenses, recent financial operating statements, current and future rental agreements, notices of termination and non-renewal, and assessment
170 notices.

171 All documents Seller delivers to Buyer shall be true, accurate, current and complete. Buyer shall keep all such documents confidential and
172 disclose them to third parties only to the extent necessary to implement other provisions of this Offer. Buyer shall return all documents (originals
173 and any reproductions) to Seller if this Offer is terminated.

174 **CONTINGENCY SATISFACTION:** This contingency shall be deemed satisfied unless Buyer, within SEE ADD. A days of the earlier of
175 receipt of the final document to be delivered or the deadline for delivery of the documents, delivers to Seller a written notice indicating that this

176 contingency has not been satisfied. Such notice shall identify which document(s) have not been timely delivered or do not meet the standard set
177 forth for the document(s). Upon delivery of such notice, this Offer shall be null and void.

178 **DEFINITIONS**

179 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice
180 physically in the Party's possession, regardless of the method of delivery.

181 ■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are defined to include:

- 182 a. Defects in structural components, e.g. roof, foundation, basement or other walls.
183 b. Defects in mechanical systems, e.g. HVAC, electrical, plumbing, septic, well, fire safety, security or lighting.
184 c. Underground or aboveground storage tanks presently or previously on the Property for storage of flammable or combustible liquids, including
185 but not limited to gasoline and heating oil.
186 d. Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, lead paint, asbestos, radon, radium in water
187 supplies, mold, pesticides or other potentially hazardous or toxic substances on the premises.
188 e. Production of or spillage of methamphetamine (meth) or other hazardous or toxic substances on the Property.
189 f. Zoning or building code violations, any land division involving the Property for which required state or local permits had not been obtained,
190 nonconforming structures or uses, conservation easements, rights-of-way.
191 g. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to impose
192 assessments against the real property located within the district.
193 h. Proposed, planned or commenced public improvements which may result in special assessments or otherwise materially affect the Property
194 or the present use of the Property.
195 i. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
196 j. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
197 k. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
198 l. Near airports, freeways, railroads or landfills, or significant odor, noise, water intrusion or other irritants emanating from neighboring property.
199 m. Portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
200 n. Property is subject to a mitigation plan required under administrative rules of the Department of Natural Resources related to county
201 shoreland zoning ordinances, which obligates the owner of the Property to establish or maintain certain measures related to shoreland
202 conditions and which is enforceable by the county.
203 o. Encroachments; easements, other than recorded utility easements; access restrictions; covenants, conditions and restrictions; shared
204 fences, walls, wells, driveways, signage or other shared usages; or leased parking.
205 p. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
206 q. Structure on the Property designated as a historic building, any part of the Property located in a historic district, or burial sites or
207 archeological artifacts on the Property.
208 r. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion charge or the payment
209 of a use-value conversion charge has been deferred.
210 s. All or part of the Property is subject to, enrolled in or in violation of a certified farmland preservation zoning district or a farmland preservation
211 agreement, or a Forest Crop, Managed Forest (see disclosure requirements in Wis. Stat. § 710.12), Conservation Reserve or comparable
212 program.
213 t. A pier is attached to the Property that is not in compliance with state or local pier regulations.
214 u. Government investigation or private assessment/audit (of environmental matters) conducted.
215 v. Other Defects affecting the Property.
216 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding the day the event
217 occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day. Deadlines expressed as a specific number
218 of "business days" exclude Saturdays, Sundays, any legal public holiday under Wisconsin or Federal law, and other day designated by the
219 President such that the postal service does not receive registered mail or make regular deliveries on that day. Deadlines expressed as a specific
220 number of "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24
221 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as closing, expire at
222 midnight of that day.
223 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair
224 the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect
225 the expected normal life of the premises.
226 **(Definitions Continued on page 6)**

227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286

IF LINE 228 IS NOT MARKED OR IS MARKED N/A LINES 264-269 APPLY.

FINANCING CONTINGENCY: This Offer is contingent upon Buyer being able to obtain a written SEE ADD. A [INSERT LOAN PROGRAM OR SOURCE] first mortgage loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial monthly payments of principal and interest shall not exceed \$ _____. Monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination fee in an amount not to exceed _____ % of the loan. If the purchase price under this Offer is modified, the financed amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 238 or 239.

- FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.
- ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per year. The maximum interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal and interest may be adjusted to reflect interest changes

If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 109-115 or 277-286 or in an addendum attached per line 479.

NOTE: If purchase is conditioned on buyer obtaining financing for operations or development consider adding a contingency for that purpose.

BUYER'S LOAN COMMITMENT: Buyer agrees to pay all customary loan and closing costs, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no later than the deadline at line 229. **Buyer and Seller agree that delivery of a copy of any written loan commitment to Seller (even if subject to conditions) shall satisfy Buyer's financing contingency if, after review of the loan commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of unacceptability.**

CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.

~~**SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan commitment.~~

~~**FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this transaction on the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.~~

IF THIS OFFER IS NOT CONTINGENT ON FINANCING: Within 7 days of acceptance, a financial institution or third party in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

APPRAISAL CONTINGENCY: This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon purchase price, accompanied by a written notice of termination.

CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether deadlines provide adequate time for performance.

ADDITIONAL PROVISIONS/CONTINGENCIES SEE ADDENDUM A

287 **DEFINITIONS CONTINUED FROM PAGE 4**

288 ■ **ENVIRONMENTAL SITE ASSESSMENT:** An "Environmental Site Assessment" (also known as a "Phase I Site Assessment") (see lines 379-395)
 289 may include, but is not limited to: (1) an inspection of the Property; (2) a review of the ownership and use history of the Property, including a
 290 search of title records showing private ownership of the Property for a period of 80 years prior to the visual inspection; (3) a review of historic and
 291 recent aerial photographs of the Property, if available; (4) a review of environmental licenses, permits or orders issued with respect to the Property
 292 (5) an evaluation of results of any environmental sampling and analysis that has been conducted on the Property; and (6) a review to determine if
 293 the Property is listed in any of the written compilations of sites or facilities considered to pose a threat to human health or the environment
 294 including the National Priorities List, the Department of Nature Resources' (DNR) Registry of Waste Disposal Sites, the DNR's Contaminated
 295 Lands Environmental Action Network, and the DNR's Remediation and Redevelopment (RR) Sites Map including the Geographical Information
 296 System (GIS) Registry and related resources. Any Environmental Site Assessment performed under this Offer shall comply with generally
 297 recognized industry standards (e.g. current American Society of Testing and Materials "Standard Practice for Environmental Site Assessments"),
 298 and state and federal guidelines, as applicable.

299 **CAUTION: Unless otherwise agreed an Environmental Site Assessment does not include subsurface testing of the soil or groundwater**
 300 **or other testing of the Property for environmental pollution. If further investigation is required, insert provisions for a Phase II Site**
 301 **Assessment (collection and analysis of samples), Phase III Environmental Site Assessment (evaluation of remediation alternatives) or**
 302 **other site evaluation at lines 109-115 or 277-286 or attach as an addendum per line 479.**

303 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land or improvements so as to be
 304 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage to the premises,
 305 items specifically adapted to the premises and items customarily treated as fixtures, including, but not limited to, all: garden bulbs; plants; shrubs
 306 and trees; screen and storm doors and windows; electric lighting fixtures; window shades; curtain and traverse rods; blinds and shutters; central
 307 heating and cooling units and attached equipment; water heaters and treatment systems; sump pumps; attached or fitted floor coverings; awnings;
 308 attached antennas; garage door openers and remote controls; installed security systems; central vacuum systems and accessories; in-ground
 309 sprinkler systems and component parts; built-in appliances; ceiling fans; fences; storage buildings on permanent foundations and docks/piers on
 310 permanent foundations. A Fixture does not include trade fixtures owned by tenants of the Property.

311 **CAUTION: Exclude Fixtures not owned by Seller such as rented fixtures. See lines 20-22.**

312 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.

313 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the Offer to Buyer's
 314 lender, appraisers, title insurance companies and any other settlement service providers for the transaction as defined by the Real Estate
 315 Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple listing service sold databases; and (iii) provide
 316 active listing, pending sale, closed sale and financing concession information and data, and related information regarding seller contributions,
 317 incentives or assistance, and third party gifts, to appraisers researching comparable sales, market conditions and listings, upon inquiry.

318 **EARNEST MONEY**

319 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker (Buyer's agent if Property
 320 is not listed or Seller's account if no broker is involved), until applied to purchase price or otherwise disbursed as provided in the Offer.

321 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the Parties or an**
 322 **attorney. If someone other than Buyer makes payment of earnest money, consider a special disbursement agreement.**

323 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after clearance from
 324 payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall be
 325 disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according to a written
 326 disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been delivered to broker within 60 days after
 327 the date set for closing, broker may disburse the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not
 328 represent Buyer or Seller; (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order;
 329 or (4) any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an interpleader
 330 action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to exceed \$250, prior to
 331 disbursement.

332 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in relation to this Offer.
 333 Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to disbursement per (1) or (4) above, broker
 334 shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or Seller disagree with broker's proposed disbursement, a lawsuit
 335 may be filed to obtain a court order regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the
 336 sale of residential property with 1-4 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting
 337 attorneys regarding their legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good
 338 faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and Professional Services regulations
 339 concerning earnest money. See Wis. Admin. Code Ch. REEB 18.

340 **TITLE EVIDENCE**

341 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed (trustee's deed if
342 Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as provided herein) free and clear of all liens and
343 encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility
344 and municipal services, recorded building and use restrictions and covenants, ~~present uses of the Property in violation of the foregoing disclosed~~
345 ~~in Seller's disclosure report, and Real Estate Condition Report, if applicable, and in this Offer, general taxes levied in the year of closing and~~
346 **NONE**

347

348 _____ which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
349 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

350 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain**
351 **improvements or uses and therefore should be reviewed, particularly if Buyer contemplates making improvements to Property or a use**
352 **other than the current use.**

353 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the purchase price on a
354 current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all costs of providing title evidence to Buyer.
355 Buyer shall pay all costs of providing title evidence required by Buyer's lender.

356 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE ONE** ("Seller's" if
357 neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the effective date of the title insurance
358 commitment and before the deed is recorded, subject to the title insurance policy exclusions and exceptions, provided the title company will issue
359 the endorsement. If a gap endorsement or equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for
360 closing (see lines 365-371).

361 ■ **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title insurance
362 commitment is delivered to Buyer's attorney or Buyer not more than SEE ADD. A days after acceptance ("15" if left blank), showing title to the
363 Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per lines 341-348, subject only to liens which
364 will be paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

365 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title within
366 SEE ADD. A days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In such event, Seller shall have a
367 reasonable time, but not exceeding _____ days ("5" if left blank), from Buyer's delivery of the notice stating title objections, to deliver
368 notice to Buyer stating Seller's election to remove the objections by the time set for closing. In the event that Seller is unable to remove said
369 objections, Buyer may deliver to Seller written notice waiving the objections, and the time for closing shall be extended accordingly. If Buyer does
370 not waive the objections, Buyer shall deliver written notice of termination and this Offer shall be null and void. Providing title evidence acceptable
371 for closing does not extinguish Seller's obligations to give merchantable title to Buyer.

372 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced prior to the date of this
373 Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

374 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special charges for current**
375 **services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are one-time charges or ongoing use fees**
376 **for public improvements (other than those resulting in special assessments) relating to curb, gutter, street, sidewalk, municipal water,**
377 **sanitary and storm water and storm sewer (including all sewer mains and hook-up/connection and interceptor charges), parks, street**
378 **lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

379 **ENVIRONMENTAL EVALUATION CONTINGENCY:** This Offer is contingent upon a qualified independent environmental consultant of
380 Buyer's choice conducting an Environmental Site Assessment of the Property (see lines 288-302), at (Buyer's) (Seller's) expense **STRIKE ONE**
381 ("Buyer's" if neither is stricken), which discloses no Defects. For the purpose of this contingency, a Defect (see lines 223-225) is defined to also
382 include a material violation of environmental laws, a material contingent liability affecting the Property arising under any environmental laws, the
383 presence of an underground storage tank(s) or material levels of hazardous substances either on the Property or presenting a significant risk of
384 contaminating the Property due to future migration from other properties. Defects do not include conditions the nature and extent of which Buyer
385 had actual knowledge or written notice before signing the Offer.

386 ■ **CONTINGENCY SATISFACTION:** This contingency shall be deemed satisfied unless Buyer, within SEE ADD. A days of acceptance,
387 delivers to Seller a copy of the Environmental Site Assessment report and a written notice listing the Defect(s) identified in the Environmental Site
388 Assessment report to which Buyer objects (Notice of Defects).

389 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

390 ■ **RIGHT TO CURE:** Seller (shall) (shall not) **STRIKE ONE** ("shall" if neither is stricken) have a right to cure the Defects. If Seller has the right to
391 cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of Buyer's delivery of the Notice of Defects stating
392 Seller's election to cure Defects, (2) curing the Defects in a good and workmanlike manner and (3) delivering to Buyer a written report detailing the
393 work done within 3 days prior to closing. This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written
394 Environmental Site Assessment report and: (1) Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written
395 notice that Seller will not cure or (b) Seller does not timely deliver the written notice of election to cure.

396 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and conditions of this Offer. A
 397 material failure to perform any obligation under this Offer is a default which may subject the defaulting party to liability for damages or other legal
 398 remedies.

399 If Buyer defaults, Seller may:

- 400 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
 401 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual damages.

402 If Seller defaults, Buyer may:

- 403 (1) sue for specific performance; or
 404 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

405 ~~In addition, the Parties may seek any other remedies available in law or equity.~~

406 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the discretion of the
 407 courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.

408 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the arbitration agreement.
 409 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD READ THIS**
 410 **DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE**
 411 **PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE**
 412 **SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

413 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller regarding the
 414 transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and inures to the benefit of the Parties
 415 to this Offer and their successors in interest.

416 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land, building or room dimensions, or total acreage or building square
 417 footage figures, provided to Buyer by Seller or by a broker, may be approximate because of rounding, formulas used or other reasons, unless
 418 verified by survey or other means.

419 **CAUTION: Buyer should verify total square footage or acreage figures and land, building or room dimensions, if material to Buyer's**
 420 **decision to purchase.**

421 **BUYER'S PRE-CLOSING WALK-THROUGH** Within 3 days prior to closing, at a reasonable time pre-approved by Seller or Seller's agent, Buyer
 422 shall have the right to walk through the Property to determine that there has been no significant change in the condition of the Property, except for
 423 ordinary wear and tear and changes approved by Buyer, and that any Defects Seller has agreed to cure have been repaired in the manner agreed
 424 to by the Parties.

425 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** Seller shall maintain the Property until the earlier of closing or occupancy of
 426 Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior to closing, the Property
 427 is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair the Property and restore it to
 428 the same condition that it was on the day of this Offer. No later than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and
 429 restoration. If the damage shall exceed such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at
 430 option of Buyer. Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any, relating
 431 to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However,
 432 if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sold purpose of restoring the
 433 Property.

434 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons registered with the
 435 registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by telephone at
 436 (608) 240-5830.

437 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of this Offer. An
 438 "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the Property, other than testing for
 439 leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source, which are hereby authorized. A "test" is defined as
 440 the taking of samples of materials such as soils, water, air or building materials from the Property and the laboratory or other analysis of these
 441 materials. Seller agrees to allow Buyer's inspectors, testers, appraisers and qualified third parties reasonable access to the Property upon
 442 advance notice, if necessary to satisfy the contingencies in this Offer. Buyer and licensees may be present at all inspections and testing. Except
 443 as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

444 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the test, (e.g., to**
 445 **determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of the**
 446 **contingency.**

447 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed unless otherwise agreed
 448 to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller. Seller acknowledges that certain inspections
 449 or tests may detect environmental pollution which may be required to be reported to the Wisconsin Department of Natural Resources.

450 **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 437-449). This Offer is contingent upon
451 a qualified independent inspector(s) conducting an inspection(s) of the Property which discloses no Defects. This Offer is further contingent upon
452 a qualified independent inspector or qualified independent third party performing an inspection of SEE ADD. A
453 _____ (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which
454 discloses no Defects. Buyer shall order the inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections
455 recommended in a written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 461.
456 Each inspection shall be performed by a qualified independent inspector or qualified independent third party.

457 **CAUTION: Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as well as any follow-up**
458 **inspection(s).**

459 For the purpose of this contingency, Defects (see lines 223-225) do not include conditions the nature and extent of which Buyer had actual
460 knowledge or written notice before signing the Offer.

461 **CONTINGENCY SATISFACTION:** This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance,
462 delivers to Seller a copy of the inspection report(s) and a written notice listing the Defect(s) identified in the inspection report(s) to which Buyer
463 objects (Notice of Defects).

464 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

465 **RIGHT TO CURE:** Seller-~~(shall)~~(shall not) STRIKE ONE ("shall" if neither is stricken) have a right to cure the Defects. If Seller has the right to
466 cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of Buyer's delivery of the Notice of Defects stating
467 Seller's election to cure Defects, (2) curing the Defects in a good and workmanlike manner and (3) delivering to Buyer a written report detailing the
468 work done within 3 days prior to closing. This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written
469 inspection report(s) and: (1) Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will
470 not cure or (b) Seller does not timely deliver the written notice of election to cure.

471 **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of Buyer's property located at
472 _____, no later than _____. If Seller accepts a bona fide secondary offer,
473 Seller may give written notice to Buyer of acceptance. If Buyer does not deliver to Seller a written waiver of the Closing of Buyer's Property
474 Contingency and _____

475
476 **[INSERT OTHER REQUIREMENTS, IF ANY (e.g., PAYMENT OF ADDITIONAL EARNEST MONEY, WAIVER OF ALL CONTINGENCIES, OR**
477 **PROVIDING EVIDENCE OF SALE OR BRIDGE LOAN, etc.)]** within _____ hours of Buyer's Actual Receipt of said notice, this Offer shall be
478 null and void.

479 **ADDENDA:** The attached _____ ADDENDUM A _____ is/are made part of this Offer.

480 This Offer was drafted by [Licensee and Firm] _____ MARK G. STYLES, ATTORNEY AT LAW
481 _____ on _____

482 Buyer Entity Name (if any): _____ CATHEDRAL BUILDERS, INC.

483 (X) J. Giacomini, Pres J. Giacomini, Pres 5-24-16 5/24/2016
484 Buyer's/Authorized Signature ▲ Print Name/Title Here ► JODENE L GIACOMINI, PRESIDENT Date ▲

485 (X) Dean Giacomini, Vice President Dean Giacomini, Vice President 5-24-16 5/23/2016
486 Buyer's/Authorized Signature ▲ Print Name/Title Here ► DEAN GIACOMINI, VICE PRESIDENT Date ▲

487 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

488 _____ Broker (By) _____

489 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER SURVIVE CLOSING**
490 **AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON THE TERMS AND CONDITIONS AS**
491 **SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

492 Seller Entity Name (if any): _____

493 (X) _____
494 Seller's/Authorized Signature ▲ Print Name/Title Here ► _____ Date ▲

495 (X) _____
496 Seller's/Authorized Signature ▲ Print Name/Title Here ► _____ Date ▲

497 This Offer was presented to Seller by [Licensee and Firm] _____

498 _____ on _____ at _____ a.m./p.m.

499 This Offer is rejected _____ This Offer is countered [See attached counter] _____
500 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

**ADDENDUM A
TO
WB-15 COMMERCIAL OFFER TO PURCHASE**

The following terms and conditions shall be a part of the preprinted **WB-15 Commercial Offer to Purchase dated May 23, 2016** (the attached preprinted form, together with this Addendum A are referred to herein as the "Offer"), for the real estate described in the Offer (the "Property"). In the event of any conflict between the provisions of this Addendum A and the attached preprinted form, the provisions of this Addendum A shall control.

1. **Property.**

(a) **Real Property.** The land located at **W213 N217010 Industrial Drive, Jackson, Wisconsin**, as more particularly described in the Offer and in the title commitment and survey to follow, together with all rights, privileges, easements, and appurtenances thereunto belonging or pertaining, and including all rights, title and interest of Seller in and to the rights of way adjacent thereto.

(b) **Improvements.** All buildings, natural or constructed enhancements or additions to, and fixtures located on the Real Property, whether or not the same are completed or currently under construction (the "Improvements").

(c) **Warranties.** Any and all warranties, if any, to the extent that they are assignable, for the Improvements (the "Warranties"). All Warranties shall be transferred to Buyer, in writing, at or prior to Closing.

2. **Contingencies.** The Closing herein shall be subject to the waiver or prior satisfaction of the following contingencies:

(a) **Existing Due Diligence.** Seller, at Seller's expense and within **ten (10) days** following Acceptance of the Offer, delivering to Buyer for Buyer's review and approval all existing surveys, soil reports, engineering and traffic studies, blue prints and plans, owner's manuals, maintenance records, environmental reports, tax information, including assessment notices and any other information, leases, and reports and/or other due diligence data relative to the Property which are in Seller's possession or under Seller's control. Such materials shall be provided to Buyer without representation or warranty by Seller.

(b) **Inspection/Testing.** Buyer obtaining, at Buyer's expense, within **thirty (30) days** of Acceptance, a property inspection report, from a qualified inspector, contractor, or other reliable source (whether one or more) of Buyer's choice, which indicates to the complete and sole discretion of the Buyer, that the Property is in good condition and repair, compliant with applicable building codes, and that there are no material defects or deficiencies in any part of the Property (including without limitation, the plumbing, HVAC, drainage, mold, asbestos, radon, sewer, water, and electrical system, the foundation, exterior walls, roof and other structural components, and the sidewalks, driveways and parking areas thereof). Buyer may accompany such inspectors and may utilize one or more inspectors or contractors. Seller shall not have the right to cure any defects found by such inspections. If requested, Buyer shall provide Seller with copies of any of the foregoing reports at no cost to Seller.

Except for matters relating to title, Buyer acknowledges and agrees the Property will be conveyed to Buyer "as is, where is" with respect to its physical condition and without warranty or representation from Seller. Buyer and Seller expressly agree that Buyer is acquiring the Property in its "**AS IS**" and "**WHERE IS**" condition, with all defects, conditions and liabilities which are known or unknown to Buyer at the time of Closing. Buyer and Seller also expressly agree that Seller has not made and does not make any representations or warranties, express or implied, with respect to the quality, physical condition or value of the Property or any other matter or thing affecting or related to the Property (including, without limitation, environmental matters, and warranties of habitability, merchantability, and/or fitness for a particular purpose). Buyer does hereby expressly acknowledge that no such representations or warranties have been made. Seller and Buyer have expressly bargained for this "as is, where is, with all faults" transaction, and Seller and Buyer hereby agree that the purchase price reflects Buyer's consent to assume all responsibility for all conditions associated with the Property, including but not limited to structural and environmental conditions. Buyer

acknowledges that in purchasing the Property, Buyer shall be relying solely upon the personal inspections, investigations and tests made of the Property by Buyer, its employees, agents, consultants and/or contractors.

(c) **Survey.** Buyer obtaining, at Buyer's expense, within **forty-five (45) days** of Acceptance, an ALTA survey of the Property prepared and certified in accordance with Minimum Standard Detail Requirements meeting the current accuracy standards for ALTA/ACSM Land Title Surveys (the "Survey") in a form acceptable to unconditionally delete the survey and unrecorded easement exceptions from the final owner's title insurance policy to be issued in this transaction, and showing all improvements are in compliance with setback requirements and there are no encroachments onto or from the Property.

(d) **Environmental Inspection.** Buyer obtaining, at Buyer's expense, within **forty-five (45) days** of Acceptance, a written environmental assessment and/or evaluation of the Property (excluding any intrusive testing without Seller's written consent) from an independent third party environmental consultant satisfactory to Buyer, confirming the Property is in compliance with all environmental laws and there are no hazardous substances (as defined in any environmental laws, rules, or regulations) at the Property.

(e) **Building Approvals.** Buyer obtaining, at Buyer's expense, within **sixty (60) days** of Acceptance, from the Village of Jackson, and other appropriate government or government agencies having jurisdiction over the Property, in form and substance satisfactory to Buyer, all necessary or desired permits, approvals, certificates, easements, and licenses necessary for the occupancy and use of the Property for Buyer's anticipated use of the Property, rezoning or conditional use permits, access and occupancy permits, building and business permits, zoning or building code variances, zoning design review, access and utility easements, any architectural, design, signage permits or other necessary approvals of Buyer's plans to utilize the Property. Any and all such permits and approvals shall be contingent upon the successful closing of this transaction. Buyer agrees to use all reasonable efforts to make timely application for all of the foregoing permits and use related items.

(f) **Financing Contingency.** Buyer obtaining, at Buyer's expense, within **forty-five (45) days** of Acceptance, a commitment for a first mortgage loan from a lender of Buyer's choice in an amount equal to no more than 80% of the Purchase Price with a fixed rate of interest not to exceed 4 1/4% per annum, with a term of not less than 5 years, and with monthly payments of principal and interest based upon an amortization period of not less than 20 years. The loan may not be subject to a prepayment penalty and shall be subject to such other terms and conditions as are reasonably acceptable to Buyer in its sole discretion.

(g) **Title Commitment.** Seller shall provide and pay for all costs of providing the title commitment, including GAP coverage, required herein, within **fifteen (15) days** of Acceptance of this Offer, to allow Buyer to review and approve all title encumbrances. Copies of all recorded instruments affecting the Property recited as exceptions in the commitment shall be provided to Buyer. Buyer shall approve or provide its objection to same in writing within **ten (10) days** of receipt.

(h) **Real Estate Condition Report.** Seller covenants and agrees to complete a Real Estate Condition Report for the Property and deliver it to Buyer upon Acceptance. Buyer shall have **two (2) days** from receipt of the Report to elect to accept such Report or to terminate the Offer.

3. **Satisfaction or Waiver of Contingencies.** If any contingency set forth herein is not satisfied or waived by Buyer within the time period specified therefore, then either Buyer or Seller may thereafter terminate this Offer by sending written notice to the other party, in which case this Offer shall become null and void; provided, however, that, in the event Seller sends such notice to Buyer, Buyer may within five (5) days of receipt of such notice waive such contingency(s), in which case this Offer shall not terminate.

Seller agrees to, reasonably and at no cost to Seller, cooperate with Buyer in fulfilling the contingencies set forth herein. All costs and expenses incurred to satisfy or waive Buyer's contingencies shall be paid by Buyer. Seller shall not be liable or responsible for any injury, loss or damage arising out of or relating to Buyer's satisfaction or waiver of its contingencies in the Offer or Addendum.

4. **Further Assurances.** Each party hereto shall do all things and take all actions and execute and deliver such other documents and instruments as shall be reasonably requested to carry out the provisions, intent and purpose of the purchase contract in this matter.

5. **Entire Agreement.** The purchase contract in this matter represents the entire agreement of the parties with respect to the subject matter hereof. The purchase contract in this matter may not be changed, modified or rescinded except by written consent of all of the parties hereto, and any attempt at an oral modification of the purchase contract in this matter shall be void and have no effect.

6. **Closing.** The Closing of the purchase and sale of the Property shall occur on the Closing Date and all representations and warranties of Buyer shall be true and correct as of that date, and there shall have been no material adverse change in the condition of the Property, or in Buyer's ability to operate its proposed business at the Property as a result of the change in the condition of the Property.

7. **Mutually Binding Agreement.** It is the intent of the Buyer and the Seller that the Offer be binding on both parties and not illusory, notwithstanding the grant of discretion to either party hereto, and the parties confirm there is full and sufficient consideration for this Offer and the agreements set forth herein.

8. **Access and Cooperation.** Buyer and Buyer's agents, representatives and/or independent contractors shall have until the Closing the right to enter upon the Property for the purpose of making surveys, tests, inspections and the like. If this transaction fails to close, Buyer will promptly restore the Property to substantially the same condition it was in on the date of this Offer. Buyer shall, and shall request of its agents, representatives and independent contractors, to perform such work in a manner that does not unreasonably cause disturbance to the Property.

9. **Assignment of Offer to Purchase.** Buyer may assign this Offer to a limited liability company to be owned or controlled by Buyer or its shareholders prior to the Closing of this transaction.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date written below to be effective as of the full execution date of the Offer.

BUYER:

Dated:

~~05/23/2016~~ ^{5/24/16 JL DL 5-24-16}

CATHEDRAL BUILDERS, INC.

By: J. Giacomin Pres.
Jodene L. Giacomini, President

By: Dean Giacomini
Dean Giacomini, Vice President ⁵⁻²³⁻¹⁶

SELLER:

Dated:

~~05/17/2016~~ ^{5/24/16 JL DL 5-24-16}

By: _____, Its: _____

Addendum A drafted by Mark G. Styles, Attorney at Law

COUNTER-OFFER TO COMMERCIAL OFFER TO PURCHASE

Seller: Nick Takton Family Trust ("Seller")
Buyer: Cathedral Builders Inc. and/or its assigns ("Buyer")
Property: W213 N17010 Industrial Drive, Village of Jackson, Wisconsin
Tax Key Parcels V3 0073, V3 009400E, and V3 009400Q ("Property")

The following represents a counter offer ("Counter-Offer") to the terms and conditions of the Commercial Offer to Purchase initially dated May 23, 2016, as revised May 24, 2016 by Buyer (the "Offer") for the purchase of property described above. All terms and conditions remain the same as stated in the Offer except as set forth in this Counter-Offer. In the event of any inconsistency between this Counter-Offer and the Offer, the provisions of this Counter-Offer shall control. The Offer as amended by this Counter-Offer shall hereinafter be referred to as the "Agreement." The date of the final signature hereto shall be the "Effective Date."

The following are the provisions of this Counter-Offer:

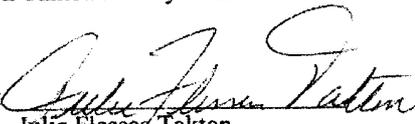
1. Offer, Lines 4-5: The correct tax key parcel numbers for the Property are identified above in this Counter-Offer.
 2. Offer, Line 53: Seller's E-Mail address for delivery shall be: jyoung@barrycre.com and dmborgner@michaelbest.com.
 3. Offer, Lines 57-66, 181-215, and 223-226: Deleted.
 4. Addendum, Section 2(h): Deleted.
 5. Addendum, Section 3 is amended and restated, as follows: ***Satisfaction or Waiver of Contingencies.*** Buyer may terminate the Agreement for failure to satisfy one or more contingencies set forth herein within the time period specified for such contingency by written notice to Seller. If Buyer does not terminate this Agreement by written notice to Seller prior to expiration of the applicable time period, the applicable contingency shall be deemed waived.
 6. Brokers. Buyer represents and warrants to Seller that it has not dealt with any real estate broker, agent, or salesperson such as may give rise to any legal right or claim for commission or similar fee or compensation with respect to the negotiation and/or consummation or Closing of the transaction of the conveyance of the Property by Seller to Buyer, except for Anderson Commercial Group.
 7. Except as modified or changed by this Counter-Offer, all terms and conditions shall remain the same as stated in the Offer.
 8. This Agreement is binding upon Seller and Buyer only if a copy of this accepted Counter-Offer is delivered to Seller on or before 5:00 p.m. June 2, 2016 (Time is of the Essence).
-

IN WITNESS WHEREOF the parties, intending to be legally bound, hereby execute this Counter-Offer and Acceptance on the dates hereinafter specified.

SELLER:

Nick Takton Family Trust

Date: May 28, 2016

By: 
Julie Flessas Takton
Its: Co-Trustee

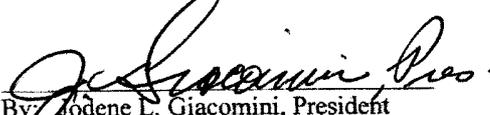
ACCEPTANCE

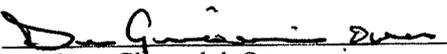
The undersigned hereby accepts the terms and conditions of this Counter-Offer intending by his acceptance to acknowledge a binding agreement on the terms and conditions hereinabove provided.

BUYER:

Cathedral Builders Inc.

Date: June 1, 2016

By: 
Jodene L. Giacomini, President

By: 
Dean Giacomini, Owner

474343

CENTER OF
SEC. 18-10-20

RECORDED

DEC 14 9 17 AM '84

[Signature]
REGISTERED DEEDS
OF WASHINGTON COUNTY, WIS.

CERTIFIED SURVEY MAP
Number 2222 Volume 15 Page 102
Certified Survey Maps of Washington County

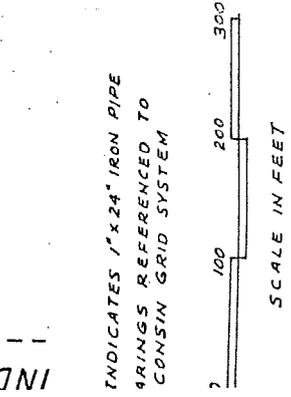
I hereby certify that by the direction of Earl Kruepke, I have surveyed, divided and mapped the land shown and described hereon, being that part of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ and part of the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 18, Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the south quarter corner of said Section 18; thence N 00° 51' 09" W along the west line of said SW $\frac{1}{4}$ of the section, 1172.68 feet to the point of beginning of lands herein described; thence continuing N 00° 51' 09" W along said west line, 272.00 feet; thence S 89° 08' 48" E, 241.78 feet; thence S 00° 51' 09" E, 272.00 feet to the north line of Tower Drive; thence N 89° 08' 48" W along said north line, 241.78 feet to the point of beginning.

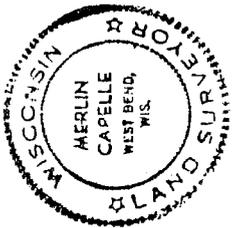
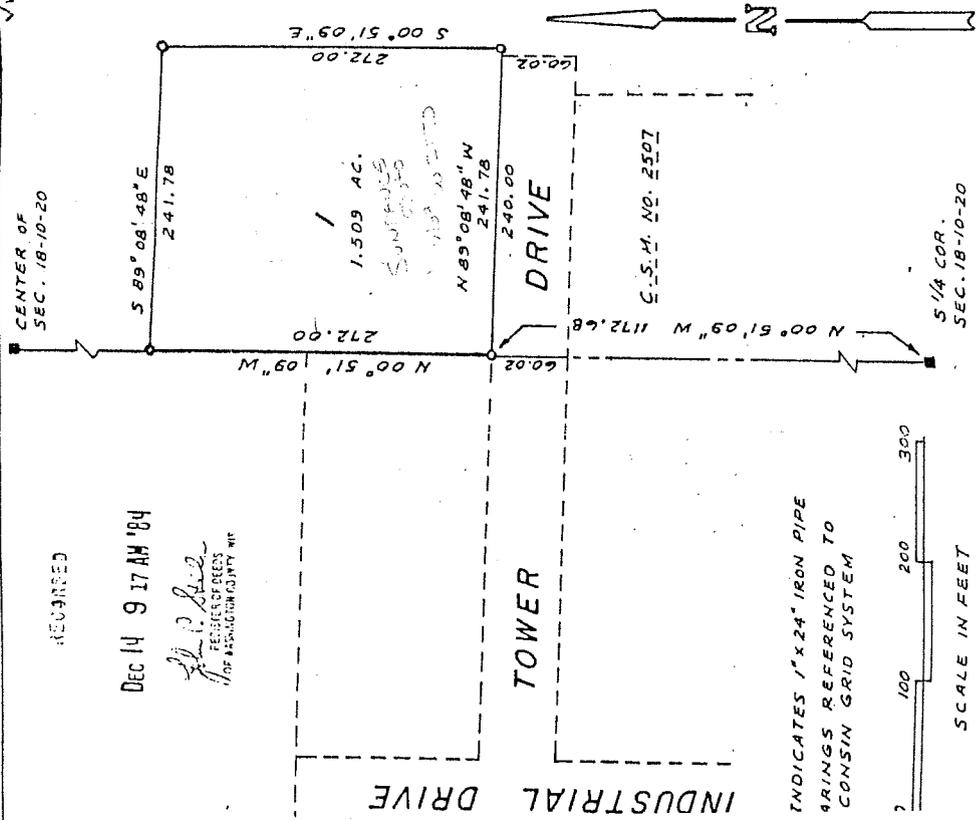
I further certify that I have fully complied with the provisions of section 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping said land.

Merlin F. Capelle
Merlin F. Capelle S-44

November 29, 1984

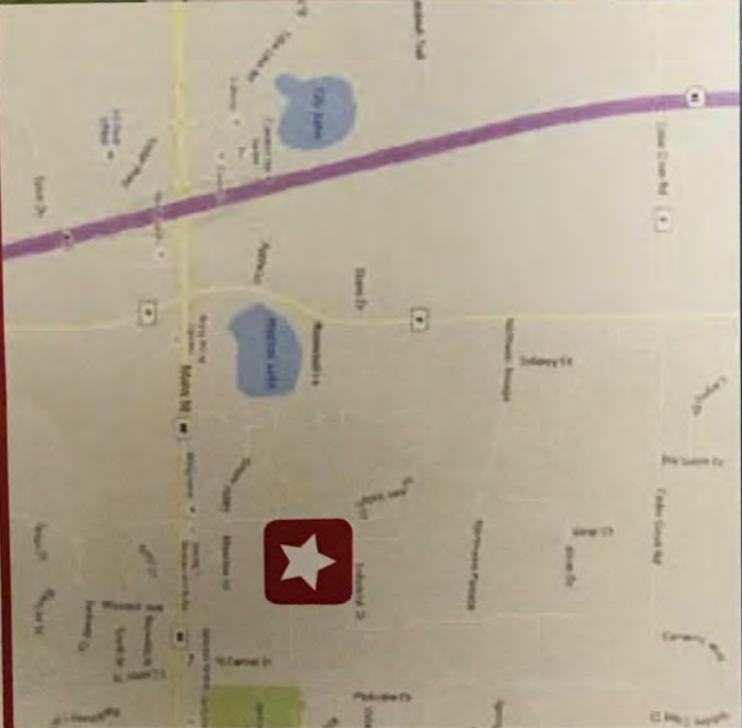


INDICATES 1" X 24" IRON PIPE
RINGS REFERENCED TO
CONSIN GRID SYSTEM

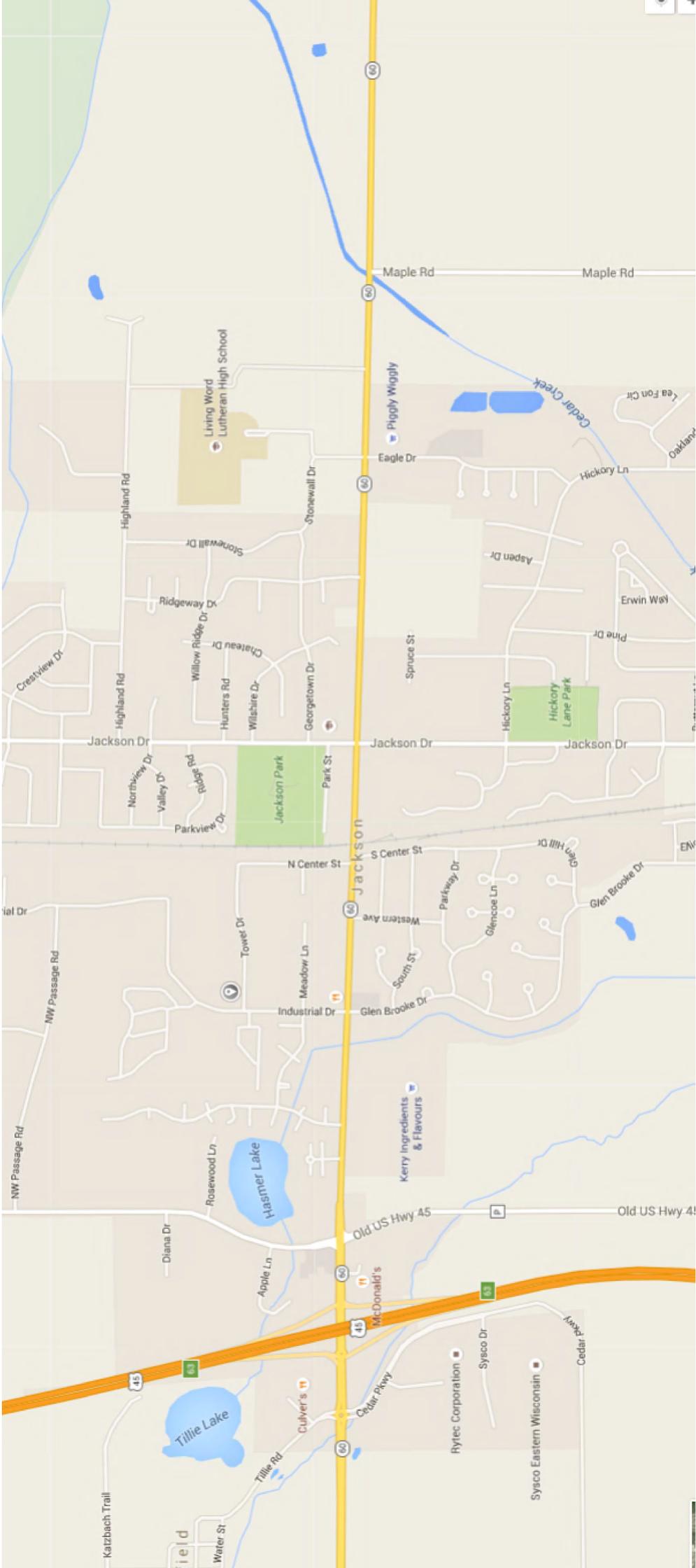


V3 0073 207
V8 008

W213N17010 Industrial Drive
Suburban Milwaukee
Jackson, WI 53037



CONTACT:



DRAFT MINUTES
Village Board Meeting
Tuesday, May 24, 2016, at 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:00 p.m.
Members Present: Trustees Lippold, Olson, Kruepke, Kufahl, and Kurtz.
Members Not Present: Trustee Emmrich
Staff present: John Walther
Additional Persons Present: Attorney John St. Peter

2. Convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; in matters relating to Jackson Properties, LLC and the Village-Town Revenue Sharing Agreement and Cooperative Boundary Plan.

Motion by Pres. Schwab, second by Tr. Lippold, to convene into closed session at 7:00 p.m. and to include the Village Board, John Walther, Brian Kober, Attorney St. Peter, and Deanna Boldrey. Mediator Tim Fenner was included for a portion of the closed session.
Roll Call Vote: 6 ayes, 0 nays. Motion carried.

The Board Reconvened into Open Session at 8:45 p.m.

3. Adjourn.

Motion by Tr. Lippold, second by Tr. Kufahl to adjourn at 8:46 p.m.
Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

DRAFT MINUTES
Village Board Meeting
Tuesday, June 14, 2016, at 7:40 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:40 p.m.

Members Present: Trustees Emmrich, Olson, Kruepke, Kufahl, and Kurtz.

Member Absent: Tr. Lippold.

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

Prior to the Pledge of Allegiance Pres. Schwab reminded everyone that when called to order, we are in order and to speak only one at a time.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item.

None.

4. Public Hearing – Conditional Use – Piggly Wiggly – Addition to Building & Alteration to Parking Lot, Eagle Drive.

Pres. Schwab opened the Public Hearing. Tom Sugars was at the meeting to answer questions and had received staff comments. Pres. Schwab closed the Public Hearing. The item was recommended by the Plan Commission. Motion by Tr. Emmrich, second by Tr. Kufahl to approve the Conditional Use – Piggly Wiggly – Addition to Building & Alteration to Parking Lot, Eagle Drive, per staff comments.

Vote: 6 ayes, 0 nays. Motion carried.

5. Consent Agenda:

- Approval of Minutes for the Village Board Meeting of May 10, 2016.

- Licenses.

Operator Licenses:

Jimmy's Restaurant and Bar: Bridget Baehring, Alyssa Barbieri, Abbie Berger, Bonnie Ford, Nichole Kassner, Angela Koutsios, Dorene McIntosh, Juliane Seifert, Agnes Turner

Eastside Mart: Bryon Larsh, Cassandra Martin, Keith Martin, Rebecca Meeks, Wendy Nicolato

Jackson Pub: Briar Trotter

Main Street Mart: Julie Dahl, Janel Gassner, Sarah Harrison, Pamela Hildebrandt, Lisa Lehman, Maureen A. Ott, Keri Schmidt, Timothy Spielvogel Jr, Jeannine Waterson

Village Mart: Matthew Brockner, Adam Kassner, Miranda Klinas, Andrew Meucci, Emily Nordquist, Carol Purgett, Rosemary Rechlin, Steven Schallock, Lori Swetters

Pizza Station: Amber Doede, Patricia Krull, Amber Wallace

Park & Rec Community Center: Trisha Dooley, Renee Fisher, Gordon Goggin, Angela Jeske, Brittany Korneli, Jessica Loomans, Gregg Rathke, Adam Seeger, Hannah Straub, Kelly Valentino, Mike Riebe

Walgreens: Sierra Basterash, Lisa Bormann, Joan Christian, Joy Christian, Lori Ditter, Nancy Edyvean, Stephanie Gengler, David Grandinetti, Kreshnike Ismajli, Adam Koopmann, Deanna Lopez, Ann Lorge, Jennifer Matasek, Aracely Navarro, Rachael Nelson, Renata Oswald, Christopher Parker, Michael Rodenkirch, Timothy Schultz, Mark Seip, Megan Woolman-Powell

Tattoo License: Jason Batten

Motion by Tr. Kufahl, second by Tr. Emmrich to approve the Consent Agenda items of the Village Board Minutes of May 10, 2016, and the Operator's Licenses, and Tattoo License.

Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

6. Resolution 16-10 Appreciation of Service to Interim Fire Chief Duane Hafemeister.

Pres. Schwab read the Resolution. Motion by Tr. Emmrich, second by Tr. Olson to approve Resolution 16-10 Appreciation of Service to Interim Fire Chief Duane Hafemeister.

Vote: 6 ayes, 0 nays. Motion carried.

7. Resolution 16-11 Appreciation of Service to Firefighter Jim Huyser.

Pres. Schwab read the Resolution. Motion by Tr. Kruepke, second by Tr. Emmrich to approve Resolution 16-11 Appreciation of Service to Firefighter Jim Huyser.

Vote: 6 ayes, 0 nays. Motion carried.

8. Budget & Finance Committee.

Engineering Service for Industrial Drive Sidewalk Project.

The Board of Public Works and the Budget and Finance Committee recommended approval of Gremmer & Associates engineering bid for sidewalk engineering on Industrial Drive in an amount not to exceed \$14,888.

Motion by Tr. Kufahl, second by Tr. Kruepke to approve the Gremmer & Associates bid for sidewalk engineering on Industrial Drive in an amount not to exceed \$14,888.

Vote: 6 ayes, 0 nays. Motion carried.

Pay Request #1- Wilshire Drive Reconstruction Project.

The Board of Public Works and the Budget and Finance Committee recommended approval of pay request #1 for the Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62.

Motion by Tr. Olson, second by Tr. Emmrich to approve Pay Request #1 – Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62.

Vote: 6 ayes, 0 nays. Motion carried.

Jackson Fire Department Items:

Building Repairs, Truck Repairs, and Gear Washer.

Upgrade of Ambulance Technology and Stryker Cot & Loading System.

Pres. Schwab reviewed the Fire Department Requests.

The Budget & Finance Committee recommended approval of the Horsch & Miller quote for two unit heaters in an amount of \$13,936.

Motion by Tr. Kruepke, second by Tr. Kurtz to approve the quote from Horsch & Miller for two unit heaters in an amount not to exceed \$13,396.

Vote: 6 ayes, 0 nays. Motion carried.

The Budget & Finance Committee recommended approval of truck repairs in an amount not to exceed \$6,282.31 for the repair of an engine transfer case. The truck will be driven to Markesan for the repairs. Tr. Kruepke commented that the definite amount could pose a problem when you are talking about a \$3,000 - \$4,000 engine. He noted to go up to \$10,000 and leave up to the discretion of the Fire Chief.

Motion by Tr. Kruepke, second by Tr. Emmrich to approve the fire truck repair with a \$10,000 ceiling.

Vote: 6 ayes, 0 nays. Motion carried.

The Budget & Finance Committee recommended approval of the purchase of a Wasco gear washer in an amount not to exceed \$5,271.10. Motion by Pres. Schwab, second by Tr. Kufahl to approve the purchase of a Wasco gear washer in an amount not to exceed \$5,271.10.

Vote: 6 ayes, 0 nays. Motion carried.

The Budget & Finance Committee recommended that the Fire Chief proceed with finding the best software and computer system to service the Fire Department needs. The Fire Chief reviewed the item. 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.

Motion by Tr. Emmrich, second by Tr. Kufahl to approve the Fire Chief to proceed with the best option to fit Fire Department needs and bring back quotes for submittal and approval.

Vote: 6 ayes, 0 nays. Motion carried.

The Budget & Finance Committee recommended that the Fire Chief proceed with finalizing quotes for the cot and loading system for submittal and approval.

Motion by Tr. Kufahl, second by Tr. Emmrich to approve the Fire Chief to proceed with finalizing quotes for the cot and loading system for submittal and approval.

Vote: 6 ayes, 0 nays. Motion carried.

2015 Audit.

Jim Frechette presented the Village 2015 Financial Audit & TID Audits.

In the Financial Audit Jim pointed out the new reporting as required by GASB 68. This is the WRS reporting that will be updated every year.

Jim reviewed the balance sheet and other funds. He pointed out that the Recreation Fund deficit has decreased to \$206,874.

The Telecom Fund was written off in 2015 in the amount of 1.3 Million.

The Capital Improvements Fund has an ending balance of \$2,014,999. A portion of that figure is for TID 2. The remaining balance is \$786,000 for small projects without borrowing.

The Fire & Rescue Fund has \$410,000 which can be used for related items.

Overall the Village did a good job of budgeting as there is an overage on revenues and under budget on the expenditures. The Village General Fund was \$300,000 to the good for 2015.

Long-term debt amounts were reviewed.

Jim reviewed the TID audits. TID 2 will need to close by May 2018. TID 4 will more than likely need to close in 2022 unless the legislature extends it further. TID 4 could be extended three additional years due to significant decrease in the VOTECH tax collections.

Jim commented on the cash flow and suggested to increase the water and sewer rates.

Motion by Tr. Kufahl, second by Tr. Olson, to accept the 2015 audits and place on file.
Vote: 6 ayes, 0 nays. Motion carried.

9. Licenses.

Liquor Licenses.

Class "B" Beer and "Class B" Liquor

KHD Ltd., DBA Jimmy's Restaurant and Bar, Constintine Demopoulos Agent, N168 W21212 Main Street.

Class "B" Beer and "Class B" Liquor

Jon Zandi, Jackson Pub LLC, N168 W20594 Main Street.

Class "B" Beer and "Class B" Liquor

Latest Edition Saloon, Martha Nimkie, N168 W20788 Main Street.

Class "B" Beer and "Class B" Liquor

Pizza Station, Barbara L. Holtz, Timothy Holtz, N168 W22224 Main Street, Suite E.

Class "A" Beer and "Class A" Liquor

Fox Brothers Piggly Wiggly, Inc., Lori Byron Fox Agent, W194 N16774 Eagle Drive.

Class "A" Beer

Walgreen Co., DBA Walgreens #11676, Michael Rodenkirch Agent, N168 W21330 Main Street.

Class "B" Beer and Class C Wine

The Friends of Jackson Jt. Parks & Recreation, Kelly Valentino - Agent, N165 W20330 Hickory Lane, known as the Jackson Area Community Center.

Class "B" Beer

The Friends of Jackson Jt. Parks & Recreation, Kelly Valentino - Agent, W204 W16901 Jackson Dr., known as Jackson Park.

"Class A" Liquor

G&O Ltd, DBA Simply Spirits, John H. Kruepke Agent, N168 W22224 Main Street.

"Class A" Liquor

G&O Ltd, DBA Simply Spirits II, John H. Kruepke Agent, N168 W19490 Main Street.

Class "A" Beer & Class A Cider

The Village Mart, John H. Kruepke Agent, W213 N16770 Glen Brooke.

Class "A" Beer & Class A Cider

K&A Petroleum LLC, DBA East Side Mart, Kurt H. Kruepke Agent, N168 W19490 Main Street.

Class "A" Beer & Class A Cider

K&A Petroleum LLC, DBA Main Street Mart, Kurt H. Kruepke Agent, N168 W22224 Main Street.

Tattoo / Piercing Establishment License.

Jason Batten – No Good Tattoos

Motion by Tr. Kufahl, second by Tr. Emmrich to approve the Liquor and Tattoo Licenses.
Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

10. Public Works Committee.

Resolution 16-09 Adopting 2015 CMAR for Wastewater Treatment Facility.

Pres. Schwab read the resolution. Brian Kober reviewed the report. Motion by Tr. Olson, second by Tr. Emmrich to approve Resolution 16-09 Adopting 2015 CMAR for Wastewater Treatment Facility.

Vote: 6 ayes, 0 nays. Motion carried.

11. HOME Investment Partnership Program (HOME) Participation Renewal (2017-2019).

John Walther reviewed the Program. This is a renewal. John reported on the consortium. The benefit of staying with this program rather than the state administrated program is that there is more local control. There is no monetary commitment. There are 101 communities that have approved the agreement.

Motion by Tr. Kufahl, second by Tr. Kruepke to Renew Participation in the HOME Consortium.

Vote: 5 ayes, 1 nay (Tr. Kurtz). Motion carried.

12. Joint Park & Recreation Committee.

Thanks to the Park & Rec & all Departments for the extra time and efforts at Action in Jackson.

13. Departmental Reports.

Chief Dolnick reported that there were problems with the carnival workers. There were four drunk drivers over the weekend not related to Action in Jackson.

14. Washington County Board Report.

Supervisor Bob Hartwig commented on recent Washington County Action including Upcoming Road Projects including Hwy 60.

15. West Bend School District Liaison Report.

Pres. Schwab reported that as of last night Eric Olson will be the new superintendent.

16. Greater Jackson Business Alliance Report.

Brian Heckendorf thanked all of those that assisted with Action in Jackson. The next Greater Jackson Business Alliance meeting will be on July 20th.

17. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.

John Walther reported that the group is off for the summer.

18. Citizens to Address the Village Board.

Brian Heckendorf reported in regards to the Home Consortium as to the reason we are not seeing a lot for the Village is that the income is tiered quite low.

Tr. Kufahl commented to think about the Action In Jackson Carnival and to think long and hard if the carnival is worth the issues.

Tr. Emmrich questioned if background checks could be done on the carnival workers and the Chief noted that background checks could not be done.

- 19. Convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; in matters relating to Jackson Properties, LLC and the Village-Town Revenue Sharing Agreement and Cooperative Boundary Plan.**

Reconvene into Open Session with Possible Action on closed session items.

Motion by Pres. Schwab, second by Tr. Kufahl, to convene into closed session at 8:58 p.m. and to include the Village Board, John Walther, Brian Kober, Attorney St. Peter, and Deanna Boldrey.

Roll Call Vote: 6 ayes, 0 nays. Motion carried.

The Board Reconvened into Open Session at 9:48 p.m.

- 20. Adjourn.**

Motion by Tr. Emmrich, second by Tr. Kruepke to adjourn at 9:48 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

DRAFT MINUTES
Village Board Meeting
Tuesday, July 5, 2016, at 8:00 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.

Tr. Kruepke called the meeting to order at 8:00 p.m.

Members Present: Trustees Lippold, Olson, Kufahl, Emmrich, and Kurtz.

Members Not Present: Pres. Schwab

Staff present: John Walther, Brian Kober

Additional Persons Present: Attorney John St. Peter

2. Convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; in matters relating to the Village-Town Revenue Sharing Agreement and Cooperative Boundary Plan.

Reconvene into Open Session.

Motion by Tr. Kruepke, second by Tr. Lippold, to convene into closed session at 8:00 p.m. and to include the Village Board, John Walther, Brian Kober, Attorney St. Peter, and Deanna Boldrey.

Roll Call Vote: 6 ayes, 0 nays. Motion carried.

The Board Reconvened into Open Session at 8:19 p.m.

3. Resolution 16-12 – Authorizing Participation in the Preparation of a Cooperative Plan with the Town of Jackson (pursuant to Wis. Stat. § 66.0307(4m)).

Attorney St. Peter read resolution 16-12. Motion by Tr. Kufahl, second by Tr. Emmrich to approve Resolution 16-12 – Authorizing Participation in the Preparation of a Cooperative Plan with the Town of Jackson.

Vote: 6 ayes, 0 nays. Motion carried.

4. Adjourn.

Motion by Tr. Lippold, second by Tr. Emmrich to adjourn at 8:23 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

NAME

POLICE CHIEF
RECOMMENDATION

Operator's License Application:

Jacob Hassenplug	The Village Mart	Approval
Brittney Rahn	The Village Mart	Approval
Christina King	WalGreens	Approval
Roxanne Goff-Frick	WalGreens	Approval
Matthew Kiesling	WalGreens	Approval
Richard McHugh	American Legion	Approval
Cynthia Funmaker	Latest Edition	Approval
Sarah Johnson	Latest Edition	Approval

Entertainment License:

Jack Kulwikowski	Coffeerville Company	Approval
------------------	----------------------	----------

Circular Tree Bench For Jackson Park

...

Eagle project
Presented by Evan Beekman

Where is it?

Jackson park will be the new home for our two new circular benches around these two trees.



What is a circular bench?

A circular bench is a bench that is often designed in a hexagonal shape to fit around a tree.

This is the bench that will be made.



Why would installing circular benches be beneficial?

- More places to sit.
- People can sit in any direction.
- People can keep an eye on their kids, wherever they are.



Budgeting

- Tools: borrowed from my father
- Wood and other supplies: \$270-\$290
- I will acquire all of the money through fundraising
 - Local businesses
 - Possible sponsors
 - Signs in the community center



Timeline

Board Approval

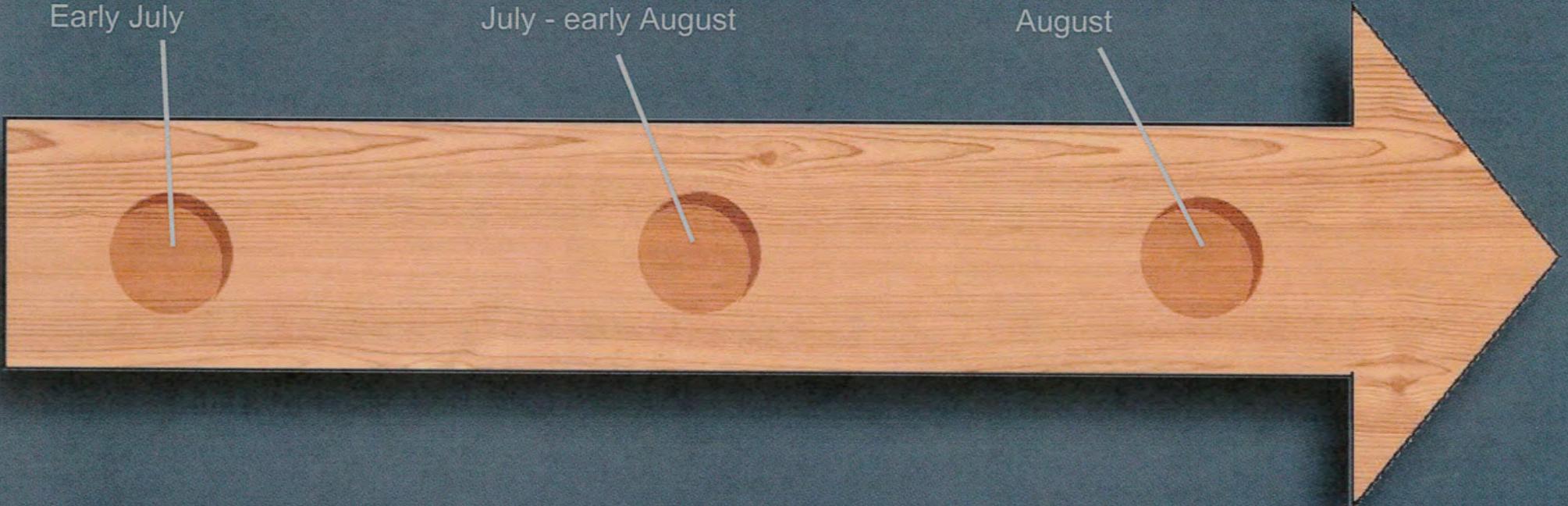
Early July

Fundraising

July - early August

Build benches

August



Approval?

Before I can put this plan into action, I will need the approval of this board.

Thank you for listening and I hope to count on you.

Questions?

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

<u>Section</u>	<u>Page</u>
Letter of Interest.....	3
Firm Information.....	5
Project Team and Resumes	8
Project Experience	16
Scope of Service/Methodology/Schedule	26
Cost Proposal.....	28

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.

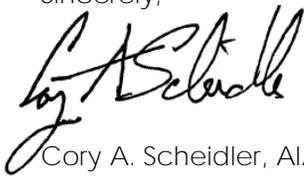
Cedar Corporation's experiences with similar evaluations and working relations with similar communities makes us the best team for this project. Please consider the resumes we have provided for our team members, each of them brings unique and valuable skill sets to your project. Together we can determine,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

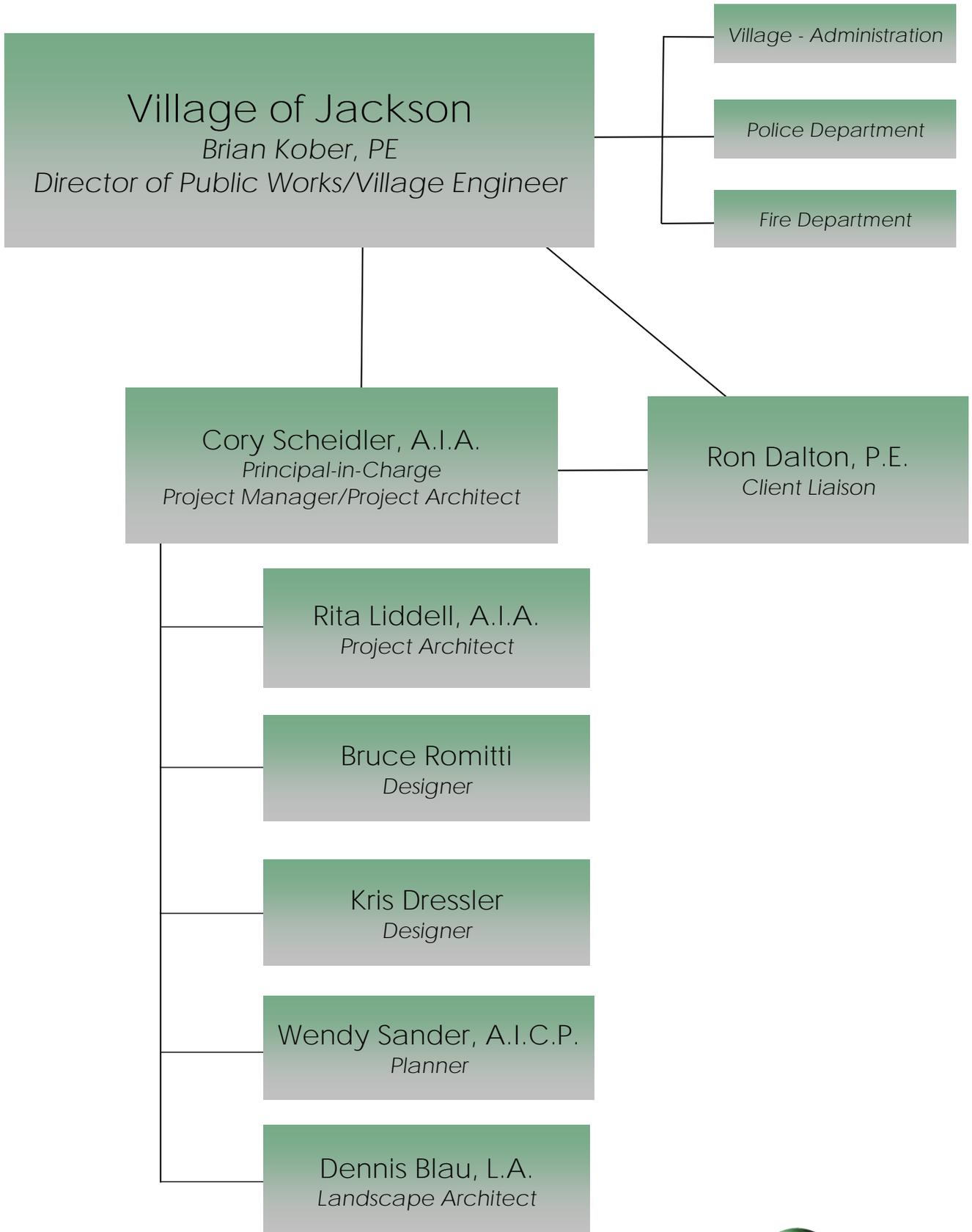
LANDSCAPE ARCHITECTURE

- 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.





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.



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 for 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

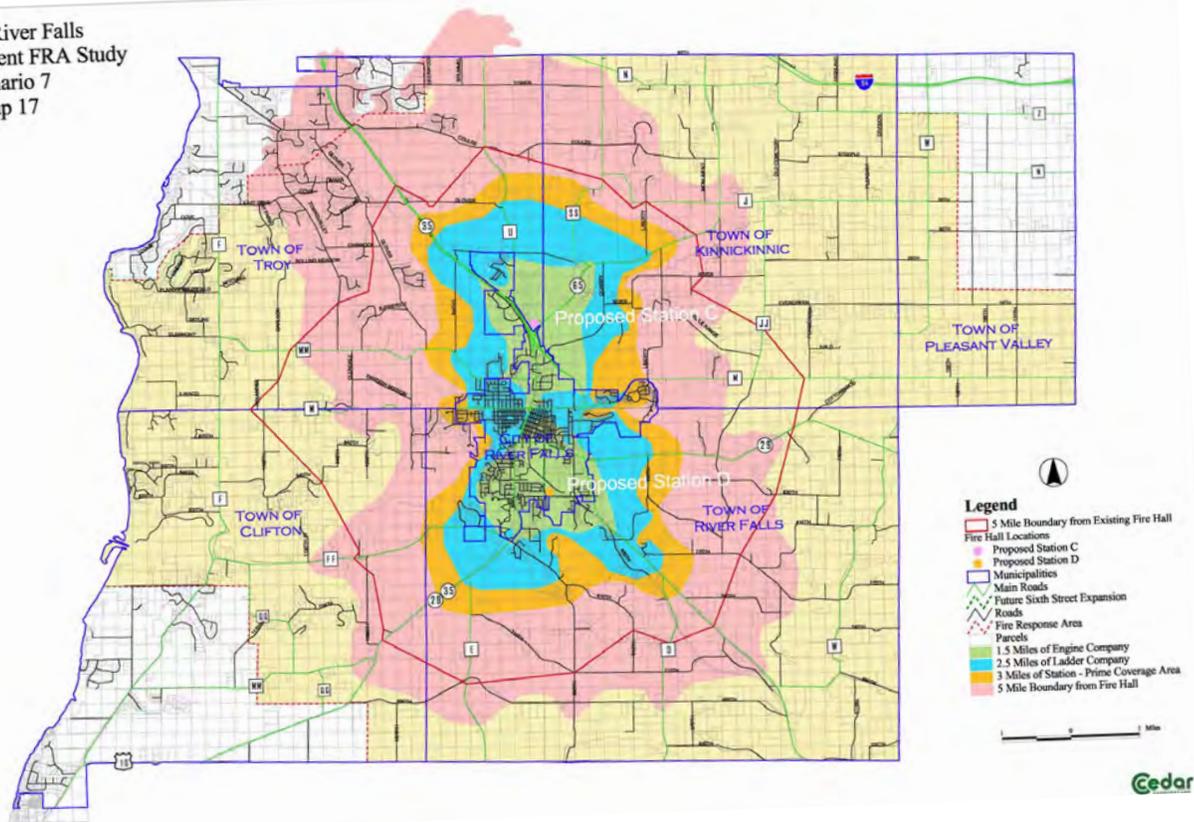
DESCRIPTION: The River Falls Fire Response Area Study was created to analyze fire protection within the River Falls Fire Service Area (FSA). The FSA includes the City of River Falls (St. Croix and Pierce County), Town of Clifton (Pierce County), Town of Kinnickinnic (St. Croix County), Town of Pleasant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



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.





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

CONTENTS

Firm Contact	4
Key Personnel	5
Barrientos Previous Experience	6
Baxter & Woodman Previous Experience	12
Project Approach / Methods	15
Cost Breakdown	17
Project Schedule	18
Appendix A - Resumes	19

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

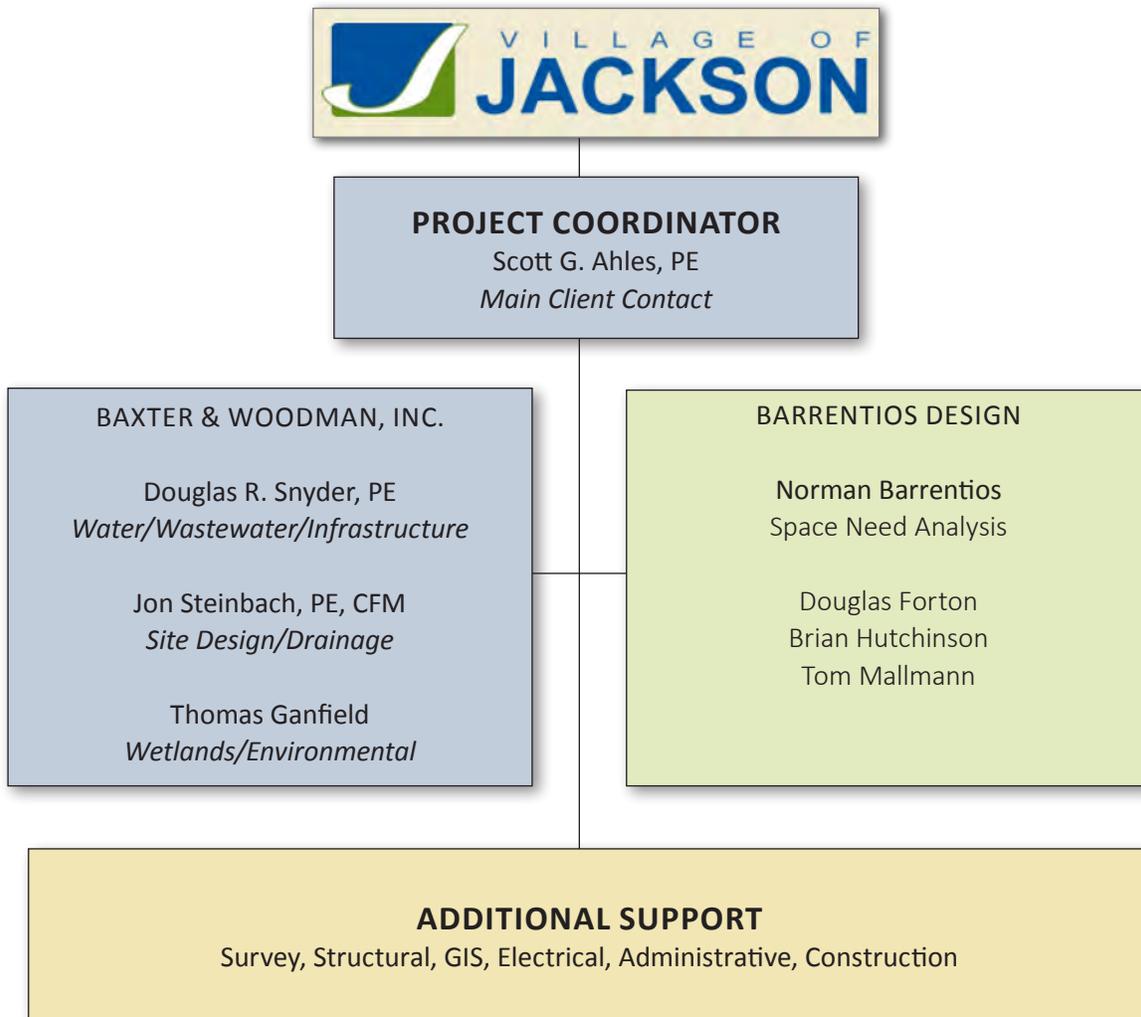
Barrientos Design & Consulting, Inc.

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.

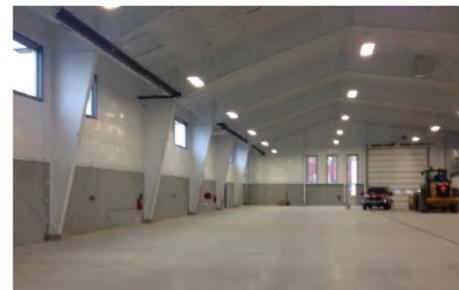
The new 17,700 SF garage features solar panels, a wash bay, natural day-lighting, a mezzanine and a small office component consisting of a ready room, locker/toilet rooms and storage and mechanical space. Additionally, the site contains a 3,500 ton salt shed, 10,000 gallon fuel tank and storage for bulk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





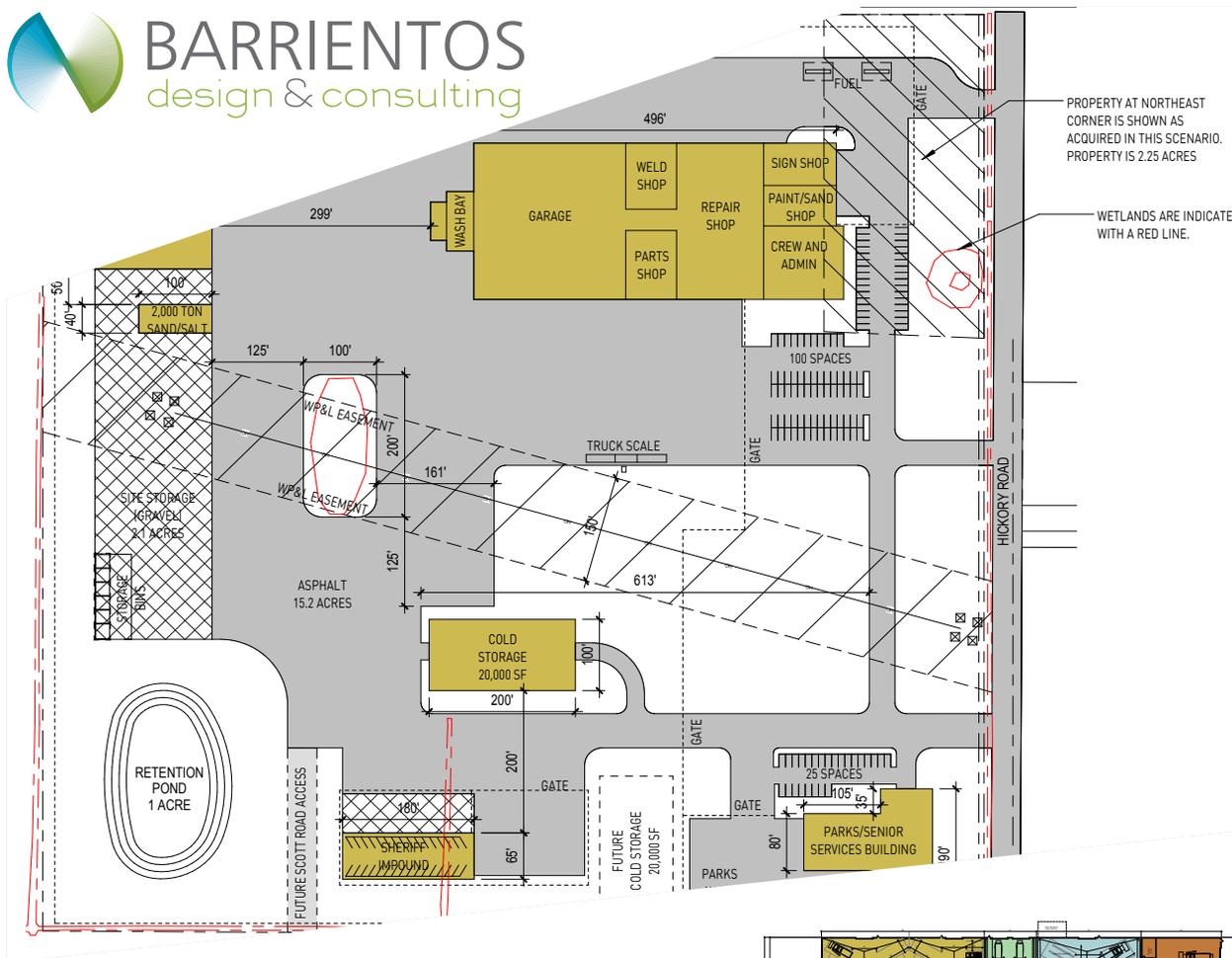
BROWN COUNTY HHS OFFICES Green Bay, WI

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.

www.baxterwoodman.com

Scott G. Ahles, PE

Page 2 of 2

- **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.

www.baxterwoodman.com



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

www.baxterwoodman.com

Douglas R. Snyder, PE
Page 2 of 2

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

www.baxterwoodman.com

Jonathan D. Steinbach, PE

Page 2 of 2

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.

www.baxterwoodman.com



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.

www.baxterwoodman.com

Thomas E. Ganfield

Page 2 of 2

**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.

www.baxterwoodman.com



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

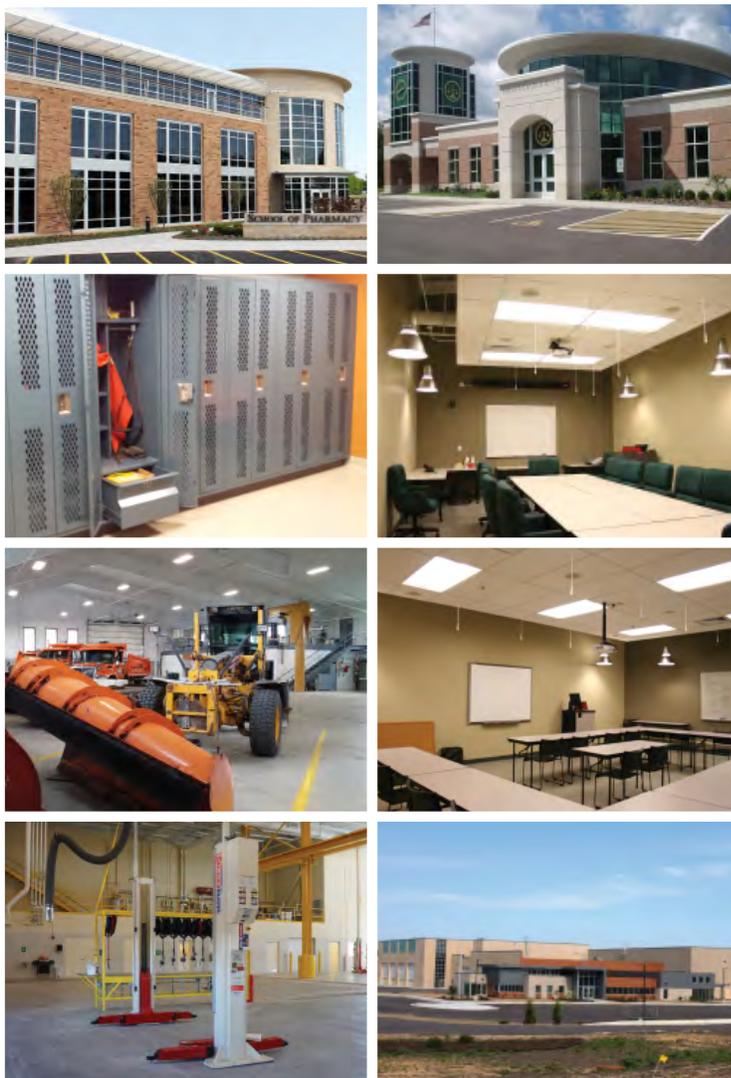


BRIAN HUTCHINSON

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

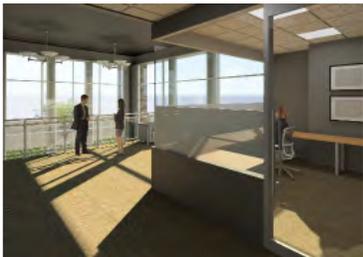
- Jefferson County New Central Maintenance Facility
- WE Energies Oak Creek Offices
- Fond du Lac County New Central Public Works Garage Master Plan and Schematic Design
- Brown County Public Works New Central Garage, Master Plan and Schematic Design
- Fond Du Lac County Public Works Satellite Shop
- 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

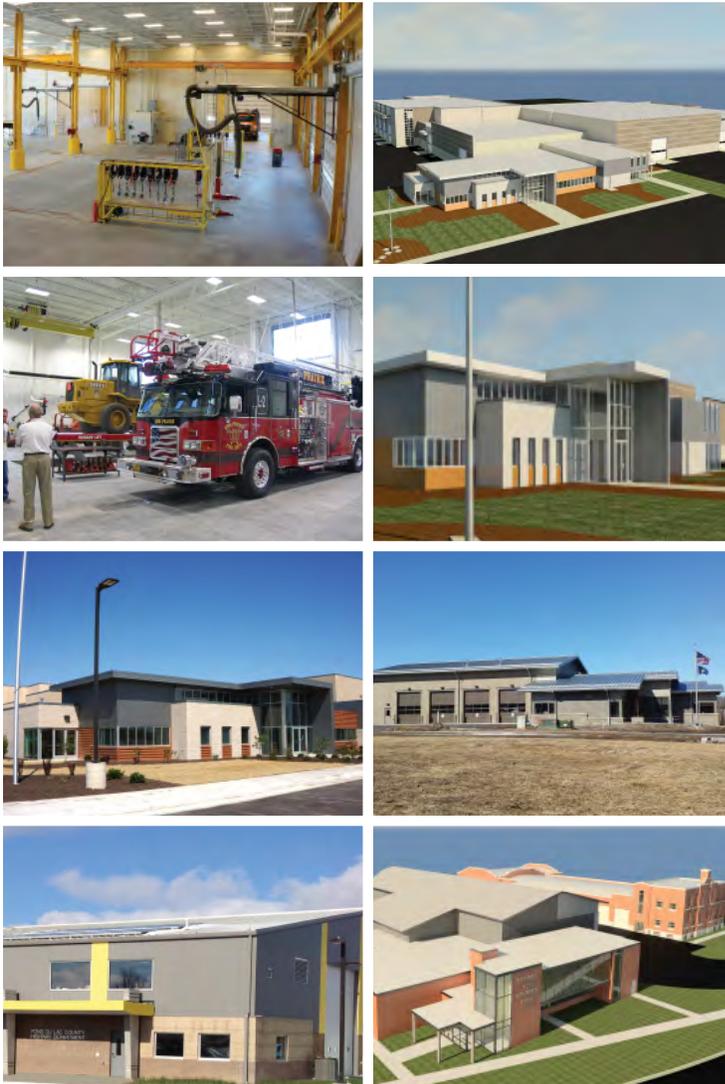
- Jefferson County New Central Maintenance Facility
- City of Milwaukee Public Works Garage Consolidation Study
- Fond du Lac County New Central Public Works Garage Master Plan and Schematic Design
- Brown County Public Works New Central Garage, Master Plan and Schematic Design
- Fond Du Lac County Public 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.

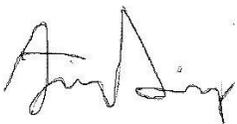
The Village of Jackson has requested proposals for professional services to conduct a space needs analysis for review of the existing Police Department, Fire Department, and Village Hall buildings. The analysis will include a detailed review of the existing facilities with recommendations for the number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

Letter of Transmittal

Section I.....Firm Background

Section II.....Key Personnel

Section **III**.....Similar Project Experience

Section IV.....Project Approach

Section V.....Cost Breakdown

Section VI.....Project Schedule

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.

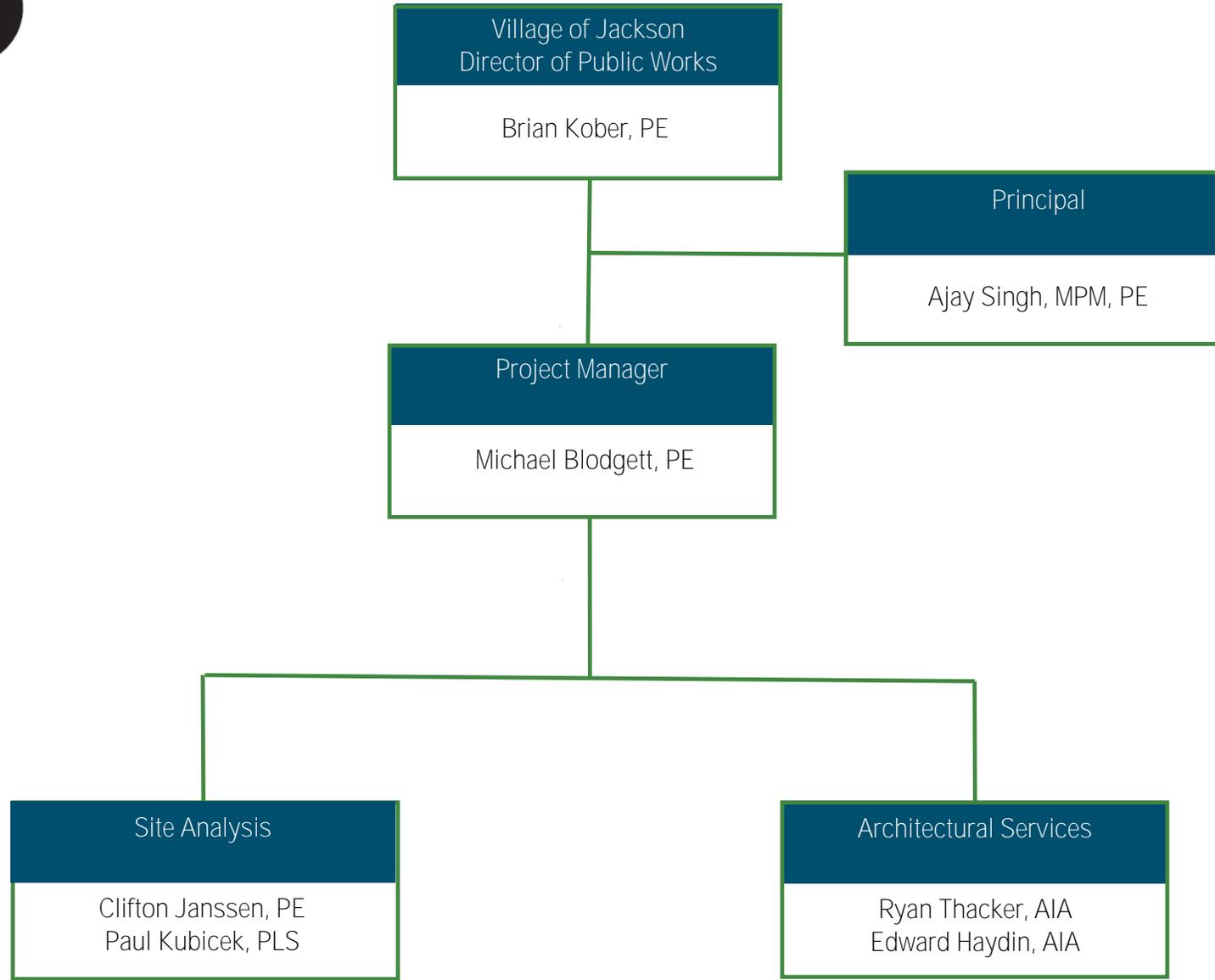
ARC-INT Architecture is focused on commercial, community, educational, health-care, housing, industrial-transportation, and ecclesiastical project types.

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

Classification	Michael Blodgett, PE		Clifton Janssen, PE		Ryan Thacker, AIA		Edward Haydin		Paul Kubicek, PLS			
	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



Stantec Consulting Services Inc.
12075 N. Corporate Parkway, Suite 200, Mequon, WI 53092

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

Table of Contents

- 1. Contact Information/Cover Letter 1
- 2. Key Personnel 4
- 3. Previous Space Needs Analyses 16
- 4. Description of Methods 21
- 5. Cost Breakdown 26
- 6. Project Schedule 27

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.

Michael FitzPatrick PE, LC, IES

Electrical Engineer

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.

Philip Caswell PE

Structural Engineer

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.

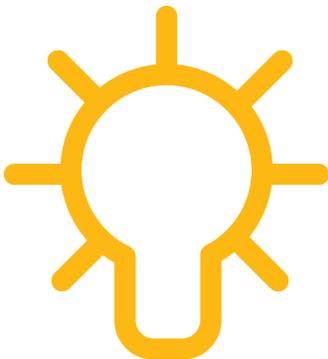
Endres Properties Manufacturing, Rosemount, Minnesota

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

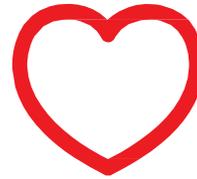
2016				
Task	July	August	September	October
1. Project Initiation and Initial Gathering				
Kick-off Meeting	★			
Room and Equipment Inventory	●—●			
Field Assessment Existing Buildings		●—●		
2. On-Site Interviews		●—●		
3. Space Needs Analysis/Location Analysis				
Analysis		●—●		
Options and Cost 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
					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

ORDINANCE #16-03

AN ORDINANCE ESTABLISHING A TOURISM COMMISSION OF THE MUNICIPAL CODE OF THE VILLAGE OF JACKSON

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN, does ordain as follows:

SECTION I.

The following Chapter, 1.04 of the Municipal Code of the Village of Jackson, Wisconsin as pertains to Boards, Commissions, and Committees, is amended as follows to create the Tourism Commission:

1.04 Tourism Commission.

1.04 **K.** Tourism Commission is hereby created as:

1. Membership:
 - a. The membership shall consist of five members. The Chair shall be the Village President. The Village Administrator and Park and Recreation Director shall each serve as voting members. One member must be an owner or operator of a lodging facility that collects room tax and one citizen member. The Owner or Operator of a lodging facility and one citizen member shall be appointed by the Village President with confirmation by the Village Board. Appointments shall occur at the annual organizational meeting and commissioners shall serve for a one – term, at the pleasure of the Village President, and may be reappointed. Members may be reappointed to complete the term if necessary.
2. Powers and Duties:
 - a. The commission must direct the use of room tax revenue for tourism promotion and development. The commission must report annually to the Village Board on the revenues that were spent, first applying expenditures made on January 1, 2017.
 - b. The commission shall contract with organization(s) to perform the functions of tourism entity. The commission will ensure that at least 51% of the revenues are spent on tourism promotion and tourism development.

- 3. Reporting:
 - a. Beginning in 2017, annually or before May 1, the Clerk – Treasurer will certify and report required detail to the Wisconsin Department of Revenue on the form provided by the Wisconsin Department of Revenue.

SECTION II. This ordinance shall take effect from and after its passage and posting.

Introduced by: _____

Seconded by: _____

Passed and Approved: _____

Vote: _____ Aye: _____ Nay

Michael E. Schwab, Village President

Attest: Deanna L. Boldrey, Village Clerk

Proof of Posting:

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

Dated: _____

Village Official: _____

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

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday – June 30, 2016 – 7:00 pm
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037**

1. Call to Order & Roll Call.

Chairperson Mike Schwab called the meeting to order at 7:00 p.m.
Members present: Steve Schoen, Greg Winn, Peter Habel, and Tr. Kruepke.
Members excused: Jeff Dalton, and Tr. Emmrich.
Staff present: John Walther and Brian Kober

2. Minutes – May 26, 2016, Plan Commission Meetings.

Motion by Peter Habel, second by Steve Schoen to approve the minutes of May 26, 2016.
Vote: 5 ayes, 0 nays. Motion carried.

3. Concept Plan – Jackson Sports Complex – CTH P.

Phil Dahlberg and Kraig Sadownikow were in attendance and had received and reviewed staff comments. Phil and Kraig came to the front with maps for presentation. Kraig reviewed introduced the concept plan.

Kraig commented that the retail area, restaurant, hotel senior living, and bank area are considered ancillary / speculative.

Peter Habel commented that there have been a number of proposals for this property over the last ten years. Peter questioned what kind of homework / research was done to believe that everything will be utilized. Peter commented that we have a number of parks and community center. What if the sports complex is not enough of a draw, then what?

Kraig commented that they are working on partners that will be key to the project, soccer, volleyball, baseball, lacrosse as this is a covered facility. There is a fitness component that would be open to all.

Discussion of the retail areas and the businesses involved ensued in that these areas are speculative and ancillary at this point.

Peter commented that Jackson is a bedroom community. He would like more concrete detail prior to saying yes or no.

Greg commented that Jackson is a bridge to West Bend and Kewaskum. He believes that this is a growing community.

Phil commented that many partners are interested in hearing what the decision is tonight. Phil Dahlberg commented that there are other facilities in the state that are similar in nature at Pleasant Prairie and Jefferson.

Pres. Schwab commented he is happy to see development in the Village for the long-term. He is not sure that the Sports complex is the best use for that property.

Phil commented that the concept approval is necessary to move forward this year. They do plan to dig this year.

Tr. Kruepke commented that in his experience a previous attorney had advised him that we need to make sure that this is the plan that we want for the Village. We do not want them to spend millions and then for the Village to say no. If the concept is going to be approved you need to make sure that you can live with the plan down the road.

Motion by Peter Habel, second by Steve Schoen to bring the item back to Plan Commission next month. Peter Habel continued that this would allow enough time to gather information requested by the Plan Commission and Staff Comments.

Vote: 4 ayes, 1 nay (Winn). Motion carried.

4. Conditional Use – Cathedral Builders – Industrial Drive, Tower Drive.

Both Dean and Jody were in attendance and had received staff comments. The business has outgrown the facilities and they are looking to move their business to the Village of Jackson.

Motion by Peter Habel, second by Steve Schoen to Recommend the Village Board Approve the Conditional Use for Cathedral Builders – Industrial Drive, Tower Drive, per staff comments.

Vote: 5 ayes, 0 nays. Motion carried.

5. Discussion and Review of Comprehensive Plan.

Pres. Schwab commented that he will issue homework prior to the July meeting.

6. Citizens to address the Plan Commission.

Gloria Teifke commented that she is unsure about the project.

7. Adjourn.

Motion by Peter Habel, second by Tr. Kruepke to adjourn.

Vote: 5 ayes, 0 nays. Meeting was adjourned at 8:03 p.m.

Respectfully submitted by Deanna L. Boldrey – Clerk / Treasurer

STAFF REVIEW COMMENTS
Plan Commission Meeting – June 30, 2016

NOTE Concerning Concept Plan – Jackson Sports Complex – CTH P:

The Village’s approval is expressly subject to and conditioned upon the execution of an agreement among the Village, Jackson Properties, LLC, and CIBM Bank resolving all issues relating to the pending litigation Village of Jackson vs. Jackson Properties, LLC and CIBM Bank, Washington County Circuit Court Case 15-CV-0823. The preceding includes, without limitation, resolution of all issues relating to the Amended and Restated Tax Incremental District #4 Development Agreement.

1. Concept Plan – Jackson Sports Complex – CTH P.

Building Inspection

- What type of senior housing is being proposed with this? Will this be a nursing home, CBRF, or age 55 and over senior apartments?
- Recommend incorporating a third entrance into this development due to the amount of parking being proposed and other uses.
- Recommend flipping the front retail spaces with the parking lot for this area to be visible from CTH P. This also would include the future restaurant that is being proposed. By changing this around, more exposure would be provided to the businesses from the road and make it more appealing rather than viewing the rear of the buildings.
- Per Village Code 14.04F(5) Lot, Yard and Setback Provisions, whenever a parcel zoned B-1, B-2, M-1, or M-2 abuts a parcel zoned residential, at the time of construction of improvements on the commercial or industrial parcel begins, the owner shall construct a barrier on the lot line between the parcels consisting of fencing, shrubbery, plantings, berm or other means. The proposed barrier shall be approved by the Village, as part of the Conditional Use approval.
- Ponds in the front of the development? Will these ponds be decorative and maintained regularly?

Public Works/Engineering

- The proposed development will receive sewer and water service from the development of Rosewood Lane, but the concept plan does not show the development of Rosewood.
- The concept plan does not show the right of way dedication of Rosewood Lane. Rosewood Lane dedication shall be shown on the final concept plan. A new Certified Survey Map (CSM) will need to be created and approved if another layout of public roads is to be proposed. The only current public roads are Rosewood Lane and CTH P; all others will be considered private roads. The overall site plan shall show all Village owned property (property on Northwest Passage.)
- Recommend a better transition (landscaping, residential instead of a restaurant, etc.) between the existing properties on Rosewood Lane, and the proposed development.
- A storm water management plan will need to be submitted and approved. The proposed concept plan has an extreme amount of impervious surface. Final approval will be subject to the new Village Storm Water standards.
- Location and design of driveways accessing CTH P shall receive Washington County approval.
- The concept plan does not incorporate the proposed 10 ft. multi-use path and the 20 ft. water main easement along CTH P. The final concept plan shall incorporate each item.

STAFF REVIEW COMMENTS
Plan Commission Meeting – June 30, 2016

- The proposed development is located in the TIF #4 District which makes this development very important to be successful and being a realistic asset for the Village and the Developer.
- Only elevation drawings of the Sports Complex were part of the packet. What will be the compatibility of the architecture of the rest of the buildings with that of the sports complex?

Police Department

- The parking lot concept design provides adequate flow and stacking space for what could be a lot of vehicles. However, a project of this size would generally have an alternate access on at least one adjacent street, on the possibility that an emergency, such as a crash or a fire on the single road, would shut off access to and from the business. The potential retail, motel, and restaurant development would not be appropriate for Rosewood Lane to handle. Whether access is extended to Northwest Passage or remains exclusively on CTH P, Washington County should be urged to reduce the speed limit on the highway to 35 mph from Main Street to Cedar Creek Road. This development and CTH P's topography would combine to make 45 mph an unreasonable speed limit.

Fire Department

- Buildings within proposed complex shall comply with all current adopted codes pertaining to fire suppression systems and fire detection systems.
- All local permits shall be applied for and paid for before the installation of any fire suppression system or fire detection system begins.
- One set of State approved plans for any fire suppression system or fire detection system shall be given to the Jackson Fire Department.
- Fire hydrants shall be installed per local code.
- Complex shall have installed Knox Box system key vault(s).

Administrative/Planning

- Past concepts for the property have shown multi-family residential on the north side of Rosewood Lane providing a desired buffer between the single family residential and the commercial/industrial part of the development, while also offering an alternate access. Development of Rosewood Lane doesn't appear to be considered in the concept plan.
- The County approved only one access point to CTH P (Sylvester Circle) in addition to Rosewood Lane, in the current CSM.
- The significant amount of impervious surface will require a new storm water plan.

2. Conditional Use – Cathedral Builders – Industrial Drive, Tower Drive.

Building Inspection

- Business use requires a sprinkler system to be installed throughout the building and shall be monitored 24/7.
- All remodeling work shall require separate building, electrical, plumbing, and HVAC permits.
- No sign is proposed with this submittal and shall be submitted separately in the future for Plan Commission and Village Board approvals.

STAFF REVIEW COMMENTS
Plan Commission Meeting – June 30, 2016

Public Works/Engineering

- There is a private hydrant located on the property that has a 6-inch water main that can be used for the sprinkler system.
- Future use of the undeveloped areas will determine necessary requirements set forth by the Conditional Use in the M-1 Zoning.

Police Department

- No additional comments.

Fire Department

- All local permits shall be applied for and paid for before the installation of any fire suppression system or fire detection system begins.
- One set of State approved plans for any necessary fire suppression system or fire detection system shall be given to the Jackson Fire Department.
- Building shall have installed a Knox Box system key vault.

Administrative/Planning

- This is a compatible and welcome use for the property. Recommend approval.